

**2009 BARRE YOUTH SPORTS ASSOCIATION FOOTBALL PROGRAM  
BY-LAWS**

**ARTICLE 1 – NAME**

The name of the association shall be the Barre Youth Sports Association (BYSA) Football Program.

**ARTICLE 2 – PURPOSE**

The purpose of BYSA Football Program shall be to sponsor and administer one or more tackle and flag football teams. The association will raise money, buy equipment, recruit coaches and secure playing fields in order to achieve the following recognized Youth Football objective:

- A. Provide interested boys and girls with the opportunity to participate in an organized, supervised, safety-oriented program of tackle and/or flag football;
- B. Bring area youth together by means of a common interest in sportsmanship, fair play and fellowship;
- C. Emphasize fun for all by keeping the welfare of each player first, foremost and entirely free of adult ambition and personal glory; and
- D. Encourage the qualities of good citizenship, scholarship and character that are important long after youth football days.

**ARTICLE 3 – AFFILIATION**

BYSA Football Program shall be affiliated with the Barre Youth Sports Associations, Inc. (BYSA). BYSA Football shall keep BYSA informed of the name and addresses of the BYSA Football Program Chair and the entire Board of Directors.

**ARTICLE 4 – PRINCIPLE OFFICE**

The principle office of the BYSA Football Program shall be located in the either the City of Barre or the Town of Barre and unless otherwise ordered by the Board of Directors, shall be at the address of the BYSA Football Program's Chair.

All association mail, correspondence and checks shall be directed to the BYSA's mailing address, PO Box 821, Barre, VT 05641 and not the home addresses of board members, except in the event of specific fundraising activities and annual registration.

**ARTICLE 5 – MEMBERSHIP AND MEETINGS**

**Section A.**

Any person who establishes an active interest in the BYSA Football Program shall be a qualified member (parents of players, coaches, and other volunteers).

Member meetings may be called from time to time as deemed necessary by the Board of Directors. Notice of meetings will be given via email, phone tree or handouts during practice weeks, at least two business days prior to any general meetings.

A mandatory member (parent) meeting will be called in early football season.

**Section B.**

The BYSA Football Program Board meetings will be held monthly.

**Section C.**

Quorum: All members present shall constitute a quorum for any board or membership meeting. A majority vote rule for all purposes, except as provided herein.

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**ARTICLE 6 – EXECUTIVE BOARD**

**Section A. Chain of Command**

The Executive Board in descending order of chain of command shall consist of the Chair, Vice-Chair, Secretary, and Treasurer.

**Section B. General Powers**

The Executive Board is subject to the by-laws, policies and articles of incorporation of the BYSA Football Program and BYSA, as well as the rules and regulations of the Northern Vermont Youth Football League (NVYFL).

**Section C. Voting Rights**

Each member of the Executive Board shall be entitled to vote on each matter submitted. Voting by proxy or cumulative voting is prohibited.

**Section D. Terms**

All members of the executive board shall serve a term of two full years from January 1 through December 31 of each term. Offices of the Chair and Secretary will be elected in odd years at the end of each football season (November). Vice-Chair and Treasurer will be elected in even years at the end of each football season (November). For example, a Chair elected in 2005 will serve in 2006 and 2007 and would have to run for re-election in 2007.

**Section E. Requirements**

All members of the Executive Board shall attend all Board meetings and perform all duties described infra.

**Section F. Disqualification From Other Office**

No member of the Executive Board shall, during the period of his or her tenure, hold any other office within the BYSA Football Program Executive Board.

**Section F. Vacancies**

The Executive Board shall within sixty days appoint a successor to complete the vacant office of any executive board member or director who for whatever reason is unable to complete his or her term of office. This appointment shall remain in effect until the next regularly scheduled election for that office.

**ARTICLE 7 – DUTIES OF THE MEMBERS OF THE BOARD OF DIRECTORS**

**Section A. Chair:**

- Serves as the Chief Executive Officer of the association and must have served at least one term on the Board of Directors.
- Supervises, directs and controls all of the BYSA Football Program business affairs.
- She/he must attend the regular meetings of BYSA, and report all actions of that body to the BYSA Football Program Board of Directors.
- May appoint any subcommittees she/he deems necessary.
- Must be familiar with the rules and regulations of the NVYFL.
- Must either attend or assure attendance to all NVYFL league meetings.
- The chair is responsible for creating monthly agendas and distributing them with the minutes.

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**Section B. Vice Chair:**

- In the absence of the chair, the vice chair must perform all the duties of the Chair and when so acting, shall have the powers of and be subject to all the restrictions upon the office of Chair.
- In case of a vacancy in the office of Chair, the Vice Chair will automatically become president and serve the remaining term.
- Shall assume the tie-breaking vote should the Chair find him/herself in a conflict of interest.
- Shall assume any open Board position until such position is filled.

**Section C. Secretary:**

- The Secretary must keep a book of minutes at any place ordered by the Board of Directors. The minutes must record the meetings of the Board of Directors. The secretary must distribute at all Board meetings, copies of the minutes of the last Board meeting.
- The Secretary is responsible to distribute thank you notes.

**Section D. Treasurer:**

- The Treasurer must maintain adequate and correct accounts of all the BYSA Football Program business transactions. The treasurer must also maintain an accurate accounting of the income and disbursements of any and all association funds.
- The Treasurer shall appoint and submit to the Executive Board for approval the name of an assistant treasurer at the annual reorganization meeting in January. The Assistant Treasurer will serve in the treasurer's absence at all of the BYSA Program events where the treasurer is expected to collect or provide cash.

**ARTICLE 8 – FUNDS MANAGEMENT**

- Deposits and Credits: All funds received by the BYSA Football Program must be deposited into the BYSA account or given to the BYSA Treasurer for deposit within five (5) business days,.
- The Board of Directors shall present, at each annual meeting of members in February, a full and clear statement of the business and condition of the organization.
- Books and records will be audited once a year with the BYSA accounts.

**ARTICLE 9 – BOOKS AND RECORDS**

- The BYSA Football Program shall keep correct and complete books and records of accounts.
- The BYSA Football Program shall keep minutes of the meetings with its members and Board of Directors
- The BYSA Football Program shall keep a record of its voting members.

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**ARTICLE 10 – THE BYSA FOOTBALL PROGRAM REGISTRATION FEES**

- The BYSA Football Program will collect from each player at sign-ups an amount of money, to be determined by the Board of Directors, which is sufficient to cover the anticipated cost of running the program.
- Financial assistance determinations will be made by the Board, Head Coach(s), and Registration Coordinator with the following guidelines considered:
  - Player/Parents requesting financial assistance for registration fees will be asked to:
    - Pay in installments, or
    - Pay a portion of the fee, or
    - Request in-kind volunteer services as payment vs. cash payment, or
    - If family is unable to do any of the above, the board may determine financial assistance approval on a case-by-case basis without divulging into the family financial records.
- Registration refunds
  - Full refunds will be given to players dropping out of the program during the first week of practice, less cost of T-shirt if T-shirt has been issued.
  - Partial refunds as noted below will be issued to players dropping out of the program the first Monday following Jamboree (week 2 of the program)
    - First year players – 50% of the registration fee will be refunded.
    - Second year players or greater - No refund will be issued unless circumstances are beyond the player/player's parent(s)/guardian(s)' control. This will be discussed on a case-by-case basis amongst the Board of Directors and Coaches.
    - Money will only be returned after all equipment in acceptable condition has been returned.

**ARTICLE 11 – COORDINATORS AND DUTIES OF THE COORDINATORS and COMMITTEES**

The following committees shall consist of a Coordinator and member volunteers. Each Committee Coordinator will report to the Board of Directors at each monthly meeting.

**Section A. Registration Coordinator and Committee:**

Registration committee shall consist of the Registration Coordinator and member volunteers. Along with the Board of Directors, will plan and coordinate the registration process for the year.

- Shall make sure of payment in full before certifying participants'.
- Shall verify receipt of:
  1. Completed registration form (contract).
  2. Copy of participants' certified Birth Certificate.
  3. Registration form will include information regarding player's health and/or any medical concerns the coaches must be aware of.
- Shall assure that all member rosters conform to the Northern Youth Football League Rules and Regulations (<http://etamz.active.com/nvyfl/handouts/>)
  1. Age
  2. Weight
  3. Shall provide an Official roster to Nvyfl by certification date.

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**Section B. Equipment Coordinator and Committee:**

The Equipment Coordinator and Committee, working with the coaches, shall:

- Keep proper records of all equipment.
- Conduct, with the head coaches and other volunteers, an inventory and evaluation of equipment for replacement at season end.
- Prepare a final inventory of all equipment. Present this report, along with any recommendations for the next season, to the Board of Directors.
- Oversee the storage of all equipment.
- Oversee the reconditioning of helmets and other equipment at season end.
- Solicit bids for team uniforms, coordinate the selection of uniform type and style, with coaches and Board approval.
- Provide proper distribution of uniforms and equipment, including establishing equipment distribution and return dates and times for each team.
- Provide and maintain equipment kits and first-aid kits for distribution to each team prior to first practice.
- Coordinate parent volunteers to provide half-time refreshments for each team. Reimbursement from the BYSA Football Program funds can be made to parents purchasing these refreshments.
- Establish a practice and game day schedule for Equipment Manager(s), including training for these volunteers. Training should be provided by a knowledgeable source on daily equipment management (helmet/shoulder pad replacement parts), including helmet maintenance. Equipment manager(s) will be available 15 minutes prior to each practice and throughout the practice.
- Special equipment issues to players will be approved by the Board.

**Section C. Concession Coordinator:**

The Concession Coordinator and Committee are responsible for the operation of the concession/snack bar for all the BYSA Football Program home games.

- Shall coordinate product donations from local business(s) and members to sell at the concession stand for all the BYSA Football Program home games.
- Coordinates volunteer work schedules for the concession stand.
- Shall maintain an inventory of supplies.
- Shall make purchases of food products (hotdogs/hamburgers) and concession stand supplies (napkins/cups/etc.) without prior Board approval.
- Must provide receipts for all expenses incurred in a timely manner to the treasurer.
- Shall submit, annually at season end, to the Board of Directors a report of equipment/supply needs for the next season.

**Section D. Fundraising Coordinator:**

The Fundraising Coordinator and Committee shall solicit business and organizations for monetary donations and sponsorships.

- Shall assure recognition of contributors/sponsors on season program and other publications (local paper or other publication(s), etc.)
- Shall coordinate fundraising programs approved by the Board.
- Shall work with treasurer on money handling and accounting procedures for each event.
- Shall assist with obtaining donation items for special events.

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**Section E. Special Events Coordinator**

The Special Events Coordinator and Committee are responsible for organizing and planning special events approved by the Board. Events may include, team photos, annual banquet.

- Shall be responsible for coordinating team photos, with at least two weeks notice of picture day given to players and parents.
- Shall be responsible for ordering trophies for participants for distribution at the annual banquet.
- Shall be responsible for coordinating the annual banquet, including securing a banquet facility, banquet ticket sales, and banquet menu and set-up.
- Shall coordinate the Barre Homecoming Days parade float
- Shall submit to the Board, annually at season end, a report of anticipated needs for upcoming season.

**Section F. Field Coordinator:**

The field Coordinator and Committee are responsible for making sure the playing field(s) are ready before games and for organizing clean-up afterwards.

**Section G. Officials and Medic Coordinator:**

The Officials and Medic Coordinator and Committee, working with the head coaches, shall secure officials and medics for home game. NXYFL rules and regulations will be adhered to in completing this function.

**ARTICLE 12 – COACHES:**

The head coaches from each level will be voted upon at an annual member meeting to be held in late November. Precedence will be given to applicants with prior experience as a head or assistant coach in the BYSA Football Program or in some other Youth Football Association. Applicants must submit community background to the Board and the Board will vote on the applicants at the following meeting.

All coaches and key volunteers which may have one on one contact with players will be required to have a background check as mandated by the NXYFL.

**Section A. Duties and Responsibilities:**

Head Coaches and Coaches are responsible for the supervision of all team players. Each head coach must adhere to the NXYFL Rules and Regulations and any promulgated by the BYSA Football Program Board of Directors. Failure by the head coaches to maintain control over the team and ensure their proper deportment and/or failure to adhere to all applicable rules and regulations is grounds for suspension or removal by the Board of Directors.

- The head coaches select his/her own assistance. The Board of Directors is a resource that the head coaches may consult if wishes. Assistant coaches must be approved by the Board of Directors and are subject to suspension or removal by the Board of Directors for any reason that would allow the suspension or removal of a head coach.
- The head coaches are responsible for collecting and returning all equipment at the end of the playing season.
- The head coaches or designated assistant must meet with the Equipment Coordinator, at playing season end, to prepare a final inventory of all equipment and present this report to the Board of Directors, along with any recommendations for the next season.
- A Parent Representative at each level should report to the Board during the football season.
- There shall be a Head Coach at each age level. Head Coaches, along with Executive Board members, will be the program representative at the NXYFL league meetings and represent, in person or by designate, at the monthly board meetings.

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- Each BYSA Football Program level Head Coach will operate independently of each other and may hold team level coaches meetings as deemed.
- The program scheduler is responsible for scheduling games not scheduled by the league and will report concerns/issues to the respective Head Coach and/or Board.

**ARTICLE 13. CONDUCT OF ACTIVITIES:**

**Section A. Parliamentary Procedures:**

The "[Roberts Rules of Order, Revised](#)" shall be the Parliamentary authority for all matters of procedure not specifically covered by the Bylaws.

**Section B. Rules of Play:**

The rules governing play are those promulgated by the Northern Vermont Youth Football League.

**Section C. Member Discipline:**

Misconduct on the part of any Association member, coach, team parent, committee member, volunteer, or player subjects the offender to disciplinary action by the Board of Directors.

- 1) Misconduct defined: Member misconduct is any behavior on the part of an Association member
  - a) At a BYSA Football Program event, or
  - b) In connection with his or her duties as a Board member, coach, player, team parent, committee member, parent/guardian, spectator or volunteer that constitutes a violation of NBYFL and Special Rules promulgated by the Board of Directors of the BYSA Football Program or BYSA.
- 2) Notice and Hearing Rights: In the event the Board or any member thereof alleges that any person is guilty of misconduct, that person shall be provided with a written statement explaining the allegation and proposed disciplinary action. The accused shall also be provided with written notice of the date and time of the meeting at which the issue will be submitted to the Board for a vote. The notice shall be deemed timely if it is placed in an envelope bearing the address the member provided at registration and deposited in overnight mail at least five days in advance of the scheduled meeting. At the discretion of the Board and only by a majority vote the person/persons accused of committing a serious offense is subject to immediate suspension pending a hearing. In the case of minor infractions that are dispositional by a written warning and/or verbal counseling the action taken by the Board will be presented to the offender/offenders immediately. The notice shall advise the member that s/he may present evidence at that meeting and be allowed to cross-examine any witnesses presented by the Board in support of the charge. The failure of any member to appear and/or present evidence at the duly noticed meeting may be interpreted by the Board as submission to the proposed action but does not excuse the requirement that a vote be taken regarding whether the member in fact committed misconduct.
- 3) Conduct of Hearings: The Board member proffering the charge of misconduct will present evidence establishing his claim. The member will have an opportunity to cross examine each witness and when the Board's presentation is completed, the member will have an opportunity to present evidence. Evidence consists of sworn statements of live witnesses and demonstrative exhibits.
- 4) Confidential Information: All board members shall keep any information such as coach's interviews and selections, investigations, complaints, etc. presented during a closed session as confidential. Any sensitive information given at any Board meeting must not be discussed outside the meeting. If found in violation, the Board member will be terminated.
- 5) Standard of Proof: The Board of Directors will decide by majority vote whether the preponderance of evidence presented at the hearing establishes that the member has committed the alleged misconduct.
- 6) Selection of Punishment:

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- a) Unless the member consents, the selection of punishment is not to be determined at the same meeting where the member's misconduct is established.
- b) Minor misconduct not involving the violation of any State statute that does not place any person in physical danger shall be handled by verbal counseling. When similar minor misconduct recurs after verbal counseling, more serious punishments may be imposed including but not limited to suspension.
- c) Serious misconduct involving criminal behavior or actions that placed another person in danger of physical injury shall be punished by suspension or removal the Association. In such instance, the Association may seek from the courts an order restraining the member from attending any Association events.

**ARTICLE 14 – AMENDMENT OF BYLAWS:**

The foregoing bylaws may be amended, altered or repealed by new bylaws adopted by a three-fourths vote of the Board of Directors. Any proposed amendments will be presented at a board meeting and will be voted on at the following board meeting.

If any part of the Bylaws shall be held invalid or inoperative for any reason, the remaining parts so far as possible and reasonable, shall be valid and operative.