

YORK YOUTH FOOTBALL

Amended and Restated By-Laws

August 2020

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Article I. Association's Name

The organization will be known as the YORK YOUTH FOOTBALL, which may be abbreviated as YYF and is referred to in the by-laws simply as YYF.

Article II. Affiliation

The YYF will be a member of a League consisting of other local football organizations as determined by the YYF Board of Directors. All by-laws of that league are applicable to YYF. The League is not part of YYF; however, players, coaches, and spectators are expected to abide by the rules of that League. See the current Bylaws of that League. YYF will be an approved 501c-3 non-profit corporation for educational purposes as set forth by the IRS.

Article III. Objective

The purpose of the YYF is to teach youths in grades 3 – 8 the fundamentals of football with an emphasis on teamwork and sportsmanship.

Article IV. Board of Directors Term of Membership

Board membership in YYF is valid for each “term” set forth in Article V. Sec 3. Membership to YYF must be renewed each term season.

Article V. Governing Body

Sec 1. Board of Directors

The President, together with the Executive Board make up the Board of Directors (hereinafter referred to as the “Board”), is the governing body of YYF. The Board will transact all business, enforce all rules and codes of conduct (Attachment A) for YYF and will have the power to settle all disputes and protests. All decisions of the Board are final.

Sec 2. Board Positions

The Board will be comprised of the following positions:

- a. President
- Executive Directors:
- b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. Fundraising/Events Coordinator
 - f. Concessions Officer
 - g. Recruiting and Program Development Officer

Sec 3. Term

- a. The Board members will be elected for a one-year term.
- b. A term will begin on January 1st and continue until December 31st.
- c. A Board member can only serve for 5 consecutive years in one position. After 5 consecutive years a Board member must be re-elected to a different position.

Sec 4. Procedures

The rules contained in the current edition of Robert's Rules of Order Newly Revised will govern YYF in all cases to which they are applicable and in which they are not inconsistent with these by-laws, the by-laws of the league in which YYF is a member and any special rules of order YYF may adopt.

Sec 5. Board Meetings

- a. The Board will conduct regularly scheduled meetings. The purpose of these meetings is to conduct normal YYF business, enforce rules and codes of conduct (Attachment A) and to settle disputes and protests.
- b. All meetings will be conducted by following a previously prepared agenda. The President will have the responsibility of conducting the meeting according to the agenda prepared by the Secretary and the Secretary will provide the agenda at least 24 hours in advance of the meeting.
- c. Meeting minutes will be recorded by the Secretary and made available to the general membership upon request.

Sec 6. Quorum

A quorum will consist of 50% of the Board members (excluding vacant positions), one of who must be either the President or Vice Presidents, unless otherwise stipulated by these By-Laws.

Sec 7. Board Voting

Each Board member will have one (1) vote. Head Coaching position once appointed will also be empowered to vote. The President will cast a vote only in the case of a tie vote or in other specific cases set out herein. Proxy votes will be accepted only if the absent Board member submits an assignment of the proxy in writing.

Sec 8. Polling

In order to minimize the number of Board meetings, the President of YYF may poll Board members in order to reach decisions regarding specific questions. The President must report the polling results to the Board in writing. The results reported by the President must include how each member's vote was cast. The Secretary will record the reported results and provide them as minutes at the next conducted Board meeting.

Sec 9. By-Law Changes

- a. The Association's By-Laws may be altered, amended, or repealed by the Board of the YYF. Changes to the By-Laws will require that at least two-thirds (2/3) of the Board members (excluding vacant positions) are present at a specially held By-Laws meeting to be held in April. Further, such changes require two-thirds (2/3) affirmative vote of the Board members present.
- b. These effects will take effect immediately.

Sec 10. Resignation

Any Board member may resign his/her position by written resignation to the board. Such resignation will take effect at the time specified therein, or immediately if no time is specified therein. The acceptance of such resignation will not be necessary to make it effective.

Sec 11. Removal

- a. Any Board member who is absent from three or more consecutive board meetings, having been notified 72 hours prior to each meeting, may have his/her office declared vacant unless the President has excused the absences and the President was notified in advance.
- b. Any Board member who neglects his/her duties to the detriment of the Association or who has conduct unbecoming may be brought to a hearing by the Board and a vote may be called for his/her removal.
- c. A vote of removal by the Board may only be executed if at least two-thirds (2/3) of the Board members are present at the hearing and the vote to remove a member must pass by two-thirds (2/3) majority of the present Board members. The Board member whose position is being questioned will not be counted as part of the total members or members present and that member may not cast a vote.

Sec 12. Vacancies

Any vacancy on the Board will be filled by presidential appointment with ratification by at least a 50% majority of the remaining board members. The appointed person will fill the position for the remaining unexpired term.

Sec 13. Compensation

All Board members and other general members of YYF will be volunteers receiving no compensation for the performance of their duties. No officer or director of the Association will willingly use his/her position for personal gain or to obtain any benefits that are not available to the entire membership

Sec 14. Cash Controls

The board shall ensure all funds are handled under dual control and the board will ensure checks and balances are in place to protect the association's assets. Cash controls, as outlined in Attachment 3, are to include dual signatures and dual controls, including all financial transactions on game day.

- a. Debit cards are strictly prohibited and a violation of YYF's by-laws. See attachment 3 for more detailed cash controls.

Sec. 16 Financial Accounting

At the January meeting, the board shall vote to hire or retain an accounting firm to process all payments. The accountant has the sole authority to write checks with any member of the Board with the authority to sign. Any check for \$500 or more requires dual signatures. The accountant must be provided all purchase orders, invoices, and receipts for purchases prior to processing payments. The accountant will maintain the purchase orders, invoices, and receipts. The accountant will provide a quarterly profit and loss statement to the Treasurer to be presented at

the January, April, July and October board meetings. The accountant will present annually a financial report for auditing by the Board. The accountant will submit all required tax filings to the proper governmental agencies.

Sec. 15 Code of Ethics

This policy is outlined in Attachment 4.

Sec. 16 Conflict of Interest

This policy is outlined in Attachment 5.

Article VI. Duties and Powers of the Board Members

Sec 1. President

- a. Will conduct affairs of YYF and execute the policies established by the Board Members.
- b. Will communicate to the Board such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the YYF.
- c. Be responsible for the conduct of the YYF in strict conformity to policies, principles, rules and regulations of YYF.
- d. Designate in writing, other officers or agents, if necessary, to have power to make and execute for, and in the name of the YYF, such contracts and leases they may receive and which have had prior approval of the Board.
- e. Investigate complaints, irregularities, and conditions detrimental to the YYF and report thereon to the Board as circumstances warrant.
- f. Will act as liaison between YYF and Park & Recreation. Will attend the Park & Recreation fields meetings as the YYF representative.
- g. Will assist in any fundraising activities for YYF.
- h. Will nominate individuals to vacant board positions.

Sec 2. Vice-President

- a. Will succeed to the powers of President in the President's absence.
- b. Will work in conjunction with the Treasurer to manage all YYF money, maintain necessary bank accounts, forward all bills to the accountant to maintain accurate and current records of YYF finances.
- c. Will assume the duties of any Board position that is vacant.
- d. Will assume the duties of any Board member who is unable to perform his/her duties.
- e. Will assist in any fundraising activities for YYF.
- f. Will assist in assigning/rostering players to the appropriate team in TeamSnap.
- g. Will ensure plans are in place for home game operations & field set-up/breakdown

Sec 3. Treasurer

- a. Will manage all YYF money, maintain necessary bank accounts, record and pay all bills and maintain accurate and current records of YYF finances.
- b. Will retain all purchase orders, invoices, and receipts for purchases.
- c. Will collect any dues, fines or other monies due to YYF and will deposit them within 10 days.

- d. Will present at all regularly scheduled meetings, a current financial report to the Board. This report will be presented in writing.
- e. Will present annually, a financial report for auditing by the Board.
- f. Will act as liaison between YYF and the accountant to present the quarterly profit and loss statement to the Board at the January, April, July and October board meetings and the annual financial report for auditing by the Board at the May meeting.
- g. Will act as liaison between YYF and the accountant to provide any necessary paperwork for the accountant to submit all required tax filings to the proper governmental agencies.
- h. Will ensure the hired accounting firm submits all required tax filings to the proper governmental agencies.
- i. Will oversee fundraising activities and income raising activities for YYF.
- j. Will provide a profit and loss statement at least once a month at monthly boarding meetings. If two consecutive months are missed, then an internal audit may be performed by the Executive Board.
- k. Will manage registrations through TeamSnap and ensure all registrations are paid for.

Sec 4. Secretary

- a. Will create meeting agendas and distribute them to the Board in at least 24 hours in advance of meeting.
- b. Will record the minutes of all meetings and distribute those minutes to Board members before the next meeting.
- c. Will maintain electronic file with meeting minutes and voting decisions, as well as task assignments.
- d. Will attend to all YYF correspondence via email and record all decisions made since the prior month's Board meeting in the next meeting's minutes.
- e. Be responsible for recording the activities of YYF and maintain appropriate files, mailing lists, and necessary records.
- f. Will act as liaison between YYF and Park & Recreation. Will attend the Park & Recreation fields meetings as the YYF representative.
- g. Will revise bylaws annually to present the rough drafts to the Board at winter meetings prior to special by-law meeting in April.
- h. Will oversee the registration enrollment process along with the Vice President and Treasurer.
- i. Will collect background check forms from all coaches, and submit to Town of York Police Department prior to every football season.

Sec 5. Fundraising/Events Coordinator

- a. Will work to identify potential individual and corporate sponsors for YYF.
- b. Will design, print and mail fundraising brochures.
- c. Will present sponsorship opportunities to potential sponsors via in-person visits, phone calls, email and mailing of the fundraising brochures.
- d. Will coordinate activities between YYF and active sponsors.
- e. Will maintain and develop sponsorship programs and events.
- f. Will send out "Thank You's" to sponsors at the end of football season.
- g. Will find vendors and coordinate all non-uniform clothing activities.

Sec 6. Concessions Officer

- a. Will maintain the equipment for the concession stand.
- b. Will monitor and purchase concession stand supplies for all home games.
- c. Will update POS system with current concessions pricing and items.
- d. Will be responsible for overseeing concessions training for parents prior to first home game and throughout the season.

Sec. 7. Recruiting & Program Development Officer

- a. Will be responsible for finding opportunities to grow youth participation in the organization.
- b. Will assist the President and be primarily responsible for creating and maintaining strong ties between YYF and the community.
- c. Will create and plan recruiting campaigns and recruiting specific events.
- d. Will present proposed budgets for recruiting events to the board for approval.
- e. Will coordinate/manage organization social media and website maintenance, either directly or through selected vendors.
- f. Will be aware of any league rules related to sphere of influence and take actions to promote the organization in other surrounding geographies as well.
- g. Will assist the Fundraising/Events Coordinator during YYF public (non-game day related football operation) events.
- h. Will assist Secretary with registration enrollment processes.

Article VII. Board Elections

Sec 1. Election of the President

- a. The subsequent board President must be nominated by the current board and must be a member of the current board. In the event there are no members seeking or accepting nominations from the current board, the nomination process will be put forth to the general membership.
- b. Once a nominee is established, the current board will vote the subsequent President into office by a 2/3rd majority vote.
- c. The subsequent President will take over the office at the beginning of the new term or as required by previous President vacating the position.

Sec 2. Election of The Executive Board Members

- a. The election of the Executive Board members will be conducted at a season-ending meeting or any meeting before the start of the next term.
- b. Nominees for the positions will be listed at that meeting for the Board.
- c. Assistant coaches are not eligible to hold board positions, except Recruiting and Program Development Officer. However, if an assistant coach holds the position of Recruiting and Program Development Officer, voting rights for that position will be forfeited.
- d. Spouses are not allowed to hold board positions at the same time, however, in the event two spouses occupy a board and head coaching position at the same time, only one party

can be a voting member. This determination needs to be made and the board notified prior to the first voting issue. A husband and wife are never to sit on the board together when one of them occupies the position of Treasurer and the other Head Coach.

- e. The votes will be tallied by the board and new positions determined that night.

Article VIII. Coaching

Sec 1. Board Responsibilities

The Board recognizes that coaches are vital to the existence of YYF; however, coaching for YYF is a granted privilege and not a right of any member. The Board further recognizes that individuals aspiring to coach in the Association will have an opportunity to mold the impressions of the young participants which is a responsibility to be taken very seriously. Due to the importance coaching positions, the Board has an obligation to the membership, and the participants to screen carefully, individuals applying for positions as coaches.

Sec 2. Coaching Candidates

Any individual may apply to become a coach for YYF. In order to be considered for a coaching position for YYF, an individual must provide the following:

- a. Completed correspondence with board regarding intent, and position desired.
- b. Signed release to allow the Association to conduct any and all background checks as deemed necessary by the Board.
- c. Signed coaching ethics statement.

Sec 3. Background Checks

All coaching candidates and Board Members and any volunteers working directly with the children will be subject to a background check form supplied by the Town of York Police Department. All completed background checks will be submitted to the YYF Secretary at which point the forms will be submitted to the Town of York Police Director and will be kept confidential. The Secretary will only indicate a status of acceptable or unacceptable when reporting the results to the Board for coaching selections.

Sec 4. Coaching Responsibilities

- a. All head coaches will be appointed by the Board and will be notified of their selections.
- b. A head coach is given authority to direct the activities of his/her team as long as those activities do not violate any legal codes, YYF's By-Laws, the By-Laws of the League in which YYF is a member of, or any of YYF's stated codes of conduct (Attachment A).
- c. Any coach that quits before the end of the season must skip one full football season before being considered for a coaching position.
- d. Assistant coaches may be identified by head coaches; however, assistant coaches are required to provide information outlined in Article VIII Sec 2 of these By-Laws and will receive final acceptance as assistant coach by the Board of Directors.
- e. Head coaches will be held responsible for the conduct of all assistant coaches for his/her team and has the authority to remove an assistant coach from his/her position.
- f. Head coaches are responsible for educating assistant coaches, participants, of all applicable rules, By-Laws, and codes of conduct (Attachment A).

Article IX. Miscellaneous

Sec 1. Registration

a. The Board will determine registration dates and registration prices on an annual basis. All participants must be registered according to the guidelines set forth by the league in which YYF is a member.

Sec 2. Age Requirement

- a. A Mites player shall be in a grade below 5th grade, and at least eight years of age before November 22nd, and cannot have reached the age of 11 before the first practice (conditioning or equipment) allowed by Southern Maine Youth Football League.
- b. A Pee Wee player shall be in a grade below 7th grade, and at least nine years of age before November 22nd, and cannot be thirteen before the first practice (conditioning or equipment) allowed by the Southern Maine Youth Football League.
- c. A Junior player shall be less than a freshman in high school and not have reached the age of 15 before the first practice (conditioning or equipment) allowed by the Southern Maine Youth Football League.
- d. Valid proof of birthday must be submitted by each player before that player is allowed to participate. A copy of a notarized birth certificate or other legally accepted proof of the player's date of birth is acceptable.

Sec 3. Scholarships

- a. YYF will provide need-based scholarships for participants who cannot afford the registration fees.
- b. Scholarships, full or partial will be issued to football players by the President of the board who will notify the Treasurer and the Secretary.

Sec 4. Refunds

The Association will provide partial refunds to football participants using the following guidelines:

- a. Prior to the first practice will receive a full refund.
- b. Within the first two weeks of practice, full refund less a \$15.00 administrative fee.
- c. No refunds will be given after the completion of the second week of practice.

Sec 5. Practices

Coaches will conduct practices in accordance with the following guidelines.

- a. Practices will be held in accordance with the league in which YYF is a member's guidelines.
- b. No practice sessions will be held on Sundays or on game days.
- c. Designated outdoor practice areas ("Assigned Practice Areas") will be determined by the board prior to the start of any season.
- d. Practice may not be conducted at locations other than the Assigned Practice Areas without the written approval of the President or the Board, except that Head Coaches may designate any in-town, open, public area as a temporary Assigned Practice Area for the purpose of holding "film" or "classroom" sessions during periods of inclement

weather in lieu of canceling practice. In-town, open public areas, include York Public Schools, York Police Stations, York Fire Departments, York Public Library, or similar accessible community locations.

Sec 6. After Season Games and Clinics

Individual head coaches following the conclusion of the YYF season play may not schedule games outside of the parent organization without written approval of YYF's Board & the League in which YYF is a member.

Sec 7. Medical Conditions

- a. It is the responsibility of parents and/or legal guardians to make YYF aware of any known medical conditions of registered participants.
- b. All participants with known medical conditions will furnish a written doctor's statement authorizing the child to participate in YYF sanctioned events (games, practice sessions, camps, etc.).

Sec 8. Severe Weather

- a. Head Coaches are responsible for delaying or terminating YYF sanctioned events when severe weather occurs. They will use common sense and good judgement for safety of the student athletes.
- b. The President or Vice President can delay or terminate YYF sanctioned when severe weather occurs at an organizational level, which is binding on all teams and programs.
- c. All activities will cease immediately upon notification from the President, Vice-President or Head Coaches.

**York Youth Football
Amended and Restated By-Laws Signature Page**

We declare that the foregoing By-Laws have been approved by the YYF Board of Directors at the Meeting Dated: _____

By the existing Board:

Signed, President

Printed

Signed, Vice President

Printed

Signed, Treasurer

Printed

Signed, Secretary

Printed

Signed, Fundraising/Events Coordinator

Printed

Signed, Concessions Coordinator

Printed

Signed, Recruiting and Program Development
Officer

Printed

Attachment 1 | Code of Conduct Agreement

The philosophy of the York Youth Football program remains very simple: Safety, Skills & Fun!

The following YYF Code of Conduct Agreement outlines policies and participant commitments that are standard requirements for all members of the York Youth Football program (YYF). They ensure fairness to all student athletes, volunteers and spectators and will help us maintain a safe and comfortable environment. This agreement shall govern the actions of all participants, coaches, board members, parents, volunteers and spectators. It is intended to provide behavioral guidance and establish clear expectations for everyone involved. This agreement does not address every possible behavioral circumstance; however, it shall serve as YYF's standard for acceptable behavior.

The Board of Directors and its Coaches respect the fact and realize the importance of parental involvement. However, it is critical for parents to understand that in order to provide each child with an exceptional learning experience, we all must follow the same set of general guidelines. These guidelines are established to help each child's individual development as well as the collaborative efforts and long-term goals of the program. The following guidelines reflect the philosophies of the YYF program.

In consideration for my child, _____, being allowed to participate, I/we acknowledge, appreciate and agree to the following policies and guidelines.

Parents, Volunteers, and Spectators shall:

- Support the student athletes, coaches, referees and league officials and not “coach” or “officiate” as a spectator attending practices and/or games;
- Be positive role models through their actions and words;
- Display and instill in all student athletes, the principles of good sportsmanship and team play;
- Conduct themselves in a manner that best serves the interests of the players;
- Provide the student athletes with a positive experience;
- Encourage their child to show respect for all other student athletes, coaches, officials, and spectators;
- Not ridicule or demean ANY child at ANY time;
- Inform the YYF Head Coach and the Division Head Coach in writing of any disability or ailment that may affect the safety of their child;
- Inform the YYF Head Coach and Division Head Coach in writing of any school suspension, school expulsion or arrest. Failure to report may result in the student athlete being suspended from practices and games and/or being removed from the YYF program;
- Treat all student athletes, coaches, and officials fairly and with respect both on and off the field;
- Comply with the decisions of league officials and observe all rules, policies and procedures as established or endorsed by the YYF program;
- Respect every team and avoid any confrontation with all student athletes, volunteers, spectators, officials or coaches;

- Be drug, alcohol and tobacco free while at any YYF athletic events;
- Follow the “24 hour” rule relating to possible concerns or complaints (See Guidelines on Page 2).

Coaches shall remain unconditionally supportive of York Youth Football’s commitment to the ideals of good sportsmanship, team play, honesty, loyalty, courage and respect of authority. Likewise, coaches shall remain sensitive to the physical and emotional well-being of the student athletes on his/her team. We have clearly identified what you can expect from ALL the coaches involved in York Youth Football.

Head Coaches and Assistant Coaches shall:

- Be positive role models through their actions and words;
- Display and instill in their student athletes the principles of good sportsmanship and team play;
- Conduct themselves in a manner that best serves the interests of the student athletes;
- Ensure that their team exhibits respect and good sportsmanship at all times;
- Treat all student athletes, volunteers, spectators, referees and league officials with respect;
- Provide instruction in a manner that is constructive and supportive;
- Not ridicule or demean ANY child at ANY time;
- Not tolerate behavior that endangers the health or well being of a child;
- Comply with the decisions of league officials and observe all rules, policies and procedures as established or endorsed by the YYF program;
- Teach the game of football to the best of their ability;
- Be drug, alcohol and tobacco free while at any YYF athletic events.

Participants/Players shall:

- Display good sportsmanship and team play at all times;
- Follow the directions and rules of the coaching staff;
- Respect all coaches, players, referees, league officials and spectators;
- Be on time, committed and ready to play for all practices and games;
- Be dressed and outfitted with the proper team uniform and equipment for every practice and game;
- Not use abusive or profane language;
- Not taunt or humiliate ANY other player at ANY time;
- Be drug, alcohol and tobacco free at all times;
- Not question an official’s call; and
- Not abuse, mistreat or mishandle any YYF equipment or property, (i.e., throwing helmets, etc.)
- Remain in good standing with the school district and community. Any suspensions, expulsions or arrests may result in the student athlete being suspended from practices and games and/or being removed from the YYF program.

Please adhere to the following steps when administering a complaint:

The Board of Directors and Coaches of the YYF program are volunteers. If you have a complaint or concern (that is not considered an emergency), please wait 24 hours to contact the

person/people involved to discuss it. As adults we understand that “acting while emotional” is not always in the best interest of our children. All Board Members and Coaches are accessible through email and by phone and it is encouraged to use these resources to initially communicate. In other words, under no circumstances should parents or volunteers be on the field of play during practice or a game “airing” a complaint. Furthermore, it is expected that under no circumstances should any child be “in listening distance” to these adult conversations. It is also understood that the conversation shall be “adult-like” using a proper tone of voice and body language. It is expected that parents voice their concerns as mature adults and be prepared to offer suggestions for improvement or solutions.

YYF HAS A ZERO TOLERANCE POLICY WITH REGARD TO INAPPROPRIATE BEHAVIOR. ANY UNTOWARD BEHAVIOR WILL NOT BE TOLERATED AND IF IT OCCURS, THE PARTICIPANT, PARENT, VOLUNTEER OR SPECTATOR WILL BE ASKED TO LEAVE THE PREMISES IMMEDIATELY.

Participants, parents, volunteers and spectators must understand that lack of conduct in accordance with the foregoing YYF Code of Conduct Agreement may result in loss of playing time and possibly could result in termination of a person’s privilege to participate. Additionally, there could be a possible suspension of a participant’s ability to attend games and practices. Any decision to suspend a participant from attending practices and games will be decided by the YYF Board of Directors via a majority. Any YYF Board decision will be communicated to the YYF family via a meeting with the YYF Program Head Coach, the Division Head Coach and the Division Vice-President.

We, the undersigned, have read, understand and agree to abide by the above policies and guidelines as stated in the YYF Code of Conduct Agreement. We also agree to accept any actions taken for failure to abide by this code. By signing below, we indicate that we have received, read and understand the YYF Code of Conduct Agreement. Additionally, our signatures indicate our understanding that all fees paid to York Youth Football are non-refundable.

Signatures are mandatory. Refusal to sign below will, by default, deem you/your child ineligible to participate in the YYF program. A copy of this form is available upon request.

I/WE HAVE READ THIS COMPLETE YYF CODE OF CONDUCT AGREEMENT, FULLY UNDERSTANDING ITS TERMS AND CONDITIONS IN ITS ENTIRETY AND COMMIT TO SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT. I/WE ALSO UNDERSTAND THAT ALL FEES ARE NON-REFUNDABLE.

Parent signature

Date

Student athlete signature

Date

Attachment 2 | Head Coach and Assistant Coaches Selection Process

Background:

Each team, in the Mites, Pee Wee and Junior level, must have a designated head coach and at a preferred ratio of 1 coach per 6 children.

The head coach and coaches must be leaders. All must recognize that they hold a position of trust and responsibility in a program that deals with a sensitive and formative period of a child's development. In accordance with YYF/and the league in which YYF is a member, background checks will be performed on all individuals having on field or extensive off field contact with the student athletes.

It is required that the head coaches and coaches have understanding, patience and the capacity to work with children. The head coaches and coaches should be able to inspire respect. Above all else, head coaches and coaches must realize that they are helping to shape the physical, mental and emotional development of young people.

The YYF head coach must be something more than just a teacher. Knowledge of the game is essential, but it is not the only badge of a head coach. The heart of YYF is what happens between the adult head coach and student athletes. It is the head coach more than any other individual who controls the situation in which the student athletes may be benefited. Improving the level of leadership in this vital area must be a continuing effort.

Children of YYF's age are strongly influenced by adults whose ideals and aspirations are similar to their own. The head coach and coaches and student athletes share a common interest in the game, a desire to excel, and determination to win. Children often idolize their head coach and coaches, not because the adult is the most successful coach or mentor, but because the head coach and coach are sources of inspiration.

Approach

The YYF League Board of Directors has approved a process supported by the league in which YYF is a member for selecting head coaches and coaches for all leagues. The approach is outlined as follows:

- Individuals interested in a head coach or assistant coach position must apply by completing the coach application along with the background check form. Previous head coaches and coaches must reapply each year and fill out both forms.
- The YYF Board of Directors reserves the right to interview all head coach and assistant coach applicants as necessary for the upcoming season.

The Process

- The Board of Directors will work together to send out an email to all YYF families informing when coaches applications are being accepted and notifying them that all required forms are on the YYF website. Regardless of last year's status as a coach, all head coach and coaches must submit both a coaching application and the background

check form to be considered as a coach by the YYF Board. This step is to maintain compliance with the YYF and the league in which YYF is a member child protection program that is part of our charter agreement. The Board will collect coaches' applications.

- The Board will compose the list of coaching candidates to review for consideration at the June or July meeting. A copy of each coach's application will be made available at that meeting, as the YYF Board reviews each application.
- The YYF Board will schedule interview times with the candidates, if necessary.
- The YYF Board may interview each candidate and conduct follow-up discussions as a board regarding any issues/concerns as a group.
- The YYF Board will vote on the recommended slate of Head Coaches and Assistant Coaches.
- If approved, the Head Coaches and Assistant Coaches will be notified by the YYF Program Head Coach.

Attachment 3 | Cash Procedures & Controls on Home Game Day

An assigned Game Day Officer will be at game day to help, troubleshoot and get cash set up for the day.

The Game Day Officer will break down the \$600.00 in cash that provided by the Treasurer prior to home game day.

There will be \$400.00 in bills for concessions: \$100.00 in tens, \$100.00 in fives, \$100.00 in ones & 10 rolls of \$10 in quarters. This will be added to the coin already in the cash box but must be counted by the volunteer taking over the cash box with the the Game Day Officer and initialed on the cash log by both people.

There will be \$100.00 for Admissions: \$100.00 in fives, \$100.00 in ones. This will be delivered by the Game Day Officer to the parent volunteer(s) assigned to Gates/Admissions, counted and initialed by both in the cash journal.

Optionally, there will \$100.00 in bills for a 50/50 raffle: \$5.00 in fives, \$50.00 in ones. This will be delivered by the Game Day Officer to the 50/50 volunteer, counted with the Game Day Officer and initialed by both in the cash journal.

One volunteer is assigned to cash in concessions. Only the volunteer in charge of the cash box makes change. All concessions sales must be tracked in the IPAD Square Up app. The cash box will be set up with change to start the day. Please refer to above instructions for procedures when volunteer starts the day on the cash box.

Remember, money handling is always two people but is never handled by spouses. It can be one volunteer who handled the cash with the Game Day Officer. Money is placed in the numbered bank security bags found in the drawer in concessions. This should be filled out completely, including the breakdown of where the funds came from, i.e. concessions, Gate or 50/50. The bag is sealed and the two people who counted the money put the amount in the cash log and sign their names. The Game Day Officer takes a photo of the cash log before placing the money in the locked drawer in concessions. After the game, the Game Day Officer will email the photo of the cash log to the YYF Treasurer and the accountant, and the Treasurer will make the deposit the next day.

The cash box is left in the concessions trailer with the change only at the end of the weekend. The cash from all games is already sent to the bank for deposit. No other cash besides the little bit of loose coin should remain.

The Game Day Officer will bring the bags to the Treasurer after games and initial the cash log that he/she had received those bags.

Attachment 4 | Code of Ethics

For Members of All York Youth Football Board and Coaching Volunteers

Preamble:

To ensure that members of York Youth Football have fair, impartial, ethical, and accountable representation in the community that is responsive to the needs of the members and each other and that has the members, student athletes, and fellow Boards' confidence in the integrity of York Youth Football and in keeping with a commitment to excellence, the effective functioning of YYF requires that:

1. Members of the Board and Coaching staff comply with both the letter and spirit of laws and policies affecting York Youth Football.
2. Members of the Board and Coaching staff be independent, impartial, and fair in judgment and action.
3. Members of the Board and Coaching staff as representatives of York Youth Football be used for the public good and not personal gain.
4. Public deliberations and processes be conducted openly, unless legally confidential.
5. All discussions and debate be conducted in an atmosphere of respect and civility.

This Code of Ethics applies to members, Board, and the Coaching Staff(s).

Code of Ethics:

1. Actions in the Public Interest:

Recognizing that stewardship of the student athletes, Community Partners, the Board and Coaches' public interest must be their primary concern; Board Members will work for the common good of York Youth Football and not for any private interest or personal gain. Board Members shall provide fair and equal treatment of all persons, and transactions that come before the Board or any Coach or Member of York Youth Football.

2. Compliance with the Law:

Board Members shall comply with the laws of the United States, the State of Maine, and the Town of York in the performance of their public duties. These laws include, but are not limited to, the United States and Maine State constitutions and statutes; the SMYFL By-Laws and these By-Laws of York Youth Football.

3. Conduct of Members:

The professional and personal conduct of Members must be above reproach and must avoid any appearance of impropriety. Members shall refrain from abusive conduct, from making

personal charges or disparaging remarks, or from verbal attacks upon the character or motives of the Board, Coaching staff, Community Partners, and members.

4. Respect for the Process:

Board Members shall perform their duties in accordance with the processes and rules of order established by Roberts Rules. Each Board Member, Coaching Staff shall be committed to respect the democratic process that encourages meaningful involvement of its membership for York Youth Football. Board Members and Coaching Staff must abide by any decision made by a majority of the YYF Board.

5. Conduct of Public Meetings:

Board Members and Coaching Staff shall prepare themselves for open discussion of York Youth Football issues, shall listen courteously and attentively to all discussions before the Board, and shall focus on the business at hand. Board Members and Coaching Staff shall refrain from unnecessarily interrupting other speakers, from making personal comments not germane to the business of the Board, and from otherwise interfering with the orderly conduct of meetings.

6. Decisions Based on Merit:

Board Members shall base their decisions on the merits and substance of the matter at hand. No member shall make promises in advance as to how they will vote on a matter, which shall properly come before the board.

7. Communication:

Board Members can publicly share information that is relevant to any matter under consideration by the Board and Coaching staff. Information or 'items' under Executive Committee are treated as such and protected by confidentiality until the outcome is voted in an open Board Meeting.

8. Conflict of Interest:

a. General Standard:

Members shall avoid any situation that may give rise to an actual or perceived conflict of interest. Where circumstances may cause a reasonable person to question the Member's impartiality or may otherwise give rise to an appearance of a conflict of interest, the Member shall not participate in a matter unless the Member has appropriately disclosed the situation and there has been a determination by the Member's board, committee, commission, staff official, or the Board of Selectmen that the Member's participation is appropriate.

b. Definitions:

- Immediate Family – The Immediate Family of a Member shall include the Member's spouse, children, parents, in-laws and siblings.
- Financial Interest – Financial Interest shall mean any direct or indirect interest having monetary or pecuniary value, including but not limited to the ownership of shares or stock.
- Special Interest – Special Interest includes a direct or indirect interest having value peculiar to a certain individual or group, whether economic or otherwise, which value

may accrue to such individual or group as a result of the passage or denial of any order or resolution.

- Bias – A preference or an inclination, especially one that inhibits impartial judgment or an unfair act or policy stemming from prejudice.
- Conflict of Interest – A conflict between a person's private interests and public obligations.

c. Disclosure of Conflict:

Any Member who believes that they or a member of their Immediate Family has a Financial Interest or a Special Interest, other than an interest held by the public generally, in any agenda item before York Youth Football's Board, shall disclose the nature and extent of such interest. Additionally, any Member who believes that any fellow Member, or any member of such fellow Member's Immediate Family has a Financial Interest or a Special Interest, other than an interest held by the public generally, in any agenda item before Board Members, shall disclose such interest. Such disclosure shall be made no later than at the time the agenda items are to be discussed.

d. Determination of Conflict:

All conflict-of-interest questions relating to an agenda item shall be resolved prior to any consideration of the item concerned. Each Board Member shall be entitled to vote on all conflict-of-interest questions.

All votes of conflict-of-interest questions shall be recorded. A majority vote shall determine the question except that a tie vote shall have the effect of determining that a conflict exists, at which point the President may cast a vote. If there is a determination that a conflict of interest in fact exists, the Board Member concerned shall be excused from participating in discussion, deliberation, or vote on the relevant agenda item for so long as the agenda item shall appear on the agenda.

e. Record of the Conflict of Interest Decision:

A written record by the President and/or Secretary making the determination, explaining, and summarizing any consideration of conflict of interest or intervention, and the action taken shall be promptly forwarded to the Board.

f. Avoidance of Appearance of Conflict of Interest:

Once any Board Member is determined to have a conflict of interest in respect to any agenda item, and once all conflict-of-interest questions relating to the agenda item concerned have been determined, as provided in this Code, the Board Member should either immediately leave the meeting room or, if the Board Member has a personal interest in the matter to be discussed, move to the area of the room occupied by the general public. The Board Member shall not return to their regular seat as a member of York Youth Football until deliberation and action on the item has been completed.

9. Incompatible Offices:

No Member shall occupy any other elected position within York Youth Football when the duties of such Board Member are incompatible with the proper discharge of the Board Member's official duties to York Youth Football (i.e., Head Coaches and Treasurer). The occupancy of any other Board position is prohibited by any one of the following circumstances:

- a. Where the duties of the other office make it impossible to discharge the duties of their first position.

10. Gifts and Favors:

Board Members shall not take advantage of services or opportunities for personal gain, by virtue of their York Youth Football Board position that is not available to the public in general. Board Members shall refrain from accepting gifts, favors, or promises of future benefits that might compromise their independence of judgment or action, or that might give the appearance of such compromise.

11. Confidential Information:

No Board Member shall, without proper legal authorization, discuss or disclose confidential information concerning the property, personnel, or financial matters, nor shall any Board Member use such information to advance the private or financial interests of himself or herself or members of his or her immediate family. Board Members shall not discuss the privileged knowledge, executive sessions, or confidential business of the board with unauthorized parties, either orally or in writing. For purposes of this subsection, “confidential information” shall mean any information, oral or written, which comes to the attention of or is available to such Board Member due to his or her position with York Youth Football and is not a matter of public record. Information received and discussed during any Executive Cession shall be considered within the constraints of this section and shall not be disclosed to any party unless permitted by affirmative vote of a majority of such board.

12. Use of Public Resources:

Board Members shall not use public resources not available to the general public for private gain or personal purposes, such as equipment, supplies, or facilities.

13. Advocacy:

Board Members shall represent the official policies and positions of York Youth Football and SMYFL for that matter, when designated as delegates for this purpose to the best of their ability. When presenting personal opinions and positions Board Members shall explicitly state that these opinions and positions do not represent their body within York Youth Football and SMYFL, and they shall not allow any inference that they do.

14. Policy Role of Members:

Board Members shall respect and adhere to the By-Laws of York Youth Football.

15. Implementation:

This expression of the standards of conduct expected of Members of Boards, is intended to be self-enforcing. It is most effective when Board Members are thoroughly familiar with it and embrace its provisions. For this reason, this Code of Ethics shall be included in the orientation of candidates for, or applicants to boards. Board Members entering office shall sign a statement acknowledging that they have received a copy, and read, and understand York Youth Football’s Code of Ethics. This Code of Ethics shall be reviewed regularly by the Executive Board.

16. Freedom of Access:

Members of the board and coaching staff are to become aware of the Freedom of Access law located on the State of Maine website under Your Right to Know Law/Frequently Asked Questions.

17. Compliance and Enforcement:

York Youth Football expresses standards of conduct expected of Board Members and coaching staff themselves have the primary responsibility for ensuring that ethical standards are understood and met, and that the members and public can continue to have full confidence in the integrity of York Youth Football. The President and Executive Board have the responsibility for intervening when actions of members appear to be in violation of this Code of Ethics. The penalty for any violation of the York Youth Football Code of Ethics may vary dependent on the position held by the offending individual:

- Board Members and Coaching Staff: Action taken against any Board Member or Coaching staff may vary from a letter of reprimand by the President to a suspension after a majority vote by the Executive Board. Additionally, the Executive Board may vote to request the resignation of the offending individual. If the requested resignation is not forthcoming the Executive Board may request that the President remove the offending individual from the Board or Coaching Staff.

18. Separability:

If any section, subsection, sentence clause or phrase of this Code is for any reason held to be invalid or unconstitutional, such validity or unconstitutionality shall not affect the validity of the remaining portions of this Code.

BOARD MEMBER STATEMENT and COACHING STAFF STATEMENT MODEL OF EXCELLENCE

As a Member of York Youth Football, in the capacity of

I agree to uphold the York Youth Football Code of Ethics for Board and Coaching staff members and to conduct myself by the following Model of Excellence.

I will:

1. Recognize the worth of individual members and appreciate their individual talents, perspectives, and contributions;
2. Create an atmosphere of respect and civility, where individual members, and the public are free to express their ideas and to work to their full potential;
3. Conduct my personal and public affairs with honesty, integrity, fairness, and respect for others;
4. Respect the dignity and privacy of individuals and organizations;
5. Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
6. Have all discussions and debate conducted in an atmosphere of respect and civility, and;
7. Treat all people with whom I come in contact as a Representative of York Youth Football with respect and courtesy.

I acknowledge that I have received a copy, and read, and understand the York Youth Football Code of Ethics.

Signature

Date

Printed

Attachment 5 | Conflict of Interest Policy

Article 1: Purpose

The purpose of the conflict of interest policy is to protect York Youth Football's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of YYF or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article 2: Definitions

- a. Interested Person: Any director, principal officer or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- b. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
 - An ownership or investment interest in any entity with which the Organization has a transaction or arrangement.
 - A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
 - A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

A financial interest is not necessarily a conflict of interest. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. Under Article 3, Sec. 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article 3: Procedures:

- a. Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- b. Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- c. Procedures for Addressing the Conflict of Interest:
 - An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting

during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

- The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in YYF's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
- Violations of the Conflict of Interest Policy:
 - If the governing board or committee has reasonable cause to believe a member
 - has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary action.

Article 4: Records of Proceeding

The minutes of the York Youth Football's governing board and committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article 5: Compensation

- a. A voting member of YYF's governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

- b. A voting member of any committee whose jurisdiction includes compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article 6: Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person has:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article 7: Periodic Reviews

To ensure the YYF operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize tax-exempt status, periodic reviews shall be conducted.

The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to YYF's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in impermissible private benefit or in an excess benefit transaction.

Article 8: Use of Outside Experts

When conducting the periodic reviews as provides for in Article 7, YYF may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.