

Jr Pacers Youth Football & Cheer (JPYFC)

By-Laws

I. PREAMBLE

These By-Laws and rules are established pursuant to the [League by-laws] by order of the original League of Trustees and are for the purpose of [amplifying] and clarifying the by-laws and rules of the Jr Pacers Youth Football & Cheer, hereinafter referred to as JPYFC.

The JPYFC is an officially registered, not-for-profit, Tax Exempt Corporation, duly filed with the Ohio Secretary of State on July 27, 2022. The papers of incorporation are kept in the files of the JPYFC Commissioner.

II. Purpose of the League

The purpose of the JPYFC is to provide a safe, competitive learning environment for Delaware youths to learn the sport of football, cheerleading, and the opportunity to grow as responsible youths. Secondary objectives include providing the youth of Delaware with a feeling of pride and accomplishment for their excellence. The league operates within the Delaware school district and competes during the fall of each calendar year, concluding with league championships in October or November. This can only be accomplished if all coaches, officials, and contestants display a high degree of sportsmanship and ethical practices.

III. Organization

The Organization of the Jr Pacers Youth Football & Cheer, consists of the Executive Board and the elected Official Head and Assistant Head Coach of each team.

The JPYFC shall be organized and governed by the Executive Board. The JPYFC Rules of Play and Ohio High School Athletic Association rules (O.H.S.A.A. rules) will be enforced as amended by the Organization.

A. EXECUTIVE BOARD

The "Executive Board" is composed of a Commissioner, President, Secretary, Treasurer, Registration Officer, Sergeant at Arms (Senior Division), Sergeant at Arms (Junior Division), and Cheer Coordinator. Election to the Executive Board shall be for a term of one year (with the exception of the Commissioner), with no limits on successive terms. All new officers (not to exceed 2 representatives per franchise) will be offered for approval as a slate. Opportunities for additions to the Executive Board will be by nomination from the Organization no later than the second monthly meeting of the calendar year or no later than March 1 of said

year (with all remaining vacancies to be filled by July 1 of said year). In the event of resignation or other actions that reduce Executive Board membership, replacement elections shall occur at the next meeting, or as soon thereafter as possible.

The Executive Board governs the JPYFC, subject to the papers of incorporation, and League By-laws. The JPYFC Rules of Play and the JPYFC Player Eligibility and Team Assignment Rules will be governed by the Organization.

Following are powers reserved to the Executive Board unless the Executive Board properly delegates these responsibilities to other members of the Organization:

- a) Creating, enforcing, approving, or repealing JPYFC rules and regulations with a quorum vote.
- b) Providing for and approving the JPYFC budget and all other financial matters.
- c) Entering into all contracts and agreements for the JPYFC.
- d) Electing all coaches, assistant coaches, and other personnel involved with the JPYFC and determining their duties, responsibilities and terms of office with a quorum vote.
- e) Determining the eligibility requirements, fee requirements, age and weight requirements, equipment requirements, playing time and any exceptions thereto for all youth participants in the JPYFC with a quorum vote.
- f) Determining the calendar and location of all games of the JPYFC.
- g) All other powers that may properly fall within the province of the Executive Board.
- h) Review of the League by-laws, JPYFC Rules of Play and the JPYFC Player Eligibility and Team Assignment Rules to facilitate effective functioning of the organization.
 - (a) Annual review:
 - (i) Seek suggestions for changes in the by-laws, Player Eligibility/Draft Rules, and Rules of Play from the Organization
 - (ii) The Executive Board will review any suggested changes, which must be submitted no later than the April board meeting.
 - (iii) The Executive Board will ratify any proposed changes by majority vote and will advise the organization as to the proposed amendments during the May board meeting.
 - (iv) The approved documents shall be signed and dated by Commissioner and made available on the League Web Site no later than the first of June.

B. MEETINGS

- a) During the calendar year the Organization shall meet once per month. In addition, special meetings of the Organization shall take place either: a) upon the call of the Commissioner or b) upon the call of no fewer than 25% of the eligible voting members of the Organization.
- b) Meetings shall be conducted according to Board convention. In case of procedural disagreement, Robert's Rules of Order shall be used (see attached example of procedures).
- c) Each Organization member from time to time may be delegated certain tasks to assist with the management and other operations of the JPYFC.

C. QUORUM

A quorum for all meetings shall be by no less than six (6) Executive Board members.

D. AMENDMENTS

Proposed changes to the by-laws of the Jr Pacers Youth Football & Cheer shall be reported to the Executive Board with recommendations from the Organization. Proposed changes to existing by-laws SHALL be approved only by two-thirds vote of the Executive Board members in attendance at a regular meeting, or special meeting called for this purpose. Changes to the Player Eligibility/Draft Rules, and Rules of Play can be adopted by a simple majority vote by the Organization.

E. VOTING PROCEDURE

As proposed rule changes requiring a vote come before the Organization, each team shall have no more than two votes on the proposals. For voting purposes, members of the Executive Board are considered "at-large" or not representative of a single team. The Commissioner may only vote to break a tie vote. Voting via the Internet, email, or conference call is allowed.

F. EXECUTIVE BOARD OFFICERS

1. Commissioner

The Organization shall elect the Commissioner for a term of two years, with the possibility of successive terms. Election to this office shall occur no later than the last week in January. The Commissioner shall have all powers necessary for the effective performance of his/her responsibilities.

The Commissioner's responsibilities shall include:

- a) Serving as Chief Executive Officer of the Jr Pacers Youth Football & Cheer (JPYFC).
- b) Promoting the general welfare of the JPYFC and giving advice and guidance on all problems. The Commissioner has votes only to break a tie vote by the Executive Board.
- c) Shall set the agenda for and conduct all League meetings. They call and preside over periodic meetings of the Organization, not less than once every three months. Assigns and delegates necessary duties and responsibilities to Organization members.

d) Shall receive and maintain record of all financial matters concerning the league. Also is responsible for the annual budget, including the operating costs, with assistance from the Treasurer.

e) Performing all other responsibilities as the Organization may reasonably direct.

f) Delegating activities as necessary, which are in keeping with the general welfare of the JPYFC.

Mediating disputes on the field of play, relating to JPYFC rules and regulations that cannot be settled by game officials.

2. Sergeant-At-Arms

The Organization shall elect two (2) Sergeant-At-Arms for a term of one year, with the possibility of successive one-year terms. Election to this office should occur no later than the last week in January. The Sergeant-At-Arms shall have all powers necessary for the effective performance of his/her responsibilities.

The Sergeant-At-Arms responsibilities shall include:

a) Promoting the general welfare of the JPYFC.

b) Performing all other responsibilities as the Organization may reasonably direct.

c) Delegating activities as necessary which are in keeping with the general welfare of the JPYFC.

d) The Sergeant-At-Arms has responsibility to investigate all complaints concerning the conduct of coaches and report their findings to the Executive Board. The Sergeant-At-Arms shall preside over any subcommittee as directed by the Executive Board.

3. President

The Organization shall elect a President for a term of one year, with the possibility of successive one-year terms. Election to this office should occur no later than the last week in January. The President shall have all powers necessary for the effective performance of his/her responsibilities. The President responsibilities shall include:

a) Promoting the general welfare of the JPYFC.

b) Performing all other responsibilities as the Organization may reasonably direct.

c) Delegating activities as necessary which are in keeping with the general welfare of the JPYFC.

d) Oversees enrollment strategy and implementation.

e) The President is responsible to the League and carries out the duties of the Commissioner in their absence.

4. Treasurer

The Board shall elect a Treasurer for a term of one year, with the possibility of successive one-year terms not to exceed 2 consecutive terms. Election to this office should occur no later than the last week in January. The Treasurer shall have all powers necessary for the effective performance of his/her responsibilities.

The Treasurer responsibilities shall include:

- a) Promoting the general welfare of the JPYFC.
- b) Performing all other responsibilities as the Organization may reasonably direct.
- c) Delegating activities as necessary which are in keeping with the general welfare of the JPYFC.
- d) The Treasurer shall, under the direction of the Organization, receive, hold, expend, and account for all funds of the JPYFC and render reports, statements, and audits as requested by the Organization.
- e) The Treasurer shall provide a financial report at every Organization meeting.
- f) Advise the Commissioner on the preparation of the annual budget and shall provide a financial report to the Organization. The Annual Budget Report is due and to be presented during the March meeting.

5. Secretary

The Organization shall elect a Secretary for a term of one year, with the possibility of successive one year terms. Election to this office should occur no later than the last week in January. The Secretary shall have all powers necessary for the effective performance of his/her responsibilities.

The Secretary responsibilities shall include:

- a) Promoting the general welfare of the JPYFC.
- b) Performing all other responsibilities as the Organization may reasonably direct.
- c) Delegating activities as necessary which are in keeping with the general welfare of the JPYFC.
- d) Shall keep accurate written records of the proceedings of all meetings of the Organization, or other meetings held for the purpose handling official League business.
- e) Shall prepare and distribute the minutes of the meetings to all members of the Organization.
- f) Shall read all motions to the Organization before a vote is taken, record the vote, and announce the results.

6. Registration Officer

The Organization shall elect a Registration Officer for a term of one year, with the possibility of successive one-year terms. Election to this office should occur no later than the last week in January. The Registration Officer shall have all powers necessary for the effective performance of his/her responsibilities.

The Registration Officer's responsibilities shall include:

- a) Promoting the general welfare of the JPYFC.
- b) Performing all other responsibilities as the Organization may reasonably direct.
- c) Delegating activities as necessary which are in keeping with the general welfare of the JPYFC.
- d) Seeing that all involved coaches within the league hold all certifications required in "Schedule A20xx" (attached)

- e) Shall See that all members of the Executive Board are NYSAA certified
- f) Ensuring that all involved coaches have signed the "JPYFC Coaches Code of Conduct"
- g) Organizing and implementing all background check procedures as established by the Executive Board
- h) Present failed background checks to the Executive Board for review
- i) Shall maintain record of all previously mentioned duties throughout each season and furnish summary documentation to the Commissioner for archival record.

7. Cheer Coordinator

The Organization shall elect a Cheer Coordinator for a term of one year, with the possibility of successive one-year terms. Election to this office should occur no later than the last week in January. The Cheer Coordinator shall have all powers necessary for the effective performance of his/her responsibilities.

The Cheer Coordinator's responsibilities shall include:

- a) Promoting the general welfare of the JPYFC.
- b) Performing all other responsibilities as the Organization may reasonably direct.
- c) Delegating activities as necessary which are in keeping with the general welfare of the JPYFC.
- d) Maintains physical forms, emergency contact information, equipment inventory, and other related records for cheer participants.
- e) Develops a practice schedule and organizes practice time to provide both individual and team development
- f) Works with Commissioner to establish a cheer schedule for games that provides equal cheer time for each JPYFC team (Junior and Senior)

IV) JPYFC Nomination of Coaches Including Responsibilities/Duties

A. Coaching Structure

All teams will be represented by no less than 2 coaches: 1 coach recognized as the Official Head Coach, 1 coach recognized as the Official Assistant Coach. These two coaches of record must be voted in by the Organization. In the event of resignation or other actions that reduce Organization membership, replacement elections shall occur at the next meeting, or as soon thereafter as possible. These two duly elected coaches will make up their respective team's Organization representation and may exercise their voting privileges at all Organization meetings.

NOTE: THE USE OF PROFANITY, ALCOHOL, TOBACCO OR ILLEGAL SUBSTANCES BY ANY HEAD COACH, ASSISTANT COACH OR OTHER JPYFC PERSONNEL, IS STRICTLY PROHIBITED DURING ANY PRACTICE, SCRIMMAGE, GAME OR OTHER TEAM ACTIVITY.

B. Election of Coaches

It is the recommendation of the Organization that a coach shall coach their child's team.

Intent: To insure the integrity of the League, the following by-laws are evoked to eliminate advantages that could be obtained by recruiting players via coach rotation

1. The Organization shall elect the Senior Division Official Head Coach and the Official Assistant Coach for a term of one year, with the possibility of successive one-year terms.

a) These coaching positions shall only be filled by:

- (a) A volunteer currently within the franchise/organization
- (b) A volunteer without a player in the league
- (c) A parent of a newly drafted player
- (d) A special vote, by the Organization to follow Section III Line E, on a situation of hardship approved by the Executive Board

2. The Organization shall elect the Junior Division Official Head Coach and the Official Assistant Coach for a term of two years, with the possibility of a successive two-year term.

a) If either coach steps down, their children will be removed from the franchise and placed back into the draft, unless:

- (a) Coach & player are advancing to the Senior Division, their 2-year term expires and then they have an opportunity to become an Official Coach (Head or Assistant) in the Senior Division per Section IV (B)(1)(a) above
- (b) The vacated position is filled following Section IV (B)(1)(a) above
- (c) Asking for a special vote by the Organization and to follow Section III Line E to remain with the current team.

C. Official Head Coach

Duties shall include:

- 1. Determining, organizing and coordinating all activities for his/her team.
- 2. Selecting all assistant coaching staff (Official Assistant Coach of record, Secondary Assistant Coach) for his/her team.
- 3. Serving as liaison between the team and the JPYFC.
- 4. Coordinating the activities associated with the team, i.e. practices, scrimmages, game day activities etc.
- 5. Accounting for JPYFC funds, from any function, which comes into the coach's possession.
- 6. Producing an inventory and accounting for all JPYFC equipment used by the team, including the successful collection of all JPYFC issued equipment upon a player's separation from the league or the completion of the football season.
- 7. Serving as a role model for the JPYFC and all members of his/her respective team regarding sportsmanship, teamwork and good fundamental football.

8. Undertaking any and all training or Registration procedures as prescribed by the Organization.

D. Official Assistant Coach Selection

A newly appointed Official Head Coach of record of a team within the Junior Division has the ability to select the Official Assistant Coach of record for his team. Any player(s) related (relationship to be determined significant by the Executive Board) to the said Official Assistant Coach of record will be placed by the League on the Official Junior Head Coach of record's team, provided no player is moved from another team/franchise in the process.

The purpose of this rule is to provide the first-year Junior head coach with an Assistant prior to the start of the season so they may begin to develop their coaching strategy and program in the off-season.

In the event that the Official Head Coach of record for a particular team is no longer capable of carrying out his duties and/or responsibilities as head coach, the Official Assistant Coach of record for that team shall be required to assume all of the former Head Coach's duties and/or responsibilities. If needed or applicable, a new Assistant Head Coach would be voted in following the procedures outlined in Line's A and B above.

E. Team Limitations

A coach can only occupy the Official Head Coach or Assistant Coach position for one team. For example, a Junior Head Coach cannot be the Head Coach or Assistant Coach on any other team. (Senior or Junior)

They may coach on the other team within the franchise, but only as a Secondary Assistant Coach.

F. Secondary Assistant Coach Selection

The Official Head Coach of record of a particular team has the ability to select Secondary Assistant Coaches (coach of non-Organization representation, possessing no voting privileges) to further assist in coaching/mentoring said team, provided, no undrafted player or player from another team is moved to said Official Head Coach's team in the process. Typically, Secondary Assistant Coaches are selected from the parents of players on the team.

G. Coaching Certification

All coaching positions and privileges (Official Head Coach of record, Official Assistant Coach of record and Secondary Assistant Coach or Coaches) are granted pending the successful completion of all designated registration procedures. These include but are not limited to: background check(s), concussion certification, Lindsay's Law acknowledgement, and NYSCA certification as mandated by the Executive Board policy.

All coaches must sign and abide by the Coaches Code of Conduct. Failure to comply may result in an investigation by the Sargent of Arms which may lead to suspension, and/or removal from the League as determined by the Executive Board.

V. REGISTRATION

A. Each year, by the 2nd Sunday in March, the Organization shall determine the following items with regard to registration of players:

- 1.** Registration dates.
- 2.** A cut-off date for early registration.
- 3.** Registration fee for players
- 4.** Family or quantity discounts for players

B. The Organization's annual decisions pertaining to the above matters of registration shall be incorporated into these Rules as "Schedule B- 20xx" JPYFC registration Dates and Fees.

C. No player may participate in any league game if registration fees for that player have not been received by the Organization by the start of the first game of the season and that player will be deemed ineligible until the league fees have been paid in full. The Executive Board may vote to allow an exception to this rule in special circumstances.

VI. REGISTRATION FEES

A. Player fees shall be paid in the form of a cashier's check, money order, personal check, cash or the JPYFC Website.

B. All fund raising shall be approved and coordinated by the Executive Board and shall be limited to purposes which fall under the authority of the Executive Board.

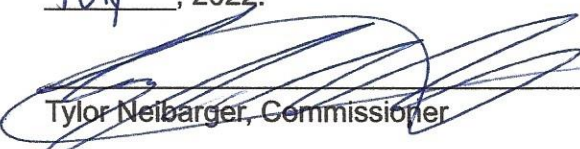
C. A full refund will only be given prior to the first practice if a player's family relocates out of the area, or a physician deems the player physically unable to participate in the League. All equipment issued must be returned before a refund will be granted.

D. No refund will be given after the first practice. Unless at the discretion of the JPYFC Commissioner.

VII. Approved: Affirmative vote

The foregoing bylaws of the JPYFC are hereby adopted and approved as of the date below written and shall be written immediately as provided herein.

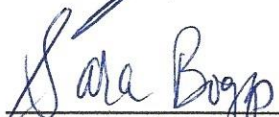
Approved by an affirmative vote of the Executive Board of the JPYFC this 27 day of July, 2022.


Tylor Neibarger, Commissioner

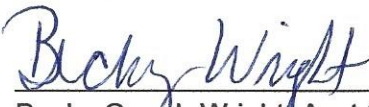
7/27/22
Date


Kevin Jenks, President

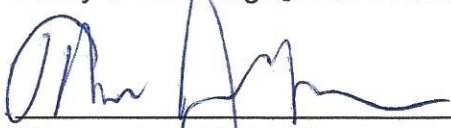
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Date


Sara Boggs, Secretary

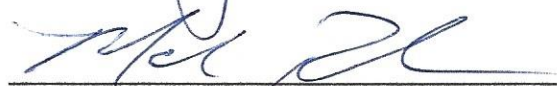
7/27/22
Date


Becky Crumb Wright, Asst Secretary

7/27/22
Date


Thomas John Skillen, Sergeant of Arms

7/27/22
Date


Mark Radabaugh, Treasurer

7-27-22
Date


Chris Otten, Registration Officer

7-27-22
Date

Schedule A-2022

- 1. Concussion Certification**
- 2. Lindsay's Law Acknowledgement**
- 3. NYSCA Membership-Current**
- 4. Background Check**

Schedule B-2018**Football**

1. Registration May 4th – July 15th
2. Early Bird Registration ends June 1st
3. Registration Fee is \$250.00 Early Bird Registration is \$225.00
4. Family Discount is \$50 on 2nd, 3rd, 4th, etc

Cheerleading

1. Registration May 4th – July 15th
2. Early Bird Registration ends June 1st
3. Registration Fee is \$150.00 Early Bird Registration is \$125.00
4. Family Discount is \$50 on 2nd, 3rd, 4th, etc