

- This is the first reading of the amendments to the by-laws. The second reading will be on April 18, 2022 and these amendments are scheduled to be voted on for adoption at the May 20, 2022 meeting.

The following are proposed changes to the Manchester Hawks Youth Football and Cheer By-Laws that have been reviewed and agreed upon by the Executive Board and must be read into the record for 2 consecutive months and voted on by the General membership in the third month. Please hold all comments and questions until the end:

2.0 COLORS

The organization colors shall be blue and gold with a white alternate.

The organization colors shall be royal blue and yellow with white alternate

Section 5.0 AFFILIATIONS section "C"

ADD: (please refer to section 16.10)

7.0 MEMBERSHIP Section A

Add: 3) Four (4) verifiable General Membership meetings must be met to obtain voting privileges

7.0 MEMBERSHIP Section B

- B) Associate Memberships – shall be afforded to high school and college students that have not attained the age of 18 but who donate their time to programs, projects or activities of the franchise. All associate members must have parental permission to apply for membership.

Updated verbiage: Associate Memberships - shall be afforded to students that have not attained the age of 18 but have registered within the organization. Associate members are individuals who donate their time to the program, projects or activities of the franchise. All associate members must have parental permission to apply for membership.

7.0 MEMBERSHIP Section c

2. Members who have been suspended or put on probation.

Updated verbiage: 2. Members who have been suspended and/or put on probation

3. Members who have not read, signed and agreed to abide by the terms of

the Parent's Code of Conduct (refer to Policy Handbook).

7.0 MEMBERSHIP Probationary Membership

Any adult who has been suspended from AYF or any youth sport organization for a period of one year must apply for reinstatement after the sanctioned period. The reinstatement will require the adult to appear in front of the Executive Board to present and discuss the issue. After hearing and reviewing the issue, the Executive Board will decide by majority vote (balloted) on whether the adult can be reinstated. If the adult has a second offense, he or she may be permanently banned from MHYFC at the discretion of the Executive Board.

Updated verbiage: Any adult who has been suspended from AYF or any (ANY) youth sport organization for a period of one year must apply for reinstatement after the sanctioned period. The reinstatement will require the adult to (submit a formal letter requesting to) appear in front of the Executive Board to present and discuss the issue. After hearing and reviewing the issue, the Executive Board will have up to 7 days to decide by majority vote ((E-Board discretion if a balloted vote or verbal)balloted) on whether the adult can be reinstated. If the adult has a second offense, he or she may be permanently banned from MHYFC at the discretion of the Executive Board.

7.0 MEMBERSHIP section D Honorary/ lifetime member

Honorary/Lifetime Members – shall be afforded to all past Presidents upon completion of their term of office as well as any person the organization wishes to honor. This can be done by a 3/4ths majority vote of the General Membership or a unanimous vote of the Executive Board. These members shall have no voting privileges within the organization.

Updated Verbiage: D) Honorary/Lifetime Members – shall be afforded to all past Presidents upon completion of their term of office as well as any person the organization wishes to honor. **As long as the member left in good standings.** This can be done by a 3/4ths majority vote of the General Membership or a unanimous vote of the Executive Board. These members shall have no voting privileges within the organization.

Add: E) All Members must be background checked if they will have interaction with children other than their own. (Team Mom, photographer, etc)

7.2 GENERAL MEMBERSHIP-MEETINGS

General Membership Meetings will be held monthly; the meeting in October will include nominations. Nominations will be accepted and closed at that meeting. Nominations will not be permitted at November's meeting. When meetings are canceled or rescheduled, it will be posted on our Facebook page and the website

Updated verbiage: General Membership meetings will be held on the 3rd Monday of each month either in-person or virtual. Meeting dates and times may be changed due to unforeseen circumstances. Notifications will be properly announced (via social media and email) regarding any cancellations, changes and/or updates regarding General Membership meetings.

7.3 GENERAL MEMBERSHIP-MEETING AGENDA

All meetings of Manchester Hawks Youth Football and Cheer Inc. shall be governed by these Bylaws. In instances where the Bylaws do not address issues or circumstances which arise in meetings, the Executive Board will refer to the parliamentary procedures specified in the Roberts Rules of order.

Updated verbiage: All meetings of Manchester Hawks Youth Football and Cheer Inc. shall be governed by these Bylaws. In instances where the Bylaws do not address issues or circumstances which arise in meetings, **the Executive Board will refer to the parliamentary procedures specified in the JSAYF Bylaws, AYF National Bylaws and then Roberts Rules**

9.0 EXECUTIVE BOARD

- A) The Executive Board shall consist of the following elected officers: President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, NJAYF Sergeant of Arms, Cheer Commissioner and Football Commissioner. All Executive Board members have voting privileges on matters before the Board.

Add: except for the President who has no voting privileges within an Executive Board matter. The only time a President can vote in an Executive Board matter is when there is a tied-vote among the Executive Board.

- B) At the request and recommendation of the Football and Cheer Commissioners, the President may appoint Assistant Commissioners to serve on the Board. Assistant Commissioners are not allowed to vote on matters before the Executive Board.

Add: A candidate may be brought forth by the Football and Cheer Commissioner to serve as an Assistant Commissioner, however the candidate must be approved by the President. Assistant Commissioners are not allowed to vote on matters before the Executive Board.

9.1 QUALIFICATIONS FOR ELECTED AND APPOINTED POSITIONS

All officers, elected or appointed, must be a Regular Member in good standing of MHYFC. A Member is not in good standing if fees are owing to the MHYFC and/or a disciplinary action has been taken against said Member within the previous two fiscal years. In order to run for office, they must have attended a minimum of six (6) General Membership Meetings during the fiscal year prior to their election or appointment and must have donated a minimum of thirty (30) verifiable volunteer hours to the projects and programs of the Hawks'. To be able to run for President you have had to hold an elected Executive Board Position for two of the five previous fiscal years prior to running for the President's Position.

Updated verbiage: All officers, elected or appointed, must be a Regular Member in good standing (please refer to section 7.1) of MHYFC. A Member is not in good standing if fees are owing to the MHYFC and/or a disciplinary action has been taken against said Member within the previous two fiscal years. In order to run for office, they must have attended a minimum of six (6) General Membership Meetings during the fiscal year prior to their election or appointment and must have donated a minimum of thirty (30) verifiable volunteer hours to the projects and programs of the Hawks' by the physical person who is running for the position. The following additional criteria must be met for the following positions:

PRESIDENT: To be able to run for President you **must** have had to hold an Executive **VP** Board Position for two of the five previous fiscal years prior to running for the President's Position.

CHEER COMMISSIONER: To be able to run for Cheer Commissioner you must have two of the five previous fiscal years as a competitive cheer coach and/or as an Assistant Cheer Commissioner

FOOTBALL COMMISSIONER: To be able to run for Football Commissioner you must have two of the five previous fiscal years as a football coach and/or Assistant Football Com

A waiver of the qualifications (excluding outstanding financial obligations) for any office may be approved by a majority vote of the General Membership in good standing present at the October meeting, only if no one who has been nominated for that position meets the criteria set forth.

Updated verbiage: A waiver of the qualifications for any office may be approved by the Executive Board within 72 hours of a nomination by the General Membership and/or members of the Executive Board present at the October meeting. This is only if no one who has been nominated for that position meets the criteria set forth.

9.3 RESTRICTIONS section C

From: **However, a nominee may appeal to the Grievance/Hearing committee regarding a disciplinary action.** The committees' recommendation will then be forwarded to the Executive Board for a final decision. Refer to Section 22.

Updated verbiage:

C) However, a nominee that is not in good standings and/or has had a disciplinary action may appeal to the Grievance/Hearing committee.

10.0 NOMINATION AND ELECTIONS

D) Prepare paper ballots for any positions with multiple nominees

Updated verbiage: D) Prepare paper ballots for any positions with multiple nominees - refer to secretary duties

10.2 PROXY BALLOTING

Absentee balloting shall be allowed if previously arranged with the secretary **within 24 hours prior to the vote**. In the event of a tie, the original absentee ballot will not be counted. The member who cast the absentee ballot will be required to appear to cast a new ballot.

Updated verbiage: Updated verbiage: Absentee balloting shall be allowed if previously arranged with the secretary **No later than 48 hours prior to the vote**. In the event of a tie, the original absentee ballot will not be counted. The member who cast the absentee ballot will be required to appear to cast a new ballot.

10.3 BALLOTING RESULTS AND CHALLENGES

A) The President shall appoint two members to count any contested election ballots. Persons appointed shall not be any of the parties on the ballot so as to prevent any possible conflict of interest.

Updated verbiage: A) The president shall appoint two members and one Executive Board member not up for election to count any contested election ballots. Persons appointed shall not be any of the parties on the ballot so as to prevent any possible conflict of interest.

11.0 EXECUTIVE BOARD-AUTHORITY

C) Any official meetings, excluding president's meetings and cheer commissioners meetings held must have at least 2 Executive Board members present and the subjects discussed must be relayed to all elected Executive Board members within 72 hours of the meeting, i.e. Parent Meetings, Township Meetings, etc.

Updated verbiage: C) Any official meetings, excluding president's meetings and cheer commissioners meetings held, must have at least 2 Executive Board members present who are not part of the coaching staff or of a parent capacity of that team. The topics discussed must be relayed to all elected Executive Board members within 72 hours of the meeting, i.e. Parent Meetings, Township Meetings, etc.

12.0 EXECUTIVE BOARD-ATTENDANCE AT MEETINGS

Add: C) Any officer who is excessively absent (3+ meetings collectively) from the Executive Board and/or General Membership meetings will be required to meet with the President of MHYFC to discuss the officer's future with the organization. If attendance requirements continue to remain unfulfilled the President has the authority to remove the appointed officer from the board with a consenting 2/3 majority vote of the Executive Board.

13.0 EXECUTIVE BOARD-MEETINGS

A) All discussions, proceedings and decisions of the Executive Board shall remain confidential. Any breach of confidentiality by an Executive Board member can and will be considered a violation and could result in disciplinary action up to and including removal from the Executive Board with a 2/3rds majority vote of the Executive Board.

Updated verbiage: A) All discussions, proceedings and decisions of the Executive Board shall remain confidential and should remain exclusively within the Executive Board of the MHYFC. Any breach of confidentiality by an Executive Board member can and will be considered a violation and could result in disciplinary action up to and including removal from the Executive Board with a 2/3rds majority vote of the Executive Board.

16.0 OFFICERS DUTIES

From: Failure to do so shall result in a written warning issued by the President.

Updated verbiage: Failure to do so shall result in a conversation with the President in conjunction with written warning

16.1 PRESIDENT

From: see Section 10.9(C),

updated verbiage: (9.0(A))

16.1 PRESIDENT section A

A) In the event that a team from MHYFC advances to the AYF/C championship games, the President shall have coach class airfare and reasonable accommodations paid for by MHYFC. As long as the organization is financially able to do so. All arrangements must be approved by the Executive Board.

Updated verbiage: A) In the event that a team from MHYFC advances to the AYF/C national championships for football and/or any approved equivalent national championships for cheer , the President shall have coach class airfare and reasonable accommodations paid for by MHYFC. As long as the organization is financially able to do so. All arrangements must be approved by the Executive Board.

16.1 PRESIDENT adding section D

Add: President needs to obtain any/all field use permits with usage dates the field - all documentation must be handed to the township by January 1st

16.2 FIRST VICE PRESIDENT

Performs all duties of the President in his/her absence. Act as Chair of the Bylaws committee. Has power or authority to co-sign approved checks. Obtains all raffle licenses and school use forms. Coordinate the annual Picture Day for the organization, Shall be charged with participant registration, The First Vice President shall work with Commissioners, Coaches, Team Parent Coordinator and Fundraising Committee to find parents to assist in the game day activities listed below:

Merchandise Sales;

50/50 Sales, Chain Crew, Monitors;

Any other job required to keep the games moving

The First Vice President also prepares and maintains the Work Bond Schedule and Game Day Schedule for the Executive Board Members.

This office will be up for election for even number years

Add: Co-chair for fundraising committee and all fundraising Participant registration - coordinations in person registration, create and distribute registration flier

Add sideline passes responsibilities

Has power of authority to sign approved checks

Omit: merchandise sales, chain crew, play count monitors - goes to football commissioner

Omit: Maintains the workbond schedule - goes to 2nd vp

Omit: Game day schedule for the executive board members - goes to president

16.3 SECOND VICE PRESIDENT

13

Performs all duties of the President and First Vice President in their absence. Responsible for concession stand staffing, food and beverage preparations for all events and obtaining licensing from the Board of Health. Maintain accurate logbooks for all parent work bond fulfillments. In the absence of a Public Relations Representative, is responsible for updating all Social Media and websites. This Office will be up for election for an odd number of years.

Add: Maintains the workbond schedule

Updated verbiage Co-chair for all social media

16.4 THIRD VICE PRESIDENT

Performs all duties of the President, First Vice President and Second Vice President in their absence. Has power or authority to co-sign approved checks. Inventory and order apparel, trophies and sideline passes. chairs Fundraising committee, submits and maintains social calendar to include dates when possible, coordination of banquet, updates to social media and flyers. Organizes and distributes mandatory fundraiser information
This Office will be up for election for even number of years.

Add: Co-chair for fundraising committee and all fundraising, Co-chair to update all social media, Organizes and distributes merchandise and fundraiser flyers, Co-chairs for fundraising committee

Correction: has power of authority to sign approved checks

omit : sideline passes added to 1st VP

16.5 SECRETARY

Add: Prepare paper ballots for any positions with multiple nominees

16.6 TREASURER

From: They are Responsible to co-sign checks with the President or First Vice President/Second Vice President/Third Vice President.

Updated verbiage: They are responsible to sign checks with 1stVP and 3rdVP

16.7 SERGEANT OF ARMS

Shall maintain order at all meetings and organization events. They shall act as the secretary in their absence. They shall chair the Buildings and Grounds Committee and be responsible for set-up and clean-up of the field on game days. This Office will be up for election for odd number years.

Add:

- Constant contact with public works regarding the schedule of games/practices for football and cheer, provide field paint, fertilizer, power for the water, anything that needs to be repaired, notify and keep in contact with the township in regards to things that they need to be aware of and/or fixed (i.e: parking lot lights, snack stand lights, hawks nest lights-etc.)
- anything the public works needs shall be coordinated thru sergeant of arms Obtaining permits for any repairs and construction at field
- Property is maintained and presentable at all times
- Responsible for the clean-up of the field and surrounding areas on game days
- Chair of Grievance Committee a) responsible to notify the person who the grievance is against and to form the grievance committee (as set forth in section 22) within 72 hours of the complaint. In addition, need to confirm with the Treasurer if the member filing the grievance is in good standing b) Has 7 days from the date of the letter to hold a hearing with the grievance committee. (Please refer to section 22-Grievance)

Omit: set up of the football field on game day will be moved to football commissioner

16.8 COMMISSIONERS

They shall be afforded administrative charge over their respective programs and shall serve at the will of the President. They may, at their choosing, request for and recommend the appointment of Assistant Commissioners by the President. Assistant Commissioners shall be afforded all rights and be charged with all duties of the Commissioners in their absence, except for voting privileges.

Updated verbiage: They shall be afforded administrative charge over their respective programs and shall work in conjunction with the President. They may recommend a candidate to serve as an Assistant Commissioner, however the candidate must be approved by the President. Assistant Commissioners shall be afforded all rights and be

charged with all duties of the Commissioners in their absence, except for voting privileges.

C) FOOTBALL COMMISSIONER

2. Shall notify the Executive Board of all coaching assignments. However, coaches with a unfavorable background checks will be approved by a majority vote of the Executive Board. Commissioners may remove coaches utilizing the provisions set forth in the hearing process Section 22 until a full hearing is complete.

Update verbiage:

2. Shall notify the Executive Board of all coaching assignments

2a. Coaches with unfavorable background checks must be approved by a majority vote of the Executive Board.

2b. Commissioner may remove coaches from the field. If a coach is removed from the field, the Football Commissioner would bring the situation to the Executive Board. The Executive Board has one (1) week to come to a decision regarding if any disciplinary actions will be taken.

5. Ensures team certifications

Update verbiage:

5: Ensures team certifications

5a) Updating My AYP

5b) Verifying Coaches Certifications

5c) Make sure the team books are in order for each level for book certification/check - Responsible for making sure all books for each level for football have passed book check. Responsible to provide a clear guideline for head coaches on how the team book should be set up for book check

5d) Football commissioner is responsible to bring team book to book check - if unavailable needs to find a replacement

8. Arrange all scrimmages prior to the regular season.

Updated verbiage 8. Arrange all scrimmages prior to the regular season - 2 scrimmages are to be scheduled for each level prior to season

Add: 9. Prioritize Football Commissioner duties over any coaching/other activities (i.e: attending team parent meetings, and any other commissioner duties)

10. Set up football field on game day - markers, etc

D) CHEER COMMISSIONER

3. Shall recommend all coaching assignments to the Executive Board, at which time the Executive Board will vote on the assignments, however, the Executive Board will rely on the advice of the Commissioners and will not unreasonably object to recommended placements. Commissioners may remove coaches utilizing the provisions set forth in the hearing process Section 22 until a full hearing is

complete.

Update verbiage:

3.. Shall notify the Executive Board of all coaching assignments

3a. Coaches with unfavorable background checks must be approved by a majority vote of the Executive Board.

3b. Commissioner may remove coaches from the field. If a coach is removed from the field, the Cheer Commissioner would bring the situation to the Executive Board. The Executive Board has one (1) week to come to a decision regarding if any disciplinary actions will be taken.

6. Ensures team certifications

Updated verbiage:

6: Ensures team certifications

6a) Updating My AYP

5b) Verifying Coaches Certifications

6c) Make sure the team books are in order for each level for book certification/check - Responsible for making sure all books for each level for cheer have passed book check. Responsible to provide a clear guideline for head coaches on how the team book should be set up for book check

6d) Cheer commissioner is responsible to bring team book to book check - if unavailable needs to find a replacement

add:

10) Cheer commissioner has full authority to choose which competitions the cheer organization would like to join

11) Prioritize Cheer Commissioner duties over any coaching/other activities (i.e: attending team parent meetings, and any other commissioner duties)

16.11 TEAM PARENT COORDINATOR

Add: Recommended to attend General Membership to share updates and get updates

21.0 CALENDAR OF EVENTS AND BUDGET

MARCH

- Head Coaching staff to be appointed
- Grandfather Registration held
- Order any equipment needed for upcoming year
- Medical exams scheduled for June
- Franchise payment due in April/May, review with Budget Committee

Remove grandfather registration held

Move head coaching staff to be appointed under april

Remove medical exams scheduled for june

APRIL

- Registration held
- Conduct background checks
- Pay Franchise Fees

Add: Head coaching staff to be appointed

MAY

- Registration held
- League Representative to start to arrange scrimmages
- Insurance premium due to NJAYF in July, arrange payment through League Representative

Add: Football commissioners start to arrange scrimmages

Remove: insurance premium due to NJAYF in July, arrange payment through League Representative

JULY

- League Representative finalizes arrangements for scrimmages
- Organization holds mandatory parent meetings
- Practice begins

add:Football Commissioner finalizes arrangements for scrimmages

AUGUST

- All game schedules and directions given to General Membership and placed on web site, provided information has been supplied to organization by NJAYF

Add: First game of season

SEPTEMBER

- First game of season
- Nominating Committee appointed

Remove first game of season and move to august

22.0 GRIEVANCES AND HEARINGS

Add: under part B

(example 1) If the head coach and program commissioner are one in the same you may take your grievance directly to the Chair of Grievance/Hearing Committee.

(example 2) If you have an issue with a coach/assistant coach/head coach you would bring your concern to the head coach, then program Commissioner, etc

22.0 GRIEVANCES AND HEARINGS

Add: We as an organization understand that it takes courage to speak up when you see or feel something is wrong. However, in order for our Executive Board to provide an atmosphere which communicates sportsmanship, fair play and fellowship in a safe and secure environment - You MUST speak up at a General Membership meeting and/or put your grievance/concern in writing with your signature attached. This gives us the opportunity to investigate your concern and take the appropriate action to correct the concern.

30.0 APPLICATION

Updated verbiage: 30) **APPLICATION FOR FRANCHISE COACHES**

E) All coaches, trainees and demonstrators must be able to read, write, communicate and understand the English language and must have a valid driver's license or other valid form of photo identification.

Updated verbiage

E) All coaches must be able to read, write, communicate and understand the English language and must have a valid driver's license or other valid form of photo

identification.

- G) All coaches, trainees and demonstrators shall be required to take a Safety Orientation and Training Course and must be certified every year or as often as may be required by the NJAYF

Updated verbiage G) All coaches and Executive -Board shall be required to take a Safety Orientation and Training Course and must be certified every year or as often as may be required by the NJAYF

38.0 REFUND POLICY- Effective January 1, 2014

- A) Full refunds of registration fees will be granted upon withdrawal from the program prior to July 15th. Costs of personalized items will not be refunded if the items have already been ordered. Costs of mandatory fundraisers will not be refunded.

A) Full refunds of registration fees will be granted upon withdrawal from the program prior to the first day of practice/opening day of season. Costs of personalized items will not be refunded if the items have already been ordered. Costs of mandatory fundraisers will not be refunded.

- B) Refunds after July 15th will be prorated by subtracting the cost of mandatory fundraisers and the cost of personalized items from the registration fee, dividing the remainder by the number of days in the season and multiplying that number by the number of days remaining in the season.

1. For these purposes, the season shall begin on the first day of practice in July and ends on October 20th.

- B) Refunds after the first day of practice/opening day will be prorated by subtracting the cost of mandatory fundraisers and the cost of personalized items from the registration fee, dividing the remainder by the number of days in the season and multiplying that number by the number of days remaining in the season.

1. For these purposes, the season shall begin on the first day of practice in July end on the final regular season's scheduled game

39.0 PRACTICES

Add:

39a):

1) Practices for the Manchester Hawks AYFC season will begin on the fourth Monday in July, annually.

2) No football or cheer participant will be allowed on the practice field without a doctor's release indicating that the youth/patient is physically approved to participate in the football and cheerleading program. (Medical release form) NO EXCEPTIONS!

3) Parents are asked to advise the Head Coach if their child has any notable medical condition, i.e.: asthma, diabetes, allergies, etc, and if their child needs to have any medications on hand.

39B)

FOOTBALL:

a) All tackle football players must complete ten (10) hours of non-contact conditioning. During this time, football players are not permitted to wear equipment other than helmets. (NJAYF)

b) Contact sessions, in which players may wear full equipment, begins after ten (10) hours of conditioning.

CHEER:

c) All cheerleaders must complete ten (10) hours of conditioning

39C) GAME DAY

1) All game scheduling is carried out by the NJAYF and not Manchester Hawks AYFC. Most games are traditionally scheduled to be played on Saturday and Sundays; However, due to the growth of the Jersey Shore Conference and the growing number of teams, it is not uncommon to have games scheduled on other days of the week depending upon logistics, availability of officials and game sites.

2) Season schedules will be distributed to Head Coaches and Team Parents for further distribution to participants prior to the start of the regular season (when available). Manchester Hawks AYFC will make every effort to notify every participant, Football and Cheer, regarding the confirmation of each scheduled game, location, and any other pertinent information each week prior to a scheduled game.

3) Dress Code: All players are only to wear apparel and equipment issued and/or authorized by the Executive Board.

3a) All **tackle** players are required to wear a Manchester Hawks Jersey, authorized organizational non-integrated pants with hip-knee-thigh-butt pads or authorized integrated pants, cleats, mouth guard attached to the helmet, organization-issued helmet, and shoulder pads. **Flag** players are required to wear a Manchester Hawks Jersey, flag belt, cleats, and

mouth guard. **Cheerleaders** are to wear organizational issued uniform unless otherwise directed by Head Coach

4) Field support personnel shall be permitted on the sidelines during a scheduled game. This includes home team chain crew, ambulance attendants, and law enforcement or security personnel. No other individuals (i.e- parents, siblings, Coaches from other divisions, etc.) are authorized to be on the sidelines.

5) Game Officials have the authority to eject coaches, spectators and/or participants for unsportsmanlike conduct, or for belittlement or berating of game participants. Officials also have the authority to stop a game if it appears the health and safety of the participants or themselves are in jeopardy, due to the inability to control a situation. NJAYF holds Manchester Hawks AYFC liable for failure to control participants, coaching staffs, support personnel, and fans, and/or discredits the NJAYF at any GAME, PRACTICE, or OTHER ACTIVITY. Parents and other spectators are reminded to act and behave in a sportsmanlike manner, or immediate action will be taken by the Manchester Hawks AYFC Executive Board in order to control a situation, and to avoid the above rule infraction. Any fine obtained by Jersey Shore or AYF Nationals to Manchester AYFC for any above infraction - the fine will be forwarded to the offender.

6) **Mandatory Play Rule:** If you have a question regarding the mandatory play rule and/or your child play counts please see your child's Head Coach.

40.0 MEDICAL EXAMS

Add: **Please note- as indicated in section 39; 39a #2:**

No football or cheer participant will be allowed on the practice field without a doctor's release indicating that the youth/patient is physically approved to participate in the football and cheerleading program. (Medical release form) **NO EXCEPTIONS!**

41.0 INJURED PARTICIPANTS

If a child is injured, the coaching staff will complete an incident report immediately following the incident describing the occurrence. Parents will be given a copy of the report, and an original filed with the President, with a copy to the Insurance Coordinator for a permanent record.

Updated verbiage

1) If a child is injured, the coaching staff will complete an incident report describing the

occurrence and submit it to the Football/Cheer Commissioner. Parents will be given a copy of the report, one copy for the organization and one will be filed with the insurance for a permanent record.

2) If a child is injured a “resume to play physical form” will be needed to resume activities within the organization

3) The coaching staff has the right to “sit out” any participant during the remainder of the practice session/game/competition, if he/she feels that the participant will further aggravate the injury by continuing to participate.

42.0 ATTENDANCE POLICY

Attendance must be In accordance with the Rules and Regulations set forth by the Football and Cheerleading Commissioners.

add:

- Unexcused missed practice may result in the participant not being permitted to participate in Cheer/Football at the following game.
- -Any questions regarding the attendance policy please see your Football and/or Cheerleading Commissioner

45.0 SUSPENSION, HEARINGS AND APPEALS FOR PARTICIPANTS

Appeal process is available to the child and their parents. Appeals must be sent in writing within seven (7) days of notification to the President and the Secretary. It will then be reviewed and discussed by the Executive Board within fourteen (14) days of receipt of the Appeal.

Updated verbiage: Appeal process is available to the child and their parents. Appeals must be sent in writing within seven (7) days of notification to the President and the Secretary. It will then be reviewed and discussed by the Executive Board within seven (7) days of receipt of the Appeal.

New sections that are being added to the bylaws:

Added section

47. BULLYING:

Bullying is the intentional, deliberate and repeated aggressive actions (which continues after they've been asked to stop or they know they're causing harm) that involves a real or perceived imbalance of power or control (i.e physical strength, popularity, or the knowledge of embarrassing information)

Social Bullying - social exclusion from a group on purpose, spreading rumors, telling others not to be friends with someone, intentional isolation)

Verbal Bullying: teasing, taunting, threats to cause harm

Physical Bullying: intentional hitting, kicking, spitting, pushing, breaking or stealing possessions or money

Cyber Bullying: spreading rumors online, sharing inappropriate information or pictures online, impersonation, threatening someone online, or "outing" someone

Being that we take pride in our family oriented, community based organization that supports fair play and fellowship we stand by a zero tolerance for any form of bullying as indicated above.

1st offense

Head Coaches/Coaches will:

- Recognize and Respond
- Create dialogue: Create an open dialogue with parties involved to share their feelings and try to come to resolution in an environment that promotes privacy, inclusion and acceptance
- Offer continuous support
- Assist to restore self-esteem and confidence

Written documentation of incident and outcome should be filed with President - Executive Board is to be notified immediately - Parent/Guardian will be verbally advised of the situation

2nd offense

Head Coaches/Coaches will:

- Follow first offense guidelines
- One week suspension

Written documentation of incident and outcome should be filed with President - Executive Board is to be notified immediately - Parent/Guardian will receive a formal letter from Organization in regards to the situation and one week suspension

3rd offense

Head Coaches/Coaches will:

- Follow first offense guidelines
- Removal for the remainder of the season

Please note that it will up to the discretion of the Executive Board if the participant will be able to play the following season

Written documentation of incident and outcome should be filed with President - Executive Board

is to be notified immediately - Parent/Guardian will receive a formal letter from Organization in regards to the situation and suspension

New section being added to the bylaws:

48. Head Coaches / Coaches / Assistant Coaches

All coaches, football and cheerleading, will abide by a Code of Conduct which includes the following provisions. If any of these rules are broken, Manchester Hawks AYFC Executive Board/Grievance Committee shall have the authority to impose a penalty.

Coaches shall:

- 1) All coaches must sign and adhere to the code of conduct policy.
 - 2) Do not smoke, vape and/or use smokeless tobacco on the field.
 - 3) Do not criticize players/cheerleaders in front of spectators, but reserve constructive feedback for later, in private, or in the presence of team/squad members if others might benefit.
 - 4) Do not criticize opposing teams, its players, coaches, cheerleaders or fans by word of mouth or by gesture.
 - 5) Emphasize that winning is the result of good "Teamwork".
 - 6) Not use abusive or profane language at any time.
 - 7) Not allowed to distribute any medication, controlled, ointments, or over the counter
 - 8) Not permit an ineligible player to participate in a game.
 - 9) Abstain from the possession and drinking of alcoholic beverages and the possession or use of any illegal substance on both the game and practice fields.
 - 10) Uphold all rules and regulations, National and local, regarding American Youth Football/Cheerleading.
 - 11) All Head Coaches are to have their team book on them at all times
 - 12) Head Coaches are responsible to make sure their team book is in order for book check.
 - 13) The Head Coach will review team book with the Football/Cheer Commissioner prior to book check
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