



# GLACIER PEAK YOUTH FOOTBALL ASSOCIATION BYLAWS

- Revised – October 20, 2024
- Revised – March 19, 2024
- Revised – February 14, 2023
- Revised – January 12, 2018
- Revised – January 24, 2017
- Revised – February 12, 2014
- Revised – January 7, 2013
- Adopted – December 17, 2012

## Article 1. Name and Office

- 1.1. The name of the organization is Glacier Peak Youth Football Association (GPYFA)
  - A. The principle office of the corporation shall be Snohomish Washington at such place or places as the association “Executive Board” may from time to time determine.

## Article 2. Purpose/ Mission Statement

- 2.1. The purpose of the organization is to administer a fall youth tackle football and cheer programs for the children residing within the Snohomish School District in accordance with the rules and regulations of the North Cascade Youth Football League (NCYFL) and local rules authorized thereby.
- 2.2. Mission Statement: Our Goal is to teach Glacier Peak Youth teamwork, sportsmanship, safety, and commitment through the sports of Football and Cheer! We are committed to teaching the style, technique and philosophy of the Glacier Peak High School coaching staff. This commitment allows for consistent development and a more seamless transition from youth football and cheer to the high school level.

## Article 3. Non-Profit Operation

- 3.1. The GPYFA is a non-profit organization. It is intended that this organization shall have the status of an organization that is exempt from Federal income taxation under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c) (3) of the Internal Revenue Code. These By-Laws shall be construed accordingly and all powers and activities of the organization shall be limited accordingly. The organization shall not carry on propaganda or otherwise attempt to influence legislation to such extent under Section 501(c) (3) of the Internal Revenue Code. No activity of the organization shall consist of participating or intervening in (including the publishing or distributing of statements) any political campaign on behalf of, or opposition to, any candidate for public office.
  - A. No part of the net earnings of the organization shall inure to the benefit of or be distributed to its members, officers, or private individuals. The organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions to further the purpose of the organization. No Board Member may solicit funds in the name of The GPYFA unless all funds so raised are deposited directly into the Associations’ common bank account.

- B. Upon dissolution of the organization, the Executive Board shall, after paying or making provisions for payment of all the liabilities of the organization, distribute all of the assets of the organization exclusively for charitable, educational or scientific purposes to such “qualified” organization as the Executive Board shall determine. The organization shall be deemed to be a “qualified” organization, for purposes of these By-Laws, only if at the time of the distribution of such assets it is operated exclusively for the purposes described in Sections 170(c) (2) (b) and 501(c) (3) of the Internal Revenue Code.

## Article 4. Membership

4.1. GPYFA membership is afforded annually from January 1 to December 31. Everyone serving in elected or volunteer capacity of any kind will complete a WSP background check form to be forwarded to the Washington State Patrol for a records check. Any background issues will be addressed and ultimately the decision will be made by the Executive Board.

- A. Executive Board Officers are defined by the positions listed below and are “regular members” of the board that allows one voting privilege per person, not per position or positions held.

i. President	6.1
ii. Vice President	6.2
iii. Secretary	6.3
iv. Treasurer	6.4
v. Registrar	6.5
vi. Equipment Manager	6.6

Secretary and registrar may be combined to a single positions as needed based on available volunteers.

- B. Associate Members hold special voting privileges as directed by the Executive Board. Associate Members will participate in the election of the Executive Board and associate board members must attend a minimum of 3 board meetings to be eligible for voting on executive board positions.

- C. The Associate positions support GPYFA in the areas of financial and morale operations. All positions are appointed by the Executive Board Members for a term of one (1) year. Cheer committee positions are recommended by prior year cheer committee members for review and ratification as covered in Attachment A section 2.C.vi. All positions must be confirmed by a majority vote of the Executive Board. Refer to Article VIII.

i. Fundraising Coordinator	7.1
ii. GPYFA Player Representative	7.2
iii. Concession Manager	7.3
iv. Safety Coordinator	7.4
v. Merchandise/Spirit Wear Coordinator	7.5
vi. Cheer Representatives	7.6
vii. GPYFA Coaches Representative	7.7
viii. Head Coaches	7.8
ix. Social Media Coordinator	7.9
x. Volunteer Coordinator	7.10

- D. Affiliates are all GPYFA supporters including parents, guardians and sponsors. Affiliates have no voting privileges. All affiliates have the right to nominate candidates for Executive Board positions.
- E. Membership may be terminated by resignation or action of the Executive Board. The Executive Board, by simple majority vote of those present at a duly constituted meeting, shall have the authority to discipline, suspend or terminate the membership of any member, of any class, for good cause. Prior to any discipline or involuntary termination of board membership the board member shall be notified in writing of the time and place of the meeting at which any discipline or termination of their membership shall be addressed. The member will be given an opportunity to be heard before action against the member shall be taken.
- F. All Executive Board Members and Associate Members are required to attend scheduled meetings. Any board member will forfeit their position if they miss three (3) consecutive duly constituted meetings. The Executive Board will view medical and/or personal issues on a case-by-case basis. Failure to attend a minimum of 80% of all meetings during the calendar year will result in immediate removal from the Executive Board at the end of that calendar year, without the option to be nominated for any Executive Board position for the following term.

## Article 5. Executive Board

- 5.1. The affairs of the GPYFA shall be managed by its Executive Board except as specifically set forth in these By-Laws, references to the "Board" shall mean the GPYFA Executive Board. All operations of GPYFA including Coaches, Athletes, Parents, Sponsors and volunteers are governed by the Executive Board. Any and all decisions made are final and may not be appealed.
  - A. Members of the Executive Board shall serve a minimum two (2) year term, unless fulfilling an empty position in which length will last until the end of the remaining term. No term limits shall apply to any Executive Board member. Executive Board members may run for open positions in the Executive Board before the end of their term.
    - i. Elected at the end of odd-year seasons: President, Secretary, Treasurer
    - ii. Elected at the end of even-year seasons: Vice President, Registrar, Equipment Manager
  - B. President of the Board may occupy the position of head coach of any team affiliated with the GPYFA; however, it is NOT recommended. If there is more than one candidate vying for President, this issue should be heavily weighted i.e. preference given to candidate who will NOT be coaching.
  - C. The President of the Board will cast the deciding vote in the case of an even vote by the Executive Board and/or any instance where there is no majority decision by the Executive Board.
  - D. The Executive Board shall confirm the nominations of Associate Members and Cheer Committee members with a simple majority vote.
  - E. The Executive Board shall manage the overall business operations of the league, including but not limited to, Association planning and organization policy, public relations, finance and budgeting. The board shall also have specific authority as set forth in these By-Laws.

- F. Of the 6 elected Executive Board positions, terms which have expired or stand vacant will be open for nomination by the Executive Board Members first. If no nominations are forwarded then Associate Members or Affiliates may bring forward their nominations for the said position at the next GPYFA Board meeting. The Executive Board may vote on and fill vacant positions at any time that occur during the year. These elected Officers shall serve the remainder of the term. Terms that expire will have the voting take place during the GPYFA post-season organizational meeting of Executive Board Members. All new terms begin January 1 of the following year.
- G. If at any time members of the Executive and/or Associate Board are related in any way (married, siblings, etc....), this may at times require impartial intervention by all other Board Members for compliance purposes.

## Article 6. Officers and Duties

### 6.1. President

- A. Preside over all meetings of the Executive Board. Also, all meetings both regular and special of all members.
- B. To serve as the Chief Executive Officer in the name of the Association by executing contracts, policies and decisions as directed and approved by the GPYFA Executive Board.
- C. To investigate and take decisive action on complaints, irregularities and grievances and give a report to the Executive Board.
- D. Promote community relations by attending municipal and county meetings and meetings of Snohomish community clubs and organizations. Present the image of GPYFA to sponsors and encourage donations.
- E. Pay GPYFA bills with the Treasurer and Secretary as authorized by the Executive Board. See article 13 B.
- F. The President shall only have an effective vote when the Executive Board is unable to determine a majority decision or any case supported by Roberts Rules.
- G. Perform deposits of all monies, keeping all receipts and records for the Treasurer to file.
- H. Responsible for obtaining Corporate Sponsorships and assisting with fundraising for all GPYFA subsidiary programs and events.
- I. Support and comply with GPYFA By-Laws and policies and mission statement.
- J. Act as NCYFL League Representative
  - i. Act as liaison between GPYFA and NCYFL.
  - ii. Responsible for general supervision in compliance with policies, rules and regulations of both organizations. Work closely with GPYFA League Representative.
  - iii. Attend all Board of Directors meetings as a representative of GPYFA for the NCYFL and report back to the Executive Board all happenings and decisions of meetings.
  - iv. Chair the annual Coaches meeting to explain every aspect of all rules and regulations for any event in NCYFL.
  - v. Responsible for voting in accordance with the direction of the Executive Board.
  - vi. Support and comply with GPYFA By-Laws and policies and mission statement.

## 6.2. Vice President

- A. Serve as President in the absence of the President.
- B. Supervise and be a part of GPYFA support committees.
- C. Perform all duties as assigned by the President.
- D. Perform Criminal History Background checks on all persons that GPYFA deems appropriate for the duties that person will perform. This will include, but not limited to, all Coaches and Executive Board members.
- E. Establish and maintain a relationship to Glacier Peak High School Coaching Staff.
- F. Engagement of Glacier Peak High School Coaching Staff to conduct interviews for Head Coach Positions.
- G. In charge of coordinating and organizing coaches selection committee, Playbook organization and/or competition coordination, Coaches training (drills, etc.) and the like.
- H. Support and comply with GPYFA By-Laws and policies and mission statement.
- I. Help with fundraising for all GPYFA subsidiary programs and events.
- J. Act as the liaison with the school district to coordinate and schedule fields for games, practices, jamboree, and any additional League events.

## 6.3. Secretary

- A. Provide the agenda and recording minutes of all meetings and maintain all GPYFA files.
- B. Refer special payment cases to the GPYFA Treasurer.
- C. Perform other duties as are customarily incident to the office of Secretary and as may be assigned by the Executive Board.
- D. Work with Social Media Coordinator in providing GPYFA information for website and social media outlets.
- E. Support and comply with GPYFA By-Laws and policies and mission statement.
- F. Serve as main communication hub between Executive Board, Associate Board, and Affiliates.

## 6.4. Treasurer

- A. Be the Chief Financial Officer for GPYFA and manage all areas of finance and bookkeeping, including both football and cheer.
- B. Maintain, in writing, and in accordance with good bookkeeping, detailed financial records of the Association.
- C. Establish a bank account in a local bank. All GPYFA accounts will have the name of the President and the Treasurer on them.
- D. Provide a current financial report at every other scheduled Board meeting including a current cash flow report. Provide current year's budget and projects. Provide detailed reports for each fundraiser and percentage of profits associated with each.

- i. Partner with cheer committee chairperson to provide similar reports for the cheer committee.
  - E. Prepare annual report in cooperation with the GPYFA President.
  - F. Obtain insurance and handle all claims.
  - G. Audit fundraising and concession operations as well as all financial dealings of GPYFA.
  - H. Support and comply with GPYFA By-Laws and policies and mission statement.
- 6.5. Registrar & Webmaster
- A. Overall responsibility to maintain a current and accurate record of all GPYFA Players
  - B. Shall have all of the powers and duties that may be prescribed by the Board of Directors including but not limited to:
    - i. Maintain past and current membership database.
    - ii. Register players.
    - iii. Communication and Announcements to all members in regards to registration dates, times, and locations (including online registration).
  - C. Prepare and maintain rosters as required by NCYFL:
    - i. Submit initial roster by NCYFL deadline ahead of Jamboree.
    - ii. Represent rosters with birth certificates at the NCYFL Roster Review meeting for approval.
    - iii. Keep Original Rosters, signed and verified during the meeting, as well as any authorized roster change requests.
  - D. Ensure each coach has a binder with necessary registration paperwork as required by NCYFL:
    - i. Copy of Original Roster and any authorized roster change(s).
    - ii. Medical release forms for each player.
    - iii. Signed codes of conduct for players, parents, and coaches.
  - E. Administer and maintain GPYFA website, including posting informational pages, league calendar, adding sponsor information, and posting other information as requested by the Board.
- 6.6. Equipment Manager
- A. Point person for all aspects of GPYFA Equipment. Maintain and inspect all equipment inventories of GPYFA and provide a detailed report including values to the President for the Annual post-season meeting.
  - B. Keep written records of GPYFA equipment inventories.
  - C. Responsible for care and storage of all GPYFA equipment.
  - D. Work in cooperation with the Head Coaches for issue and return of equipment and handle delinquent or partial equipment returns.
  - E. GPYFA President and Equipment Coordinators should be only ones with keys.
  - F. Submit requests to the Executive Board for replacement and additional equipment purchases as needed.

- G. Assess all equipment needs for each team in all GPYFA divisions.
- H. Work with President to select prospective sports equipment vendors to supply GPYFA equipment.
- I. Support and comply with GPYFA By-Laws and policies and mission statement.
- J. Apply for any applicable grants.

## Article 7. Duties of Associate Members

### 7.1. Fundraising Coordinator

- A. Responsible for applying for any applicable grants each year.
- B. Collaborate with the GPYFA Board to ensure enough funding to support Grizzly program.
- C. Ensure that all coaches have provided required team sponsorships.
- D. Collaborate with the cheer committee fundraising coordinator for any joint fundraising opportunities.
- E. Supervise all Fundraising operations and develop ideas and implementations of programs. Responsible for handling of all monies generated working closely with the President, Vice President and Treasurer.
- F. Request assistance as necessary from the Treasurer, President and Vice President for accounting of fundraising expenses, income and payments.
- G. Request assistance as necessary from the Social Media Coordinator for posting on social media to promote fundraising events and sponsorship opportunities; and the webmaster for posting static event details to the website as well as publishing sponsor information.
- H. Chair a fundraising committee, as needed, for ensuring success of fundraising as a whole.
- I. Conduct Fundraising meetings with the Affiliates and all sponsors.
- J. Submit a list of Fundraising ideas to the Executive Board and expedite the approved plans.
- K. Work to achieve adequate funding for purchase of Fundraising items. Submit reports of all expenses and sales income to the Treasurer within 72 hours of any GPYFA event.
- L. Purchase all Fundraising items and establish a selling price list as to ensure reasonable profit.
- M. Responsible for ordering and distribution of company sponsorship plaques.
- N. Support and comply with GPYFA By-Laws and policies and mission statement.

### 7.2. GPYFA Players Representative

- A. To act as a liaison between the GPYFA Players, parents and/or guardians, to the GPYFA Board.
- B. Attend League games and GPYFA practices to oversee compliance and settle grievances as needed.
- C. Support and comply with GPYFA By-Laws and policies and mission statement.
- D. Attend any player "draft" sessions as required, to help mediate any coach's conflicts.

### 7.3. Concession Representative

- A. Supervise all Concession operations working with Concession Liaison and develop ideas and implementations of programs. Responsible for handling of all monies generated working closely with the Treasurer.
- B. Request assistance as necessary from the Treasurer for accounting of fundraising expenses, income and payments.
- C. Bring onboard additional Concessions partners to assist with successful preparation and execution of concessions during events.
- D. Conduct Concession meetings with Concession Liaison, Affiliates and all sponsors.
- E. Submit a list of Concession ideas to the Executive Board and expedite the approved plans.
- F. Ensure that all concessions are open at all home games.
- G. Develop a schedule to provide adequate manning of the concession stand during all home games.
- H. Work to achieve adequate funding for purchase of concession items. Submit reports of all expenses and sales income to the Treasurer within 72 hours of any GPYFA event.
- I. Purchase all concession items and establish a selling price list as to ensure reasonable profit.
- J. Ensure cleanliness of the operation and concessions staff obtain and/or possess food handler's permits.
- K. Responsible for scheduling, maintenance, insurance, licensing of the concessions trailer.
- L. Support and comply with GPYFA By-Laws and policies and mission statement

### 7.4. Safety Coordinator

- A. Work with Equipment Manager in purchasing and maintaining all safety products and first aid kits for GPYFA.
- B. Develop and maintain applicable safety programs for all teams within the GPYFA.
- C. Attend practices to oversee compliance regarding the safety of players when applicable.
- D. Verify all necessary First Aid training is up to date for all coaches in GPYFA.
- E. If qualified for CPR and First Aid Training, develop and implement program for all coaches to attend and attain their certifications.
- F. Record and keep log of incident/injury reports.
- G. Support and comply with GPYFA By-Laws and policies and mission statement.

### 7.5. Merchandise/Spirit Wear Coordinator

- A. Responsible for official league apparel for sale to general public, bringing to The GPYFA Board, items suggested for distribution, prior to usage. Representative must select style, colors and logo design, follow production to a finish, distribute, collect funds, and track profitable sales. Funds must be handed to Treasurer in a timely manner.



- B. Representative must determine logo design/verification and usage, within GPYFA logo standards. Design forms/flyers for Spirit wear Sales and District distribution.
- C. Spirit wear is a liaison for schools and other sports participation, coordinating events within District that will generate additional insight about GPYFA. Send out flyers within District, give Ad's to Schools for Programs/Posters, generating "noise" within District boundaries.
- D. Coordinate sales in the best interest for GPYFA profits. Representative must show presence, all season –for Spirit wear, showing merchandise (i.e. at a couple games & practices, gear handout, picture day, and camp).
- E. Being that this is a seasonal sport, once the season has started, representative must work with 2-3 week timeline to produce product in a timely manner. Numerous orders WILL BE placed throughout a season.
- F. Work with The GPYFA Board/Coaches/Team Mom's for unique items to verifying unity.
- G. Representative must work with approved vendors who are safety compliant, carry documentation and production standards.
- H. Support and comply with GPYFA By-Laws and policies and mission statement.

#### 7.6. Cheer Representatives

- A. Cheer committee chair or alternate has one (1) vote as associate members on the GPYFA Board.
- B. Responsible for implementing the cheerleading program through the cheer committee as defined in Attachment A.
- C. Attend and provide input to all board meetings representing cheerleading information.
- D. Report concerns for cheer related issues to the Executive Board.
- E. Support and comply with GPYFA By-Laws and policies and mission statement.
- F.

#### 7.7. GPYFA Coaches Representative

- A. Point person for all Grizzly coaches. To act as a liaison between the Coaches, Players and their parents or guardians, to the Executive Board and between all parties.
- B. Attend League games and practices to oversee compliance and settle grievances.
- C. Assist in the semi-annual equipment inspections and inventories to represent player interests.
- D. Support and comply with GPYFA By-Laws and policies and mission statement.
- E. Appoint enough help to get all coaches represented.
- F. Work with the GPYFA Coaches if there are any League or team issues.
- G. Inform the GPYFA Coaches of all the draft rules and oversee the draft.
- H. Co-Chair the annual Coaches meeting with the Vice President.

- I. Attend any player “draft” sessions as required, to help mediate any coach’s conflicts.
- J. Strongly encouraged to not be a Head coach due to the conflict of interest and scope of responsibilities associated with this position.
- K. Schedule Field Supervisors for all home games.

#### 7.8. Head Coaches

- A. All coaches are to abide the procedures set forth in the GPYFA Coaches Policies Handbook.
- B. Assist in the semi-annual equipment inspections and inventories to represent player interests.
- C. Assist in the annual Coaches meeting with the League Representative.
- D. Support and comply with GPYFA By-Laws and policies and mission statement.
- E. Ensure teams follow NCYFL guidelines for each game, including:
  - i. Ahead of weigh-in, reporting to the game’s Field Monitors any players not competing and the reason(s), as well as ensuring these players are not wearing shoulder pads.
  - ii. Coach representation at weigh-in and players’ attendance at weigh-in.
  - iii. Making 3 copies of the registrar-provided Official Roster and providing to the Field Monitor.
  - iv. Ensuring that only coaches, medical personnel, and photographer listed on the team roster are on the sideline.
  - v. Complying with play requirements for players and team point margin rules, as well as other play rules in the NCYFL handbook.
- F. In addition to completing the Heads-Up Curriculum and Concussion Class, all Head and Coaches must obtain USA Coaching Certification. We strongly encourage Assistant Coaches to complete this as well.
- G. GPYFA Board will reimburse all coaches the cost of completing the USA Certification once proof of certification is submitted and approved.

#### 7.9. Social Media Coordinator

- A. Represent the organization through posts and connections made on social media platforms including Facebook, Instagram, Twitter/X; evaluate any emerging social media for representation.
- B. Communicate with inquiries on all 3 platforms (i.e. questions via a message etc.). Engages appropriate board member(s) when necessary for responding.
- C. Notify the board when unavailable and/or on vacation if not able to complete duties.
- D. Delete any public “spam” events/comments/responses, report to the platforms as appropriate.
- E. Make any recommendations to the board on running any social media advertisements.
- F. Post regularly through the pre-season and season:
  - i. Pre-season (minimum weekly posts): registration (dates, deadlines, specials), coach recruitment, clinics, gear hand-out, info meetings for parents, important dates for season, fundraising updates.

- ii. Season (minimum 2 posts per week): camp dates & location with updates and photos, practice dates and location with updates and photos, weekly game schedules (who is playing when and where), weekly game recaps with scores (either per team or a round-up of scores), fundraising updates.
  - iii. Offseason (minimum weekly posts): upcoming dates, posts to keep accounts active such as holidays, countdown, community events, and fundraising updates.
- G. Support and comply with GPYFA By-Laws and policies and mission statement.

#### 7.10. Volunteer Coordinator

- A. Coordinate and train a field supervisor for each team during home games.
- B. Work with Glacier Peak High School to coordinate student volunteers for concessions or other needs.
- C. Ensure each team has a team parent.
- D. Organize parent volunteers for concessions, chain gang, and other needs.
- E. Ensure all volunteers age 18+ are background checked.
- F. Support and comply with GPYFA By-Laws and policies and mission statement.

## Article 8. Meetings

- 8.1. Unless the Executive Board adopts other procedures, Robert's Rules of Order shall govern the proceedings of all GPYFA meetings.
- A. GPYFA will hold an Executive Board meeting on the first Tuesday of each month or as agreed to. Other Executive Board meetings will be held at the discretion of the current presiding President of GPYFA.
    - i. Reasonable attempts should be made to accommodate remote meeting attendance.
  - B. Written notice of all meetings and a copy of the agenda shall be provided to each Board Member prior to each meeting. The Secretary shall call, text, email, or otherwise notify all Members.
  - C. For business transactions to be conducted and for motions to pass, a quorum of at least a majority of Executive Board members must be present at any regular or special board meeting. No proxies are permitted.
  - D. A simple majority vote of Executive Board members is required to pass motions presented to the board.
  - E. All GPYFA Coaches shall attend a mandatory pre-season meeting to define coaching policies, review NCYFL and GPYFA rules and discuss the desired goals for the upcoming season.
  - F. At the end of season meeting, the Associate board will vote in the open Executive Board positions. The following January meeting the Executive Board will appoint a "new" associate members.
    - i. To be nominated for an Executive Board position, an individual shall have served as a member of the Board in the current year. If there are no nominations from the Board, then Executive Board positions are open to any individual.

- ii. Nominees may accept nominations for a single Executive Board position only, and must provide notice of acceptance to the President or Secretary at least one week prior to the election meeting.
  - iii. Nominees do not need to be present at the election meeting, and may submit a written statement to any current Executive or Associate Board member to be read during the meeting.
  - iv. GPYFA Board members must be present at the meeting to vote.
- G. Affiliates are allotted 15 minutes (or more as allotted by the President) at the beginning of designated meetings to speak and/or discuss issues.
- H. Offseason coaches meetings with Glacier Peak High School coaches. These are mandatory to ensure that the youth in the GPYFA organization are taught the right style, technique and philosophy. If three meetings are missed by a head coach they will be removed from their head coaching position.

## Article 9. Player Participation

- 9.1. GPYFA offers football and cheer programs for youth boys and girls regardless of weight, size, and/or ability. Programs are not gender specific.
- 9.2. Participation Eligibility: In order to participate in GPYFA, players shall:
- A. Be a “league age” of 7 through 14 years old and not be in 9<sup>th</sup> grade. However, 5- and 6-year-olds may participate with coach approval. “League age” is determined by the age of the youth player as of June 1 of the current year.
  - B. Football players must reside within the borders of Snohomish School District, attend school in Snohomish School District, or have an approved out of district transfer with North Cascade Youth Football League.
- 9.3. Out of District
- A. Transfers are available but are subject to approval by NCYFL.
- 9.4. Play up or play down:
- A. All play up and play down requests:
    - i. Must be approved by the head coach at the new level.
    - ii. Must be approved by the Executive Board in the case of football players, and cheer committee in the case of cheerleaders.
    - iii. Must ensure the teams continue to comply with other rules and regulations such as team size, team makeup (when multiple teams at a level).
  - B. A football player may petition to play up a maximum of one level.
  - C. A player may petition to play down within NCYFL guidelines. Football play-downs must follow NCYFL process and must be approved by NCYFL majority vote.
- 9.5. Practice Attendance for football players
- A. Players are expected to attend all practices, except for injury, illness, or school related events such as curriculum night.

- i. A player missing practice shall communicate before practice to the coach, preferably via TeamSnap chat, text, or email (i.e. in writing).
  - B. Players are expected to be on time and fully participate in practice, including team and/or individual drills and conditioning.
    - i. It is understood that practicing plays and formations may not involve all players at all times.
  - C. For safety reasons, players must attend at least one practice during the week to play in the game.
  - D. Players must attend at least 6 practices before they are permitted to play in a game.
  - E. Players ineligible to play in a game are still expected to join their team on the sideline wearing their jersey (no pads/helmet).
  - F. For each practice a player miss or does not fully participate in during the week, the player will sit for a quarter during the next game.
    - i. Exceptions are made for curriculum night and as approved by the Executive Board.
- 9.6. Football Playing Time
- A. All players, except in case of safety, discipline, or injury, are guaranteed a minimum of 6 plays per game.
    - i. Special teams are not considered part of the 6 plays per game.
  - B. Safety reasons, except as mentioned in 9.5.C and 9.5.D, must be signed off by a GPYFA safety representative.
  - C. Disciplinary reasons must be communicated to player and parent by the night before the game.
- 9.7. Injury
- A. Injury reports must be turned in to the Safety Coordinator within 48 hours of the injury.
  - B. Players/cheerleaders may not return after injury until a safety representative has signed off, or a return to play has been given to the Safety Coordinator from a doctor.
  - C. All concussions require a doctor's return to play.

## Article 10. Coach Procedures

- 10.1. Team coaches:
- A. Each team will have 1 head coach and up to 5 assistant coaches.
  - B. Teams may have unlimited practice coaches to assist with drills and training. Practice coaches are not permitted on the field during games.
- 10.2. Coach Participation
- A. The head coach and assistant coaches are the only coaches permitted on the field during games.
  - B. Head and assistant coaches are expected to attend at least 80% of practices and all games.

i. Exceptions must be approved by the Executive Board.

C. All coaches must undergo Washington State Patrol background checks.

#### 10.3. Coaching application

A. Any community member wanting to participate as a coach shall fill out a coach application on the GPYFA website.

#### 10.4. Head Coach selection:

A. Applications for head coach will be reviewed and selected annually.

B. The Vice President, Coaches Representative, and ideally High School Head coach or representative shall form the selection committee, as well as any additional person appointed by the Vice President and ratified by the Executive Board.

C. The selection committee shall interview all head coach candidates to confirm their coaching style is in alignment with GPYFA.

D. The selection committee will present the selected head coaches to the Executive Board for acceptance.

#### 10.5. Assistant Coach selection:

A. Assistant coaches are selected by the appointed head coaches.

B. Assistant coaches must be confirmed by the Executive Board and High School head coach or representative.

## Article 11. Football Teams and Draft Rules

#### 11.1. Tackle Football Team Size

A. Teams shall consist of at least 18 players.

B. Coaches must take up to 25 players (27 for seniors) but may, at their own discretion, take up to 30 players.

C. Teams under 18 or exceeding 30 players must obtain approval via Board vote with input from the team's coach.

D. When expanding a team, coaches must select the next player available based on their registration timestamp.

#### 11.2. Registration Dates

A. Registration will open in early March each year for fall Tackle Football.

B. Returning players from the previous season will have 2 weeks to register as returners before registration opens to new players. Returning families from previous season with a newly eligible player at PeeWee level may register that player during returner registration.

C. Registration closes 10 days prior to Jamboree due to Jamboree roster deadlines. Registrations after this date require Executive Board approval and may also require NCYFL approval.

### 11.3. Waiting lists

- A. When the number of players outnumbers the number of available slots, players will be put on a numbered waiting list according to their time stamped registration.
- B. Players from the waiting list will be placed onto teams alternating from the team that would be next in line according to drafting order as an available slot opens up, while still maintaining NCYFL regulations for age divisions with multiple teams.

### 11.4. Draft Rules

- A. The decision for number of teams must be made prior to the first player evaluations (practice starting). If a team is added, waiting list players will be added to the draft list.
- B. Teams will draft in straight order, i.e. Team 1, Team 2, Team 3, Team 1, .... No snake draft.
- C. Draft shall be performed immediately after the 2<sup>nd</sup> day of practice.
- D. Draft rules
  - i. Draft order is determined by a coin flip or random selection from a hat.
  - ii. Coaches automatically may have their child on their team. The league limits the number of coach's exemptions to two per team. These two players can only be coach's kids.
  - iii. Full draft of all remaining players. There are no returning teams.
  - iv. If a Coach drafts a player who has a sibling in the same age group, the sibling is frozen for 1 round and will need to be drafted the next round, unless the player's Parent or Guardian requests to have siblings on separate teams.
- E. Additional Rules:
  - i. NYCFL draft guidance must be followed, and may override certain GPYFA rules.
  - ii. Resulting teams must be similar in size and have equal age distribution of the two ages defining the division. Teams shall have no more than a 20% difference of older aged players on a single team (i.e., a 30-player roster will have no more than 18 players of higher age).
  - iii. Only one coach per team will allowed at the draft.
  - iv. Attendance by GPYFA Executive Board:
    - 1. The Secretary and Vice President will be present. If either is a coach for the level being drafted, an alternative Executive Board member will be present.
    - 2. If possible, the Executive Board member in attendance should not have a player at the level being drafted.
    - 3. For multiple drafts happening simultaneously, additional Executive Board members will attend.
    - 4. Attendance by a NCYFL representative may be substituted for one of the Executive Board members being present.
  - v. The draft will happen off the football field and behind closed doors.
  - vi. All trades must be done prior to leaving the draft meeting.

- vii. Player draft order must be documented in case Rule F comes into play to rebalance teams.
- F. If a team roster drops below minimum size after the draft but before Jamboree, players will need to be added to the team or the team will need to be split up and the players assigned to other teams in their division.
  - i. The Executive Board will determine which players will be moved based on the player draft. These moves can be either from existing teams to the team needing 18 players or from the team needing players to other existing teams. This will be based on the roster sizes of the other existing teams.
  - ii. Team adjustments must take into account NCYFL team age and size requirements when reassigning players.
- G. Rules F.i. and F.ii. above will also apply if teams become unbalanced prior to NCYFL Roster Review and need adjustments to comply with NCYFL requirements.
- H. New players arriving after a draft is performed will be placed on the team requiring the player to equal out the roster size.

## Article 12. Code of Conduct and Discipline

### 12.1. Code of Conduct

- A. GPYFA requires that each player/cheerleader, coach, parent/guardian, Board Member, and committee member sign a Code of Conduct in order to participate. The Agreement is part of the registration process on the GPYFA website, and may also be collected via paper copy.
- B. Any fees charged to GPYFA due to violation of NCYFL policy or code of conduct shall be passed along to the individual(s) involved in the infraction.

### 12.2. Disciplinary action

- A. Coaches are empowered to utilize physical training, within reason, during practice for minor disciplinary needs.
- B. Disciplinary action for individuals that violate the Code of Conduct or actions deemed “inappropriate” will be reviewed on a case-by-case basis and will be considered by the Executive Board. Any actions the Executive Board considers will be voted on and passed with a majority unless otherwise noted.
- C. The Executive Board determines appropriate disciplinary steps based on the violation. In most cases, recommended steps are:
  - i. Written warning signed by the individual.
  - ii. Suspension of 1 week, including the next game.
  - iii. Removal, passed by a super majority. Eligibility to return will be reviewed at the end of each season.

- 12.3. Executive and Associate Board members who have been previously removed from the Executive and Associate Board by majority vote as a disciplinary action, or who violated the Board Code of Conduct, are not eligible for future appointment or reelection.



## Article 13. Finance and Accounting

- 13.1. The GPYFA Executive Board shall decide all matters pertaining to the finances of the organization and shall place all funds in a local bank account.
- A. No Member shall receive, directly or indirectly, any salary or compensation from GPYFA for services rendered. However, the board may choose by vote to offer player registration discounts of no more than half of registration fees based on contributions of time and/or funds raised.
  - B. The President, the Treasurer, and the Concessions Manager will be the joint account holders for all of the GPYFA bank accounts. Two signatures are required on all checks over \$1000.00 and must be the President and Treasurer.
    - i. When a separate account is maintained for cheerleading, the accountholders shall be the Treasurer, Cheer Committee Chair, Vice Chair, and one individual from competition cheer (if competition cheer is held). Two signatures are required on all checks over \$1000.00 and must be Treasurer and Cheer Committee Chair.
  - C. For all single purchases that exceed \$1000.00 Executive Board approval will be required, unless they are part of the approved budget.
  - D. Reimbursement requests must be filed within 30 days using the Reimbursement request form and including a copy of the purchase receipt. Any exceptions to the 30 days must be approved by 2 Executive Board members not involved in the purchase.

## Article 14. Amendments

- 14.1. These By-Laws may be amended, repealed or altered in whole or in part by majority vote of the Executive Board if a ten day notice is given to each Executive Board Member setting forth the specific proposed change or changes and the date of the meeting at which changes are to be considered.
- A. Whenever any notice is required to be given under these By-Laws, a signed notice from a Board Member in writing shall be deemed equivalent to the giving of such notice.
  - B. Any action, which could be taken by the Executive Board at a meeting, may be taken without a meeting, if consent, stated clearly in writing, and signed by a majority of the Executive Board Members. The action statement shall be communicated promptly to all Executive Board Members.

## Article 15. Cheerleading

- 15.1. GPYFA Adopted Cheerleading into organization on 1/6/14.
- 15.2. Attachment A defines operations for the cheer program, changes are handled in the same way as standard By Law changes.
- 15.3. Unless specifically mentioned as football specific or otherwise, all parts of these bylaws apply to cheer as well as football.

## Article 16. GPYFA Sexual Abuse Prevention Policy & Procedures

### 16.1. GPYFA Sexual Abuse Prevention Policy & Procedures

As a youth-serving organization, GPYFA considers the safety and well-being of the youth in our program a top priority. We prohibit abuse and strive to proactively address reports of this type of conduct, even if it means that someone will be embarrassed or upset. We want to hear about problems or concerns, and we will strive to act on them in a fair way in accordance with our policies.

***We will report suspected abuse to the proper law enforcement agencies.***

#### Policy and Procedures:

GPYFA has adopted the following Policy and Procedures in an effort to provide a safe environment for our coaches, athletes, and their families.

- A. The Coach Recruitment process shall include the following:
  - i. Volunteer Application – Every coach working with youth must complete our organization’s written application that sets forth appropriate background information, requires disclosure of any prior claims or allegations of sexual abuse or other inappropriate conduct.
  - ii. Screening – A designated representative(s) of the organization will interview each prospective coach/volunteer.
  - iii. Background Check – All current and potential coaches will be subject to a background check, including appropriate inquiries regarding any previous record of sexual abuse or other unlawful activity. This background check will be updated at least every five (5) years for each coach.
- B. A Board Member will review this policy with coaches each year.
- C. The Following Behavior is prohibited:
  - i. Use of degrading language or behavior. Coaches are also responsible for stopping disrespectful behavior between team members, including sexual harassment.
  - ii. Threatening or intentionally inflicting physical injury upon anyone, especially a minor. Coaches are also responsible for stopping threatening behaviors by players.
  - iii. Committing any sexual offense against a minor or engaging in any sexual contact with a minor.
  - iv. Making any sexual advance, or engaging in other verbal, or physical conduct of a sexual nature with a minor.
  - v. Non-related one adult/one child interaction except in an emergency where following this policy would be dangerous to the child. In an emergency situation, the coach or volunteer must contact a representative of the Board to inform her or him of this contact and the reason for it.
  - vi. If a child is receiving individual instruction or working with a private coach, this activity must be in a public setting rather than behind closed doors.
- D. Reporting of Suspected Child Sexual Abuse
  - i. A member of the GPYFA Board or other official representative will be designated to receive reports of sexual abuse or other inappropriate conduct. This representative will promptly notify the proper law enforcement agencies.
  - ii. All coaches, volunteers, parents and program participants are directed to report any incident of abuse or suspected abuse that they witness or that is reported to them to the designated representative of

- the GPYFA Board. Note: This does not preclude individuals from reporting abuse or suspected abuse to the proper law enforcement authorities.
- iii. The designated representative will keep Executive Board members fully informed.
  - iv. Should a suspected incidence of abuse be reported, the coach/volunteer in question may be temporarily suspended from duties while an investigation takes place.
  - v. The Executive Board, when appropriate, shall communicate reports of child sexual abuse to the league members. The confidentiality of any who makes such a report will be protected.
- E. GPYFA League Representative, in an effort to enforce these policies and ensure the safety and well-being of our youth, will attend random practices and provide oversight.
- F. Any GPYFA Coach or Volunteer requiring access to players or the playing field must obtain a Field Pass which requires acknowledgment of the aforementioned policy and a signed Code of Conduct form to be on file with GPYFA.



# GRIZZLIES

## Glacier Peak Youth Football Association - Founded 12/17/12

The By-Laws of Glacier Peak Youth Football Association were duly adopted by the Executive Board on this        March 19, 2024       .

### 2024 GPYFA Executive Board

- 1) \_\_\_\_\_ - GPYFA President, Joe Setterberg
- 2) \_\_\_\_\_ - GPYFA Vice President, Matt Eckert
- 3) \_\_\_\_\_ - GPYFA Registrar, Stefanie McCallum
- 4) \_\_\_\_\_ - GPYFA Treasurer, Katherine Dale
- 5) \_\_\_\_\_ N/A \_\_\_\_\_ - GPYFA Equipment Manager, Open
- 6) \_\_\_\_\_ - GPYFA Secretary, Jillian Speed



## Attachment A: Cheer Operations

1. Cheer Committee
  - A. The Cheer Committee is comprised of representatives to ensure successful operation of the cheer program within GPYFA. The cheer committee has authority to make cheer-specific decisions that align with the program and do not bring undue risk to GPYFA.
    - i. Financial decisions not within the approved budget require GPYFA Treasurer review.
  - B. Cheer committee members are defined by the positions listed below and are “regular members” of the committee. All Committee member positions are held for a one (1) year term. Committee members are allowed one vote per person, not per position or positions held.
    - i. Chairperson
    - ii. Vice Chairperson
    - iii. Cheer Secretary
    - iv. Cheer Safety
    - v. Cheer Swag
    - vi. Cheer Fundraising
    - vii. Cheerleader Representative
    - viii. Cheer Coach’s Representative
    - ix. Head Cheer Coaches
  - C. Member termination: in alignment with Article 4.1.E., any situation in the cheer committee where discipline is being considered shall be brought to the GPYFA Executive board at a duly constituted meeting with one representative from the cheer committee as well as the affected committee member.
  - D. The Chairperson will cast the deciding vote in case of an even vote by the other committee members and/or any instance where there is no majority decision by the committee.
  - E. The Chairperson may occupy the position of a head cheer coach of any cheer squad associated with GPYFA, however, it is NOT recommended. If there is more than one candidate for cheer chairperson, this issue should be heavily weighted, i.e. preference given to the candidate who will NOT be coaching.
  - F. The cheerleader representative and cheer coach’s representative should be heavily weighted, i.e. preference given to candidates who will NOT be coaching in any capacity for a squad to provide more impartiality.
  - G. All Committee members are required to attend scheduled meetings. Any committee member will forfeit their position if they miss three (3) consecutive duly constituted meetings. The cheer committee will review medical and/or personal issues on a case-by-case basis.
2. Meetings
  - A. All parts of By-Laws Article 8. Meetings apply to the Cheer Committee mirroring GPYFA Board and football, except below changes override 8.1.A. and replace 8.1.F.
    - i. Statements for Executive Board or Board shall be replaced with Cheer Committee, noted for Secretary shall be the Cheer Secretary, noted for President shall be Chairperson, and coaches shall refer to cheer coaches.

- B. Cheer committee will hold meetings on the first Thursday of each month or as agreed to. Other cheer committee meetings will be held at the discretion of the current presiding Committee Chair.
  - i. Reasonable attempts should be made to accommodate remote meeting attendance.
- C. At the end of season meeting, the cheer committee votes on the cheer committee recommendation to the GPYFA Executive Board for the upcoming year for all positions except head coaches.
  - i. Cheer Committee positions are open to any interested individual.
  - ii. Nominees must provide notice of acceptance to the chair and secretary at least one week prior to the election meeting.
  - iii. Nominees do not need to be present at the election meeting, and may submit a written statement to any current cheer committee member to be read during the meeting.
  - iv. To be eligible to participate in the election of committee members for the following year, committee members must attend a minimum of 3 committee meetings.
  - v. Current year cheer committee members must be present at the meeting to vote.
  - vi. The cheer committee shall submit to the GPYFA Executive Board the list of committee members for the following year per voting results, as well as the full list of nominees for each position.
    - a) The GPYFA Executive Board shall review and ratify the cheer committee members.
    - b) It is expected that the GPYFA Executive board will ratify as-is unless there is due concern about a particular person. In this case, the other committee members may still be approved.
    - c) The GPYFA Executive Board shall utilize the full list of nominees in consultation with the ratified committee members to select replacement(s) for the specific position(s).

### 3. Committee Roles and Duties

Unless otherwise noted here, all committee roles shall have similar duties to that of the aligned GPYFA Board role for the overall organization. Statements in Articles 6 and 7 referring to the Executive Board or Board shall be replaced with Cheer Committee, collaboration roles shall be within the Cheer Committee when applicable, and coaches shall refer to cheer coaches.

#### A. Chairperson

Duties as stated for the GPYFA President as mentioned in 6.1 on behalf of the Cheer Committee, with the following adjustments:

- i. GPYFA President is not replaced as the Chief Executive Officer (6.1.B) as this is an association-wide role.
- ii. Ensures Cheer is represented at GPYFA full board meetings. When voting, vote in accordance with the direction of the Cheer Committee.
- iii. Partner with GPYFA President in investigations of complaints, irregularities, and grievances relating to the cheerleading program.

- iv. Payment of bills as noted in 6.1.E are still handled by GPYFA Treasurer as authorized by the Executive Board.
- v. Manage registration and collection of registration fees, in partnership with GPYFA Registrar to unify registration process, questions, and waivers wherever possible.
- vi. Support and comply with all GPYFA By-Laws, policies, mission statement, and handbooks.

#### B. Vice Chairperson

Duties as stated for the GPYFA Vice President as mentioned in 6.2 on behalf of the Cheer Committee, with the following adjustments:

- i. Partners with GPYFA Vice President to ensure Criminal History Background checks are done for all Cheer volunteers as appropriate for the duties the person will perform. This includes, but is not limited to, all Cheer Committee members and coaches.
- ii. Scheduling:
  - a) Communicate with the GPYFA Vice President for field use to confirm when cheer can use fields at the same time and location as football.
  - b) Act as the liaison with the school district to coordinate and schedule fields for showcases, practices, and any additional league events when field use does not coincide with football.
  - c) Keep GPYFA Vice President and Treasurer aware of all cheer-only use of school district facilities.
- iii. Manage all social media presence and communication as in Bylaw 7.9 for football, or partner with someone else to handle social media.
- iv. Support and comply with all GPYFA By-Laws, policies, mission statement, and handbooks.

#### C. Cheer Secretary

Duties as stated for the GPYFA Secretary as mentioned in 6.3 on behalf of the Cheer Committee, with the following adjustments:

- i. Maintain all emergency contact information for all those involved with GPYFA cheer including coaches, volunteers, and participants.
- ii. Coordinate with Cheer Safety Representative to ensure all coaches have binders with necessary NCYFL paperwork.
- iii. Work with the Vice Chair in providing GPYFA information for social media outlets, and the GPYFA webmaster for providing website updates.
- iv. Record all changes to the Cheer Handbook, and notify the GPYFA Executive Board.
- v. Support and comply with all GPYFA By-Laws, policies, mission statement, and handbooks.

#### D. Cheer Safety

Duties as stated for the GPYFA Safety Coordinator as mentioned in 7.4 on behalf of the Cheer Committee, with the following adjustments:

- i. Partner with and report cheer safety actions to the GPYFA Safety Coordinator.
- ii. Ensure compliance with safety laws, WSCCA requirements, and coach training in compliance with GPYFA coaches policy handbook.
- iii. Maintain records of all compliance certifications including CPR/First Aid, Stunt Certification, Concussion Training, and Sudden Cardiac Arrest Certification.
- iv. Support and comply with all GPYFA By-Laws, policies, mission statement, and handbooks.

E. Cheer Swag

Duties as stated for the GPYFA Merchandise/Spirit Wear Coordinator as mentioned in 7.5 on behalf of the Cheer Committee, with the following adjustments:

- i. Partner with GPYFA Merchandise/Spirit Wear Coordinator to unify official league apparel store and sales where possible and it makes sense.
- ii. Responsible for cheer uniforms and equipment, organizing fitting, working with Treasurer for purchase, and distribution of uniforms.
- iii. Work with the cheer committee, coaches, and team moms for unique items to encourage unity.
- iv. Support and comply with all GPYFA By-Laws, policies, mission statement, and handbooks.

F. Cheer Fundraising

Duties as stated for the GPYFA Fundraising Coordinator as mentioned in 7.1 on behalf of the Cheer Committee, with the following adjustments:

- i. Collaborate with the GPYFA fundraising coordinator for any joint fundraising opportunities, and to ensure alignment of fundraisers.
- ii. Work to find opportunities to fundraise for scholarships, team parties, season activities and any additional items or activities not covered under the basic uniform and season costs.
- iii. Attend any GPYFA Fundraising meetings where cheer should be represented.
- iv. Support and comply with all GPYFA By-Laws, policies, mission statement, and handbooks.

G. Cheerleader Representative

Duties as stated for the GPYFA Players Representative as mentioned in 7.2 on behalf of the Cheer Committee, with the following adjustments:

- i. Send survey at the end of the season for feedback from parents, cheerleaders, and coaches.
- ii. Raise any ongoing issues not solved within the cheer committee to the GPYFA Executive Board.
- iii. Responsible for coordinating volunteers as needed, including concessions stand and team parents.



- iv. Support and comply with all GPYFA By-Laws, policies, mission statement, and handbooks.

#### H. Cheer Coach's Representative

Duties as stated for the GPYFA Coaches Representative as mentioned in 7.7 on behalf of the Cheer Committee, with the following adjustments:

- i. Responsible for cheer coach training in compliance with GPYFA Coaches policy handbook and Cheerleader Safety.
- ii. No responsibility of field supervisors (7.7.K) or draft (7.7.G & I) as these do not apply to cheerleading.
- iii. Support and comply with all GPYFA By-Laws, policies, mission statement, and handbooks.

#### I. Cheer Head Coaches

Duties as stated for the GPYFA Head Coaches as mentioned in 7.8 on behalf of the Cheer Committee, with the following adjustments:

- i. NCYFL guidelines in 7.8.E. do not apply to cheerleading.
- ii. Use discretion in all heat and weather-related conditions.
- iii. Certifications as mentioned in 7.8.F instead require all coaches must complete and stay current with CPR/First Aid, Stunt Certification, Concussion Training and Sudden Cardiac Arrest Certification.
- iv. GPYFA Treasurer will reimburse all coaches the cost of completing certifications via cheer budget once proof of certification is submitted and approved.
- v. Ensure selection of attendees at annual WSCCA conference to represent GPYFA.
- vi. Support and comply with all GPYFA By-Laws, policies, mission statement, and handbooks.

#### 4. Coach Procedures

##### A. All Article 10 Coach Procedures apply for cheer, however:

- i. Squads will have 1 head coach and 1 assistant coach for squads up to 20 cheerleaders; larger squads may have 1 additional assistant coach.
- ii. Additional practice helper coaches are at the discretion and approval of the cheer committee, and are not required to have cheerleading certifications.
- iii. The selection committee is formed by cheer vice chair, cheer coaches representative, and any additional person appointed by the vice chair and ratified by the cheer committee.
- iv. The cheer coach selection committee presents their selected head coaches to the cheer committee for acceptance.
- v. Assistant coach confirmation is done by the cheer.

#### 5. GPYFA Cheer Handbook

- A. The GPYFA Cheer Handbook provides supplemental and additional details beyond what is included herein.

- B. The Cheer Handbook may be amended, repealed, or altered in whole or in part by a majority vote of the cheer committee if a ten day notice is given to each cheer committee member setting forth the specific proposed change or changes and the date of the meeting at which changes are to be considered.

