

NJFL – Naugatuck Pop Warner Football and Cheer

By-Laws

Article I: Name and Affiliation

- A) This organization shall be known as Naugatuck Junior Football League, Inc. The outreach of the association will be defined by the geographical borders of Naugatuck, CT, and will accept members from outside these borders providing they do not have a Pop Warner organization in their home town or they have a release from their home Pop Warner league in accordance with the Southern CT Pop Warner by-laws.
- B) The association shall be affiliated with Pop Warner Little Scholars, Inc. and shall be governed by, and comply with the principals, rules, and regulations, enunciated and decreed by Pop Warner Little Scholars, Inc.; National Pop Warner; New England Pop Warner; and Southern Connecticut Pop Warner.

Article II: Purpose

- A) The general purpose of Pop Warner football is to inspire youth, regardless of race, creed, color, or sex, to practice the ideals of sportsmanship and physical fitness, as reflected in the life of the late Glen Scobie “Pop” Warner; to bring closer together through the means of common interest in sportsmanship, fellowship, and athletic competition; to encourage adults to behave in an exemplary manner when supervising youth and to keep the welfare of the youth foremost.

Article III: Powers / Authority

- A) To make and enforce the rules and regulations and to govern itself on a local basis, which are consistent with and not contrary to any rules and regulations promulgated by Pop Warner Little Scholars, National Pop Warner, New England Pop Warner, and Southern Connecticut Pop Warner, to which the league is subject.
- B) Such other powers as the league, NJFL, seeks to include in its constitution such as the power to solicit contributions and raise funds, enter into contracts, hold and own property, etc.
- C) To establish the policies of the organization.
- D) To recommend to the Association such By-Laws as are consistent with the Charter and designed to carry out the purpose of the Association.
- E) To meet at least 7 times per year, the time and day to be set by the President or a majority vote from the Executive Board.

Article IV: Membership

- A) Player / Cheerleader Class – Any child meeting the requirements of the National Pop Warner Organization, Southern Connecticut Pop Warner and Naugatuck Junior Football League, Inc., and having paid his/her fees in full, shall be eligible to participate, but have no rights, duties, or obligations in the management of the team. He or she will be placed on a team that matches his/her age, weight, grade (for cheerleaders) and ability, in that order, as prescribed by the rules of the National Pop Warner association. The Board of Directors will determine the final assignment. The only exception with respect to eligibility for a particular child shall be when a particular team, appropriate for such child in conformance to the requirements of the National Pop Warner

Organization, exceeds the limits as specified by the National Pop Warner organization. Children entering the program after a particular team reaches the limit of players as specified by the National Pop Warner Organization shall be placed on a waiting list. In the event that space becomes available for a particular team that was previously full, notification of such opening shall be made on a “first-come, first-served” basis. If a child should leave the program, written notification is required.

- B) Adult Member – The parent(s) of every child and/or every other adult who actively participates in the Naugatuck Junior Football League, Inc. are considered to be adult members of the Naugatuck Junior Football League, Inc. and as such agree to be bound by the rules and regulations of the association as stipulated herein. All adult members are required to participate in at least one of the following during the calendar year and, in doing so, shall be considered a member in good standing.
 - a. Hold elected or appointed office.
 - b. Serve on a committee and attend three monthly meetings within a calendar year, or two monthly meetings after August 1st for a new member.
 - c. Participate as a coach, assistant coach, or team parent.
 - d. Attend five monthly meetings within a calendar year, or three monthly meetings after August 1st for a new member.
 - e. Regular service on the field and concession crews for four home games or as a mandatory play requirement official for at least four home and away games.
- C) Once earned, member is in good standing status shall remain in effect until June 30th of the following year unless that status is removed as prescribed by Article IV: Section D. As of July 1st, member in good standing status shall be removed unless/until it has been earned again by meeting one of the provisions as stated in Article IV-B.
- D) Any adult member in good standing, at the sole discretion of the Board of Directors of the Association, could be considered a member not in good standing if such adult member shall breach the Spectator, Parent / Guardian, or Coaches Code of Conduct as stated in the Appendices of these By-Laws.

Article V – Board of Directors / Officers

- A) The management of the property and affairs of the organization shall be vested in the Board of Directors.
- B) Annual Elections and Term of Office:
 - a. Nominations for the Board of Directors should be conducted during the November monthly meeting for election at the December monthly meeting. Any adult member in good standing may nominate any adult member in good standing. An adult member in good standing may be nominated for more than one office on the Board of Directors; however, no member shall run for more than one position. The individual nominated must be present at the meeting and agree to his/her nomination, or must agree to the nomination in writing and explain in writing to the President of the Association the reason for the absence.
 - b. Elections shall be held in December for the purpose of electing the Board of Directors for the coming year. Only those nominated may be placed on the ballot. Any nominee who is unchallenged for a position will be declared elected at this meeting without required vote by majority. Any Adult Member in good standing is eligible to vote. The vote shall be

conducted by secret ballot. Any Board of Directors position where there is more than one nominee shall be elected by a majority vote. Any individual nominated must be present at the elections, or must explain in writing to the President of the Association the reason for the absence.

- c. If there is a tie, or if no nominated member gains a majority of the votes for an office, the following procedure will apply: All adult members will vote again between only the two candidates that received the highest number of votes, and the candidate who receives a majority of the votes will be declared the winner. If the second vote does not break the deadlock, the existing Board of Directors will vote again by secret ballot, and the individual receiving the majority of votes cast by the Board of Directors will be declared the winner.
- d. The newly elected Board of Directors shall take office at the January meeting following the election and continues to serve until new elections are held in December, and new officers are installed the following January.
- e. In the event that not all positions on the Board are filled, the new Board may appoint an Adult Member in good standing to fill the available position(s). If any vacancy should occur on the Board of Directors by death, resignation, or otherwise, it may be filled by Appointment of the Board of Directors at any regular meeting, or at any special meeting called for that purpose.

C) The Board of Directors shall have the power to:

- a. Appoint standing and special committees and delegate such powers to them as the board shall deem advisable and which it shall properly delegate.
- b. Discipline, suspend, or remove any Director, Officer, Committee Member, Coach, Player member, Cheerleader member, or Adult member by vote of 2/3 of the board when such actions are consistent with the By-Laws of the organization.
- c. Appoint and supervise coaches in accordance with the procedures that follow:
 - i. Appointment – Head Football and Cheerleader Coaches shall be selected annually by the Board of Directors. Individuals wishing to be a Head Coach. Individuals wishing to be a Head Coach must submit their request in writing to the Secretary of the Board of Directors.
 - ii. The Board can ask Head Football and Cheerleading Coach applicants to prepare a resume and attend a meeting for the purpose of interviewing for the position.
 - iii. Assistant Coaches will be selected by the Head Coaches and then approved by the Board of Directors. The Head Coaches shall be responsible for the actions of their players, assistant coaches, and adult assistants on the field.
 - iv. All coaches are required to complete a background affidavit form and submit to the Secretary of the Board of Directors. Coaches are also required to attend clinics and attain such certifications as necessary in accordance with the rules and regulations of SCPW.

D) At the Annual Meeting, the Board of Directors shall receive the Annual Treasurer's Report and file this report with the records of Naugatuck Junior Football League, Inc. in a location specified by the Board of Directors of Naugatuck Junior Football League and an abstract of the minutes of the annual meeting.

E) E) Officers

a. President: It shall be the duty of the President to preside over all meetings of the Association and to oversee all functions and decisions of the Association. He/She along with the Treasurer shall be responsible for signing all checks, forms, and contracts entered into by the Association, in accordance with National Pop Warner. The president, along with the League Representative should attend all meetings at Southern Connecticut Pop Warner. The President and Treasurer shall not be immediate family members. Additionally, he/she will represent the Association at all Southern Connecticut Pop Warner meetings and functions. He/She or their designated alternative must attend all of Southern Connecticut Pop Warner meetings. All information must be relayed back to the Executive Board. The League Representative shall also administer and monitor all polices rules, and regulations of the Association, such as submitting the mandatory annual background checks of all coaches and volunteers as required by Southern Connecticut Pop Warner. He/She will schedule all post and preseason player participating activities.

b. Vice President of Football: The Vice President of Football shall perform all of the duties of the President in the event of His/Her absence, resignation, and inability to act or perform his/her assigned duties. The Vice President of Football shall also assume the duties as assigned by the President. He /She will schedule and document all football practice fields for NJFL with the Board of Recreation in writing. This said schedule will be presented to the Executive Board in a timely manner for approval and distributed to the head coaches. He/She shall direct and supervise all football activities, football coaches, and assistant coaches. He/She will represent the concerns of coaching staffs to the Executive Board. The Vice President of Football shall assist in the distribution, collection, and documentation of uniforms and equipment. He/She shall make recommendations concerning the purchase of football equipment. The Vice President of Football will schedule and assign Medical Personnel to all home games as required by Southern Connecticut Pop Warner.

c. Vice President of Cheer: The Vice President of Cheer shall direct and supervise all cheerleading head and assistant coaches. He/She will distribute and collect cheerleading uniforms. He/She will make recommendations concerning the purchase of new cheerleading uniforms and equipment. The Vice President of Cheer will schedule and document all cheerleading practice fields with the Board of Recreation in writing. This said schedule will be presented to the Executive Board for approval and distributed to head coaches. He/She or His/Her designated replacement shall attend all Connecticut Pop Warner meetings.

d. Secretary: The Secretary shall keep all minutes of all proceedings and record same. He/She shall give notice of all meetings and notify all officers of their elections. The Secretary shall perform other duties the office may require, including correspondence to local supporters and Team Parents.

e. Treasurer: The Treasurer shall receive and safely keep all funds of the Association and pay out the same only on the order of the Executive Board. He/She shall take monthly and annual reports in writing with copies available for the membership. The Treasurer will be available at the end of any home game, practice, or NJFL approved activity to accept proceeds from concessions, merchandise, or fundraising. If the Treasurer is not available He/She shall advise the President so that they will take over the responsibility.

f. Equipment Coordinator: The Equipment Coordinator is responsible for the inventory and written documentation of all football equipment and uniforms. He/She shall also provide the Executive Board with an ending inventory report in writing. The Equipment Coordinator will be responsible for field equipment clean-up after home games and practices. The Equipment Coordinator will organize and schedule football equipment for reconditioning at the end of the football season.

g. Scholastic Coordinator: The Scholastic Coordinator is responsible to assure the scholastic fitness of each NJFL, Inc. player. He/She is to determine and obtain proof of satisfactory progress in school of the player as required in article VI of the Pop Warner Regulations. The Scholastic Coordinator shall average said grades of the players and provide Pop Warner Little Scholars The eligible player's applications for submission to the National Pop Warner.

h. IT Coordinator / Webmaster: The IT Coordinator is responsible for certification of all team books and to ensure all information is accurately up loaded into SCPW data base. The IT coordinator shall also be responsible for the maintenance of all team books (football and cheer), ensuring all the required information is collected and properly filled out. The IT coordinator shall also be responsible for the posting current information on the web site and releasing information to the news media in a timely fashion.

i. Merchandise Coordinator: The Merchandise Coordinator will organize all fundraising, banquets, and awards as well as purchase and sell NJFL merchandise for the Association. All proceeds from the merchandise/fundraising will be turned over to the Treasurer or the President at the end of the home game, practice, or NJFL approved activity.

j. Concessions Coordinator: The Concessions Coordinator will be primarily responsible for all NJFL, Inc. concessions. The Concessions Coordinator will maintain the concession area and field refuse clean up. He / She will clean and sanitize the concession area as well as stock and purchase the concession products for sale. He/She will also prepare and distribute a schedule for concession duties. All proceeds from the concessions will be turned over to the Treasurer or the President at the end of the home game, practice, or NJFL approved activity.

Article VI – Committees

A) Fundraising – Under the direction of the Merchandise Coordinator, the Fundraising Committee will have the authority and responsibility to research, select, and implement fundraising activities for the organization. Hounds' merchandising and non-uniform apparel will be included under the direction of the Fundraising Committee. The committee will meet regularly as necessary to advance the fundraising cause for the Association.

B) Concessions – Under the Direction of the Concessions Coordinator, the Concessions Committee will have the authority and responsibility to run the concession stand at all home events. The committee will meet regularly as necessary to advance the fundraising cause for the Association.

C) A By-Law Review Committee may be appointed in accordance with Article IX-A.

Article VII – Meetings

A) Board of Directors Meeting –The Board of Directors should hold its first meeting prior to the February monthly meeting for the purpose of setting schedules for that year, assigning specific

responsibilities to meet those schedules, and for the transaction of such business as may properly come before the meeting.

B) Regular Meetings – Monthly meetings are open to all Adult Members of the NJFL, Inc. and should be held on the second Thursday of each month unless rescheduled in accordance with Article III-E. Absences of a Board member from 3 consecutive or more than 5 meetings during a calendar year shall be grounds for dismissal from the Board upon a majority vote of the Board of Directors.

C) Special Meetings – The Board may, whenever it deems it necessary, issue a call for a special meeting. Notice of the special meeting shall be given by the Secretary to each Board member, appropriate party, the date, time, and purpose of the meeting. The Board will determine attendance to the special meeting. No matters not stated may be acted upon at the special meeting.

D) Annual Meeting – An Annual Meeting shall be held during the first quarter of each calendar year. The Secretary, Treasurer, Directors will submit summary reports of activities and expenditures for the preceding year, and all other relevant Committee Chairpersons as requested by the President in accordance with Article 5-D, section e.

E) Quorum – To constitute a quorum, it shall be necessary to have a majority of the Board of Directors present. No official business can take place in the absence of a quorum, and minutes of such a meeting cannot be entered or accepted. However, in the absence of a quorum, reports, presentations, and discussion can take place at the discretion of the President.

F) Voting – Only Members of the Board of Directors shall have voting rights at meetings. However, at the election meeting in November, all Adult Members in Good Standing (see Article 5-B, sub-section b) may vote.

G) Absentee Vote – An absentee vote for the annual elections will be accepted from an Adult Member in good standing. This vote must be in writing, signed by the Member, and notarized. The vote must be delivered to the president in a sealed envelope prior to the meeting. Absentee votes are not allowed for any regular or special business meetings. Board members must be in attendance in order to vote on league business.

H) Rules of Order – Roberts Rules of Order shall govern the proceedings of all meetings except where it conflicts with the by-laws of the Organization.

Article VIII – Finances

A) The Board of Directors shall decide all matters pertaining to the finances of the Organization and it shall place all income in a common Organization Treasury, directing the expenditure of the same in such manner as will give no individual, team/squad, advantage.

B) The Board shall not permit the contribution of funds or property to individual teams or squads, but shall solicit contributions for the common treasury of the Organization thereby to discourage favoritism among teams or squads and to endeavor to equalize the benefit of the Organization.

C) The Board shall not permit the solicitation of funds in the name of the Organization unless all of the funds raised are placed in the Organization Treasury.

D) No Officers or Members of the Board of Directors of the Organization shall receive, directly, or indirectly, any salary or compensation from the Organization for services rendered as Director, Officer, or Member. This is a non-profit Organization.

E) All monies received shall be deposited to the credit of the Organization in a depository, and all disbursement shall be made by check, and all checks shall be signed by the Organization's Treasurer and such other officer or officers or person or persons as the Board of Directors shall determine.

F) The Fiscal Year of the Organization shall begin on the first day of January and shall end on the last day of December.

G) No expenditures over \$100.00 can be spent without a majority approval of the Board of Directors.

H) Requests for disbursement shall be accompanied by an invoice or receipt for the expenditure (if possible) and must be requested within 90 days of receipt of the invoice or receipt. Failure to comply may result in the refusal by the Board of Directors to reimburse the expense.

Article IX – Amendments

A) The president shall appoint, with the approval of the Board of Directors, a By-Law Review Committee. The By-Law Review Committee shall review and make recommendations to the Board of Directors revisions to the current By-Laws of the NJFL, Inc. The Review Committee shall present the revisions to the Board of Directors in writing. Amendments to the By- Laws shall not be considered after October 1 unless the amendments proposed are a safety issue. These by-laws may be amended, or altered in whole, or in part, by a majority vote at any duly organized meeting of the Board of Directors. Notice of the proposed change must be made at the meeting prior to the meeting where the vote of approval takes place. The by-laws may not be amended or altered at any meeting where less than a majority of active directors are present.

B) The Board of Directors will resolve any problems regarding interpretation of the wording regarding the by-laws.

Article X – Dissolution

A) A vote must be taken with the Board of Directors to disband or combine with another organization. Upon dissolution of the Organization, and after all outstanding debts and claims have been satisfied, the Directors shall distribute the property of the organization to such organization maintaining an objective similar to that set forth herein, which are or maybe entitled to exemption under Section 501© of the Internal Revenue Code or any future corresponding provision.

These By-Laws have been updated as of April 8, 2008 and are the original By-Laws of the Association.
Respectfully submitted,

Mary McGrath,
Secretary, NJFL, Inc.

(Adopted May 2008)

Appendix A – Spectator Code of Conduct

A) Adult Members, their children, and their guests (“Spectators”) attending practices and games shall adhere and agree to adhere to the following:

- a. Spectators will manifest to players and cheerleaders, other teams, all coaches, and fellow spectators the highest standards of courtesy, fair play, and sportsmanship.
- b. Spectators will not smoke or drink alcoholic beverages at any Pop Warner child-attended functions.
- c. Spectators will abide by the rules of various facilities/fields used.
- d. Spectators will abide by the written and verbal directions of the coaches and the board of directors.

Appendix B – Player Code of Conduct

As a participant in Southern CT PWFL there are rules and a standard of conduct that must be followed at all times. I understand that my failure to follow these rules may result in my suspension from play or dismissal from participation in Pop Warner.

- Success or failure is not measured in terms of winning or losing. How I conduct myself on the field of play is most important.
- I will respect my coaches, League officials, and referees. My coaches are here to teach me how to play. I will do as I am told.
- I will treat my teammates and opponents with respect. They are here for the same reasons that I am.
- I will make every effort to make all of my practices. I understand that my teammates are counting on me as part of a team.
- I will not use any profanity towards my teammates, opponents, coaches, or officials. I understand that my coaches or league officials may disqualify me from playing.
- I will always show good sportsmanship and not engage in any cheer or chant which is negative in nature.
- I understand that if I am disqualified during a game or competition for inappropriate behavior that I will be suspended from next week’s game or dismissed from my team by League officials.
- I will work hard in school too so that my grades are as high as they can be.
- I will not leave a practice field or game without notification of my coach or permission from my coach.
- I will take care of my equipment and uniform to ensure that it is returned in the same condition with which I received.
- I understand that if I engage in fighting of any kind that I will be disqualified for a minimum of one game.
- I will abide by the decision of the referees and judges. I will not use profanity towards these individuals.
- I understand that cheerleading and football are team sports. Therefore, I will put my personal objectives second to the team’s objectives.
- I will ask my coach and/or League official for a copy of specific team rules.

Appendix C – Parent / Guardian Code of Conduct

As a parent / guardian of a participant of Southern CT PWFL, I understand that there are rules and standards of conduct, which must be followed at all times.

- I have attended a parents meeting or met with League officials and understand the rules and objectives of the League.
- I will pick my child up promptly, within 15 minutes from practice or game. I will notify the coach if my child will be taken home by someone else.
- I/we have read the Participants Code of Conduct and I/we will support and reinforce these objectives.
- I will not use or tolerate the use of alcohol or anyone under the influence of alcohol during a Pop Warner event.
- I agree that the objective of Pop Warner is best met if I participate along with my child. The progress made by my child and other participants is lost without my participation or attendance.
- I am appreciative of the time and energy which coaches and volunteers generously give to this program, and I will support them in their approach and their determination as to the role of each participant.
- I will do all I can to make sure my son or daughter fulfills the commitment he or she is making to the program.
- I will attend as many games as possible, both home and away.
- I understand that depended on the success of my son or daughter's team that the season may extend into November and/or December.
- I will not use profanity towards any participant, coach, or official.
- I have reviewed specific team rules with my son and daughter and will reinforce them.
- I will provide the Association with emergency contact in the event of my unavailability.
- I will do my best to support my local Association and its fund-raiser.
- I will reinforce to my son or daughter the qualities of being part of a team and placing personal objectives second to team objectives.
- I will be responsible for my behavior at games and understand that I may be asked to leave if my behavior is not appropriate.
- I will be responsible for behavior of other family or friends that I bring to games.

Appendix D – Coaches Code of Conduct

- I will place the emotional and physical well being of the children ahead of a personal desire to win.
- I will treat each player as an individual, remembering that there is a large range of emotional and physical development of the same age group.
- I will do my best to provide a safe playing environment for my participants.
- I will learn and practice the basic first aid principles needed to treat injuries of my participants.
- I will organize practices that are fun and challenging for all team/squad members.
- I will lead by example in demonstrating fair play and sportsmanship to all team/squad members.

- I will be knowledgeable in the rules of the sport that I coach, and I will teach these rules to my team/squad members.
- I will use coaching techniques appropriate for the children that I teach.
- I will remember that I am a youth sports coach, and that the game is for the children.
- I will ensure that each participant participates as mandated by the national Pop Warner Association Rules and Regulations.
- I will adhere to all rules outlined in the Parent/Player Code of Conduct.
- I will not use tobacco during practices or games.
- I will not use alcohol prior to or during practices or games.
- I will communicate directly with the parents/guardians of my team or squad members as a team, keeping them informed of all aspects of team or squad activities.

Appendix E – Coaching Duties and Responsibilities

In addition to regular on-field coaching duties, The Head Coach shall have the following duties:

- Notify Players of Team Assignment, and Practices.
- Set up Practices and Scrimmages.
- Set up Cheerleading Spotters for Games.
- Appoint player verification individuals for games.
- Appoint and Supervise a Team Parent -- Each head coach should choose one primary Team Parent to be included on their official roster. The Team Parent should not be a Member of the Board of Directors and whenever possible should not be the spouse of a member of that team's coaching staff. The team parent duties should include, but are not limited to:
 - A) Distribution of phone lists, game schedules and field directions to all team members.
 - B) Work with the coaches on administrative duties that he may need.
 - C) Arrange for parent volunteers as requested by the board for such positions as chain gang, gate monitor, 50/50, concession stand.
 - D) Direct any parents with a problem or issue to the appropriate person.

Appendix F – Resolution of Parent Grievances

A) Protocol for a parent grievance will be as follows:

1. In the event of a particular concern or grievance, the chain of communication begins with a team's head coach.
2. If not resolved with the Head coach any and all issues will be presented in writing to the appropriate Parent Representative - i.e., football or cheerleading - for investigation.
3. The appropriate Parent Representative will present these findings to the Board of Directors for review and disposition.
4. If resolution cannot be reached, a parent or involved party - i.e., coach, player, or cheerleader – can file a written appeal to the Board of Directors. At this time, a Mediation Committee

consisting of the Parent Representative, a Board Member, and a Head Coach not involved in the complaint will be formed. This committee will meet separately with all parties involved to resolve the matter to the satisfaction of all concerned.

5. Only if a resolution cannot be reached, will the League Representative present the grievance to the Southern Connecticut Pop Warner, Inc. for review.

Amendments

I. For the 2008 Fall Football Season, the Board of Directors shall be structured as initially organized: President, 1st Vice President, 2nd Vice President, Treasurer, Secretary, Webmaster, League Representative, Football Coordinator, Cheerleading Coordinator, Assistant Cheerleading Coordinator, Equipment Coordinator, and Scholastics Coordinator. The structure of the Board according to Article V – Section E will take effect with Nominations at the November meeting. (Adopted May 2008).