

## **FALLSTON RECREATION FOOTBALL PROGRAM**

### **CONSTITUTION**

#### **PURPOSE**

- I.** The purpose of the Fallston Cougar Football Program is to encourage and promote interest and participation in youth recreational football.
- II.** To inspire youth, regardless of race, creed, or national origin in the ideals of sportsmanship, scholarship, and physical fitness. The end result being the fullest possible development of health, patriotism, character, and good citizenship within boys and girls.
- III.** To familiarize all boys and girls with the fundamentals of football. To provide an opportunity to play the game in a supervised, organized, and safety oriented manner. To keep the welfare of participants free of any adult ambition and personal glory.
- IV.** To confine all the program's activities to the promotion of amateur football for the boys and girls, whose participation must be solely for the pleasure, enjoyment, and social benefits derived from the activity.

#### **JURISDICTION**

- I.** The Fallston Cougars Football Program is empowered to organize football teams by age groups, plus any other function such as dances, banquets, fundraisers, registration, and expenditures of monies that they feel is for the good and benefit of the program.  
(The Fallston Recreation Council will be notified of all the above functions prior to their implementation for their recommendations.)
- II.** The program geographic area is the Fallston Rec. attendance area.

## **FALLSTON RECREATION FOOTBALL PROGRAM**

### **BY-LAWS**

#### **Article I- Name**

**Section I.** The name shall be- **Fallston Cougars Football Program**

#### **Article II- Purpose**

**Section I.** The purpose of this organization is to govern the football program and coordinate with the cheerleading program. Adopt and enforce rules and regulations, develop teams and administer to the needs of the program with the cooperation of the Fallston Recreation Council.

**Section II.** This is a non-profit organization. All monies raised through the program will be used for the purchase of uniforms, training equipment, field equipment or improvement of the program as a whole.

**Section III.** The Officers, Board of Directors, and active members of the football council will govern the administration of the organization. Policies will be coordinated with those of the Fallston Recreation Council.

#### **Article III- Meetings**

**Section I.** The Commissioner can call a special meeting.

**Section II.** Official business shall be conducted only in the presence of a quorum, which shall consist of at least three (2) of the Officers and two (2) active members.

**Section III.** Meetings will be held regularly each month, in order to get credit for attending the meeting you must be present for 75% of that meeting.

## **Article IV- Members**

The Fallston Cougars Football Program Board Members will consist of the Officers and Board of Directors. The Officers shall consist of a Commissioner, Secretary, and Treasurer. The Board of Directors shall consist of all of the head coaches of the football teams. The Officers shall serve a two (2) year term, this will go into effect for the commissioner January 2013, and for the Secretary and Treasurer will go into effect January 2014, at which time he/ she must then be re-nominated and voted in again. Board of Directors shall serve a one (1) year term, at which time he/she must then be re-nominated and voted in again. The general membership shall consist of active members and any other volunteers and interested parties.

**Section I. Commissioner** - He/she shall preside at all meetings. He/she has general supervision of the organizational affairs; shall call special meetings and select the date and time of the meetings; signs or counter signs all contracts or other instruments authorized by the governing board. He/she shall appoint necessary committees. The Commissioner may nominate one co-Commissioner. Active members must vote on and approve this co-Commissioner.

**Section II. Secretary** - He/she shall issue notice of all meetings, maintain the minutes thereof, prepare reports, and perform other duties as are incidental to this office.

**Section III. Treasurer** - He/she shall be the fiscal and monetary officer of the football program. The treasurer shall have charge of all funds of the program and place same in such bank or banks as may be approved by the Fallston Recreation Council. He/she shall be required to render an accurate written account of all monies to the officers and board of directors when called to do so and at all monthly meetings.

**Section IV. Board of Directors**-The board of directors shall consist of all head coaches of the football teams.

**Section V. Active Member**- An active member is any person who has attended seven (7) meetings in a rolling 12-month period. All Active members must volunteer a minimum of 20 hours in the same 12 month rolling calendar. Volunteer hours will be tracked by the secretary through sign in sheets.

**Section VI. Vacancy**- In the event any officer or board of director has to vacate his/her position during the season, the active members in attendance will nominate and elect someone to fill that position, by a simple majority vote.

**Section VII. Expulsion-** Upon expulsion of an officer or board of director, the active members in attendance will nominate and elect someone to fill the vacant position, by a simple majority vote.

#### **Article V- Voting Rights**

**Section I.** Active members shall vote on all matters that pertain to either adding or eliminating teams, on all matters pertaining to the election and dismissal of board of directors, decisions on league participation or affiliation, on purchasing uniforms and equipment for the football program, and on program functions such as dances, bowl games, fund raisers or any other extracurricular activities that pertain to the program. The Commissioner shall vote only in the case of a tie.

**Section II Eligibility**

Voting rights shall only be granted to persons who have attended seven (7) meetings in a rolling 12 month period. Board of Directors (Head Coaches) will be granted voting rights once they have attended 5 meetings in a rolling 12 month calendar year. There shall be only one vote per member.

**Section III. Election of officers and board of directors**

Election of officers will be held at the January meeting. Election of the board of directors will be held at the February meeting. Active members in attendance shall vote for the election of officers and board of directors. Placement will be by a majority vote.

**Section IV. By-Law Amendments**

Active members in attendance shall vote on amendment changes. Adoption of the changes will be by a majority vote.

**Section V. General Business and Activities**

Active members in attendance shall vote on all general business and activities associated with the Fallston Football Program.

#### **Article VI- Officers**

**Section I.** Anyone interested in being an officer must be nominated. Nominations will open at the September meeting and close as of the last day of December. Nominees will be allowed to submit resumes, and discuss why they would like to be an officer, with those in attendance at the January meeting. At the January meeting, voting will take place under new business.

#### **Article VII- Head Coaches**

**Section I.** Any non- returning or non-incumbent person wishing to be considered for a head coaching position must first submit an application to the Fallston football Board.

The board will review the application and schedule an interview if the board deems it necessary. If the application is approved by the board, the person's name will be added to the voting ballot as a candidate. If the application is not approved by the board, that person will be notified that they will not be a candidate for the head coaching position for which they applied.

- Section II.** Once a head coach has accepted a team for the upcoming season, he/she cannot apply for another team without a majority vote by the active members at that meeting.
- Section III.** The head coach has the sole responsibility of choosing his/her assistants. The Blue head coach can assign their assistant coaches prior to evaluations. All coaches must fill out a coach / volunteer form. This form will be given to the commissioner for approval before the assistant is officially on the roster. The head coach may dismiss any assistant that he/she feels is a deterrent to his/her team. Each team shall have no more than 4 assistants.
- Section IV.** The head coach is responsible for the general welfare of his/her team while under their supervision during games and practices.
- Section V.** The head coach in cooperation with the Equipment Manager is responsible for the collection of all gear and equipment handed out to their team. In the case of a difficult collection of gear or equipment, the head coach should notify the Officers and the Board of Directors for assistance.
- Section VI.** The head coach is responsible for helping to return all field equipment to the storage building after practice sessions.
- Section VII.** The head coach is responsible for reminding and insisting that their team return any fund raising merchandise or monies, but it is not their sole responsibility for its collection. Any problems must be immediately brought to the attention of the Officers and Board of Directors for assistance.
- Section VIII.** The head coach cannot cut or dismiss a player from his/her team without first bringing it to the attention of the Officers. The Officers and the head coach will discuss the problem, and then make a decision on the disposition of the player.
- Section IX.** The head coaches for football shall adhere to and meet all of the head coach requirements. See attached requirement sheet. A board of director brought up on charges by a violation of these requirements, can have disciplinary action taken against him/her, including dismissal from his/her position. The Commissioner will call a special meeting. The active members attending that meeting shall vote on any disciplinary action necessary, by a majority vote.

**Section X.** There shall only be one head coach per team.

### **Article VIII – Eligibility for program participation**

**Section I.** Eligibility for participation in a council program requires that an individual:

- a. Meet the requirements of the program.
- b. Register at the announced time and place (limited registrations must be previously announced), to include the payment of established fees. (Waiver of fees for hardship cases will be determined by the program Commissioner with notification of total numbers to the president on a confidential basis). The acceptance of late registration shall be at the discretion of the program Commissioner.
- c. Be free of debt (including reimbursement for lost or damaged equipment), for past participation in any council program or activity.

**Section II.** Council area members and returning players must be given first consideration.

**Section III.** Acceptance of the Commissioner's request requires:

- a. Statements by the program Commissioner at a membership meeting to include:
  1. The number of probable participants from both outside and within the council area.
  2. The residency of probable participants outside the council area.
  3. The impact on additional facility and/or grounds usage caused by including non-residents of the council area.
  4. The existence and magnitude of any waiting list for program participation.
  5. Approval by a majority vote of the Recreation Council at a general or special membership meeting.

### **Article IX - Players**

**Section I. General Rules for Placement of Players**

- a. A player cannot be moved to another team without the permission of the player's former head coach.
- b. The program's 8 age groups are: 5-6, 6-7 (clinic), 6-8, 7-9, 8-10, 9-11, 10-12, 11-14 ( 8<sup>th</sup> graders only; no high school students)
- c. A player hardship will be determined by the Officers. Their decision on the matter will be final.

- d. A player will initially be placed in a particular age group by the Officers and the Board of Directors present at registration, with the intention of playing players down to their age group and/or their ability.
- e. The registration fees will be waived for only one sibling of the officers and board of directors that are enrolled in the Fallston Football Program.

### **Article X - Amendments**

**Section I.** All amendments to these bylaws shall be proposed in writing and signed by at least three (3) active members in good standing. This should be submitted at a general meeting.

**Section II.** Any by-Law Amendment presented must be tabled for at least 30 days until it is voted on, unless the Commissioner calls a special meeting.

### **Article XI - Beneficiary of Organization Funds**

**Section I.** In the event of the dissolution of the Fallston Football Program, the Fallston Recreation Council shall receive all the program's equities.

### **Article XII – A / B Protocol**

#### **PURPOSE:**

The purpose of this Article is to provide a framework and guidelines for assigning players to Blue ('A') and Orange ('B') teams, to be implemented by each age group in August, hopefully to attain the best interests and quality of the program, team and player while providing a safe environment for each player. Also, recognizing the competitiveness of this sport, the Blue ('A') team by definition within the league is the most competitive team, and therefore for the best interest of the program, shall be assembled to such end goal.

#### **GUIDELINES:**

Players will be placed on teams via a three-step process:

1. Evaluations
2. Distribution of Players to Teams by Head Coaches and Assistant Coaches
3. Parental and Player Disputes (IF NECESSARY)

1. Evaluations:

All age group coaches and assistant coaches will perform evaluations of ability by using objective, measurable criteria, as well as subjective criteria. Examples include sprint times, agility course times and ratings, strength ratings, aggressiveness ratings, passing distance, accuracy, receiving, etc.

- All information will be recorded on a uniformed evaluation sheet. At the end of evaluation, these sheets will be given to the Commissioner and kept for review by the Program Officers until the conclusion of the season.
- Scores will be tabulated for evaluation and team distribution as described below.
- Evaluations and team distributions will be completed by the end of the fifth day of practice.
- Players and parents will be notified no later than the fifth day of practice.
- The Blue team head coach will be responsible for addressing the entire age group and parents prior to completion of evaluations, to briefly explain the process. Emphasis should be placed on explaining that the process will be based on data collected during evaluations.
- The distribution of players will be final for the season, unless an extreme condition develops as determined by the commissioner, or as determined through the disputes process described below.

2. Distribution of Players to Teams:

The head coaches and assistant coaches (only) will conduct evaluations and distribute the players to the Blue and Orange teams. Based on the information gathered during the evaluations, the coaches will separate the players into two groups, 1) skill players and 2) linemen. The head coach of the Blue team will pick players from both groups to form the best team for Blue. The Orange team head coach will have the remaining players for his team. This will be a collaborative effort; however, the Blue team head coach will have the final authority on who does the evaluations and the team distribution.

- The Blue team head coach is responsible for having the data tabulated and for sharing it with the rest of the coaches for the age group.
- The Blue team head coach will select the best players from both categories for appropriate positions for his team. He will not deplete one category (i.e., the skill players) to have a team full of running backs and no linemen.
- If an age group has 3 teams, the methodology of distribution of players to the Orange and White teams will be established by the Commissioner or his designees, and will be effective after the Blue team coach has made his selections.
- If a player is projected by the committee to be a minimum-play player on the Blue team, and would be projected to be a starter on the Orange team, it is in the player's best interest to pursue being a starter on the Orange team. However, if the coaches feel the player should play A, and the player and parent agree, he can play on the Blue team.
- Team assignment for players who are "on the bubble" will be a cooperative effort amongst the coaches. Once the coaches agree on a direction, the head coaches should discuss the decision with the parents, advising them why (best interest of the player, team, program) and how the recommendation has been developed. If the parent agrees, then the decision is confirmed. If the parent



disagrees, the coaches should try to work it out by either rethinking the decision and changing it, or by trying to convince the parent that the decision is best for the program, team, player. It is strongly desired to obtain consensus at this point, and to avoid having to go through the disputes process.

- Number of players per team:
  - Minimum of 18 per team, Maximum of 28 per team, or as directed by the Commissioner.
  - Blue Team / Orange Team split: Rule of Four – The number of players on the Blue team will be no more than 4 (four) less than the number of players on the Orange team.
    - Example 1: 44 players total; Blue team can have no fewer than 20 players; Orange team gets 24 players.
    - Example 2: 50 players total; Blue team can have no fewer than 23; Orange team gets 27 players.
    - Example 3: 40 players total; Blue team can have no fewer than 18; Orange team gets 22 players.
    - In special circumstances, and only if the Blue and Orange head coaches both agree, and the Commissioner approves, the number can be changed from 4.
- Orange Team / White Team split: As directed by the Commissioner, but that decision should be based on discussions with the head coaches of the age group.

3. Parent and/or Player Disputes:

If a parent or player disagrees with their team placement, the parent can make one appeal to a group of 3 head coaches (from other age groups) or their designees. The parent will provide reasons for their player to be placed on the other team. The group will vote. If it is a unanimous vote, the decision will be final. If the vote is 2 – 1, the group will forward that recommendation to the Commissioner. The Commissioner will either agree or disagree with the recommendation. In this case, the Commissioner's decision will be the final decision.

- The parent must make the request to the Commissioner within 24 hours of announcement of team distributions.
- The group will meet, the parent will make the appeal before the group, and the group/Commissioner will issue the decision within 48 hours of announcement of team distributions.

### **Article XIII – Use of Facilities and Grounds**

**Section I.** Council programs have priority over non-council programs for the use of facilities and grounds under council control.

**Section II.** Conflicts between programs shall be resolved by a decision of the P&R community director, recreation council vice-president, and Commissioner of the board. This will also include extension of the use of facilities to any

person/persons or groups provided that such use does not interfere with council programs.

**Section III.** Those person/persons or groups to whom the use of the council facilities that are extended shall be subject to the rules and regulations governing the facilities as set by P&R.

**Section IV.** Field schedules for fall usage must be submitted by the August 1. Field schedules for spring usage must be submitted by March 1. The master field schedule and permits will be issued in the fall by August 25 and in the spring by March 15.

**Sections V.** Try Out / Evaluation dates for out-of-season programs shall be submitted to the FRC board for approval prior to their implementation. Any conflicts with an in-season program's games/practices shall be resolved by the Commissioners of the programs involved. If a resolution cannot be reached, the FRC board will intervene.

**Section VI.** Any program that leaves a field unplayable, (such as excessive trash needing to be cleaned up or equipment left on the field which prevents another sport from playing), will be fined \$250.00 per infraction to be levied by the FRC board.

**Section VII.** Excessive field usage, under adverse conditions as determined by the FRC board, will result in a back charge to the offending program for the restoration of the field damage. The amount levied will be at the discretion of the FRC board.

## **COACH'S REQUIREMENTS**

### **Fallston Football Program**

1. Head coaches will ensure that all players play a minimum of six (6) plays in each half and a total of twelve plays per game for clinic, and ten (10) plays for all other age groups, as long as they have attended at least 50% of the practices held the week prior to the game. Special Team Plays count towards the player's play count.
2. The use of profanity and derogatory language directed towards the players is strictly forbidden.
3. Use of tobacco products, drugs, or alcohol, when in contact with players on the recreation fields, is strictly forbidden.
4. Head football coaches will successfully complete a yearly basic First Aid course, which will be hosted by the Football Program
5. Head coaches must know the rules thoroughly.
6. Head coaches must be at least 21 years of age.
7. The head coach, or an assistant coach, must be present at all practices and games.
8. The head coach shall be responsible for the behavior of the players, assistant coaches, and parents. The head coach must take appropriate action when necessary.
9. Only the coaching staff, the football/cheerleading players and the parents authorized by the head coach, will be allowed on the sideline.
10. Any head coach or assistant coach that is ejected from a game may be subject to some form of disciplinary action, as deemed necessary by the officers.
11. The coach shall learn the strengths and weaknesses of the players, so that you may place them into situations where they have a maximum opportunity to achieve success.
12. Head coaches should have good communication "to and from" players, parents, and their coaching staff. They shall hold occasional parents meetings to insure parents are well informed.
13. Head coaches shall protect the health and safety of the players by insisting that all of the activities under your control are conducted for the benefit of the player's psychological and physiological welfare.
14. All head coaches should become familiar with proper emergency procedures, in the event of a player injury. The head coach should attend scheduled clinics on this subject.
15. All coaches will help assist the football program by volunteering with such things as concessions, field preparation, fund raising, etc.
16. Head coaches should promote good sportsmanship at all times. Be a role model.

17. Head coaches are responsible for turning in cleaned uniforms/equipment for their teams.
18. All head coaches and their assistants shall understand and abide by the by-laws of the football program.

#### Change Management History

EFFECTIVE AUGUST 11, 1989  
REWRITTEN JANUARY 11, 2000  
AMENDED JULY 19, 2001  
AMENDED FEBURARY 21, 2002  
AMENDED NOVEMBER 21, 2002  
AMENDED OCTOBER 14, 2004  
AMENDED JULY 16, 2009  
AMENDED NOVEMBER 17, 2011  
AMENDED JANUARY 05, 2013