

# Edgewood Pee-Wee Football Association

## By-Laws



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**Article I      Name**

- A. For all matters pertaining to, with and for this organization, the name of said organization shall be, Edgewood Pee Wee Football Association (E.P.W.F.A).

**Article II      Territory of Eligibility**

- A. The EPWFA allows up to 15% of the organization to be made up kids outside of the Edgewood City School District per the GCYFL by-laws. During sign ups three kids per team out of the district will be allowed to sign up. These kids cannot be residing in or attending another GCYFL school unless they were on a previously frozen roster. Any additional kids will be placed on a waiting list until after the sign-ups are completed. We will then allow more kids as necessary up to the 15% out of district rule per team and overall.
- B. The other 85% of the organization's players must either:
  - o Attend the Edgewood City Schools **or**
  - o Live within the Edgewood City School District
    - a. Players that have moved from the Edgewood City School District or transferred out of the Edgewood City Schools may continue with the EPWFA providing it is on a continual basis. At the point a child misses a season, he/she cannot return to the EPWFA program unless they move back into the district or re-enroll in one of Edgewood City Schools.
    - b. Child must be enrolled in Kindergarten ( NO PRE- K )

**Article III      Intent and Purpose**

- A. The intent and purpose of the Edgewood Pee Wee Football Association shall be to teach and promote sportsmanship, rules, and discipline among the youths, coaches, and parents of our community.
- B. The Association has a duty to provide the best possible football program for its youth, by obtaining the best available leadership in both coaching staff and executive members of the Board.
- C. The Association strives to be a productive feeder system to the Edgewood High School Football Program.
- D. The Association shall reflect the positive values of the community it serves.
- E. The Association has a duty to provide a safe environment for the youth to learn the basics of football (included but not limited to; proper equipment, proper techniques, experienced coaches, etc.).
- F. The Association shall maintain the site where games are played and serve as Administrators of the area during all game times to enforce the by-laws and code of ethics as defined in this document.
- G. 3<sup>rd</sup> grade and above are required to run apportion of the current high school offense.
- H. All coaches are subject to a yearly review by the Executive Board at the conclusion of each season.



- D. The Executive Board Member's term of office is (2) years.
- E. Vacancies shall be filled as followed;
  - Unexpected vacancies will be filled within 30 days if possible.
  - President's vacancy filled by Vice President. If VP denies, due process to move forward.
  - League Representative Vacancy filled by Assistant League Representative.
  - All other vacancies to be filled by nomination from the active membership and special election. If no one from the membership is nominated and elected, then the President may do a special appointment which must be approved by the board.
- F. In order for a member to run for the position of President of the Association, the member must have served on the EPWFA board in another position for at least the prior 12 months.

**Article VI Nominations and Elections**

- A. Nominations for officers shall be taken from the floor, from active members at the November meeting.
- B. No members shall be considered for a position unless active and all active membership duties fulfilled.
- C. Any nominee has the right to refuse nomination.
- D. Election of officers will be by live ballot or controlled proxy ballot each December as needed.
- E. Only members of active status in the Association are eligible to vote and nominate members for office.
- F. Newly appointed Executive Board Members shall take their post immediately upon election in January.

**Article VII Committees**

- A. All committees shall be appointed by the President as deemed necessary.

**Article VIII Meetings**

- A. Off Season Schedule (Dec – June) – board meetings shall be held monthly at a time and location agreeable to the Board Members. Members of the EPWFA may visit the website or contact any board member to obtain information on the meeting date.
- B. In Season Schedule (July – Nov) – board meetings shall be held monthly at the Football Practice area or other designated site at a time agreeable to board members.
- C. Emergency or Special Meetings – The President shall call any emergency or special meetings of the board when deemed necessary. The Secretary shall notify all Board members of date/time/location via email and/or phone
- D. Attendance – All board members are required to attend all Board Meetings and other scheduled EPWFA activities. Any board member who has continuing, unexcused absences may have his/her office declared vacant at the discretion of the executive board by a majority vote.

**Article IX Officers and their duties**

Note: All Board Members are expected to participate in game day management of the EPWFA home playing field and serve as an EPWFA Board Representative when at away game locations.

- A. **President**
  - Shall lead the Executive Board in all the administrative duties of the Association.
  - Coordinates sign ups in conjunction with the Board Treasurer.
  - Responsible for casting the last and/or tie-breaking vote.
  - May delegate duties to other members of the Board. (ie. Website/social media)

**B. Vice President**

- Shall preside at meetings in the absence of the President.
- Shall act as an aide to the President.
- Shall assume administrative duties of the association that are assigned to him by the President.
- Coordinates fund raisers in conjunction with the Board Treasurer.
- Succeeds President if the President resigns from his duties.

**C. Secretary**

- Shall receive and handle all correspondence pertaining to the Association.
- Shall keep all minutes and written records.
- Shall maintain an accurate and current list of members and shall supply a copy to each Executive Board Member.
- Shall supply each active member with a copy of these by-laws, if requested.
- Shall call or email all members of the Board to notify them of any meetings.
- Shall facilitate other communications to the media, the membership, and others as needed.

**D. Treasurer**

- Shall keep an accurate record in the Treasurer's book of all monies received and disbursed.
- Shall make all disbursements by check, signed by the Treasurer or President.
- Shall receive all vouchers, receipts, bank statements, and cancelled checks.
- Shall report financial records to the Executive Board and to the membership at appointed times throughout the year.
- Shall prepare a budget each year for approval by the Executive Board with assistance from the Concession Manager.

**E. League Representative**

- Shall assume full responsibility for serving as liaison between the League and the Executive Board.
- Coordinate grounds keeping: field lined, stands area clean, stands in good repair, referees/officials, sideline chains.
- Shall see that a copy of all league rules be given to all head coaches and a copy of the By-Laws/Code of Ethics be given to each participant.

**F. Assistant League Representative**

- Same as League Representative in his absence.
- Succeeds League Representative if the League Representative resigns from his duties.
- Coordinates practice field locations.
- Assists League Representative in all aspects for field maintenance, porta potty rental, etc. to prepare grounds for home games.
- Will maintain the league's website with current and meaningful information.

**G. Equipment Manager**

- Shall be responsible for purchasing all football equipment and uniforms as deemed necessary.
- Coordinates uniform fittings with approved vendor of choice.
- Coordinates coaches' attire (shirts, hats, etc.)
- Shall issue all football equipment in usable condition and keep records of what equipment is issued to each player.
- Coordinate the disbursing and collection equipment with each team's head coach.

**H. Assistant Equipment Manager**

- Same as Equipment Manager in his absence.
- Assists Equipment Manager in all aspects of uniforms and equipment needs for the organization.

I. **Concession Manager**

- Coordinates all activities of the home game concession stand.
- Coordinates all purchases for the concession stand and submits receipts to the Board Treasurer
- Collects and documents all proceeds of concession sales and submits deposits to the Board Treasurer.
- Coordinates staffing, scheduling, and payment of concession workers.

J. **Assistant Concession Manager**

- Assists with all activities of the home game concession stand.
- Assists with all purchases for the concession stand and submits receipts to the Board Treasurer
- Concession Manager vacancy filled by Assistant Concession Manager

**Article X Procedure**

- A. The Association shall function under Parliamentary Procedure.
- B. All motions brought before the Board shall be voted on by “yea” and “nay” roll call, with a majority vote ruling.
- C. The Executive Board may discuss any subject and table any vote during Board meetings.

**Article XI Amendments**

- A. The By-Laws may be amended, following a motion and presentation of change. Once an amendment has been introduced and read and all Executive Board Members made aware of said change, then after a 5-day waiting period, the President may call the Executive Board together for a second reading, and a final vote may be taken with a majority ruling.
- B. A proposed by-law amendment shall be typed and submitted at the second reading. The amendment will state the article and section that is to be considered. If accepted, it shall go into effect immediately.

**Article XII Coaching Staff and Team Moms**

- A. Every year an application process will take place for all coaching positions for all teams. All coaches are required to be at least 18 years of age. Background checks are required for all individuals applying for any coaching position, board position, team mom position or team affiliated position. **No coach, assistant or other individuals are to be on the practice field or game field without having a prior background check completed.** The Executive Board will review all applications and either approve or not approve each application based upon background checks, morality concerns, previous coaching behaviors and other valid considerations. Each individual applying for a coaching position will indicate whether he is applying for a head coach or assistant coach position. **The deadline for applications will be determined by the Executive Board each year.** The applicant’s \$10.00 membership must be paid at the time the application is turned in. **NO** applications will be accepted after this date unless approved by the board.
  - All applicants are required to notify EPWFA immediately if they are charged with, convicted of, pled guilty or no contest to any of the following offenses (including but not limited to):

aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, assault, failing to provide for a functionally impaired person, aggravated menacing, patient abuse and neglect, kidnapping, abduction, criminal child enticement, rape, sexual battery, unlawful sexual conduct with a minor, gross sexual imposition, importuning, voyeurism, public indecency, prostitution, procuring, disseminating matter harmful to juveniles, pandering obscenity, pandering sexually oriented material involving a minor, illegal use of a minor in nudity-oriented material or performance, aggravated robbery or burglary, endangering children, contributing to unruliness or delinquency of a child, domestic violence, carrying a concealed weapon, having weapons while under disability, improperly discharging a firearm at or into a habitation or school, corrupting another with drugs, trafficking in drugs, illegal manufacture of drugs or cultivation of marijuana, funding of drug or marijuana trafficking, illegal administration or distribution of anabolic steroids, interference with custody, Possession of drugs.

- If notification is not received within 1-day, immediate revocation of said position privilege for a period to be determined by the board will be in effect.
- B. The Executive Board reserves the right to determine the entire coaching staff for any team when deemed necessary. Any coaching staff member that has a school affiliation must be reviewed. Coaches may or may not have a child on the team.
- C. Head coaches for each team will be considered based upon;
  - Child on the team (considered, but not required)
  - Years of seniority within the League (# of years coaching in the Edgewood Pee Wee Football Association)
  - Previous coaching behavior
  - Subjective assessment of Executive Board Members and outside consultants
- D. No coach can be rostered on more than one EPWFA team.
- E. Game day coaching staffs can consist of a Head Coach, 6 Assistants, and one Trainer (max 8 total).
- F. Each team has the option of adding additional '**practice coaches**' if needed. Practice coaches are subject to the same Board review and approval as all other coaches. These coaches will **NOT** have access to their team or sidelines on game day activities.
- G. In order to coach or participate in coaching all coaches and staff members are required to attend a Coaching Clinic, or any other clinic with the Edgewood High School Head Coach to better prepare them for their coaching position such as offered for High School Coaches. Documentation of attendance must be submitted to Board President.
- H. All Coaches are required by the OYFL to take the USA Football Heads Up Football course on a yearly basis, before the start of each season. Documentation of certification is required.
- I. The Executive Board reserves the right to refuse a voluntary coaching position to any individual that applies based upon background check results, morality concerns, previous coaching behavior, or any other valid reason as deemed relevant by the Board.
- J. The Head Coach for each team is responsible for choosing team moms to assist in the operations of the team. The team mom will primarily be responsible for team communications and will act as a liaison between the parents and the coaching staff. There will be a limit of 2 team moms per team. The Executive Board is required to approve team mom selections prior to notification.
- K. The Head Coach for each team will be responsible to establish rules for team conduct and defined penalties. These rules and code of conduct must be provided to the board prior to the first practice. These rules shall be communicated to all parents via meetings, handouts, etc. by the coach or team mom. Such rules should include:



- Player's attendance at practice / excused and unexcused absences / consequences for lack of attendance
  - Player insubordination and disruptive behavior and consequences for violations
  - Player reward and recognition plans
- L. Any coach receiving an "unsportsmanlike" penalty must submit in writing an explanation of events to one of the League Reps by 9pm of the evening of the occurrence. This coach will be subject to a one game suspension and further disciplinary actions up to and including, removal from their coaching position. These events will be reviewed and decided upon by the EPWFA President and the two League Representatives. Results of these actions will be reported at the next board meeting.
- M. Any coach that is ejected from two (2) or more games at any point during a single season is subject to a two (2) year coaching suspension from the EWPFA.
- N. The rosters need to be completed in time to submit rosters to the league before the first weigh in.
- O. Any changes with the team rosters must occur before league weigh in and approved the Board.
- P. Each team must have representation at each Membership meeting from January through October in order to receive full funding for the end of year banquet. Please note that Board Member attendance does not qualify.
- Q. Each Head coach, Assistant coaches and Team moms are to be evaluated by the Executive Board at the end of each season.

### **Article XIII      Conditioning & Playing Time**

- A. Each player must complete 4 days of conditioning with helmet and mouth piece only prior to any full contact with pads. (ie: helmet, shoulder pads, padded pants)
- B. Conditioning can only take place at the EPWFA designated practice fields with player/players and team/teams in which that child will be playing for. No child can be advanced to full contact without completing the 4 days of conditioning.
- C. Any coach/player found to be in violation of this rule will be subject to board review, punishable by:
- Player - 1-week practice suspension / 1 game suspension at start of regular season play.
  - Coach - 2-week practice suspension / 2 game suspension at start of regular season play.
- D. Second offense by a coach / player will be subject to a 1 year suspension or permanent ban from EPWFA barring a review by the active EPWFA Executive Board.
- The following shall be the Minimum Mandatory Play Rule (MPR) for all teams: six (6) plays per player. This by-law only applies to grades k1-2<sup>nd</sup> grades 3<sup>rd</sup>-6<sup>th</sup> playing time is decided by head coach of team and must present depth chart at each position for explanation to any questions from player or parent.

### **Article XIV      Registrations**

- A. Registrations shall be taken from any and all youths qualifying under Article II. No late registrations will be taken after July 1<sup>st</sup> unless player has moved into the district after the deadline.
- B. Eligibility shall be set by the League with which we are associated.

- C. Teams are divided into age groups, according to school grade and age is governed by the League with which we are associated and /or the Executive Board of the EPWFA.
- D. Each grade will compete in The Greater Cincinnati Youth Football League.

**Article XV Fundraising Guidelines & Scholarships**

- A. There will be no individual team fundraising except during the sixth grade year.
- B. The practice concession stand will be offered to the sixth grade team in order to raise funds for any post season play outside of the area, or other purchase/activity that benefits the EPWFA players. If the Head Coach of the sixth grade team declines, the practice concession stand will be offered to the next lower grade. All responsibilities for operating and maintaining the stand will be the responsibility of the individual team. All monies received from the stand will be managed and documented by that team.
- C. The Executive Board will decide and approve any and all fundraising to benefit the Association.
- D. The regular game concession stand and gate proceeds will benefit the Association.
- E. Regarding team finances – all monies raised on behalf of EPWFA or on behalf of an individual team are to be managed with appropriate ethics and honesty. The monies should be used for team functions only. The team can establish a banking account in the 6<sup>th</sup> grade for the management of their funds. A monthly accounting of team finances must be submitted to the board for review and approval. The monthly accounting should include a copy of the actual bank statement, details on transactions (debits and credits), and current balance.
- F. 6<sup>th</sup> grade team must submit the payout clause prior to fundraising to the Executive board for review.
- G. Scholarships for players of the Association who may need financial assistance with their fees may be granted each year, based upon the financial conditions of the Association. Details of the process and criteria for awarding of the scholarships are outlined in a separate operational document and managed by the board Treasurer.

**Article XVI Pre and Post Season Play**

- A. All post season play using EPWFA equipment must be approved by the Executive Board.
- B. Teams created for pre/post season play may only consist of “active/on a current EPWFA roster” if representing "EDGEWOOD" or using EPWFA issued equipment.
- C. No EPWFA practice field, game field or equipment is to be used for pre/post season teams not made up of only active EPWFA members.
- D. Any coach or acting coach in the EPWFA not adhering to the above guidelines, will be subject to a 1 year suspension or a permanent ban from the EPWFA barring a review by the active EPWFA Executive Board.

**Article XVII Code of Ethics**

- A. A Code of Ethics will be maintained and adhered to at all time.
- B. Changes or additions to the Code may be voted on by the Executive Board at any meeting.
- C. Coaches, parents, fans and players will be asked to sign a Code of Conduct agreement prior to the start of each season. This form will explain what is expected of them during the football season.

Reference: Some of these Code of Ethics and Fair Play Codes have been adopted from information provided by the Ohio High School Athletic Association and the Edgewood High School Athletics program. Additional By-Laws, Code of Ethics and Fair Play Codes can be enforced by the OYFL when deemed necessary.