

# **PLEASANT GROVE YOUTH FOOTBALL (PGYF) BYLAWS**

## **MISSION**

The mission of Pleasant Grove Youth Football (PGYF) is to build confidence, instill strong moral character, leadership, a sense of community and a love for football for all participants.

## **HISTORY & VISION**

Pleasant Grove Youth Football, established in 2005, is a youth football organization that promotes the wholesome development of youth through their association with adult leaders in the sport of American football. Rules and regulations are established to ensure that players play in an atmosphere of safety with a competitive balance between teams. PGYF is part of the Utah County Football Conference (dba UYFC) and adheres to conference bylaws, rules and regulations.

PGYF's vision is for its players to learn, play and enjoy football while remaining good students, teammates and members of the community. PGYF players will learn to both foster confidence and a sense of self-worth that extend beyond the gridiron and into the school, family and community. Sportsmanship, teamwork, honesty, responsibility and self-discipline are among the traits needed by our youth to face the future with positive aspirations and confidence. Through positive coaching and mentoring, PGYF football players will learn valuable and positive life lessons, such as playing by the rules, being a good teammate and respecting their opponents. Such life lessons will build a foundation they can carry throughout their lives.

## **GOALS & OBJECTIVES**

The goals of PGYF promote wholesome competitiveness within the scope of established rules and regulations that will protect the youth football player and cheerleader.

1. To teach the fundamentals of tackle football.
2. To provide a responsible football program for youth who live in Pleasant Grove High School boundaries.

3. To promote good sportsmanship and teamwork.
4. To lend other teams in the conference support by remaining non-intrusive to their individual operations.
5. To make youth football inclusive for all youth who want to play.

### **EQUIPMENT**

All equipment purchased by the District (PGYF) shall be reserved for the exclusive use of the District. PGYF is responsible for the purchase, maintenance and storage of equipment.

### **ESTABLISHMENT/ORGANIZATION OF TEAMS**

The board coaching committee shall meet for the express purpose of calling Head coaches. Head coaches will choose their own coaching staff, with approval from the Board. A team head coaches shall be involved with selecting and approving B team coaches for their grade. All head coaches and anyone who may be responsible for practice and games in the head coaches absence must submit to and pass background checks.

PGYF shall follow UYFC rules in establishment of teams and divisions.

### **TEAM SPLITS GRADES 1- 3**

In the event that two or more teams can be formed in grades 1<sup>st</sup>/2<sup>nd</sup> and 3<sup>rd</sup>, the teams will be split by either holding a draft or aligning teams with elementary school boundaries. The goal of team splits is to ensure both teams have a competitive balance. The coaching committee may assist with team splits, if needed.

### **A & B TEAM SELECTION PROCESS**

The District will provide one A team for each grade first (grades 4<sup>th</sup> through 8<sup>th</sup>). The A team coach will assist in appointing the B team coaches and provide oversight of those B teams. The remaining players shall be selected by the B team coaches through a draft, if more than one B team is needed.

3. All B team coaches shall be prohibited from contacting any player or parent for the purpose, implicit or explicit, of influencing, pressuring, and/or recruiting a player to play, or parent to assist as a coach, on his/her team before the selection of the A team is complete.

4. If, after careful and complete examination of the aforementioned rules, a situation arises where application of the rules is unattainable, or otherwise, the Board, at its full discretion, shall divide teams as it deems appropriate and or change the establishment/organization of team rules.

## **PRACTICE**

### Practice Rules

1. Players may participate in camps run by high schools, local universities or community groups. Any camp run by individual PGYF coaches must be a conditioning camp and be inclusive for all players in the grade.
2. Conditioning Camps
  - a. Must be open to all players in the grade (and additional grades, if applicable)
  - b. Must be advertised to all registered players within the district in those grades
  - c. Dates, times and locations must be provided.
  - d. Activities allowed include speed, agility, conditioning activities – NOT ALLOWED – breaking into teams that will exist during the season to teach offensive and defensive plays.
3. Any camp run by the district must be an instructional non-contact/non-team clinic and must be open to all youth who want to participate.
  - a. Activities allowed include, fundamental skills (passing, receiving, stances, technique, etc.), speed, agility, conditioning activities.
  - b. NOT ALLOWED – breaking into teams that will exist during the season and teaching offensive / defensive plays.
4. Teams can practice 5 days a week for 2 hours each practice up until the week of the first game.
5. Helmets ONLY the first two days of practice and then Full Pads – Full Contact.
6. Once school begins practices will be limited to 2 hours a day, teams are allowed 3 practices between games.
7. Practice starts when team activities begin. When players are asked to be there is when the clock starts.
8. Teams are allowed to gather outside practice time for film sessions.
9. ALL teams inside of the UYFC will start tryouts on the same date. That date is typically right after July 24<sup>th</sup>. The start date will be decided on and published by the UYFC before the season begins.

All team practice sites will be coordinated with the coaching committee. All Teams with girls will be required to practice where there is a restroom facility that is open.

## **COMMUNICATION**

### **A. WEBSITE**

The PGYF board shall maintain the PGYF website which shall obtain information regarding schedules, league rules, registration information, and any necessary forms as well as contact information for the league and a link to the UYFC website.

### **B. EMAIL**

PGYF understands that communication is vital to the success of the program. PGYF board will communicate through their website ([www.pgyf.com](http://www.pgyf.com)) and via email. Coaches or other authorized PGYF officials who communicate through email must bcc (blind carbon copy) all recipients so as to protect the privacy of parent email addresses. Coaches shall communicate vital information regarding practices, game schedules, etc. in a timely manner. Team moms wishing to communicate through email, shall coordinate communication with the head coach.

All communication regarding PGYF should be respectful. Emails sent from anonymous people will be disregarded. Anyone caught sending harassing, defamatory or slanderous emails to any PGYF families or any UYFC coaches, officials or families, risk immediate removal from coaching, playing and volunteering with PGYF.

## **UYFC - LEAGUE RULES**

As part of the UYFC (Utah Youth Football Conference), PGYF adheres to all UYFC rules.

## **PGYF BOARD**

### **A. MEMBERS - Board Officers**

1. President
2. Vice President

3. Treasurer
4. Secretary

Other board officer responsibilities may include:

- a. PGHS Varsity Coach (or representative)
- B. Coaching Committee Member
- c. Team Mom Representative
- d. Youth Cheerleading Representative
- e. I.T./database
- f. Business & Advisory
- g. Player Safety/Education
- i. Equipment
- j. Other positions identified as needed by the board

Board members may take on one or more of the above responsibilities, based on their experience, availability and expertise, as deemed necessary by the board. The board, at its discretion, may form committees as needed and include parents and community members. Committee members do not have voting rights or authority to act independently of PGYF.

Elected Positions

1. Parent elected seat
2. Coach elected seat

## **ROLES AND RESPONSIBILITIES**

### **1. President**

The President shall:

- a. Protect the interest of all participating youth and otherwise tend to matters which are in the best interest of Pleasant Grove Youth Football.
- b. Enforce provisions of the Bylaws and the Rules and Regulations as written.
- c. Supervise the actions of the Executive and General Board Officers.
- d. Direct strategic growth of PGYF.
- e. Represent PGYF interests at Conferences, the City of Pleasant Grove and all other organizations in which PGYF might participate.

- f. Delegate assignments as necessary to carry on the business of PGYF.
- g. President will preside at all meetings.
- h. Be an authorized signer on PGYF accounts.

## **2. Vice President (President Elect)**

- a. In the absence or disability of the President, the Vice President shall perform the duties of the President. While so acting, he/she shall have the power and authority of the Office of the President.

## **4. Treasurer**

- a. Responsible for deposits and distribution of PGYF funds.
- b. Treasurer and one other Executive Officer will verify cash, check and charge amounts that come from registration or any other sources of income.
- c. Ensure district adheres to board approved budget
- d. Track current operations and work with an outside accounting firm to produce year-end financial reports, 990 filings and keeping PGYF certificates up to date.
- e. Authorized as a second signer on district accounts.

## **5. Secretary**

- a. Keep minutes to the board of all meetings.
- b. Works with the President to coordinate meeting agenda.
- c. Maintain a roster of Board Members and Head Coaches
- d. Assist the President or Vice President with any additional duties.
- E. Serve on committees, as assigned.

## **General Officers**

## **6. Youth Cheerleading Representative**

- a. Coordinate with youth cheer, cheerleading activities for PGYF events.

## **7. Equipment**

Equipment:

- a. Maintain accurate inventory of equipment.
- b. Maintain an accurate record of equipment assignment after distribution to individual teams/players with the aid of respective head coaches and assistants.
- c. Submit to the Board of Directors an inventory and repair/replacement list as soon as the need arises; report the status of equipment to the Board of Directors at the monthly meeting.
- d. Expedite the purchase of equipment and supplies for PGYF at the best price and quality as approved and directed by the Executive Board.
- e. Determine date for equipment return and advise respective head coaches of time slot related to their team.
- f. Collection of equipment and maintain accurate record of return with the aid of head coaches and assistants at the end of the season.

## **8. Coaching Committee**

- a. Interview coach applicants each year and make head coach recommendations to the board for approval.
- b. Address and resolve any coaching issues.
- c. Support coaches and work with equipment representative to ensure each coach receives a coaching bag with needed equipment for the season.

## **9. Team Mom Coordinator**

- a. Coordinate with head coaches to make sure that they call a team mom who will work with the Head Coach to help make the season enjoyable for players, coaches, and families.
- b. Support and train team moms with their roles and responsibilities.

## **13. Parent Elected Member (1 year term)**

- a. Assist the board with assignments and events.
- b. Act as a liaison for parents, as appropriate.

#### **14. Coach Elected Member (1 year term)**

- a. Assist the board and coaches with assignments and events.
- b. Act as a liaison for coaches, as needed.

### **Expectations**

Members of the Board of Directors are expected to uphold the aforementioned mission, fulfill position specific responsibilities, and abide by the following guidelines:

1. As policy makers, mediators, and volunteers, members of the Board must preserve and protect the PGYF organization.
2. Abide, respect, and enforce policies and procedures established by the PGYF organization.
3. Supervise, respect, and provide support for all coaching staff members as well as parent volunteers.
4. Supervise, respect, and provide support for all youth football/cheerleading and all participants.
5. Exhibit outstanding conduct on and off the field.
6. Attend and participate in Board of Directors meetings.
7. Plan, organize and attend off and on season activities.
8. Commit a considerable amount of time to activities relating to the day-to-day operations of PGYF Organization including practices and home games.

### **BOARD MEMBER APPOINTMENTS/ELECTIONS**

The PGYF board will have no less than seven (7) and no more than (13) voting board members. Voting board members will elect board officers to serve in a specific officer position. Board officers may serve in an officer position more than three years, as long as they are re-elected by a majority vote of the board. Only board members who have served on the board for a minimum of two years are eligible to serve in an officer position.

Appointed members will serve on the board for 4-year terms. Members of the board may identify members of the PGYF community to serve on the board. A 75% majority vote is needed from current board members to appoint new members to the board. The board may choose to reappoint members, through voting, when their term expires. To be eligible to serve in an appointed board seat, candidates must have served for a



minimum of one year on a PGYF board committee, fulfilling all assigned responsibilities. Candidates who have violated any PGYF or UYFC rules, including code of conduct violations, are not eligible to serve on the board. Board members reserve the right to deem candidate's ineligible for appointment if behavior is displayed that is contrary to the goals, mission, and vision of PGYF. Candidates with a criminal background are not eligible to serve on the board. Board members may vote to remove an appointed board member who commits any of the above listed violations.

PGYF will have two elected positions, beginning in the 2016 season. Elected board members will serve a one-year term. Coach election and parent election shall take place annually, election dates shall be determined by the board. One parent/volunteer board member will be elected by families registered for the current upcoming season. Candidates for this seat must be in good standing with the league. Each family will have 1 vote, regardless of how many children they have participating. One coach seat will be elected by the current head coaches for the upcoming season. Candidates for this seat must be in good standing with the league. Candidates with a criminal record are not eligible to serve on the board. Board members reserve the right to deem candidates ineligible for appointment if behavior is displayed that is contrary to the goals, mission and vision of PGYF. Board members may vote to remove an elected board member who commits any of the above listed violations. Those wishing to serve in an elected position may fill out the candidacy declaration for when it is sent out.

The board, at its discretion may appoint an additional parent or coach rep to the board for a 1-year term, provided that this falls within the allowable number of board seats (7-13).

### **BOARD COMMITTEES**

The PGYF board may, at its discretion, put together committees to assist in the various operations and responsibilities of the league. Committees may include, but are not limited to equipment, coaching, parade and other events, player safety, fundraising, team moms, cheerleading, uniforms, governance (working on league policies, etc.) and other areas. Each committee shall be chaired by a PGYF board member. Each committee shall be comprised of board members and volunteers. Committee chairs, in cooperation with other members of the board, are encouraged to communicate volunteer positions and appoint volunteers to their assigned committees, as needed. Volunteers who serve on a committee for at least one year, fulfilling assigned responsibilities shall be eligible to serve on the board in an appointed position. The PGYF board shall determine what committees are necessary to assist in a successful youth football program.

## **COACHES**

### **Coaching Ethics & Conduct**

The primary goal of coaches should be the development of boys and girls to become better citizens. The players must be taught sportsmanship and fair play, and these teachings should always govern their behavior while at practice and at games. Coaches shall be responsible for the conduct of all players, members of the coaching staff and spectators. This includes the time periods before, during and after league games and other events. Improper conduct, in the judgment of the game officials, on the part of the players, coaches or spectators may result in penalties, expulsion and suspension or forfeiture of the game. A criminal background check will be conducted on all coaches. All coaches will be evaluated by the PGYF board after each season.

1. The coach will not demean players
2. The coach will provide constructive feedback to players in a manner that fosters positive growth and development
3. The coach will accept the decisions of officials.
4. The coach will not criticize the officials, the opposing team, the coaches, fans or parents through language or gesture.
5. The coach will emphasize that good athletes are good students, and both are physically and mentally alert.
6. The coach will strive to make every football activity serve as a training ground for life and as a basis for good mental and physical health.
7. The coach will emphasize that winning a game is the result of teamwork.
8. The coach shall not use abusive or profane language in front of anyone connected with the game.
9. The coach will refrain from “running up” the score against an opponent. This includes keeping in the first defense at all times.
10. The coach shall not be under the influence of alcohol or illegal drugs.
11. The coach will set an example in personal conduct at all times.
12. The coach will not smoke or use any form of tobacco while on the field of play during games, scrimmages or practices.
13. The coach will treat each player, opposing coach, parent and commissioner with respect and dignity.
14. The coach will learn the strengths and weakness of his/her players in order to place them into situations where each has a maximum opportunity to achieve success.

15. The coach will protect the health and safety of his/her players by insisting that all of the activities under his/her control be conducted for their psychological and physiological welfare, rather than the interests of adults.
16. Coaches will only use player lists only during the season and not for personal gain and agendas. Including parents / players phone numbers and email addresses.

### **PLAYER EXPECTATIONS**

Players are expected to be attentive and cooperative during practice and games. Players shall be respectful to those around them. PGYF players shall consider themselves ambassadors for PGYF and shall behave appropriately on and off the field. Players shall not bully teammates or players from opposing teams. Players need to remember that football is a team sport and that each player is a valued member of the PGYF community.

Players are expected to attend all practices and games. Players are expected to be to practice on time, preferably a few minutes early. Players are expected to be to games early (as instructed by their head coach). Parents need to notify the head coach when players who are ill or who need to miss a practice or game. PGYF adheres to UYFC rules and regulations regarding game participation by players who have been absent from practice that week.

### **PARENTS**

Parents/guardians must take an active and positive role in their child's youth sports experiences.

Background:

PGYF encourages parents to be caring and active in their child's youth sports experiences by providing positive support as a spectator.

1. Parents shall demonstrate their commitment to their child's youth sports experience by annually signing a parental code of conduct.
4. A player will not be allowed to participate if their parent refuses to sign the parental code of conduct.

### **BULLYING PROHIBITION AND PREVENTION**

Bullying is a form of harassment. For the purposes of this policy, bullying is defined as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to actions such as verbal taunts, name calling and put downs, including ethnically based or gender based verbal put downs, and extortion of money or possessions."

Players, parents or coaches who engage in any act of bullying while participating in any PGYF practice, game or other function in connection to or with any PGYF sponsored activity or event or while traveling to or from such events are subject to disciplinary action, up to and including suspension from the league.

Complaints regarding bullying by other players shall be taken to the head coach. If an adult is involved with bullying, or if the person bullied feels a resolution has not been reached, complaints shall be taken immediately to the PGYF board.

Law enforcement officials shall be notified of bullying incidents, when required by law. This policy should not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is protected by state or federal law.

### **DISMISSAL FROM LEAGUE PARTICIPATION**

PGYF Board reserves the right to limit or ban participation in the league for any player or players family for any of the following reasons, including, but not limited to, unsportsmanlike conduct, harassment, ongoing or pending litigation, theft of PGYF property, theft of coaches or other players property, bullying, spreading of malicious/false rumors, failure to uphold payment plan agreement, etc. PGYF Board reserves the right to allow coaches to hold closed practices, meaning that family members or members of the public are not allowed to attend practices. PGYF Board reserves the right to ban family members or specific members of the public from attending PGYF games, in accordance with UCFC guidelines and rules.

Everyone involved in PGYF sports programs should exhibit positive sportsmanship behavior at all times. Children will follow the example of adult role models, positively or negatively. Children will copy or imitate sports behaviors witnessed, including the development of values based on that behavior. Adults must be a positive role model exhibiting sportsmanlike behavior at games, practices, and at all times while giving

positive reinforcement to the children and supporting their coaches, staff and other volunteers.

## **TEAM MOMS (TEAM PARENTS)**

### **A. TEAM MOM EXPECTATIONS**

Team Moms are expected to work with the Head Coach to help make the season enjoyable for players, coaches, and families.

### **B. TEAM MOM RESPONSIBILITIES**

Team Moms will work with the PGYF Team Mom coordinator and work with their Head Coach to plan, carry out, and facilitate team parties and or an end of season celebration. Team Moms may not ask for more than a \$25 donation for year-end celebrations and shall coordinate/get approval for any fundraisers with either the PGYF treasurer or team mom coordinator.