



**Reynolds  
Youth Football and  
Cheerleading Association  
By-Laws**

Reynolds Youth Football and Cheerleading Association  
By-Laws Rules and Regulations

All general rules, regulations and requirements for the Association will be governed by the by-laws as set forth. All by-laws and general rules, regulations, and requirements apply to both cheerleading and football.

The by-laws and general rules and regulations may be altered, repealed, or amended at any time by a majority vote by the Board of Directors.

All regulations and rules set forth by the Western North Carolina Youth Football and Cheerleading Association will be followed, upheld and enforced by the East Buncombe Youth Football and Cheerleading Association.

Sportsmanship ethics is defined as the quality of responsible behavior characterized by a spirit of generosity and a genuine concern for opponents, officials, and team mates. Players, cheerleaders coaches and all spectators should realize that they are representing the organization the same as a member of the team. Therefore every person spectator or person participating in any team event should hold themselves responsible, hold an obligation to be a true sportsman and encourage this behavior not only for themselves but for others.

Each Coach and Board Member will assume the responsibility for the conduct of those that are spectators and participants. All acts of un-sportsman like conduct shall be reported to the President of the Association. In the event of a dispute of any nature or a disturbance at an event the President of the Association and a minimum of one other board member will take immediate action. If the use of law enforcement is needed it will be used. In the event of a spectator and or a participant being removed from an event a disciplinary decision will be made by the Board of Directors by a majority vote, after an investigation has been completed.

The East Buncombe Youth Football and Cheerleading Association has been restructured to create a safe environment that allow local youth to learn from local area role models and encourages all participants to learn how to play a sport the correct way. This is to reduce the amount of injuries and keeps the participants involved all through the season.

## **Board of Directors**

The purpose of the board of directors is to organize a group of individuals that will operate in the Association's best interest.

Officers shall consist of a President, Vice President, Secretary, Treasurer, Football Commissioner, and Cheerleading Commissioner.

Election of officers shall take place at the meeting of the association to be held in January of each year. The current officers shall nominate a proposed slate of new officers. New officers will be approved by a majority vote of current officers.

The Board of Directors shall consist of the officers of the association. In addition, the most immediate past President may serve as a voting member of the board in the event of a tie vote.

Five former officers of the EBRF&C Board (Appointed by the President) as well as the current ACR Head Football Coach and Athletic Director shall be non-voting ex-officio members of the Board of Directors. This group is to be known as the High School Advisory Committee. This committee, at any time, can by majority vote, remove any current officer on the Board of Directors.

The Board of Directors positions are described as follows;

### **President**

- Oversee the day to day functions of the organization
- Check in with treasurer weekly to assess finances
- Attend all WNC board meetings
- Be available to address any parent's questions or concerns
- Meet with high school to coordinate use of facilities for home games or any other special events
- Make arrangements for a practice facility
- Schedule police, rescue squad and referees for home games
- Contact opposing team's President by Wednesday to make all arrangements for that week's game
- Conduct any parent meetings as needed
- Work with Volunteer Coordinators to secure volunteers for home games
- Coordinate between the different levels of the association
- Keep a close watch on the budget of the association
- Know and understand the workings of the association
- Know and understand the association rules along with league rules
- Gives final approval when ordering equipment/supplies/uniforms
- Delegation of duties to the appropriate association members

### **Vice President**

- Take over the duties of the President in the event of the President's inability to finish his/her term of office
- Assist the President in performing the duties of his/her office
- Serve as alternate WNC league representative
- Assist the President in monitoring and communicating any league rule changes to the positions who are affected by these changes
- Serve as liaison between the Board and special committees needed during the season (i.e., Financial Assistance, Fundraising, Homecoming, Banquet, etc.)
- Manage all the daily operations that take place in the association
- Assist the President in planning operations from the beginning and implementing them after approval of the association's Board of Directors
- Coordinate between the different levels of the association
- Keep a close watch on the budget of the association
- Know and understand the workings of the association
- Know and understand the association rules along with league rules
- Assist solving problems that arise through the season along with off the off season
- Delegation of duties to the appropriate association members
- Assist in approval and ordering of necessary equipment or supplies

### **Secretary**

- Keep accurate minutes at any and all meetings of the Board of Directors. Minutes must be archived in a manner as to be available for future years to come.
- Check PO Box on a weekly basis.
- Assist President in notifying Board members of meetings
- File Association's Bylaws with any governmental agencies that is required
- Monitor and forward all mail, email and voicemail
- Organize the complete registration process
- Maintain all coaches and players registration information (i.e., physicals, registration sheets, medical release forms, birth certificates, player photo id)
- Keep records of all suppliers and contacts for future reference  
Responsible for all paperwork that needs to be delivered to parents at meetings
- Maintain contact information for all parents
- Maintain updated rosters and deliver to press box at all games (home and away)
- Keep roster of all equipment issued or returned

### **Treasurer**

- Prepare financial statement for all board meetings
- Submit any required end of year tax documents to the proper agencies
- Prepare the annual budget with the help of the Board of Directors
- Create proper accounting procedures and inform the Board of the system that is applied
- Process accounts receivable and accounts payable
- Ensure league insurance is up to date prior to beginning of each season
- Maintain all bank account information
- Keep track of all authorized signers on bank account

- Ensure that 2 signatures are secured on any and all checks written from Association's account
- Make all deposits and withdrawals
- Meet and pay distributors when necessary (i.e., Pepsi, Sam's Club)
- Correspond with donors on behalf of League and distribute thank you notes and invoices where applicable.
- Ensure that the Association's Bylaws are upheld with regards to the collection of money at any event (i.e., registration, concessions, merchandise, fundraising)

### **Football Commissioner**

- Select coaches (Head and Assistants) for Board approval vote
- Work with coaches regarding philosophy, rules and policies of the Association
- Monitor the conduct of all coaches to make sure all parties involved are adhering to the policies of the Association
- Responsible for coaches' compliance with WNC league rules
- In charge of ensuring and documenting that all coaches have completed the online concussion awareness class, current back ground check, and code of conduct
- Coordinate with the ACR Varsity coaches to ensure continuity of programs and philosophies
- Assist the Equipment Manager(s) in ordering all needed medical supplies for league
- Coordinate with the coaches on the needs of each team
- Assist Secretary in organizing and maintaining WNC big book
- Assist Equipment Manager(s) in organizing equipment
- Assist Equipment Manager(s) in handing out and taking up equipment
- Be available to, and meet with parents regarding any football related issues or concerns

### **Cheerleading Commissioner**

- Select coaches for Board approval
- Organize practice
- Responsible for forming a volunteer committee to assist in organizing all aspects of cheerleading (i.e., camp, uniform orders, competition)
- Responsible for ordering uniforms and any other equipment needed after approval by the Board of Directors
- Assist Secretary in organizing and maintaining the cheerleading WNC big book
- Coordinate with coaches on the needs of each team
- Organize competition and make sure all paperwork is properly filled out
- Responsible for handing out and taking up equipment
- Communicate to all potential coaches the possibility of having to purchase game day shirts. EBR shirts are required on game day
- Be available to, and meet with parents regarding any cheer related issues or concerns

### **High School Advisory Committee**

- Will consist of current ACR Football Head Coach, Current ACR AD, and up to five former officers (appointed by the current President) of the EBRF&C Board of Directors
- Any or all of the above may attend monthly meetings and are non-voting ex-officio members of the Board of Directors
- Any member of this committee may request to see financials at any scheduled Board meeting

### **Non-voting Board Members**

#### **Director of Football**

- Assist the Football Commissioner in facilitating all aspects of football operations
- Coordinate with the coaches on the needs of each team
- Work with coaches regarding philosophy, rules and policies of the Association
- Be available to, and meet with parents regarding any football related issues

#### **Equipment Manager**

- Prepare annual inventory with any shortages
- Prepares annual replacement/recondition recommendations
- Responsible for implementing a good system of handing out and taking up equipment
- Work with the President in ordering of all medical supplies needed and maintain current records with all vendors including contact info and account numbers

#### **Concessions Manager**

- Secures parent volunteers (NO kids are allowed in concessions at any time) and manages concession operation on game days
- Orders Chick-fil-A and Papa John's Pizza on game days (Use High School Account)
- Ensure that the Association's Bylaws are upheld with regard to the collection of money in the concession
- Responsible for monitoring the register
- Responsible for cleaning concession before and after any home game or special event
- Responsible for arranging/overseeing Outreach meal on Tuesday nights
- Responsible for making sure EVERYONE pays for all items out of concessions (Referees are the only persons that should receive a free meal and drink)

#### **Sponsorship/Fundraising Representative**

- Responsible for visiting local businesses to gain sponsorships for the Association
- All fundraising funds are to be deposited into the general account and only dispersed after a vote by the Board of Directors.
- At no time should fundraising be done to benefit football or cheerleading individually

- Negotiate the price and amount of advertisement sponsors will receive
- Design, print and maintain all sponsorship paperwork
- Ensure all sponsors receive charitable contribution paperwork for tax purposes
- Responsible for hanging and taking down banners at home games
- Responsible for sponsor T-shirt if applicable
- Organize and execute fundraisers
- Responsible for securing volunteers to assist in fundraising events
- Manage practice concession stand

### **Media Manager**

- Maintain and update website with new information and paperwork
- Coordinate with ACR Boosters on use/programming of Video Board
- Maintain and update Facebook with information and pictures
- Organize alternative advertisement options for board approval (budget item)
- Take pictures of Football and Cheerleading at practice and games
- Secure volunteer to video games

### **Volunteer Coordinator**

- Secure parent volunteers for home games (i.e., clock, chains, gate)
- Keep track of all volunteers who have signed up
- Notify President or Vice President if having trouble securing volunteers so it can be announced at the Thursday night parent meeting
- Coordinate with head coaches to assist in securing volunteers for games

### **General Board Information**

#### **Board Meetings:**

Board meetings will be held on the 2<sup>nd</sup> Monday of each month in the press box at Dalton Stadium or other appropriate location. Meetings will begin at 6:00pm. The Secretary will communicate changes to any board meetings at least 24 hours in advance. Board members are expected to attend all meetings failure to attend at least 80% of board meetings will result in automatic removal from the board. Additional in-season meetings will be held as needed.

#### **Voting:**

The Board of Directors must vote on all decisions that affect the Association as a group. This is to include all purchases over \$500, rules and regulation changes, head coach positions, punishment, dismissal, etc. Voting by the Board of Directors can be done during Board Meetings and or with the use of text messaging. If the Text Messaging is used, the messages will be saved and archived.

#### **Board Members:**

If a board Member decides to step down from their position they must return all equipment, information, paperwork, personal information and or any log-on information with-in 24 hours, unless special arrangements have been made with the Board of Directors and written

proof signed by the president is on hand for both parties. If the property is not turned in within 24 hours the Board of Directors may take action by the use of law enforcement and or local court proceedings to have the property returned or replaced.

### **Coaching Requirements**

For each football team there will be a head coach and assistant coaches. Assistant coaches are chosen by the head coach with the approval of the board.

All football coaches will be issued a hat and shirt and all cheerleading coaches will be issued a shirt to wear on game days. If the Board of Directors votes to purchase these items, they will be provided at no cost to the coaches. If the Board of Directors deems funds are too tight and vote not to purchase these items, it will be the responsibility of the coaches to purchase these items. These items are required dress on game days.

All coaches both head and assistant must pass a background check, complete required concussion protocol on line course/exam, submit application, and coaches code of conduct ANNUALLY. Certificates and forms must be presented to the Secretary before being allowed on the field to coach. **(SEE BELOW)**

### **Coaches Responsibilities:**

#### **Head Coach:**

- Responsible for communicating with the Football Commissioner and Director of Football about team needs
- Must be available to attend coaches clinics at the high school, be willing to teach current drills/techniques/formations and plays in place at the high school and ensure that all selected assistant coaches can do the same
- Communicating with team parents on a regular basis
- Communicate responsibilities to all assistant coaches
- Responsible for making sure assistant coaches that are chosen are approved by the Board of Directors
- Communicate to all potential coaches the possibility of having to purchase game day shirts and hats

#### **Coach Certification:**

Every Coach must submit a felony background check each season. Every coach will be screened for charges related to child abuse, molestation, neglect, domestic violence, sex offenses, drug offenses, violent felonies, and/or any other charges the Board of Directors deems necessary. The Board of Directors reserves the right to deny coaching status or dismiss any coach for any violation of criminal law which could be damaging to the association or to the kids. All potential coaches will be held to the standards of the National Alliance of Youth Sports in determining their qualification status. The background check will be on file with the President of the Board of Directors and is kept confidential. If it is deemed that a coach is ineligible to participate, they will be asked to leave the premises immediately.

#### **Concussion Awareness:**



All coaches will take the concussion testing as required by the Western North Carolina Youth Football and Cheerleading Association. The East Buncombe Youth Football and Cheerleading Association require all coaches to take and pass the online course. Certificates of completion for this course will be kept on file in the team book and turn into the Western North Carolina Youth Football and Cheerleading Association at the beginning of the season.

**Conduct of Coaches:**

All coaches no matter what position they hold are representatives of the East Buncombe Youth Football and Cheerleading Association, and will be expected to conduct themselves in a manner that does not deface or tarnish the Association's image. All coaches are expected to treat each child the same and have no favoritism toward any individual player. Coaches will be on time for all practice's and events. They will help in any way requested by the Board of Directors and or the Head Coach of their team. Coaches are not to touch or grab any participant in a way that can be perceived as a threat or be verbally degrading to the individuals' self-esteem (Such as grabbing a face mask inappropriately). If at any time a child is grabbed, dragged, jerked, or touched in any un-wanted way the President, Vice President, and Football Commissioner shall be informed immediately. This will be handled on a case by case basis and will be brought to the Board of Directors immediately to decide the punishment of the coach in question. The Board of Directors has set a very high standard for our coaches and will hold them to that standard.

**Removal of Coaches:**

Coaches can be removed from participation at any time if the Board of Directors sees fit and the decision is made by a majority vote. Petition for removal may be brought to the Board of Directors by the teams' head coach or any member of the Board of Directors

**Insurance Coverage**

**Insurance:**

The East Buncombe Youth Football and Cheerleading Association will have a Blanket Accident Only Insurance policy for each season of play. The Insurance is to have coverage for any team sponsored event, game or competition. Insurance policies are subject to policy conditions that may limit the amount of coverage available, and some exclusions may apply. Only those that are registered participants are eligible for insurance coverage, all other spectators are not covered under the insurance provisions. The proof of Insurance will be kept in the Board of Directors Presidents Book, and will also be in the roster book that is kept at with the Western North Carolina Youth Football and Cheerleading Association.

**Money Collection**

A position on the East Buncombe Youth Football and Cheerleading Board of Directors is a volunteer position. No member shall ever receive compensation for their position on this Association's Board of Directors. In regards to finances, complete transparency is our number one priority. The following policies are set in place to protect the Association from any possible fraudulent activity.

- At any East Buncombe Youth Football and Cheerleading registration event there will be no fewer than 3 Board members present collecting funds. These Board members will all count and sign off on the amount of money taken up at the end of each registration event. After the funds are counted by all present Board members, the funds will be sent for deposit with the Treasurer (if present). If the Treasurer is not present, the President or Vice President will take the funds and arrange delivery to the Treasurer. The Treasurer will supply a deposit slip with a copy of the sign off sheet at the next meeting of the Board of Directors. Financial collection forms for these registration events will be supplied by the Secretary.
- At any home game, there are 3 areas of operation where funds are collected. Concessions, admission gate, and merchandise table are all to have standards in place of how funds are received. Before the game day, the Treasurer will secure change and startup money from the bank for all said areas of operation. The Secretary will have all necessary forms and sign off sheets ready to use in each area of operation. It will be the Treasurers responsibility to make sure that all home game volunteers know the Association's policies on the collection of funds.
- The merchandise table will have a Board representative and at least one volunteer working at any given time. The Treasurer will bring startup money to the table during setup. This money will be counted and signed off by the Treasurer and all Board members / Volunteers working the table at that time. Due to the limited funds received at the merchandise table, funds will be counted after the last game and signed off by all parties working the table. If for any reason funds need to be picked up at another time, the Merchandise representative needs to contact the Treasurer, President or Vice President.
- The admission gate will be run by no fewer than 2 Board members / Volunteers at any time. No funds will be taken up if 2 volunteers are not in place. The Treasurer will bring startup money to the table during setup. This will be counted and signed off by the Treasurer and all volunteers working the first shift. After every shift, the Treasurer will pick up funds at the admission gate. The Treasurer and volunteers from each shift will count and sign off on the amount of funds collected. If the Treasurer is not available, the President or Vice President will act as a replacement for the Treasurer. The funds will be locked up in a predetermined location until the final count after the last game.
- The concession will be managed by the Board of Directors representative. The Concessions Manager will run the register and monitor the volunteers working in the concession area at any given time. The Treasurer will bring startup money to the concession stand during setup. This will be counted and signed off by the Treasurer, Concessions Manager and one more Volunteer / Board member. Due to the heavy volume in the Concession area, the Concessions Manager will be in charge of contacting the Treasurer for funds collection. At each collection, the Treasurer, Concessions Manager and one volunteer will count and sign off on the funds collected. If the Treasurer is not available, the President or Vice President will act as a replacement for the Treasurer. The funds will be locked up in a predetermined location until the final count after the last game.

- After the last game there will be a final count of funds collected at all areas of operation. This will include no fewer than 3 Board of Directors members. The members will count and sign off on the total funds taken up at that event. The funds will then be taken by the Treasurer to be deposited on the next business day. If the Treasurer is not present, the President or Vice President will take the funds and arrange delivery to the Treasurer. The Treasurer will supply a deposit slip with a copy of the sign off sheet at the next Board meeting.

### **Registration for Participation**

#### **Registration and Dues:**

All registration fees, dues, or uniform rental / purchase cost will be paid by each participant before any participation in the normal season, which is determined by the Western North Carolina Youth Football and Cheerleading Association. Any participant that has not paid their registration fees, equipment rentals and or purchases will not be allowed to practice or participate in any team sponsored event.

#### **Refunds:**

**Refunds are allowed during the first full week of practice commencing on the first official day of practice as set forth by WNCF&C.** Afterwards, if a participant moves to another district or has a medical condition a refund may be provided as outlined henceforth. A refund will be given if a parent/guardian is moving the participant to the team located within that district. Proof of change of address is required. Refunds will be made as a check payment made out to the team in which the participant is relocating to. If the participant is moving out of state or outside of the WNC district, a check payment will be made to the parent / guardian within 30 days. Proof of change of address is required and all payments will be mailed to the new address. The acceptable forms for proving changes of address are a copy of a utility bill (gas or electric), or a letter from out of state employer. Also, a refund may be given if a participant is deemed ineligible to participate due to a medical condition. A doctor's note will be needed to complete this refund. **No refunds will be granted after first scrimmage/jamboree for any reason.**

Under **NO OTHER** circumstances will any type of refund be given. Before refund payments can be made, all equipment must be turned in and accounted for. Any outstanding balance that is owed will be deducted from the refund amount. If equipment is not turned back in, The East Buncombe Youth Football and Cheerleading Association may use all necessary means to recover the loss, to include lawsuits in civil court proceedings / small claims court proceedings. Any travel required to and from the court proceedings will be the parent/guardians responsibility, and court cost may be applied to the balance owed as well.

### **Parent / Guardian Responsibility:**

#### **Equipment:**

All parents and or guardians are responsible for the equipment that is rented through the East Buncombe Youth Football and Cheerleading Association. If anything is damaged, missing or not returned, the parent / guardian will be held responsible for the replacement of the

equipment. If any equipment is not returned or hasn't been paid for, East Buncombe Youth Football and Cheerleading Association may take the individual cases to small claims court in order to recover the loss. In addition to possible law suits, the Board of Directors will notify all other team Presidents on any other team in the conference.

**Volunteering:**

Volunteers are one of the most important aspects of our Association. We ask that all parents make every effort to give of their time to assist the Board of Directors in making this smooth season. Please see the Volunteer Coordinator or Team Mom to sign up for volunteer positions (i.e., gate, chains, clock, and concessions). Volunteers **do** have to pay for gate entry and all concessions.

**Eligibility:**

All regulations concerning eligibility will be governed by the Western North Carolina Youth Football and Cheerleading Association rules and regulations.

**Weight:**

Weight requirements will be governed by the Western North Carolina Youth Football and Cheerleading Association, and all regulations will be upheld.

**Weigh-Ins:**

All regulations set forth by the Western North Carolina Youth Football and Cheerleading Association will be followed. No parents or guardians are to be allowed in the weigh in area. During the weigh in time period there will be a minimum of a 10'X10' area designated for the weigh in procedure. No one other than the Western North Carolina Youth Football and Cheerleading Association representative and the board of directors President and the head coach will be allowed inside of the area.

**Club Books:**

The team book is to include all registered participants birth certificates, registration information, picture and physical forms. All regulations concerning the club book are set forth by the Western North Carolina Youth Football and Cheerleading Association and will be up held and followed by the East Buncombe Youth Football and Cheerleading Association.

**Birth Certificates:**

Every participant is required to provide the Board of Directors an original or certified copy of the participant's birth certificate. Notarized photocopies are not acceptable and cannot be used. The only duplicate birth certificate that can be used is a certified copy from the county register of deeds. Birth certificates will be scanned into the Association's database and returned after being verified by the Western North Carolina Youth Football and Cheerleading Association representative, or can be kept for the duration of the season, if a scanning system is not in place.

**Rosters:**

Rosters are to be kept by the President of the Board of directors and distributed to each member of the board as well as each head coach.

**Game Day Rosters:**

Any changes to the rosters after the first official weigh-ins must go thru the President of the League. **If a child participant forgets their uniform the day of the game, that child cannot play in the game until the president is notified and the proper persons have been notified of a number change.** Any and all fines that are occurred from not following the chain of command on this issue will result in the party at hand being responsible.

**Summer Football and Cheerleading Camp**

**Summer Camp:**

The East Buncombe Youth Football and Cheerleading Association will have a summer camp put on by A.C. Reynolds High School that is open for any participant. All rules and regulations set forth by the Western North Carolina Youth Football and Cheerleading Association will be upheld and enforced.

**Try-outs and Conditioning**

**Try-outs:**

The East Buncombe Youth Football and Cheerleading Association will not hold any type of try-outs for football or cheerleading. The try-out period, instead of being used to determine if a participant can play / cheer, will be used in order for the participant to determine if our organization is a good fit and if they want to participate in the program. The East Buncombe Youth Football and Cheerleading Association will accept any child that wants to participate.

**Conditioning:**

All participants are required to have 3 days of conditioning during the regular season before any equipment can be issued. Conditioning attendance is to be recorded by the head coach and proof of attendance is required before the Equipment Manager can issue any equipment.

**Team Practice**

**Practice Times:**

**Football:**

All teams will practice from 5:45 pm to 7:45pm Monday, Tuesday and Thursday coordinating with the WNC calendar of official first day of eligible practice. Later in the season, practice times will change to 5:30pm to 7:30 pm, due to daylight saving time. You will be notified at a parent meeting when this change is happening.

**Cheerleading:**

Cheer practice will follow the same schedule as football, but may allow for additional time for competition and/or events in keeping with rules set forth by WNCYF&C.

**Practice:**

The amount of time allotted for practice is governed by the Western North Carolina Youth Football and Cheerleading Association; their ruling will be upheld, and enforced. Practice times will be set by a collaboration of the Board of Directors President, and is to be decided before the end of the summer camp. Practice times are subject to change through the season and notification to all parents / guardians will be made by the teams Head Coach.

Cheerleading Practice will follow the same times as Football Practice times, If a participant has an un-excused absence from practice or other required event, the participant may receive a lesser amount of playing time during the following game. Attendance is required for each practice, game or event as scheduled by the Board of Directors. If a participant knows of a time they are not going to make it to the practice or event, the head coach for the participant's team needs to be notified no less than 24 hours before the practice or event. The only exception to this rule is if the participant provides a doctor's note that shows the amount of needed to recover.

**Team Classification**

Termites, Mites and Midget. The Pups Team is separate from the Termites during the regular season. When playoffs begin, the Pups are with the Termites, but will practice separately. All rules and regulations concerning age or weight classification will be determined by the Western North Carolina Youth Football and Cheerleading Association regulations.

**Team Sponsored Events****Admission:**

Admission to all events, games or tournaments shall be priced according to the Western North Carolina Youth Football and Cheerleading Association. Admission to games is \$4.00 for adults and \$2.00 for students/children. Under no circumstances will anyone that appears to be under the influence of controlled substance be allowed to enter or participate in any team sponsored event.

**Restraining Barriers:**

During football games and cheerleading tournaments the restraining barrier that crosses the track at the game field is to ensure that only those participating or volunteering for the event are on the game field. At no point is anyone allowed past the barriers without an escort from the board of Directors. This is to ensure the safety of the volunteer personnel as well as the participants and officials.

**Outside Food and Drinks:**

During all East Buncombe Youth Football and Association home games outside food and beverages are not allowed. At no point will anyone be allowed to enter with a cooler or large bag of food. This rule is put in place to ensure that at no point during an event is anybody consuming a controlled substance of any kind. The exception to this rule is diaper bags containing small snacks for children, formula, baby food, etc. This regulation is put in place by the advice of the Western North Carolina Football and Cheerleading Association, as well as the staff at the event venue.

**Press Box:**

No one other than East Buncombe Youth Football and Cheerleading Association Board Member, appointed Announcer, Coaches and Western North Carolina Youth Football and Cheerleading Association Representatives will be allowed in the press box at any time. Special permission may be given from the Board of Directors. Visiting teams may have a representative appointed to spot or video tape from the press box. **NO kids are allowed in the press box at any time.**

**Injuries:**

All injuries must be reported to the Director of Operations or President, who will notify the parent / guardian if needed. All injuries that happen as a result of a team sponsored event need to be reported to the President of the Board of Directors immediately. Any participant injured is excused from participation in team practice and games, but their attendance is still required.

**Emergency and Security:**

At every game, tournament or event there will be security on staff. The security staff will be made up of paid off duty local law enforcement officers. The Board President will be responsible for ensuring the proper staff is scheduled. EMS service will also be scheduled by the President and will be on site at any event that has a higher risk of injury. In the event of an emergency at an event where EMS is not on site it is the parent / guardians responsibility to ensure their child gets the proper medical attention. In the event a parent or guardian is not present, any representative from the Board of Directors may call for ambulatory care. If ambulatory care is needed, the parent / guardian may be responsible for any medical charges for transportation and medical care at the nearest facility.

**Filming and Video Taping:**

Any person filming or taping any portion of an event that they are not a participant will result in immediate removal from that event and notification of the incident will be sent to the Western North Carolina Youth Football and Cheerleading Association. Additional penalties and fines may be assessed by the Western North Carolina Youth Football and Cheerleading Association

**Passes:**

Any pass issued by the Western North Carolina Youth Football and Cheerleading Association will be honored and all regulations set forth by the Western North Carolina Youth Football and Cheerleading Association will be followed. Individual team passes not issued by the WNYF&C will not be honored at any East Buncombe Youth events.

**Competition and Game Play:**

All rules and regulations set forth by the Western North Carolina Youth Football and Cheerleading Association will be executed and followed.

## **Code of Conduct**

### **1. Purpose**

East Buncombe Rockets values sportsmanship, fair play, skill development, and mutual respect among all players, coaches, officials and spectators. This Code of Conduct has been established and adopted to ensure the guiding principles of the East Buncombe Rockets and are understood and met by all individuals associated with this organization.

This Code of Conduct applies to all sports and activities associated with EBR. These activities include, but are not limited to, signup sessions, practices, EBR sponsored games, and any activities, attended under the EBR banner, run by other organizations.

The Code of Conduct for coaches, players, parents, and spectators will be thoroughly discussed at the pre-season coaches meeting.

**The following codes of conduct will be strictly enforced.**

### **2. Players Code of Conduct**

Each player will ensure that his/her playing conduct is that of a young lady or gentleman fairly competing to the limit of his/her ability. To satisfactorily meet these responsibilities, the player is expected to:

- a. Know the rules and abide by them.
- b. Respect the game officials and refrain from addressing them or commenting on their decisions during the play of the game.
- c. Maintain control of his/her emotions, avoiding the use of abusive language or profanity, humiliating remarks, gestures of ill temper, and physical assault upon another player at any time.
- d. Respect the coaches and players of the opposing team and demonstrate appropriate gestures of sportsmanship at the conclusion of game. Be humble and generous in victory and proud and courteous in defeat.
- e. Respect EBR league organization officers, coaches, and volunteers.
- f. Follow all building rules and regulations, respecting at all times the property of others.
- g. Realize, accept, and practice the principle that a team's reputation is built not only on its playing ability but also on the sportsmanship, courtesy and manners of each individual player.



- h. Attend every practice and game that is reasonably possible, and notify the coach in advance if the player is unable to attend.

### 3. Coaches Code of Conduct

The Head Coach will be provided with copies of the Code of Conduct prior to the start of the season. Each Head Coach is responsible to see that their assistant coaches, players, and spectators abide by the respective Code of Conduct. It is also the coach's responsibility to review the Codes of Conduct with their assistant coaches and players.

Each coach will ensure that his/her conduct is that of a responsible adult fairly competing to the limit of his/her ability. To satisfactorily meet these responsibilities, the coach is expected to:

- a. Know the rules and abide by them.
- b. Instruct players in the rules and coach his/her team in such a way as to motivate each player to compete according to the rules at all times.
- c. Place the emotional and physical well-being of the players ahead of any personal desire to win.
- d. Respect the game officials and refrain from questioning their decisions in a disrespectful or abusive manner.
- e. Ensure that all building rules and regulations are followed by the players and spectators.
- f. Ensure that fans of his/her team conduct themselves with sportsmanship and maturity at all times while in attendance at game sites, and assist the game officials in maintaining control of spectators during the games.
- g. Respect the coaches and players of the opposing team both during the play of the game and at its conclusion, win or lose.
- h. Respect all EBR league organization.
- i. Teach each player, especially through personal example, to be humble and generous in victory and proud and courteous in defeat.
- j. Maintain control of his/her emotions and avoid actions, language, and/or gestures that may be interpreted as hostile and humiliating.
- k. Instruct team support personnel in their responsibilities in accordance with established rules and procedures.
- l. Realize, accept, and practice the principle that a team's reputation is built not only on its playing ability, but also on its sportsmanship, courtesy, and manner.

#### 4. Parents and Spectators Code of Conduct

Each parent and spectator will ensure that his/her conduct is that of a responsible adult or youth who are positively encouraging all participants to the limit of his/her ability. To satisfactorily meet these responsibilities, each parent and spectator is expected to:

- a. Respect the rules of the game.
- b. Respect the game officials and refrain from questioning their decisions or from addressing them in a loud, disrespectful, or abusive manner.
- c. Cheer for their team in a positive, supportive manner.
- d. Place the emotional and physical well-being of the players ahead of any personal desire to win.
- e. Maintain control of his/her emotions, avoid the use of abusive language, profanity, and gestures of ill temper, and refrain at all times from making hostile or negative remarks about the opposing team.
- f. Respect the league organization and refrain from any kind of slander of its board committee members, parents, sponsors and players.
- g. Follow all building rules and regulations, respecting at all times the property of others.
- h. Leave school grounds in a timely fashion after the conclusion of a game.
- i. Demonstrate appropriate gestures of sportsmanship at the conclusion of a game, win or lose. Do not interact in a negative fashion with fans, players or coaches of the opposing team or game officials.
- j. Realize, accept, and practice the principle that a team's reputation is built not only on its playing ability, but also on the sportsmanship, courtesy, and citizenship of its fans.

#### 5. Offensive Actions

Any individual violating the Code of Conduct set forth above shall be subject to penalties and sanctions as set forth in the Disciplinary Procedures below. In addition to conforming to the requirements of the Code of Conduct above, the following actions are specifically prohibited

(“*Offensive Actions*”):

- a. Refusing to abide by an official's decision.
- b. Verbally abusing or assaulting any player, coach, official, parent, or spectator..

- c. Physically assaulting, abusing, or threatening any player, coach, official, parent, or spectator.
- d. Stalking, tailing, or attempting to intimidate any player, coach, official, parent, or spectator.
- e. Engaging in any other type of violent behavior, such as throwing equipment or other objects.
- f. Engaging in any lewd or sexual behavior, physically abusing a player, or engaging in any inappropriate physical contact with a player.
- g. Using drugs or alcohol while coaching, attending, or participating in any EBR sport or other EBR event.

## **DISCIPLINARY PROCEDURES**

### **1. Reporting Improper Conduct**

#### **a. Reporting By Coaches**

- i. It is the responsibility of every coach to address improper conduct observed by the coach or brought to the coach's attention in a timely and respectful manner.
- ii. In the event any coach feels that the Disciplinary Committee should be involved in addressing any improper conduct, the coach is encouraged to contact the Football Commissioner.
- iii. Coaches must report any Offensive Actions to the Football Commissioner, including, without limitation:
  - 1) Any report or allegation of inappropriate physical contact, violence, or threatened violence against any player, coach, official, parent, or spectator.
  - 2) Any observed or reported use of drugs or alcohol by any player, coach, official, parent, or spectator during any EBR event.
  - 3) Any situation where a player, coach, parent, or spectator is ejected from a game or removed from the premises.
- iv. Coaches are encouraged to keep the Football Commissioner informed of any improper conduct and the steps taken by the coach to address the misconduct.
- v. Coaches shall promptly respond to any request by the Football Commissioner for information relating to any incident or violation of the Code of Conduct.

b. **Reporting by Parents and Spectators**

- i. Parents and spectators are encouraged to report any improper conduct to the coach.

2. Procedures for Addressing Improper Conduct

a. **Coaches and Officials**

- i. Coaches and officials shall promptly address any misconduct that is observed or brought to the attention of the coach or official during an EBR event.
- ii. Coaches and officials have the absolute authority, in their sole discretion, to issue verbal warnings and/or eject any player, parent, or spectator from any game or match if the player, parent, or spectator violates the Code of Conduct or engages in any Offensive Action.
- iii. Officials have the absolute authority to issue verbal warnings and/or eject any coach from any game or match if the coach violates the Code of Conduct or engages in any Offensive Action.

**All decisions of the EBR Board are final and cannot be appealed.**

1. Penalties

The Disciplinary Committee (consisting of Board President, Vice President, and Football Commissioner) shall determine the appropriate penalty for any violation of the Code of Conduct and any Offensive Actions. Penalties may **include any one or more** of the following:

- a. Verbal Warning
- b. Written Warning
- c. Suspension:
  - i. One game suspension

- ii. Multiple game suspension, or
  - iii. Indefinite suspension
- d. Expulsion from EBR

2. Additional Considerations

- a. If a coach or parent is expelled from the league, any child associated with that person is also expelled from the league.

**Social Media Policy:**

East Buncombe Youth Football and Cheer (“EBYF&C”) recognizes the importance of the Internet in shaping the public’s perception of our organization. EBYF&C also recognizes the importance of our Board members, executive directors, sport coordinators, sport committee members, coaches, employees, and volunteers in leading and setting the tone of social media interactions in a manner that advances EBYF&C’s mission and goals.

**Applicability**

This Social Media Policy applies to all Board members, executive directors, sport coordinators, sport committee members, coaches, employees, volunteers, parents and participants (“EBYF&C *Members*”). This Social Media Policy applies to all social media content posted by EBYF&C Members in their professional and personal capacity to the extent such content is related to EBYF&C.

**Aspirations**

EBYF&C strives to create a positive and inclusive organization that is dedicated to helping young athletes reach their potential. In furtherance of this goal, EBYF&C aspires to engage members of the community in positive, honest, transparent, and knowledgeable dialogue about EBYF&C through social media. EBYF&C views social media as an important tool for communicating its successes and opportunities for athletic and individual development. EBYF&C also views social media as a platform for receiving constructive feedback from the community and for discussing EBYF&C’s challenges and opportunities for improvement in a positive and constructive way.

**Guidelines**

All EBYF&C Members shall abide by the following guidelines when using social media:

Be positive and respectful, and always take the high road. When disagreeing with others’ opinions, remain appropriate and polite. If you find yourself in a situation online that is becoming antagonistic, ask the EBYF&C Board of Directors for advice on how to disengage from the dialogue in a polite and respectful manner that reflects well on EBYF&C.

Do not post content that would harm EBYF&C or damage EBYF&C's reputation. Remember that even while you are on your own personal time, you are a representative of EBYF&C, and people may interpret your online postings or social interactions as though they were official EBYF&C statements.

Use good judgment when posting comments on any official EBYF&C sites. Bear in mind that your comments can create liability for EBYF&C. If you are unsure whether a comment is appropriate to post, either do not post it or obtain prior approval from the Board of Directors.

Encourage others to engage in positive interactions on social media. If you are concerned about any EBYF&C Member's use of social media, please bring your concerns to the attention of a member of the EBYF&C Board of Directors.

Personally identifiable information (information, such as a name and date of birth and/or a street address which, when taken together, can identify a particular individual) should not be disclosed in any manner on official EBYF&C social networking sites without the approval of the EBYF&C Board of Directors.

#### **Violations of the Social Media Policy**

The EBYF&C Board of Directors shall have the authority to monitor and enforce this Social Media Policy. The EBYF&C Board of Directors, and any individual appointed by the Board of Directors, shall have the authority to remove any inappropriate or offensive comments from official EBYF&C sites and to block any individual or organization from posting on any official EBYF&C social media platform if they determine, in their sole discretion, that such removal or block is in the best interests of EBYF&C.

The failure of any EBYF&C Member to adhere to this Social Media Policy shall be considered a violation of the EBYF&C Code of Conduct, and any EBYF&C Member who fails to adhere to this Social Media Policy shall be subject to disciplinary action, up to and including termination of such individual's involvement in EBYF&C, in accordance with the EBYF&C Disciplinary Procedures.

*All rules and regulations set forth by the Western North Carolina Youth Football and Cheerleading Association, and the East Buncombe Youth Football and Cheerleading Association are subject to change at any time. All changes are set by the board of directors by a majority vote, and can be changed, edited, or amended at any time through-out the season.*