

**RHAM Youth Football and Cheerleading,
Inc.**

BYLAWS

Amended May 2015

ARTICLE

SECTION

I	Name
II	Location
III	Purpose
IV	Objective
V	Membership in NCFL
VI	Amendments
VII	Fiscal Policy
	1. Acceptance of Assets
	2. Sale of Assets
	3. Funds
	4. Borrowing
	5. Investments
	6. Audits
	7. General
	8. Fiscal Year
	9. Purchases
	10. Dissolution
VIII	Organization
	11. Officers
	12. Term of Office: Officers
	13. Vacancies
	14. Officers Duties
	15. Board of Directors
	16. Term of Office: Directors
	17. Vacancies: Directors
	18. Board of Directors Duties
	19. Corporation Members
	20. Nominations

- VIII Meetings
1. Annual
 2. Board of Directors
 3. Special Meetings
 4. Executive Session
 5. Change Over
 6. Roberts Rules of Order
 7. Attendance
 8. Officers
 9. Voting
- IX Standing Committees
1. General
 2. By-Law
 3. Fundraising
 4. Field Maintenance
 5. Equipment Managers
 6. Concessions
 7. Game Day Duties and Snack Shack
 8. Photography and Apparel
 9. Pep Rally and Awards Night
 10. Coaches Committee
- X Registration
1. Registration
 2. Fees
 3. Waiver of Fees
- XI Player Participation
1. Play Time
 2. Player Injury
 3. Football Player Qualifications
 4. Cheerleader Qualifications
- XII Equipment
- XIII Code of Ethics
- XIV Volunteer Requirements
- XV Discipline, Suspension or Termination
- XVI Complaint Procedure
1. General
 2. Registering a Formal Complaint

APPENDIX A Annual Calendar Year Agendas

ARTICLE I: Name

The name of the Corporation shall be called R.H.A.M. Youth Football & Cheerleading League, Inc.

ARTICLE II: Location

The principle office of the Corporation shall be at an address within Hebron, Andover, or Marlborough, as the Board of Directors shall determine from time to time.

ARTICLE III: Purpose

To work with young people toward developing their maximum potential as members of society and to strive to create a positive environment for such development through sports. To teach the American tradition of football and to practice the ideas of health, citizenship, and character building through a positive and safe environment.

ARTICLE IV: Objective

1. To form in particular, a youth athletic league for the instruction of and participation in football and cheerleading, in accordance with the bylaws adopted by the Corporation, said league to be named the R.H.A.M. Youth Football & Cheerleading League, Inc.
2. The Corporation is organized without capital stock and shall be operated exclusively for charitable/educational purposes. No part of its net earnings or profits shall inure to the benefit of any individual or be used or appropriated for other than the aforementioned objectives and purposes, except that reasonable compensation may be paid for services rendered to or for the Corporation affecting one or more of its purposes.

ARTICLE V: Statement of Membership in the Northern Connecticut Football League, Inc. (NCFL)

R.H.A.M. Football and Cheerleading League, Inc. is a member of the Northern Connecticut Football League, Inc., and as such will comply with their bylaws and standing rules. The bylaws of our Corporation will not conflict or supersede the NCFL bylaws except where they pertain to the running of our Corporation where it does not affect the rules or the NCFL as a whole.

ARTICLE VI: Amendments

The Board of Directors may, by a two-thirds (2/3) vote at the April Board of Directors meeting, alter or amend these bylaws, provided that written notice of the meeting, or waiver of such notice shall have been signed by all the Directors. Such proposed amendments shall have been given in the call and notice of the meeting.

ARTICLE VII: Fiscal Policy

1. **ACCEPTANCE OF ASSETS.** To accept, acquire, receive, take, and hold by bequest, devise, grant, gift, purchase, exchange, lease, transfer, judicial order of decree, or otherwise, for any of its objects and purposes and property, both real and personal, of whatever kind, nature, description and whatever situated.
2. **SALE.** To sell, exchange, convey, mortgage, lease, transfer, or otherwise dispose of any such property, both real and personal as the objects and purposes of the Corporation may require, subject to such limitations as may be prescribed by law.
3. **FUNDS.** To receive and maintain a fund or funds of real and/or personal property, subject to the restrictions and limitations herein after set forth, to use and apply the whole and any part of the income there from and the principle thereof exclusively for charitable/educational purposes.
4. **BORROWING.** To borrow money from and from time to time, to make, accept, endorse, execute, and issue bonds, debentures, promissory notes, bills of exchange, and other obligations of the Corporation for monies borrowed or in payment of property acquired or for any of the purposes of the Corporation, and to secure the payment of any such obligations by mortgage, pledge, deed, indenture, agreement, or other instrument of trust, or by other lien upon, assignment of or agreement in regard to all or any part of the property, rights or privileges of the Corporation whenever situated, whether now owned or hereafter to be acquired.
5. **INVESTMENTS.** To invest its funds in such stock, common or preferred, bonds, debentures, mortgages, or in such other securities and property as its Board of Directors shall deem advisable, subject to the limitations and conditions contained in and bequest, devise, grant or gift, provided such limitations and conditions are not in conflict with the provisions of Section 501 (c) (3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.
6. **AUDITS.** The books of account of the Corporation shall be kept in accordance with sound accounting practices and shall be audited annually by an Auditing Committee appointed by the Board of Directors and /or by a certified public accountant when the Board of Directors deems it to be necessary.
7. **GENERAL.** In general, and subject to such limitations and conditions as are or may be prescribed by law, to exercise such other powers which now are or hereafter set forth, or necessary or incidental to the powers so conferred, or conducive to the attainment of the purposes of the Corporation, subject to the further limitation and condition that notwithstanding any other provision of this certificate, only such powers shall be exercised as are in furtherance of the tax-exempt purposes of the Corporation and as may be exercised by an organization exempt under Section 501 (c) (3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended and by an organization contributions to which they are deductible under Section 107 (c) (2) of such code and regulations as they now exist or as they may hereafter be amended.
8. **FISCAL YEAR.** The fiscal year of the Corporation shall be the first day of January

through the last day of December.

9. PURCHASES. The Board of Directors shall direct all funds, both incoming and outgoing, to be deposited and dispersed through a bank checking account administered by at least the Treasurer and the President or Vice President.

Upon approval of the budget, purchases for budgeted line items must be approved prior to ordering; approval must be by a quorum, and may be done electronically via email

Minor purchases may be made without the prior approval of the Board. The following officers may make minor purchases without prior Board approval:

- President.....up to \$1,000.00 (Authorizing Equipment Purchases)
- Vice President....up to \$150.00
- Secretary.....up to \$50.00
- Treasurer.....up to \$50.00
- Registration Secretary....up to \$50
- Concession Manager.....up to \$150

The following managers must have prior approval of the President to make purchases above the amounts below:

- Equipment Manager....up to \$50
- Field Manager.....up to \$50
- Apparel Manager....up to \$50

10. DISSOLUTION. Upon dissolution of the Corporation, the Board of Directors shall dispose of the remaining assets of this Corporation to such organization(s) selected by the Board of Directors which shall be organized and operated exclusively for charitable or educational purposes, as described in Section 501 (c) (3) and 170 (c) (2) of the Internal Revenue Code of 1954. Any of such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principle office of the Corporation is then located, exclusively for charitable or educational purposes, as described in Section 501 (c) (3) and 170 (c) (2) of the Internal Revenue Code of 1954, shall be deemed to include references to the corresponding provisions of any future United States Internal Revenue Law. It is intended that the Corporation shall be of the character described in the provisions of Section 501 (c) (3) of the Internal Revenue Code of 1954 as amended. The Corporation may be dissolved at any time by a vote of two-thirds (2/3) of the members eligible to vote at any meeting called to consider such dissolution, provided that the call for said meeting is in writing and sent to all members in good standing at least seven (7) days prior to said meeting.

ARTICLE VIII: Organization

1. **OFFICERS OF THE CORPORATION.** The officers of the Corporation shall be a President, a Vice President, a Secretary, a Registration Secretary, and a Treasurer. The Officers shall have the powers of the Board of Directors between regular Board meetings. The actions of the Officers shall be submitted to the Board of Directors for ratification at the next regular meeting.
2. **TERM.** The officers shall serve a term of two (2) years to commence on the first day of January, after the Annual Meeting. The office of President, Treasurer, and Registration Secretary shall be elected in odd years, and the office of the Vice President and Secretary in even years.
3. **VACANCIES.** Vacancies among the officers may be filled by election by the Board of Directors. Elections to fill such vacancies may be held at any regular meeting of the Board of Directors provided that notice of the proposed election appears in the call of said meeting.
4. **OFFICERS DUTIES**
 - A. The President, as chief executive officer of the Corporation, shall have general charge and supervision of the affairs of the Corporation and shall do and perform such other duties as may be assigned to him or her by the Board of Directors. The President shall preside at all meetings of the Board and shall be a non-voting member of all committees. The President is authorized to sign all checks and orders for payment of monies.
 - B. The Vice President, except as specifically limited by action of the Board of Directors, shall perform the duties and have the power of the President during the absence or disability of the President. The Vice President shall be responsible for and coordinate all recruitment duties and activities. The Vice President shall also perform such other duties as may be delegated to him or her from time to time by the Board of Directors or by the President.
 - C. The Secretary shall keep the records of the meetings and all books, records, and papers of the Corporation, outside those kept by the Treasurer, and shall give notices required by law or by these bylaws and shall perform such other duties as the Board of Directors may, from time to time, determine or as are customarily appurtenant to the office of Secretary.
 - D. The Registration Secretary shall be in charge of all aspects of registration, which shall include but not limited to, chairing the committee for registration, collecting and coordinating all registration associated funds and forms, and the distribution of material and information to the appropriate officers, coaches, and chairpersons.
 - E. The Treasurer shall have charge of the finances of the Corporation under the direction

of the Board of Directors. He or she shall have the care or custody of all deeds, certificates, securities, and money belonging to the Corporation. He or she shall keep full accounts and at each meeting of the Board of Directors shall render an account of the receipt and expenditures incurred from the previous meeting. The Treasurer shall sign all checks and orders for payment of monies, shall receive all income, donations and bequests and shall have power to receipt therefore. The treasurer will also oversee and assist the Football and Cheer equipment managers and Merchandise/Apparel manager in taking inventories necessary to complete annual tax return. All monies shall be maintained at a recognized financial institution. A complete accounting will be presented to the Corporation at the Annual Meeting. A proposed budget to be presented at the February meeting for discussion and the final budget to be presented at the April meeting.

5. **BOARD OF DIRECTORS.** The Board of Directors shall consist of the Officers, up to nine (9) Members at Large, up to two (2) non-voting Alternate Members at Large, and two (2) Coaches Coordinators – one (1) each from football and cheerleading.
6. **TERM.** Members at Large and Alternate Members at Large shall be elected and serve a term of two (2) years, to commence on the first day of January, after the Annual Meeting. The two (2) Coaches Coordinators serve a term of one (1) year, to commence on the first day of January, after the Annual Meeting.
7. **VACANCIES.** Vacancies on the Board of Directors may be filled by the Board of Directors at any regular meeting or special meeting of the Board of Directors by a simple majority vote of candidates nominated at such meeting.
8. **BOARD OF DIRECTORS DUTIES.** The Board of Directors shall manage the activities, properties, and affairs of the Corporation and shall act as voting representatives of the Corporation members at all meetings as defined in these bylaws, except the Annual Meeting of the Corporation.

A quorum for the transaction of any business of the Corporation shall consist of a majority of the Directors in office. Unless otherwise specified in these Bylaws, the following voting procedures shall apply. The President shall determine what Board of Director matters shall be put to vote, provided that any voting Director can demand that a matter be put to vote. Matters shall be determined by a simple majority vote. The President may direct that matters can be decided by voting via electronic mail

- a. **MEMBERS AT LARGE.** Members at Large and Alternate (non-voting) Members at Large shall serve as general representatives of the Members of the Corporation at Board of Directors meetings. Members at Large shall do and perform such other duties as may be assigned to him or her by the Board of Directors. Each Member at Large will need to chair one committee from the following options:

Football Equipment Manager
Cheerleading Equipment Manager
Pep Rally and Awards Ceremony
Field Maintenance and Punt, Pass & Kick

Photography and Apparel
Web Master
Fundraising
Concessions Manager
Assistant Concessions Manager

- b. **COACHES COORDINATORS.** The Coaches Coordinators, which shall consist of one Football Coach Coordinator and one Cheerleading Coach Coordinator, shall serve as intermediaries between coaches and the Board of Directors. He or she shall be responsible to ensure Coach Certification and obtain such required documents. He or she shall also establish the need for additional training as required. He or she shall meet with the coaches as needed for input, needs, and concerns of the program. He or she shall not be a head coach of any squad unless an exception is necessary to fill a vacancy.

9. CORPORATION MEMBERS

- a. All parents and/or guardians of registered youth, Officers and Board members, are automatically members of the Corporation, but this does not preclude others from becoming members. Any persons who do not have youths registered in the program, but are interested in becoming members of the Corporation should contact a Board Member.
- b. The duties of the Corporation members as volunteers shall be determined by the Board of Directors, as needed from time to time. Corporation members shall be limited to voting solely at the Corporation's Annual Meeting for Officers and Directors of the Corporation.

10. **NOMINATIONS.** Nominations for Officers and Board of Directors candidates can be made by any Corporation Member at the November meeting of the Board of Directors. Nominations in addition to the slate of candidates nominated at the November meeting may be made from the floor at the Annual Meeting. Candidates for Officer and Board of Director positions shall be elected at the Annual Meeting by a simple majority vote.

ARTICLE IX: Meetings

1. **ANNUAL MEETING.** The Annual Meeting of the Corporation shall be held in January of each year.
2. **BOARD OF DIRECTORS.** Board of Directors meetings shall be held at regular intervals no less than six (6) times per year. Attendance is open to all Members of the Corporation.
3. **SPECIAL MEETINGS.** Special meetings may be called by the President of the Board, and/or shall be called upon the request of three (3) or more Directors, by giving written or oral notice of such meeting at least five (5) days before the date of such meeting.

4. EXECUTIVE SESSIONS. Executive Session can be called by any Executive Board member, and is limited to the Board of Directors and specific invitees.
5. CHANGE-OVER MEETING. A change-over Board of Directors meeting shall be held in the month of February. Both newly elected Officers and Directors and prior year Officers and Directors shall attend. The purpose of this meeting is to instruct newly elected Officers and Directors in their duties and to pass on information and material pertinent to their position.
6. RULES OF ORDER. In all matters not covered by the rules of the League, Roberts Rules of Order shall apply.
7. ATTENDANCE. Attendance is required at all regular and special meetings. If two consecutive meetings are missed without valid prior notification to the President of reason for absence said Director must submit a letter of explanation to the Board of Directors for consideration, at the third consecutive meeting. If the letter is not accepted or if no letter is received, the President may direct the Secretary to request, in writing, the resignation of said Director.
8. OFFICERS MEETINGS. The Officers shall meet at the call of the President. A simple majority of Officers shall constitute a quorum.
9. VOTING. Unless otherwise specified in these Bylaws, the following voting procedures shall apply for the transaction of business by the Board of Directors. The President shall determine what matters shall be put to vote, provided that any voting Director may demand that a matter be put to vote. Matters shall be decided by a simple majority vote of the Directors present. In the event that matters requiring a vote arise outside of the meetings designated in subsections 1 through 4 above, the President shall have the authority to direct that voting will occur via electronic mail and any such vote shall have the same force and effect as an "in person" vote by the Board of Directors.

ARTICLE X: Standing Committees

1. GENERAL. Membership on any committee is unlimited unless specifically indicated or otherwise implied. The chairperson may be a volunteer, elected by a majority of the committee members, be appointed by the Board of Directors, or as specified by these bylaws.
2. BYLAW COMMITTEE. The Bylaw Committee shall meet at the request of the Board of Directors. The Chairperson of the Bylaw Committee is to be chosen by a majority vote of the members of the committee. Any Corporation Member is eligible to become a member of this committee. The purpose of the Bylaw Committee is to review or propose changes or revisions to the Bylaws of the Corporation. Majority vote of the committee is necessary to determine the Bylaw changes or revisions to be proposed to the Board of Directors and should be submitted to the Board of Directors for final approval.
3. FUNDRAISING COMMITTEE. The Fundraising Committee shall be chaired by the

Fundraising Committee Chairperson. He or she shall submit a roster of events, including locations and specific time frames to the Board of Directors for approval. The Fundraising Committee Chairperson shall work with the Treasurer to account for expenses and income for ongoing fundraising/sponsorship activities, performs second verification of bank records, and audit functions to include review of monthly bank statement and other functions recommended by financial auditors.

4. FIELD MAINTENANCE COMMITTEE. The Chairperson of the Field Maintenance Committee shall be the Field Manager. He or she shall be responsible for preparation and setup of all home games, practices and special events, to include all field markings, proper equipment placement, and organizing pre-season field set-up and post-season tear down.
5. EQUIPMENT MANAGERS. The Equipment Managers shall be responsible for organizing, accounting, inventorying and storing all equipment and uniforms. He or she will also assist the coaching staff in the issue and collection of all uniforms and equipment. It shall be the responsibility of the equipment manager to submit a listing of equipment, which requires repair or certification, to include the weigh in scale. The Equipment Managers shall also assist the Coaching Coordinators as necessary.
6. CONCESSIONS COMMITTEE. The Concession Manager, with assistance from the Assistant Concessions Manager as necessary, oversees the operations of the Concessions Committee and all home game day concessions. In addition the Concessions Manager will handle the operational, sales, shopping and management duties.
7. GAME DAY DUTIES AND SNACK SHACK COMMITTEE. The Assistant Concessions Manager shall oversee the scheduling of the Game Day Duties and Snack Shack Committee, which consists of coordinating the assignment of the parent volunteers for game day duties and operations of the practice snack shack throughout the season.
8. PHOTOGRAPHY AND APPAREL COMMITTEES. The Photography and Apparel Committees shall be chaired by the Photography and Apparel Chairperson. This Chairperson will oversee all jobs related to team and individual photos, including distribution of order forms, coordination of teams on picture day and working with the photography vendor. This person will also be responsible for all jobs relating to the purchase, sales and distribution of apparel for the organization, and working with the apparel vendor.
9. PEP RALLY AND AWARDS NIGHT COMMITTEES. The Pep Rally and Awards Night Chairperson will oversee the Pep Rally Committee and will be responsible for organizing all aspects of the pep rally event including purchasing any food or supplies, coordinating routines with each cheerleader coach, setting up music and cleanup. This person will also oversee the Awards Night Committee and will be responsible for scheduling and organizing all aspects of the Awards Night, including but not limited to purchasing food, collecting photos, organizing raffles, and preparing brochures.
10. COACHES COMMITTEE/STAFF. The Coach Committee shall oversee all coach

regulations. Coaches for each team will be responsible for the safety, conduct, and discipline of players. Coaches shall instruct the players in proper techniques and safety of the game. They shall be responsible for the issue and return of player's equipment. All coaches shall be certified as required by the NCFL/RHAM bylaws and rules. This certification shall occur within 30 days of appointment or by August 30th. The coaches shall present to the Coaches Representative areas for concerns for resolution by the Board of Directors. All coaches shall follow NCFL/RHAM bylaws and rules for player participation during practices and playing time.

ARTICLE XI: Registration

1. **REGISTRATION.** A formal spring registration may be held online through the Corporation's official website and/or in person no later than May. The Registration Secretary, Treasurer, Head Coaches, and all chairpersons needing to take orders or distribute information shall be present. Registration may begin any time after January first of the current year, and may continue to the date(s) set by the Board of Directors at the April meeting.

Returning participants from the previous year will be provided opportunity for roster positions through the initial sign-up period. The initial sign-up period for returning participants shall be determined annually by the Board of Directors at the April meeting. If roster positions are available following the initial sign-up period, registration will be open to both new and returning players and cheerleaders up to the limits determined annually by the Board of Directors at the April meeting.

2. **FORMS.** All participants shall submit all forms and other registration materials required by the Board of Directors, in its sole discretion, for the season for which the participant is attempting to register.
3. **FEES.** Registration fees shall be set by the Board of Directors. Registration fees are non-refundable as a rule, but requests for refunds may be considered by the Board of Directors with majority vote for approval.
4. **WAIVER OF FEES.** Request for full or partial waiver of fees may be submitted to the Board of Directors
 - A. A scholarship is considered for registration cost once the applicant submits a letter to apply.
 - B. The scholarship is strictly for registration fees not to include the volunteer requirements.
 - C. No equipment will be authorized prior to the scholarship approval.
 - D. It is determined by a majority vote of the Board of Directors to approve any scholarship request for that current season and the conditions of it. (i.e.

extended volunteer requirements)

- E. Once a scholarship is granted an equipment disbursement sheet must be filled out and any equipment not returned the cash value of that equipment will be required.

ARTICLE XII: Player Participation

1. **PLAY TIME.** All players at all levels must play the following minimum amount of plays for each regular season game, including pre-season, which are based on Teams roster size:

The only exceptions of this rule shall be for injury, discipline or attendance.

<u>Roster Size</u>	<u>1st half minimum</u>	<u>Total minimum per game</u>
Under 20	6 plays	12 plays
21 to 25	5 plays	10 plays
26 to 30	4 plays	8 plays
Over 31	3 plays	6 plays

For post-season play, including championship games, all players shall play a minimum of 2 plays in the first half with a minimum of 4 plays total for the game.

Special team plays shall not be included as a play.

If a coach is found to have not followed the by-laws regarding playtime, the following discipline actions will be incurred. First occurrence, for any player on the team, the head coach will receive a verbal warning. Second occurrence, for any player on the team, the head coach will receive a written warning. Third occurrence, the head coach will be suspended from coaching for one week from the date of the infraction including practices and games.

2. **PLAYER INJURY.** A player requiring the services of a doctor (illness or injury) cannot return to practice or game play until he/she has a written release from the doctor specifically stating that the player may participate in full contact football or cheerleading which includes stunting, as applicable.

Any participant which a coach suspects may have incurred a concussion must be seen by a physician or other qualified medical personnel, and cannot return to practice or game play until he/she has a written release from the physician or other qualified medical personnel specifically stating that the player may participate in full contact football or cheerleading which includes stunting, as applicable.

3. FOOTBALL PLAYER QUALIFICATION. According to NCFL Bylaws.
4. CHEERLEADER QUALIFICATION.

The only exceptions to these qualifications shall be approved by the RHAM Board of Directors.

- A. D-Squad (1st and 2nd Grades): Must be at least six (6) years of age on or before August 1st of the playing year.
- B. C-Squad (3rd and 4th Grades)
- C. B-Squad (5th and 6th Grades)
- D. A-Squad (7th, 8th Grades): Cannot turn fifteen (15) years of age on or before Dec. 31st of the playing year.
- E. SQUAD SIZE. For safety reasons, each squad should be limited to 10 cheerleaders per coach or assistant coach. If this ratio is exceeded the RHAM Board of Directors may reduce the squad size if additional assistants or helpers cannot be secured. Exceptions to squad qualifications must be approved by the RHAM Board of Directors.
- F. ATTENDANCE. Cheerleaders must attend 10 practices prior to participating in the first game. If a cheerleader has not met the minimum requirements, he/she must sit on the sidelines of the game until he/she has met the minimum requirement.

ARTICLE XIII: Equipment

Any person who returns any equipment that is severely damaged will be required to pay for the replacement of said item. It is the responsibility of the Equipment Manager to decide if the condition of equipment has been damaged by other means than the normal “wear and tear” of said equipment. If a parent refuses to pay for damaged equipment, the player will be unable to participate in future year(s) of any RHAM Youth Football and Cheerleading activities until the parent pays for the damages.

ARTICLE XIV: Code of Ethics

All players and parents must abide by the NCFL “Players’ Code of Ethics” and “Parents’ or Guardians’ Code of Ethics,” respectively, the NCFL by-laws and the RHAM Youth Football and Cheerleading League by-laws. If a parent or player is found to have violated any of the parent/player code of ethics, the NCFL by-laws and/or the RHAM Youth Football and Cheerleading League by-laws, then they will be subject to any and all disciplinary actions deemed appropriate by the RHAM Board of Directors.

In addition, the NCFL By-laws require that each playing field be roped off or fenced in by a safety buffer zone of at least fifteen feet. The only personnel allowed to enter this

buffer zone without expressed or written consent by the RHAM Board of Directors are the coaches, players, cheerleaders, officials and emergency technicians. This safety buffer zone is in effect for ALL fields, either home or away.

ARTICLE XV: Participation Requirements

Parent(s) are required to fulfill their participation requirements if they have a child(ren) registered in the program, unless they have chosen to buy-out. Parent(s) can buy-out of only those obligations the Board, in its sole discretion, deem allowable. All parent(s)-- regardless of whether or not they have bought out of allowable obligations-- are required to participate in, and fulfill the obligations of one RYFC Committee.

Parent(s) who do not buy-out of allowable obligations but nevertheless fail to meet them, shall cause their child(ren) to be unable to participate in any RHAM Youth Football and Cheerleading activities, including, but not limited to practices, games, and competitions, until the parent(s) pay the necessary fee(s) as deemed appropriate and necessary by the RYFC Board.

Parent(s) who do not fulfill the participation requirements required by their RYFC Committee, including but not limited to meetings, tasks and activities, shall be fined as deemed appropriate and necessary by the RYFC Board.

ARTICLE XVI: Discipline, Suspension or Termination

1. Participants may be disciplined, suspended or terminated by action of the NCFL President and/or Board (in accordance with NCFL by-laws), the RHAM Board of Directors as permitted by these by-laws or either League's designee, with or without a hearing.
2. The RHAM Board of Directors, and/or its designee(s), shall at its own discretion, have the full and final authority to discipline, suspend or terminate the participation of any participant of any squad when, in the sole discretion of the Board of Directors and/or its designee(s), the intentions and/or conduct of such person is considered in violation of the rules, regulations, or code of conduct set forth by the RHAM Youth Football and Cheerleading League and/or the NCFL, or is simply considered detrimental to the best interests of the RHAM Youth Football and Cheerleading League and/or its participants. The participant may be given the opportunity, after a complaint is made or as an appeal, to a hearing in front of the Board of Directors, to be informed of the general nature of the charges and given an opportunity to answer such charges. The opportunity to answer said neither implies nor suggests that any action already taken can or will be overturned. Neither the participant nor the RHAM Youth Football and Cheerleading League may be represented by an attorney or anyone else at these proceedings unless both the RHAM Youth Football and Cheerleading League and the individual otherwise agree. The Board of Directors, in its sole discretion, will determine the appropriate nature of the hearing, including, but not limited to, whether witnesses will be called and questioned, whether to review tapes or other evidence, etc. All such hearings will be closed to the public.

3. The Board of Directors, the Football Coach Coordinator and/or the Cheerleading Coach Coordinator shall in the event of a player participant disciplinary action, suspension or termination, give reasonable notice to the parent or guardian and head coach of the team on which the player/cheerleader is a participant, of the general nature of the charges. The player/cheerleader participant shall be given an opportunity to answer such charges orally and/or in writing. Said head coach shall appear in the capacity of an advisor, with the player before the Board of Directors. The Board of Directors on its own or on recommendation of the Coach Coordinator, shall at its own discretion, have the full and final authority to suspend or revoke without prejudice such player/cheerleader participant's right to future participation in the RHAM Youth Football and Cheerleading League. The player/cheerleader participant may be suspended from participating in scheduled practices, and/or games/competitions pending the disposition of the charge. The Board of Directors on its own or on recommendation of the Coach Coordinator shall at its own discretion, have the full and final authority to discipline, suspend or terminate the participation of any player/cheerleader participant, when, in its sole opinion the intentions and/or conduct of such person is considered in violation of the rules, by-laws, regulations, or code of conduct set forth by the NCFL or the RHAM Youth Football and Cheerleading League or is simply considered detrimental to the best interests of the RHAM Youth Football and Cheerleading League or its participants. Neither the participant nor the RHAM Youth Football and Cheerleading League may be represented by an attorney or anyone else at any proceedings unless both the RHAM Youth Football and Cheerleading League and the individual otherwise agree. The Board of Directors, in its sole discretion, will determine if a hearing is appropriate and, if so, the appropriate nature of the hearing, including, but not limited to whether witnesses will be called and questioned, whether to review tapes or other evidence, etc. All such hearings will be closed to the public.

ARTICLE XVII: Complaint Procedure

1. **GENERAL PROCEDURE** Coaches and parents of players are encouraged to discuss and work cooperatively to resolve any issues or concerns directly. Coaches shall allot time after each practice and game to speak with parents about any issues or concerns. Should the Coach and player's parent fail to resolve any emergent disputes, the Coach or player parent may then contact the appropriate Coach Coordinator to attempt to resolve the matter. If the Coach Coordinator and the parties involved in the dispute are unable to resolve the matter, please follow the Formal Complaint procedures identified starting in Section 2 of this Article.
2. **REGISTERING A FORMAL COMPLAINT.** Persons wishing to register a complaint concerning any activity involving RHAM Youth Football & Cheerleading League, Inc. shall file said complaint with the President, in writing on the Complaint Form approved by the Board of Directors which may be found on the RHAM Youth Football and Cheerleading website or obtained from any member of The Board of Directors. The Board of Directors, in its sole discretion, may refuse to consider any complaint not filed on the appropriate form. If the complaint involves the President, the complaint shall be filed, in writing, to the Secretary. Failure to follow the RHAM procedures may result in player and/or family suspension from all RHAM Youth Football and Cheerleading activities.

APPENDIX A - ANNUAL CALENDAR YEAR AGENDAS

JANUARY:

1. Cover all old business
2. Election of new officers.
3. Open discussion of new business

FEBRUARY:

1. New officers to take over
2. Old business
3. Discussion of proposed budget
4. Assign committee members
5. Discuss possible NCFL by-law changes
6. Open discussion of new business

MARCH:

1. Officer reports
2. Discuss old business
3. Vote on NCFL by-law changes
4. Vote on Head Coaches
5. Discuss possible RHAM By-law changes
6. Vote on Budget
7. Treasurer to give check to NCFL rep for NCFL dues and insurance payments
8. Determine registration parameters
 - Registration dates for returning and new players
 - Registration refund cut-off date
 - Squad size limits
 - Last date for registration
 - Open discussion of new business.
9. Open discussion of new business

APRIL:

1. Officer reports
2. Discuss old business
3. Vote on possible RHAM by-law changes
4. Discuss results of NCFL by-law changes

MAY:

1. Officer reports
2. Discuss old business
3. Vote on Assistant coaches
4. Open discussion of new business

JUNE:

1. Officer reports
2. Discuss old business
3. Discuss fundraising status
4. Discuss registration numbers
5. Coaches required to attend to discuss expectations
6. Open discussion of new business
7. Copy of scale certification given to NCFL rep

JULY:

1. Officer reports
2. Discuss old business
3. Discuss preparations for season start
4. All copies of head coach certification cards to be given to NCFL rep
5. Copies of helmet certifications given to NCFL rep
6. Schedule parent meeting
7. Open discussion of new business

AUGUST:

1. Officer reports
2. Discuss old business
3. Open discussion of new business
4. Football squad books given to NCFL rep for special NCFL meeting

SPECIAL MEETING – MANDATORY PARENT MEETING

SEPTEMBER:

1. Officer reports
2. Discuss old business
3. Executive NCFL rep to report on issues with other towns books
4. Assign end of year banquet committee
5. Open discussion of new business

OCTOBER:

1. Officer reports
2. Discuss old business
3. Finalize end of year banquet arrangements

NOVEMBER:

No regularly scheduled meeting.

DECEMBER:

No regularly scheduled meeting.