

# Edgewood Pee Wee Football Association

## By-Laws



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## **Article I Name**

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

## **Article II Territory of Eligibility**

- A. The EPWFA follows the current by-laws outline by the GCYFL by-laws.
- B. The other organization's players must either:
  - o Attend the Edgewood City Schools **or**
  - o Live within the Edgewood City School District
    - a. Child must be enrolled in Kindergarten ( NO PRE- K )
    - b. Grandfather Players are the only players allowed

## **Article III Intent and Purpose**

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

#### Article IV      Membership in the Association

- A. Membership shall be open to any persons over the age of 18 years, living within the Edgewood School District or legal guardian of a child attending Edgewood City Schools.
- B. An active member must meet the following criteria;
  - **must be current on dues**
  - must attend at least 4 regular meetings in the prior 12 months including the current meeting.
  - This by-law does not apply to rostered Coaches or Team Moms or Board Members
- C. Objectives of members shall be to participate in all aspects of Association events and to voice opinions and concerns to the Executive Board.
- D. All team moms and coaches who wish to be members shall pay the coaching or team mom fee and be accepted. All other members shall pay an initiation fee of \$10.00 and a fee of \$10.00 for each subsequent year they wish to remain in the Association.
- E. All membership dues are payable by February 1st before the season and all rights will be terminated on May 31<sup>st</sup> before the start of the next new season (Ex. February 1<sup>st</sup> 2023 – May 31<sup>st</sup> 2024).
- F. Membership List will be on file with the Board and kept up by the Secretary.
- G. If a member fails to abide by the rules and regulations of this Association or their conduct becomes so abusive and out of hand, it shall be the duty of the President to notify the member of the complaint and to place the member's name in front of the Executive Board. There must be at least 5 members present for the hearing and a vote shall be taken for suspension, dismissal, or other appropriate action. The member has 10 days to appeal the decision of the Executive Board and the appeal should be made directly to the President.
- H. Should an appeal be made by a member regarding disciplinary action, an executive session shall be called within 10 days. At least 5 executive members must be present along with the member in question for this appeal hearing. Majority vote is needed for reinstatement or any other amendment to the Executive Board's decision.
- I. All voting rights for head coaches, rostered coaches, and team moms will be terminated on May 31<sup>st</sup> before the start of the next new season (Ex. February 1<sup>st</sup> 2023 – May 31<sup>st</sup> 2024).

**Article V      Administrative Body**

- A. The Administrative Body shall consist of an Executive Board consisting of (11) members, duly elected by the Association membership, in January of each year. Executive board members cannot be of majority from 1 team. There are 10 voting members.
- B. The Executive Board shall be;
- |  |                      |
|--|----------------------|
| o President                              | election year - even |
| o Vice President                         | election year - odd  |
| o League Representative                  | election year - even |
| o Operations Coordinator                 | election year - even |
| o Secretary                              | election year - odd  |
| o Treasurer                              | election year - even |
| o Equipment Manager                      | election year - even |
| o Assistant Equipment Manager            | election year - odd  |
| o Concession Manager                     | election year - even |
| o Assistant Concession Manager           | election year – odd  |
| o Social Media & Fundraising Coordinator | election year – odd  |
- C. The Executive Board shall make all administrative decisions of the Association.
- D. President (makes the final decision on a vote only when voting results of other members is within one vote or a tie)
- E. The Executive Board Member’s term of office is (2) years.
- F. Vacancies shall be filled as followed;
- Unexpected vacancies will be filled within 30 days if possible.
  - President’s vacancy filled by Vice President. If VP denies, due process to move forward.
  - All other vacancies to be filled by nomination from the active membership and/or special election. If no one from the membership is nominated and elected, then the President may do a special appointment which must be approved by the board.
- G. In order for a member to run for the position of President of the Association, the member must have served on the EPWFA board in another position for at least the prior 24 months.
- H. In order for a member to run for the position of Vice President of the Association, the member must have served on the EPWFA board in another position for at least the prior 12 months.

## **Article VI      Nominations and Elections**

- A. Nominations for officers shall be taken after the **November** meeting or Special Nominations.
- B. Any nominee has the right to refuse nomination.  
Election of officers will be by live ballot at each **December meeting** or monthly board meeting or Special Election meeting as needed. Live ballots will be counted by the President and (2) other board members at the meeting. At this time, the membership will be advised on the newly appointed member.
- C. Only members of active status in the Association are eligible to vote and nominate members for office.
- D. Newly appointed Executive Board Members shall take their post immediately upon election in January or Special Election.
- E. Executive board members cannot be of majority from 1 team.

## **Article VII      Committees**

- A. All committees shall be appointed by the President and approved by Edgewood Pee Wee Football Association (E.P.W.F.A) the as deemed necessary.

## **Article VIII      Meetings**

- A. Off Season Schedule (Dec – June) – board meetings shall be held monthly at a time and location agreeable to the Board Members. Members of the EPWFA may visit the website or contact any board member to obtain information on the meeting date.
- B. In Season Schedule (July – Nov) – board meetings shall be held monthly at the Kumler Field Fieldhouse or other location designated site at a time agreeable to board members.
- C. Emergency or Special Meetings – The President shall call any emergency or special meetings of the board when deemed necessary. The Secretary shall notify all Board members of date/time/location via email and/or phone
- D. Attendance – All board members are required to attend all Board Meetings and other scheduled EPWFA activities. Any board member who has (3) unexcused absences in a year term may have his/her office declared vacant at the discretion of the executive board by a majority vote. One missed meeting will be a verbal warning, two missed meetings is a written warning, three is a final written/verbal warning and a 4th missed meeting within the calendar year is dismissal from the board.
- E. Open Discussion Topics – Members are allowed (3) minutes to discuss a topic at the time in the board meeting when the discussion has been open to members.

## **Article IX      Officers and their duties**

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

All Board Members are expected to fulfill the duties listed below and attend monthly board meetings.

### **A. President**

- Shall lead the Executive Board in all the administrative duties of the Association.
- Coordinates sign ups in conjunction with the Board Treasurer.
- Responsible for casting the last and/or tie-breaking vote.
- May delegate duties to other members of the Board
- Coordinates practice field locations.

### **B. Vice President**

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

### **C. Secretary**

- Shall receive and handle all correspondence pertaining to the Association.
- Shall keep all minutes and written records.
- Shall maintain an accurate and current list of members and shall supply a copy to each Executive Board Member.
- Shall assist the President in the nomination process by being (1) of the two that receives and confirms the nominations before voting.
- Shall supply each active member with a copy of these by-laws, if requested.
- Shall call or email all members of the Board to notify them of any meetings.

#### **D. Treasurer**

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

#### **E. League Representative**

- Shall assume full responsibility for serving as liaison between the League and the Executive Board.
- Shall see that a copy of all league rules be given to all head coaches and a copy of the By-Laws/Code of Ethics be given to each participant.

#### **F. Operations Coordinator**

- Assigns duties and oversees game day operations at all home games.
- Assists through out the season in all positions when help is need for those positions in there busier parts of the season.
- Same as League Representative in his absence.
- Succeeds League Representative if the League Representative resigns from his duties.

#### **G. Equipment Manager**

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

#### **H. Assistant Equipment Manager**

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



**I. Concession Manager**

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

**J. Assistant Concession Manager**

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

**K. Social Media and Fundraising Coordinator**

- Shall facilitate other communications to the media, the membership, and others as needed.
- Coordinates fund raisers in conjunction with the Board Treasurer.
- Will maintain the league's website with current and meaningful information.

**Article X Procedure**

- A. The Association shall function under Parliamentary Procedure.
- B. All motions brought before the Board shall be voted on by "yea" and "nay" roll call, with a majority vote ruling.
- C. The Executive Board may discuss any subject and table any vote during Board meetings.
- D. The accounting period for EPWFA will run from January 1 to December 31 each season.
- E. No board member may vote on a bid for work related to the association in which they maintain an interest in the business providing the bid.

**Article XI Amendments**

- A. The By-Laws may be amended, following a motion and presentation of change. Once an amendment has been introduced and read and all Executive Board Members made aware of said change, then after a 5-day waiting period, the President may call the Executive Board together for a second reading, and a final vote may be taken with a majority ruling.

- B. A proposed by-law amendment shall be typed and submitted at the second reading. The amendment will state the article and section that is to be considered. If accepted, it shall go into effect immediately.

## **Article XII Coaching Staff and Team Moms**

- A. Every year an application process will take place for all coaching positions for all teams. All coaches are required to be at least 18 years of age. Background checks are required for all individuals applying for any coaching position, board position, team mom position or team affiliated position. **No coach, assistant or other individuals are to be on the practice field or game field without having a prior background check completed.** The Executive Board will review all applications and either approve or not approve each application based upon any flags on background checks, morality concerns, previous coaching behaviors and other valid considerations. Each individual applying for a coaching position will indicate whether he is applying for a head coach or assistant coach position. **The deadline for applications will be determined by the Executive Board each year. NO applications will be accepted after this date unless approved by the board.**
- All applicants are required to notify EPWFA immediately if they are charged with, convicted of, pled guilty or no contest to any of the following offenses (including but not limited to): aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, assault, failing to provide for a functionally impaired person, aggravated menacing, patient abuse and neglect, kidnapping, abduction, criminal child enticement, rape, sexual battery, unlawful sexual conduct with a minor, gross sexual imposition, importuning, voyeurism, public indecency, prostitution, procuring, disseminating matter harmful to juveniles, pandering obscenity, pandering sexually oriented material involving a minor, illegal use of a minor in nudity-oriented material or performance, aggravated robbery or burglary, endangering children, contributing to unruliness or delinquency of a child, domestic violence, carrying a concealed weapon, having weapons while under disability, improperly discharging a firearm at or into a habitation or school, corrupting another with drugs, trafficking in drugs, illegal manufacture of drugs or cultivation of marijuana, funding of drug or marijuana trafficking, illegal administration or distribution of anabolic steroids, interference with custody, Possession of drugs.
  - If notification is not received within 15-day, immediate revocation of said position privilege for a period to be determined by the board will be in effect and reviewed by the board.

- B. The Executive Board reserves the right to determine the entire coaching staff for any team when deemed necessary. Any coaching staff member that has a school affiliation must be reviewed. Coaches may or may not have a child on the team.
- C. Head coaches for each team will be considered based upon;
- Previous coaching behavior
  - Subjective assessment of Executive Board Members and outside consultants
- D. All head coach applicants must be interviewed by the Executive Board including situation where only one applicant has applied.
- E. Coaching Discipline:
- All coaching discipline must be reviewed and/or approved by the Executive board when appropriate.
  - Violation of Code of Conduct or Code of Ethics will result in a warning, suspension and final ban from EPWFA.
  - All head coach dismissal requires the approval of the Executive Board.
  - All assistant coach dismissal requires a written response explanation to the Executive Board for the dismissal reason and a vote submitted in writing to the board by the coaching staff for the impacted grade. A majority vote of the coaching staff is required, excluding the impact coaches. If there is a tie, the executive board will vote.
  - Game day coaching staff can consist of a Head Coach, 7 Assistants Coaches, and 1 Team Administrator (max 9 total).
  - Each team has the option of adding additional '**practice coaches**' if needed. Practice coaches are subject to the same Board review and approval as all other coaches. These coaches will **NOT** have access to their team or sidelines on game day activities. Practice coaches do not have voting rights unless they have paid their membership dues and attended (4) meetings as outlined in the membership section of the by-laws.
  - All New Coaches are required by the GCYFL to take the USA Football Heads Up Football course on a yearly basis before the start of each season. Documentation of certification is required.

- The Executive Board reserves the right to refuse a voluntary coaching position to any individual that applies based upon background check results, morality concerns, previous coaching behavior, or any other valid reason as deemed relevant by the Board.
- The Head Coach for each team is responsible for choosing team moms to assist in the operations of the team. The team mom will primarily be responsible for team communications and will act as a liaison between the parents and the coaching staff. There will be a limit of 2 team moms per team.
- The Head Coach for each team will be responsible to establish rules for team conduct and defined penalties. These rules shall be communicated to all parents via meetings, handouts, etc. by the coach or team mom.

Such rules should include:

- Player's attendance at practice / excused and unexcused absences / consequences for lack of attendance
  - Player insubordination and disruptive behavior and consequences for violations
  - Player reward and recognition plans
- E. Any coach that is ejected from two (2) or more games at any point during a single season is subject to a two (2) year coaching suspension from the EWPFA.
  - F. All team books including rosters, signed parent/player agreements, Lindsey Laws, code of conducts need to be completed in time to submit to the league before the first weigh in.
  - G. Any changes with the team rosters must occur before league weigh in and approved the Board & the GCYFL.
  - H. Each team must have representation (Head Coach/Assist Coach/Team Mom) at each Membership meeting from June through May of that season to receive full funding for the end of year banquet. Please note that Board Member attendance does not qualify.
  - I. Each Head coach are to be evaluated by the Executive Board at the end of each season held in November/December.
  - J. Head Coach is responsible for evaluating their own coaching staff and Team Moms.

### Article XIII Conditioning & Playing Time

- A. Each player must complete 3 days of conditioning with helmet and mouthpiece only prior to any full contact with pads. (ie: helmet, shoulder pads, padded pants)
- B. Conditioning can only take place at the EPWFA designated practice fields with player/players and team/teams in which that child will be playing for. No child can be advanced to full contact without completing the 4 days of conditioning.
- C. Any coach/player found to be in violation of this rule will be subject to board review, punishable by:
  - Player - 1-week practice suspension / 1 game suspension at start of regular season play.
  - Coach - 2-week practice suspension /2 game suspension at start of regular season play.
- D. Second offense by a coach / player will be subject to a 1 year suspension or permanent ban from EPWFA barring a review by the active EPWFA Executive Board.
- E. There is no Minimum Mandatory Play Rule (MPR) for all teams during the regular season
- F. Playoff Play Rule – There is no Minimum Mandatory Play Rule (MPR) for all teams during the Playoffs

### Article XIV Registrations

- A. Registrations shall be taken from any and all youths qualifying under Article II. **No late registrations will be taken after July 1<sup>st</sup> unless approved by Edgewood Pee Wee Football Association (EPWFA) Board.**
- B. Eligibility shall be set by the League with which we are associated.
- C. Teams are divided into age groups, according to school grade and age is governed by the League with which we are associated and /or the Executive Board of the EPWFA.
- D. Each grade will compete in The Greater Cincinnati Youth Football League (GCYFL).

### Article XV Fundraising Guidelines & Scholarships

- A. All grades are permitted to fundraise, board approved items. Each grade will be assigned (1) approved item to sell for their teams. Money fundraised each year will be used and applied to team-related expenses.
- B. Each grade will give 5% of their fundraising sale to 6th grade football team.

- C. All fundraising participation must be tracked by team mom and/or head coach for each team. Head Coaches and/or Team mom shall submit fundraising forms to the board for approval of all fundraising activities.
- D. The Executive Board will decide and approve any and all fundraising to benefit the Association.
- E. The regular game concession stand and gate proceeds will benefit the Association.
- F. Regarding team finances – all monies raised on behalf of EPWFA or on behalf of an individual team are to be managed with appropriate ethics and honesty. The monies should be used for team functions only. A monthly accounting of team finances must be available at all times for the board for review. The monthly accounting should include a copy of the actual bank statement, details on transactions (debits and credits), and current balance.
- G. 6<sup>th</sup> grade team must submit the payout clause prior to fundraising to the Executive board for review.
- H. Scholarships for players of the Association who may need financial assistance with their fees may be granted each year, based upon the financial conditions of the Association. Details of the process and criteria for awarding of the scholarships are outlined in a separate operational document and managed by the board Treasurer. This form must be reviewed and approved on by the board.

#### **Article XVI Pre and Post Season Play**

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

**Article XVII Code of Ethics**

- A. A Code of Ethics will be maintained and adhered to at all time.
- B. Changes or additions to the Code may be voted on by the Executive Board at any meeting.
- C. Coaches, Team Moms, Parents/Legal Guardians, and Players will be asked to sign a Code of Conduct agreement prior to the start of each season. This form will explain what is expected of them as a member of the Edgewood Peewee Football Organization.
- D. Coaches, Team Moms, Parents/Legal Guardians, and Players will be asked to sign a Social Media Policy prior to the start of each season. This form will explain what is expected of them in regards to their social media accounts and the organization.
- E. Failure to meet the Coaches, Team Moms, Parents/Legal Guardians, and Players Code of Conduct and/or Social Media Policy will result in the following actions:
  - First Offense: Suspension from all organizational activities for 1 week
  - Second Offense: Remove from all organizational activities for the current season

**Article XVIII Dissolution of Organization**

This section outlines the procedure for which the organization must be dissolved if deemed necessary.

- A. Majority vote by the Executive Board to dissolve EPWFA
- B. Majority vote by all members in the association to dissolve the EPWFA
- C. Full payment of all accounts payable
- D. Donation of all remaining assets to Edgewood High School Athletics Association
- E. File Form 560 with Ohio Secretary of State
- F. File form 990 with IRS including Schedule N

**Reference:**

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

**Revision History:**

Adopted:	January 22, 1992	Revised:	April 2009
Revised:	April 2005	Revised:	February 2012
Revised:	July 2006	Revised:	March 2013
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