

Standing Rules of the Sebastian Sharks Youth Football & Cheerleading Association (SSYFCA)

All SSYFCA BOD members, assistants, coaches, team parents, participants, and volunteers shall agree to abide by the bylaws, standing rules and resolutions of the SSYFCA.

Registration

- a. The registration fee will be determined by the BOD prior to the beginning of each season.
- b. All registration fees must be paid in accordance with the current registration form.
- c. No equipment will be issued prior to receipt of the first scheduled payment unless otherwise approved by the President or Vice President.
- d. Failure to pay in accordance with the current payment plan could result in suspension of the player until fees are paid.
- e. The active BOD of SSYFCA will be required to pay 50% of registration fees.
- f. Active assistant directors and head coaches (1 per team) will be required to pay 70% of registration fees.
- g. There will be no refunds without BOD approval, unless the league cannot field a team.
- h. Parents are requested to complete volunteer hours per child according to the registration form or may be asked to pay the fee for not volunteering.
- i. Players must have completed registration and have current year waiver of liability signed by a parent/legal guardian prior to participating in any SSYFCA event.

Financial and Accounting

- a. An annual financial audit must be performed by a licensed auditing agency. A report of this audit, for the previous year shall be made on or before the May BOD meeting.
- b. Budgeting goals for the current year will be discussed and voted on by the BOD at the January BOD meeting, and may be amended as necessary.
- c. All monies collected must be counted by one (1) BOD member, attached to a receipt and submitted to the Treasurer for verification. When treasurer is not available all monies collected shall be counted by two (2) BOD members, attached to a receipt and submitted to the President or Vice President.

- d. A receipt for all purchases made utilizing SSYFCA funds must be submitted to the treasurer within three (3) days of the purchase.
- e. Expenditures outside the approved budget must be approved by the BOD.
- f. All monetary transactions that transpire within the League, for any reason, must be supported by an invoice, receipt or approved voucher. All invoices/receipts/vouchers shall be provided to the Treasurer, available for review by the President or Vice President. All cash transactions must be accompanied by a cash receipt (funds received) or cash disbursement form (expense paid) which shall be attached to the deposit slip or invoice/receipt/voucher, provided to the Treasurer and available for review by the President or Vice President. At no time shall monies exchange hands or be deposited without these documents.
- g. Unauthorized use of league funds must be brought to the attention of the BOD immediately. Funds must be returned to the league within twenty-four (24) hours of notification. Upon the second violation or the failure to return funds, all purchasing power will be rescinded and further disciplinary action may be considered by the BOD.
- h. No temporary checks will be accepted as payment for SSYFCA fees.
- i. Returned check fee will be \$35.00.

Background Checks

For purposes of this policy; Guilty shall mean that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilt (regardless of adjudication), or received court directed programs in lieu of conviction

- a. Exclusions - A person will be disqualified and prohibited from serving as a volunteer if the person has been found guilty of any of the following:
 - i. Sexual Offenses: All - from birth to the end of time.
Examples include: Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.
 - ii. Violent Felony Offenses: All - from birth to the end of time.
Examples include: murder, manslaughter, aggravated assault, kidnapping, aggravated robbery, aggravated burglary, etc.
- b. Other Exclusions - Unless otherwise covered by the governing bodies, a person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of any of the following:
 - i. Felony Offenses: All other felony offenses (other than violent or sexual listed above) within the past seven (7) years.
Examples include: drug offense, theft, embezzlement, fraud, child endangerment, etc.

- ii. Misdemeanor Violent Offenses: All misdemeanor violent offenses within the past five (5) years.
Examples include: simple assault, battery, domestic violence, hit and run, etc.
 - iii. Misdemeanor Drug/Alcohols Offenses: Two or more misdemeanor drug/alcohol offenses within the past five (5) years.
Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
 - iv. Misdemeanors: Any other misdemeanor within the past five (5) years that could be considered a potential danger to children or is directly related to the functions of that volunteer.
- c. Appeals - With the exception of felony violent or sexual offenses, individuals who are disqualified under these guidelines may submit an appeal within seventy-two (72) hours of notification, in writing, to the SSYFCA President. The SSYFCA President will call a special meeting of the SSYFCA BOD to hear the appeal. Rulings on all appeals are final and may not be contested.
 - d. Pending Cases - Individuals found to have pending court cases for any of the disqualifying offenses will be disqualified. If the disposition of the pending case does not meet the criteria for the disqualification as listed above, the individual will then be cleared and reinstated.

Head Coach Application Process

- a. Candidates must complete current volunteer application.
- b. Candidates' qualifications will be verified by their respective director.
- c. Eligible candidates must pass a background check.
- d. The respective director will interview all Fall Head Coach candidates with at least one (1) other BOD member present.

General

- a. All Head Coaches are responsible for recruiting, selecting and supervising eligible Assistant Coaches and a Team Parent.
- b. All Head Coaches are responsible for ensuring that injury forms are completed and given to the Player Safety Officer for onsite filing.
- c. All Head Coaches are responsible for athletes under their care, ensuring badged supervision, until all athletes have left the field.
- d. All Head Coaches are responsible for ensuring that any player that has been injured does not return to field until cleared by the SSYFCA Player Safety Officer.

- e. All Head Coaches shall make every attempt to resolve disputes and problems with players or parents. Any disputes which cannot be resolved by the head coach shall be reported to the respective director.
- f. All Head Coaches are responsible for issued equipment in their coach's bag, and must return all equipment immediately at the end of the season. If equipment can't be returned for any reason said coach will be responsible for the cost to replace equipment before the start of the next season.
- g. All Head Coaches are responsible for advising the Secretary if an athlete has dropped from the roster.
- h. All coaches are responsible for equipment checks and making sure that players are properly outfitted for practices and games and that all safety standards are met routinely
- i. All coaches are responsible for ensuring athletes are properly hydrating during team activities.
- j. All coaches are expected to get involved with events sponsored by or involving their team and participate in league events/fundraisers.
- k. At least one approved coach (18 or older) must be present at all times during practice and/or games. Junior Assistant Coaches should be age appropriate for the division they are assisting.
- l. The SSYFCA rules for tackle football and cheerleading will be defined in the governing bodies.
- m. The SSYFCA will not be responsible for any unsanctioned off campus events.
- n. Game and practice schedule will be determined by the BOD.
- o. Violation of any of the aforementioned rules, or any other behavior determined by the BOD to be detrimental to the league, will result in a BOD review and could lead to immediate dismissal from the position and possibly from the SSYFCA

Tackle Football

- a. All Head Coaches are responsible for tracking that all players have played the mandatory number of plays using the league provided form, unless disciplinary actions are being enforced and a copy of the discipline form is on file with the appropriate Director and President and/or Vice president is aware.
 - i. Failure to play the player the mandatory number of plays will result in the player getting double the minimum number of plays for the next scheduled game. This will be enforced according to the rules of the governing bodies. Repeated violations may result in a suspension of the Head Coach
 - ii. The completed play tracking form must be turned in to the tackle director at the following practice. Repeated failure to submit the completed form may result in disciplinary action.

- b. All head coaches will agree to implement and utilize the standard plays provided by the tackle director, and incorporate them into their practice routine; by the third game. If this is not completed, the first offense will have the consequence of a written reminder, second offense will result in a one game suspension, the third offense will result in a demotion/removal of the Head Coach.
- c. The Tackle Football Head Coach must present, when asked, their team's practice plan as well as offensive and defensive playbooks. If the head coach is unable to provide any of the above, the TFD may assist the HC in developing what is missing. In addition to development, the TFD may assist in implementation as needed.
- d. All Head Coaches are responsible for assisting with the return of all team equipment at the BOD scheduled time.

Flag Football

- a. The Flag Football Head Coach must present, when asked, their team's practice plan as well as offensive and defensive playbooks. If the head coach is unable to provide any of the above, the FFD may assist the HC in developing what is missing. In addition to development, the FFD may assist in implementation as needed.

Cheerleading

- a. The Cheerleading Head Coach must present, when asked, their team's practice plan as well as sideline chants, stunts, tumbling and all dance routines. If the head coach is unable to provide any of the above, the CD may assist the HC in developing what is missing. In addition to development, the CD may assist in implementation as needed.

Conduct and Conflict Resolution

- a. Conduct that is deemed by the BOD as detrimental to the best interest of the SSYFCA or other rule infractions shall be subject to discipline, suspension, or termination of the membership of any league participant. Any participant who has membership terminated will be banned from any volunteer positions for the minimum of two (2) years.
- b. Unauthorized entry into practice or game field will be grounds for disciplinary action.
- c. The use of alcohol and/or drugs or being under the influence of alcohol and/or drugs while working with children will not be tolerated and will be grounds for suspension or dismissal from the League.
- d. Abusive language, physical abuse or violence of any kind while working directly with the players/cheerleaders will not be tolerated and will be grounds for suspension or dismissal from the league.
- e. All issues that arise within the day to day operations of the SSYFCA shall be reported to the President or Vice President within twenty-four (24) hours of the incident occurring and/or being reported. This includes incidents that were previously resolved.

- f. Any disputes which cannot be resolved by the respective director shall be reported to the BOD within three (3) days for final resolution.
- g. Any SSYFCA participant who has been referred to the board for disciplinary action will be notified of the meeting and presented an opportunity to participate in said meeting. The individual must state their case and leave the room prior to the BOD vote.
- h. The decision to suspend or terminate any participant of the league shall require a 2/3 vote of those BOD members present at the meeting. The BOD decision will be presented in writing within three (3) days.
- i. The BOD shall accept appeals of BOD decision in writing within three (3) days of notification. The BOD shall notify the appellant and the appellant will be given an opportunity to appear and be present at the meeting. The individual must state their case and leave the room prior to the BOD vote.
- j. Any league participant that is suspended or terminated may be forbidden from actively participating at any SSYFCA sponsored event.

Concession Stand:

- a. Active volunteers are entitled to water.
- b. BOD members are entitled to one (1) combo meal per a four (4) hour or more game day.
- c. All concessions must be passed thru the service window, unless otherwise approved.

Policies Regarding BOD Procedures

- a. BOD members will be subject to an updated background check annually, to take place during the month of June.
- b. Governing bodies shall be defined as the SSYFCA and any other organization with which the league participates.
- c. All voting which occurs during a BOD meeting must be done in person, or be approved by the president to make a phone call vote.
- d. Email voting must be approved by president, or vice president in the president's absence, is limited to time sensitive matters between meetings and requires a positive response from a majority of the BOD to be adopted. It must meet the following criteria:
 - i. Must be sent from the League email alias
 - ii. Subject of the vote must be the title of email and state "vote required"
 - iii. Must be sent to all BOD members

- iv. Results of vote must be published to entire BOD.
- v. Issues that require debate will be cause for an emergency BOD meeting.
- e. In the case of a silent ballot vote:
 - i. Results must be announced but count will not.
 - ii. Ballots must be shredded/discarded after counting.
- f. No board member will participate in a board decision that financially benefits themselves or their family.
- g. BOD members will inform secretary if unable to attend a regularly scheduled meeting. If a member of the BOD misses more than two (2) consecutive or three (3) regular meetings within a calendar year, he/she may be removed from the BOD by a BOD vote.
- h. League funds will not be used to benefit individuals.
- i. The BOD has equal responsibility in preparing for games, participating in practices, fundraisers or any event or function that has been approved by the BOD. Game day responsibilities will be coordinated by the President or Vice President.
- j. The President or Vice President will ensure that appropriate referees are scheduled for all fall home tackle football games as necessary.
- k. The Tackle Director shall coordinate officials for all games excluding the fall season.
- l. The Flag Football Director shall coordinate officials for all flag games.
- m. All officers may coach as a Head Coach and/or an Assistant Coach as long as Board responsibilities are met first.