

NORTH POCONO JUNIOR TROJANS

BY-LAWS

2023

DRAFT (01/08/2023)



Proud Member of the ACC Junior
Football League

TABLE OF CONTENTS

Article I	Name
Article II	Mission and Objectives
Article III	Members
Article IV	Officers
Article V	Meetings
Article VI	Committees
Article VII	Scholarship Fund
Article VIII	Coaches
Article IX	Misconduct
Article X	Health and Safety Guidelines
Article XI	Parliamentary Authority
Article XII	Amendment of the By-Laws
Article XIII	Dissolution of the Association
Addendum	Conflict of Interest Policy

ARTICLE I

NAME

SECTION 1.0

The name of the Association shall be the North Pocono Junior Trojans. This Association shall compete as part of the All County Conference Junior Football League (hereinafter referred to as "ACCJFL").

ARTICLE II

MISSION AND OBJECTIVES

SECTION 2.0

1. North Pocono Jr Trojans Mission Statement. It is the purpose of the North Pocono Jr. Trojans organization to teach and promote youth football and cheerleading. Our Primary concern is that our children learn the sports of football and cheerleading properly and by the rules. We believe that all children and parents should feel confident that they are participating in a safe, healthy and fun activity. To insure this the NPJT insist on high standards of conduct and fair play from all its member teams, their coaches, players and parents.
2. Provide a safe environment for our players and cheerleaders as they participate in junior football and cheerleading activities. Our responsibility is to the participants on the field of team affiliation.
3. Promote good sportsmanship between all teams by teaching our players and cheerleaders the values of fairness, respect, and compassion. We will demonstrate those values every day as we lead by example.
4. Place the good of the league over and above all else. Individual accomplishments will never take precedence over the well being of the league and its participants.
5. The objective and mission statement must be read at each league meeting, team meeting or any function sponsored by the conference and/or team following the pledge of allegiance.

ARTICLE III

MEMBERS

SECTION 3.0

Upon proper application, membership in the Association shall be available to: All individuals within the North Pocono School District unless a related member resides in the North Pocono School District (or any district which borders the North Pocono District but does not participate in the ACCJFL), on a voluntary basis and who agree to be governed by the Association By-Laws, Rules and Regulations set forth by the PIAA and the ACCJFL. The Association shall have the following classes of membership:

- A) Football players;
- B) Cheerleaders;
- C) Parents and guardians;
- D) Individual that contributes, volunteer, and/or donate on a regular basis to the betterment of the Association.

SECTION 3.1

Member:

- A) Must be at least 18 years old
- B) Allowed general voting rights at public meetings excluding nominations and Board elections.

SECTION 3.1A

Electorate Member:

- A) Must be a member of the Organization in good standing for at least one year prior to the current calendar year.
- B) Must attend at least five (5) meeting (or a majority) prior to November 1st pf the current calendar year.
- C) Same privileges as 3.1 in addition to nominations and Board elections.
- D) Each board member must work a minimum of one food hut shift at every home game. Board members cannot switch with non-board members.

SECTION 3.2

Each player or cheerleader will be required to pay the set annual membership fee to be decided at the first annual meeting. If, by the first official day of practice, the participant decides not to participate and/or is unable to participate due to personal reasons reimbursement will be made, up to and including Thursday, the first week of practice. However, after this period, no reimbursement will be made to anyone leaving the Association voluntarily, or due to disciplinary action. Late sign-ups (after the official first day of practice) will not receive reimbursement. All regular fees and signatures must be submitted by the first day of practice. All Financial obligations must be met by uniform handouts and mandatory fundraising must be met by the end

of the first week of practice, unless otherwise noted. If obligations are not met the child will not participate until all obligations are met. Any exceptions are subject to board discretion.

SECTION 3.2A

Football and Cheerleading registrations will end at the end of July (a Boards discretion), unless the maximum number of players/cheerleaders per team is filled. An exception is A team football: registration will end the third week of the season unless filled.

SECTION 3.3

There shall be three (3) levels of competition in each category (football and cheerleading). All youngsters listed as players on the team roster must mee age/grade/weight requirements set forth by the league.

AGE REQUIREMENTS:

Per ACCJFL By-laws/guidelines, subject to change annually.

FOOTBALL:

1. **A-TEAM-** (A youngster who becomes fourteen (14) years of age before May 1st of the current season will be ineligible to compete on A-team, unless the player is 120 pounds or less and will not turn fifteen (15) prior to the end of the season.

Example: If a child is fourteen (14) on April 30th, that child ineligible for Junior Football unless the player weighs 120 pounds or less and will not turn fifteen (15) prior to the end of the current season.

2. **B-TEAM-** A youngster who becomes twelve (12) years of age before May 1st of the current season will be ineligible to compete on the B-team.
3. **C-TEAM-** A youngster who becomes ten (10) years of age before May 1st of the current season will be ineligible to compete on the C-team.
4. **I-TEAM (D TEAM)-** A youngster must turn age six (6) between January 1 and December 31 of the current season.

Original Birth certificate or Birth Registration and a copy of either will be attached to the ACCJFL application along with a recent picture. If a Birth certificate is not available a Passport Baptismal or a letter from the school official's signature along with phone number us acceptable. An ACCJFL Officer or designate will sign the copy of the Birth Certificate of Birth Registration and it will be valid if the youngster plays in the league.

All teams will use the standard applications approved by the ACCJFL Board of Directors and must be signed by a parent or legal guardian before practice starts.

CHEERLEADING:

1. **A SQUAD**- Cheerleaders that are in seventh (7th) & eighth (8th) grade during the current season. Eighth (8th) graders that are fourteen (14) years old may participate provided they do not turn fifteen (15) before the end of the current season. Any cheerleader that is in the ninth (9th) grade or higher during the current season is not eligible to participate regardless of age.
2. **B SQUAD**- Cheerleaders that are in 5th and 6th grade during the current season.
3. **C SQUAD** – Cheerleaders that are in 3rd and 4th grade during the current season.
4. **I SQUAD (D SQUAD)**- Cheerleaders that are in kindergarten 1st & 2nd grade during the current season.

Once a Cheerleader is placed a on a squad (A, B, C, or I) they cannot be moved to a squad for any reason.

Cheerleader must provide Birth Certificate and a recent picture by the first day of practice to verify eligibility. A final report card from the current year may be requested by the Cheerleading Coordinator to verify eligibility. Birth certificate is required by the ACCJFL.

WEIGHT REQUIREMENTS (FOOTBALL):

Per ACCJFL guideline, subject to change annually.

All players must meet weight requirements set forth by this league:

1. **A-TEAM**- A player's weight cannot exceed 175 pounds prior to the first game. There will be no progressive weight gain.
2. **B-TEAM**- A player's weight cannot exceed 145 pounds prior to the first game. There will be no progressive weight gain.
3. **C-TEAM**- A player's weight cannot exceed 125 pounds prior to the first game. There will be no progressive weight gain.

4. **I-TEAM (D-Team)**- A player's weight cannot exceed 115 pounds prior to the first game.

SECTION 3.4

Once a child is registered for cheer/football they must stay with their chosen activity for the current calendar year.

SECTION 3.4 A

In the event we do not have an A football team, A squad cheer will cheerleaders for B team football players.

ARTICLE IV

OFFICERS

SECTION 4.0

The officers of this Association shall be:

A president, a vice-president a treasurer, a secretary, a cheerleader coordinator, a football coordinator, and a fundraising coordinator.

The officers shall perform the duties prescribed by these laws and by the parliamentary authority adopted by the Association.

Note: Additional posts of officers may be added as deemed necessary by the board of Directors.

Any vacant position(s) before term has expired may be voted on at the next monthly meeting or special meeting called for that purpose. The individual nominated must be nominated by an Electorate member (refer to 3.1A) and nominee must also be an Electorate member.

Any elected Officer shall not be a Head Coach. In the event the Head Coach cannot fulfill their duties, an elected Officer or someone appointed by the elected Officers may temporarily fill the position.

SECTION 4.1

At the November meeting nominations are to be taken from the floor. To be nominated for an office the person nominated must be an Electorate member (refer to 3.1A). To vote, you must be an Electorate member (refer to 3.1A). Prior to elections during the December meeting,

additional nominations may be made. Elections will be held in December. In the event of a tie, one re-vote will be held. If that re-vote again results in a tie, the incumbent will remain in position. Anyone who arrives after a meeting has started must put the time, they arrived at the meeting next to their name on the sign in sheet. It will then be initialed by the President or Vice-President. They must attend at least half of a meeting for it to count toward a full meeting in order to have a vote.

A) Board members shall be voted on as follows (only Electorate members (refer to 3.1A)).

Officers Shall be elected by written vote of Electorate members present at the meeting in December. Electorate members will write names of choice on a provided piece of paper and place into a provided box. Votes will be tabulated and presented by any two (2) officers that are unopposed. If none exists, then two (2) predetermined persons not running for office will tabulate the votes.

B) A motion can be accepted to forego the above and accept the officers via voice count.

C) Board positions will be voted on every other year starting in order:

- Board Positions President, Treasurer, Cheerleading Coordinator, Fundraising Coordinator
 - Nominations will be taken in Novembers of even years at board meetings
 - Voting will be held in December of even years at board meeting
 - Term will start in January of odd years

- Board positions Vice-President, Secretary, Football Coordinator
 - Nominations will be taken in Novembers of odd years at board meetings
 - Voting will be held in December of odd years at board meeting
 - Term will start in January of even years

THESE BOARD POSITION TERMS CANNOT BE CHANGED FOR THE LIFE OF NORTH POCONO JR TROJANS ORGANIZATION.

SECTION 4.1A

No more than one person in an immediate family shall hold any of the following three (3) positions: President, Vice President and treasurer during coexisting term(s).

SECTION 4.2

Officers Duties and Responsibilities:

President:

- A) Preside at all Association meetings *See Vice President requirements*
- B) Direct the policies of all the Association as established by the Association By-Laws
- C) Appoint all committees
- D) Perform all such duties as may be necessary for the proper and efficient conduct of the association
- E) Cast deciding vote on any vote that ends in a tie in all Association Business, excluding election of officers
- F) The President should be present at all functions
- G) May be responsible to cosign Association checks

Vice President:

- A) Preside at all meeting and functions of the Association in the absence of the President
- B) Assist and perform duties consistent with the president's duties
- C) May be responsible to cosign Association checks
- D) Organize and distribute the food hut schedule.

Treasurer:

- A) Arrange for the depositing of Association funds by a financial Institute
- B) Report and keep a full and accurate account of all incomes and Disbursements
- C) To study all facets of our income and expenses and to see as to the soundness of the association's general operation
- D) Present a financial statement at every meeting of the Association

- E) May be responsible to cosign Association checks and assure the co-signature of either the President or the Vice President
- F) Will have copies of itemized detailed treasurer's report available per request
- G) Will complete annual tax filings and statements as required by law

Secretary:

- A) Record the minutes of all meetings of the Association
- B) Record attendance of meetings of the Association
- C) Prepare Correspondence as deemed necessary by the President
- D) Maintain all documents
- E) Make copies as needed for the organization

Cheerleading Coordinator/Football Coordinator:

- A) Serve as Representative/Director of Cheerleader/Football operations within the Association
- B) Oversee team rosters
- C) Attend ACCJFL meetings as necessary
- D) Coordinate distribution and selection of equipment/uniforms
- E) Facilitate distribution and collection all equipment/uniforms
- F) Ordering of new equipment/uniforms subject to Board approval
- G) Football Coordinator will ensure all helmets are certified and sent for reconditioning at the end of every two (2) years (beginning with the 2023 season)
- H) Selection of Coaches/Advisors subject to Board approval
- I) Obtaining Background Clearances from each Coach/Advisor prior to contact with any children

Fundraising Coordinator

- A) Serves as representative/director to the President/Vice-President of all fundraising activities, including concession stand
- B) Appoint or supervise a committee to assist with the duties
- C) Two board members must be present when counting the money and must sign the appropriate forms

SECTION 4.4

Endorsement of checks: two (2) signatures will be required to endorse Association checks; however, three (3) Board members will have the power to endorse checks as follows:

- 1) Treasurer
- 2) President
- 3) Vice-President

All purchases exceeding \$300 must be disclosed and described at the monthly meeting following the purchase.

ARTICLE V

MEETINGS

SECTION 5.0

The regular meetings of the Association will be held promptly at 7:00 p.m. on the second Monday of each month during the period of January through December inclusive except for the August meeting, unless otherwise ordered by the Association or by the Board of Directors. All Members will be given credit for attendance any meetings that are not being held up to two (2). Members must make known their intentions to have their issue on the agenda within 24 hours prior to the meeting.

A quorum of seven (7) people including at least four (4) Board Members must be present to conduct a meeting.

A quorum of seven (7) people including at least four (4) Board Members must be present to vote on any issues. One of the four (4) Board Members must be either the President or Vice President or Both.

SECTION 5.0A

Monthly meetings will be conducted according to excerpts from Robert's Rule of Law. *

SECTION 5.1

All subjects pertaining to Association operations shall be ruled on during regular meetings. The authority to rule on any given decision lies with an Association member's majority vote (see Section 3 for description of a member). Any urgent matter will be decided by the Board and reported to the membership at the next monthly meeting.

SECTION 5.1A

The Board may hold executive work sessions in order to facilitate the direction of the Association. The Board of Directors must report their findings at the next monthly meeting unless the issue is of a private/personal matter.

SECTION 5.2

Order of business for any meeting:

- A) Pledge of Allegiance and Mission Statement
- B) Roll call, which shall include confirming signatures on sign-in sheet which will entail two (2) Board members initialing sign-in sheet (the Secretary and the President or Vice-President); requesting members print and sign the sign-in sheet; the secretary to count names on the sign-in sheet
- C) Minutes of the last meeting
- D) Treasurer's report
- E) Officers' reports
- F) Committee reports
- G) Old business
- H) New business
- I) Adjournment

*For a copy of these excerpts from Roberts Rule of Law see President/Vice President

SECTION 5.3

Photographers will submit proposals every odd year which will be voted on by Board of Directors (unless obligations by said photographer were not fulfilled). Decisions will be made on what is in the best interest of the organization. All submissions from photographers are presented at the March meeting and will be voted on by the Board and announced at the April meeting. A

notice of intent to bid will be place in the newspaper (public record) once a month for 3 months prior to the proposal deadline.

ARTICLE VI
COMMITTEES

SECTION 6.0

Such other committees standing or special that are deemed necessary to carry on the work of the Association may be appointed by the President/Vice President.

SECTION 6.1

The Fundraising, Cheerleading and Football Coordinators may appoint a committee to support all functions of fund raising. Every team can appoint a parent/guardian to participate in this committee.

SECTION 6.2 Concession Stand

Each Child's parent or guardian in football/cheerleading is required to work the concession stand or work the chains at one home game. Prior to the first home game, a schedule will be posted with each parents'/guardians' time slot. It is the parents'/guardians' responsibility to check this schedule and report to the food hut for their scheduled shift. If the parent/guardian cannot fulfill their assigned duty at the time they are scheduled, that parent/guardian is responsible for finding a replacement parent/guardian to fill in. If a replacement is scheduled a board member must be made aware of this switch.

If a Parent/guardian does not fulfill their scheduled shift, this will result in your child/children being benched for the next game. THIS WILL BE STRCITLY ENFORCED.

ARTICLE VII
SCHOLARSHIP FUND

SECTION 7.0

- A) Name of Scholarship: North Pocono Jr. Trojans Scholarship
- B) Sponsor: North Pocono Jr. Trojans
- C) First year scholarship will be awarded May 1st, 2016
- D) Number of scholarships: 2 Amt. of each scholarship \$500.00

E) Criteria for scholarship:

(If any) Must have been a participant of the North Pocono Junior Trojans for at least 4 years and graduated from the program. Volunteered with the organization after graduation from the North Pocono Junior Trojans.

A 250-word essay on “what it means to be a Jr. Trojan”

E) Our organization will select the winner

F) Contact Persons Cheer Coordinator and Football Coordinator

H) A board member will present the award.

ARTICLE VIII

COACHES

SECTION 8.0

A) Each football team shall be comprised of one (1) Head Coach and a maximum of five (5) Assistant Coaches (except for the D - Team)

- Each Head Coach must submit a new letter of intent every two (2) years for review by the Board of Directors.

B) Each cheerleading team will consist of one (1) Adult Coach, one (1) Adult Advisor and Assistant Coaches/Advisors equaling at least one (1) adult for every twelve (12) cheerleaders.

C) All Head Football Coaches/Head Advisors should attend five (5) monthly meetings of the organization during the current season.

SECTION 8.1

It is the intention of this association to provide the best possible coach/teacher of youth sports. In order to do this, the following selection process and criteria must be followed. They are:

1. All those interested in becoming a Head Coach/Advisor for the association must file a Letter of Intent during January through February association meeting dates starting in the year 2010 and continuing every two (2) years (even years).

2. The Football/Cheerleading Coordinator will collect all the letters and make a recommendation to the Executive Board.

3. The Executive Board will make a final decision as to the selection of the Head Coach.
4. The Executive Board will bring all applications and their recommendation before the voting body at the March meeting.
5. In the event of a tie, the President will make the final determination.
6. Assistant Coaches will be selected by the Head Coach and approved by the Executive Board. Head Coach must give first consideration to returning Assistant Coaches. Should the Head Coach have problems or issues with the returning Assistant Coaches, they must submit grievance in writing to the Executive Board for review. Final decision and resolution of the issue will be made by the Executive Board.

The Head Coach applicant in their Letter of Intent should state their experience in the sport of Football/Cheerleading. They should cite not only their athletic experience, if any, but also their experience in coaching of youth sports. The letter should also include their coaching philosophy, the type of practice they will run, motivational philosophy and expectations of the players they will coach. The letter should state any certifications that the applicant has in sports and/or first aide. The applicant must abide by the Rules of Conduct as mandated by the association and must be willing to change their philosophy if the current group of athletes do not adapt well to that philosophy.

****THERE SHALL NEVER BE AN AMENDMENT TO SECTION 8.1****

SECTION 8.2

Head football coaches must be a minimum of eighteen (18) years of age at the start of the first official day of practice.

Cheerleading Head Coaches must be at least eighteen (18) years of age. Assistant coaches must be at least eighteen (18) years of age at the start of the first official day of practice.

Cheerleading Advisors will oversee the cohesiveness of practice and game time activities. They will ensure the fair treatment of each child on the team. They will provide guidance and input when requested, and help with the organization and coordination of meetings, and meeting routine deadlines. The advisors will be available for dispute resolution and will keep the Cheerleading Coordinator informed of any issues that affect the team.

Junior coaches in 9th and 10th grade can only coach Squads D, C & B, no exceptions. Junior coach's appointments are under a discretionary level and can be removed and replaced at any time. Junior coaches will only be allowed to assist on A squad if they are in 12th grade.

SECTION 8.3

1. The Football coordinator or North Pocono School District will decide to cancel or schedule practice dates, due to inclement weather, for the football players, except as prohibited by the By-Laws of the North Pocono Junior Trojans and/or the ACCJFL.
2. The Cheerleading coordinator or North Pocono School District will decide to cancel or schedule practice dates, due to inclement weather, for the cheerleaders, except as prohibited by the By-Laws of the North Pocono Junior Trojans and/or the ACCJFL.
3. If after school activities are cancelled, practices will not be held on school property.
4. D Team Cheer/Football cancellations will be at the discretion of the respective coaches.

SECTION 8.4

Head Football Coaches, Cheerleading Coaches, as well as Advisors, will do the utmost to ensure the safety and well-being of their players and cheerleaders while in their custody. Head coaches will be responsible for conducting a maximum of five (5) practice sessions per week for football and four (4) practice sessions per week for cheerleading, weather permitting, for a minimum of two (2) hours until the start of the school year. No practice will be held the evening before the first day of school at that time, practice sessions will be limited to three (3) per week for cheerleading plus Saturday for football (helmets required for practice on Saturday). Cheerleading may hold additional practices two (2) weeks prior to competition date per ACCJFL By-Laws Section H.9. Board must be made aware 48 hours in advance notice, at least one board member must be present and approve all practices.

Head Football Coaches/Cheerleading Coaches are encouraged to have a minimum of one (1) meeting per week with parents/guardians for league announcements, their coaching philosophy, rules of discipline and player placement. Improper conduct will be addressed by the Board as requested and as deemed necessary.

Head Football Coaches and football coordinator must have an Initial informational meeting with parents/guardians within the first week of practice to explain goals and expectations for the season.

Head Cheerleading Coaches and Cheer Coordinator must have an Initial informational meeting with parents/guardians within the first week of practice to explain goals and expectations for the season.

SECTION 8.4A

CODE OF ETHICS:

A) I hereby pledge to live up to my certification as a Coach of the North Pocono Junior Football Association and by following the NPJFA Coaches Code of Ethics:

- B) I will place the emotional and physical well-being of my players/cheerleaders ahead of a personal desire to win. I will treat each player/cheerleader as an individual, remembering the large range of emotional and physical development for the same age group.
- C) I will do my best to provide a safe environment for my players/cheerleaders.
- D) I will promise to review and practice basic first aid principles needed to treat injuries of my players/cheerleaders.
- E) I will do my best to organize practices that are fun and challenging for all my players/cheerleaders.
- F) I will lead by example in demonstrating fair play and sportsmanship to all my players/cheerleaders.
- G) I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- H) I will be knowledgeable in the rules of the sport that I coach and will teach these rules to my players/cheerleaders.
- I) I will use those coaching techniques appropriate for all the skills that I teach.
- J) I will remember that I am a youth sports coach, and that the game is for children and not adults.
- K) Proper attire shall be worn at all times (non-suggestive) at the discretion of the Cheerleading coordinator for cheer and Football Coordinator for football.

SECTION 8.5

Head Football Coaches and Cheerleading Advisors will be responsible for immediately informing the parents/guardians of injuries (no matter how minor) sustained by their son or daughter in either practice or game. Injuries requiring professional treatment will require the Head Football Coach and Cheerleading Advisor to inform the Association President for insurance purposes and **a follow-up call to be made as to the player's condition within 24 hours.**

Major injuries should be documented in writing. All documented injuries require a doctor's note before returning to any practice or game.

SECTION 8.6

A First Aid Kit will be provided by the Association for all teams to use. Football/Cheerleading Head Coaches will be responsible for upkeep of First Aid Kits and notifying the Executive Board when supplies are needed.

A COACH ATTENDING TO A CHILD WHO IS BLEEDING SHOULD FIRST PUT ON PROTECTIVE NON-LATEX MEDICAL GLOVES. USE OF UNIVERSAL PRECAUTIONS FOR FIRST AID APPLIES.

SECTION 8.7

If a player attends three (3) practices during the week, they must play at least six (6) plays from the line of scrimmage (also applies to playoffs) the exception being I team. Any child whose conduct is detrimental to the team must be brought to the attention of the parent and Football/Cheerleading coordinator by the coach/advisor. If the three (3) practice minimum is not met, the six (6) play rule does not apply with coaches' discretion.

The Head Coach shall appoint a representative(s) to keep track of the number of plays per player to comply with the six (6) play rule.

Any player/cheerleader displaying unsportsmanlike conduct may be removed from the game at the coach's discretion, and the six (6) play rule will not apply.

Any cheerleader that does not attend 3 practices will be benched for ½ the game.

Any cheerleader who misses all practices will be benched for the entire game.

SECTION 8.8

All scrimmages must be presented to the Board for approval before confirmation. A two (2) day notice must be provided, and notice must be provided to other teams' coaches. No scrimmages will be allowed after the 4th week of practice. All three teams (excluding D) must participate in the Scrimmage.

SECTION 8.9

All adult Coaches and Advisors eighteen (18) years of age and older who interact with the children in the organization must submit the results of complete background check to the Association before the first practice of the current season. The Football/Cheerleading Coordinator will be responsible for contacting their Head Coaches/Head Advisors over the age of 18. Any Coach/Advisor who does not submit Background Check will not be allowed to supervise or interact with the children until such time as it is turned in to the Executive Board.

All adult coaches (ages 18 and up) are required to complete a concussion, heat awareness, and cardiac courses before the start of every season. Free courses can be found at

sportssafety.com or NFHSlearning.com. Upon completion certificates must be emailed/printed to respective football/cheerleading coordinator before the start of the season.

ARTICLE IX

MISCONDUCT

SECTION 9.0

All members have the right that allegations against their good name shall not be made, except by charges brought on reasonable grounds. If a member is thus accused, he or she has a right to due process (within 48 hrs.) that is to be informed of the allegations and given time to prepare his or her defense, to appear and defend himself or herself, and to be fairly treated. When it appears that such measure may become necessary, it will be in the best interest of the Association first to make every effort to obtain a satisfactory solution quietly and informally. If a solution cannot be reached, the Board of Directors may require a written complaint, which is to be signed and witnessed by a Board member. The Executive Board will then conduct a hearing and the Executive Board, based on the facts presented, will make a final decision on the matter. The removal of any member board member must be voted on by the electoral members at the direction/recommendation of the Board.

SECTION 9.0A

Social Media Policy will be governed by the rules set forth in the ACCJFL By-laws, Section T.

SECTION 9.1

The following protocol will be used when handling all complaints. The proper chain of command is as follows:

Football: 1st - Head Coach, 2nd - Football Coordinator, 3rd - Board of Directors.

Cheerleading: 1st - Advisor, 2nd - Cheerleading Coordinator, 3rd - Board of Directors.

After exhausting all avenues, the Board of Directors will refer to the ACC.

SECTION 9.1A

Those members found to be engaged in inappropriate conduct or misappropriating Association funds will first (1st) make restitution of funds in question; secondly (2nd) be asked to resign; and thirdly (3rd) face potential criminal action if necessary. Inappropriate conduct will be defined as unacceptable conduct while engaged in Association activities.

SECTION 9.2

Head Football Coaches and Football Coordinator will have the authority to temporarily suspend any Assistant Coach and/or player for just cause. This is subject to Executive Board approval. Assistant Coaches and players will have the right to appeal such actions to the Association officers. The Cheerleading Coordinator will have the same authority over the Cheerleading Advisors, Coaches and cheerleaders.

SECTION 9.3

The President will have the authority to recommend the removal of any member of the Association due to inappropriate behavior or conduct, with a majority vote of the Board of Directors and the Electoral members. The Board will refer to Sections 8.0 and 8.1.

ARTICLE X

HEALTH AND SAFETY GUIDELINES

Health and Safety

Concussion Awareness “When in doubt, sit them out!”

ACCJFL recognizes that sport-related concussion and education are concerns for youth football players, parents and leagues. The ACCJFL will have the following actions plan for suspected concussion

- Immediately remove the player suspected of concussion from the game or practice Remember: When in doubt, sit them out!
- Inform the athlete’s parents or guardians of what happened to the player
- Have the player evaluated by a licensed health care professional who has experience in the diagnosis and management of concussion
- Keep the player out of practice or play until a licensed health care professional experienced in the diagnosis and management of concussion declares in writing that the player is ready to return to play

It can take time for concussion symptoms to fully develop. It is important to observe an athlete after a suspected concussion. The most common symptoms are headache, confusion, nausea or dizziness, mood changes and a sense of lethargy or fatigue. If symptoms worsen – for example, an increasing headache or increasing nausea and vomiting – seek emergency care.

What you can do next

- Watch USA Football’s Put Pride Aside for Player Safety campaign videos:

- www.NFHSlearning.com or www.sportssafety.com complete concussion, heat awareness and cardiac courses must be completed.
- Read articles in www.usafootball.com Concussion Awareness archive:
- <http://usafootball.com/health-safety/concussion-articles>
- Order a free concussion awareness poster from the Centers for Disease Control and Prevention
- (CDC) by calling (800) CDC-INFO.
- Review the CDC's concussion awareness information: www.NFHSlearning.com
- Course completion and certificates for concussion, heat awareness and Cardiac courses are mandatory before the start of the season.

Heat Emergency Preparedness Acclimation / Practice Level of Contact

Let's start with a term all coaches should be familiar with as their seasons begin: Acclimation. Acclimation means "to become accustomed to a new climate or environment." This will be vital to remember, especially during summer practices as players' bodies adapt to heat and seek ways to efficiently cool down. Days 1 and 2 are the most dangerous, as most players will not report to camp or practice physiologically prepared for the environmental stresses, preseason conditioning and football uniforms that will tax their bodies.

Though you can't control how and where players exercise in their off time, you can control their environment during practice.

This begins with communication. Discuss the goals for the day's practice indoors or in the shade, away from the summer heat.

During that discussion, let them know that it's OK to let you know if they're feeling bad or if they suspect a teammate is feeling bad.

Let them know that it's OK to "put pride aside." They can sit out a drill or two or cool off without repercussions. A player's safety always comes first.

Schedule frequent breaks (every 20 minutes), preferably in the shade with water or sports drink and don't finish practices with intense exercises, such as sprints.

Please remember:

- Water should be made available as needed throughout practice.
- Communicate and acclimate •
- Discuss goals indoors or in a shaded area
- Communication: Put Pride Aside
- Hold a 90 minute to two-hour practice
- Schedule hydration breaks in the shade
- Don't finish practice with intense exercises Heat Illness On hot days, a football uniform and equipment can increase the risk of heat related illness by doubling or tripling the player's heat insulation factor. If heat cannot escape through a player's uniform and equipment, it will increase that player's body temperature.

To avoid this insulation factor, coaches should gradually introduce the uniform during acclimation period.

The American College of Sports Medicine proposes a preseason practice schedule that incorporates both heat and uniform acclimation

Pre-season Practice, Days 1-2:

- No live contact
- Not to exceed two hours (I team no longer than 1 hour)
- Communication: Put Pride Aside
- Helmet, T-shirt and shorts only

Days 3 through 4 but feel free to incorporate shoulder pads, as this will allow your players to gradually acclimate to the uniform and the heat

For now, keep live contact drills out of your practice plan and stay under the two-hour duration limit.

Preseason Practice, Days 3-4

- Helmet and shoulder pads only
- No live contact
- Not to exceed two hours
- Communication: Put Pride Aside

On the following WEEK/ DAY 5 introduce full uniforms

Let your players hit the sleds and the pads but stay away from live contact. Again, keep your practice duration under two hours.

- Full pads
- No live contact
- Not to exceed two hours

Days 6 through 7, your players should be ready for your customized practice schedule. Coaches are encouraged to introduce contact through a progressive manner to ensure they are using proper technique before full-contact (Thud & Live Action) drills are allowed.

Full-contact drills should be limited during the preseason and regular season as the number of exposures may increase the chance for injury to youth players. Coaches are to limit the amount of full contact to no more than 30 minutes per day and no more than 120 minutes per week.

Rationale: At this point in the season, games have begun, and full-contact exposure rates have increased on a weekly basis for players. To account for this, the recommendation to eliminate one practice per week with pads (uppers only) or when back to school occurs and decrease the amount of time dedicated to full-contact drills decreases the number of exposures per week.

Full-contact consists of both “Thud” and “Live Action” By definition, “Thud” involves initiation of contact at full speed with no predetermined winner, but no take-down to the ground. Initial contact, particularly with linemen, is just as physical with “Thud” as with “Live Action.” The ACCJFL recognizes that “Live Action” likely carries a higher injury risk to the body than does “Thud.” The first three levels of Contact “Air,” “Bags,” and “Control” are considered no or controlled contact, and thus no limitations are placed on their use in practice.

The ACCJFL defines contact using its Levels of Contact t (see below) to help coaches assign a level of resistance for each drill period within their practice plan. Properly employing the levels of contact during a football practice is an important skill for youth coaches to learn. This is completed by adjusting the distance between players, the speed at which they conduct a drill and modifying the “winner” of a drill. In doing this, coaches can better accomplish specific teaching objectives during practices and decrease the chance for injury. Planning when to teach, when to compete and when to adjust contact promotes a better experience for players and coaches.

Proper usage of the Levels of Contact system will help players perform their contact skills at a high level while instilling confidence. Employing the Levels of Contact system also helps reduce player fatigue, which can advance player safety.

Explaining Levels of Contact Levels of Contact focuses on varying intensity levels throughout practices to build player confidence, ensure their safety and prevent both physical and mental exhaustion.

Five intensity levels are used to introduce players to practice drills which position them to master the fundamentals and increase skill development.

CONTACT INTENSITY DESCRIPTION

Air- 0 -Players run a drill unopposed without contact.

Bags- 1 -Drill is run against a bag or another soft-contact surface.

Control 2- Drill is run at assigned speed until the moment of contact; one player is pre-determining the 'winner' by the coach. Contact remains above the waist and players stay on their feet.

Thud -3 -Drill is run at assigned speed to competitive speed through the moment of contact; no pre-determined "winner." Contact remains above the waist; players stay on their feet and a quick whistle ends the drill.

Live Action- 4- Drill is run in game-like conditions and is the only time that players are taken to the ground.

Dehydration

Dehydration is defined as a loss of body water. A football player with below normal levels of body water is more susceptible to a rise in body temperature, muscle cramps and premature fatigue.

Don't Wait to Hydrate • PLAYERS WHO DRINK FLUIDS SOLELY TO QUENCH THIRST WILL OFTEN PRACTICE IN A STATE OF DEHYDRATION

Create an environment in which coaches and teammates are vigilant in recognizing the signs of dehydration and incorporate regular fluid breaks into your practice schedule.

Players should replace fluids and electrolytes every 15 to 20 minutes. Water is acceptable, but sports drinks are preferred for several reasons: The electrolytes and flavor in sports drinks stimulate thirst and encourage drinking; they contain sodium, which promotes fluid retention and can decrease the risk of severe muscle cramps; and they have carbohydrates that provide energy to active muscle and improve the player's ability to work longer and harder

Sports Drinks:

- Electrolytes and flavor stimulate thirst
- Sodium promotes fluid balance and can decrease severe muscle cramps
- Carbohydrates provide energy to active muscle

Without daily checks on weight and fluid loss, the dehydration factor will increase over time and become dangerous for the player. A good rule of thumb is a player should consume 24 ounces of water or sports drink for every pound of weight lost within 6 hours after practice. A youth football player/ parent can check if he/she is dehydrated by monitoring their urine. If the player's urine is dark in color (like apple juice), he is most likely dehydrated. If his urine is light in color (like lemonade), he is adequately hydrated. If his urine is clear he may be over-hydrated. Parents and guardians should inquire about their young players' urine color, as it's a great indicator of hydration level - a question worth asking.

Heat stroke is a form of hyperthermia, an elevated body temperature. If precautions and emergency preparations aren't made, players who exert themselves under the sun in extreme heat

and humidity run the risk of abnormally high elevated body temperatures. Improper maintenance of body hydration exacerbates the risks. Unlike the less severe forms of hyperthermia, heat cramps and heat exhaustion, heat stroke is a medical emergency that can be fatal if not properly treated. Coaches should be familiar with the signs and symptoms of heat stroke, which can develop rapidly and without warning.

They can include Nausea, vomiting, fatigue, weakness, headache, muscle cramps, muscle aches and dizziness. Heat Exhaustion Signs and Symptoms • Nausea • Vomiting • Fatigue • Weakness • Headache • Muscle cramps • Muscle aches • Dizziness Heat Stroke Signs and Symptoms • Elevated body temperature • Absence of sweating with flushed skin (*Easiest way to differentiate from heat exhaustion) • Rapid pulse • Breathing difficulty • Strange behavior • Hallucinations • Confusion • Agitation • Disorientation • Seizure • Coma Heat Emergency Preparedness Heat stroke can result in permanent organ damage and even death, so make sure you can recognize the signs and symptoms; make sure your staff, players and their parents understand the risks; and have a plan of action in case of emergency.

If a player goes down with what you suspect to be heat stroke, begin cooling the athlete immediately somewhere on the practice field, preferably in the shade. Strip the player of his/her equipment and move the player to a shaded area and begin the cooling process by covering him/her in ice bags from shoulders to hips. Again, be sure to monitor the athlete for responsiveness, pulse and breathing. Remember, in this situation seconds count. If done properly, immediate cooling can reduce the risk of permanent disability.

Heat Emergency and Response While the player is being cooled down with cold water immersion or ice bags, a predetermined member of the staff we'll call a CRISIS COORDINATOR should call 911 to coordinate with EMS technicians. This staff member should always carry a cell phone, and he or she should have parent contact information for all the players. When calling 911, the crisis coordinator should provide all pertinent emergency information, including: the location's name and address, directions, an initial assessment of the player's symptoms and details about the treatment being given. The crisis coordinator should know the location of the practice field's EMS entry point, make sure it is accessible and should meet paramedics at the front of the school or facility to direct them swiftly to the scene. Finally, the crisis coordinator should accompany the injured player to the hospital. As a coach, it is important to recognize the signs of dehydration and heat stroke, but it is even more important to take preventative measures in planning and scheduling practices. Be aware of acclimation time, communicate with your team and their parents, be sure your team hydrates properly, and designate a crisis coordinator for your team. With these keys in mind, you and your team will have a safe and healthy season.

ARTICLE XI

PARLIAMENTARY AUTHORITY

SECTION 11.0

The Rules contained in the current edition of the PIAA Rule Book and the ACCJFL By-Laws shall govern the Association in all cases to which they are applicable and/or in which they are not consistent with these By-Laws and any special rules of order the Association may adopt.

Procedures for Addressing the Conflict of Interest

- An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

ARTICLE XII

AMENDMENT OF THE BY-LAWS

SECTION 12.0

These By-Laws may be amended annually or at the discretion of the Board of Directors and the By- Law committee. Any member may propose an amendment to the by-law committee.

ARTICLE XIII

DISSOLUTION OF THE ASSOCIATION

SECTION 13.0

Upon the dissolution of this Association, after paying or adequately providing for the debts and obligations of the Association, the remaining assets shall be distributed to one (1) or more non-profit foundations or organizations, within the North Pocono School District to benefit the children, as determined by the Board.

Addendum: CONFLICT OF INTEREST POLICY

Article I

Purpose

The purpose of the conflict-of-interest policy is to protect this tax-exempt organizations, *North Pocono Jr. Trojans*, interest when it is contemplating entering a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any

applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II

Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement.
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.