
NEW LONDON YOUTH
FOOTBALL LEAGUE

BY-LAWS

NEW LONDON YOUTH FOOTBALL LEAGUE
PO BOX 1648 NEW LONDON, CT 06320
Revised JULY 2023

**New London Youth Football League
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I. NAME

The organization known as the "New London Youth Football League" herein shall be referred to as the "League." The organization known as the Connecticut Youth Football and Cheer Conference (CTYFC) herein shall be referred to as the "Conference."

II. MISSION STATEMENT

NLYFL mission is to empower young individuals by providing support, guidance and positive role models that help to reduce violence in school, at home and in their communities. We are committed to providing a safe and supportive environment where youth can develop self-esteem, leadership skills and reach their full potential. Youth will obtain their goals through anti violence education, mentoring, self-advocacy, and community engagement. We strive to inspire youth to embrace their strength and create stronger and safer communities.

New London Youth League will :

- ☞ Administers a program that teaches non-violence at school, home and in our community.
- ☞ Pledge to collaborate with other organizations working towards positive development of the city's youth.
- ☞ Promote unification amongst the youth in the city.

III. GOVERNMENT

1. The constitutional By-Laws and Rules of Operation are referenced herein for the regulations that pertain to the administration of the League.
2. The League shall adopt and adhere to all By-Laws and Rules of Operation of the Conference or as modified herein.
3. All League rules are to be strictly adhered to. If violations of the By-Laws or Rules of Operation occur, they shall be reported to the League President and the Vice President and will be subjected to suspension or dismissal.
4. Any person or persons, associated in any way with the football or cheerleading programs, found not complying with the accepted By-Laws/or Rules of Operation shall be subject to
a. Warning b. Suspension c. Presidents' final decision (ie... dismissal)
5. Any voting or non-voting League Member who does not remain in good standing may be removed from their position by the Executive Board.
6. Any voting League Member who does not remain in good standing may lose his/her voting rights for one season through a majority vote of the Executive Board or President.
7. With the exception of the Football Director and Cheerleading Director, football and cheerleading coaches may hold elected offices only if no one steps forward or challenges a vacated position.
8. The determination of a member in good standing shall be;
 - a. One who has not violated any of the League's or Conference's By-Laws and/or Rules of Operation;
 - b. One who has not missed up to 2 unexcused absences per calendar year-excused absences shall be made to an Executive Board member and requires direct contact, not a voice message, to ensure receipt with twenty-four hours.

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- c. One who does not demonstrate respect to the League and all of its officers in both action and deed.
9. All decisions will be discussed and approved by the Executive Board seven (7) days before presented and voted on, by the Board of Directors.

IV. SPORTSMANSHIP RULES

1. The conduct of coaches, players, cheerleaders and fans must always exemplify the Mission Statement of the League and the Conference
 - a. When any unsportsmanlike conduct occurs, it should be reported to the League President first, in writing. If the conflict is not resolved satisfactorily, all parties should not participate in any league functions until issue is resolved. Then the issue should be reported to the Conference President, also in writing. (See Grievance Procedures Page 12).
 - b. Infractions must be reported within 72 hours to the League President.
 - c. Parents, Coaches and their Relatives shall not make any defamatory references to staff or volunteers via social media.
 - d. Violations of line c is zero tolerance and reasons for removal, dismissal, and/or band from the field to uphold and protect violation of the Leagues' Mission Statement.

V. PLAYER SAFETY

1. All players and cheerleaders shall undergo a medical examination prior to participation in any League activities.
 - a. A medical doctor must perform this examination, or another individual specifically approved by the Conference Board of Directors, after January first of the current year.
 - b. The medical form must be signed by both the doctor and parents, and shall be uploaded to NSID profile.
 - c. Only Conference approved and issued medical forms for the current year are acceptable for use.
2. Any players or cheerleader sent to a hospital or doctor as a result of injury while participating in a League activity, or under a doctor's care for any reason, must provide a signed statement (from both the doctor and parents/guardians) stating that they are able to resume League activity participation.
 - a. The Vice President shall initially review the injury and make the determination concerning a player's or cheerleader's eligibility to resume League activities or seek professional medical attention. *Note: when in doubt sit them out.*
3. All coaches shall familiarize themselves with emergency procedures that may be necessary for children with special medical problems such as allergies to bee stings, asthma, etc.
4. No league member shall supply or administer internal medicines except as authorized by parent/guardian for special cases as noted in item #3 of this section.
5. For special cases as described in item #3 of this section:

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- a. All participants using medications shall hand in a supply of their prescribed medication to the Head Coach of their particular team and/or squad, along with the parent/guardian's signed consent form for administration.

VI. ELECTED OFFICERS

1. Elected Offices of the League and their cognizant areas of responsibilities:

The term of office for all elected offices shall be two (2) calendar years. The Executive Board gets voted on in even years, and the Head Coaches every year. Head Coach to be initially elected then move up to next level unless challenged due to criteria not being met.

- A. Executive Board (consists of the President, Vice President, Secretary, Treasurer, Football Director, Cheer Director):**
 1. Handles all matters of the League between monthly meetings under the direction of the League President.
 2. Handles all disciplinary matters or problems that may arise in the League.
 3. Reports all actions and decisions made, during monthly meetings, to the Board of Directors.
 4. Provides interpretations of current League By-Laws in the event of any conflict arising from the document.
- B. Board of Directors:(consists of all Head Coaches Football/Cheerleading, Members at Large, and Fundraising Chairperson)**
 1. Attend monthly meetings of the League activities.
 2. This position can be appointed additional duties as needed and required by the League Presidents to continue Leagues' day to day operations.
- C. President:**
 1. Presides at league meetings and assumes full responsibility for the operation of the League.
 2. Ensures that all staff personnel are properly briefed on all phases of the rules, regulations and policies of the League and Conference.
 3. Grants appointments for the purpose of fulfilling an unexpired term of office on the Executive Board or Board of Directors.
 4. Appoints all committees, other than the football/cheerleading coaches' committees as necessary, for the operation and/or betterment of the League as well as the committee's term length.
 5. Serves as an Ex Officio of all committees in the League and, as such, is authorized to evaluate and make comments and/or changes on all projects and programs in operations.
 5. The League President shall serve as an Ex-Officio for all League matters and make decisions "for the good of the League."
- D. Vice President:**
 1. Presides in the absence of the President.
 2. Serves as chairperson of the Nominating Committee.

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3. Serves as chairperson of the By-Law Committee.
4. Serves as chairperson of the Banquet Committee.
5. Delegate assistance to achieve and ensure responsibility is complete.
6. Carries out such duties and assignments as may be delegated by the President.

E. Secretary:

1. Documents and maintains League meeting minutes.
2. Disseminate all official letters and league documents.
3. Audio tapes League Meetings from point of order until point of adjournment.
4. Orders and presents an award to the President at the Annual Banquet.
5. Carries out such duties and assignments as may be delegated by the President.

F. Treasurer:

1. Dispenses League funds as approved by the Executive Board.
2. Maintains League's financial records.
3. Presents monthly reports on the status of League funds at meetings.
4. Arranges and maintains insurance for the League.
5. Ensure the President, VP and Treasurer names are on League's checking account.
6. Carries out such duties and assignments as may be delegated by the President.

G. Football Director:

1. Serves as an Advisor to the Executive Board on Football issues.
2. Serves as Chairperson of the Football Coaches' Committee.
3. Develops training and playing direction for all Division of Players.
4. Provides list of nominees for Head Coaching positions to the Executive Board on or before the April League Meeting.
 - a. This list shall be considered and approved/disapproved by the Executive Board in a closed session.
 - b. The results of this decision shall be reported at the May League meeting.
 - c. If the list is not approved, the Football Director shall recruit replacements for nomination.
 - d. The names of the replacements shall be submitted to the Executive Board for approval.
5. Coordinates and approves all movement of players from one team/division to another.
 - a. This includes coordination between the affected Head Coaches, the parents/guardians and the Executive Board.
6. Oversees the following Football staff: Head Coaches, Assistant Coaches for each division and the Football Equipment Manager.
7. Reviews annually the Coaches Code of Conduct (Appendix A)
8. Ensures all coaches are AYF Certified.
9. Carries out such duties and assignments as may be delegated by the President.

H. Cheerleading Director:

1. Serves as an Advisor to the Executive Board on cheerleading issues.
2. Serves as Chairperson of the Cheerleading Coaches' Committee.

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3. Develops training and cheering direction of all divisions.
4. Provides list of nominees, for Assistant Director and Head Coaching positions to the Executive Board on or before the April League Meeting.
 - a. This list shall be considered and approved/disapproved by the Executive Board in a closed session.
 - b. The results of this decision shall be reported at the May League meeting.
 - c. If the list is not approved, the Cheerleading Director shall recruit replacements for dominations.
 - d. The names of the replacements shall be submitted to the Executive Board for approval.
5. Coordinates and approves all movement of cheerleaders from one division to another.
 - a. This includes coordination between the affected Head Coaches, the parents/guardians and the Executive Board.
6. Oversees the following Cheerleading Staff: Assistant Director, Head Coaches, and Assistant Coaches for each division and the Cheerleading Equipment Manager.
7. Reviews, annually the Coaches Code of Conduct (Appendix A).
8. Ensures all coaches are certified by American Association of Cheerleading Coaches and Administrators.
9. Carries out such duties and assignments as may be delegated by the President.

Note: If Football and /or Cheerleading has an Assistant Director they are solely responsible for returning football or cheerleading equipment to storage.

I. Head Football Coach:

1. Shall be responsible for submitting nominations for their Assistant Coaches to the Executive Board via the Football Director for approval.
2. Shall at no time approach a player or parent about movement between the divisions without prior approval from the Football Director.
3. Shall be responsible for the training and development of assigned staff and Players in each division.
4. Shall be responsible for submitting requests regarding banquet awards and trophies.
5. Shall ensure that all players on assigned division met League participation requirements.
6. Violations of the above duties and procedures may result in automatic suspension or removal. The Executive Board shall determine the disciplinary action and duration, if applicable, based upon the severity and occasion of the stated offense.
7. Carries out such duties and assignments as may be delegated by the President.

J. Head Cheerleading Coach:

1. Shall be responsible for submitting nominations for their Assistant Coaches to the Executive Board via the Cheerleading Director, for approval.
2. Shall, at no time, approach a cheerleader or parent about movement between the divisions without prior approval from the Cheerleading Director.
3. Shall be responsible for the training and development of assigned division.

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4. Shall be responsible for submitting requests regarding banquet awards and trophies.
5. Shall ensure that all cheerleaders on assigned division/level have met League participation requirements.
6. Violations of the above duties and procedures may result in automatic suspension or removal. The Executive Board shall determine the disciplinary action and duration, if applicable, based upon the severity and occasion of stated offense.
7. Carries out such duties and assignments as may be delegated by the President.

Any concerns and/or complaints regarding players, parent, or coaches shall follow the chain of command / See XI Grievance Procedures

VII. APPOINTED OFFICERS

2. Appointed Positions of the League and their cognizant areas of responsibilities:

The term of office for all appointed positions shall be one (1) calendar year. These positions shall be nominated in March and placed into position during the April meeting.

A. Football Assistant Director:

1. Presides in the absence of the Football Director.
2. Carries out such duties and assignments as may be required per the Football Director.
3. Carries out such duties and assignments as may be delegated by the President.

Note: If Football and /or Cheerleading has an Assistant Director they are solely responsible for returning football or cheerleading equipment to storage.

B. Football Coaches' Committee:

1. Football Director serves a chairperson.
2. Consists of the Head Coaches of each playing division as well as the Assistant Director.
3. Makes recommendations to improve the football program to the Football Director.
 - a. Recommendations are to be submitted in writing to the Executive Board before June meeting.
 - b. All recommendation for change or improvement to the Football discussed and reviewed by the Executive Board.
4. Reviews, annually, the Coaches' Code of Conduct (Appendix A).
 - a. Reports the need for changes to Appendix A, if any, in writing to the Football Director. Recommendation for changes will be reviewed and discussed by the Executive Board before June Meeting.
 - b. When recommendation for changes are not submitted, discussed and reviewed by the Executive Board before the June Board of Director Meeting, recommendations for change will be tabled and discussed the following year.

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C. Cheerleading Assistant Director:

1. Presides in the absence of the Cheerleading Director.
2. Carries out such duties and assignments as may be required per the Cheerleading Director.
3. Carries out such duties and assignments as may be delegated by the President.

Note: If Football and /or Cheerleading has an Assistant Director they are solely responsible for returning football or cheerleading equipment to storage.

D. Cheerleading Coaches' Committee:

1. Consists of the Head Coaches of each cheering division/level as well as the Assistant Director.
2. Makes recommendations to improve the cheerleading program to the Cheerleading Director.
3. Reviews, annually, the Coaches' Code of Conduct (Appendix A).
 - a. Reports the need for changes to Appendix A, if any, at the June League meeting.

E. Equipment Manager (Football and Cheerleading):

1. Maintains an accurate inventory of all football and cheerleading equipment owned by the League.
2. Ensures that all equipment and uniforms are maintained in useable condition and ready for issue.
 - a. Prior to start of practice and playing, obtain certification on helmets and shoulder pads.
 - b. Prior to start of practice and playing, cleans and sanitizes all practice game equipment and uniforms.
3. Keeps an adequate supply of repair and replacement parts for all inventoried equipment and/or uniforms.
 - a. The Executive Board must approve all purchases of equipment and supplies.
 - b. All requests for purchases must be accompanied by three (3) cost Proposals. Proposals are reviewed and discussed by Executive Board before approval.
4. Carries out such duties and assignments as may be delegated by the President.

F. League Safety Director:

1. Formulates and implements an Emergency Reaction Plan for the League.
2. Maintains all applicable certifications and ensures that designated medical staff members and coaches hold current certifications (i.e. CPR/First Aid, Concussion).
 - a. Provides copies of all certifications to League President.
3. Provides the League with a written report of any injuries that requires medical attention.
4. Ensures proper medical staffs are present.
5. Carries out such duties and assignments as may be delegated by the League President.

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G. Registration Chairperson:

1. Organizes registration committee members.
2. Establishes registration dates and locations.
3. Coordinates League advertisements for recruitment purposes.
4. Reviews League registration packets and makes recommendations for changes, if applicable.
5. Reports at monthly meetings, the collection of all fees received from registrations to the Executive Board and Board of Directors.
 - a. Tabulates and records collected fees for deposit by the Treasurer.
6. Provides registration packets and/or forms (i.e. Appendix A) for distribution to participants, parents/guardians, members and staff.
7. Carries out such duties and assignment as may be delegated by the League President.

H. Fundraising Chairperson:

1. Develops and presents to the Executive Board, all fundraising projects for the League.
2. Actively recruits committee members.
3. Maintains accurate inventory of all merchandise owned and/or on loan for use by the League.
4. Reports at monthly meetings the collections of all proceeds raised during each fundraising event to the Executive Board and the Board of Directors.
 - a. Tabulates and records collected funds for deposit by the Treasurer.
5. Carries out such duties and assignments as may be delegated by the League President.

I. Snack Stand Chairperson:

1. Maintains an accurate inventory of all concession stand equipment owned and/or on loan for use by the League.
2. Ensures that all equipment is maintained in useable condition and ready for use.
3. Keeps, readily available, a complete stock of food and drink items and products for sale throughout the duration of the playing season.
4. Three (3) days before monthly meeting, expenditures must be reported to the Executive Board along with favorite item sold.
5. Reports, at monthly meetings, the collection of all proceeds raised during each Fundraising event to the Executive Board and Board of Directors.
 - a. Tabulates and records, on a weekly basis, collected funds for deposit by the Treasurer.
6. Carries out such duties and assignments as may be delegated by the League President.

J. Trustee(s):

1. Conducts oversight and audits as directed by the League President.
2. Serves on the registration committee and attend those committee meetings.
3. Carries out such duties and assignments as may be delegated by the League President.

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K. Members at Large:

1. Participate in fundraising activities and any League activities as appointed by the President.
2. Serve on the Board as a voting member and serve on the By Laws Committee.
3. Abide by all monthly meeting requirements.
4. Carries out such duties and assignments as may be delegated by the President.

When a position is held but not practice it will result in removal of the individual in the position.

VIII. TITLES

3. League Titles:

A. Executive Board:

- President
- Vice President
- Secretary
- Treasurer
- Football Director
- Cheerleading Director

B. Board of Directors:

- Football Head Coach of the 13U/14U playing division/level or designee
- Football Head Coach of the 12U playing division/level or designee
- Football Head Coach of the 11U playing division/level or designee
- Football Head Coach of the 10U playing division/level or designee
- Football Head Coach of the 9U playing division/level or designee
- Football Head Coach of the 8U playing division/level or designee
- Cheerleading Head Coach of the 14 Division/level or designee
- Cheerleading Head Coach of the 12 Division/level or designee
- Cheerleading Head Coach of the 10 Division/level or designee
- Cheerleading Head Coach of the 8U Division/level or designee
- Dance Head Coach of Dance Divisions
- Members at Large #1
- Members at Large #2
- Members at Large #3
- Members at Large #4
- Trustee #1 - 3 years
- Trustee #2 - 2 years
- Trustee #3 - 1 year

C. League Staff: (without voting rights)

- Assistant Coaches
- Assistant Directors
- Equipment Managers

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- Field Manager
- Fundraising Chairperson
- Registration Chairperson
- Safety Director ad Staff
- Snack Stand Chairperson
- Trustees

SPECIAL LEAGUE NOTES CONCERNING ALL VOLUNTEERS:

- All volunteers must be at least 14 years old.
- Community Service Hours for High School students are allowed.
- Volunteers must attend three (3) consecutive monthly meetings to fill any position and/or to provide input or feedback on league operations. Exceptions are President appointed position filled outside of voting process.
- The President may appoint/re-appoint the positions of League Safety Director, Fundraising Chairperson, Registration Chairperson, Snack Stand Chairperson, Trustees and Members at Large, based upon performance. These appointments shall be brought before the Executive Board for final approval.
- All voting members are required to participate in year-round fundraisers.
- All coaches are required to encourage players/cheerleaders to participate in fundraising activities, or they may appoint a staff member (pending board approval) to oversee the task.
- All Coaches must participate in all fundraisers. Head Coaches will assign one designee to serve on Fundraising Committee.
- All league officials and staff must complete and pass the City of New London's required background check for specific offenses/convictions. No volunteer/staff may participate in practices, games or other activities involving the League's children until the background check comes back with a favorable status.
- Favorable status means applicant has:
 1. No convictions regarding a child/children; this offense has a forever restriction status from coaching with NLYFL.
 2. No felony offense; this is a two-year restriction for coaching with NLYFL from the starting date of conviction.
 3. No Felony or drug offense; this is a five-year restriction from coaching with New London Youth Football League from the starting date of conviction.
- Violations must be reported within 24 hours to the City of New London Recreation Commission Board.

IX. ELECTION PROCESS

A. Election Procedures

1. The Board of Directors shall submit a slate of nominees for the Executive Board during the January League meeting, to be voted on in February (even years).
 - a. The slate should consist of one or more names per position.

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2. The Executive Board shall submit a slate of nominees for the Board of Directors during the January League meeting, to be voted on in February (odd years).
 - a. The slate should consist of one or more names per position.
3. The floor will be opened for additional nominations only after the reading of the applicable committees' recommendations. A voting member of the League, in good standing, must make all nominations from the floor.
4. The Vice President shall supervise the election process during the February meeting.
5. Ballots shall be cast for single offices in the following order:

Even Years

President
Vice President
Secretary
Treasurer
Football Director
Cheerleading Director
Members at Large

Every Year based on Record

13U/14U Football Head Coach
14U/Senior Cheerleading Head Coach
12U Football Head Coach
12U/Junior Cheerleading Head Coach
11U Football Head Coach
11U/Micro Cheerleading Head Coach
10U Football Head Coach
10U/Micro Cheerleading Head Coach
9U Football Head Coach
8U Football Head Coach
8U Mini Cheerleading Head Coach

6. Voting shall be conducted by secret ballot.
 - a. The Vice President may amend this part as required in ensuring viability of the election process.
7. Installation of officers shall take place during the March League meeting.

B. Appeals to Board of Directors Decisions

1. Decision made by Board of Directors may be appealed.
2. Appeals must be in writing and submitted by an officer of the League to the President.
3. The President must receive written appeals no later than twenty-four (24) hours after the decision of the Board of Directors.
4. A meeting of the Executive Board shall be called within forty-eight (48) hours after receipt of an appeal
5. A majority vote of the Executive Board is required to overturn a decision of the Board of Directors.
6. There is no appeal of the Executive Board's arbitration decision.

X. APPLICATION PROCESS

A. Application to Participate

1. A registration fee shall accompany each application
 - a. The Registration Chairperson and committee shall recommend the fee amount.

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- b. This fee shall cover the current League practice and playing season.
 - c. If the League does not accept the application, the fee shall be refunded on a case-by-case basis.
 - d. A completed medical release form shall accompany each application.
 - e. Only forms approved by the Conference shall be accepted. Forms must be received prior to game one.
2. Applications for the football/cheer programs shall be accepted until the end of the 2nd week in August or first Conference game.
 3. Applications for the cheerleading program shall be accepted until the end of the 2nd week of August or first Conference game.
 4. The Conference shall decide upon waivers up until the application deadline(s) on a case-by-case basis.
 5. Minimum age requirement:
 - a. All football participants must achieve their sixth (6th) birthday by July 31st of the current calendar year.
 - b. All cheerleading participants must achieve their sixth (6th) birthday by July 31st of the current calendar year.
 6. Maximum age requirement:
 - a. All football participant cannot have achieve their (fifteenth) 15th birthday by July 31st of the current calendar year.
 - b. All cheerleading participants must not have achieved their nineteenth (19th) birthday by July 31st of the current calendar year.

XI. MEETINGS

A. Meetings:

1. Scheduled meetings:
 - a. The League shall conduct Board meetings on a monthly basis after the Monthly Conference meeting. Meetings are scheduled for 3rd Monday of every month, however is subject to change.
 - b. All committees shall conduct monthly meetings prior to Board meetings
 - a. All committee Chairpersons are required to report on current/planned activities at the monthly board meetings.
 - c. A quorum is required to conduct League business and/or vote on issues at each meeting.
 - a. Quorum: A quorum shall consist of a minimum of eight (8) members; three (3) Executive Board members and five (5) Board of Directors members.
 - d. All voting members are required to attend monthly Board meetings.
 - a. Any voting member who misses either two (2) consecutive or three (3) annual meetings without an acceptable excuse shall have their voting position status come before the Executive Board. Removal requires a quorum vote, unless deemed necessary by President.
2. Special meetings:
 - a. The President and/or Vice President are empowered to call special meeting to conduct League business.

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- b. In the event of an emergency, a meeting may be held within forty-eight (48) hours.
- 3. Meeting notifications
 - a. Notification of meeting dates, times and locations shall be made in a timely manner.
- 4. Motion:
 - a. A majority vote of the voting members is required for any motion to carry.
 - b. A quorum is required to adopt By-Law amendments and/or changes.
 - c. A quorum is required to remove a member of the League.
- 5. Executive Session:
 - a. To be held when President deem necessary.
 - b. In the case of an issue that cannot be resolved, the agenda will be cancelled, Executive Board members remain and all others will be excused.
 - c. A decision will be made and reported to Board of Directors within 72 hours.

XII. MISCELLANEOUS

A. By-Law Amendments and Changes:

- 1. Members of the Executive Board or the Board of Directors may submit proposed amendments and/or changes.
 - a. Proposals must be submitted to the By- Law Committee prior to the League meeting in March.
 - b. Submitted proposals shall be presented during the April League meeting.
 - c. The Executive Board and the Board of Directors shall vote on properly submitted proposals at the May League meeting.
- 2. Proposal to address unforeseen circumstances requiring immediate action by the League may be submitted as they occur.
 - a. Proposals must be submitted in writing to the Executive Board for review.
 - b. The Executive Board and the Board of Directors shall vote on the proposal(s) prior to implementation

B League Representations:

- 1. No person or personnel shall make any representations or conduct any activities on behalf of the League without explicit consent of the Executive Board. Any such requests shall be submitted in writing.
- 2. It shall be the responsibility of Executive Board Member to ensure that the League is properly represented at all scheduled and/or special meetings or functions pertaining to League business.
- 3. It shall be the responsibility of the Executive Board Member to ensure that the League is properly represented at all scheduled and/or special meetings or functions of the Conference.

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C. Awards

1. No awards, fundraising, apparel, or any other items indicating participation or Association of NLYFL shall be given or worn without the expressed approval of the Executive Board.
 - a. This includes individual team/division/level recognition ceremonies outside of the Annual Banquet.
2. The banquet committee may award special awards for winning a football championship, or placing first in a cheerleading competition.
 - a. Upon approval a runner up or second place standing may warrant consideration for an award.
3. The League shall present the Thomas N. Whittey Memorial Award to an adult involved in the League who has exhibited outstanding performance and dedication to the youth of the community.
 - a. Past award recipients shall determine the succeeding recipient, if possible.
4. The League shall present the Willie Fitzpatrick Award to the Senior Football Division player demonstrating outstanding performance and sportsmanship to the sport and his teammates. When a Fitzpatrick family member is not available, the Head Coach and Executive Board will appoint recipient.
5. Hollie SueHedge Award is presented to the Senior Cheer Division for the Cheerleader demonstrating outstanding performance and sportsmanship to the sport and her teammates.
7. Terry Wrighten Award is presented to Senior player that has matriculated 8U through 14U with New London Youth Football League.
8. No awards shall be given to any cheerleader/player/coach who has not returned all equipment/or uniforms to the respective equipment managers after the last completed game.

D. Disbursement of League Funds

1. Signatures of at least two (2) approved Executive Board members are required for all checks disbursed by the League.
 - a. Approved Executive Board members are, President, Vice President and Treasurer.
 - b. All disbursement shall be by check, exceptions must be pre-approved by the Executive Board.
 - c. Substantial reimbursements require approval by the Executive Board and the Board of Directors.

E. Access to Sidelines

1. No person shall be allowed access to either sideline unless they are members of the participating coaching staff, participating team players, participating cheerleaders or safety personnel.

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XIII. GRIEVANCE PROCEDURES

The following chain of command:

- *Concern or complaint is first brought to the division/head coach. (If concern/complaint is against the head coach, it should be initiated at the Football Director/Cheerleading Director level).*
 - *If concern or complaint is not resolved at the Head Coach level, it is then brought to the Football Director/Cheerleading Director.*
 - *If concern or complaint is not resolved at the Football Director/Cheerleading Director's level, it is then brought to the President.*
1. All grievances shall be submitted in writing to the League President within 72 hours.
 - a. Once the President receives a written grievance, a copy shall be sent to all implicated parties of the grievance.
 2. The author of the grievance letter shall receive notification from the President to appear at a special meeting of the Executive Board where the letter shall be read before those assembled.
 3. The Executive Board shall arbitrate all grievances presented
 - a. If any Executive Board member is personally involved in or witness to the actions in the grievances submitted, they will be replaced by an alternate Board of Director member in good standing to arbitrate the grievance presented.
 - b. A vote will be held by majority on any disciplinary action.
 - c. All grievance arbitration decisions are final.
 - d. The results of all such arbitrations shall be reported to the Board of Directors.

NOTE: It is anticipated that the majority of grievances shall be addressed within seventy-two (72) hours, circumstances permitting.

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APPENDIX A

League Coaches' Code of Conduct

The League Coaches' Code of Conduct is promulgated to provide guidance to all coaches in the football and cheerleading programs. Every possible occurrence cannot be annotated herein, however, this code is to be reviewed and modified on an annual basis.

If violations of this Code of Conduct should occur, they should be immediately reported to the appropriate Director and the League President. Any coach not in compliance with this Code of Conduct will be subject to the discretion of the Executive Board.

The Following Applies To All Coaches In The League

- No smoking on the practice or playing fields and/or around participants.
- Coaches and/or their representative must arrive to practice and games 30-60 minutes before the scheduled game or practice.
- Do not criticize participants in front of other participants or spectators. Constructive criticism is allowed in the presence of fellow team members, if such criticism is instructional in nature.
- Accept decisions of officials as being fair, professional and unbiased.
- Do not criticize the opposing team, its members, coaches, or fans verbally or with bodily gestures.
- Emphasize that all athletes should strive to be good students.
- Strive to make every League activity serve as a training ground for life, and a basis for good mental and physical health.
- Emphasize that winning is the result of good teamwork.
- Do not criticize members of your staff amongst each other or to the public.
- Do not consume alcoholic beverages prior to or during League practice sessions or games.
- Realize that together with officials you are jointly responsible for the conduct and control of spectators.
- Be honest and fair to all participants. Remember that they are young and impressionable and that you are serving as a role model.
- Make no promises that you cannot or do not intend to keep.
- Willing to submit back ground check from New London Police Department and any agencies that the League uses to obtain background information.
- League members shall not make any defamatory references to the League, staff, volunteers, other parents or any other League members via social media.

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APPENDIX B

ADDITIONAL HEAD COACH RESPONSIBILITIES

1. Head Coaches shall keep a current and accurate record of their assigned participants, including: name, address, home telephone number, and emergency telephone numbers. This paperwork shall be on site with coaches at all times.
2. Head Coaches shall appoint a staff member to monitor their assigned participants' progress reports at school.
3. Head Coaches shall submit a list of participants that made honor roll or received special awards so they may be recognized during the annual awards banquet. Head Coaches may delegate this task to a member of their staff.
4. Head Coaches are responsible for recommending championship awards for their division/level.
5. Head Coaches shall be aware of participants with allergies, restrictions or special needs.
6. Head Coaches must participate on at least one league committee and attend those committee meetings.

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APPENDIX C

PARENTS' CODE OF CONDUCT

- ❖ Never lose sight of the fact that you (*the parent*) are a role model.
- ❖ Show good sportsmanship. Kids imitate their parents and your child will imitate the sportsmanship you display. However, if you lose your self-control, your child probably will also.
- ❖ Respect the coaches; decisions and abilities. Do not force your child to choose between listening to you and listening to the coaches.
- ❖ Stress the importance of the team. Football and Cheer are team sports and no one player or cheerleader can succeed alone.
- ❖ Stress the importance of practice versus the short term excitement of the game.
- ❖ Take time to learn the rules of the game. That way, if you disagree with the ref, or feel some activity is unacceptable, you will have knowledge of the game.
- ❖ Remember that coaches and league officers are volunteers. A "Thank You" or an offer to help is appreciated, and often is reward enough for their time and patience.

Samples of Unacceptable Behavior for Parents and Spectators

- ❖ Vulgar language and behavior is not acceptable. This is a Youth League and you will be asked to leave.
- ❖ Exhorting your child to violence, or telling them to hit another child or take them out. The League is trying to develop football & cheer skills in its players and cheerleaders.
- ❖ Throwing anything onto the field.
- ❖ Threatening any league officials or coaches.

Consequences

Any unacceptable behavior by a parent may result in consequences up to and including barring the parent from attending games, suspension of the child from games and/or expulsion of the child from the League. In such cases, the parent/child forfeits all fees paid and no refund will be forthcoming.

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APPENDIX D

PLAYERS AND CHEERLEADERS CODE OF CONDUCT

- ❖ Show good sportsmanship. Acknowledge when someone else does well.
- ❖ Be good role model to your fellow teammates.
- ❖ Be on time and prepared for games and practices. Inform a team official if you cannot attend.
- ❖ Be a team player. Support your teammates, and do your part for the overall success of your team. Football and Cheerleading are team sports and no one player can succeed alone.
- ❖ Show respect for coaches, teammates, parents and opponents.
- ❖ Never argue with an official's call or decision.

Samples of Unacceptable Behavior for players or cheerleaders

- ❖ Vulgar language and behavior is not acceptable. In this Youth League and you will be asked to leave.
- ❖ Threatening other players, cheerleaders or coaches is not acceptable
- ❖ Throwing anything onto the field during play.
- ❖ Players must have full equipment and Cheerleaders must have full uniform while on the field. Arrival without full equipment or cheer uniform will result in removal from the field.

Consequences

Any unacceptable behavior by a player or cheerleader may result in consequences including suspension from games and/or expulsion from the League. In such cases, the parents, and player or cheerleader forfeit all fees paid and no refund will be forthcoming.

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APPENDIX E

STATEMENT OF AGREEMENT

By signing this STATEMENT OF AGREEMENT as required for all members of the League, a punitive standard shall be set in regards to actions and attitudes exhibited by all levels of volunteers of the League both on and off the practice and game fields. A clear and standardized form of proper action shall be set that may not be swayed by any personal feelings or relationships that may determine a lack of action for alleged offenses.

Background Check requirement
Fundraising
Attend monthly meeting

Acknowledgement of Commitment for League Season _____
Year

Print Name

Print Title

Signature

Date