

FRIENDS OF TEWKSBURY YOUTH FOOTBALL, INC.
a/k/a/ TEWKSBURY YOUTH FOOTBALL
a/k/a/ FRIENDS OF TEWKSBURY POP WARNER, INC.

CONSTITUTION AND BYLAWS

Date prepared: JANUARY 9, 1992

Date Revised: February 6th, 2018

Date Revised: January 6th, 2020

Date Revised: January 29, 2024

Date Revised: February 24, 2025

ARTICLE I

NAME

This organization shall be known as **FRIENDS OF TEWKSBURY YOUTH FOOTBALL, INCORPORATED**, and shall hereinafter be referred to as “**YOUTH FOOTBALL**”.

ARTICLE II

OBJECTIVE

Section 1. The objective of Youth Football shall be to implant fairly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority, so that they will be well adjusted, stronger, and happier children and will grow to be good, decent, healthy, and trustworthy citizens.

Section 2. To achieve this objective, Youth Football will provide a supervised program under the Rules and Regulations of the National Collegiate Athletic Association, National Federation of High Schools Association, and current member leagues. In accordance with applicable sections of the Federal Internal Revenue Code, Youth Football will operate exclusively as a nonprofit organization providing a supervised program of competitive football, cheerleader and flag football activities. Youth Football shall not incur any debt in its operation and pursuit of these objectives.

ARTICLE III

MEMBERSHIP CLASSES

Section 1. PARTICIPATING MEMBERS. Any participant candidate meeting the requirements of Youth Football, and who resides within the boundaries of the Town of Tewksbury, shall be eligible to participate but shall have no right, duties or obligations in the management of Youth Football. Participants outside the boundaries of the Town of Tewksbury may be allowed to take part in the Youth Football with the Board’s approval and meeting the applicable waiver eligibility criteria per the Central Mass by-laws.

Section 2. BOARD OF DIRECTOR MEMBERS. Any person residing in the Town of Tewksbury, actively interested in furthering the objective of Youth Football, may become a Board Member upon election or appointment as hereinafter provided. The Secretary shall maintain the role of membership to qualify voting members. Voting members shall be executive officers, and those elected by the Board.

Section 2.1. BOARD OF DIRECTOR MEMBERS-NON RESIDENT. Any person residing outside the Town of Tewksbury, actively interested in furthering the objective of Youth Football, and having a minimum of one year of service as an active member of the organization, may become

a Board Member upon a three quarter (3/4) election of the Board as herein provided.

Section 3. ENROLLMENT. Board Members must be enrolled as such by September 1st in order to be eligible to vote at the Annual Meeting.

Section 4. GOOD STANDING. All officers, board members, committee members, and such other officials as may be approved from time to time, shall as a condition of such office, be active as a regular member and attend all scheduled meetings.

Section 5. OTHER AFFILIATIONS. Members, whether player or otherwise, shall not be required to be affiliated with another organization or group to qualify as members of Youth Football.

ARTICLE IV **SUSPENSION OR TERMINATION**

Membership may be terminated by resignation or action of the Board of Directors.

(a) The Board of Directors, by a 2/3 vote of those present and voting at any duly constituted meeting, shall have the authority to discipline or terminate the membership of any member when the conduct of such person is considered detrimental to the best interests of Youth Football.

(1) The board of Directors will suspend any coach or player for a minimum of one (1) game when said coach or player is ejected from a game. Action will be taken in accordance with Article IV (b).

(2) The Board of Directors will immediately terminate the eligibility of any player who is found to have deliberately damaged property while involved in a practice, game, or activity being held as part of the Tewksbury Youth Football program.

(3) Players and Coaches shall treat officials with the respect due them. Any rude or belligerent behavior displayed towards the official(s) shall be reviewed by the Board of Directors and the necessary penalties determined, if any.

(4) Any member who misses three (3) consecutive meetings or one-third of the announced meetings in a fiscal year may upon majority of the remaining directors may be subject to removal from the Board of Directors.

(5) Any member, coach, or volunteer who violates any rule or by-law of the organization is subject to suspension or termination as voted by the Board of Directors of Youth Football.

(b) The President may engage the Corrective Action Committee (“CAC”) if all actions have been exhausted at the coach and Program Director level.

(c) The member involved shall be notified of such meeting, informed of the specific nature of the charges, and given an opportunity to appear at the meeting to answer such charges within five (5) days of the infraction.

ARTICLE V
DUES

No dues or fees, other than a registration fee, may be charged or assessed participating members, unless the league President and League Treasurer determine that the participant is suffering from a hardship.

ARTICLE VI
MEETINGS

Section 1. The Annual Meeting of the members of Youth Football shall be held in the month of February in each calendar year for the purpose of electing directors, receiving reports and conducting such other business as may properly come before the meeting. The agenda for the meeting shall be established by the Board of Directors. See Article XV, Section 3 for guideline.

Section 2. NOTICE OF MEETING. Notice of the Annual Meeting shall be posted on the league's website and sent out to all active members at least ten (10) days in advance thereof, setting forth the place, time, and purpose of the meeting.

Section 3. SPECIAL MEETINGS. Special Meetings of the Board may be called by the President at his/her discretion; or, upon written request of three (3) members of the Board, the President will schedule a special meeting not later than seven (7) days following receipt of such written notice. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the members.

Section 4. QUORUM. The presence in person of fifty percent (50%) of the officers shall be necessary to constitute a quorum at the Annual Meeting.

Section 5. VOTING. Only elected Board members shall be entitled to vote at any meeting of Youth Football. No person may vote by proxy.

Section 6. RULES OF ORDER. Roberts Rules of Order in the most recent edition shall be the guideline to govern the proceedings of all meetings, except where same conflicts with Constitution and/or Bylaws of Youth Football.

ARTICLE VII
BOARD OF DIRECTORS

Section 1. BOARD AND NUMBER. The management of the property and affairs of Youth Football shall vest in the Executive Board of Directors. The number of Directors shall be a minimum of five (5) as described below, with a maximum of 23. The term of office of the Board of Director Members shall expire after two years as is provided below.

(a) Management Executive Voting Directors:

- | | |
|--------------------------------------|-----------|
| (1) President | Even Year |
| (2) Vice President | Odd Year |
| (3) Treasurer | Even Year |
| (4) Secretary-Clerk | Odd Year |
| (5) Tackle Football Program Director | Even Year |
| (6) Flag Football Director | Even Year |
| (7) Cheerleader Director | Even Year |
| (8) Snack Shack Director | Even Year |
| (9) Administrator to Conference | Odd Year |

- | | |
|---|-----------|
| (10) Equipment Manager / Equipment Purchasing Manager | Odd Year |
| (11) Website Director | Odd Year |
| (12) Safety Officer | Odd Year |
| (13) Communications Director | Even Year |
| (14) Fundraising Director | Odd Year |

(b) Optional Voting Directors: Voted upon Annually

- (1) Assistant Football Director
- (2) Assistant Cheerleader Director
- (3) Assistant Snack Shack Director
- (4) Assistant Flag Football Director
- (5) Member-At-Large

(c) Other Non-Voting Directors (i.e., Chaplain, volunteers who live out of town, other volunteers)

The Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors have been duly elected and qualified.

Section 2. NOMINATION OF DIRECTORS. The names of candidates for election to Director positions identified in the foregoing Section 1, Article VII, shall be placed in nomination at the Annual Meeting as follows:

- (a) The Board of Directors may by majority vote of all members present at any meeting called for such purpose (usually the January meeting preceding the annual meeting), place in nomination the name of any individual to a position on the Board of Directors with the guidelines of these bylaws.
- (b) Upon the written request of five (5) members, the name of any individual shall be placed in nomination to a position on the Board of Directors at the Annual Meeting.
- (c) The names of all individuals to be placed in nomination for a specific position of the Board of Directors shall be provided in the Notice of Meeting Posted pursuant Article VI of this constitution and bylaws.
- (d) Persons may be nominated and elected to a maximum of two (2) positions by a majority vote of the Board, except the President, Vice-President, Treasurer or Secretary-Clerk may not be the same person, be married or the significant other to the anyone with signatory authority to Tewksbury Youth Football bank account, or have any relationship to the previously identified officers that would be or present a potential to be a conflict of interest or in the best interest of the Friends of Tewksbury Youth Football as determined by the Board of Directors.

Section 3. DIRECTOR ELECTION AND TERM OF OFFICE. All elections of Directors shall be by majority vote of all members present at the Annual Meeting. Unless otherwise specified by the Board of Directors and as stated in the by-laws in Article IV Section 1b, the term of office for all Board of Director members shall be for two (2) years. All votes must be taken by secret ballot.

Section 4. VACANCIES. If any vacancy occurs in the Board of Directors by death, resignation or otherwise, it may be filled by a majority vote of the remaining Directors at any regular meeting or special meeting called for the purpose until the Annual Meeting next following at which time such vacancy shall be filled by vote of the members.

Section 5. MEETINGS. Regular Meetings of the Board of Directors shall be held as determined by the Board of Directors. The President may, when he deems it advisable, call for a special meeting of the Board of Directors. Further, the President shall upon the written request of three (3) members of the Board of Directors, schedule a special meeting of the Board of Directors not later than seven (7) days following receipt of such written notice.

Section 6. QUORUM. Attendance of greater than 50% of the sitting board members shall constitute a quorum for all regular or special meetings. See Article VII, Section 1(a) and (b), members (1) through (14).

Section 7. DUTIES AND POWERS. The Board of Directors shall have the power to appoint such standing committees as it shall determine and to delegate such powers to them as the Board of Directors shall deem advisable and which it may properly delegate.

The Board may adopt such rules and regulations for the conduct and management of Youth Football as it may deem proper.

The Board of Directors shall have the power by a 2/3 vote of those present and voting at any regular or special meeting to discipline, suspend or remove any Officer, Director, Assistant Director, Committee Member, Head Coach, Assistant Coach, Game Official, Player, Cheerleader, etc. of Youth Football in accordance with the procedure set forth in Article IV.

Section 8. ATTENDANCE REQUIREMENT Any board member who has unplanned or unannounced absences from three (3) consecutive meetings or one-third of the announced meetings in a fiscal year may upon majority vote of the remaining directors be removed from the Board.

ARTICLE VIII **OFFICERS, DUTIES AND POWERS**

Section 1. ELECTION. Immediately following the Annual Meeting, the Board of Directors present, provided there be a quorum, shall meet for the purpose of electing officers and conducting such other business as shall be properly before the said Board of Directors.

Section 2. OFFICERS. The officers of Youth Football shall consist of a President, Vice President, Secretary-Clerk, Treasurer, and Administrator to Conference who shall hold office for their term of elected office or until their successors are duly elected.

The Board of Directors may appoint such other officers, agents, or committees as it may deem necessary or desirable, and may prescribe the powers and duties of each, and may fill any vacancy which may occur in any office. All appointed committees shall consist of at least three (3) people.

Section 3. PRESIDENT

The President shall act as the chief executive officer of Youth Football and shall be responsible for the enforcement and application of all rules, policies, and regulations adopted by the Board of Directors and, further, the President shall:

- (a) Conduct the affairs of Youth Football and execute the policies established by the Board Of Directors;

- (b) Communicate to the Board of Directors such matters as he/she deems appropriate and necessary, and make such suggestions as may tend to promote the welfare of Youth Football;
- (c) Be responsible for the conduct of Youth Football in strict conformity to the policies, principles, Rules and Regulations of the National Collegiate Athletic Association, the National Federation of State High Schools Association, or under the conditions of league affiliations of Youth Football in that organization;
- (e) Designate in writing other officers;
- (f) If an issue arises, where corrective action may need to be taken and all resources have been exhausted at the coach and/or Program Director level, the President may engage the CAC.
- (g) Have power to make and execute for and in the name of Youth Football, such contracts and leases as may be in the best interest of Youth Football as approved by the Board;
- (h) Investigate complaints, irregularities, and conditions detrimental to Youth Football and resolve such in such manner as will be in Youth Football's best interest, or to report thereon to the Board of Directors as circumstances warrant;
- (i) With the assistance of the Administrator, examine the application and supporting proof of age documents of every participant candidate and certify such as to proper age and residence eligibility before the participant may be accepted for tryouts and registration;
- (j) Present a report of the condition of Youth Football at the Annual Meeting;
- (k) Prepare and submit an annual budget to the Board of Directors for submission to the Annual Meeting and be responsible for the proper execution thereof;
- (l) Prepare and submit all practice and game permits for use of town fields to the proper town agency;
- (m) The President shall have the power to action on any matters not specifically covered under this Constitution and act in the best interest of Youth Football.

Section 4. VICE PRESIDENT.

(a) In case of the absence or disability of the President, and provided he is authorized by the President or the Board of Directors so to act, the Vice President shall perform the duties of the President; and when so acting, shall have all the powers of that office, and shall have such other duties as from time to time may be assigned to him by the President.

(b) Act as Chairperson of the Scholarship Committee and perform those duties necessary to fulfill the duties of the Scholarship Committee including but not limited to advertising, preparing applications and issuing them to the schools, receiving the applications, documenting applications, setting up meeting dates and times to select potential candidates for the awards and making a recommendation to the Board.

(c) The Vice President shall make proposal for the purchasing of awards to the President/Purchasing Director and contact the schools for awards presentation dates and is responsible to issue awards on behalf of Tewksbury Youth Football.

(d) Shall participate on the Disciplinary Committee as at least a member which will act in the best interest of Youth Football and carry out the policies as set in Article IV.

Section 5. SECRETARY-CLERK.

- (a) Be responsible for recording the activities of Youth Football and maintain appropriate files, mailing lists and necessary records.

- (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary-Clerk or as may be assigned by the Board;
- (c) Maintain a list of all Members, Directors, and Committee Members of Youth Football;
- (d) Keep the minutes of the meetings of the Members, Board of Directors, and thereafter cause them to be recorded in a book to be kept for that purpose;
- (e) Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes, and resolutions not otherwise committed
- (f) Notify Members, Directors, Officers, and Committee Members of their election or appointment, as the case may be;
- (g) With the President, sign all leases as may be in the best interest of Youth Football and as approved by the Board.

Section 6. TREASURER.

- (a) Perform such duties as are herein specifically set forth and such other duties as are customarily incidental to the office of Treasurer or may be assigned by the Board;
- (b) Prepare a monthly Financial Report showing all financial activity and account balances;
- (c) Receive all monies and securities, and deposit same in a depository approved by the Board;
- (d) Keep records for the receipt and disbursement of all monies and securities of Youth football, approve all payments from allotted funds and draw checks therefore;
- (e) Prepare an annual budget under the direction of the President for submission to the Board for presentation to the Annual Meeting.
- (f) Be responsible for the accurate completion, submission and filing of all records as directed by the Commonwealth of Massachusetts and/or the United States government or any subdivision thereof.

Section 7. ADMINISTRATOR TO THE CONFERENCE

- (a) The Administrator shall plan, organize and implement the registration schedules, material and place of all registration requirements per the direction of the Board of Directors.
- (b) Track all players and cheerleader registrants' information as necessary.
- (c) Shall prepare and update draft lists, rosters for the President, Conference Association, Board of Directors and Coaches.
- (d) Prepare final rosters that are used for all awards and graduating senior jackets or equivalent.
- (e) Prepare and submit all rules, regulation, or restrictions to the Board of Directors for approval two weeks prior to the first game.
- (f) Prepare rosters for game announcing as required.

- (g) Maintain and administer book signing process which consists of all coaches certifications and requirements, player certification and requirements, certified rosters, conference requirements and all official sign-offs.
- (h) Enforces the suspension of any player or coach who hasn't met the above requirements as set forth from Youth Football or it's Conference
- (i) Prepare such other duties as are customarily incidental to the Administrator role, or as may be assigned from time to time by the President or the Board, as the case may be.

Section 8. EQUIPMENT MANAGER / EQUIPMENT PURCHASING MANAGER.

(a) The Equipment Manager is responsible to work with the President to determine all player and cheerleader equipment requirements and make recommendations for new purchases of equipment or reconditioning of existing equipment.

(b) Shall be responsible to receive and store all equipment and make recommendations on necessary storage material to meet the goals of Tewksbury Youth Football.

(c) Shall schedule teams for the purpose of issuing of equipment.

(d) Shall train all coaches in the proper fit of all equipment.

(e) Shall work with the coaches during the equipment issue days to resolve all issues.

(f) Shall make sure that all equipment is properly fitted and may direct an equipment check during or prior to any practice or game to make sure that the players are properly equipped and all equipment is within the standards of the intended use.

(g) As Equipment Manager shall secure a minimum of three (3) competitive bids on needed equipment and make recommendations for purchase of same to the Board.

(h) He/she shall be further responsible to coordinate with the Program Directors and Head Coaches for the proper issuance of equipment.

(i) Shall ensure maintenance of equipment, maintain inventory lists, insure return of all equipment issued, publish a list of personnel delinquent in returning equipment to the Board for action, and perform such other duties as are customarily incidental to the office of President/Purchasing Director, or as may be required in the best interests of Tewksbury Youth Football

Section 9. PROGRAM DIRECTORS. (Tackle, Cheer, Flag)

(a) Record all player and cheerleader assignments and maintain accurate and up-to-date rosters thereof;

(b) Along with the Administrator receive and review application for player/cheerleader candidates, check age eligibility, weight, and medical release;

(c) Conduct the player/cheerleader draft or placement and all other player transaction or selection meetings;

(d) Prepare the player/cheerleader draft, tryout or placement list; maintain a player roster

list;

- (e) Prepare and provide additional lists as needed; e.g., Player, Coach, and other data as requested by the President or Board of Directors.
- (f) Act as liaison between President and/or Board of Directors and Head Coaches within his/her respective area of responsibility;
- (g) Report any misconduct of any individual, coach, or player/cheerleader to the Board of Directors for disciplinary action;
- (h) Report any problems such as, but not limited to, playing equipment or supplies, etc. to the President or Board of Directors;
- (i) For Cheer and Flag, prepare and submit practice and game schedules to the Board of Directors for approval;
- (j) Prepare and submit all rules, regulation, or restrictions to the Board of Directors for approval two weeks prior to the first game;
- (k) Coordinate the return of all equipment to the designated area per the Equipment Manager within two (2) weeks of the close of the season;
- (l) Coordinate all banquets, awards, honors, or equivalent with the banquet committee and/or President and obtain Board of Directors' approval;
- (m) Make all practice and game schedules available to all Head Coaches at least one week prior to their effective date;
- (n) Schedule make-up games or practices as they become necessary;
- (o) For tackle director schedule and coordinate with Treasurer all Emergency Medical Technicians (EMTs), officials, and field support personnel for games at least one (1) week prior to their effective date or as appropriate;
- (p) Submit coaching staff's recommendations to the President and Board of Directors for approval by July 1st of the current year/season. Coaches may be added to a team after the draft activity takes place assuming they have met all conference eligibility requirements.
- (q) Control all field activity within these guidelines and with the approval of the President and Board;
- (r) Perform such other duties as are customarily incidental to the office of Program Director or as may be assigned from time to time by the Board of Directors or by the President as the case may be.
- (s) For tackle & cheer, the director may be asked from time to time to attend the monthly conference meetings
- (t) The Program Directors will vote in the best interest of Tewksbury Youth Football at all meetings and shall consult with the President and Head Coach prior to all voting and obtain an agreement upon the article being voted upon.

(u) The Tackle director is responsible to contact the assigning referee or the league officials to determine the names of the assigned referees for each home game and submit the list of game referees to the TYF Treasurer for check preparation at least three days prior to the scheduled game.

(v) Shall coordinate busing schedule for away games or other off-site activities as advised by the league

Section 10. SAFETY OFFICER

- (a) Be responsible for ensuring that all equipment and playing fields shall be in such condition as to permit safe play.
- (b) Be responsible for development and implementation of a safety awareness program—not limited to concussions
- (c) Perform CORI background checks on all league coaches and board members and ensure that all are approved before they are able to participate in league volunteer activities
- (d) In partnership with head coaches, prepare and file all necessary paperwork required for insurance purposes to ensure all of our members are protected
- (e) Serve at the direction of the President or the Board, as the case may be, and shall perform such other duties as are incidental to the position of Safety Officer.

Section 11. SNACK SHACK DIRECTOR.

- (a) The Snack Shack Director shall operate the “Snack Shack” for all practices and home game fields;
- (b) shall stock, staff, and act as vendor for Youth Football during the regular playing season.
- (c) The Snack Shack Director shall maintain and present monthly financial activity reports at all regular meetings and an annual report to the Annual Meeting reflecting all aspects of the season’s operation.
- (d) Transfer all funds to the Treasurer for deposit into the main account and prior to the close of calendar/fiscal year with the exception of an annual “start-up” budget as approved by the Board.
- (e) The Snack Shack Director shall be responsible to maintain all Snack Shack related equipment and facilities.

Section 12. FUNDRAISING DIRECTOR.

- (a) Develop partnerships and programs with the local business community (such as the signs sponsorship program or jersey sponsorship program), that are beneficial to the overall objectives of the league.

- (b) Provide the board monthly updates detailing these activities and submit appropriate receipt and monies received to the Treasurer.
- (c) Conduct and plan fundraising opportunities (such as Parents Night Out, Calendar Raffle, Spaghetti Dinner) during the course of the year and season of play.
- (d) Perform such other duties as are customarily incidental to the Fundraising Director position, or as may be assigned from time to time by the Board or by the President, as the case may be.

Section 13. WEBSITE DIRECTOR.

- (a) Maintain website with the most up to date information and organization
- (b) Determine and manage the most appropriate use for website communications and outlets
- (c) Manage HUDL accounts and ensure film is being documented and uploaded according to all conference rules and requirements

Section 14. COMMUNICATIONS DIRECTOR

- (a) Maintain a monthly newsletter during the offseason and as frequently as needed during the season of play.
- (b) Obtain, from other board members, material needed for such communications
- (c) Determine and manage the most appropriate use for social media communication channels and News media outlets

ARTICLE IX **THE LEAGUE**

Section 1. COMPOSITION. The Youth Football League shall be organized in such a manner so as to provide a football/cheerleading program for the benefit of children ages 5 through 14.

- (a) **Registration Rules:** All general registration periods for participation in the Youth Football League (including Tackle, Cheer, and Flag), subject to subsection (b) 1. below, will remain open for no less than 30 days before any registration closure, excluding limited registration periods (e.g., for returning players).
- (b) **Waitlist:** In the event a team reaches its maximum participant limit, as defined by the league's governing rules or Board approved regulations, a waitlist will be formed (each a "Waitlist"). In the event a Waitlist is formed, then the applicable Program Director shall work with the President to gather necessary information and devise a plan to potentially form a second team within the applicable age group provided not less than 10 participants are on the relevant Waitlist at time of registration closure.
 - 1. Registration may be closed at the discretion of the applicable Program Director, provided such Director ensures that all participants have had sufficient time to register within the established period. The Program Director shall endeavor to allow any Waitlist to remain open for no less than 30 days upon creation. For the avoidance of doubt, registration period, including closure, may be implemented on a per team basis.
- (c) **Tenure Based Prioritization Provision:** In the event a team's **RETURNING** participant roster exceeds the applicable maximum participant limit (per team), such limits as established by the governing rules and regulations of the league affiliation or within the framework of the rules as approved by the Board of Directors, yet is less than the allowable

10 per waitlist, then the registration priority for participants in the applicable Program shall be determined according to the following tenure-based grading scale, in descending order of priority:

1. **Consecutive Years of Participation in the applicable Program:** Participants who have continuously participated in the applicable Program (i.e. respective team) for the longest consecutive number of years shall be given the highest priority. For purposes of this provision, “consecutive years” refers to years in which a participant has been registered and actively engaged in the Program without interruption.
2. **Total Years Participating in the applicable Program:** If two or more participants have the same number of consecutive years of participation, their total number of years participating in the applicable Program shall determine their priority. A participant with more total years of involvement in the Program shall be given higher priority.
3. **Total Years of Participation in TYF:** If participants are still tied after the first two criteria, the total number of years of participation in TYF (regardless of Program) shall serve as the final tie-breaker. Participants with more years of participation in TYF shall be given priority.
4. **Illustrative Example:**

- 13U Participant A:

- Consecutive years in tackle football: 2 years (11U and 12U)
- Total years in tackle football: 2 years. (11U, and 12U)
- Number of Years in Flag: 1 (10U)
- Total years in TYF: 3 years

- 13U Participant B:

- Consecutive years in tackle football: 1 year (12U)
- Total years in tackle football: years 2 year (9U and 12U)
- Number of Years in Flag: 3 (8U, 10U and 11U)
- Total years in TYF: 5

In this case, **Participant A** would receive higher registration priority than **Participant B** because, despite both being returning players to the 13U team, and despite **Participant B having more total years participation in TYF, Participant A** has two consecutive years of *tackle participation*.

Section 2. TEAMS. Each team will consist of sufficient players to properly play the game of football within the governing rules and regulations of the league affiliation or within the framework of the rules as approved by the Board of Directors.

Section 3. COACHING STAFFS. Each team shall be comprised of one (1) head coach and adult assistant coaches and up to two student coaches, provided they have met all requirements as set forth by conference. All coaches must be approved by the Board of Directors. All Assistant and student Coaches must be approved by the Head Coach prior to submittal to the Board.

ARTICLE X

HEAD COACHES AND ASSISTANT COACHES

Section 1. HEAD COACHES AND ASSISTANT COACHES.

Team Head Coaches shall be recommended annually by the Program Director to the President, with the approval of the Board, and shall be responsible for the selection of their teams and for such team’s actions on the field. Once Head Coaches have selected their staff, they will be reviewed by Program Directors and recommended for Board approval.

- (a) A coach must be present at the field prior to the start of the scheduled event.

- (b) The coach shall take full responsibility for the actions of his players.
- (c) The coach will remain at the field until the last player leaves.
- (d) The coach shall insure that no equipment is used unless it directly pertains to football.
- (e) The coach shall exhibit good sportsmanship and comply with the AYF coaches code of conduct and be aware of his/her position as a role model in his/her conduct toward referees, players, parents, and fellow head and assistant coaches.
- (f) Complete and verify rosters and submit to Administrator, Program Director and President within one (1) week of completing the team selection process.
- (g) Issue uniforms to participants and ensure proper fit of all equipment.
- (h) Explain proper use and maintenance of equipment to all participants.
- (i) Verify participants have proper medical documentation and signed releases from Parents before participating in any contact drills.
- (j) Report all injuries (and complete injury report) immediately to Safety Officer and Program Director, Medical Staff or President.
- (k) Verify proper permits for use of all fields.
- (l) Collect and turn in all issued uniforms and equipment within one (1) week of the close of the season.

Section 2. BAR. While holding the position of Head Coach, the Head Coach shall not hold the position of President or Vice President.

ARTICLE XI **TEAMPRACTICES**

Section 1. PRE-SEASON PRACTICE. Pre-season practice shall be limited to 8 hours per week and not longer than 2 hours per day or as restricted by the current rules governing such activity and/or as otherwise approved by the Board.

Section 2. IN-SEASON PRACTICE. Once regular season games begin, the in-season practice session is restricted to a maximum of 2 hours per day, three days per week, from Monday through Friday, or as restricted by the current rules governing such activity and/or otherwise approved by the Board.

Section 3. SUNDAY PRACTICE. No practice session is permitted to take place on a Sunday.

Section 4. PLAYER MULTI SPORTS PARTICIPATION. Coaches are to be supportive of individuals participating in other sports during the football season. The basic philosophy of TYF is if there is a conflict between practices, participants should share practice time; if there is a conflict between a practice and a game, the game should take priority. To establish starting lineups and playing time, the Coaches' team organization should reflect the best interest of the team, and may take into consideration practice and game attendance, as well as players' skills.

ARTICLE XII **AFFILIATION**

Section 1. RULES AND REGULATIONS. The Official Playing Rules and Regulations as published by the National Federation of State High Schools Association, the National Collegiate Athletic Association, or affiliated league shall be binding on Youth Football as voted by the Board.

Section 2. LOCAL LEAGUE RULES. The local rules of Tewksbury Youth Football shall be adopted by the Board of Directors at a meeting to be held not less than two (2) weeks previous to the first scheduled game for all in-town leagues.

ARTICLE XIII FINANCIAL AND ACCOUNTING

Section 1. FINANCE. The Board of Directors shall decide all matters pertaining to the finances of Youth Football and it shall place all income in a common league treasury, directing the expenditure of same in such a manner as will give no individual, team, league or committee an advantage over those in competition with such individual, team, league, or committee.

Section 2. CONTRIBUTIONS. Youth Football shall not permit the contribution of funds or property to individual leagues, teams, or individuals, but shall solicit same for the common treasury, thereby discouraging favoritism and endeavoring to equalize the benefits of Youth Football or as otherwise approved by the Board.

Section 3. COMMON TREASURY. The Board of Directors shall not permit the solicitation of funds in the name of Tewksbury Youth Football, unless such funds are placed in the common treasury.

Section 4. FISCAL YEAR. The fiscal year of Youth Football shall begin on the first day of January and shall end on the last day of December.

Section 5. DISSOLUTION. Upon dissolution of Youth Football and after all outstanding debts and claims have been satisfied, the members of Youth Football shall turn over any property of the organization to the Recreation Commission of the Town of Tewksbury.

ARTICLE XIV AMENDMENTS

The Constitution and Bylaws may be amended, repealed, or altered in whole or in part by a 2/3 vote of the members voting at the Annual Meeting; provided, however, notice of such proposed change is given in a timely manner and such proposed change is included in the notice of such meeting.

A 2/3 vote of the directors in office may also amend or repeal these bylaws, except that no amendment or repeal may be made by the directors which changes the date of the annual meeting of the members, or which alters the provisions of these bylaws with respect to the removal of directors, indemnification of directors and officers, or amendment of these bylaws or the Articles of Organization requires action by the members. Not later than the time of giving notice of the meeting of the members next following the making, amending or repealing by the directors of any bylaw, notice thereof stating the substance of such change shall be given to all members entitled to vote, and any bylaw adopted by the directors may be amended or repealed by the members.

ARTICLE XV ORDER OF BUSINESS

Section 1. REGULAR MEETING. The recommended order of business at all regular meetings of the Board of Directors and members is as follows:

- (a) Call the meeting to order
- (b) Reports of officers:
 - (1) Secretary-Clerk
 - (2) Treasurer
 - (3) Vice President
 - (4) Program Directors
 - (5) Snack Shack
 - (6) Purchasing Director
 - (7) Committees
 - (8) President
- (c) Open discussions for:
 - (1) Old Business
 - (2) New Business
- (d) Schedule next meeting
- (e) Adjournment

At all meetings, the proceedings shall, except as provided herein, be governed to the intent of Roberts Rules of Order or accepted practice as approved by the Board of Directors.

Section 2. SPECIAL MEETING. Special meetings of the members may be called by the President or the Board of Directors at least three (3) calendar days in advance thereof, setting forth the place, time, and purpose of the meeting. No other business may be conducted than that specified for the special meeting.

Section 3. ANNUAL MEETING. The recommended agenda for the annual meeting of the Board shall be as follows:

- (a) Call the meeting to order
- (b) President's report of program for year
- (c) Treasurer's report
- (d) Snack Shack Report
- (e) Program Director's reports
 - (1) Cheerleader
 - (2) Tackle
 - (3) Flag
 - (4) Other

Other reports as required by the President or Board
Nomination of directors and officers
Adjournment

NOTE: See Article VIII, Section 1, Election, for election of officers.

ARTICLE XVI
INDEMNIFICATION OF DIRECTORS AND OFFICERS

The corporation shall indemnify each director, officer, employee, and other agent and each person who formerly served in such capacity and each person who serves or may have served at the request of the corporation as a director, officer, employee or other agent of another organization in which this corporation against all expenses and liabilities, including counsel fees, reasonable incurred by or imposed upon him in connection with any action, suit or proceeding to which he may be made a party, or in which he may become involved, by reason of his being or having been a director, officer, employee or other agent of the corporation, or, at its request of any such other organization, whether or not he is still serving in such a capacity at the time of incurring such expenses or liabilities, except in respect to matters as to which he shall be finally adjudged in such action, suit or proceeding not to have acted in good faith in the reasonable belief that his action was in the best interests of the corporation, or to be liable for gross negligence or willful malfeasance; provided, that in the event of a settlement of any such action, suit or proceeding, indemnification shall be provided only in connection with such matters covered by the settlement as to which the corporation is advised by written opinion of independent legal counsel that the directors, officer, employee or other agent to be indemnified did not commit a breach of duty owed to the corporation and only if a majority of disinterested directors approves the settlement and indemnification as being in the best interests of the corporation. Such indemnification may include payment by the corporation of expenses incurred in defending a civil or criminal action or

Proceeding in advance of the final disposition of such action or proceeding, upon receipt by the corporation of an undertaking by the person indemnified to repay such payment if he shall be adjudicated to be not entitled to indemnification hereunder. The foregoing right of indemnification shall be in addition to and not exclusive of any other rights to which any person indemnified pursuant to this section may be entitled under any agreement or pursuant to any vote of the board of directors or otherwise.

ARTICLE XVII

MISCELLANEOUS PROVISIONS

Section 1. EXECUTION OF INSTRUMENTS. All contracts, deeds, leases, bonds, notes, checks, and other instruments authorized to be executed by an officer of the corporation in its behalf shall be signed by the President, Treasurer, and/or Secretary-Clerk except as the directors may generally or in particular cases otherwise determine.

Any recordable instrument purporting to affect an interest in real estate, executed in the name of the corporation by the President, Treasurer, or Secretary-Clerk shall be binding on the corporation in favor of a purchaser or other person relying in good faith on such instrument notwithstanding inconsistent provisions of the articles of organization, certificate of incorporation, constitution, bylaws, resolution, or votes of the corporation.

Section 2. VOTING OF SECURITIES. Except as the Board of Directors may otherwise designate, the President or Treasurer may waive notice of, and appoint any person or persons (with or without power of substitution) to act as proxy or attorney in fact for this corporation at any meeting of stockholders of any other corporation, the securities of which may be held by this corporation.

Section 3. GRADUATING PLAYER JACKETS. Youth Football may award “graduating” participants with jackets or something equivalent as approved by the Board. A “graduating” participant is one who has completed four (4) or more years in the program. The participant must have completed his/her final year in the Senior Division of the program and graduating from the

eighth (8th) grade. Graduating participants with less than four (4) years will be required to contribute towards this award as follows:

- 1 year participation – 75%
- 2 years participation – 50%
- 3 years participation – 25%
- 4 years participation – 0%

Section 4. PLAYING TIME. All players will play a minimum amount of playing time as determined by AYF National Rules and the Central Mass By-Laws

ARTICLE XVIII

APPROVAL Approved this _____ day of _____, in the year 20_____

President: _____

Secretary-Clerk: _____

**DIX A
REVISIONS/ADDITIONS**

<u>Date</u>	<u>Revision</u>
January, 1992	Rewrite to current organization.
March 25, 1993	Article X, Section 2. BAR (added).
March, 1994	Article III, Section 2.1. Board of Director Members – Non Resident (added).
March, 1994	Article IV, Section (a) (5) (added).
March, 1994	Article VII, Section 1. Board and Number (revised).
March, 1994	Article VII, Section 6. Quorum (revised).
March, 1994	Article XI, Section 4. Player Multi Sports Participation (added).
March, 1994	Article XVII, Section 4. Playing Time (added).
September, 2001	Article XVII, Section 3. Graduating Player Jackets (revised).
February, 2003	Article VII, Section 1. Split Junior and Intermediate Football

	Commissioners into two positions. Deleted non-TYF terminology in titles. Article VIII, Section 10 added.
May, 2004	Article VII Board of Directors: Section 6. Quorum. Change from 5 management directors to 3 management directors and 2 optional directors.
August, 2004	Article IX, Section 3 Coaching Staffs. Specified the number of adult and student coaches per previous Board directions that was not incorporated into the By-Laws.
January 18, 2007	Article VII, Section 2 Nomination of Directors. Add restriction of Directors to eliminate potential conflict of interest in top positions of the executive officers.
March 11, 2016	Up-Dates Titles and Roles to reflect current board structure.
February 6, 2018	Cleaned up overall by-laws
January 6, 2020	Added all BOD positions and cleaned up overall by-laws
January 29, 2024	Added reference to Corrective Action Committee; made reference to CM By-Laws where appropriate; Made change to in-season practice schedule
February 24, 2025	Added registration and wait list by-law; approval of assistant coaches