



# **NUTMEG YOUTH FOOTBALL LEAGUE BY-LAWS**

As adopted by the Town Representative Board on 6/3/20

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The NUTMEG Youth Football League (referred to as NYFL or league) is a federation of town youth football programs in Central Connecticut that have voluntarily joined in order to form a youth tackle football league. The following are the NYFL Purpose and Mission, By-Laws, and Football Rules and Regulations

## **PURPOSE AND MISSION**

The NYFL was established:

- To foster and encourage safe youth recreational football in the state of Connecticut
- To assist and promote the physical and intellectual development of youth.
- To provide a structure for inter-town tackle football competition.
- To promote sportsmanship, respect, fair play, wholesome participation, life enrichment and leadership development.

## **CURRENT MEMBER TOWNS**

As of 6/3/20:

- Farmington MudHogs Youth Football
- Southington Valley Midget Football League (SVMFL)
- West Hartford Youth Football League (WHYFL)
- Granby/Suffield Bearcats Youth Football
- Simsbury Trojans Youth Football
- Wethersfield Youth Football
- Woodland Jr. Hawks Youth Football
- Middletown Jr. Blue Dragons Youth Football

## **BY-LAWS**

The following make up the By-Laws for the NYFL and were ratified by the town representative board.

### **Article 1: GOVERNANCE**

The NYFL is a federation of town football programs that have voluntarily joined in order to form a youth football league. The NYFL is governed by representatives from member towns. Two key components of league operations are decided by the town representatives. These are:

- By-Laws of NYFL.
- Football Rules and Regulations

### **Article 2: TOWN REPRESENTATIVE BOARD**

The NYFL Town Representative Board shall consist of 3 representatives from each member town of the league. Each town shall be represented at meetings by these representatives and each representative will have a single vote (3 votes per town) on all matters concerning the league. Absentee votes are not permitted, and votes are non-transferable. Acceptable voting methods include: face-to-face, email, conference call, and text.

Each town will determine their own measure for selecting their three representatives and will be responsible for updating the contact list with the Board throughout the year.

The representatives are responsible for representing the interests of their community within the spirit of the league's purpose and mission as they relate to the deliberation and approval of league matters.

### **Article 3: BOARD EXECUTIVE POSITIONS AND COMMITTEES**

Board Executive Positions will include President of NYFL and Secretary of NYFL. These executives will be filled by an election with votes being cast by town representatives. Terms will be for one year, and no individual can hold either position for more than two consecutive years. The election for these positions will take place at the first meeting of the calendar year and the terms for these positions will begin immediately upon election. Committees for special projects will be created by the board as needed.

#### **1. PRESIDENT**

The NYFL Board President will be responsible for scheduling meetings, creation of meeting agendas, and conducting Board meetings

#### **2. SECRETARY**

The NYFL Board Secretary will be responsible for recording and distributing meeting minutes, updating documents on the league document shared drive and ensuring league documentation requirements are met.

### 3. COMMITTEES

NYFL Committees for special projects will be created by the Board as needed and can consist of NYFL Board representatives or volunteers associated with an NYFL Member Town.

## **Article 4: MEMBERSHIP**

All towns are member towns upon election by the Town Representative Board. A two-thirds majority vote of the board is required for a town to be elected to membership.

Towns joining the NYFL prior to June 1<sup>st</sup> will receive voting rights immediately upon joining the league. Any towns joining the NYFL after June 1<sup>st</sup> will receive voting rights at the start of the following calendar year.

All member towns are required to adhere to all NYFL By-laws, and Football Rules and Regulations.

## **Article 5: TOWN REPRESENTATIVE BOARD MEETINGS**

All meetings of the Town Representative Board will be scheduled by the President. Typically, the meeting will be the first Tuesday of each month at a place designated by the President with locations rotating amongst member towns.

Quorum shall consist of a simple majority of representatives from member towns. No meeting shall be held without a quorum being present. At least one (1) League Representative is expected from each town at each Town Representative Board meeting.

Robert's Rules of Order, latest version, shall govern all parliamentary matters not covered by the by-laws.

## **Article 6: GRIEVANCES**

The By-laws and Football Rules and Regulations have been established to govern the operations of the league and represent the interests of parents, players, coaches, volunteers, and member towns within the purpose and objectives of NYFL. None of these documents can nor are they intended to cover all contingencies but shall be viewed as the standard to which the spirit of fairness, respect and sportsmanship can be viewed. Where a situation occurs, if viewed to be outside the letter or spirit of fairness, respect and sportsmanship, an aggrieved party may file a grievance with the league within five (5) days of the event to seek a remedy.

There can be two sources of grievances:

- Relating to the By-Laws of the League
- Relating to Football Rules and Regulations

Grievances related to either the By-Laws of the League or Football Rules and Regulations shall be brought to the attention of a Town Representative,

The following procedures shall be used in the grievance process:

- The aggrieved party shall contact their Town Representative who in turn will contact the entirety of the Board with the following information:
  - Description of the grievance including time, place and the specific rule or by-law that is being violated
  - Names, addresses, and phone numbers of involved parties
  - Harm created as a result of the grievance
  - Remedy being sought
- Initial contact with the league official may be verbal but no action will be taken until it is received in writing / email.
- The Town Representatives shall investigate the claim including contacting involved parties and making a report to the entirety of the Board on findings and recommended actions. The nature of the incident and the impact it has on on-going league operations will dictate the speed with which the Board shall act.
- The Board shall adjudicate the matter and determine appropriate sanctions, if any, based on majority vote. Meetings to adjudicate the matter will be held during a closed meeting with only Town Representatives in attendance and associated parties that are invited at the discretion of the Board.
  - Sanctions may include player, coach, or team suspensions; game forfeitures; play-off ineligibility; or other actions deemed appropriate.
  - Sanctions shall be effective immediately subject and are final with no appeal process.
  - Sanctions need only be communicated verbally to be effective but must be followed up in writing/email to the sanctioned party within 24 hours. The written communication shall include a description of the violation, sanction imposed and duration of sanction.

Town Representatives will be responsible for reviewing any grievances with their respective member towns officials.

#### **Article 7: BY-LAW AMENDMENTS**

The by-laws of the Nutmeg Youth Football League may be amended anytime outside of the season of play, by a 2/3rds vote of the Town Representative Board. By-laws will not be amended during the season. Items to be considered for amendment must be brought to the attention of the Town Representative Board at a regular scheduled meeting and will be discussed by the group before voted upon.

## **Article 8: INSURANCE**

Each member town will be responsible for their own insurance. The NYFL will not provide insurance for any member town.

## **Article 9: ADMISSION OF TOWNS**

From time to time, towns may ask to join the league while other towns withdraw or may be voted out of the league. Membership and continued membership in the league is at the discretion of the town representative board.

Any teams seeking admission to the NYFL must present the following information to the Town Representative Board prior to July NYFL board meeting, for admission for the current season. Teams seeking membership will provide the following information 30 days before their presentation and vote by the Town Representative Board.

1. Last year playing rosters for all teams (if applicable).
2. Proof of insurance
3. League officials' names, addresses, phone numbers, and positions.
4. Location and condition of game fields
5. Any further information as may be required by NYFL in its review process.

The Town Representative Board upon review of the material and discussion with the prospective town shall vote new member towns to the league with a 2/3rds majority vote.

Towns joining the NYFL prior to June 1<sup>st</sup> will receive voting rights immediately upon joining the league. Any towns joining the NYFL after June 1<sup>st</sup> will receive voting rights at the start of the following calendar year.

## **Article 10: REGISTRATION OF PLAYERS**

The registration of players will be the sole responsibility of each league town.

A participant's eligibility to play for a member town will be based on that participant's legal residence. A participant cannot play for another member town if residing within an active member town. Special exemptions will require a majority board vote.

Each member town will be required to collect the following items when registering players:

- Completed league town registration form to include written permission by a parent/legal guardian. No football player may take part in any NYFL activity without this written permission.

- Approval to play and medical forms must be with the team/child at all times. This includes practices, scrimmages and games. All players must have a physicians or nurse practitioner approval to participate, effective after January 1 of the playing year. Medical form must state the participant may participate in contact sports, tackle football, without any limitations, to be accepted.
- Birth certificates must be available upon request

#### **Article 11: REGISTRATION OF COACHES**

Each town at its own expense shall conduct a background check on any volunteer the town deems has repetitive contact with the players. Each town will conduct any level of background check it wishes, but it is required that each town do a minimum check of the Sex Offender Database. Volunteers must be listed by name and certified as “checked” to the NYFL at roster certification. These checks must be done prior to the volunteer being in contact with the players or cheerleaders.

Coaches’ names, addresses and phone numbers shall be furnished to the league along with representation from the town that the coaches passed the background check. All coaches must supply proof of completion of the USA Football Heads Up and Tackle Certification by the start of practices for each league town as well as wear the certification lanyard while coaching during games on the sideline.

Each town is required to have a Player Safety Coach/Commissioner in accordance with USA Heads Up Football and the Player Safety Coach/Commissioner must complete the USA Football Heads Up and Tackle Certification.

#### **Article 12: FINANCIAL POLICY**

Each league town will be responsible for their own finances. There will be no treasury within NYFL.

In the event there are costs associated with the NYFL, the Town Representative Board will determine by majority vote how to handle the expenses.

#### **Article 13: BONDS, FEES AND FINES**

There are no fees due to the NYFL by member towns.

There are no bonds due to the NYFL by member towns.

Towns will not be fined by the NYFL.

#### **Article 14: RULES AND REGULATIONS**

The Town Representative Board is responsible for establishing the football rules and regulations subject to the mission and purpose of the league.

Any rule reviews and recommendations to the football rules and regulations for the upcoming football season must be made by and voted on by June 30<sup>th</sup>. Any rules questions after June 30<sup>th</sup> will be noted for the following off-season to be reviewed prior to the start of the following season. Recommendations to rules changes that will affect player registration, including player ages and weights, must be presented and voted on by the end of the Town Representative Board by the end of the March meeting.

Changes to any football rule or regulation require a majority vote of the Town Representative Board.

#### **Article 15: REMOVAL OF MEMBER TOWNS AND/OR DISSOLUTION OF THE NYFL**

Removal of a Member Town from the NYFL will require a 2/3rds majority vote of the Town Representative Board.

The NYFL can be dissolved by a 2/3rds vote of the Town Representative Board.