

# UPPER TOWNSHIP FOOTBALL ASSOCIATION

## By – Laws

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### **Article I**

1. The name of this organization shall be “The Upper Township Football Association, Inc.” (hereinafter referred to as UTFA)
2. The teams shall be known as the Upper Township Indians and shall wear the colors of black and gold, or a variation thereof approved by the board at the beginning of the year.
3. The UTFA’s principal office shall be located at Caldwell Park, Palermo, Upper Township, New Jersey and the organization's mailing address shall be PO Box 191, Marmora, New Jersey 08223.

### **Article II:**

The UTFA is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

### **Article III: Statement of Purpose**

The UTFA is organized for the following general and specific purposes:

#### **Section A: General Purpose**

1. To inspire youth to practice the ideals of sportsmanship, scholarship, fellowship and physical fitness, regardless of race, creed or color.
2. To bring youth closer together through the means of a common interest in sportsmanship, scholarship, fellowship and athletic competition.
3. To encourage adults to behave in an exemplary manner when supervising youth.
4. To keep the welfare of the youth foremost and free from any adult compulsion for power and glory.

#### **Section B: Specific Purpose**

1. To provide the youth of Upper Township, Corbin City, Sea Isle City, and Ocean City the opportunity to play the sport of football in a supervised, organized and safe manner.
2. To enable players to develop the fundamentals of football including blocking, tackling, kicking and passing, as well as maintaining good physical, mental and moral condition.
3. To promote safety first with control over ages, equipment and the behavior of adults, coaches, players and spectators.
4. To act as a feeder system to Ocean City High School.

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## **Section C:**

The UTFA will adhere to the Cape Atlantic Junior Football League (CAJFL) constitution and by-laws, unless otherwise specified in UTFA by-laws.

## **Article IV: Association Governance**

### **Section A: Definitions**

1. UTFA Executive board (Ex Board, Board):
  - a. The group of (10) elected persons that oversees the activities, strategic planning, and decision making of the Upper Township Football Association (UTFA)
  - b. is comprised of the "Executive board officers" (4), and "Members at large" (6)
2. Executive board officers:
  - a. Shall be part of the UTFA Executive Board and comprised of; President, Vice President, Treasurer, and Recording Secretary (4).
3. Members at large:
  - a. Shall be part of the UTFA Executive Board and comprised of the remaining stake holders (voting members) of the Executive board (6).

### **Section B: Voting Membership for Elections and By-Law Changes**

1. The Voting Membership shall be composed as follows:
  - a. All current UTFA Executive board members.
  - b. All certified coaches of each participating team
  - c. Any parent with a child currently enrolled in the program
2. Every member is entitled to one vote regardless of the number of positions the individual holds in the organization or the number of children in the program.
3. The Voting Membership shall be entitled to vote in Officer Elections and Changes to UTFA By-Laws.

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## **Section C: Election of UTFA Executive Board Members**

1. The Executive Board shall administer the election process.
  - a. The Board must select two officers to oversee the election.
    - i. The officer of election's seat may not be up for election
  - b. The officers of election will be responsible for receiving and counting the vote.
2. Member Candidacy: Candidates for the board must be at least 18 years of age, with at least one year of affiliation with the UTFA as parent/guardian or coach.
3. Candidates may nominate themselves or be nominated by other members of the voting membership.
4. There shall be no restriction on a coach holding a Board Member position
5. No more than one member of a family may serve on the Executive Board at the same time.
6. Elections will take place in the month of December and will be held via Online Web Based elections.
  - a. If the Nominees do not exceed the amount of Board positions needed then the Online Elections will not be required.
7. Board Members of the Association shall be elected by a majority vote, of the Voting Membership as described in Article IV, Section A.
  - a. All voting shall be done via online web based elections (survey monkey).
  - b. In the event of a tie vote, the Executive Board will:
    - i. Administer a recount and/or
    - ii. Call for a runoff election.
8. Term: Each board member shall be elected to serve a term of two (2) years with no limit on the number of consecutive terms that may be served. If a member fails to complete a term, the Executive Board will make an appointment to that office. The appointed member officer will hold that position through the end of the current term until a new member can be elected.
  - a. Terms shall run from January 1 through December 31.

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## **Section D: Election of Executive Board Officers**

1. The nominee must be a member of the UTFA Executive Board.
2. Elections for Board Officers for the upcoming year will take place during the December meeting, with their term beginning January 1st of the new year.
3. Officers cannot nominate themselves
4. Officers are nominated and then voted on by the entire Executive Board.
5. If a "multi" nomination for an officer chair shall occur
  - a. the nominated persons will leave the room, and not vote
  - b. a closed ballot will administered
  - c. if a tie should occur as a result of the closed ballot
    - i. the sitting President shall cast the tie breaking vote, except that in the incident where the President's chair is the tie, the sitting Vice President shall be the one to cast the tie breaking vote
6. Each Board Officer shall be elected to serve a 1 year term, with no limit on the number of consecutive terms that may be served.
7. Officers cannot nominate themselves

## **Section E: UTFA Executive Board, Officers and Members at large**

1. The UTFA Executive Board Officers will consist of the following:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
2. The UTFA Board Members will consist of the following:
  - a. Member at large 1
  - b. Member at large 2
  - c. Member at large 3
  - d. Member at large 4
  - e. Member at large 5
  - f. Member at large 6

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## **Section F: General Powers of the Executive Board**

1. The Executive Board shall be responsible for the overall management of the day to day activities of the UTFA including:
  - i. The enforcement of UTFA By-Laws, policies and procedures
  - ii. Financial and legal matters of the UTFA
2. Rule on violations of the UTFA code of ethics The Executive Board shall be empowered to act for the full membership on all matters except:
  - i. The election and replacement of Board Members
  - ii. Amendment of by-laws
3. A Quorum for the transaction of business by the Executive Board shall consist of at least 50% of all members of the Board. They may act at all times by a simple majority vote of the quorum
4. Minimum Requirements: Board Meetings - All Board Members are required to attend no less than Seventy Percent (70%) of the regularly scheduled and cannot miss more than 2 consecutive meetings. It is at the discretion of the entire Board to sanction and address absenteeism.
5. Minimum Requirements: UTFA Events - All Board Members are required to attend and assist in the management and operations of all UTFA Events (this includes but not limited to Home Games, Fundraisers, and League Functions)

## **Section G: Officers' Duties (4)**

1. **President**
  - a. Preside over all UTFA meetings in accordance with these by-laws.
  - b. Oversee all organizational activities and all affairs connected with the UTFA.
  - c. Will attend CAJFL meetings, or assign a Board Member to act on his/her behalf in attending the meetings.
  - d. Will attend Upper Township Recreation Committee meetings or assign a Board Member to act on his/her behalf in attending the meetings.
  - e. The President shall have the power to vote on all matters however the Presidents vote will only be cast in the event of a tie vote in order to break the tie.

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## 2. Vice President

- a. Will assume the duties of the President in his absence.
- b. Will be the UTFA's alternate representative at CAFJL meetings and will provide a league update at all UTFA meetings.
- c. Will be the initial point of contact (prior to committee) should a problem arise with a parent, player, or coach.
- d. Will be designated as the CAJFL field manager at all home games.
- e. If the President is unable to fulfill his duties or complete his term, the Vice President will assume the position of President until the general elections in December.

## 3. Treasurer

- a. Will be responsible for the general bookkeeping of the UTFA and other financial matters. At the discretion of the UTFA Board Members, a yearly audit may be performed by a private accountant.
- b. Will give a report of financial activities at each meeting.
- c. Will be responsible for the management of funds received at registration as well as at the snack stand, and apparel tent. At the discretion of the UTFA Board Members, and by majority vote, this subsection can be assigned to a general member of UTFA
- d. Will be responsible for maintaining any and all paperwork associated with the UTFA's status as a 501c3 organization, and the NJ State Gaming Licensing requirements.

## 4. Secretary

- a. Will be responsible for keeping minutes of meetings and all other correspondences.
- b. Will be responsible for maintaining attendance records at all meetings.
- c. Will keep records of player registrations (back up copies of roster books, and coach certifications)
- d. Will be responsible for maintaining the safety deposit box (incorporation paperwork, printed copies of the current by-laws, any other important documentation/pictures)

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## Section H: Board Members Duties (6)

### 1. Member at large / Player Safety Coach (PSC)

- a. Will be responsible to meet the Player Safety Coach (PSC) requirements set forth in the USA Football Heads up Tackling program.
- b. The PSC will attend a USA Football PSC course
- c. Will be responsible for all correspondence with coaches players and families in regards to USA Football heads Up
- d. The PSC will periodically monitor practices and games for adherence to USA Football safety standards.
- e. will work with the coaches and insure that they are up to date on all of their required certifications
  - i. Finger Prints. TWP REQUIREMENT
  - ii. NAYS (concussion certification) TWP REQUIREMENT
  - iii. NAYS code of ethics TWP REQUIREMENT
  - iv. NYSCA coaching certification TWP REQUIREMENT
  - v. Heads up certification. CAJFL REQUIREMENT
  - vi. NAYS (or similar) first aid training certificate UTFA REQUIREMENT
- f. The PSC will facilitate an annual Heads Up Football clinic for all coaches and will run a Player Safety Clinic annually for all players and parents (camp week)

2. The remaining Board Members (5) will be assigned specific duties prior to April of the current year. Duties that are to be assigned are not limited to the following and can be changed at the discretion of the UTFA Executive Board.

#### a. Field Maintenance

- i. coordination with UT Public works grounds crews on the maintenance of our playing fields, lighting, fencing, and field markings

#### b. Merchandise / Apparel / equipment

- i. responsible for the purchasing of all clothing and miscellaneous items stamped with the official UT Indians logo.
- ii. responsible for the purchasing of all required player protection equipment.
- iii. is responsible for the purchasing of the yearly coaches uniform and player jerseys.
- iv. will abide by "Section I: Finances" for any purchase not already approved by the UTFA Executive Board.

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## **c. Player Registrations**

- i. will work with the coaches liaison, and is responsible for obtaining and maintaining all level roster books
- ii. is responsible to arrange for roster book player photographs
- iii. is responsible for all school sign offs
- iv. is responsible for any other form that may be required by the CAJFL
- v. will meet with CAJFL representatives to obtain the proper roster sign off

## **d. Coaches liaison**

- i. will work with the Player Registration member, and PSC in coordinating the roster books.
- ii. will report to the UTFA Executive Board Members any request of specific training equipment, scrimmage games, "B" games, or non emergent coaching issues.
- iii. will prepare and attend the UTFA yearly coaches meeting.
- iv. will attend the CAJFL yearly coaches meeting.

## **e. OPEN**

## **Section I: Finances**

1. The UTFA's fiscal year shall run from January 1 through December 31.
2. Expenditures in excess of \$300 require a 2/3 majority vote of the Executive Board with the exception of routine purchases to stock the snack stand. In emergent instances, the President at his discretion may obtain authorization through a majority vote from the UTFA Board Officers.
3. All checks shall require the signature of two OFFICERS.
4. All funds of the organization shall be deposited to the credit of the organization, in such banks and depositories as the Executive Board may direct, in a timely fashion.
5. Only the Executive Board may authorize and enter into contracts on behalf of the UTFA.
6. No loans may be entered into on behalf of the UTFA. No evidence of indebtedness shall be issued in the name of the UTFA unless authorized by a resolution of the Executive Board. Such authority may be general or confined to specific instances.



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## Section J: Meetings

1. General Meetings of the UTFA shall be held monthly during the third week of the month or as set by the Executive Board. Additional meetings may be called at the discretion of the Executive Board.
2. No General Meeting will be held without prior notice to the membership. Notice may be by email, Facebook or notice on the website.
3. All General Meetings shall be open to all adult coaches and parents whose child is currently participating in the program. Only the Executive Board may vote.
4. The Executive Board will preside over all meetings, with the President acting as the Chair. The Vice President will assume these duties in the President's absence.
5. Anyone attending the meeting shall be afforded the opportunity to present issues during the public portion of the meeting and in accordance with the guidelines set forth in the by-laws.
6. Any meeting cancellation or schedule change shall be posted at the meeting location as well as on the website and Facebook.
7. All teams in season (camp week), will be represented by at least one coach.
8. The Secretary will maintain attendance records for each meeting.
9. Meeting minutes shall be maintained at all regular and special meetings. Meeting minutes will be available for review at the next month's meeting.
10. The Executive Board shall have the right to conduct a closed, private meeting as necessary. The meeting shall be primarily to discuss personnel matters, code of ethics violations and disciplinary matters.
11. All meetings will be conducted according to Roberts Rules of Orders. The meeting format will be as follows:
  - a. Call to order
  - b. Review of minutes
  - c. Treasurer's report
  - d. Old Business
  - e. New Business
  - f. General Discussion

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## Section K: Amendments to By-Laws

The By-Laws of the UTFA may be amended as follows:

1. Any member, in good standing, at any regular UTFA meeting may present proposed amendments.
2. The President shall appoint a committee of at least three members, including the author of the amendment, to draft the change and report back at the next general membership meeting.
3. The proposed amendment(s) will then be presented to the UTFA general membership at the meeting and discussion from the floor will be opened. Upon close of the discussion, the proposal will be tabled until the next meeting of the general membership, where a vote will be taken.
4. The amendment must be passed by two-thirds vote of the Voting Membership in attendance.

## Article V: Coaches and Coaching Requirements

1. All coaches must follow ALL guidelines prescribed by the NYSCA and show satisfactory character and sincerity of purpose to be a positive influence upon his team.
2. Coaches will adhere to the Code of Ethics set forth in these by-laws and those of the CAJFL.
3. The Township of Upper requires all new coaches to take the NYSCA certification course for both general sports and football.
4. All coaches must take the USA Football Level 1 Tackle Certification course and test.
  - a. Previously certified coaches must take the USA Football Level 1 re-certification test annually.
5. All coaches must be fingerprinted and have a background check performed in accordance with Upper Township Recreation Committee guidelines.
6. Each coach will refrain the following:
  - a. Criticizing players in front of spectators.
  - b. The use of profanity.
  - c. Allowing a player to enter a game after being badly injured.
  - d. Accept official decisions, whether on or off the field, to be fair, and called to the best of the person's ability.
  - e. Smoking or consuming alcohol during games, practice, or any UTFA function.

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## 7. Head Coach

- a. Head coach must be at least 21 years old.
- b. Head Coach applicants must submit an application by April 1st for review and approval of the Executive Board
- c. The appointment of head coaches will take place at the April meeting.
- d. Head coaches are appointed for a one year term running from May through January.
- e. A majority vote of the executive board of the UTFA will be required to approve all applications.
- f. Executive Board members may apply for a head coaching position, but may not vote on their own application.
- g. Head coaches are responsible for selecting their coaching staff, giving preference to assistant coaches who requested to coach during the sign up period.
- h. Head coach shall abide by and enforce UTFA By-Laws and Organizational requirements.
- i. Head coach or designee will attend all Executive Board meetings, in season.
- j. Head Coaches are required to have an organized Practice Plan and Conditioning Plan to start Pre-Season Voluntary Conditioning no later than the 2nd week of July. This plan will be in writing and relayed to the coaches liaison board position .
- k. Head Coaches are expected to make 90% of all Practices and Games and must notify the Executive Board if they are not going to make a game during the season
- l. Head Coaches are required to be certified by NYSCA and USA Heads up Football prior to the Pre-Season Voluntary Conditioning Sessions

## 8. Assistant Coach

- a. All assistant coaches must be at least 18 years old.
- b. All assistant coaches must submit an application to the UTFA annually prior to the start of football camp.
- c. All assistant coaches must be approved by a majority vote of the Executive Board.
- d. All assistant coaches are required to be NYSCA and USA Football Heads Up Certified prior to the annual UTFA Summer Camp
- e. UTFA will provide all of the necessary time and equipment to allow any coach to get certified during preseason practice time
- f. All assistant coaches are required to attend a minimum amount of games and practices weekly that is determined by the staffing needs of the Head Coach
- g. The Head Coach at his discretion can address coaching needs and take necessary actions as they see fit to best serve the UTFA and its Athletes.
- h. In the event that a disciplinary action needs to be addressed the UTFA board will follow the disciplinary actions set forth in the UTFA By Laws

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## 9. Miscellaneous

- a. Any complaint on any coach will be reported immediately to an Executive Board member. Complaints will be handled in accordance with UTFA complaint handling procedures
- b. No coach or persons holding any position in the UTFA will at any time, demean or degrade another coach to any person.
- c. Coaches while in contact with players will wear appropriate attire.
- d. All coaches will wear UTFA shirt or jacket during all games.
- e. All coaching complaints will be handled in accordance with the Code of Ethics in Article XI

## Article VI: Players

### Section A

1. Taxi Division – Players must be in the 1<sup>st</sup> or 2<sup>nd</sup> grade and shall not reach the age of 9 prior to 10/1.
2. Pee Wee Division – Player must be in the 3<sup>rd</sup> or 4<sup>th</sup> grade and shall not reach the age of 11 prior to 10/1.
3. Junior Varsity Division – Players must be in the 5<sup>th</sup> or 6<sup>th</sup> grade and shall not reach the age of 13 prior to 10/1.
4. Varsity Division – Players must be in the 7<sup>th</sup> or 8<sup>th</sup> grade and shall not reach the age of 15 prior to 10/1.
5. The UTFA will adhere to the CAJFL Article IX – Operation of the League.

### Section B

1. Registration fees will be set by the Executive Board annually.
2. Hardship waivers will be evaluated on a case-by-case basis.
3. Request for refunds must be requested in writing or via email to a UTFA board member.  
The refund schedule is as follows:
  - a. Prior to Football Camp – Full Refund
  - b. After personalized jersey ordered: (Registration fee) - (cost of the jersey)
  - c. After September 1 – No Refunds

### Section C

1. All players' ages and grades will be verified by a birth certificate and other required documents at the annual CAJFL player certification, as specified by the CAJFL by-laws.
2. All coaches and players will adhere strictly to the by-laws of the CAJFL.
3. All players must be successfully enrolled in an educational institution.

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## **Section D**

1. The UTFA will attempt to fill rosters with qualified players from the Township of Upper. The UTFA may also seek players from Corbin City, Estell Manor, Ocean City and Sea Isle City.

## **Section E**

1. All equipment that is property of the UTFA may not be modified without the prior permission from the UTFA.
2. Equipment modifications may only be done for safety considerations only.
3. Equipment modifications must match the existing black and gold colors.
4. Any helmet, face mask or other equipment modification must be approved by the UTFA Board prior to purchase. All modifications/installations must be done by a UTFA board member or head coach.
5. All helmets and face masks must be manufactured by a reputable scholastic provider. some examples but not limited to Riddell

## **Article VII: League Requirements**

1. The UTFA will follow all rules and regulations of the CAJFL pertaining to league requirements.
2. Each head coach will maintain an accurate roster that will be readily available at each game or event. A copy of this roster must be submitted to the CAJFL, in accordance with the CAJFL by-laws.
3. The UTFA will maintain an adequate insurance policy. The UTFA is currently covered under the Township of Upper's insurance policy.

## **Article VIII: Schedules**

1. Teams may hold voluntary conditioning/speed and agility workouts prior to camp.
2. All coaches must attend the annual USA Football Heads-Up Football clinic facilitated by the UTFA Player Safety Coach.
3. The UTFA will hold a Parent/Player Safety Clinic to review the USA Football Heads Up Football program and the safety initiatives the UTFA has incorporated into the program.
4. All teams from the UTFA will attend the scheduled yearly camp in July.
5. Practice will commence on August 1<sup>st</sup> of the football year.
6. No hitting or scrimmaging will take place until a satisfactory week of practice has been completed.
7. In accordance with league by-laws only shoulder pads and helmets are permitted the first week of practice.

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8. During the pre-season, there may be no more than five (5) practice sessions per week and no more than one per day.
  - a. No more than three practices may be with pads and contact drills.
9. During the season, there may be no more than four practices between regularly scheduled games including:
  - a. No more than three practices with pads
  - b. No more than two practices with contact drills
  - c. One practice may be a walk-through with shoulder pads and helmets only
  - d. This does not include weekends.

## **Article IX: Game and Practice Fields**

1. Home games will be held at Caldwell Park, 1060 Stagecoach Road, Palermo, Upper Township, NJ.
2. Practices will be held at Caldwell Park, unless otherwise notified.
3. Caldwell Park is owned by and controlled by the Township of Upper. All members and participants must abide by the rules and regulations set forth by the Township of Upper while on their property. EXHIBIT 2020a

## **Article X: League Rules**

The UTFA will follow all rules and regulations as spelled out in the CAJFL by-laws. The CAJFL by-laws are available on the "utindians.net" website.

## **Article XI: Code of Ethics**

Members of the UTFA are expected and required to act in the best interests of the children of the UTFA. Members will provide positive support to the league and other board members. Business will be conducted in a professional and ethical manner.

1. The Board shall deal with all infractions as the Board deems necessary.
  - a. Any 2 members of the UTFA that are in dispute will, at the point of impasse, refer to the judgment of a third, disinterested party.
  - b. Any Board member that does not conduct him or herself in the appropriate manner may be discharged of his or her duties. This will be done by a 2/3 majority vote of the UTFA Board Members at a general meeting. This individual will be given the opportunity to be present and represent themselves at the meeting.
  - c. No board member or coach can be suspended or dismissed from the UTFA without a proper hearing.

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2. **Parents** – The parents of the participants of the UTFA will conduct themselves in an encouraging and supportive manner. At no time will parents, guardians, friends or relatives of participants engage in any behavior that will incite or create an atmosphere that embarrasses the children or jeopardizes the safety of the participants or spectators in any way. Responsibilities include, but are not limited to:
- a. Not leave their child at any practice or game until they are certain a responsible adult is present for the player in case of an emergency or in the event of cancellation.
  - b. At no time will parents enter the game or practice field where the participants of the teams are engaged in practice or play, without prior permission of the coach or individual in charge.
  - c. Player rosters, parent contact list and sponsor lists are to be used for UTFA purposes only and are not to be used or given to any business or organization for the purposes of solicitation or any other reason.
  - d. Any violation of these rules may result in the expulsion of the parent or guardian from any UTFA function and may result in the removal of their child/children from UTFA supported functions if deemed necessary by the Board, with no refund of registration fees.
  - e. Parents will be required to sign a code of conduct document outlining the expectations for parents, children and family members. The contents of this document must be approved by the UTFA Board before distribution.
  - f. Parents must wait 24 hours after a game prior to bringing a complaint to a coach.

*Any dispute or complaint shall be submitted in written form to the UTFA Board for review. Any complaint will be handled on a one on one basis. Any decision that is made in a dispute is final.*

3. **Participants** - Any player that does not conduct him or herself in a respectful and encouraging manner towards Board Members, Coaches, Game officials, fellow participants, or parents may be suspended from play.
- a. Arrive at practice on time and prepared.
  - b. Players are not allowed to actively practice or play in a game without proper equipment.
  - c. Playing time may be reduced if the athlete does not attend practice (unexcused) or is disruptive during practice, which includes but is not limited to back-talking or not obeying the coach, using foul language, and exhibiting violence against another person.
  - d. Notify the head coach in advance if you must miss a practice or game. Failure to notify the head coach will result in an unexcused absence being given to the player.
  - e. Participants will not engage in horseplay during or after games or practices.
  - f. Repeated violations of the above rules may result in the suspension or expulsion of the child/children from UTFA supported functions with no refund of registration fees.

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4. **Coaches-** Be a role model. The coaches of UTFA will conduct themselves in a professional and positive manner at all times. Coaches must be certified and assigned to a team prior to participation. There will be a minimum of three coaches. They must be registered as a coach and designated to a team before the first practice. Exceptions can be made by the Board after the first practice only if there are not enough coaches to successfully run the team.
  - a. All coaches must show a commitment to providing well-planned instruction to the team or squad members.
  - b. All coaches must abide by the UTFA by-laws, rules, and regulations.
  - c. Coaches must communicate on a regular basis with parents, team, or squad.
  - d. Coaches must deal effectively under all conditions in a fair and impartial way toward other coaches, parents, team or squad members, UTFA Board members, officials, and other league members.
  - e. All coaches will be certified according to the standards of CAJFL participants.
  - f. All coaches must meet the requirements established by the Upper Township.
  - g. All coaches of the UTFA shall conduct themselves in a sportsmanlike manner at all times to uphold the organization's purpose.
  - h. All coaches need to be at all practices and games to the best of their ability.
  - i. Head coaches will be responsible for keeping a mandatory player roster for every game and keep a log of practice participation and behavior (including excused and unexcused absences).
  - j. Head coaches are responsible to oversee the collection of all equipment at the end of the season.
  - k. All Coaches are expected to support the organization. Coaching responsibilities will include participation in all activities involving your sport including but not limited to sign ups, equipment handout and collection, meetings, etc.
  - l. If there is a breach in the rules the coach may be suspended or removed from their position. If a coach is removed and has a child in the organization, their membership may be revoked if deemed necessary by the UTFA Executive Board and they will not receive a refund of their registration fee.

## 5. Ethics Violations

- a. Any participant, member, or coach who becomes aware of a minor incident, but significant enough to notify the UTFA Board (ie: minor disagreements between parent/coach) will notify the Vice President (SEC G:2c).
- b. Any participant, member, or coach who becomes aware of an incident will complete a grievance request form (online) and submit that form to the President of the UTFA, and his designee (currently the VP Chair; SEC G:2c)



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- c. After receiving the written grievance request form, the President shall open the issue for discussion at an executive session with the UTFA Board Officers.
- d. If the UTFA Officers choose to dismiss, they can address the issue immediately following their executive session and after notifying the Members at Large
- e. If the majority of the UTFA Officers feels the issue has merit they shall formally raise the issue and the next scheduled general meeting.
- f. The individuals believed to be involved in the incident shall be invited to the meeting and be given the opportunity to speak and address any accusations.
- g. If a violation is found, the UTFA Board shall determine the severity of the infraction. Based on this decision the board will direct which of the following actions, if any, shall be taken:
  - i. A verbal warning or reprimand to the individuals involved.
  - ii. A written warning or reprimand to the individuals involved.
  - iii. A suspension from participation in our program.
  - iv. Removal from participation in our program.
- h. Any complaint received from UTFA members regarding another organization's (team) conduct, will be in writing and go through the procedures listed above.
- i. Any complaint received from an outside organization (complaints from the CAJFL) shall be in writing and will follow the procedures listed above

## **6. Additional Guidelines for Ethics Complaints**

If a particular infraction is determined to be a minor violation but involves individuals who have had previous past warnings, incidents or complaints against them the board shall consider any of the above actions as appropriate.

In all cases there must be a majority of the board present to discuss the infraction and there must be a majority vote to enforce any penalty.

The determination of the board and any actions are to be recorded in the minutes for that meeting.

\*An "incident" which can also be an UTFA Board Member complaint and or dispute, will follow the grievance process as mentioned in the UTFA code of conduct.

# UPPER TOWNSHIP FOOTBALL ASSOCIATION

The board can, by way of a majority vote, remove from the program anyone who has failed to uphold their responsibilities or has been detrimental to the organization. This will be done by a majority vote only after the individual has had the opportunity to speak in front of the board regarding any accusations made against them.

If the incident or complaint is of a Board member(s) then the remaining board members will form a grievance committee hearing panel of organizational members to hear the complaint and determine impact to the individual(s) and vote on the appropriate course of action to take.

The UTFA will follow and abide by the Township of Upper Civil Rights Policy RESOLUTION NO. 27-2020 / EXHIBIT 2020b

1 SECTION / PAGES <u>1 - 9</u>	2 SECTION / PAGES <u>10 - 18</u>
FIRST READING DATE <u>02 / 20 / 2020</u>	FIRST READING DATE <u>8 / 19 / 20</u>
SECOND READING DATE <u>04 / 15 / 2020</u>	SECOND READING DATE <u>9 / 23 / 20</u>
MOTION MADE BY <u>John Vaughn</u>	MOTION MADE BY <u>Bob Drewnowski</u>
SECOND MADE BY <u>Greg Borcky</u>	SECOND MADE BY <u>Greg Borcky</u>
TOTAL MEMBERSHIP PRESENT <u>7</u>	TOTAL MEMBERSHIP PRESENT <u>8</u>
YEA <u>7</u> NEA <u>0</u>	YEA <u>8</u> NEA <u>0</u>
APPROVAL <input checked="" type="radio"/> YES / NO	APPROVAL <input checked="" type="radio"/> YES / NO
WITNESS <u>[Signature]</u>	WITNESS <u>[Signature]</u>

CERTIFICATION SIGNATURE: [Signature]

State of New Jersey

County of Cape May

This record was acknowledged before me on 10/22/2020

by MARK PANCOAST as BOARD PRESIDENT, who represents that HE is authorized to act on behalf of THE UPPER TOWNSHIP FOOTBALL ASSOCIATION

Signature of notarial officer [Signature] My commission expires: 5/14/2023

2020 UTFA BOARD: Mark Pancoast (President), Bob Drewnowski (Vice President), Jim Burger (Treasurer), John Vaughn (Secretary), Greg Borcky, Justin Candeloro, Chic Cossaboone, Tony Garreffl, Randy Mystic, Kyle Mossey.

**JANET L. WEBSTER**  
 NOTARY PUBLIC OF NEW JERSEY  
 My Commission Expires 5/14/2023