

# **Saco Junior Trojans Youth Football & Cheerleading Program** **BYLAWS – Updated 12/10/2025**

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## **ARTICLE I. MISSION**

### **Section 1.1. Mission Statement**

The Saco Junior Trojans (“SJT”) are committed to providing a safe, inclusive, and respectful environment for all players, families, and volunteers regardless of race, gender, religion, or background.

## **ARTICLE II. MEMBERSHIP AND VOTING RIGHTS**

### **Section 2.1. Program Membership**

All parents or legal guardians of children actively enrolled in the current season shall be considered Program Members.

### **Section 2.2. Voting Rights**

Each family receives one (1) vote on matters requiring member input, irrespective of the number of participating children.

### **Section 2.3. Good Standing Requirement**

Only members whose fees are current and who have no active disciplinary sanctions may exercise voting privileges.

## **ARTICLE III. GOVERNANCE AND BOARD OF DIRECTORS**

### **Section 3.1. Board Composition**

The organization is governed by a Board of Directors elected by Program Members. Individuals in good standing, regardless of Program Membership status, may be considered for Board service if approved by a majority vote of Program Members. All Board Members will be subject to background checks.

### **Section 3.2. Quorum and Voting**

A quorum consists of fifty percent (50%) plus one (1) of filled Board seats. Decisions, unless otherwise specified, require a simple majority of Directors present.

### **Section 3.3. Meeting Schedule**

Regular Board meetings shall be held monthly during the playing season (August–November) and at least quarterly during the off-season.

### **Section 3.4. Removal of Directors**

A Director may be removed for cause by a two-thirds ( $\frac{2}{3}$ ) vote of the remaining Board. An automatic removal review is triggered after three (3) consecutive unexcused absences.

### **Section 3.5. Open-Meeting Policy**

Board meetings are open to Program Members unless the Board enters executive session for matters of personnel, discipline, or legal strategy.

## **ARTICLE IV. BOARD ELECTIONS**

### **Section 4.1. Nomination Process**

Nominations open December 1 and close December 31 each year.

### **Section 4.2. Election Date**

Elections are held in January, with results announced no later than January 15. Board Terms run from Election to Election.

### **Section 4.3. Term of Office**

Board terms are one (1) year; Directors may be reelected without limitation.

### **Section 4.4. Eligibility & Nominating Committee**

Any person in good standing is eligible. The Board may appoint a Nominating Committee to vet candidates.

## **ARTICLE V. OFFICER ROLES AND RESPONSIBILITIES**

### **Section 5.1. Officer Positions**

Officer duties and job descriptions are detailed in the document "2025-26 Board Position Job Descriptions," which is incorporated by reference.

### **Section 5.2. Incompatibility of Offices**

No individual may concurrently hold the offices of President and Treasurer.

### **Section 5.3. Vacancies**

In the event of a vacancy, the Board of Directors may appoint an interim replacement to serve in the role until the next regularly scheduled election. Any individual appointed under this section shall serve in voting capacity

## **ARTICLE VI. COMMITTEES**

### **Section 6.1. Standing Committees**

Standing committees may include but are not limited to: Equipment, Fundraising, Disciplinary, Concessions, Coaching Review, and Draft & Team Formation.

### **Section 6.2. Ad-Hoc Committees**

The Board may establish ad-hoc committees as needed.

## **ARTICLE VII. FINANCES**

### **Section 7.1. Treasurer Reports**

The Treasurer shall provide a financial report at least twice per year at a scheduled Board Meeting.

### **Section 7.2. Budget Adoption**

The annual operating budget must be approved by the Board no later than July 15.

### **Section 7.3. Expenditure Approval**

Any expense exceeding \$1,000 requires prior Board approval and two (2) unrelated signatures.

### **Section 7.4. Financial Review/Audit**

Program financial records are subject to an annual review or audit at the Board's discretion.

### **Section 7.5. Distribution of Assets Upon Dissolution**

Upon dissolution, remaining assets shall be transferred to Thornton Academy, another local 501(c)(3), or charity organization as determined by the Board.

## **ARTICLE VIII. CODE OF CONDUCT AND DISCIPLINE**

### **Section 8.1. Adoption of Code**

The universal Code of Conduct (Appendix A) applies to all players, coaches, volunteers, and parents.

## **Section 8.2. Disciplinary Procedure**

Minor violations follow a progressive three-step process (verbal warning, written warning, suspension). Major violations trigger immediate Board review and potential suspension or removal.

## **ARTICLE IX. CONFLICT OF INTEREST**

### **Section 9.1. Disclosure and Recusal**

Directors must disclose potential conflicts and recuse themselves from related votes. Violations may result in removal.

## **ARTICLE X. EQUIPMENT AND UNIFORMS**

### **Section 10.1. Program Property**

All issued equipment remains property of SJT and must be returned unless the board determines otherwise; families may be charged for loss or damage.

## **ARTICLE XI. REGISTRATION AND REFUNDS**

### **Section 11.1. Registration Fees**

Season fees are due in full prior to participation unless a Board-approved payment plan or scholarship is in place. A committee may be formed to address these matters.

## **ARTICLE XII. COACHING SELECTION AND OVERSIGHT**

### **Section 12.1. Head Coach Selection**

Head Coaches apply annually and require Board approval; Assistant Coaches are selected by the Head Coach and confirmed by the Board. Dates for this process to be defined in the first meeting of each year.

### **Section 12.2. Certification Requirements**

All coaches (Head and Assistants) must maintain current background checks and are required to be certified under USA Tackle Football

### **Section 12.3. Coaching Commitment**

Coaches must adhere to the Coach's Code of Conduct. Coaches are to prioritize development and safety. Middle School level does not apply.

## **ARTICLE XIII. TEAM FORMATION AND PLAYER DRAFT**

### **Section 13.1. League Alignment and Team Structure**

Team formation shall conform to the requirements of the governing league approved by the Executive Board.

1. In leagues that use an **A/B format** (such as the Southern Maine Youth Football League), teams will be organized by grade level where feasible. The **A team** will typically consist of the older grade within that division (e.g., 4th grade in the 3/4 division and 6th grade in the 5/6 division). Players may be considered to play up or down a level based on individual skill, development, and player safety. Any such movement must be recommended by the Head Coach and approved by the President, Vice-President, and Player Agent prior to the start of the season. The general expectation remains that players will participate with their grade level unless a clear developmental or safety reason supports otherwise.
2. In leagues not governed by even skill tier (e.g., prior MSL participation), the **Draft Procedure Guide (Appendix C)** shall govern the process for equitable roster formation.

### **Section 13.2. Roster Size and Team Thresholds**

To promote player safety, development, and competitive equity, the following guidelines apply unless superseded by league rules:

1. **Target Roster Range.** Each team should aim to maintain between **17 and 22** active players. Final roster caps may be set by the Board based on league regulations, safety considerations, or fielding requirements.
2. **Team Splits.** If registration for a given division reaches levels that warrant multiple teams, the Board shall determine the appropriate structure (A/B format, balanced split, or combined roster) consistent with league rules.
3. **Coaching Availability Clause.** Additional teams will only be authorized if the Board can identify and approve a qualified Head Coach and at least one Assistant Coach for that roster.
4. **Roster Balancing and Exceptions.**
  - o The Player Agent shall oversee all roster assignments to ensure equitable team composition within the parameters of the league's structure.
  - o The President, Vice-President, and Player Agent retains final discretion to adjust team counts or player assignments to address special circumstances, including injuries, late registrations, or hardship exemptions.

### **Section 13.3. Draft and Balancing Procedures**

In divisions or leagues that require balanced teams, a draft shall be conducted per Appendix C. In A/B divisions, no draft is required; however, player

placements must still be reviewed and approved by the Player Agent and Executive Board to ensure fairness and alignment with Program goals.

## **ARTICLE XIV. GAME SCHEDULE AND PLAYING RULES**

### **Section 14.1. League Rules**

SJT teams abide by the rules of the governing league (SMYFL, MSL, or successor)

### **Section 14.2. Weather Cancellations**

Weather cancellations are coordinated by the League Representative and communicated promptly to families.

## **ARTICLE XV. INSURANCE**

### **Section 15.1. Coverage**

SJT maintains liability and accident insurance for all registered participants.

## **ARTICLE XVI. FUNDRAISING AND SPONSORSHIP**

### **Section 16.1. Board Approval**

All fundraising events and sponsorships must receive prior Board approval.

## **ARTICLE XVII. LEAGUE REPRESENTATION**

### **Section 17.1. Attendance**

The President, Vice President, or duly appointed representative shall attend league meetings and report to the Board.

## **ARTICLE XVIII. AMENDMENTS**

### **Section 18.1. Procedure**

These bylaws may be amended by a two-thirds ( $\frac{2}{3}$ ) vote of the Board at a scheduled meeting following written proposal and discussion.

## **ARTICLE XIX. CHEER PROGRAM OVERSIGHT**

### **Section 19.1. Governance Parity**

The Cheer program operates under these bylaws and the Code of Conduct; the Cheer Coordinator serves as a voting Board member.

## **ARTICLE XX. INCORPORATED DOCUMENTS**

### **Section 20.1. List of Appendices and References**

The following documents are incorporated by reference and carry the same authority as these bylaws:

- a. Appendix A – Code of Conduct
- b. Appendix C – Draft Procedure Guide
- c. 2025-26 Board Position Job Descriptions

Certified by the Saco Junior Trojans Board of Directors on 12/10/2025

## **2025-2026 Board Position Job Description**

<b>President</b>	Responsible for the governance of the Saco Junior Trojans organization. Will implement strategic plans for the organization, lead efforts to carry out the vision/mission of the organization as well as safeguard its financial wellbeing. Will represent the organization in the community and build relationships with its stakeholders. Will oversee and work with all Board Members to ensure job responsibilities are met and that the organization operates effectively. Will work with the secretary to schedule meetings, develop agendas and will preside over all meetings. Will have general supervisory control over all matters pertaining to the welfare of the organization.
<b>Vice President</b>	Responsible for assisting the President. Will perform duties as delegated by the President. Will assume the President's responsibilities in their absence.
<b>Treasurer</b>	Responsible for maintaining the financial standing of the organization. Will keep track of all money received and/or dispersed as decided on by the governing members. Will monitor transactions generated via all electronic platforms such as Sports Engine (registrations), Zeffy (online calendar sales) and the square reader (concessions). Will track cash sales (e.g. gate sales, 50/50 raffles, and concession sales) and maintain petty cash. Will pay annual expenses such as software renewals (e.g. Sports Engine, HUDL), officials, league insurance, dues, equipment, uniforms and supplies. Will provide a typed financial report at every Board Meeting. Will complete the annual taxes for the organization.

<b>Communications Director</b>	Responsible for promoting the organization, recruiting participation and overseeing the execution of effective internal communications. Will assist the Secretary with the creation and distribution of annual flyers, registration publications, event announcements, etc. Will lead efforts to announce open registrations via the Saco Fire Station's electronic sign and/or via the local schools, organizations, groups, etc. Will help distribute information during the season to coaches, team parents, parents/guardians, participants and supporters.
<b>Safety Officer</b>	Responsible for assuring the organization always has medical supplies in stock. Will give the Equipment Director a fully stocked medial kit for each coach bag. Will periodically check in with head coaches to re-stock all medial kits during the season. Will assist the Board of Directors with the organization's responsibilities for an athletic trainer. Will make sure all injuries requiring medical attention have been documented and reported. Will work with the Player Agent to ensure the safety of all participants.
<b>Player Agent</b>	Responsible for communicating with the Secretary to obtain team rosters, contact information, and pertinent participant data such as reported medical conditions. Will have a role in ensuring the organization adheres to player eligibility requirements. Will work with Board Members and coaches to conduct team drafts, coach assignments and roster selections. Will work with the Safety officer to promote a culture of safety in the organization. Will implement and facilitate background checks and Safe Sport training. Will seek opportunities for safety education opportunities and the handle all concerns and/or incidents.
<b>Equipment Director</b>	Responsible for working with the Board of Directors to purchase new practice equipment, uniforms, belts, socks, mouth guards, helmet decals, medical supplies, etc. Will organize and maintain the inventory of equipment and uniforms. Will orchestrate the distribution and collection of all uniforms. Will maintain the organization's loaner equipment and meet the needs of participants. Will be responsible for the preparation, distribution and collection of coach bags.
<b>Field Director</b>	Responsible for the coordination and execution of field duties including equipment during practices as well as chains, yard markers, scoreboard operators and announcers at all home games.

<b>Secretary</b>	<p>Responsible for the record keeping, meeting management, and technological needs of the organization. Will record, type and maintain program materials including meeting agendas, meeting minutes, attendance lists, discussion notes, motions, disciplinary actions and resolutions, etc.) for all SJT Meetings and interactions. Will coordinate and help plan season events such as team pictures, Junior Trojan Day, Junior Trojan Night, and the end of season ceremonies. Will work with the Communications Director to promote the program and deliver communications to the community.</p> <p><b><u>Sports Engine Administration:</u></b></p> <p>Responsible for the administration of the Sports Engine product. Will design the online registration for the upcoming season to include season handouts, contracts and waivers, pertinent data fields, fees, payment terms, calculations and online payments. Will review and approve scholarship requests, distribute discount codes to recipients, and process all refund requests. Will create the online structure for divisions/teams and create Team Pages to provide the platform for team schedules, online rosters, and team chat capabilities. Will maintain the records of all football and cheering participants within the Sports Engine platform.</p> <p>Will provide registration counts to the Board of Directors and coaches prior to the start of the season to determine the number of teams needed and the coach to player/cheerleader ratio. Will electronically roster the teams (as instructed by the coaching staff) and maintain change requests. Will export roster data as necessary for the Player Agent, coaches, Team Parents, MSL and SMYFL leagues, vendors (i.e. photographers), etc. Will enter the game schedule for each team as soon as they are released by the MSL and SMYFL. Will maintain the permission within Sports Engine to allow necessary administrative access to directors and coaches. Will communicate with coaches when their Team Pages go live and ensure they are trained on how to enter their practice schedules, add/modify/delete other schedule data throughout the season and communicate with their families via chat. Will create reports from Sports Engine data and provide exports as necessary. Will create and share instructional handouts and provide technical support to program participants. Will perform the necessary data clean up at</p>
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	<p>the end of each season. Will work with the Safety Officer to assist with background checks and Safe Sport training.</p> <p><b><u>Website Administration:</u></b> Responsible for maintaining the company's website. Will keep information on the website up to date including links to season and camp registrations, frequently asked question pages, team/age level descriptions, links to league pages (e.g. SMYFL), as well as information on sponsorships, season sponsors, fundraisers, field directions, evens, and contacts.</p> <p><b><u>Facebook Administrator:</u></b> Responsible for maintaining the company's Facebook page. Will maintain permissions for the Facebook page. Will post important announcements and respond to comments. Will monitor and respond to private/direct messages. Will communicate with the Cheer Director so both the football and cheer pages are kept current.</p>
<p><b>Fundraising Director</b></p>	<p>Responsible for fundraising projects including annual sponsorships, the annual fundraiser for participants, and game day fundraising duties as well as the ongoing efforts to explore new fundraising opportunities.</p> <p><b><u>Sponsorships:</u></b> Will work with the Secretary to send out the announcements for sponsorships and manage the collection of sponsor data. Will work with the sponsor and treasurer to collect sponsorship payments. Will provide sponsor information and logo files to the Secretary and Apparel Director for the website and sponsorship T-shirts.</p> <p><b><u>Calendar Fundraiser:</u></b> Will coordinate with the print vendor and the online vendor to create the calendar template. Will purchase calendar prizes for winners. Will distribute and collect materials within the organization. Will communicate with sellers on their sale progress. Will draw and contact daily winners as well as distribute prizes. Will keep the secretary up to date on the daily winner for electronic communications. Will track calendar sales to determine prize distribution and provide prize totals to the Apparel Director. Will distribute the prizes at the end of the season ceremony.</p>

	<p><b><u>Game Day Fundraising:</u></b> Will recruit volunteers to collect entrance fees (middle school home games) and execute the 50/50 raffle and apparel sales at all home games.</p>
<b>Apparel Director</b>	Responsible for all apparel needs for the season including sponsorship t-shirts, fan gear, apparel prizes for calendar sales, end of season apparel gifts and championship merchandise (if applicable). Will assist head coaches with the purchase of polo shirts, hats, or other apparel needs for their coaching staff. Will work with the Cheer Director to purchase apparel or gather apparel from prior years. Will enlist volunteers to sell this apparel at home games. Will work with print vendors to design logos, select apparel, set up online stores as well as pick up and distribute merchandise.
<b>Concessions Director</b>	Responsible for managing all food sale operations in the concession buildings at Hill Stadium and the SJT field including all duties to open and close both buildings each season. Will coordinate purchases with TA Boosters as well as conduct weekly (sometimes more) runs to local stores for inventory. Will stock, cook and clean for all home games. Will purchase and maintain kitchen equipment as necessary. Will recruit and supervise work staff. Will work with the Team Parent Coordinator and Team Parents to ensure each game has adequate coverage. Will supervise paid staff (if applicable).
<b>Cheering Director</b>	Responsible for the governance of the entire cheer program. Will report cheer operations to the Board of Directors and maintain ongoing communication with the Secretary to keep online registrations, documents and electronic platforms up to date. Will maintain the Saco Junior Trojans Cheering Facebook page. Will determine the number, make up and alignment of all cheering squads as well as the appointment of all cheer coaches. Will oversee the duties of the youth and middle school head coaches. Will organize a sizing night and order cheer uniforms, bows, etc. prior to the start of the season.
<b>Middle School Coaching Director</b>	Be Middle School Varsity (8th Grade) team Head Coach. Select middle school coaching staff including JV (7th Grade) head coach. Oversee Middle School football program. Attend all SMYFL meetings
<b>High School (TA) Varsity Coach</b>	Serves as a voting member of the Board. Provides program alignment and support between SJT and the Thornton

	Academy football program.
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## **Appendix A - Saco Junior Trojans Youth Football Program Code of Conduct**

### **Player Code of Conduct**

- Show respect to coaches, teammates, opponents, officials, and yourself.
- Arrive on time, prepared, and ready to give your best effort at all practices and games.
- Follow team rules and listen to your coaches.
- Represent the Trojans with pride - no taunting, cheap shots, or fighting.
- Accept referee decisions without argument.
- Always use appropriate language.
- Report injuries or concerns to your coach right away.
- Put academics first - being a good teammate includes being a good student.

### **Off-Field Conduct**

- Trojan pride extends beyond the football field. Players are expected to demonstrate respect for teachers, classmates, and school staff.
- Conduct in school and in the community should reflect positively on the program - this includes social media activity.
- Bullying, disrespect, or poor sportsmanship outside of football may result in team consequences.
- Players are expected to maintain good academic standards and communicate with coaches or the Player Agent if academic concerns arise.

### **Coach Code of Conduct**

- Lead by example with professionalism, fairness, and consistency.
- Prioritize player safety, including following USA Football guidelines and enforcing weight restrictions.
- Treat all players with respect - no favoritism, intimidation, or personal attacks.
- Be organized, communicate clearly, and come prepared to teach fundamentals and teamwork.
- Support league and program rules without exception.
- Handle disputes or conflicts calmly and privately - never in front of players.
- Encourage sportsmanship and respect, regardless of the score.
- Communicate with parents and Player Agent if behavioral or eligibility concerns arise.

## **Parent/Guardian Code of Conduct**

- Support your child with positive encouragement - avoid coaching from the sideline.
- Respect all players, coaches, officials, and fellow parents.
- Allow the coaches to coach. If you have concerns, bring them to the Player Agent or Head Coach calmly and privately.
- Never argue with referees during or after the game.
- Ensure your player arrives to practices and games on time and communicates if they will be absent.
- Focus on effort, growth, and enjoyment - not just wins and losses.
- Promote respect for the rules, officials, and program leadership.
- Remember, this is youth football, and it's about the kids.
- Follow the 24-Hour Rule: Concerns related to playing time, strategy, or coaching decisions should not be discussed with coaches until at least 24 hours after a game or practice.
- Understand that playing time is earned, not equal. Every player will play each game, but the amount of playing time may vary based on effort, attendance, and attitude.
- Recognize that all coaches are volunteers and are dedicating time to helping your child grow - support them with encouragement and trust.
- Communicate unavoidable absences or injuries to your head coach as early as possible.
- Remember that our league emphasizes sportsmanship over standings - this is developmental football first.

## **Violation Policy**

- Minor Violations (e.g., repeated tardiness, inappropriate language, disrespectful sideline behavior):
  - 1st Violation: Verbal warning and documented notice.
  - 2nd Violation: Parent/guardian or coach conference with Player Agent.
  - 3rd Violation: Possible suspension or removal from the team or activity, pending board review.
- Major Violations (e.g., physical aggression, bullying, threats, blatant disrespect of officials or coaches):
  - Immediate review by the board and potential removal from the program.
- The board reserves the right to escalate or adjust disciplinary action based on severity or repeated behaviors.

### **Acknowledgment**

- By signing below, I confirm that I have read and understand the Saco Junior Trojans Code of Conduct. I agree to uphold the expectations listed for my role and will do my part to maintain a positive experience for everyone involved.
- Print Name: \_\_\_\_\_
- Role (circle all that apply): Player / Coach / Parent-Guardian
- Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

