

**FAIRFIELD FOOTBALL INC**

**Topic:** FFI By-Laws  
**Approved:** 3/26/24  
**Review:** Annually in March  
**Supersedes:** 3/28/23

**.01 REFERENCE:**

|                           |            |   |            |
|---------------------------|------------|---|------------|
| <b>Purpose/Background</b> | <b>.02</b> | <b>Executive Board Responsibilities</b> | <b>.08</b> |
| <b>Location</b>           | <b>.03</b> | <b>Committees</b>                       | <b>.09</b> |
| <b>Funds</b>              | <b>.04</b> | <b>Coaching Staff</b>                   | <b>.10</b> |
| <b>Organization</b>       | <b>.05</b> | <b>Policy and Procedure Manual</b>      | <b>.11</b> |
| <b>Board</b>              | <b>.06</b> | <b>By-Laws</b>                          | <b>.12</b> |
| <b>Executive Board</b>    | <b>.07</b> |   |            |

**.02 PURPOSE/BACKGROUND:**

The official name of the corporation is Fairfield Football, Incorporated, and will be referred to throughout the by-laws as FFI. The official colors of FFI are kelly green, white, and black with gold as an accent. The official mascot is the knight.

FFI is committed to providing opportunities for our community youth to participate in an athletic program that strives to inspire our youth, regardless of race, sex, creed, or national origin. FFI will also practice, teach, and instill the ideals of sportsmanship, scholarship, and physical fitness. FFI strives to make the game fun for all participants through positive player coaching. Our program stresses learning lessons of value far beyond the playing field or cheering days of its participants involved, including self-discipline, teamwork, concentration, friendship, leadership, and good sportsmanship. FFI is also a strong believer that athletics and academics go hand-in-hand. Our program makes every effort to work at developing well-rounded young men and women who learn not only the fundamentals of team sports, but also the importance of education, in an atmosphere conducive to developing sound body, mind, and character.

FFI is operated as a non-profit organization. In the event of FFI’s dissolution, all assets remaining will be donated to local charities. Dispersion of the funds will be voted on by the current board at the given time frame.

**.03 LOCATION:**

The registered office of the Corporation is 5655 Fairfield Road Fairfield, PA 17320 with the mailing address being P.O.Box 67 Fairfield, PA 17320.

**.04 FUNDS:**

All payments, contributions, or donations made to or on behalf of the league in the way of checks, money orders, and certified checks will be made payable to “Fairfield Football, Inc.” or “FFI”. *Under no circumstances should league funds be made out to members of the coaching staff, Board, or Executive Board members of FFI.*

All cash, checks, money orders, and certified checks collected on behalf of the organization by any member associated with FFI will be passed to the league Treasurer as soon as possible. ALL cash is to be counted, logged, and signed for by at least two Executive Board members on the absolute day of any event that FFI is receiving the cash.

#### **.05 ORGANIZATION:**

FFI is an organization incorporated and insured representing the community of Fairfield and has a draw area for their Youth Program consisting of children residing in the geographical scope of the Fairfield Area School District, Mother Seton School, and the Emmitsburg School District. This includes, but is not limited to Fairfield, Carroll Valley, Emmitsburg, Sabillasville, Cascade, and Blue Ridge Summit residents. If the participant lives outside of these areas, a release form must be obtained and signed by the home coach, receiving coach, parents, and the Presidents of both leagues

FFI is responsible for its own assets and liabilities. FFI will generate a non-profit income sufficient for annual operating expenses.

FFI will maintain and run a Youth Football and Cheerleading Program for boys and girls grades K-8. The football program will be in accordance with CFA bylaws. FFI will maintain its membership to the Capital Football Association (CFA) and shall comply with all CFA by-laws currently in effect or amendments made at any time in the future.

FFI may maintain and run other sports if approved by the FFI Board and if community support exists.

#### **.06 FFI BOARD:**

The structure of the board, board meetings, board member requirements, and board operations are as follows:

1. The FFI Board shall consist of Board Members and Executive Board Members.
2. The business and affairs of the corporation shall be conducted by a committee of Board Members. Nominations of Board Members will take place during the January meeting with the private election during the February meeting. Executive Board Members will be elected for a 2 (two) year term altering years as follows. President, Secretary, and Football Director/CFA Rep on the EVEN (2024) numbered years, with Vice President, Treasurer, Equipment Manager, and Cheer Director on the ODD (2025) number years. If an Executive Board member needs to be replaced; the nomination/election would be for the remainder of the existing term.
3. FFI's Executive Board will be nominated by the Board from Board Members during the January meeting, with elections by a private vote during the February meeting unless there are no other candidates that are running. Otherwise, those nominated in January will begin their term effective immediately.
4. FFI's Board Members must be nominated by a current Board Member in good standing. Nominees must be present to accept the nomination. It will be the normal course of business to nominate potential members at any regular meeting with a private vote on such nominations at the following month's meeting.
5. The Executive Board will consist of one (1) President, one (1) Vice President, one (1) Secretary, one (1) Treasurer, one (1) Football Director, (1) Cheerleading Director, and (1) Equipment Manager
6. An Executive Board Member may resign at any time by giving written notice to the Board. An affirmative MAJORITY vote by the Board will release said member of his/her responsibilities
7. Vacancies on the Board, for any reason, will be filled at the time of vacancy using the same nomination/election process as stated in .06.4.
8. All Board meetings are to be conducted according to the Roberts Rules of Order.

9. All regularly scheduled board meetings shall last no more than 1.5 hours (90 minutes). Motions to continue regularly scheduled board meetings may be made by any board member present upon expiration of the 1.5 hour meeting. This motion would then need to be approved to extend the meeting by 30 minutes and every 30 minutes thereafter.
10. The Board will meet once a month, typically the 4th Tuesday of the month, January - November, at such time and place determined by the Executive Board. Special Meetings of the Board may be called for any purpose by the President or by any three (3) Board members upon at least forty-eight (48) hours' notice. The purpose of such a meeting must be stated in the notification. The business conducted at the Special Meeting may only be the business for which the meeting was called.
11. Business may be conducted by a majority vote reaching two-thirds (66%) of the Board Members present at a meeting or via email when necessary.
12. If a Board Member is unable to attend a scheduled Board meeting, he/she must give the President and/or Secretary notification of their intended absence before the meeting.
13. All Board Members shall abide by and sign the League Code of Conduct, as well as the Coach Code of Conduct and/or the Parent Code of Conduct.
14. All Board Members shall aid in the set-up/clean-up for all home games. With the schedule of the games, Smurf/Peewee will arrive at 1 pm to assist with set-up and Pony/Midget will assist with the clean-up after the games.

**.07 EXECUTIVE COMMITTEE:**

The structure of the executive committee is as follows:

1. The Executive Committee will consist of the following: President, Vice President, Football Director, Cheerleading Director, Equipment Manager, Secretary, and Treasurer.
2. The Executive Committee is responsible for the enforcement of the FFI Policy and Procedures Manual as well as the By-laws set forth by FFI and the CFA.
3. The Executive Board member will be held accountable to all parent and board codes of conduct during any practice and/or game.

**.08 EXECUTIVE BOARD MEMBERS (JOB RESPONSIBILITIES AND DUTIES):**

The job responsibilities and duties of Executive Board members are as follows:

1. President:
  - A. Supervise the business and affairs of FFI subject to the control of the Board
  - B. Act as Chairman during Board meetings
  - C. Appoint Committee Chairs
  - D. Perform all duties incident to such office and other duties as may from time to time be required of him/her by the action of the Board.
  - E. Authority to authorize the Treasurer to spend up to \$300.00 without Board Approval in the event a circumstance should arise that such expenditure is needed.
  - F. Authority to suspend any coach or player when such a person violates any FFI or CFA guidelines or rules.
  - G. Act as the CFA Team Representative at monthly CFA meetings when the regular CFA Rep is unable to attend, or appoint a representative to attend the meeting in the event of an absence.
  - H. Provide monthly meeting agenda items to the Secretary to be included in a reminder email.

2. Vice President:
  - A. Shall take on the role of the President on the occasion of his/her absence.
  - B. Responsible for maintaining communication between the Football and Cheerleading Programs.
  - C. Assumes the following roles in the event of a vacancy: the actions of the Football Director, Equipment Manager, Cheerleading Director, Secretary, and Treasurer.
  
3. Secretary:
  - A. Keep minutes of all Board meetings and share them with the Board Members for approval at the following meeting
  - B. Provide reminder notices of all the Board meetings
  - C. Have custody of all original records, contracts, and agreements of FFI
  - D. Meeting Roll Call and maintenance of such records
  - E. Responsible for preparing and submitting all participants' rosters to the CFA representative by the designated CFA due date.
  - F. Prepares all Newsletters and League Correspondence
  - G. Acts as liaison with FASD Athletic Director regarding field use, game schedules, and practice facilities.
  - H. Deliver monthly bank statements to the league Treasurer
  
4. Treasurer:
  - A. Shall be the Chief Financial Officer of FFI and shall have control of all receipts and disbursements of said corporation.
  - B. Shall be the custodian of all the corporate funds
  - C. Shall have full authority to receive and give receipts for all monies due and payable to the corporation and to sign along with another Executive Board (Secretary) member to endorse drafts/checks in its name and on its behalf.
  - D. Responsible for the deposit of all funds received by the corporation to an account in said corporation's name.
  - E. Disbursements over \$500.00 require board approval.
  - F. The treasurer is to be responsible, with the assistance of the Executive Board, to generate a proposed calendar year budget to be presented at the March meeting.
  - G. Keep a running balance of the bank records and share with Board Members at the following monthly meeting which shows deposits and withdraws made to each account.
  
5. Equipment Manager:
  - A. Maintain inventory of participant's equipment and uniforms and recommend expenditures for the same each season
  - B. Order new equipment and/or uniforms, with Board approval
  - C. Order coaches apparel
  - D. Arrange and coordinate equipment reconditioning as required or necessary
  - E. Supervise equipment/uniform distribution, repair/or replacement, equipment destruction or donation, and year-end equipment return
  - F. Keep and maintain the equipment contracts annually and enforce said document
  - G. Submit a written inventory of equipment to the Board annually at the January Board meeting.
  
6. Football Director
  - A. Reports directly to the president and attends monthly CFA meetings as the Football representative for FFI

- B. Assist the Secretary with making sure all paperwork is properly completed and received for each participant before the first practice. This should include registration forms, current physical, parent/player code of conduct, and birth certificate.
- C. Coaches for all Football teams report to the Football Director (S, PW, P, and M) and will act as the liaison between the parents, participants, coaches, high school coaching staff, and board.
- D. Arrange or attend the Annual Coaches Clinic held by the CFA, Football camp(s), and FFI coaches meeting.
- E. Will assume responsibility for coaching a team, or locate another willing coach, if no other volunteer is willing or able to perform the responsibilities.
- F. Develop a player safety plan to be implemented and presented to the league with the planned location and practice schedule.
- G. Responsible for making sure the coaches are prepared for the season and call meetings with coaches and/or parents as deemed necessary for planning throughout the season.
- H. Supervise and direct the Football coaches and enforce FFI/CFA rules and regulations to follow.
- I. Assist the Equipment Manager with maintaining records of all equipment that has been handed out and with the return of said equipment. Make sure that all uniforms are in good condition before the start of the season.
- J. Review the game stats for all teams to ensure/enforce the FFI play rules and communicate to the Board any Violations.
- K. Oversee and/or delegate the weighmaster duties for the FFI during the games.

7. Cheerleading Director

- A. Reports directly to the president as the Cheer representative for FFI.
- B. Assist the Secretary with making sure all paperwork is properly completed and received for each participant before the first practice. This should include registration forms, current physical, parent/player code of conduct, and birth certificate.
- C. Coaches for all Cheer teams report to the Cheer Director (S, PW, P, and M) and will act as the liaison between the parents, participants, coaches, high school coaching staff, and board.
- D. Register teams for cheer competitions
- E. Will assume responsibility for coaching a team, or locate another willing coach, if no other volunteer is willing or able to perform the responsibilities.
- F. Develop a player safety plan to be implemented and presented to the league with the planned location and practice schedule.
- G. Responsible for making sure the coaches are prepared for the season and call meetings with coaches and/or parents as deemed necessary for planning throughout the season.
- H. Supervise and direct the cheerleading coaches and enforce FFI rules and regulations to follow.
- I. Assist the Equipment Manager with maintaining records of all equipment that has been handed out and with the return of said equipment. Make sure that all uniforms are in good condition before the start of the season.

**.09 COMMITTEES AND RESPONSIBILITIES:**

Committee members will be appointed at the Board's discretion, as needed. Committees and responsibilities include, but are not limited to, the below:

1. Concessions - make sure the trailer is "stocked", cleaned, and ready when needed
2. Apparel - inventory, and Order
3. Website - maintain information and updates
4. Volunteer Coordinator - prepare volunteer schedule and communicate to league/individuals

5. Fundraising - find, distribute, and supervise; this includes fanwear apparel
6. Special Events
7. Policy and Procedures Manual/By-laws - reviewed by the Executive Board and updated at the February meeting. All Board Members' suggestions are welcomed.
8. Player Safety Coach
9. Grievance Committee - assist the Board by meeting on any grievance presented to FFI. The Committee Chair will report all findings back to the Board, at this time a motion will be set in place and a board vote to immediately follow.

**.10 COACHING STAFF:**

The process for selecting coaches for youth football and cheerleading is as follows:

1. One (1) Head Coach and Assistant Coach(s) for each Football Team and one (1) Head Coach with Assistant Coach(s) for each Cheer Squad must be approved by the Board. Only individuals with league-issued badges are to be within the team/coaching area on the field. No parents, spectators, etc. are allowed within the field premises unless an official of the league requests their presence due to an injury or emergency.
2. Nominations for Head Coaching positions will take place at the February Board Meeting and then be voted upon during the March meeting after the completion of a verbal resume. Nominees must be present to accept the nomination. It will be the normal course of business to nominate potential members at any regular meeting with a private vote on such nominations at the following month's meeting. Head coaches are encouraged to be present at monthly Board Meetings for the season, and, if unable to attend, they are to pass along discussion topics to the appropriate coordinator (football or cheer) beforehand. Note: Board Meetings are on the 4th Tuesday of the month (January through November).
3. To be considered for any Head Coaching positions, all applicants must submit a completed Coach Application, as well as a signed Code of Conduct BEFORE the (March Meeting) election. All required clearances for Head Coaches must be submitted to the Secretary by the April board meeting. If these documents are on file from the previous year and the head coach is seeking the same position this provision is waived.
4. All applicants interested in being an assistant coach must submit a completed Coach Application, as well as a signed Code of Conduct to a member of the executive board by the May meeting where they will be asked to introduce themselves to the Board during the June meeting. The Board will review all applicants and hold a private vote of the assistant coaches during the June Board meeting. Approval or denial of any applications is at the Head Coach's recommendation and the Board's discretion.
5. All coaches must complete all certifications required by FFI and the CFA before their first (1st) scheduled practice. Also, all coaches are required to abide by all By-laws and policies/procedures of FFI and/or CFA.
6. FFI requires that the PA Criminal and Child Abuse Clearances be renewed yearly.
7. All coaches and volunteers that have contact with the participants MUST have a valid Child Abuse Clearance, PA Criminal Clearance, FBI Fingerprint Check/or signed residency waiver, and a signed Code

of Conduct. Coaches and volunteers will NOT be permitted on the field or to have any direct contact with participants until said paperwork has been received by the FFI board.

8. Any coach, squad leader, or instructor who conducts himself or herself in an unsportsmanlike or inappropriate manner that would reflect discredit to the FFI program while participating in any practice or competition, may be immediately removed from further participation by the President and/or MAJORITY vote of the Board.
9. Any coach, instructor, or adult party associated with FFI, who has been removed from coaching duties or participation by a member of the Executive Board, shall have the right to grieve the decision with the FFI Board. A Grievance Committee consisting of the FFI Board will meet within SEVEN (7) days of said suspension. During this time, the coach, instructor, or adult party shall not participate in any manner; either during practices or games. The decision of the FFI Board is final.
10. No FFI participant shall be placed in a condition where such participant is alone for any period of time with a coach, assistant coach, trainer, or person who volunteers time in a formal or informal capacity performing any of the aforementioned activities. It is the head coach's responsibility to ensure that any child within their area of responsibility will not be placed in such a condition. In the event a parent requests that their child be given a ride home from a practice or game or any activity sponsored by FFI, the parent must sign a release holding FFI, its coaches, officers, and Board harmless from such requests.
11. No coach, instructor, or adult party associated with FFI, shall harass, abuse, heckle or make any uncomplimentary remarks whatsoever to any player, coach, board member, parent, or official. Violation of this paragraph will result in immediate suspension by the President and/or MAJORITY vote by the Board.
12. Under no circumstances will vulgar language be permitted around any child while participating in the FFI program. Violators of this chapter will be given one warning in person from the President and/or any member of the Executive Board.
13. Tobacco products are not permitted around any child while participating in the FFI Program. Violators of this policy will be given one warning in person by the President and a member of the Executive Board. If a second violation occurs, the person will be suspended.
14. Use of tobacco products during practice and/or games by any participant is not permitted. Violators will be suspended from the team.
15. Alcoholic beverages or illegal drugs are not permitted. Violators will be dealt with by removal by the President and/or Executive Board member. The use of alcohol or illegal drugs is not permitted by any player or cheerleader. Violators will be suspended from the team.

**.11 POLICY AND PROCEDURE MANUAL:**

The process of reviewing and updating the policy and procedures manual is below:

1. A policy and procedures manual will be developed by a committee appointed by the Board to be reviewed annually.
2. Changes to the manual may be generated by submitting a draft copy to the Executive Committee to be placed on the agenda for the next Board meeting where it will be discussed and voted on. Changes will be passed by a MAJORITY vote.
3. The Executive Committee is responsible for the enforcement of the Policy and procedure manual.

**.12 BY-LAWS:**

The process of reviewing and updating the by-laws is below:

1. By-laws should be reviewed every year by the current Executive Board.
2. To amend, delete, or add to the FFI By-laws, a request should be submitted to the Executive Committee to have it added to the agenda for Board discussion. Changes can be made only with an affirmative MAJORITY vote.