

***2025 By-Laws
Of
Shikellamy Youth Football and Cheer Inc***

Preamble

We citizens of Shikellamy School District, jointly combine for the purpose of providing recreation for young persons, and the entertainment and amusement for people of all ages, by the promotion of, and the participation of the members in the playing of football games, not for profit, but conducive to physical and mental development, to provide a positive opportunity for young persons to learn the fundamentals of American football and cheerleading, establish pride in the Shikellamy football program and to enable them to demonstrate this learning experience together with citizenship, team spirit and good sportsmanship in active team play with others of relative age, size and weight.

Article 1

Board of Executives

The Board of Executives will consist of five (5) elected Officers (President, Vice-President, Secretary, Treasurer, Fundraising Manager). **The Board of Executives will be nominated and voted for by all positions with voting authority. Parent Representatives may attain voting rights by attending 2 consecutive scheduled meetings.** There will be six (6) additional positions with voting rights, all appointed by the Executive Board. Six appointed board positions will include the Cheer Coordinator, Tackle Football Manager, Flag Football Manager, "A" Team Parent, "B" Team Parent, and Flag Team Parent.

Executive board positions are filled via nominations (**during November meeting**) and collection of majority votes (**during December meeting**). All voting will be completed using paper ballots. Voting members or a Representative must be in attendance to vote. All board positions shall be a one (1) year position, elected every December for a new sitting board. The Executive Board will be responsible for all financial matters and all matters involving personnel to include the approval of Head Coaches for the upcoming seasons.

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Board Responsibilities

President (Elected)- Sound leadership, efficient organizational and administrative abilities, dedication to the goals and purpose of Shikellamy Youth Football and Cheerleading. This position is elected by, and is accountable to, the Executive board. Duties of the president include overseeing the affairs of all elements of the league, to include registration.

The president should be the most informed officer of the league. Each president must know the regulations under which Shikellamy Youth Football and Cheerleading operates.

Beyond the requirements of league administration, the president should personify the best public image in reflection to the community at large. The president should take an active role in gaining support for the league program.

The president is to preside at league meetings whenever possible, be fully informed of all decisions regarding the youth football and cheerleading program and will assume full responsibility for the operation of the league. This position is also provided check-processing authorization from league funds. This position is to make all efforts to be available for assistance during league function including but not limited to Picture Day, Youth Night, "live" registrations and special league events (i.e. Fund raisers and league parties). The president may also serve as Head or Assistant coach. The President will also be assigned as the Chairman of the Borrowing Committee.

Vice-President (Elected) – This position must exemplify the same attributes as described for Board President. Assuming the same responsibilities as Board President is the essential motivation of the Vice-President to ensure uniformity for the organization. This position will assume full responsibility for the operation of the league in the absence of the Board President. The Vice-President is to preside at all league meetings whenever possible. This position is to make all efforts to be available for assistance during league function including but not limited to Picture Day, Youth Night, "live" registrations and special league events (i.e. Fund raisers and league parties). The Vice-president may also serve as Head or Assistant coach. The Vice President will also be assigned to the Borrowing Committee.

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Secretary (Elected)—The Secretary is to preside at all league meetings whenever possible and is responsible for recording all minutes of each meeting and track all background checks. This position is also provided check-processing authorization from league funds. This position is to make all efforts to be available for assistance during league function including but not limited to Picture Day, Youth Night, “live” registrations and special league events (i.e. Fundraisers and league parties). The Secretary may also serve as Head or Assistant coach.

Treasurer (Elected)— Bill paying, make deposits into league fund, balance all funds accordingly, control of fundraiser costs and profits. Additionally, the Treasurer is responsible for the timely filing of the Programs annual taxes. The Treasurer is to preside at all league meetings whenever possible. This position is also provided check-processing authorization from league funds. This position is to make all efforts to be available for assistance during league function including but not limited to Picture Day, Youth Night, “live” registrations and special league events (i.e. Fundraisers and league parties). The Treasurer may also serve as Head or Assistant coach. The Treasurer will also be assigned to the Borrowing Committee.

Fund Raising Manager (Elected) – The Fundraising Coordinator is responsible to organize, track and collect any and all Fund raisers run by the League. This position is to make all efforts to be available for assistance during league function including but not limited to Picture Day, Youth Night, “live” registrations and special league events (i.e. Fund raisers and league parties). The Fundraising Coordinator may also serve as Head or Assistant coach. This position will be assisted by the Team Parents, also appointed.

Tackle Football Manager (Appointed)— Responsibilities include, but not limited to, uniform and equipment inventory and distribution, field maintenance, and arrange and operate one-week summer camps. This position also has the responsibility of distributing all background investigations of the coaches. The Tackle Football Manager is to preside at all league meetings whenever possible. This position is to make all efforts to be available for assistance during league function including but not limited to Picture Day, Youth Night, “live” registrations and special league events (i.e. Fund raisers and league parties). The Tackle Football Manager may also serve as Head or Assistant coach.

Cheerleading Manager (Appointed)— *Responsibilities include, but not limited to: oversee cheerleader and cheer coach registration, uniform and equipment inventory and distribution, assist in arranging and operating one- week summer camp. Squad assignments of cheerleaders and coaches are the full responsibility of this position. The Cheerleading Coordinator is to preside at all league meetings whenever possible. This position is to make all efforts to be available for assistance during league function including but not limited to Picture Day, Youth Night, “live” registrations and special league events (i.e. Fund raisers and league parties). The Cheerleading Coordinator may also serve as Head or Assistant coach.*

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Flag Football Manager (Appointed)- Responsibilities include, but not limited to, uniform and equipment inventory and distribution, field maintenance, and arrange and operate one-week summer camps. This position also has the responsibility of distributing all background investigations of the coaches. The Flag Football Manager is to preside at all league meetings whenever possible. This position is to make all efforts to be available for assistance during league function including but not limited to Picture Day, Youth Night, “live” registrations and special league events (i.e. Fund raisers and league parties). The Flag Football Manager may also serve as Head or Assistant coach.

“A” Team Parent (Appointed)- Responsibilities include, but not limited to, aiding in off the field endeavors such as Parent Communication, Fundraising, Hydration, coordinating Chain Crews. Some of these roles may be filled by or shared with the Head Coach. The Team Parent is to preside at all league meetings whenever possible. This position is to make all efforts to be available for assistance during league function including but not limited to Picture Day, Youth Night, “live” registrations and special league events (i.e. Fund raisers and league parties). The Team Parent may also serve as Head or Assistant coach.

“B” Team Parent (Appointed)- Responsibilities include, but not limited to, aiding in off the field endeavors such as Parent Communication, Fundraising, Hydration, coordinating Chain Crews. Some of these roles may be filled by or shared with the Head Coach. The Team Parent is to preside at all league meetings whenever possible. This position is to make all efforts to be available for assistance during league function including but not limited to Picture Day, Youth Night, “live” registrations and special league events (i.e. Fund raisers and league parties). The Team Parent may also serve as Head or Assistant coach.

Flag Team Parent (Appointed)- Responsibilities include, but not limited to, aiding in off the field endeavors such as Parent Communication, Fundraising, Hydration, coordinating Chain Crews. Some of these roles may be filled by or shared with the Head Coach. The Team Parent is to preside at all league meetings whenever possible. This position is to make all efforts to be available for assistance during league function including but not limited to Picture Day, Youth Night, “live” registrations and special league events (i.e. Fund raisers and league parties). The Team Parent may also serve as Head or Assistant coach.

Borrowing Committee – This Committee will consist of the sitting President, Vice President and Treasurer. As circumstances dictate, they will have authority to borrow funds on behalf of the Corporation. All funds borrowed, will have to be approved and voted on by the Executive Board.

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Article 2

Meetings

Section 1. Regular meetings to take place the 2nd Monday of each month. All Board members are expected to attend for active participation.

Section 2. Special meetings to be called as needed.

Article 3

Quorum

Section 1. A quorum for the purpose of holding any meeting shall be at least five (5) Board members.

Article 4

Executive Session (or Rules & Regulations)

Section 1. All members of the Executive board are urged to attend meetings for purpose of action requiring vote approval. A minimum one (1) board representatives are required to attend scheduled meetings with the Heartland Youth Football League.

Section 2. Board members are required to adhere to all the rules provided in these By-Laws. Failure to comply may result in removal from the Board. Board members may be removed by a majority vote of the current Executive Board members if found in violation of the League Preamble or any other rule or regulation herein.

Article 5 Adoption

of By-laws

Section 1. All sitting members of the Executive board must be present to adopt program by-laws.

Section 2. These by-laws shall be enforced in their entirety immediately upon final vote.

Section 3. The authority to make, alter, amend and repeal by-laws of this program is vested in the Executive board by a majority vote of the five (5) members.

Article 6

Age

Section 1. The HYFL has adopted the format of placing Football players in Divisions by Grade. As the HYFL will not govern Cheerleading, cheerleaders will be registered from kindergarten through 6th Grade.

Article 7

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Residence

Section 1. All participating youth must be residents of Shikellamy Area School District at the time of squad selection, except when a registrant from outside the living area does not have access a similar program in his/her community. If a child moves from the community during the season and can meet requirements of practice sessions, meetings, games and other bona fid commitments without undue strain on them or their teammates, they shall be permitted to finish that season with their team.

Article 8

Parental Consent

Section 1. No child shall be registered as a qualified participant if they have not secured the written consent of their parents or legal guardian on forms provided for that purpose. The consent may be withdrawn at any time during the playing year by a written revocation to the Executive Board. All parental consent forms must be submitted at registration.

Article 9

Player/Squad Affiliation and/or Removal

Section 1.

Tackle Football – Will be assigned as follows. “A” Division will be 5th and 6th Grade with “B” Division being 3rd and 4th Grade.

Flag Football – Will be assigned as follows. Kindergarten through 2nd grade.

Cheerleading - Will be assigned in the following manner. Kindergarten through 2nd will be flag, 3rd and 4th Grade will be “B” Division with 5th through 6th being “A” Division.

Section 1.1. Participation Rules - A player may be dropped from the squad for unexcused absences from practice sessions or games or for disciplinary reasons. The program President or person so appointed must first approve such transactions. Reasons for dropping players are as follows:

1. Withdrawal of parental consent.
2. Personal resignation of player(s).
3. Three (3) consecutive unexcused absences from practice or games.
4. Actions on or off the playing field detrimental to squad morale.
5. Moving out of the immediate community, creating a hardship on the player or their teammates.
6. Parent of players who insist on coaching his child’s team in an uninvited and unofficial capacity.
7. Moral misconduct of player.

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Section 1.2. **Playing Time Rules** – Coaches are required to give fair playing time to all players. The HYFL has adopted a JV and Varsity league for all 3 levels of play. Teams with over 25 players are required to field a JV team. For the purposes of Varsity games and playoffs games it is at the discretion of the coaches as to which kids should play to give the team the best chance to win a game and/or championship. JV coaches are required to split playing time as evenly as possible amongst all players on those teams. If players are not getting playing time in varsity they may go play JV but all Varsity starters on either side of the ball will be excluded from any JV playing time except for in situations where there are not enough players to field a JV team that week. If a player is needed from Varsity to have enough players on a JV team then those players must play on the offensive line, but can be placed anywhere on defense, as long as other kids are still getting the majority of playing time, and they are not playing the same position which they start on varsity. (an exception for this rule can be made for the positions of Quarterback and offensive line if it becomes a player safety issue and needed to be able to properly execute a play)

Article 10 Coaching Assignments and Play Rules

Section 1. **The Executive Board prior to close of player registration period must approve Head coach positions. An extension period is at the discretion of the Executive board. The Head coach will be responsible to fill all available Assistant coach positions and have registration of each staff member completed no later than two (2) weeks prior to the start of mandatory practices. All Coaches (Head/Asst) are required to complete a Background Investigation (PSP, Childline every 3 yrs) and USA Football Tackle Certification annually, prior to participation with the players. Cheer coaches are required to complete a Background Investigation (PSP, Childline every 3 yrs) and complete NHFS Concussion Certification and Cardiac Certification annually prior to any participation with the Cheerleaders. Head Coaches may only coach one (1) team per season.**

- **Assistant coaches must all have a defined role on their respective team. Examples include offensive line coach, defensive backs coach, conditioning coach etc. Coaches without a defined role 2 weeks into the practice season will be asked to move into a different volunteer capacity on game days rather than on the sideline as a coach. This is to prevent having too many coaches on sideline and confusing players hearing things from multiple people at once**

Section 2. **Weight limits – Unrestricted unless the player is considered a Ball handler (Defined in HYFL By Laws)**

A Division – 130lbs (Ballhandlers only)

B Division – 100lbs (Ballhandlers only)

Article 11

All-star roster selection

Section 1. **All-Star selections may be made by the head coach of each individual team that has a recognized HYFL All-star game. How that coach makes the decision is up to them but must be done in a fair manner recognizing deserving players from their team. Alternates may also be selected in the event the HYFL needs more**

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players to fill position.

Article 12

Player Registration

Section 1. Player registration will be conducted from March 1st through June 15th. Registration Fees will increase by \$10 on May 1st and \$10 on June 1st. Flag and Cheerleading will increase by \$10 on May 1st and \$10 on June 1st.

Sections 2. Registration will be publicly advertised as being closed June 15th but late sign ups will be accepted through the first mandatory practice date as set forth by the HYFL (typically the first week of August). All players signing up after June 15th will be subject to a late fee that is equal to 50% of the final registration cost. (ex. A player wants to sign up on July 10th and the tackle registration fee as of June 15th was \$100, that player would have to pay the \$100 plus a \$50 late sign up fee in order to play that season). This added fee is due to potential increase in cost of ordering single equipment and or jerseys for one player who signed up late and will be explained to the parents as such.

Article 13

Practice

Section 1. **Coaches will be authorized to have voluntary conditioning at their discretion prior to the official start of the football season.** Under the guidelines of the HYFL, practices will not be regulated, however the Board of Directors has the option of limiting amount and length of practices if necessary.

Article 14

Playing Field

Section 1. All games will be played on a playing field with dimensions as recognized by the Pennsylvania Interscholastic Athletic Association ("PIAA").

Article 15

Bench Area

Section 1. The team bench area is determined as recognized by the PIAA. The head coach is responsible for compliance by all team members and coaching staff.

Article 16

Officials

Section 1. As governed by the HYFL, all tackle teams are required to have two (2) certified PIAA Officials.

Section 2. As governed by the HYFL all flag games are required to have one (1) volunteer official approved by the Flag Football Manager

- To be considered an approved official they must attend the officials clinic in the spring (if the heartland league moves to having paid PIAA officials for flag games then Section 2 will be removed.

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Article 17

Coaching Ethics

Section 1. All football and cheerleading coaching staffs must adhere to all positive intentions as set forth in the Preamble. The head coach is fully responsible for continuing coaching privileges of his/her assistants as a result of full compliance of these positive intentions. All concerns of misconduct by any member of coaching staff must be brought to the attention of the Executive Board immediately.

- **Coaches must maintain a positive environment on sidelines. Following Heartland League rules if any coach or parent is removed from a game by and official or a member of the board they must serve a 2 game suspension for their actions.**

Article 18

Breach of Rules

Section 1. *Player – Any registrant found to be in violation of rules as established in the Preamble or Article 9, Section 1 will be reprimanded by the Executive board in suitable fashion to include, but not limited to, verbal consultation, written consultation, suspension from activity pending dismissal.*

Section 2. *Coach – Any coach found to be in violation of rules as established in the Preamble or Article 9, Section 1 will be reprimanded by the Executive board in suitable fashion to include, but not limited to, verbal consultation, written consultation, suspension from activity pending dismissal.*

Article 19

Coaches Background History Checks

Section 1. Requirements will be as described in the Policies adopted by the Board in 2015.

Appendix 2 - Shikellamy Youth Football Background Check Policy

Appendix 3 - Shikellamy Youth Football Reporting Suspected Child Abuse Procedures

Article 20

Parental Ethics

Section 1. All parents of players, cheerleaders and coaching staff members must adhere to all positive intentions as set forth in the Preamble. Members of the Executive Board will determine consequences, as a result of unacceptable conduct. *Consequences may include but not be limited to, verbal consultation, written consultation, suspension from activity pending dismissal.*

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Article 21

Cheerleading by-laws

- Section 1.** The Executive Board prior to close of player registration period must approve Head coach positions. An extension period is at the discretion of the Executive board. The Head coach will be responsible to fill all available Assistant coach positions and have registration of each staff member completed no later than two (2) weeks following the close of registration. This includes Clearances and Coaches training.
- Section 2.** Cheerleading squads are permitted a maximum three (3) practice sessions per week at a maximum 1 ½ hours each.
- Section 3** Cheerleading – Coaching staff responsibilities include:
- Attend and supervise all practices and games
 - Attend camp to assess abilities of squad and become familiar with the girls and camp material
 - Always have a first aid kit AND copies of cheerleader medical forms
 - Responsible for the safety of cheerleaders at all times.
 - Appoint a team mom and go over her responsibilities and your expectations
 - Keep order during the half-time, keep girls in a group on the side lines... girls are NOT to sit in the stands with parents or friends and they are not to go to the concession stand, the squad will remain group until the end of the game
 - Keep cheerleaders focused
 - Remind cheerleaders of game and practice schedules and any changes
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- Be responsible for the cheerleaders until they are picked up from practices and the games-this includes "walkers" (cheerleaders who walk to and from games and practices without an adult or guardian)
 - Always have a positive attitude and use positive reinforcement
 - STRESS "TEAM/ SQUAD" concept
 - ALWAYS be a model for good sportsmanship
 - Be responsible for holding practices once the season begins
 - If a child is excused from camp by the Cheer Board-it will be the responsibility of the absent cheerleader to learn all materials missed during camp. Also, if a student is absent from camp, he/she will be permitted to practice with his/her squad but may be excluded from the game day line-up if he/she is unable to perform satisfactorily (satisfaction will be determined by the coach)
 - AFTER CAMP THERE WILL BE 2-3 SCHEDULED PRACTICES DURING THE WEEK
 - SUPERVISORS WILL SCHEDULE THESE PRACTICES AROUND THEIR SPECIFIC GAME SCHEDULES
 - 2-3 Mandatory Practices a Week will be required. THERE WILL BE NO PRACTICES ON FRIDAYS and the youth cheerleaders should be encouraged to attend varsity football games and to watch the varsity cheerleaders
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- ALL PRACTICES WILL LAST NO LONGER THAN ONE AND ONE-HALF HOURS!

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- Collect uniforms (top, bottom, and bloomers) and Warmups (Coat and Pants) at the end of the season-also a list of names of cheerleaders that do not turn in equipment or return the equipment in poor condition. Coaches are responsible for collecting full uniform from each cheerleader.

Section 4

Cheerleading coaching staffs must adhere to all positive intentions as set forth in the Preamble. The head coach is fully responsible for continuing coaching privileges of his/her assistants as a result of full compliance of these positive intentions. All concerns of misconduct by any member of coaching staff must be brought to the attention of the Cheerleading Coordinator immediately.

Section 5

Additional Cheerleading Rules

- TARDINESS/FOUL LANGUAGE INAPPROPRIATE BEHAVIOR AS DEEMED BY SHIKELLAMY YOUTH CHEERLEADING
- If a child quits, the coach will make an attempt to recover the uniform and warmups. (if the coach is unable to recover the equipment issued to this child – refer this problem to the cheerleading coordinator.)
- Team placement and behavior issues will be decided by the head coach and with a vote from the executive board as needed.

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Executive Board Signatures

President: Chris Reis

2025 President _____ Date : _____

Vice President: Jordan Rhoads

2025 Vice President _____ Date: _____

Secretary: Tara Russo

2025 Secretary _____ Date: _____

Treasurer: Josh Lewis

2025 Treasurer _____ Date: _____

Fundraising Manager: Kara Greene

2025 Fundraising Manager _____ Date: _____