

BERKS INTER COUNTY YOUTH FOOTBALL LEAGUE

CONSTITUTION AND BY-LAWS

REVISED JANUARY 2006

CONSTITUTION

Article-1 NAME

- Section-1 The name of this organization shall be known as the Berks Inter-County Youth Football League hereby referred to as the "BICYFL" or league.

Article-II OBJECTIVE

The objective of the BICYFL, shall be:

- Section-1 Increased focus for developing skills and fundamentals of football with dedication to participation and development of youth football.
- Section-2 Increased involvement for seven (7) and eight (8) year olds within an equal schedule.
- Section-3 Equal participation for member teams on a Board of Directors.
- Section-4 Equality of team size and general area of population for all opponents.

Article III MEMBERSHIP

- Section-1 The following teams are members-Bold indicates the original members:

Wyomissing-4	Daniel Boone-6
Hamburg-2	Schuylkill Valley-1
Lincoln Park-8	Twin Valley-5
Conrad Weiser-7	Penn Alsace-3
Cocalico-9	Van Reed-10
Fleetwood-11	
OLEY -12	

- Section-2 The league will add teams accepted to this league to the above when approval is obtained through a 75% majority vote.

- Section-3 An annual fee shall be collected by the Treasurer of the league from each member of the league participating in that respective year. Fees will be collected at the May Monthly meeting.

Section-4 Each member shall be cooperative and contribute to the accomplishments and betterment of the BICYFL.

Section-5 Each team shall have one representative and one alternate. The team shall make any issue requiring a vote by general membership representative. In his/her absence the alternate or other team representative, with prior notice, will be allowed to vote.

Article-IV MEETINGS

Section-1 The BICYFL shall schedule one regular meeting per month. Meetings during December and January may be deferred.

Section-2 All meetings will be structured and conducted as per the Roberts Rules of Order.

Section-3 The President may adjourn the meeting at any time should the behavior of the members be such that it cannot be called to order.

Section-4 For a meeting to take place and any issue be acted upon two (2) of the league Officers and 75% of the general membership must be present for any action of, for or by the leaguer to take place.

Section-5 Alcoholic beverages will not be permitted during any meetings.

Section-6 Any team missing a meeting will be fined \$50.00 for the first meeting, \$75.00 for the second missed meeting and \$100.00 for the third missed meeting. If any team misses three (3) meetings in a calendar year, they will be placed on probation for the next twelve (12) months following the third meeting missed. A letter will be sent notifying the President of an Organization any time there is not a representative at a monthly meeting. The only exception to this policy is if a board member receives a phone call before the meeting or there is an emergency.

Section-7 Each organization president shall be required to attend the league meeting prior to the beginning of the season.

Article-V OFFICERS

Section-1 Officers for the BICYFL will be as follows:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer

Section-2 All officers shall be members of the BICYFL.

Section-3 All members in good standing are eligible to hold any office.

Article-VI ELECTIONS

Section-1 The offices of President, Vice-President, Secretary and Treasurer shall be for a two-year term. The term of office of President and Treasurer will occur separate from the term of Vice-President and Secretary. The office of the President and Treasurer will be elected on even numbered years and the office of Vice-President and Secretary on odd numbered years.

Members may only hold any one office for no more than three (3) terms or six years in succession. Any member may be elected to only one office at a time. Nominations will be held in November and a list of candidates will be sent out by ballot and returned at the January meeting at which time the Secretary will tally the votes and announce the results. Ballots will be open for review by the general membership

Section -2 Newly elected officers will be installed and assume their duties at the regular meeting in February.

- Section-3 If the office of the President becomes vacant between elections, the Vice-President will assume the duties of President for the remainder of the President's term. A Vice-President will be appointed by the general membership at the next scheduled meeting. This officer will hold this office during the time the Vice-President is assuming the duties of President.
- Section-4 If the office of the Vice-President, Secretary or Treasurer becomes vacant between elections, the President will appoint a successor who will be confirmed by a majority vote at the next scheduled meeting.
- Section-5 The Representative of a new team may not hold office for the first season and the new team will be ratified at the end of the season.

Article-VII DUTIES OF OFFICERS

- Section-1 President - The President shall preside at all meetings of the BICYFL and appoint all committees. The President shall develop an agenda of items to be covered at each meeting. The President shall appoint division Representatives at the beginning of each season. It is the President's duty to uphold the bylaws and constitution and enforce these rules as warranted.
- Section-2 Vice President - The Vice-President shall assist the President in such a manner as the President may determine. In the absence of the President, The Vice-President shall preside at all meetings. The Vice-President should be aware of all actions being considered by the President in the event that the Vice-President would have to assume the duties of the President. The Vice-President shall act as Sergeant at arms at all meetings.
- Section-3 Secretary - The Secretary shall be responsible for recording the minutes of the monthly meetings, office procedures, correspondence and records and issue all authorized notices to members. In the absence of the President and Vice-President, The Secretary shall conduct the meeting.

- Section-4 Treasurer - The Treasurer shall be in charge of all funds and pay all bills in accordance with a membership-approved budget. A monthly report will be presented to each at the league meetings. All receipts will be properly deposited in the league bank account. Records will be open for members to view at each meeting.
- Section-5 Executive Board - The executive board consisting of the President, Vice-President, Secretary, Treasurer shall have the authority to act in the name of the BICYFL during intervals between meetings, such acts being subject to confirmation by the membership at the next regular meeting.
- Section-6 Officer Attendance - All individuals on the Board of Directors are required to attend 60% of all scheduled monthly and Board of Directors meetings. Failure to meet the attendance requirements may result in removal from the Board. Such a request must be made in writing to the Board and the Board Member in question, and must be approved by a majority vote at a regular monthly league meeting.

Article-VIII PLAYER ELIGIBILITY

- Section-1 Mighty Mites seven (7) and eight (8) year olds as of September 1. Mites nine (9) and ten (10) year olds as of September 1. Midgets eleven (11) and Twelve (12) years olds as of September 1.
- Section-2 Each team will be required to have a copy of each child's birth certificate and made available (writing seven (7) days of request) for review should a copy be requested from any member of the league.
- Section-3 Team sizes will be established and written in the BICYFL bylaws.
- Section 4 New players otherwise qualified, may be added to teams any time during the season, provided the player list is amended at least five days prior to the first game the player will participate in. The information shall be mailed to the Vice-President and all teams to be played.

- Section-5 All teams will have copies of their rosters typed and handed in to the Vice-President and each team representative during the August meeting. The rosters will have the following information: the player's name, address, date of birth and school. Failure to provide copies will result in the forfeiture of all scheduled games until said rosters are in the hands of the Vice-President.
- Section-6 No players can change teams within the league in a given year without league approval.
- Section-7 A player who is on a BICYFL team roster during any football season would be declared ineligible if he is participating in any other organized football team. If a player is found to be ineligible, his team automatically forfeits all games played while he was on their roster. The team will also be placed on probation for the remainder of the current season and all of the following season. Upon a second violation, the team would be suspended.
- Section-8 Any newly elected teams will be on probation for their first season.
- Section-9 The league representative shall present to the Vice-President a copy of their "Certificate of Insurance" at the August meeting. The minimum amount of coverage shall be no less than one (1) million dollars of commercial general liability insurance.
- Section-10 Any player who moves out of his team territory, the player's legal residence at the time of initial registration allows him to complete his career in the original territory if he so desires for the remainder of his eligibility in the league.

Article-IX **TERRITORIES**

- Section-1 Current members territories shall include:

Daniel Boone - Daniel Boone School District
 Conrad Weiser - Conrad Weiser School District
 Hamburg - Hamburg School District
 Penn Alsace - Antietam School District and St. Catharine's School
 Schuylkill Valley - Schuylkill Valley School District
 Twin Valley - Twin Valley School District
 Wyomissing - Wyomissing School District

Cacalico - Cocalico School District
Lincoln Park-Wilson School District south of Penn Ave.
Van Reed -Wilson School District north of Penn Ave.
(Lincoln Park and Van Reed boundaries shall remain consistant
with any Wilson School District redistricting that may occur)
Fleetwood - Fleetwood School District

Article-X SCHEDULING

Section-1 Provided that the size of the league does not change, the game schedule shall remain the same for two consecutive seasons. Game scheduling shall be completed at the March meeting and given to League Representative, with the exception of home and away, the schedule will remain the same and every 3rd year, a new schedule will be determined following the format adopted in 2004.

Article-XI OPERATION BUDGET

Section-1 Budget - The Budget Committee will formulate a budget to be presented and voted upon at the January membership meeting. All non-budgeted expense must be approved by the membership. All non-budgeted expense exceeding one hundred dollars (\$100.00) must be approved in advance. All budget votes will be carried by a 75% majority vote of members present.

Section-2 The Treasurer and any one of the other officers are the only authorized check signers.

Article-XII AMENDMENTS

Section-1 Proposed changes to the Constitution shall be presented in writing to all members present at six consecutive meetings for discussion before being brought to a vote. A 75% majority vote of all members present at the next meeting is required to pass the amendment.

XIII INDEMNIFICATION:

No officer or league representative of the BICYFL shall be liable to the league or to any person, firm, corporation, business, or other entity for any act of said officer or league representative and the league will save harmless every officer and league representative from any liability whatsoever imposed upon said officer or league representative by virtue of his or her actions as an officer or league representative.

BY-LAWS

Article-I ORGANIZATION

- Section-1 The name of the organization shall be in accordance with Article I, Section 1 of the BICYFL Constitution.
- Section-2 The officers of the league shall be in accordance with Article V, Sections 1,2 & 3 of the BICYFL Constitution.
- Section-3 Each league member shall register a representative and one alternate with the league secretary at the February monthly meeting. Each team having one representative represents one vote for league business.
- Section-4 Each team will also register their organization president with the league.
- Section-5 The Executive Board shall exist as defined in Article VII, Section 5 of the BICYFL Constitution.
- Section-6 All committees shall be appointed at the discretion of the President. Committees must be re-appointed after the election of officers. Committees report their findings to the President of the Executive Board.

Article-II CURRENT MEMBERSHIP AND TERRITORIES

- Section-1 Current membership consists of members as defined in Article III, Section 1 of the BICYFL Constitution.
- Section-2 Territories shall be determined as defined in Article IX, Section 1 of the BICYFL Constitution.
- Section-3 An open territory is any area or part of a school district, or school district in the county of Berks, that does not field a team in the BICYFL or another football league. Any player in the open area may play for any organization, as defined in Article IX, Section 1 of the BICYFL Constitution. The league recognizes that special exceptions will exist and require league approval.

Section-4 Any organization interested in making application to the BICYFL must adhere to the following procedure;

- A. A letter must be submitted to the league stating a desire to join the league along with proposed boundaries, age groups, home field, team colors and sponsoring organization.
- B. Each organization interested in joining the organization must have a team for all three age groups of the BICYFL (mighty mites, mites and midgets)
- C. The organization making application must attend at least two (2) pre-determined monthly meetings of the BICYFL for the purpose of answering any questions from the general membership.
- D. At a third meeting in which application of the potential member is discussed, a vote may be taken regarding acceptance to the league. In the event a member is missing from the meeting in which the vote is taken, their vote shall be recorded by absentee ballot, which can be submitted to the President.

Section-5 Application for territorial changes shall be submitted in writing at a BICYFL monthly meeting, at which time general membership will act upon the request. A 75% vote is required for approval at the next monthly meeting.

Article-III ACCEPTANCE TO BICYFL

Section-1 After receiving and reviewing any application to the BICYFL, acceptance shall be determined by 75% MAJORITY VOTE as defined in Article 3, Section 2 of the BICYFL Constitution.

Section-2 Once an organization has been accepted into the league, it may participate with all the rights and privileges of general membership. During the first year in which a new team participates it will do so on a "probationary" basis. At the conclusion of the first year and the new organization meets the requirements of the league, the probationary status will be removed, pending approval by league vote.

Section-3 New teams will be assessed a fee equal to each member's share of the BICYFL Treasury. Deleted members will forfeit their share of the BICYFL Treasury.

Article-IV MONTHLY MEETINGS

Section-1 League meetings start promptly at designated times and locations.

Section-2 Attendance at league meetings.

2A. It is mandatory that each team have a representative or alternate present at the monthly meetings.

Section-3 Monthly meetings shall be held at a location mutually agreed upon by the membership.

Article-V LEAGUE FEES

Section-1 General league fees shall be assessed in accordance with Article III, Section 3 of the BICYFL Constitution.

Section-2 A maintenance fee may be assessed to all members of the organization for the purpose of league operating expenses. This assessment can be approved by a 75% majority of the membership.

Section-3 Each member organization shall be assessed for the cost of officials each season, for the home games only.

Article-VI PLAYER ELIGIBILITY

Section-1 Matters dealing with player eligibility shall be defined as written in Article VIII, Sections 1,2,3,4,5,6,7,8,9 and 10 of the BICYFL Constitution.

Article-VII SCHEDULING

Section-1 Selecting at random a schedule will be determined as outlined in Appendix A of these by-laws.

Section-2 Once a schedule has been determined, that schedule shall be used for a period of two years. The only change to this schedule shall be location of each game. For example, team A plays team B at home in year one, the following year, team B will play team A in the same week, although team A will be at home.

Section-3 A determination to play a championship game may be voted upon by the membership on an annual basis. The game will be hosted by each team in numerical order.

Article-VIII RULES

Section-1 The rules governing league play shall be those rules adopted by the PIAA, except as noted herein.

The league Secretary must, at the annual May meeting, supply each team representative with current PIAA rules.

Section-2 Official game balls must be of full leather construction:

Mighty Mites Wilson K-2 or equivalent

Mites Wilson K-2 or equivalent

Midgets Wilson TDJ or equivalent

Section-3 Any game cancellation shall be at the discretion of the home team. The home team shall be responsible for notifying the visiting team and the Commissioner of Officials no less than two hours prior to the scheduled start of the first game. Weather-delayed games can be rescheduled by the participating teams with the final decision resting with the home team field availability and unless mutually agreed upon the day of the postponement, 48 hours notice should be given by the home team. The home team shall be responsible for notifying the Commissioner of Officials of rescheduled games. Failure to comply shall result in a forfeit loss. In the event the home team does not reschedule the makeup game by the last day of the season, the home team shall forfeit the game.

Section-4 No team may start practice of any organized type until the PIAA officials starting date for each respective year.

- Section-5 All teams are limited to three (3) practices per week, per player, beginning with first Monday after Labor Day of each and every year. A practice is any organized gathering, whether scrimmage, exercise, blackboard session, dummy drill, etc. Before the start of the school year you may practice up to five (5) days per week.
- Section-6 Chain gangs will be placed on the home team side of the field.
- Section-7 No electronic gear at games (Example: headphones, walkie talkies, etc.) and no prompting by the game announcer.
- Section-8 Scores must be called in by the home team, Sunday evening no later than 7:00 P.M. to the league designee.
- Section-9 League standings shall be based on overall wins and losses (2 points for a win, 1 point for a tie and 0 points for a loss). Tie breaking criteria for the division play-offs shall be as follows:
1. Overall record 2pts/Win 1pt /Tie
 2. Head to Head competition
 3. Record against common opponents
 4. Strength of Schedule
 5. Most wins
 6. Toss of a coin by the league President in the presence of a representative or coach from each team involved.
- Section 10 Each team representative shall present at the August Monthly meeting evidence of his organization's liability insurance coverage in the minimum amount of one million dollars (\$1,000,000). The Certificate of Insurance should name the Berks Inter-County Youth Football League as an additional insured on their general liability insurance policy.
- Section-11 Team colors can be changed with the permission of the league as a body with a 75% majority vote.
- Section-12 A team has the right to protest a game due to a violation of League By-laws or the Constitution. A protest shall be in writing to the League President and postmarked within three (3) days of the protested game. Copies of the protest letter shall be mailed to the representative of the opposing team within the same time frame.

Section-13 All successful attempts for points after touchdowns shall result in one (1) point for the run or pass and two (2) points for the kick.

Section-14 Any team may be placed on probation for a designated time by a 75% majority vote of general membership for any rule violations.

Section-15 If a team on probation should violate any rule or rules, that team may be subject to suspension. A team on probation and brought before general membership for rule violations, may be suspended by a 75% majority vote of general membership.

Article-IX TEAM SIZES

Section-1 As indicated in Article II, Section I of the BICYFL Constitution, the objective of this league is to create "equality of team size and general area of population for all opponents". In keeping with this objective and in the event a current team may grow in size or a larger team may make application to join the league, a plan or formula may be required to split the larger team into two separate teams. Appendix B of these By-laws draws the guidelines or such a plan. The plan presented by this committee can then be approved and implemented by a three-quarter favorable vote of the general membership.

Article-X MIGHTY MITES

The mighty mite program, seven (7) and eight (8) year olds shall operate as follows:

Section-1 The mighty mite game should start by 12:30 of game day and run no later than 1:30.

Section-2 The game will consist of two (2) twenty (20) minute halves with a ten (10) minute half time. The clock shall be a running clock with no time-outs. In the event both teams wish to continue play beyond the second 20 minute half and have not reached the 1:30 deadline, the teams may play on with mutual consent.

- Section-3 The coaches for each respective team will have the ability to set the format for the game/scrimmage. Possible formats include (i) scrimmage format (10 plays offensive, 10 plays defense) (ii) game format, using first down markers (iii) combination with first half scrimmage second half game. In the event the opposing coaches cannot agree on a format, they will play first half scrimmage format and second half game format
If playing under game format, there will be kickoffs at the opening of the game and beginning of second half. After each score, the defensive team giving up the score will receive the ball on their own forty-yard line.
- Section-4 No score or record shall be displayed or reported.
- Section-5 Each team will provide one volunteer official.
- Section-6 There may be no more than two coaches on the field for each team at any one time.
- Section-7 The defensive team may not rush punts. The punting team must announce their intent to do so.
- Section-8 There is to be no blitzing by the defensive team.
- Section-9 The teams shall consist of seven (7) and eight (8) year olds only. Players under the league age of 7 are NOT permitted.
- Section-10 No mighty mites are permitted to participate or stand on the sideline for the mite game.

XI GUIDELINES FOR SATURDAY JV GAMES

- Section-1 **PARTICIPATION:** Players who play 50% or more in varsity games should not participate in JV games.
- Section-2 “All Play Rule” All players must play a minimum of 6 plays. Plays must be from line of scrimmage. Kicks, extra points, and penalties do not count.
- Section-3 Games are officiated by volunteers from home team (must be >16 yo or varsity football player). Coaches (maximum of 2) are permitted in the huddle of their team.

Section-4 No score should be displayed or recorded

Section-5 No blitzing by the defensive team

Article-XII **EQUIPMENT**

Section-1 PIAA safety equipment rules must be followed at all times. All Equipment must have current certification and approval for PIAA Use.

Article-XIII **AMENDMENTS**

Section-1 Proposed changes to the By-laws shall be presented at three monthly league meetings where changes can be adopted by a 75% majority vote in writing at the fourth meeting.

APPENDIX B

CONDUCT OF MEMBER TEAMS

All member teams, their coaches, parents of participants, and any affiliates representing member teams, shall be expected without exception, to properly conduct themselves in a sportsmanship like manner at all times, as monitored by the home team's field marshall.

At the discretion of the league, any incident deemed to be detrimental to the league and/or officials by a member team, its coaches, parents, or spectators, may result in sanctions being imposed against the member teams.

The executive board of the league shall conduct a meeting with all parties involved prior to the next scheduled game (within 5 days) to determine if any disciplinary action should be taken. These actions would include suspension for one or more games or the remainder of the season, fines payable to the league of up to \$250.00, or any other sanctions deemed necessary by the league.

The member team shall have the opportunity to appeal the decision to the league for prior review. The member team must submit in writing within 2 consecutive days of the executive board's decision their intention to appeal to the members of the league.

The final decision of the executive board shall take effect after the appeal process is decided by the league members prior to the second week's game. After ratification by the league, the decision shall remain final.

All appeals shall be directed to the President to be valid, and in his absence should be directed to the Vice President.

The league will have Zero Tolerance in regard to ejection of coaches. Any coach or person representing a league team who is ejected from a game by an official will be suspended from the league for one year. That person will be allowed to appeal at the next regularly scheduled league meeting.

APPENDIX C

Code of Ethics

As defined in the constitution of the Berks Inter County Youth Football League, the league was formed for the purpose of “the focus of developing skills and fundamentals of football with dedication to participation and development of youth football”.

In addition, it was a goal of this organization to bring parity among like organizations so that similar sized teams could play in a sportsmanship like competitive environment. In keeping with these objectives, the following guidelines shall be the goals for all coaches and players in the BICYFL.

Each coach and player from each organization shall work within its own organization to uphold these code of ethics and good sportsmanship.

Coaches should coach in such a manner that as many players from each team get an opportunity to play in game situations.

In the event that a team begins to dominate an opponent, that team should make substitutions so that the game remains competitive and does not allow scoring to become so unbalanced that it may cause embarrassment to the opposing team.

At all times, coaches, players and organization members shall uphold positive sportsmanship like behavior which includes no profanity or abusive behavior.

Conflicts

In an effort to keep cool heads, make well informed decisions, and avoid conflict among coaches, players and parents regarding procedures and policies on game day, the following are recommended steps to resolve and avoid conflicts:

Any team taking issue with some aspect of the game should report to their league Representative, alternate or organization President, at which time the situation can be reviewed.

If the league representative, alternate or organization President continues to feel that there is an issue, he should contact the opposing league representative or officer in an attempt to resolve the matter.

If the issue is not resolved on site, the matter should be brought to the league following the procedures outlined in the bylaws.

Appendix D

Definitions

Representative	A representative for the purpose of the bylaws and constitution shall refer to one individual from each team within the BICYFL who has been appointed by each team for the purpose of representing his/her team within the league.
Alternate	An alternate is the individual who, in the absence of the representative, shall perform the function of the league representative.
BICYFL	stands for Berks Inter County Youth Football League
Blitzing	Blitzing or "bull rush" shall be defined as the sending of defensive players (linebackers & defensive backs) across the line of scrimmage at the anticipation of the snap of the ball.
Probation	For the purpose of this document "probation" shall refer to a period in which a team may participate in the league and enjoy all rights and privileges of a league member. The team, however, holds these rights on a conditional basis. Any subsequent rule violation by the probationary team may result in suspension from the league.
League	League shall refer to all active members of the BICYFL.
Player	Player refers to any boy or girl who has been rostered by their organization and maintains good standing and participates in league play.
Numerical Order	Numerical order shall refer to member team numbers for the purpose of determining hosting the championship game.
Operating Expense	Operating expenses refers to any expense incurred by the league such as trophies, postage, banking fees, ect.
Suspension	Suspension shall refer to a team which has previously placed on probation and commits additional rule violation. A team which has been suspended cannot participate in league play. Readmittance can only be accomplished by submitting an application to the league for member process.
General Membership	General membership includes active members who are currently in good standing with the league and possessing all the rights and privileges of a member.

