

# **2026 By-Laws of Palm Bay Youth Athletic Association**

## **PREAMBLE:**

The overall objective of this organization is to promote an ongoing youth football and cheerleading program in Palm Bay, FL., and adjacent communities, to inspire in its participants the ideals of sportsmanship, scholarship, and physical fitness. Specifically, this organization will provide a program oriented to quality supervision and safety mindfulness, directed at teaching the fundamentals of youth football and cheerleading and allowing its participants to grow with confidence, pride and spirit in an atmosphere that fosters these attributes both on and off the field. This organization will strive for unity of purpose in its endeavors to encompass the whole, rather than that of its parts, and will strive to do so in a democratic fashion, free of adult ambition or personal glory. The welfare and progression of this organization rest with those who accept the challenges and responsibilities placed upon them while serving as a member of this league. This corporation is organized and operated exclusively for the benefit of the youth of the community. For non-profit purposes, no part of any net earnings shall insure the benefit of any member, director, or officer.

## **Article I: By-laws**

These bylaws shall govern and when rules of order are not covered or conflict with the ACYAA bylaws and rules/regulations, then it will revert to Robert's Rules of Order.

## **Article II: Fiscal Year**

For reporting all assets of the corporation, the fiscal year shall begin January 1, of each year and end December 31, of the same year.

## **Article III : Membership and Organization**

### **SECTION I**

The corporation shall be composed of the following members:

- A. Players, parents or legal guardians of participating players.
- B. All coaches, volunteers and team parents.
- C. The Board of Directors that consists of: A President, Vice President, Secretary, Registrar, Treasurer, Cheerleading Director, Tackle Director, Flag Director, Concession Stand Director, Sponsorship Director, Equipment Director, Website Director, Field Director, Team Mom Coordinator, Operations Manager and Special Events Director.

### **SECTION II**

Vacancies on the Board of Directors shall be filled by presidential appointment, but are subject to the Board of Directors approval vote at the next membership meeting.

In the event that the President is unable to fulfill their duties, the Vice President shall assume the responsibilities of the president. If the Vice President is unable to serve in this capacity, then the Treasurer shall assume the role until an election of the voting members of the board can hold a special election. Should the Treasurer also be unable to serve, the Secretary shall assume the duties until an election can be held.

### **Section III**

#### **3-strike Rule: This rule is in effect to all Members of PBYAA.**

[Membership Description: Players, parents or legal guardians of participating players, all coaches and team mom's, any volunteers or spectators, President, Vice President, Secretary, Registrar, Treasurer, Cheerleading Director, Tackle Director, Flag Director, Concession Stand Director, Sponsorship Director, Equipment Director, Website Director, Field Director, Team Mom Coordinator, Operations Manager and Special Events Coordinator]

Any violation of PBYAA Rules, Code of Ethics or By-Laws will result in a verbal or written write up.

In the case that you receive 3 verbal or written violations; you will be suspended indefinitely from the League WITHOUT A REFUND.

The Board of Directors holds the right to evaluate violations and determine if a circumstance is severe enough to require immediate dismissal from PBYAA on a single incident.

ALL PBYAA members must:

1. Be conscious that they set a personal example for youth, both on and off the field.
2. Keep all cursing to a minimum and not directed to any specific individual in a degrading manner.
3. Insist that sportsmanship be a major emphasis in the game.
4. Create an atmosphere of respect for authority, rules, game officials, etc.
5. Be dependable to the youth and the League.
6. Become familiar with and adhere to League rules as well as those of the game.
7. Not vocally interfere with or position themselves to interfere with the playing of a game while a spectator.
8. Address concerns calmly, privately, and at the appropriate time - never during games or practices, unless an emergency arises.
9. Refrain from taunting, booing or disrespectful behavior towards players, coaches, officials or other spectators.

### **Article IV: Membership Meetings**

#### **SECTION I**

The Board of Director meetings will be announced by the President with a minimum of (1) meeting monthly, or by a petition of (2/3) members of the Board of Directors. Meetings shall be posted on the League website. If an emergency meeting needs to be called, the President will give 24 hrs notice to the Board of Directors.

It shall be the responsibility of all members of the board to attend all board meetings. He/She will be considered absent if not excused by the President. Any member that misses 3 meetings with an unexcused absence will be removed from the office. Considered excuses: work, family emergency, etc.

#### **SECTION II**

Board members may be removed from the office for violation of BOD rules or nonperformance of their assigned duties. For a board member to be removed from office, a motion shall be made in writing to the board of directors. The request/motion must be seconded. Most of the voting members present (min 2/3 members) shall be required for the request/motion to be referred to a subsequent special membership

meeting called by the Board of Directors.

## **Article V: The Board of Directors**

### **SECTION I: The Purpose**

The Purpose of the Board of Directors is:

- To preserve the organization
- To control the organization
- To set organizational policy
- To take care of all matters dealing with the organization
- To set, direct and control all monetary policy

### **Section II : Rolls and Responsibilities**

#### **A. President**

- Conduct the affairs of the corporation and execute the policies established by the Board of Directors.
- Assure that the conduct of the corporation is in strict conformity to these By-laws and ACYAA bylaws/rules and regulations.
- Designate those persons authorized to purchase and execute contracts on behalf of the corporation.
- Investigate irregularities and conditions detrimental to the corporation and its objectives and to report these irregularities or conditions to the entire Board of Directors at the next scheduled meeting of the Board of Directors, or earlier, as the circumstance warrants.
- Appoint necessary committees
- Be responsible for corporate registration
- Shall sign all checks in absence of the Treasurer
- Can only vote in a deadlock tie
- Inform all board members of issues that occurred with any PBYAA business
- Responsible for attending all county board meetings

#### **B. Vice President**

- In case of the absence of the President, perform the duties of the President.
- Assist the President in the conduct and affairs of the respective sports programs and operation of the corporation.
- Be ex-officio members of all committees/meetings
- Must attend minimum of 50% of county meetings

- Responsible for ordering shirts with approval for merchandise sales, Board of Directors and all coaches.
- Responsible for ordering all trophies and plaques for league and sponsors.
- Schedule league pictures with board approved photographer
- Liaison for all PBYAA Sports affairs
- Ensure the completion of all volunteer background checks.
- Ensure website and social media page(s) are current and updated

### **C. Secretary**

- Maintain master map file for all away games
- Responsible for recording activities of the corporation such as maintaining appropriate files, mailing list, necessary records, phone lists and to distribute within 2 business days.
- Maintain a list of all Directors and committee members.
- Give notice of all meetings of membership and meetings within 4 business days.
- Maintain accurate minutes of board meetings (both monthly and special) and to e-mail to the BOD within 5 days.
- Responsible for attending all county board meetings when the President and Vice President are not able to.
- Maintain the organization and cleanliness of the BOD filing cabinet.
- Complete and send out the Monthly Reports

### **D. Registrar**

- Assists in maintaining updated rosters of all participants in football/cheer program
- Maintain all concession stand buy-out forms from Registrations
- Maintains all player registration forms, birth certificates (ID cards) and player photos for player cards
- Verify proper league age on all participants of their sport via birth certificate (state ID) or passport.
- Maintain rosters through league software
- Place copies of all registration forms in the correct designated binder
- Assist in maintaining the organization and cleanliness of the BOD filing cabinet.

### **E. Treasurer**

- Receive and deposit all monies in a bank approved by the BOD and deposit monies received

within 48-72 hours following receipt.

- Keep a copy of all receipts and disbursements of all funds of the corporation by board approval for each sport and general fund.
- All federal tax statements shall be filed in a timely manner (federal form 990) by the Treasurer or Financial Institution.
- Sign checks in lieu of President
- Prepare a bank statement for the BOD meetings
- Maintain Corporation receipt books and/or documentation for such. Receipt books to be collected and disbursed to authorized members only.
- Responsible for arranging payment of the referees/officials.
- Sales tax due to be submitted by treasure or financial institution on the following dates 09/20 and 12/31.
- Responsible for a weekly deposit and a deposit after all home games and every special event.

#### **F. Sports Directors (Tackle, Cheer, Flag)**

- The sports directors each year may appoint an assistant director to assist the sports directors in their duties. Each sports director may appoint one assistant, with the approval of the executive BOD. The assistant sports director will have by-proxy voting privileges for the sports directors at all BOD meetings when the sports director cannot attend.
- Solicit for new coaches
- Select coaches for Board approval at the following BOD meeting.
- Conduct liaison between the Board and the coaches regarding rules, philosophy, policy of the organization and dissemination of information
- Responsible for coach compliance with league rules
- Responsible for arranging and ensuring all coaches are Heads Up/USA Football certified
- Work with the Equipment Director to order and maintain, as directed by budget, all uniforms and equipment for athletes.
- Maintain record of procedures, contacts, suppliers, etc. for future reference.
- Conduct a mandatory meeting of all coaches prior to the start of the first practice as a minimum.
- Names, phone numbers, and email addresses of all coaches shall be given to the Secretary.
- Investigate complaints of any parent or player regarding “player-coach” or “player selection” matters and report the findings to the BOD at the next meeting. All complaints must be in the form of a letter or email from the initiator.
- Review playsheets weekly and report any player who did not get their required plays to the Vice President and President within 48 hours.

- Assist head coaches and Equipment director with distribution and collection of all PBYAA equipment.
- Inform county and our website director of all scores of all games within 24 hours.
- Inform each individual team they are required to bring a \$500 (cheer) \$500 (tackle/flag football) contribution to PBYAA. The team can hold car washes, bake sales, spirits nights at local eatery, etc. for fundraising or may have (2) \$250 sponsors registered for their Team. Contribution must be in no later than the last Thursday by 8pm in the month of August. (Coaches will be suspended until monies have been paid) refer to Article VI).
- Inform each individual division that all team fundraising funds must be used by the week of the ACYAA Super Bowl or you will forfeit your leftover team money as a donation to PBYAA.
- Will work with V.P. and Registrar for the ordering of trophies.

### **G. Equipment Director**

- Responsible for preparing, issuing, collecting, and keeping inventory of the necessary equipment and/or uniforms for each team with assistance of the prospective coaches of that sport.
- All equipment will be turned in at the end of their last game to the Equipment director and Coaches. Transportation for equipment will be provided by the BOD. Equipment will be washed and repaired within 30 days of the last ACYAA event then be placed in the association storage location.
- Maintain a list of equipment issued to each coaching staff. If the equipment issued to said coach is not returned in a clean serviceable condition, said coach shall be notified by letter from the association and may be required to reimburse the association for damage and missing equipment.
- Maintain a list of all equipment issued to each tackle football player (signed by parent or legal guardian with copy of driver license). The parents and/or legal guardian(s) of players who do not return equipment in a clean and serviceable condition, shall be notified from the association and shall be financially responsible for the replacement costs of any equipment that is not returned or that is returned in an unserviceable condition.
- Maintain current inventories of all association equipment with the assistance of the sports directors applicable to the individual sport. This list is to be provided to the BOD at the first meeting in January, August, and November. The inventory should contain, as a minimum, information about equipment with quantity, type, size, and condition.
- Assist all sports directors in their efforts to comprise a budget of incurred expenditures for the following year based on the items in need of repair, needing to be replaced, or due to increased registration.
- The elected Equipment director or assistant equipment director must be willing to accommodate any team with some consideration. Any player to be dressed will have to be paid in full, no exceptions

### **H. Concession Director**

- Assure the concession stand is adequately inventoried, stocked, and cleaned daily.

- Clean the fryers and change the oil regularly.
- Be responsible for opening and closing of the stand (15 minutes prior to the start of practice time and 15 minutes after practice/ game days will be 1 hour before 1st game and ½ time of the last game).
- Prepare a schedule of times for all volunteer workers by team in the concession stand with the assistance of Team Mom Coordinator.
- Keep a log of names of volunteers for each division and the volunteer hours that are completed.
- Notify the team mom coordinator of any volunteer who is considered a no-show for their assigned volunteer time.
- Maintain and repair concession stand equipment and bring any problems to the attention of the board.
- All monies will be counted by two board members. It will be given to the Treasurer or President by the end of each business day.
- Maintain a system to track coaches meals for home games. Head coaches will be given a voucher for all home games which entitles them to 1 free meal (hamburger combo/hot dog combo) and 1 free drink. Assistant coaches will be given a voucher for all home games which entitles them to 1 discounted meal and drink at 50% off.

### **I. Sponsor Director**

- Shall solicit sponsorship for ALL sports and teams.
- Shall schedule and oversee PBYAA league fundraisers for the league as a whole.
- Provide the Executive BOD with names, addresses and phone numbers of sponsors.
- All monies involved should be mailed to PBYAA PO box or given directly to the Treasurer or Sponsorship director by sponsors. Any monies collected by the sponsor director shall be given to the Treasurer within (3) business days.
- Responsible for receiving quotes for banners, ordering of such banners, and displaying such banners by the first home game.
- Responsible for removing banners, labeling and storing them in the proper location within 1 week of the regular season ending.
- Provide a list of sponsors to the BOD.
- Ensuring that a printed list of sponsorships, separated by team, is present in the announcer booth before the first scheduled home game and updated as more sponsorships are received.
- Obtain sponsorship prizes for raffles and events sponsored by PBYAA.
- Sponsorship is to have a set goal of raising 10% more each year than was raised the previous year and or 10% of the registered players for that season.

### **J. Special Events Director**

- Advertise and coordinate volunteer committees for all league sponsored events. (Ie; homecoming, pep rally, trunk or treat, Christmas parade, closing ceremony, etc.)
  - Host volunteer committee meetings to brainstorm ideas and plan how to accomplish them.
  - Oversee committee, assign committee responsibilities and ensure completion of projects for the events.
- Responsible for selling team merchandise at all home games. The merchandise table should be operating by the first game with different items.
  - All cash receipts are to be turned over to the Treasurer daily.
- Provide the website director with a schedule of upcoming events within 7 business days of a BOD approved event.

### **K. Website Director**

- Maintain all PBYAA social media (Facebook) and website with the most updated information provided from all PBYAA members (President and Vice President approved material) within 2 business days ex: scores of games, equipment schedule, special events, volunteer concession schedule, sponsors etc.
- Advertise to the public and members that we have a website.
- Keep the BOD informed of any changes to the website
- Place all names of coaches and assistants, BOD members and the companies that sponsor PBYAA on the website.
- Assist the Sponsor director with designing and ordering of banners

### **L. Field Director**

- Overseeing the main football field and practice field
- Performing inspections of the football field and fence to ensure that regulations are being followed and if any repairs need to be made notify the President and Vice President.
- Maintaining the cleanliness of the field and surrounding park, including inspection of fields and fence, maintaining the readiness of the scoreboard, locking, and unlocking the gates
- Preparing fields and trash receptacles for home games/activities within our organization
- Making sure it is safe on the football and practice fields.
- Assist in ordering materials or equipment needed to complete projects.

### **M. Team Mom Coordinator**

- Select Team Moms for Board approvals at the following BOD meeting
- Hold monthly Team Mom meetings to inform team parents of upcoming events. Responsible for creating an agenda and taking notes at the meeting.
- Observe team moms to ensure they are following the sideline guidelines.

- Assist concession director in creating a list of volunteers for practices and home games. Ensure that all team parents are given the schedule and assist in filling spots.
- Ensure Directors, Coaches and Team parents are notified if a player's designated volunteer does not show up for their scheduled concession duties and assist in finding coverage.
- Assist special events passing out any league information to the team moms (ex: special events, picture days, celebrations, etc.)
- Monitor all Band groups for every team to ensure information is getting passed along to parents.
- Assist Coaches and Team moms with Attendance list and Game Day Play Count list. Collect and file lists at the end of each week.
- The first team parent meeting will be set to assist team moms in any training efforts. (Ex: Certifications, creating a team snack schedule, fundraisings, operating Band, etc.)

### **N. Operations Manager**

- Supports daily league functions by coordinating with the Vice President and President.
- Monitor operations by assisting concession, field maintenance, equipment maintenance, and all sports activities.
- Be available to assist in overseeing all PBYAA functions.

## **Article VI: PBYAA Guidelines/Responsibilities for Coaches and Volunteers**

### **SECTION I: ALL COACHES**

- All coaches/volunteers must pass a Brevard County background check, at their own expense, before he/she can become a coach for PBYAA. Note: The member volunteer application must be submitted and reviewed on an annual basis for "all positions". If applicant has been found guilty of any criminal sexual offenses including, but not limited to; child molestation, rape, sexual assault, sexual battery, sodomy, all felony violence offences including murder, manslaughter, and kidnapping. Member volunteers found to be guilty of the following crimes will be disqualified as volunteers but eligible for appeal
- Any coach who has been convicted of misdemeanors and approved through the league to coach must not be ejected from any game or practice. An ejection from any said game, results in immediate dismissal from ACYAA as a whole.
- A PBYAA coach/volunteer will provide a safe playing environment for all.
- Coaches/volunteers and parents are expected to lead by example. Demonstrating sportsmanship, fair play, respect, and character.
- Provide for the youth of PBYAA an environment that is drug, alcohol and bully free.
- Excessive foul language is considered abusive and WILL NOT be tolerated.
- Coaches/volunteers and parents will remember that they are youth football/cheer coaches, volunteers or members and the game is for our youth and not adults; or their personal desire to win.
- As a coach at PBYAA, he/she is responsible for his/her sidelines, which includes players, coaches, and parents. These distractions can and will interfere with the coaching and safety of players.
- As a coach for PBYAA, there's more to just coaching his/her division during the season. The coach must understand that to promote PBYAA and help make our league a successful league all coaching staff must be involved in league functions year-round. When we are not in season; recruit players for the fall or spring programs and participate in league events and outings.
- Every coach on a staff is required to volunteer one hour outside of their game time on home game days. Failure to do so will result in suspension of the following game.
  - Check-in/Check-out with the associated Sports Director.

- Some duties that you may be asked to perform: Concession stand, Grill, Fryer, trash pick up around the park, emptying trash cans into the dumpster, filling coolers or fans, etc.

## **SECTION II: HEAD COACHES:**

- Must notify the sports director of any team meetings, parent meetings, additional practices, practice cancellations or schedule changes, coaches staff meetings, off-site activities, parties, etc.
- ACYAA has a 4-play rule min. This rule states that every player on his/her roster is required to participate in at least 4 plays during the game. This rule is in effect only if a player participates in a full week of practice. (Excluding play-offs & Superbowl.) If the player misses even one unexcused practice for the week, playing time will be at the discretion of the coach. Failure to adhere to the 4-play minimum for a player that has attended practice all week will result in the player receiving 8-plays the following week. If the player does not receive 8-plays on the second week, then the Head Coach will be suspended.
  - All head coaches will turn in attendance sheets and game play sheets weekly to the corresponding sports director immediately following the game.
    - Head coaches that are aware of participants that did not get their required 4-plays will immediately notify the Sports Director.
    - Failure to turn in a playsheet or attendance sheet for the week will result in suspension.
    - Any coach, coaching staff member or team parent that is found to be dishonest on the playsheet will be suspended.
- If a head coach is disqualifying a participant from his/her upcoming game, the Head coach must notify the participant's parent and applicable Director within 48 hours prior to games.
- Acquire a responsible coaching staff for the team, with board approval.
- Acquire a dedicated team mom(parent) to be interviewed by the Team Mom Coordinator and approved by the Board of directors.
- Start fundraising and make the required \$500 for every flag/tackle/cheer division. If the division sponsorship is not raised by the due date, the head coach will be suspended until funds are paid.
  - Schedule team fundraisers (ie, bucket drops, spirit nights, bake sales, etc.) and notify your sports director to obtain BOD approval.
- All tackle head coaches are responsible for securing chain gangs for all home games. They may use assistant coaches or parents. If this is not covered for the game head coaches will be suspended for the next game.
- There may be an emergency head coaches meeting where coaches will get 24- hour notice or less. All coaches' meetings are mandatory unless he/she has an emergency. Documentation must be submitted to the applicable director to be excused or said coach could be subject to suspension.
- Notify the delegated director of injuries sustained by a player within 24 hours of such an accident
- Responsible for collecting equipment when a player is injured, kicked out, quits or no longer plays on the team within 24 to 48 hours
- All head coaches are expected to participate when the NFL Flag is in season. EX: sign up a team, set up or clean up, down markers.

## **SECTION III: On the field privileges**

- Participants of the game and practice only
- Approved (badged) coaches for that division playing
- President, Vice President, applicable director or their designer and league photographer

## Article VII: Finances Section I

- Dues or fees may be required for participation in the corporation sports program.
- If financial assistance is required, it must be requested by the parent/legal guardian of the participant. The same criteria utilized by the Brevard County School system to determine eligibility for the subsidized school lunch period shall be utilized to determine eligibility for financial assistance. Financial aid may be provided in whole or in part, if the income of the family is considered low and the financial position of the association is such that the cost can be absorbed without placing the association at financial risk. Financial assistance to participants should not exceed 10 percent (10%) of the total participants involved in the program from the following year. Financial assistance will be evaluated on a first come first serve basis. However, returning participants may receive priority status if paid registration is received by the deadline set by the BOD. The ultimate acceptance or rejection of any individual for financial assistance will be voted upon by the President and the BOD.
- Registration requirements are as follows: complete PBAYAA registration form, total amount of registration costs (to be determined by the BOD and how that fee will be paid for such applicants). Current wallet size photo, a copy of legal birth certificate, or passport.
- The maximum payout for any one family with five or more of that immediate family will be at 75% of the annual registration fee, not to exceed \$656.00(this cost can change due to cost of registration).
- Parents have the option to buy out their volunteer time in the concession stand. The cost is \$150(per family) prior to the first game of the season. After the first game the price increases to \$175.
- All monies collected in the name of PBAYAA through registration, sponsorship, donations, fundraising activities, etc., must have prior board of directors' approval and shall become the assets of the corporation and be deposited in the corporation's account(s). Monies from team fundraisers will be as follows, 100% of the monies will go into the PBAYAA account and be disbursed as follows, after the sponsorship team fees paid in full.
  - Monies will be distributed at \$501-\$1500 (60% to team 40% to PBAYAA), \$1501.00-infinity (80% to team 20% to PBAYAA). PBAYAA monies will be deposited in a league bank account for uniforms and necessities that the BOD deems necessary.
- All sponsorship monies collected must have 1 form completed per sponsorship. If a sponsor requests to "split" a sponsorship between 2 or more teams, they must complete 1 form for each team they intend to sponsor. Sponsors will receive 1 benefit package per completed form with successful payment.
- All expenditures not covered otherwise by these bylaws must have prior board of directors' approval. These expenditures must not exceed \$100 (except for the special events director for purchasing of merchandise) between general membership meetings. All monies that are being taken out of any account of PBAYAA (normal expenditures) must have the approval of the President and the Treasurer and presented to the BOD at the next scheduled meeting.
- An accumulative record of income and expenditures shall be kept by the Treasurer.
- All providers of goods and/or services shall be paid directly from the Treasurer of PBAYAA.
- All receipts for any authorized purchases or expenditures shall be submitted to the Treasurer within 24 hours.
- Any monies from registration or other activities shall be delivered to the Treasurer within three business days of receipt. The monies shall be delivered in the same manner as collected. No registration or activity money shall ever be deposited or spent by a sports director. All registration money collected shall be documented in a receipt book and deposited in the corporation bank account within 24 to 72 hours of receipt.
- All B.O.D have one paid membership (at full price). Co-chairs and head coaches have half-price membership for one registered player (at full price), Higher seat prevails.

- Outside sponsorship for a participant will be submitted with a sponsorship form of that year's sport being paid in full at time of registration {see sponsorship form}

**Article VIII: Powers of Administration**

**SECTION I:**

The membership shall be the highest authority of the association and shall be empowered to take or direct any action not consistent with these bylaws or articles of incorporation.

**SECTION II:**

- Between membership meetings the Board of Directors shall be the highest authority of the corporation and shall be empowered to act on behalf of the membership to the extent that business requires. The Board of Directors shall not act affecting the vital interest of the corporation without prior membership approval.
- All actions and approvals by the Board of Directors shall be reported at the next membership meeting.

**SECTION III:**

- Between meetings of the board of directors the President shall be empowered to act on behalf of the corporation.
- All actions of the President shall be reported at the next board meeting.

**Article IX: Association property**

**SECTION I**

- Association property more than \$100 in value shall not be loaned to any other agency or individual without approval from the board of directors.

**SECTION II**

- All individual awards will remain the property of the individual being presented the award.
- All team awards will remain the property of PBYAA (i.e., championship trophies, Super Bowl trophies, cheerleading team trophies, cheerleading DVDs of competition)

**Article X: League safety**

**SECTION I: Code of Ethics**

1. The PBYAA depends upon mature, respected, dependable volunteers to work as directors, coaches, and in other volunteer capacities for the good of the athletes and the organization itself.
2. This Code of Ethics has been prepared and approved by the League to assist you to better understand your responsibility and privileges and to offer you suggestions which may help you carry out this important task.

**SECTION II: Treatment of Athletes**

ALL LEAGUE Coaches, Directors, and Parents MUST:

1. Be alert to the physical safety of players and spectators.
2. Excessive foul language is considered abusive and WILL NOT be tolerated.
3. Be consistent in handling players and problems so that standards of conduct may be established.
4. Be willing to encourage rather than humiliate players in front of their teammates.
5. Properly condition the players to the extent that they can safely and adequately meet the physical demands of the sport. A thorough warm-up, for example, should precede each practice and game.
6. Be constantly alert to the opportunities which must help the players develop desirable habits and attitudes such as promptness, cooperation, self-discipline, and sportsmanship, and fair play.

**SECTION III: Behavior of the Directors, Coaches, Parents/Guardians and Volunteers:**

ALL LEAGUE Coaches, Directors and Parents must:

1. Be conscious that they set a personal example for youth, both on and off the field.
2. Excessive foul language is considered abusive and WILL NOT be tolerated.
3. Insist that sportsmanship be a major emphasis in the game.
4. Create an atmosphere of respect for authority, rules, game officials, etc.
5. Be dependable to the youth and the League.
6. Become familiar with and adhere to League rules as well as those of the game.
7. Will not vocally interfere with or position themselves to interfere with the playing of a game while a spectator.
8. Address concerns calmly, privately, and at the appropriate time - never during games or practices, unless an emergency arises..
9. Refrain from taunting, booing or disrespectful behavior towards players, coaches, officials or other spectators.

**SECTION IV: RESPONSIBILITY TO LEAGUE**

LEAGUE DIRECTORS, COACHES AND PARENTS MUST:

1. Properly protect all League equipment and promptly return the same equipment when asked
2. Cooperate with and be willing to assist the League in as many of its functions as possible without injury to their personal or business life.
3. Speedily comply with all rulings and regulations of the League.
4. Parents have the option to buy out their volunteer time at the concession stand. The cost is \$150 (per family) prior to the first game of the season. After the first game the price increases to \$175.
  - a. If a parent is a “no show” at their scheduled volunteer time during the practice week, their player will not participate for half a game. If a parent is a “no show” on game day, their player will not participate for half that game.

**SECTION V: Personal Conduct**

THE ACTION OF PLAYERS, DIRECTORS, COACHES AND PARENTS MUST BE ABOVE REPROACH AND MUST AT ALL TIMES REFLECT CREDIT ON THE LEAGUE

- A) If any player, coach, or parent of the PBYAA is ejected from a game or reported, in writing, by other members of the League or officials for behavior unfitting of a member twice during the current season, he shall be automatically suspended until said party has a hearing before the board. This meeting should be called within ten days of the time of suspension.

The Executive board shall determine the extent of the infraction and shall either:

1. Exonerate the person
2. Warn the person and extend provisional reinstatement.
3. Expel the person from the League ratification.

**SECTION VI: Extenuating Circumstances**

1. The board can suspend an individual based on any one incident if the infraction is serious.
2. Any director, coach, athlete, or parent of PBYAA willfully striking another person during any League function shall be automatically expelled from the Palm Bay Youth Athletic Association.

**Bylaw definitions:**

- A. Corporation: refers to Palm Bay Youth Athletics Association Inc.
- B. Association: refers to Palm Bay Youth Athletics Association Inc.
- C. Member: any individual or parent of the applicant who has paid their membership dues in full.
- D. Membership dues: registration fee.
- E. Director: any member of the board.
- F. In good standing: any member who has paid their membership dues in full and have not had their privileges removed.
- G. Committee members: any individual who is selected by the President/Vice President for the purpose of making suggestions to the BOD.
- H. Player selection matters: minimum of four plays per game (according to county regulation).
- I. ACYAA: Atlantic Coast Youth Athletic Association
- J. BOD: Board of Directors
- K. PBYAA: Palm Bay Youth Athletic Association
- L. Team Mom/Coordinator: any person designated by the head coach with BOD approval to distribute information for the team and members of the association.
- M. Immediate family: any legal guardian of child
- N. Quorum: the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.
- O. Robert rules of order: rules of a corporation that is not covered in the corporation's bylaws {see any website}

# **REFUND POLICY OVERVIEW**

All registration fees are subject to the following refund policy.

## **SECTION I: ACKNOWLEDGMENT**

By registering an athlete; parents and guardians acknowledge and agree to the following terms.

## **SECTION II: REFUND GUIDELINES:**

- All refunds are issued at the sole discretion of the league.

## **SECTION III: FULL REFUND**

- Full refunds are only permitted within 7 business days of registration.
- After 7 business days, full refunds will no longer be considered

## **SECTION IV: PARTIAL REFUNDS**

- Partial refunds are only permitted during the open registration period and no later than July 31st of the year.
- Any approved partial refund will be issued as the total amount paid minus a 10% administration fee.

## **SECTION V: NO REFUND PERIOD**

- There will be no refunds issued of any kind after July 31st of the year.
- This includes, but is not limited to:
  - Players or Cheerleaders withdraw.
  - Scheduling conflicts.
  - Dissatisfaction with team placement, coaching assignments or playing time.
  - Injury or medical reasons after the refund deadline has passed.

## **SECTION VI: FINAL DETERMINATION**

- All refund requests must be in writing and will be reviewed by the league BOD.
- The league's decision regarding refunds is final.

**BY COMPLETING REGISTRATION, FAMILIES AGREE THEY HAVE READ, UNDERSTOOD AND AGREE TO THIS REFUND POLICY.**

## **PBYAA Social Media Policy**

Palm Bay Youth Athletic Association (“PBYAA”) recognizes the importance of the Internet in shaping the public’s perception of our organization. PBYAA also recognizes the importance of our Executive Board Members, coaches, athletes, volunteers, parents, and spectators in leading and setting the tone of social media interactions in a manner that advances PBYAA mission and goals.

### **Applicability**

This social media Policy applies to all Executive Board Members, coaches, athletes, volunteers, parents, and spectators (“PBYAA Members”). This social media Policy applies to all social media content posted by PBYAA Members in their official and personal capacity to the extent such content is related to PBYAA.

### **Aspirations**

PBYAA strives to create a positive and inclusive organization that is dedicated to helping young athletes reach their potential. In furtherance of this goal, PBYAA aspires to engage members of the community in

positive, honest, transparent, and knowledgeable dialogue about PBYAA through social media. PBYAA views social media as an important tool for communicating its successes and opportunities for athletic and individual development. PBYAA also views social media as a platform for receiving constructive feedback from the community and for discussing PBYAA’s challenges and opportunities for improvement in a positive and constructive way.

### **Guidelines**

All PBYAA Members shall abide by the following guidelines when using social media:

- Be positive and respectful, and always take the high road. When disagreeing with others’ opinions, remain appropriate and polite. If you find yourself in a situation online that is becoming antagonistic, ask the PBYAA President, PBYAA Board of Directors or Board Member for advice on how to disengage from the dialogue in a polite and respectful manner that reflects well on PBYAA.
- Do not post content that would harm PBYAA or damage PBYAA’s reputation. Remember that even while you are on your own personal time, you are a representative of PBYAA, and people may interpret your online postings or social interactions as though they were official PBYAA statements.
- Use good judgement when posting comments on any official PBYAA sites. Bear in mind that your comments can create liability for PBYAA. If you are unsure whether a comment is appropriate to post, do not post it.
- Be smart about what you publish. Once something is posted, it exists online forever. Ask yourself, “Would I want to see this published in the newspaper or posted on a billboard tomorrow or ten years from now?” If the answer is “no”, do not post.
- Encourage others to engage in positive interactions on social media. If you are concerned about any PBYAA Member’s use of social media, please bring your concerns to the attention of your sport coordinator or a member of the PBYAA Board of Directors.
- Personally, identifiable information (information, such as name, date of birth, and street address which, when taken together, can identify a particular individual) should not be disclosed in any manner on official PBYAA social networking sites without the approval of PBYAA Board of Directors.

### **Violations of the Social Media Policy**

The PBYAA Board of Directors shall have the authority to monitor and enforce this social media Policy. The PBYAA Board of Directors, and any individual appointed by the PBYAA President shall have the authority to remove any inappropriate or offensive comments from official PBYAA sites and to block any individual or organization from posting on any official PBYAA social media platform if they determine, in their sole discretion, that such removal or block is in the best interest of PBYAA. The failure of any PBYAA Member to adhere to this social media Policy shall be considered a violation of the PBYAA Code of Conduct, and any PBYAA Member who fails to adhere to this social media Policy shall be subject to disciplinary action, up to and including termination of such individual’s involvement in PBYAA, in accordance with the PBYAA Disciplinary Procedures.