

WHEATON PARK DISTRICT YOUTH FOOTBALL LEAGUE BY-LAWS

ARTICLE I NAME

This organization shall be known as the Wheaton Park District Youth Football League (WPDYFL).

ARTICLE II PURPOSE

- A. The purpose of the WPDYFL shall be to provide a sound and responsible football program for the youth of our community and to encourage the teaching of the fundamentals of football and the ideals of good sportsmanship.
- B. The purpose will be achieved by providing supervised competitive football games. The WPDYFL shall bear in mind that the attainment of exceptional athletic skill or the winning of games is SECONDARY, and the molding of our youth's future is of PRIME importance.

ARTICLE III GOVERNING BOARD

- A. The Governing Board shall consist of the members of the Executive Board as well as any committee members operating within the Executive Board member's area of responsibility ⁽¹⁾.
 - 1. The Executive Board shall consist of the President, Vice President of Operations, Vice President of Coaches and Discipline, Vice President of Flag Football, Vice President of Publicity and Fundraising, Vice President of Safety and Equipment, and Vice President of Program Development. The Executive Board shall be the administrative body charged with carrying out the everyday affairs of the WPDYFL, which does not conflict with the rules and by-laws of the WPDYFL.
 - 2. Collectively, the Executive Board shall have full power to manage the affairs, control the assets and direct the activities of the WPDYFL and carry out all duties as set forth in the by-laws and adopted policies and procedures.
 - 3. Each member of the Governing Board shall be entitled to one vote on all issues, regardless of the number of positions held.

ARTICLE IV OFFICERS

- A. Definition: The Officers of the WPDYFL shall constitute the members of the Executive Board.
- B. General Qualifications:
The organizational year of the WPDYFL shall begin on the first day of January in each year and end on the thirty- first day of December of that year.
- C. Term of Office:
The Governing Board shall elect the Officers of the WPDYFL at the regular December meeting. Each Officer shall hold office for two years unless he/she vacates office prior to the expiration of their term.
- D. A Wheaton Park District employee shall be appointed by the Director of Athletics of the Wheaton Park District and shall serve as a liaison between the WPDYFL and the Wheaton Park District (hereafter, the Wheaton Park District Liaison).
- E. Election of Officers:
The President shall accept nominations for Officers of the Executive Board at the regularly scheduled November meeting of the WPDYFL. Additional nominations may be made from the floor of the regularly scheduled December meeting, after which the balloting shall be done. Nominations shall be made and balloting shall be done for each Officer separately in the order named in Article III section (A), unless accepted by acclamation. The nominee for each office receiving the highest number of votes cast by voting members present shall be declared elected.
- F. Duties and Powers of the Executive Board:
 - 1. President – The President shall preside at all meetings of the Governing Board and shall, in general, supervise and control all the business affairs of the WPDYFL. The President shall serve as the liaison with the football coaches of Wheaton North High School and Wheaton Warrenville South High School in conducting interaction between their respective football programs and the WPDYFL. The President shall also serve as the liaison with the Wheaton Park District Football Cheer Board. The President will be responsible for the Player Evaluation Process and will be responsible for total oversight of all other Governing Board Roles.

2. Vice President of Operations – In the absence of the President, or in the event of his/her inability or refusal to act, the Vice President of Operations shall perform the duty of the President. The Vice President of Operations shall be responsible for the annual decisions of Uniforms, Coaches Apparel and will act as Secretary, recording and distributing notes from each monthly board meeting. The Vice President of Operations will also be responsible for all schedules associated with the Program (Practice, Field Host, Liaison with BGYFL for game scheduling). Vice President of Operations will be responsible for formulating a committee to determine on-field uniforms and Coaches sideline apparel.
3. Vice President of Program Development –The Vice President of Program Development will be responsible for all Program marketing, strategies for growth and overall program enhancements. The Vice President of Program Development shall also be responsible for developing a committee for soliciting teams, scheduling games and referees and overseeing events held in conjunction with the Pre-Season Bowl of the WPDYFL, commonly referred to as the Wheaton Bowl.
4. Vice President of Coaches, Discipline and League Representative shall be responsible for establishing standards for rules violations and recommending all disciplinary actions to the Executive Board pertaining thereto. Monitor all game ejections of coaches, parents or players and report all ejections to the Executive Board with recommended disciplinary action. Investigate all allegations of disciplinary misconduct by coaches, parents, or players. The Vice President of Coaches, Discipline and League Representative shall also be responsible for formulating a committee that will identify all coaches for the upcoming season. Shall represent the WPDYFL at all Bill George Youth Football League (BGYFL) meetings and report all league information back to the WPDYFL at its next regularly scheduled meeting. Shall be responsible for review and revision of all proposed rules by the BGYFL and make recommendations of any changes to the Governing Board. The Vice President of Coaches, Discipline & League Representative will be responsible for all roster formulations, issues, and submissions to the BGYFL and will be responsible for all issues or topics related to weights and measures.
5. Vice President of Publicity and Fundraising shall be responsible for all internal and external Wheaton Rams communications including monthly newsletters and all social media platforms. The VP of Publicity will also create Committees that are responsible for fund raising through the Wheaton community and/or special events. A committee/representative will also be identified as a Head Team Parent that will act as a liaison for all football team parents.
6. Vice President of Safety and Equipment – The Vice President of Safety and Equipment shall be responsible for all facets of player safety including but not limited to the development and adherence to safety policies and procedures, research and development of new safety policies, and assistance with the USA Football Certification of all coaches within the WPDYFL tackle program. The VP of Safety and Equipment will also be the USA Football Player Safety Coach

(certified via USA Football). The Vice President of Safety and equipment will also create a committee that will oversee all facets of equipment for the tackle program. This includes but is not limited to oversight of equipment pickup and return activities, assessment of existing equipment and recommendations for new equipment for the upcoming year and managing the overall equipment availability for WPDYFL participants.

7. Vice President of Flag Football – In conjunction with the Wheaton Park District Liaison, the Vice President of Flag Football shall be responsible for coordinating the activities and operations pertaining to the Wheaton Park District flag football program and the transition of Flag participants and coaches into the tackle program.

G. Vacancies from Office

1. In the event that the President vacates office prior to the expiration date of his/her term, the Vice President of Operations shall assume full duties, responsibilities and powers of the President until a successor is elected.
2. In the event that the Vice President of Operations vacates office prior to the expiration of his/her term, the Vice President of Program Development shall assume full duties, responsibilities and powers of the Vice President of Operations until a successor is elected.

In the event the Vice Presidents of Coaches, Discipline & League Representative, Publicity and Fundraising or Safety and Equipment vacate office prior to the expiration date of his/her term, the Executive Board may appoint a member of any committee serving under a Vice President to serve the un-expired portion of the vacating Officer's term.

**ARTICLE V
AT LARGE BOARD OF DIRECTORS**

- A. Definition: The standing Committee Members serving under any Vice President shall constitute the members of the At Large Board of Directors.
- B. General Qualifications:
Any duly qualified adult may have his/her name nominated for approval by the Executive Board as a Committee Chairperson/Member on the At Large Board of Directors.
- C. Terms of Office:
All At Large Committee Chairpersons or Members shall be for a term of one year.

D. Installation of Committee Chairpersons and Members:

Immediately following the annual election of the Executive Board, the Vice Presidents shall begin formulating their respective committees. The Vice Presidents shall present their committees for approval by the Executive Board no later than the standing February Board Meeting. Committees for Coaches and Uniforms shall be presented for approval no later than the January Board Meeting

E. Duties of Standing Committee Members:

Equipment (Nominated by the Vice President of Safety and Equipment): The Committee Members shall be responsible for recommending the purchase of helmets, pads, footballs, etc. and following approved purchasing procedures of the Wheaton Park District. The Committee Members shall maintain an updated inventory of all equipment and co-chair parent orientation and equipment distribution prior to season. The committee will also be responsible for managing the return of all loaned equipment during the season, scheduling equipment return dates with the Wheaton Park District liaison.

Fund-Raising (Nominated by the Vice President of Fundraising and Publicity): The Committee Members shall be responsible for recommending programs to support the fund-raising activities of the WPDYFL. The Committee Chairperson shall be responsible for negotiating contracts with the partnership of the Wheaton Park District liaison and ensuring timely distribution of products for fund-raising activities.

Publicity & Newsletter (Nominated by the Vice President of Fundraising and Publicity):

The Committee Members shall be responsible for monitoring and updating content for the program web site and other methods of social media that may be utilized.

Head Team Parent (Nominated by the Vice President of Fundraising and Publicity):

The Committee Member (commonly referred to as Head Team Parent) shall organize and control communication to all team parents.

Wheaton Bowl (Nominated by Vice President of Program Development):

Committee members will be responsible for soliciting participation of other football programs, scheduling of all games, assisting with the solicitation of sponsorship for the event and any activities surrounding the preseason bowl festivities.

Coaches Committee (Nominated by Vice President of Coaches, Discipline & League Representative): Committee Members shall oversee selection of head coaches for each WPDYFL team that will participate in the BGYFL Gold or Silver Division (hereafter; collectively with the Committee Chairperson of Coaching, the "Coaches Committee"). Membership on the Coaches Committee will require the approval of the Executive Board.

The Committee Chairperson shall present the Coaching Committee's recommendations for head coaching positions to the Executive Board. The Coaches Committee, together with the members of the Executive Board, shall be responsible for overseeing the draft process for each WPDYFL team that will participate in the

BGYFL Gold or Silver Division. The Coaches Committee shall be responsible for ensuring that background checks and USA Football certifications have been obtained by all WPDYFL coaching selections. The Coaching Committee shall also be responsible for providing educational materials and arranging coaching clinics designed to improve the teaching skills and enhance the knowledge of the WPDYFL coaches.

Uniforms (Nominated by the Vice President of Operations):

The Committee, with the Vice President of Operations will work with the Wheaton Park District Liaison to choose a vendor and work within the annual budget and applicable bid process for purchases.

F. Revocation and Withdrawal:

The Executive Board, by two-thirds (2/3) vote of the members present, may terminate the participation of any individual for conduct unbecoming a member of the WPDYFL. Any member of the Governing Board may withdraw by serving written notice to any member of the Executive Board, who in turn must give notice to the entire Governing Board within 48 hours.

G. Additions and Deletions:

The Executive Board has the authority to appoint or delete unnecessary or obsolete committees. The addition and/or deletion of committees can only take place during a regular monthly meeting of the WPDYFL.

**ARTICLE VI
PARTICIPATION**

A. A registration fee will be charged annually to each participant.

B. Each participant must submit a bona fide proof of birth, registration and a waiver signed by a parent or legal guardian.

Participants are accepted on a first come first serve basis. After the team maximum is reached, a waiting list will be established. Participants from the waiting list will be contacted if an opening becomes available or if the Executive Board adds an additional team. Team maximums will be set by the executive board. Although there is no mathematical formula for setting team limits, items that are considered include but are not limited to number of coaching staffs available, playing time considerations, player safety and experience, and the ability to field a team that is competitive within their division that has player safety, development, and overall positive experience as its primary considerations. Participants may be moved at the Executive Board's discretion if it is deemed, they are not at the correct level for their age and/or there are too many players or not enough at a particular level.

**ARTICLE VII
COACHES AND ASSISTANT COACHES**

- A. Applications - Applications for head coaching positions will be accepted beginning with the regular January meeting. The Executive Board will meet and review applicants and recommendations of the Coaches Committee. The Executive Board will vote on approval of head coaching recommendations and report selections as soon as possible. The criteria used in the coach selection process shall include, but is not restricted to, fitness for the job, training, certification, experience, seniority, general annual evaluation results, peer evaluations, an interview and criminal background check.
- B. Assistant Coaches – Assistant coaches will be appointed by the head coach and can be released by same. Assistant coaches will be reviewed by the Coaches Committee and the Executive Board at the beginning of the season to be approved or disapproved. Assistant coaches are also subject to a criminal background check.
- C. Term of Coaches – Head coaches and assistant coaches will be appointed for one calendar year, starting March 1 and continuing until a replacement is named or the Executive Board eliminates the particular team the person is listed as head coach.
- D. Vacancies – A vacancy of the head coach, for any reason, will be filled by the Executive Board. The head coach for the un-expired portion of the season will fill a vacancy of any assistant coach.
- E. Head Coaches must attend WPDYFL coaching clinics organized by the Coaches Committee. Assistant coaches are strongly encouraged to attend.
- F. All Head Coaches and assistant coaches must be USA Football certified before he/she is allowed to participate in preseason evaluations or coach in a BGYFL sanctioned game.

**ARTICLE VIII
TEAMS**

- A. All players must meet age requirements. If registration fees are not paid by the start of the season, the player will not receive his equipment and will not be allowed to participate in any games.
 - o Player level is based on age and grade. Players are required to play for their high school class, unless their birthday is before the BGYFL cut-off. If this is the case the player will play up until their level is the last level in the program. The only exception to play up in age level is if the parent is a protected coach. This exception is to make sure there are enough coaches at age levels.
- B. Each player on the team has an obligation to him/herself and to their teammates, during the length of the season, to attend all practices and games. Unexcused absences from practice will result in less playing time during games. Unexcused absences include vacations, birthdays, and other sport and extracurricular activities.

The head coach will set team rules outlining specific disciplinary action related to reduction in playing time.

- C. All players must meet the requirements of the coaching staff without interference from parents. If a player or parent refuses to comply, they will be released from the program with a prorated refund, amount determined by the Wheaton Park District, of any fees paid upon return of all equipment issued.
- D. All head coaches should hold a meeting at the beginning of the season where potential players and their parents will be advised to attend. At this time, the head coach will explain philosophies and coaching techniques that will involve all players. At this time, potential players will have the opportunity to ask any questions in organized fashion and, at the head coaches' discretion, fill out a questionnaire stating their past performance in football, i.e., team; weight, position, offensive or defensive specialties, this will enable the head coach to organize personnel for each season.
- E. Each team is required to have a team parent. Their individual responsibilities will be left to the discretion of the head coach and or Head Team Parent. The head coach must submit the team parent's name and phone number to the Head Team Parent at the beginning of the season. Although a head team parent will assist the Head Coach, all functions and/or finances related to any team funds is the ultimate responsibility of the Head Coach.
- F. The Executive Board will determine when additional teams will be formed before the BGYFL team commitment deadline. No team shall have more than twenty-six (26) players, unless approved by the BGYFL executive board.
- G. Every player that is rostered to a WPDYFL team that participates in the BGYFL will play a minimum of ten plays every game, not including special teams, unless a player has violated team rules set forth by his/her head coach and the disciplinary action relating thereto is a reduction in playing time for such player in a particular game. Said team violations related to playing time must be stated during the head coach team meeting. The "10 play minimum" rule applies to both regular season and every playoff game in which the team participates. If the board has determined that a head coach has purposely or maliciously kept a player from receiving 10 plays, the head coach will be suspended for a minimum of one game, regardless of whether the infraction occurred within regular season play or in the playoffs.

Each head coach must assign an assistant coach or Parent Volunteer the responsibility of tracking plays for each player. The WPDYFL will provide templates or guidance for tracking plays. However, the head coach may use a format more suitable to their team as long as every player receives their guaranteed minimum number of plays.

ARTICLE IX MEETINGS

- A. Regular Meeting – A regular meeting of the Executive Board shall be held on a regular specified day of each month, unless otherwise directed by the Executive Board.
- B. Special Meetings – Special meetings may be called either by the President or 2 (two) other Officers. Written notice of any special meetings, stating the place, day and hour, shall be sent to each representative at least forty-eight (48) hours prior to the time of such meeting, the purpose for which such a meeting is called shall be stated in the notice.
- C. Roberts Rules of Order shall govern the proceedings of all meetings, except where the same conflicts with these by-laws of the WPDYFL.
- D. A quorum will be considered as 51% of the voting Executive Board.
- E. All voting shall be done by the members of the Executive Board.
- F. Executive Board members shall not cast any vote unless he or she consults ALL members of their respective standing committees. When the Executive Board member receives a majority vote from their standing Committee Members, he or she may then cast their vote at the regularly scheduled Board Meeting.
- G. The method of voting shall be oral unless any member of the Executive Board requests a secret ballot.
- H. All proxy ballots must be in writing and turned into the Wheaton Park District Liaison or the WPDYFL President one day prior to the regular monthly meeting.
- I. Executive Board members must attend a minimum of eight regular monthly meetings to remain in an active status with the WPDYFL.

**ARTICLE X
FINANCIAL POLICY**

- A. The Executive Board shall decide all matters pertaining to the finances of the WPDYFL subject to approved policies and procedures of the Wheaton Park District. Expenditures will give no individual or team advantage over the others.
- B. All requests for checks, drafts, or other orders of payment of money shall follow Wheaton Park District policies and procedures.
- C. All funds of the WPDYFL shall be deposited to the credit of the WPDYFL with the Wheaton Park District.
- D. For financial purposes the fiscal year shall be coincidental with the fiscal year of the Wheaton Park District. January 1st – December 31st

**ARTICLE XI
INTERNAL POLICY**

- A. Standing policies shall be adopted by a majority vote of the Executive Board. Such policies may be rescinded by two-thirds (2/3) vote of Governing Board members present.

**ARTICLE XII
DISOLUTION**

In the event of dissolution of the WPDYFL, all monetary funds and physical equipment will be turned over to the Wheaton Park District.

**ARTICLE XIII
AMENDMENTS**

Any by-laws, rules, or policies of the WPDYFL may be amended or repealed by a 2/3 vote of the members of the Executive Board provided that written notice of such a proposed change will be submitted to every member of the Executive Board at least one week prior to a regular meeting of the WPDYFL, at which the vote will take place.

**ARTICLE XIV
INTERPRETATION**

Interpretation of these by-laws or any rules or amendments passed there under shall rest with the Governing Board. Roberts Rules of Order will be followed in these interpretations.

Revised December 9, 1996
Committees updated December 1, 1997
Revised March 10, 1999
Revised August 12, 2003
Revised February 09, 2004
Revised December 13, 2004
Revised November 13, 2006
Revised August 13, 2007
Revised November 9, 2009
Revised November 8, 2010
Revised November 14, 2011

Revised June 6, 2012
Revised November 14, 2016
Revised December 11, 2017
Revised October 26, 2021
Revised December 17, 2021
Revised December 21, 2022
Revised January 31, 2024

STANDING POLICIES of WPDYFL

In the Gold / Silver designated divisions, the WPDYFL will field one Gold team, unless more are dictated by the BGYFL (Adopted, March 1996).

A. Selection of Players:

1. In divisions with Gold / Silver designations, the gold team head coach will first select players from all eligible participants in that division. If there is more than one silver team, the remaining players will be divided by an equal draft process between the silver head coaches.
2. In divisions with no Gold / Silver designations, the participants will be placed on teams through an equal draft process between the head coaches (Adopted, March 1996).

B. No trophies shall be awarded at the banquet (Adopted, September 1995).

C. Flag Football:

1. In-house teams will be made up of 1st/2nd grade, 3rd/4th grade, and 5th-6th graders.
2. If an in-house flag league has not reached 48 players registered, that in-house flag league will be dropped. (Adopted, January 2004)

D. Refund Policy:

1. Tackle: Full refund until one week after 1st evaluation day. No refunds after.
2. Flag: Prior to the second game of league play.

E. Practice Sites:

1. All teams may only practice at locations approved by the Wheaton Park District. Use of the football fields at Graf Park are to be used only at the discretion of the Executive Board, subject to the guidelines set forth in the Wheaton Park District's Storm Policy.

2017 Wheaton Coaches and Draft Policy

- 1) The Head Coaches that were selected by the Coaches Committee and approved by the Executive Board will select their assistant coaches. All Head Coaches must be USA Football certified and have complied with a background check by the Wheaton Park District.

- 2) Designation of Official Assistant Coaches:
An Official Assistant Coach is defined as someone who attends a stated minimum number of practices and actively participates as a coach involved in conducting drills during practice. The following are the minimum number of practices an Official Assistant Coach must attend and participate in:
 - Team practices 3 days a week, coach must be present minimum of 2 days
 - Team practices 4 days a week, coach must be present minimum of 3 days
 - Team practices 5 days a week, coach must be present minimum of 4 days
 - **MUST BE USA Football CERTIFIED**

Gold teams may designate two (2) Official Assistant Coaches per team; Silver teams may designate two (2) Official Assistant Coaches per team. Any Head Coach that does not have a son playing on his respective team may designate an additional assistant coach as an Official Assistant Coach. All Head Coach's sons and Official Assistant Coach's sons shall be protected and slotted in their respective drafts by the Head Coaches of each division (Gold or Silver). In the event that neither the Head coach nor the two official Assistant Coaches have a player in the program, the Head Coach will be allowed to protect 3 total players for their roster. If this staff without children in the program is at the Silver level, they will not be allowed to protect otherwise Gold level players.

The determination of the players to be protected and the slotting of said players must be done in conjunction with the other Head Coaches at the level and must have the approval of the Vice President of Coaches as well as the WPDYFL President. All Official Assistant Coaches must be designated on or before July 31st in order for their sons to be considered protected in the draft, except in circumstances in which an additional team or Head Coach has been added after July 31st. This requirement may be modified at the discretion of the Executive Board of the WPDYFL in consultation with the Coaches Committee in the event a certain Head Coach is unable to secure qualified assistant coaches by the required cutoff date.

No Head Coach or Official Assistant Coach of a Gold or Silver team may serve concurrently as a Head Coach or as an Official Assistant Coach of a second Gold or Silver team.

There will be no exceptions to the rule in regard to protected players. Any verbal agreements made between head coaches will not be recognized by the Executive Board. In the event that a verbal agreement was not adhered to, and this issue is brought to the Executive Board, the Executive Board must defer to the “3 protected players” rule.

- 3) Draft to be held at Wheaton Community Center unless an alternative location has been selected by the Executive Board. The Gold draft will be on the Thursday of the first week, also commonly known as the evaluation week. The Silver draft will start after the completion of the Gold draft finishing no later than that Friday evening of the first week, also commonly known as the evaluation week. Each Head Coach should notify players drafted no later than the end of Sunday of the first week, also commonly known as the evaluation week.
- 4) Representation of the Coaches Committee must be present to oversee the Gold and Silver Draft.
- 5) Coin flip decides who drafts first. The snake system will be used for 3 or more teams. For example a,b,c,c,b,a,a,b,c. For two teams either the snake system or the alternating system may be used, as long as it is agreed to between both Head Coaches. It is encouraged to discuss and agree on the format in order to arrive at the fairest method possible for both teams. In the event both Head Coaches cannot agree on the format, the decision on the format will be made by the Coaches Committee whose decision will be final.
- 6) Any issues or problems regarding the draft policy should be brought to the attention of the Coaches Committee for discussion and resolution.
- 7) Procedures for players not in attendance the week of evaluations:
 - a) If the player is known by either or both of the Gold Head Coaches and will be considered for the Gold draft by either or both of the Gold Head Coaches, both Head Coaches must be aware of the absence and discuss the player during the evaluation week. In the event a new player joins the program, he or she can be evaluated prior any silver team selection. In the event the player is selected for a gold team; that player will be added to the gold team’s roster. If the player is not selected the player will be rostered on the silver team who has the next draft candidate.
 - b) After the Gold draft is completed, all remaining players will be placed in the Silver division draft pool. If the player and his/her skill and experience level is not known by any of the Silver Head Coaches, or is known by one or more, but not all of the Silver Head Coaches, and cannot be slotted to the satisfaction of all of the Silver Head Coaches before the draft, those players will be placed in a hat. Under the supervision of the Coaches Committee representative, the Silver Head Coaches will pull from the hat in their respective draft order until all players are

picked. A Silver Head Coach can select from the hat during any round but then is bound by that random selection in that round.

When the Draft is complete there will be no movement of players between teams unless approved by the Coaches Committee. In addition, each team must submit an official BGYFL roster.