

**BY-LAWS
PETERS TOWNSHIP YOUTH CHEERLEADING ASSOCIATION**

**ARTICLE I
NAME**

Section 1: This association shall be named and known as the Peters Township Youth Cheerleading Association (P.T.Y.C.A.).

**ARTICLE II
PURPOSE**

Section 1: Provide an atmosphere of good sportsmanship, healthy competition, learning, and friendship in a safe environment.

Section 2: Cheer for our respective Peters Township Junior Football (PTJFA) teams.

Section 3: Maintain a uniform code of ethics.

Section 4: Promote an environment of open communication for mutual concerns of members of the PTYCA.

**ARTICLE III
OFFICERS**

Section 1: The President, Vice President, Assistant Vice President, Secretary, Assistant Secretary (Document Coordinator), Treasurer, and Assistant Treasurer shall be the elected officers of the Association.

Section 2: Elections shall be held in January for upcoming year.

Section 3: Nominations will be taken from the end of the season until January.

Section 4: The office of the President must be filled at all times. In the event that the President cannot fulfill the duties of that office, the Vice President shall assume said duties and responsibilities. If the Vice President is unable to assume said duties, the position will be filled by the Treasurer.

Section 5: Only a current officer on the board can fill the President's position.

Section 6: In the event that the Vice President cannot fulfill the duties of their office, the Assistant Vice President shall assume said duties.

Section 7: In the event that the Secretary cannot fulfill the duties of his/her office, the Assistant Secretary shall assume said duties.

Section 8: In the event that the Treasurer cannot fulfill the duties of his/her office, the

Assistant Treasurer shall assume said duties.

Section 9: In the event that the Assistant Vice President, Assistant Secretary, and Assistant Treasurer cannot fulfill the duties of his/her office, a special election shall be held to fill the office if the board deems it necessary.

Section 10: Special elections are held at the discretion of the Executive Board, by a majority vote. Depending on circumstances, it may be more effective for any vacancies that occur mid-season to be absorbed by current officers.

Section 11: Each officer will be required to serve a minimum of 2 years in order to provide consistency and continuity. He/she may then be re-elected for additional terms. If for some unforeseen reason he/she cannot complete a full term of office, he/she will be required to complete the season in office and then a special election will be held, if necessary.

Section 12: In the event that an officer has grossly neglected the duties of his/her office as defined by the Board, a petition to impeach must be signed by the majority of the Executive Board.

ARTICLE IV **EXECUTIVE BOARD**

Section 1: The Executive Board shall consist of the President, Vice President, Assistant Vice President, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer (elected officers).

Section 2: The Board shall have the right to add or delete positions, as it may deem necessary.

Section 3: No one can serve in more than one office on the Board.

Section 4: Candidates for President must have two years' experience on the Board.

Section 5: Board members must be present to vote. There shall be no provisions made for proxy voting.

Section 6: Board meetings will be held monthly or as deemed necessary.

- Board Meetings are open to current PTYCA members for the first ½ hour for observation.
- If a member wishes to bring an issue to the Board, they must contact the Secretary (a minimum of) 7 days before the meeting to be put on the Agenda.
- Squad Assignment meeting is closed.

Section 7: A simple majority vote of those present shall be required to pass any motion at any meeting of the Board, except that any new activity to be sponsored by the Association, and any activity to be deleted from the Association program, and personnel replacements

recommended to the Board for approval must be approved by a 3/4 majority of those present. The President only votes when there is a tie.

Section 8: A Quorum for the purpose of holding or continuing any meeting shall be a simple majority of the members of the Board.

Section 9: The Executive Board will vote on and select coaches from names submitted. A minimum of 2 and a maximum of 4 coaches will be selected for each squad. The Board shall also have the power to dismiss any coach who is grossly neglecting the duties of his/her position.

Section 10: The PTYCA Executive Board shall:

- A. Establish the organization structure, defining all Board positions, Responsibilities and duties.
- B. Arbitrate any differences of opinion that may arise.
- C. Establish registration fee.
- D. Determine activities to be sponsored by the Association.
- E. Set guidelines governing the required participation of the Directors.
- F. Shall vote on and elect the new board members.

ARTICLE V
DUTIES, OBLIGATIONS, AND PRIVILEGES OF THE
EXECUTIVE BOARD

All Board Members are expected to attend/assist at:

- A. Board Meetings- If unable to attend, notify President.
- B. Registration
- C. Parent Meeting if scheduled
- D. Uniform Fitting and Distribution
- E. Fundraiser
- F. Coaches Meeting
- G. Banquet
- H. Representation at Parks and Rec Meetings as needed

The President Shall:

- A. Serve as Chief Executive Officer.
- B. Preside over all Board Meetings.
- C. Designate another officer (Vice President) to preside over meetings in her absence.
- D. See that all orders and resolutions of the Board are carried out.
- E. Report to the Board, all matters within her knowledge may affect the Board.
- F. Create Committees as needs arise.
- G. In an emergency, act on behalf of the entire Board.
- H. Review and resolve all Coach / Parent / Cheerleader issues (with Board Assistance)
- I. Co-sign PTYCA Checks (in addition to the Treasurer or Asst. Treasurer)
- J. Assists in Scheduling of Events
- K. Determine Squad Assignments with the rest of the board

- L. Work with Coaching Staff as needed
- M. Secure permits from Parks & Rec Department for camps and practices.
- N. Oversees the Nomination and Election of new Board Members.

The Vice President Shall:

- A. Assist the President in Association Affairs
- B. Act as President in the President's Absence and have all powers and responsibilities of the same.
- C. Responsible for Uniforms
 - Secure Uniform Item availability with Vendors
 - Coordinate Vendor Availability for Uniform Fitting
 - Collect all Uniform Order Forms
 - Submit orders to Vendors for Uniforms
 - Submit invoices to the Treasurer for Payment
 - Keep Accurate records of all Purchases /Invoices/ Payments
 - Arrange for Uniform Sorting and Distribution
- D. Responsible for Planning Banquet (with Board Approval on Items below)
 - Schedule Banquet and secure venue
 - Establish a Budget for the Banquet with the Treasurer
 - Plan a menu for the Banquet
 - Arrange for Entertainment
 - Coordinate Coaches' Gifts / Chairpersons gifts/ Board Member's gifts, to be presented at the Banquet.
 - Coordinate and order 6th grader's gifts, to be presented at the banquet.
 - Arrange for all Cheerleaders' trophies / recognition items (to be presented at the Banquet)
 - Provide company with Cheerleaders names / number of years cheered
 - Arrange for Decorations as needed
 - Remind squads to create a photo display

The Assistant Vice President shall:

- A. Assist Vice President with all duties.
- B. Coordinate, order and distribute Camp T-shirts
- C. Coordinate, order and distribute Spirit Wear as needed
- D. Submit invoices to the Treasurer for payment

The Secretary shall:

- A. Create board meeting agenda and distribute to board members.
- B. Record and distribute minutes of each Board Meeting to the Board members
- C. Update, maintain and respond to emails on website. (www.ptyca.org)
- D. Responsible for all communication between the board and PTYCA members.
- E. Act as Liaison between Cheerleading and the Football Association.
- F. Enter all Registration Data into spreadsheet

- Enter all data into spreadsheets to be provided to all Board Members
 - Update and make any changes to Spreadsheets as needed
 - Organize spreadsheets into squad order, once squads are made
- G. Responsible for all Communications between the Board and the Cheer Members
- H. Send Sponsors thank-you notes (information provided by Assistant Treasurer).
- I. Making any written changes to Bylaws
- J. Assist with providing materials for signs to Squads
- K. Assist with Banquet Planning
- Design and produce invitation (to be emailed to each Cheerleader)
 - Receive all Banquet responses / checks
 - Prepare a response checklist for registration at the door
 - Pass on all checks to Treasurer
 - Design and produce a Program, to be distributed at the Banquet.

The Document Coordinator shall:

- A. Provide Parks and Rec Board with all required documentation.
- B. Verify all Coaches have the appropriate Clearances
- C. Assist other board members with duties as needed

The Treasurer shall:

- A. Maintain the PTYCA checking account
- B. Deposit all PTYCA Revenues.
- C. Disburse PTYCA Expenses (upon approval of the President)
- D. Provide the Board with a Quarterly Financial Statement
- E. Submit an Annual Financial Statement to the Parks and Rec Board.
- F. Provide a Budget for the year by the February meeting
- G. Provide Budgets to each Committee as necessary (with Board approval)

The Assistant Treasurer shall:

- A. Assist Treasurer as needed
- B. Solicit and Manage Sponsors
- C. Responsible for Board Approved Fundraising Activity.

The Executive Board shall be exempt from registration and fundraising fees.

**ARTICLE VI
COMMITTEES**

- Sign-ups for committees will be available at Registration or throughout the year.
- All committees will exist only as we have volunteers to fill them and as the Board deems them necessary.
- Committees can make recommendations in their specific areas, however all final decisions are to be made by the PTYCA Executive Board.
- Be responsible for soliciting additional volunteers.

- Report back to their respective Chairperson (Board Member) all pertinent information.
- Fulfill the duties of the committee outlined by the board.
- Attend Board meetings as requested to update the Board on the committee status.
- Bring issues to the Board that needs discussion and resolution.

ARTICLE VII REGISTRATION

Section 1: Will be held in the spring for the following season.

Section 2: The Executive Board will decide Registration fee. There will be a late fee (as set by the board prior to registration) charged to any Registrations received after the date set by the Board. There will be no Registrations accepted for current Township Residents after Uniform Fitting. There will be new Resident Registrations accepted up until August 1st, pending availability of a used uniform.

Section 3: All cheerleaders needing a uniform or parts to a uniform are required to be present at uniform fitting.

Section 4: At formal registration each year, all cheerleaders/parents will receive a copy of the Family Code of Conduct and PTYCA Permission Waiver.

Section 5: Squads will be assigned at the discretion of the board. The board will attempt to honor friend requests.

Section 6: Attempt to obtain Volunteers for Committees as needed.

ARTICLE VIII FUNDRAISING

Section 1: Fund-raising for the season will be decided by the Board to satisfy the needs of the annual budget.

Section 2: A fundraising fee may be assessed at registration as decided by the Board.

Section 3: Fundraising may be mandatory as deemed necessary by the Board.

ARTICLE IX COACHES

HEAD CHEER COACH RESPONSIBILITIES:

1. Must apply for the position each year, and will be selected each year by the Executive Board.

2. Responsible for coaching the squad that is assigned to you.
3. Must adhere to the requirements as set forth by Peters Township Parks & Recreation Department. Including but not limited to: Criminal Background Clearances. ALL CLEARANCES TO DOCUMENTATION COORDINATOR NO LATER THAN JUNE 1ST OR YOU WILL NOT BE PERMITTED TO COACH.
4. Must always conduct themselves in a professional and courteous manner at all times when in the presence of their squad. No alcohol or smoking permitted. No inappropriate language.
5. In order to protect the privacy of all parents and children involved in PTYCA, coaches MUST refrain from posting information and/or pictures on the internet, including but not limited to social networking websites (i.e. Facebook) without the written permission of its members.
6. Conduct a parent meeting at the beginning of the season. Establish practice times, review squad rules and establish a volunteer list. Pass volunteers on to the Executive Board.
7. Distribute Football Game Schedule to parents as soon as received by the Board.
8. MUST BE AT GAMES AT LEAST 45 MINUTES EARLY to allow time to practice and stretch.
9. MUST ATTEND all PRACTICES and GAMES. Additionally, MUST attend BOTH Choreography and Summer camps. If unable to attend, must assign an Assistant Coach to be present and responsible.
10. Coach must be present at ENTIRE football game, or designate an assistant to be in charge of squad.
11. Keep attendance records at all scheduled practices and games.
12. Work together with respect toward other coaches.
13. Call cheers and direct your squads during practices and games.
14. Handle parent and squad concerns in a professional and courteous manner. If unable to resolve, please immediately contact PTYCA President or executive board member for guidance within the rules as set forth by Peters Township Parks & Rec Department.
15. DO NOT LEAVE GAMES or PRACTICES until all cheerleaders have been picked up by a parent or guardian. Coaches must be the last to leave a squad event.
16. Take responsibility with assistant coaches to be in charge of the PA system and its safety and transfer.
17. Always have first aid kit, health records and music to all games and practices. Also responsible for handling and making the team banners for all games (or assigning someone to complete this task).
18. Issue warnings to squad members who fail to follow squad rules.
19. Notifying parents and squad members of all game locations and practice schedules, locations and changes in a timely manner.
20. Supervise ALL stunting during games and practices.
21. Able to take on all the coaching responsibilities if any other coach is unable to attend.
22. Adhere to Coaches' Dress Code:
 - Wear a Coaches' Shirt (Available thru Sprit Wear sale) or any other PT shirt to all football games.
 - No halter tops or mid-drifts.
 - Wear rubber soled shoes to all football games.
 - Wear appropriate shorts/skort/pants to all football games. No cut-off shorts

ASSISTANT COACHES' RESPONSIBILITIES:

1. Must apply for the position each year, and will be selected each year by the Executive Board.
2. Responsible for assistant coaching the squad that is assigned to you.
3. Must adhere to the requirements as set forth by Peters Township Parks & Recreation Department. Including but not limited to: Criminal Background Clearances. ALL CLEARANCES TO PTYCA DOCUMENTATION COORDINATOR NO LATER THAN JUNE 1ST OR YOU WILL NOT BE PERMITTED TO COACH.
4. Must always conduct themselves in a professional and courteous manner at all times when in the presence of their squad. No alcohol or smoking permitted. No inappropriate language.
5. In order to protect the privacy of all parents and children involved in PTYCA, coaches MUST refrain from posting information and/or pictures on the internet, including but not limited to social networking websites (i.e. Facebook) without the written permission of its members.
6. MUST BE AT GAMES AT LEAST 45 MINUTES EARLY to allow time to practice and stretch.
7. Announcing the squad and controlling music for all games. Have Cheer Music with you at all games.
8. Take responsibility with head coach to be in charge of the PA system, and its safety and transfer.
9. Helping with taking squad members for bathroom break before and during the games. Cheerleaders are never to go away from the squad alone.
10. Assist coach in notifying parents and squad members of all game locations and practice schedules, locations and changes in a timely manner.
11. Work together with respect toward other coaches.
12. MUST ATTEND all PRACTICES and GAMES. Additionally, MUST attend BOTH Choreography and Summer camps. If unable to attend, must assign an Assistant Coach to be present and responsible.
13. If unable to attend a game or practice, the coach is responsible for finding an appropriate backup.
14. Able to take on all the coaching responsibilities if any other coach is unable to attend.
15. Assist in supervising ALL stunting during games and practices.
16. Adhere to Coaches' Dress Code:
 - Wear a Coaches' Shirt (Available thru Sprit Wear sale) or any other PT shirt to all football games.
 - No halter tops or mid-drifts.
 - Wear rubber soled shoes to all football games.
 - Wear appropriate shorts/skorts/pants to all football games.
 - No cut-off shorts

ARTICLE X **CHEERLEADING GUIDELINES**

Section 1: There will be no sexually suggestive lyrics, motions or music. Music, cheers, chants and dances will be generally accepted good taste. If anything is questionable, it should

be brought to the attention of the Executive Board.

Section 2: During the regular season when cheering for the Youth Football Team:

- A. A cheerleader is required to cheer the entire game including the "5th Quarter", barring extenuating circumstances, such as illness, changes in schedule, family emergencies, etc. Those circumstances must be communicated with the coach.
- B. If a player is down/ injured, cheerleaders will be silent and will, if possible kneel at their designated cheerleading location. If kneeling is not possible, or advisable (muddy, etc.), they should stand still and silent at their designated cheerleading location.

Section 3: The following will NOT be tolerated:

- A. Poor attitude toward other squad member or team coaches.
- B. Not listening to team coach or coordinator.
- C. Undesirable language.
- D. Yelling remarks to squad members of visiting team.
- E. Chewing gum.
- F. Eating while cheering.
- G. Leaving the cheering area.
- H. Using cell phone/electronic device during practice/games.

Section 4: Each girl is responsible for her own equipment.

Section 5: Girls are to arrive **45 MINUTES PRIOR** to the scheduled start of a game (*or at the time requested by their coach*), in order to properly warm up and be prepared for the game. This allows for adequate practice time for stunts prior to the start of a game.

Section 6: If a cheerleader does not attend practices, and does not know the dance routine, she may not be permitted to perform at half time (this is up to the Coach's discretion).

Section 7: If a cheerleader does not cheer 2 of 3 play-off/championship games, she will not be eligible to receive the memento given to the girls. These are earned.

Section 8: No make-up.

Section 9: No earrings, not even posts. No jewelry of any kind.

Section 10: All hair (except bangs) must be pulled away from the face and up off the collar, into a ponytail and a PTYCA Official Cheer Hair Bow is to be worn.

- No barrettes or headbands in the hair. (With exceptions made for winter headbands and deemed necessary by weather.)
- No long strands of hair hanging onto the face.

Section 11: Shoes must be that of the uniform, and kept white, neat and clean. Laces must be tied and clean at all times.

Section 12: Discipline will be enforced as follows:

- A. First offense: A warning.
- B. Second offense: Suspension for 2 games
- C. Third offense: Expulsion from organization with NO financial reimbursements.

Section 13: GIRLS MUST REMEMBER THAT THEY ARE REPRESENTING PETERS TOWNSHIP. ATTITUDE AND BEHAVIOR MUST REFLECT GOOD SPORTSMANSHIP AT ALL TIMES.

Section 14: Cheerleaders are only to wear their Uniforms (Skirt and Vest) to cheer during PT Recreation Football Games, and PTYCA organized events (McMurray Kick-off, High School Youth Recognition Night).

- A. The Cheer Uniforms (Skirt and Vest) are not to be worn to school.
- B. The Cheer Uniforms (Skirt and Vest) are not to be worn as Halloween costumes.

Section 15: Required dress for all games. ALL GIRLS ARE TO BE UNIFORMLY ATTIRED. Uniform is set by coach depending on weather conditions.

Section 16: The Board sets the required uniform items each year – all of which should be in PTYCA cheer bag and carried to all games (even if not being worn)

ARTICLE XI PARENT MEETINGS

Section 1: A parents' meeting may be held, in February, prior to registration. Other meetings may be called as deemed necessary by the Executive Board and/or coaches. (Optional)

ARTICLE XII ANNUAL BANQUET

Section 1: An annual event honoring the cheerleaders will be held in November.

ARTICLE XIII AMENDMENTS

Section 1: The members of the Executive Board may, by a 3/4 vote of the members present and voting, alter, amend, suspend or annul these By-Laws.

ARTICLE XIV DURATION/DISSOLUTION

Section 1: The Peters Township Youth Cheerleading Association (PTYCA) shall exist perpetually.

Section 2: If, however, by law or circumstance, PTYCA should cease to exist, all debts shall be satisfied, then all remaining money shall be split evenly among all members of the PTYCA.

ARTICLE XV
Peters Township P&R bylaws
Parks and Recreation Sanctioned Youth Sports Programs

Section 1 - Peters Township Park and Recreation Department Philosophy and Goals for Youth Sports Programs

All youth sports programs under the auspices of the Peters Township Park and Recreation Department will adopt this statement of goals and philosophy as an amendment to their bylaws. The Peters Township Park and Recreation Board of Directors feels strongly that the purpose of its recreational sports programs is to encourage and develop in children a love for sports in a safe and positive environment, while teaching skill development, teamwork, and sportsmanship.

Section 2 - The 3 major goals of recreational youth sport programs are:

- (1) To address the physical, social and emotional developmental needs of children.
- (2) To encourage participation in sports as a means to developing a healthy lifestyle, learning sportsmanship and having fun.
- (3) To learn and master the fundamentals of the game. Learning and participation are to be emphasized over winning.

Section 3 - In order to achieve these goals, all recreational sports programs will:

- (1) Encourage equal playing time among players.
- (2) Encourage coaches to teach players multiple positions and to give players the opportunity to try different positions within the game format when feasible.
- (3) Teach positive coaching techniques to coaches. Negative criticism is inappropriate for young children. Positive coaching builds self-esteem and team spirit.
- (4) Forbid stacking of teams. Competition must be fair so that everyone can experience the learning that comes from winning and losing.
- (5) Insist that all coaches, parents and players model good behavior at all times demonstrating their adherence to the following "Sportsmanship Code of Conduct".

AMENDMENTS

ARTICLE XI – Scope of Authority

Section 1 – Sports Organization Non-Compliance of Policy and Requests

The intent of this policy is to establish a clear, consistent, fair and objective framework to assist the Parks and Recreation Director, staff, and Board to effect corrective action for sports associations, individuals, or other users of Parks and Recreation facilities, services or programs who fail to comply with the existing by-laws, regulations or policies.

Section 2 – The Parks and Recreation Department expects all user groups and participants to treat staff and other users with respect and to conduct themselves in such a way as to promote safe and positive experiences.

Section 3 – All participants in Parks and Recreation sanctioned youth programs will be expected to abide by the Participant Sportsmanship Pledge, and will be held responsible for non-compliance in accordance with the enforcement guidelines therein.

Section 4 – Participant Sportsmanship Pledge:

The goal of the Peters Township Parks and Recreation Department and board of directors is to insure that its recreational sports programs encourage and develop in children a love of sports in a safe positive environment, which teaches skill development, teamwork, and sportsmanship. It is therefore essential for parents, coaches, and officials to encourage youth athletes to embrace the values of good sportsmanship. Moreover, adults involved in youth sports events should be models of good sportsmanship and should lead by example by demonstrating fairness, self-control and the core values of Peters Township, those of honesty, responsibility, and respect. I therefore pledge to be responsible for my words and actions while attending, coaching, officiating or participating in a youth sports event and shall conform my behavior to the following code of conduct:

I will not engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.

I will not encourage my child, or any other person, to engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.

I will not engage in any behavior, which would endanger the health, safety or well being of any coach, parent, player, participant, official, or any other attendee.

I will not encourage my child, or any other person, to engage in any behavior which would endanger the health, safety or well being of any coach, parent, player, participant, official or any other attendee.

I will not smoke or use drugs or alcohol while at a youth sports event and will not attend, coach, officiate or participate in a youth sports event while under the influence of drugs or alcohol.

I will not permit my child, or encourage any other person, to use drugs or alcohol at a youth sports event and will not permit my child, or encourage any other person, to attend, coach, officiate or participate in a youth sports event while under the influence of drugs or alcohol.

I will not engage in the use of profanity.

I will not encourage my child, or any other person, to engage in the use of profanity.

I will treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.

I will encourage my child to treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.

I will not engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.

I will not encourage my child, or any other person, to engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.

I will not initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.

I will not encourage my child, or any other person, to initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.

I hereby agree that if I fail to conform my conduct to the foregoing while attending, coaching, officiating or participating in a youth sports event I will be subject to disciplinary action, including but not limited to the following in any order or combination:

- Verbal warning.
- Written warning.
- Suspension or immediate ejection from a youth sports event.
- Suspension from multiple youth sports events.
- Season suspension or multiple season suspension.

Section 5 - Peters Township Parks and Recreation Department Guidelines for Enforcement of the Participant Sportsmanship Pledge

Philosophy: Merely teaching and preaching about the ideals of sportsmanship and good character represented by the Y.E.S. and Character Counts initiatives is not enough. It is essential that the leaders in the community and sports associations demonstrate courage and firmness in consistently holding coaches, athletes, parents and others to those expectations. The Participant Sportsmanship Pledge is a document that establishes clear conduct expectations for coaches, parents, spectators, and others. The Participant Sportsmanship Pledge must be signed by at least one parent of a player, and all coaches and managers, prior to the start of the season, ideally at registration. It is the responsibility of the sports associations to maintain a file of the signed documents. Failure of an individual to sign the Participant Sportsmanship Pledge does not exempt the individual from receiving consequences for non-compliance.

Since behavior patterns are strengthened by both positive and negative consequences, the following guidelines have been developed to assist the Peters Township Parks and Recreation Department and its sports associations in enforcing the community goals of sportsmanship and good character.

GUIDELINES FOR DETERMINING CONSEQUENCES:

- Reward good conduct and personal development by positive recognition. Firmly discourage bad behavior by immediate correction and prompt discipline.
- Verbally praise model behavior and correct misbehavior as often as possible with both athletes and coaches.
- Recognize athletes and coaches who demonstrate exceptional sportsmanship and character after games and in post-season awards.
- Make demonstrating good character and sportsmanship a job requirement for coaches and a factor in playing time (e.g. players who violate conduct expectations should be benched regardless of the competitive situation).
- Approach parents and spectators who fail to meet expectations. Communication might include private meetings, letters, announcements, warnings and ejection from games or practices.
- Enforce the Policy –immediate ejection from the event and a minimum of one year or season suspension (as a spectator or coach) for the following behaviors:
 - o Physical abuse of or threat to do bodily harm to a player, coach, referee, official, or volunteer.
 - o Possession of alcohol or illegal drugs at games and practices, regardless of location.
 - o After an individual is sanctioned three times in one year for verbal abuse or harassment.
 Enforcement of the Policy may necessitate the involvement of the police and/or judicial options.
- Determine appropriate disciplinary action for other documented violations such as: verbal

warning, written warning, suspension, removal from premises and removal from league, suspension from coaching or leadership activities, completion of an anger management program.

Section 6 – Enforcement Order of Precedence

1) Association Level - The appropriate sports association coach or president must address problems that result in failure to adhere to the Participant Sportsmanship Pledge. In the event that the responsible sports association is unable to determine and implement the appropriate disciplinary action, or when an incident involves a board member, officer, or commissioner of a sports association, the involvement of the Parks and Recreation Department staff is required.

Enforcement of the Policy must be reported to the Peters Township Parks and Recreation Department staff within five days. Failure of a sports association to implement the consequences will result in loss of fields or facilities.

Individuals may request an appeal of policy consequence by contacting the Peters Township Parks and Recreation Department staff within five days of the notification of the decision.

2) Parks and Recreation Staff Level – Any individual(s) and/or group(s) wishing to appeal any disciplinary measure may refer the matter for resolution to the Parks and Recreation Director in writing within 10 days of the disciplinary action being communicated to the Parks and Recreation Department. The Parks and recreation Director will review the circumstances surrounding the incident and the process used by the responsible Association for determining the extent of disciplinary action warranted. The Parks and Recreation Director may refer the matter back to the responsible Association for further consideration, uphold the decision of the Association, or administer additional disciplinary action based on his determination of the severity of the incident.

3) Parks and Recreation Board Level – Failing suitable resolution of the issue, any individual(s) and/or group(s) wishing to appeal the decision of the Parks and Recreation Director may refer the matter for final resolution to the Parks and Recreation Board in writing within 10 days of being informed of the Directors decision. The Board will consider the request, and may or may not choose to review the matter. In either case, the decision of the Parks and Recreation Board is final.

**REVISED AND APPROVED THIS DAY OF FEBRUARY 2006.
REVISED AND APPROVED THIS DAY OF AUGUST 2012.
REVISED AND APPROVED THIS DAY OF FEBRUARY 2013
REVISED AND APPROVED THIS DAY OF MAY 2013
REVISED AND APPROVED THIS DAY OF FEBRUARY 2016**