

BERKS INTER COUNTY YOUTH CHEERLEADING LEAGUE **BY-LAWS**

CONSTITUTION

Article 1 NAME

Section 1: The name of the organization shall be known as Berks Inter-County Youth Cheerleading League. Hereby referred to as B.I.C.Y.C.L.

Article 2 OBJECTIVE

The objective of B.I.C.Y.C.L. shall be:

Section 1: Develop fundamentals and skills of cheerleading with dedication to participation and development of youth cheerleading.

Section 2: Increase involvement and opportunity for all cheerleaders aged 6 through 12.

Section 3: Equal participation for all member teams on the Board of Directors.

Section 4: Equality of team size per B.I.C.Y.C.L. regulations. Note: All cheerleading member teams shall inform all other member teams with regard to Saturday ("B") game participation, which shall be determined by team size.

Article 3 MEMBERSHIP

Section 1 The following teams are members:

Daniel Boone	Exeter	Gov Mifflin	Muhlenberg
Berks Catholic	Conrad Weiser	Cocalico	Reading Youth
Lincoln Park	Van Reed		Wyomissing

Active membership shall be available to representatives from all member teams.

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

Section 3: Teams accepted to this league shall pay annual dues each May of \$100.00. Funds are to be used to cover the cost for rulebooks, training videos, Spirit Trophies.

Section 4: Each member shall be co-operative and contribute to the accomplishments and betterment of B.I.C.Y.C.L.

Section 5: Each team shall have one representative one alternate to attend the meeting. In the absence of the representative, an alternate must be sent. Any issue requiring a vote by the general membership shall be made by the team representative to the league. In his/her absence the alternate or other team representative, with prior notice, will be allowed to vote.

Section 6: The representative must be affiliated with an organization affiliated with B.I.C.Y.C.L.

Article 4 MEETINGS

Section 1: The B.I.C.Y.C.L. shall hold 1 mandatory coach's awareness meeting, 1 coach's certification meeting, 1 competition meeting, and not less than 4 general meetings per year. All coaches must attend the awareness meeting or equivalent approved by B.I.C.Y.C.L. in order to allow cheerleaders to do any form of stunting.

Section 2: Coaches awareness and coaches' certification meetings shall be held at a member school (location to be determined by availability). Competition meeting to be held at host school with 1 coach from each level (Mighty Mite, Mite, and Midget) who will be participating in B.I.C.Y.C.L. sponsored competition.

Section 3: Meetings will be structured and conducted as per our by-laws and Robert's Rules of Order.

Section 4: For any issue to be acted upon, a minimum of two (2) League Officers and 75% of the representative members, less any suspended members must be present.

Section 5: All teams must attend all meetings between March through December. Any team missing two (2) meetings during that time shall give up their right to participate in and or host the B.I.C.Y.C.L. Competition. Any team missing meetings held in January and February shall forfeit all voting rights during that time allowing voting to take place without the 75% necessary to approve a motion.

Section 6: It is the responsibility of the acting representative to check minutes or initiate any necessary communication.

Section 7: Alcoholic beverages will not be permitted during any meetings.

Article 5 OFFICERS

Section 1: Officers of the B.I.C.Y.C.L. will be as follows:

- A. Commissioner/President
- B. Co-Commissioner/Vice-President
- C. Secretary
- D. Treasurer

Section 2: All officers shall be members of B.I.C.Y.C.L.

Section 3: There will be at least one (1) member Certified by the National Federation of Cheerleading, hereby referred to as “Rules Interpreter”.

Section 4: Any stunting infractions shall not be handled by the opposing coach, but shall be reported to the Rules Interpreter.

Article 6 **ELECTIONS**

Section 1: Availability of board positions shall be determined at the end of each season. Nominations will be accepted upon availability.

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

Section 3: If the office of the Commissioner becomes vacant between elections, the Co-Commissioner will assume the duties of Commissioner for the remainder of the Commissioner’s term. A Co-Commissioner will be appointed by the general membership at the next scheduled meeting. This officer will hold this office during the time the Co-Commissioner is assuming the duties of Commissioner.

Section 4: If the office of the Co-Commissioner, Secretary or Treasurer becomes vacant between elections, the Commissioner will appoint a successor who will be confirmed by a majority vote at the next scheduled meeting.

Section 5: The Representative of a new team may not hold office for the first season and the new team will be ratified at the end of the season. A representative may be nominated for all positions except Commissioner.

Section 6: In order to be nominated and or elected for Commissioner, a member must hold another officer position for a minimum of two years.

Article 7 **DUTIES OF OFFICERS, BOARD MEMBERS AND GENERAL ASSEMBLY**

Section 1: **Commissioner** – Shall preside at all meetings of the B.I.C.Y.C.L. and appoint all committees. The Commissioner shall appoint division Representatives at the beginning of each season. It is the Commissioner’s duty to uphold the by-laws and the constitution and enforce these rules as warranted.

Section 2: **Co-Commissioner** – The Co-Commissioner shall assist the Commissioner in such a manner as the Commissioner determines. The Co-Commissioner shall be aware of all actions being considered by the Commissioner in the event the Co-Commissioner would have to assume the duties of the Commissioner. The Co-Commissioner shall act as Sergeant at arms at all meetings.

Section 3: **Secretary** – The Secretary shall be responsible for recording the minutes of the monthly meetings. The Secretary shall update the B.I.C.Y.C.L. website with such minutes, all news and training information in a timely manner. Additionally, the Secretary shall be the keeper of the “Competition Handbook”, compiled by all member representatives to assist all teams hosting the B.I.C.Y.C.L. annual competition. This Handbook shall be returned to the Secretary with new updates at the next scheduled meeting after the B.I.C.Y.C.L. Competition. In the absence of the Commissioner and Co-Commissioner, The Secretary shall conduct the meeting.

Section 4: **Treasurer** - The Treasurer shall be in charge of all funds and pay all bills in accordance with a membership-approved budget. A monthly report will be presented to each at the league meetings. All receipts will be properly deposited in the league bank account. Records will be open for members to view at each meeting.

Section 5: **Rules Interpreter** – The Rules Interpreter shall be trained by NFHS/AACCA, and shall have a thorough understanding of the B.I.C.Y.C.L. rules. National Federation certification is viable for four (4) years. The Rules Interpreter must attend the entire competition. This includes all levels.

Section 6: **League Representative** – The League Representative shall act as a communicator between the B.I.C.Y.C.L. and their member organization.

Section 7: **Executive Board** - The executive board consisting of the Commissioner, Co Commissioner, Secretary, and Treasurer shall have the authority to act in the name of the B.I.C.Y.C.L. during intervals between meetings, such acts being subject to confirmation by the membership at the next regular meeting.

Section 8: **Officer Attendance** - All individuals on the Board of Directors are required to attend 60% of all scheduled monthly and Board of Directors meetings. Failure to meet the attendance requirements may result in removal from the Board. Such a request must be made in writing to the Board and the Board Member in question, and must be approved by a majority vote at a

regular monthly league meeting.

Article 8 MEMBER RESPONSIBILITIES

- Section 1: All teams shall turn in to the Co-Commissioner copies of their rosters at the August meeting.
- Section 2: "Home" cheerleaders shall go to visitors at the start of each game to greet the visitors.
- Section 3: Visitors shall perform their half-time routine first, followed by the home team. No routine is to exceed 2.30 minutes.
- Section 4: All head coaches shall retain a copy of each participant's birth certificate for verification at the B.I.C.Y.C.L. competition.
- Section 5: All member team representatives shall promote spirit and camaraderie toward all coaches and cheerleaders/football players.
- Section 6: The B.I.C.Y.C.L. Competition shall have a small and a large category in each division. The small category is 16 or less cheerleaders. The large category is 17 to 30 cheerleaders. All competition squads shall have no more than 30 cheerleaders on a mat at one time during the performance.
- Section 7: No All-Star team or it's like may be solicited at B.I.C.Y.C.L. Competitions.
- Section 8: A child may not be affiliated with an All-Star team and an active B.I.C.Y.C.L. organization concurrently during the entire month of August through the end of December.
- Section 9: All committees shall be appointed at the discretion of the Commissioner. Committees must be re-appointed after the election of officers. Committees report their findings to the President of the Executive Board.
- Section 10: Stunting rules follow National Federation Rules.
- Section 11: All Cheer Coordinators shall attain AACC/NFHS Certifications.

Article 9 LEGAL LIABILITY

- Section 1: All coaches are responsible for ensuring the safety and well being of their cheerleaders.
- Section 2: Coaches must protect their squad from foreseeable risks of harm or injury. Foreseeable is defined as what is reasonably expected or anticipated to happen. Example: A cheerleader slipping on wet grass during stunting and becoming injured. A top in a mount, having not been taught proper technique, jumps out of the mount and is allowed to continue to "fly" until she becomes injured.
- Section 3: Coaches must provide adequate supervision to manage the risk in cheerleading.
- Section 4: Coaches are expected to take every reasonable means to ensure their squad knows and understand the risks involved.
- Section 5: Each member of a stunting group must be aware of what is expected of them and what can happen if they do not understand what they are expected to do prior to attempting a stunt.
- Section 6: Coaches must ensure their stunt groups have an adequate level of performance readiness prior to participation.
- 1) Begin with the basics, including hang drills.
 - 2) Before attempting a stunt for the first time each season, explain each person's duties in the mounting group, even if the stunting group is experienced.
 - 3) Always remember the 10 out of 10 rule! Perfection before progression.
 - 4) The coach is the decision-maker, know when to say NO.
 - 5) Remember proper environmental settings to ensure the cheerleader's safety.
 - 6) Remind parents to keep siblings from distracting the cheerleaders.
 - 7) Never stunt on loose gravel or macadam.
 - 8) Be aware of the terrain. i.e. holes and rocks.
 - 9) All coaches, coordinators and B.I.C.Y.C.L.
- Section 7: Coaches must have a good emergency plan.
- 1) Emergency phone numbers must be immediately accessible.
 - 2) Fill out an accident report on any cheerleading incident and keep it on file.
 - 3) Review all accident report information with the parent.
- Section 8: Jewelry
- 1) NO Jewelry is allowed at any practice or game in any form.
- Section 9: Any coach (head, assistant or helper) who will be participating in stunting must attend the BICYCL safety awareness clinic. Any coach (head, assistant or helper) who does not attend may not participate or assist with stunting. During the league competition coaches and assistant coaches are prohibited from helping with stunts or from coaching from the sidelines for all levels except Flag.
- Section 10: All Cheer Coordinators and coaches must take the on-line concussion safety certification course each year in accordance with the mandated Senate Bill No. 200. The on-line course can be found at [www. http://www.cdc.gov/concussion/HeadsUp/online_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html)

Section 11: B.I.C.Y.C.L. has no affiliation with any other outside camp or competition and will not be held accountable and or liable during any events.

Section 12: B.I.C.Y.C.L. name shall not be affiliated or used to promote any outside event.

Article-10 COMPETITION HOST CRITERIA

- Section 1: The first organization up for competition has until February of the new year to secure all aspects of the competition.
A. Definition of secure: Granted approval from school and organization in writing. i.e. building use form and e-mails.
B. Facility and or venue must be approved by the BICYCL board.
C. Coaches must provide adequate supervision to manage the risk in cheerleading.
- Section 2: If first organization concedes by February meeting the next organization has 30 days and or the March meeting to secure the competition. Refer to section 1A for definition of secure.
- Section 3: League Competition must be held on the last Saturday in October or first Saturday in November, weather permitting. The inclement weather date will be the next day.
- Section 4: In the event scheduled judges do not attend the competition, the board will judge the competition.
- Section 5: The Competition Handbook will be turned into the Secretary of B.I.C.Y.C.L. at the end of the competition.
- Section 6: There will be a paid safety judge present at the B.I.C.Y.C.L. competition.

Article 11 PLAYER ELIGIBILITY

- Section 1: Mighty Mites – seven (7) and eight (8) year old as of June 30. Mites, nine (9) and ten (10) year old as of June 30. Midgets, eleven (11) and Twelve (12) years old as of June 30
- Section 2: Although PIAA allows cheerleaders to participate concurrently on a Middle School Cheerleading Squad and a Youth Squad, B.I.C.Y.C.L. will not allow this. In an effort to prepare our cheerleaders for the next level we will only allow cheerleaders to participate on ONE squad during the same season. For example, 7th graders may not cheer for both Midgets and a Middle School Squad during the same season.
- Section 3: Each team will be required to have a copy of each child's birth certificate and made available (writing seven (7) days of request) for review should a copy be requested from any member of the league.
- Section 4: Team sizes will be established and written in the B.I.C.Y.C.L. bylaws.
- Section 5: No changes to the competition roster 7 days prior to the day of competition.
- Section 6: No players can change teams within the league in a given year without league approval.
- Section 7: A player who is on a B.I.C.Y.C.L. team roster during any football season would be declared ineligible if she is participating in any other organized Competitive Cheerleading squad between August to December.
- Section 8: Any newly elected teams will be on probation for their first season.
- Section 9: Any player who moves out of her/his team territory, the player's legal residence at the time of initial registration allows her/him to complete her/his career in the original territory if she/he so desires for the remainder of her/his eligibility in the league.

Article 12 TERRITORIES

- Section 1: Current members territories shall include:
Daniel Boone - Daniel Boone School District
Exeter – Exeter School District
Conrad Weiser - Conrad Weiser School District
Muhlenberg – Muhlenberg School District
Wyomissing - Wyomissing School District
Cocalico - Cocalico School District
Lincoln Park-Wilson School District south of Penn Ave.
Van Reed -Wilson School District north of Penn Ave.
(Lincoln Park and Van Reed boundaries shall remain consistant with any Wilson School District redistricting that may occur)
Berks Catholic –TBD
Reading Youth – Reading School District

Article 13 SCHEDULING

- Section 1: Cheerleading will follow the corresponding schedule set forth by BICYFL.

Article 14 OPERATION BUDGET

- Section 1: Budget - The Budget Committee will formulate a budget to be presented and voted upon at the January membership meeting. All non-budgeted expense must be approved by the membership.

All non-budgeted expense exceeding one hundred dollars (\$100.00) must be approved in advance. All budget votes will be carried by a 75% majority vote of members present.

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

Article 15 AMENDMENTS

Section 1: Proposed changes to the bylaws shall be presented to the general membership then voted on 3 consecutive meetings. A 75% majority vote of all members present at the next meeting is required to pass the amendment.

Article 16 INDEMNIFICATION:

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

Article 17 ACCEPTANCE TO B.I.C.Y.C.L.

Section 1: Acceptance shall be determined by 75% MAJORITY VOTE. 75% of the attending members eligible as it pertains to competition. .

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

Section 3: New teams will be assessed a fee equal to each member's share of the B.I.C.Y.C.L. Treasury. Deleted members will forfeit their share of the B.I.C.Y.C.L. Treasury.

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

Section 5: Practice Hours must be adhered to:
August- 6 hours during the month of August may be dedicated to competition practice. No organized open gyms.
A. September- 16 hours during the month of September may be dedicated to competition practice.
B. October- 8 hours during the month of October must be dedicated to Game Practice.

APPENDIX B

CONDUCT OF MEMBER TEAMS

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

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

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

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

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

All appeals shall be directed to the Commissioner to be valid, and in his absence should be directed to the Co-commissioner.

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

APPENDIX C

Code of Ethics

As defined in the constitution of the Berks Inter County Youth Cheerleading League, the league was formed for the

purpose of “the focus of developing skills and fundamentals of Cheerleading with dedication to participation and development of youth cheerleading”.

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

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

Coaches should coach in such a manner that as many players from each team get an opportunity to cheer and practice.

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

Coaches signature page must turned in at the last meeting prior to the start of the season

Conflicts

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

Any team taking issue with some aspect of the game should report to their league

Representative, alternate or organization President, at which time the situation can be reviewed.

If the league representative, alternate or organization President continues to feel that there is an issue, he should contact the opposing league representative or officer in an attempt to resolve the matter. If the issue is not resolved on site, the matter should be brought to the league following the procedures outlined in the bylaws.

Appendix D

Definitions

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