

# **OAK RIDGE JR TROJANS**

## **BY-LAWS AND RULEBOOK**

Updated 3/20/2019

### **ARTICLE I NAME**

This organization shall be known as Oak Ridge Junior Trojans, hereinafter referred to as "ORJT." The previous name, El Dorado Hills Youth Football and Cheer (EDHYFC) will remain in the record for future coordination if necessary.

### **ARTICLE II OBJECTIVE**

Section 1 We are a "feeder" organization for Oak Ridge High School. The objective of ORJT is to teach and develop all participants equally in football and cheerleading skills, while implanting the ideals of good sportsmanship, honesty, courage, loyalty and respect for one's self and others.

To achieve this objective ORJT will provide a supervised program under the Rules and Regulations as set forth in these By-Laws and the current edition of the rulebook (herein referred to as "Rulebook") of the League ORJT chooses to affiliate with (herein referred to as "League Affiliation").

Section 2 In accordance with section 501(c) (3) of the Federal Internal Revenue Code, ORJT shall operate exclusively as a non-profit educational organization providing a supervised program of competitive Football and Cheerleading. No part of the earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

### **ARTICLE III MEMBERSHIP**

Section 1 Eligibility: Any individual residing within the community of El Dorado Hills, an individual who has been a Participant Member in the past, or the sibling of a current or former Participant Member, or an individual who is sincerely interested in active participation to affect the objectives of ORJT. All members MUST be in good standing with ORJT in order to participate.

Section 2 Member in Good Standing: A Member in Good Standing is defined as a Member who has met all required obligations to ORJT during the season, including financial obligations, proper and legal paperwork/documentation, family volunteer hour requirements, fund-raising requirements, return of all equipment in acceptable shape from prior seasons, not participated in negative campaigning, and any other such obligations deemed necessary by the Board of Directors to successfully support the ORJT organization in a fair and equal manner.

(a) All Participant Members, Regular Members, and their Families must be Good Standing with in ORJT order to participate in the ORJT program.

(b) All necessary paperwork/documentation must be provided and all financial requirements met prior to Jamboree in order for a Football Player/Cheerleader to participate in the ORJT program for that season.

### Section 3

Classes: There shall be the following classes of Members:

(a) Participant Members: Any child meeting the requirements of shall be eligible to compete for participation but shall have no rights, duties or obligations in the management or in the property of ORJT.

- i. We are a feeder program for Oak Ridge High School and will promote the participation of students who will attend Oak Ridge. We will give preference to participant members whom reside within the Oak Ridge High School boundaries. All registrants intending to try out for our program must provide proof of residency. We will accept a property tax bill, a utility bill, or cable/satellite bill that proves the registrant lives within the ORHS boundaries. Appeals to this rule will be reviewed on an individual basis and must be approved by the Executive Board of Directors.

(b) Regular Members: Any person upon registering their child(ren) to play in ORJT and during the term that their child(ren) remain a Participant Member is a Regular Member. Only Regular Members in good standing, Board Members, Coaches and other Officers are eligible to nominate, vote and hold an office or any other elected or appointed position in ORJT. The Secretary shall maintain the roll of membership to qualify voting members.

(c) Honorary Members; Any person may be elected as Honorary Member by the unanimous vote of all Directors present at any duly held meeting of the Board of Directors but shall have no rights, duties or obligations in the management or in the property of ORJT.

(d) Sustaining Member: Any person not a Regular Member who makes financial or other contribution(s) to ORJT may by a majority vote of the Board of Directors become a Sustaining Member, but such person shall have no rights, duties or obligations in the management or in the property of ORJT.

### Section 4

Suspension or Termination: Membership may be terminated by resignation or action of the Board of Directors as follows:

(a) Any active Member or Coach not in Good Standing as defined in Article III, Section 2, may face discipline, suspension or termination from ORJT. The Board of Directors, by majority vote of those present at any duly constituted meeting, shall have the authority to enact such discipline, suspension, or termination.

(b) The Board of Directors, by majority vote of those present at any duly constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any Member or Coach when the conduct of such person is considered detrimental to the best interests of ORJT and/or the League Affiliation. The individual involved shall be notified of such meeting, informed of the general nature of the charges and be given an opportunity to appear at the meeting to answer such charges.

(c) Any Member, player or otherwise, Coach or other Officer who is ejected from a game, or involved in activity deemed to be detrimental to the best interests of ORJT and/or the League Affiliation or in violation of the objectives herein stated may be requested to appear before the Board of Directors or a duly appointed committee thereof, which shall have full powers to suspend or revoke such Members right to future participation.

(d) The Board of Directors shall in the above referenced situation pertaining to Participant Members, give notice to: 1) the Coach of the team of which the participant is a member; 2) the Participant Member's legal guardian. Said Coach shall appear, in the capacity of an adviser, with the participant and participants' legal guardian before the Board of Directors or a duly appointed committee thereof which shall have full power to suspend or revoke such participants' right to future participation. Failure to appear before said committee shall not preclude the committee's ability to discipline or suspend or revoke such player's right to future participation.

In the above referenced situation pertaining to Non-Participant Members, Coaches or other Officers the individual referenced shall appear before the Board of Directors or a duly appointed committee thereof, which shall have full power to suspend or revoke such individuals' right to future participation. Failure to appear before said committee shall not preclude the committee's ability to discipline or suspend or revoke such individuals' right to future participation.

(e) If the participation by any Officer poses a conflict of interest, he/she will not be able to participate in such case.

(f) In the absence of Board approval, all rights of any member in ORJT and its property shall cease on the termination of such membership. Termination shall not relieve the member from any obligation for charges incurred, services or benefits actually rendered, fees or assessments arising from contract or otherwise. ORJT shall retain the right to enforce any such obligation or obtain damages for its breach and any member whose membership is terminated by revocation shall have no claim against ORJT, its Officers or Members for any benefits or accruals that may be alleged to exist.

## **ARTICLE IV FEES**

Section 1 Participant Members: A reasonable participation fee may be assessed as a parent's obligation to assure the operational continuity of ORJT. It is the policy of ORJT that the inability to pay participation fees should not keep an individual from participating in the ORJT program. A reasonable fee will be assessed for check returned for insufficient funds.

Section 2 Financial Aid: Members who cannot afford to pay the participation fee shall so indicate to the V.P. of Administration, who will take such steps as may be necessary to assure that the suggested fees do not keep a player from participating in ORJT. Members will be asked to complete the Financial Aid Application Packet which will be reviewed by the Board of Directors. Financial Aid recipients will be expected to complete the required volunteer commitment of such scholarship. Failure to do so may result in becoming a Member in bad standing.

Section 3 Refunds: Requests for all types of refunds must be made in writing to the Treasurer by the parent and must provide reason for refund. Each case will be considered by the Board of Directors and will be judged on a case by case basis. Prior to completion of tryouts and final roster selection a full refund (less a non-refundable administration fee) will be given without a written request.

Section 4 Special Refunds: Requests due to injury will be judged on a case by case basis. Requests due to moving out of the community prior to the start of the playing season will result in a full refund (less a non-refundable administration fee) once all ORJT property, if outstanding, is returned. Requests due to moving out of the community once the playing season begins will be considered on a case by case basis. All requests must be in writing and submitted to the Treasurer.

Section 5 Equipment Deposits: Regardless of the ability to pay the participation fee, equipment deposits will be collected upon the issuance of Football and Cheerleading uniforms and equipment. Said deposit will be refunded upon a) fulfillment of all required family volunteer hours and fundraising, and b) return of the Football and Cheerleading uniforms and equipment. Damage not considered normal wear and tear to equipment and uniforms will be subtracted from the equipment deposit. Family volunteer hour and fundraising requirements not met may also be subtracted from the equipment deposit.

## **ARTICLE V BOARD OF DIRECTORS**

Section 1 Board and Number: The management of the property and affairs of ORJT shall be vested in the Board of Directors. The number of Directors shall consist of not less than six (6) or more than ten (10). The Directors shall enter into a succession plan in the form of job shadowing/training once duly elected. Directors shall enter into office on January 1<sup>st</sup> of their term and remain in office until December 31<sup>st</sup> at the end of their term. In order to run for President or Executive Vice President, the candidate must have served on the ORJT Executive Board for a minimum of one full year prior to submitting their application.

Section 2 Required Members: The Board membership shall be required to include the following Officers: President, Executive Vice-President, Secretary, Treasurer, Vice-President of Football, Vice-President of Cheerleading, Vice-President of Administration, Concessions Manager, Merchandise Manager and Vice-President of Logistics. Terms for board members will be 2 years, with elections alternating on odd service years for President, Concessions Manager, Merchandise Manager, VP Football, and Treasurer and even service year elections for Executive VP, VP Logistics, VP Administration, VP Cheer, and Secretary.

Section 3 Election of Directors: Members in good standing interested in open board positions shall submit a candidate statement to the secretary prior to the actual election process any position on the Board of Directors. Nominations must be submitted to the Secretary prior to the actual election process for a given office. Election of Directors shall be by a majority vote of all Members in good standing wishing to participate on a date designated by the Board. Ballots shall be cast at the designated voting location or signed absentee ballot filed with the Secretary and ratified by the President prior to the close of elections. Campaigning is limited to candidate's statements submitted for posting on ORJT website. Mass emails and negative campaigning is considered a violation of Article III, Section 2. The Board will discuss campaign violations in a closed meeting and may vote on the good standing of individuals involved.

- Section 4 Vacancies: If any vacancy occurs in the Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Directors at any regular or special meeting called.  
(a) No member shall be appointed to the Board of Directors if they have previously held a position that they were removed from or resigned.
- Section 5 Additional Officers: The Board of Directors may also appoint such other Officers or Agents as it may deem necessary or desirable, and may prescribe the powers and duties of each, and may fill any vacancy which may occur in any office. Appointed Officers or Agents shall have no vote on actions taken by the Board of Directors unless such individual has been elected to the Board by the membership or has been elected to fill a vacancy on the Board. Such Officers may include but are not limited to: Safety/Medical Manager, Facilities Manager, Fund Raising, Equipment Manager, and Public Relations Manager.
- Section 6 Emeritus Status: In consideration of loyal service the Board of Directors upon unanimous approval may bestow upon any Board Member, Officer or Coach the designation of Director, Officer or Coach Emeritus. Emeritus status is an advisory, non-voting, honorary position.
- Section 7 Meetings, Notice and Quorum: Regular meetings of the Board shall be held regularly as determined by the Board, but no less than once a month. The President may, whenever (s)he deem it advisable, or the Secretary shall at the request in writing of five (5) required board member positions, issue a call for a special meeting of the Board.
- (a) Notice of each regularly scheduled meeting shall be given to each Board Member either by mail or email at least three (3) days before the time appointed for the meeting to the last recorded address of each Director, or by telephone or personal notice twenty-four (24) hours preceding the meeting.
- (b) Annual Meeting: The Annual Meeting of the Regular Members of ORJT shall be held no later than the 15th day of January of each year.
- (c) Notice of Annual Meeting: Notice of each Annual Meeting shall be mailed or otherwise delivered to each Member at the last recorded address at least ten (10) days in advance thereof setting forth the place, time and purpose of the meeting; or in lieu thereof, notice may be given by way of an announcement in the local newspaper on two successive weeks preceding the meeting or in any other form as may be authorized by the Members, from time to time at a regularly conveyed meeting.
- (d) In the case of special meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.
- (e) One-third of the Board of Directors shall constitute a quorum for the transaction of ORJT business at regular and special meetings. Any action or motion brought before the board for consideration shall be considered passed and put in effect by a majority vote of the Board of Directors providing a quorum exists. Any ties resulting from such votes shall be broken by the President in accordance with the duties outlined in Article VI, Section 1.

- Section 8                    Action Without Meeting: Any action required or permitted to be taken by the Board may be taken without a meeting, only if a majority of the members of the Board individually or collectively consent to such action. Such consent shall be filed with the minutes of the proceedings of the Board. Action by consent shall have the same force and effect as a majority vote of the Directors. Action without meeting shall be properly reported and documented to the Board at the next regularly scheduled meeting.
- Section 9                    Duties and Powers: The Board of Directors shall be empowered to take all actions necessary and appropriate to conduct the affairs and business of ORJT, including:
- (a) Appoint such standing committees and chairpersons as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.
- (b) Adopt such rules and regulations for the conduct of its meetings and management of ORJT as it may deem proper.
- (c) Receive at final meeting of the year a report verified by the President and Treasurer, or by a majority of the Directors, showing the whole amount of real and personal property owned by it, where located, and where and how invested, the amount and nature of the property acquired during the year immediately preceding, and the manner of the acquisition; the amount applied, appropriated or extended during the year immediately preceding such date, and the purpose, objects or persons to or for which such applications, appropriations or expenditures have been made which report shall be filed with the records of ORJT and an abstract thereof entered in the minutes of the proceedings of the final meeting.
- (d) In matters they deem urgent or of an emergency nature, the Board may take immediate action on any and all matters that adhere to the avowed purposes of ORJT, unless otherwise stated by the By-Laws and Rulebook.
- Section 10                   Members Best Effort: Each member of the Board of Directors shall be familiar with these By-Laws and the League Affiliation Rulebook, and each Board member shall devote his/her energies to promote the purpose of ORJT and the League Affiliation. Each Director shall be prepared to report on their respective area of responsibility at each board meeting.
- Section 11                   Removal of Officer or Director for Cause: The Board may remove a Director, for cause, with two-thirds vote by all Board of Directors.
- Section 12                   Open Meetings: All meetings of the Board of Directors shall be open to the general membership. Voting on ORJT matters shall be by Board members only. However, any member may address the Board, make requests, provide information or attempt to influence board action at appropriate times during Board meetings.
- Section 13                   Closed Meetings: Meetings that deal with administrative issues will be closed to the general membership.

Section 14 Access to ORJT Records: All Regular Members have the right to inspect and copy By-Laws, standing rules, approved minutes, financial records at reasonable times, for purposes reasonably related to the person's interest as a Member. Directors have an absolute right to inspect and copy any record of ORJT at reasonable times.

Section 15 Fiscal Year: The fiscal year of ORJT shall commence on January 1, of each year and conclude, each year, on December 31st.

## ARTICLE VI OFFICERS, DUTIES & POWERS

Section 1 **President**: The President shall:

- (a) Conduct the affairs of ORJT and execute the policies established by the Board of Directors.
- (b) Preside over all meetings of the Board of Directors as Chairperson.
- (c) Act as spokesperson for ORJT in all matters upon which the Board of Directors is authorized to act.
- (d) Represent ORJT at League Affiliation meetings, EDH Youth Sports Council, CSD, and any other meetings as may become necessary as per items (a) and (c) herein.
- (e) Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of ORJT.
- (f) Participate on the interview committees for Football and Cheer Head Coaches and provide final approval for all Head Coaches recommended by the interview committees to the Board of Directors.
- (g) Make arrangements for V.P. of Football and V.P. of Cheer practices and tryouts in cooperation with all local agencies as deemed necessary.
- (h) Coordinate procurement of facilities for all ORJT practices and games.
- (i) Investigate complaints, irregularities and conditions detrimental to ORJT and report thereon to the Board of Directors as circumstances warrant.
- (j) Break all voting ties of the Board of Directors.
- (k) Appoint committees as necessary to complete ORJT objectives as stated in these By-Laws.

## Section 2

**Executive Vice-President:** It shall be the duty of the Executive Vice-President to:

- (a) In case of the absence or disability of the President, to perform the duties of the President, and when so acting, shall have all of the powers of that office.
- (b) Be responsible for the conduct of ORJT in strict conformity to the Policies, Principles, Rules and Regulations of the League Affiliation as set forth herein and as set forth in the Rulebook.
- (c) Preside over the interview committees for Football and Cheer Head Coaches.
- (d) Be responsible for Safety/Medical and Insurance activities of ORJT. Initiate and implement ongoing safety awareness programs for Football and Cheer Coaches and Instructors. Coordinate the collection of first aid/CPR certification for coaches and the license documentation for EMT volunteers, if applicable.
- (e) With the assistance of the Vice President of Administration, examine the applications and support the proof-of-age documents of every player/Cheer candidate and certify the residence and age eligibility before the player/Cheerleader may be accepted for tryouts and selection.
- (f) Coordinate with the proper authorities, the fingerprinting and documentation of Coaches, Officers, Board Members and other ORJT officials as necessary.
- (g) Act as official ORJT Parliamentarian.
- (h) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Executive Vice-President or as may be assigned by the Board of Directors or President.

## Section 3

**Secretary:** It shall be the duty of the Secretary to:

- (a) Manage all paperwork related to the Board of Directors. Be responsible for recording the activities of ORJT and maintain appropriate files, mailing lists, and necessary records.
- (b) Keep the minutes of the Board of Directors meetings and ensure they are recorded in a book kept for that purpose.
- (c) Conduct all correspondence not otherwise specifically delegated in connection with said meetings and be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (d) Be responsible for the ORJT Member Newsletters and general Member Announcements. Oversee the Website coordinator and Web Page.
- (e) Collect all candidates' statements for positions on the Board of Directors and prepare a final list of nominations at least two weeks in advance of the appointed election date. Make copies of the list candidates available to any interested Member.
- (f) Administer all voting processes, collect and count all ballots, and announce final results of all



Board of Director votes, resolutions, and elections.

(g) Give notice of all meetings of ORJT and the Board of Directors.

(h) Act as the Academic achievement and recognition liaison as necessary with the League Affiliation.

(i) Make arrangements for and manage the Team Pictures Event consistent with approved ORJT budget.

(j) Responsible for managing and issuing all League Approved photo ID badges

(k) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors or President.

#### Section 4

**Treasurer:** It shall be the duty of the Treasurer to:

(a) Receive all moneys and securities, and deposit same in a depository approved by the Board of Directors.

(b) Keep records for the receipt and disbursement of all moneys and securities of ORJT. Approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors.

(c) Prepare an annual budget and financial statement under the direction of the President for submission to the Board of Directors at final annual meeting.

(d) Have ORJT books, accounts and records in condition for audit at all times and ready to turn over to his/her successor in the office of the Treasurer.

(e) Ensure that all accounts are properly designated and that there shall be no commingling of personal or non-league assets of ORJT.

(f) Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the Office of the Treasurer or may be assigned by the Board of Directors or President.

#### Section 5

**Vice-President of Football:** The duties of the Vice-President of Football shall be to:

(a) Be responsible for all Football recruiting activities.

(b) Annually recruit, screen, and nominate Football Coaches and Instructors to the interview committee.

(c) Participate on the interview committee for Football Head Coaches and nominate final Football Head Coaching candidates to Board of Directors for approval.

- (d) Approve Assistant Coaches nominated by Head Coaches with ratification from the Board of Directors.
- (e) Manage and/or supervise all Football Coaches, Instructors and ancillary personnel.
- (f) Appoint Weigh Masters annually with the ratification from the Board of Directors. Manage and/or supervise all appointed Weigh Masters.
- (g) Supervise Football Clinic and assume responsibility for try-outs. .
- (h) Make arrangements for and coordinate Football practices and tryouts in conjunction with the President.
- (i) Be responsible for and manage all Game-Day activities with regards to Football.
- (j) Act as liaison between ORJT and the Oak Ridge High School Football program to ensure the offensive and defensive systems of ORJT are in line with those used by ORHS.
- (k) With the Executive Vice-President, ensure that the Football program conforms to stated ORJT and League Affiliation Objectives and the League Affiliation Rulebook.
- (l) Order any and all necessary uniforms and equipment for ORJT Football consistent with the approved ORJT budget. Ensure that the proper ORJT emblems are affixed to each uniform.
- (m) Have such other duties as from time to time may be assigned by the Board of Directors or President.

## Section 6

**Vice-President of Cheerleading**: The duties of the Vice-President of Cheerleading shall be to:

- (a) Be responsible for all Cheer recruiting activities.
- (b) Annually recruit, screen, and nominate Cheer Coaches and Instructors to the interview committee.
- (c) Participate on the interview committee for Cheer Head Coaches and nominate final Cheer Head Coaching candidates to Board of Directors for approval.
- (d) Approve Assistant Cheer Coaches nominated by Head Cheer Coaches with ratification from the Board of Directors..
- (e) Manage and/or supervise all Cheer Coaches, Instructors and ancillary personnel.
- (f) Supervise Cheer Clinic and tryouts.
- (g) Make arrangements for and coordinate Cheer practices. .
- (h) Be responsible for and manage all Game-Day activities with regards to Cheer.

- (i) Act as liaison between ORJT and the Oak Ridge High School Cheer program.
- (j) Coordinate ORJT Cheer participation in all competitions.
- (k) With the Executive Vice-President, ensure that the Cheer program conforms to stated ORJT and League Affiliation Objectives and the League Affiliation Rulebook.
- (l) Order any and all necessary uniforms and equipment for ORJT Cheerleading consistent with the approved ORJT budget. Ensure that the proper ORJT emblems are affixed to each uniform.
- (m) Distribute to each cheerleader in coordination with the Assistant VP Logistics and the Uniform Manager, the necessary equipment and uniforms.
- (n) Coordinate equipment returns with Treasurer for accurate return of equipment deposits.
- (o) Have such other duties as from time to time may be assigned by the Board of Directors or President.

## Section 7

**Vice-President of Administration:** The duties of the Vice-President of Administration shall be to:

- (a) With the Executive Vice-President, examine the applications and support the proof-of-age documents of every player/Cheer candidate and certify the residence and age eligibility before the player/Cheerleader may be accepted for tryouts and selection.
- (b) Prepare and certify football and cheer team binders as required by the League Affiliation.
- (c) Appoint Team Parent Coordinator's annually with the approval of the Board of Directors.
- (e) Act as liaison between Team Parent Coordinators and Board of Directors for the purpose of procuring volunteer assistance for activities surrounding football games and cheerleading competitions.
- (f) Be responsible for and direct the efforts of the Team Parents by creation of a committee consisting of Team Parents chaired by the Team Parent Coordinators for the purpose of planning and conducting Parent Volunteer activities.
- (g) Prepare and manage the schedule of volunteer activities, in cooperation with Team Parent Coordinator's and Board of Directors, including but not limited to:
- (h) Maintain and administer such PAR recording as may be needed during games and filling such records as required by the League Affiliation.
- (i) In coordination with Team Parent Coordinators and Board of Directors plan and administer Team Banquets consistent with approved ORJT budget.
- (j) Have such other duties as from time to time may be assigned by the Board of Directors or President.

Section 8

**Team Parent Coordinator:** The duties of the Team Parent Coordinator shall be to:

- (a) In coordination with the head coach: Appoint a Team Parent for all squads to assist in Parent Coordination before and during the regular season. Duties may include, but not be limited to the following:
  - i. Meet regularly with team parents from each squad.
  - ii. Support team parents in execution of their duties by suggesting activities, providing support in dealing with parent conflicts.
- (b) During the season, publish weekly parent updates to ORJT Members specifying practice, game and volunteer information as well as any important pass-down information from the Board of Directors.
- (c) In coordination with the Team Parent and Board of Directors plan and administer Team Banquets consistent with approved ORJT budget.
- (e) Have such other duties as from time to time may be assigned by the Board of Directors or President.

Section 9

**Concessions Manager:** The duties of the Concessions Manager shall be to:

- (a) Be responsible for the ORJT Concessions and oversee
  - i. Prepare menu items and budget in conjunction with Treasurer and appropriate extended board members.
  - ii. Ensure procurement of necessary concession items and equipment consistent with approved ORJT budget.
  - iii. Coordinate volunteer assistance in cooperation with VP of Administration.
  - iv. Ensure set-up and take down of Concessions Area before and following games.
  - v. Assume responsibility for and assure the safe disposition of ORJT owned concessions equipment.
  - vi. Collaborate with high school to ensure that their facilities are maintained according to Oak Ridge High School standards.
- (b) Have such other duties as from time to time may be assigned by the Board of Directors or President.

Section 10

**Merchandise Manager:** The duties of the Merchandise Manager shall be to:

- (a) Be responsible for the ORJT Team Store:
  - i. Prepare recommendation of items for purchase during games and budget in conjunction with the Treasurer and appropriate extended board members.
  - ii. Ensure procurement of necessary Team Store items and equipment consistent with approved ORJT budget.

- iii. Coordinate volunteer assistance in cooperation with VP of Administration.
- iv. Ensure set-up and take down of Team Store before and following games.
- v. Assume responsibility for and ensure the safe disposition of ORJT owned Team Store equipment.

(b) Have such other duties as from time to time may be assigned by the Board of Directors or President.

## Section 11

**Vice-President of Logistics:** The duties of the Vice-President of Logistics shall be to:

(a) Inspect all Football and Cheer team equipment before, during and after the season. If any compromise in integrity in equipment is found, replace the deficient equipment.

(b) Order any and all necessary Football uniforms and Football/Cheer equipment for ORJT, consistent with approved budget. Ensure that the proper ORJT emblems are affixed to each uniform.

(c) Distribute to each Football player and Cheerleader the necessary equipment and uniforms.

(d) Coordinate Football and Cheer equipment returns with the Treasurer for accurate return of equipment deposits.

(e) Provide Football and Cheer equipment and supplies as may be needed during practice and on sidelines at games.

(f) Provide for proper storage and maintenance of all ORJT Football and Cheer equipment and manage the daily activities of the ORJT trailers, including support during all practices and games.

(g) In conjunction with the VP of Administration, ensure football and cheer equipment managers are appointed and available during all practices and games.

(h) Oversee facilities preparation and maintenance activities.

(i) Be responsible for and manage all Game-Day, field setup activities.

(j) Have other duties as from time to time may be assigned by the Board of Directors or President.

Section 12

**Assistant VP of Logistics:** The duties of the Assistant VP of Logistics shall be to:

- (a) Assist the VP of Logistics in the execution of Logistics duties and responsibilities
- (b) Functions as the Head Equipment manager. This applies to Cheer and Football. The Asst VP Logistics will ensure every squad has a dedicated equipment manager with the necessary tools to repair or replace damaged equipment at all practices and games.
- (c) Oversee field preparation and maintenance activities for practices and home games for both Football and Cheer.
- (d) Have other duties as from time to time may be assigned by the Board of Directors or President.

Section 13

**Director of Fundraising & Public Relations:** The duties of the Director of Fundraising & Public Relations shall be to:

- (a) Assist the President with all necessary public relation duties and as necessary in making appointments and/or the operation of committees.
- (b) Be responsible for the fund-raising activities of ORJT.
- (c) Solicits and manages ORJT Sponsor program.
- (d) Promote, implement and oversee the Player Sponsorship/Scholarship program.
- (e) Organize and oversee the Scholastic All Star Banquet.
- (f) Develop, distribute and collect the raffle tickets for annual fundraiser.
- (g) Coordinate the participation of the ORJT with the "Meet the Trojans" event.
- (h) Have other duties as from time to time may be assigned by the Board of Directors or President.

**ARTICLE VII COACHES**

Section 1

Definitions: "Coaches" as herein referred shall mean Head Coaches, Assistant Coaches and Instructors.

Section 2

Selection Process: The process for selecting Head Football and Cheer Coaches shall be as follows:

- (a) Qualified Head Football & Cheer Coaching candidates shall be nominated by the Vice-President of Football and Vice-President of Cheer after first completing a Coach's Application form.
- (b) Each qualified Football Head Coaching candidate shall be interviewed by a committee consisting of the President, Executive Vice-President, and Vice-President of Football. The Executive Vice-President shall chair the interview committee.

(c) Each qualified Cheer Head Coaching candidate shall be interviewed by a committee consisting of the President, Executive Vice-President, and Vice-President of Cheer. The Executive Vice-President shall chair the interview committee.

(d) The President shall approve all Head Coaching candidates recommended by the Football and Cheer interview committees.

(e) Candidates recommended by the interview committee shall be brought to the Board of Directors for final ratification.

(f) No member of the Board of Directors shall be obligated to reveal, discuss, or defend the rationale behind selection or non-selection of any Coaching candidate. It is recommended that Board Members not engage in such discussions outside of regular Board meetings.

### Section 3

Responsibilities: All Coaches and Instructors shall conduct themselves in a manner that is above reproach and follow the rules and regulations established by ORJT. Strict adherence to ORJT objectives (Article II) is paramount. Failure to comply with these rules may result in disciplinary action as outlined in Article III, Section 4.

(a) Head Coaches shall be responsible for nominating up to 7 Assistant Coaching candidates to the President, Executive Vice-President and Vice-President of Football or Vice-President of Cheer for approval. Once approved the Board must ratify the assistant coaching candidates by a majority vote.

(b) Head Coaches shall be responsible for the actions of their Assistant Coaches and Instructors and for the actions of the participants on that team.

(c) Coaches shall be responsible for the proper maintenance and control of the assigned uniforms and equipment provided by ORJT while at ORJT functions.

(d) Coaches and Instructors shall wear approved ORJT Coaches Attire at games and practices.

(e) It is recommended that coaches may not serve as members of the Board of Directors. In the event a Board Member is a Coach, they surrender their vote by proxy to another Board Member.

There may be no more than one Board Member serving as a Football and Cheer coach at any given time.

(f) Any action or conduct by a Coach or Instructor that is deemed by the Board of Directors as detrimental or damaging to the ORJT organization, or in conflict with the rules and regulations set forth in these By-Laws, or in conflict with the rules and regulations set forth in the League Affiliation Rulebook may result in disciplinary action as outlined in Article III, Section 4.

(g) It is the Head Coach's responsibility during a game to make sure that PAR rules are followed for his team. To address any PAR violations during the season, the following procedure will be followed. For the first offense, the Head Coach will be suspended from practice the following week and the following weeks game. After the second offense, the Head Coach will be expelled from the

organization.

(h) All Football and Cheer Head and Assistant coaches are required to be both first aid and CPR certified in order to coach in the ORJT program. Training for this may be obtained individually by the coaches through an official certification program, or when available, through an ORJT sponsored program or clinic. Failure to provide proof of first aid and/or CPR certification to the ORJT board before the beginning official league practice of the season will result in removal from the position for that season or until certification is achieved.

## ARTICLE VIII AFFILIATION

Section 1 ORJT shall annually apply for or renew affiliation with a League Organization comprised of other Youth Football and Cheer Programs.

## ARTICLE IX PLAYING RULES

Section 1 Rules and Regulations; Consistent with these By-Laws ORJT will follow such rules and regulations as are set forth in the Rulebook provided from such League Organization as ORJT chooses to affiliate.

Section 2 The responsible Coach who fails to conform to the ORJT or League Affiliation rules for playing is subject to discipline in accordance with Article III, Section 4 herein. Repeated offenses will be considered cause to recommend disqualification of future Coaching applications.

Section 3 Tryouts are mandatory regardless of roster size or league affiliation rules. This ensures all participants are safe to participate in organized strenuous activity by having met league affiliation required hours of conditioning.

Section 4 **Player Allotment Rule (PAR).** Each Head Coach must meet the league affiliation standard for PAR (typically 8) for every game. Failure to meet this standard will result in game forfeiture. It is in ORJT's best interest to maintain and achieve a minimum **PAR of 8 or better** for each participant. Our objective is to ensure all football participants have offensive and defensive positions in different formations as well as special teams. ORJT's goal is to provide sufficient opportunity for all boys to participate. Additionally, half of PAR (**4 plays**) must be met by halftime. Coaches will be disciplined for not meeting ORJT PAR, a Head Coach may be subject to disciplinary action as outlined in Article III, Section 4, for not meeting Article I, Section 1.



## **ARTICLE X**

### **UNIFORMS**

Section 1                      Football uniforms: Official ORJT Football uniforms shall consist of the designated home uniform and the designated away uniform.

No participant member may alter or embellish this uniform in any way with the following exceptions: standard wrist bands, gloves, arm pads, elbow pads are allowed. Other safety devices including Cowboy collar, neck collar, spider web shoulder pad, rib protectors, ankle braces, etc. are allowed. Taping of the wrists and ankles is allowed. Taping of the shoes is not allowed unless it is required to support an injury. Head bands around the neck or thigh are prohibited for safety reasons. No attachments to the facemask, *i.e.*, tape or any other material will be allowed. Failure to comply with these rules may result in disciplinary action as outlined in Article III, Section 4 of these By-Laws.

Jersey number distribution: The player who has been in the program the longest gets to pick their number. If there are two players who want the same number and have been in the program for the same length of time, the older player gets to have the preferred number.

ORJT practice jersey's may be purchased by parent and augmented with the participant's last name on the back of the jersey. The purchased jersey must meet the basic color of the assigned practice jersey.

Section 2                      Cheer uniforms: Official ORJT Cheer uniforms shall consist of the designated ORJT approved cheer uniform.

No participant member may alter or embellish this uniform in any way. Failure to comply with this rule may result in disciplinary action as outlined in Article III, Section 4 of these By-Laws.

Section 3                      In memory of Anthony Farr, 2002 Jr. Pee Wee football player, ORJT has permanently retired jersey number 57.

## **ARTICLE XI    FINANCIAL AND ACCOUNTING**

Section 1                      The Board of Directors shall decide all matters pertaining to the finances of ORJT and shall place all income in a common league treasury, directing the expenditure of same in such manner as will give no individual or team an advantage over those in competition with such individual or team.

Section 2                      The Board shall not permit the contribution of funds or property to individual teams but shall solicit same for the common treasury of ORJT, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of ORJT. Section 3 The Board shall not permit the solicitation of funds in the name of ORJT unless all of the funds so raised are placed in the ORJT treasury. The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall inure to the benefit of any director, officer or private person.

Section 3                      The Board shall not permit the disbursement of ORJT funds for other than the conduct of ORJT activities in accordance with the rules and policies as set forth herein.

- Section 4 No Director, Officer, or Member of ORJT shall receive, directly or indirectly, any salary, compensation, or emolument from ORJT for services rendered as Director, Officer or Member.
- Section 5 All moneys received shall be deposited to the credit of ORJT in a local bank and all disbursement shall be made by check or Visa/Debit card. All disbursements of \$500.00 or more must be approved and/or co-signed by a total of two authorized signers. Disbursements of less than \$500.00 maybe approved and/or signed by one authorized signer. Authorized signers must be voting Board Members. Any disbursement endorsed to one of the four authorized signers must be approved and co-signed by two other authorized signers. The Board Member shall issue and sign a check made payable to themselves for any dollar amount.
- Section 6 The Board shall approve all unbudgeted expenditures in excess of \$500.00. The Board shall approve all budgeted expenditures in excess of \$1,000.00.
- Section 7 All purchases made for the good of the organization by Regular, Honorary, or Sustaining members, whether budgeted or unbudgeted, shall be pre-approved by the Board Member having the responsibility for use of the purchased item(s).
- Section 8 At the beginning of each season, the Treasurer will submit a budget to the Board of Directors for the season's expenditures. This budget must be submitted by the March meeting. Any additional expenditure during the season will be at the approval of the Board of Directors.
- Section 9 Upon the dissolution or winding up of this organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of this organization shall be distributed to a nonprofit fund, foundation, or corporation, which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under IRC section 501(c)(3).

## **ARTICLE XII AMENDMENTS**

These By-Laws may be amended repealed or altered in whole or in part by a majority vote at any duly organized meeting of the Members or of the Board of Directors provided that notice of such proposed change is included in the notice of such meeting. At least once every two years the terms and conditions of the By-Laws shall be reviewed by the Board of Directors to insure current applicability.

- Section 1 Attendance Discipline Policy for Football and Cheer: For safety and fairness to fellow players, attendance requirements and associated discipline for ORJT participants will be as follows:

(a) If a football player or cheerleader misses 1 practice in a week (unexcused), his/her playing time will be reduced for the next game he/she attends (at the coaches'

discretion).

(b) If he/she misses two practices in a week (unexcused), he/she automatically sits out the next game he/she attends (at the coaches' discretion).

(c) Players/cheerleaders will be allowed 3 unexcused absences during the course of the season, after which they will be required to sit out the next game they attend for each unexcused absence.

(d) Repeated violations of this policy may result in suspension, dismissal, and/or Membership termination as outlined in Article III, Section 4.

NOTE: This policy does not apply to excused absences, which are defined as academic functions, church functions, family emergencies, and serious medical illnesses (requires a signed, verifiable note and phone number from a doctor).

(e) An exception to the mandatory attendance rule will be considered for returning Jr. Trojans who have previously participated in the ORJT program:

- i. A player may apply for a special exemption for absences related to a conflicting team sport no later than 30 days prior to the ORJT tryout period.
- ii. Each application will be taken under consideration by the ORJT Board and requires a letter detailing the participation and specific time of the conflicting event/competition.
- iii. Upon approval by the board, the final team assignment determination will rely on the assessment of the head coach and staff during the period of time the athlete is able to participate in tryouts.

## Section 2

No Director, Officer or Member of the Oak Ridge Jr. Trojans may use the organization/teams email list for their own personal or financial gain.

## Section 3

The VP of Operations position shall be abolished and two new positions created.

(a.) Concessions Manager

(b.) Merchandise Manager