

LOYAL ROY-HART FOOTBALL BY-LAWS
ADOPTED 1998
BOARD ACCEPTED MAY 23, 2016

ARTICLE I

SECTION 1. NAME

The name of the organization shall be known as the Loyal Roy-Hart Football, hereinafter referred to as LRF. In order to create unity with Roy-Hart High School, the name Rams will be adopted. Team colors will be purple, black, and white.

These By-Laws have been approved by a majority vote of Board of Directors. Any recommended changes to these by-laws must be presented in writing to the Board. (See Article VII, Section 1)

SECTION 2. PURPOSE

The purpose of the LRF is to provide a safe, supervised, competitive football and cheerleading program for the youth of Royhart and surrounding areas.

- A.** No discrimination toward race, color, or creed.
- B.** To teach the concepts of teamwork, sportsmanship, pride, loyalty, honesty, and courage.
- C.** To build healthy bodies and minds.
- D.** To develop skill and proficiency in football and cheerleading for every participant, regardless of ability.
- E.** To stimulate community interest in youth football and cheerleading.
- F.** Attainment of exceptional athletic skill or the winnings of games are to be held secondary to the development of future athletes.

SECTION 3. GOVERNMENT

- A.** The government of the LRF shall be under the direct supervision of the Officers of the Board of Directors.
- B.** The Board of Directors shall include the Commissioner, President, Secretary, Treasurer, Cheer Director, Coaching Director, Statistician, Equipment Manager, Concessions Coordinator, Fundraising Coordinator, and Parent Participation Coordinator. At the discretion of the Board, a person may hold more than one position, however, that person may have only one vote. Executive Board Directors include the

offices of 1) Commissioner, 2) President, 3) Secretary, 4) Treasurer, 5) Cheer Coordinator, 6) Coaching Coordinator, 7) Statistician. Executive Board of Directors shall have voting authority during an Executive session. Each Board member will have only one vote during General Board meetings.

C. Roberts Rule of Order shall guide the proceeding of all meetings provided there are no conflicts with the by-laws of the LRF.

D. All matters of policy shall be decided by a 2/3 majority vote of a quorum by the Board of Directors.

E. The Board shall conduct meetings in a consistent manner. Each election year, the Board shall develop a schedule of regular meetings.

F. Each member of the Board is expected to attend all board meetings, as applicable to activities pending or as agenda directs. If unable to attend a scheduled meeting, such member shall contact the Secretary to indicate Absence.

G. All meetings shall be presided over by the President. In absence of the President the delegation of authority goes to the Secretary.

H. A quorum is necessary for the purpose of conducting business.

I. The following may form part of the order of business and procedure at regular board meetings:

1. Call to order.
2. Reading/Approval of minutes of previous meeting.
3. Reading/Approval of Treasurer's report.
4. Committee Reports
5. Old Business
6. New Business
7. Close of Meeting

J. An Executive Board Meeting request must state the objective of the meeting. Due notice of Executive meetings and their purpose shall be given to each member and no other business shall be transacted at any such meeting.

K. The following shall be order of business and procedure at Executive Board Meetings:

1. Call to Order

2. Executive order of business
3. Close meeting

L. All expenses shall be presented to the Board for approval. The approval of the expense request shall be voted on by the Board of Directors.

M. The LRF is a non-profit organization. No part of the net earnings of the LRF shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual. No member, trustee, officer, of the organization or any private individual shall be entitled to share in the distribution of any of the assets upon dissolution of the organization.

N. The members of the LRF Board shall pay \$50 per child.

SECTION 4. ELECTIONS

A. Nominations of Board Members for LRF shall be accepted during the month of October. Members shall present a written letter of intent to the current Board.

B. Any adult member (see Article III, Section 1) of the LRF is eligible to run for Office.

C. Nominated members shall be posted on the LRF website. LRF Board member positions which are unopposed shall not be voted on.

D. The current Board Members shall schedule a two hour time window for voting during the End-of-Season Banquet. The Executive Board members shall preside over the voting process. Said process shall include a sign in list of adult members who are eligible to vote.

E. The counting of votes shall be conducted at the end of voting. The elected members shall be contacted and documented. The Board members of the LRF shall be announced before the end of season banquet in November is over.

F. The newly elected officers shall assume their positions during the first commenced Board meeting of the New Year.

G. Current Board Members shall be present to hand down all business to newly Elected Board Member.

H. All Board positions shall be held for 1 year with elections held for Board positions each year thereafter. Should a board member resign from their position without

reasonable cause they also resign from any and all coaching duties and are ineligible to run for another position for the following 5 years.

ARTICLE II

SECTION 1. PRINCIPAL OFFICE

The principal office of this organization must be in the Town of Royalton or Hartland and, unless otherwise ordered by the Board of Directors, shall be at a Post Office Box. The Secretary and Treasurer shall have keys for said PO Box.

ARTICLE III

SECTION 1. MEMBERSHIP

A. Any adult responsible for a youth who has played for LRF is eligible to become a League Board Member. This includes parents, guardians, coaches, and volunteers who have no outstanding fees from current or prior years.

B. Officers of the Board of Directors shall have the authority to suspend, discharge, or otherwise reprimand any elected or appointed official, member, player, league member, or other person whose conduct is considered detrimental to the best interest of LRF. Request for appeals for disciplinary action must be submitted in writing to the President at least one week prior to the next regularly scheduled Board meeting.

ARTICLE IV

SECTION 1. DUTIES OF THE COMMISSIONER

A. The Commissioner shall be the chief executive of the League and shall, subject to the control of the Board, have general supervision, direction, and control of the business and affairs of the League, and shall acquaint themselves with the activities of all officers and committees. The Commissioner shall have the authority to appoint committees, as deemed necessary, subject to approval of the Board.

B. The Commissioner shall attend all NOFA meetings, and enforce all NOFA rules and regulations and abide by all decisions made by NOFA.

C. The Commissioner shall be present at all competitive events, home or away.

D. The Commissioner is a member of the Executive Board with voting Privileges.

SECTION 2. DUTIES OF THE PRESIDENT

A. The President shall preside over all Board meetings.

B. The President will be the liaison of the League with the Townships and the school. Responsible for acquiring practice fields and setting scheduling with RoyHart School District.

C. The President shall work closely with all Board Members to provide a productive environment for LRF.

D. The President shall be present at all competitive events, home or away in the event the Commissioner is unavailable.

E. The President will oversee all committees.

F. The President is a member of the Executive Board with voting privileges.

SECTION 4. DUTIES OF THE TREASURER

A. The Treasurer shall maintain or cause to be maintained accurate accounts of the properties and business transactions of the League. This includes accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, and all income derived by the League from any of its activities.

B. Upon written request from a League Member, the Treasurer shall provide within 30 days of said written request, a chart of accounts for inspection.

C. The Treasurer shall promptly deposit all monies and other valuables, in the name of, and to the credit of, the LRF with such depositories as shall be designated by the Board. He/she shall disburse the funds of the League in such a manner, as may be ordered by the Board. He/she shall render to the Commissioner or to the Board, whenever they request it, an account of all transactions as Treasurer and of, the financial condition of this organization. A monthly Treasurer Report containing ALL financial activity shall be presented at each Board Meeting. All Treasurer Reports will be filed in the Treasurer's notebook to be passed on from year to year.

D. The Treasurer shall institute a plan to audit the records of the current year. The Treasurer shall seek two active members of the Executive Board as volunteers to audit the Treasurer's Reports.

E. The Treasurer is the primary Board Member for the LRF bank account.

F. The Treasurer is a member of the Executive Board with voting privileges.

SECTION 6. DUTIES OF THE SECRETARY

A. The Secretary shall keep, or cause to be kept, an electronic media of minutes of all meetings of the Board, that shall be passed on from year to year. A

copy of said minutes shall be electronically sent to all members. For members without access to e-mail, a printed copy shall be provided at the next meeting of the Board.

B. The Secretary shall be the custodian of the By-Laws of the League, and shall have said By-Laws at all meetings.

C. The Secretary shall conduct the correspondence of the League. Upon receipt of any correspondence, communications, or other materials, the Secretary shall expeditiously route same to person having cognizance knowledge of.

D. The Secretary shall have such other powers and perform such other duties, including press releases, as may be directed by the Commissioner, Board, or these By-Laws.

E. The Secretary is a member of the Executive Board with voting privileges.

SECTION 7. DUTIES OF THE CHEER DIRECTOR

A. The Cheer Director shall obtain applications for Cheer Coaches and submit them to the Board for approval by the February meeting.

B. The Cheer Director shall maintain records indicating years of participation of Cheerleaders.

C. The Cheer Director shall maintain all uniforms, and equipment pertaining to cheerleading in a safe and secure environment.

D. Duties of the Cheer Director include and are not limited to:

1. Establishing the budget for cheer uniforms and submits it to the Board for approval.
2. Define a certification process of LRF Cheer Head Coaches and key assistants.
3. Assist Cheer Coaches in activities.
4. Provide information, recommendations or assistance to Cheer Coaches when requested.
5. Provide, when requested by Cheer Coaches, assistance in maintaining proper conduct and behavior of cheerleading squads at all events.
6. Investigate complaints against a cheerleader, Cheer Coach, or any other cheer related volunteer, and submit findings to the Board for Resolution.

E. The Board shall have final authority over any and all issues regarding all aspects of the cheerleading portion of this program.

F. The Cheer Director is a member of the Executive Board with voting Privileges.

SECTION 8. DUTIES OF THE FOOTBALL DIRECTOR

A. The Football Director shall represent LRF at the NOFA meetings in the event the Commissioner is unavailable.

B. The Football Director shall obtain applications for Football Coaches and submit them to the Board for approval by the February meeting.

C. To provide a type of quality assurance for the players to receive quality coaching on a progressive level throughout their year(s) with the LRF. It is not the intention of the Football Director's position to rule on a particular coaches' fitness to coach per se, but to bring the material taught up to current safety standards.

D. Other responsibilities of the Football Director include and are limited to:

- a. To submit coach selections to the Board for approval.
- b. Ensure coaches have adequate understanding of basic football principals of technique (e.g., safe form tackling, etc)
- c. Hold coach's meetings and discuss coaching concerns.
- d. Define a certification process of LRF Head Coaches and key assistants.
- e. Provide information, recommendations, or assistance to football Coaches when requested.
- f. Provide, when requested by football Coaches, assistance in maintaining proper conduct and behavior of football teams at all events.
- g. Investigate complaints against a football player, football Coach, or any other football related volunteer, and submit the findings to the Board for resolution.
- h. Attend Player Safety Coordinator training.

D. The Board shall have final authority over any and all issues regarding all aspects of the football portion of this program.

E. The Football Director is a member of the Executive Board with voting Privileges.

SECTION 9. DUTIES OF THE STATISTICIAN

A. The Statistician shall manage the rosters for each Football and Cheerleading division. This includes Birth Certificates, and pertinent paperwork.

B. The Statistician shall create Game Rosters for each game, and maintain the paperwork for each.

C. The Statistician shall present to the Board a monthly status of Football and Cheerleading applications received, and number of players on each roster.

D. The Statistician shall be responsible for making sure each cheerleader and football player are registered with NOFA.

E. The Statistician is a member of the Executive Board with voting privileges.

SECTION 10. DUTIES OF THE HEAD COACHES – Cheerleading and Football

A. The Head Coaches of all football teams and cheerleading squads shall be responsible for complete supervision of the team and squads under their jurisdiction. Head Coaches shall have the authority to plan all practice activities, will arrange practice scheduling, in accordance with league rules, and shall have such other powers and perform such other duties as may be prescribed by the Board or by these By-Laws. Practice locations must be approved by the Board. Each Head Coach shall have the responsibility of maintaining, or causing to be maintained, proper conduct and behavior of the team or squad under their jurisdiction as outlined in the NOFA rules and Regulations.

B. The Head Coaches for Football and Cheer shall attend an accredited training program to obtain certification. The training program shall be approved of by the Board of Directors.

C. Each Head Coach of football will have the responsibility to inform the Equipment Manager of any equipment or uniform needs. Each Head Coach will have the responsibility to collect ALL equipment and uniforms from each player on their team at the end of the season and turn it in to the Equipment Manager.

D. Each Head Coach of cheerleading will have the responsibility to inform the Cheer Director of any cheer uniform needs. If requested by the Cheer Director, each Head Coach of cheerleading will assist in the collection of ALL uniforms at the end of the season.

E. After each individual game, home or away, Head Coaches, football and cheer, will be responsible for cleanup of their sideline area.

F. Any unresolved issue arising between Football Coaches and the Coaching Director will be presented to the Board for resolution.

G. Any unresolved issue arising between Cheer Coaches and the Cheer Director will be presented to the Board for resolution.

H. Cheer Head Coaches are responsible for ensuring each cheerleader has been trained in proper cheerleading safety regarding lifts, and fly's.

I. Football Head Coaches are responsible for ensuring that each football player has been trained in proper tackling and blocking form and that each player has demonstrated proper form at practice. Each individual player should be observed demonstrating proper safe technique prior to allowing contact with pads. This training should emphasize the safe positioning of the head and the proper use of the shoulders, back, and legs. Additionally, at a minimum, the players should be instructed in and trained not to use the following illegal techniques:

- a. Clipping
- b. Chop Blocks
- c. Blocking below waist
- d. Spearing
- e. Touching the faceguard
- f. Leading with helmet
- g. Tripping

J. Football Head Coaches will slowly bring players up to full speed contact over several practice sessions at slow speed, half speed, etc. This allows the Head Coaches to verify proper technique utilization and allow the players conditioning for full speed contact.

K. Cheer and Football Head Coaches shall meet informally with parents in the beginning of the season (i.e.: first practice) and explain intentions, expectations, and playing time pertaining to their teams. Select a Team Parent at this time.

SECTION 11. DUTIES OF THE CONCESSIONS MANAGER

A. Responsibilities of the Concessions Manager include, but are not limited to:

1. Working with Parent Participation Coordinator to coordinate adult volunteer workers in snack bar.
2. Maintain or cause to be maintained a log of all money transactions concerning the snack bar.
3. Maintain or cause to be maintained a log of supplies needed and used

in the snack bar.

4. Keep supplies in stock and snack bar area clean, orderly, and operative Status.

B. The Concessions Manager is the only other authorized Board Member on the LRF banking account.

C. Maintain a log of all transactions, money collected, etc. Any monies collected must be turned over promptly to the Treasurer.

D. The Concessions Manager is a member of the Board with voting privileges.

SECTION 12. DUTIES OF THE EQUIPMENT MANAGER

A. Maintain all equipment and work with Football Head Coaches to issue equipment at the start of the season, and the return of equipment at the end of the season.

B. Maintain a current inventory of all equipment. The inventory shall consist of spare equipment and equipment distributed throughout the season. An updated inventory list shall be kept with the President for reference.

C. The Equipment Manager shall verify expiration dates of equipment and physical condition of equipment. Equipment which is expired, or deemed unsafe condition will be inventoried. This inventoried equipment list shall be presented to the Board. A quorum of the Executive Board shall decide on the future status of said equipment.

D. Provide a proposed budget report for the ordering of equipment to the Board at the beginning of each year.

E. Maintain a secure storage facility for football equipment during the season, and during the off season.

F. The Equipment Manager is a member of the Board with voting privileges.

SECTION 13. DUTIES OF THE FUNDRAISING COORDINATOR

A. Provide recommendations to the Board for current season's fundraising activities. The proposed activities shall be presented to the Board and accepted by majority vote.

B. Work with Parent Participation Coordinator to distribute information on fundraising events.

C. Maintain a log of all transactions, money collected, etc. Any monies collected must be turned over promptly to the Treasurer.

D. The Fundraising Coordinator is a member of the Board with voting privileges.

SECTION 14. DUTIES OF THE PARENT PARTICIPATION COORDINATOR

A. The Parent Participation Coordinator shall work closely with the Team Mom's to obtain volunteers to work events.

B. Manage a list of parents who are in good standing, or owe money to the LRF league.

C. The Parent Participation Coordinator is a member of the Board with voting Privileges.

ARTICLE V

SECTION 1. COACHES

A. All coaches will submit an application to the LRF pursuant to the rules handed down from NOFA. Applications are reviewed by the Board where they are selected or rejected.

B. Head Coaches are to be selected and approved by the Board before the March Meeting.

C. All coaches, Football and Cheer, shall attend an accredited training/safety program for certification approved by the Board. All football and cheer coaches, on the field, practice or game, interacting with the players shall be Certified.

D. Each head coach is responsible for choosing upto 4 assistant coaches.

ARTICLE VI

SECTION 1. REPORTS AND PROCEDURE NOTEBOOK

Upon exit or resignation of office, completion of duty, conclusion of project, or completion of any event, the appropriate Board Officer, Committee Chairperson, Coaches, Team Parents or any such person in charge of any action or event, shall complete a written report to be turned into the Commissioner to be filed with the Secretary for historical purposes and future reference. The Commissioner shall be responsible for requesting, collecting, and forwarding the report to the Secretary.

ARTICLE VII

SECTION 1. AMENDMENTS TO THE BY-LAWS

A. The By-Laws may be amended by a 2/3 majority vote of the Board once a year. The proposed change must be presented to the Board in writing at the May Board meeting. The proposed change will be voted on at the June meeting of the Board and will be adapted January the following year.