

**ORANGECREST WOLVES YOUTH FOOTBALL, INC.
JUNIOR ALL AMERICAN FOOTBALL & CHEER BY-LAWS**

ARTICLE I / NAME

Section I This organization “Orangecrest Wolves Youth Football, Inc.” shall also be known as “Orangecrest JAAF Football and Cheer.” A non-profit California Corporation. This organization will operate under the rules and regulations of the Conference of Junior All-American Football of Southern California.

ARTICLE II / OBJECTIVE

Section I The purpose of this program is to give youths the opportunity to participate in a supervised program of football and cheer and to insure safety to keep the welfare of the players foremost and free of adult ambition for personal glory.

ARTICLE III / MANAGEMENT

Section I BOARD OF DIRECTORS

The duties of The Board of Directors are to recommend Chapter Policy and future activities, and any other matter for approval. The board of Directors includes the Executive Council as voting members and the League Directors who participate in all Board meetings, discussions, and actions required of the Board.

- A. The Executive Council Board Members include: President, Commissioner, Treasurer, Secretary, Chapter Athletic Director, Purchasing Agent, Chapter Cheer Coordinator, Equipment Manager, and Cheer Treasurer
- B. League Board Members include: Deputy Commissioner, Field Maintenance Officer, Volunteer/Trophy Coordinator, Assistant Equipment Manager, Snack Bar Coordinator, Sponsorship Coordinator, Fundraiser Coordinator, Yearbook/Photo Coordinator and all assistants to any of the Board Positions
- C. All members holding positions on the Board of Directors shall be allowed to simultaneously hold the position of Head Coach or Assistant Coach.
- D. All Executive Council Board Members and League Board Members are expected to attend all board meetings or to notify the President or Commissioner if they are unable to attend.

Section 2 EXECUTIVE BOARD MEMBERS

Subject to the limitations of the Articles of Incorporation, and the laws of the State of California, all corporate powers shall be exercised by, and the business and affairs of the Corporation shall be controlled by the Executive Council.

- A. The Board of Directors will be the governing body of the Corporation insofar as rules and amendments, and any other matters brought before it.
- B. The Executive Council Board Members include: President, Chapter Commissioner, Treasurer, Secretary, Purchasing Agent, Equipment Manager, Chapter Athletic Director, and Cheer Coordinator.
- C. All financial disbursements will have prior approval by the Executive Council. The Board of Directors is responsible to the Executive Council and includes the Executive Council.
- D. The President, Treasurer, Chapter A.D, Commissioner, Secretary and Cheer Coordinator will coordinate registration. All Board members will be expected to participate in registrations.

Section 3 EXECUTIVE BOARD MEMBER DUTIES

A. **PRESIDENT:** The Executive Council will elect the President. The President will preside over all Executive Council and Board of Director meetings. The President will appoint all chairpersons of all committees and shall be responsible for the administration and financial affairs of the Chapter. This person shall attend conference meetings and be responsible for distributing information and important dates to the Chapter. The President will vote only in the event of a tie.

B. **COMMISSIONER:** The President of the Council will appoint, with Executive Council approval, the Commissioner. The Commissioner will administer the rules of the Chapter and Conference. The Commissioner will be given certain discretionary powers to permit carrying out the policies of the Executive Council expeditiously. The Commissioner shall investigate situations believed to be detrimental to the participants and/or league. This person will be an officer member of all committees and will report to the Executive Council and all Board Members.

C. **EQUIPMENT MANAGER:** The President will appoint, with Executive Council approval, the Equipment Manager. The Equipment Manager will work together with the Purchasing Agent and be responsible for equipment needs of the chapter. This position will control and coordinate inventory and issue equipment to the teams. He/she will obtain Board approval for all purchases. This position is responsible to the Executive Council and to the Board of Directors.

D. **TREASURER:** The President will appoint, with Executive Council approval, the Treasurer. The Treasurer will receive all monies collected by the Chapter from any source and deposit it in a bank in the name of the Chapter. The Treasurer will submit all financial records of the chapter to the Executive Council for audit when directed. The Treasurer will assure that no unauthorized obligations are incurred. A financial statement will be submitted in writing at the first meeting of each month. This person will be responsible for filing for State and Federal exemption certificates for the Chapter. He/she will also act as Chair of Budget Committee to submit an annual budget for approval by the March meeting. This position is responsible to the President and Executive Council.

E. **SECRETARY:** The President will appoint, with Executive Council approval, the Secretary. The Secretary shall keep minutes of all meetings, the actions and votes, and all. The secretary will distribute minutes in written form to each Executive Council member no later than the next meeting. The Secretary will prepare the agenda, notify the board members regarding meetings, and will reserve the meeting room. This position will be responsible for creating flyers and handling advertising. This office is responsible to the President and Executive Council.

F. **CHAPTER ATHLETIC DIRECTOR:** The President will appoint, with Executive Council approval, the Chapter Athletic Director. The Chapter Athletic Director must be at least 21 years of age. He/she must attend a Team AD Certification Clinic for the current year with a registration form completed by the President or Commissioner of the chapter and turned in to the Conference Certification Director 7-10 days prior to the clinic. He/she must have a Team Official's Agreement signed and turned in to the chapter and conference. He/she shall insure that coaching ethics, spectator control, playing field and other game requirements are adhered to. All violations, coach ejections, player ejections, and or field problems shall be reported by the AD. He/she agrees to uphold the conference and chapter by-laws. The Chapter AD will maintain complete and accurate files, will establish and publish procedures for filing medical claims and maintain a status of all claims. This person will be responsible for the conduct of the Team Athletic Directors and their adherence to the rules. The Chapter Athletic Director is responsible to the President, the Commissioner and the Executive Council.

G. **CHAPTER CHEER COORDINATOR:** The President will appoint, with Executive Council approval, the Chapter Cheer Coordinator. The Chapter Cheer Coordinator will be responsible for all cheer coaches, assistant coaches and their trainers. He/she will appoint a Cheer Treasurer. This person shall ensure that stunting and safety rules are followed at all times. The Cheer Coordinator will be responsible for handling, promoting and recruiting for cheer program.

H. **PURCHASING AGENT:** The President will appoint, with Executive Council approval, the Purchasing Agent. The Purchasing Agent is a member of the Budget Committee. He/she will work together with the Equipment Manager to purchase equipment, uniforms and promotional/spirit items for the league. The Purchasing Agent is responsible for keeping a recorded inventory log for all items sold and on hand. This inventory will be submitted monthly to the board. He/she will give buyers a receipt. He/she will obtain board approval for all purchases and vendors. He/she will keep all invoices. He/she is responsible for filling out a deposit slip and submitting the deposit to the treasurer. This person will give the team parents a list of spirit merchandise that is available. This position is responsible to the Executive Council and to the Board of Directors.

I. **CHEER TREASURER** The Chapter Cheer Coordinator will appoint, with Council approval, the Cheer Treasurer. The Cheer Treasurer will receive all monies intended for cheer and will deposit it in a bank in the name of the Chapter. The Cheer Treasurer will work closely with the Chapter Treasurer. He/she will submit all cheer financial records to the Executive Council. The Cheer Treasurer will assure that no unauthorized obligations are incurred. A financial statement will be submitted in writing at the first meeting of each month. He/she will also sit on the of Budget Committee to submit an annual budget for approval by the March meeting. This position is responsible to the Chapter Cheer Coordinator, President and Executive Council.

Section 4 LEAGUE BOARD POSITIONS

A. **FIELD MAINTENANCE OFFICER:** The Commissioner will appoint, with Council approval, the Field Maintenance Officer. The Field Maintenance Officer duties are to report any safety concerns to the board of Directors. The Field Maintenance Officer will be responsible to set up practice and play fields according to the rules and safety regulations. This person will notify the Board of maintenance or equipment issues. This position is responsible to the Board of Directors.

B. **DEPUTY COMMISSIONER:** The Commissioner will appoint, with Executive Council approval, the Deputy Commissioner. The Deputy Commissioner will assist the Commissioner in the administration of the rules of the Chapter and Conference. The Deputy Commissioner shall act as the Commissioner in the absence of him/her. He/she shall be a representative of all Head Coaches. He/she will keep all coaches informed of board decisions and actions, share information with coaches and hold meetings as needed. This position is responsible to the Executive Council and the Board Members.

C. **VOLUNTEER/TROPHY COORDINATOR:** The Commissioner will appoint, with Council approval, the Volunteer Coordinator. The Volunteer Coordinator shall attend all board meetings and shall hold one meeting per week with the Team Parents to disperse the information from the board meeting. This person will provide help and support to all volunteers and will help coordinate activities pertaining to such. This position will also be responsible for ordering and distributing the trophies. He/she will work with the Equipment Manager and treasurer to distribute the trophies when team obligations are met. This position helps coordinate the nominations and elections for board positions. The Volunteer/Trophy Coordinator is responsible to the Board of Directors.

D. **SNACK BAR COORDINATOR:** The Commissioner will appoint, with Council approval, the Snack Bar Coordinator. The Snack Bar coordinator will be responsible for creating a snack bar menu and price list. This person or their assistant will maintain an inventory and do the shopping for the snack bar. He/she will coordinate work schedules with the Team Parent Coordinator and will help train people volunteering in the snack bar. The Snack Bar Coordinator will be responsible for the money in the snack bar until it is handed over to the Treasurer. This position is a member of the Budget committee. This office is responsible to the President and Executive council and will coordinate with the Treasurer.

F. **SPONSORSHIP COORDINATOR:** The Commissioner will appoint, with Council approval, the Sponsorship Coordinator. The Sponsorship Coordinator duties are to promote sponsorships for the league. This position involves revisiting past sponsors and seeking new sponsors to help support the league. The Sponsorship Coordinator will work with teams to gather sponsors, maintain an accurate accounting for each team, and ensure that all team sponsorship obligations are met. He/she will provide sponsors with the tax ID# and deliver a receipt and a thank you note for their donation. The Sponsorship Coordinator will create the sponsor banner to be exhibited at the first and all home games. He/she will verify with the sponsor information for their ad in the yearbook. He/she will order a sponsorship plaque upon receipt of the sponsorship. This position is responsible to the Board of Directors.

G. **FUNDRAISER COORDINATOR:** The Commissioner will appoint, with Council approval, the Fundraiser Coordinator. The Fundraiser Coordinator duties are to promote League-wide fundraising. The Board must approve all fundraising. This person shall be accountable for all financial record keeping and tracking of all fundraising activities. This person shall be in charge of scheduling team fundraisers and will work with the Treasurer in turning in funds and reports. The Fundraiser Coordinator is responsible to the Board of Directors.

H. **YEARBOOK/PHOTO COORDINATOR:** The Commissioner will appoint, with Council approval, the Yearbook/Photo Coordinator. The Yearbook/Photo Coordinator duties are to work with the Team Parents to produce the

final yearbook for the league and to manage the trophies for the league. He/she will organize the team and individual photos on Picture day and make-up day. He/she will give the Team Parents instructions for creating their yearbook pages and will work with the Sponsor Coordinator to create the sponsor pages. He/she will assemble the final book, have it produced, and will verify that all team obligations are met before distributing. The Yearbook/Photo Coordinator is responsible to the Board of Directors.

Section 5 TEAMS

- A. Composition: Football includes Head Coach/Co-Head Coaches, Team A.D. and Assistant A.D., Team Parent(s), other staff, and players. Cheer includes Cheer Coordinator, Head Coach/Co-Head Coaches, Team Parent(s), other staff, and participants.
- B. Head Coaches/Co-Head Coaches for both Football and Cheer are responsible for upholding and representing the rules, regulations, and decisions set forth by Junior All American Football, The Southern California J.A.A.F. Conference, and the Orangecrest Wolves J.A.A.F. Youth Football and Cheer program. These positions are responsible to the Board of Directors.
- C. All volunteers who come in contact with the participants will be required to give The Orangecrest Wolves J.A.A.F. Youth Football and Cheer Organization their permission for the board to conduct a background check, which may include sex offender, child abuse, and criminal history. Volunteers will be investigated as per Megan's Law.
- D. Head Coaches shall be appointed in this way:
 - 1. All who are interested shall submit their application, which will be accepted until the positions are appointed.
 - 2. The applications will be run through a background check and the President or Commissioner may contact references during this screening period.
 - 3. The applicants will then be presented to the Executive Board for review and the President and/or Commissioner shall make his/her recommendation and seek board approval with a majority vote.
 - 4. These positions will be secure except in the case of a voluntary change or a reasonable decision as voted on by the by the Board, or in the case of a disciplinary situation.
- E. The Head Coach/Co-Head coaches will be held responsible for all assistants and team staff. The Head Coach / Co-Head Coaches will be held responsible for all financial obligations of their respective team which will include equipment, sponsorships, and fundraisers. The Head Coach/Co-Head Coach will be required to participate in all scheduled work parties and fundraisers, set up or clean up after all home games and adhere to all conference rules. If there is no team representation at league responsibilities, a reprimand and/or suspension may be imposed at the discretion of the Commissioner and President. The Head Coach is responsible for collecting and turning in all uniforms and equipment or reimbursements for such by the 20th of December in that season. This position is responsible to the Commissioner, the President and Executive Council.
- F. The Cheer Coordinator will be responsible for all Cheer Head Coaches/ Co-Head Coaches, Cheer Treasurer, additional staff and all aspects of the Cheer Program.
- G. The Football Head Coach will present his/her recommendation for up to two team Assistant Coaches and one AD to the Commissioner by the first Tuesday Board meeting, the first week of practice.
- H. The A.D. is responsible for the administration of the team according to the duties in the Southern California Conference Rule Book. The A.D. must turn in red ink roster, I.D. cards and all supplies after the last game.
- I. The football teams will be created in this fashion, with sign-ups being held at the discretion of the Board:
 - 1. Registration is complete when all paperwork is accepted, when the birth date has been verified by the birth certificate, a utility bill has established proof of residence, the participant's clearance to play has been verified through a doctor's Medical Exam, the weight on the Medical Exam is verified, and payment is received.
 - 2. Football players will be placed according to the Southern California Conference Rules for age and weight.
 - 3. Once we have reached the limit of players for each division, we will accept applications for a waiting list. Movement may occur later upon receipt of Medical Exams, changes in weight, drops, etc. and only as there is availability on a team.

4. The first eight days of practice are mandatory and will be a conditioning/ evaluation period to determine the best placement for the players based on player ability, the guidelines set forth in the JAAFSC Official Rule book with regard to mandatory team placement guidelines, and Head Coach recommendations.
5. Players who do not attend all eight days may be dismissed and a player from the waiting list shall be placed on the team instead. If there is an emergency, the parents must contact the president and inform him/her of the reason. If it is determined the excuse is legitimate, the player may still have to complete the mandatory evaluation period with the division one team, at the discretion of the Commissioner and the Head Coach. If the Division 1 team is full, the Head Coach may waive the evaluation period.
6. Placement considerations include staff/coach options and siblings. These options will only be considered within the context of whether this is a safe and proper placement for the individual and the team.
7. On Team Placement night, after practice, the Head Coaches will meet with the President, Commissioner, and Head Coach Coordinator to determine the teams as follows:
 - a. The Midget team will already be determined.
 - b. The Pee Wee Wolves (div.1) Head Coach may select ten 13 year olds and the rest, 10-12 year olds. The remaining Pee Wee players will be placed on Pee Wee Hawks (div.2).
 - c. The Jr. Pee Wee Wolves (div.1) Head Coach may select ten 12 year olds and the rest, 9-11 year olds. The remaining Jr. Pee Wee players will be placed on Jr. Pee Wee div.2 or div. 2 team.
 - d. The Micro Wolves (div.1) Head Coach may select ten 10 year olds and the rest, 8-9 year olds. The remaining Micro players will be placed on Micro Hawks (div.2).
 - e. The Jr Micro team will already be determined.
 - f. No changes will be made once the teams have been set except in special circumstances such as changes in weight, drops, adding players from the waiting list, or any other situation that is brought to the President or Commissioner and determined to be an issue that necessitates change.
- J. Cheerleaders will be registered and placed on teams at the discretion of the Cheer Coordinator.
- K. Participants will not be eligible to participate until all conference contract requirements and registration agreements have been fulfilled.
- L. All football players will play a minimum of ten (10) plays each regularly scheduled season game. Any player not playing ten (10) plays during a regularly scheduled game, will get his/her missed plays during the first possession of the ball for their practiced playing position. Special Teams assignments do count for this Minimum Play Rule. The minimum play requirement is five in play-off games.
- M. Teams rosters will not exceed 27 football players except upon approval by the Chapter President and Commissioner.
- N. Each team and its members must participate in meeting the sponsorship and fundraising obligations as specified in these by-laws and approved by the Board.
- O.
- O. The teams will follow the rules set form by the league.

ARTICLE IV / MEETINGS

Section 1 EXECUTIVE COUNCIL

Meetings of the Executive council will be held at least six times per year, at a date, place and time selected by the President, with notification of said meeting being given by mail or phone call, seventy two (72) hours prior to the meeting. Failure by any Executive Council member to attend said meeting may be subject to reprimand. Any member absent from two (2) consecutive meetings (unless excused) will be suspended from the Executive Council for approval by a majority vote of those present. The administrative year for the Chapter will begin on January 1st through December 31st.

Section 2 BOARD OF DIRECTORS

The Board of Directors will meet at least monthly at a time and place selected by the President. Failure of a Board Member to attend or have representation may result in dismissal. Board Members who fail to attend two (2) consecutive meetings (unless excused) may be removed from office by the President and a replacement appointed by the President with Executive Council approval.

Section 3 SPECIAL MEETINGS

Special Meetings may be called by the President of the Executive Council upon request of not less than four (4) members of the Board of Directors. In the case of special Meetings, those concerned shall be notified no less than forty eight (48) hours in advance by telephone or in writing as to date, time, place and purpose. No business other than that for which a special meeting is called may be discussed.

Section 4 QUORUM

A majority of the Board of Directors, which shall include a minimum of four (4) voting members.

Section 5 MEETING RULES OF CONDUCT

Meetings will be conducted in accordance with “Robert’s Rule of Order”

ARTICLE V / VOTING AND ELECTIONS

Section 1 VOTING RIGHTS

- A. Within the Board of Directors, each Executive Council Board Member shall have one (1) vote.
- B. During elections, one parent or guardian representative per participant may vote for the Board Member elections.

Section 2 CYCLE OF ELECTIONS

- A. Nominations for Board Member positions will be handed out two weeks prior to the election. Interested individuals may nominate themselves or agree to be nominated by signing a nomination form. All nominations must be in writing and handed in to the Secretary by 8:00 PM two days before the election.
- B. The positions to be voted on in odd years are: President, Secretary, Deputy Commissioner, Sponsorship Coordinator, Equipment Manager Fundraiser Coordinator, Field Maintenance Officer, and Volunteer Coordinator.
- C. The positions to be voted on in the even years are: Commissioner, Treasurer, Chapter Athletic Director, Chapter Cheer Coordinator, Purchasing Agent, Yearbook/Photo Coordinator, and Snack Bar Coordinator, Cheer Treasurer.
- D. The election shall take place, as voted on by the Executive Council, at a home game if all teams are playing, or at the practice field to encourage participation. If 10% of the current participant representatives do not vote the president will be responsible for appointing people to the Board.
- E. One parent/guardian (member-at-large) vote per participant is allotted. The member will sign a roster to verify they have voted. The ballot will have listed the nominees. The member shall circle their choice(s) for who shall be placed on the Board. The ballots will be tallied in the presence of the Executive Council and all members of the league who want to be there. Once voted to the board, members shall be appointed to positions as per the by-laws.

ARTICLE VI / FINANCIAL MANAGEMENT

Section 1 BUDGET COMMITTEE

The Executive council will comprise a budget committee of five (5) members, headed by the Treasurer. This committee will submit a budget for approval to the Board of Directors by the March meeting. The proposed budget will present a breakdown by general categories of estimated income and expenses for the following twelve (12) month period. The budget must be approved at the March meeting or a special meeting must be called to obtain approval.

Section 2 FINANCIAL DISBURSEMENTS

All payments of debts of Orangecrest Wolves Youth Football so authorized by the Executive Council shall be made on Orangecrest Wolves Youth Football. Purchases under \$1500 will require one signature on the check, purchases \$1500 and over will require two (2) signatures on the check, one signature being that of the Treasurer, the other being that of an appointed Executive Council member. All deposits shall be completed with a “cash verification” form, with at least two (2) Board Members verifying the cash counting – one must be the treasurer.

Section 3 EQUIPMENT INVENTORY

It shall be the duty of the Purchasing Agent and the Equipment Manager to procure and maintain all of the chapter's uniforms and equipment in this way:

- A. verify all inventories of equipment, supplies and team uniforms and maintain as accurate a record of all equipment and supplies issued to each team
- B. oversee the distribution and recording of equipment and uniform items to each player
- C. report to the board any unreasonable request for materials, excessive breakage or discovery of defective equipment
- D. make all procurement within the limitations of the approved budget. The Board must approve all expenditures above those approved amount
- E. prepare and submit to the Board, a year-end report at the year-end meeting, of all supplies and equipment in inventory

Section 4 FEES, SPONSORSHIPS, FUNDRAISERS, SPIRIT WEAR, AND SNACK BAR

A. Fees

1. Football Fees: football player fees are \$225 and no sibling or early bird discount is available.
2. The fee includes a Spirit Pack of a water bottle and a practice t-shirt, a picture packet, a trophy, a yearbook, a mouthpiece, socks, the use of our superior-quality practice and game uniforms and equipment, and a personalized jersey to keep at the end of the season.
3. Cheerleader fees are: New Cheerleader package: \$410, Warm-up suits and bags are optional.
4. Returner Cheerleader package: \$330, Warm-up suits and bags are optional. Replacement parts may per purchased for a "per item" fee.
5. There will only be refunds awarded if a participant suffers a season-ending injury as verified by a medical doctor, before the second game of regular-season play. The parent may request a refund of \$100. There will be no other refunds for any reason after the first day of practice.
6. A maximum of \$2,000 shall be set in the budget for hardship/scholarship cases. Applications must be submitted to the Treasurer with evidence of the financial situation. Recipients will be expected to their best to help with additional fundraising and/or sponsorship and to be available for volunteer work.

B. Sponsorship and fundraisers assist in paying for insurance, Chapter fees, clinic costs, storage fees, referee fees, additional equipment, field costs, cheer competitions, and all other expenses voted on by the Board.

1. Sponsorship: Each football team is required to raise \$750.00 in sponsorship. Once the \$750 has been reached, all sponsorships will be shared 30% to the league, 70% to the team. Cheer as a group must raise money to cover the fees for competition, the choreographer, and league fees. Once the sponsorship has been met, individual team fundraisers may be held to raise money for that which will directly benefit the team.
2. Fundraisers: The Board shall approve a league-wide fundraiser each season. Each participant is obligated to participate by either selling the required amount of product or "buying out" to meet this obligation.
 - a. Individual team fundraisers must be presented to the Fundraiser Coordinator for Board for approval.
 - b. Individual, approved team fundraisers may be held to raise money to cover the sponsorship obligation.
3. Sponsorships and fundraisers will have deadline dates. If the deadline is not met, the Head Coach may be suspended until the matter is cleared up.
4. All team fundraiser funds shall be submitted with a deposit slip at the first Team Parent meeting following the fundraiser. These funds may be accessed by the Team Parent with a Check Request form and receipts. Money collected for snacks may be held by the team. Deposited funds may be accessed by the Team Parent with a signed Check Request form. Receipts must be submitted after purchases.
5. Team Parents shall provide a weekly expense report to the league and to their own team parents

C. Orangecrest JAAF and Cheer Spirit Merchandise:

1. The Orangecrest Youth Football and Cheer name and/or logo or any part thereof may not be used without consulting the Board (except in the case if Team Parents creating flyers)
2. It is the intention of this league to provide our teams with quality Orangecrest merchandise that the Board has approved and endorses. When a team wishes to buy something for their team to use or sell, they must consult with the Purchasing Agent.
 - a. If the team feels the Purchasing Agent cannot accommodate, or a person would like to purchase outside the league, they must submit a drawing and specifications to the Board for review.
 - b. The Board will not be held responsible for merchandise purchased outside the league.

D. Teams will be responsible for maintaining the league's Snack Bar and will provide volunteers to cover their scheduled shift as assigned by the Snack Bar Coordinator.

E. Trophies, yearbooks, and patches will be issued to the team when all equipment, supplies, uniforms, paperwork, expense reports, receipts, fees, and funds are turned in and all obligations met.

F. Teams shall adhere to the rules for fundraising as presented to the teams.

ARTICLE VII/ RULES OF CONDUCT/ COMPLAINT PROCEDURE

Section 1 All members and participants will comply with the rules of JAAFSC and the Orangecrest JAAF league By-laws and Rules for conduct in the Parent Handbook.

A. BASIC RULES OF CONDUCT, NOT LIMITED TO:

1. Our Mission Statement should be upheld in highest regard: The goal of the Orangecrest J.A.A.F. Youth Football and Cheer Organization is to teach young men and women the fundamentals of football and cheer in an atmosphere that challenges and supports team sportsmanship, individual self-discipline, physical fitness, and positive competition. We seek to comply with the rules and guidelines set forth by the Southern California J.A.A.F. conference and our own Chapter by-laws. We hope to create meaningful experiences for each participant that they may take what they have learned and the relationships they have formed, to remain active in this and other youth programs. It is our desire that the participants witness the value of adult volunteer service and that the Orangecrest J.A.A.F. Youth Football and Cheer organization serves as a positive presence in the community.
2. No one is allowed on the practice field unless they are a coach, staff member, player or board member; except in the areas designated for spectators.
3. No coach, staff member or board member is allowed to give a child medication at the field, except for inhalers, which the Team AD must administer. Parents, likewise, are not allowed to give their child medication and then return them to practice.

B. COACHES BASIC RULES OF CONDUCT, NOT LIMITED TO:

1. All of our coaches are volunteers, donating their time, doing their personal best to allow each child to enjoy the experience of playing tackle football. The JAAFSC Conference and the OCJAAF Chapter certifies all of our coaches via seminars and coaches clinics.
2. It is the responsibility of our coaches to get the players in shape for contact football, work on individual skills for each position, work on team execution of plays, motivate their players, communicate effectively, and lead their team in all ways.
3. Our coaches must have the freedom to develop three things in each of their athletes: pride, poise, and self-confidence. Our coaches do the best they can to use their individual players' talents for the team's advantage. Coaching will involve explaining what is required, demonstrating techniques, having players perform the techniques. Praise, discipline and consequences are expected.

C. PARTICIPANTS BASIC RULES FOR CONDUCT, NOT LIMITED TO:

1. All players must keep up with their schoolwork. Poor grades in school may result in disciplinary actions by the coaches. If you don't practice, you may not play!
2. All excused absences must be coordinated with the coaches. If a player does not make an effort to attend practices, the coaches are not required to have that player participate in the games.
3. **Basic Team Rules:**
 - a. What the coaches say, goes.
 - b. Sportsmanship is of utmost importance and is required of all players!
 - c. Respect all members of your team!
 - d. Back- talking, profanity or any form of disrespect will result in disciplinary actions.
 - e. Any unnecessary aggression or violence towards another player will not be tolerated, and will result in disciplinary action.
 - f. Take care of your equipment. Any abuse to OCJAAF equipment will result in disciplinary action and/or replacement of damaged equipment.
 - g. Let your coaches or AD know if your equipment needs repair. This is key to safety.
 - h. Wear your mouthpiece when required (have a spare).

- i. Come to practice prepared to work hard, with a “team” mentality.
- j. Learn the rules of the game and the name of each position.
- k. Arrive on time and prepared to each practice and game!
- l. At all times during the season and beyond, remember that you represent and should exemplify the pride of Orangecrest JAAF and Cheer.
- m. Turn in your school Progress Report in a timely manner when it is requested.

D. PARENT/SPECTATOR BASIC RULES OF CONDUCT. NOT LIMITED TO:

- 1. Parents/spectators are expected to be a positive presence in this organization through word and action.
- 2. Parents/Spectators are not allowed to interrupt practices or games expecting to talk with the coaching staffs. If a concern requires immediate attention, the AD may be approached. All conversations with the coaching staff are to be reserved for after practices or games (conversations before practices or games will be at the coach's discretion).
- 3. Parents/Spectators must stay behind the game field barrier set up by the home chapter during games.
- 4. No spectator is allowed to harass, provoke or strike a game official, board member, coach, staff member, or player at any time during, before or after a game or practice.
- 5. Volunteers required for chain-gang during games must not coach while working the chains, and must not provoke, confront or incite the opposing teams by word or action while on their sidelines.

Section 2 CONCERN PROCEDURE

A. If there is a concern, a parent should first discuss it with the head coach at an appropriate time and location. If parent is not satisfied with the outcome of the conversation, he/she may download a concern report form, fill it out, and submit it to the Commissioner, Deputy Commissioner, or President. This may be noted at the following Board meeting.

ARTICLE VIII / MEMBERSHIP SUSPENSION OR DISMISSAL

Section 1 GROUNDS FOR SUSPENSION

- A. If an incident occurs, the team AD along with the Commissioner or deputy Commissioner may request those involved to fill out an incident report to determine if any course of action is needed.
- B. Any member of OCJAAF Football who fails to comply with the By-laws or rules of JAAFSC may be subject suspension.

Section 2 SUSPENSION PROCEDURE

- A. The Chapter Commissioner or Chapter President can suspend any coach or team member from participating in the Chapter for any period of time upon verbal notification. The Chapter Commissioner must notify the President of any suspension in writing and vice versa, including suspended party within twenty-four (24) hours. The suspended individual may request a Hearing Board to convene to rule on the suspension. The request must be made in writing to the commissioner within three (3) days of the suspension or the suspension stands.
- B. Upon receipt of notification, the commissioner must notify the Chapter President that a written request for a hearing board has been made. The Hearing Board must meet within seventy-two (72) hours following the request. If the Board is not convened, the suspension is automatically lifted. The decision of the Hearing Board is final.

Section 3 HEARING BOARD

- A. The composition of the Hearing Board shall have at least:
 - 1. Chapter Commissioner is the Chairman. The Commissioner (or President) will designate an Acting Chairman in the event the Commissioner is not available.
 - 2. Two (2) Head Coaches. The Commissioner will select these Head Coaches.
 - 3. Three (3) At-large members. The Commissioner will select these members.
- B. The President shall approve the Hearing Board.
- C. All Hearing Board Members will have one (1) vote. Majority will be binding.
- D. The Chairman will vote only in case of a tie.
- E. The Hearing Board shall have the right to levy any penalty or fine.
- F. All parties involved shall be notified, by the Commissioner, of the time and place of the Hearing forty eight (48) hours prior to the event.

ARTICLE VIII / AMENDMENT OF THE BY-LAWS

Section 1 AUTHORITY

The authority to adopt, amend or repeal any of these by-laws rests solely with the Executive Council.

Section 2 PROCEDURES TO AMEND

A recommended change to these by-laws shall be presented in writing at a regular meeting of the Board of Directors, but action on the proposed change may take place only after a second reading at the following regular meeting. An affirmative vote of two-thirds of the Executive Council Board of Directors present at said meeting shall be necessary for adoption of the amendment.

March 2011 Amended and approved

President / Date

Chapter Commissioner / Date

Equipment Manager/Date

Chapter A.D./Date

Treasurer /Date

Secretary/Date

Chapter Cheer Coordinator /Date

Purchasing Agent /Date

Cheer Treasurer /Date