

Tahoma Bears Junior Football & Cheer Association Bylaws

Article I Objectives and Purposes

Article II Membership

Article III Officers and Board of the Association

Article IV Committees

Article V Meetings of the Association

Article VI Standing Rules

Article VII Refunds

Article VIII Registration Fees

Article IX Teams and Coaches

Article X Equipment, Uniforms and Insurance Article

Article XI Amending the Bylaws

The following historical information charts the date of changes to the Tahoma Junior Football Association dba Tahoma Bears Junior Football & Cheer Bylaws. The Association operated as a Washington non-profit corporation beginning in 1984 but was administratively dissolved at a later date. It then operated as a Washington non-profit Association from approximately 1987 until June 5, 2006 when it was incorporated as a Washington non-profit entity. Upon its incorporation on June 5, 2006, the IRS deems the Association a new entity.

Rewritten and approved 1987 (Article VII approved 1993) (Section 6 #C rewritten 1994) (Article VII EG added 1994) (Rewritten and approved 1995) (Changes and approval 1996) (Cheer changes and approval 1997) (Article V changed and approved 1998) (Article VIII changed and approved 1998) (Article IX changed and approved 1998) (Rewritten and approved 1999) (Article IV changed and approved 2000) (Article VI changed and approved 2000) (Article VIII changed and approved 2000) (Changed and approved 2001) (Changed and approved 2002)	(Changed and approved 2003) (Section 9 -G Changed and approved JAN. 2006) (Rewritten and approved as Corporate Bylaws 2006) Section 2, I changed and approved 2007 Section 24 added and approved 2008 Section 1, Article VII changed and approved 2009 Section 22 and 23 added and approved 2009 Section 5- a) changed and approved 2010 Section 12- g) changed and approved 2010 Section 21 added and approved 2010 Updated and revised June 2013 Updated and revised April 2014 Updated and revised September 2014 Updated and revised May 2016 Updated and revised March 2017 Updated and revised October 2018 Updated and revised October 2019
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Article I - Objective and Purpose

Section 1

The objectives of the **Tahoma Bears Junior Football and Cheer** (hereinafter TBJFC) shall be to provide the guidance, organizational and facility resources to further positive social and physical development and conditioning of youth through an organized program of athletics for boys and girls of the Greater Maple Valley area. To develop in these youth the highest moral and ethical standards and good sportsmanship, that will help them to:

- Develop self-confidence and self-respect.
- Grow as citizens of their communities and as responsible members of their families.
- Realize that physical fitness and wellbeing are conditions to be achieved and maintained.
- And aid, in whatever measure possible, the development of the children's capacities for leadership and responsible use of such capacities in their communities.

Section 2

These Bylaws govern the TBJFC. The TBJFC operates as one of several other junior football teams functioning independently but cooperating with Greater Puget Sound Youth Football League (hereinafter League).

Article II - Membership

Section 1

Tahoma Bears Junior Football and Cheer welcome into its membership persons of all races, cultural groups and religious faiths who wish to join and cooperate in the above purposes and objectives. TBJFC selects its Executive Board Officers, Board Members, coaches and volunteers on the basis of their commitment and ability to achieve the objectives of the organization.

Section 2

Membership in Tahoma Bears Junior Football and Cheer is activated by participation of an individual or parent in said program. The general membership of TBJFC shall consist of all persons of goodwill who promise to observe and abide by its articles of incorporation, Bylaws, and the policies adopted by the general membership.

Section 3

Each member of the TBJFC shall have one vote exercised for the purpose of electing the members of the Board of Directors of the TBJFC. The election of the members of the Board of Directors shall take place in the month of November and this meeting of the general membership shall be in lieu of the monthly Board of Director's meeting. Each board member shall serve for a term of two years.

Article III – Executive Officers and the Board Organization

Section 1

Executive Board Officers

The Executive Board Officers shall consist of the following offices: President, Vice-President, Secretary, Treasurer, Athletic Director, Assistant Athletic Director, Cheer Director, Assistant Cheer Director and Mediator.

Section 2

Governance

The government of the TBJFC shall be under the direct supervision of the Executive Board Officers.

Section 3

Other Elected Board Members

The remaining Board Members shall consist of the following: Cheer Administrator, Equipment Manager, Assistant Equipment Manager Registrar, , Fundraising/Publicity Director, Assistant Fundraising Director Apparel Director, Concessions Director, Assistant Concessions Director..

Section 4

Compensation

Board Members shall receive no compensation for their services as Officers and Board Members but may receive reimbursement for expenditures incurred on behalf of the corporation. Officers, Board Members and Head Coaches will receive a discount on registration fees of 50%.

Section 5

Terms of Office

- a. Board Officers and Members will be elected every other year in November at a general membership meeting with the President, Secretary, Athletic Director, Cheer Director, Equipment Manager, Assistant Equipment Manager, Fundraising/Publicity Director, Concessions Director, Mediator every even year. All other positions being elected in odd number of years as Vice President, Treasurer, Assistant Athletic Director, Assistant Cheer Director, Cheer Administrator, Registrar, Assistant Fundraising/Publicity Director, Apparel Director, Assistant Concessions Director.
- b. Each board position shall have a minimum of a two (2) year term starting with the 2003 TBJFC Board. Each position may be voluntarily vacated at the end of a one year term and that board member may still be eligible for any other vacant position on the board. There is no maximum term limit for board members in good standing.
- c. A vacancy in any Board position may be filled by the affirmative vote of a majority of the remaining Board Members though less than a quorum of the board. A Board Member who fills a vacancy shall serve for the unexpired term of his or her predecessor in office.

Section 6

President - Executive Board

The President of the Executive Board shall be:

- a. Responsible for the day-to-day business management.
- b. Discharge the duties generally pertaining to such office and shall execute all deeds, conveyances, contracts and documents on behalf of the Association and with the limitations imposed by the Bylaws of TBJFC.
- c. Preside at all monthly elected Officers meetings and the annual general membership meeting of the TBJFC. The President may, at his/her sole discretion, call a meeting at any given time for the Executive Board Officers.

Section 7

Vice President - Executive Board

The Vice President shall perform the duties of the office of the President in the absence or disability of the President.

- a. Preside as coordinator of all standing or special committees.
- b. Perform such other functions as the President may direct from time-to-time.
- c. Act as a coordinator for football team managers and other volunteers. Work with the Assistant Cheer Director in coordinating with cheer team managers when appropriate. Contracts and coordinates the Association team and individual pictures with approval from the board.
- d. Contracts and coordinates the Association year-end trophies with approval from the Athletic Director and Cheer Director.
- e. Handle TBJFC and League Insurance.

Section 8

Secretary - Executive Board

- a. The secretary shall make records of all general membership, executive council and special meeting of the Association.
- b. Be custodian of the minutes of the meetings.
- c. Be responsible for the receipt of correspondence and TBJFC replies. Complies and be custodian of the Board member's addresses and phone numbers. Call roll when required. Distribute information, bulletins and materials at monthly meetings.
- d. Keep records of committees.
- e. Assure that all data pertinent to the office are current by the last month of said term of office and will surrender all records of said office to the designated successor in charge of all participants' registration forms for TBJFC and league. Collect all background check forms from the Coaches and Board Members and follow to completion. Coordinate any league background check requirements.

Section 9

Treasurer - Executive Board

The Treasurer shall be directly responsible to the President for general supervision of the receipt, custody, and disbursement within established limitation, of all funds of the Association under and in accordance with such authority and direction as the President shall make from time-to-time, and shall be required to make reports to the President and membership at each meeting with reference to the duties of said office. He or she shall also:

- a. Establish and maintain a system of accurate accounting.
- b. Obtain President's approval of payment of bills or statements.
- c. Make disbursements by cash or check bearing the signature of one of the two designated signers. The Treasurer(s) can be one of the authorized signers with the approval of the board.
- d. Report at each meeting the current status of receipts and disbursements both orally and written.
- e. Present a summary accounting report at the January board meeting.
- f. Present to the executive board a detailed accounting report at least three times a year but more frequently as requested and examination of all books, records, statements and any other instruments pertaining to the duties, and functions of said office necessary.
- g. Develop the TBJFC budget working with the Athletic Director and the Cheer Director on those budget items specific to football and cheer; present a budget by March 31 to the Executive Board for approval.
- h. Maintain a petty cash fund during the season.
- i. Provide oversight and policies and procedures to fundraising, apparel and concessions. Maintain a system of controls that includes 2 Executive Officers closing out all games and fundraisers by counting and recording receipts.
- j. Surrender to the designated successor all records, books, accounting, monies, and other Association property related to said office at such time the successor is elected.
- k. The Treasurer should markdown what the deposits are that are made into the TBJFC accounts and any and all checks that are written must be explained, so that any executive board member can pick up the check register & know what has taken place.
- l. Any and all refunds should be marked with the child's name.

Section 10

Athletic Director - Executive Board

The Athletic Director shall be directly responsible to the President for the formulation, implementation and day-to-day administration of the football program of the Association. He or she shall also:

- a. Nominate only those persons for football coaching positions that are qualified, have demonstrated high moral standards, and who can instill a sense of good sportsmanship and fair play in the youth membership.
- b. Obtain Executive Board approval of all candidates for all head football coaching staff positions.
- c. Conduct on a continuous basis, training schools, classes and critiques for football coaches, assistant football coaches, and youth that have displayed an interest in future coaching.
- d. Maintain accurate records of the coaching staff at minimum consisting of full name, address, past experience.
- e. Attend all football athletic events and transactions/meetings conducted on behalf of the Association with any organizations (such as Nisqually Junior Football League, King County Parks and Recreation Department, etc.).
- f. Assure that planning, staffing, training, and coordination are initiated prior to the start of each athletic season.
- g. In charge of official league weigh-ins
- h. Will be responsible for having all league forms available at each game for all team.
- i. Responsible for coordinating field marshals and game day officials for all home games.
- j. Perform other responsibilities as may be directed from time-to-time by the President.
- k. Responsible to call in or email all game day scores to the League Athletic Director.
- l. Will coordinate with the Equipment Manager and Head Coaches to propose any football equipment purchases to the Executive Board for approval.
- m. Responsible for developing the football budget with the assistance of the Treasurer. The football budget shall be submitted and approved by the Executive Board.
- n. Oversee the safety coach and registrar in setting safety protocol, obtaining injury reports and follow through

Section 11

Assistant Athletic Director – Executive Board

The Assistant Athletic Director shall perform the duties of the office of Athletic Director in the absence or disability of the Athletic Director and shall perform such other functions as the Athletic Director may direct from time-to-time, i.e. attend league meetings.

- a. Responsible for coordinating field marshals and game officials.
- b. Organize and schedule with the Tahoma School District or other organizations all practices, games and events for Football.
- c. Ensure that all facilities use forms are completed prior to any practices, games, and events for football
- d. Work as a liaison between the TBJFC and Tahoma School District. He/she will receive complaints or issue complains to the school district administration.

Section 12

Cheer Director - Executive Board

The Cheer Director shall be responsible to the President for the formulating, implementation and the day-to-day administration of the cheer program, varsity program, and the cheer coaches program. He or she shall also:

- a. Work closely with the Assistant Cheer Director in the day-to-day administration of the cheer program, varsity program and cheer coaches program.
- b. In consultation with the Assistant Cheer Director and Cheer Administrator appoint Head cheer coaches with Executive Board approval. All coaches will be certified and complete a background check.
- c. In consultation with the Assistant Cheer Director and Cheer Administrator nominate only those persons for coaching positions that are qualified, have demonstrated high moral standards, and who can instill a sense of good sportsmanship and fair play in the youth membership.
- d. Attend all cheer athletic events and transactions/meetings conducted on behalf of the Association with any organization.
- e. Assure that planning, staffing, training and coordination are initiated prior to the start of each athletic season.
- f. The Cheer Director will work with the Cheer Administrator and the Assistant Cheer Director/Varsity Head Coach and/or head cheer coaches in making up of the cheers, stunts, and dance routines for the current football season and cheer championships.
- g. Cheer Director, along with the Cheer Administrator, Assistant Cheer Director, and Varsity Head Coach will be responsible for organizing and coordination JV/Varsity Cheer Tryouts.
- h. Will coordinate with Cheer Administration and Assistant Cheer Director/Varsity Head Coach to propose any cheer purchase to the Executive Board for approval.
- i. Work with Assistant Cheer Director and Cheer Administrator in managing inventory for all cheer equipment. Help coordinate issuing and the return of all equipment for cheer.
- j. Responsible for developing the cheer budget with the assistance of the treasurer. The cheer budget shall be submitted and approved by the Executive Board.

Section 13

Cheer Administrator -

The Cheer Administrator shall be responsible to the Cheer Director and President for the day-to-day administration of the cheer program, in coordination with the Cheer Director and Assistant Cheer Director, He or She shall also:

- a. Maintain accurate records of the cheer coaching staff at a minimum consisting of full name, address and past experience.
- b. At the direction of the Registrar and Treasurer with collection, maintaining and delivering league cheerleader documentation.
- c. Work together with the Cheer Director and Asst. Cheer Director in placing cheerleaders on appropriate teams; keep accurate records of participating cheerleaders at each cheer practice, games and events.
- d. Assist the Cheer Director and Assistant Cheer Director in coordination of cheer camps and cheer events for TBJFC.
- e. Assist Cheer Director and Assistant Cheer Director in managing inventory for all cheer equipment. Help coordinate issuing and the return of all equipment for cheer.
- f. Responsible to coordinate all facility use activity for cheer. Duties will include all proper paperwork, facility use forms and reporting to the Cheer Director for submission of board approval.
- g. Assist Cheer Director in assuring that planning, staffing, training, and coordination are initiated prior to the start of each athletic season. Also assist in monitoring consistent application/execution of Code of Conduct among Coaches and Cheerleaders.

Section 14

Assistant Cheer Director – Executive Board

The Assistant Cheer Director shall perform the duties of the Cheer Director in the absence or disability of the Cheer Director and shall perform such other functions as the Cheer Director may direct from time-to-time.

- a. Assist Cheer Director/Cheer Coaches in making the cheers, stunts, and dance routine for the current football season and cheer competitions.
- b. Assist Varsity Coaches in Extended Season activities/competitions/practices planning and execution. Work with Cheer Administrator to book needed spaces through extended season practices
- c. Assist Cheer Director with coordination and implementation of Cheer competitions with the league cheer director and other directors of the league.
- d. Coordinate any and all cheer camps and cheer events for TBJFC along with Cheer Director and Cheer Administrator
- e. Will write the daily practice agendas and disperse to all coaches before the start of practice along with Varsity Coach
- f. Coordinate the Varsity Coaches/ Cheerleaders in the teaching of cheers
- g. Keep an accurate list of current cheers for the season and disperse to all cheer staff
- h. Assist Cheer Director and Cheer Administrator in assuring that planning, staffing, training and coordination are initiated prior to the start of each athletic season. Also assist in monitoring consistent application/execution of Code of Conduct among Coaches and Cheerleaders.
- i. Will be responsible for coordinating all cheer parent volunteer activities including: meetings, game days, special events, parent volunteer hours and team parent coordination.

Section 15

Equipment Manager

The Equipment Manager is responsible to the President for overall coordination of all athletic equipment requirements of the Association and will:

- a. Establish and maintain accurate and thorough records.
- b. Provide accountability of inventory for football equipment.
- c. Be responsible for the issuing and return of all equipment for football. The Equipment Manager may delegate this task.
- d. Working with the Athletic Director, will be in charge of purchasing any and all football equipment with approval of the Executive Board.
- e. Will conduct random equipment checks for repair, re-certification, and replacement, needed and report back to the Executive Board.
- f. Submit in January annual inventory report of equipment on-hand at the beginning of the year and the end of the year.
- g. Request authorization of the President, Vice President or Treasurer prior to expenditures in excess of fifty dollars and to the Executive Board expenditures in excess of \$250.
- h. Responsible for directing home game setup and tear down.

Section 16

Assistant Equipment Manager

Duties include:

- a. Assist with duties as identified under the Equipment Manager description under the direction of the Equipment Manger.

Section 17

Fundraising/Publicity Director

- a. Develop and present fundraising opportunities for Executive Board approval, keeping in mind both football and cheer coordination.
- b. Obtain Executive Board approval for all expenditures.
- c. .Work with the Treasurer to ensure proper accounting procedures are in place and to present the fundraising performance.
- d. Coordinate all fund raisers and fundraiser volunteers.
- e. Publicize through local and other appropriate metropolitan media the activities and functions of the TBJFC.
- f. Produce season programs. Programs will include pictures, advertising, sponsors, team pictures, team rosters, etc.
- g. In charge of weekly newsletters, social media, getting information and distribution of newsletters and information.
- h. Work with the Fundraising/Publicity Director to solicit and coordinate sponsors.
- i. Manage Team Photographers and the distribution of digital media.
- j. Solicit and coordinate sponsors with the assistance of the Assistant Fundraising/Publicity Director;

Section 18

Assistant Fundraising/Publicity Director

The Assistant Fundraising/Publicity Director shall perform the duties of the office of Fundraising/Publicity Director in the absence or disability of the Fundraising/Publicity Director and shall perform such other functions as the Fundraising/Publicity Director may direct from time-to-time.

Section 19

Apparel Director

- a. Present proposal for apparel sales to the Executive Board by April 1 of each season; keeping in mind both football and cheer, to include online and in person sales throughout the season/year. Present at least two vendor quotes for apparel sales to the Executive Board
- b. Coordinate apparel sales and volunteers.
- c. Work with the Treasurer to develop pricing and inventory levels.

Section 20

Registrar

The Registrar is responsible for compiling, modifying, and maintaining all player information from the initial sign up phase to placement on a team. The Registrar tracks the completeness and accuracy of registration fees received vs. outstanding in coordination with the Treasurer. The Registrar ensures compliance with the League and TBJFC Bylaws, in particular, all rules regarding the division of teams and proper numerical balance at every level.

Duties to include:

- a. Prepare Rosters for each team and ensure all required forms are complete and accurate as required by the league.
- b. Maintain an accurate record and database of all teams to include Head and Assistant Coaches, Players and Team Managers. Return all records at the end of the season to storage.
- c. Provide player information as required.
- d. Work with the Athletic Director to coordinate team weigh-ins, league requirements and maintenance of safety records.

Section 21

Mediator - Executive Board

Duties to include:

- a. The Mediator shall be responsible for receiving all member complaints regarding coaching concerns and all other concerns of TBJFC members, validating these complaints, and promptly negotiating successful resolutions whenever possible.
- b. The Mediator shall be responsible for promptly advising the Athletic and Cheer Director regarding all coaching complaints. A record of each complaint against a member will be kept on file by the Mediator for the purpose of accurate accounting regarding the retention and/or dismissal of members.
- c. All complaints and resolutions negotiated by the Mediator will be reported to the Executive Board at the next regularly scheduled Executive Board Meeting.
- d. Any complaint received directly in person by the Mediator will not go unaddressed for more the seven (7) days from it's reporting. Any unresolved complaint must be directly referred to the appropriate Board Member(s).
- e. Any complaint against the Mediator shall be directed to the President of the TBJFC.
- f. At any time, the Mediator may decide to take a complaint directly to the TBJFC Board at any regular or special held meeting at the Mediators discretion. The Board will then vote on a resolution in accordance with existing Bylaws.

Section 22

Concessions Director

Duties to include:

- a. Coordinating concessions and the snack shack for practices, events and all homes games.
- b. Work with the Treasurer to set prices, inventory, and ordering concessions items
- c. Post concessions items, and handouts.
- d. With the assistance of team managers coordinating and training volunteers for concessions.

Section 23

Assistant Concessions Director

The Assistant Concessions Director shall perform the duties of the Concessions Director in the absence or disability of the Concessions Director and shall perform such other functions as the Concessions Director may direct from time-to-time, i.e. perform inventories and random checks.

Article IV - Committees

Section 1 Standing Committees

The Vice-President shall appoint the necessary standing committees and the chairpersons of those committees. Standing Committees shall be as follows:

Scholarship Committee -This committee will evaluate each request for a waiver/reduction of registration fees. Committee members should consist of the Vice President and Treasurer. See Article VIII (b) for requirements for a waiver of enrollment fees.

Section 2 Special Committees

The Executive Board may appoint special committees from time-to-time as deemed necessary and appropriate to further the interests of the Association. Such committees shall be dismissed at the conclusion of their purpose unless extended by the Vice President.

Article V - Meetings of the Association

Section 1

There shall be regular meetings of the Executive Board Officers each month, which shall be held as required at a location designated by the President for the purpose of transacting such business as may be properly brought before the meeting. There shall be a meeting of all elected Board Members whenever the President deems necessary. At each board meeting all Board Members shall give a report of their duties performed and status of pending items.

Section 2

The President may call special meetings of the Executive Board Officers and/or Board Members. The prime consideration in such instances will be whether timely notification to the Board can be effected before the meeting.

Section 3

There shall be an annual meeting of the general membership which will be held in lieu of the Executive Board Officers meeting for the month of November, for the purpose holding an election of Executive Board Officers and Board Members for the following season.

Section 4

To have a Quorum: The organization must have at least six (6) of the Executive Officers, (see Article III, Section 1) and seven (7) of the Board Members, other than the President, present at the meeting.

Section 5

Tahoma Bears Junior Football and Cheer will operate on a calendar year January to December.

Section 6

Any action which could be taken at a meeting of the members may be taken without a meeting if oral consent setting forth the action so taken is agreed upon by all members entitled to vote with respect to the subject matter thereof. This shall include an e-mail vote so long as it is agreed upon by the voting members. Any such consent shall be inserted in the minute book as if it were the minutes of a meeting of the members.

Section 7

If any of the Executive Board Officers feels there may be a conflict between Executive Board Officers regarding a coach, an election by the remaining Executive Board Officers will take place to decide whether that Executive Board Officer should remain in attendance during a discussion of the particular situation at issue.

Article VI - Standing Rules

Section 1

Since the Association professes high moral standards and good sportsmanship as sound personal characteristics essential to proper development of the youth of our community, the following standing rules are prescribed:

- a. Any coach or member of this Association, who uses profanity, vulgar, obscene or abusive language in the presence of any member of the Association will be subject to disciplinary actions.
- b. Any coach or member of the Association who uses physical force on a youth of the Association shall be subject to immediate dismissal by the Athletic Director or Cheer Director with the approval of the President. (Example: grabbing of head gear, overzealous example of football techniques, etc.).
- c. Parents shall not interfere with the coaches or coaching activity, unless said parent is a member of the accepted and trained staff. The Athletic Director shall be contacted concerning all coaching matters regarding football; the Cheer Director shall be contacted concerning all coaching matters regarding cheer.
- d. The coaching staff and Elected Board will remain diverse, i.e., coaches cannot hold elected office of appointments and remain on the coaching staff unless approved by the Executive Board. Elected or appointed Officers and Board Members will not interfere with the coaching efforts, except in the performance of a designated responsibility.
- e. Any board member, coach, or parent owing the Association or subsidiary of the Association any monies from registration, fund raisers, equipment, uniforms, etc., after December 10 for football and end of extended season for Cheer of that year, is barred from running for any board position or coaching/ assistant position for one year, and the debt must be paid before the next season begins.
- f. Coaches will be in charge of selecting a team parent from their team roster prior to the start of practice and reporting the person to the parent coordinator(s) on the board (Vice President/Assistant Cheer Director).
- g. Rules and guidelines for cheerleaders, football players, coaches, and parents will be voted on by the Board for approval.
- h. The Association of Tahoma Bears Junior Football and Cheer will retain the mascot the Bears and the official colors of royal blue, gold and silver (with accents of white; and black lettering if necessary), for all cheerleader and football uniforms and will maintain these colors and mascot for any other Tahoma Bears Junior Football and Cheer Association items and events.
- i. All head coaches must have attained the age of 18 years or older in order to hold a Head Coach position with Tahoma Bears Junior Football and Cheer.

Section 2

A. The Executive Board shall have the authority to suspend, discharge or otherwise discipline any player, coach, league officer or other person whose conduct is in violation of the rules and regulations of junior football, these Bylaws, and/or is considered to be detrimental to the best interest of the Association.

1. Persons subject to such discipline shall have the right to a hearing before the Executive Board before such discipline is imposed.
2. In the event the discipline procedures involve a player under the age of 18, that person's parents or guardians shall be invited to attend the hearing with the person concerned.

B. Persons, youth or adult, who refuse to comply with the rules of League or the Association, may be considered for disciplinary action.

C. Executive Board may impose one of the following penalties, which, in their opinion, seems to match the severity of the offense:

1. **WARNING:** The offending person is to be advised in writing of the offense and further advised that repetition of the offense will result in more severe penalties.
2. **SUSPENSION:** The offending person is to be advised in writing that s/he has been suspended from all activities for a specific number of games or days, by the Executive Board.
3. **DISMISSAL:** The offending person is to be advised in writing that s/he has been barred from present and future participation in the Association permanently or for a specific number of years by the Executive Board.

Article VII - Refunds

Section 1

The refund policy is defined on the website and at the time of registration.

- a. If a parent elects to withdraw their child from the program prior to the end of the first week of practice a full refund-minus the stated refund policy provided all equipment has been returned to TBJFC.
- b. Refunds will only be done when the refund form is filled out and signed by both the Equipment Manager and Treasurer. Refunds may take up to ten (10) working days to process (not following the refund policy will only delay the refund).
- c. Under special circumstances the Executive Board of Directors can elect to review individual refund requests on a per case basis.

*Definition of first practice: First practice is the scheduled first practice for all players as dictated by the Board for that year. First practice does not mean the first practice attended by a child.

Article VIII - Registration Fees

- a. Registration fees will be set by the Executive Board of TBJFC each season.
- b. Scholarships. If a child's family is unable to pay the registration fees, the family is encouraged to fill out an application form for a scholarship. A written agreement will outline the responsibilities of the parent/guardian toward the TBJFC after receipt of the Scholarship. Where financial need is established and where the parents/guardians are capable, the parents/guardians are expected to contribute time and labor outlined in the scholarship award letter. All Scholarship shall be reviewed by the Scholarship Committee prior to June 1 of each season. No special consideration is to be given by the Scholarship Committee based on friendship or family relationship. All applications are to be evaluated solely on the basis of financial need.

Article IX - Teams and Coaches Ages of TBJFC Participants

Section 1

The TBJFC shall follow the League guidelines for age and weight for members of the football teams. There is no weight restriction for cheer.

Section 2

Coaches and Assistant Coaches duties and responsibilities are as follows:

- a. Players in these age groups are at a very impressionable age, and the influence of a coach can be a strong force for good, if the adult leaders realize and take advantage of their opportunities for constructive leadership.
- b. Perhaps the coach's greatest opportunity comes in the development of positive attitudes. The coach's attitudes will be reflected by a majority of their players, so it is important that the coaches understand and instruct their players that the relationship with the referees, other coaches, and other players should be of a friendly nature.
- c. It is important for the players to recognize the role that the referees play. Coaches teach respect for law and order when they teach their players to respect the referees and their roles in the game. We must recognize that the best and most experienced referees make mistakes, just as players make errors and coaches make poor judgment calls on occasion.
- d. Remember that it is against the rules and spirit of TBJFC for coaches or players to criticize other players, but should be taught to encourage them instead. Failure to comply may result in disciplinary action.
- e. The dedicated leader explores avenues of doing the job better, and grows through self-education. He or she learns that the privilege of building better individuals through football and cheer, brings a personal satisfaction far greater than the minor inconveniences, which he or she encounter, while fulfilling this important work.
- f. Football coaches are required to attend all coaches' meetings set up by the Athletic Director. Cheer coaches are required to attend all coaches' meetings set up by the Cheer Director. All coaches may be required to attend other meetings that are set up for our league.
- g. The use of tobacco or alcohol is prohibited by adult leaders on the play field and in the stands.
- h. Play time policies, guidelines and requirements shall be reviewed and set each season by the Executive Board. The Athletic Director is responsible for monitoring the coaching staff and obtaining their agreements as outlined in the code of conduct.

Article X - Equipment, Uniforms and Insurance

Section 1

Equipment and Uniforms

- a. The Equipment Manager shall issue all uniforms, supplies and equipment for football; The Cheer Director and Assistant Cheer Director shall issue all uniforms, supplies and equipment for cheer.
- b. All teams will be provided with equipment as it is available.
- c. All teams will get complete uniforms. Football includes helmet, shoulder pads, hip pads, thigh pads, game pants/jersey and practice pants/jersey. Cheer includes skirt, shell, mid riff, briefs.
- d. All equipment gear and uniforms are the property of the Association, except the one practice jersey and socks for football and mid riff, & briefs for cheer that is for each player to keep.
- e. Parents or guardians will write a check to the TBJFC for an amount set by the Executive Board at the beginning of each season. The check will be held until the end of the season. If the equipment is not returned or returned in an unreasonable condition, the check will be cashed by the Association as an equipment fee. Parents not returning equipment could be subject to suspension the following year at the discretion of the Executive Board.

- f. A cleaning and/or repair fee will be assessed to the parent or guardian that returns equipment or uniforms in dirty or damaged condition.

Section 2

Insurance

The League will provide a secondary insurance.

Article XI - Amending the Bylaws

Section 1

The process for amending the currently adopted Bylaws of the Association are:

- a. The written amendment must be handed to the Secretary or the President at a regular board meeting, at which time the amendment will be read to the membership.
- b. Discussion, but no vote may take place.
- c. The proposed amendment must be read, discussed and voted on at the next meeting.
- d. A two-thirds majority vote of all Board Members shall be required to pass the amendment, with a minimum of at least six (6) of the Executive Board Officers and at least (6) of the Board Members present.
- e. All changes to the Bylaws must in writing. No changes or additions to these Bylaws shall be made from August to December, except those required to comply with official football rules for League or changes that reasonably cannot wait until January through July.

Section 2

Special Committees

The Executive Board may appoint special committees from time-to-time as deemed necessary and appropriate to further the interests of the Association. Such committees shall be dismissed at the conclusion of their purpose unless extended by the Executive Board.

Article V - Meetings of the Association

Section 1

There shall be regular meetings of the Executive Board Officers each month, which shall be held as required at a location designated by the President for the purpose of transacting such business as may be properly brought before the meeting. There shall be a meeting of all elected Board Members whenever the President deems necessary. At each board meeting all Board Members shall give a report of their duties performed and status of pending items.

Section 2

The President may call special meetings of the Executive Board Officers and/or Board Members. The prime consideration in such instances will be whether timely notification to the Board can be effected before the meeting.

Section 3

There shall be an annual meeting of the general membership which will be held in lieu of the Executive Board Officers meeting for the month of November, for the purpose holding an election of Executive Board Officers and Board Members for the following season.

Section 4

To have a Quorum: The organization must have at least six (6) of the Executive Officers, (see Article III, Section 1) and seven (7) of the Board Members, other than the President, present at the meeting.

Section 5

Tahoma Bears Junior Football and Cheer will operate on a calendar year January to December.

Section 6

Any action which could be taken at a meeting of the members may be taken without a meeting if oral consent setting forth the action so taken is agreed upon by all members entitled to vote with respect to the subject matter thereof. This shall include an e-mail vote so long as it is agreed upon by the voting members. Any such consent shall be inserted in the minute book as if it were the minutes of a meeting of the members.

Section 7

If any of the Executive Board Officers feels there may be a conflict between Executive Board Officers regarding a coach, an election by the remaining Executive Board Officers will take place to decide whether that Executive Board Officer should remain in attendance during a discussion of the particular situation at issue.

Article VI - Standing Rules

Section 1

Since the Association professes high moral standards and good sportsmanship as sound personal characteristics essential to proper development of the youth of our community, the following standing rules are prescribed:

- j. Any coach or member of this Association, who uses profanity, vulgar, obscene or abusive language in the presence of any member of the Association will be subject to disciplinary actions.
- k. Any coach or member of the Association who uses physical force on a youth of the Association shall be subject to immediate dismissal by the Athletic Director or Cheer Director with the approval of the President. (Example: grabbing of head gear, overzealous example of football techniques, etc.).
- l. Parents shall not interfere with the coaches or coaching activity, unless said parent is a member of the accepted and trained staff. The Athletic Director shall be contacted concerning all coaching matters regarding football; the Cheer Director shall be contacted concerning all coaching matters regarding cheer.
- m. The coaching staff and Elected Board will remain diverse, i.e., coaches cannot hold elected office of appointments and remain on the coaching staff unless approved by the Executive Board. Elected or appointed Officers and Board Members will not interfere with the coaching efforts, except in the performance of a designated responsibility.
- n. Any board member, coach, or parent owing the Association or subsidiary of the Association any monies from registration, fund raisers, equipment, uniforms, etc., after December 10 for football and end of extended season for Cheer of that year, is barred from running for any board position or coaching/ assistant position for one year, and the debt must be paid before the next season begins.
- o. Coaches will be in charge of selecting a team parent from their team roster prior to the start of practice and reporting the person to the parent coordinator(s) on the board (Vice President/Assistant Cheer Director).
- p. Rules and guidelines for cheerleaders, football players, coaches, and parents will be voted on by the Board for approval.
- q. The Association of Tahoma Bears Junior Football and Cheer will retain the mascot the Bears and the official colors of royal blue, gold and silver (with accents of white; and black lettering if necessary), for all cheerleader and football uniforms and will maintain these colors and mascot for any other Tahoma Bears Junior Football and Cheer Association items and events.
- r. All head coaches must have attained the age of 18 years or older in order to hold a Head Coach position with Tahoma Bears Junior Football and Cheer.

Section 2

A. The Executive Board shall have the authority to suspend, discharge or otherwise discipline any player, coach, league officer or other person whose conduct is in violation of the rules and regulations of junior football, these Bylaws, and/or is considered to be detrimental to the best interest of the Association.

3. Persons subject to such discipline shall have the right to a hearing before the Executive Board before such discipline is imposed.
4. In the event the discipline procedures involve a player under the age of 18, that person's parents or guardians shall be invited to attend the hearing with the person concerned.

B. Persons, youth or adult, who refuse to comply with the rules of League or the Association, may be considered for disciplinary action.

C. Executive Board may impose one of the following penalties, which, in their opinion, seems to match the severity of the offense:

4. **WARNING:** The offending person is to be advised in writing of the offense and further advised that repetition of the offense will result in more severe penalties.
5. **SUSPENSION:** The offending person is to be advised in writing that s/he has been suspended from all activities for a specific number of games or days, by the Executive Board.
6. **DISMISSAL:** The offending person is to be advised in writing that s/he has been barred from present and future participation in the Association permanently or for a specific number of years by the Executive Board.

Article VII - Refunds

Section 1

The refund policy is defined on the website and at the time of registration.

- a) If a parent elects to withdraw their child from the program prior to the end of the first week of practice a full refund-minus the stated refund policy provided all equipment has been returned to TBJFC.
- b) Refunds will only be done when the refund form is filled out and signed by both the Equipment Manager and Treasurer. Refunds may take up to ten (10) working days to process (not following the refund policy will only delay the refund).
- c) Under special circumstances the Executive Board of Directors can elect to review individual refund requests on a per case basis.

*Definition of first practice: First practice is the scheduled first practice for all players as dictated by the Board for that year. First practice does not mean the first practice attended by a child.

Article VIII - Registration Fees

1. Registration fees will be set by the Executive Board of TBJFC each season.
2. Scholarships. If a child's family is unable to pay the registration fees, the family is encouraged to fill out an application form for a scholarship. A written agreement will outline the responsibilities of the parent/guardian toward the TBJFC after receipt of the Scholarship. Where financial need is established and where the parents/guardians are capable, the parents/guardians are expected to contribute time and labor outlined in the scholarship award letter. All Scholarship shall be reviewed by the Scholarship Committee prior to June 1 of each season. No special consideration is to be given by the Scholarship Committee based on friendship or family relationship. All applications are to be evaluated solely on the basis of financial need.

Article IX - Teams and Coaches Ages of TBJFC Participants

Section 1

The TBJFC shall follow the League guidelines for age and weight for members of the football teams. There is no weight restriction for cheer.

Section 2

Coaches and Assistant Coaches duties and responsibilities are as follows:

- a) Players in these age groups are at a very impressionable age, and the influence of a coach can be a strong force for good, if the adult leaders realize and take advantage of their opportunities for constructive leadership.
- b) Perhaps the coach's greatest opportunity comes in the development of positive attitudes. The coach's attitudes will be reflected by a majority of their players, so it is important that the coaches understand and instruct their players that the relationship with the referees, other coaches, and other players should be of a friendly nature.
- c) It is important for the players to recognize the role that the referees play. Coaches teach respect for law and order when they teach their players to respect the referees and their roles in the game. We must recognize that the best and most experienced referees make mistakes, just as players make errors and coaches make poor judgment calls on occasion.
- d) Remember that it is against the rules and spirit of TBJFC for coaches or players to criticize other players, but should be taught to encourage them instead. Failure to comply may result in disciplinary action.
- e) The dedicated leader explores avenues of doing the job better, and grows through self-education. He or she learns that the privilege of building better individuals through football and cheer, brings a personal satisfaction far greater than the minor inconveniences, which he or she encounter, while fulfilling this important work.
- f) Football coaches are required to attend all coaches' meetings set up by the Athletic Director. Cheer coaches are required to attend all coaches' meetings set up by the Cheer Director. All coaches may be required to attend other meetings that are set up for our league.
- g) The use of tobacco or alcohol is prohibited by adult leaders on the play field and in the stands.
- h) Play time policies, guidelines and requirements shall be reviewed and set each season by the Executive Board. The Athletic Director is responsible for monitoring the coaching staff and obtaining their agreements as outlined in the code of conduct.

Article X - Equipment, Uniforms and Insurance

Section 1

Equipment and Uniforms

- a) The Equipment Manager shall issue all uniforms, supplies and equipment for football; The Cheer Director and Assistant Cheer Director shall issue all uniforms, supplies and equipment for cheer.
- b) All teams will be provided with equipment as it is available.
- c) All teams will get complete uniforms. Football includes helmet, shoulder pads, hip pads, thigh pads, game pants/jersey and practice pants/jersey. Cheer includes skirt, shell, mid riff, briefs.
- d) All equipment gear and uniforms are the property of the Association, except the one practice jersey and socks for football and mid riff, & briefs for cheer that is for each player to keep.
- e) Parents or guardians will write a check to the TBJFC for an amount set by the Executive Board at the beginning of each season. The check will be held until the end of the season. If the equipment is not returned or returned in an unreasonable condition, the check will be cashed by the Association as an equipment fee. Parents not returning equipment could be subject to suspension the following year at the discretion of the Executive Board.

- f) A cleaning and/or repair fee will be assessed to the parent or guardian that returns equipment or uniforms in dirty or damaged condition.
- g) Direct and utilize the assistance of the Assistant Equipment Manager as needed

Section 2

Insurance

The Club shall obtain and secure it's own insurance. If applicable, the league will provide secondary insurance.

Article XI - Amending the Bylaws

Section 1

The process for amending the currently adopted Bylaws of the Association are:

- a) The written amendment must be handed to the Secretary or the President at a regular board meeting, at which time the amendment will be read to the membership.
- b) Discussion, but no vote may take place.
- c) The proposed amendment must be read, discussed and voted on at the next meeting.
- d) A two-thirds majority vote of all Board Members shall be required to pass the amendment, with a minimum of at least six (6) of the Executive Board Officers and at least (6) of the Board Members present.
- e) All changes to the Bylaws must in writing. No changes or additions to these Bylaws shall be made from August to December, except those required to comply with official football rules for League or changes that reasonably cannot wait until January through July.

THE END