

*By-Laws of the Braves Youth Football organization*

*November 1, 2009*

*Article I*

**NAME**

This organization shall be known as Braves Youth Football.

*Article II*

**OBJECTIVE**

The objective of this organization shall be to teach the basic fundamentals of football, cheerleading and pompon dance.

*Article III*

**GOVERNMENT**

**SECTION 1, MANAGEMENT**: The government body of the Braves Youth Football organization shall be its Officers and Board of Directors.

**SECTION 2, COMPOSITION**: The Board of Directors shall consist of at least one (1) member from Channahon, and at least one (1) member from Minooka. Should the Board deem it necessary, additional required directors from other designated areas or towns may be appointed by a majority vote. The Board shall consist of not more than seventeen (17) elected directors. If the number of elected Board members (elected plus appointed) should fall below eleven (11), at least one open position should be filled by a majority

vote of directors. The person(s) elected will fulfill the term until the next board elections. The number constituting a quorum shall be one (1) more than half the Board. If a quorum is not present at any Board meeting, then the Board shall not vote on any new or amended policies or by-laws.

**SECTION 3, ELECTIONS:** Board Member elections shall be held at the November Board meeting each year. All Braves Organization Adult Members (defined in Article 5, Section 1) who completed the most recently concluded season in their role as Coach, Assistant Coach, A.D., or Board Member, or whose child completed the most recently concluded season as a participant, may attend this meeting and can participate in the voting for new Board Members. Voting will be by concealed ballot – votes will be counted by the Election Committee chairman in the presence of at least 2 existing Board Members that are not on the ballot for re-election. If the number of candidates exceeds the number of board positions up for election, then the candidates receiving the most votes will win election. If there is a tie for the final open position or positions, a second vote between those engaged in the tie will take place. If the number of candidates is equal to or less than the number of board positions up for election, then the candidates must each receive a simple majority of the vote.

**SECTION 4, OFFICERS:** The Officers of the Braves Youth Football organization shall consist of a President, a Vice-President, a Secretary, and a Treasurer. Officers must be elected members of the Board. Together, these officers shall be considered the Executive Board of Directors. Any officers appointed to fill a vacancy shall serve the remainder of the term from the date of his or her appointment. The Board of Directors shall hold the election of Officers at the January Board meeting each year. Officer

candidates must be nominated by a Board member. If more than one candidate is nominated, an election will be held. Officers shall be elected by a majority of votes cast. In the event of a tie vote, additional rounds of voting shall occur until a majority is reached for one of the candidates. Voting will be by concealed ballot. The ballots will be counted by the Election Chairman in the presence of the Board. Once a majority of the votes cast is achieved by any of the candidates, the tabulation will stop. All officer candidates are required to have at least one year of Board Membership. The term of the President shall be two years or until such time the succeeding President is elected. The term of all other officers shall be 1 year or until such time the succeeding officer is elected.

**SECTION 5, DUTIES:** The Officers shall perform the duties and exercise the powers prescribed by these By-Laws. These duties and powers shall include, but not be limited to the following:

- A. **PRESIDENT:** The President shall act as Chairperson of the Board of Directors and Ex-Officio Member of all committees. The President shall be responsible for conducting the affairs of the Braves Youth Football organization, and for executing the policies established by the Board of Directors. The President shall be responsible for the conduct of the Braves Youth Football organization, and be in strict conformity to the policies, principles, rules, and regulations of said club. The President shall have the authority to sign checks.
- B. **VICE-PRESIDENT:** The Vice-President shall preside in the absence of the President and shall work with other Officers and Committee Members relating

to internal affairs. The Vice-President shall also assist the Registration Chairperson(s) in verifying registration requirements. The Vice-President shall carry out such assignments as may be delegated by the President.

- C. **SECRETARY**: The Secretary shall maintain a register of Members and Directors, record minutes of each meeting, inform members of said meetings, and maintain a record of the league's activities. The Secretary shall be responsible for Board correspondence. The Secretary shall have the authority to sign checks.
- D. **TREASURER**: The Treasurer has the authority to sign checks and disperse club funds as approved by the Board of Directors. The Treasurer shall maintain financial records, prepare budgets, and present financial reports at each Board meeting, as well as an annual report at the January meeting.
- E. **DIRECTORS**: The term for the Board Directors is two (2) years. Each Board member will be required to chair a minimum of one committee each year during his or her term. The Board of directors shall make the appointments of committee chairpersons. Any Board member who elects not to chair a minimum of one committee will relinquish his/her board position immediately. After four (4) un-excused absences in the course of a year, a Board member's term will cease. Any Board member not fulfilling his or her duty will not be asked to return to the Board and will be required to remain off the Board for a minimum of one (1) year before being eligible for re-election. No member shall receive any compensation for serving on the Board.

## *Article IV*

### **COMMITTEES**

**SECTION 1, FOOTBALL COACHES:** Each year at the January meeting, the Board of Directors shall appoint an Athletic Director who will head the Football Coaches Committee. The Athletic Director position shall have a one (1) year term. The Athletic Director can be but does not need to be a Board Member, but in either case shall be allowed one (1) vote per any Board resolution pertaining to football. The Football Coaches Committee shall consist of the four (4) Head Football Coaches and all Team Coaches appointed by the Head Coaches. The purpose of the Football Coaches Committee shall be to implement the objectives of the Braves Youth Football organization and to enforce the rules and regulations set forth in these By-Laws.

**SECTION 2, CHEERLEADING & POMS COACHES:** Each year at the January meeting, the Board of Directors shall appoint a Director of Cheerleading & Poms who will head the Cheerleading Coaches Committee. The Director of Cheerleading and Poms position shall be a one (1) year term. The Director of Cheerleading and Poms can be but does not need to be a Board Member, be in either case shall be allowed one (1) vote per resolution pertaining to cheerleading/poms. The Committee shall also consist of the Head Cheerleading Coaches and all Poms Head Coaches, and all Squad Coaches appointed by the Head Coaches. The purpose of the committee shall be to implement the objectives of the Braves Youth Football organization and to enforce the rules and regulations set forth in these By-Laws.

**SECTION 3, EQUIPMENT (football):** Each year at the January meeting, the Board of Directors shall appoint an Equipment Manager whose primary responsibility shall be to

issue and collect all football equipment, as well as maintain said equipment to the highest safety standards at all times. The Equipment manager must be a Board Member. It shall be the duty of the Equipment Manager to maintain any football equipment storage facilities employed by the Braves Youth Football organization. In addition, the Equipment Manager will purchase new equipment as needed and replace badly worn items as soon as possible. The purchase of first aid equipment and supplies shall also be the duty of the Equipment Manager.

**SECTION 4, CONCESSIONS:** The Concession Committee shall coordinate all aspects of the Concession Stand, including but not limited to keeping the storage area in order.

**SECTION 5, REGISTRATION:** The Registration Committee shall coordinate the registration of players, cheerleaders, and poms. The Chairperson shall provide a copy of the medical forms and birth certificates of each participant for distribution to the head coaches of each team or squad.

**SECTION 6, FUND RAISING:** The Fund Raising committee shall coordinate all activities designed to raise money for the benefit of the Braves Youth Football organization. The Board of Directors shall approve all fund raising efforts, and all money raised by these committees shall become part of the Treasury of the Braves Youth Football organization.

**SECTION 7, SPIRIT WEAR:** The Spirit Wear Chairman shall be responsible for managing the design, promotion and sale of all Braves sponsored clothing and promotional items.

**SECTION 8, BON FIRE:** The Bon Fire Chairman shall be responsible for planning and directing the annual Bon Fire event. The Bon Fire chairman shall also be responsible for managing other special events identified by the Board and/or the Executive Board. .

**SECTION 9, ELECTIONS:** The Election Committee shall compile and submit a slate of candidates for Board Election at the November Board meeting. The election committee shall conduct the election in accordance with Article III, Section 3.

**SECTION 10, BY-LAWS:** The By-Laws Committee shall maintain the Braves Youth Football organization by-laws, and enter any updates related to board approved motions on a monthly basis. In addition, the By-Laws Committee shall inspect the By-Laws after each season to ensure that all amendments are recorded. The By-Laws Committee shall also determine if any changes to the By-Laws may be required. Finally, the By-Laws Committee shall submit the Braves Youth Football organization By-Laws along with any proposed updates for Board approval at the October Board meeting each year in accordance with Article VIII, Section 1.

**SECTION 11, SAFETY:** The Safety Committee shall be responsible for the filing and follow-up of all insurance claims for the organization. They shall also be responsible for the dissemination of safety information to the organization's members. In addition, they will organize as many safety functions as the Board deems necessary. They shall also work in conjunction with the Equipment Committee to ensure that the highest possible safety standards are maintained for the organization's equipment and medical kits at all times.

**SECTION 12, PRESS BOX:** The Press Box Chairman shall be responsible for all home game activities related to the operation of the “press box”, including making arrangements for the PA announcer, PA Equipment, play “spotters”, and in game entertainment.

**SECTION 13, STRATEGIC PLANNING:** The Strategic Planning Committee Chairman shall be responsible for analyzing and making recommendations on any longer term issues impacting the Braves that are identified by the Board and/or the Executive Board.

*Article V*

**MEMBERSHIP**

**SECTION 1, ADULT MEMBERS:** Adult members of the Braves Youth Football organization shall consist of parents (of a child enrolled in the program), Head Coaches, Assistant Coaches, Athletic Directors and Board Members. All Adult members of the Braves Youth Football organization, are subject to its By-Laws and Code of Conduct.

**SECTION 2, YOUTH MEMBERS:** Any child meeting the requirements as set forth in the By-Laws of the Braves Youth Football organization, shall be eligible for participation. All youth members must conform to the Braves Youth Football organization By-Laws and Code of Conduct, and the Tri County Youth Tackle Football League Rules of Play.

**SECTION 3, FOOTBALL COACHES:** Football Coaches Committee meetings shall be called at the discretion of the Athletic Director. The first meeting shall be prior to the

first practice of the season. Each Head Coach shall be responsible to ensure the attendance of a minimum of one (1) member of their coaching staff for each Football Coaches Committee meeting. All Football Coaches are subject to the Braves Youth Football organization By-Laws and Code of Conduct.

**SECTION 4, CHEERLEADING AND POMPON COACHES:** Cheerleading and Pompon Coaches Committee meetings shall be called at the discretion of the Director of Cheerleading & Poms. The first meeting shall be prior to the first practice of the season. Each Head Coach shall be responsible to ensure the attendance of a minimum of one (1) member of his or her coaching staff for each Cheerleading and Pompon Coaches Committee meeting. All Cheerleading and Pompon Coaches are subject to the Braves Youth Football organization By-Laws and Code of Conduct.

**SECTION 5, DISQUALIFICATION:** Any member not conforming to the By-Laws or Code of Conduct of the Braves Youth Football organization may be disqualified at the discretion of the Board of Directors.

**SECTION 6, ANTI-DISCRIMINATION:**

Membership in the Braves Youth Football organization, or participation in any activity of the organization, shall not be denied to any individual or abridged on account of race, color, religion, sex, age, national origin, sexual orientation, or disability.

**SECTION 7, ANNUAL PARTICIPATION FEES AND HARDSHIP:** Each year at the March Board meeting, participation fees for the upcoming season will be set by the Board of Directors. Fees will be determined in consideration of current account balances, anticipated expenses for the upcoming season, and anticipated fundraising activities for the upcoming season. Participation fees are due at the time of registration. If a

participating family has an inability to pay some or all of their fees, they may bring this to the attention of an Executive Board member who may allow the participant to register without payment of the fee. In certain hardship circumstances, such as death of family member or loss of work, the Executive Board may elect to waive all or some of the participation fees.

## *Article VI*

### **RULES AND REGULATIONS**

**SECTION 1, FOOTBALL:** All coaches, players and parents shall conform to the rules & regulations as prescribed by the Braves Youth Football organization By-Laws, and by the Code of Conduct passed by the board on February 19<sup>th</sup>, 2002, and by the by-laws of the Tri County Youth Tackle Football League. The responsibilities shall include but not be limited to the following:

- A. **ATHLETIC DIRECTOR:** The Athletic Director shall be required to have at least one (1) year experience as head coach or assistant coach in the Braves Youth Football Organization. The duties of the Athletic Director shall consist of:
- Overseeing the Braves Youth Football organization teams for all football divisions (i.e., Superlight, Lightweight, Junior Varsity and Varsity) and their respective coaches, which shall include supervising all practices and games

- Presenting candidates for Head Coach to the Board for election: The Athletic Director shall present a slate of candidates for Head Coach for each division. The slate shall include the “Athletic Director Nominated” candidates plus any other interested candidates. The Board shall place all candidates’ names on a concealed ballot for election - the candidate receiving the most votes shall be elected. Each candidate can only be nominated for one coaching position. When there is more than one candidate for a Head Coaching position, each candidate will be provided with an opportunity to present his or her qualifications either in writing, or orally to the Board of Directors prior to election. The Athletic Director can nominate himself or herself to be a head football coach.
- Acting as a liaison between the Football Coaches Committee Members and shall also act as a liaison between the Football Coaches Committee Members and the Board of Directors.
- Representing the Braves Youth Football organization at all Tri-County Youth Tackle Football League meetings. The A.D. is required to present a report of League discussions at Board meetings.
- Assigning players to the appropriate team according to age and weight rules set forth in the Tri County Youth Tackle Football League by-laws and rules of play.
- Suspending members that do not conform to the Braves Youth Football organization By-Laws or Code of Conduct, or the Tri County Youth Tackle Football League By-Laws and Rules of Play.

- Recommending disqualification of members that do not conform to the Braves Youth Football organization By-Laws or Code of Conduct, or the Tri County Youth Tackle Football League By-Laws and Rules of Play.

B. **HEAD COACHES:** The Head Coaches shall answer directly to the Athletic Director. The Head Coaches duties shall include, but not be limited to:

- Instructing the players in the basic fundamentals of football and shall stress good sportsmanship, teamwork and fair play.
- Implementing the objectives of the Braves Youth Football organization, and in enforcing the rules and regulations set forth in these by-laws as well as the by-laws and rules of play of the Tri County Youth Tackle Football League with their team.
- Assisting the Football Equipment Manager with issuance, maintenance and collection of uniforms and equipment.
- Assist the Athletic Director in preparing the field for home games.
- In addition, each Head Coach shall be expected to submit an injury report to the Safety Committee within five (5) days of any injury (Safety Committee to review this policy)

C. **TEAM COACHES:** The Team Coaches shall answer directly to their respective team's head coach. They shall assist the Head Coach in implementing the objectives of the Braves Youth Football organization, and in enforcing the rules and regulations set forth in these by-laws as well as the by-laws and rules of play of the Tri County Youth Tackle Football League.

D. **PLAYERS:** The rules and regulations governing player personnel are as follows:

- All players must abide by the Braves Youth Football organization by-laws and code of conduct as well as the by laws and rules of play of the Tri County Youth Tackle Football League.
- NO REFUNDS will be given for participants who elect to quit after the completion of the first week of practice. No refunds will be given to participants who are dismissed from the team for rules or code of conduct violations. Refunds will only be given for medical reasons and to substantiate such reasons a doctor's note is required. Refunds given for medical reasons will be prorated based on the percentage of scheduled games completed at that point in the season (games completed as a percentage of all scheduled regular season games plus 1 playoff game).
- Players are expected to attend all practices and all games. Any player can be dropped from the team after five (5) unexcused absences from practices or games. The Head Coach will determine whether an absence is excused or unexcused. This rule also pertains to any player who is ineligible to play (in a game) because of being over the team prescribed weight at weigh-in time.
- Any player over the team prescribed weight limit as shown in the Tri-County Youth Tackle Football League Rules of Play will risk the chance of not playing during the season. The placement of overweight players for practice purposes will be at the discretion of the Head Coaches of the team(s) involved.

- The minimum age to participate in Football is 7 years, effective September 1 of that season.
- Players must have a current physical dated within the 12 months prior to the end of the season from their medical doctor. Players will not be allowed to participate in practice or play in a game without a current physical on file.
- Players must submit all fees, deposits, forms, birth certificate, and a current photo at registration. Players without this information will not be allowed to register.
- Uniforms must be kept clean and presentable. Any uniforms or equipment returned in damaged condition due to improper care will require just compensation. All uniforms shall be cleaned before being returned at the end of the season.
- All required safety equipment issued to players must be worn at all practices and games. Mouthpieces must have an attached strap. Mouthpieces must be fitted to each player by their parents according to accompanying instructions
- Regular checks by the Coaching staff will be taken to ensure that every player wears a support cup. This shall be done by having the player strike his own support cup with a closed fist.
- If a Football Player misses more than 1 scheduled practice during a week, the Head Coach will have the discretion to suspend the player for that week's game or for some portion of that week's game.

- Football players are expected to report to games and practices at or before the time designated by the Head Coach. If the player does not arrive at a game or practice by the time designated by the Head Coach, the Head Coach will have the discretion to suspend the player for all or some portion of that game.
  - All players shall participate in a minimum of five (5) plays per game.

**SECTION 2, CHEERLEADING AND POMPONS:** All coaches, cheerleaders, pompons and parents shall conform to the rules & regulations as prescribed by the Braves Youth Football organization By-Laws, and by the Code of Conduct passed by the board on February 19<sup>th</sup>, 2002, and by the by-laws of the Tri County Youth Tackle Football League. The responsibilities shall include but not be limited to the following:

**A. DIRECTOR OF CHEERLEADING AND POMS:** The duties of the Director of Cheerleading and Poms shall consist of:

- Overseeing all squads and their respective Coaches, which shall include supervising all practices and games.
- Acting as a liaison between members of the Braves Youth Football organization and the Cheerleading Coaches Committee.
- Acting as a liaison between members of the Cheerleading Coaches Committee
- Suspending members that do not conform to the Braves Youth Football organization By-Laws or Code of Conduct, or the Tri County Youth Tackle Football League By-Laws.

- Recommending disqualification of members that do not conform to the Braves Youth Football organization By-Laws or Code of Conduct, or the Tri County Youth Tackle Football League By-Laws.

B. **SQUAD COACHES:** The Squad Coaches shall answer directly to the Director of Cheerleading and Poms. Their responsibilities shall include, but not be limited to the following:

- Instructing the cheerleaders and pompons in the basic fundamentals of cheerleading and pompon dance.
- Stressing good sportsmanship, teamwork and fair play.
- Advising members in regard to details concerning practice schedules, games and other special activities.
- Assisting the Cheers/Poms Equipment Manager with issuance, maintenance and collection of uniforms.
- Maintaining accurate attendance reports
- Ensuring that the cheerleaders and pompons are wearing proper uniform attire to games and other special activities as directed by the Director of Cheerleading and Poms.
- In addition, each Squad Coach shall be expected to submit an injury report to the Safety Committee within five (5) days of any injury.

C. **CHEERLEADERS AND POMPS:** The rules and regulations governing cheerleaders and pompons personnel are as follows:

- All Cheerleaders and Pompons must abide by the Braves Youth Football organization by-laws and code of conduct as well as the by laws of the Tri County Youth Tackle Football League.
- All Cheerleaders and Pompons must wear proper uniform attire at all games and special activities as directed by the Director of Cheerleading and Poms. The Director of Cheerleading and Poms shall designate proper uniform code.
- Uniforms must be kept clean and presentable. Any uniforms damaged due to improper care will require just compensation.
  - NO REFUNDS will be given for participants who elect to quit after completion of the first week of practice. No refunds will be given to participants who are dismissed from the squad for rules or code of conduct violations. Refunds will only be given for medical reasons and to substantiate such reasons a doctor's note is required. Refunds given for medical reasons will be prorated based on the percentage of scheduled games completed at that point in the season (games completed as a percentage of all scheduled regular season games plus 1 playoff game).
  - All Participants must submit all fees, deposits, forms, birth certificate, and a current photo at registration. Players without this information will not be allowed to register.
- Participants are expected to attend all practices and games. Any player can be dropped from the team after five (5) unexcused absences of practices or games. The Head Coach will determine whether an absence is excused or unexcused. If a Cheerleader or Pompon misses more than 1 scheduled

practice during a week, the Coach will have the discretion to suspend the Cheerleader or Pompon for that week's performance or for some portion of that week's performance.

- Participants are expected to report to all events (practice, games, competitions, etc.) at or before the time designated by the Coach. If a Cheerleader or Pompon does not arrive at a game by the time designated by the Coach, the Coach will have the discretion to suspend the Cheerleader or Pompon for that game's performance or for some portion of that game's performance.
- Participants must have a current physical dated within the 12 months prior to the end of the season from their medical doctor. Participants will not be issued uniforms, and will not be allowed to attend practices without a current physical on file.
- All cheerleaders and pompons shall be expected to display sportsmanship at all times, both on and off the field.
- Participants shall be expected to pay attention to instructions from the Coaching Committee without excessive and continued disturbances
- Participants shall be expected to support their Team, their Squad and the Organization by displaying their spirit, their enthusiasm, their loyalty and their maintenance of a high standard of moral and ethical behavior.

## *Article VII*

### **PARLIAMENTARY PROCEDURE**

**SECTION 1, ROBERT'S RULES OF ORDER:** The revised Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the By-Laws of the Braves Youth Football organization, or by special rules of procedure adopted by the Braves Youth Football organization Board of Directors.

## *Article VIII*

### **AMENDMENTS**

**SECTION 1, AMENDMENTS:** These By-Laws may be amended at any regular meeting of the Board of Directors by a majority vote of the directors. The Secretary shall note any amendments in the minutes of said meeting. At the October Board Meeting each year, the By-Laws committee chairman shall present for approval an updated version of the By-Laws. This updated version shall reflect all amendments, changes, additions, and deletions voted on and approved by the Board during the preceding 12 months. Once approved, this updated version shall be posted to the Braves website.

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I/WE HEREBY CERTIFY THAT THESE BY-LAWS WERE ADOPTED BY THE  
BRAVES YOUTH FOOTBALL ORGANIZATION BOARD OF DIRECTORS THIS  
16<sup>th</sup> DAY OF NOVEMBER 2009, AND SHALL SUCCEED ANY PRIOR VERSIONS.

<b>Executive Board</b>	<b>Name</b>	<b>Signature</b>	<b>Date Adopted</b>
President	<i>Keith Herman</i>		
Vice President	<i>Michael Brozovich</i>		
Secretary	<i>Jay Heaser</i>		
Treasurer	<i>Brian Lundberg</i>		