

# CLAREMONT WOLFPACK

## JR. ALL AMERICAN FOOTBALL AND CHEER



# 2009 BY-LAWS

## RATIFIED ON 1/22/08



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#### ARTICLE I

##### MISSION STATEMENT:

OUR MISSION IS TO INSPIRE YOUTH TO PRACTICE IDEALS OF HEALTH, CITIZENSHIP, AND CHARACTER TO BRING YOUTH CLOSER TOGETHER THROUGH THE MEANS OF A COMMON INTEREST IN SPORTSMANSHIP, FAIR-PLAY AND FELLOWSHIP; TO IMPART THE GAME AND TEAM ELEMENTS OF SAFETY, SANITY AND INTELLIGENT SUPERVISION; TO KEEP THE WELFARE OF THE PARTICIPANTS FIRST, AND ENTIRELY FREE OF ADULT LUST FOR GLORY.

##### “AT WILL” CJA AFC STATEMENT:

PARTICIPATION WITH CLAREMONT JR. ALL-AMERICAN FOOTBALL AND CHEER IS “AT-WILL”. THE PRESIDENT OR MAJORITY VOTE OF THE EXECUTIVE BOARD CAN DENY PROGRAM SERVICE AND / OR DISMISS ANY PLAYER, VOLUNTEER OR FAMILY, WITH OR WITHOUT CAUSE, AT ANY TIME. NO BOARD MEMBER, INCLUDING BUT NOT LIMITED TO THE PRESIDENT CAN REDEFINE OR REVERSE AN AT-WILL RELATIONSHIP EITHER THROUGH ORAL OR WRITTEN MEANS FOR ANY REASON. THE SIGNED ORGANIZATIONAL CONTRACTS, PLAYER CONTRACTS, OR OTHER SIGNED DOCUMENTS ARE NOT INTENDED TO CREATE A LEGAL CONTRACT BETWEEN CJA AFC AND SIGNER.

##### MEMBERSHIP:

A MEMBER SHALL BE AN ADULT OR PARENT OR GUARDIAN OF A BOY OR A GIRL WHO PARTICIPATES IN “CLAREMONT JUNIOR ALL-AMERICAN FOOTBALL AND CHEER” AND ANY OTHER ADULTS WITH A SINCERE INTEREST IN THE SAME AND SUBJECT TO THE APPROVAL BY THE EXECUTIVE BOARD AND IN ACCORDANCE WITH CONFERENCE MEMBERSHIP REQUIREMENTS. ANY MEMBER WANTING TO ATTEND A BOARD MEETING MUST REQUEST TO DO SO TWO WEEKS PRIOR TO ANY SCHEDULED MEETING.

**NOTE:** NO VOLUNTEER MEMBER ASSOCIATED WITH CJA AFC SHALL BE PAID MONEY OR COMPENSATED FOR HIS/HER TIME, SERVICE, ABILITIES, ADVICE, KNOWLEDGE, STATUS, ORIGIN, PARTICIPATION, OR SUPPORT, OFFERED AND/OR DONATED.

##### TERMINOLOGY:

THE TERM **CONFERENCE**, WHEN USED WITHIN THESE BY-LAWS, SHALL REFER TO THE SAN GABRIEL VALLEY JUNIOR ALL-AMERICAN CONFERENCE, INC. OR ITS SUCCESSOR.

THE TERM **CJA AFC**, WHEN USED WITHIN THESE BY-LAWS, SHALL REFER TO THE CLAREMONT JUNIOR ALL AMERICAN FOOTBALL AND CHEER ORGANIZATION.

THE TERM **BOARD MEMBERS**, WHEN USED WITHIN THESE BY-LAWS SHALL REFER TO A GROUP OF NON-VOTING MEMBERS.

THE TERM **EXECUTIVE BOARD**, WHEN USED WITHIN THESE BY-LAWS SHALL REFER TO THE CURRENT EXECUTIVE OFFICERS OF THE CLAREMONT JUNIOR ALL-AMERICAN FOOTBALL AND CHEER ORGANIZATION. EXECUTIVE OFFICERS MUST BE PRESENT TO CONSTITUTE A QUORUM FOR THE TRANSACTION OF BUSINESS AT ANY BOARD MEETING.

THE TERM **CITY** WHEN USED WITHIN THESE BY-LAWS, SHALL REFER TO THE CITY OF CLAREMONT, CALIFORNIA 91711.

THE TERM **CUSD** WHEN USED WITHIN THE BY-LAWS, SHALL REFER TO THE CLAREMONT UNIFIED SCHOOL DISTRICT.

THE TERM **QUORUM**, WHEN USED WITHIN THESE BY-LAWS SHALL MEAN TWO THIRDS (2/3) OF THE EXECUTIVE VOTE MUST BE PRESENT TO IMPLEMENT CHANGE WITHIN THE FRANCHISE RULES AND REGULATIONS. SHOULD A QUORUM NOT BE PRESENT, EXECUTIVE BOARD MEMBERS IN ABSENTIA MAY VOTE VIA EMAIL PROVIDED THAT 1) ALL PERTINENT INFORMATION PRESENTED AT THE BOARD MEETING IS SENT IN THE BODY OF THE EMAIL 2) THE EMAILED VOTE IS SUBMITTED WITHIN 72 HOURS OF SAID BOARD MEETING, AND 3) THE EMAIL IS SENT TO: WOLFPACK@CLAREMONTJAAFC.COM FROM THE EMAIL ADDRESS ON FILE FOR THE BOARD MEMBER CASTING THE BALLOT.

## ARTICLE II

### SECTION 1

THE BOARD SHALL CONSIST OF NOT MORE THAN 24 PERSONS. MEMBERS OF THE DIRECTORS BOARD MAY BE ASKED TO SERVE ON COMMITTEES CHAIRED BY **EXECUTIVE BOARD MEMBERS**. COMMITTEES WILL INCLUDE, BUT ARE NOT LIMITED TO, RECRUITING, EQUIPMENT COLLECTION AND MAINTENANCE, SNACK BAR PREPARATION AND CLEAN-UP, HOME GAME FIELD PREPARATIONS AND FIELD MAINTENANCE, PHOTOS, PROMOTIONS, ADVERTISING, FUND RAISING, ETC. THE **BOARD MEMBERS** MAY BE ASKED BY THE CHAIRPERSON OF SAID COMMITTEES TO MAKE AND PRESENT REPORTS AT MONTHLY **EXECUTIVE BOARD MEETINGS**.

### SECTION 2

THE CURRENT **EXECUTIVE BOARD** MEMBERS SHALL ELECT THE EXECUTIVE OFFICERS OF THE CORPORATION BY SECRET BALLOT. THE OFFICERS TO BE ELECTED ARE:

- 1) **PRESIDENT**
- 2) **VICE PRESIDENT**
- 3) **SECRETARY**
- 4) **TREASURER**
- 5) **CITY ATHLETIC DIRECTOR**
- 6) **CITY CHEER COORDINATOR**
- 7) **CONFERENCE REPRESENTATIVE**
- 8) **WAYS AND MEANS DIRECTOR**
- 9) **FOOTBALL ADVISOR**
- 10) **CHEER ADVISOR**
- 11) **PLAYER AGENT**
- 12) **DESIGNATED AGENT**
- 13) **SECURITY AND SAFETY DIRECTOR**
- 14) **SPORTS COMMITTEE REPRESENTATIVE**
- 15) **EQUIPMENT MANAGER**
- 16) **FIELD MANAGER**
- 17) **SNACK BAR DIRECTOR**
- 18) **MARKETING & RECRUITMENT DIRECTOR**
- 19) **EVENTS COORDINATOR**

EXECUTIVE BOARD MEMBERS ARE TO PRESIDE OVER MONTHLY OPEN AND, IF NECESSARY, CLOSED BOARD MEETINGS. IN ADDITION, ALL EXECUTIVE BOARD MEMBERS WILL BE ASKED TO ATTEND SPECIAL CLOSED SESSIONS. EXECUTIVE BOARD MEMBERS WILL VOTE ON ALL ISSUES BROUGHT BEFORE IT BY THE EXECUTORS OR THE BOARD OF THIS FRANCHISE. A MAJORITY VOTE OF THE VOTING EXECUTIVE BOARD MEMBERS IS REQUIRED FOR APPROVAL AND/OR CHANGE.

### SECTION 3

THOSE MEMBERS HOLDING THE POSITION OF EXECUTIVE OFFICERS - **PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, CITY ATHLETIC DIRECTOR, CITY CHEER COORDINATOR, CONFERENCE REPRESENTATIVE, WAYS AND MEANS DIRECTOR, EQUIPMENT MANAGER, FIELD MANAGER, FOOTBALL ADVISOR, CHEER ADVISOR, DESIGNATED AGENT, PLAYER AGENT, SPORTS COMMITTEE REPRESENTATIVE, SECURITY & SAFETY DIRECTOR, SNACK BAR DIRECTOR, MARKETING & RECRUITMENT DIRECTOR AND EVENTS COORDINATOR** - OR ANY OTHER EXECUTIVE OFFICER POSITION MADE ADDITION HERETO, MAY NOT SERVE MORE THAN TWO (2) TERMS / FOUR (4) YEARS IN SUCCESSION. THE TWO TERMS IS NOT AUTOMATICALLY ATTAINED BY THE BOARD MEMBER. THE INTERESTED BOARD MEMBER MUST COMMUNICATE HIS/HER AMBITIONS TO CONTINUE IN THEIR CURRENT BOARD MEMBER CAPACITY PRIOR TO THE NEXT YEAR'S BOARD MEMBER OPEN NOMINATIONS/ELECTIONS EFFORT. THE SAID SECOND TERM CAN BE VOTED ON BY THE CURRENT CALENDAR YEAR'S EXECUTIVE BOARD MEMBERS WITHOUT AN OPEN NOMINATION/ELECTION PROCESS, IF THE MAJORITY VOTE IS ACHIEVED, THAT BOARD MEMBER POSITION WILL CONTINUE IN FORCE FOR THE SECOND TERM (NEXT TWO CALENDAR YEARS). IF THE MAJORITY VOTE IS NOT ACHIEVED FOR THE SAID BOARD MEMBER POSITION, THE POSITION WILL BE SUBJECTED TO AN OPEN NOMINATION/ELECTION PROCESS FOR THE NEXT YEAR'S BOARD. (NOTE: REFER TO EXCEPTION).

**EXCEPTION:** THOSE INDIVIDUALS ELECTED AS EXECUTIVE OFFICERS SHALL ADHERE TO THE CJA AFC AND CONFERENCE BY-LAWS AND POLICIES, AND ULTIMATELY CAN EXTEND THEIR TWO (2) TERMS/FOUR (4) YEARS OF SERVICE AND POSITION(S), IF APPROVED THROUGH THE PROCESS OF OPEN RE-ELECTION. THE INTERESTED EXECUTIVE OFFICER MAY CONTINUE, IF ELECTED, FOR UP TO AN ADDITIONAL TWO (2) TERMS/FOUR (4) YEARS PER THE PROCESS OUTLINED ABOVE. THE INTERESTED PARTY MAY IF DESIRED RE-RUN FOR THE SAME POSITION UNTIL HE/SHE IS NOT RE-ELECTED, THE RE-ELECTION PROCESS IS IN EFFECT AS DEFINED ABOVE.

### SECTION 4

SHOULD AN **EXECUTIVE OFFICER** RESIGN HIS/HER POSITION IT SHALL BE FILLED FROM THE EXISTING **BOARD MEMBERS** – PROVIDING SUCH **BOARD MEMBER** MEETS THE ELIGIBILITY REQUIREMENTS AND APPROVAL OF THE REMAINING EXECUTIVE BOARD. AS SUCH, A MAJORITY VOTE OF THE EXECUTIVE BOARD MUST BE ESTABLISHED FOR APPROVAL AND/OR CHANGE.

SHOULD THE OFFICE OF **PRESIDENT** BE VACATED BY RESIGNATION, THE **VICE PRESIDENT SHALL** ASSUME THE RESPONSIBILITIES OF **PRESIDENT**. SHOULD THE **VICE PRESIDENT** BE UNABLE TO ASSUME THE RESPONSIBILITIES OF **PRESIDENT**, THEN ONE OF THE REMAINING FIFTEEN (15) EXECUTIVE OFFICERS SHALL BE NOMINATED AS A CANDIDATE FOR THE POSITION OF **PRESIDENT** AND A SECRET VOTE BY THE EXECUTIVE BOARD WILL COMMENCE. THE CANDIDATE RECEIVING THE MAJORITY NUMBER OF VOTES WILL BE THE NEWLY ELECTED **PRESIDENT**.

NOTE: THE RESIGNING **PRESIDENT DOES NOT** HAVE AN EXECUTIVE VOTE IN THE REPLACEMENT OF HIS/HER POSITION. ADDITIONALLY, IF THE **VICE PRESIDENT** REFUSES TO ASSUME THE VACATED POSITION OF **PRESIDENT** HE/SHE SHALL RELINQUISH THEIR EXECUTIVE POSITION AND ALL VOTING PRIVILEGES IN THE ELECTION PROCESS. IF THE **VICE PRESIDENT** ACCEPTS THE VACATED POST OF **PRESIDENT** HE/SHE SHALL RESIGN FROM ALL COACHING POSITION(S) ORIGINALLY ASSIGNED TO MAINTAIN THE PRESIDENCY.

### SECTION 5

SHOULD A MEMBER FAIL TO PERFORM THE DUTIES OF HIS/HER EXECUTIVE OFFICE AS DEFINED WITHIN THE BY-LAWS AND POLICIES OF CJA AFC AND CONFERENCE, THEN THE REMAINING EXECUTIVES OF CJA AFC SHALL HOLD A **SPECIAL CLOSED MEETING** FOR THE PURPOSE OF SELECTING AND APPOINTING A REPLACEMENT FOR THAT PARTICULAR POSITION. SAID APPOINTED REPLACEMENT WILL BE VOTED INTO THE RESPECTIVE POSITION BY NOMINATION AND ACCEPTED BY A MAJORITY VOTE BY THE REMAINING EXECUTIVE BOARD.

NOTE: THE EXECUTIVE BOARD MEMBER THAT IS TO BE REPLACED, DUE TO PERFORMANCE DEFICIENCIES, **SHALL NOT** HAVE THE PRIVILEGE OF A VOTE FOR HIS/HER POSITION OF REPLACEMENT. IF THE EXECUTIVE BOARD MEMBER IS NOT ONLY INCAPABLE OF FULFILLING HIS/HER OBLIGATIONS AS A CJA AFC EXECUTIVE BOARD MEMBER, BUT IS ALSO IN VIOLATION OF A "CODE OF ETHICS" CODE, HE/SHE MAY ALSO BE SUBJECT TO PROBATION, VOLUNTEER BANISHMENT OR CJA AFC BANISHMENT, DEPENDING ON THE SEVERITY OF THE VIOLATION AS DEFINED WITHIN THESE BY-LAWS IN ARTICLE VIII.

## **SECTION 6**

THE **BOARD MEMBERS** SHALL STRIVE TO MAINTAIN AN EQUAL BALANCE OF REPRESENTATION BETWEEN FOOTBALL AND CHEER AMONG ITS MEMBERS. ALTHOUGH THIS FORMULA OF EQUALITY IS DESIRED, THE OUTCOME OF EACH SEASON VARIES AND THEREFORE THE EXECUTORS SHOULD ANNUALLY EVALUATE THEIR SUCCESS AND FAILURES ON THE BALANCE AND INEQUALITY OF THIS DIRECTIVE.

## **SECTION 7**

IN ORDER TO AVOID A CONFLICT OF INTEREST, AND MAINTAIN AN OBJECTIVE AND DIVERSIFIED BOARD, THERE SHALL BE NO MORE THAN TWO (2) IMMEDIATE FAMILY MEMBERS HOLDING POSITIONS WITHIN THE BOARD DURING THE CURRENT YEAR. IMMEDIATE FAMILY MEMBER IS DEFINED AS: SPOUSE, FATHER, MOTHER, BROTHER, SISTER, CHILD. ADDITIONALLY, THE POSITIONS OF PRESIDENT, VICE-PRESIDENT AND TREASURER ARE **PROHIBITED** TO BE OCCUPIED BY AN IMMEDIATE FAMILY MEMBER SIMULTANEOUSLY ON THE CJA AFC EXECUTIVE BOARD.

# **ARTICLE III**

## **EXECUTIVE OFFICERS**

### **PRESIDENT:**

- A. SHALL PRESIDE AT ALL MEETINGS OF CJA AFC AND PERFORM ALL DUTIES PERTAINING TO HIS/HER OFFICE AS CHIEF ADMINISTRATOR INCLUDING HIS/HER ATTENDANCE AT ALL REGULARLY SCHEDULED CONFERENCE MEETINGS. HE/SHE SHALL BE RESPONSIBLE TO THE EXECUTIVE BOARD AND ITS DIRECTORS. THE PRESIDENT SHALL BE TASKED WITH THE DUTY OF CULTIVATING CJA AFC BY PRESIDING OVER JUDGMENTS GENERATED BY THE EXECUTIVE BOARD. THE PRESIDENT SHALL REMAIN NEUTRAL IN EVERY ASPECT OF HIS/HER AUTHORITY.
- B. THE PRESIDENT IS CONSIDERED A **CONFERENCE REPRESENTATIVE** AND SHALL ATTEND ALL CONFERENCE MEETINGS TO ESTABLISH FRANCHISE REPRESENTATION. THE PRESIDENT SHALL RECORD AND ASSIST IN THE DISSEMINATION OF ALL VITAL INFORMATION TO THE CJA AFC EXECUTIVE BOARD.
- C. SHALL PROMOTE CJA AFC BY DIRECTING THE RECRUITMENT PROCESS THROUGH MEANS OF ESTABLISHING SIGN-UP DATES AND CLOSURES OF TEAM ROSTERS. SHALL WORK IN UNISON WITH THE VICE PRESIDENT, FOOTBALL ADVISOR, PLAYER AGENT AND EQUIPMENT MANAGER TO ESTABLISH PLAYER UNIFORMITY, COACH'S ELIGIBILITY, AND TEAM STAFFING FOR EACH FOOTBALL TEAM. AS SUCH, THIS PROCESS OF SELECTION AND DE-SELECTION WILL TAKE PLACE EACH YEAR PRIOR TO THE BEGINNING OF THE NEW SEASON.
- D. SHALL PLAN, WITH THE ASSISTANCE OF THE SPORTS COMMITTEE REPRESENTATIVE, AND NEGOTIATE ALL CONTRACTS FOR FIELD USAGE FOR FOOTBALL AND CHEER, WHILE MAINTAINING LIAISON BETWEEN THE CITY GOVERNMENT AND THE LOCAL SCHOOL BOARD.
- E. SHALL MAINTAIN A CLOSE LIAISON BETWEEN THE POSITION THAT HE/SHE HOLDS, AND THAT OF THE VICE PRESIDENT, SECRETARY, AND TREASURER. SHALL BE INFORMED OF ANY CORRESPONDENCE GENERATED BY CJA AFC AT ANY LEVEL THAT WILL BE USED TO SOLICIT DONATIONS FROM OUR COMMUNITY TO AID IN THE SUPPORT OF OUR PROGRAM.
- F. SHALL REQUEST A BALANCING OF MONIES RECEIVED AND MONIES PAID, BY ITS TREASURER, ON A MONTHLY BASIS.

- G. THE PRESIDENT, EQUIPMENT MANAGER AND CITY CHEER COORDINATOR SHALL BE THE SOLE ORDERING AGENTS FOR ALL FOOTBALL AND CHEER EQUIPMENT FOR CJAAFC. AS TO THIS DUTY, THE ASSIGNED AGENTS SHALL ONLY ACT UPON THE APPROVAL OF THE EXECUTIVE BOARD WHEN COMPLETING EQUIPMENT ORDERS THAT EXCEED \$500.00.
- H. SHALL NOT FUNCTION AS A **HEAD COACH, ASSISTANT COACH, OR ATHLETIC DIRECTOR**, FOR ANY TEAM WITHIN CJAAFC OR AS INSTRUCTED BY THE CURRENT SAN GABRIEL VALLEY JUNIOR ALL AMERICAN FOOTBALL CONFERENCE BY-LAWS.
- I. SHALL BE THE LAST FIGURE OF AUTHORITY TO DETERMINE UNRESOLVED GRIEVANCES AND/OR COMPLAINTS. SHALL MAKE A FINAL DECISION REGARDING UNRESOLVED DISPUTES UPON EVALUATING THE FACTS AND ADVICE PRESENTED BY THE EXECUTIVE BOARD.
- J. SHALL, ALONG WITH THE TREASURER, CITY CHEER COORDINATOR, EQUIPMENT MANAGER AND FIELD MANAGER, BE TASKED WITH ESTABLISHING THE CURRENT CALENDAR YEAR "PROJECTED EXPENSES/BUDGET" AND "PROJECT INCOME" NO LATER THAN THE FEBRUARY BOARD MEETING.
- K. SHALL ASSIST THE SECURITY AND SAFETY DIRECTOR IN THE COORDINATION AND CONTRACTING OF THE HOME GAME DAY AMBULANCE SERVICE AS OUTLINED IN ARTICLE XIV.
- L. SHALL ASSIST EVERY BOARD MEMBER IN THE COLLECTION OF COMPLETED CURRENT YEAR MATERIALS, I.E. TREASURER PAPERWORK, SECRETARY PAPERWORK, CITY A.D. PAPERWORK, CITY CHEER COORDINATOR PAPERWORK, EQUIPMENT MANAGER PAPERWORK AND ANY OTHER PERTINENT CJAAFC PAPERWORK FOR ARCHIVE PURPOSES AT THE DESIGNATED CJAAFC STORAGE/ARCHIVE FACILITY.

**VICE PRESIDENT:**

- A. SHALL ASSIST IN THE DAILY FUNCTIONS OF CJAAFC AND MANAGERIAL PROCESSES OF THIS PROGRAM.
- B. SHALL PERFORM THE DUTIES OF THE PRESIDENT IN HIS/HER ABSENCE. ADDITIONALLY, IF THE PRESIDENT RESIGNS THE VICE PRESIDENT SHALL ASSUME THE RESPONSIBILITY OF THE PRESIDENT.
- C. IF THE VICE PRESIDENT CANNOT ASSUME, OR REFUSES TO ASSUME, THE PRESIDENCY AS PER THIS BY-LAW HE/SHE SHALL BE REMOVED FROM THE EXECUTIVE BOARD AND FORFEIT ALL EXECUTIVE PRIVILEGES.
- D. SHALL HAVE PARTIAL RESPONSIBILITY OF COMPLETING THE SELECTION AND DE-SELECTION PROCESS OF ALL HEAD FOOTBALL COACHES. SHALL ASSIST THE EXECUTIVE BOARD MEMBERS IN THE EFFORT TO PRODUCE A FAIR AND SAFE CONDITION FOR THE PLAYERS, CHEERLEADERS, VOLUNTEERS AND THE SUPPORTING COMMUNITY.
- E. SHALL BE TASKED WITH ASSISTING IN ALL RECRUITMENT EFFORTS THAT INCLUDE WEEKLY SCHEDULING FOR SIGN-UPS AND PLAYER EVALUATIONS.
- F. SHALL SUPPORT THE PRESIDENT IN THE PROMOTION OF CJAAFC BY ESTABLISHING A HEALTHY LIAISON BETWEEN CITY GOVERNMENT AND THE LOCAL SCHOOL BOARD. ADVERSELY, THE VICE PRESIDENT MAY BE ASKED TO ATTEND MEETINGS OF NEGOTIATION FOR FOOTBALL AND CHEER FIELD USE. IT SHALL BE THE RESPONSIBILITY OF THE VICE PRESIDENT TO BECOME ACCUMULATED TO ALL REQUIRED APPLICATIONS DEMANDED BY THE CONFERENCE AND CITY GOVERNMENTS.
- G. SHALL ASSIST THE SECURITY AND SAFETY DIRECTOR IN THE COORDINATION AND CONTRACTING OF THE HOME GAME DAY AMBULANCE SERVICE AS OUTLINED IN ARTICLE XIV.
- H. THE VICE PRESIDENT IS REQUIRED TO ATTEND ALL MONTHLY EXECUTIVE BOARD MEETINGS SCHEDULED BY CJAAFC.

**SECRETARY:**

- A. SHALL KEEP AND MAINTAIN ALL MONTHLY RECORDS AND MINUTES OF MEETINGS OF CJAAFC.
- B. SHALL BE TASKED WITH THE DUTY OF PROVIDING EACH EXECUTIVE BOARD MEMBER WITH A COMPLETE COPY OF THE MINUTES OF EACH EXECUTIVE BOARD MEETING.
- C. SHALL ALSO HAVE THE RESPONSIBILITY OF NOTIFYING BOARD MEMBERS OF MEETING DATES, TIMES, LOCATIONS, FUTURE ELECTIONS, AND PERFORM OTHER DUTIES AS THIS OFFICE MAY REQUIRE.
- D. SHALL BE TASKED WITH SENDING CONFERENCE A COPY OF THE EXECUTIVE BOARD MEETING MINUTES.
- E. MAY ALSO BE TASKED WITH THE DUTY OF CREATING AND/OR GENERATING CORRESPONDENCE FOR THE GOOD OF CJAAFC.

- F. SHALL GENERATE/ACCUMULATE A YEAR END PACKAGE INCLUDING, BUT NOT LIMITED TO, THE CALENDAR YEARS MEETING MINUTES, AGENDAS AND ANY OTHER PERTINENT PAPERWORK FOR CJA AFC ARCHIVE PURPOSES.
- G. THE SECRETARY IS REQUIRED TO ATTEND ALL MONTHLY EXECUTIVE BOARD MEETINGS SCHEDULED BY CJA AFC.

**TREASURER:**

- A. SHALL RECEIVE AND KEEP CJA AFC FUNDS IN A FINANCIAL INSTITUTION AUTHORIZED BY THE EXECUTIVE BOARD AND HAVE THE AUTHORITY TO SIGN FRANCHISE CHECKS FOR ACCOUNTS PAYABLE AND/OR RECEIVED FOR DEPOSIT.
- B. SHALL MAKE A RECORD OF ALL CORPORATE FINANCIAL TRANSACTIONS AND KEEP SAME ON FILE.
- C. SHALL MAKE AN ANNUAL AND FINANCIAL REPORT AT THE GENERAL MEETINGS AND PRESENT MONTHLY, TO THE EXECUTIVE BOARD AND DIRECTORS, AN OUTLINE DETAILING ALL CORPORATE FINANCIAL TRANSACTIONS.
- D. SHALL CAUSE THE FOLLOWING POLICIES TO BE FOLLOWED IN ALL FINANCIAL TRANSACTIONS:
  - 1. ALL PAYMENTS IN EXCESS OF \$500.00 SHALL BE PAID BY CHECK SIGNED BY TWO (2) EXECUTIVE BOARD MEMBERS. (TREASURER AND PRESIDENT OR VICE PRESIDENT). ALL PAYMENTS UNDER \$500.00 SHALL BE PAID BY CHECK SIGNED BY TREASURER ONLY.
  - 2. MAINTAIN AND FILE ALL RECEIPTS FOR ALL TRANSACTIONS.
  - 3. ANY PURCHASE OF \$500.00 OR MORE MUST HAVE AT LEAST TWO (2) BIDS AND APPROVED BY THE EXECUTIVE BOARD.
- E. MAY APPOINT AN ASSISTANT SELECTED FROM THE EXISTING DIRECTORS SUBJECT TO EXECUTIVE BOARD'S APPROVAL.
- F. SHALL ASSIST IN ESTABLISHING THE CURRENT YEAR'S "PROJECTED EXPENSE /BUDGET" AND "PROJECTED INCOME" FOR THE NEW YEAR NO LATER THAN THE FEBRUARY BOARD MEETING.
- G. MAY BE ELECTED OR ASSIGNED TO ANOTHER POST OR POSITION(S) THAT WILL NOT HINDER IN ANY WAY THE ELECTED POSITION AND SERVICE OF TREASURER.
- H. MAINTAIN COPIOUS RECORDS AND ACCOUNT OF CJA AFC BUDGET FOR INCOME TAX SUBMITTAL AND COMPLETE THE TAX PROCESS IN AN EXPEDIENT AND PROFESSIONAL MANNER.
- I. MAINTAIN A CLOSE LIAISON WITH THE CITY CHEER COORDINATOR AND THE COLLECTION OF MONIES FOR CHEER UNIFORMS.
- J. MAINTAIN A CLOSE LIAISON WITH THE WAYS AND MEANS COORDINATOR FOR THE COLLECTION OF ALL FUND-RAISERS, PROMOTIONS, AND MONIES COLLECTED.
- K. MAINTAIN A CLOSE LIAISON WITH THE SNACK BAR DIRECTOR AND THE COLLECTION OF MONIES GENERATED BY SNACK BAR EFFORTS.
- L. ARRANGE TO HAVE ALL MONIES COLLECTED AT ALL FOOTBALL AND CHEER EVENTS DURING THE DAY OF THE EVENT. THIS INCLUDES COLLECTING MONEY, AS NEEDED THROUGHOUT THE DAY, TO ENSURE THAT THERE IS NOT EXCESSIVE CASH IN ANY OF THE CASH BOXES.
- M. DEPOSIT ALL COLLECTED FUNDS WITHIN 48 HOURS OF RECEIPT.
- N. REQUIRE PERSONS SUBMITTING MONIES TO ALSO FILL OUT AND SUBMIT TWO (2) "CJA AFC CASH BOX BALANCE" SHEETS. SHEETS MUST BE SIGNED BY AT LEAST TWO (2) EXECUTIVE BOARD MEMBERS. ONE COPY IS TO BE KEPT WITH THE TREASURER FOR RECORDATION OF TRANSACTION AND THE OTHER IS TO BE FORWARDED TO THE PRESIDENT.
- O. WILL PROCESS REQUEST FOR REIMBURSEMENTS, THE REQUESTOR WILL BE REQUIRED TO FURNISH AND RELINQUISH THE ORIGINAL RECEIPTS TO CJA AFC FOR ACCOUNTING AND TAX PURPOSES. THE REQUESTOR MUST ALSO FILL OUT A CJA AFC "EXPENSE REIMBURSEMENT LEDGER" AND ATTAIN THE REQUIRED TWO APPROVAL SIGNATURES (TREASURER, PRESIDENT OR VICE-PRESIDENT) PRIOR TO REIMBURSEMENT VIA CJA AFC CHECK. NOTE: ANY AND ALL REIMBURSEMENTS MUST BE RECEIVED PRIOR TO THE END OF THE CURRENT YEAR (DECEMBER 31<sup>ST</sup>) OTHERWISE THE REQUEST FOR REIMBURSEMENT WILL BE DENIED AND THE FUNDS WILL BECOME THE PROPERTY OF THE CJA AFC GENERAL FUND.
- P. AT THE END OF THE CURRENT YEAR, WILL PACKAGE AND RELOCATE TO THE DESIGNATED CJA AFC STORAGE/ARCHIVES FACILITY) ANY AND ALL COMPLETED CURRENT YEAR TREASURER BOOKS, RECEIPTS, LOGS, CANCELLED CHECKS, ETC., FOR THE PURPOSE OF ACHIEVING A CJA AFC ARCHIVES AND SAFE KEEPING.

Q. THE TREASURER IS REQUIRED TO ATTEND ALL MONTHLY EXECUTIVE BOARD MEETINGS SCHEDULED FOR CJA AFC AND/OR OTHER CONFERENCE TREASURER MEETINGS THAT MIGHT ARISE.

**NOTE:** ALL U.S. CURRENCY AND/OR PERSONAL CHECKS COLLECTED ON BEHALF OF CJA AFC SHALL BE SUBMITTED TO THE TREASURER WITHIN **FORTY-EIGHT (48) HOURS** OF RECEIPT. ADDITIONALLY, THE TREASURER SHALL RECEIVE ALL MONEY COLLECTED, RECORDED, AND BALANCED, UPON THE APPROVAL OF AT LEAST TWO (2) EXECUTIVE BOARD MEMBERS.

**CITY ATHLETIC DIRECTOR (CAD):**

- A. SHALL FUNCTION AS THE CHIEF MANAGER OF ALL FOOTBALL TEAM ATHLETIC DIRECTORS (AD).
- B. SHALL ALSO REVIEW AND ASSIST ALL TEAM AD'S WITH THE PREPARATION AND RECORDATION OF TEAM FILES AS PER REQUIRED BY CONFERENCE BY-LAWS.
- C. SHALL BE THE DIRECT CHAIN OF COMMAND FOR ALL TEAM AD'S AND SUBSEQUENTLY MAKE THEMSELVES AVAILABLE TO PROVIDE ADVICE AND ASSISTANCE.
- D. SHALL BE RESPONSIBLE FOR ASSISTING THE TEAM AD'S WITH TEAM AD TYPE PROBLEMS THAT MAY ARISE ON A YEARLY BASIS.
- E. SHALL BE TASKED WITH THE DUTIES OF ATTENDING ALL CITY ATHLETIC DIRECTOR MEETINGS COUPLED WITH THE RECORDING AND DISSEMINATING OF VITAL INFORMATION TO THE EXECUTIVE BOARD AT EACH BOARD MEETING.
- F. HAS THE AUTHORITY TO CALL FOR AN EXECUTIVE BOARD VOTE REQUESTING TO EXPEL AND/OR REMOVE ANY TEAM AD THAT IS NOT PROPERLY PERFORMING THE DUTIES AS ASSIGNED TO THEIR POSITION.
- G. SHALL BE THE AD LIAISON BETWEEN THE CONFERENCE AD AND THIS PROGRAM.
- H. SHALL COORDINATE EFFORTS IN COLLECTING THE TEAM AD MATERIALS, I.E. AD FOLDERS, BAGS, PLAYER CARDS, ETC., FOR THE PURPOSE OF ACHIEVING A CJA AFC AD ARCHIVES AND SAFE KEEPING FOR THE FOLLOWING YEAR'S PROGRAM AND TEAM AD UTILIZATION.
- I. THE CAD IS REQUIRED TO ATTEND ALL MONTHLY EXECUTIVE BOARD MEETINGS SCHEDULED FOR CJA AFC AND/OR OTHER CONFERENCE AD MEETINGS THAT MIGHT ARISE.

**CITY CHEER COORDINATOR (CCC):**

THE CCC IS RESPONSIBLE FOR THE OVERALL COORDINATION OF THE CJA AFC CHEER PROGRAM AND THE FOLLOWING OF CONFERENCE BY-LAWS AND POLICIES SET FORTH BY CJA AFC. IN ADDITION, THE RESPONSIBILITIES OF THE CCC SHALL INCLUDE BUT ARE NOT LIMITED TO:

- A. SHALL FUNCTION AS THE CHIEF MANAGER OF ALL CHEER TEAM ATHLETIC DIRECTORS (AD).
- B. SHALL ALSO REVIEW AND ASSIST ALL TEAM AD'S WITH THE PREPARATION AND RECORDATION OF CHEER TEAM FILES AS REQUIRED BY CONFERENCE BY-LAWS.
- C. SHALL BE THE DIRECT CHAIN OF COMMAND FOR ALL CHEER TEAM AD'S AND SUBSEQUENTLY MAKE HIMSELF/HERSELF AVAILABLE TO PROVIDE ADVICE AND ASSISTANCE.
- D. ATTEND ALL CONFERENCE CHEER MEETINGS/ EVENTS.
- E. COORDINATE CHEER SIGN UPS WITH FOOTBALL.
- F. SELECTION OF CHEER TEAMS, COACHES AND THEIR STAFF.
- G. SHALL BE LIAISON BETWEEN THE CONFERENCE AND THE EXECUTIVE BOARD.
- H. SHALL BE LIAISON BETWEEN THE EXECUTIVE BOARD AND THE CHEER COACHES.
- I. ENSURE PROPER CONDUCT OF ALL CHEER STAFF.
- J. ENSURE PROPER CONDUCT AND SAFETY OF ALL PARTICIPATING CHEERLEADERS.
- K. COORDINATE CAMPS AND/OR CLINICS AS NEEDED.
- L. ENSURE A TIMELY REGISTRATION OF ALL CONFERENCE APPROVED COMPETITION DATES.
- M. ASSIST THE PRESIDENT AND TREASURER IN GENERATING AN ACCURATE "PROJECTED EXPENSE / BUDGET" FOR EXECUTIVE BOARD APPROVAL.
- N. IDENTIFY UNIFORM AND UNIFORM ACCESSORY NEEDS FOR EACH SEASON.
- O. COORDINATE UNIFORM FITTING, ORDERING, AND DELIVERY FOR EACH CHEERLEADER.
- P. MAINTAIN DOCUMENTATION OF ALL ORDERS AND ENSURE ALL FUNDS ARE COLLECTED PRIOR TO CHEERLEADER RECEIVING ORDERED ITEMS.
- Q. MAINTAIN LIAISON WITH THE PROGRAM TREASURER TO DETERMINE AND TRACK NSF PERSONAL CHECKS ASSESSED AGAINST CJA AFC BANKING ACCOUNT FOR PURCHASES MADE BY CHEERLEADERS THAT FALL INTO THIS CATEGORY.

- R. ENSURE THAT ALL NSF MONEY INCLUDING COSTLY PENALTY FEES ARE COLLECTED AND THE MONEY TRANSFERRED TO THE TREASURER IN A TIMELY MANNER FOR DEPOSIT.
- S. PREPARE AND PRESENT ALL REQUIRED DOCUMENTS FOR CONFERENCE CERTIFICATION (AUG.) AND RE-CERTIFICATION (OCT.).
- T. THE CCC DUTIES SHALL INCLUDE, BUT NOT BE LIMITED TO, KEEPING AN ORGANIZATIONAL CHART OF ANY AND ALL CHEER EQUIPMENT.
- U. COORDINATE WITH THE PRESIDENT ANY INTERIM EVENTS RELATING TO CHEER, TO BE DISSEMINATED TO THE FOOTBALL STAFF.
- V. SHALL ABIDE BY CONFERENCE BY-LAWS AND REGULATIONS AS DEFINED IN THE CHEER SECTIONS OR ARTICLES.
- W. SHALL ASSIGN THE ASSISTANT CHEER COORDINATOR WHOSE RESPONSIBILITIES ARE IDENTIFIED BY THE CHEER COORDINATOR.
- X. RESOLVE ALL CHEER DISPUTES THAT MAY ARISE THROUGHOUT THE YEAR BY UTILIZING THE POLICIES SET FORTH BY THE CONFERENCE AND CJA AFC. ADDITIONALLY, IF MAJOR CONFLICTS OR DISPUTES CANNOT BE RESOLVED BY THE CCC IT SHALL BE THE TASK OF THE PRESIDENT, VICE PRESIDENT, CITY CHEER COORDINATOR AND CHEER ADVISOR (CA) TO RESOLVE ALL ISSUES.
- Y. SHALL COORDINATE EFFORTS IN COLLECTING THE CHEER TEAM AD MATERIALS, I.E. AD FOLDERS, BAGS, PLAYER CARDS, ETC. FOR THE PURPOSE OF ACHIEVING A CJA AFC CHEER AD ARCHIVES AND SAFE KEEPING FOR THE NEXT YEAR'S PROGRAM AND CHEER TEAM AD UTILIZATION.
- Z. THE CCC IS REQUIRED TO ATTEND ALL EXECUTIVE BOARD MEETINGS AND REPORT ON ALL CURRENT AND FUTURE CHEER EVENTS.

**NOTE:** THE PRESIDENT OF THE ORGANIZATION IS THE FINAL LEVEL OF COMMAND IF THE AFOREMENTIONED CANNOT REACH AN EQUITABLE SOLUTION.

**CONFERENCE REPRESENTATIVE (CR):**

- A. SHALL BE THE LIAISON BETWEEN CONFERENCE AND CJA AFC.
- B. SHALL REPRESENT CJA AFC AT ALL REGULAR AND SPECIAL MEETINGS OF THE CONFERENCE AND SHALL VOTE BASED ON HIS/HER CONSCIENCE OR AS DIRECTED BY CJA AFC AND ALWAYS IN THE BEST INTEREST OF THIS PROGRAM.
- C. DISSEMINATES ALL MONTHLY CONFERENCE INFORMATION THAT INCLUDES UPDATES, RULE CHANGES, SCHEDULING DATES AND TIMES.
- D. SHALL NOTIFY THE PRESIDENT IMMEDIATELY UPON ANY MAJOR CHANGES WITHIN THE CONFERENCE TO AVOID MISCOMMUNICATION AND COSTLY DELAYS.
- E. SHALL CONTINUALLY REITERATE TO CJA AFC OF ONGOING, UPDATED, REVISED OR NEW CONFERENCE RULES OR REGULATIONS AT BOARD MEETINGS, PRACTICES, GAMES AND/OR ANY OTHER CJA AFC FUNCTION FOR THE PURPOSE OF FOLLOWING THE RULES AND REGULATIONS AS DEFINED BY CONFERENCE TO THE HIGHEST STANDARD.
- F. THE CR IS REQUIRED TO ATTEND ALL MONTHLY EXECUTIVE BOARD MEETINGS SCHEDULED BY CJA AFC.

**WAYS AND MEANS DIRECTOR (WMD):**

- A. SHALL INCLUDE THE COORDINATION OF SOLICITATION OF CONTRIBUTIONS TO CJA AFC, CJA AFC FUND-RAISERS, OTHER SPECIAL DONATIONS AND THE MANAGING OF CJA AFC SPECIAL EVENTS.
- B. ALL CONTRIBUTION, DONATION, FUNDRAISING MONIES AND PROCEEDS SHALL BE COLLECTED AND TOTALED, WITH THE ASSISTANCE OF THE TREASURER AND/OR ANOTHER EXECUTIVE BOARD MEMBER, FOR VALIDATION PURPOSES.
- C. SHALL TRANSFER ALL FUNDS EARNED BY THIS PROGRAM TO THE ASSIGNED FRANCHISE TREASURER FOR THE PURPOSE OF MAINTAINING AN EXPEDIENT DEPOSIT OF FUNDS. ALL FUNDS ARE REQUIRED TO BE DEPOSITED WITHIN 48 HOURS OF RECEIPT.
- D. TASKED WITH REPRESENTING CJA AFC IN A RESPONSIBLE MANNER WHEN SOLICITING FOR CONTRIBUTIONS FROM PROSPECTIVE SPONSORS.

- E. TASKED WITH CREATING THE “REQUEST FOR CONTRIBUTION” LETTER TO BE UTILIZED FOR THE CURRENT YEAR’S CONTRIBUTION SOLICITATION. THE LETTER WILL REQUIRE BOARD APPROVAL PRIOR TO UTILIZATION. IT IS RECOMMENDED THAT THIS ACTION TAKE PLACE AT OR PRIOR TO CJA AFC JANUARY BOARD MEETING.
- F. THE WMD IS REQUIRED TO ATTEND ALL EXECUTIVE BOARD MEETINGS SCHEDULED BY CJA AFC.

#### **FOOTBALL ADVISOR (FA):**

- A. SHALL BE LIAISON BETWEEN THE HEAD FOOTBALL COACHES, THEIR COACHING STAFF AND THE EXECUTIVE BOARD.
- B. SHALL BE PART OF THE COMMITTEE THAT IS TASKED WITH THE DUTY OF SELECTING AND DE-SELECTING HEAD COACHES FOR EACH NEW SEASON. NO PERSON SHALL BE GRANTED QUALIFICATIONS TO BE A HEAD COACH WITHOUT THE APPROVAL OF THE FOOTBALL COACH SELECTION COMMITTEE WHICH IS COMPRISED OF THE PRESIDENT, VICE PRESIDENT, FOOTBALL ADVISOR, EQUIPMENT MANAGER AND ANY OTHER QUALIFIED EXECUTIVE BOARD MEMBER REQUESTING TO BE PART OF THE HEAD COACH SELECTION PROCESS.
- C. SHALL BE PART OF THE LINE COMMAND ESTABLISHED BY CJA AFC TO SOLVE PROBLEMATIC SITUATIONS THAT MAY OCCUR BETWEEN THE COACHING STAFF AND OTHER MEMBERS OF CJA AFC. THESE PROBLEMS SHALL BE RESOLVED BY UTILIZING GOOD JUDGMENT AND THE APPLICATION OF THE POLICIES SET FORTH BY CJA AFC. IF THE FA IS UNABLE TO RESOLVE ANY ISSUE OF DISPUTE THEN THE PRESIDENT OF CJA AFC SHALL EXERCISE HIS/HER AUTHORITY TO ACHIEVE A FAIR AND EQUITABLE RESOLUTION. IF THE PROBLEMATIC SITUATION IS INCLUSIVE OF BOTH A COACH AND A PLAYER, THE **PLAYER AGENT** WILL ALSO BE CONSULTED/INCLUDED IN RECTIFYING THE SITUATION.
- D. THE FA IS REQUIRED TO ATTEND ALL MONTHLY EXECUTIVE BOARD MEETINGS SCHEDULED BY THIS ORGANIZATION.

#### **CHEER ADVISOR (CA):**

- A. SHALL BE LIAISON BETWEEN THE CHEER COORDINATOR, THE CHEER COACHING STAFF AND THE EXECUTIVE BOARD.
- B. SHALL BE PART OF THE COMMITTEE THAT IS TASKED WITH THE DUTY OF SELECTING AND DE-SELECTING OF CHEER HEAD COACHES FOR EACH NEW SEASON. NO PERSON SHALL BE GRANTED QUALIFICATIONS TO BE A HEAD COACH WITHOUT THE APPROVAL OF THE CHEER COACH SELECTION COMMITTEE WITH IS COMPRISED OF THE CCC, ASSISTANT CHEER COORDINATOR, AND CA.
- C. SHALL BE PART OF THE LINE COMMAND ESTABLISHED BY CJA AFC TO SOLVE PROBLEMATIC SITUATIONS THAT MAY OCCUR BETWEEN THE CHEER COACHING STAFF AND OTHER MEMBERS OF THIS ORGANIZATION. THESE PROBLEMS SHALL BE RESOLVED BY UTILIZING GOOD JUDGMENT AND THE APPLICATION OF THE POLICIES SET FORTH BY THIS ORGANIZATION. IF UNABLE TO RESOLVE ANY ISSUE OF DISPUTE THEN THE CCC SHALL EXERCISE HIS/HER AUTHORITY TO ACHIEVE A FAIR AND EQUITABLE RESOLUTION.
- D. WILL ALSO ASSIST THE CCC IN THE DISTRIBUTION AND COLLECTION OF ALL CHEER EQUIPMENT AND MATERIALS.
- E. THE CA IS REQUIRED TO ATTEND ALL MONTHLY EXECUTIVE BOARD MEETINGS SCHEDULED BY CJA AFC .

**NOTE:** IT SHALL BE THE RESPONSIBILITY OF EVERY EXECUTIVE BOARD MEMBER TO ENFORCE VIOLATORS OF THE RULES AND POLICIES SET FORTH BY CJA AFC.

#### **PLAYER AGENT (PA):**

- A. SHALL BE LIAISON BETWEEN THE FOOTBALL PLAYERS AND THE EXECUTIVE BOARD.
- B. WILL BE RESPONSIBLE FOR UNDERSTANDING THE RULES AND REGULATIONS AS DEFINED BY CONFERENCE REGARDING FOOTBALL PLAYER PARTICIPATION.
- C. WILL BE TASKED WITH REVIEWING THE PLAYER ASSIGNMENTS MADE DURING THE REGISTRATION PROCESS TO ENSURE THE PLAYERS ARE ASSIGNED TO THE CORRECT FOOTBALL DIVISION BASED ON THE COMBINATION AGE/WEIGHT CHART AS DEFINED BY CONFERENCE.
- D. WILL BE TASKED WITH GENERATING AN UPDATED PLAYER ROSTER FOR CONFERENCE AND BOARD MONTHLY REVIEW LEADING UP TO THE START OF PRACTICE.

- E. SHALL BE PART OF THE LINE COMMAND ESTABLISHED BY CJA AFC TO SOLVE PROBLEMATIC SITUATIONS THAT MAY OCCUR BETWEEN THE PLAYERS AND OTHER MEMBERS OF CJA AFC. THESE PROBLEMS SHALL BE RESOLVED BY UTILIZING GOOD JUDGMENT AND THE APPLICATION OF THE POLICIES SET FORTH BY CJA AFC. IF THE PA IS UNABLE TO RESOLVE ANY ISSUE OF DISPUTE THEN THE PRESIDENT OF CJA AFC SHALL EXERCISE HIS/HER AUTHORITY TO ACHIEVE A FAIR AND EQUITABLE RESOLUTION. IF THE PROBLEMATIC SITUATION IS INCLUSIVE OF BOTH A COACH AND A PLAYER, THE FA WILL ALSO BE CONSULTED/INCLUDED IN RECTIFYING THE SITUATION.
- F. SHALL BE TASKED WITH ENFORCING THE "PLAYER CODE OF ETHICS" RULES AND REGULATIONS. THE PA WILL UPDATE THE EXECUTIVE BOARD OF PROBLEMATIC PLAYERS AND PLAYER INFRACTIONS COMMITTED. THE PA WILL RECOMMEND THE APPROPRIATE PENALTY FOR EACH INDIVIDUAL CASE.
- G. THE PA IS REQUIRED TO ATTEND ALL MONTHLY EXECUTIVE BOARD MEETINGS SCHEDULED BY THIS ORGANIZATION.

**DESIGNATED AGENT (DA):**

- A. SHALL BE THE LIAISON BETWEEN CONFERENCE AND CJA AFC REGARDING THE CONFERENCE ISSUED BADGE PROCESSING.
- B. SHALL REPRESENT CJA AFC AT ALL MEETINGS WITH CONFERENCE REGARDING THE REQUESTING, PROCESSING AND PAYMENT OF CONFERENCE BADGES AND WILL ALWAYS REPRESENT THE BEST INTEREST OF THIS PROGRAM.
- C. SHALL BE TASKED WITH PROCESSING APPLICATIONS, COLLECTING BADGE FEES AND PROCESSING HEADSHOT PICTURES OF THE: BOARD, COACHES, ATHLETIC DIRECTORS, PLAYERS AND CHEERLEADERS FOR APPROVED CURRENT CONFERENCE BADGES.
- D. WILL CONTINUE TO PERFORM THE TASKS STATED IN SECTION "C" UNTIL THE CONFERENCE MANDATED DEADLINE IS ACHIEVED AND ADDITIONAL PLAYERS, CHEERLEADERS AND VOLUNTEERS CAN NO LONGER REGISTER WITH THE ORGANIZATION.
- E. SHALL WORK CLOSELY WITH ALL FOOTBALL AND CHEER TEAM AD'S TO ENSURE ALL PLAYER AND CHEERLEADER CARDS ARE IN CJA AFC TEAM POSSESSION AND THAT SAID CARDS ARE ACCURATE.
- F. SHALL NOTIFY THE PRESIDENT IMMEDIATELY UPON ANY MAJOR CHANGES WITHIN THE CONFERENCE TO AVOID MISCOMMUNICATION AND COSTLY DELAYS.
- G. SHALL CONTINUALLY REITERATE TO CJA AFC OF ONGOING, UPDATED, REVISED OR NEW CONFERENCE RULES OR REGULATIONS AT BOARD MEETINGS, PRACTICES, GAMES OR ANY OTHER CJA AFC FUNCTION FOR THE PURPOSE OF FOLLOWING THE RULES AND REGULATIONS AS DEFINED BY CONFERENCE TO THE HIGHEST STANDARD.
- H. THE DA IS REQUIRED TO ATTEND ALL MONTHLY EXECUTIVE BOARD MEETINGS SCHEDULED BY CJA AFC

**SECURITY AND SAFETY DIRECTOR (SSD):**

- A. SHALL BE THE LIAISON BETWEEN THE SAN CONFERENCE SECURITY COMMITTEE AND CJA AFC.
- B. SHALL REPRESENT CJA AFC AT ALL SECURITY SPECIAL MEETINGS OF THE CONFERENCE
- C. SHALL BE THE DIRECT CONTACT WITH CONFERENCE PROVIDED SECURITY STAFF AND THE CONTRACTED GAME DAY AMBULANCE SERVICE AT ALL HOME GAMES.
- D. SHALL BE TASKED WITH SOLICITING/REQUESTING BIDS OF THE CONTRACTED AMBULANCE SERVICES FOR ALL HOME GAMES. WILL UPDATE AND RECOMMEND TO THE BOARD REGARDING THE SELECTING OF SAID SERVICE.
- E. SHALL NOTIFY THE PRESIDENT IMMEDIATELY UPON ANY MAJOR CHANGES WITHIN THE CONFERENCE SECURITY COMMITTEE TO AVOID MISCOMMUNICATION AND COSTLY DELAYS.
- F. WILL BE TASKED WITH ORGANIZING CJA AFC VOLUNTEERS FOR SECURITY DETAIL TO COMPLIMENT THE CONFERENCE PROVIDED SECURITY DURING HOME GAMES.
- G. SHALL MONITOR ALL FANS THAT ATTEMPT TO ENTER OUR FIELD AREA WITH COOLERS OR CONTAINERS FOR ALCOHOL OR OTHER ILLEGAL SUBSTANCES AT THE ORGANIZATION FUNCTIONS.
- H. SHALL HAVE THE AUTHORITY TO EXPEL ANY FAN FROM THE SCHOOL GROUNDS OR FIELD AREA THAT REFUSES TO ALLOW THE EXAMINATION OF SUSPICIOUS CONTAINERS THAT MIGHT PACKAGE OR CONTAIN ILLEGAL BEVERAGES OR ALCOHOLIC BEVERAGES THAT ARE NOT ALLOWED ON SCHOOL GROUNDS. THE FIELD OF PLAY THAT INCLUDES THE SCHOOL GROUNDS AND PARKS WHICH WE USE ARE GOVERNED BY CITY AND STATE LAWS THAT PROTECT OUR CHILDREN AGAINST THOSE THAT USE ALCOHOL AND TOBACCO ON ANY OF THE AFOREMENTIONED SITES. THEREFORE, AS A DESIGNATED ENFORCER OF THOSE RULES THE SSD SHALL COMPLETE THIS TASK WITH THE RESPECT FOR THE

INDIVIDUALS INVOLVED, AVOIDING ANY CRIMINAL OR CIVIL CONFRONTATION THAT MIGHT ARISE. IN THE EVENT OF EMERGENCY SITUATIONS AND UPON ATTEMPTING TO HANDLE THE UNRULY FAN(S), THE SSD SHALL REFRAIN FROM ANY AND ALL CONTACT WITH THE INDIVIDUALS INVOLVED AND IMMEDIATELY TELEPHONE 911 FOR ASSISTANCE WITH THE MATTER. SHALL BE RESPONSIBLE FOR THE ENTRANCE AND EGRESS OF ALL PORTS FOR EMERGENCY USE.

- I. SHALL CONTINUALLY REITERATE TO CJA AFC OF ONGOING, UPDATED, REVISED OR NEW CONFERENCE RULES OR REGULATIONS AT BOARD MEETINGS, GAMES OR ANY OTHER CJA AFC FUNCTION FOR THE PURPOSE OF FOLLOWING THE RULES AND REGULATIONS AS DEFINED BY CONFERENCE TO THE HIGHEST STANDARD.
- J. THE SSD IS REQUIRED TO ATTEND ALL MONTHLY EXECUTIVE BOARD MEETINGS SCHEDULED BY CJA AFC

#### **SPORTS COMMITTEE REPRESENTATIVE (SCR):**

- A. SHALL, ALONG WITH THE PRESIDENT, BE THE LIAISON BETWEEN THE CITY AND CUSD AND CJA AFC.
- B. SHALL BE THE CHIEF NEGOTIATOR, ALONG WITH THE PRESIDENT, IN NEGOTIATING CITY AND CUSD FIELD UTILIZATION FOR CJA AFC FOOTBALL AND CHEER PRACTICE DURING THE "FIELD ALLOCATION" PROCESS WITH THE CITY OR CUSD PROCUREMENT PROCESS. WILL STRESS THE IMPORTANCE OF KEEPING CJA AFC AS ONE COMPLETE FOOTBALL AND CHEER UNIT DURING THE "FIELD ALLOCATION" PROCESS.
- C. SHALL REPRESENT CJA AFC AT ALL REGULAR MONTHLY SPORTS COMMITTEE MEETINGS AND SPECIAL YOUTH SPORTS MEETINGS OF THE CITY AND CUSD AND SHALL VOTE BASED ON HIS/HER CONSCIENCE OR AS DIRECTED BY CJA AFC AND ALWAYS IN THE BEST INTEREST OF THIS PROGRAM.
- D. SHALL DISSEMINATE ALL MONTHLY CITY AND CUSD INFORMATION THAT INCLUDES UPDATES, RULE CHANGES, SCHEDULING DATES AND TIMES.
- E. SHALL NOTIFY THE PRESIDENT IMMEDIATELY UPON ANY MAJOR CHANGES WITHIN THE CITY OR CUSD TO AVOID MISCOMMUNICATION AND COSTLY DELAYS.
- F. SHALL CONTINUALLY REITERATE TO CJA AFC OF ONGOING, UPDATED, REVISED OR NEW CITY OR CUSD RULES OR REGULATIONS AT BOARD MEETINGS, PRACTICES, GAMES OR ANY OTHER CJA AFC FUNCTION FOR THE PURPOSE OF FOLLOWING THE RULES AND REGULATIONS AS DEFINED BY THE CITY OR CUSD TO THE HIGHEST STANDARD.
- G. THE SCR IS REQUIRED TO ATTEND ALL MONTHLY EXECUTIVE BOARD MEETINGS SCHEDULED BY CJA AFC.

#### **EQUIPMENT MANAGER (EM):**

- A. DUTIES SHALL INCLUDE, BUT NOT BE LIMITED TO, KEEPING AN ORGANIZATIONAL CHART OF THE CURRENT FOOTBALL EQUIPMENT AND SUPPLIES AND ALSO ASSIST THE CCC WITH CHEER EQUIPMENT AND SUPPLIES.
- B. SHALL BE HIS/HER DUTY TO ISSUE ALL PLAYERS, HEAD COACH FOOTBALL AND CHEER EQUIPMENT AND ITS COLLECTION AND STORAGE AT THE END OF EACH FOOTBALL SEASON.
- C. SHALL EVALUATE THE EQUIPMENT AND INVENTORY, UPON EQUIPMENT RETURN, TO MAINTAIN A PROPER RECORDATION OF THE PROGRAM'S PROPERTY.
- D. SHALL ALSO MAINTAIN A CLOSE LIAISON WITH THE PRESIDENT. THE PRESIDENT AND EM ARE THE ONLY EQUIPMENT PURCHASING AGENTS FOR CJA AFC.
- E. SHALL, WITH THE ASSISTANCE OF THE PRESIDENT, ESTABLISH AN ANNUAL BUDGETARY REPORT FOR APPROVAL BY THE EXECUTIVE BOARD.
- F. HAS THE AUTHORITY TO ASSESS PENALTIES OR DAMAGE AND REPLACEMENT OF THE ASSIGNEE FOR ALL DAMAGED EQUIPMENT OWNED BY CJA AFC.
- G. FOR NO REASON SHALL ANY EXECUTIVE OFFICER, DIRECTOR AND/OR STAFF, TAKE IT UPON ONESELF TO STORE, BORROW, OR USE ANY EQUIPMENT OUT OF SEASON THAT IS DESIGNATED AS SOLE PROPERTY OF CJA AFC.
- H. VIOLATORS OF THE POLICIES SET FORTH HEREIN WITH REGARDS TO THIS DIRECTIVE SHALL BE RESPONSIBLE FOR THE COST OF PARTIAL AND/OR FULL REPLACEMENT OF ALL EQUIPMENT.

- I. THE EM, FIELD MANAGER, AND PRESIDENT OF CJA AFC ARE THE ONLY INDIVIDUALS THAT WILL HAVE IMMEDIATE ACCESS TO THE STORAGE FACILITY DURING THE COURSE OF THE SEASON. FURTHERMORE, THE EM, FIELD MANAGER AND PRESIDENT SHALL BE ISSUED AND RESPONSIBLE FOR KEYS TO THE CJA AFC STORAGE FACILITY. IF ACCESS IS REQUIRED BY ANY OTHER EXECUTIVE BOARD MEMBER, THEY WILL BE REQUIRED TO COORDINATE WITH ONE OF THE KEY HOLDERS TO GAIN ACCESS. KEY HOLDERS, IT WILL BE YOUR RESPONSIBILITY TO MAKE YOURSELF AVAILABLE IN A TIMELY MANNER TO GRANT ACCESS TO THE CJA AFC STORAGE FACILITY AT ANY TIME TO THE OTHER BOARD MEMBERS.
- J. SHALL ALSO MAINTAIN ALL RECEIPTS AND PURCHASES MADE UNDER THE AMOUNT OF \$500.00 FOR RECORDATION BY THE CJA AFC TREASURER.
- K. SHALL BE PART OF THE COMMITTEE THAT IS TASKED WITH THE SELECTION AND DE-SELECTION PROCESS OF ALL HEAD COACHES FOR EACH NEW FOOTBALL SEASON.
- L. THE EM IS REQUIRED TO ATTEND ALL MONTHLY EXECUTIVE BOARD MEETINGS SCHEDULED BY CJA AFC.

**NOTE:** THE EXECUTIVE BOARD HAS THE SOLE AUTHORITY OF VOTING TO DEVIATE FROM THE RULES SET FORTH IN REGARDS TO THIS DIRECTIVE OF AUTHORITY.

**FIELD MANAGER (FM):**

- A. SHALL BE RESPONSIBLE FOR FIELD PREPARATION PRIOR TO EVERY HOME GAME AND PRACTICE GAME. IS ALSO ASSIGNED CLEAN UP DUTIES AT ALL ASSIGNED FIELD LOCATIONS.
- B. SHALL INCLUDE THE DUTIES OF POSTING SCHEDULED COMMITTEES MADE UP OF PARENTS AND COACHING STAFF ASSIGNED FIELD TASKS, ON GAME DAYS AS WELL AS EVERYDAY PRACTICES.
- C. SHALL ALSO BE RESPONSIBLE FOR THE ELECTRIC OPERATIONAL USE OF THE SCOREBOARD, CONCESSION STAND, FIELD LIGHTING, AND RESTROOM SUPERVISION, (IF NECESSARY). ALSO, ALONG WITH THE PRESIDENT, SHALL BE RESPONSIBLE FOR CUSD ISSUED KEYS FOR: FIELD, SNACK BAR, GATES AND LIGHTING.
- D. SHALL HAVE THE DUTIES OF SETTING UP AND BREAKING DOWN ALL DESIGNATED FIELD AREAS ESTABLISHED AS BOUNDARIES FOR FAN AND PLAYER SAFETY. SHALL ALSO BE RESPONSIBLE FOR ESTABLISHING THE "HOME" AND "VISITOR" SIDES OF THE FOOTBALL FIELD.
- E. SHALL ASSIST THE SSD, AND MAKE PART OF HIS DUTIES, TO MONITOR ALL FANS THAT ATTEMPT TO ENTER OUR FIELD AREA WITH COOLERS OR CONTAINERS.
- F. ALONG WITH THE SSD, HAS THE AUTHORITY TO EXPEL ANY FAN FROM THE SCHOOL GROUNDS OR FIELD AREA THAT REFUSES TO ALLOW THE EXAMINATION OF SUSPICIOUS CONTAINERS THAT MIGHT PACKAGE OR CONTAIN ILLEGAL BEVERAGES OR ALCOHOLIC BEVERAGES THAT ARE NOT ALLOWED ON SCHOOL GROUNDS. THE FIELD OF PLAY THAT INCLUDES THE SCHOOL GROUNDS AND PARKS WHICH WE USE ARE GOVERNED BY CITY AND STATE LAWS THAT PROTECT OUR CHILDREN AGAINST THOSE THAT USE ALCOHOL AND TOBACCO ON ANY OF THE AFOREMENTIONED SITES. THEREFORE, AS A DESIGNATED ENFORCER OF THOSE RULES THE FM SHALL COMPLETE THIS TASK WITH THE RESPECT FOR THE INDIVIDUALS INVOLVED, AVOIDING ANY CRIMINAL OR CIVIL CONFRONTATION THAT MIGHT ARISE. IN THE EVENT OF EMERGENCY SITUATIONS AND UPON ATTEMPTING TO HANDLE THE UNRULY FAN(S), THE FM SHALL REFRAIN FROM ANY AND ALL CONTACT WITH THE INDIVIDUALS INVOLVED AND IMMEDIATELY TELEPHONE 911 FOR ASSISTANCE WITH THE MATTER. THE FM SHALL BE RESPONSIBLE FOR THE INGRESS AND EXIT OF ALL PORTS FOR EMERGENCY USE.
- G. THE FM IS REQUIRED TO ATTEND ALL EXECUTIVE BOARD MEETINGS SCHEDULED BY CJA AFC.

**SNACK BAR DIRECTOR (SBD):**

- A. SHALL INCLUDE THE OPERATIONAL MANAGEMENT OF ALL CJA AFC SNACK BAR FUNCTIONS AT PRACTICE, HOME GAMES AND SPECIAL CONCESSION ORIENTED FUNCTIONS. DUTIES WILL ALSO INCLUDE THE COORDINATION OF AND PURCHASE OF FOOD AND DRINKS FOR THE CONCESSION STANDS AT ALL PRACTICE, HOME GAMES AND SPECIAL FUNCTIONS.
- B. SHALL COLLECT ALL SALES AND PROCEEDS THEN BE TOTALED ALONG WITH THE TREASURER OR ANOTHER EXECUTIVE BOARD MEMBER FOR DUAL VALIDATION PURPOSES.
- C. SHALL TRANSFER ALL FUNDS EARNED BY THE SNACK BAR EFFORTS TO THE ASSIGNED FRANCHISE TREASURER FOR THE PURPOSE OF MAINTAINING AN EXPEDIENT DEPOSIT OF FUNDS. ALL FUNDS ARE REQUIRED TO BE DEPOSITED WITHIN 48 HOURS OF RECEIPT.

- D. SHALL MAINTAIN AND CONTROL ALL EXCESS FOOD AND DRINK GOODS NOT UTILIZED AT PRACTICE, HOME GAMES OR SPECIAL FUNCTIONS.
- E. SHALL BE RESPONSIBLE TO INVENTORY THE FOOD CONCESSIONS AFTER USE AND RE-SUPPLY THE PRODUCTS NECESSARY TO MAKE CJA AFC SALE EFFORTS A SUCCESS. DUE TO THIS RESPONSIBILITY, THE SBD WILL BE CONSIDERED A PURCHASING AGENT FOR FOOD PRODUCTS NECESSARY TO OPERATE ALL CONCESSIONS.
- F. SHALL BE THE RESPONSIBILITY, ALONG WITH THE ASSISTANCE OF THE CAD AND CCC, TO QUERY HELP AND ASSISTANCE FROM THE PROGRAM TO OPERATE THE FOOD SERVICE PORTION OF HER/HIS DUTIES.
- G. SHALL BE THE RESPONSIBLE TO RECORD THE PROGRAM SNACK BAR VOLUNTEER SERVICES DURING HOME GAME DAYS FOR THE PURPOSE OF MAINTAINING AN ACCURATE REIMBURSEMENT LEDGER FOR THE "SNACK BAR PARTICIPATION" PROGRAM. SHALL ASSIST THE TREASURER IN APPROVING REIMBURSEMENT CHECKS FROM THE "SNACK BAR PARTICIPATION" PROGRAM FROM THE SAID LEDGER.
- H. THE SBD IS REQUIRED TO ATTEND ALL EXECUTIVE BOARD MEETINGS SCHEDULED BY THIS ORGANIZATION.

**NOTE:** THE SBD HAS THE AUTHORITY TO ASSIGN THOSE INDIVIDUALS WITHIN CJA AFC THE RIGHT TO STORE THE EXCESS FOOD GOODS THAT REQUIRE REFRIGERATION OR STORAGE.

**MARKETING & RECRUITMENT DIRECTOR (MRD):**

- A. SHALL BE TASKED WITH THE OVERALL DIRECTION, CREATION AND IMPLEMENTATION (PENDING BOARD APPROVAL) OF THE GLOBAL MARKETING AND RECRUITMENT ASPECT OF THE CJA AFC.
- B. SHALL BE TASKED WITH THE CREATION, DESIGN AND DISTRIBUTION OF ALL CJA AFC GENERAL REGISTRATION FLIERS. FLIERS REQUIRE REVIEW AND APPROVAL OF CJA AFC PRESIDENT PRIOR TO IMPLEMENTATION.
- C. SHALL BE TASKED WITH CREATING SCHOOL DISTRICT APPROVED REGISTRATION FLIERS AND DISTRIBUTION TO ALL ELIGIBLE ELEMENTARY AND JR. HIGH SCHOOLS, INCLUDING BUT NOT LIMITED TO, CUSD.
- D. SHALL BE TASKED WITH THE CREATION, DESIGN AND PLACEMENT OF CJA AFC MARKETING / RECRUITMENT BANNERS. SHALL PLACE BANNERS AT STRATEGIC / MAXIMUM EXPOSURE LOCATIONS THROUGHOUT THE CITY OF CLAREMONT AND BUSINESS ESTABLISHMENTS. ADDITIONALLY, SHALL BE RESPONSIBLE FOR THE FREQUENT MONITORING OF PLACED BANNERS UNTIL THE BANNERS ARE REQUIRED TO BE REMOVED. IDEALLY, BANNERS ARE PLACED DURING THE MONTH OF MARCH AND REMOVED DURING THE MONTH OF JULY.
- E. SHALL BE TASKED WITH COORDINATING AND SUPERVISING CJA AFC RECRUITMENT ORIENTED ASSEMBLIES. PREVIOUS ASSEMBLIES HAVE BEEN CONDUCTED AT EL ROBLE JR. HIGH SCHOOL.
- F. SHALL BE RESPONSIBLE FOR THE REMOVAL AND REPLACEMENT OF ALL MARKETING AND RECRUITMENT MATERIALS AT THE DESIGNATED CJA AFC STORAGE FACILITY.
- G. THE MRD IS REQUIRED TO ATTEND ALL EXECUTIVE BOARD MEETINGS SCHEDULED BY THIS ORGANIZATION.

**EVENTS COORDINATOR (EC):**

- A. SHALL BE TASKED WITH THE COORDINATION AND SUPERVISION OF ALL CJA AFC SPECIAL EVENTS. SPECIAL EVENTS ARE DEFINED AS, BUT NOT LIMITED TO: PHYSICAL DAY, OPENING DAY, PICTURE DAY, 4<sup>TH</sup> OF JULY ACTIVITIES, CITY OR BUSINESS REQUESTED PARTICIPATION, ETC.
- B. SHALL BE RESPONSIBLE FOR REVIEWING, REPORTING TO THE CJA AFC BOARD (UPON BOARD APPROVAL) AND SIGNING ANY ASSOCIATED SPECIAL EVENTS CONTRACTS.
- C. SHALL BE TASKED WITH MEETING OR ATTENDING ALL SPECIAL EVENT REQUIRED MEETINGS, BUSINESS OR INDIVIDUAL, IN AN EFFORT TO COMPLETE THE PROPOSED SCHEDULED CJA AFC EVENT.
- D. SHALL BE TASKED WITH CREATING AND LEADING A SPECIAL EVENTS COMMITTEE, IF REQUIRED, FOR ANY CJA AFC EVENTS.
- E. RESPONSIBLE FOR MANAGING ANY FUNDS COLLECTED DUE TO THE SPECIAL EVENT AND COORDINATION WITH THE TREASURER FOR AN EXPEDITED FUNDS DEPOSIT.
- F. THE EC IS REQUIRED TO ATTEND ALL EXECUTIVE BOARD MEETINGS SCHEDULED BY THIS ORGANIZATION.

## ARTICLE IV

### HEAD ATHLETIC DIRECTOR (HAD):

- A. SHALL ASSUME COMPLETE RESPONSIBILITY FOR THE CONTROL OF THE TEAM, EXCEPT IN COACHING WHICH SHALL BE THE DUTY OF THE HEAD COACH.
- B. SHOULD A SITUATION ARISE IN WHICH A HEAD COACH AND THE HAD HAVE A DISAGREEMENT OR CONFLICT OVER ANY MATTER INVOLVING THE TEAM, AND THERE ARE NO EXECUTIVE BOARD MEMBERS AVAILABLE, THE DECISION OF THE HAD SHALL BE FINAL.
- C. SHALL BE RESPONSIBLE FOR THE CONDUCT AND ACTIVITIES AND SHALL BE HELD ACCOUNTABLE TO CJA AFC AND CONFERENCE FOR ANY RULE VIOLATIONS.
- D. MAY APPOINT, WITH THE APPROVAL OF THE CAD AND IF REQUIRED THE EXECUTIVE BOARD, ASSISTANT AD'S TO ASSIST WITH THE HAD DUTIES.
- E. SHALL HAVE THE RESPONSIBILITY TO SEE THAT ALL PLAYERS, COACHES, AND ANY OTHER PERSONS ASSOCIATED WITH THE TEAM, ABIDE BY AND ADHERE TO, ALL THE RULES AND REGULATIONS SET FORTH IN THESE BY-LAWS AND IN THE BY-LAWS OF THE CONFERENCE.
- F. SHALL HAVE THE RESPONSIBILITY TO SUSPEND ANY PLAYER, COACH, AND/OR PERSONS WHO DO NOT CONFORM TO THE ABOVE MENTIONED RULES AND REGULATIONS. PRIOR TO SAID SUSPENSION, THE HAD SHALL CONSULT WITH THE CAD AND PRESIDENT FOR VIOLATIONS AND PENALTY VALIDATIONS.
- G. SHALL BE RESPONSIBLE FOR ATTENDING ALL MEETINGS SCHEDULED BY CONFERENCE. IN THE EVENT OF SPECIAL CIRCUMSTANCES PRECLUDING THE HAD FROM ATTENDING A MEETING SCHEDULED BY CONFERENCE, THE HAD MAY, WITH PRIOR APPROVAL FROM THE CAD, APPOINT A REPRESENTATIVE TO ATTEND THE MEETING.
- H. SHALL KEEP A TRUE AND ACCURATE ATTENDANCE RECORD OF PRACTICES, SCRIMMAGES, GAMES, OR ACTIVITIES THEIR TEAM MAY PARTICIPATE IN. SUCH RECORD SHALL LIST BY NAME, ALL PLAYERS AND COACHES AND NOTE IF THEY WERE PRESENT, LATE, OR ABSENT. HE/SHE SHALL KEEP AND MAINTAIN ALL THE RECORDS PERTINENT TO THE PLAYERS AND PERSONNEL OF HIS TEAM INCLUDING ALL THE PROPER FORMS AND DOCUMENTS IN ACCORDANCE WITH THE REGULATIONS OF THE CONFERENCE AND SHALL SEE THAT SAID DOCUMENTS ARE PRESENT AT ALL NECESSARY FUNCTIONS.
- I. SHALL BE RESPONSIBLE FOR THE RECORDATION OF PLAYER'S PLAY COUNTS AND REFEREE CARDS AND WILL SUBMIT TO THE APPROPRIATE CONFERENCE PERSONNEL VIA FAX IN THE TIME FRAME MANDATED BY CONFERENCE.
- J. SHALL BE RESPONSIBLE IN COORDINATING THE "HOMECOMING GAME" BOOTH FOR THE RESPECTIVE ASSIGNED TEAM. WILL WORK CLOSELY WITH THE WMD FOR THE SAID FUNCTION AND ANY OTHER REQUESTED FUNDRAISING EFFORT. MUST ATTAIN THE APPROVAL OF THE WMD PRIOR TO ANY FUNDRAISER IMPLEMENTATION.
- K. SHALL BE RESPONSIBLE TO REPRESENT CJA AFC AT ALL TEAM ASSIGNED FUNCTIONS WITH RESPECT TO THE BY-LAWS OF CJA AFC AND RULES AND REGULATIONS AS DEFINED BY CONFERENCE TO THE HIGHEST STANDARD.
- L. THE HAD MAY BE SUMMONED TO ATTEND AN EXECUTIVE BOARD MEETING SCHEDULED BY CJA AFC.

### HEAD COACH:

- A. EACH FOOTBALL TEAM AND CHEER SQUAD SHALL HAVE ONLY ONE HEAD COACH.
- B. THE RULES AND REGULATIONS GOVERNING THE CONDUCT AND OBLIGATIONS FOR THE HEAD COACH ARE SET FORTH IN THE CONFERENCE BY-LAWS AND IN THE FOOTBALL RULE BOOK (HEREINAFTER JOINTLY REFERRED TO AS "THE RULES") FOR EACH YEAR.
- C. IT IS EXPECTED AND PRESUMED THAT THE HEAD COACH WILL MAKE HIMSELF/HERSELF AWARE OF THE RULES AND GOVERN HIS CONDUCT AND ACTIONS, AND THE ACTIONS AND CONDUCT OF HIS ASSISTANT COACHES, IN BOTH THE LETTER AND SPIRIT OF THE RULES.
- D. FAILURE TO FOLLOW THE RULES AS DEFINED BY CONFERENCE OR RULES AND REGULATIONS AS DEFINED BY CJA AFC COULD RESULT IN DISCIPLINARY ACTION AGAINST THE HEAD COACH OR ANY ASSISTANT COACH.
- E. IT IS EXPECTED THAT THE HEAD COACH WILL CONDUCT HIMSELF/HERSELF IN A MANNER INTENDED TO CONVEY TO HIS STAFF AND PLAYERS RESPECT FOR CJA AFC AND THE CONFERENCE.

- F. HE/SHE WILL SET THE EXAMPLE FOR HIS/HER STAFF AND PLAYERS/CHEERLEADERS OF GOOD SPORTSMANSHIP AT ALL PRACTICE SESSIONS AND GAMES.
- G. UNDER NO CIRCUMSTANCES WILL A HEAD COACH BERATE A PLAYER/CHEERLEADER, OTHER COACH, OR GAME OFFICIAL WITH IMPROPER OR INAPPROPRIATE LANGUAGE OR GESTURE.
- H. A HEAD COACH WILL ALSO ENSURE THAT HIS ASSISTANTS NEVER BERATE A PLAYER/CHEERLEADER, OTHER COACH, OR GAME OFFICIAL WITH IMPROPER OR INAPPROPRIATE LANGUAGE OR GESTURE.
- I. A HEAD COACH WHO VIOLATES ANY OF THE RULES, OR WHO CONTINUALLY FAILS TO EXHIBIT THE PROPER RESPECT FOR HIS TEAM, ITS PLAYERS AND COACHES, THE CORPORATION, CONFERENCE, CJA AFC, OR GAME OFFICIALS SHALL BE SUBJECT TO DISCIPLINARY MEASURES WHICH MAY INCLUDE SUSPENSION OR EXPULSION.
- J. PRIOR TO HOLDING THE RESPONSIBILITY OF HEAD COACH FOR CJA AFC, THE HEAD COACH WILL BE REQUIRED TO ATTEND AN INTERVIEW AND FULLY COMPREHEND AND SIGN "CJA AFC HEAD COACH RULES AND REGULATIONS" DOCUMENT AS DEFINED BY CJA AFC. FAILURE TO COMPLY WITH THIS DOCUMENT SHALL RESULT IN DISCIPLINARY ACTIONS AND OR EXPULSION.
- K. THE HEAD COACH MAY BE SUMMONED TO ATTEND AN EXECUTIVE BOARD MEETING SCHEDULED BY THIS CJA AFC.

## ARTICLE V

### COMMITTEES

THE DEFINITION OF COMMITTEES SHALL REFER TO THOSE INDIVIDUALS SELECTED TO COMPLETE AN ASSIGNED TASK IN THE INTEREST OF CJA AFC.

### AUDITING

THE FRANCHISE TREASURER SHALL PREPARE ALL YEARLY "AUDITING" REQUIREMENTS SET FORTH BY THE CONFERENCE BY-LAWS. ALL PREVIOUS YEAR'S CJA AFC/TREASURER DOCUMENTS WILL BE ARCHIVED AT THE DESIGNATED CJA AFC STORAGE FACILITY FOR SECURE AND SAFE KEEPING.

### NOMINATING

AT THE REGULAR CLOSED MEETING HELD IN OCTOBER, THE EXECUTIVE BOARD MEMBERS PRESENT THE NAMES OF ELIGIBLE CANDIDATES FOR OPEN POSITIONS. AT THIS TIME AN OPEN EXECUTIVE DISCUSSION WILL BE HELD TO ESTABLISH THOSE INDIVIDUALS THAT ARE ELIGIBLE. FOLLOWING THE DISCUSSION PERIOD THE ELIGIBLE NAMES WILL BE POOLED AND VOTED ON.

THE ELECTION PROCESS SHALL BE HOSTED BY TWO EXECUTIVE BOARD MEMBERS AND TITLED FOR THIS PURPOSE ONLY AS THE "PREPARATORY ELECTION COMMITTEE." THE VOTING FOR NEW EXECUTIVES AND DIRECTORS SHALL BE COMPLETED AT THE ANNUAL MEETING HELD EACH NOVEMBER. IT SHALL BE THE DUTY OF THE PREPARATORY ELECTION COMMITTEE TO PREPARE ALL BALLOTS AND GOVERN THE ELECTION PROCEDURES FOR THE NEW POSITIONS OF EXECUTIVES AND DIRECTORS. THE ELECTIONS WILL BE DECIDED BY A MAJORITY VOTE PROCEDURE. THE PRESIDENT SHALL SUPERVISE BALLOT COUNTING AND TALLYING OF VOTES AND EXERCISE THE PROCESS OF A TIE-BREAKING VOTE IF NECESSARY. THE PREPARATORY ELECTION COMMITTEE SHALL NOTIFY CANDIDATES OF THEIR NOMINATION AND CONFIRM THE NOMINEE'S ACCEPTANCE AND ELIGIBILITY OF THE ELECTED POSITION.

### EXECUTIVE BOARD COMMITTEES

EACH OF THE EXECUTIVE BOARD MEMBERS MAY CHAIR A COMMITTEE TO INSURE ALL ASPECTS OF THE ORGANIZATION ARE BEING MET AND HANDLED PROPERLY. THESE COMMITTEES INCLUDE, BUT ARE NOT LIMITED TO, REPORTING, BUDGETING, AND FOLLOWING THROUGH WITH SPECIFIC TASKS. THE COMMITTEES TO BE CHAIRED ARE AS FOLLOWS:

1. RECRUITING FOR FOOTBALL AND CHEER
2. EQUIPMENT
3. DONATIONS
4. SNACK BAR DUTIES
5. PICTURES
6. PROMOTIONS
7. ADVERTISING

8. FUND RAISING
9. FIELD PREPARATION
10. OPENING DAY
11. HOMECOMING
12. CERTIFICATION DAY
13. PLAYER CONTRACT DAY

ALL CHAIRPERSON(S) WILL FURNISH AN ITEMIZED ACCOUNT OF ALL ASSIGNED PROJECTS. THE RECORDATION OF THIS ACCOUNT WILL INCLUDE THE GROSS INCOME, COST, AND NET PROFIT FOR THE ASSIGNED PROJECTS. A COPY OF THE RECORDATION OF THE ACCOUNTS SHALL BE PRESENTED TO THE EXECUTIVE BOARD AND TREASURER. THE COMMITTEE WILL OUTLINE PROGRAMS AND GIVE AN ANNUAL BUDGET FOR THE PROGRAM BY THE JUNE MONTHLY MEETING. THE COMMITTEE SHALL CONTINUOUSLY MAINTAIN A NOTEBOOK THAT OUTLINES THE PARTICULARS OF HIS/HER RESPECTIVE COMMITTEE. THE INTEGRITY OF THE NOTEBOOK SHALL BE MAINTAINED AND IF NECESSARY PASSED TO ANY NEW CHAIRPERSON(S) THAT IS ASSIGNED TO THE COMMITTEE.

## ARTICLE VI

### CONDUCT

CONDUCT CONSIDERED NOT TO BE IN COMPLIANCE WITH THE INTEGRITY OF THE PROGRAM SHALL BE REPORTED TO THE EXECUTIVE BOARD IMMEDIATELY. EACH VIOLATION SHALL BE REVIEWED, INVESTIGATED, EVALUATED, AND RULED UPON BY THE EXECUTIVE BOARD IN ACCORDANCE WITH **ARTICLE VIII**.

## ARTICLE VII

### ATTENDANCE

EXECUTIVE BOARD MEMBERS AND DIRECTORS **MUST** CONTACT THE PRESIDENT OR SECRETARY TO REQUEST AN ABSENCE PRIOR TO ANY REGULARLY SCHEDULED OR ANY OTHER PLANNED MEETING. ANY EXECUTIVE BOARD MEMBER OR DIRECTOR WHO MISSES ONE (1) BOARD MEETING WITHOUT PRIOR NOTIFICATION, OR WHO MISSES TWO (2) MEETINGS IN SUCCESSION DURING THE YEAR — EXCUSED OR UN-EXCUSED —MAY BE SUBJECT TO SUSPENSION OR PROBATION REVIEW AND WILL BE UNABLE TO VOTE ON ANY MATTERS AT THE NEXT SCHEDULED BOARD MEETING.

### SPECIAL MEETING

ANY EXECUTIVE BOARD MEMBER OR DIRECTOR HAS THE RIGHT TO REQUEST A SPECIAL MEETING TO ADDRESS A SUBJECT THAT PERTAINS DIRECTLY TO THE OPERATION OF THE PROGRAM. THE REQUEST MUST BE IN WRITING AND GIVEN TO THE PRESIDENT. THE PRESIDENT WILL REVIEW THE REQUEST AND DECIDE WHETHER A SPECIAL MEETING IS WARRANTED.

## ARTICLE VIII

### MEMBER DISCIPLINARY ACTION

FOR VIOLATIONS OF THE RULES, BY-LAWS, AND POLICIES SET FORTH BY CJA AFC, THE AUTHORITY TO REPRIMAND, ESTABLISH PROBATION, SUSPEND, OR IMPOSE A LIFE TIME BAN OF ANY CJA AFC MEMBER MUST BE THE PRODUCT OF A MAJORITY VOTE BY THE EXECUTIVE BOARD. THE EXECUTIVE BOARD HAS THE AUTHORITY TO REPRIMAND, EXPEL FOR ANY PERIOD OF TIME, OR SUSPEND INDEFINITELY, ANY MEMBER IF THE ACCUSED CONDUCT IS CONSIDERED DETRIMENTAL TO THE BEST INTEREST OF CJA AFC OR IS A REPEATED VIOLATION OF OUR CODE OF ETHICS. SHOULD A SITUATION ARISE THAT NEEDS IMMEDIATE ACTION, THE PRESIDENT HAS THE AUTHORITY TO IMMEDIATELY SUSPEND ANY MEMBER OF CJA AFC UNTIL SUCH TIME THAT THE BOARD HAS AN OPPORTUNITY TO MEET AND VOTE ON THE MATTER. SHOULD A MEMBER BE IN VIOLATION OF **ANY** ITEM DOCUMENTED WITHIN CJA AFC “CODE OF ETHICS”, THE OFFENDING MEMBER MAY BE REPRIMANDED TO PROBATION STATUS, MAY BE SUBJECTED TO IMMEDIATE REMOVAL AND RELIEVED OF ALL OF THEIR FRANCHISE DUTIES, MAY BE EXPELLED FOR THE REMAINDER OF THE YEAR OR MAY BE SUBJECTED TO A LIFETIME BAN FROM CJA AFC. THE EXECUTIVE BOARD, DURING A CLOSED MEETING WITH THE OFFENDER, SHALL EVALUATE THE SEVERITY OF THE COMPLAINT AND ADDRESS THE GUILTY PARTY BY ANNOUNCING ITS RULING. ALL RULINGS BY THE EXECUTIVE BOARD ARE FINAL AND **NOT** SUBJECT TO APPEAL DURING THE CURRENT CALENDAR YEAR. IF

DURING ANY CALENDAR YEAR THE CJA AFC BOARD DECLARES A PROGRAM MEMBER IS SUBJECTED TO A LIFE-TIME BAN, THERE SHALL NEVER BE A REVERSAL ALLOWED AND THE MEMBER SHALL NEVER BE AFFORDED A REINSTATEMENT HEARING BY A DIFFERENT YEAR CJA AFC BOARD. ALL MEMBERS SHALL BE NOTIFIED EITHER WRITTEN OR ORAL OF THEIR IMPOSED DISCIPLINARY STANDING AND INFORMED OF THEIR VIOLATIONS THAT WARRANTED ACTION BY THE CJA AFC BOARD AND/OR PRESIDENT. ALL MEMBERS SHALL BE AFFORDED A HEARING WITH THE CJA AFC BOARD, IF THE MEMBER DECLINES THE HEARING OR DOES NOT ATTEND THE HEARING AS SCHEDULED, THE MEMBER IN QUESTION WILL BE DEEMED GUILTY AND ASSIGNED AN APPROPRIATE DISCIPLINARY STATUS. IF IT IS DETERMINED THAT A CJA AFC BOARD NEVER AFFORDED THE SAID MEMBER A DISCIPLINARY HEARING FOR ANY REASON, THE NEXT YEAR'S CJA AFC BOARD WILL BE REQUIRED TO AFFORD THE MEMBER AN IMMEDIATE HEARING TO DETERMINE DISCIPLINARY ACTIONS, IF ANY ACTIONS ARE INDEED REQUIRED. IT SHALL BE RECORDED INTO THE MEETING MINUTES THE REASON WHY A MEMBER WAS NOT AFFORDED A HEARING DURING THE LAST YEAR'S SEASON. MEMBERS, WHOM WERE REPRIMANDED, EXPELLED FOR A PERIOD OF TIME, OR SUSPENDED INDEFINITELY, SHALL BE AFFORDED A REINSTATEMENT HEARING WITH THE NEXT CALENDAR YEAR'S BOARD. IF REINSTATEMENT IS GRANTED, THE SAID MEMBER IN QUESTION SHALL BE ASSIGNED THE VOLUNTEER STATUS OF "PROBATIONARY VOLUNTEER". UPON COMPLETION OF ONE YEAR OF CJA AFC SERVICE WITH NO INCIDENT, THE DESIGNATION OF "PROBATIONARY VOLUNTEER" SHALL BE REMOVED AND THE SAID MEMBER SHALL BE IN GOOD STANDING (SEE "PROBATIONARY MEMBER"). NOTE: ALL MEMBERSHIP DISCIPLINARY ACTIONS SHALL BE RECORDED IN THE CURRENT MONTH'S MEETING MINUTES FOR PROPER RECORDATION. THE MEMBER DISCIPLINARY ACTION ACTIVE LIST SHALL BE DISCUSSED AT EVERY JANUARY BOARD MEETING AND RECORDED WITHIN THE JANUARY MEETING MINUTES.

### **PROBATIONARY MEMBER**

THE EXECUTIVE BOARD HAS THE RIGHT TO ESTABLISH "PROBATIONARY" STANDARDS FOR THOSE MEMBERS OF CJA AFC THAT ARE FOUND GUILTY OF VIOLATING THE RULES, BY-LAWS, AND POLICIES SET FORTH BY THIS PROGRAM. THIS AUTHORITY SHALL BE MET BY OBTAINING A MAJORITY VOTE OF THE EXECUTIVE BOARD. FOR REPEATED VIOLATION OF THE RULES, BY-LAWS, AND POLICIES SET FORTH BY THIS PROGRAM, THE PROBATIONARY MEMBER WILL BE SUBJECTED TO THE RULES SET FORTH IN THE MEMBER DISCIPLINARY ACTION SECTION OF THESE BY-LAWS. MEMBERS THAT WERE DESIGNATED FOR "PROBATION" STATUS BY THE PREVIOUS YEAR'S BOARD AND HAVE COMPLETED ONE (1) YEAR OF APPROVED VOLUNTEER PERFORMANCE, MAY BE EXCUSED OF THEIR "PROBATION" STATUS AND REINSTATED TO "IN GOOD STANDING" BY MAJORITY VOTE FROM THE NEW YEAR'S BOARD DURING THE JANUARY BOARD MEETING.

## **ARTICLE IX**

### **RULES**

ALL RULES, BY-LAWS, AND POLICIES, CONCERNING FOOTBALL AND CHEER FOR CJA AFC, IN CONJUNCTION WITH THE CONSTITUTIONAL MANUAL OF THE CONFERENCE, ARE SUBJECT TO CHANGE AND INTERPRETATION BY THE EXECUTIVE BOARD.

## **ARTICLE X**

### **AMENDMENTS**

THESE BY-LAWS MAY BE AMENDED BY A MAJORITY VOTE OF THE EXECUTIVE BOARD DURING THE MONTH OF JANUARY MEETING. ANY CHANGES OR AMENDMENTS TO THESE BY-LAWS MUST BE PROPOSED IN WRITING AND PRESENTED TO THE EXECUTIVE BOARD PRIOR TO COMPLETING THE VOTING PROCESS. THE AMENDED OR PREVIOUSLY APPROVED WITHOUT AMENDMENTS BY-LAWS ARE REQUIRED TO BE SUBMITTED TO CONFERENCE BY FEBRUARY 15<sup>TH</sup> OF EACH NEW YEAR.

ANY AMENDMENTS MADE HERETO SHALL BE VOTED ON DURING THE NEXT MEETING IMMEDIATELY SUCCEEDING THE MEETING DURING WHICH THE REQUEST WAS PRESENTED.

## ARTICLE XI

### SELECTION OF TEAM ATHLETIC DIRECTORS

THE EXECUTIVE BOARD SHALL ELECT, UPON RECOMMENDATION OF THE PRESIDENT AND CAD, ALL TEAM AD'S EACH NEW SEASON. UPON THE ACCEPTANCE OF THIS POSITION EACH AD SHALL BECOME A MEMBER OF THE BOARD OF CJA AFC, UNTIL RULED OTHERWISE.

## ARTICLE XII

### SELECTION OF HEAD COACHES FOR FOOTBALL

THE FOOTBALL COACH SELECTION COMMITTEE COMPRISED OF THE PRESIDENT, VICE PRESIDENT, FA, EM AND ANY OTHER QUALIFIED EXECUTIVE BOARD MEMBER IS TASKED WITH THE PROCESS OF INTERVIEWING, SELECTING AND DE-SELECTING HEAD FOOTBALL COACHES AND ASSISTANT FOOTBALL COACHES. THE SELECTED HEAD COACH SHALL BE AFFORDED INPUT ON THE SELECTION PROCESS OF THE REMAINDER OF THE COACHING STAFF. ULTIMATELY THE FOOTBALL COACH SELECTION COMMITTEE WILL BE TASKED WITH APPROVING AND SELECTING ALL COACHES INVOLVED WITHIN THE PROGRAM. ALL COACHES WILL BE REQUIRED TO INTERVIEW, REVIEW AND SIGN A CJA AFC COACH INTERVIEW AGREEMENT FORM PRIOR TO ATTAINING ELIGIBILITY TO VOLUNTEER WITH THE CJA AFC PROGRAM. THE HEAD COACH AND COACHES SELECTION COMMITTEE AND / OR PRESIDENT HAS THE AUTHORITY TO DE-SELECT A COACH FOR ANY REASON THAT IS DEEMED DETRIMENTAL TO THE BEST INTEREST OF OUR PROGRAM. VIOLATION OF ANY ITEM DOCUMENTED WITHIN THE CJA AFC "CODE OF ETHICS" OR CJA AFC COACH INTERVIEW AGREEMENT FORM IS GROUNDS FOR IMMEDIATE REMOVAL FROM ANY COACHING POSITION.

ALL COACHES AND THEIR STAFF ARE SUBJECT TO REVIEW AND APPROVAL BY THIS EXECUTIVE COMMITTEE ON A YEARLY BASIS.

### SELECTION OF HEAD COACHES FOR CHEER

THE CHEER COACH SELECTION COMMITTEE, COMPRISED OF THE PRESIDENT, VICE PRESIDENT, CCC, AND THE CA, IS TASKED WITH THE PROCESS OF SELECTING AND DE-SELECTING HEAD CHEER COACHES. THE HEAD CHEER COACH IS TASKED WITH THE PROCESS OF SELECTING ASSISTANT COACHES FOR THEIR RESPECTIVE TEAM. THE HEAD COACH AND CHEER COACH SELECTION COMMITTEE HAS THE AUTHORITY TO DE-SELECT A COACH FOR ANY REASON THAT IS DEEMED DETRIMENTAL TO THE BEST INTEREST OF OUR PROGRAM. VIOLATION OF ANY ITEM DOCUMENTED WITHIN THE CJA AFC "CODE OF ETHICS" IS GROUNDS FOR IMMEDIATE REMOVAL FROM ANY COACHING POSITION.

## ARTICLE XIII

### AWARDS

REFER TO CONFERENCE BY-LAWS, ARTICLE XXII.

## ARTICLE XIV

### SAFETY AND MEDICAL MEASURES

THE CJA AFC ORGANIZATION STRIVES TO FURNISH AN ENVIRONMENT FREE FROM SAFETY AND MEDICAL CONCERNS TO THE BEST OF OUR ABILITIES AS IT RELATES TO THE PROGRAM PARTICIPANTS, VOLUNTEERS AND GUESTS WELL BEING. IT'S DUE TO THIS BELIEF, THAT THE CJA AFC ORGANIZATION WILL INSTITUTE EVERY YEAR TO INCLUDE IN ITS YEARLY PROJECTED EXPENSE BUDGET AND WILL CONTRACT YEARLY WITH AN AMBULANCE SERVICE FOR ALL HOME GAMES, FROM THE COMMENCEMENT OF THE FIRST GAME TO THE CONCLUSION OF THE LAST GAME. THE AMBULANCE PROCUREMENT IS REQUIRED AS A SAFETY AND MEDICAL MEASURE, BUT IS FURTHERMORE REQUIRED TO RELEASE THE RESPONSIBILITY FROM OUR VOLUNTEERS OR PARENTS FROM HOLDING OR ACTING AS A RESPONDER FOR MEDICAL EMERGENCIES. THE COORDINATION EFFORT WILL BE CONDUCTED BY THE SSD WITH ASSISTANCE FROM THE PRESIDENT AND VICE PRESIDENT.

## ARTICLE XV

### PLEDGE OF LOYALTY

THE EXECUTIVE BOARD, DIRECTORS, COACHES AND STAFF, SHALL EXTEND A PLEDGE OF LOYALTY TOWARDS THIS PROGRAM AND ITS CAUSE. IT IS VITALLY IMPORTANT THAT THOSE ASSIGNED THESE ADMINISTRATIVE AND AUXILIARY POSITIONS PROMOTE AND ENCOURAGE ALL FRANCHISE FUNCTIONS SUCH AS FUNDRAISERS, FAN PARTICIPATION IN FOOTBALL AND CHEER, WITH AN EMPHASIS ON ESTABLISHING UNIFICATION NOT SEPARATISM. IT SHALL ALSO BE PART OF OUR RESPONSIBILITY TO ENSURE EQUALITY AND UNIFORMITY IN ALL OF OUR DAILY DUTIES AS WE MENTOR THE YOUTH OF OUR COMMUNITY.  
(REFER TO EXHIBIT 1)

CLAREMONT JAAFC CODE OF ETHICS

EXECUTIVE BOARD MEMBERS, BOARD MEMBERS, COACHES, AND ALL VOLUNTEERS ARE EXPECTED TO ABIDE BY AND ENFORCE THE FOLLOWING GUIDELINES WHEN ENGAGED IN ACTIVITIES RELATED TO CJAAFC.

1. UNDER NO CIRCUMSTANCES IS IT PERMISSIBLE TO DISCUSS AND/OR DISSEMINATE ANY CJAAFC INFORMATION OUTSIDE OF PROGRAM MEETINGS WHICH WOULD CAUSE DETRIMENT TO THE INTEGRITY OF THE PROGRAM.
2. DO NOT PHYSICALLY OR VERBALLY ABUSE ANYONE IN THE PROGRAM.
3. NO PHYSICAL ALTERCATION WILL BE PERMITTED.
4. DO NOT INCITE UNSPORTSMANLIKE CONDUCT.
5. DO NOT SEEK TO UNDERMINE THE AUTHORITY OF THE COACHING STAFF OR CONFERENCE OFFICIALS THROUGH WORD OF MOUTH OR DEED.
6. DO NOT USE ABUSIVE, PROFANE, VULGAR OR OTHER OFFENSIVE LANGUAGE AND GESTURES.
7. SHOW RESPECT FOR ALL PARENTS/GUARDIANS, OPPONENTS, OFFICIALS, AND COACHES AT ALL TIMES. DO NOT ARGUE WITH OR CRITICIZE THE FOOTBALL PLAYERS, CHEERLEADERS, COACHES, BOARD MEMBERS, OR OFFICIALS DURING PRACTICE OR AT GAME TIME, OR ANY CITY SPONSORED EVENT BY WORD OF MOUTH OR GESTURE. RESERVE CONSTRUCTIVE CRITICISM FOR PRIVATE MEETINGS WITH THE PERSON WHO IS THE OBJECT OF THE CONSTRUCTIVE CRITICISM. DO NOT ARGUE WITH OR CRITICIZE THE GAME OFFICIALS, THE OPPOSING TEAM, THE OPPOSING COACHES OR FANS, BY WORD OF MOUTH OR GESTURE.
8. NO SMOKING (ON THE FIELD) DURING PRACTICE OR AT GAME TIME.
9. MAINTAIN AT ALL TIMES A HIGH LEVEL OF SAFETY AWARENESS.
10. NO CONSUMPTION OR USE OF ALCOHOLIC BEVERAGES IS ALLOWED DURING PRACTICE OR AT GAME TIME. DRINKING IN PUBLIC IS A MISDEMEANOR.
11. NO NOISEMAKERS, I.E. WHISTLES, HORNS, MEGAPHONES ETC., MAY BE USED DURING A GAME.
12. DO ACCEPT DECISIONS OF COACHES AS BEING FAIR AND MADE TO THE BEST OF THE COACH'S ABILITY GIVEN THEIR VOLUNTEER STATUS.
13. DO SET AN EXAMPLE BY YOUR PERSONAL CONDUCT AT ALL TIMES IN FRONT OF ALL PERSONS CONNECTED WITH THE FOOTBALL OR CHEERLEADING PROGRAM.
14. DO REMEMBER THAT WINNING AT ALL COSTS IS NOT A MESSAGE WE WISH TO IMPART TO OUR YOUTH. INSTEAD, WE WANT THEM TO HAVE FUN, TO PLAY SAFE, AND TO ENCOURAGE SPORTSMANSHIP.

2009 COACH INTERVIEW AGREEMENT FORM

ARTICLE I: CJA AFC MISSION STATEMENT

OUR MISSION IS TO INSPIRE YOUTH TO PRACTICE IDEALS OF HEALTH, CITIZENSHIP AND CHARACTER TO BRING YOUTH CLOSER TOGETHER THROUGH THE MEANS OF A COMMON INTEREST IN SPORTSMANSHIP, FAIR PLAY AND FELLOWSHIP; TO IMPART THE GAME AND TEAM ELEMENTS OF SAFETY, SANITY AND INTELLIGENT SUPERVISION; TO KEEP THE WELFARE OF THE PARTICIPANTS FIRST AND ENTIRELY FREE OF ADULT LUST FOR GLORY.

ARTICLE II: CJA AFC “AT-WILL” STATEMENT

PARTICIPATION WITH THE CLAREMONT WOLFPACK JR. ALL AMERICAN FOOTBALL AND CHEER (CJA AFC) PROGRAM IS “AT-WILL”. THE PRESIDENT OR MAJORITY VOTE OF THE EXECUTIVE BOARD CAN DENY PROGRAM SERVICE AND / OR DISMISS ANY PLAYER, VOLUNTEER OR FAMILY, WITH OR WITHOUT CAUSE, AT ANY TIME. NO BOARD MEMBER, INCLUDING BUT NOT LIMITED TO THE PRESIDENT CAN REDEFINE OR REVERSE AN “AT-WILL” RELATIONSHIP EITHER THROUGH ORAL OR WRITTEN MEANS FOR ANY REASON. THE SIGNED ORGANIZATIONAL CONTRACTS, PLAYER CONTRACTS OR OTHER SIGNED DOCUMENTS ARE NOT INTENDED TO CREATE A LEGAL CONTRACT BETWEEN CJA AFC AND SIGNER.

ARTICLE III: GENERAL COACH RESPONSIBILY AND CONDUCT

- A. I WILL COMMIT TO THE POSITION OF FOOTBALL COACH FOR THE DURATION OF THE FOOTBALL SEASON AS DEFINED BY THE SGVJAAFC CONFERENCE AND CJA AFC BOARD. THIS SHALL INCLUDE ALL PRESEASON AND POSTSEASON GAMES SCHEDULED BY CJA AFC. I AS HEAD COACH (IF APPLICABLE) WILL NOT ABANDON THE TEAM IF MY SON / DAUGHTER ELECT TO QUIT THE PROGRAM. I WILL NOT ABANDON THE TEAM IF ONE OF MY FELLOW COACHES DECIDES TO RESIGN OR IS REMOVED BY THE CJA AFC BOARD.
- B. I UNDERSTAND THE TEAM ATHLETIC DIRECTOR (AD) IS TASKED WITH OVERALL TEAM MANAGEMENT: IMPLEMENTING / ENFORCING CONFERENCE RULES & CORRESPONDENCE, HEALTH & SAFETY, MINIMUM PLAY RULES, ETC. (THE HEAD COACH IS IN CHARGE OF THE COACHING STAFF). I SHALL RESPECT HIS / HER DECISIONS AND RECOMMENDATIONS AS IT RELATES TO THE TEAM.
- C. I WILL ASSIST THE CJA AFC PROGRAM IN CREATING A SAFE AND SECURE ENVIRONMENT FOR ALL PROGRAM PARTICIPANTS TO THE BEST OF MY ABILITY.
- D. I WILL FOLLOW THE COACHING PHILOSOPHIES AND PLAYBOOKS (IF AVAILABLE) AS DEFINED / DISTRIBUTED BY THE CJA AFC BOARD. I WILL NOT INSTITUTE MY OWN COACHING PHILOSOPHIES AND TACTICS IF IT DOES NOT FOLLOW THE IDEALS INSTITUTED BY THE CJA AFC BOARD. ALL COACHING STAFFS WILL FOLLOW THE RULES AND REGULATIONS AS DEFINED BY THE SGVJAAFC CONFERENCE AND THE CJA AFC PROGRAM.
- E. I UNDERSTAND THAT THE CJA AFC PROGRAM INSTITUTES AN IDEAL THAT CREATES AN ENVIRONMENT FREE FROM “ADULT GLORIFICATION”. I FURTHER UNDERSTAND THAT I’M NOT VOLUNTEERING MY TIME AS A COACH FOR THE BETTERMENT OF MY CHILD, BUT FOR THE BETTERMENT OF THE TEAM AS A WHOLE. COACH INSTRUCTION SOLELY FOR MY CHILD WILL NOT BE TOLERATED BY THE CJA AFC BOARD.
- F. I UNDERSTAND THAT THE HEAD COACH IS IN CHARGE OF THE OVERALL COACHING MANAGEMENT OF THE TEAM. I WILL DISCUSS ALL CONCERNS / DISAGREEMENTS WITH THE HEAD COACH AND FELLOW COACHES ONCE ALL CJA AFC PARTICIPANTS AND FAMILIES HAVE VACATED THE PRACTICE / GAME PREMISES.
- G. I WILL REFRAIN FROM ARGUING OR MAKING PHYSICAL GESTURES TO COACHES, PARENTS OR PARTICIPANTS AT ALL TIMES.
- H. I WILL CONDUCT MYSELF WITH THE BASIC IDEAL OF: “ARE MY COACHING TACTICS, ACTIONS, LANGUAGE IN THE BEST INTEREST OF THE CHILDREN OF WOLFPACK” IT IS UNDERSTOOD THAT YOU ARE NOT VOLUNTEERING YOUR TIME FOR YOURSELF, BUT FOR THE BETTERMENT OF THE YOUNG BOYS AND GIRLS INVOLVED WITH IN THE CJA AFC PROGRAM.
- I. I WILL NOT CONDUCT MYSELF WITH A “WIN AT ALL COSTS” ATTITUDE. THE CJA AFC PROGRAM PRIDES ITSELF IN PLAYING AND CONDUCTING OURSELVES WITH THE UTMOST RESPECT FOR THE

GAME OF FOOTBALL, RESPECT FOR SELF AND RESPECT FOR OTHERS. IF PRESENTED, I WILL NOT CONDUCT MYSELF AT THE SAME LEVEL OF MY DISRESPECTFUL, ILL ADVISED OPPONENT.

- J. I WILL NOT INTERACT WITHIN THE PROGRAM WHILE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.
- K. I WILL NOT BRANDISH MY LAW ENFORCEMENT ISSUED WEAPON WHILE COACHING / INTERACTING WITH THE PARTICIPANTS OF THE CJA AFC PROGRAM. IF NOT REQUIRED TO CARRY WEAPON 24/7 ON PERSON, PLEASE LEAVE INSIDE VEHICLE.
- L. I WILL MAKE ALL ATTEMPTS TO ATTEND THE CJA AFC RECOMMENDED YOUTH FOOTBALL CLINICS. THE CLINICS ARE REVIEWED AND SELECTED BY THE CJA AFC BOARD DUE TO THE POSITIVE BENEFIT TO THE COACHING STAFF'S INTERACTION / TEACHINGS TO OUR YOUTH.
- M. I WILL REFRAIN FROM UTILIZING THE CJA AFC TEAM E-MAIL LISTS FOR MY PERSONAL GAIN OR SELF / BUSINESS PROMOTION.
- N. I UNDERSTAND THAT ALL ISSUES, COMMENTS, SUGGESTIONS MAY BE ADDRESSED, EITHER WRITTEN OR VERBAL TO THE CJA AFC BOARD OR CJA AFC PRESIDENT AT ANY TIME.
- O. I UNDERSTAND THAT I CAN BE REMOVED FOR MY ACTIONS BY THE CJA AFC BOARD OR THE CJA AFC PRESIDENT FOR VIOLATION OF THE SGVJ AFC CODE OF CONDUCT, VIOLATION OF THE COACH INTERVIEW AGREEMENT FORM, VIOLATION OF THE CJA AFC BY-LAWS OR ACTIONS DEEMED DETRIMENTAL TO THE PROGRAM AND MORE IMPORTANTLY DETRIMENTAL TO THE WELFARE OF THE CHILDREN INVOLVED WITHIN THE PROGRAM. YOU WILL BE AFFORDED A "HEARING" WITH THE CJA AFC BOARD IF YOU FEEL YOUR REMOVAL / BANISHMENT IS NOT DESERVED.

#### ARTICLE IV: COACH APPEARANCE / DRESS CODE

- A. I WILL WEAR APPROPRIATE CLOTHING AT ALL TIMES WHILE INTERACTING WITHIN THE CJA AFC PROGRAM. MY CLOTHING WILL NOT CONTAIN ANY OFFENSIVE OR INAPPROPRIATE PICTURES OR VERBIAGE. TANK TOPS ARE ALSO NOT PERMITTED.
- B. I WILL WEAR CLOSED SHOES, NO SANDALS OR BARE FEET ARE PERMITTED.
- C. WHILE REPRESENTING THE CJA AFC PROGRAM DURING OFFICIAL GAMES, I SHALL WEAR THE CJA AFC ISSUED / APPROVED COACH POLO SHIRT. IF MY POLO SHIRT IS NOT AVAILABLE, AN ALTERNATE MEANS OF COMPLIANCE IS A WOLFPACK T-SHIRT.

#### ARTICLE V: GAME DAY RESPONSIBILITY AND CONDUCT

- A. THE SGVJ AFC CONFERENCE RULES REQUIRE ALL PARTICIPANTS TO BE SUBJECTED TO A MINIMUM OF 10 PLAYS. PLAYS ARE DEFINED AS AN OFFENSIVE, DEFENSIVE OR SPECIAL TEAMS (KICK OFF, PUNT, FIELD GOAL, EXTRA POINT) PLAY. I WILL FOLLOW THE MANDATE OF THE "10 PLAY RULE" AT ALL TIMES, I SHALL FOLLOW THE INSTRUCTION OF THE TEAM AD AT ALL TIMES IN REGARDS TO THE MUST PLAY REQUIREMENTS DURING GAMES.
- B. IT IS UNDERSTOOD THAT I WILL NOT RUN UP THE SCORE WHILE HOLDING A COMMANDING LEAD OF 28 POINTS. ADDITIONALLY, I WILL INSERT ALL NON-STARTERS INTO THE GAME WHILE HOLDING THE SAID COMMANDING LEAD. I WILL NOT SUBJECT MY OPPONENT TO THE EMBARRASSMENT OF FORFEITING THE GAME DUE TO A SCORING LEAD OF 48 POINTS. VIOLATION OF THESE ACTIONS CAN RESULT IN YOUR REMOVAL AS A VOLUNTEER.
- C. I WILL REFRAIN FROM ARGUING WITH THE GAME OFFICIALS AND MY FELLOW COACHING STAFF DURING GAME TIME. I WILL WAIT FOR THE PROPER TIME TO PRESENT ITSELF TO DISCUSS MY DISAGREEMENTS OR CONCERNS. SAFETY ISSUES SHALL ALWAYS BE ADDRESSED IMMEDIATELY WITH PROPER APPROACH.
- D. FLAG COACHES ARE EXPECTED TO ENSURE ALL PLAYERS ARE EXPOSED TO THE SAME AMOUNT OF PLAYING TIME, NO EXCEPTIONS. FLAG FOOTBALL IS THE BASE OF THE CJA AFC PROGRAM; IT PROVIDES OUR PLAYERS WITH THEIR INITIAL EXPOSURE OF YOUTH FOOTBALL AND REPRESENTS THE PROGRAM'S FUTURE SUCCESS.
- E. THE ONLY EXCEPTION FOR NOT PLAYING A CJA AFC PARTICIPANT IS DUE TO PLAYER "CODE OF CONDUCT" INFRACTIONS OR MISSING TWO OF THE THREE SCHEDULED PRACTICES DURING GAME WEEK WITH AN "UNEXCUSED" ABSENCE. IT WILL BE THE RESPONSIBILITY OF EACH TEAM'S HEAD COACH AND HEAD AD TO DETERMINE IF A CHILD'S ABSENCE IS EXCUSED OR UNEXCUSED. THIS IMPLEMENTATION IS FOR THE PLAYER'S SAFETY AND WELL BEING, AS WELL AS INSTITUTING A PLAYER'S RESPONSIBILITY FOR HIS / HER ACTIONS.

ARTICLE VI: ACADEMICS

- A. THE SGVJAAFC CONFERENCE AND THE CJA AFC PROGRAM ARE ACADEMIC STRIVING ORGANIZATIONS. I WILL ALWAYS REMIND MY PLAYERS THAT ACADEMICS COME FIRST, FOOTBALL IS NOT A GIVEN, FOOTBALL IS EARNED THROUGH ACADEMIC ACHIEVEMENT. I WILL CONTINUALLY INQUIRE WITH MY PLAYERS ABOUT THEIR PROGRESS AT SCHOOL.
- B. IF A PLAYER IS STRUGGLING WITH THEIR ACADEMICS AND REQUIRE FOOTBALL PRACTICE TIME TO COMPLETE HOMEWORK, THIS SHALL BE GRANTED TO THE PLAYER WITH NO RAMIFICATIONS AS TO HIS GAME ELIGIBILITY, AS LONG AS THE HOMEWORK IS BEING COMPLETED WHILE AT THE PRACTICE FACILITY.

I HEREBY AGREE TO ABIDE AND CONDUCT MYSELF IN ACCORDANCE WITH THE 2009 COACH INTERVIEW AGREEMENT FORM AS DESCRIBED ABOVE, THE CJA AFC BY-LAWS AND THE SGVJAAFC CODE OF CONDUCT. NOTE: THE SIGNING OF THIS FORM IS A REQUIREMENT TO BE CONSIDERED FOR A COACHING POSITION WITH THE CJA AFC PROGRAM.

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PRINT NAME:

SIGNATURE:

DATE:

**EXHIBIT - 3**

**RATIFICATION OF 2009 CITY BY-LAWS MADE ON 1/22/09:**

PRESIDENT

VICE PRESIDENT

SECRETARY

TREASURER

CITY ATHLETIC DIRECTOR

CITY CHEER COORDINATOR

CONFERENCE REPRESENTATIVE

WAYS AND MEANS DIRECTOR

FOOTBALL ADVISOR

CHEER ADVISOR

PLAYER AGENT

DESIGNATED AGENT

SECURITY AND SAFETY DIRECTOR

SPORTS COMMITTEE REPRESENTATIVE

EQUIPMENT MANAGER

FIELD MANAGER

SNACK BAR DIRECTOR

MARKETING AND RECRUITMENT DIRECTOR

EVENTS COORDINATOR

CLAREMONT WOLFPACK JR. ALL AMERICAN FOOTBALL & CHEER  
2058 NORTH MILLS AVENUE #524  
CLAREMONT, CA 91711  
PHONE: (909) 993-3363  
WEB: [WWW.CLAREMONTJAAFC.COM](http://WWW.CLAREMONTJAAFC.COM)  
E-MAIL: [WOLFPACK@CLAREMONTJAAFC.COM](mailto:WOLFPACK@CLAREMONTJAAFC.COM)