



**BY-LAWS, RULES AND REGULATIONS**

**Change History:**

<b>Revision Date</b>	<b>Article</b>	<b>Change Description</b>
5/14/11	III	<b>Eliminate one “At Large” position</b>
5/14/11	XVI	<b>Update Player Assignment to accurately reflect protocol</b>
2/21/10	III	<b>Remove Buddy Program Coordinator as a voting Board Member. This will be a committee chair position.</b>
10/20/10	III	<b>Eliminate Membership Coordinator position. These duties will fall under Registrar.</b>
10/20/10	III	<b>Remove High School Head Coach, the Web Master and Concessions Coordinator as a Board Member positions</b>

**Article I – Name**

The name of this non-profit organization shall be Snoqualmie Valley Wildcat Junior Football and Cheerleading Association (WCJFA or the Association). The organization abides by all the rules governing the Greater Eastside Junior Football Association (GEJFA).

**Article II – Purpose**

- A. To provide every player the opportunity to learn the game of football, in competition with players of comparable age and weight.
- B. To provide instruction on the rules, methods of proper contact and fundamentals (blocking, tackling, running, etc.) of the game.
- C. To provide maximum protection through proper supervision and equipment, realizing this is a contact sport.

**Article III - Board of Directors**

The Board of Directors (the Board) shall consist of:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Fundraiser
- F. Coaches Rep
- G. System Rep
- H. Field Manager
- I. Equipment Manager
- J. Registrar
- K. Cheerleading Coordinator
- L. Two (2) “At Large” positions

The above members shall only have one vote as it pertains to any matter before the Board. The President does not vote, except in a tie, at which time the President casts the deciding vote. All elected positions shall be elected to a one year term by the voting Board membership. No member shall hold more than one position at a time.

The Board may, at its discretion, create and fill any number of non-voting “Chair” positions to fulfill responsibilities necessary to conduct the business of the WCJFA.

If a vacancy occurs during the season, the Board may fill the vacancy through election. The Board may elect to attrite the vacant position and/or adjust responsibilities. The candidate must receive 2/3 majority ratification by the entire Board membership.

#### ***Article IV – Duties of the Board of Directors***

Subject to limitation of the Articles of Incorporation, and the Laws of the State of Washington, all corporate powers shall be exercised by the elected Board, who shall control the business and affairs of the Association. The Board will be the governing body of the Association insofar as Rules, policies, and the By-Laws and amendments thereto, and such other matters as the Board may bring before them. The Board shall be responsible for the enforcement of all GEJFA league rules and corporate policies established by the WCJFA. The Board shall have authority to address all violations and impose any appropriate penalties. All Board members are required to attend Board meetings and fulfill the obligations of their position.

The highest degree of ethical conduct is expected of all participants in the program. This includes strict adherence to both the spirit and the letter of the rules and regulations of this program. The use of alcohol, profanity and tobacco during practices, games, or while at any practice field or Snoqualmie Valley school is strictly prohibited. Drugs are not to be used by any player without the advice of their physician. All rule infractions or conduct contrary to the ethical standards of this program are subject to review by the Grievance Committee, and can result in penalties being assessed against violators. Depending on the degree and nature of the violations, penalties could range from probation to expulsion of any adult or player from the program.

A 2/3 majority of the Board shall be sufficient to remove any Board member for cause.

The minimum responsibilities for each Board position are as follows:

##### **President:**

1. Presides over and conducts meeting of the Board of Directors.
2. Carries out and enforces policies, rules, etc. set forth by WCJFA and GEJFA.
3. Signs legal instruments and documents of the organization (subject to Board approval limits).
4. Reviews the System’s operating budget with the Treasurer.
5. Votes on issues only to break a tie.
6. Standing member of the Coaches Review Committee and reviews recommended coaching candidates with the Coaches Rep prior to submission to the Board.
7. Assists with System projects such as: player registration, equipment distribution, fundraising and equipment return.
8. Reports to the Board immediately - any individual or activity that poses an immediate safety concern or is in gross violation of GEJFA or WCJFA rules. Is authorized to **temporarily** suspend any individual until a matter is reviewed and ruled upon by the Board.
9. Responsible for ensuring the Association is insured by an adequate insurance program and/or policy. Decisions as to the type of coverage and which programs to purchase will be voted on by the Board.

##### **Vice President:**

1. Assists the President in administering the By-Laws, policies and rules of the WCJFA as set forth by the Board.
2. Assumes the role of President, if President is absent or otherwise unable to perform his/her duties.
3. Chairs the Grievance Committee.
4. Reports to the Board immediately - any individual or activity that poses an immediate safety concern or is in gross violation of GEJFA or WCJFA rules. Assists with System projects such as: player registration, equipment distribution, fundraising and equipment return.

**Secretary:**

1. Assists the President and Board in the recording of the minutes and any other matters pertaining to the distribution of all information to the membership and Board.
2. Manages general correspondence and record keeping associated with WCJFA administration.
3. Distributes minutes of meetings in written form to the Board members before the next scheduled meeting.
4. Assists with System projects such as: player registration, equipment distribution, fundraising and equipment return.

**Treasurer:**

1. Serves as the custodian of all property of the WCJFA.
2. Develops/maintains a bookkeeping system to assure accurate financial accounting.
3. Prepares an annual operating budget, reviews with President, and presents to the Board for approval.
4. Reports the financial condition of the Association to the Board monthly and presents a balance sheet.
5. Signs checks and other financial/legal instruments as approved by the Board.
6. Responsible for pick-up of mail from the WCJFA PO Box.
7. Ensures compliance with government regulations.
8. Assists with system projects such as: player registration, equipment distribution, fundraising, and equipment return.

**Fundraiser:**

1. Supervises all fundraising efforts to meet annual budget.
2. Solicits and coordinates sponsorships.
3. Oversees Concessions.
4. Coordinates the corporate volunteer compensation program.
5. Determines options for photographer selection and presents to Board for approval.
6. Serves as the prime contact person between the WCJFA and school district on matters pertaining to the operation of the concession stand.
7. Assists with system projects such as: player registration, equipment distribution, fundraising, equipment return.

**Coaches Rep:**

1. Chairs Coach's Selection Committee.
2. Conducts pre-season coaches meeting to establish standards and guidelines related to coaching tackle football games, safety, training, equipment, discipline and other football matters in WCJFA.
3. Recommends for adoption by the Board such rules, policies and equipment necessary for the maximum safety of youth tackle football participants.
4. Serves as primary point of contact for coaches/assistant coaches regarding league rules and regulations.
5. Works with the GEJFA league representative, and other Board members as required to organize and conduct all preseason coach's meetings.
6. Assists with system projects such as: player registration, equipment distribution, fundraising, and equipment return.

**System /GEJFA Rep:**

1. Attends all GEJFA meetings and advises the Board on all matters pertaining to GEJFA considerations/issues.
2. Presents the position and votes in accordance with the decisions set forth by the WCJFA Board at all GEJFA meetings.
3. Works with coaches and the Board to ensure all players and coaches are in compliance with GEJFA rules and policies.
4. Maintains player's age/weight/bio information.
5. Develops and maintains accurate team rosters. Circulates to coaches and Board.

6. Maintains file of Birth Certificates, Minor/Waiver Release Form, Player Transfer Form, Coaches WSP/Code of Conduct forms, WCJFA Split Policy, and Lysted Law and submits to GEJFA for required approval.
7. Assists with system projects such as: player registration, equipment distribution, fundraising, equipment return.

**Field Manager:**

1. Secures practice fields and stadium game dates for the season.
2. Works with the GEJFA league scheduler to schedule regular, post season and playoff games.
3. Secures clock operators for all home games.
4. Works with school district, City of Snoqualmie and King County to reserve and coordinate use of practice and game fields for all WCJFA teams.
5. Assists with system projects such as: player registration, equipment distribution, fundraising, equipment return.

**Equipment Manager:**

1. Develops / executes an equipment maintenance, storage and purchasing plan.
2. Submits equipment purchasing needs/recommendations to the Board for review and approval. If/when approved the purchase order(s) must be submitted to the Treasurer for inclusion in the operating budget.
3. Develops / executes equipment distribution plan.
4. Develops / executes equipment return plan.
5. Aids coaches in replacing/repairing equipment as necessary.
6. Assists with system projects such as: player registration, equipment distribution, fundraising, equipment return.

**Registrar:**

1. Organizes and conduct the annual signup process for all players and cheerleaders.
2. Maintains a complete and accurate database with records on each player.
3. Works with the System Rep to maintain complete and accurate rosters.
4. Determines eligibility for requested refunds per policy and the amount due, and reports all approved refunds to the Treasurer within seven (3) days.
5. Assists with system projects such as: player registration, equipment distribution, fundraising, equipment return.

**Cheerleading Coordinator:**

1. Serves as the primary contact for the cheerleading program.
2. Works with Fundraising Coordinator to determine fundraising efforts specifically for the cheer program.
3. Orders uniforms and arrange fittings for the cheerleaders.
4. Schedules and conducts all cheer practices.
5. Ensures cheer coverage for two (2) home games per week.
6. Organizes parade participation and practices for parades.
7. Maintains current CPR and other coach certifications as required by the GEJFA and/or the Association's insurance policy.
8. Assists with recruiting of new participants.
9. Assists with System projects such as: player registration, equipment distribution, fundraising and equipment return.

**"At Large" Positions:**

Assists with System projects such as: player registration, equipment distribution, fundraising and equipment return.

***Article V – Meetings***

Board meetings will be held on a monthly basis and more as deemed necessary by the President. The date and time of the meeting shall be determined by the majority of the Board. Notification of the date, time and location will be communicated by the President and/or Secretary to each Board member prior to the meeting.

Other meetings may be held to suit the requirements of the Association’s business and the convenience of the members.

***Article VI – Elections***

Nominations and applications are due by November 1st. Elections will occur at the December Board meeting.

A call for the submission of nominations and applications shall be posted on the Association web site. Initial nominations for Board membership will be accepted by open nomination or by volunteering to serve as a member. Voting will be by ballot and a majority vote will constitute election. Election results will be tallied by the Secretary, Vice President and Membership Coordinator and communicated within 48 hours by email.

***Article VII – Quorum***

Except where otherwise prescribed by law:

A majority of the Board shall constitute a quorum at any regular or special business meeting. No proxies are permitted.

***Article VIII – Meeting Rules***

All meetings shall be run in accordance with Roberts Rules of Order. At the meetings of members, the order of business shall be as follows:

- Call the meeting to order
- Approval of Minutes of previous meeting
- Old Business
- Report of Board Members
- Report of Committee Chair people, if applicable
- New Business
- Closing

***Article IX – Committees***

The Board shall determine the need for Special Committees and the number and nature of committees as deemed necessary.

Committees may be composed of board members, coaches, volunteers or other interested parties at the Board’s discretion. The President shall appoint a committee chair person with input from the Board taken into consideration. Committees will report their findings and recommendations directly to the Board for consideration, discussion and vote if necessary.

Grievance Committee: Vice President (Chair), Coaches Rep and System Rep

Coach Selection Committee: Coaches Rep (Chair), Vice President and Secretary or System Rep

Player Assignment Committee: System Rep (Chair), Registrar and Secretary

***Article X – General Membership***

Upon completion of written registration, every parent or legal guardian of a registered player shall become a member for one year from the date of registration or notification, provided the member is willing to conform to the Association’s purpose and ethics and abide by WCJFA and GEJFA rules and regulations.

### ***Article XI – Fees***

The Board shall determine Association fees and registration dates annually and incorporate these fees into the yearly budget. The Registration Refund Policy shall be determined by the Board prior to the registration event and published on the website and in the registration information.

### ***Article XII – Use of Funds and Assets***

The funds and assets of the Association shall be used solely for the benefit of the Association as determined by the Board of Directors. No part of such funds, assets, and earnings of the Association shall be ascribed to the benefit of, or be distributed to, any member of the Association.

The Association shall require two signatures on all legal instruments of the Association. The Board shall designate which two Board members are to be given signing authority on behalf of the Board. No one else is authorized to encumber Association funds without prior Board approval. All monies paid will be accompanied by an approved purchase order and all checks shall require the signature of the two Board members with signing authority.

No loans of Association funds shall be made to any member, Board member or coach. The Association shall have the authority to purchase or lease facilities, equipment or services for the benefit of the Association.

### ***Article XIII – Fiscal Year***

WCJFA follows calendar year for accounting and financial reporting.

### ***Article XV – Player Eligibility***

Player eligibility is governed by GEJFA rules. All players that reside within the Snoqualmie Valley School District boundaries are eligible to participate in the WCJFA program provided they meet GEJFA regulations and WCJFA registration requirements. Players from outside the Snoqualmie Valley School District boundaries are considered Transfer Players and must be granted permission from their System and the WCJFA President to participate. Eligibility is determined in the following priority provided registration requirements are completed by the established deadline;

1. Returning players either grandfathered or residing within the Snoqualmie Valley School District boundaries. A returning/grandfathered player is defined as one which was registered and participated in WCJFA the previous season.
2. New Players who are siblings to a returning player (returning player must be registered for current season)
3. New Players within Snoqualmie Valley School District boundaries based on time of registration – “first come, first served”
4. Returning Transfer Players (a player who resides outside of Snoqualmie Valley School District boundaries). Transfer players are responsible for completing the required GEJFA transfer process (forms, etc.) prior to being placed on a roster.
5. New Transfer Players based on time of registration – “first come, first served” – New Transfer Players may be declined roster positions at the discretion of the Board.
6. Late registration – any registrations submitted after the organization’s registration deadline will be put on a waiting list– “first come, first served”. If accepted FULL PAYMENT (including late fees) is due before issuing any equipment.
7. Registration will be closed on a date annually determined by the Board and published on the WCJFA website. Players may be added to fill rosters at the Board’s discretion after registration is closed.

The number of teams at each level and number of players per team is at the sole discretion of the Board provided all GEJFA requirements are met. (See “Team Split Policy” below)

A level is considered full once 26 eligible players are registered. Players registering for a level after 26 players have been accepted will be placed on a wait list. The Board may increase the number of the teams per level and adjust the team sizes when multiple teams per level are created at their discretion. Rosters may not exceed 26 players under any circumstances.

First year players must attend 10 practices to be eligible for game competition. Jamboree is counted as a practice day. After the season begins, the WCJFA Player Discipline Policy takes effect.

**Article XVI – Player/Team Assignment Protocol**

Splitting of teams, as far as minimum and maximum team size, is by governed by GEJFA rules.

The Board will generally assign players by school and, neighborhood, however equitable team size will be the determining factor. Player assignment may also be determined by coaching decisions.

The Player Assignment Committee will make team recommendations to the Board who will have final approval.

Master rosters created after the Player Selection Process are “locked” until the first official weigh-in. All other interested and registered players will be wait-listed pending movement due to “bubble” players moving up or down a level due to age/weight issues.

Rosters can be expanded after the first official weigh-in at the sole discretion of the Board. Please note a “locked” position does not necessarily assure a roster spot due to the possibility of players moving up or down levels due to age/weight issues. Only after the official weigh-in are roster spots assured.

**Article XVII – Coaches**

It is the Board’s objective to select the best qualified candidates for each head and assistant coach position. All head coaches shall be selected annually by the Board.

The head coach of any team must be at least 21 years of age as of the first day of practice. Assistant coaches must be at least 18 years of age as of the first day of practice. All coaches must abide by all WCJFA and GEJFA rules and regulations.

All coaches must submit GEJFA required forms (Washington State Patrol, Code of Conduct, etc.) and the WCJFA required Coach’s Acknowledgement form before participating in any WCJFA practice, game or event.

Head and assistant coaches will be assigned a team at the discretion of the Board, considering the recommendations of the Coach Selection Committee.

When a Board member applies to be a head coach and is not the only applicant for that position that Board member will abstain from that vote.

Each head coach must attend a mandatory preseason coach’s meeting to review WCJFA rules and regulations. All coaches must sign the Coach’s Acknowledgement form, acknowledging they have read and understand the GEJFA rules and the specific WCJFA rules related to player discipline, practice schedule, and minimum attendance policies.

**Article XIX – Player Discipline**

1. All first year players must FULLY participate in a minimum of 10 practices before playing in their first game – NO EXCEPTIONS. Note: Jamborees count as a practice for compliance with this rule.
2. Unexcused Absence from Practice/s - Excused absences include: mandatory school function, illness (provided the head coach is notified by the player or guardian before practice begins) and serious injury. Players must attend practice who have minor, non-debilitating injuries to be eligible to play in that week’s game, even if such injury prohibits participation in practice..

**PENALTIES**

<i>Excused Absence</i>	<i>Penalty</i>	<i>Unexcused Absence</i>	<i>Penalty</i>
1	No penalty	1	½ Game
2	½ Game	2	1 Game
3	1 Game	3	1 Game

3. Habitual Tardiness  
Every effort should be made for parents to have their players arrive on time to scheduled events. Coaches and parents should work together to avoid tardiness. If after a coach/parent conference, tardiness remains an issue, discipline of the offending player is at the coach's discretion.
4. Disruptive Behavior  
Disruptive behavior may lead to player suspension. Parents and the WCJFA President must be informed, in advance, of any disciplinary action taken by the Coach.

Parent Notification

Head Coach must notify the parents of the affected player and the Association President prior to the game of any disciplinary action to take place. Players facing game time penalties are still required to meet all game day requirements.

***Article XX – Board, Coach, Parent Discipline Policy***

Any violation of GEJFA or WCJFA rules and regulations by Board Members, Coaches or Parents are subject to disciplinary action including but not limited to; verbal warnings, suspensions or expulsion. All WCJFA disciplinary action must be approved by a majority vote of the Board.

***Article XXI – Practice Schedule Policy***

All coaches must conform to the practice schedule as established by GEJFA regulations and by the WCJFA Board. The first policy offense will result in a verbal warning to the offending coach. Subsequent violations will result in disciplinary action with the offending coach.

***Article XXII – Amendments***

These By-Laws and rules may be amended or repealed by an affirmative vote of two-thirds of the Board during any scheduled or special meeting of the Board. Any amendment/s must be introduced as new business, and that debate and vote upon the amendment transpires at the subsequent meeting of the Board.

***Article XXIII – Effective Date***

The By-Laws and rules of the organization shall be in effect commencing with their adoption.

***Article XXVI – Dissolution***

Upon dissolution of the Association, the Board shall, after paying or making provision for the payment of the Association's lawful debts, distribute all assets to any of the following organizations:

- Organizations which have been organized and are operated for purposes consistent with those of the Association who are operated as exempt organizations under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any Future United States law).
- Organizations operated exclusively for charitable, educational, religious or scientific purposes shall at the time qualify as an exempt organization under Section 501 (c)(3) of such Code.
- To the State of Washington.
- To the United States of America

