

MAPLE VALLEY JUNIOR FOOTBALL & CHEER ASSOCIATION BYLAWS

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

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

Section 1

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

BYLAWS

MAPLE VALLEY JUNIOR FOOTBALL & CHEER ASSOCIATION

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

Section 2

These bylaws govern the MVJFCA. The MVJFCA operates as one of four junior football teams functioning independently but cooperating with the Cascade Junior Football League (hereinafter CJFL). The CJFL organizes competitions and creates uniform standards among the four teams. The MVJFCA also cooperates with the CJFL in organizing competitions for its cheerleading squad and setting standards for safe performance.

Article II - Membership

Section 1

Maple Valley Junior Football and Cheer welcome into its membership persons of all races, cultural groups and religious faiths who wish to join and cooperate in the above purposes and objectives. MVJFCA selects its key leadership, staff, officers, directors, committee and activity leaders on the basis of their commitment and ability to achieve the objectives of the organization.

Section 2

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

Section 3

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

Article III - Officers and the Board of Organization

Section 1

Executive Board Officers

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

Section 2

Governance

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

Section 3

Other Elected Board Officers

The remaining elected board members shall include the Equipment Manager, Assistant Equipment Manager, Insurance Coordinator, Public Relations Coordinator, Fund Raising Coordinator, Logistics Coordinator and League Representative.

Section 4

Compensation

The Directors shall receive no compensation for their services as Directors but may receive reimbursement for expenditures incurred on behalf of the corporation.

Section 5

Terms of Office

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

Section 6

President - Executive Board

The President of the Executive Board shall be:

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

Section 7

Vice President - Executive Board

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

- a) Preside as coordinator of all standing or special committees
- b) Perform such other functions as the President may direct from time-to-time.

- c) Will collect all background check forms from the Athletic Director and Cheer Director and follow to completion.
- d) Act as parent coordinator for football team parent volunteers.
- e) Contracts and coordinates the Association, team and individual pictures with approval from the board.
- f) Contracts and coordinates the Association year-end trophies with approval from the Athletic Director and Cheer Director.

Section 8

Secretary - Executive Board

- a) The Secretary shall make records of all general membership, executive council and special meetings of the Association.
- b) Be custodian of the minutes of the meetings.
- c) Be responsible for the receipt of correspondence and MVFCA replies. Compile and be custodian of the Board member's addresses and phone numbers. Call roll when required. Distribute information, bulletins, material, etc. at monthly meetings.
- d) Keep records of committees.
- e) Assure that all data pertinent to the office are current by the last month of said term of office and will surrender all records of said office to the designated successor in charge of all participants registration forms for MVJFCA and league. Produce documentation for weigh-ins.
- f) i) In charge of weekly newsletters, getting information and distribution of newsletters and information.

Section 9

Treasurer - Executive Board

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

- a) Establish and maintain a system of accurate accounting.
- b) Obtain President's approval of payment of bills or statements.
- c) Make disbursements exclusively by check bearing the signature of two of the three designated signers. The Treasurer(s) can be one of the authorized signers with the approval of the board.
- d) Report at each meeting the current status of receipts and disbursements both orally and written.
- e) Present a seasonal report at the November general meeting. The report shall not be accepted, but will be reviewed by the MVJFCA budget committee at the February meeting. The MVJFCA board budget committee will consist of MVJFCA elected board members coordinated by the President at the January meeting. The Budget Committee shall consist of a minimum of three members, none of which are check signers.
- f) Present to the auditing committee for examination all books, records, statements and any other instruments pertaining to the duties, and functions of said office necessary for proper audit.

- g) Maintain a petty cash fund during the season.
- h) Surrender to the designated successor all records, books, accounting, monies, and other Association property related to said office at such time the successor is elected.
- i) The Treasurer should mark down what the deposits are that are made into the MVJFCA accounts and any and all checks that are written must be explained, so that any executive board member can pick up the check register & know what has taken place.
- j) Any and all refunds should be marked with the child's name, as well as the parents names, and what team they were on.

Section 10

Athletic Director - Executive Board

The Athletic Director shall be directly responsible to the President for the formulation, implementation and day-to-day administration of all athletic programs of the association. He or she shall also:

- a) Nominate only those persons for coaching positions that are qualified, have demonstrated high moral standards, and who can instill a sense of good sportsmanship and fair play in the youth membership.
- b) Obtain officer's approval of all candidates for all football coaching staff positions.
- c) Conduct on a continuous basis, training schools, classes and critiques for football coaches, assistant football coaches, and youth that have displayed an interest in future coaching.
- d) Maintain accurate records of the coaching staff at minimum consisting of full name, address, past experience.
- e) Attend all football athletic events and transactions/meetings conducted on behalf of the Association with any organizations (such as, Cascade Junior Football League, King County Parks and Recreation Department, etc.)
- f) Assure that planning, staffing, training, and coordination are initiated prior to the start of each athletic season.
- g) In charge of weigh-ins at the Jamboree and all other games.
- h) Will be responsible for having all league forms available at each game for all team/ squads (football and cheer).
- i) Provide team statistics to the Public Relations Coordinator.
- j) Perform other responsibilities as may be directed from time-to-time by the President.
- k) Responsible to call in or email all game day scores to the CFJL League Athletic Director.
- l) Responsible for directing game day set-up.

Section 11

Assistant Athletic Director - Executive Board

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

Section 12

Cheerleader Director - Executive Board

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

- a) Appoint head cheer coaches and assistant coaches with board approval. All coaches will be certified and complete a background check.
- b) Nominate only those persons for coaching positions that are qualified, have demonstrated high moral standards, and who can instill a sense of good sportsmanship and fair play in the youth membership.
- c) Maintain accurate records of the cheer coaching staff at a minimum consisting of full name, address and past experience.
- d) Attend all cheer athletic events and transactions/meetings conducted on behalf of the Association with any organization.
- e) Assure that planning, staffing, training and coordination are initiated prior to the start of each athletic season.
- f) The Cheer Director will work with the Assistant Cheer Director and/or head cheer coaches in making up the cheers, stunts, and dance routines for the current football season and cheer championships.
- g) Cheer Director, along with the Assistant Cheer Director and/or Varsity Head Coach will be responsible for organizing and coordinating Varsity cheer tryouts. Tryouts for the Varsity squad shall be held between November 1st and January 30th prior to the Varsity year. To be eligible for Varsity, participant must be eleven (11) years of age on or before July 31 of the upcoming season and has been cheering with Maple Valley Raiders for a minimum of two years. Participant must be entering at least the 6th grade in school in order to be eligible. Participant must have completed cheer championships the year prior to becoming Varsity. If there are less than fifteen (15) participants eligible to try-out in any given year, a one year minimum with Maple Valley Raiders will apply.
- h) Shall find five (5) non-partisan, qualified judges that may include one or more cheer coaches from Tahoma Junior High and Tahoma High School cheer programs (past and present), and a combination of the following (with a maximum of one each), college cheerleader, THS 12th grade cheerleader, alumni cheerleader, dance coach (preferably THS) or other qualified cheer judges. Each Varsity cheerleader will be chosen based on combined scores from judges and director/coach evaluations. Total of 530 points possible per candidate (judges-350 and director/coaches-180). Master forms of score sheets to be kept by Cheer Director and/or Varsity Head Coach. All judges will be approved by the board (or President and two executive board members if the board has yet to convene).
- i) Will coordinate cheer sign-ups and registration.
- j) Responsible for all cheer equipment. Will coordinate with Assistant Cheer Director to propose any cheer purchases to the elected board for approval. Provide accountability of inventory for all cheer equipment, responsible for issuing and the return of all equipment for cheer; responsible for purchasing any and all cheer equipment; responsible to keep accurate records of all cheer program expenditures and reporting to the board budget committee. Cheer Director may delegate this or any other task.
- k) Will work together with Assistant Cheer Director in placing cheerleaders on

appropriate teams, create cheer roster in cooperation with CJFL requirements and maintain accurate records of all cheerleaders at a minimum consisting of full name, address and contact information. Keep accurate attendance records of participating cheerleaders at each cheer practice, games and events.

- l) Will coordinate any and all cheer camps and cheer events for MVJFC.
- m) Responsible for collection, maintaining and delivering CJFL league cheerleader documentation to CJFL.
- n) Coordination and implementation of Cheer competitions with the CFJL Cheer Director and other Directors of the CJFL.

Section 13

Assistant Cheerleader Director - Executive Board

Duties will be to act as Cheer Director when Director is not present.

- a) Attend League Cheer Director Meetings when Director cannot.
- b) Assist Cheer Director as needed.
- c) Assist Cheer Director in making the cheers, stunts, and dance routine for the current football season and cheer championship.
- d) The Assistant Cheer Director will work with the Cheer Director to coordinate on a continuous basis, training schools, classes and certification for all cheer coaching staff. Will work with the Cheer Director to select team parents for each cheer squads,
- e) The Assistant Cheer Director will work with the Cheer Director to coordinate on a continuous basis, training schools, classes and certification for all cheer coaching staff. Will work with the Cheer Director to select team parents for each cheer squads, and the Assistant Cheer Director will be responsible for coordinating all team parent volunteer activity, including meetings, game days and special events, making sure all parents are contacted to volunteer.
- f) The Assistant Cheer Director will work closely with the Cheer Director in the day-to-day administration of the cheer program, varsity program and cheer coaches program.
- g) The Assistant Cheer Director will be responsible to coordinate all facility use activity for cheer with the appropriate organizations or school officials. Duties will include all proper paperwork, facility use forms and reporting to the Cheer Director for submission of board approval.

Section 14

Equipment Manager

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

- a) Establish and maintain accurate and thorough records.
- b) Provide accountability of inventory for football equipment.
- c) Be responsible for issuing all equipment for football. The Equipment Manager may delegate this task.
- d) Will be in charge of purchasing any and all football equipment with approval of the

- purchase order system.
- e) Will conduct random equipment checks for repair, re-certification, and replacement, needed and report back to the board.
 - f) Submit during general membership meeting an annual inventory report of equipment on-hand at the beginning of the year and the end of the year.
 - g) Request authorization of the President prior to expenditures in excess of fifty dollars.
 - h) Obtain three (3) bids in writing on all equipment purchases in excess of two hundred (\$200) dollars. We will go with the lowest bid.

Section 15

Assistant Equipment Manager

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

Section 16

Public Relations Coordinator

The Public Relations Coordinator's primary function shall be to:

- a) Publicize through local and other appropriate metropolitan media the activities and functions of the MVJFCA.
- b) Produce season programs. Programs will include pictures, advertising, sponsors, team pictures, team rosters, etc.

Section 17

Insurance Coordinator

The Insurance Coordinator shall be the Maple Valley representative at the Cascade Junior Football League meetings. Also, obtain any and all injury reports and follow through on those.

Section 18

Fund-Raising Coordinator

- a) All expenditures must have board approval
- b) Report on fund raisers to the board with cost and profit
- c) Coordinate all fund raisers

Section 19

Logistics Coordinator

- a) Organize and schedule with the Tahoma School District all practices, games, and events. This includes both football and cheerleading.
- b) Ensure that all Facilities Use Forms are completed prior to any practices, games, and events. This includes both football and cheerleading.
- c) Work as a liaison between the MVJFCA and Tahoma School District. S/he will

- receive complaints or issue complaints to the school district administration.
- d) Coordinate all operations and maintenance of buildings and properties of MVJFCA.
 - e) Assist the Fund Raising Coordinator in any events.
 - f) Work directly with the President with any issues or concerns with the above duties

Section 20

League Representative

Duties to include:

- a) Attending all Cascade Junior Football League Board and/or special meetings, representing MVJFCA, and report results of meetings to the MVJFCA.
- b) If the League Rep cannot attend the Cascade Junior Football meetings, it is his/her responsibility to have someone represent them and notify the board and CFJL members of the representative.

Section 21

Mediator-Executive Board

Duties to include:

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

Section 22

Director of Concessions

Duties to include:

- a) Coordinating concessions and the snack shack for practices, events and all homes games.
- b) Setting prices, ordering concessions items, posting concessions items, and handouts.
- c) With the assistance of team managers coordinating and training volunteers for concessions.

Section 23

Assistant Director of Concessions

Duties to include:

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

Section 24

Head Coaches

- a) All head coaches (Football and Cheer) are to have voting privileges at board meetings for the Raiders Programs. Once a head coach is voted in for the season they will be able to vote for the rest of the season. See Article IX – Teams and Coaches Ages of MVJFCA Participants for more information on coaches duties.

Article IV – Committees

Section 1

Standing Committees

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

- a) **Ways and Means Committee**-whose primary function is to actively pursue the successful financial improvement of Maple Valley Junior Football and Cheer.
- b) **Concession Coordinator and Committee** whose primary function is to run and maintain the concession area throughout the season.
- c) **Grievance Committee** - This committee will resolve any written objection, which is not a protest (a protest is a rule's interpretation). Committee members are the Vice President, Athletic Director and Cheer Director. After the hearing, the Athletic Director shall submit a written report to the President and the Secretary stating the problem and corrective action taken within 48 hours.
- d) **Hardship Committee** -This committee will evaluate each request for a waiver of enrollment fees. Committee members should consist of the President, Vice-President, Cheer Director, Secretary, Treasurer, Athletic Director, and Head Coach of the applicant's team. See Article VIII (b) for requirements for a waiver of enrollment fees.

Section 2

Special Committees

The Vice President may appoint special committees from time-to-time as deemed necessary and appropriate to further the interests of the Association. Such committees shall be dismissed at the

conclusion of their purpose unless extended by the Vice President.

Article V- Meetings of the Association

Section 1

There shall be regular meetings of the elected officers each month, which shall be held as required at a location designated by the President for the purpose of transacting such business as may be properly brought before the meeting.

Section 2

The President may call special meetings of the elected officers. The prime consideration in such instances will be whether timely notification to the elected officers can be effected before the meeting.

Section 3

There shall be an annual meeting of the general membership which will be held in lieu of the elected officers meeting for the month of November, for the purpose of presenting an annual report from the President and holding an election of officers for the following season.

Section 4

To have a Quorum: The organization must have at least all of the executive officers, (see Article IV, Section 1) or at least five of the elected members, other than the President, present at the meeting.

Section 5

Maple Valley Junior Football and Cheer will operate on a calendar year January to December.

Section 6

Any action which could be taken at a meeting of the members may be taken without a meeting if written consent setting forth the action so taken is signed by all members entitled to vote with respect to the subject matter thereof. Such written consents may be signed in two or more counterparts, each of which shall be deemed an original and all of which, taken together, shall constitute one and the same document. Any such written consent shall be inserted in the minute book as if it were the minutes of a meeting of the members.

Section 7

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

Article VI – Standing Rules

Section 1

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

- a) Any coach or member of this association, who uses profanity, vulgar, obscene or abusive language in the presence of any member of the Association will be subject to

- disciplinary actions.
- b) Any coach or member of the Association who uses physical force on a youth of the Association shall be subject to immediate dismissal by the Athletic Director with the approval of the President. (Example: grabbing of head gear, overzealous example of football techniques, etc).
 - c) Parents shall not interfere with the coaches or coaching activity, unless said parent is a member of the accepted and trained staff. The Athletic Director shall be contacted concerning all coaching matters for both football and cheer.
 - d) The coaching staff and executive departments will remain diverse, i.e., coaches cannot hold elected office of appointments and remain on the coaching staff unless approved by the executive board. Elected or appointed officers will not interfere with the coaching efforts, except in the performance of a designated responsibility.
 - e) Coaches shall recommend the issuance of all awards for athletic participation or for a team parent (the person who volunteers to help the coach) and are to be approved by the trophy committee.
 - f) Any member who shall issue, give or receive an award for participation in a MVJFCA sponsored activity without receiving permission of the Board of Directors shall be subject to expulsion from said organization.
 - g) Any board member that misses two consecutive meetings is subject to dismissal by Executive Board vote.
 - h) Any board member, coach, or parent owing the Association or subsidiary of the Association any monies from registration, fund raisers, equipment, uniforms, etc, after October 31st of that year, is barred from running for any board position or coaching/ assistant position for one year, and the debt must be paid before the next season begins.
 - i) Coaches will be in charge of selecting a team squad parent from their team roster by the second week of practice and reporting the person to the parent coordinator(s) on the board (Vice President/Cheer Director).
 - j) Rules and guidelines for cheerleaders, football players, coaches, and parents will be voted on by the Executive Board for approval.
 - k) The association of Maple Valley Junior Football and Cheer will retain the mascot the Raiders and the official colors of royal blue and gold (with accents of white; and black lettering if necessary), for all cheerleader and football uniforms and will maintain these colors and mascot for any other Maple Valley Junior Football and Cheer Association items and events.
 - l) All head coaches must have attained the age of 18 years or older in order to hold a Head Coach position with Maple Valley Junior Football and Cheer.

Section 2

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

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

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

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

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

Article VII - Refunds

Section 1

\$20 of the registration fee is non-refundable and will be considered an administration cost. This fee does not apply to any board member or coaches eligible for their registration discount. (See Article IX, Section 1, items 3 & 4).

- a) If a parent elects to pull their child from the program prior to 2 days following weigh-ins then they will be entitled to a full sign-up refund-minus the \$20 administration fee provided all equipment has been returned to MVJFC
- b) If a parent elects to pull their child from the program (regardless if they have practiced or not) more than 2 days following official Cascade weigh-ins they will not be entitled to a refund.
- c) Refunds will only be done when the refund form is filled out and signed by both the Equipment Manager and Treasurer. Refunds may take up to ten (10) working days to process, and the refund check will be mailed (not following the refund policy will only delay the refund).

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

Article VIII - Registration Fees

- a) Registration fees will be set by the governing body of MVJFCA each season.
- b) **Waiver of Enrollment Fees.** If a child's family is unable to pay the enrollment fees, the family is encouraged to fill out an application form for a waiver of fees. A verbal agreement will outline the responsibilities of the parent/guardian toward the MVJFCA after receipt of the Waiver of Enrollment Fees. Where financial need is established and where the parents/guardians are capable, the parents/guardians are expected to contribute time and labor equivalent to the value of the enrollment fee. If the family qualifying for a waiver of fees has more than one participant in MVJFCA, then the parents/ guardians shall volunteer their time in proportion to how many children they have in the program. (Example: Four children would require volunteering four (4) times the amount of time required for one child). All Waiver of Enrollment Fees applications shall be reviewed by the board at the board meeting

following sign-ups (or at the meeting closest in time to receipt of the application). If the registration form does not include a commitment letter from the parents/guardians, then the application shall not be considered (barring unusual circumstances) and the child will not be allowed to participate. If the participant's parents/guardians do not adhere to the guidelines of the oral agreement, then the child shall not play the next week of practice or participate in any games until another arrangement can be agreed to by the Board and the parents/guardians.

- c) No special consideration is to be given by the Hardship Committee based on friendship or family relationship. All applications are to be evaluated solely on the basis of financial need.

Article IX – Teams and Coaches Ages of MVJFCA Participants

Section 1

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

Section 2

Coaches and Assistant Coaches duties and responsibilities are as follows:

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

players under disciplinary action. Fifth quarter play will count as playing time in a game. Causes for disciplinary action shall include, but not be limited to: poor attendance, fighting, use of profanity and/or obscene gestures and unsportsmanlike conduct. The only other exclusion is if the player him/herself chooses not to participate.

Article X - Equipment, Uniforms and Insurance

Section 1

Equipment and Uniforms

- a) The Equipment Manager shall issue all uniforms, supplies and equipment for football; The Cheer Director and Assistant Cheer Director shall issue all uniforms, supplies and equipment for cheer.
- b) All teams will be provided with equipment as it is available.
- c) All teams will get complete uniforms. Football includes helmet, shoulder pads, hip pads, thigh pads, game pants/jersey and practice pants/jersey. Cheer includes skirt, sweater, t-shirt, socks, briefs, and poms. Varsity (if needed), will be determined from year-to-year.
- d) All equipment gear and uniforms are the property of the Association, except the one practice jersey for football and one t-shirt, socks & briefs for cheer that is for each player to keep.
- e) Parents or guardians will be charged for any uniform or part of a uniform that is not turned in.
- f) A cleaning and/or repair fee will be assessed to the parent or guardian that returns equipment or uniforms in dirty or damaged condition.

Section 2

Insurance

Cascade Junior Football League will provide a secondary insurance.

Article XII – Amending the Bylaws

Section 1

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

- a) The written amendment must be handed to the Secretary or the President at a regular or special board meeting, at which time the amendment will be read to the membership.
- b) Discussion, but no vote may take place.
- c) The proposed amendment must be read, discussed and voted on at the next meeting.
- d) A two-thirds majority vote of the Board shall be required to pass the amendment, with a minimum of eight (8) members present
- e) All changes to the bylaws must in writing. Generally no changes or additions to these bylaws shall be made from August to December, except those required to comply with official football rules for Cascade Junior Football League or changes that reasonably cannot wait until January through July.

END OF BYLAWS

The foregoing document is the Maple Valley Junior Football & Cheer Association Bylaws, as most recently amended and/or ratified by the Board of Directors of said Corporation on the _____ day of _____, 2010.

Maple Valley Junior Football & Cheer Association

By _____
Kristi Korolak, Vice President