



**AMENDED BYLAWS OF  
VALLEY WOLFPACK FOOTBALL AND CHEERLEADING ASSOCIATION  
(As Amended January 1, 2009)**

**Article I  
Statement**

The name of this organization is the Valley Football and Cheerleading Association (VFCA). This association shall be allowed to conduct business as the Valley Wolfpack. No other sports division may be added or allowed similar rights as the Valley Football and Cheerleading Association, Valley Wolfpack.

The VFCA is headquartered in Sumner, Washington. Its mailing address is PO Box 1701, Sumner, WA 98390.

**Article II  
Objectives**

The objectives of the Valley Football and Cheerleading Association (VFCA) are to be primarily achieved through supervised, competitive athletic programs:

1. To acquaint young athletes with the fundamentals of football and cheerleading.
2. To inspire young athletes, regardless of race, color, religion, etc. to practice the ideas of health, sportsmanship, citizenship, and character.
3. To keep the welfare of the young athletes our top priority and entirely free of adult lust for glory. Specifically, adults conducting themselves in a positive manner in the presence of children and providing clear examples of proper behavior.
4. To strive for the highest standards of academic achievement by placing school as a higher priority than sport.
5. To combat juvenile delinquency through participation.
6. To abide by law, our By-Laws and the By-Laws of the governing conference.

**Article III  
Membership**

**Section 1. Qualifications and Terms for Membership**

Membership in the Valley Football and Cheer Association (VFCA) is a privilege conferred upon the following provided the conditions set-forth in the VFCA Handbook (Parental and Player Codes of Conduct) and By-Laws are adhered to at all times:

- 1.1 Membership is conferred upon the parents and/or legal guardians of any boy or girl who actively participates in the VFCA.
- 1.2 Coaches and Board Members, whether having a child in the program or not, shall be considered active members and shall have voting privileges for the current year.
- 1.3 Term of membership is from August 1<sup>st</sup> to July 31<sup>st</sup> yearly.

**Section 2. Rights, Privileges, and Responsibilities of Membership.**

- 2.1 Membership in the VFCA requires participation on the part of its members when called upon.
- 2.2 Members have the right and privilege to vote on all issues requiring total membership concurrence including the election and/or recall of the members of the Board of Directors as it pertains to Article VII, Section 2, 2.1.
- 2.3 The member parents and/or legal guardians of an athlete in the program, as defined in Article III, Section 1, are each entitled to one (1) vote per family. Voting by proxy is expressly prohibited. Those members qualified to vote must accomplish all voting in person.
- 2.4 Members, upon being duly appointed and approved by the Board of Directors, may serve on authorized committees of the VFCA in any designated capacity
- 2.5 Members are eligible for candidacy to any elected or appointed offices in the VFCA.

### **Section 3. Cancellation of Membership**

Membership in the VFCA may be canceled accordingly:

- 1.1 By a written resignation with signature or email to the Board of Directors.
- 1.2 Failure to pay any monies owed to the association within thirty (30) days after the debt was incurred. Enforcement of section 3.2 requires concurring vote of the Board of Directors at any regular or special meeting duly held.
- 1.3 Any act detrimental to the objectives of the organization, as set forth in these by-laws. To terminate membership for this reason requires a concurring vote by the Board of Directors at any regular or special meeting duly held. In addition, the member in question shall have first been given written notice of the accusation against him/her and an opportunity for a hearing before the Board of Directors. Witnesses on behalf of the concerned member and the accused member may be present at the hearing.

### **Section 4. Denial of Right, Title, or Interest in VFCA Property.**

Membership in this association does not give any member the right, title, or interest to any asset or property of the VFCA. Said property is solely and entirely vested in the VFCA. Specifically, any uniforms and equipment issued to a member must be properly maintained, cleaned, and returned to the VFCA by the end of the season banquet.

## **Article IV Board of Directors**

### **Section 1. Method of Obtaining Board of Director Candidates**

- 1.1 General members shall sign up for open positions at the designated sign-up table at practice and games up until the year-end banquet where nominations may be taken at the floor of the General Board meeting if there are unopposed candidates on the ballot at that time.
- 1.2 The names will be made available at the designated sign-up table to all general members, up until the year-end banquet, with the members who have volunteered for Board positions.
- 1.3 The responsibility for informing the general membership resides with the VFCA Secretary who will work directly with the Director of Publicity and the Computer Technician on this task. Informing the general membership is to be accomplished via the Wolfpack website, newsletters and flyers (distributed at practices and games) starting anytime prior to November 1.
- 1.4 The Secretary is responsible for having the voting ballot ready for distribution at the banquet. The ballot shall contain the open position titles followed by the member names seeking election to the VFCA Board of Directors. Refer to Article XIII for ballot preparation in the event by-law change proposals are submitted.

### **Section 2. Method of Electing the VFCA Board of Director**

- 2.1 All positions on the Board of Directors are chosen via secret ballot at the annual year-end banquet in November or December.
- 2.2 A candidate shall be considered elected to a given office should he or she receive a majority of the votes cast in respect to their position by the general membership at the annual year-end banquet.
- 2.3 Newly elected board members shall assume office at the first regularly scheduled meeting in January.

### **Section 3. Term of Office**

- 3.1 Executive Board Members and League Representative shall serve a term of two years, or until their respective successors are duly elected.
- 3.2 All other board members shall serve a term of one year or until their respective successors are duly elected.

#### **Section 4. The Executive Board of Directors**

- 4.1 The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Mediator, Athletic Director, and League Representative. No two members of the same family (specifically spouses) shall occupy Executive Positions at the same time.
- 4.2 The remaining Board of Directors positions are the Head Football Coaches and their annually designated “team mom/parent,” Head Cheerleading Coaches, Director of Cheerleading, Director of Concessions, Director of Publicity, Computer Technician, Equipment Manager, Volunteer Coordinator, Merchandise Director, and Fundraising Coordinator.
- 4.3 In the event a head coach is elected to any position on the board of directors, the board position will take priority and the coach will designate one assistant coach to attend board meetings for voting purposes.

#### **Section 5. Quorum Requirements**

A ½ + 1 majority of the filled Board of Directors (20 off-season/25 in-season) including Head Coaches and their annually designated “team mom/parent” must be present at any regular or special meeting to constitute a quorum for the transaction of official business of the VFCA. “Team moms/parents” are excluded from quorum calculation during monthly off-season meetings (January-July). (Based on 2008 ratification, a Quorum is 14 in-season and 11 for the off-season).

#### **Section 6. Authority to Act**

Every act or decision made by the VFCA Board of Directors at a meeting duly held at which a quorum was present, is regarded as a decision of the Board of Directors and is binding on the VFCA as a whole, unless such a decision is unlawful, in violation of VFCA by-laws, or in violation of the governing league by-laws. All rulings and/or interpretations of these by-laws by the Board of Directors shall be final and are not subject to argument or appeal by any member except when in contradiction to, and/or violation of the Charter By-Laws of this organization.

#### **Section 7. Removal from Office**

- 7.1 A member of the VFCA Board of Directors may be removed from office accordingly:
- 7.2 By resignation (refer to Article 3, Section 3, 3.1) in writing to the Board of Directors at any regular or special meeting at which a quorum is present.
- 7.3 By an affirmative recall vote of the entire general membership of the VFCA at a meeting of the general membership duly held.
- 7.4 By being absent from three consecutive board meetings duly called.
- 7.5 Unauthorized expenditure of VFCA fund (refer to Article VIII, Section 1, 1.4).
- 7.6 For the purpose of Article IV section 7.3, a director is not considered absent if before said meeting, he or she was excused by the president of the VFCA.
- 7.7 Other than by recall or resignation as set forth in this section, hearing for removal of an officer shall follow the process established in Article III, Section 3, 3.3. An officer can be removed from the elected or appointed office as a board member or coach, and/or from the VFCA entirely, so long as the intent of the action is specifically addressed in the written notice prior to the hearing.

#### **Section 8. Method of Filling Vacancies on the Board of Directors**

In the event that a vacancy should occur on the Board of Directors, the Board is empowered to fill the vacancy by appointment from the VFCA general membership roster. The appointment must be accompanied by an affirmative vote of the Board of Directors at a regular or special meeting duly called at which a quorum is present. In the event multiple board

members nominate members to fill the vacancy, the member receiving the majority of the board votes shall be duly appointed to fulfill the remaining term of vacancy. In the event of a tie, the vote of the President shall be the tie-breaker.

## **Section 9. Voting**

In order to exercise ones right to vote be it on the Board of Directors or in General Membership meetings the person must be physically present. Voting by phone or proxy is expressly prohibited. Voting to remove a coach or member of board of directors will be done by secret ballot.

## **Section 10. WSP Criminal Background Checks**

- 10.1 Each year, all board members, assistant coaches, and any other individual with regular field contact with the athletes must pass a WSP criminal history check. With minimal exception, these checks shall occur prior to August 1.
- 10.2 Automatic failure of this check and denial of office and/or coaching position will result if an individual has a conviction on their record for any of the following: Any felony within the past 5 years: any felony or misdemeanor crimes committed against children: felony crimes of Domestic Violence: convictions for sexually motivated crimes, regardless of age or degree.
- 10.3 Any felony or misdemeanor convictions that are not automatic disqualifiers as listed under this section will be subject to review by a committee comprised of the League Representative, Athletic Director Cheer Director, and one general member as selected by the president. This committee will have the authority to interview the person in question, to request documentation, and to make a collective recommendation to the board of directors. The board of directors will have binding authority to deny or approve any applicant under this section by majority vote at any specially called or regularly scheduled meeting.

## **Section 11 – Duty to Disclose**

- 11.1 All Board members, coaches, assistant coaches, and volunteers who submitted WSP checks are required to notify the Board of Directors in the event there are any changes to their criminal history during the season to include: investigations, arrest, and/or convictions of assault, domestic violence, sexually motivated crimes and/or any other criminal allegation that could negatively impact the VFCA.
- 11.2 Failure to promptly report changes under this section can result in removal from the board of directors or coaching position by the process established in Article III, Section 3, 3.3.
- 11.3 Prompt notification is deemed complete when the individual in question within 7 days notifies any Executive Board member of the change in status. The individual in question will then be subject to review by the committee as established in Article IV, Section 10, 10.3.

## **Article V Officers**

### **Section 1. Definition of Officers**

The officers of the VFCA are those duly elected members to the Board of Directors and the five (5) head coaches selected by the coaches selection committee and approved by the Board of directors. During the season (August 1 – November 30) and due to board voting privileges, the 5 appointed “team moms/parents” are also defined as VFCA Officers.

## **Section 2. President**

- 2.1 The President is the chief executive officer of the VFCA and, subject to the management of the total Board of Directors, is responsible for the general supervision, direction, and management of the business affairs of the VFCA.
- 2.2 The President is responsible for scheduling all meetings of the Board of Directors, as well as, presiding at all duly scheduled meetings of the VFCA.

- 2.3 When necessary for the proper function of the organization or if called upon, the President is responsible for assisting all other members of the Board of Directors in accomplishing their specific and assigned VFCA tasks.
- 2.4 The President has the general powers and duties of management usually vested in the office of President.

### **Section 3. Vice-President**

- 3.1 In the absence of the President, the Vice President will serve as acting President and will have the vested powers and restrictions so imposed upon that office.
- 3.2 The Vice-President will oversee and coordinate VFCA sign-ups, jamboree, playoffs and all weigh-ins for the football program.
- 3.3 The Vice-President is responsible for securing all necessary and required insurance coverage for the individuals participating in VFCA sponsored activities, including Board Liability Coverage for the designated members of the VFCA Board of Directors. Additionally, the Vice-President assumes the responsibility of making insurance claim forms and information available to all coaches and/or members associated with any VFCA sponsored program.
- 3.4 Prior to committing VFCA funds for any insurance coverage, the Vice-President is responsible for detailing the plan to the Board of Directors at any regular or special board meeting. An affirmative vote of the Board is required to approve the plan and payment of premium.
- 3.5 The Vice-President shall be responsible for maintaining and having available at all VFCA functions a current list of emergency contact information for all board members and coaches.

### **Section 4. Secretary**

- 4.1 The Secretary is the custodian of the By Laws, Articles of Incorporation, and minutes of the VFCA.
- 4.2 The secretary shall keep a record of all meeting minutes for the VFCA Board of Directors. In addition to the content of the discussion in these meetings, these minutes shall include the precise date, time, and location of each meeting, as well as, a list of members present and role call of board members present, absent, and excused. The Secretary shall have all minutes, as well as, a copy of the current By Laws at every duly called meeting of the VFCA Board of Directors.
- 4.3 The Secretary shall maintain the VFCA membership roster, which shall include the addresses and telephone numbers of all general members.
- 4.4 The Secretary shall be responsible for ensuring the general membership is notified of all regularly scheduled meetings conducted by the VFCA via the Wolfpack Website and weekly newsletter. Notification of the membership for emergency meetings called to address immediate matters will be posted on the website as soon as practical.

### **Section 5. Treasurer**

- 5.1 The Treasurer is responsible for keeping accurate record and accounting of the funds, cash, and business transactions of the VFCA. This includes proper accounting of VFCA income, payments, assets, liabilities, and receipts derived from all sources and vendors in course of business conducted on behalf of the VFCA by any member.
- 5.2 The Treasurer must be prepared to have any or all records inspected upon written demand by any member of the VFCA. During an inspection, the remaining Executive Board shall be present with the treasurer and requesting member. Such an inspection shall occur within ten (10) days of the written request.
- 5.3 Upon receipt, the Treasurer must promptly deposit all cash and other funds in the name of the VFCA in an account established exclusively for the purpose of VFCA business as designated by the VFCA Board of Directors.

- 5.4 The Treasurer disburses the funds for the VFCA as approved and ordered by the Board of Directors. The Treasurer will render an accounting of all transactions conducted on behalf of the VFCA. An accounting of these transactions will be included in a monthly financial report delivered to the membership at each regularly scheduled meeting of the Board of Directors.
- 5.5 The Treasurer is responsible to ensure the VFCA has a duplicate receipt of all money disbursements made on behalf of the VFCA.
- 5.6 The Treasurer will request a second board member assist in double-counting all significant amounts of cash (more than \$100) and other funds received in the course of conducting VFCAS business.
- 5.7 The Treasurer is responsible for obtaining at least 2 bids for an annual audit (if changing firms). With an affirmative vote of the board of directors, the Treasurer will submit the financial records of the VFCA to the approved auditor.

## **Section 6. Athletic Director (AD)**

- 6.1 The Athletic Director is responsible for reserving and making necessary arrangements for the use of game and practice fields, gymnasiums, rooms, etc. for all football and cheer teams within the VFCA. This responsibility includes coordinating field markings, seating arrangements, facility and gate access, lighting, scoreboard and PA use, etc.
- 6.2 The Athletic Director is responsible for coordinating communication with the coaches of the VFCA regarding changes in schedule, venue or any other significant information that directly impacts any team within the VFCA. The AD is also responsible for monitoring the actions and activities of all coaches associated within the VFCA, to include enforcing the VFCA and governing league's coach's code of conduct. The AD will oversee any investigation into allegations of coaching misconduct and will keep the Mediator apprised of any allegation for proper tracking. If the Athletic Director obtains evidence that violations have been committed by any coach, the AD must present the information to the Board of Directors who will determine if further action is warranted based on the current VFCA and governing league handbooks and By Laws.
- 6.3 The Athletic Director is responsible for scheduling and/or conducting a pre-season coaching clinic in order to certify and train all coaches.
- 6.4 The Athletic Director shall be responsible for obtaining 2 bids on trophies and awards, and presenting that information to the Board of Directors for approval by October each year. Upon approval, the AD shall place the order and insure that all awards are available at the year-end banquet.
- 6.5 The Athletic Director shall be responsible for overseeing the coaches selection committee. The AD will review the evaluation forms and guide the committee in the proper process for filling them out. The AD will conduct all interviews and assist the committee with any guidance necessary to ensure the head coach selection process is fair and impartially conducted.

## **Section 7. Director of Cheerleaders**

- 7.1 The Director of Cheerleaders is responsible for the actions of all coaches involved with the VFCA cheer program and will not serve as the head cheer coach. The Director of Cheerleaders shall screen all applicants for the Head Coach position and submit a recommendation to the Board of Directors for approval. The Head Cheer Coach and all Squad Leaders are subject to all rules found in the Coaches Code of Conduct, Article X, Section 5.
- 7.2 The Director of Cheerleaders is responsible for maintaining all cheerleading uniforms and equipment.
- 7.3 The Director of Cheerleaders is responsible for obtaining bids for the replacement of cheerleading uniforms and equipment when necessary.
- 7.4 The Director of Cheerleaders shall be responsible for submitting a yearly supply budget by the first regularly scheduled meeting in March.

- 7.5 The Director of Cheerleaders shall be responsible for coordinating all fundraising efforts of the VFCA Cheer program. Each fund raising effort must first be presented to and approved by the VFCA Board of Directors. All funds raised in these efforts will be promptly turned over to the Treasurer with all necessary receipts, proof of income and expenditures, financial documentation, etc. Release of the funds for Cheer expenditures will follow the proper board approval and Treasurer disbursement process as established in these By Laws.

#### **Section 8. Director of Concessions**

- 8.1 The Director of Concessions shall be responsible for obtaining all necessary food and beverages for resale at the home games and practices.
- 8.2 The Director of Concessions shall report to the Treasurer all expenditures and supply the Treasurer with receipts for all purchases.
- 8.3 The Director of Concessions shall immediately double count all cash and other funds acquired at games or practices and submit these funds to the Treasurer for deposit.
- 8.4 The Director of Concessions shall maintain a written inventory of game day concessions supplies, subject to review and restructuring by the Board of Directors by motion and majority vote.
- 8.5 The Director of concessions shall maintain a current food handler's permit and have a copy posted and available at the concession stand.
- 8.6 The Director of Concessions will make every effort to have the concessions trailer open for business at every regularly scheduled practice, especially in the Month of August. Hours of operation and items for sale will be limited at the discretion of the Director of Concessions to best reflect demand for products and service.

#### **Section 9. Director of Publicity**

- 9.1 The Director of Publicity, in coordination with the Computer Technician, is responsible for all advertising, public relations, and promotions of the VFCA.
- 9.2 The Director of Publicity shall be responsible for the preparation and distribution of VFCA promotional flyers in area schools starting in April, to include obtaining school district approval from any office of the superintendent when necessary.
- 9.3 The Director of Publicity shall be responsible for publishing a weekly newsletter for distribution at Thursday practice.
- 9.4 The Director of Publicity shall be responsible for maintaining the VFCA phone messaging system and for the timely delegation of incoming messages to the appropriate person(s).
- 9.5 The Director of Publicity shall be responsible for promoting the VFCA through local business, publications, and corporate/business sponsorship.

#### **Section 10. Equipment Manager**

- 10.1 The Equipment Manager is responsible for maintaining an orderly system for storing and tracking all VFCA equipment required by the teams for the regularly scheduled practices and games. The Equipment Manager must further ensure that the necessary equipment is readily available to the coaches and players at each scheduled game and/or practice.
- 10.2 The Equipment Manager is responsible for overseeing the proper issuance of all equipment at the beginning of each season, as well as its timely collection and storage at the end of the season.
- 10.3 The Equipment Manager shall arrange for the repair and cleaning of gear and uniforms as needed.

- 10.4 The Equipment Manager is responsible for keeping the Board of Directors informed as to the condition of all uniforms and equipment. He or she is to make every reasonable effort to anticipate replacement needs and present to the Board of Directors order request for such replacement items in advance of actual need.
- 10.5 The Equipment Manager is responsible for location sources of uniforms and equipment required by the VFCA. He is responsible for obtaining two (2) bids and placing orders at the approved source, in the approved quantities and at such time as approved by the VFCA Board of Directors,
- 10.6 The Equipment Manager shall maintain a working inventory of all equipment necessary for practices and games (not including expendable items, such as tape, ice and band-aids).

### **Section 11. Volunteer Coordinator**

- 11.1 The Volunteer Coordinator shall function as a liaison between the member of the VFCA and the Board of Directors.
- 11.2 The Volunteer Coordinator shall be responsible for assuring there are adequate volunteers for all game day functions such as set up, chain gangs, announcer, 50/50 raffle, and clean up. Signups shall be coordinated through team parents.
- 11.3 The Volunteer Coordinator shall be responsible for assuring there are adequate volunteers for equipment handout, sign-ups, equipment turn in, Pep Rally and playoff games, etc.
- 11.4 The Volunteer Coordinator shall be responsible for assuring there are adequate Volunteers available for work in the concession area during practices, game days, and playoffs.

### **Section 12. League Representative**

- 12.1 The League Representative represents the interests of the VFCA at all league meetings. It is his or her responsibility to honor and protect the interests of the VFCA and to keep the Board of Directors, coaches, and managers informed of conference actions, decisions and proceedings.
- 12.2 The League Representative is responsible for certifying with the league, and maintaining the appropriate records on all individuals participating in the VFCA.
- 12.3 The League Representative shall communicate all VFCA scores to the league, and shall further coordinate all standings, scores, and pertinent league information with the VFCA head coaches, Computer Tech and Director of Publicity on a weekly basis.

### **Section 13. Computer Technician**

- 13.1 The Computer Technician, in coordination with the Director of Publicity, is responsible for all VFCA advertising, public relations, and promotions as they pertain to computer based needs (design, Web posting, etc.)
- 13.2 The Computer Technician shall be responsible for overseeing the publishing of a VFCA Football Program for the season. The Computer Tech may form a committee of any number of board members and/or general members to assist with this project. Prior to press, the purchase of the program must be approved by the Board of Directors by majority vote.
- 13.3 The Computer Technician shall be responsible for maintaining the VFCA website to include timely updates of schedules, standings, and other important information. In the event the Computer Tech is unavailable for any period of time, he or she is responsible for finding a temporary designee to assist in proper maintenance of the VFCA website.
- 13.4 The Computer Technician shall be responsible for the VFCA email and for the proper forwarding of incoming email correspondence to the appropriate person(s).
- 13.5 The Computer Technician shall assist all other board positions as necessary with computer related needs.

#### **Section 14. Merchandise Director**

- 14.1 The Director of Merchandise shall be responsible for maintaining accurate records of all inventory, purchases and sale of VFCA apparel and merchandise.
- 14.2 The Director of Merchandise will solicit General Membership feedback and preference on design and quality of all VFCA apparel and merchandise.
- 14.3 The Director of Merchandise will work with the Director of Publicity on developing and marketing the VFCA logos and products.
- 14.4 The Director of Merchandise will obtain at least two competitive bids for all screen printing, embroidery, etc. prior to ordering merchandise and will provide the Treasurer with invoices for payment directly to suppliers and/or detailed receipts for reimbursements. No purchases will be allowed prior to Board approval.
- 14.5 The Director of Merchandise will oversee the merchandise sales booth during home games, practices, sign-ups etc. and will double count all funds collected in the sale of VFCA merchandise with the Treasurer and/or the Treasurer's Designee as soon as practical for deposit into the VFCA account.

#### **Section 15. Mediator**

- 15.1 The Mediator shall be responsible for receiving all member complaints regarding coaching concerns and all other concerns of VFCA members, validating these complaints, and promptly negotiating successful resolutions whenever possible.
- 15.2 The Mediator shall be responsible for promptly advising the Athletic Director regarding all coaching complaints. A record of each complaint against a member will be kept on file by the Mediator for the purpose of accurate accounting regarding the retention and/or dismissal of members.
- 15.3 All complaints and resolutions negotiated by the Mediator will be reported to the Board at the next regularly scheduled Board Meeting.
- 15.4 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).
- 15.5 Any complaint against the Mediator shall be directed to the President of the VFCA.
- 15.6 At any time, the Mediator may decide to take a complaint directly to the VFCA 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.
- 15.7 To avoid conflict of interest, the position of Mediator may not be held by the spouse of significant other of any VFCA officer.

#### **Section 16. Fund Raising Director (One Year Term)**

Responsible for creating and facilitating creative fundraisers to help raise funds for the procurement of equipment and expenses associated with Wolfpack operations.

#### **Section 17. Team Parent (Term August 1st – November 30th)**

Recruit other parents to volunteer for the season during home games and coordinate these volunteers wit the Volunteer Coordinator. Attend all bard meetings held during the season.

Be present at weigh-ins for every game for their team. Responsible for getting coach's comments to Publicity each week for weekly newsletter. Take attendance at each practice. Coordinate end-of-year party for team. Help with fundraising events when needed.

#### Section 18. Participation of Board Members at Wolfpack Events

All Board Members are responsible for the success of Wolfpack events. These events include but are not limited to Registrations, Fund-Raising Events, and Awards Ceremonies. Attendance for these events is expected. In addition a total of 4 to 5 home games can be expected during a season. Home game responsibilities are divided into Morning/Set Up duties and Afternoon/Clean up. Each Board Member is expected to sign-up through the Volunteer Coordinator for at least 50% of these home-game shifts. (Example: 4 home game season = Total of 4 shifts of either morning or afternoon duties).

### **Article VI Committees**

#### **Section 1. Standing Committee**

- 1.1 All Board members other than Executive Board members have the authority to appoint a committee of one or more general members to assist them in the completion of their duties.
- 1.2 The Board member controls the number of individuals allowed to serve on a committee in that position.
- 1.3 Members of the committee shall not have a vote on the Board of Directors under any circumstance.

#### **Section 2. Special Committee**

- 2.1 The Board of Directors has the right to form a special committee when required to study and/or perform any special functions associated with the operation of the VFCA which are not in conflict with these By-laws or the Articles of Incorporation.
- 2.2 Members of a special committee do not have a vote on the Board of Directors.

### **Article VII Meetings**

#### **Section 1. Meetings of the Board of Directors**

- 1.1 The Board of Directors will meet as required or at least once a month. These meetings are open to the General membership.
- 1.2 All votes at VFCA Board meetings shall be by a show of hands and a matter of public record as duly noted by the secretary.

#### **Section 2. Meetings of the General Membership**

- 2.1 Meetings of the General Membership of the VFCA shall be scheduled once (1) a year at the year end banquet.
- 2.2 Additional general meetings may be called at the discretion of the Board of Directors.
- 2.3 The VFCA Secretary informs the General Membership of any meetings. The Secretary shall accomplish the announcement via the VFCA Website, newspaper advertising, and/or weekly newsletters.

### **Article VIII Financial Procedures**

#### **Section 1. Checks and Drafts**

- 1.1 Any two members of the Executive Board must sign all checks and drafts issued in the name of the VFCA for any reason. The two signing members may not be spouses or from the same household. At no time will a signed "blank check" be provided to any member for any reason.
- 1.2 All financial records are the responsibility of the VFCA Treasurer.
- 1.3 The Treasurer and one other board member must double count all funds prior to deposit.
- 1.4 All expenditures must be approved by majority vote of the Board of Directors at any regular or special meeting duly called.
- 1.5 To receive reimbursement for approved VFCA expenditures (Article 8, Section 1, 1.4), the member shall provide the Treasurer (no more than 60 days from the original date of transaction) an original cash register receipt or paid invoice. All approved work orders paid directly to the supplier (the preferred method of conducting VFCA business) shall be paid as soon as possible to best assist our board members with the completion of essential VFCA tasks and transactions.
- 1.6 To facilitate and ensure proper accounting, any member receiving funds on behalf of the VFCA for any reason must promptly turn the funds over to the treasurer or the treasurer's designee.

## **Section 2. Contracts**

- 2.1 Any contracts that may be executed in the name of the VFCA must be consistent with these By-Laws, the Articles of Incorporation and the laws of the State of Washington.
- 2.2 The Board of Directors must approve all such contracts according to quorum requirements.

## **Section 3. Fiscal Year**

The Fiscal year of the VFCA shall be from January 1<sup>st</sup> through December 31<sup>st</sup>.

## **Section 4. Fund Raising**

Unless otherwise specifically outlined in these By-laws, fund raising efforts for the VFCA will be the responsibility of the entire Board of Directors, Coaches, and all members of the VFCA.

## **Article IX Governing Policies**

### **Section 1. Refunds**

Full refunds will be allowed only during the first week of practice. During the second week of practice, refunds will be subject to a fee as determined by the VFCA Board of Directors. No refunds will be allowed after the completion of the second week of practice. All refund requests must be in writing. Refund checks will be mailed out after all equipment is returned in satisfactory condition.

### **Section 2. Player Participation**

Players will play in every game, except players under disciplinary action. Playing time shall be at the discretion of the coach. Fifth quarter play will count as playing time in a game. If a team has no fifth quarter, coaches will attempt to play as many players as he can in any given game. However, playing time is left to the sole discretion of the coach.

## **Article X Coaches Selection and Retention**

All Head Coaches for the VFCA will be selected and retained as follows: A committee (see Article X, Section 1) will interview each candidate using the VFCA Head Coaches Interview Form – Appendix I. Upon selection, each coach will serve a two (2) year term, barring significant violation of the Coaches Code of Conduct as set forth in Article X, Section 5. Each and every year, the Board of Directors, using the VFCA Head Coaches Evaluation Form – Appendix II, will review each Head Coach. If a returning Head Coach scores less than 80 points out of 100 points on the VFCA Head Coaches

Evaluation Form – Appendix II, then the VFCA Board of Directors has the option of removing the coach from the Head Coach position. To remove a coach under this section, the board must follow the process established in Article III, Section 3, 3.3.

### **Section 1. Selection of Committee to Interview and Evaluate Head Coach Applicants**

In order to properly evaluate coaching candidates while maintaining a fair and impartial process, a committee of nine (9) people (the 6 VFCA Executive Board Members plus 4 general members selected by blind draw as outlined below) will be charged with interviewing and evaluating all candidates for open coaching positions. This committee will be selected by the end of the season and they will complete the selection of the new coach or coaches by the first of January in order to avoid new Board members having to start new terms selecting new coaches.

The selection of the four (4) general member committee positions will be done in the following manner: At the year-end banquet, any number of volunteer names seeking a seat on the committee will be solicited from the floor and placed into a container. Four (4) names will be blindly drawn and named to the committee. There will then be three (3) alternate names drawn in the event any of the committee members cannot fulfill their commitment to the coaches selection committee. Contact information for all of the candidates will be obtained by the Secretary and maintained for the purpose of completing the committee's task.

### **Section 2. Direction of Committee, Dealing with Biases**

The Coaches Selection Committee will meet in a closed session prior to interviewing any coaching candidates. At this meeting, the Athletic Director will go over the interview form and the process for filling it out. Prior to meeting with the committee and candidates, the AD will contact and ask the committee members if they have any biases against any of the people about to be interviewed. If at that time the Athletic Director feels a member may be biased against a candidate, it is the Athletic Director's responsibility to request an alternate for the committee member. If necessary, the Board can meet with the committee member in question and the AD to further determine if a change in the committee is necessary prior to the interviews. A majority vote of the Board of Directors is binding on the issue. The committee will interview the candidates and will submit all interview forms to the President who will present them at the next scheduled Board meeting. Copies of the interview forms will be maintained by the Secretary for one year.

### **Section 3. Criteria for Evaluating Head Coaches Interview Forms**

- 3.1 The highest scoring candidate(s) receive the position(s) available.
- 3.2 If more than one candidate scores equally on the interview form, the tiebreaker will be by majority vote of the VFCA Board of Directors. A quorum is required.
- 3.3 For the purpose of a tie-breaking vote, the Mediator's records of complaints may be considered in the process of evaluating Head Coach candidates.

### **Section 4. VFCA Assistant Coaches**

Each Head Coach is allowed 3 Official Assistant Coaches. The Assistant Coaches are chosen by the Head Coach of each team and approved by the VFCA Board of Directors. If the head coach chooses he may select additional volunteers to assist with his team. All VFCA Assistant Coaches and Team Volunteers are bound by the same rules and ethics as the VFCA Head Coaches.

This Code of Conduct is an attempt by the VFCA to give coaches a fair baseline of conduct, while at the same time allowing coaches to know what actions will be grounds for punishment up to and including removal as coach. Each coach in the VFCA will be required to read this document and sign a form stating that they understand all the rules and will follow the rules within the document.

It will be the responsibility of the Athletic Director to make certain that all coaches are following the rules in the Code of Conduct. If a parent or member observes a violation of the Code of Conduct, it is their responsibility to report the violation to the Mediator and/or Athletic Director. Violations will not be investigated unless they are reported in person within one (1) week following the incident to insure that violations are resolved in a timely manner and to prevent further problems.

Multiple complaints about the same incident shall be considered as (1) one violation. When a violation has been reported, the Mediator will investigate the validity of the report; attempt to resolve the complaints as outlined in Article V, Section 15.1 through 15.7. If the Mediator feels that he can resolve the problem without entering into a full investigation it is in his responsibility to do so. If no resolution is feasible, the Mediator will refer the complaint directly to the Athletic Director and prepare a report for the Board of Directors. All Grievous violations (as outlined in Section 3 below) shall be reported directly to the Athletic Director. The Board will then interview all involved with the incident and make a decision based upon the best course of action up to and including removal. It our sincere hope that the VFCA never has to remove a coach, as this can be extremely detrimental to the franchise. These safeguards, however, are vitally important in the event such a problem ever arises.

### **Section 1. Minor Violations**

These violations are considered minor and are not grounds for dismissal unless five (5) or more are reported during a single season.

- 1.1 Use of profanity by Coaches, Assistant Coaches, or allowance by players in the presence of children.
- 1.2 Use of tobacco products in the presence of children.
- 1.3 Criticizing the VFCA or any of its members in the presence of children.
- 1.4 Encouraging a player to lose more than 5% of their body weight in order to remain on their team.
- 1.5 Openly criticizing officiating in the presence of children.
- 1.6 Allowing an ineligible player to suit up and participate in practice.
- 1.7 Scheduling more than five (5) practices in a week,

### **Section 2. Major Violations**

These violations are considered major and are not considered grounds for immediate removal unless three (3) or more are reported in a single season.

- 2.1 Encouraging a player to commit a “cheap shot”.
- 2.2 Encouraging a player to “sweat down” or fast in order to make weight.
- 2.3 Allowing an ineligible player to suit up and participate in a game.
- 2.4 Ridiculing or belittling a player.
- 2.5 Encouraging an injured player to participate in a practice or game.
- 2.6 Disobeying a directive of the VFCA Athletic Director.

### **Section 3. Grievous Violations**

These violations are considered grievous and are grounds for immediate removal as a coach.

- 3.1 Physically assaulting a player.
- 3.2 Verbally assaulting a player (Verbal assault can be described as demeaning a child through comments about race, religion, or personal appearance as well as, directing threats or profanity at a child).
- 3.3 Any contact that may be considered sexual in manner.

## **Article XI Sign-up Procedures**

## **Section 1. Limitations on Roster Sizes**

- 1.1 Teams will be limited to forty (40) players for the Eighty-Niners, Sweet Peas, Bantams, Midgets , and Pee-Wees.
- 1.2 Cheerleading roster shall be limited to one hundred (100) participants.
- 1.3 Article XI, section 1.1 and 1.2 may be waived if gear and uniforms are available and there is a concurring vote of the VFCA Board of Directors.

## **Section 2. Format for Sign-up Day**

- 2.1 Sign-ups will be conducted on two days prior to August 1<sup>st</sup>.
- 2.2 Returning players and immediate siblings (brothers or sisters) will sign-up the first 2 days of registration and new players will sign-up the third day of registration. The same procedure will apply to the Cheerleaders. The start and finish time of this sign-up day shall be at the discretion of the VFCA Board of Directors.
- 2.3 Any player more than 5% over the maximum weight for a given team at the time of sign-ups shall be moved up to the next team.

## **Section 3. Waiting List**

- 3.1 When the team roster is filled, a waiting list will be started.
- 3.2 Players will be taken off the waiting list in the order that they signed up. Returning players have priority.
- 3.3 Any potential player or Cheerleader may not be taken prior to exhausting the waiting list for that team.
- 3.4 This list shall be maintained until final rosters are submitted to the league.
- 3.5 Players will not be taken off the waiting list after the first two weeks of practice without prior approval of the Head Coach, even if teams are not completely full.

## **Section 4. Fees and Certificates**

- 4.1 All fees are due and payable at the time of sign-ups.
- 4.2 Pads and uniforms will not be issued until a certified copy of the child's birth certificate has been received by the VFCA, and all fees have been paid.

## **Article XII Complaints**

Any person or persons having a complaint against the VFCA must relay the complaint in writing to the Mediator. Only in the event of an unsuccessful attempt by the Mediator to resolve the complaint, as widely defined herein, shall the Board of Directors as a whole become involved. Complaints in the form of E-mail to the general VFCA address or phone messages left anonymously on the VFCA voicemail will not be accepted.

## **Article XIII Changing the By-Laws**

1. Any member of the VFCA may propose changes to these by-laws. The proposed change must be in writing and submitted to the board by the October meeting.
2. Between the October meeting and the November meeting, all proposed changes to these by-laws will be made available to all members at the equipment trailer or concession stand at practices and games.

3. In the event that a proposed change is amended by any member prior to the November meeting, said amendments will be discussed at the November meeting and concurred upon by a majority vote of the board of directors and all concerned members present.
4. All finalized changes from the November meeting will again be posted at the equipment trailer or concession stand for the review by the general members, who will then decide by majority vote to accept or reject these changes at the annual year-end banquet.
5. The VFCA Secretary will be responsible for incorporating By-law change proposals into the voting ballots presented to the general members at the year-end banquet. The ballot shall include the "Existing" by law and the "Proposed" by law change side by side. To ensure accuracy and clarity, the by law voting section of the VFCA ballots will be identified and separated by Article, asking each member to "approve" or "reflect the proposed change(s)".
6. Effective with the start of the January meeting, the by laws shall be reprinted and approved changes shall become a permanent part of these VFCA by laws.