

COVINA VIKINGS YOUTH FOOTBALL ORGANIZATION BY-LAWS 2023

MISSION STATEMENT

Covina Vikings Mission is to teach our Football/Cheer participants to compete athletically at the highest level they can achieve. Strive to be the best academically in school and on the field. To develop morals of common interest in sportsmanship, fair play and to grow inwardly and outwardly through their development in this league. Most importantly, to develop the family environment within the team, league and community.

ARTICLE I - ORGANIZATION PURPOSES

SECTION 1: The object of this Organization is to promote an amateur football and cheer program for the youth of Covina, California, that will inspire them to practice ideals of health, citizenship, sportsmanship, for play and fellowship under the supervision of qualified adults, who shall at all times keep the welfare of the youth first and foremost.

SECTION 2: The members of this Organization which includes the Executive Board (hereinafter EB) and General Board (hereinafter GB) shall at all times act in the best interest of the Organization as herein express in its Articles of Incorporation.

SECTION 3: The specific purpose of the Organization are as follows:

- (A) To encourage the youth toward high scholastic achievement.
- (B) To promote and supervise an amateur youth football and cheer program and related activities, to provide a positive coaching atmosphere based on teaching, motivating and developing young men and women.
- (C) To teach sportsmanship and promote fair play.
- (D) To promote parent participation in the Organization.

ARTICLE II – MEMBERSHIP

SECTION 1: Membership in this Organization shall be divided into two classes: “Participating Members” and “Voting” members.

- (A) **Participating Members:** A participating member in this Organization shall be any person(s) who is the parent or legal guardian of a child who is enrolled in the athletic or cheerleading programs sponsored by the Organization, or any of the supporting activities relating thereto, and to that adult person otherwise interested in such programs and whose participation is approved by the EB.
- (B) **Voting Members:** Voting members consist of all members of the EB except the President (President will vote only in the event of a tie) and GB who have been certified and approved by the San Gabriel Valley Junior All American Football Conference, Inc. (hereinafter “SGVJAAFC”) said certification process will be defined by the SGVJAAFC, or its successor organization. Assistant’s only vote when they are subbing. (for who they are on assistant to)

SECTION 2: No member shall have any vested or other interest in any of the property of the Organization.

SECTION 3: Membership in this Organization is and shall be deemed personal to the members, and no such membership shall be transferable: any attempted sales, transfer assignment or other disposal of any membership in this Organization shall be void and of no effect. When any member of this Organization shall die, or shall cease to be eligible for membership in this Organization as herein above provided, the membership and said member in this Organization shall *ipso facto* cease and terminate and such membership shall be deemed to be canceled. Any member of this Organization may be deprived of membership by reason of conduct deemed detrimental to the Organization. First the resolution adopted by no less than a majority of the entire membership of the EB/GB of this Organization. If a quorum is not available, then the resolution falls on the unanimous. adopted by the EB. See Article XIII and Article XIV, below.

SECTION 4: The EB/GB shall resolve fix and determine, from time to time, annual fees. Such fees, so fixed and determined shall remain in full force and effect as the annual fees until changed by further resolution of the EB/GB. Oral or written notice requesting payment of fees shall be given at the commencement of each fiscal year. Payment of fees shall be prerequisite to participate in Organization's activities, unless previously waived by the EB/GB. Each year if funds permit a limit amount of money is set aside to help sponsor a participant(s) in need of assistance to help pay for registration. An application needs to be filled out and will be reviewed by the EB/GB. The President will have the applications and will set a time and date with the EB/GB to determine eligibility and the amount of funds each candidate will receive.

SECTION 5: The annual meeting of the voting members shall be held in November of each year at a time and location to be determined by the EB/GB for the purpose of electing the EB/GB for the following year and for transacting such other business as may be properly brought at the annual meeting.

(A) No later than October 1st of each year, the Secretary shall post all available positions to the Organization and have applications available.

(1) Of the date time when the annual meeting will be held:

(2) Of the Location where the annual meeting will be held:

(3) That all applications for the EB/GB must be submitted in writing to the Secretary no later than October 31st and any other information deemed pertinent to the elections by the EB.

(4) All new applicants must be interviewed by the EB/GB on a set given date.

(5) It is not necessary for an applicant to be present at the Election Day.

(B) No later than November 15th, the Secretary under the direction of the EB/GB shall prepare and distribute a ballot to all voting members. The ballot shall contain only the names of each approved applicant and the position each person is seeking. There shall be no write-in candidates.

(C) Every voting member on the EB/GB can only cast 1 vote regardless of how many positions they may hold.

(D) No cell phones allowed during the voting period and must be turned off and stored/placed away from voting site.

(E) For voting purposed, Pens can only be used and will be provided by the Secretary.

(F) Any alteration on the ballot will be voided for that section.

- (G) At the annual meeting it shall be the duty of the Secretary, Vice President to count and record the ballots. It shall be the duty of the EB to then certify the results of the election. Also, and outside neutral person to only oversee the voting process. This neutral person will be determined by the Board.
- (H) The results of the certified election shall be announced immediately after the count and recording of the ballots to all voting members present by the President and the EB. The results of the election shall also be posted on the Organization's web page, along with the names and contact information of the newly elected EB/GB members.
- (I) Members must be present to vote unless prior arrangements were made within 48 hrs of schedule voting date.

SECTION 6: In the event that there is only one nominee for each office, a majority vote is still required.

SECTION 7: The EB shall conduct at least one monthly meeting, except in December when the EB may meet in conjunction with the Annual Meeting set forth in Article II, Section 5. Monthly meetings may be held either at the principal office of the Organization or any other place within the County of Los Angeles, State of California, which may be designated by the EB, whenever called in writing by the President, or by the Vice-Presidents, or by a majority of the EB. Every such call shall be made in writing or by electronic mail, and shall state the day, hour, place and purpose of the meeting.

SECTION 8: Notice of each and monthly or special meeting of the EB/GB, stating the time and place and purpose thereof, shall be mailed, emailed/text or delivered to all voting members, at least three (3) days preceding the date of such meeting, at such address as appears on the books of the Organization. It shall be the duty of the Secretary to give or cause to be given the notices prescribed in this section whenever requested to do so by the President, or Vice-Presidents, a majority of the EB (except in the event an emergency meeting is deemed necessary).

SECTION 9: The transactions of any meeting of EB/GB, however, called and noticed and whenever held, shall be as valid as a meeting duly held after regular call and notice, if a quorum be present in person and if either before or after the meeting, a majority of the members sign a written waiver of notice, or a consent to be holding of such meeting, or an approval of the minutes thereof. Such instruments of waiver, consent or approval may consist of any number of duplicate original counterparts, and the same shall be filed with the corporate records or made part of the minutes of the meeting.

SECTION 10: The presence in person of 66 (2/3%), shall constitute a quorum for the transaction of business at all meetings of the EB/GB. If such required quorum is not present any EB/GB present has the right to adjourn the meeting. The meeting shall be rescheduled until the requisite number of members shall be present unless Section 9 has been in acted.

ARTICLE III – BOARD

SECTION 1: The Board of Directors shall be divided into two classes: The EB and the GB.

(A) Executive Board (EB): The EB shall consist of the President, Vice President, Secretary, Treasurer, City League Director, Cheer Coordinator, and City Athletic Director, Safety Coach.

1. The EB has a two-year term whereas the term of the President, Vice President, Secretary and City Athletic Director in an odd year. The Treasurer, City League Director, Cheer Coordinator and Safety coach term ends in even year.

(B) General Board (GB): The GB shall include Assistant City Athletic Director 1st and 2nd Conference Representative, the Assistant Treasurer, Snack Bar Coordinator the Assistant Cheer Coordinator, 1st and 2nd Player Agent, Web Coordinator, Equipment Manager, Field and Maintenance, Event Coordinator, Ways and Means, Purchasing Agent/Store. The EB/GB may at its discretion add/remove positions to the General Board as it sees fit. Any added head positions can only be added at the time of the election prior to October 1 approved by the EB/GB

1. Assistant position can only cast a vote in the event the head position they are assisting is absent.
2. All Head Coaches, Cheer Head Coaches, the Assistant City Athletic Director, the Assistant Secretary, Assistant Treasurer, Assistant Player Agents and Assistant Cheer Coordinator shall be approved by the EB
3. All Head Coaches for Football/Cheer must be approved by the EB. Each Head Coach and Cheer Head Coach shall in conformity with the then existing rules, regulations and bylaws of the Conference, a Head Athletic Director, and a number of assistant coaches and student coaches. The Head Coach and Head Cheer Coach shall have authority over all coaching assistants. All Head Athletic Directors and assistant and student coaches must also be approved by the EB. No head Athletic Director, assistant or student coach may participate in the program without the approval of the EB. Due deference should be accorded the nominees of the Head Coach and Head Cheer Coach, and no proposed Head Athletic Director or assistant should be disapproved without good cause.
4. Each Athletic Director shall select, in conformity with the then existing rules, regulations and bylaws of the Conference up to two (2) assistant upon approved of the Head Coach. The Athletic Director shall be authority over the Head Coach and all assistants. All Assistant Athletic Directors must also be approved by the EB. No assistant or student coach may participate in the program without the approval of the EB.

SECTION 2: **General Powers:** The general affairs of the Organization shall be managed by its EB.

SECTION 3: **Tenure:** The President, Vice President, Treasurer, Secretary, City League Director, City Athletic Director and Cheer Coordinator will hold office for a period of two (2) years, unless reelected, or until his or her successor shall have been elected or qualified at the annual meeting in November. All members of the GB shall hold office for a period of one (1) year, unless reelected, or until his or her successor shall have been elected or appointed.

SECTION 4: **Executive Board Member:** To be eligible for a position on the EB, any candidate must have served at least two (2) years in a position. All members in the EB shall be elected by the voting participants in the Organization and must be approved by the SGVJAAC. All members of the GB who are elected or appointed by the EB/GB shall also be subject to approval by the SGVJAAC. Exception: A tackle Head Coach is eligible to run for Vice President position if served as a Covina Viking Head Coach for three (3) complete years. A Tackle Athletic Director is eligible to run for the City Athletic Director position if served as a Covina Athletic Director for three (3) complete years. A Cheer Head Coach or Cheer Athletic Director is eligible to run for Cheer Coordinator position if served as a Covina Viking Head Coach/Athletic Director for three (3) complete years.

SECTION 5: **Duties of Executive Board:** It shall be the duty of the EB to take the initiative in determining the policies of the Organization. It shall be their duty to take charge, control and manage all property belonging to the Organization. They shall supervise the

finances of the Organization and audit bills prior to the payment thereof. They shall have the power to render decisions on infractions and interpretations of the By-Laws. Their decisions are final and binding.

SECTION 6: **Attendance:** Any Board who misses four (2) consecutive meetings the board member has lost his/her voting privileges and due to poor attendance the member may be dropped from the Board. To re-establish voting privileges, the Board Member must attend 2 consecutive meetings.

SECTION 7: **Quorum:** sixty-six percent (66%) (2/3%) of the EB/GB, shall constitute a quorum for the transaction of business at any meeting of the EB/GB unless Section 9 page 3 waiver is in effect. Any EB or GB position may be removed due to violations of the Covina By-Laws or SGVJAAF By-Laws and Code of Ethics with 2/3 vote (66%) vote of the EB/GB.

SECTION 8: **Vacancies:** Any vacancy occurring in the EB or GB shall be filled by the assistant of that position for the one year as an interim. If there is not an assistant to the position, then it shall be filled by the EB until the position is filled. Any Board Member elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

SECTION 9: **Removal:** Any Officers or agent elected or appointed by the EB/GB may be removed by a majority of the EB/GB and whenever in its judgment the best interests of the Organization would be served thereby.

ARTICLE IV - EXECUTIVE BOARD

SECTION 1: **President:**

- (A) President shall preside at all meetings of the Covina Vikings and perform all duties pertaining to his /her office as Chief Administrator including his/her attendance at all regularly scheduled Conference meetings. President shall be responsible to the EB and the General Board. The President shall be tasked with the duty of cultivating Covina Vikings by presiding over judgments generated by the EB. The President shall remain neutral in every aspect of his/her authority. Shall maintain order and control of all board meetings.
- (B) The President shall attend all Conference Meetings. The President shall record and assist in the dissemination of all vital information to the Covina Vikings EB.
- (C) The President shall promote Covina Vikings by directing the recruitment process through means of establishing sign-up dates and closures of team rosters. President shall work in unison with the Vice President, Player Agent and Equipment Manager to establish player uniformity, coach's eligibility, and team staffing for each football team. As such, this process of selection and de-selection will take place each year prior to the beginning of the new season.
- (D) The President shall work the City League Director and negotiate all contracts for field usage for football and cheer, while maintaining liaison between the City Government and the local School Board.
- (E) The President shall maintain a close liaison between the positions he/she holds, and that of the Vice President, Secretary, Treasurer, City League Director, City Athletic Director and Cheer Coordinator. He/she shall be informed of any correspondence generated by Covina Vikings at any level that will be used to solicit donations from our community to aid in the support of our program.
- (F) The President shall request a balancing of monies received and monies paid by its Treasurer on a monthly basis.

- (G) The President shall not function as a Head Coach, Assistant Coach, or Athletic Director or Assistant Athletic Director for any team within Covina Vikings or as instructed by the current SGVJAAC By-Laws.
- (H) The President shall be the last figure of authority to determine unresolved grievances and/or complaints. He/She shall make a final decision regarding unresolved disputes upon evaluating the facts and advice presented by the EB.
- (I) The President shall, along with the EB be tasked with establishing the current calendar year "Projected expenses/budget" and "Projected Income" no later than the February Board meeting.
- (J) The President shall submit Agenda within 24 hours prior to board meeting to the Secretary for each board meeting and Secretary will send reminder to Board members.
- (K) The President is allowed to assist in collecting money. When working snack bar, opening day, finals, cheer competitions or special events.
- (L) The President shall assist every Board Member in the collection of completed current year materials, i.e. Treasurer, Secretary, Cheer Coordinator, Equipment Manager, Purchasing Agent/Store, Snack Bar, and any other pertinent Covina Vikings paperwork for archive purposed at the designated Covina Vikings storage/archive facility.

SECTION 2: Vice President Football (hereinafter VP):

- (A) The VP shall assist in the daily functions of the COVINA VIKINGS and managerial process of this program.
- (B) The VP shall perform the duties of the President in the absence of the President. If the President resigns the VP shall assume the responsibility of the President. However, if the VP elects not to take the President position, then any EB member is eligible for the President position with the EB/Board approval. Should no member of the EB want to resume the President position, then any member of the board is eligible with the EB/GB approved. Until the President is elected, the VP will be the acting President.
- (C) The VP shall have the responsibility of completing the selection and de-selection process of all head football coaches. Shall assist the EB Members in the effort to produce a fair and safe condition for the players, cheerleaders, volunteers and the supporting Community. He/she shall be part of the committee that is tasked with the duty of selecting and deselecting Head Coaches for each new season. No person shall be granted qualification to be Head Coach without the approval of the Football Coach Selection Committee which is comprised of the high school football coaches, college football coaches and selected EB/GB members. Final decision to be made by the EB.
 - a. The Football Coach Selection Committee with consist of the VP, and select panel from members of the Executive Board, General Board, High School Coaches and College coaches.
 - b. The Vice President will contact the applicants with the time and date of their interview.
 - c. The application for Head Coach position is the responsibility of the Football Coach Selection Committee.

- d. The applicant can obtain the application on the Web or from the Vice President and must turn in their application prior to the interview; the deadline date will be provided.
 - e. The Football Coach Selection Committee will make recommendation to the EB and the EB will vote and the majority vote will determine the Head Coach.
- (D) The VP shall be tasked with assisting in all recruitment efforts that include weekly scheduling for sign-ups and player evaluations.
 - (E) The VP shall support the President in the promotion of the COVINA VIKINGS by establishing a healthy liaison between City Government and the local school board. Adversely, the Vice President may be asked to attend meetings of negotiation for football and cheer field use. It shall be the responsibility of the Vice President to become accumulated to all required applications demanded by the Conference and City Government.
 - (F) The VP shall be liaison between the Head Football Coaches, their Coaching staff and the EB/GB.
 - (G) The VP shall be part of the line command established by COVINA VIKINGS to solve problematic situations that may occur between the coaching staff and other members of COVINA VIKINGS. These problems shall be resolved by utilizing good judgment and the application of the policies set forth by COVINA VIKINGS. If the Vice President is unable to resolve any issue of dispute, then the President of COVINA VIKINGS shall exercise his/her authority to achieve a fair and equitable resolution. If the problematic situation is inclusive of both a coach and a player, the CAD will also be consulted/included in rectifying the situation.
 - (H) The VP will continue to perform the tasks stated in section "D" until the Conference mandated deadline is achieved and additional players, cheerleaders and volunteers can no longer register with the Organization.
 - (I) The VP shall notify the President immediately upon any major changes within the Conference to avoid miscommunication and costly delays.
 - (J) The VP shall continually reiterate to COVINA VIKINGS of ongoing, updated, revised or new Conference rules or regulations at Board meetings, practices, games or any other COVINA VIKINGS function for the purpose of following the rules and regulations as defined by Conference to the highest standard.
 - (K) The VP shall not collect or receive any money or receipts. The Coach, AD or Parent are to be referred to the Treasurer or Assistant Treasure.
 - (L) The VP shall be responsible for team field assignment for practice and games.
 - (M) The VP is required to attend all monthly EB/GB meetings scheduled by COVINA VIKINGS.

SECTION 3: **Secretary:**

- (A) Secretary shall keep and maintain all monthly records and minutes of meetings of COVINA VIKINGS.
- (B) Secretary shall I be tasked with the duty of providing each EB/GB members with a complete copy of the minutes of each EB/GB meeting.

- (C) Secretary shall also have the responsibility of notifying board members of meeting dates, times, locations, future elections, and perform other duties as this office may require.
- (D) Secretary shall be tasked with sending Conference a copy of the EB/GB meeting minutes.
- (E) Secretary may also be tasked with the duty of creating and/or generating correspondence for the good of COVINA VIKINGS.
- (F) Secretary shall be tasked with the creation, design and distribution of all COVINA VIKINGS general registration fliers. Fliers require approval of the EB prior to implementation.
- (G) Secretary shall generate/accumulate a year end package including, but not limited to, the calendar years meeting minutes, agendas and any other pertinent paperwork for COVINA VIKINGS archive purposes.
- (H) Secretary shall be responsible for collection and distribution of mail and maintain a log sheet of incoming mail.
- (I) Secretary shall be the only one approved to have the P.O. BOX key.
- (J) Secretary shall also be a second signer of league checks or \$500.
- (K) The Secretary shall not collect or receive any money or receipts from Coaches, ADs or Parents. The Coach, AD or Parent are to be referred to the Treasurer or Assistant Treasure (however, if elected as an Assistant Treasurer this section is void)
- (L) Secretary shall be responsible for the By-Laws getting submitted to Conference once they have been reviewed and approved by the EB/GB. The Secretary must also keep a log of what By-Laws were approved by the EB/GB.
- (M) Secretary is required to attend all monthly EB/GB meetings scheduled by COVINA VIKINGS.

SECTION 4: Treasurer:

- (A) Treasurer shall receive and keep COVINA VIKINGS funds in a financial institution authorized by the EB and have the authority to sign franchise checks for accounts payable and/or received for deposit.
- (B) Treasurer shall make a record of all the organization financial transactions and keep same on file.
- (C) Treasurer provide an annual and financial report at the general meetings and present monthly, to the EB/GB, an outline detailing all the organizations financial transactions and submit a copy of the monthly bank statements to the EB.
- (D) Treasurer shall cause the following policies to be followed in all financial transactions:
 1. All payments in excess of \$500.00 shall be paid by check or league credit card to be signed by two (2) EB members. (Treasurer or Secretary and Assistant

Treasurer). All approved payments under \$500.00 shall be paid by check signed by Treasurer/Assistant Treasurer and/or Secretary.

2. Treasurer shall be responsible for obtaining receipts.
 3. Treasurer shall maintain and file all receipts for all transactions.
 4. Treasurer shall make sure there is a majority vote of the EB/GB for expenditures exceeding \$200 (including but not limited to: Field lights, uniforms, team gear/equipment, utilities, promotional products and or service including media.
 5. Any purchase of \$500.00 or more must have at least three (3) bids and approved by the EB/GB.
- (E) Treasurer may appoint an assistant(s) selected from the existing EB/GB subject to EB approval.
- (F) Treasurer shall assist in establishing the current year's "Projected expense /budget" and "Projected Income" for the New Year no later than the February's Board meeting.
- (G) Treasurer shall maintain copy of records and account of COVINA VIKINGS budget for income tax submittal and complete the tax process in an expedient and professional manner.
- (H) Treasurer shall maintain a close liaison with the Cheer Coordinator and the collection of monies for cheer and track NSF personal checks assessed against COVINA VIKINGS banking account for purchases made by Cheerleaders that fall into this category
- (I) Treasurer shall maintain a close liaison with the Ways and Means Coordinator for the collection of all fund-raisers, promotions, and monies collected.
- (J) Treasurer shall maintain a close liaison with the Snack Bar Director and the collection of monies generated by snack bar.
- (K) Once Purchase Price is approved by the EB/GB it is also approved for paying as long as the price did not change.
- (L) Treasurer shall arrange to have all monies collected at all Football and Cheer Events during the day of the event. This includes collecting money, as needed throughout the day, to ensure that there is not excessive cash in any of the cash boxes.
- (M) Treasurer shall deposit all collected funds within 48 business hours of receipt (with the exception of holidays).
- (N) Treasurer shall list separate deposit.
- (O) Treasurer shall require persons submitting monies to also fill out and submit three (3) "COVINA VIKINGS Cash Box Balance" sheets. Sheets must be signed by at least two (2) EB Members. One copy is to be kept with the Treasurer for recordation of transaction and the other is to be forwarded to the President.
- (P) Treasurer will process request for reimbursements, the requestor will be required to furnish and relinquish the original receipts to COVINA VIKINGS for accounting and tax purposes. The requestor must also fill out a COVINA VIKINGS "Expense Reimbursement Ledger" and attain the required two approvals from the EB prior to reimbursement via COVINA VIKINGS check. Note: Any and all reimbursements

must be received prior to the end of the current year (December 31st) otherwise the request for reimbursement will be denied and the funds will become the property of the COVINA VIKINGS general fund. Time of request 5 business days is required for a refund.

- (Q) The Store/Purchasing shall be the only one with the approval of the EB to lower store item prices; Store/Purchasing will provide report of items needing to be price reduced.
- (R) At the end of the current year, will package and relocate to the designated COVINA VIKING, storage/archives facility) any and all completed current year treasurer books, receipts, logs, cancelled checks, etc., for the purpose of achieving a COVINA VIKINGS archives and safe keeping.
- (S) It is the responsibility of the exiting Treasurer to turn over all financial documents and have all necessary documents up to date to the new existing treasure no later than January 31.
- (T) The Treasurer is required to attend all monthly EB/GB scheduled meetings for COVINA VIKINGS and/or other Conference Treasurer meetings that may arise.

Note: All U.S. Currency and/or personal checks collected on behalf of COVINA VIKINGS shall be submitted to the Treasurer within forty-eight (48) hours of receipt. Additionally, the Treasurer shall receive all money collected, recorded, and balanced, upon the approval of at least two (2) EB Members.

SECTION 5: City Director (hereinafter "CD"):

- (A) CD shall, along with the President, be the liaison between the City, CVUSD and COVINA VIKINGS.
- (B) CD shall be the chief negotiator, along with the President, in negotiating City and CVUSD field utilization for COVINA VIKINGS football and cheer practice during the "Field Allocation" process with the City or CVUSD procurement process. CD will stress the importance of keeping COVINA VIKINGS as one complete football and cheer unit during the "Field Allocation" process.
- (C) CD shall provide all monthly City and CVUSD information that includes updates, rule changes, scheduling dates and times.
- (D) CD shall notify the President immediately upon any major changes within the City or CVUSD to avoid miscommunication and costly delays.
- (E) CD shall continually reiterate to COVINA VIKINGS of ongoing, updated, revised or new City or CVUSD rules or regulations at Board meetings, practices, games or any other COVINA VIKINGS function for the purpose of following the rules and regulations as defined by the City or CVUSD to the highest standard.
- (F) CD shall be responsible for COVINA VIKINGS organization to adhere to the COVINA VIKINGS By-Laws.
- (G) CD will be responsible to distribute/notify previous SGVJAAC participants who will be graduating from high school and had participate in the SGVJAAC program for two years regarding the college scholarship available through SGVJAAC.

- (H) The CD shall not collect or receive any money or receipts from Coaches, ADs or Parents. The Coach, AD or Parent are to be referred to the Treasurer or Assistant Treasure (however, if elected as an Assistant Treasurer this section is void).
- (I) CD is required to attend all monthly EB/GB meetings scheduled by COVINA VIKINGS.

SECTION 6: Cheer Coordinator (hereinafter CC):

CC is responsible for the overall coordination of the COVINA VIKINGS Cheer program and the following of Conference By-Laws and policies set forth by COVINA VIKINGS. In addition, the responsibilities of the CC shall include but are not limited to:

- (A) CC shall function as the chief manager of all Cheer Team Athletic Directors (AD).
- (B) CC shall also review and assist all Team AD's with the preparation and recordation of Cheer team files as required by Conference By-laws.
- (C) CC shall be the direct chain of command for all Cheer Team AD's and subsequently make himself/herself available to provide advice and assistance.
- (D) CC shall attend all Conference Cheer Meetings/ Events.
- (E) CC shall coordinate Cheer sign ups with football.
- (F) CC is responsible for the selection of Cheer Teams, Coaches and their staff.
- (G) CC shall be liaison between the Conference and the EB.
- (H) CC shall be liaison between the EB and the Cheer Coaches.
- (I) CC shall ensure proper conduct of all Cheer Staff.
- (J) CC shall ensure proper conduct and safety of all participating Cheerleaders.
- (K) CC shall coordinate camps and/or clinics as needed.
- (L) CC shall ensure a timely registration of all Conference approved competition dates.
- (M) CC shall assist the President and Treasurer in generating an accurate "Projected Expense Budget" for EB approval.
- (N) CC shall identify uniform and uniform accessory needs for each season.
- (O) CC shall coordinate uniform fitting, ordering, and delivery for each Cheerleader.
- (P) CC shall maintain documentation of all orders and ensure all funds are collected prior to Cheerleader receiving ordered items.
- (Q) CC shall maintain liaison with the program Treasurer to determine and track NSF personal checks assessed against COVINA VIKINGS banking account for purchases made by Cheerleaders that fall into this category.
- (R) CC shall prepare and present all required documents for Conference certification (Aug.) and re-certification (Oct.).
- (S) CC duties shall include, but not be limited to, keeping an organizational chart of any and all cheer equipment.

- (T) CC shall coordinate with the President any interim events relating to Cheer, to be disseminated to the Football staff.
- (U) CC shall abide by Conference By-Laws and regulations as defined in the Cheer sections or articles.
- (V) CC shall assign Assistant Cheer Coordinator(s) whose responsibilities are identified by the Cheer Coordinator.
- (W) CC is responsible to resolve all cheer disputes that may arise throughout the year by utilizing the policies set forth by the Conference and COVINA VIKINGS. Additionally, if major conflicts or disputes cannot be resolved by the CC it shall be the task of the EB to resolve all issues.
- (X) CC shall coordinate efforts in collecting the Cheer Team AD materials, i.e. AD folders, bags, player cards, etc. for the purpose of achieving a CJA AFC Cheer AD archives and safe keeping for the next year's program and Cheer Team AD utilization.
- (Y) CC is required to attend all EB/GB meetings and report on all current and future Cheer events.

Note: The President of the organization is the final level of command if the aforementioned cannot reach an equitable solution.

SECTION 7: City Athletic Director (hereinafter CAD):

- (A) CAD shall function as the chief manager of all football team Athletic Directors (hereinafter AD).
- (B) CAD shall also review and assist all Team AD's with the preparation of team files as per required by Conference By-Laws.
- (C) CAD shall be the direct chain of command for all Team AD's and subsequently make themselves available to provide advice and assistance.
- (D) CAD shall be responsible for assisting the Team AD's with Team AD type problems that may arise on a daily basis year around.
- (E) CAD shall be tasked with the duties of attending all City Athletic Director Meetings coupled with the recording and disseminating of vital information to the EB at each Board Meeting.
- (F) CAD has the authority to call for an EB vote requesting to expel and/or remove any Team AD that is not properly performing the duties as assigned to their position.
- (G) CAD shall be the AD liaison between the Conference AD and this program.
- (H) CAD shall coordinate efforts in collecting the Team AD materials, i.e. AD folders, bags, player cards, etc., for the purpose of achieving a Covina Vikings AD archives and safe keeping for the following year's program and team AD utilization.
- (I) CAD shall oversee the coordination of the Security and Chain Gang at the home and away games.
- (J) CAD shall provide CD with information for current eligible participants for the SGJVA AFC college scholarship program.

- (K) CAD shall be in charge of all team fundraising dates and cross check with Event Coordinator to make sure there is no schedule conflict. Once a date for a team fundraiser has been approved, it shall be given to the Treasurer so he/she can collect the funds. All monies need to be given to the Treasurer or Assistant Treasurer within 48 business hours.
- (L) The CAD shall not collect or receive any money or receipts from Coaches, ADs or Parents. The Coach, AD or Parent are to be referred to the Treasurer or Assistant Treasure.
- (M) CAD is required to attend all GB meetings scheduled for Covina Vikings and/or other Conference AD meetings that may arise.

SECTION 8: Safety Coach:

- (A) SC shall be the liaison between Conference and COVINA VIKINGS.
- (B) SC shall represent COVINA VIKINGS at all regular and special meetings of the Conference and shall vote based on his/her conscience or as directed by COVINA VIKINGS and always in the best interest of this program.
- (C) SC shall disseminate all monthly Conference information that includes updates, rule changes, scheduling dates, times and minutes.
- (D) SC shall notify the President immediately upon any major changes within the Conference to avoid miscommunication and costly delays.
- (E) SC shall continually reiterate to COVINA VIKINGS of ongoing, updated, revised or new Conference rules or regulations at Board meetings, practices, games and/or any other COVINA VIKINGS function for the purpose of following the rules and regulations as defined by Conference to the highest standard.
- (F) SC shall make sure staff is wearing proper badges at all practices, games and special events.
- (G) The SC shall not collect or receive any money or receipts from Coaches, ADs or Parents. The Coach, AD or Parent are to be referred to the Treasurer or Assistant Treasure
- (H) SC is required to attend all EB/GB meetings scheduled for Covina Vikings and/or other Conference meetings that may arise.

ARTICLE V - GENERAL BOARD

SECTION 1: Conference Representative 1 & 2 (hereinafter CR):

- (I) CR shall be the liaison between Conference and COVINA VIKINGS.
- (J) CR shall represent COVINA VIKINGS at all regular and special meetings of the Conference and shall vote based on his/her conscience or as directed by COVINA VIKINGS and always in the best interest of this program.
- (K) CR shall disseminate all monthly Conference information that includes updates, rule changes, scheduling dates, times and minutes.

- (L) CR shall notify the President immediately upon any major changes within the Conference to avoid miscommunication and costly delays.
- (M) CR shall continually reiterate to COVINA VIKINGS of ongoing, updated, revised or new Conference rules or regulations at Board meetings, practices, games and/or any other COVINA VIKINGS function for the purpose of following the rules and regulations as defined by Conference to the highest standard.
- (N) CR shall make sure staff is wearing proper badges at all practices, games and special events.
- (O) The CR shall not collect or receive any money or receipts from Coaches, ADs or Parents. The Coach, AD or Parent are to be referred to the Treasurer or Assistant Treasure
- (P) CR is required to attend all EB/GB meetings scheduled for Covina Vikings and/or other Conference meetings that may arise.

SECTION 2: Equipment Manager (EM):

- (A) EM duties shall include, but not be limited to, keeping an organizational chart of the current football equipment and supplies and also assist the CC with cheer equipment and supplies.
- (B) EM shall be his/her duty to issue all players, head coach football and cheer equipment and its collection and storage at the end of each football season.

- (C) EM shall evaluate the equipment and inventory, upon equipment return, to maintain a proper recordation of the program's property.
- (D) EM shall also maintain a close liaison with the President. The President and EM shall make recommendation of football equipment to the Purchasing Agents for COVINA VIKINGS.
- (E) EM shall, with the assistance of the President, establish an annual budgetary report for approval by the EB.
- (F) EM has the authority to assess penalties or damage and replacement of the assignee for all damaged equipment owned by COVINA VIKINGS.
- (G) For no reason shall any Executive Officer, Director and/or Staff, take it upon oneself to store, borrow, or use any equipment out of season that is designated as sole property of COVINA VIKINGS. Violators of the policies set forth herein with regards to this directive shall be responsible for the cost of partial and/or full replacement of all equipment.
- (H) The EM, Field manager, President, Vice President and Cheer Coordinator of COVINA VIKINGS are the only individuals that will have immediate access to the storage facility during the course of the season. Furthermore, the EM, Field Manager and President shall be issued and responsible for keys to the COVINA VIKINGS storage facility. If access is required by any other EB member, they will be required to coordinate with one of the key holders to gain access. Key holders, it will be your responsibility to make yourself available in a timely manner to grant access to the COVINA VIKINGS storage facility at any time to the other Board members.
- (I) All keys issued must be signed in and signed out when returning.
- (J) The EM shall not collect or receive any money or receipts from Coaches, ADs or Parents. The Coach, AD or Parent are to be referred to the Treasurer or Assistant Treasure (however, if elected as an Assistant Treasurer this section is void).
- (K) The EM is required to attend all monthly EB/GB Meetings scheduled by COVINA VIKINGS.

SECTION 3: Field Manager (FM):

- (A) FM shall be responsible for field preparation prior to every home game and practice game. Is also assigned clean up duties at all assigned field locations.
- (B) FM shall include the duties of posting assigned duties of parents and coaching staff assigned for field setup/tear down, on game days.
- (C) FM shall also be responsible for the electric operational use of the scoreboard, Snack Bar, field lighting and restroom supervision (if necessary). Also, along with the President, shall be responsible for CVUSD issued keys for: field, snack bar, gates and lighting.
- (D) FM shall have the duties of setting up and breaking down all designated field areas established as boundaries for fan and player safety. FM shall also be responsible for establishing the "home" and "Visitor" sides of the football field.
- (E) The FM shall not collect or receive any money or receipts from Coaches, ADs or Parents. The Coach, AD or Parent are to be referred to the Treasurer or Assistant Treasure (however, if elected as an Assistant Treasurer this section is void).

(F) FM is required to attend all EB/GB meetings scheduled by COVINA VIKINGS.

SECTION 4: Event Coordinator (hereinafter "EC"):

- (A) EC shall be tasked with the coordination and supervision of all COVINA VIKINGS special events.
- (B) Special events are defined as, but not limited to: Contract Signing Day, Opening Day, Picture Day, city or business requested participation, etc.
- (C) Shall be responsible for reviewing, reporting to the COVINA VIKINGS board (upon board approval) and signing any associated special events contracts.
- (D) Shall be tasked with meeting or attending all special event required meetings, business or individual, in an effort to complete the proposed scheduled COVINA VIKINGS event.
- (E) Shall be tasked with creating and leading a special events committee, if required, for any COVINA VIKINGS events.
- (F) Responsible for managing any funds collected due to the special event and coordination with the treasurer for an expedited funds deposit.
- (G) The EC shall not collect or receive any money or receipts from Coaches, ADs or Parents. The Coach, AD or Parent are to be referred to the Treasurer or Assistant Treasure (however, if elected as an Assistant Treasurer this section is void).
- (H) EC is required to attend all EB/GB meetings scheduled by COVINA VIKINGS.

SECTION 5: Player Agent 1 and 2 (hereinafter "PA"):

- (A) PA shall be the liaison between the football players and the EB.
- (B) PA will be responsible for understanding the rules and regulations as defined by Conference regarding football player participation.
- (C) PA will be tasked with reviewing the player assignments made during the registration process to ensure the players are assigned to the correct football division based on the combination age/weight chart as defined by Conference.
- (D) PA will be tasked with generating an updated player roster for Conference and Board monthly review leading up to the start of practice.
- (E) PA shall be part of the line command established by SGVJAAFC to solve problematic situations that may occur between the players and other members of COVINA VIKINGS. These problems shall be resolved by utilizing good judgment and the application of the policies set forth by COVINA VIKINGS. If the PA is unable to resolve any issue of dispute, then the President of COVINA VIKINGS shall exercise his/her authority to achieve a fair and equitable resolution. The problematic situation is inclusive of both a coach and a player, the PA will also be consulted/included in rectifying the situation.
- (F) The PA shall not collect or receive any money or receipts from Coaches, ADs or Parents. The Coach, AD or Parent are to be referred to the Treasurer or Assistant Treasure (however, if elected as an Assistant Treasurer this section is void).
- (G) PA is required to attend all monthly EB/GB meetings scheduled by COVINA VIKINGS.

SECTION 6: Purchasing Agent/Store (hereinafter PA/S):

- (A) PA/S shall oversee all outside purchases relating to the Organization.
- (B) PA/S shall obtain 3 competitive bids on any purchases exceeding \$500.
- (C) PA/S must get approval from majority vote of the EB/GB for expenditures exceeding \$200 (Including but not limited to: Field lights, uniforms, team gear/equipment, utilities, promotional products and or services including media.
- (D) Receipts are to be given for every item sold in the Store.
- (E) PA/S shall be the only one with the approval of the EB to lower store item prices. PA/S will provide report of items needing to be price reduced.
- (F) The EPA/S shall not collect or receive any money or receipts from Coaches, ADs or Parents. The Coach, AD or Parent are to be referred to the Treasurer or Assistant Treasure (however, if elected as an Assistant Treasurer this section is void).
- (G) PA/S is required to attend all monthly EB/GB meetings scheduled by COVINA VIKINGS.

SECTION 7: Snack Bar Coordinator (SBC):

- (A) SBC shall include the operational management of all COVINA VIKINGS snack bar functions at practice, home games and special concession oriented functions. Duties will also include the coordination along with Purchasing Agent of purchases of food and drinks for the concession stands at all practice, home games and special functions.
- (B) SBC shall collect all tickets then be totaled along with the Treasurer or another EB member for dual validation purposes and sign "Cash Received Form"
- (C) SBC shall maintain and record all excess food and drink goods not utilized at practice, home games or special functions.
- (D) SBC shall be responsible to inventory the food concessions after use and re-supply the products necessary to make COVINA VIKINGS sales a success.
- (E) SBC shall be the responsibility, along with the assistance of the CAD and CC, to query help and assistance from the program to operate the food service portion of her/his duties.
- (F) SBC shall be responsible to record the program snack bar mandatory parent help during practice, home game days and special events for the purpose of maintaining an accurate record
- (G) Tickets are to be used for all Snack bar transactions.
- (H) The SBC shall not collect or receive any money or receipts from Coaches, ADs or Parents. The Coach, AD or Parent are to be referred to the Treasurer or Assistant Treasure (however, if elected as an Assistant Treasurer this section is void)
- (I) SBC is required to attend all EB/GB meetings scheduled by COVINA VIKINGS.

SECTION 8: Ways and Means (hereinafter WAM):

- (A) WAM shall include the coordination of solicitation of contributions to COVINA VIKINGS, funds and other special donations.
- (B) WAM is responsible for posting sponsor banners at home games and special events.
- (C) All contribution, donation, monies and proceeds shall be collected and totaled, with the assistance of the Treasurer and/or another EB member, for validation purposes.
- (D) Shall transfer all funds earned by this program to the assigned franchise Treasurer for the purpose of maintaining an expedient deposit of funds. All funds are required to be deposited within 48 hours of receipt.
- (E) Tasked with representing COVINA VIKINGS in a responsible manner when soliciting for contributions from prospective sponsors.
- (F) The WAM shall not collect or receive any money or receipts from Coaches, ADs or Parents. The Coach, AD or Parent are to be referred to the Treasurer or Assistant Treasure (however, if elected as an Assistant Treasurer this section is void).
- (G) WAM is required to attend all EB/GB meetings scheduled by COVINA VIKINGS.

SECTION 9: Web Coordinator (hereinafter WC):

- (A) WC shall be responsible to create web page design and maintain, update, and make revisions as needed.
- (B) WC shall make sure that all essential information from EB/GB meetings is updated.
- (C) The WC shall not collect or receive any money or receipts from Coaches, ADs or Parents. The Coach, AD or Parent are to be referred to the Treasurer or Assistant Treasure (however, if elected as an Assistant Treasurer this section is void).
- (D) WC is required to attend all monthly EB/GB meetings scheduled by Covina Vikings.

SECTION 10: Athletic Director: The Athletic Director shall assume complete responsibility for the control of his or her team, except in coaching, which shall be the duty of the Head Coach. Should a situation arise in which a Head Coach and the Athletic Director have a disagreement or conflict over any matter involving the team, and there are no EB members available, the decision of the Athletic Director shall be final. He or She shall be responsible for the conduct and activities and shall be held accountable to the Organization and the Conference or any rule violations. It shall be his or her responsibility to insure spectator control, playing field requirements and the necessary personnel to man the chains, clock, security and other field requirements as may be required. An Athletic Director may appoint with the approval of the EB, Assistant Athletic Directors to assist him or her with his or her duties.

The Athletic Director shall be responsible to see that all players, Coaches, Trainers, Equipment Managers and any other persons associated with his or her team abide and adhere to all the rules and regulations as set forth in these By-Laws and the Articles of Incorporation of the COVINA VIKINGS and the SGVJAAFC. It will be his or her duty to recommend suspension of any player, coach and/or persons who do not conform to the above-mentioned rules and regulations. The procedure to be followed regarding any suspension is set forth in Article XIII.

Athletic Director is responsible for attending all meetings noticed by Conference. In the event of special circumstances precluding an Athletic director from attending a meeting

noticed by Conference, that Athletic Director may, with the prior approval of the city Athletic Director, appoint a representative to attend in his or her place.

Athletic Director shall keep a true and accurate attendance record of practices, scrimmages, games or activities his or her team may participate in. Such record shall list by name, all players and coaches and note if they were present, late or absent. He or She shall keep and maintain all the records pertinent to the players and personnel of his or her team including all the proper forms and documents in accordance with the regulations of the Conference and Organization and shall see that said documents are present at all necessary functions. These records will be presented at all GB meeting for examination if requested.

AD shall be in charge of all team fundraising dates. Once a date for a team fundraiser has been approved, it shall be given to the Treasurer along with a Roster so he/she can collect the funds appropriately.

Any Team having a fundraiser to raise money for their team must be approved prior to event. A copy of the contract/invoice must be provided with the request for Fundraiser Form.

If any AD or assistant AD receives money they will be subjected to immediate suspension.

Because EB/GB and have fiduciary obligation to the Organization, the Athletic Director of the team receiving funds has the obligation to provide the Treasurer with receipts identifying how all funds received by the team or cheer squad was spent. If the Athletic Director fails to timely provide the Treasurer with receipts, no further funds will be provided. Any funds remaining after the conclusion of the season shall revert to the Organization's general fund.

Athletic Director shall be responsible that there is water at all practices and games. If there is no water at any practice the AD must cancel practice.

AD shall not leave the field/event until all players have been picked up by their parent or adult designed by the parent.

SECTION 11: **Head Coach:** Each football team and cheer squad shall have only one Head Coach. The rules and regulations governing the conduct and obligations of the Head Coach are set forth in the Conference By-Laws and in the Football Rule Book (hereafter jointly referred to as "the Rules") for each year. It is expected and presumed that each Head Coach will make himself or herself aware of the rules and govern his conduct and actions, and the actions and conduct of his assistant coaches, in both the letter and spirit of the Rules. Failure to follow the rules could result in disciplinary action against the head Coach or any assistant Coach. It is expected that the Head Coach will conduct himself in a manner intended to convey to his or her staff and players a respect for the Organization and the Conference. He or She will set the example for his staff and players of good sportsmanship at all practice sessions and games. Under no circumstances will a Head Coach ever berate a player, other coach or game official with improper or inappropriate language. A Head Coach will also ensure that his assistants never berate a player, other coach or game official with improper or inappropriate language. A Head Coach who violates any of the rules, or who continually fails to exhibit the proper respect for his or her team, its players and coaches, the Organization, or game officials shall be subject to discipline separate and apart from any discipline imposed by the Conference. Such discipline may include suspension, and in egregious instances, expulsion. Only a member of the EB or the Team Athletic Director, with the approval of the EB, may suspend a Head Coach. If a Head Coach is suspended, the procedures set forth in Articles XIII and XIV shall be followed.

At the conclusion of the regular season during playoffs, SGVJAAFC, of which the Organization is a member, awards scholarship patches to those participants whose academic achievements during the season warrant recognition. All Head Coaches must attend such ceremonies with their respective players. Failure to attend this ceremony, without the prior express approval of the EB, shall be considered grounds to exclude that person from consideration as a head Coach the following season.

SECTION 12: **All Officers:** All Officers and Directors have the responsibility of enforcing the rules and regulations as set down by this Organization and the San Gabriel Valley Junior All American Football Conference, Inc. They can recommend having any member or members when there is reasonable cause to believe that they violated said rules and regulations suspension. The procedure to be followed regarding any suspension is set forth in Article XIII, below.

ARTICLE V - FINANCIAL PROCEDURES

SECTION 1: **Contracts:** The EB may authorized any Officer or Officers, Agent or Agents of the Organization to enter into any contract or execute and deliver any instrument in the name of, and on behalf of, the Organization, and such authority may be general or confined to specific instances.

SECTION 2: **League Checks. Checks. Drafts. Etc.:**

- (1) All checks, drafts or other orders for payment of money, notes, or other indebtedness issued in the name of the Organization shall require an authorized signature. Two signatures will be required on checks in the amount over \$500 or use of Credit Card.
- (2) A check must be issued in payment of any purchase by the Organization when the amount of the purchase is in excess of Fifty Dollars (\$50.00) or Credit Card.
- (3) All payments will be under the direction of the EB/GB.
- (4) No personal Checks will be accepted after November 1, cash, money orders, cashier checks will only be accepted.

SECTION 3: **Gifts:** The General Board and EB of Directors may accept on behalf of the Organization any contributions, gift, bequest or devise for the general purpose of the Organization. It is acknowledged that, from time to time, certain donors desire to make gifts to specific teams or cheer squads within the Organization; Any such donor shall be advised that at least 75% of any such donation shall be made available to the designated team or squad, which may then expend the funds on football or team related activities approved by the EB. All funds so designated and approved will be made available to the team or squad, upon reasonable within requests. Any funds remaining after the conclusion of the season shall revert to the Organization's general fund.

SECTION 4: **Vendors:** From year to year, at the discretion of the EB, Vendors shall be engaged to supply assorted items for sale. Only Vendors approved by the EB may be engaged to sell items. Any person who, without the consent of the EB, engages or order any equipment or other items from unapproved vendors shall be financially responsible for all items purchased.

SECTION 5: **Compilations:** Periodically, but never less than once every two years, the EB shall engage an independent accounting firm to conduct a compilation of the books and records of the Organization. Any compilation report shall be prepared and submitted to the Directors of the Organization and, unless the EB deems it necessary, the compilation report shall be made available for inspection upon written request.

SECTION 6: **Team Fundraisers:** Any team having a fundraiser to raise money for their team must notify the City AD. A copy of the contract/invoice must be given to the League Treasurer. All money is to be given to the League Treasurer or Assistant Treasurer to insure accountability of funds. If there is a conflict with a fundraiser(s) you will be notified by the City Athletic Director.

ARTICLE VI - BOOKS AND RECORDS

SECTION 1: **Records:** The Organization shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its EB/GB; and shall keep a record giving names and addresses of the members entitled to vote. All books and records of the Organization may be inspected by any members upon written request.

SECTION 2: **Minutes:** Members of the Executive and General Board will each receive a copy of the meeting minutes and submit to conference once approved minutes.

ARTICLE VII - FISCAL YEAR

The Fiscal year of the Organization shall begin on January 1st and end on December 31st of each year.

ARTICLE VIII - CONSTITUTION AND BY-LAWS

A copy of the Articles of Incorporation and Bylaws shall be made available for examination by any member of the Organization upon reasonable written request and during normal business hours.

ARTICLE IX - LEADERSHIP RESPONSIBILITIES

SECTION 1: The Organization acknowledges that the SGVJAAFC, of which the Organization is a member, has implemented a review procedure that includes a program supported by the State and Federal Governments to conduct detailed background checks, including checks for criminal convictions, of all applicants. No applicant who fails such a background check, or fails to receive the approval of the SGVJAAFC, may be eligible to serve as an EB/GB member, or to serve in an official or unofficial capacity with the Organization.

SECTION 2: Athletic Directors will be responsible for the actions of coaches and players under their jurisdiction.

SECTION 3: The Organization recognizes that, due to a variety of factors including the limited field space and growing numbers of other youth organizations that are involved with the City of Covina, the Organization must share with other user groups. It is expected and demanded that all EB/GB, Coaches, Athletic Directors, Players, Cheerleaders, Parents or anyone else involved with the Organization will, at all times, be respectful and courteous to those involved with other youth sports organizations.

The Organization will not tolerate improper or discourteous conduct by its members or participants. It is also expected that all coaches and athletic directors will make themselves aware of the time constraints governing field uses permits and shall attempt to vacate the field in a timely manner so that other groups who have permitted use of facilities may commence their activities at the proper, designated time.

If, at any time, circumstances arise in which there is a dispute, conflict or confrontation involving conduct or field use between any officers, directors, coaches, athletic directors, parents, fans, spectators, players, cheerleaders or anyone else involved with the Organization, on the one hand, and a member of another youth sports organization, on the other hand, the dispute, conflict or confrontation must immediately be brought to the

attention of the President. Within forty-eight (48) hours of the President being advised of the dispute, conflict or confrontation a written report shall be submitted to the President, Vice President and Secretary outlining the events or circumstances surrounding the dispute, conflict or confrontation. Within forty-eight (48) hours of the receipt of said report, the EB shall contact the appropriate official or representative of the youth sports organization with which the dispute, conflict or confrontation has arisen and shall attempt in good faith to resolve any dispute between the Organization and the youth sports organization with which the dispute, conflict or confrontation has arisen.

If, following the investigation it appears that any officers, directors, coaches, athletic directors, parents, fans, spectators, players, cheerleaders or anyone else involved with the Organization has, without cause or provocation, violated this rule, that person shall be subject to discipline that may include, depending upon the severity of the violation, suspension for a stated period of time or expulsion from the Organization. The procedure to be followed regarding any suspension is set forth in Article XIII and XIV.

SECTION 4: Any proposed suspension of a youth by the City of any Athletic Director must be submitted to the EB. He or she shall report such suspension to the President by telephone as soon as possible and file a written report with the President within forty-eight (48) hours. This writing will also, within the same time frame, be submitted to the parent(s) or guardian(s) of the suspended youth and shall contain a provision advising the suspended person that he or she may challenge the suspension by submitting a written report to the President, Vice President or Secretary within forty-eight (48) of receipt of said writing. Said challenge or dispute shall, at a minimum, contain the suspended youth's version of events any why the suspension is not merit. Upon receipt of said challenge or dispute the President shall set a meeting within 10 days of the EB to address the challenge. The suspended youth and his parent(s) or guardian(s) may, at the sole discretion of the EB, be present at the hearing. Any decision of the EB is final.

ARTICLE X - PARENT AND YOUTH RESPONSIBILITIES

SECTION 1: **Criticism:** It is acknowledged that, without parent participation at all levels, the Organization could not function effectively. Coaches and players shall not be criticized by a parent, guardian or youth during any practice or game. Any Coach who is subject to such improper criticism shall report it to his or her Athletic Director who may then suspend (with approval of the EB) any player, coach and/or persons who, in his or her opinion, have violated this provision. Any person who, in good faith, believes that a Coach or other member of the Organization should be investigated or disciplined shall be advised that any such communication should be directed to any member of the EB. If a parent or any other person violates this rule he or she shall be subject to discipline that may include either suspension or expulsion from the program. The procedure to be followed regarding any suspension is set forth below in Article XIII and XIV.

SECTION 2: **Loss or Damage:** Parent(s) and or guardian(s) shall be held responsible for loss or damage of any items of the uniform charged to their child. This does not include damage through normal wear and tear.

SECTION 3: **Codes of Conduct:** Every participant and his or her parent(s) or guardian(s) shall be required to execute "Codes of Conduct" promulgated either by the San Gabriel Valley Junior All American Football Conference and/or the Organization. Any person or participant who refused to execute the required Code of Conduct shall be ineligible to participate in the Organization. Copies of all executed Codes of Conduct shall be maintained by the City Athletic Director. If the City Athletic Director is advised of any potential violation, he or she will investigate same and may, at his or her sole discretion suspend any player, coach, parent; guardian who in his or her opinion has violated this provision with the approval of the EB. The procedure to be followed regarding any suspension is set forth below in Article XIII.

EXECUTIVE BOARD COMMITTEES

Each of the EB members may chair a committee to insure all aspects of the organization are being met and handled properly. These committees include, but are not limited to, reporting, budgeting, and following through with specific tasks. The committees to be chaired are as follows:

1. Recruiting for football and cheer
2. Equipment
3. Donations
4. Snack Bar duties
5. Pictures
6. Promotions
7. Advertising
8. Fund Raising
9. Field preparation
10. Opening Day
11. Homecoming
12. Certification Day
13. Player Contract Day

All Chairperson(s) will furnish an itemized account of all assigned projects. The recordation of this account will include the gross income, cost, and net profit for the assigned projects. A copy of the recordation of the accounts shall be presented to the EB and Treasurer. The committee will outline programs and give an annual budget for the program. The Committee shall continuously maintain a notebook that outlines the particulars of his/her respective committee. The integrity of the notebook shall be maintained and if necessary passed to any new Chairperson(s) that is assigned to the Committee.

ARTICLE XI - NOM DE GUERRE

The official nom de guerre for this Organization, or related to its team activities shall be "VIKINGS".

ARTICLE XII - AMENDMENTS

Covina Vikings By-Laws may be only altered, amended or repealed by completing and submitting a Covina Vikings Proposal Form. A proposal to update Covina Vikings By-Laws must be completed on the proper form and must be submitted to Covina Vikings' City President by January 1st of the Current Calendar Year. NOTE: Forms received after the closing date will be sent back to the originator. The voting will be conducted on the Third (3rd) Monday at the mandatory January Board meeting for the new year of the season play.

ARTICLE XIII- DISCIPLINARY PROCEEDINGS AND PROCEDURE

Any EB/GB member, Head Coach, including any assistant Coach, other than a student coach, acting temporarily in the capacity of the Head Coach, or Head Athletic Director, including any assistant Athletic Director acting temporarily in the capacity as head Athletic Director (hereinafter "complainant") shall have the authority to unilaterally impose a suspension or penalty, other than expulsion from the Organization, on any person (hereinafter "respondent") pursuant to a violation of the By-Laws of the Organization of the Conference rules. Any person suspended must immediately vacate the field. If such a suspension or penalty is imposed, the following procedure shall be followed.

- (1) The suspension or penalty shall be communicated to the President as soon as possible. If the President is for any reason unavailable, the complainant shall advise the Vice President or Secretary.
- (2) The Complainant shall prepare a written report concerning the circumstances and events surrounding the suspension or penalty, and provide a copy of the report to the President within forty-eight (48) hours of the events or circumstances giving rise to

the suspension. If the events or circumstances giving rise to the suspension or penalty occur on a holiday, Saturday or Sunday, the period of reporting shall be seventy-two (72) hours. For good cause, the complainant may within the forty-eight (48) or seventy-two (72) hour time to prepare the written report, request additional time from the EB/GB to prepare the report.

- (3) The respondent shall receive a copy of the complainant's written report at or the time it is submitted to the President. The report shall contain a provision advising the respondent that he or she may challenge the suspension or penalty by submitting a response to the President, the Vice President or Secretary within forty-eight (48) hours of receipt of the complainant's report. The failure to respond in a timely manner to the complainant's report may, at the discretion of the EB, be considered a waiver by the respondent to challenge the suspension or penalty imposed by the complainant. For good cause, the respondent may, within forty-eight (48) hour time to respond, request additional time from the EB/GB to prepare a response.
- (4) The response shall, at a minimum, contain the respondent's version of events, and why the suspension or penalty is unmerited.
- (5) Upon receipt of the response, the President shall set a meeting of the EB/GB within 10 days to address the challenge.
- (6) The complainant and respondent may, at the sole discretion of the EB/GB, be present at the meeting.
- (7) Unless a majority of the EB/GB determines that, for the benefit of the Organization the suspension or penalty shall be imposed immediately, the respondent's suspension or penalty shall not be effective until after:
 - (a) The respondent fails to file a response to the complaint and is deemed by the EB to have waived his right to respond; or
 - (b) After the meeting of the EB/GB pursuant to subsection (5), above.

Any person, suspended from the Organization may reapply for membership in the Organization after the period of suspension is complete. Any such application must include (a) statement that the applicant was suspended from the Organization in the past; and (b) the basis of the suspension. The EB/GB may consider the suspension when considering the person's application for membership in the Organization.

Any person disciplined by the Organization may return to his former position within the Organization either (a) after the disciplinary period has elapsed, or (b) the following year, which is shorter. Any application for subsequent Membership in the Organization need not contain any statement or reference regarding the person's past discipline, and EB/GB may not consider the disciplinary penalty when considering the person's application for Membership in the Organization.

ARTICLE XIV - PROCEEDINGS FOR EXPULSION FROM THE ORGANIZATION

The Organization recognizes that occasionally a person's conduct may be such as warrant expulsion from the Organization. The Organization also acknowledges that expulsion is a drastic remedy that should only be applied in egregious instances where a lesser form of discipline, including suspension, is insufficient. Only the EB Member, Head Coach, or Head Athletic Director may propose an expulsion. In such instances, the following procedures shall be followed:

- (1) The basis for the proposed expulsion shall be communicated to the President as soon as possible. If the President is, for any reason, unavailable the complaint shall advise the Vice President or the Secretary.

- (2) Within 10 days of notification the President shall convene a special meeting of the EB/GB to consider the proposed expulsion. The Secretary shall advise the person subject to the proposed expulsion of the date and time of the special meeting, and the person subject to the proposed expulsion shall be afforded an opportunity to be heard at the special meeting. The EB/GB may, at its discretion, also consider other evident or testimony related to the events and circumstances relating to the proposed expulsion. At the conclusion of the special meeting, if a majority of the EB/GB concludes that expulsion is warranted, the Secretary shall advise in writing all members of the EB/GB of its decision.
- (3) Each member of the General Board shall, within forty-eight (48) hours of the notification by the Secretary, advise the President, Vice President or Secretary if he objects to the proposed expulsion.
- (4) If a majority of the EB/GB objects to the proposed expulsion the President shall, within a reasonable time, but not more than 10 days, convene a special meeting of the EB/GB to review the proposed expulsion. The Secretary shall advise all EB/GB members, as well as the person subject to the proposed expulsion, of the date and time of the special meeting, and the person subject to the proposed expulsion shall be afforded an opportunity to be heard at the special meeting. The EB/GB may, at its discretion, also consider other evidence or testimony related to the events and circumstances relating to the proposed expulsion. At the conclusion of the special meeting, if a majority of the EB/GB concludes that expulsion is warranted, the person shall be expelled from the Organization. The joint decision of the EB/GB shall be final.

Any person expelled from the Organization may reapply for membership in the Organization beginning with the following year. Any such application must include (a) a statement that the applicant was expelled from the Organization; (b) the basis of the expulsion; and (c) why the person should be re-admitted to the Organization. The EB/GB shall consider the expulsion when considering the person's application for membership in the Organization. A person expelled from the Organization may only be granted membership in the Organization if the EB votes unanimously for admission.