

POST FALLS JUNIOR TACKLE & CHEER

BY-LAWS

ARTICLE I: NAME

Section 1: The name of this organization shall be the Post Falls Junior Tackle & Cheer Association. Hereinafter referred to as “**PFJRT&C**” shall operate exclusively as a non-profit organization.

ARTICLE 2: PURPOSE

Section 1: The purpose of the Association is to provide safe, supervised sport activities for the youth of Post Falls and the surrounding area.

ARTICLE 3: OBJECTIVE

Section 1: The objective of PFJRT&C shall be the following:

- A. To build healthy bodies and minds.
- B. To develop skill and proficiency in football or cheerleading and related activities.
- C. To teach concepts of teamwork, sportsmanship, loyalty, honesty and pride.
- D. To stimulate community interest in sports.
- E. To have fun.
- F. To do all of these things with the welfare of the youngsters first and foremost, without adult ambition for personal glory.

ARTICLE 4: MEMBERSHIP

Section 1: Any person sincerely interested in active participation to effect the objective of PFJRT&C and currently in good standing with PFJRT&C, The Conference, other leagues within the Conference, and/or any other youth organizations. Application for membership may be denied by 2/3 vote of the Executive Board.

Section 2: There shall be the following two classes of members:

- A. **Player Member:** Any youth meeting the requirements of PFJRT&C, The Conference, and residing within the authorized boundaries of the league shall be eligible for participation.

- B. **Regular Member:** Any adult who is the parent and/or legal guardian of a player member, or is interested in furthering the objectives of this league may become a regular member. All Board members, coaches, team managers, and any other elected or appointed official must be an active regular member in good standing.

Section 3: Suspension or Termination:

- A. Membership may be terminated by resignation or by the action of the Executive Board Members, by a two-thirds (2/3) vote of those officers present at the duly constituted meeting. The following Executive Board Members shall have the authority to discipline, eject, or suspend the membership of any member on the spot when the conduct of such person is considered detrimental to the best interest of the players and the organization: President, Vice President, Football Director, & Cheer Director.
- B. If membership is possibly being terminated, the member involved must be notified of such meeting, informed of the general nature of the charges and bylaw(s) violated, and given an opportunity to answer such charges. A minimum of twenty-four hours notice shall be given to the member involved. If the member does not attend the meeting, it will still be held. A vote may take place and membership may still be terminated.
- C. In the case of a player/cheerleader member, the Exec. Board shall give notice to the parent and/or guardian, and the head coach of the team in which he/she is a member. An adult (twenty-one years of age or older) shall appear in the capacity of the advisor with the player before the Executive Board. A minimum of twenty-four hours notice shall be given to all concerned parties. If the player/cheerleader member does not attend the meeting, it will still be held. A vote may take place and membership may still be terminated.

ARTICLE 5: GOVERNMENT

Section 1: The governing body of this league shall be the Board of Directors. The Board of Directors shall consist of an Executive Board and an Auxiliary Board.

- A. **Executive Board** shall consist of the following positions:
President, Vice President, Secretary, Treasurer, Athletic Director, Football Director, Cheer Director, Parliamentarian (non-voting),

Fundraising Coordinator, Equipment Manager, and Concessions Director.

- B. **Coaches Board** shall consist of appointed Coaches for football and Head Coaches for cheer.

Section 2: The Executive Board shall manage the property and affairs of the organization. The Executive Board shall, upon election, enter into the performance of their duties described in Article 12 as of January 1st of the new season and shall continue in office for a total term of two (2) years ending December 31st of the 2nd year. Each additional two- (2) year term shall be approved the Executive Board.

- A. The outgoing officer shall transfer all records, files and materials.
- B. Communicate all practices and policies to the newly elected officers to insure a smooth transition of the duties. Personally developed procedures, letters and records will also be helpful to this process.

Section 3: The President shall have the power to appoint such standing and special committees as he/she determines, and delegate such power to them, as they deem advisable. The Executive Board shall have the power to fill any vacancy, which may occur in any office.

Section 4: The Executive Board may adopt such rules and regulations for the conduct of its meetings and the management of the league, as it deems proper.

Section 5: Elections:

- A. The Head Coaches for the upcoming season shall be voted in by the current year Executive Board before March 31st. The new Executive Board will vote in any vacancies before May 31st.
- B. The President should be elected from within the Executive Board whenever possible. The President for the upcoming year shall be voted in by the current year Executive Board before November 30th. If there are no candidates by 11/30, the new Executive Board shall vote in a President.
- C. The current Executive Board shall vote the Executive Board for the upcoming year in before November 30th. If there are no candidates by 11/30, the new Executive Board shall vote on candidates for any remaining vacancies.

ARTICLE 6: MANAGEMENT

Section 1: Robert's Rules of Order shall govern all meetings of the Board unless suspended by the Executive Board for that meeting. A quorum will be a minimum of two-thirds of all Executive Board members. Once a quorum is formed, members leaving the meeting cannot break it. Any Board Member may resign or be removed from office.

Section 2: All Football teams will be required to have a Team Manager appointed by the Head Coach. If a team does not have a Team Manager by one week before the first game, the President or Football Director shall appoint one.

Section 3: All Executive and Auxiliary Board Members will wear their PFJRT&C uniform shirt on game days. We are a team and shall dress as a team. No coach or team shall purchase shirts that are different from the PFJRT&C shirts provided.

ARTICLE 7: MEETINGS

Section 1: The Executive Board shall meet no less than once a month from February to November. The Coaches Board shall meet no less than once a month from February to November. Regular meeting dates will be scheduled by the President at the first meeting commencing with the month of January.

- A. Special meetings may be called by the President at any time or if requested by a Board member and approved by 50% of the Executive Board.
- B. Attendance at the regularly scheduled meetings is mandatory for all Board Members. Any member who cannot attend a scheduled meeting shall notify the President or Secretary.
- C. **Any Board Member who misses three of any five consecutive meetings may be removed from office by a two-thirds (2/3) majority vote.**

ARTICLE 8: FINANCIAL AND ADMINISTRATIVE YEAR

Section 1: This Association shall operate both financially and administratively on a yearly basis, beginning January 1. The financial records shall be closed December 31st.

Section 2: The fiscal report will be given at the November meeting of the Executive Board and may contain estimates for the rest of the operating year.

Section 3: The Executive Board shall decide all matters pertaining to the finances of PFJRT&C and shall place all income in a common league treasury. Directing

the expenditures of such as will give no individual or team an advantage over those in competition with such individual or team.

Section 4: The Board shall not permit the solicitation of funds in the name of PFJRT&C unless all of the funds so raised are placed in the local treasury.

Section 5: The Board shall not permit the disbursement of league funds for other than the conduct of Football and/or Cheerleading activities or normal business expenses to keep the league running smoothly and properly.

Section 6: No director, officer or member of PFJRT&C shall receive directly or indirectly any salary, compensation or emolument from the league for services rendered as director, officer, or member.

Section 7: All monies received shall be deposited to the credit of the local league in a designated local banking facility, and all disbursements shall be made by check. The President and Treasurer or other officer as determined by the Executive Board shall sign all checks. Two authorized signors must sign all checks.

Section 8: The books for PFJRT&C shall be turned over to a Certified Public Accountant, or any other person appointed by the Executive Board as it deems necessary.

Section 9: All monies received shall be turned in to the Treasurer in a timely manner for proper recording. All checks received shall be deposited in a timely manner. Receipts shall be exchanged immediately.

Section 10: A budget will be posted for all members to view at the Mandatory Parent Meeting.

ARTICLE 9: EQUIPMENT

Section 1: All equipment owned by PFJRT&C shall be stored in a secured location. If any equipment is to be temporarily stored in a personal garage, it must have prior approval from the Executive Board.

Section 2: The following Board Members shall have access to equipment at all times – President, Vice President, Athletic Director, & Equipment Manager.

Section 3: All equipment shall be inventoried at the beginning of each year and properly numbered for accountability.

ARTICLE 10: RIGHTS AND RESPONSIBILITIES OF BOARD MEMBERS

Section 1: All Board Members shall abide by the following rules and responsibilities. Violation of these rules shall be cause for suspension or termination according to Article 4, Section 3.

Section 2: Board Members have the following rights guaranteed under parliamentary law:

- A. To be treated fairly and equitably.
- B. To receive notice of meetings, attend meetings, make motions and second motions when needed. Vote on motions
- C. Nominate people for office. Be nominated for office. Elect people for office.
- D. Know the meaning of the questions or subjects being debated.
- E. To speak on or debate an issue in turn.
- F. Object when rules are being violated.
- G. Appeal the decision of the chair.
- H. Have access to minutes of all meetings.
- I. Receive the treasurer's report once a month.
- J. Get a copy of the PFJRT&C bylaws.
- K. **Not have to suffer personal abuse and attack from any other member(s).**
- L. Any other rights guaranteed under parliamentary law.

Section 3: Board Members have the following responsibilities and obligations as well.

- A. Attend meetings, be on time, and stay until the end of the meeting.
- B. Be ready to talk knowledgeable and intelligently on a topic.
- C. Be open-minded and attentive.
- D. Treat everyone with courtesy and respect. No negative yelling at or belittling of other Board Members.
- E. Follow the rules of debate and obey the rules of the organization.
- F. **Attack issues, not people!!! Respect the rights of others.**
- G. Abide by the final decision of the majority vote.
- H. Bring in or recommend new members.
- I. Participate in committees as requested or needed. Respect the chair's opinion and rulings of the committee.

- J. Promote the organization's growth and influence. Enhance the organization's reputation.

ARTICLE 11: COACHING ETHICS GUIDELINE AND RESPONSIBILITIES

Section 1: All coaches associated with PFJRT&C will abide by the following guidelines and responsibilities. Violations of these rules shall be cause for suspension or termination according to Article 4, Section 3.

- A. Do not criticize the opposing team, its coaches or fans, by word of mouth or by gesture.
- B. Refrain from using abusive and profane language before anyone connected with the game.
- C. **Do not allow an ineligible player/cheerleader to participate in practices or games until PFJRT&C and the Conference have approved the player for play.**
 - 1. Any coach who knowingly plays an ineligible player will be automatically suspended by PFJRT&C and may not assume coaching or any other duties with any team in the Conference without the approval of PFJRT&C Board of Directors.
- D. Do not permit an injured player/cheerleader to reenter the game if further play would jeopardize his/her health.
- E. Coaches shall not terminate game play at any time unless the game officials terminate the game.
- F. Use appropriate methods and drills for developing good physical conditioning and skills.
- G. Emphasize that good athletes are good students both physically and mentally.
- H. Strive to make every activity serve as a training ground for life, and as a basis for good mental and physical health.
- I. Be on alert for any signs that would indicate possible health hazards. Also, insure alertness in the members of your coaching staff.
- J. Explain clearly and thoroughly any additional or more stringent rules.
- K. Make it clear to players/cheerleaders that they are expected to attend all practices, meetings and games.
- L. Explain and discuss with the players/cheerleaders your rationale and philosophy, playing rules and any other additional rules you institute.

- M. Enforce all rules and regulations of PFJRT&C and the Conference. They are only as effective as the coaches' attitude towards them. If there is a problem or question, immediately seek the assistance of the Football Director, Cheer Director, or President.
- N. No coach may join another team's coaching staff until released by the Executive Board. He shall not be released until all equipment is turned in. PFJRT&C's Board of Directors will arbitrate disputes in this matter.
- O. Don't intimidate the players, don't call them names that are degrading, and don't yell or scream at them in a negative manner. Yelling or screaming in a positive manner, a coaching manner or a cheering manner is acceptable. If you are not sure of the difference, please ask the Executive Board for clarification.
- P. Have fun and encourage your players to have fun as well.
- Q. Teach the players to lose and to win in a sportsmanlike manner.
- R. Invoke fair and respectful discipline.
 - 1. Constructive criticism only, not degrading criticism.
 - 2. Do not dispute officials' calls beyond the acceptable questions.
 - 3. Remember Team play, not Individual play.
 - 4. Always keep a positive attitude around the players.
 - 5. Teach respect to the players by respecting authority yourself.
- S. Explain rules and consequences regarding missed practices or games. Enforce these rules equally with all your players, no exceptions.
- T. **MAKE SURE ALL PLAYERS PLAY THE REQUIRED TEN (10) PLAYS PER GAME AND MAKE EVERY ATTEMPT POSSIBLE TO PLAY EACH PLAYER MORE THAN THE REQUIRED TEN PLAYS PER GAME!**

ARTICLE 12: DUTIES OF OFFICERS AND MEMBERS

Section 1: President: The President shall represent this organization at all meetings of the Conference and shall keep this organization informed as to the activities of the Conference. The President shall be responsible for coordinating or causing the coordination of all activities where this organization has a responsibility to the Conference. He/she shall appoint three (3) alternates to attend the meetings in his/her absence. The President shall preside at the league meetings and assume full responsibility for the operation of PFJRT&C according to its Bylaws. He/she shall be responsible for the conduct of this league in strict

accordance to the policies, principles, rules and regulations of the Conference. The President shall supervise the function of the various committees. The President shall attend all scheduled meetings. The President shall handle the league insurance administration and maintain a record of all official documents pertaining to the organization. The President shall make sure that the uniforms and Equipment are ordered early enough in the season to receive them by the start of the season. The President is responsible for making sure all uniforms and equipment are stored in a secure location and for keeping records of all uniforms and equipment distributed. The President is responsible for making sure that each team has a first aid kit at the beginning of the season. The President is responsible for either filling any Board vacancies that occur mid season or that have not been filled by January 31st or for completing or delegating the duties of that Executive Board position. The President is responsible for the safe and effective operation of this organization.

Section 2: **Vice President:** The Vice President shall preside in the absence of the President and shall work with other officers and committee members. The Vice President shall carry out such duties and assignments as may be delegated by the President. The Vice President shall attend all meetings and vote on motions. The Vice President shall have other powers and perform other duties as prescribed by the Executive Board. The President shall be the Executive of the cCoaches Board and arrange a Coaches class, a Team Managers' class, and a CPR/First Aid Class. The Vice President is responsible for the safe and effective operation of this organization.

Section 3: **Secretary:** The Secretary shall maintain a register of members and Board of Directors. The Secretary shall attend all scheduled meetings and record the minutes of each meeting and vote on motions. The Secretary shall provide the Board Members with a copy of the minutes. The Secretary shall maintain a record of all official documents. The Secretary shall perform other duties as prescribed by the Executive Board. The Secretary is responsible for the safe and effective operation of this organization.

Section 4: **Treasurer:** The Treasurer shall maintain the league books and financial recordings. The Treasurer shall provide a status report once a month to the Executive Board at the Executive Board only meeting. The Treasurer shall prepare a proposed budget at the beginning of the year and distribute a copy to the Board no later than February 20th. After the Board makes any necessary adjustments and then votes to accept the budget, the Treasurer will print up a final Budget for the year and distribute it at a March meeting. The Treasurer will supervise all finances and pay all approved purchases or expenses. The Treasurer

will provide receipts for all monies collected. The Treasurer shall attend all scheduled meetings and vote on motions. The Treasurer shall perform other duties as prescribed by the Executive Board. The Treasurer is responsible for the safe and effective operation of this organization.

Section 5: Athletic Director: The Athletic Director is responsible for putting in facilities requests in a timely manner to secure facilities for practices and home games. The Athletic Director is responsible for all the field equipment. The Athletic Director shall adequately prepare the facility for each home game by arriving at the site at least 30-60 minutes prior to the first game and setting up field markers, goal post pads, score board controller, roped off areas, and any other necessary field equipment. The Athletic Director is responsible for making sure there is first aid supplies on the field. The Athletic Director shall take down all the field equipment after the last home game has been played and take it to a secured location to be stored until the next home game. The Athletic Director shall attend all scheduled meetings and vote on motions. The Athletic Director shall perform other duties as prescribed by the Executive Board. The Athletic Director is responsible for the safe and effective operation of this organization.

Section 6: Football Director: The Football Director will assist the President in checking eligibility of the football players throughout the season. He/she will check addresses, age, and weight at the beginning of the season and report cards in the middle & at the end of the season. The Football Director shall act as a liaison between the players, parents, and Coaches & Team Managers. The Football Director shall supervise and direct the Football Coaches & Team Managers and enforce the rules & regulations that they are to follow. The Football Director shall arrange and attend a Coaches class and a Team Managers class prior to the beginning of the season. The Football Director shall also attend the Conference Coach's Clinic. The Football Director shall review the game stats for Ten Play violations. The Football Director shall attend all scheduled meetings and vote on motions. The Football Director shall perform other duties as prescribed by the Executive Board. The Football Director is responsible for the safe and effective operation of this organization.

Section 7: Cheer Director: The Cheer Director shall represent this organization at all the Conference Cheer Director's meetings and keep this organization informed as to the cheerleading activities of the Conference. The Cheer Director shall supervise, direct, and control the business and affairs of the Cheer Coaches and enforce the rules & regulations that they are to follow. The Cheer Director shall arrange a cheer coach's clinic prior to the beginning of the season and a cheerleader clinic. The Cheer Director is responsible for planning the

Homecoming Dance with the Cheer Coaches and reporting the progress of such to the Executive Board. The Cheer Director shall attend all scheduled meetings and vote on motions. The Cheer Director shall perform other duties as prescribed by the Executive Board. The Cheer Director is responsible for the safe and effective operation of this organization.

Section 8: Parliamentarian: The Parliamentarian shall be very familiar with Robert's Rules of Order, PFJRT&C Bylaws, and the Conference Bylaws. The Parliamentarian shall instruct the Board of Directors on the aforementioned. The Parliamentarian shall attend all scheduled meetings and act as a referee at the meetings. The Parliamentarian does not have any voting rights. The Parliamentarian shall perform other duties as prescribed by the Executive Board. The Parliamentarian is responsible for the safe and effective operation of this organization.

Section 9: Equipment Manager: The Equipment Manager is responsible for all the football uniforms and equipment. The Equipment Manager shall locate sources for purchasing quality uniforms and equipment at reasonable prices. The Equipment Manager shall inspect and inventory all uniforms and equipment before February 15th and provide an inventory report to the Executive Board along with a list of items needed. If the helmets need to be certified, the Equipment Manager shall inventory them & send them to the vendor in January. If uniforms need to be washed, he/she will coordinate a trip to a Laundromat along with other Board Members. After the Executive Board has approved the budget and the necessary purchases, the Equipment Manager shall order the uniforms and equipment early enough to receive them by the start of the season. The Equipment Manager shall make sure that each Head Football Coach has a Coaches Box that contains first aid supplies and extra parts for repairing helmets or shoulder pads (i.e. Helmet screws, shoulder pad straps & fasteners, jaw pads, chin straps, etc.). Also, he/she shall make sure each team has 5 footballs, 2 kicking tees, & a hitting bag. The Equipment Manager is responsible for arranging a site for equipment distribution, which will take place the first Saturday after the first week of practice. He/she will coordinate the equipment distribution with the Coaches and Board Members. The Equipment Manager is responsible for coordinating the collection of the uniforms at the end of the season along with the Coaches and Board Members. The Equipment Manager shall secure the uniforms and equipment in a storage unit. The Equipment Manager shall attend all scheduled meetings and vote on motions. The Equipment Manager shall perform other duties as prescribed by the Executive Board. The Equipment Manager is responsible for the safe and effective operation of this organization.

Section 10: Fundraising Coordinator: The Fundraising Coordinator is responsible for locating sources for fundraising events. The Fundraising Coordinator shall submit information on the most reasonable and profitable events to the Board of Directors for approval. After an event has been approved, the Fundraising Coordinator shall plan the event, place orders, make arrangements, distribute products or information, and maintain necessary records. The Fundraising Coordinator shall record all monies collected, provide receipts as needed, and turn in all monies received to the Treasurer in an expedient manner. He/she will work closely with the Treasurer and the Executive Board in order to produce the funds needed to meet the goals and needs of the organization. The Fundraising Coordinator shall attend all scheduled meetings and vote on motions. The Fundraising Coordinator shall perform other duties as prescribed by the Executive Board. The Fundraising Coordinator is responsible for the safe and effective operation of this organization.

Section 11: Concession Director: The Concession Director is responsible for planning a menu, purchasing the necessary supplies for a fully stocked snack bar, and for being open for business at all home games during game times. The Concession Director is responsible for recruiting parents and/or available Board Members to work in the concession stand and he/she shall supervise the operation of the concession stand. The Concession Director is responsible for the money collected at the concession stand and shall turn in all monies received to the Treasurer in an expedient manner. He/she shall keep a record of money spent and money received and then report the profit or loss of each event to the Executive Board. The Concession Director shall attend all scheduled meetings and vote on motions. The Concession Director shall perform other duties as prescribed by the Executive Board. The Concession Director is responsible for the safe and effective operation of this organization.

Section 12: Head Coach: The Head Coach shall have control over all activities for their team. He/she is responsible for selecting eligible Assistant Coaches & Team Managers (Assistant Coaches and Team Managers must be approved by the Executive Board to be eligible) and is responsible for supervising the selected crew. The Head Coach is responsible for using proper drills and methods to physically condition and develop skills. He/she is responsible for teaching either the game of football or cheerleading. The Head Coach is responsible for knowing and following the Coaching Ethics and Guidelines for PFJRT&C and for the Conference. He/she will be held accountable for any participating ineligible players/cheerleaders. The Head Coach shall attend all football or cheer coach's clinics required by PFJRT&C or the Conference. The Head Coach must be First Aid & CPR certified and must provide proof of such to the Executive Board and to

the Conference. The Head Coach shall attend all scheduled meetings and vote on motions relating directly to football or cheerleading as presented by the Executive Board. The Head Coach shall perform other duties as prescribed by the Executive Board. The Head Coach is responsible for the safe and effective operation of this organization.

Section 13: Football Team Manager: The Team Manager is responsible for all of the administrative duties for an individual team and reports directly to the Head Coach and the Football Director. He/she is responsible for proper completion of all forms for certification. The Team Manager shall have the player contracts and physical forms on the field during all practices and games. He/she shall take attendance at each practice and game and maintain attendance records for all players. The Team Manager will assist the Fundraising Coordinator in distributing materials to the team or collecting money or materials. The Team Manager shall keep stats during the games and keep the Head Coach informed as to the status of players receiving their required ten plays. He/she will make every attempt possible to ensure each player receives his or her ten plays without interfering with the coaching of the game. The Team Manager shall report to the Football Director, immediately following the game, the names of any players that did not receive their ten plays. The Team Manager shall be prepared to show stats at any time during or after a game if requested by a Conference Board Member or PFJRT&C Board Member. The Team Manager shall maintain all necessary records on their team. The Team Manager shall attend the Team Manager's clinic and any other scheduled meetings. The Team Manager shall perform any other duties as prescribed by the Head Coach or by the Executive Board. The Team Manager is responsible for the safe and effective operation of this organization.

Section 14: Assistant Coach: The Assistant Coach will assist the Head Coach with all activities for their team. The Assistant Coach shall abide by the decisions made by the Head Coach. The Assistant Coach is responsible for knowing and following the Coaching Ethics and Guidelines for PFJRT&C and for the Conference. The Assistant Coach shall attend all football or cheer coaches clinics required by PFJRT&C or the Conference. The Assistant Coach shall perform any other duties as prescribed by the Head Coach or by the Executive Board. The Assistant Coach is responsible for the safe and effective operation of this organization.

ARTICLE 13: DISSOLUTION

Section 1: If at any time it becomes necessary or advisable to dissolve this organization, all funds and assets shall be divided among the existing teams with

like purposes. Dissolution would require a two-thirds (2/3) vote of the Executive Board.

ARTICLE 14: AMENDMENTS

Section 1: These Bylaws may be amended by two-thirds (2/3) vote of the Executive Board. All proposals must be submitted in writing to the President, Vice President, or Secretary. Proposed amendments must be on the agenda. Either the author of the proposed bylaw or the President may request that the bylaw be presented at one meeting and not voted on until the next meeting. All amendments go into effect immediately unless the amendment specifies a future date and time.

Revised April 21, 2009

POST FALLS JUNIOR TACKLE & CHEER
OFFICERS GUIDELINES AND AGREEMENTS
PRESIDENT

The duties of the President are as follows:

1. The President shall represent this organization at all meetings of the Conference and shall keep this organization informed as to the activities of the Conference.
2. The President shall be responsible for coordinating or causing the coordination of all activities where this organization has a responsibility to the Conference.
3. He/she shall appoint three (3) alternates to attend the meetings in his/her absence.
4. The President shall preside at the league meetings and assume full responsibility for the operation of PFJRT&C according to its Bylaws.
5. He/she shall be responsible for the conduct of this league in strict accordance to the policies, principles, rules and regulations of the Conference.
6. The President shall supervise the function of the various committees.
7. The President shall vote only to break a tie.
8. The President shall attend all scheduled meetings.
9. The President shall handle the league insurance administration and maintain a record of all official documents pertaining to the organization.
10. The President shall make sure that the uniforms and Equipment are ordered early enough in the season to receive them by the start of the season.
11. The President is responsible for making sure all uniforms and equipment are stored in a secure location and for keeping records of all uniforms and equipment distributed.
12. The President is responsible for making sure that each team has a first aid kit.
13. The President is responsible for either filling any Board vacancies that occur mid season or that have not been filled by January 31st or for completing or delegating the duties of that Executive Board position.
14. The President is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Vice President. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJRT&C By-laws.

DATE

SIGNATURE –PRESIDENT

WITNESSED BY

POST FALLS JUNIOR TACKLE & CHEER
OFFICERS GUIDELINES AND AGREEMENTS
VICE PRESIDENT

The duties of the Vice President are as follows:

1. The Vice President shall preside in the absence of the President and shall work with other officers and committee members.
2. The Vice President shall work closely with the President to enforce the PFJRT&C By-laws and the Conference By-laws.
3. The Vice President shall carry out such duties and assignments as may be delegated by the President.
4. The Vice President shall attend all meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Secretary.
5. The Vice President shall have other powers and perform other duties as prescribed by the Executive Board.
6. The President shall arrange a Coaches class, a Team Managers' class, and a CPR/First Aid Class
7. The Vice President is responsible for the safe and effective operation of this organization.
8. The Vice President is responsible for assisting with crowd control, field setup, and any other duties deemed necessary.

I have read and understand the duties for holding the position of Vice President. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJRT&C By-laws.

DATE

SIGNATURE – VICE PRESIDENT

WITNESSED BY

POST FALLS JUNIOR TACKLE & CHEER
OFFICERS GUIDELINES AND AGREEMENTS
SECRETARY

The duties of the Secretary are as follows:

1. The Secretary shall maintain a register of members and Board of Directors.
2. The Secretary shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Vice President
3. The Secretary shall record the minutes of each meeting.
4. The Secretary shall provide the Board Members with a copy of the minutes in a timely manner.
5. The Secretary shall maintain a record of all official documents pertaining to this organization.
6. The Secretary shall perform other duties as prescribed by the Executive Board.
7. The Secretary is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Secretary. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJRT&C By-laws.

DATE

SIGNATURE – SECRETARY

WITNESSED BY

POST FALLS JUNIOR TACKLE & CHEER
OFFICERS GUIDELINES AND AGREEMENTS
TREASURER

The duties of the Treasurer are as follows:

1. The Treasurer shall maintain the league books and financial recordings.
2. The Treasurer shall provide a status report once a month to the Executive Board at the Executive Board only meeting.
3. The Treasurer shall prepare a proposed budget at the beginning of the year and distribute a copy to the Board no later than February 20th. After the Board makes any necessary adjustments and then votes to accept the budget, the Treasurer will print up a final Budget for the year and distribute it at a March meeting.
4. The Treasurer shall prepare a year-end Cash Flow report and distribute it at the December Executive Board meeting.
5. The Treasurer will supervise all finances and pay all approved purchases or expenses.
6. The Treasurer will provide receipts for all monies collected.
7. The Treasurer shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Secretary.
8. The Treasurer shall perform other duties as prescribed by the Executive Board.
9. The Treasurer is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Treasurer. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJRT&C By-laws.

DATE

SIGNATURE –TREASURER

WITNESSED BY

POST FALLS JUNIOR TACKLE & CHEER
OFFICERS GUIDELINES AND AGREEMENTS
ATHLETIC DIRECTOR

The duties of the Athletic Director are as follows:

1. The Athletic Director is responsible for putting in facilities requests in a timely manner to secure facilities for practices and home games.
2. The Athletic Director is responsible for all the field equipment.
3. The Athletic Director shall adequately prepare the facility for each home game by arriving at the site at least 30-60 minutes prior to the first game and setting up field markers, goal post pads, score board controller, roped off areas, and any other necessary field equipment.
4. The Athletic Director is responsible for making sure there is first aid supplies on the field.
5. The Athletic Director shall take down all the field equipment after the last home game has been played and take it to a secured location to be stored until the next home game.
6. The Athletic Director shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Secretary.
7. The Athletic Director shall perform other duties as prescribed by the Executive Board.
8. The Athletic Director is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Athletic Director. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJRT&C By-laws.

DATE

SIGNATURE –ATHLETIC DIRECTOR

WITNESSED BY

POST FALLS JUNIOR TACKLE & CHEER
OFFICERS GUIDELINES AND AGREEMENTS
FOOTBALL DIRECTOR

The duties of the Football Director are as follows:

1. The Football Director will assist the President in checking eligibility of the football players throughout the season.
2. He/she will check addresses, age, and weight at the beginning of the season and report cards in the middle & at the end of the season.
3. The Football Director shall act as a liaison between the players, parents, and Coaches & Team Managers.
4. The Football Director shall supervise and direct the Football Coaches & Team Managers and enforce the rules & regulations that they are to follow.
5. The Football Director shall arrange and attend a Coaches class and a Team Managers class prior to the beginning of the season.
6. The Football Director shall also attend the Conference Coach's Clinic. The Football Director shall review the game stats for Ten Play violations.
7. The Football Director shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Secretary.
8. The Football Director shall perform other duties as prescribed by the Executive Board.
9. The Football Director is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Football Director. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJRT&C By-laws.

DATE

SIGNATURE –FOOTBALL DIRECTOR

WITNESSED BY

POST FALLS JUNIOR TACKLE & CHEER
OFFICERS GUIDELINES AND AGREEMENTS
CHEER DIRECTOR

The duties of the Cheer Director are as follows:

1. The Cheer Director shall represent this organization at all the Conference Cheer Director's meetings and keep this organization informed as to the cheerleading activities of the Conference.
2. The Cheer Director shall supervise, direct, and control the business and affairs of the Cheer Coaches and enforce the rules & regulations that they are to follow.
3. The Cheer Director shall arrange a cheer coach's clinic prior to the beginning of the season and a cheerleader clinic.
4. The Cheer Director is responsible for planning the Homecoming Dance with the Cheer Coaches and reporting the progress of such to the Executive Board.
5. The Cheer Director shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Secretary.
6. The Cheer Director shall perform other duties as prescribed by the Executive Board.
7. The Cheer Director is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Cheer Director. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJRT&C By-laws.

DATE

SIGNATURE –CHEER DIRECTOR

WITNESSED BY

POST FALLS JUNIOR TACKLE & CHEER
OFFICERS GUIDELINES AND AGREEMENTS
PARLIAMENTARIAN

The duties of the Parliamentarian are as follows:

1. The Parliamentarian shall be very familiar with Robert's Rules of Order, PFJRT&C Bylaws, and the Conference Bylaws.
2. The Parliamentarian shall instruct the Board of Directors on the aforementioned.
3. The Parliamentarian shall attend all scheduled meetings and act as a referee at the meetings. If unable to attend a meeting or function, he/she shall notify the President or Secretary.
4. The Parliamentarian does not have any voting rights.
5. The Parliamentarian shall perform other duties as prescribed by the Executive Board.
6. The Parliamentarian is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Parliamentarian. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJRT&C By-laws.

DATE

SIGNATURE – PARLIAMENTARIAN

WITNESSED BY

POST FALLS JUNIOR TACKLE & CHEER
OFFICERS GUIDELINES AND AGREEMENTS
EQUIPMENT MANAGER

The duties of the Equipment Manager are as follows:

1. The Equipment Manager is responsible for all the football uniforms and equipment.
2. The Equipment Manager shall locate sources for purchasing quality uniforms and equipment at reasonable prices.
3. The Equipment Manager shall inspect and inventory all uniforms and equipment before February 15th and provide an inventory report to the Executive Board along with a list of items needed. If the helmets need to be certified, the Equipment Manager shall inventory them & send them to the vendor in January.
4. If uniforms need to be washed, he/she will coordinate a trip to a Laundromat along with other Board Members.
5. After the Executive Board has approved the budget and the necessary purchases, the Equipment Manager shall order the uniforms and equipment early enough to receive them by the start of the season.
6. The Equipment Manager shall make sure that each Head Football Coach has a Coaches Box that contains first aid supplies and extra parts for repairing helmets or shoulder pads (i.e. Helmet screws, shoulder pad straps & fasteners, jaw pads, chin straps, etc.). Also, he/she shall make sure each team has 5 footballs, 2 kicking tees, & a hitting bag.
7. The Equipment Manager is responsible for arranging a site for equipment distribution, which will take place the first Saturday after the first week of practice. He/she will coordinate the equipment distribution with the Coaches and Board Members.
8. The Equipment Manager is responsible for coordinating the collection of the uniforms at the end of the season along with the Coaches and Board Members.
9. The Equipment Manager shall secure the uniforms and equipment in a storage unit.
10. The Equipment Manager shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary.
11. The Equipment Manager shall perform other duties as prescribed by the Executive Board.
12. The Equipment Manager is responsible for the safe and effective operation of this organization.

POST FALLS JUNIOR TACKLE & CHEER
OFFICERS GUIDELINES AND AGREEMENTS
EQUIPMENT MANAGER

I have read and understand the duties for holding the position of Equipment Manager. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJRT&C By-laws.

DATE

SIGNATURE – EQUIPMENT MANAGER

WITNESSED BY

POST FALLS JUNIOR TACKLE & CHEER
OFFICERS GUIDELINES AND AGREEMENTS
FUNDRAISING COORDINATOR

The duties of the Fundraising Coordinator are as follows:

1. The Fundraising Coordinator is responsible for locating sources for fundraising events.
2. The Fundraising Coordinator shall submit information on the most reasonable and profitable events to the Board of Directors for approval.
3. After an event has been approved, the Fundraising Coordinator shall plan the event, place orders, make arrangements, distribute products or information, and maintain necessary records.
4. The Fundraising Coordinator shall record all monies collected, provide receipts as needed, and turn in all monies received to the Treasurer in an expedient manner.
5. He/she will work closely with the Treasurer and the Executive Board in order to produce the funds needed to meet the goals and needs of the organization.
6. The Fundraising Coordinator shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary.
7. The Fundraising Coordinator shall perform other duties as prescribed by the Executive Board.
8. The Fundraising Coordinator is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Fundraising Coordinator. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJRT&C By-laws.

DATE
COORDINATOR

SIGNATURE – FUNDRAISING

WITNESSED BY

POST FALLS JUNIOR TACKLE & CHEER
OFFICERS GUIDELINES AND AGREEMENTS
CONCESSION DIRECTOR

The duties of the Concession Director are as follows:

1. The Concession Director is responsible for planning a menu, purchasing the necessary supplies for a fully stocked snack bar, and for being open for business at all home games during game times.
2. The Concession Director is responsible for recruiting parents and/or available Board Members to work in the concession stand and he/she shall supervise the operation of the concession stand.
3. The Concession Director is responsible for the money collected at the concession stand and shall turn in all monies received to the Treasurer in an expedient manner.
4. He/she shall keep a record of money spent and money received and then report the profit or loss of each event to the Executive Board.
5. The Concession Director shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary.
6. The Concession Director shall perform other duties as prescribed by the Executive Board.
7. The Concession Director is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Concession Director. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJRT&C By-laws.

DATE
DIRECTOR

SIGNATURE – CONCESSION

WITNESSED BY

POST FALLS JUNIOR TACKLE & CHEER
OFFICERS GUIDELINES AND AGREEMENTS
HEAD COACH

The duties of the Head Coach are as follows:

1. The Head Coach shall have control over all activities for their team.
2. He/she is responsible for selecting eligible Assistant Coaches & Team Managers (Assistant Coaches and Team Managers must be approved by the Executive Board to be eligible) and is responsible for supervising the selected crew.
3. The Head Coach is responsible for using proper drills and methods to physically condition and develop skills.
4. He/she is responsible for teaching either the game of football or cheerleading.
5. The Head Coach is responsible for knowing and following the Coaching Ethics and Guidelines for PFJRT&C and for the Conference.
6. He/she will be held accountable for any participating ineligible players/cheerleaders.
7. The Head Coach shall attend all football or cheer coaches clinics required by PFJRT&C or the Conference.
8. The Head Coach must be First Aid & CPR certified and must provide proof of such to the Executive Board and to the Conference.
9. The Head Coach shall attend all scheduled meetings and vote on motions relating directly to football or cheerleading as presented by the Executive Board.
10. The Head Coach shall perform other duties as prescribed by the Executive Board.
11. The Head Coach is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Head Coach. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJRT&C By-laws.

DATE

SIGNATURE – HEAD COACH

WITNESSED BY

POST FALLS JUNIOR TACKLE & CHEER
OFFICERS GUIDELINES AND AGREEMENTS
TEAM MANAGER

The duties of the Team Manager are as follows:

1. The Team Manager is responsible for all of the administrative duties for an individual team and reports directly to the Head Coach and the Football Director.
2. He/she is responsible for proper completion of all forms for certification.
3. The Team Manager shall have the player contracts and physical forms on the field during all practices and games.
4. He/she shall take attendance at each practice and game and maintain attendance records for all players.
5. The Team Manager will assist the Fundraising Coordinator in distributing materials to the team or collecting money or materials.
6. The Team Manager shall keep stats during the games and keep the Head Coach informed as to the status of players receiving their required ten plays.
7. He/she will make every attempt possible to ensure each player receives his or her ten plays without interfering with the coaching of the game.
8. The Team Manager shall report to the Football Director, immediately following the game, the names of any players that did not receive their ten plays.
9. The Team Manager shall be prepared to show stats at any time during or after a game if requested by a Conference Board Member or PFJRT&C Board Member.
10. The Team Manager shall maintain all necessary records on their team.
11. The Team Manager shall attend the Team Manager's clinic and any other scheduled meetings.
12. The Team Manager shall perform any other duties as prescribed by the Head Coach or by the Executive Board.
13. The Team Manager is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Team Manager. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJRT&C By-laws.

DATE

SIGNATURE – TEAM MANAGER

WITNESSED BY

POST FALLS JUNIOR TACKLE & CHEER
OFFICERS GUIDELINES AND AGREEMENTS
ASSISTANT COACH

The duties of the Assistant Coach are as follows:

1. The Assistant Coach will assist the Head Coach with all activities for their team.
2. The Assistant Coach shall abide by the decisions made by the Head Coach.
3. The Assistant Coach is responsible for knowing and following the Coaching Ethics and Guidelines for PFJRT&C and for the Conference.
4. The Assistant Coach shall attend all football or cheer coaches clinics required by PFJRT&C or the Conference.
5. The Assistant Coach shall perform any other duties as prescribed by the Head Coach or by the Executive Board.
6. The Assistant Coach is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Assistant Coach. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJRT&C By-laws.

DATE

SIGNATURE – ASSISTANT COACH

WITNESSED BY