



# Fort Zumwalt West Jr. Jaguar Youth Football Program Bylaws



## **Mission Statement**

*To promote a positive environment in competitive youth tackle and 7 on 7 football, fostering character, athleticism, teamwork, and sportsmanship; and to prepare players for FZW High School football.*

## **I. Membership**

The membership of the Jr. Jaguar Youth Football Program shall include all football players, parents or guardians of participants and volunteers. It is the intent of Jr. Jaguar Youth Football Program to maintain an open program that welcomes participation from all Fort Zumwalt West District students who wish to be members.

## **II. Program Meetings**

### ***A. Monthly Meeting***

A meeting of the members of this Program shall be held prior to the 15th day of each month beginning in January and going through July and one meeting in December (8 meetings per year) at a suitable location. A special meeting could be called during the football season if needed. January and July meetings are required to be in person meetings, all others may be virtual.

### ***B. Bi-Annual Meeting***

Bi-Annual meetings will be held during the months of January and July. Both meetings must be completed prior to the 15th of the respective month. Elections will be held for all Board members whose term is up during the January meeting. This will be the last meeting for existing board members whose term is up. It will be the existing Board members final duty to vote on incoming board member nominees and changes to the by-laws.

## **III. Board of Directors**

### ***A. Executive Board & General Board Members***

The Executive Board of this Program shall consist of a President, Vice-President and Coaching Director. The President will be nominated from current board members and voted on by the existing Board at the annual January meeting. In the event the President wishes to resign from the office of President a letter of resignation must be submitted to the Jr. Jaguar Football Organization. Upon acceptance of the President's resignation, the Vice President will assume the duties of President for the remainder of the current year. A new President will be voted in at the next annual meeting in January.

### **Executive Board Members**

- President
- Vice-President
- Coaching Director

## **General Board Members**

- Secretary
- Treasurer
- Fundraising Coordinator
- Spirit Wear Coordinator
- Equipment Coordinator
- Registrar
- Concessions Coordinator
- Media Coordinator

## ***B. Succession***

In the event that the office of the President becomes vacant, the successor of the President will be the Vice President for the remainder of the current year. A new President will be voted in at the next annual meeting held in January.

## ***C. Election***

Board Members are elected to a minimum two year term, with the last full day of service being the 1st Thursday of January of the second year. For the General Board a minimum of three positions will be turned over annually of those members who have met the minimum two year term. The election of new General Board Members shall be elected by its own membership at the annual January meeting. The election will be facilitated by the Executive Board. Nominations will be taken from the floor during the December meeting. At the January meeting votes shall be cast by written ballot. Ballots will be counted and confirmed by the Executive Board Members.

## ***D. Board Meetings***

All regular board meetings are open meetings which may be attended by any person with notice to the President, minimum of 24 hours notice prior to the scheduled meeting. A schedule of regular meetings will be published on the Jr. Jags website. During monthly Board Meetings, the Executive Board and the General Board Members will be allowed to vote on all general issues. For example, a general issue may include but is not limited to uniforms, spirit wear, fundraising, equipment, etc. Only the Executive Board will vote on policy issues, amendments to the bylaws, infractions, and disciplinary issues. Each General Board member will have only one vote regardless of the number of positions held on the board. All Board members are expected to attend all meetings for the scheduled duration of the meeting. While Head coaches are welcome to attend the monthly Board Meetings their attendance is not mandatory. The Head Coaches input regarding issues of the program is welcomed however; they will not be entitled to vote on any issue. Attendance will be recorded in the minutes as present or absent. All meetings will include a review of the club finances.

## ***E. Terms of Office***

Board members shall serve a minimum of two years, commencing on the 1st Thursday of January following election and ending on the 1<sup>st</sup> Thursday of January of the second year. Board positions may be vacated by the written resignation submitted to the President and accepted by the Executive Board at the next regularly scheduled meeting.

## ***F. Executive Board Duties***

## **President**

- The President shall preside at all meetings of the members and shall have general charge of the business of the Program and make, execute and acknowledge for and on behalf of the Program, any and all deeds, mortgages, leases, releases of mortgages, and any and all instruments which may be necessary in the acquisition or disposition of any property or rights of the Program or in conducting the business of this Program.
- The President will attend league meetings for the Program.
- The President will directly oversee activities of all General Board members and volunteers, serve as the Program liaison to the community and mediate disputes among members and with other organizations.
- The President and the Registrar shall be responsible for the assignment of players to particular teams.
- The President will work with the Coaching Director and Executive Board in the selection of head coaches. The Executive Board will have final say on all head coaching and assistant coaching positions.
- The President shall have the ability to declare any player ineligible, to perform such duties as may be required by any league in which the Program fields teams in and to suspend any parent, player or coach for up to two games per season with the approval of the Executive Board. The Executive Board shall have the discretion to waive any charges or fees of the Program.
- The President/Executive Board shall arrange for the following:
  - Coaching clinics with Fort Zumwalt West High School coaching staff.
  - Coach candidate interviews according to the board's requirements.
  - Coach interview/application form.
  - Review the program schedule and report progress to the board at regular meetings.
  - Review each head coach's performance at the end of the season with the board.

## **Vice-President**

- The Vice-President shall work with the President and shall help with the charge of the business of the Program, and perform duties as assigned by the President/Executive Board.
- The Vice-President shall arrange for the following: First Aid and CPR certification training for head coaches and assistant coaches, maintaining records of completion.
- The Vice-President will also be responsible for reviewing the financial records of the program quarterly at a minimum.

## **Coaching Director**

- The Coaching Director will work with the President and the Executive Board on selecting Head Coaches and Assistant Coaches.
- Determine if each coach is a resident of the FZW school district or the relative of one of the players. Exceptions to this guideline can be reviewed and waived, on a case by case basis, by the Executive Board.
- Communicate with the coaching staff, prior to the season, the plans and procedures for organizing practice schedules and responsibilities of the head coach and assistants.
- Determine with the President the location and times of practices for the season.
- Attend practices and games as often as possible to communicate with the coaches and observe practice drills and coaching decisions.
- Evaluate coaching conduct and player's sportsmanship to encourage and support positive team relationships.
- Report to the President and Board regarding issues or concerns that are in conflict with the goal of the organization or Coaches Code of Conduct.
- Complete background checks of all coach candidates and board members.
- Other duties and responsibilities may be assigned by the Executive Board.

## ***G. General Board Members***

### **Secretary**

- The Secretary shall maintain minutes of all board and Program meetings.

- Issue all notices to the members; be responsible for the custody of the by-laws, conduct correspondence; and perform other duties as assigned by the President/Executive Board.
- The Secretary will be responsible for updating the By-Laws as directed by the Executive Board. At the end of the term of office, all papers, books, documents, and other records of property of the Jr. Jaguar Football Program which may have come into his/her possession or have been compiled or created during the term of office must be turned over to the successor.

### **Registrar**

- The Registrar shall prepare all materials for pre-registration; maintain pre-registration information and provide it to the board as needed; administer the registration book; coordinate registration events; arranging for team/individual photos.
- The Registrar will complete background checks of all coach candidates and board members.

### **Treasurer**

- The Treasurer shall develop and administer the financial policy of the Program and shall be responsible for the control of the funds of the Jr. Jaguar Football Program, for their proper disbursement, and for investment of funds as directed by the President/Executive Board.
- The Treasurer's duties include presenting a recommendation to the Executive Board regarding fees for players and a reduced fee schedule for families with multiple players.
- The Treasurer will complete a quarterly review of the Program's financial records with the Vice-President.
- In the event the President and Treasurer are related the Vice-President will take over the check signing duties. At the end of the term of office, all books, records, funds, papers, documents and all other property of the Program having to do with the financial or other transactions of the Program which may have come into the Treasurer's possession or may have been compiled or created during the term of office must be reconciled and turned over to the successor.

### **Fundraising Coordinator**

- The Fundraising Coordinator shall be responsible for developing and implementing all programs related to increasing funds for the operation of the Jr. Jaguar Football Program. Together with the Treasurer, the Fundraising Coordinator will submit a fundraising plan, designed to meet Program fund requirements for the coming year to the Board by March 1<sup>st</sup> for review and approval.
- The Fundraising program shall establish a fund to assist families needing financial assistance for participation in the Jr. Jaguar Football Program.
- The Fundraising Coordinator will present to the Board the financial assistance guidelines for approval. The Executive Board will make all final decisions regarding the awarding of financial assistance.
- The Fundraising Coordinator shall oversee all fund raising activities.

### **Equipment Manager**

- The Equipment Manager shall develop a plan for acquisition of equipment, secure timely and appropriate maintenance of equipment and medical kits; oversee and coordinate distribution and collection of equipment; supervise storage and inventory of equipment.
- The Equipment Manager will also be responsible for selecting and ordering Player and Coach uniforms, practice shirts and shorts, with Executive Board approval.

### **Spirit Wear Coordinator**

- The Spirit Wear Coordinator shall sell apparel at all Program events; maintain inventory and sales records; handle all funds securely and make timely deposits to the Treasurer; and manage all volunteers.

- The Spirit Wear Coordinator will control all vendors and make certain that they do not sell outside of our program.

### **Concession Manager**

- The Concession Manager shall order and stock product and supplies.
- The Concession Manager shall supervise volunteer staff for home game concession sales, and handle all funds securely, making timely deposits to the Treasurer.

### **Media Coordinator**

- The Media Coordinator shall maintain the Jr. Jaguar website and all social media accounts; Twitter, Facebook etc.
- The Media Coordinator shall perform duties as assigned by the President/Vice President to update the website including the weekly game results in a timely manner.

### ***H. Removal of Member***

Any member of the Board may request to remove a member of the Board by taking the following steps:

1. The member must file a signed grievance letter, naming the member(s) involved in the grievance and describing the reasons for removal. This letter will be submitted to the President and the person or persons subject to removal.
2. The President will call a special meeting of the Executive Board within ten days and review the grievance. The Executive Board will vote on removal in an anonymous ballot. If a majority is in favor of removal, then the member(s) will be removed effective immediately. The decision of the Executive Board is final.
3. There will be no double jeopardy. No member may be reviewed for removal twice for the same incident in any given year.

## **IV. General Objectives**

The purpose of the Jr. Jaguar Football Program shall be to provide and coordinate youth football within the Fort Zumwalt West Community Schools District boundaries. The Jr. Jaguar Football Program shall be a member of the Junior Gateway Athletic Conference (GAC) Football League, unless the Executive Board expressly determines otherwise. The Program shall be and operate as a non-profit organization. It shall be the philosophy of the Jr. Jaguars to recognize and set forth to its non-voting members that the word "opportunity" does not constitute the "right" to participate. It shall be the general objective of the Jr. Jaguars to inspire youth to practice ideals of health, citizenship and character as reflected in the lives of the distinguished members of Fort Zumwalt West Jr. Jaguar Football Program, and to instill in its participants camaraderie through means of a common interest in sportsmanship, fair play, dedication and fellowship. Specifically, it shall be the purpose of the Jr. Jags, through the policy of its coaches, to:

1. Acquaint participating players with the fundamentals of football rules, passing, running, kicking, blocking, and tackling.
2. Teach, through the game of football, sportsmanship, love of the game and the ability to endure and enjoy physical effort.
3. It shall be further recognized and noted that the ideals and philosophies set forth by this organization may differ from those of other organized youth sports. It shall also be stated that the Jr. Jaguar Program is staffed strictly by volunteers and is funded through private donations with no national organizational ties.
4. Reinforce the primary importance of school work in children's lives.

Finally, it shall be so stated that any participant in the Jr. Jaguar Program shall understand and accept the philosophies of the organization and adhere to the policies of its governing board, league rules and regulations.

## **V. Coaches Bylaws**

The coaching staff of a football team is in complete charge of the team whenever it is together on the practice or playing field, whenever it is traveling as a group to and from practice sessions and games, or whenever it is together for any other team function, such as a banquet. The coaching staff is under the direction of the organization Football Coaching Director, President/Executive Board. All coaches must abide strictly by the Fort Zumwalt West Jr. Jaguars Football Program coaches code of conduct. A head coach must be at least twenty one years of age. Assistant coaches must be at least eighteen years of age or a high school graduate. Teams are permitted to carry coach-trainees, who must be at least a freshman in highschool. The coach-trainees must conduct all coaching in the presence of the head coach or at least one of the assistant coaches, and may not handle players, or carry out disciplinary action on any participant for any reason. Players may not be left in the sole care of a coach-trainee at any time. Normally, coach-trainees will assist the other coaches at various phases of instruction and will gain most of their knowledge by observation, not initiative. It is our goal for a team to have a minimum of 1 coach for every 8 players, including coach trainees. All coaches are appointed by the Executive Board and supervised by the Football Coaching Director. All coaches must submit a coaching application annually to be appointed as a coach by the Executive Board. The Executive Board must approve each grade's coaching roster prior to August 1<sup>st</sup> of each year. The head coach of each grade will submit the selection and assignment of assistant coaches and coach-trainees to the Executive Board. The Executive Board will have final approval on all assistant coaches & coach trainees. All coaching positions are automatically terminated at the close of each Spring season, unless terminated prior to the close of the season by the Football Coaching Director under the direction of the President/ Executive Board.

All Coaches must complete a coaching application. Coaches must submit their names (and any aliases) for a police records check (a local, regional, and state records check will be conducted at a minimum). All coaches must reapply every year, and be approved by the Coaching Director & Executive Board. Any coach charged with a felony shall be temporarily suspended from coaching pending the final disposition of the charge. Coaches do not make team or Program policy. Rather, they carry it out. However, on the playing and practice fields, the coaching staff is in complete charge and shall not be interfered with, except in cases of rules/policy violations and any other conduct deemed by a higher authority to be harmful/adverse to the welfare of youth. In cases of rule violations and any other conduct deemed by higher authority to be harmful/adverse to the welfare of youth, a written grievance shall be filed within 48 hours with the President to make record of the event. The intent of these rules and policies is to ensure that issues are addressed off the playing field, rather than in front of the youth of the Program.

All practices are to be held at Executive Board approved locations. Due to Insurance reasons no practices will be held outside of these approved locations. The Jr. Jaguar Football program will follow MSHSAA rules for practice times. During the months of August through November absolutely no practices will start before 5:30 pm on weekdays and shall be no more than 3 hours long in August & 2 ½ hours long after the season starts. The maximum number of days to practice in a given week will not be more than three days nor for more than six hours of total practice time. The Jr. Jaguar Football practices will begin no sooner than one day after the Fort Zumwalt Varsity Football practice begins. The Jr. Jaguar Football Season must conclude prior to the Fort Zumwalt Varsity Football program concluding their regular season. Football scrimmages in August are permitted for the last Saturday before opening day only. Any other scrimmages must be done during weekday practice. No post season play will be permitted. Off-season practices other than for 7 on 7 Football must be requested and approved by the Executive Board prior to the practice(s) taking place. The head coach has final responsibility for his actions, those of his assistant coaches, coach-trainees, team members, and staff. Should anyone wish to file a grievance against a coach, it must be submitted in writing, with signature, to the Football Coaching Director and President. Depending on the level of severity of the complaint the coach may be suspended or removed by a majority vote of the Executive Board. The complaint will be answered in writing to the involved party within 48 hours of written notification.

## **COACHES CODE OF CONDUCT**

1. I will coach the Jr. Jaguar playbook as adapted for each grade level.
2. I will coach with the intentions of teaching youth how to play the sport of football not for personal gain or glory.

3. I will not be satisfied with producing a good record, but with producing good athletes.
4. I will display good sportsmanship at all times. My conduct on and off the field will be above reproach as our athletes will never rise to a standard higher than that being lived by the coach.
5. I will refrain from using profanity and making derogatory statements toward any coach, player, official, opponent, board member, or parent.
6. I will teach my athletes to prepare and compete to the best of their ability while displaying respect for coaches, teammates, officials, opponents, board members, and parents.
7. I will not smoke or use smokeless tobacco, use/consume drugs or alcohol immediately before, during, or immediately after practice, games, or any other team activities.
8. All Fort Zumwalt Jr. Jaguar coaches are expected to uphold the core values specified in this code of conduct. If coach misconduct is brought to the attention of the Executive Board, the Coaching Director and President will meet with that coach to discuss the alleged misconduct. If after meeting with the coach the Coaching Director and President confirm that misconduct has taken place a meeting will be called with the Executive Board within 48 hours to determine what actions will be taken with the coach in question.

## **VI. Additional Jr. Jaguar Policies**

The policies apply to all those involved in the Jr. Jaguar Football organization. They are listed here but not limited to:

### **Philosophy of Activities**

Ft. Zumwalt student activities should be considered an integral part of the total education program which provides opportunities to help each boy/girl develop mentally, physically, socially and emotionally.

Participation in activities, both as a player and as a spectator, is a privilege and honor that carries with it certain responsibilities to the students themselves, their school, their team and the community. You must be aware that at all times you are under the watchful eye of many people who are evaluating you and making judgments about what you do. Hopefully you can always walk away with the feeling that you gave your best and more than anything, you conducted yourself with class and dignity, displaying what true sportsmanship really is.

Students must be a credible school citizen. Behavior unbecoming a participant could result in Executive Board revoking the privilege of a student to participate in an activity temporarily or permanently.

### **Standards of Eligibility**

1. Smoking or the use of tobacco (to include chewing tobacco), or the sale/use/possession/under the influence of alcohol/drugs during the season will result in removal from the program.
2. A student having a suspension (in school or out-of-school) for disciplinary reasons, during the football season, will be reviewed by the Executive Board to determine whether or not the student will maintain eligibility to participate in the program.
3. Each player will be required to have a yearly sports physical on a MSHSAA form turned in prior to practice with equipment.

Age Requirements:

5th Grade - player cannot turn 12 before July 1st

6th Grade - player cannot turn 13 before July 1st

7th Grade - player cannot turn 14 before July 1st

8th Grade - player cannot turn 15 before July 1st

Players will be allowed to play up to the next grade level only when there is no team fielded for their current grade level. (i.e. 4th graders playing up to 5th grade)

# **RESPONSIBILITIES OF SPORTSMANSHIP**

## **THE PLAYER**

1. Treats opponents with respect.
2. Plays hard, but plays within the rules.
3. Exercises self-control at all times, setting the example for others to follow.
4. Respect officials and accept their decisions without gesture or argument.
5. Wins without boasting, losses without excuses, and never quits.
6. Always remembers that it is a privilege to represent the school and community.
7. Encourage your teammates to be all they can be; never disparage your teammates.

## **THE COACH**

1. Treats own players, and opponents with respect.
2. Inspires in the athletes a love for the game and the desire to compete fairly.
3. Is the type of person he/she wants the athlete to be.
4. Disciplines those on the team who display unsportsmanlike behavior.
5. Respects the judgment and interpretation of the rules by the officials.
6. Knows he/she is a teacher, and understands the athletic arena is a classroom.

## **THE SPECTATOR**

1. Attempts to understand and be informed of the playing rules.
2. Appreciates a good play no matter who makes it.
3. Cooperates with and responds enthusiastically to cheerleaders.
4. Shows compassion for an injured player; applauds positive performances; does not heckle.
5. Respects the judgment and strategy of the coach and does not criticize players or coaches for loss of the game.
6. Respects property of others and authority of those who administer the competition.
7. Censures those whose behavior is unbecoming.

## **VII. Interpretation of Bylaws**

All questions of interpretation of the by-laws shall be decided by the Executive Board.

## **VIII. Amendments**

Amendments to the bylaws may be proposed at any bi-annual January and July meeting at which there is a quorum of voting board members in attendance. If an amendment is approved by the majority of the board at such a meeting, it shall then be declared effective. The bylaws would then be updated with the approved amendment.

Revised January 4, 2024