

CANFIELD WRESTLING CLUB, Inc.
BY-LAWS
(Revised December, 2013)

Article I: NAME

The name of the organization shall be Canfield Wrestling Club, Inc. It shall be a 501c3 non-profit organization incorporated under the laws of the State of Ohio. Canfield Wrestling Club, also known as "Canfield Youth Wrestling" shall hereafter be referred to as "CWC."

Article II: PURPOSE

The purpose of the CWC shall be to promote and support the sport of wrestling in the community of Canfield, Ohio. The organization is primarily, but not exclusively, for children sixth grade and under providing opportunity for learning, practicing, and competing in the sport of wrestling.

Article III: MEMBERSHIP

- 3.1 CLASS. There shall be three classes of Membership in the CWC.
 - 3.1.1 REGULAR MEMBERS are parents of paid or approved (fees waived) children living within Canfield Local School District.
 - 3.1.2 NON-DISTRICT MEMBERS. Persons applying for membership in the CWC whose children do not attend Canfield Local Schools will require majority approval of the Board of Directors to be granted Regular Member status.
 - 3.1.3 SUPPORTING MEMBERS are adults without children in the program but approved for membership by majority Board of Directors vote.
- 3.2 TERM. All memberships are for a one year period beginning November 1.
- 3.3 FEES. Membership fees shall be determined by the Board of Directors and paid before December 1. The Board shall have the authority to waive fees for Regular Members on an individual basis and by majority vote.
- 3.4 MEETINGS. The CWC shall hold a minimum of two meetings annually. One shall be held at the beginning of the Wrestling season (early November). The Second at the end of the season (February). Other meetings shall be determined by the Board of Directors.
- 3.5 VOTING. Any Member attending any two CWC Meetings shall have the right to nominate, be nominated, and vote for Board Members.
- 3.6 TERMINATION and/or SUSPENSION. Any Member may have their membership Terminated and/or Suspended for conduct considered detrimental to the interests of the CWC. Termination and/or Suspension shall be determined by the Board and confirmed by a two-thirds vote of those Board members present at the meeting.

Article IV: BOARD of DIRECTORS ("BOARD")

The CWC shall establish a Board to be responsible for operating the club and performing such tasks as: sign-ups, setting registration fees, establishing requirements for participation including age and residency requirements, securing practice sites, setting a schedule for practice and competition, purchasing equipment, and conducting

all other business connected to establishing, maintaining, and perpetuating a youth/community wrestling team/club.

- 4.1 BOARD MEMBERS. The Board of Directors of the CWC shall consist of nine to thirteen members: five Officers and four to eight Trustees. The Officers shall be: President, Vice-President, Treasurer, Secretary, and Head Coach.
 - 4.1.1 NO OFFICER shall hold two Officer positions on the Board, but may Chair a Committee if necessary.
- 4.2 ELIGIBILITY. Only CWC Members in good standing shall be eligible for nomination and election to the Board of Directors of the CWC. Board members may be nominated by any member who has attended a minimum of two meetings.
 - 4.2.1 SEPARATION. In order to maintain separation from the high school and middle school Wrestling Booster Club, no person serving as an officer or board member of the Wrestling Booster Club is eligible for the Board of the CWC.
- 4.3 TERM of OFFICE. All elected positions shall be for a term of one year beginning March 1 and ending February 28. No term limits shall be applicable.
- 4.4 ELECTIONS. Nominations and Elections shall be held at the February meeting. All Board positions shall be open to election.
 - 4.4.1 NOTIFICATION. All Members of the CWC shall be notified by email of the Date, Time and Location of the February meeting in which Elections will be held, and any subsequent Election meetings.
- 4.5 VOTING. Nominations and Voting will be conducted as follows:
 - 4.5.1 Nominations for Head Coach followed by voting for Head Coach.
 - 4.5.2 Nominations for President followed by voting for President.
 - 4.5.3 Nominations for Vice President followed by voting for Vice President.
 - 4.5.4 Nominations for Treasurer followed by voting for Treasurer.
 - 4.5.5 Nominations for Secretary followed by voting for Secretary.
 - 4.5.6 Nominations for Trustee followed by voting for Trustee. (Repeat until all Trustee positions are filled.)
 - 4.5.7 If, at the February meeting, there are no nominations for one or more of the five Officer positions, the newly elected President (if there is one) or the newly elected Vice President (if there is no newly elected President) or the newly elected Treasurer (if there is no newly elected President and Vice President) or the newly elected Secretary (if there is no newly elected President, Vice President, and Treasurer) shall set a meeting date for sometime in March or April to continue nominations and elections.
 - 4.5.8 If after the second Election Meeting there still remain open positions the Board may appoint Members to open positions so long as no Member holds two Officer positions.
- 4.6 RESIGNATION / TERMINATION.
 - 4.6.1 Should a Board Member resign, the remaining board shall have the power to appoint another Member or Board Member to the open position for the remaining term.

- 4.6.2 If the President resigns or leaves the position before the end of the current one-year term or the position of President opens for any other reason, the Vice President shall then serve as President for the remainder of the term. The new President shall then appoint a member of the CWC (including current Trustees) to serve as Vice-President.
- 4.6.3 Termination. If it is confirmed by a two-thirds majority of the Board present at a meeting with quorum, a Board member may be removed from the Board of Directors of the CWC. The Board shall then have the power to appoint another Member to the open position for the remaining term.
- 4.7 MEETINGS and QUORUM.
 - 4.7.1 The Board shall hold a minimum of two meetings for all Members of the CWC, one in November and one in February (elections). All Members will be given notice by email of the Date, Time, and Location of these meetings.
 - 4.7.2 Meetings of the Board of Directors shall be scheduled and coordinated as deemed necessary by the Board for conducting business of the CWC.
 - 4.7.3 QUORUM for the Board of Directors to conduct CWC business shall be the President or Vice President and a majority of the elected or appointed Board Members.
 - 4.7.4 PROCEDURAL. Meetings shall follow Robert's Rules (see Addendum I).
- 4.8 VOTING. If a vote ends in a tie, the process will be to open discussion on the topic and then proceed with a revote. If the revote also ends in a tie, the President's vote will decide the outcome.
- 4.9 FUNDS DISPERSALS.
 - 4.9.1 Proposed expenses must be presented to the Board for approval. All expenditures must be pre-approved and will require the signatures of two elected officers. One signature must be the Treasurer's and the other signature must be either the President's, Vice-President's, or Secretary's.
 - 4.9.2 Receipts are required for all expenditures - regardless of amount.
- 4.10 EMAIL MOTIONS. In order to expedite CWC business in a timely manner, the Board of Directors may utilize email to make motions for CWC business. Any motion made, must be transmitted to all Board Members, it must have a second, given the opportunity to 'discuss' via email, and it must receive majority approval of all active Board Members. Voting rules apply (Article 4.7.4 and 4.8)
- 4.11 DISSOLUTION of the Canfield Wrestling Club, Inc. The Board has the power, by vote, at any time, to dissolve the CWC in accordance with all laws and regulations pertaining to a registered non-profit corporation.
 - 4.11.1 NOTIFICATION. Should the Board vote to dissolve the CWC, the President shall take the responsibility of drafting a letter explaining what circumstances motivated the decision to dissolve. A copy of this letter will be mailed at club expense to all Members of the CWC In addition, the President shall take the responsibility of drafting a second letter addressed to all of the youth wrestlers in the Club explaining why the CWC has dissolved. These letters shall be mailed at club expense within one week of the vote to dissolve.

Article V: OFFICERS RESPONSIBILITIES

The following defines the primary responsibilities of each officer but is not an all inclusive list of potential responsibilities that may arise.

- 5.1 HEAD COACH. The Head Coach shall take the lead on all matters relevant to the on mat performance of the CWC. This will include the technique to be taught, practice schedules, competitive events, etc.
 - 5.1.1 Coaching Staff. Head Coach will assemble his coaching staff from Members and will be responsible for their necessary training, certification
 - 5.1.2 Rules and Expectations Presentation at the November Member Meeting.
 - 5.1.3 Submit a season schedule and estimated budget for the season, prior to the November Meeting.
 - 5.1.4 Work and communicate with all Board members for the effective management of the CWC.

- 5.2 PRESIDENT. The President will provide direction for the CWC and be the point person for any meetings, internal and external.
 - 5.2.1 Meetings. President shall schedule CWC Meetings (Date, Time and Location) and provide notice to all Board Members and/or Members as necessary. President shall establish agendas and lead the order of business at all meetings.
 - 5.2.2 Oversee and monitor other club officers to ensure that duties enumerated in these by-laws are performed. Assure compliance to set regulations and standards for all business transactions and the accuracy of all CWC reports and documents.
 - 5.2.3 Negotiation and Signing Authority. President, with majority Board approval shall be allowed to negotiate on behalf of the CWC. With majority Board approval, President may sign final agreements on behalf of the CWC and its Board of Directors.
 - 5.2.4 Facilities. President shall secure all necessary facilities (see also 5.2.3) for CWC to practice, compete, etc.
 - 5.2.5 Collaborate with the Treasurer to ensure that the CWC files all reports, pays all necessary fees, and meets all obligations to continue to be recognized from year to year by the government and the Internal Revenue Service and the State of Ohio as a non-profit, tax exempt corporation.
 - 5.2.6 Voting. President shall have no voting power unless a motion has twice been voted to a tie. Then the President shall cast the deciding vote.

- 5.3 VICE PRESIDENT. Vice President shall hereafter be referred to as "VP."
 - 5.3.1 Committee Oversight. VP will assure that all Committee Chairs are performing their responsibilities and assist them in doing so whenever necessary.
 - 5.3.2 CWC Sign-ups. VP shall set date(s), time(s), and location(s) of CWC sign-ups and then advertise CWC signups via media and Canfield School distribution (with Superintendent approval). Email notification should be sent to returning Members. All fees to Treasurer for deposit.
 - 5.3.3 Insurance. VP shall secure insurance for the CWC for the current season.
 - 5.3.4 Verify all Financial statements and bank statements at Board Meetings.

- 5.3.5 The Vice President will perform all duties of the President should the position be temporarily or permanently vacated during a term.
- 5.4 TREASURER. Treasurer shall be responsible for all financial obligations of the CWC, and for assuring all required documentation is provided to State and Federal agencies for the CWC and all Board Meetings.
 - 5.4.1 Banking. The Treasurer shall be responsible for all Banking transactions of the CWC. Monthly verification of all accounts (checking, savings, etc.) will be provided to the Board. These accounts shall be cross checked by Vice-President.
 - 5.4.2 Expenses. Accurate records and receipts shall be kept for all CWC expenses. All expenses should be pre-approved by the Board.
 - 5.4.3 Revenues. Work with all Board Members to coordinate the effective and accurate collection of revenues. Assure that revenues are deposited within 48 hours.
 - 5.4.4 Tax Documents. If necessary, with a professional account, annually prepare all required State and Federal tax forms for a non-profit 501c3 corporation.
 - 5.4.5 Provide and annual report at the February Meeting.
- 5.5 SECRETARY. CWC Secretary is the historian for the CWC and should take great pride in the responsibility to record the history of the club.
 - 5.5.1 Meeting Minutes. Record and store all meeting minutes whether present or not. This includes recording all Email Motions and Voting responses. These minutes shall be presented at every club meeting for approval.
 - 5.5.2 Communication. As needed, Secretary shall communicate with Board, Members, and external associates.
 - 5.5.3 Membership Roster. Secretary shall create and maintain a club roster of all Members of the CWC from sign-up information including all current contact information.
- 5.6 TRUSTEES (4-8). The number of Trustees can vary year to year as the needs of the club dictate.
 - 5.6.1 Serve as a committee chairperson.

Article VI: COMMITTEES and CHAIR RESPONSIBILITIES

Committees may come and go as the dynamics of the club change from year to year. The number of committees and the size of the committee shall be decided by the Board at that time. It is necessary that any committee have clearly defined objectives and responsibilities. The VP shall be responsible for the oversight of any CWC committee.

- 6.1 GEAR COMMITTEE.
 - 6.1.1 Distribute and collect CWC singlets. Order more as necessary.
 - 6.1.2 Order and distribute CWC Gear (shirts, shorts, warm-ups, etc.) for wrestlers, Coaches, and Members.
 - 6.1.3 Schedule and coordinate Pictures.
- 6.2 MEDIA RELATIONS.
 - 6.2.1 Update or get updates to Webpage manager (Schedule, Pictures, etc.).
 - 6.2.2 Send pictures and articles to local media (Canfield Town Crier, Vindy Canfield Neighbors, etc.).

- 6.2.3 Update CWC Facebook webpage (pictures, stories, etc).
- 6.3 PARTY COORDINATOR.
 - 6.3.1 Coordinate all necessities for the CWC Christmas Party and Year-End Party, and Board & Coaches Social.
- 6.4 BY-LAWS.
 - 6.4.1 The proposed changes will be presented and voted on at a Board meeting. A motion, a second, and a vote is necessary for EACH proposed change. A majority vote by all voting members present will result in an amendment to the by-laws.
 - 6.4.2 The Chairperson is responsible for providing a copy of the standing by-laws to all voters present for the purpose of reference prior to the vote.
 - 6.4.3 If the by-laws are amended, the Chairperson is responsible for rewriting the by-laws and providing a copy to each Board member within two weeks.
- 6.5 FUND RAISING. Committee shall be responsible for planning and organizing fundraising events. This Committee may work in conjunction with other committees to accomplish its objectives.

Revised and Approved by unanimous vote – J. Kowal, President; M. Bedelschies, VP, J. Marucci, Secretary; C. Tareshawty, Treasurer, D. Crawford, Head Coach.

ADDENDUM I: Canfield Wrestling Club Mission Statement and Principles

1.1 MISSION STATEMENT.

The CWC mission is to be the premier community youth organization. Dedicated to providing area children the opportunity to learn, practice and compete in the historic sport of wrestling. Committed to helping them develop work ethic, character, and confidence through the discipline and art of wrestling.

Our focus is on developing the whole athlete with physical, mental and emotional training within a positive environment where athletes can grow and develop confidence and character.

Our vision is to see our young athletes use their discipline and work ethic in all future athletic, academic, and social endeavors.

Our commitment is to the children and providing them the physical, mental and emotional foundation for the many challenges that face them in their future.

1.2 PRINCIPLES. All decisions made and actions taken by the CWC to achieve its Objectives and Mission shall be consistent with the following principles:

- 1.2.1 Participation is voluntary but all children who are members of the team will have equal opportunity to participate.
- 1.2.2 The child's safety and welfare is the most important consideration.
- 1.2.3 Participation, effort, and improvement are more important than winning and the child's steady improvement over a season or number of seasons will culminate in the child, after the sixth grade season, being well prepared to continue participating in wrestling at the middle school level.
- 1.2.4 The child's physical, cognitive, and emotional levels of development govern the extent of the child's participation and are primary considerations in establishing training regimes.
- 1.2.5 Providing a positive, enjoyable experience for children (having fun) is necessary for having a successful program, for effectively promoting the sport of wrestling, and for instilling in the child a positive outlook toward the sport (whether the child continues with the sport or not).
- 1.2.6 The coach-wrestler relationship, grounded in respect, kindness, and empathy, is the primary motivation tool in the teaching and learning of the sport and the relationships a child experiences with coaches and teammates are the most valuable aspects of the child's participation and determine whether or not a child has a positive outlook toward wrestling (whether the child continues with the sport or not).
- 1.2.7 Coaches and other adults associated with the Canfield Wrestling Club, Inc. are responsible to model and teach good sportsmanship, fair play, respect for others, self-control, and positive attitude.

ADDENDUM II: Meeting Agenda

The meeting of the Board and the general membership shall be governed by Robert's Rules of Order.

All meetings shall be conducted in accordance with an agenda. The agenda shall be as follows:

- A. Call to Order (President)
 - 1. Roll Call
 - 2. Quorum
 - 3. Agenda Review

- B. Minutes / Communications (Secretary)
 - 1. Read, Correct, and vote on approval of prior meeting minutes
 - 2. Read Communications, to and from

- C. Financial Reports (Treasurer)
 - 1. Read, correct, and vote on approval of current account balances
 - 2. Read and approve bills payable

- D. Reports
 - 1. Standing committees
 - a. Gear
 - b. Media
 - c. Party
 - d. Concessions
 - e. Admissions
 - f. Set-up / Tear-down
 - g. Weigh-in
 - h. Staffing
 - i. Awards
 - j. Stats/pairing
 - 2. Special Committees
 - 3. Officers and Trustees

- E. Unfinished Business
 - 1. Postponed to this day
 - 2. Tabled (by motion to take from the table)
 - 3. Referred to committee and reported back

- F. Comments from general Members
 - 1. New Business

- G. New Business
 - 1. Any emergency matters

- H. Adjournment

ADDENDUM III: Canfield Division of the Ohio Youth Wrestling Association

As the Canfield Wrestling Club, Inc. has chosen to conduct, govern, and maintain a youth wrestling league in association with the Ohio Youth Wrestling Association ("OYWA") headquartered in Akron, Ohio. The wrestling "League" shall be called The Canfield Division of the Ohio Youth Wrestling Association.

- 3.1 The Canfield Wrestling Club, Inc., its officers, members, and coaches shall be responsible for the following:
 - 3.1.1 Securing a site for the League.
 - 3.1.2 Securing teams for the league and conducting necessary meetings with team representatives.
 - 3.1.3 Setting a schedule for the League (with the input of the teams participating in the league).
 - 3.1.4 Assigning a representative (or two) to the Ohio Youth Wrestling Association.
 - 3.1.5 Adhering to the rules of the Ohio Youth Wrestling Association.
 - 3.1.6 Establishing (with the input of the teams participating in the league) a format for competition which pairs opponents based on age, weight, experience, and ability.
 - 3.1.7 The Canfield Wrestling Club, Inc., its officers, members, and coaches shall be responsible for conducting all other business connected to establishing, maintaining, and perpetuating the League.

- 3.2 DISSOLUTION. Though conducting the League is a large undertaking of the CWC and this Addendum assigns specific responsibilities related to conducting the League, the formers of these by-laws understand that there are factors and circumstances associated with conducting a League (obtaining facilities, availability of teams to participate, financial considerations, etc.) which are beyond the control of the CWC and which could cause the administration of the League to become unfeasible, unmanageable, or overly burdensome. Thus, the responsibilities pertaining to conducting the League enumerated in this Addendum may be absolved at any time by a vote of the Board.
 - 3.2.1 The Board also has the power, by vote, at any time, to alter the enumerated responsibilities pertaining to the administration of the League. This power includes but is not limited to changing the League affiliation of the Canfield Division.

- 3.3 OYWA CANFIELD DIVISION OFFICER RESPONSIBILITIES: Such an undertaking will require significant commitment and involvement of the Board of the CWC. These responsibilities may vary as personnel and the League dictates.
 - 3.3.1 Head Coach:
 - 3.3.1.1 Conduct the seed meeting for the Canfield Division Tournament.
 - 3.3.1.2 Schedule referees for the Canfield Division meets, ideally through the use of a "Head Official" who secures the necessary officials needed.

 - 3.3.2 President:
 - 3.3.2.1.1 Oversee effective operation on the League and address issues as they occur.
 - 3.3.2.1.2 Conduct a preseason organizational meeting with the coaches of the teams which wrestle in the Canfield Division.

3.3.2.1.3 Conduct a preseason organizational and planning meeting with the Chairpersons of each committee responsible for some aspect of conducting the Canfield Division meets

3.3.3 Vice President:

3.3.3.1 Serve as Director of the Canfield Division of the OYWA.

3.3.3.2 Represent or appoint a representative (or two) to the OYWA to attend OYWA Meetings and present Canfield Division issues

3.3.3.3 Serve as the liaison between the Canfield Division and the teams which wrestle in the Canfield Division.

3.3.3.4 Be present or assign a substitute to be present at each of the Canfield Division meets.

3.3.3.5 Send list of qualifying wrestlers to the Ohio Youth Wrestling Association District Tournament (typically the Austintown District Manager).

3.3.3.6 Schedule policemen for the Canfield Division meets.

3.3.3.7 Collaborate with the Treasurer to devise a system for paying the policemen, and the referees.

3.3.4 Treasurer:

3.3.4.1 Assure all League revenues (Gate, Concession, 50/50, etc.) are accounted, recorded, and deposited.

3.3.4.2 Assure all 'paid' personnel are paid from weekly revenues (Security, Officials, etc.).

3.3.4.3 Provide a weekly report of the financial activities from prior Division Meet.

3.3.5 Secretary-

3.3.6 Trustee / Committee Chairman:

3.3.6.1 Concessions Committee.

3.3.6.1.1 recruit and train workers for the concession stand at all Canfield Division meets and any other meets or tournaments the CWC conducts.

3.3.6.1.2 order all products to be sold at the concession stand

3.3.6.1.3 collaborating with the Treasurer in devising a system for paying for concession supplies, paying contractors, counting and depositing receipts.

3.3.6.2 Admissions Committee.

3.3.6.2.1 recruit and train workers for the admissions gate and the 50/50 raffle at all Canfield Division meets and any other meets or tournaments the CWC conducts.

3.3.6.2.2 obtaining/creating admission signs, money boxes, hand stamps, season passes, and all other materials necessary for conducting admissions. The Chairperson shall inform the Board if materials need to be purchased.

3.3.6.2.3 collaborate with the Treasurer in devising a system for counting and depositing receipts.

3.3.6.3 Set-Up Committee.

recruit and train workers to assist in the set up and tear down of the gym at all Canfield Division meets and any other meets the CWC conducts. Set-up includes mat placement, taping, and washing, placing scoring tables and coaching chairs, roping off the mat area, posting signs, and all other preparation needed to conduct the meets. The Chairperson is responsible for obtaining all needed supplies including blank four-man and three-man scrackets (bout sheets), pencils, boppers, red and green anklets, stop watches, scoreboards, victory ribbons, mat disinfectant, etc. In addition, the Chairperson shall conduct an annual inventory of meet supplies (anklets, timers, scoreboards, etc.) and inform the Board if new supplies need to be purchased.

3.3.6.4 Weigh-In Committee.

recruit and train workers to assist at weigh-ins for all Canfield Division meets and any other meets or tournaments the CWC conducts. The Chairperson is responsible for obtaining all materials needed for weigh-in including scales, computers, and signs. The Chairperson shall inform the Board if materials need to be purchased. In addition, the Chairperson is responsible for developing a computerized weigh-in system for Canfield Division meets which provides a printed data base for coaches to use when pairing wrestlers. This database shall be updated weekly and shall contain each wrestlers' name, team, age, experience level, weekly weight, and win-loss record. A final version of this database containing complete data for each wrestler for the entire season shall be provided for the Division Tournament seed meeting.

3.3.6.5 Mat Staff Committee.

recruit and train workers to serve as mat chiefs, scorers, timers, boppers, and runners for all Canfield Division meets and any other meets or tournaments the CWC conducts. The Chairperson shall recruit personnel (parents and supporters) from the teams which wrestle in the Canfield Division to cover all mats at each Canfield Division meet. In addition, the Chairperson will devise a system to provide gate passes to these personnel. If necessary, the Chairperson is responsible for assigning mats and duty dates to each visiting team and therefore should be present or have a representative present at the preseason organizational meeting for the coaches of the Canfield Division teams.

3.3.6.6 Awards Committee.

decide what kind of awards will be provided by the CWC including trophies and medals for the Canfield Division Tournament, victory ribbons for Canfield Division meets, awards for other tournaments or meets the CWC conducts, and participation and/or recognition and/or appreciation awards for Canfield wrestlers and coaches. It is the responsibility of the Chairperson to inform the Board of what awards need to be purchased and the associated cost. The Chairperson shall collaborate with the Treasurer to obtain awards.

- Order Match Victory Ribbons.

3.3.6.7 Stats / Pairing Committee

- Update 'Master Roster' with the new weights from Division Meet (copy from 3 Scales spreadsheets and paste in Master).

- Update every participant's win/loss record from scrackets after every Division Meet. If possible, note the codes of the wrestlers whom the individual beat and/or lost to that day. Print pairing labels for each session sorted by Session and Previous week's weight. Print updated (with weights) roster for coaches sorted by weight. Prepare spreadsheets for next week weigh-in.