



Craven Jaguars Youth Football and Cheer

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Article I – TITLE

This organization shall be known as the “Craven Jaguars Youth Football and Cheer, TAX ID # 85-3352962” hereinafter referred to as “CRAVEN JAGUARS”.

Section 1 Parent Organization

This organization is a member association in good standing with the East Carolina Youth Football League.

Section 2 Principal Address

The principal address shall be 3537 ML King Jr. Blvd PMB #282 New Bern NC 28562.

28546. Section 3 Colors

The primary colors for “CRAVEN JAGUARS” football and cheer are teal, black, and gold. Any other uniform variation must be approved by the Executive Board.

Teal

Pantone PMS 3155 C

Hex color- #006778

RGB- 0, 103, 120

CMYK – 100, 9, 29, 47

Gold

Pantone PMS 7555 C

Hex color- #D7A22A

RGB- 215, 162, 42

CMYK - 0, 28, 98, 11

Section 4 Logo

As presently contained on the cover of these by-laws and in the letterhead of “Craven Jaguars Youth Football and Cheer, TAX ID # 85-3352962”. The league logo is determined as is, see front page of by-laws for picture.

LOGO Serial Number 98401594

Trademark date 2/12/2024

Article II – OBJECTIVE

Section 1

The objective of “CRAVEN JAGUARS” is to familiarize young participants with the fundamentals of football and cheer. This organization is to enable children to benefit from participation in team sports and activities in a safe and structured environment, teaching fundamental values and skills. “CRAVEN JAGUARS” will provide them with the opportunity to play in an organized and supervised environment and to teach them that academics, good citizenship and athletics should be joint Communal efforts. Student - Citizen - Athlete.

Section 2

To achieve this, “CRAVEN JAGUARS” will provide a supervised program under the Rules and Regulations incorporated herein and referenced in any addendum to this document. All Directors, Officers and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games are

secondary, and molding of future citizens is of prime importance. In accordance with Section 501(c) (3) of the Federal Internal Revenue Code, "CRAVEN JAGUARS" shall operate exclusively as a non-profit educational organization providing a supervised program of positive team sport activities. No part of the net earnings shall inure to the benefit of any private shareholder or individual: no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

Article III – PARTICIPATION

Participation is open to all student athletes who live in the geographic boundaries approved by "CRAVEN JAGUARS" eligibility guidelines.

Article IV - MEMBERSHIP

Section 1 Eligibility.

Membership in "CRAVEN JAGUARS" is limited to the parents and guardians of all participants registered in the football or cheerleading programs, appointed officers, coaches, and appointed committee members.

Section 2 Requirements

Members are expected to behave in a respectful, honest and adult manner. Any actions taken by an Executive Officer, Board Member, or member that are deemed to be destructive to "CRAVEN JAGUARS" will result in removal from the Association.

(a) Members are required to attend three (3) out of four (4) regularly scheduled "Open" Board meetings. Upon missing two (2) regularly scheduled meetings from January to December, a member forfeits their right to vote during the Annual Meeting held in December of each year.

(b) Board Members are required to attend each regularly scheduled board meeting between January to December. Upon missing two (2) consecutive regularly scheduled meetings from January to December, a board member forfeits their right to vote for the remainder of the football season unless it is an excused absence. The member should contact "CRAVEN JAGUARS" via email about the absences. Upon missing four (4) regularly scheduled meetings from January to December, a member will be removed from the Board. Each board member counts only for himself or herself.

(c) "CRAVEN JAGUARS" members are placed on committees and are expected to assist in the duties of those committees. All board members must agree to assist in the improvement of "CRAVEN JAGUARS".

(d) No member, coach or volunteer will be allowed to assist "CRAVEN JAGUARS" if they have ever been convicted of child abuse or sexual assault. No member, coach or volunteer will be allowed to assist "CRAVEN JAGUARS" if they have been convicted of any felony within the last seven (7) years or are still in a probationary status resulting from those charges. Any other charges and/or convictions will be reviewed by a five (5) member board consisting of the

Executive Officer of the Board and the appropriate coordinator (football or cheer). Eligibility will be determined by a majority vote. Any charges and/or convictions that are determined to be destructive to "CRAVEN JAGUARS" will not be permitted. Any member, coach or volunteer who is pending charges for child abuse, sexual assault or any felony or drug charge during the season will be suspended from the Association for the remainder of the season in addition to any other mandatory suspensions in accordance with American Youth Football guidelines.

Section 3 Classes

There shall be the following classes of Members:

(a) Participant Members. Any participant candidate meeting the requirements of, and who resides within the authorized boundaries of, "CRAVEN JAGUARS" shall be eligible to participate but shall have no rights, duties or obligations in the management or in the property of "CRAVEN JAGUARS".

(b) Regular Members. Any person actively interested in furthering the objectives of "CRAVEN JAGUARS" shall become a regular member upon election by the Board of Directors or upon registration of their child that meets the requirements of Article III. The secretary shall maintain the roll of membership to qualify voting members. Only Regular Members in good standing are eligible to vote at the annual meeting. All Officers, Board Members, Committee Members, Coaches and other elected or appointed officials must be active Regular Members in good standing. (See Article VI).

Section 4 Other Affiliations

Members, whether regular or participant, shall not be affiliated with another competing organization or group to qualify as a member of "CRAVEN JAGUARS".

Section 5 Suspension or Termination

Membership may be terminated by resignation or action of the Board of Directors.

(a) The Board of directors and or Board, by a 2/3 vote of those present, at any duly constituted meeting, shall have the authority to discipline, suspend, or terminate the membership of any member of any class when the conduct of such person is considered detrimental to the best interests of "CRAVEN JAGUARS". The member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

(b) The Board of directors and or Board shall, in case of a participant member, give notice to the head coach of the team of which the participant is a member. Said head coach shall appear, in the capacity of an adviser, with the participant before a duly appointed committee of the Board, which shall have the full power to suspend or revoke such participant's right to future participation.

Article V - DUES

Section 1

Registration fees shall be set annually by the Executive Board. No one shall participate in the programs of "CRAVEN JAGUARS" without payment of such fees, unless such fees are waived by direction of the Executive Board.

Section 2 Scholarship program for registration dues

"CRAVEN JAGUARS" may grant registration fee scholarships for those who without this financial assistance would not be able to participate in our program. The "CRAVEN JAGUARS" Executive Board will consider all complete applications received by the application deadline. The amount of the scholarship awarded is limited each year and based on availability. Scholarships are awarded for one per registrant and must be reapplied for on an annual basis. Each completed scholarship application will be brought in front of the Executive Board for approval. Following this review, the applicant will be notified regarding their eligibility. The registration fee scholarship is granted based on financial need only and not based on playing ability.

Section 4 Refunds/Withdrawals of Participants.

We recognize that some participants may have to withdraw from "CRAVEN JAGUARS" for various personal reasons. No refunds will be given unless granted by the Executive Board. Coaches are not responsible for initiating refund process for a player. Parent or guardian of the player assumes full responsibility for initiating the refund process. All requests must be made via email. A fee will be assessed on all returned checks.

Article VI – MEETINGS

Section 1 Annual Meetings.

The annual meeting of the members of the "CRAVEN JAGUARS" shall be held by the third Sunday of December each year for the purpose of electing Executive Board Members and Members receiving reports for the transaction of such business as may properly come before the meeting. After the Executive Board is elected, the Board shall meet to elect the Appointed Officers.

Section 2 Regularly Scheduled Meetings.

The "CRAVEN JAGUARS" Board shall hold at minimum monthly meetings to take place the second Sunday of each month unless changed by the Board.

Section 3 Notice of Special Meeting.

Notice of the regular scheduled and special meetings shall be given to each member of "CRAVEN JAGUARS" at least two (2) days in advance thereof setting forth the place, time and purpose of the meeting.

Section 4 Rules of Order.

Roberts Rules of Order shall govern the proceedings of all meetings, except where same conflict with the Constitution or By-Laws of the "CRAVEN JAGUARS".

Article VII - BOARD

Section 1 Board and Number

The Board of Directors is responsible for overall policy and direction of the organization. The Board of Directors shall consist of five (5) to seven (7) members. There will be no compensation to any member of "CRAVEN JAGUARS" for services provided. The Executive Board of "CRAVEN JAGUARS" shall consist of a President, Vice President, Secretary, Treasurer, Director of Football, and Cheer Coordinator. The Board of Directors or Executive Board may appoint other Officers as it may deem necessary or desirable, and may prescribe the powers and duties of each and may fill any vacancy which may occur. Executive Board Members and Appointed Officers shall be referred as to the "CRAVEN JAGUARS" Board.

Section 2 Association Officers

"Craven Jaguars Youth Football and Cheer", TAX ID # 85-3352962" are comprised of Board of Directors, Executive Board Members, and Appointed Officers, and consisting of the following positions:

(a) Executive Board

- | | |
|--------------------|--------------------------|
| (1) President | (4) Treasurer |
| (2) Vice President | (5) Director of Football |
| (3) Secretary | (6) Cheer Coordinator |

(b) Appointed Officers

- | | |
|-------------------------------------|--|
| (7) Compliance Officer | (12) Volunteer/Team Parent Coordinator |
| (8) Scholastics Coordinator | (13) Communications/Social Media Coordinator |
| (9) Assistant Football Commissioner | (14) Community Service Coordinator |
| (10) Sponsorship Coordinator | (15) Members-At-Large |
| (11) Fundraising Coordinator. | |

Section 3 Annual Election and Term of Office.

(1) Election. At each annual meeting, the Members shall determine the number of Board Members to be elected for the ensuing year and shall elect such number(s) of Board Members. The number so fixed may, within the limits prescribed by the foregoing Section 1, be increased at any Regular or Special Meeting of the Members, and if the number is increased, the additional "CRAVEN JAGUARS" Board may be elected at the meeting at which the increase is voted, or at any subsequent meeting. All elections of the "CRAVEN JAGUARS" Board shall be by majority vote of all members present.

- (a) To avoid any conflict of interest, no family members, by blood or marriage shall serve as an Executive Board member concurrently. Any appointed officer who is related to an Executive board member or another appointed officer, by blood or marriage shall only count as one vote.

(2) Term of Office. The term of office for the President, Vice President, Secretary, and Treasurer will be two (2) calendar years. All other Executive Board and Appointed Officers will serve one (1) year. Executive Board positions 1 and 3 will expire December 31st, every odd year. Executive

board positions 2 and 4 will expire December 31st, every even year. The remaining executive Board positions and all appointed officers will lose status December 31st of every year.

Section 4 Vacancies.

Vacancies existing by reason of resignation, termination, or other means before the expiration of the term shall be filled by a majority vote of the remaining Board Members. In the event of a tie vote, the President shall choose the succeeding "CRAVEN JAGUARS" Board Member. A "CRAVEN JAGUARS" Board Member elected to fill a vacancy shall be elected for the unexpired term of that "CRAVEN JAGUARS" Board Member's predecessor in office.

Section 5 Quorum.

Members of the Board of Directors or Executive Board shall constitute a quorum for the transaction of business.

Section 6 Duties and Powers.

The Executive Board shall have the power to appoint such Standing Committees as it shall determine appropriate and to delegate such powers to them as the Executive Board shall deem advisable and which it may properly delegate. The Executive Board may adopt such rules and regulations for the conduct of its meetings and the management of "CRAVEN JAGUARS" as it may deem proper. The Executive Board shall have the power, by a vote of two-thirds of those present at any regular or Special Meeting, to discipline, suspend or remove any "CRAVEN JAGUARS" Board Member or Committee Member of "CRAVEN JAGUARS" in accordance with the procedure set forth in Article IV, Section 5 (a).

(a) Executive Board Members will only have sole voting rights in regards to financial decisions.

Section 7 Removal of a Director or Board Member.

(a) Any Director or the "CRAVEN JAGUARS" Board may be removed, with cause, by a 2/3 vote of members in good standing of this organization. The Board of Directors may remove any member for cause, by a 2/3 vote of members present at any meeting addressing this issue. Legitimate cause for dismissal can be, but not limited to:

- (1) Any violation of the Organizations Code of Conduct.
- (2) Missing three scheduled monthly "CRAVEN JAGUARS" Board meetings in one year.
- (3) Failure to actively participate in organization functions and assignments.
- (4) Failure to participate in operation of organization business.
- (5) Failure to act upon or provide status of actions, when assigned as a committee member.
- (6) Misappropriation of "Craven Jaguars funds.
- (7) Any action that brings disgrace or ridicule to "CRAVEN JAGUARS" including

illegal transactions of any kind.

(8) Misrepresentation of "CRAVEN JAGUARS" in any illegal way.

(b) Any member of the "CRAVEN JAGUARS" Board may be removed, with cause, by a 2/3 of the majority of members in good standing of this organization. The Executive Board may remove any "CRAVEN JAGUARS" Board Member for cause, by a majority vote of members present at any meeting addressing this issue. Legitimate cause for dismissal can be, but not limited to:

(1) Any violation of the Organization's Code of Conduct.

(2) Missing three scheduled monthly "CRAVEN JAGUARS" Board meetings in one year.

(3) Failure to actively participate in organization functions and assignments.

(4) Failure to participate in operation of organization business.

(5) Failure to act upon or provide status of actions, when assigned as a committee member.

(6) Misappropriation of "Craven Jaguars" funds.

(7) Any action that brings disgrace or ridicule to "CRAVEN JAGUARS" including illegal transactions of any kind.

(8) Misrepresentation of "CRAVEN JAGUARS" in any illegal way.

(c) Any Director on the Board of Directors may make a recommendation for dismissal, providing that just cause be provided. The Director impending dismissal will be provided the opportunity to address the board within seven business days to show cause as to why such action took place. Any director who is removed from the Board of Directors will not be allowed to serve on the "CRAVEN JAGUARS" board of directors for the duration the association is active.

(d) Any "CRAVEN JAGUARS" Board Member on the board may make a recommendation for dismissal, providing that just cause be provided. The "CRAVEN JAGUARS" Board Member impending dismissal will be provided the opportunity to address the board within seven business days to show cause as to why such action took place. Any "CRAVEN JAGUARS" Board member who is removed from the board will not be allowed to serve on the "CRAVEN JAGUARS" Board for the duration the association is active.

Article VIII - DUTIES OF THE "CRAVEN JAGUARS" BOARD

Section 1 President

The position of President is an executive position and typically a **NON-VOTING** member who shall:

(a) Conduct the affairs of "CRAVEN JAGUARS" and execute the policies established by the

Board of Directors.

(b) Preside at all meetings of the association, appoint all committees; conduct the affairs of "CRAVEN JAGUARS" and execute the policies established by the Board of Directors.

(c) Present a report of the condition of "CRAVEN JAGUARS" at the annual meeting.

(d) Communicate to the Board of Directors, such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of "CRAVEN JAGUARS"

(e) Designate in writing other officers who have power to make and execute for/and in the name of "CRAVEN JAGUARS" such contracts and leases they may receive and which have had prior approval of the Board, if necessary.

(f) Investigate, or assign responsibility to investigate complaints, irregularities and conditions detrimental to "CRAVEN JAGUARS" and report thereon to the Board or Executive Board, as circumstances warrant.

(g) With the assistance of the Board, examine the application and support of proof-of-age and any other required documents of every participant candidate and certify to residence and age eligibility before the participant may be accepted.

(h) Responsible for filing of all required documentation with the American Youth Football Headquarters.

(i) Verify with Treasurer that required IRS Tax forms are completed.

(j) Have voting rights in Association matters in the event of a tie in accordance with federal and state 501(c)(3) law.

(k) Attend any required regional meetings/functions.

Qualifications: Must have served on the Executive Board for at least two (2) years prior to appointment. If no one is qualified on the Executive Board to fill the position then the position is open to any member in good standing who has served on the "CRAVEN JAGUARS" Board for at least (2) years. If there is still no one qualified, then the position will be open to public to be filled.

Section 2 Vice-President

The position of Vice President is an executive position and a **VOTING** member who shall:

(a) In case of the absence or disability of the President, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of that Office.

(b) May serve as one of the two signatories on association's accounts.

(c) Shall have such other duties as from time to time assigned by the Board of Directors or by the President.

(d) One of two board members responsible for counting currency, verifying amount, signing off on receipt, and turning over to Treasurer for deposit.

(e) Countersign ALL checks with the Treasurer.

- (f) Responsible for ensuring background checks are completed on all coaches, volunteers, and Board Members.
- (g) Attend any required regional meetings/functions along with the President and may stand in for the president when the president cannot attend.
- (h) If President resigns then the Vice President will have the choice to take the position. If VP does not want the position, it will then go to an election.
- (I) Apply to bind the insurance for the current season. They will need to discuss with the League and Association the optional coverages offered by the league (Directors and Officers, Fidelity Bond, Sexual Abuse/Molestation Coverage, etc.).
- (j) Sign contracts with then President for parks and recreation, school districts and other facilities that the Association might be using in the season and be prepared to discuss and explain Risk Management issues to local organization members.
- (k) Shall be responsible for overseeing all executive and regular board members and committees with the exception of the President to include but not limited to all administrative duties and activities within the organization.
- (l) Shall work hand-in-hand with the Secretary to help maintain all administrative responsibilities to include but not limited to ordering end of season awards, supplies, and overseeing organizational events.

Qualifications: Must have served on the Executive Board for at least one (1) year prior to appointment. If no one is qualified on the Executive Board to fill the position then the position is open to any member in good standing who has served on the " CRAVEN JAGUARS" Board for at least (1) years. If there is still no one qualified, then the position will be open to public to be filled.

Section 3 Secretary

The position of Secretary is an executive position and **VOTING** member who shall:

- (a) Be responsible for recording the activities of "CRAVEN JAGUARS" and maintaining appropriate files, mailing lists and necessary records.
- (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors or President.
- (c) Maintain a list of all Regular members, Directors and Committee members and give notice of all meetings of the "CRAVEN JAGUARS" Board of Directors and Committees.
- (d) Keep the minutes of the meetings of the members, the Board of Directors and Executive Board, and cause them to be recorded in a book kept for that purpose.
- (e) Shall conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (f) Notify members, Directors, Officers and committee members of their election or

appointment.

(g) Assist with ensuring background checks are completed on all coaches, volunteers, and Board Members.

(h) May serve as one of the two signatories on association's accounts.

(i) Responsible for coordinating with Football Commissioner the handling and filing of medical and liability claims within "CRAVEN JAGUARS".

(j) Shall work hand-in-hand with the Vice President to help maintain all administrative responsibilities to include but not limited to ordering end of season awards, supplies, overseeing organizational events.

Section 4 Treasurer

The position of Treasurer is an executive position and **VOTING** member who shall:

(a) Perform such duties as are herein specifically set forth and such duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.

(b) Receive all monies and securities, and deposit it in depository approved by the Board of Directors.

(c) Keep records for the receipt and disbursement of all monies and securities, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by checks must have dual signatures. **The signatures will be those of the Treasurer and Vice-President. If any disbursements are over \$50.00 the treasurer must notify the board of any transactions, and anything over \$100.00 must get approval from the board.**

(d) Prepare an annual budget, under the direction of the Executive Board, for submission to the Membership and the Board of Directors at the Annual Meeting.

(e) Prepare an annual financial report, under the direction of the Executive Board, for submission to the Membership and Board of Directors at the Annual Meeting.

(f) May have access to the post office box and be responsible for bringing forth any and all correspondence before the board.

(g) Provide appropriate summary reports to the board, at least monthly, regarding the financial status of the association. All budgets and accounting must be done in QuickBooks and reports made available monthly.

(h) Ensure that budget committees are formed to accurately forecast and assess annual expenses and anticipated income prior to each season's registration.

Section 5 Director of Football

The position of Football Commissioner is an executive position and **VOTING** member who shall:

- (a) Be responsible for the daily operation of the football program as directed the Executive Board.
- (b) Conduct and attend; all meetings and clinics relating to football.
- (c) Be the liaison for the coaches to the Board.
- (d) Maintain a file of team rosters, mandatory play sheets, verify coaches have books with required paperwork. Football Commissioner is responsible for placement of teams along with the President and Vice President.
- (e) Receive weekly report of game scores and forward copies to the President and retain copies of such reports.
- (f) Receive and retain in the files, weekly mandatory play sheets from the coaches. Report to the Board any coach in violation of the mandatory play rules.
- (g) Field from coaches any violation of National Youth playing rules, investigate and file complaints from coaches to the appropriate league/association party. If you are unable to resolve the problem, send a written recommendation to the Board for investigation.
- (h) Develop and facilitate football coaches training as needed/required as directed by the board.
- (i) Monitor all practices in all divisions and provide assistance when requested or needed.
- (j) Work closely with the Vice President to ensure that all first aid/CPR and background check requirements are met.
- (k) Will NOT serve as a head coach for any team and will only serve as an assistant coach under the discretion of the Executive Board.
- (l) Attend all regularly scheduled meetings/functions.
- (m) Responsible for coordinating with Secretary the handling of medical and liability claims within "CRAVEN JAGUARS".

Section 6 Cheer Coordinator

The position of Cheer Coordinator is an executive position and a **VOTING** member who shall:

- (a) Be responsible for the daily operation of the cheer program.
- (b) Report to the Association President and the League Cheer and Dance Coordinator.
- (c) Be responsible for counseling teams on rules and regulations, directing successful registrations, coaches' clinics, local competitions, and other association operations; coordinating the League Championship Program, and assisting the League and Region Cheer and Dance Commissioner with Region Events and Camps. Cheer and dance MAY participate in any regional

or national competitions if approved by the Executive Board.

(d) Advise teams, of all national regulations, region and league policies relating to cheer and dance and are being enforced, that the education of coaches and children is being advanced, and that safe and fair competition is available wherever desired. Also, the Association Cheer is responsible for acting as a liaison between the League and Region Cheer and Dance Coordinator in addition to field personnel.

(e) NOT serve as a head coach for any team except for in the case of emergency or extenuating circumstances to be deemed by the Executive Board.

(f) Attend all regularly scheduled meetings/functions.

(g) Responsible for coordinating with Secretary the handling of medical and liability claims within "CRAVEN JAGUARS".

Section 7 Compliance Officer

The position of Association Compliance Officer is a **VOTING** member and shall:

(a) Maintaining and upholding the proper interpretation of rules as published in association, league and national official rules and bylaws by:

(1) Publishing clarifications of current rules as required (mostly by news articles and memos).

(2) Interpreting rules pertaining to specific situations, both verbally and in writing, after conferring with the League Cheer and Dance Coordinator and League Football Commissioner.

(3) Documenting situations, rules cited, and decisions made in (2) above to keep Board of Directors informed for future reference.

(4) Recommending rule changes for the next rule book publication based on experiences of past season, trends in football, cheerleading, industry, and safety.

(5) Reviewing the roster audits performed at the league and region level.

(6) Serve as an escalation point for all issues concerning coaches, football and cheer participants and parents.

Section 8 Scholastics Coordinator

The position of Scholastics Coordinator is a **VOTING** member and shall:

(a) Verify scholastic fitness of each boy/girl in the association. (This is completed by reviewing and averaging report cards from the school year ending in May or June)

(b) Ensure progress reports are received and reviewed for each Spring and Fall season.

(c) Provide a list to the Football/Cheer directors of all participants not maintaining a C average, or 2.0 GPA or "satisfactory progress".

(d) Provide parents with all required forms that must be completed documenting acceptable progress in order to continue participation in "CRAVEN JAGS".

(e) Provide/organize tutoring for those student athletes who do not meet the above GPA.

Section 9 Assistant Football Commissioner

The position of Assistant Football Commissioner is an appointed position and **VOTING** member who shall:

(a) In the absence or disability of the Football Commissioner, the Assistant Football Commissioner shall be responsible for all things normally assigned to the Football Commissioner.

(b) Assist the Football Commissioner with the daily conduct of all football operations. If the Assistant Football Commissioner becomes acting Football Commissioner, they will NOT be allowed to head coach any football team within "CRAVEN JAGUARS".

Section 10 Sponsorship/Fundraising Coordinator (this will be covered in 2 positions followed by committees.)

The position of Sponsorship Coordinator and Fundraising Coordinator are appointed positions and are **VOTING** members who shall:

(a) Evaluate and administer fundraising/sponsorship activities for the organization.

(b) Promote the necessity of fundraising and assist with the implementation of national fundraisers as necessary

(c) Solicit in person, or by letter, returning as well as new potential sponsorships for the league, including telephone, email and/or letter follow-up. Letters shall be drafted to local as well as Craven County businesses and corporations.

(d) Achieve or exceed annual, budgeted financial Sponsorship goals of the association.

(e) Track sponsors obtained and develop a recognition program to announce sponsors at all home games (banners, advertisements, announcement, etc.).

(f) Encourage all football and cheer teams to solicit and obtain team sponsorships.

(g) Take responsibility for coordinating all fundraising efforts for teams and the association, ensuring that all fundraising and sponsorship ideas concepts and events are brought before the board for approval prior to implementation.

(h) Implement, with help from the Board's treasurer, financial control methods associated with the distribution and retention of major association fundraising efforts including but not limited to, raffles, walk-a-thons, spirit wear, etc.

(i) Attend and report efforts to the board on a routine basis, as determined by the board.

Section 11 Volunteer/ Team Parent Coordinator

The position of Volunteer/ Team Parent Coordinator is an appointed position and a **VOTING** member who shall:

- (a) Schedule and coordinate picture day activities with all teams and photographer approved by the board.
- (b) Coordinate distribution of picture packages in a timely manner to all team parents.
- (c) Coordinate and schedule all teams to operate concessions for fundraising purposes during the football season for all home games. Scheduling shall be based on field availability and shall be offered to all teams.
- (d) Coordinate with Team Parents/managers to schedule personnel for home games, including gates, scoreboard operator and chain crew, clean-up, bathrooms, concessions, MPR and anything else determined as needed.
- (e) Responsible for collecting all useful information and ensuring military volunteers receive a Letter of Appreciation (LOA) for their time donated during "CRAVEN JAGUARS" events.
- (f) Responsible for collecting all useful information and ensuring all high school volunteers receive SAT volunteer hours, to include filling out correct paperwork.
- (g) Assist in "Craven Jaguar" events through out the season.
- (h) Maintain a record of all parent volunteer hours.

Section 12 Communications/ Social Media Coordinator

The position of Communications/ Media Coordinator is an appointed position and a **VOTING** member who shall:

- (a) Coordinate with a committee the design, management and maintenance of the association's social media websites as required and/or directed by the board.
- (b) Ensure all social media sites are updated and kept current as needed.
- (c) Promote awareness of "CRAVEN JAGUARS" activities within the community.
- (d) Draft media releases for review by the Board and subsequent submission to local media outlets.
- (e) Ensure all social media sites are updated and kept current as needed.

Section 13 Community Events Coordinator

The position of Community Events Coordinator is an appointed position and a **VOTING** member who shall:

- (a) Coordinates association participation in the community.
- (b) Promotes and bring awareness to the importance of creating quality citizens out of our athletes.

(c) Ensures all opportunities are presented to the board for approval prior to any community participation.

(d) Assist in monitoring athlete participation in community service.

Section 13 “At-Large” Members

“At-Large” Members will be a **NON-VOTING** position unless deemed necessary by the Executive Board. All “At-Large” members will attend regular monthly meetings and assist in areas deemed necessary. These members shall be responsible for setting up fields, assisting the “CRAVEN JAGUARS” Board with game day operations, and field clean up. These members should also check in with the Football Commissioner or Board Member in charge before departing the field on game days.

Article IX - COMMITTEES

Section 1 Finance Committee

The Board of Directors or Executive Board may appoint a Finance Committee consisting of not less than two (2) and not more than (5) Directors and other appointed Regular Members. The Treasurer shall be a member of this Committee.

The Committee shall investigate ways and means of financing various projects including but not limited to team sponsorships, equipment and facilities purchases and long and short-term investments, in accordance with League, Regional, and National policies. It shall be responsible for taking up collections at games, if such collections are authorized by “CRAVEN JAGUARS” and shall turnover have said collections to the Treasurer immediately after each game. The Committee may also be responsible for reviewing operating budgets at the request of the Board and making recommendations on those budgets to the Board.

Section 2 Equipment Committee

The Executive Board may appoint an Equipment Committee, which shall make recommendations to the Board for the purchase of needed supplies and equipment. The Committee shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning and storage thereof at the close of the season.

Section 3 Coaches Committee

The Executive Board may appoint a Coaches Committee consisting of not less than one (1) Executive Board Member and other appointed Regular Members. The Committee shall interview and investigate prospective coaches for appointment and subsequent approval by the Executive Board. It shall, during the playing season, observe the conduct of the coaches and report its findings to the President of “CRAVEN JAGUARS”. It shall, at the request of the President, investigate complaints concerning coaches and other volunteers and make a report thereof to the President or Executive Board as the case may be.

Section 4 Hearings Committee

Consisting of an odd number, not less than three (3), to ensure due process in any rules or policies

violations. This committee will consist of the Executive Board and any appointed officers deemed necessary.

Section 5 Ways and Means Committee

All Committees listed shall research and review, ways and means, to improve “CRAVEN JAGUARS”. The Chairpersons of said committees should report findings and recommendations back to the Executive Board for its consideration. The executive board then may have thirty (30) days to act on the recommendations.

Section 6 Events Committee

The Executive Board may appoint an events Committee consisting of not less than one (1) Executive Board Member and other appointed Regular Members. When possible, all teams must select, at minimum, (1) one member to sit on the committee. This committee will assist in planning and coordinating events such as homecoming, aging out, and other organizational events.

Section 7 End of Season Celebration

The Executive Board may appoint an end of season committee consisting of not less than one (1) Executive Board Member and other appointed Regular Members. When possible, all teams must select, at minimum, (1) one member to sit on the committee.

Article X – COACHES

Section 1 Appointment

All Head Coaches in “CRAVEN JAGUARS” will be nominated and voted upon, and approved by the Board on a seasonal basis. They are responsible for ensuring that their actions and those of their staff abide by the Coaches Code of Conduct as enunciated by the League, Regional, and National guidelines. Head Coaches may be randomly selected to serve as “At-Large” Board Members before each season by the Football Commissioner.

- (a) Head coaches will submit assistant coaches and team parent/managers’ names to the appropriate coordinator for review by the “CRAVEN JAGUARS” Board. Each assistant coach and team manager is required to meet all membership eligibility and League requirements.

Section 2 Football

ALL personnel rostered to a team must take and complete the required certification. “CRAVEN JAGUARS” will reimburse for the costs of clinics and courses if provided receipts and proof of successful completion of the course. Certificates or evidence of completion must be on file with the Secretary and accessible to the Commissioner and President by the first official practice of each season.

- (a) In addition to meeting membership eligibility and requirements (see ARTICLE IV, Sections I and II), all coaches will be required to sign and abide by the current League “Coaches Code of

Conduct” as well as the “CRAVEN JAGUARS” Coaches Code of Conduct. A copy must be on file with the Association Secretary, to be kept in binders, no later than first official practice of each season. If any of the rules outlined in the Coaches Code of Conduct” are broken, the Association has the authority to impose any of the following penalties:

(1) Minor Infraction – The coach or volunteer will be placed on probation for the remainder of the season. Any subsequent violation will result in the Coach or volunteer being removed from the Association for the remainder of the season.

(2) Major Infraction – The Coach will immediately be removed from the Association for the remainder of the season.

(3) Any Coach, who has been removed by the “CRAVEN JAGUARS” Board, will not be allowed to Coach for “CRAVEN JAGUARS” for the current and subsequent two years.

(b) At least one member the volunteer coaching staff per roster will be required to hold a CPR certification valid for the duration of the season. A copy of the certification card must be on file with the Association Secretary, to be kept in the team binders, no later than first official practice of each season.

(c) All coaches will be uniformly dressed in approved CRAVEN JAGUARS attire on game days.

Section 3 Head Coach Requirements

Head Coaches will be responsible for:

- (a) Overseeing the follow-up of all team paperwork.
- (b) Proper maintenance of “CRAVEN JAGUARS” issued property & equipment.
- (c) Notify Football Commissioner of roster changes.
- (d) Maintaining accurate attendance records.
- (e) Emailing scores to the Football Commissioner (Football Only).
- (f) Inventory of equipment.
- (g) Ensuring completion of required certifications and training for their staff.
- (h) Responsible for providing own MPR sheets each game day.

Section 5 Termination

(a) All coaches shall lose appointment status immediately as of:

(1) The end of the season, including playoffs, championships and tournaments, or December 31st of each year.

(b) Any Coach may be removed, with cause, by a vote of the majority of members in good standing of this organization. The Executive Board may remove any coach for cause, by a majority vote of members present at any meeting addressing this issue. Legitimate cause for dismissal can be, but not limited to:

(1) Any violation of the Organizations Code of Conduct.

(2) Loss of confidence between parents and team.

(3) Misappropriation of "Craven Jaguars Youth Football and Cheer", TAX ID # 85-3352962" funds.

(4) Any action that brings disgrace or ridicule to "CRAVEN JAGUARS" including illegal transactions of any kind.

(5) Misrepresentation of "CRAVEN JAGUARS".

(c) Any member of the Executive Board may make a recommendation for dismissal, providing that just cause be provided. The coach impending dismissal will be provided the opportunity to address the board within seven business days to show cause as to why such action took place.

Article XI – Cheer

Section 1 Purpose

The purpose of "CRAVEN JAGUARS" Cheerleading is to provide an organized program to promote recreational cheer for youth in the community. These rules and bylaws have been put in place to ensure a safe and healthy learning environment.

Section 2 General Guidelines

(a) All teams will compete and perform at Level 1 unless approved by "CRAVEN JAGUARS" Cheer Coordinator.

(b) Age grouping for squads will be determined by the governing league. In the absence of governing league bylaws, teams will be formed to reflect football. If no governing league bylaw exist, athletes MAY be waived up -never waived down- at the discretion of the "CRAVEN JAGUARS" Executive Board.

(c) Any athlete requiring a medical device should be documented. Necessary medical devices should remain with the athlete or "CRAVEN JAGUARS" Cheerleading staff member at the same location as the athlete.

(d) "CRAVEN JAGUARS" Cheerleading bylaws must be reviewed for changes annually by the Cheerleading Coordinator.

Section 3 Coaches

All personnel rostered to a team must take and complete the required online coach's course. "CRAVEN JAGUARS" will reimburse for the costs of clinics and courses if provided receipts and proof of successful completion of the course. Certificates or evidence of completion must be on file with the Secretary and

accessible to the Cheer Coordinator and President before the first day of practice.

(a) In addition to meeting membership eligibility and requirements (see ARTICLE IV, Sections I and II), all coaches will be required to sign and abide by the current “Coaches Code of Conduct” and well as the “ECYFL code of conduct”. A copy must be on file with the association Secretary no later than the first day of practice. If any of the rules outlined in the Coaches Code of Conduct are broken, the Association has the authority to impose any of the following penalties:

(1) Minor Infraction – The coach or volunteer will be placed on probation for the remainder of the season. Any subsequent violation will result in the Coach or volunteer being removed from the Association for the remainder of the season.

2) Major Infraction – The Coach will immediately be removed from the Association for the remainder of the season.

(3) Any Coach, who has been removed by the “CRAVEN JAGUARS” Board, will not be allowed to Coach for “CRAVEN JAGUARS” for the current and subsequent two years.

(b) At least one member the volunteer coaching staff per roster will be required to hold a CPR certification valid for the duration of the season. A copy of the certification card must be on file with the association Secretary no later than opening day of the season.

(c) Head Coaches and Cheer Coordinator must carry a stocked first aid kit at all times.

(d) Coaches may not promise or purchase anything using funds intended for “CRAVEN JAGUARS”. Unless personal funds are being used, an Executive Board member must make purchases for the team on the behalf of “CRAVEN JAGUARS”.

Section 4 Music:

(a) Music lyrics will be appropriate for a family setting.

(b) Music lyrics that glamorize alcohol, drugs, sex, etc. will not be used.

(c) Music cannot lead up to an inappropriate word and immediately switch to a voiceover in place of it.

(d) No music that uses “bleep” over inappropriate lyrics will be used.

(e) “CRAVEN JAGUARS” Cheerleading will abide by the U.S. copyright laws. No music will be mixed, edited, distributed, and/or used for public performances without first paying royalties, fees and obtaining proper licenses.

(f) Music legalities will be based on the lyrics used during the performance, not the “meaning of the song”.

(g) All music will be approved by the Cheer Coordinator.

Section 5 Uniform:

The following equipment will be issued to each cheer participant seasonally unless directed otherwise by the Cheer Coordinator. Altering of equipment is strictly prohibited unless approved by the Executive Board.

1. Game Day Shell
2. Skirt
3. Bloomers
4. Bow
5. Pom Poms

Note: Participants will keep bloomers and bows at the conclusion of each season.

(a) Parents will need to provide the below equipment for their participant.

(1) Shoes (For practice and game use)

Note: Shoes should be primarily white and soft-soled for safety purposes.

(b) All participants will complete an equipment contract stating what equipment has been issued.

(c) Exposed midriffs, nude-toned, and sheer panels are prohibited. No “inappropriate” areas of the body should be exposed.

(d) Uniform will be royal blue and have “CRAVEN JAGUARS” on the shell. They should also reflect the football uniforms.

(e) Any add-ons (socks, bows, body liners, etc.) must be uniform throughout the team.

(f) Gladiator skirts with fly-away pleats may only be worn with bike shorts underneath.

(g) Any additions to the uniform must be approved by the Cheer Coordinator.

(h) Undergarments may not be used in place of bloomers.

All athletes must display the proper practice attire during all “CRAVEN JAGUARS” Cheerleading practices. Below is a list of what is accepted and not accepted during practice’s:

(a) Properly secured athletic shoes.

(b) Athletic shorts, pants or capris. NO DEMIN.

(c) Skirts may be worn so long as the athlete has an added layer between skirt and undergarment. (ex. Bloomers)

(d) Cheer Bow (although a bow is not required to participate, it IS a part of the practice uniform and should be worn.)

(e) T-shirts are to be worn during practice. Spaghetti straps, tank tops, and sleeveless tops are not allowed.

(f) Sports bra or undershirt may be required for some athletes but will be addressed on an individual basis.

- (g) Warming layers are permitted.
- (h) No nail polish is to be worn during practice.

Section 6 Stunting/Tumbling:

- (a) No stunting will exceed Level 1 restrictions set by the "CRAVEN JAGUARS" governing body.
- (b) All stunts will be done on a soft/matted surface.
- (c) Spotters must be used for all stunts. Spotters may be athletes from other teams. Spotters will not assist in executing the stunt.
- (d) Stunt progression should be utilized.
- (e) There will be NO stunting while the ball is in play.
- (f) All forms of jewelry are prohibited during stunting and tumbling. Jewelry cannot be taped or covered. Medical ID tags and bracelets are the exception.
- (g) Warming layers that affect execution or pose a safety hazard are not to be worn during stunting.
- (h) Tumbling progression should be utilized.
- (i) When not in uniform, proper practice attire is required during tumbling.
- (j) Warming layers that affect execution or pose a safety hazard are not to be worn during tumbling.
- (k) ALL tumbling is to be done on a soft/matted surface.
- (l) Spotting is only permitted by "CRAVEN JAGUARS" Cheer Staff after proper safety courses are completed.
- (m) Tumbling skills are not to exceed Level 1 restrictions set by CRAVEN JAGUARS's governing body.

Section 7 Practice:

Practice is only to be run by a Head Coach, Cheer Coordinator or Assistant Cheer Coordinator. Student Demonstrators, Team Moms, and/or parents may not run practice for any reason. Assistant Coaches may hold practice if the Assistant Cheer Coordinator or Cheer Coordinator are at the practice field. Head Coaches may choose to temporarily close practice in order to create a productive environment for the athletes.

- (a) Only water is permitted during practices and games.
- (b) No food is allowed during practice unless the team is celebrating. (ex. Birthdays, team celebrations, rewards) In this case it will be done at the end of, or in place of practice.

(c) Athletes not in proper practice attire are still required to attend practice but will not participate in any activity where safety is a concern.

Section 8 Game Day:

Athletes must be at the game location no later than 45 minutes prior to game time to ensure proper stretching and warm-ups are done by kick-off. On game day food is allowed before and after the game, and during halftime. There is no eating on the sideline. Athletes may not travel to, from, or around the game day location alone.

(a) No nail polish is to be worn on game day.

Article XII - FINANCIAL AND ACCOUNTING

Section 1 Income

The Board of Directors shall decide all matters pertaining to the finances of "CRAVEN JAGUARS" and it shall place all income in a common treasury, directing the expenditure of same in such manner as will give no individual or team an advantage over those in competition with such individual or team. All income must have a memo attached to them.

Section 2 Team Contributions

The "CRAVEN JAGUARS" Board shall not permit the contribution of funds or property to individual teams but shall solicit some for the common treasury of "CRAVEN JAGUARS" thereby to discourage favoritism among teams and to endeavor to equalize the benefits of "CRAVEN JAGUARS".

Section 3 Compensation

No Director, "CRAVEN JAGUARS" Board Member or Member of "CRAVEN JAGUARS" shall receive, directly or indirectly, any salary, compensation, or emolument from "CRAVEN JAGUARS" for services rendered as Director, "CRAVEN JAGUARS" Board Member, Member or coach.

Section 4 Disbursement

All monies received shall be deposited to the credit of "CRAVEN JAGUARS" in the local financial institution selected by the Board of Directors and all disbursement shall be made by check. All checks shall be signed by the Treasurer and Vice-President or President and be presented to the board or be made available upon request. All purchases over \$100.00 the Executive Board must be notified in a timely manner. All transactions over \$750.00 must be approved by the Executive Board. All transactions over \$2500.00 must be presented to the Board of Directors.

Section 5 Fiscal Year

The fiscal year of "CRAVEN JAGUARS" shall begin on the first day of January and shall end on the last day of December.

Section 6 Distribution of Property upon Dissolution

Upon dissolution of "CRAVEN JAGUARS" and after all outstanding debts and claims have been satisfied, the members shall direct the remaining property of "CRAVEN JAGUARS" to another federally incorporated entity which maintains the same objectives as set forth herein, which are or may be entitled to exemption under Section 501(c)(3) of the Internal Revenue Code or any future corresponding provision.

Article XIII - FUNDRAISING PROCEDURE

Section 1 Policy

- (a) No individual team (football team or cheerleading squad) is allowed to engage in independent fundraising activities.
- (b) Violations of policy "CRAVEN JAGUARS" employs a "Zero-Tolerance" policy with respect to Fundraising Policy violations. Violation of the stated fundraising policy will result in:
 - (1) A 2-week suspension of the Head Coach for each occurrence, and/or
 - (2) Disqualification from post-season play, bowl games, and league competition, and/or
 - (3) All of the above.

Section 2 Purpose

"CRAVEN JAGUARS" is a non-profit youth Sports Corporation and a 501(c) (3) organization commonly referred to as a charitable organization, with established ties to a national organization, "CRAVEN JAGUARS" must ensure that all money earning and fundraising methods employed are in keeping with its by-laws and the principles for which East Carolina Youth Football League stands. As such, our youth athletic organization is eligible to receive tax-deductible contributions in accordance with applicable law. Along with these charitable contributions, comes the fiduciary responsibility of collecting, reporting, managing and allocating these funds properly throughout the season. These activities are governed and managed by the "CRAVEN JAGUARS" Board of Directors. "CRAVEN JAGUARS" relies heavily on fundraising and community sponsorship to meet the financial goals necessary to operate the organization in a safe environment where boys and girls have fun developing athletic skills, while learning that academic achievement is a high priority. Fundraising at the Association level through fundraising programs (Golf outing, Certification Day, Walk-a-thon, Dances, etc.) and sponsorship programs targeting our local business industry will generate monies essential for providing a quality sports program to the youth in the entire Craven County and surrounding areas. It is recognized that additional funds may be necessary at the team level in order to provide financial relief regarding nationals for parents in meeting traveling expenses, or other needs as determined by the team staff and parents. The intent of this policy is to provide a method by which teams may perform fundraising for nationals, without negatively impacting the success of fundraising done by "CRAVEN JAGUARS" specifically in the areas of fundraising, and sponsorship.

Section 3 Scope

All team fundraising refers to activities planned and carried out by rostered team staff, players and parents, in partnership, to earn money for the organization.

Section 4 Sponsors/Donations

“CRAVEN JAGUARS” will annually conduct a community wide solicitation of donations under the guidelines outlined in the Sponsorship thresholds. If an individual team/squad receives a monetary donation during the season, notification must be given to the Executive Board and will be included in the overall fundraising for “CRAVEN JAGUARS”. If (non-monetary) donations are received for an individual team/squads specific to a particular team it will be considered part of that teams fundraising and will NOT be eligible for the “CRAVEN JAGUARS” fundraising program. All sponsorships/donations must be made known and turned over to the Executive Board within 48 hours of receiving them.

Section 5 Guidelines and Procedures

(a) The fundraising records (receipts and expenses) of the organization’s events shall be open to inspection by all “CRAVEN JAGUARS” members, as stated in article IV.

(b) Final event records must be submitted to the “CRAVEN JAGUARS” Treasurer within ONE WEEK after the end of the fundraising event, with a report of actual income and expenditures.

(c) The following is a general guideline, with some examples, of what the “CRAVEN JAGUARS” Board will approve the funds to be used for and not used for:

Will be approved

- Individual Participation Trophies
- Game Socks
- End of the Season award trophies
- Banquet
- Reconditioning of gear
- Purchasing new gear

Will not be considered

- Gifts for Football and Cheer coaches.
- Gifts for team parents/managers

(d) All records for these fundraising events will be kept by the Treasurer as listed on the Treasury Report. Funds will be transferred into the Association’s account to be used as deemed necessary by the “CRAVEN JAGUARS” Board.

(e) Individual Team/Squad fundraising will be allowed for travel to Nationals. This is the only time a team/squad will be allowed to fundraise alone.

(1) Teams may be allowed to fundraise for Nationals after the State Championship game. All fundraisers MUST be approved by the Executive Board before taking place.

(2) Disbursements from these funds will only be made for travel to Nationals. No disbursements will be made for regional travel, tournament travel, or any other out of pocket expenses other than Nationals.

(3) All records for these fundraising events will be kept by the Treasurer.

(4) Upon completion of each event, the team/squad is required to give the Board Treasurer a complete breakout of how the proceeds will be distributed by participant. The entire team prior to submission should review these disbursements.

(5) Disbursements will only be made to rostered players and coaches. At times additional chaperones will be required, prior approval by the Executive Board will be necessary for reimbursement.

(6) The maximum reimbursement for any rostered player or coach will consist of the following:

- Airline costs TBD
- Hotel costs assuming joint occupancy
- Meals \$25 per day
- Transportation to and from airport TBD

(g) There will be no other reimbursement other than the items listed above regardless of the amount of fundraising that is achieved per individual and/team.

(h) Any excess funds raised will be rolled back into the Association's account.

ARTICLE XIV - GRIEVANCE POLICY

Section 1 Purpose of this Article

The purpose of this section is to provide parents and coaches with a process for handling complaints and disputes hereafter referred to as grievances. Our policy will establish a process that for those who have grievances to follow in order to have them heard. Grievances will not be heard at any higher levels, unless the following procedure is followed.

Section 2 Grievance Procedures

If a parent or coach has a dispute with a coach, assistant coach, participant or another parent, they are encouraged to first attempt to resolve the issue with the head coach of the team through discussion. If it cannot be resolved within the team, then the Football Commissioner should be contacted for football or the Cheer Coordinator for Cheer. The Football Commissioner / Cheer Coordinator will make every attempt to resolve the issue through discussion. If the discussion fails, the complainant will be instructed to fill out a grievance form which will be provided by the Football Commissioner / Cheer Coordinator. The grievance must be submitted to the Executive Board for review.

Section 3 Written Grievances

The President and Vice-President of "CRAVEN JAGUARS" will review and investigate any written grievances. A written response must be provided to complainant within 10 days of receipt of the grievance. The "CRAVEN JAGUARS" investigators will make every attempt to resolve the grievance at the Association level.

Section 4 Chain of Command

Everyone **MUST** adhere to the Chain of Command. **NO EXCEPTIONS.**

The Chain of Command is as follows:

- (a) Team Manager
- (b) Head Coach
- (c) Director of Football/Cheer Coordinator
- (d) Compliance Officer
- (e) Vice-President
- (f) President

Article XV – EQUIPMENT/UNIFORMS

Section 1

“CRAVEN JAGUARS” places a large emphasis and expense every year that every participant has the best equipment available. Quality equipment equals quality safety for your child. Each off-season football equipment is sent out to be professionally inspected, refurbished, and re certified. Defective, worn, and broken equipment is disposed of.

Section 2

All players are required to present a valid North Carolina State Identification card, Military Identification Card or Passport prior to the first “CRAVEN JAGUARS” game. These forms of identification are to be given or presented to the Secretary when equipment is issued and returned to the player when equipment is handed in. The sole purpose of these forms of identification is to be used to verify player ages. Players or cheerleaders will not be allowed to participate in a football game until a valid North Carolina Identification card, Military Identification Card. Or Passport is received or presented.

Section 3 Football Equipment/Apparel

(a) The following equipment will be issued (loaned) to each football participant seasonally.

- 1. Helmet
- 2. Shoulder Pads
- 3. Chin Strap

Note: All personally procured equipment will be inspected by the equipment manager/ football commissioner prior to use on the field. Additionally, the equipment manager reserves the right to disallow any equipment that is not provided by “CRAVEN JAGUARS”.

(b) Parents will need to provide the below equipment for their participant.

- 1. Practice Jersey
- 2. Acceptable footwear (Cleats)
- 3. Socks
- 4. Wristbands, arm pads, or other desired equipment

- 5. Girdle
- 6. mouth pieces

(c) All participants will complete an equipment use agreement contract stating what equipment has been issued.

(d) Game jerseys AND game pants are NOT authorized for use during practice.

(e) Altering of equipment is strictly prohibited.

Section 5 Variations to Uniforms

(a) Variations to uniforms must have the majority vote of the "CRAVEN JAGUARS" Executive Board to include changes, re-ordering, purchasing, and redesigning.

Article XVI – PRACTICE GUIDELINES

Section 1 Overview

(a) Practice guidelines for "CRAVEN JAGUARS" are established by "CRAVEN JAGUARS" or any national governing body.

(b) All participants for both football and cheer programs MUST present proof of medical exam (physical) and have a signed Parent Code of Conduct before being eligible to participate.

(c) Parents are encouraged to notify the Head Coach of any outstanding medical condition and if their child needs to have any medications on hand.

(d) All players will need to complete conditioning hours before making contact. Players must complete the following: 8 hours of "no gear" conditioning and 6 hours of "gear" conditioning.

Section 2 Prior to Labor Day

(a) Practices will be a maximum of 10 hours per week, 2 hours per day.

(b) Practices are generally held Monday-Friday; however, weekend practices may occur as long as it does NOT exceed the 10/2 rule.

Section 3 After Labor Day

(a) Practice will be reduced to a maximum of 6 hours per week, 2 hours per day.

(b) All practices will end no later than 8:00pm.

Section 4 Attendance Policy

(a) Any preseason conditioning practices are mandatory unless approved by the Head Coach.

(b) After Labor Day, all practices are MANDATORY.

(c) Any unexcused/missed practice must be documented by the Head Coach. This will result in

the player or cheerleader not being permitted to participate in the following week's game. (i.e., Participant misses practice on Tuesday, they will NOT participate in Saturday's game)

(d) Any child playing dual Middle School football and "CRAVEN JAGUARS" football will need to attend a mandatory one (1) practice per week during the school year. However, participation and attendance guidelines will ultimately be set under the discretion of the appointed Head Coach.

Article XVII – FIELD GUIDELINES

Section 1 Field Setup

(a) Practice Days – Each team staff shall be responsible for the setup and cleanup of their respective practice field.

(b) Game Days – The first team scheduled to play on each football field shall supply volunteers two hours before game time to assist in the setup of all fields. A cheer box must be set up on both sidelines large enough to accommodate 35 cheerleaders.

Section 2 Field Shutdown

(a) Practice Days - Each team is responsible for picking up their own pads and trash. Each team shall be responsible for ensuring all trash is cleaned up after practices.

(b) Game Days - The last team scheduled to play on the main or secondary football field shall be responsible for full cleanup and tear down of said football field under the supervision of the on-duty board member.

Section 3 Parental/Spectator Field Restrictions

(a) Parents and spectators are strictly prohibited from being on the field during practice or games. All parents/spectators are asked to remain 5 yards from practice and game fields.

Section 4 General Field Restrictions

(a) The following items/actions are hereby PROHIBITED on all fields.

(1) Pets

(2) Possession or use of any controlled substances including but not limited to alcohol.

(3) Use of tobacco products.

(4) Use of Vapes

(5) Littering

(6) Use of profane language, gestures, or derogatory statements to Coaches, participants, league officials, game officials, and all "CRAVEN JAGUARS" staff members.

(7) Illegal pyrotechnics including but not limited to fireworks and poppers.

Article XVIII – ROSTER PLACEMENT

Section 1 Roster Placement

Players will be assigned a division according to their age; however, each child will be placed at the youngest level of eligibility.

Section 2 Football

(a) The roster size for all age divisions will follow league guidelines. In order to ensure a spot on a roster, all registration and eligibility requirements must be fulfilled.

(b) All football activities including attendance, practices, games, etc., must abide by guidelines rules and policies established by this association, the league or any national governing body.

Section 3 Cheer

(a) The roster size for all age divisions will follow league guidelines. In order to ensure a spot on a roster, all registration and eligibility requirements must be fulfilled.

(b) All cheer activities including attendance, practices, games, etc., must abide by guidelines rules and policies established by this association, the league or any national governing body.

Article XIX - AMENDMENTS

The by-laws may be amended, repealed or altered in whole or in part by a majority 2/3 vote at any duly organized Meeting of the Board of Directors or Board, provided notice of the proposed change is included in the notice of such meeting.

Article XX – ADOPTION AND PUBLICATION

Section 1 Adoption

(a) These by-laws and amendments thereto, shall be adopted or rejected, section by section, and the rejection of any section shall not affect the remaining sections that may be adopted.

Section 2 Publication

(a) Upon adoption of these bylaws and any amendments thereto, the Board of Directors shall authorize their publication for distribution to all members of “CRAVEN JAGUARS”.

Section 3 Effective Date

(a) These bylaws become effective twenty-four (24) hours after adoption.

The above listed bylaws were approved at a regular meeting of the Executive Board on February 3rd 2025.

The names listed below were present and acknowledgement made of have read and understanding of these by-laws of the “Craven Jaguars Youth Football and Cheer”, Tax ID#85-3352962” hereinafter referred to as “CRAVEN JAGUARS”. Any rules, regulations, guidelines or special situations that are not covered in these Bylaws may be covered in an official document known as the “CRAVEN JAGUARS” Standing Rules and Regulations. These may include rules that may need revising over time due to changes in seasons or situations. Rules and regulations can be changed by a Board of Director, Executive Board or Board two-thirds vote. Any amendments must be filed immediately with the state of Secretary.

- | | |
|-------------------------|--|
| 1. President | Raymond Cox |
| 2. Vice President | Sandra K Larios |
| 3. Secretary | Corri Barnhill |
| 4. Treasurer | Lindsey Brinkley |
| 5. Director of Football | Darrell James |
| 6. Cheer Coordinator | Kienna McGee (acknowledgment Made 2/8/2025) |