

**BARTLETT  
RAIDERS  
INC.  
BYLAWS  
AND  
POLICIES &  
PROCEDURES**

# **BARTLETT RAIDERS INC. BY LAWS**

## **ARTICLE 1 - NAME**

The name of this organization shall be the BARTLETT RAIDERS ATHLETIC ASSOCIATION, INC. (BRI).

## **ARTICLE 2 - OBJECT**

The object of BRI shall be to provide children the opportunity to play football or be a cheerleader.

## **ARTICLE 3 - ORGANIZATION**

BRI is a non-profit, non-union, nonpartisan, nonsectarian organization whose members shall have the sole right to govern and control all activities through their duly elected officers.

Whereas, the Bartlett Raiders Athletic Association, Inc. Bylaws, as revised February 21, 2008, required clarification with respect to the organization's charitable and educational intents and purposes, and to comply with audit requirements.

Now, therefore, in consideration of the foregoing, be it resolved that:

- A. The organization is organized exclusively for and will be operated exclusively for charitable and educational purposes;
- B. No part of the organization's net earnings will inure to the benefit of any individual and, consistent with this requirement, the organization will at no time be organized or operated for the benefit of private interests, or persons controlled directly or indirectly by any private interests; and
- C. The organization shall not, as a substantial part of its activities, attempt to influence legislation (unless it elects to do so under the provisions allowing certain lobbying expenditures) or participate to any extent in a political campaign for or against any candidate for public office.

## **ARTICLE 4 - MEMBERSHIP**

- A. Parents who register their children, pay the required fees and participate in all

## BRI BYLAWS AND POLICIES & PROCEDURES

mandatory fundraisers are considered duly constituted members of BRI.  
Eligibility for participant (football and cheer) registration will be as follows:

1. Returning rostered players from the previous season, in good standing.
2. Residents of Bartlett, Illinois.
3. All others.

Good standing being defined as no outstanding debt, fines or equipment, nor any prior history of activities deemed detrimental to the growth or basic intentions of organization. Any member who has been deemed to be not in good standing, can return to good standing after review, and a unanimous vote by the Board. The President shall maintain a list of rescinded members with the justification for each member defined in writing.

- B. Any adult who has passed our IL State Police Criminal background check is willing to volunteer their time for the betterment of the program shall be considered a duly constituted member of BRI.
- C. The Board of Directors of BRI reserves the right to refuse or rescind membership of any individual(s) based on a majority vote of the total membership of the Board of Directors.

### **ARTICLE 5 - OFFICERS**

- A. The Officers of this association shall be the duly elected Board of Directors.
- B. The Board of Directors shall consist of thirteen (13) members.
- C. The Board of Directors shall be elected for a term of two (2) years with six (6) members being elected in even numbered years and seven (7) being elected in odd numbered years.
- D. A candidate for election to the Board of Directors shall have been a member of BRI for at least one season prior to election. That season being the season immediately prior to election.
- E. A candidate for election to the Board of Directors shall have their child (ren) registered and all required fees paid.
- F. Newly elected Board Directors will begin their term at the end of the last meeting the calendar year.

## BRI BYLAWS AND POLICIES & PROCEDURES

Anyone who has been elected as a member of the Board of Directors and subsequently resigns or is dismissed from the Board of Directors may not be a candidate for election until one year from the date of the resignation or dismissal has elapsed without the approval of the Board of Directors.

The Board of Directors shall have the sole authority to approve or disapprove any candidate for election.

In the event that a member is disapproved for election, a certified letter informing him/her of the reason will be sent within one week, of the decision for disapproval. In addition, a personal or telephone contact will be made (or a reasonable number of attempts made) to the candidate in question, by a member of the Executive Board. The refused member will have the opportunity to appear at, at least one Board meeting to appeal the Board's decision. In the event that the denied candidate is a "last minute" candidate, i.e., there would not be a regularly scheduled meeting between the denial and the elections. The candidates denied status would stand until 1.) The President calls (at his or her discretion) a special Board meeting or 2.) The next regular meeting (member - if appeal is successful would be eligible for the following years elections).

- G. The Board of Directors shall have the sole authority to enter into contracts, agreements or any other long-term commitments of BRI funds. This authority can be delegated only after a majority vote.
- H. Each year, the Board of Directors, from their number, shall elect a President, a 1st Vice-President, a 2nd Vice-President, a Secretary and a Treasurer.
- I. The President shall:
  - 1. Be the Chief Executive of the association and the presiding chairperson at all meetings of the Board of Directors.
  - 2. Appoint all standing committees (except the Executive Committee and Nominating Committee), subject to the approval of the Board of Directors.
  - 3. Appoint Special committees, subject to the approval of the Board of Directors.
- J. The 1st Vice-President shall:
  - 1. Act as an assistant to the President.

BRI BYLAWS AND POLICIES & PROCEDURES

2. Perform other duties as assigned by the President.
3. Serve as chairperson at meetings of the Board of Directors where the President is absent.
4. Replace the President in the event a vacancy occurs in that position.

K The 2nd Vice-President shall:

1. Act as an assistant to the President.
2. Perform other duties as assigned by the President.
3. Replace the 1st Vice-President in the event a vacancy occurs in that position.

L. The Secretary shall:

1. Keep permanent minutes of all meetings of the Board of Directors.
2. Notify the membership of all activities of the BRI.
3. Maintain all records of the BRI.
4. Perform other duties as assigned by the President or the Board of Directors.

M. The Treasurer shall:

1. Maintain custody of all funds of the BRI.
2. Keep complete records of all financial transactions of the BRI. All financial records must be kept in accordance with Generally Accepted Accounting Principles (GAAP) using the most current version of Quick Books Pro, or other equivalent software capable of tracking all accounting data and generating acceptable financial reports and data files that can be used by a CPA for the annual audit and tax preparation.
3. Deposit and disburse monies as instructed by the Board of Directors.
4. Make available the BRI's books and records, at any requested time, to the Board of Directors.

## BRI BYLAWS AND POLICIES & PROCEDURES

5. Submit financial statements and tax returns to the Board of Directors at the conclusion of each calendar year or as directed by the Board of Directors.
  6. Complete and submit an annual audit. In each year that the revenue exceeds an annual sum of \$150,000 (or higher if stipulated by the State of Illinois) the Treasurer shall also have an independent audit performed by a qualified CPA that has been approved by the Board.
- N. Any vacancy in the position of the 2nd Vice-president, Secretary, or Treasurer shall require the Board of Directors to elect, from their number, a suitable replacement.
- O. Any vacancy created on the Board of Directors shall require the Board of Directors to elect a suitable replacement(s).
- P. The registration fee will be waived less the fee agreed upon by the Board to cover the cost of the cheer or football annual required items purchased for a single child of any serving Board Director that has been elected by the general membership. In the event that a Board member does not complete their entire term, the Registration fee(s) will be pro-rated for the amount of time served. This waiver will apply to the registration fee only. The individual Board members will pay for equipment, and/or any other fees.

### **ARTICLE 6 - BOARD OF DIRECTORS**

- A. Duties
1. Shall function as the duly elected officers of BRI.
  2. Shall remove from office any elected officer who fails to perform their duties. Removal from office requires a 3/4ths vote of the entire Board of Directors.
  3. Will remove from office without vote any elected officer who is absent from three (3) consecutive regularly scheduled Board of Directors meetings or Raider functions as listed in Board Participation Agreement; or is absent from five (5) regularly scheduled Board of Directors meetings or Raider functions in one (1) calendar year. Violation of any of the signed agreements, or policies in place shall also result in removal without vote.

## BRI BYLAWS AND POLICIES & PROCEDURES

4. Shall devise the best means to satisfy the financial obligations of BRI and, through their Treasurer, shall disburse monies in payment thereof, only by check, and only for items that are approved for payment by the BRI as defined in the Policies and Procedures. Checks shall require double signature and shall be signed by two members of the Executive Committee.
5. Must participate in Raider functions (as listed in Board Participation Agreement) including but not limited to home games, concessions, equipment/uniform distribution, fields, registration, fundraisers, equipment/uniform return, homecoming, and communications. These activities are integral parts of the organization and must have adequate board representation.
6. All Board members must read and comply with the BRI Conflict of Interest Policy, and all other policies as defined in the Bylaws, and Policies and Procedures.
7. All Board members must put the needs of the organization first in all actions and decisions that affect the organization. The Board members must not take part in or allow any activities or decisions that may jeopardize the organization's tax-exempt status, non-profit incorporation status, or be harmful in any way to the organization, or its members.
8. To guard against renegade Boards and Presidents, and the change in direction of the future of the program, i.e. changing leagues, or other significant organizational change, the Board shall be required to get approval of  $\frac{3}{4}$  of the majority of the Board, and/or  $\frac{3}{4}$  of the majority of the current membership (one vote per household) approval in order to take any action that might significantly affect the organization's future. To allow for any change in this By-law, a  $\frac{3}{4}$  majority vote of the Board is required, following submission of this change in writing, and a 30 day wait period before enacting.

### B. Meetings

1. The Board of Directors shall meet at least once a month at a time, place and date to be set by the President.
2. The President may call other meetings. Any other Board of Director, with a  $\frac{2}{3}$  vote of the total membership of the Board of Directors, may call a meeting.

## BRI BYLAWS AND POLICIES & PROCEDURES

3. Quorum for any Board of Directors meeting should be as follows:

- (Current) 9 board members present out of thirteen total Board of Directors
- 8 board of directors present out of twelve total Board of Directors
- 7 board of directors present out of eleven totals Board of Directors
- 6 board of directors present out of ten total Board of Directors
- (Minimum) 5 board of directors present out of nine total Board of Directors

The numbers below the above minimum requirement would constitute that decisions be made by the Executive Board of Directors with quorum. The Executive Board of Directors will run day to day operations and board meetings for the BRI until a full quorum of Board of Directors are reached.

4. A majority vote of the Board of Directors being present at any meeting, or a majority vote of all active Board of Directors by email shall constitute effective action, unless otherwise designated in the Bylaws of the BRI.

### **ARTICLE 7 - BYLAW CHANGES**

- A. The Bylaws may only be changed by submission of written changes to the Board of Directors, which must be read at a Board of Director's meeting thirty (30) days before a vote can be taken.
- B. The new Bylaws must be submitted to the State of Illinois within 60 days of changes to comply with current Incorporation Requirements.
- C. 2/3rds approval of the total Board of Directors is required to pass any bylaw change.
- D. The Polices and Procedures are considered an integral part of the bylaws. They may be changed at any Board of Directors meeting with a majority vote of the Board of Directors.

### **ARTICLE 8 - RECORDS**

- A. All records of BRI are the exclusive property of BRI.
- B. Any and all BRI records, in the possession of any officer or committee appointee, shall be turned over to the Board of Directors upon demand by the Board of Directors.

BRI BYLAWS AND POLICIES & PROCEDURES

- C. Effective 1/1/2002, no football player at any level shall have or use the jersey numbered 95. This By-law is permanent and binding, and can never be changed or deleted.

**ARTICLE 9 – FINANCIAL & ACCOUNTING RECORD KEEPING**

- A. Annual Audit Recommendations by the Contracted Auditing CPA
  - 1. Each year that an audit takes place, the recommendations given by a CPA should be reviewed and followed to the best of the organization's ability, taking into account existing by-laws and policies and procedures.
  
- B. Accounting Record Keeping
  - 1. All BRI Accounting records shall be maintained by the Treasurer. This includes the maintenance of all Bank accounts, and all other money assets and liabilities. The data shall be kept on a computer that is owned by the BRI, or the Treasurer, and the data shall be kept secure, and backed up regularly.
  - 2. All transactions, journals, and entries shall be kept up to date, so that accurate reports can be generated for monthly meetings or at the request of the Board.
  - 3. All receipts and financial paperwork shall become the property of BRI and shall be accurately labeled, and kept in storage for a minimum of 7 years. The records shall be kept secured unless needed by the President, Treasurer or Secretary for retrieval if needed.
  
- C. Checking Account Usage
  - 1. Checks may only be written and signed by authorized signers as approved by the Board.
  - 2. Checks should be written in chronological order. If a check is removed from the checkbook and unused it should be voided and accounted for within 30 days.
  - 3. Checks may only be written for items approved for purchase by the BRI Board, or for established items that are required to do business.
  - 4. The following items have been identified as required items; Insurance, BGYFL Fees, other mandatory operating fees, and other items

## BRI BYLAWS AND POLICIES & PROCEDURES

approved by the current board so as to facilitate speedy payment of vendors and prevent lapses in otherwise business critical operations. Each year the board should review these expenses early in the year, and approve in advance the issuance of checks to cover them.

### D. Savings Account Usage

1. Money not needed for immediate use in checking accounts will be transferred to the Savings Account to maximize interest earned at all times during the year, with enough reserve kept in checking accounts to cover checks that have been issued but not yet cleared.

### E. Cash Handling Safety

1. Whenever possible, cash should be avoided, and checks should be encouraged to help facilitate accurate tracking of receipts. Any payments made or received in cash should be documented by a cancelled invoice or receipt or signed voucher.
2. Cash Receipts
  - i. Will be given for all purchases at Registration, Equipment Pickup, for Fees and Apparel.
  - ii. Will be given for all apparel items ordered, and if practical for apparel items sold from stock at games and events.
  - iii. Will not be required for the sale of concessions.
  - iv. Will not be required for optional fundraisers or raffles that distribute tickets, which will serve as the receipt.
3. Cash Collection and Handling
  - i. Whenever possible; cash collected from the sale of concessions, apparel, or registration should be counted immediately upon the close of the sales session by the assigned supervisor and the treasurer or another board member. The final cash amount should be documented on a bank deposit ticket and the deposit ticket should be signed or initialed by both parties. The deposit ticket and cash should be taken by or given to the BRI treasurer and a deposit made at the bank as soon as possible. For apparel sales and registration, the deposit amount should be matched to the duplicate sales receipts. A copy of the deposit ticket (and duplicate sales receipts for apparel sales) should be kept by the treasurer as the basis for recording the cash transaction in the general ledger.

## BRI BYLAWS AND POLICIES & PROCEDURES

- ii. Cash collected from fundraising activities should be submitted to the BRI treasurer, or deposited into the bank, as soon as possible and counted by both the collector and the treasurer. A deposit ticket should be filled out and signed by both parties. The deposit ticket and cash should be taken by the treasurer and a deposit made at the bank as soon as possible. A copy of the deposit ticket should be kept by the treasurer as the basis for recording the cash transaction in the general ledger.

### F. Concessions Accounts and Record Keeping

1. A separate checking account will be maintained exclusively for the use of concessions food, beverages, supply purchases and items needed in the daily operations of the concessions. All purchases should be made by check, and will require store receipts that should be turned into the Treasurer at the first meeting following the month of purchase.
2. All deposits of cash from concessions sales will be deposited as soon as possible into this account
3. Daily sales totals will be kept for each location.

### G. Employees or Contractors Payment and Record Keeping

1. All personnel hired to work concessions, or for any other BRI controlled activity where payment is made, should be treated as employees. Employment forms W-4, IL-W-4, and I-9 accompanied by copies of acceptable forms of Identification, must be completed by each hired employee immediately upon hire, updated as required and kept in separate personnel files. Copies of all required paperwork must be submitted to the Treasurer before paychecks will be issued.
2. Students aged 14 and 15 must submit an approved work permit from their High School before beginning work. Students under 14 are not employable.
3. QuickBooks Pro payroll function will be used by the Treasurer for all payroll functions, and the Treasurer shall be responsible for the creation and submission of ongoing payroll deposits and quarterly and annual payroll filings, for both Federal and State requirements.
4. The Treasurer will prepare end of year reports, and submit paperwork including W-2s to the Accountant for approval, in time to be mailed

## BRI BYLAWS AND POLICIES & PROCEDURES

out by Jan 31 for each employee.

5. Rates of pay should be approved by the board of directors and documented in each employee's file.
6. A supervisor should be assigned to each concession session and record the number of hours worked.
7. Paystubs and paychecks will be created weekly for distribution, following the entry of the hours worked, and the running of the payroll function in QuickBooks Pro Payroll.

### H. Subcontractors Hired by BRI

1. Any subcontractors used by BRI should be required to complete form W-9 prior to providing services.
2. Any subcontractor must first sign a written contract before beginning work. This contract must be approved by the Board with a majority vote, or it shall be considered Null and Void. The contract must comply with all State and Federal laws where the work is performed.
3. Any subcontractor must provide proof of self employment before a contract can be signed.
4. Payments for such services will only be made by check.
5. Form 1099-MISC should be prepared and distributed by January 31 every year recording the amount of fees paid to every subcontractor receiving \$600 or more in the previous calendar year.
6. Any subcontractor used by BRI must provide proof of insurance suitable for their line of work, including worker's compensation insurance, and any other insurance that is required by the laws in place at the location the work is being performed including but not limited to Federal, State and Local laws.
7. For any work performed that requires permits of any type, the contractor must acquire the appropriate permits and provide proof of the permits to the Board, and follow all laws and requirements that apply to the permits and the work being done.

### I. Inventory

1. A physical inventory of all apparel or other sellable items should be recorded by quantity, type and the cost, generally based on the most recent purchase price, at the end/beginning of each calendar year. This information should be recorded as an asset in the general ledger by the Treasurer concurrent with the physical inventory date.

BRI BYLAWS AND POLICIES & PROCEDURES

- J. Purchases Using Costco or Sam's Membership Cards and other Open Accounts with Vendors/Suppliers
1. The uses of BRI accounts are limited strictly to BRI business in fulfillment of its exempt purpose. Personal or other non-BRI purchases can not be made using any account that is established in the BRI's name.
- K. Purchases using the Raiders Tax Exempt Status must meet State and Federal Tax Exempt requirements so as not to jeopardize the Tax Exempt Status of the Raiders.
2. Purchases using the Tax Exempt status must meet the following requirements, or sales tax should be paid at the time of purchase.
    - i. The item is purchased for use by the Raiders.
    - ii. The item is purchased for resale by the Raiders.
    - iii. The seller has a current copy of the Raiders' Tax Exempt status letter or is provided a current copy at the time of sale.

# BARTLETT RAIDERS INC. POLICIES AND PROCEDURES

## 1 - PURPOSE

The purpose of this policies and procedures manual is to detail the policies and procedures formulated by the Board of Directors for the functioning of the BARTLETT RAIDERS ATHLETIC ASSOCIATION, INC. (BRI).

## 2 - STRUCTURE

BRI shall be composed of:

### A. Football Teams

<u>Team</u>	<u>Age Requirements</u>	<u>Max. Weight at Registration</u>
1. Flag	5-7 years	74 lbs.
2. 70 lb.	7-8 years	74 lbs.
3. 80 lb.	8-9 years	84 lbs.
4. 90 lb.	10 years	94 lbs.
5. 100lb.	11 years	105 lbs.
6. 115lb.	12 years	121 lbs.
7. 130lb.	13 years	136 lbs.
8. 200lb. (Varsity)	12, 13 & 14 years	207 lbs.
9. Any additional teams added by the Bill George Youth Football League.		

- \* All Bill George Youth Football League (BGYFL) sanctioned football teams are subject to the age and weight requirements of the BGYFL.
- \* Flag maximum weight 74 lbs.
- \* Varsity up to 8th grade only, those who turn 14 years prior to August 1<sup>st</sup> of season but NOT 15 years old prior to December 1<sup>st</sup> of the same season and not enrolled in high school.

### 1. Eligibility

- a. Ages 5 to 14 years, 5 years before August 1<sup>st</sup> of the season and not 15 years old before December 1<sup>st</sup> of the season.

BRI BYLAWS AND POLICIES & PROCEDURES

- b. Must meet age and/or weight requirements for their team. A younger player may play on a heavier team provided he is ineligible to play on a lower weight team, but an older player may not play on a lower weight team.

B. Cheerleaders

- 1. Individuals will be accepted on a prior season rostered basis. Prior season rostered participants will be given until January 31 to pre-register. Beginning February 1, open Registration will begin. Any positions available will be filled on a first come first serve basis. A maximum of 24 participants will be rostered on each squad. After 24 participants have been rostered, all further individuals will be placed on a waiting list and rostered in the order in which they were wait listed. Registration and any other fees will be collected at that time.
- 2. Individuals will be accepted for participation based on age and grade.
  - a. Age 5 years to 14 years
  - b. Grades K, 1-8
- 3. Cheerleaders must pay the required registration fees and purchase the required equipment, as deemed necessary by BRI.
- 4. Cheerleader squads will be rostered as follows:
  - a. Flag Grades K, 1& 2
  - b. 70lb. Grade 3&4
  - c. 80lb. Grade 4
  - d. 90lb. Grade 5
  - e. 100lb. Grade 6
  - f. 115lb. Grade 7
  - g. 130lb. Grade 8
  - h. 200lb. (Varsity) Grade 8

**BARTLETT RAIDERS INC.  
POLICIES AND PROCEDURES (Con't.)**

**3 - COMMITTEES**

A. BRI Committees

1. The President, subject to the approval of the Board of Directors shall appoint all committees, excepting the Executive Committee and the Nominating Committees.
2. Committee appointments shall become effective immediately upon appointment and shall terminate at the end of the respective current year. Every committee appointee shall be required to read and adhere to the BRI Conflict of Interest Policy.
3. The Standing Committees of BRI shall be:

a. Executive Committee

1. Shall consist of five (5) members: President, 1st Vice-President, 2nd Vice-President, Secretary, and Treasurer.
2. Shall meet at the discretion of the President, who shall be chairperson.
3. The responsibility of this committee shall be to make decisions on behalf of the Board of Directors when it is inconvenient for the Board of Directors to meet.
4. A quorum for any Executive Committee meeting shall be four (4) members and a 3/4ths vote of that quorum shall constitute a decision.
5. All decisions made by the Executive Committee must be presented at the next regularly scheduled Board of Directors meeting.
6. The Executive Committee shall not make any long-term commitments or enter into a financial arrangement of greater than \$500.00.

b. Nominating Committee

BRI BYLAWS AND POLICIES & PROCEDURES

1. Shall consist of three (3) members: 1st Vice-President, and two (2) other members of the Board of Directors.
2. The 1st Vice-President shall act as a chairperson of this committee.
3. The responsibility of the Nominating Committee shall be to handle all details of the election.
4. Election of Board of Directors shall take place immediately following the season. All families will have one vote.
5. It will be the responsibility of this committee to secure non-board election judges from the membership.
6. The Nominating Committee shall distribute a list of all approved candidates; other than this there shall be no campaigning literature.

c. Awards Function Committee

1. Is responsible for the awards.
2. Award distribution.

d. Cheer Committee

1. The Cheer Committee's responsibility is to organize the cheer program.
2. Each season a Cheer Director will be appointed by the President of the Raiders Board following a recommendation by the cheer committee. The director will act as chairperson of this committee.
3. Meetings of the cheer committee will be held once a month. All decisions made must be presented at the next regularly scheduled BRI board meeting.

e. Coaches Committee

1. Is responsible for the scheduling and program content of all Coaches meetings.

BRI BYLAWS AND POLICIES & PROCEDURES

2. Shall recommend, to the Board of Directors, candidates for Head Coaches.
    - a. All Head Coaches shall be selected prior to the start of the new season in order to facilitate ACEP/NYSCA certification, safety training procedures, AED training, CPR and mandatory coaches clinics/meetings.
    - b. In the event two or more parties apply for the same squad/team the Coaches Committee will evaluate the parties applications and make the most qualified recommendation to the board of directors.
  3. Shall recommend to, the Board of Directors, the dismissal of any Head Coach or Assistant Coach.
- f. Concession Committee
1. Shall be responsible for the total operation of the concession stand.
  2. The Chairperson shall be responsible for but not limited to:
    - a. Management of concession stand.
    - b. Staffing of concession stand.
    - c. Ordering and replenishment of food supplies.
    - d. Cleaning and maintenance of concession stand.
- g. Equipment Committee
1. Is responsible for equipment for all teams/squads.
  2. New equipment orders, distribution of equipment, equipment return and storage of equipment.
- h. Fields Committee
1. Shall be responsible for all striping, weekly maintenance including garbage clean-up.
  2. Weekly mowing of all fields, set up and tear down for all scheduled games.

BRI BYLAWS AND POLICIES & PROCEDURES

- i. Flag Football Committee
  - 1. Shall be responsible for the functioning of the flag football program for the year including scheduling.
- j. Homecoming Weekend Committee
  - 1. Shall be responsible for pep rally.
  - 2. Shall be responsible for Homecoming Weekend including decorating fields and other activities.
- k. Fund Raising Committee
  - 1. Is responsible for fundraiser(s).
  - 2. Soliciting of sponsors and other fund raising activities.
- l. Registration Committee
  - 1. Is responsible for dates, places, workers and publicity regarding all registration activities.
- m. BGYFL Committee
  - 1. The President shall determine league Representatives and alternates.
  - 2. Representative or alternate shall attend all Bill George Youth Football League meetings and report league actions to the Board of Directors at the next regularly scheduled meeting.
- n. Team Mom Committee
  - 1. Is responsible for the scheduling and program content of all Team Mom meetings.
  - 2. Shall recommend, to the Board of Directors, candidates for Team Moms based on application and IL State Police Criminal Background checks.

BRI BYLAWS AND POLICIES & PROCEDURES

3. Shall recommend to, the Board of Directors, the dismissal of any Team Mom or Assistant Team Mom.

**V. COACHES**

A. Head Coaches

1. Each team shall have a Head Coach, recommended by the Coaches Committee and approved by a majority of the Board of Directors present at a regularly scheduled Board of Directors meeting.
2. All Head Coaches shall have filed, with the Board of Directors, a completed coach's application, a completed IL State Police Criminal Background check, and shall be ACEP or NYSCA certified.
3. The appointment is for one (1) year and any Head Coach may be removed for cause by a 2/3rds vote of the total Board of Directors membership, or 3/5<sup>th</sup> vote of the Executive Board.

B. Assistant Coaches

1. All Assistant Coaches shall have filed, with the Board of Directors, a completed coach's application, a completed IL State Police Criminal Background check, and shall be ACEP or NYSCA certified.
2. All Assistant Coaches shall be recommended by an approved Head Coach and approved by a majority vote of the Board of Directors present at a regularly scheduled Board of Directors meeting.
3. The appointment is for one (1) year and any Assistant Coach may be removed for cause.

C. Team Moms

1. Each team shall have a Team Mom, recommended by the Team Mom Committee and approved by a majority of the Board of Directors present at a regularly scheduled Board of Directors meeting.
2. All Team Moms shall have filed, with the Board of Directors, a completed

## BRI BYLAWS AND POLICIES & PROCEDURES

team mom application and an IL State Police Criminal Background check. Cheerleading Team Moms shall be ACEP certified.

3. The appointment is for one (1) year and any Team Mom may be removed for cause.

### **VI. REGISTRATION REFUND POLICY**

#### **A. Refunds for Registration Fees**

1. Full refunds will be given to any individual who leaves the program before April 1<sup>st</sup>. Any individual who has moved outside of the BGYFL area with written the proof of the new address, or is considered medically unfit by a qualified physician with written documentation from the physician, and is unable to participate prior to the first practice, shall be refunded their entire registration payment amount less the amount needed to cover the cost of the jersey or the cost of the cheer item ordered. For individuals who leave the program after April 1<sup>st</sup>, but prior to the first day of practice, a refund will be issued of the money paid for Registration, less the \$100 non-refundable deposit, and less any fundraiser fees paid.
2. Any individual who quits after the first scheduled practice shall not be entitled to any refund.
3. Refunds shall only be issued after all football equipment or cheerleading uniform is returned in satisfactory condition.
4. Any refund given will be subject to a reduction for fundraisers already taken. Fundraiser fees already paid will not be refundable under any circumstances.
5. The Board shall retain the right to give refunds under special circumstances.
6. All refunds will be issued by check regardless of the form of payment originally used.

**VII. COACHES/TEAM MOM CONDUCT**

- A. Given that BRI has been formed to provide children the opportunity to play football or be a cheerleader, it is imperative that the adult segment of BRI conducts itself in a manner that is consistent with a children's organization. It is therefore determined that certain behavior be deemed as inconsistent with the goals and obligations of BRI to it's children and would require the removal and/or expulsion of that adult member from the organization. That behavior being defined herein as:
1. Under the influence of alcohol or illegal drugs during any BRI practice or game.
  2. Fighting during any BRI practice or game.
  3. Undo harassment of players, cheerleaders, coaches, team moms, and/or officials during any BRI practice or game.
  4. Smoking while actively involved with the children during any BRI practice or game.
- B. Certification
1. ALL Board Directors, Head Coaches, Assistant Coaches, Team Moms, and Junior Cheer Coaches over the age of 18 will submit to an Illinois State Police felony background check.
    - a. All returned police checks will stay in a sealed confidential file of the BARTLETT RAIDERS ATHLETIC ASSOCIATION, INC.
    - b. The Head of Coaches committee of BRI will co-ordinate all information and be responsible for reviewing the returned forms with the President only.
    - c. If the conviction is for a felony or any action dealing with a child the application will be denied.

### **VIII. PARTICIPANT CONDUCT**

- A. Participants, either football players, cheerleaders, parents, or legal guardians, have an obligation to conduct themselves in a manner that is consistent with this organization. This organization was formed in order to encourage athletic activities, promote sportsmanship and fitness and to maintain a sound mental, physical, and moral condition. It is therefore determined that certain behavior be deemed as inconsistent with the goals and obligations of the BRI to the children participating in the program and would require the removal and/or expulsion of that participant from the organization. That behavior being outlined as, but not limited to:
1. Good conduct is expected from all participants listed in Section A. These behaviors will not be tolerated as directed to team members, coaches, team moms, directors, board members, and referees, disrespect, insubordination, abusive language, negative attitude, gang symbolism, fighting, destruction of equipment/uniforms, lying, forgery, and any other improper conduct as determined by the Board of Directors.
  2. Any behavior deemed as criminal i.e. theft, smoking, drug use, alcohol use, inappropriate sexual behavior may result in immediate dismissal from participation.

### **VIX. MINIMUM PLAY TIME**

- A. Minimum playtime for all football players will be defined by level as follows:
1. Flag Football - Every player shall play at least 30 plays of a standard 60 play game.
  2. Silver Division - 70#, 80# & 90# levels - ½ the plays in a game, excluding special teams plays. 100# thru 200# - 12 plays during the entire course of the game. During playoff games, the playing time will be governed by the rules defined in the BGYFL By-laws. This guarantees a comparable matchup during playoff games.
  3. Gold Division - 80# thru 200# (Varsity) - 8 plays during the entire course of the game.

## BRI BYLAWS AND POLICIES & PROCEDURES

- \* Each team's **head coach or designated assistant coach** will administer Minimum Play Time. Missed or late practice attendance, disciplinary problems, etc., may affect that players actual play time. Parents and Player will be notified in advance of the game, with a third party present, preferably a Board member, in question of any deviation to the playtime minimum.