

LINWOOD PANTHERS FOOTBALL ASSOCIATION

BY-LAWS

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INTRODUCTION

The adoption of these by-laws for the Association is made as a result of the gratitude of the membership and for the commendable efforts of the Cheerleading and Football coaching staffs and of those people who have been active in their support. It is the membership's sincere intent that these by-laws will form a frame work under which a more active support of Association functions can be accomplished.

ARTICLE I. NAME AND COLORS

The name of the organization shall be the Linwood Panthers Football Association. The colors of the Association shall be black and white.

ARTICLE II. PURPOSE AND AIMS

The purpose and aims of the association shall be to sponsor the Linwood Panthers Football Teams and the Linwood Panthers Cheerleading Squads. Give eligible children of the City of Linwood the opportunity to play and participate in an organized football league, practice good citizenship and sportsmanship.

ARTICLE III. MEMBERSHIP AND DUTIES

All residents of the City of Linwood and those coaching or otherwise serving the association are eligible and encouraged to become members of the association. At the time of player registration, the parents and/or guardian of that player, after paying the registration fee, are eligible to become members in good standing. Anyone wishing to become a member must register his or her name and address with the secretary of the association at a regularly scheduled meeting. Once registered, they become members in good standing. All members are ineligible to vote until they have attended four (4) regularly scheduled meetings in one calendar year.

To be clear, in order to be a member in good standing and have voting privileges, a person needs to attend at least 4 meetings in one calendar year. Note, that as discussed later, to vote at the January election meeting, a person needs to attend 4 meetings between the previous January and November 1. If you obtain voting privileges in any calendar year, you are eligible to vote the following year on any issues through July 1. After July 1, only those who have attended 4 meetings in that calendar year are eligible to vote. You will be eligible to vote at that start of your 4th meeting (so you can vote on issues raised for vote while attending your 4th meeting).

Members, especially those who are parents of participants, are encouraged to attend all regularly schedule meetings, and in order to maintain their good standing and voting privileges, they must attend a minimum of four (4) meetings per calendar year. Attendance shall be taken at each meeting by the secretary and at each meeting the secretary will read aloud those members who have voting privileges.

It is further expected that members will actively support one or more of the committees and coaching staffs and in addition members are expected to help in establishing and maintaining a healthy attitude in the presence of team members. Any problems, issues or escalations should be privately brought to a board member, and/or raised at a board meeting. They should not be raised on the field, in front of the football players and/or cheerleaders. The parent members are expected to be responsible for the conduct of their children and encourage them to show proper respect due to the adults who are working to achieve the aims of the association. They are also expected to conduct themselves in a proper manner. Harassment, berating and the use of foul and abusive language directed at game officials, opposing participants and or fellow members, at any association function, will not be tolerated.

Penalties for violation of misconduct, as stated above, are as follows:

- Suspension of membership privileges as deemed appropriate by Board of Trustees.

Any member of the Linwood Panthers Football Association who are also members of any other Jersey Shore Youth Football League or have children playing for any other organization shall forfeit their voting privileges until which time the conflict of interest no longer exists, unless the reason their children are playing for another organization is that the Linwood Panthers Football Association did not have a team for their child to play on. In that case, the member does not lose his/her membership in good standing and voting privileges.

ARTICLE IV. BOARD OF TRUSTEES AND DUTIES

The Board of Trustees shall consist of the President, Vice President, Secretary, Treasurer, Head Football Coaching Coordinator, Head Cheerleading Coordinator and, if available to serve, the immediate past President of the association shall be included as a member of the Board.

The Board shall be responsible for:

1. Formulating ideals and philosophy to be adopted by the association.
2. Scheduling and conduct of special meetings of the Board.

3. Liaison with the member of the Linwood Board of Recreation assigned to monitor the Linwood Panthers Football Association.
4. To manage the business of the association and to approve all purchases of equipment and/or uniforms.
5. To hear all complaints from members that cannot be successfully resolved by the President. Any complaint that is deemed valid, and cannot be resolved shall be brought before the Board at a special meeting wherein all parties involved must be in attendance. If the complaining party is not in attendance, after being given sufficient notice of the date, time and location of the meeting, the complaint shall be considered null and void and/or resolved.
6. To approve all awards and/or trophies to be given to participants in the program.

ARTICLE V. OFFICERS AND DUTIES

A. President

The President shall be the Chief Executive Officer of the association; shall preside over all meeting of the association; shall have general management of the affairs of the association; shall insure that the orders, directives and resolutions are carried into effect whether mandated by the general membership though a properly passed motion or directed by the Board of Trustees; shall cast the deciding vote on all matters of which there is an equal division of members voting.

B. Vice President

In the absence of the President the Vice President shall perform the duties of and exercise the powers of the President; shall service as chairperson of the membership publicity committee.

C. Secretary

The Secretary shall record all minutes of the meeting; shall submit a written report to the President prior to the start of regular meetings detailing the minutes of the previous meeting; shall report to the members, the minutes of the previous meeting or any special meeting of the Board of Trustees; shall send to registered members, coaches, officers and chairpersons of committees, a notice of regularly scheduled meetings at least seven days before the date of the meeting in an effort to remind the members of the importance of attending; shall take attendance at regular or special meetings of the membership and maintain a record for each member. The Secretary's records of attendance shall be official and final.

D. Treasurer

The Treasurer shall be the chief financial officer of the association; shall keep the books of account; shall receive all funds of the association and deposit without delay those funds in the bank or savings and loan association so designated by the Board of Trustees; shall submit a written financial report to the President at each meeting and report verbally to the general membership.

E. Head Football Coaching Coordinator

The Head Football Coaching Coordinator is required to coach at Taxi, Pee Wee, Junior Varsity or Varsity level. The Head Football Coaching Coordinator shall be responsible for all activities directly related to the football players and coaching staffs; shall be responsible for coordinating all levels of player participation to insure a uniform football program in order to facilitate a smooth transition from level to level;

shall be responsible for the conduct of all practices and games; shall represent the association at all Jersey Shore Youth Football League meetings and may cast votes in behalf of the association on matters that a Head Football Coaching Coordinator would normally vote upon; shall be responsible for the selection and/or removal of all head coaches for all football teams and the selected head coaches shall be responsible for the selection and/or removal of their assistant coaches subject to the approval of Head Football Coaching Coordinator; shall insure that the association adheres to the by-laws and rulings of the Jersey Shore Youth Football League; and shall have final approval of all player records prepared by the records committee.

F. Head Cheerleader Coordinator

The Head Cheerleader Coordinator shall be responsible for all activities directly related to the cheerleaders and their coaching staff; shall have sole responsibility for the conduct of the Cheerleaders during all practices, games and all other activities; shall represent the association at the Jersey Shore Youth Football League, and may cast votes in behalf of the association that would normally be voted upon by a Head Cheerleader Coordinator; shall be responsible for the selection and/or removal of all head coaches for the cheerleading squads and those selected head coaches shall be responsible for the selection of their assistant coaches subject to the approval of the Head Cheerleader Coordinator; shall insure that the association adheres to the rules and by-laws of the Jersey Shore Youth Football League; and shall approve the selection of judges in connection with judging the cheerleaders etc.

ARTICLE VI. ELECTION OF OFFICERS

- A. All officers of the association shall be elected for a term of one (1) year at the regularly scheduled meeting in January. Nominations shall be submitted at the December meeting, either by a duly appointed nominating committee or individually from the floor by each member in good standing with voting privileges. Each nomination must be seconded by a member in good standing with voting privileges. Additional nominations may be submitted until the President calls for the nominations at the January meeting. Once the president closes the nominations and voting begins to take place, no new nominations may be submitted (except as described next in the event that one person wins two positions).
- B. People may be nominated for more than one position. If they are selected for both positions, then they have the choice of which position to choose, and members in good standing with voting privileges will hold an immediate nomination and election process to fill the other position. Note, the position not elected by a person who won two positions will not automatically be presented to the loser of that election – rather, the body will be able to nominate new people, and have an election to fill that role. That election will occur at the January election meeting (in other words, we will not postpone that election until the next meetings – all elections will occur at the election meeting).
- C. Election shall be by secret ballot and the nominees with the most votes from the members in good standing that are present shall be declared elected to the office for which he or she has been nominated. Only those members in good standing as of November 1st of the previous year are eligible to vote in the annual election. The President may waive the secret ballot method for reasons of expediency.

- D. Any office that becomes vacant during the year, the President shall appoint a member in good standing to serve the remaining portion of the term. The appointment must be ratified by a majority vote of the Board of Trustees.
- E. Any office or trustee may be removed from office or from the Board as a result of a motion made and seconded by a member in good standing with voting privileges and supported by a secret ballot where the required number of votes in support of the motion is seventy-five (75%) of the members in good standing with voting privileges present at a regularly scheduled meeting.

ARTICLE VII. COMMITTEES AND DUTIES

The following committees are hereby established, the Chairperson of which shall be appointed by the President and confirmed by the Board of Trustees and their duties shall include:

1. Field Operations – Duties; Field lining and marking, chain handling, ambulance service, field maintenance, gazebo upkeep, scoreboard set up and home game announcing. This person should also be board's conduit to Rec. Board and Public Works.
2. Snack Bar – Duties; Purchase of all goods and supplies to be used for the stand during practices and games; general management of stand during football games.
3. Booster Club - Duties; Set up and breakdown of all items pertaining to sideline boosters, including merchandise and bake sale tables, tents, 50/50 and shout-outs during home games and special events. Would also handle league sponsorships.
4. Equipment – Duties; Determining equipment needs, purchasing needed equipment and seeing to the storage, maintaining and the dissemination of all equipment.
5. Fundraising and Special Events – Duties: Supervise all fund raising activities and special events, development of fundraising programs, collection of all monies pertaining to fundraising so it may be transferred to the Treasurer.
6. Communications – Duties; Stay in close coordination with Secretary, Head Coaches, and Fundraising/Special Events Committee. Updates and streamlines communications on social media; including Facebook, Instagram and Website.App., on upcoming dates, events and registrations. Identifies team Mom or Dad.
7. By-Laws and Nominations Committee – Duties; Receive all suggestions and recommendations for by-law changes, prepare by-laws and distribute to members. This person will also handle annual nominations from members and present them to the Board during the nomination period of the year. This position can be done by the President.

ARTICLE VIII. MEETINGS

- A. Regularly scheduled meetings shall be held on the second Tuesday of each month at the time and location to be designated by the Board of Trustees. The

- Board of Trustees shall be empowered to cancel any regularly scheduled meeting when, in the Board's opinion, there is no business to transact, or for weather or other unforeseen circumstances. Unless of extreme circumstances, no more than two consecutive meetings be cancelled.
- B. Special meetings of the membership shall be held as deemed necessary. All members will be notified of special meetings at least seven (7) days prior to the meeting when possible. In the event a meeting is designated an emergency meeting the Secretary and Treasurer will attempt to notify the members by telephone.
 - C. The President may, from time to time, call for "work shop" meetings of the Board of Trustees to plan or discuss goals of the association and carry on other business necessary to the successful operation of the association. These meetings shall be for the Board of Trustees only and no members will be notified.
 - D. All meetings shall be conducted pursuant to "Robert's Rules of Order".
 - E. In the event that the Linwood Panthers Football and Cheerleading programs cease to exist in any form, and are not merged into another program with or without neighboring towns, any excess funds after all bills and debts are paid shall not go to any individual and instead will be donated to a charity.

ARTICLE IX. COACHING ETHICS

- A. All coaches shall complete any trainings as required by Jersey Shore Youth Football League and shall adhere to the Jersey Shore Youth Football League rules and code of ethics as follows:
 - 1. There shall be no shouting across the field to the opposing coaching staffs.
 - 2. There shall be no harassment of opposing cheerleaders or players at any time before, after or during the game.
 - 3. There shall be no berating of the officials at any time before, during or after the game. Only the head coach may discuss a particular call at the time allotted by the head official.
 - 4. It is the responsibility of the coaching staff to attempt at all times to keep their fans acting in accordance with the purpose of the league. (Acting in a sportsmanship-like manner for the benefit of the children.)
 - 5. At no time will the opposing coaching staffs engage in a conversation regarding the conduct of the game while in children. All complaints must be in writing to the Board of Directors.
 - 6. All head coaches are responsible for the conduct of their coaching staffs, however, if a head coach visibly attempt to restrain one of his assistants, either physically or verbally without success, then the penalties prescribed for the infraction apply only to that assistant coach.
- B. Association penalties for infractions of the league rules of ethics as stated in Section A shall be determined by the Board of Trustees to include, but not limited to, as follows:
 - 1. A written reprimand to those involved.
 - 2. Suspension for two games and all practices in between the two games.
 - 3. Suspension for the remainder of the season including all practices, games and post season games. A hearing shall be conducted by Board of Trustees to

determine whether or not to dismiss those involved from coaching the following year.

4. All infractions shall be judged by the head coach of the team involved (unless he is the coach involved), the Head Football Coaching Coordinator and any members of the Board of Trustees that may have been in attendance at the time of the infraction. All infractions shall be judged at a special meeting of the Board of Trustees.

ARTICLE X. FOOTBALL EQUIPMENT AND PRACTICE

- A. All football players must be uniformed in the necessary safety equipment including the following:
 1. NOC SAE approved helmets with face guard approved by the association.
 2. Football pants with shells and knee pads.
 3. Hip and shoulder pads.
 4. A mouthpiece.
 5. Football type spikes with plastic or rubber cleats.
 6. Rib pads, neck pads, and athletic cups are optional, however are highly recommended.
- B. Practice sessions shall start no earlier than the date set forth by the Jersey Shore Youth Football League.
- C. Practice sessions shall not exceed two (2) hours in duration and may not end later than 8:30 PM.
- D. In preseason, there shall be no more than five (5) practice sessions per week and no more than one per day. During the season there may be no more than four (4) practice sessions between regularly scheduled games.
- E. No player shall be allowed to practice or participate in a game or scrimmage until he has secured the written consent of his parent or guardian, evidenced by a completed team registration form, and paid the registration fee.

ARTICLE XI. FOOTBALL PLAYER AGE AND WEIGHT

- A. Player participation by age is set forth by the Jersey Shore Youth Football League and is subject to change. Current determinations are as follows:
 1. A Varsity player may not be fourteen (14) years of age prior to July 1st.
 2. A Junior Varsity player may not be twelve (12) years of age prior to July 1st.
 3. A Pee Wee player may not be ten (10) years of age prior to July 1st.
- B. Player participation by weight is set forth by the Jersey Shore Youth Football League and is subject to change. Current determinations are as follows:
 1. Maximum Varsity weight is 175 lbs.
 2. Maximum Junior Varsity weight is 135 lbs.
 3. Maximum Pee Wee weight is 108 lbs.
- C. No high school freshman or ninth grade student, or boys beyond the eighth grade by any measure are permitted to practice, play or participate in any way.
- D. Notwithstanding the above, all weight and age requirements shall be subject to change pursuant to the rules of the Jersey Shore Youth Football League.

ARTICLE XII. FOOTBALL PLAYER PARTICIPATION

- A. As it would be difficult, if not impossible, to fully realize the ideal and objective of the association without full player participation, the following shall act as guide lines and be followed by each head coach at each level whenever possible, keeping in mind the ability of the player, game conditions, and the opposing team.
1. Each experienced player at each level play a minimum of one full quarter of offense, defense and/or kicking team.
 2. First time players with no previous experience shall play at the discretion of the coaching staff.
 3. Taxi Squad players shall be so designated prior to the first regular season game. No starting Pee Wee players or Pee Wees in their last year of eligibility shall participate in taxi games.
 4. Any player at any level may be disciplined by the head coach of his team when deemed necessary by that head coach. The discipline may consist of suspension from practice and/or games, or dismissal from the team with Board of Trustee approval by majority vote.
 5. Players will be acknowledged for every year played taxi-varsity at our homecoming (8th graders only) and Banquet.

ARTICLE XIII. AMENDMENT TO THE BY-LAWS

- A. Any member in good standing with voting privileges may request an amendment to these by-laws by submitting in writing his or her proposal to the By-Laws Committee Chairperson. The Chairperson shall present the proposal to his or her committee within thirty (30) days of receipt of the proposal and shall as a body report to the general membership at the next regularly scheduled meeting whether or not it supports the proposal as a by-law.
- B. After the report is given to the general membership the proposal shall receive its first reading and be open for discussion. After the discussion and the first reading, there will need to be a motion by a member in good standing with voting privileges and a second by a member in good standing with voting privileges to proceed to a second reading. The proposal shall then be given its second reading at the next regularly scheduled meeting.

ARTICLE XIV. CHEERLEADING

The purpose and aim of the cheerleading squad are to inspire the participating youth of Linwood to practice ideals of sportsmanship, fair play, and physical fitness and also to better train and prepare the participants for high school cheerleading.

- A. Leadership
1. The Head Cheerleading Coordinator will be responsible for all activities directly related to the cheerleading squads and their coaches pursuant to Article V of the Linwood Panthers By-Laws. The Head Cheerleading Coordinator does not have to participate as an actual on field coach but must still perform duties necessary for the cheerleading squads to properly function.

2. The coaches for the various squads will be chosen at the discretion of the Head Cheerleading Coordinator. Coaches will be responsible for teaching cheers to squads, enforcing rules, and leading activities during practices and games. The Head Cheerleading Coordinator will provide a list of coaches to the board prior to the season.
 3. Any resolution of problems or interpretation of rules regarding cheerleading will be handled by the Head Cheerleading Coordinator. This does not preclude an individual from taking any matter to the Linwood Panthers Board of Trustees.
- B. Participation
1. The Linwood Panthers cheerleading squad shall follow and adhere to the rules and by-laws set forth by the Jersey Shore Youth Football League
 2. The squads will consist of Varsity, Junior Varsity, Pee-Wee, and Taxi. The Taxi Squad maybe excluded if lack of participation warrants and at the sole discretion of the Head Cheerleading Coordinator.
 - a. Mascots are permissible at the discretion of the Head Cheerleading Coordinator and the approval of the Board of Trustees. Mascots must be 5years of age and are not permitted to cheer in County League activities.
 3. Ages of the cheerleaders are: Varsity 12 to 14, Junior Varsity 10 to 12, Pee Wee 8 to 10, and Taxi 6 to 8. No cheerleader may be attending high school.
- C. Rules and Regulations
1. All members must adhere to the rules set forth by the Jersey Shore Youth Football League
 2. Organizational rules regarding conduct during games and practices, participation requirements, and dress codes will be determined by the Head Cheerleading Coordinator. A copy of the rules and regulations will be given to each member prior to the season.
 3. Attendance and Absences.
All cheerleaders are expected to be at all team functions.
Due to the possibility of injury occurring during cheers and stunts, it is imperative that all members attend all practices, games, and events. It is recognized that emergencies do arise.
 - a. Excused Absences:
 - a. Religious holidays, religious instruction, illness, injury and family emergencies are the only excused absences. All other absences are deemed unexcused (e.g family vacations, birthdays, dinners, weddings, etc.)
 - b. Unexcused Absence Policy:
 - a. 1st unexcused absence = no consequence
 - b. 2nd unexcused absence = may not participate in half time routine but will participate in sidelines and other portions of the game
 - c. 3rd unexcused absence = may not participate in the next game but expected to attend game and sit with coaches to support the team.
 - d. 4th unexcused absence = expelled from squad
 - c. Missing the practice prior to the game:
 - a. Excused or Unexcused = if the cheerleader misses the practice prior to the game, that member may not participate in those portions of the following game involving stunts (i.e Halftime) for safety reasons. The member is expected to attend the game and

support the team. If she does not show, she will not participate in the following game and so on and will also be deemed an additional unexcused absence.

- d. The Head Cheerleading Coordinator shall determine any special circumstances regarding an absence being deemed excused on a case-by-case basis.
- e. Any girl may appeal her dismissal to the Panther Board. The appeal must be in writing and in a timely fashion.

D. Uniforms

- 1. The Linwood Panther Association will provide team uniforms to all members.
- 2. All other clothing (cheer shoes, apparel under the uniform, leggings, cheer socks, outer wear apparel, etc,) will be the responsibility of the member. Members will be advised of this responsibility prior to the first game.