

**Talawanda Bantam Football Association (TBFA)  
2018**



**Article I           NAME of ORGANIZATION**

**Section 1**

The name of the organization shall be the Talawanda Bantam Football Association.

**Section 2**

Hereinafter, the Talawanda Bantam Football Association will also be referred to as TBFA.

**Article II           PURPOSE**

**Section 1**

The purpose of Talawanda Bantam Football Association is to provide our community with an opportunity for children, Kindergarten through Sixth grade, to participate in football and cheerleading. TBFA Board members are to govern in a manner that will provide the necessary support, and financial structure, needed to create a successful program. This program will foster the skills which will ultimately enable youth to be successful in the middle school and high school athletic programs. Our purpose is to teach and develop our youth in the fundamentals of football and cheerleading, while teaching upstanding values, sportsmanship and honorable life lessons. TBFA will be governed in accordance with the Greater Cincinnati Youth Football League (GCYFL).

**Section 2**

In fulfilling its purposes, TBFA shall have the following objectives within the geographical area known as Talawanda School District:

- a. To develop and/or promote programs to benefit youth, Kindergarten through 6<sup>th</sup> Grade.
- b. To develop and/or disseminate locally, information and materials that will carry out the purposes of TBFA.
- c. To foster communication with local similar associations as necessary.
- d. To inaugurate and implement such other programs and projects that are consistent with the purposes of TBFA.
- e. To conduct its affairs in a manner that will reflect the standards, purposes, and objectives of TBFA.
- f. To serve as a non-profit organization.
- g. To develop the fundamentals of the game of football and cheerleading.
- h. To participate in youth football games in an atmosphere that is fun and promotes athletes first, winning second.
- i. To act as a learning system for all levels of players and cheerleaders to local middle schools and high schools.
- j. To introduce the team concept to participating children, coaches and parents.
- k. To foster an understanding that discipline, effort, and enthusiasm are integral components both on the field and in life.
- l. To establish an understanding of the commitment necessary by the parents and athletes which will enhance their success, both on and off the field.

**Article III         ORGANIZATION**

**Section 1**

The TBFA activity year for the Executive board shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.

**Section 2**

Bylaws are to be distributed at the first scheduled meeting of each New Year by the Board. The bylaws are to be reviewed by the Board and must be finalized no later than the end of the month of February, of that year.

## **Article IV      PARTICIPATION**

### **Section 1**

The TBFA Football Players and Cheerleaders will abide by the GCYFL participation guidelines as well as the TBFA organizational rules.

### **Section 2**

TBFA Players and Cheerleaders will be eligible to play only for the grade level in which they are currently enrolled in during the current Football season. Extenuating circumstances must be brought to the board in written form, at which time the board shall discuss for approval.

### **Section 3**

Any family who has a child that has participated as a cheerleader or football player for Talawanda Bantam Football Association, and then withdraws their child from the organization to participate in a competing league or organization either within or outside of the GCYFL as a football player or cheerleader, will be permitted to return to TBFA later by meeting with the President to go over changes/rules that have been made within the league. Additionally, no player or cheerleader may simultaneously participate in another league while participating in TBFA.

## **Article V      MEMBERSHIP BOARD**

### **Section 1**

Executive Board membership and Coaching positions are open to any resident or staff member of Talawanda School District or any parent/guardian of a TBFA participant. All subject to Board approval.

### **Section 2**

Any potential candidates seeking membership must apply and/or be nominated in writing, to an executive board member, by the October meeting and will receive a copy of the current bylaws, upon request. Those nominees will be contacted and asked if they accept the nomination. Elections will follow as described in this document in **Article IX**.

### **Section 3**

Elected Executive Board members and their voting rights shall be:

- President (Doesn't vote unless needed for tie-breaker)
- Vice President - 1 vote
- Secretary - 1 vote
- Treasurer - 1 vote
- Cheerleader Coordinator - 1 vote
- Football Coordinator - 1 vote
- Community Relations and Education - 1 vote
- Fundraising Manager – 1 vote

(In the case of co-coordinator or co-managers there will only be 1 vote between the two)

Board at Large – these positions have no voting rights and are only required to report to meetings between June and December, or as requested by the executive board:

- Concessions Manager
- Equipment Manager
- Field Administrator

### **Section 4**

Coaching Positions (no voting rights) shall be:

- Head Football Coaches – Grades K-1, 2, 3, 4, 5, and 6.
- Head Cheerleading Coaches – Grades K-1, 2, 3, 4, 5, and 6.

## **Section 5**

Executive Board members may hold only one board position and one coaching position and hold only one vote.

## **Section 6**

Executive Board members and Head Coaches may pay a discounted rate on current registration fees but pay full price of uniforms. This amount will be determined by the budget committee annually. The amount shall not exceed 50% of the registration fee.

## **Article VI EXECUTIVE BOARD MEMBERS**

### **Section 1**

The President shall:

- a. Preside at regular and special meetings of the Association.
- b. Represent the association at meetings of other organizations where official representation of the Association is desirable.
- c. Provide leadership for programs and activities for the Association.
- d. Be one of three authorized checking account signatures. However, if two of the three authorized signatures on the account live in the same household, the TBFA Executive board will appoint another board member to take one's place on the account.
- e. Has authority, along with another Board member, to act on occurrences that need to be addressed immediately; most importantly code of conduct violations. All financial decisions will follow **Article XIV Section 5**.
- f. Assign ad-hoc committees as needed and appoint members to standing committees.
- g. Represent the TBFA at GCYFL events along with Vice President or appoint another Board member for such duties.

### **Section 2**

The Vice President shall:

- a. Succeed to the office of the President and carry out its duties if the President is unable to serve.
- b. Assume responsibility for work on Committees as assigned by the President.
- c. Represent the TBFA at GCYFL events along with President or appointed other Board member
- d. Provide assistance to other board members at home games to help make sure the day is a success

### **Section 3**

The Secretary shall:

- a. Maintain Association records and correspondence.
- b. Record and distribute minutes of Association meetings.
- c. Notify Association members of meetings.
- d. Assume the duties of the Treasurer as necessary.
- e. Be one of three authorized checking account signatures. However, if two of the three authorized signatures on the account live in the same household, the TBFA Executive board will appoint another board member to take one's place on the account.
- f. Manage the website and social media presence/correspondence
- g. Coordinate the volunteer recruitment and screening process of coaches
- h. Report game scores on website and to GCYFL
- i. Provide assistance to other board members at home games to help make sure the day is a success

### **Section 4**

The Treasurer shall:

- a. Maintain all financial records of the Association.
- b. Supervise the receipt and disbursement of funds as directed by the Association
- c. Will provide a monthly statement of funds received as well as checks paid, list of bills due at each monthly meeting and present them to association for their approval, unless described in **Article XIV Section 5**.

- d. Maintain Association funds in an approved depository. TBFA's bank account may only be accessed by three officers, President, Treasurer, and Secretary. The checks shall require two of the three signatures to be valid. Closure of the bank account can only be done if all three signatory officers sign a closure of account.
- e. Assume the duties of the Secretary as necessary.
- f. Be one of three authorized checking account signatures. However, if 2 of the three authorized signatures on the account live in the same household, the TBFA Executive board will appoint another board member to take one's place on the account.
- g. Be responsible for collecting fees and pledged donations, as well as issuing billing statements for unpaid registration fees and unreturned equipment fees.
- h. Set up and maintain individual team/squad fundraising accounts with funds provided by said team/squad. Said funds will be maintained in the same manner as the Association's account. Individual statements will be provided to the Board, Head Coach and/or Team Mom.
- i. Provide assistance to other board members at home games to help make sure the day is a success

### **Section 5**

The Cheer Coordinator shall:

- a. Oversee all cheer activity.
- b. Be responsible for all fitting/ordering of cheer apparel and pom-poms.
- c. Assist in identifying and recruiting coaches.
- d. Provide assistance to other board members at home games to help make sure the day is a success

### **Section 6**

The Football Coordinator shall:

- a. Serve as a Liaison between the TBFA and the Talawanda Football Program.
- b. Conduct/Assist in planning coach's education and training.
- c. Assist in identifying and recruiting coaches.
- d. Provide guidance and teaching techniques for education of youth and their families in the game of football.
- e. Assist in carrying out the purpose of TBFA.
- f. Serve as the USA Heads-Up Football Commissioner.
- g. Provide assistance to other board members at home games to help make sure the day is a success

### **Section 7**

The Community Relations and Registration Coordinator shall:

- a. Increase knowledge of TBFA through varied forms of communication.
- b. Serve as a liaison with other community organizations and businesses.
- c. Develop and coordinate delivery of flyers to schools and organizations.
- d. Distribute advertising and yard signs
- e. Communicate to league parents with league emails/texts with reminders of events and changes throughout the season
- f. Assist the Board in developing best practices, policies and procedures to meet the TBFA's goals.
- g. Setup registration, prepare team rosters, assign jersey numbers
- h. Provide assistance to other board members at home games to help make sure the day is a success

### **Section 8**

The Concession Manager shall:

- a. Be responsible for the running of the concession stand including stocking, staffing and operation of the concession stand.
- b. Assist the Treasurer or their designee in the counting and preparation of the deposits of the funds generated through operation of the concession stand.
- c. Keep a log of the parents that assist in running the concession stand and the total time they volunteer to help in the concession stand.

- d. Be responsible for TBFA's membership to GFS, and designate, subject to Board approval, a second person listed on that membership to assist in the procurement of supplies for the concession stand.
- e. Have the authority to designate an assistant, subject to Board approval, to assist in setting up and running concession stand

### **Section 9**

The Equipment Manager shall:

- a. Keep all football equipment owned by TBFA safe, reconditioned and free of known defects.
- b. Issue and collect all equipment used for the season.
- c. Select equipment and receive quotes for all new equipment to present to the Executive Board for approval.
- d. Notify the Treasurer of any unreturned equipment for invoicing purposes.
- e. Enlist the help of a responsible adult to assist with performing these duties.

### **Section 10**

The Fundraising Manager shall:

- a. Assume control of all fundraising and sponsorship activities of TBFA.
- b. Have the authority of the Board to pursue all reasonable avenues to raise the necessary funds to operate in TBFA.
- c. Have the authority to designate an assistant, subject to Board approval, to assist in setting up and running fundraising activities.
- d. Coordinate and utilize one representative from each grade (K/1, 2, 3, 4, 5, &6) to assist with fundraising
- e. Assume control of creating a sponsorship form for TBFA.
- f. Actively pursue businesses or community members in becoming sponsors
- g. Communicate with board regarding sponsors and keep a list of contacts.
- h. Work with other board members on deciding end of year plaques and other items to show our appreciation.

### **Section 11**

The Field Administrators shall:

- a. All Field Administrators should have a fluid knowledge of these GCYFL rules and a working knowledge of OHSAA rules and the game of football.
- b. The duties and responsibilities of Field Administrators shall include the following:
  - 1 Assuring the Game Site is prepared and ready for play
  - 2 Monitoring the conduct of all participants and spectators for conformity to GCYFL rules.
  - 3 Assisting Game Officials in the interpretation and administration of GCYFL rules.
  - 4 Collaborating with Game Officials in the event of bad weather, relative to the suspension of game play.
  - 5 Inspection of Field Books and validation of team rosters 10 minutes prior to the beginning of each game as requested.
  - 6 Submitting a report to the GCYFL detailing any Forfeits, Ejections, Postponements, or other events.
- c. Field Administrators should always have a copy of these GCYFL Rules & Regulations available for reference.
- d. Field Administrators shall immediately notify the GCYFL President of any Postponed or Cancelled game.
- e. Field Administrators shall be required to report any instances/injuries to the THS Athletic Director in circumstances that this is required. This should be signed off on by the President or Vice President, whoever is in attendance.

## **Article VII COACHES**

The Coaches shall:

- a. Conduct themselves, always, in a professional manner. At no time, shall a coach or assistant grab the facemask of a player. Doing so will result in immediate suspension and will be discussed by board members on the actions to be taken. The decisions may be appealed as stated in **Article XII Section 4.**
- b. Coaches are to endeavor to be a just and upright role model.
- c. Coaches are to teach upstanding values, sportsmanship, honorable life lessons, and fundamentals of football and cheerleading.
- d. All football coaches and assistant coaches will complete a mandatory education/training session each year and will be required to be Heads Up Certified, Concussion and Lindsay's Law Certified before participating in any practices or games.
- e. All coaches and assistant coaches must pass a background check conducted by the league before participating in any practices or games.
- f. Unexcused absences by a Head Coach at regular scheduled games will be addressed by the executive board as follows: First Occurrence will result in a written reprimand. Second occurrence will require said coach to report to a regular or specially scheduled meeting to discuss reason for absences. The Executive Board members will discuss and finalize a decision that is in the best interest of the TBFA.
- g. Coach shall hold a preseason meeting where at least one representative from the participant's custodial household must attend for an orientation/educational meeting. Coach must notify the board of the date of meeting so that a board member can be present to discuss required information.

## **Article VIII COMMITTEES**

The Executive Board shall oversee the following standing committees, appointed annually by the President.

### **Section 1**

Budget/Finance Committee shall:

- a. Be responsible for reviewing all projected income and expenses and develop a fiscally responsible budget.
- b. Recommend registration fees for the year based on budgetary projections.
- c. Develop a multi-year strategic financial plan.
- d. Conduct quarterly audits and a comprehensive annual internal audit of the TBFA finances, no later than the January Board meeting, following the year to be audited.

### **Section 2**

Scholarship Committee shall:

- a. Be comprised of no less than three Board members appointed by the President.
- b. Develop a scholarship application form and guidelines to fulfill scholarship requirements and recipient obligations.
- c. Select eligible recipients.

## **Article IX NOMINATION AND ELECTION OF BOARD MEMBERS**

### **Section 1**

Incoming Board members shall be approved by a majority vote taken from the standing officers.

### **Section 2**

Board members shall be chosen from the community at large and nominated in person or by written application by the end of October and elected during the regular monthly meeting in December of each year.

### **Section 3**

Board members removed from their position by violation of the GCYFL or TBFA rules shall be replaced by the same procedures as outlined in Section 2 of this article.

### **Section 4**

Board members needing to resign due to personal reasons may recommend their own replacement for Board approval.

### **Section 5**

Board members who do not comply with the TBFA bylaws, polices, operating procedures, or Code of Conduct may be removed by a two-thirds majority vote of the Board.

## **Article X        REGISTRATION FEES**

### **Section 1**

Registration fees are to be discussed and decided on by the budget committee. Registration fees will be based on a financial analysis of the needs of TBFA to be fiscally solvent for a non-profit organization. An appointed Budget Committee will provide the Board members with a detailed budget and their recommendations, including registration fees for the coming year. The recommendations will then be voted on by the Executive board.

### **Section 2**

All registration fees must be paid in full prior to the first regularly scheduled game unless other arrangements have been made and approved by the board. In years where teams will be receiving new uniforms, at least half of the registration fee, or the cost of the uniform should be paid before uniforms are ordered, whichever amount is greater. If the player decides that they will no longer participate, the uniform cost is non-refundable.

## **Article XI        MEETINGS**

### **Section 1**

Any board member of TBFA may call a special meeting of the board members, providing the President has been informed prior to and agrees with the purpose of such meeting. The notice to call said meeting shall state its purpose to all board members. Such notice to be sent to each board member at least forty-eight (48) hours in advance of the meeting.

### **Section 2**

Two thirds (2/3) of the active board membership, in good standing, shall constitute a quorum at any regular or special meeting. Minimum requirement at any meeting are two of the following, President, Vice President, Treasurer, or Secretary.

### **Section 3**

Parliamentary procedure shall govern the transactions of business at all TBFA meetings unless otherwise provided in these Bylaws.

### **Section 4**

In the event a motion is made through email correspondence; parliamentary procedure shall govern the voting process. The motion will need to be approved, and then the President will call for the voting process to begin. The voting will last for a 24-hour period, at such time discussion can occur. After the 24-hour period has expired, the President will then send out the voting results. Confirmed emails must be printed, and filed with the secretary's report, and approved along with last month's minutes at the next meeting.

### **Section 5**

In the event a secret ballot vote is needed; only active Board members are eligible to vote. The ballots will be counted in the meeting room by two people appointed by the President.

## **Section 6**

A financial statement shall be presented to attendees at each monthly meeting. Once the statement is approved by the Board, it shall be available to anyone requesting the information.

## **Section 7**

A Board member may appoint a representative to take their place and cast their vote in the event they may not be present. A representative may only vote for one absent Board member. A representative may be another board member.

## **Section 8**

Unexcused absences by active board members will be addressed verbally on first occurrence. Second occurrence will result in written reprimand. Third occurrence will require said member to report to a regular or special meeting to discuss reasons for absences. The active board members will discuss and finalize a decision that is in the best interest of TBFA.

## **Section 9**

If a TBFA participant desires to bring concerns and/or wants to be addressed at the meeting, prior notification and permission from the President must be obtained.

## **Section 10**

If any person addresses a concern to the TBFA Board, they will receive a written response as to the Board's action/resolution within 3 days.

## **Article XII CONDUCT**

### **Section 1**

It is the expectation that the activities conducted for the youth involved in TBFA is conducted in an environment conducive to learning and personal development in a positive atmosphere. Coaches, players and parents will be required to abide by the Code of Ethics. Coaches must attend an orientation/educational program annually. At least one representative from the participant's custodial household must attend an orientation/educational program held annually by coach and board members before the season begins. A child is not eligible to participate until this requirement is fulfilled.

### **Section 2**

If a player and/or parent have an issue related to the conduct of a Coach or Board Member, they must file a written complaint, detailing the event in question, and submit the complaint to the Board within three days of the occurrence. If the Board, by 2/3 majority vote, feels the incident requires disciplinary action, there will be a special board meeting convened within seven days of the vote. At the special meeting, both parties involved and any appropriate witnesses with first-hand knowledge of the event, will be asked to provide a statement relating the facts of the incident. The Board, by 2/3 majority affirmative vote, will then determine if disciplinary action is warranted. The disciplinary procedure will follow those described in **Article XII Section 3** below.

### **Section 3**

In the event an adult or non-TBFA player/cheerleader does not abide by the code of ethics or a disturbance is created that is not conducive with the learning environment, they may be suspended from participating and attending any TBFA related event/activity (games, practices, banquets, etc.) for the duration of three (3) consecutive games. If a similar type of misconduct occurs again, the adult may be suspended from participating and attending any TBFA related event/activity (games, practices, banquets, etc.) for the duration of seven (7) consecutive games. The length of the suspension can and will carry over to the next season if applicable. If a third infraction occurs, or any event requiring law enforcement to be present occurs, the involved parties will be prohibited from participating and attending all TBFA event/activities for the remainder of TBFA's existence. At least 2/3 majority vote of the Executive Board members must agree and will proceed with implementing the penalty.

In the event, any accusations brought before the board, at a regular or special meeting, concerning code of conduct violations, a 2/3 majority vote of the active Board members will be required to implement the above said penalties.



#### **Section 4**

Any suspended person may appeal the suspension to the TBFA Board at the next regularly scheduled meeting following the infraction. A 2/3 majority vote of the active Board members will be required to reverse the suspension.

#### **Section 5**

All parents shall wait to address coaches for at least 24 hours after a game ends.

#### **Section 6**

Parents, Coaches and Board Members should not approach another coach or board member with grievances unless they are accompanied by a witness to keep issues professional

### **Article XIII Social Media**

Please be respectful when posting anything to social media sites relating to the TBFA, including but not limited to other parents, coaches, volunteers, board members, officials, players and cheerleaders, etc. Negative comments made on social media in any form regarding the TBFA or any of its members, as mentioned above, will not be tolerated and may result in suspension and/or termination of the parent or coach from all TBFA events (including home and away games, practices, banquets, etc.). If the player or cheerleader from the program has posted negative comments on social media, disciplinary actions will be discussed and agreed upon by the board.

### **Article XIV MISCELLANEOUS**

#### **Section 1**

Board members may dissolve TBFA in the following manner:

- a. A resolution to dissolve TBFA shall be acted upon at a meeting of TBFA. The resolution shall set forth the reasons for the dissolution.
- b. Within thirty (30) days following the action, a mailed ballot shall be sent to all TBFA Executive Board members setting forth the reasons for the dissolution. Thirty (30) days after the ballots are mailed, a two-thirds (2/3) vote of the TBFA Board is required for approval of the action.
- c. Upon the adoption of the resolution to dissolve, the Board shall carry out the dissolution of TBFA in compliance with applicable laws and the Bylaws contained in this document.
- d. In the event TBFA is dissolved, all money and other remaining physical assets will be donated to the Talawanda High School Athletic Boosters after all TBFA expenses have been paid.

#### **Section 2**

Money collected at the gate, concession stand and from fundraisers shall be counted at the end of the day by two Board members, including at least one executive board member when games are played or when fundraisers are held. The game day officials will be paid cash from the gate proceeds on the game day. Official will sign a receipt of payment and this receipt will be filed with the Treasurer.

#### **Section 3**

Every player/cheerleader must participate in the league fundraising.

All Teams/Squads must participate in the league fundraising before any individual team/squad fundraising takes place.

All team/squad individual fundraising efforts must be approved by the Executive board. No fundraising efforts shall directly compete with any other efforts of other teams/squads or the league.

Any fundraising projects or activities shall be limited to those activities that are consistent with the purpose of TBFA.

All team fundraising money collected must be turned into a board member to be deposited into the team account.

#### **Section 4**

Bank deposits shall be made as expeditiously as possible and no more than five (5) days after the money is collected.

#### **Section 5**

Any two of the following: President, Vice President, Treasurer, and Secretary may approve expenditures under \$250.00, if such expenditures must be purchased before the next TBFA meeting. Emergency expenditures over \$250.00 may be approved by an email majority vote. Confirmed emails must be printed, and filed with the secretary's report, and approved along with last month's minutes at the next regular meeting. Non-emergency expenditures must be brought to Treasurer's attention and voted on at the next meeting.

#### **Section 6**

The TBFA committed to a "Field of Dreams" donation in the amount of \$15,000 to be paid over 10 years.

#### **Section 7**

A partial or full scholarship may be granted to the athlete based upon the application submitted to the scholarship committee. Scholarship families may be required to pay the remainder of their registration fees in accordance to the payment plan or arrangement approved by the scholarship committee and volunteer time for the season or the scholarship and any future playing opportunities may be forfeited.

#### **Section 8**

Any TBFA board member attending a required league event shall have meals reimbursed up to \$20 (not including alcoholic beverages) by TBFA.

#### **Section 9**

Banquet money and trophies – League will provide each participant with a trophy with value to be determined based on the financial stability of the league. Additionally, depending on the financial status of the league in any given year, a per player amount may be available to be distributed to be used for banquets. Banquet money may be withheld from teams/squads/players with excessive unpaid fees, teams/squads who failed to participate in league fundraising, failed to volunteer on game day, or for teams who failed to attend scheduled league games.

#### **Section 10**

Each coach is expected to hold a banquet for their team to celebrate the season. This should be held within a reasonable amount of time and completed by the end of January.

### **Article XV      AMENDMENTS**

#### **Section 1**

Active board members may propose amendments to the membership at least thirty (30) days in advance of the meeting at which the action(s) will be taken.

#### **Section 2**

Amendments shall be voted on at a regular or special TBFA meeting where action(s) will be taken if a quorum is present. A two-thirds (2/3) affirmative vote is required for approval.

*TBFA Bylaws were revised and accepted at the regular meeting in April 2018.*

**Final Revision April 25, 2018**