



WILDCATS COMMUNITY
ATHLETICS

The following are the Bylaws set forth by the Wildcats Community Athletics (W.C.A.) as adopted by the Executive Board.

Article I – Name

Section 1.01: The name of this organization will be Wildcats Community Athletics which is an Ohio non-profit organization. Here after known as W.C.A.

Article II- Philosophy

Section 2.01: Objective- W.C.A. will create a safe, fun, and positive opportunity for youth in grades K-6 where the youth can learn the game of football and cheer along with fundamental life skills.

Section 2.02: Mission Statement- The goal for W.C.A. is to develop and promote hard work, responsibility, teamwork, sportsmanship, and fellowship in youths while teaching the game of football and cheer in a positive and safe environment. The individual growth of the youth in our community will be enhanced through discipline, competition, and fair play. We will accomplish these goals by providing a program that maintains the highest standards and seeking out coaches and other volunteers willing to teach and exemplify these same objectives.

Section 2.03: Scholastic Statement- W.C.A. strongly encourages each child to maintain a sound scholastic record. All coaches and board members shall do their best to promote academic excellence.

Article III- Meetings

Section 3.01: Annual Meetings- The annual meeting for W.C.A. is for the purpose of electing board members, grade representatives, and for other proper business shall be held in the month of January at such time and place as the Executive Board shall determine. One or more meetings may be held for the

purpose of other proper business that may come up before regular season general meetings. Annual meetings are open to the public.

Section 3.02: Special Meetings- Special meetings may be called at any time with the majority of the Executive Board in attendance. The Executive Board shall call a special meeting when informed about a high priority issue. High priority issue shall be deemed as anything that could be seen by the Executive Board as hazardous to the philosophy or growth of W.C.A. Special meetings are for Executive Board only. Other parties may be invited if deemed necessary.

Section 3.03: General Meetings- General meetings shall be held once a month during season to discuss topics of business and other topics brought to the attention of W.C.A. General meetings are open to the public.

Section 3.04: Meeting Locations- Any and all meeting places and times will be determined by Executive Board.

Section 3.05: Meeting Notification- Written notification of meetings shall be transmitted via email or text to board members and head coaches or team representatives. General public may be notified by coaches, team representatives, or may see notification on the website of W.C.A.

Section 3.06: Meeting President and Secretary-The President or in the Presidents absence the most senior Board member shall preside over the meeting. The meeting President shall appoint a meeting Secretary in the absence of the Secretary.

Section 3.07: Voting- At any meeting where a vote is required, there must be 2/3 of the Executive Board present. The President receives a vote only in the matter of a tie. Only Executive Board members receive a vote unless deemed otherwise by the Executive Board. Any matter in question shall be decided by the vote of a majority in the voting interest of members present.

Section 3.08: Action of Consent- Any action taken by vote of the members at any meeting shall be subject to have consent in writing by such members.

Section 3.09: Meeting Attendance- If any Board Member misses two consecutive meetings, or a total of 50% of meetings at the time of that current meeting, he/she may be removed from the board by a majority vote. If that board member is a head coach, he/she may be relieved of his/her coaching duties.

Article IV- Board of Directors

Section 4.01: General Powers- The property, business, and affairs of W.C.A. shall be managed by and under the direction of the Executive and General Board.

Section 4.02: Executive Board-The Executive Board members shall have a two year commitment with the option of running for re-election. The W.C.A. Executive Board shall have seven members consisting of the following:

- 1) President
- 2) Vice President
- 3) Secretary
- 4) Treasurer
- 5) Football Coordinator
- 6) Cheerleading Coordinator
- 7) Equipment Manager

Section 4.03: General Board- General Board members shall have a one year commitment with the option of running for re-election. The W.C.A. General Board shall have nine members consisting of the following:

- 1) Assistant Football Coordinator
- 2) Assistant Cheerleading Coordinator
- 3) Fundraising Coordinator
- 4) Field Coordinator
- 5) Concessions Coordinator
- 6) Assistant Concessions Coordinator
- 7) Assistant Equipment Coordinator
- 8) Flag Football Coordinator
- 9) Publicity Coordinator

Section 4.04: Board Eligibility- Every person shall be eligible to serve on the Executive or General Board subject to a vote. Any board member shall be eligible to serve on the board at more than one position but is only eligible to have one vote on matters to be voted upon. General Board positions shall be voted on by Executive Board. Executive Board positions shall be voted on by all previous year board members present at election meeting. No person shall vote on a position they are in the running for.

Section 4.05: Compensation- Individual board members shall not receive any compensation for their services. However, the Executive Board may approve reimbursing individuals for direct operation expenses incurred on behalf of W.C.A. with proof of receipts.

Section 4.06: Individual Powers- No individual shall have the power or authority to amend the bylaws, encumber property or assets of W.C.A., or to enter contracts on behalf of W.C.A. without the majority approval or vote of the Executive Board.

Article V- Executive Board Duties

Section 5.01: Duties of President-The President shall be responsible for all actions, activities, and the financial transactions which pertain to the operation of W.C.A. The President shall also be responsible for the following:

- 1) Make important decisions concerning all W.C.A. activities.
- 2) Supervise/overview all operations, events, and financial matters.
- 3) Maintain effective communication among all members.
- 4) Distribution of information to board members and coaches.
- 5) Chair all meetings and maintain rules of order.
- 6) Prepare agenda for all meetings.
- 7) Change, modify, adapt, add or delete any laws, rules, regulations, and policies in accordance with an assembly vote.
- 8) All administrative actions (disciplinary, termination, or cancellation) toward any member or related matter.
- 9) Delegate assignments, duties, and responsibilities to other board members as needed.
- 10) Be sure at least one Executive Board member is present at games or activities at all times.
- 11) Determine cancellation of practice and all activities held by W.C.A.

Section 5.02: Duties of Vice President - The Vice President shall assist the President and be an advisory to the President on all actions, activities, and financial matters, which pertain to the operations of W.C.A. In the absence of the President, the Vice President shall assume the duties and responsibilities of the President. The Vice President shall also be responsible for the following:

- 1) Supervise/overview the effectiveness of all board members and administrative operations.

2) Coordinate with and receive reports from all other board members and present the information to the president for meeting agenda if needed for next meeting.

3) Document complaints, grievances, and other issues to be presented to the President and/or board members as soon as possible, but no later than the next scheduled meeting.

Section 5.03: Duties of Secretary-The Secretary shall be responsible for maintaining all administrative and legal records pertaining to W.C.A. The Secretary shall assist the President and Vice President in their duties if needed and serve as an advisor on all important matters. In the absence of both the President and Vice President, the Secretary shall assume the duties of the President. The Secretary shall also be responsible for the following:

1) File, maintain, and update records as needed.

2) Maintain and log all minutes during all meetings and provide copies for President and/or Vice President if needed.

3) Maintain records of all assets belonging to W.C.A. such as equipment, trailers, and any other assets.

4) Maintain and preserve a voting procedure for important voting issues and keep records for review.

5) Assist the Treasurer in major transactions as needed.

6) Maintain effective communication between all board members.

7) Obtain signed liability waivers from participants for events that may require one.

Section 5.04: Duties of Treasurer-The Treasurer shall be responsible for maintaining all financial records of money (deposits, disbursements, membership fees, donations, bills, etc.). The Treasurer shall also be responsible for the following:

1) Make all records readily available for review by the Executive Board within a reasonable amount of time and also have records at annual and general meetings.

2) Issue receipts as necessary for donations, tax credits, etc.

3) Keep up on current, or renew any insurance policies and/or certifications needed.

4) Complete an annual audit and close out each fiscal year with Secretary, President, and Vice President by December 31st.

5) Prepare or file any documents for tax purposes.

Section 5.05: Duties of Football Coordinator-The Football Coordinator shall be responsible for coordinating the operation of all football operations in conjunction with the President, Vice President, Equipment Coordinator, and Field Coordinator. The Football Coordinator shall be responsible for coordinating football clinics related to the needs of all football coaches. The Football Coordinator along

with the President and Vice President shall work together to ensure the recruitment of coaches for all needed football teams.

Section 5.06: Duties of Cheerleading Coordinator-The Cheerleading Coordinator shall be responsible for coordinating the operation of all cheerleading activities in conjunction with the President, Vice President, or anyone else the President and/or Vice President may appoint. The Cheerleading Coordinator shall also be responsible for organizing the necessary volunteers to help coach cheer. In addition, the Cheerleading Coordinator shall be responsible to find a replacement for and/or coach squads in the absence of that squads coach.

Section 5.07: Duties of Equipment Coordinator-The Equipment Coordinator shall be responsible for the following:

- 1) Organizing equipment trailer and shed to maintain neat order for all game, practice, and player equipment.
- 2) Take inventory on all equipment before the month of March and provide an inventory report to the Executive Board, along with a list of items needed.
- 3) Inspect all equipment for defects and ensure the equipment is safe to use.
- 4) Shall ensure that applicable helmets that need to be certified in accordance to safety rules are inventoried and recorded in March. Turn list into Executive Board to be approved and filed. After approval, send such equipment to appropriate vendor.
- 5) Shall make sure there is a repair box that contains extra parts for repairing helmets or shoulder pads at football events at all times (i.e. helmet screws, shoulder pad straps and fasteners, jaw pads, chin straps, mouthpieces, etc.).
- 6) Shall make sure there is a first aid kit available at football events at all times.
- 7) Issue two footballs and any other equipment that may be needed to coaches.
- 8) Shall designate a site for equipment distribution, which will take place on a designated date. The Equipment Coordinator shall coordinate the equipment distribution with the football coaches and Executive Board.
- 9) Coordinate the collection of all equipment from all players and coaches at the end of the season.
- 10) Shall secure all equipment in the designated storage units.

Article VI- General Board Duties

Section 6.01: Duties of Assistant Football Coordinator-The Assistant Football Coordinator shall be responsible for assisting the Football Coordinator with any Football Coordinator duties that may need to be helped with. In the absence of the Football Coordinator, the Assistant Football Coordinator shall assume the duties and responsibilities of the Football Coordinator.

Section 6.02: Duties of Assistant Cheerleading Coordinator-The Assistant Cheerleading Coordinator shall be responsible for assisting the Cheerleading Coordinator with any Cheerleading Coordinator duties that may need to be helped with. In the absence of the Cheerleading Coordinator, the Assistant Cheerleading Coordinator shall assume the duties and responsibilities of the Cheerleading Coordinator.

Section 6.03: Duties of Assistant Equipment Coordinator-The Assistant Equipment Coordinator shall be responsible for assisting the Equipment Coordinator with any Equipment Coordinator duties that may need to be helped with. In the absence of the Equipment Coordinator, the Assistant Equipment Coordinator shall assume the duties and responsibilities of the Equipment Coordinator.

Section 6.04: Duties of Concessions Coordinator-The Concessions Coordinator shall be responsible for the planning and handling of all W.C.A. functions regarding the sales and distribution of food, drinks, snacks, and spirit wear. The Concessions Coordinator shall also be responsible for the following:

- 1) Shall be responsible for recruiting volunteers and set up a schedule to work concessions and front gate.
- 2) Coordinate with coaches and/or team parent to ensure parent participation.
- 3) Supervise and monitor the operation of the concessions and front gate.
- 4) Shall not allow anyone under 12 years old to work or loiter within the concession area without a board member presence and/or approval (safety issue).
- 5) Shall not allow any unauthorized person or minor to handle any money during W.C.A. activities.
- 6) Shall keep concessions, gate, and spirit wear money separate for record keeping purposes.
- 7) Shall be responsible for the collection of all spirit wear, concession and gate money and shall turn in all money to the President, Vice President, or Treasurer. All money turned in at end of the day shall be counted by two separate people and signed off on by both people. One of the people counting and signing must be either the President, Vice President, or Treasurer.

Section 6.05: Duties of Assistant Concessions Coordinator-The Assistant Concessions Coordinator shall be responsible for assisting the Concessions Coordinator with any Concessions Coordinator duties that may need to be helped with. In the absence of the Concessions Coordinator, the Assistant Concessions Coordinator shall assume the duties and responsibilities of the Concessions Coordinator.

Section 6.06: Duties of Field Coordinator-The Field Coordinator shall be responsible for the field equipment, yard markers, down markers, and chains to be in place before first game and put away after last game when events are held at W.C.A. fields. The Field Coordinator shall be responsible for lining and

maintaining the field throughout the season. The Field Coordinator will confer with the President as to the conditions of the field and notify coaches and/or proper board members if determined unplayable.

Section 6.07: Duties of Fundraising Coordinator-The Fundraising Coordinator shall contact and gather all information pertinent to the fundraising activities of W.C.A. The Fundraising Coordinator shall oversee ordering, distribution, and collection of proceeds from fundraising activities. The Fundraising Coordinator must get approval for all fundraising activities from the Executive Board.

Section 6.08: Duties of Publicity Coordinator-The Publicity Coordinator shall be responsible for submitting any information the Executive Board would like to publicize in the form of internet, flyers, social media, or any other method requested by the Executive Board. The Publicity Coordinator shall update the W.C.A. website on a regular basis with any information the Executive Board would like posted.

Article VII- Coaches

Section 7.01: Coaching Eligibility-To become an eligible coach for W.C.A. all coaches shall do the following:

- 1) Fill out and sign a W.C.A. coaching application.
- 2) Be certified in all areas required by W.C.A or the league W.C.A. may be affiliated with.

W.C.A. may reserve the right to have a background check and/or drug test to be done by coaching candidates anytime deemed necessary.

Section 7.02: Coaching Responsibilities-Members of the coaching staff shall be responsible for the following:

- 1) Conduct themselves in such a manner that will further the growth of W.C.A. and the participating youths.
- 2) At least one member of the coaching staff for their respective grade shall be present at all general meetings.
- 3) Coordinate and work together with other members of the coaching staff that will promote a positive atmosphere.
- 4) Be a positive role model for the participating youths.
- 5) Be sure each player receives the guaranteed play time W.C.A. offers (guaranteed play time does not mean equal play time, but at the same time be fair to the kids who are putting in the time and effort at all practices).

- 6) Communicate and distribute information to the parents/guardians of your respective grade level.
- 7) Document any injuries and request clearance form to return from doctor if injury required a visit to the doctor. Any suspicion of a concussion shall require a visit to doctor for clearance to return.
- 8) Set up scrimmage games for own respective grade level after getting approval from Executive Board so field arrangements can be made.
- 9) In the event of an absence, the Assistant Coaches must notify the Head Coach before the game or practice, and Head Coaches must notify Assistant Coaches and a member of the Executive Board before the game or practice. This process helps maintain effective communication between all parties and parents.

Section 7.03: Choosing of Head Coach- After applications and all mandatory certifications have been completed, the head coach shall be determined for their respective grade level. If the previous head coach is returning, then they shall resume that same role. If the previous head coach is not returning, then interested coaches from that coaching staff shall submit in writing a request to be head coach. In the event of two or more requests have been submitted, then the head coach shall be determined by majority vote of the President, Vice President, and Football Coordinator.

Section 7.04: Dismissal of Coaches-In the event that a formal complaint is submitted to the Executive Board by a coach, parent/guardian, spectator, league representative, or referee may result in a suspension or possible dismissal if deemed necessary by the Executive Board. There shall be a meeting between the guilty party and the Executive Board in such a case to discuss the matter of complaint.

Article VIII- League Fees and Refund Policy

Section 8.01: League Fee Payments- League fees must be paid in full at time of registration. W.C.A. may also require fundraising fees or buy-out option to be made at time of registration. Some special arrangements for partial payment may be made by approval of the Executive Board. If special arrangements are made, all fees must be paid in full before the first game or child will not be able to participate until fees are paid.

Section 8.02: Request of Refund Procedure- All requests for refunds must be made in writing with reason included. Once the request has been approved by the Executive Board, a refund will be sent or given to the applicant. No refunds will be given until all W.C.A. equipment that was handed out is returned. Refunds are only granted for league fees. At no time will W.C.A. refund camp fees, fundraisers, apparel, or merchandise that was purchased. W.C.A.'s refund policy is based upon our obligations for equipment purchases and administrative costs such as insurance which is based on registration numbers. W.C.A. may refund 75% of league fees if request is made before the ordering of the child's jersey or uniform, 35% of league fees if request is made after jersey or uniform order but before first game. W.C.A. will not refund any money after first game.

****All registration and sign up fees are used to help offset expenses**

Article IX- Financial and Money Handling Procedures

Section 9.01: Written Checks and Withdraws- All checks, withdraws, or other forms of payment shall be signed by the President and Vice President or Treasurer unless written consent is given in the form of email.

Section 9.02: Money Counting- At the end of each W.C.A. function, all money shall be counted down by either the President, Vice President, or Treasurer and one other person. Both parties that counted down the money must sign off on the totals.

Section 9.02: Deposits- Deposits shall be made into the W.C.A. bank account by either the President, Vice President, or Treasurer.

Section 9.03: Contracts- Any and all contracts entered into on the behalf of W.C.A. shall be approved by majority vote from the Executive Board.

Section 9.04: Fiscal Year- The fiscal year of W.C.A. shall run from January 1 to and including December 31.

Article X- Formal Complaints

Section 10.01: Written Complaint-Only a written complaint shall be considered a formal complaint. If any person has a complaint on any board member, coach, or volunteer, they shall submit a written complaint to the Executive Board for any action to take place. The formal complaint shall be submitted on a formal complaint form which can be obtained by an Executive Board member or can be done so by email.

Article XI- Equipment

Section 11.01: W.C.A. Provided Football Equipment-W.C.A. shall provide the following equipment for football players:

- 1) Game jersey
- 2) Football helmet with facemask and chinstrap
- 3) Shoulder pads

Section 11.02: Equipment Provided by Player-Players shall be responsible for the following:

- 1) Mouthpiece
- 2) Protective cup

3) Football pants with pads

Section 11.03: W.C.A. Provided Equipment for Flag Football-W.C.A. shall provide flag football players with shirts/jerseys and flag belts. Flag belts are to be returned every night after flag football.

Section 11.04: W.C.A. Provided Equipment for Cheerleading-W.C.A. shall provide cheerleaders with uniforms and pompoms. Pompoms are to be turned in after each day/night of use. Uniform and top shall be turned in at end of season. All other apparel and accessories may be kept by participant unless told otherwise by Cheer Coordinator.

Section 11.05: Equipment Turn In-W.C.A. shall designate a day for players to return W.C.A. provided equipment. All equipment shall be returned in good working condition other than normal wear and tear. If the equipment is not returned or returned damaged due to abuse, the parent/guardian will be charged for the replacement of such equipment. Shirts, jerseys, and cheer warm up outfits that were issued to the participating youths may be kept.

Section 11.06: Participant Supplied Equipment-All equipment supplied by participant must meet national safety standards. Parent/Guardian must sign liability waiver form if passing up the opportunity to receive any W.C.A. supplied equipment.

Article XII- Insurance

Section 12.01: W.C.A. Provided Insurance-W.C.A. provides liability insurance for all youth participants in the event of injury during a W.C.A. event. Youths without any type of insurance will automatically be covered through the W.C.A. insurance provider as a primary insurance. For youth participants with their own primary insurance, the W.C.A. insurance provider shall be a secondary insurance coverage. Any participant who does not sign up and register and/or does not properly complete the registration form will not be covered by the W.C.A. insurance provider.

Article XIII- Indemnification

Section 13.01: Actions or Suits- W.C.A. shall indemnify any person party to or threatened to be made party to any law suit, when that person is performing as an authorized agent of W.C.A. and when that person was acting in good faith and in a manner that he/she believed to be in the best interest of W.C.A. and had no reason to believe the persons conduct was unlawful. Indemnification shall be for attorney fees, judgments, and fines. An entering of a no contest plea shall not affect the indemnification in any way. The fact that said person is no longer affiliated with W.C.A. shall not affect their eligibility for indemnification in any way.

Article XIV- Dissolution

Section 14.01: Distribution of Assets-Upon dissolution of W.C.A., the remaining Executive Board members shall collect and secure all assets and place them in storage until a Board convenes. During the storage period, all fees will be paid from W.C.A.'s treasury. If a new Board does not convene within two years from the date of dissolution or the treasury funds are exhausted, the remaining assets shall be distributed to the William Henry Harrison High School Athletic Department.

Article XV- Amendments and Non Listed Bylaws

Section 15.01 Amendments-Any amendment to these bylaws shall be made at the discretion of the W.C.A. Executive Board at any time deemed necessary. Notice of any amendment shall be presented at the following meeting and shall be announced by a member of the Executive Board. A team representative shall be responsible to inform coaches and parents/guardians of their respective teams of the amendment. The amended bylaw shall also be posted to the W.C.A. website.

Section 15.02: Non Listed Bylaws-W.C.A. shall adopt and enforce the bylaws of the league that W.C.A. is affiliated with.