# West Park Jr. Panthers By-Laws

# **ARTICLE I: Objective**

## Section I:

The objective of the organization shall be:

- A. To provide the fundamentals of youth football and cheer
- B. To provide support, development, training and encouragement of youth athletes in the West Park Community
- To provide a safe and positive athletic environment and offer developmental and competitive opportunities through clinics and team play

#### Section II:

To achieve these objectives, the organization will provide a supervised program under the rules and regulations of the West Park Jr Panthers (WPJP) and any affiliated league WPJP participates under. All officers and members of the organization shall bear in mind that the attainment of championships is secondary to the prime goal of molding respectful, responsible youth athletes in our community.

#### Section III:

In accordance with Sec 501-2-930 of the federal revenue code, the organization shall operate as a non-profit educational organization providing a supervised program of competitive sports activities. No part of the net earnings of the association shall insure to any private stockholder or individual.

The principal office for the transaction of business of the association shall be P.O. Box 694, Roseville, CA 95678, in the county of Placer.

# **ARTICLE II: Membership**

#### Section I:

Any person sincerely interested in active participation in the objectives of the association may become a member, in accordance with the boundary policy outlined in Section II.

#### Section II:

There shall be the following classes of members:

- A. **PLAYER MEMBERS:** Any player meeting WPJP requirements and regulations shall be eligible to participate, but shall have no rights, deities, or obligations in the management of the property of the organization.
- B. **PARENT OR GUARDIAN MEMBERS:** Those persons having one or more athletes participating in the organization. Membership privileges are extended to

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matters that are placed before the general membership for consideration.

- C. COACH MEMBERS: Those persons having an interest in coaching football or cheer may apply for Coach Membership. Coach Members must meet the requirements and regulations established by the WPJP including certification by USA Cheer or USA Football.
- D. **BOARD MEMBERS**: Those persons having an interest in managing the affairs of WPJP and who meet the requirements and regulations established by the WPJP may apply for Board Membership.

While (B) Parent or Guardian Members, (C) Coach and (D) Board classifications of membership in WPJP are open to all who qualify for membership under Article II, Section 1, (A) Player membership shall be governed by the following policy:

- Players and cheerleaders residing in areas within the City of Roseville that are designated by the Roseville Joint Union High School District (RJUHSD) as area(s) that will populate West Park High School will be provided priority by WPJP when determining and comprising WPJP football and cheer squads.
- 2. If WPJP football or cheer squads are not at minimum capacity, as set forth by the organization with which WPJP is presently affiliated, with full squads of players or cheerleaders, players from outside the West Park High School population area may be selected to bring the squad(s) to capacity.
- 3. Where the head coach of a squad determines, for safety reasons, that a player or players residing in an area designated to populate West Park High School should be released from WPJP, the release must be approved by the WPJP President, VP-Football and HS Football Liaison, for football releases and President, VP-Cheer and HS Cheer Liaison, for cheer releases.

#### Section III:

Membership in the organization may be terminated. The board of directors, by a 2/3 vote of those present at any duly constituted meeting, shall have the authority to terminate the membership of any member whose conduct is considered detrimental to the goals and objectives WPJP.

In the case of a player member, the board of directors shall give notice to the head coach of the team of which the player is a member. The head coach shall appear in the capacity of the advisor with the player and parent/guardians before the board of directors. In these situations, involving minors the board of directors shall make every effort to conduct the proceedings in a fair and non-hostile environment. The board of directors shall have full power to suspend or revoke such player's right to participate in organization activities.

In situations where a member whose conduct is considered detrimental to the goals and objectives WPJP and/or the WPHS or RJUSHD, the HS Liaison, WPHS Administration, or RJUHSD Administration may order the individual terminated without a vote of the board of directors.

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<sup>2.</sup> The position of VP of Football and VP of Cheer must have a minimum of 1 year experience on the WPJP Board or as a WPJP Head Coach, or equivalent, before assuming the VP of Football or VP of Cheer role.

## **ARTICLE III: Governance**

### Section I:

**Board of Directors:** The management of the property and affairs of the WPJP shall be vested in the Board of Directors.

The Executive Board of Directors shall consist of the office of:

- President
- Vice President of Football
- Vice President of Cheer
- Secretary
- Treasurer

The Administrative Board of Directors shall consist of the office of:

- Registrar
- Football Equipment Coordinator
- Booster Coordinator
- Sponsorship & Event Coordinator
- Snack Bar Coordinator
- Volunteer Coordinator
- Marketing, Media & Communications Coordinator
- Safety & Game Day Coordinator

Board Member(s) at Large are non-voting positions, staffed by the Football and Cheer Liaisons, for purposes of retaining institutional knowledge, maintaining a good standing with West Park High School administration, and providing guidance in accordance with West Park High School athletic expectations.

Should the board determine, by majority vote, that additional positions are necessary, said positions can be installed via majority vote of the board.

#### Section II:

The Board of Directors shall be voted into office, by a majority vote of the board members, at the November meeting. Terms of the board of directors are annual, commencing January 1<sup>st</sup> and ending December 31<sup>st</sup>, but may be terminated by resignation or by a 2/3 vote majority of the board of directors for conduct detrimental to the welfare of the WPJP.

Vacancies on the board of directors occurring by resignation or termination shall be filled by a majority vote of the Board of Directors.

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Interim positions may be appointed by the President until such time as a vote may take place by the Board of Directors.

#### Section III:

The Board of Directors reserves the right to discipline, suspend or revoke any membership of the organization in accordance with the procedure set forth in Article II, Section III.

#### **Section IV:**

The WPJP is a closely held California non-profit corporation.

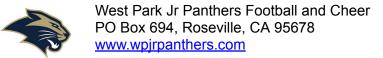
#### Section V:

All matters concerning the policies and operation of the WPJP shall be decided by a vote of the Board of Directors. The majority of those present at a duly constituted meeting shall carry no motion without a favorable vote. By definition, a duly constituted meeting may be scheduled or unscheduled. Each member of the board shall be entitled to cast one vote on any business matter. In the event of a tie, the executive board will hold a separate vote. The vote of the executive board will be the final result.

#### Section VI:

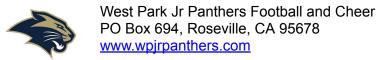
The duties of the Executive Board shall be as follows:

- **President**<sup>1</sup>: Administrative leader of the organization. Highest local authority. Oversees all aspects of both football and cheer including:
  - o Attends all affiliated league meetings.
  - o Participates with the affiliated league on voting in all new rules for the league.
  - o Facilitates monthly board of director meetings.
  - o Acts as a liaison between the affiliated league and the Jr Panthers.
  - o Responsible for arranging all communications with the high school and the school district for field/facility usage.
  - o Obtains proper permits and insurance papers for field usage. Oversees the purchases for insurance for all athletes.
  - o Send welcome letters to the visiting team.
  - o Signatory on bank account.
  - Schedules certification/ weigh in event with another program in the affiliated league.
- Vice President of Football<sup>2</sup>: Oversees football activities and is liaison between the board, coaches, and parents. Responsible for:
  - o Receiver of all parents' complaints with football coaches.
  - o Responsible for all matters pertaining to football coaches.
  - o Arranges all clinics and training meetings for football coaches.
  - o Coordinates Jr Panthers football camps.
  - o Assists with the yearly preparation of certifications for football teams.
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- o Head of the football coaching selection committee.
- o Arranges and facilitates coaching interviews.
- o Secondary contact for field usage and attends field usage meetings.
- o Responsible for lighting arrangements for football practice fields when necessary.
- o Responsible for ensuring fair playing time.
- Ensure all necessary certification of all coaches including CPR certification of one coach per team and USA Football Certification
- o Ensuring all game day equipment (helmet kit, headsets, film camera & tripod) are ready for each game.
- o In the absence of the President, the Vice President of Football assumes the President's duties with regards to football related decisions.
- **Vice President of Cheer**<sup>2</sup>: Oversees cheer activities and is liaison between the board, coaches, and parents. Responsible for:
  - o Registration and organization of cheer squads with affiliated league.
  - o Responsible for providing try-out, clinic, and registration information to the Marketing & Media Coordinator.
  - o Receiver of all parents' complaints with cheer coaches.
  - o Responsible for all matters pertaining to cheer coaches.
  - Coordinates uniform try-on and submits all final orders for cheerleader uniforms and accessories.
  - o Coordinates uniform swap
  - o Organizes and oversees yearly selection of coaches, try-out clinics, squad placements, cheer clinics, camps, and competitions.
  - o Organizes indoor practice facilities.
  - o Ensure all necessary certification of all coaches including CPR certification of one coach per team and USA Cheer certification.
  - Responsible for coordinating post season cheer try-outs and activities related to post season league/competition participation.
  - o In the absence of the President, the Vice President of Cheer assumes the President's duties with regards to cheer related decisions.
- Treasurer: Responsible for association's finances, including:
  - o Pays all bills and keeps associations financial records in QuickBooks.
  - Purchase required equipment and supplies via Amazon.
  - Manage expense reimbursements.
  - o Reports monthly treasurer report at each Board of Directors meeting.
  - o Sets up cash boxes & POS Square system for each WPJP event.
  - Counts all cash post event.
  - Completes Cash Reconciliation Form and Game Day Cash Breakdown form following each home game.
  - o Makes timely deposits.
  - o Liaise with CPA to prepare and file yearly taxes.
  - Responsible for the annual state corporate filings with Secretary of State via the CPA

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- o Register for fireworks lottery annually or as openings become available.
- o Signatory on bank account.
- Prepare TeamSideline settlement report monthly to guide Bookkeeper reconciliation.
- Coordinates with WPJP Bookkeeper to complete account reconciliation and prepare monthly and annual financial statements.
- Ensure officials are paid by halftime of 14U game.
- Secretary: Responsible for:
  - Takes minutes at board meetings and saves in drive.
  - o Emails minutes to board members after each meeting and prior to the following meeting.
  - o Organizes monthly board meeting agendas.
  - o Checks WPJP mail and distributes as appropriate.
  - Manage website calendar of events.

## **Section VII:**

The duties of the Administrative Board of Directors shall be as follows:

- Football Equipment Coordinator: Responsible for:
  - o Ordering all equipment that pertains to the football program including:
    - Uniforms
    - Helmets
    - Pads
    - Belts
    - Mouthguards
    - Helmet Stickers
    - Guardian Caps
    - Practice Gear
  - In conjunction with VP of Football, coordinates use of high school equipment.
  - o Maintains records of all certifications of football helmets & shoulder pads.
  - o Organizes the required equipment certification.
  - Organizes and maintains equipment in the storage shed.
  - o Responsible for equipment handouts and returns.
  - o Maintains inventory of all equipment.
  - o Replaces helmets, shoulder pads, and uniforms in accordance with annual budget/certification requirements.
  - Coordinates with VP of football to assist with placement of practice lights and ensure safety fences are installed around lights.
- Booster Coordinator: Responsible for:
  - o Ordering and sales of Booster items at WPJP events such as:
    - T-shirts
    - Sweatshirts
    - Hats
    - Stickers
    - Any additional WPJP swag

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- Responsible for ordering:
  - Spirit packs for football and cheer
  - Football practice jerseys
  - Pink socks for football athletes
  - Football bags
  - Football and cheer camp T-shirts
  - Coaches and board attire
  - Panther Pride athlete/coaches gifts
  - Championship gift from Board for athletes
- Responsible for setting up and breaking down Booster tables at all WPJP events.
- o Maintains booster inventory, purchase, and sales records.
- o Update items, pricing, etc. in the Square POS system.
- Coordinates with WPHS to ensure designs are within branding guidelines and are approved.
- Order pink socks for football.
- o Management of web store on Team Sideline
- Sponsorship and Events Coordinator: Responsible for:
  - Solicit local businesses for sponsorship and/or kickoff event raffle donations.
  - o Provide appropriate forms for sponsors for tax purposes.
  - o Ordering and hanging of sponsor banners.
  - o Distribute *Proud Sponsor of WPJP* stickers to sponsors.
  - o Responsible for coordinating, organizing, and reporting all sponsorship/fundraising efforts for the Jr. Panthers Board of Directors.
  - o Provides list of preferred seating and sponsors to gate and announcers booth.
  - Organizes all special events & orders special items for listed events, such as/to include:
    - Kickoff Event
    - Preseason Camp Activities (1st week of practice)
    - Board & Coach mixer
    - Season home opener
    - Jr. Panther Night
    - Cancer Awareness Game
    - 8<sup>th</sup> Grade Recognition Game (Panther Pride)
    - Teacher Appreciation
    - End of season celebrations
    - Coordinate Playoff/Championship good luck treats for athletes
    - All other activities as agreed upon and scheduled

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- Snack Bar Coordinator: Responsible for:
  - o Managing the snack bar and food services for all home games and special events.
  - Populates Square with current menu offerings and pricing.
  - o Creates a snack bar menu.
  - o Purchases all supplies, food, and set up of snack bar.
  - o Supervises snack bar workers.
  - o Orders deliveries for game day (i.e. pizza, ice, etc.)
- Volunteer Coordinator: Responsible for:
  - o Coordinating and supervising team parents and volunteers for both football and cheer.
  - o Determines volunteer needs and develops volunteer schedule for the season, including management of sign up genius
  - Manages volunteers on game day including sign in/sign out, training/direction, etc.
  - o Acts as liaison between board of directors and team parents.
  - Determines which volunteer checks should be cashed.
- Marketing & Media Coordinator: Responsible for:
  - o Year-round management of WPJP's website, Facebook, and Instagram accounts.
    - Post final game scores, recognition for playoffs/championships, and promotion of other key events.
  - o Ensure WPHS brand guidelines are followed.
  - Manage Canva account & design social media posts/event flyers.
  - o Collect pictures of all teams to post on social media platforms.
  - Coordinate announcer booth binder, game day announcements, clean playlist on MP3 player, halftime music, etc.
  - Coordinate annual picture day & media pics for 8th grade banners
    - Order banners for Panther Pride
  - o Prepares and publishes all outgoing communication including:
    - Flyers
    - Newspaper ads
    - Email
    - Social media posts
    - WPJP and SYF forms
  - o Promotes registration via school flyers, social media, yard signs and community event participation, etc.
  - o Update WPJP website with:
    - Yearly calendar of events
    - Sponsors
    - Forms and Documents
    - Board of Directors List
    - FAQs and website pages
    - Online store
- Registrar: Responsible for:

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- o Responsible for registration of all player & cheerleader participants for the program.
- o Builds and maintains the registration section and process of the website/program.
- o Responsible for updating and maintaining all registration forms.
- Ensures secure storage of all sensitive information.
- Verifies proof of age, grade and residency of athletes.
- Organizes all registration events.
- o Prepares player & cheerleader books prior to certification.
- o Processes requests for refunds and withdrawal from the program.
- Responsible for ensuring full roster is available for announcers.
- Safety & Game Day Coordinator: Responsible for:
  - o Maintains Report of Injury folder.
  - o Distributes First-Aid kits to all head coaches.
  - Schedules EMTs for home games
  - o Maintain and socialize the program's emergency plan.
  - Ensure program compliance with league safety protocols (i.e. concussion training, CPR, etc.)
  - o Coordinate game day activities including:
    - Ensure equipment is available as needed on the field including ice and water for both teams, officials, and EMTs.
    - Communicates with EMTs and Referees as needed
    - Works with the Equipment Coordinator closely to monitor needs and act accordingly.
    - Put up panther tunnel and secure prior to 8U game & take down at 14U post halftime.
    - Maintain walkie talkies and ensure charged for game day.
    - Set up pop ups for snackbar, ticket entry, officials, and preferred seating.
    - Maintain water and ice for both teams throughout the game.

#### Section VIII:

The duties of the Members at Large (these are non-voting members):

- Football Liaison: This position functions as a bridge between the West Park High School Football program and The West Park Jr Panthers. The Football Liaison is responsible for:
  - Assisting the VP of Football in recruiting coaches, Jr. Coaches, and building a two-way communication between West Park High School Football and WPJP.
  - o This position is on the coaching selection committee along with the VP of Football and the President.
  - o Responsible for working with the High School coaching staff so that WPJP

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can learn and build on the Highschool's playbook, formations, and schematics.

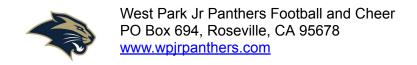
- o In conjunction with the VP of Football, responsible for all matters pertaining to football coaches such as:
  - Forming and attending coaches' meetings for WPJP including the High School Varsity coach if necessary
  - Ensure that all four levels of the WPJP program are working towards a common goal with the High School program
- o Attend meetings for WPJP and West Park High School Boosters and relay any necessary information to either party, including informing WPJP of concerns/requests from West Park High School and vice versa.
- Cheer Liaison: This position functions as a bridge between the West Park High School Cheer program and The West Park Jr Panthers. The Cheer Liaison is responsible for:
  - Assisting the VP of Cheer in recruiting coaches, Jr. Coaches, and building a two-way communication between West Park High School Cheer and WPJP.
  - o This position is on the coaching selection committee along with the VP of Cheer and the President.
  - Responsible for working with the High School coaching staff so that WPJP can learn and build on the Highschool's cheers.
  - o In conjunction with the VP of Cheer, responsible for all matters pertaining to cheer coaches such as:
    - Forming and attending coaches' meetings for WPJP including the High School Varsity coach if necessary
    - Ensure that all four levels of the WPJP program are working towards a common goal with the High School program
  - Attend meetings for WPJP and West Park High School Cheer Boosters and relay any necessary information to either party, including informing WPJP of concerns/requests from West Park High School and vice versa.

#### **Section IX:**

Attendance and participation expectations of Executive Board of Directors and Administrative Board of Directors:

- Board Meeting Attendance:
  - o Attend all board meetings.
    - On the 3<sup>rd</sup> missed meeting, the board may vote to excuse you from your position
- Game Day Attendance:
  - The Executive Board and Game Day Coordinator will attend the entirety of all home games.
  - o Administrative Board will attend a minimum of 2 games during home games that best align with the completion of your assigned responsibilities
  - Executive Board will coordinate representation for presence at all hosted
     Jamboree and/or play-off games/league cheer competitions
- Away Game Attendance:

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- o Attend for athletes' game.
- o Executive Board to coordinate Board coverage as needed.

# **ARTICLE IV: Meetings**

#### Section I:

Regular meetings of the board will be held each month, at a designated date and time established at the January meeting. All regularly scheduled board meetings shall be opened to the members at large followed by a closed session. Unscheduled, special open or closed meetings or workshops may be called by the President at any time.

#### Section II:

During the October monthly meeting, general membership will be invited to attend an informational session about board positions and expectations. Applications for elections will be open following the October meeting and closed on October 31st. At the November monthly meeting, candidates for office for the next year shall be voted on by the board of directors..

Notice of all meetings shall be given by the Secretary to each member of the Board of Directors by telephone, e-mail, or in person at least 24 hours prior to the meeting.

#### Section III:

A majority of the members of the Board of Directors including a minimum of 3 executive board members shall constitute a quorum and a quorum shall be necessary to conduct any business at a meeting of the Board of Directors.

#### Section V:

Roberts Rules of order shall govern the proceeding of all meetings except where such rules conflict with the by-laws of the association.

## **ARTICLE V: Uniforms**

#### Section I:

Football uniforms shall consist of one home jersey, one away jersey and game pants. WPJP official colors are modeled after the high school (Navy, Vegas Gold, White, and Gray.) Football players will also be required to wear thigh and knee pads, a girdle with hip pads and a tail pad (or 7 pad integrated girdle), belt, socks, shoulder pads, a helmet with an attached mouthpiece and cleats.

- A. All football uniforms and equipment are the property of WPJP and must be returned clean and in good condition. If they are not returned by the assigned turn in date, the equipment security deposit will be cashed and a bill will be issued equal to any additional replacement cost of the missing items. All uncollected fees will be turned over to the District Attorney for collection.
- B. No one will be permitted to sign up the following year until all outstanding fees

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have been paid and account balances brought current.

Cheer uniform shall consist of a shell, sleeves, skirt, briefs, shoes, bow, and jacket. Sleeves will be worn for competitions. Sleeves may be worn, at the discretion of the coach, at games.

A. All cheer uniforms are purchased from a third party vendor and are the property of the WPJP cheer member. Cheer uniforms are not refundable.

# **ARTICLE VI: Scholarships**

## Section I:

Scholarship applications will be reviewed by the Executive Board. The Executive Board will determine if the athlete is to receive a full or partial scholarship based on funds allocated for that season.

#### Section II:

Scholarship recipient parents/guardians will be required to complete additional volunteer hours above the regularly required volunteer hours. The number of additional hours is as follows:

- Full Scholarship double required volunteer hours
- Partial Scholarship 1.5 times required volunteer hours

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