****TRI-COUNTY COBRAS

 YOUTH FOOTBALL AND CHEER

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**ARTICLE I – NAME AND DEFINITION**

**ORGANIZATION NAME:**

This organization shall be known as the TRI-COUNTY COBRAS YOUTH FOOTBALL & CHEERLEADING, Inc. (hereafter referred to as T.C.C or simply Organization).

**ARTICLE II - OBJECTIVES**

**PURPOSE**

* Tri-County Cobras Youth Football and Cheer Inc. (the “Organization”), is a Florida not-for- profit corporation formed in accordance with Florida Statutes Chapter 617 (CORPORATIONS NOT FOR PROFIT) formed to inspire the youth throughout the Tri-County area to practice the ideas of physical fitness and sportsmanship through the fundamentals of Football and Cheerleading, As well as helping them to excel academically through our education/tutoring program(s).

* The Corporation/Organization is established and shall be operated exclusively for The PROVISION OF YOUTH SPORTS OPPORTUNITIES within the meaning of IRS Publication 557 Sec on 501(c) (3) Organization of the Internal Revenue Code of 1986, as amended (the “Code”) or the corresponding section of any future federal tax code.

**ARTICLE III – ORGANIZATION AND MEMBERSHIP**

**GOVERNANCE**

* The Organization shall be governed by the Bylaws and managed by Board of Directors and Executive Board and hereafter referred to as the “Board Officers or Board ” The Organization shall have all the rights, powers, privileges and limitations of liability of directors, officers and members of a non-profit corporation organized under Chapter 617 of the Florida Statutes.
* The BoardOfficersshall establish policies and directives governing business and programs of the Organization and shall delegate to its officers and volunteers subject to the provisions of these Bylaws, authority and responsibility to see that the policies and directives are appropriately followed.

 **Board Compensation**

* No Board or Committee member(s) shall receive any compensation (monetary or otherwise) whatsoever.

**ARTICLE IV – BOARD STRUCTURE**

 The “Board” is empowered to conduct all business affairs of the TCC appointed standing committees and establish such rules and regulations as they deem necessary for the proper conduct of the affairs of the Organization. All members must Adhere to and sign the oath of membership/code of conduct (Article V) each elected term.

* **Board of Directors**: CEO/President, Vice President, Secretary, Treasurer
* **Executive Directors**: Football Commissioner, Cheer Commissioner, Operative Secretary, Senior Advisor, Public Relations 1, Concession Manager, Fundraising & Event Coordinator, Team Parent Coordinator
* **Committee Members**: Equipment Manager, Public Relations 2, Safety Coordinator, Fundraising Coordinator, Education Coordinator, Conduct Coordinator, Grant Coordinator, Head Coach, Assistance Coach

 **Standing Committees**

* Standing committees may be formed with the approval of the board of directors/executive board.

**Special Committees**

* Special committees may be formed as needed by the Board of Directors/ Executive Board approval and must show justification that benefits the organization.

**Terms**

* The Board of Directors & Executive Directors will be comprised of a minimum of ten (10) members each elected to a two (2) year term of office and may be re-elected to serve successive terms. Members may be increased as outlined in State Law with a majority of the vote by the Board.
* Special Committee members: elected annually and eligible for reelection after satisfactorily completing the 1year term.
* A Board member need not be a resident of the State of Florida.

**Board Eligibility**

* Any person may be eligible to serve on the Board provided they are over 21 years old, possesses the qualifying skills and proficient knowledge of the role they are seeking to obtain. In addition, they must also comply with background check requirements, obtain required certifications for their role, and adhere to the attendance guidelines and must agree and sign the Oath of membership outlined in Article V.
* No spouses shall be allowed to serve on the Board/Committee if there is conflict of interest presented by the voting board.
* No person shall be considered for eligibility, re-election, or hold their seat on the Board unless he/she has satisfied any unpaid balances- including the return of athletic equipment. The approval for election will be granted by the Board Officers. Chapter 617 [2024],Fla.[617.0604]

## **Nominations**

*New candidates and existing members who have completed their term are outlined for their position or seeking to be elected for a new or additional role.*

* Board Officers & Head coach nominations will take place in January of the current season. Assistant coach nomination will take place March of the current season
* Candidates will either voluntarily nominate themselves or be nominated by a current member of the Board Officers.
* Nominated candidates shall be voted into office by a majority affirmative ballot in a general board meeting. Voting in this general board meeting is open to all Board Officers and Committee members.

*Note: All elections should considerably take place at the same time with a cut off period. They must be physically present (i.e Assistant Coach)*

**Election & Requirements**

* **Board Officers, Head Coaches – election will be held in February of the current season** will assume their roles and responsibilities effective immediately
* **Assistant Coaches-election will be held April of the current season** will assume their roles and responsibilities effective immediately
* Once the incoming board is verified (e.g. background, certification completion) the outgoing board will begin to educate the new board on the procedures of the organization and show through example the day-to-day operations of the Organization.
* The board reserves the right to amend/adjust placement dates of coaches as it sees fit to accommodate for extenuating circumstances or to fill positions left vacated.

**Board Attendance**

* Board Members must notify the Secretary of any absence prior to the commencement of the scheduled meeting.
* Any board member who is absent from 2 consecutive scheduled meetings, unexcused, automatically loses the right to vote at the next scheduled meeting.
* An elected Board& Committee member who is absent from three (3) regular meetings of the Board during a calendar year without communication shall be encouraged to re-evaluate with the Board his/her commitment to the organization.
* The Board of Directors may deem a Board member who has missed four (4) consecutive meetings without such a re-evaluation with the Board of Directors to have resigned.
* Any head coach who is unable to attend a scheduled meeting will send a board approved assistant coach to take their place. Coaches are required to attend at least 2 board meetings for the season.

**Vacancies**

* Any vacancy in office shall be appointed and approved by the Board with a majority vote. If there is not an eligible candidate to assume vacancies. Said Vacancy will remain vacant until a qualified candidate is voted in by the executive board by majority vote. If the Presidency is vacated, the Vice President shall assume the office of President. An election will then be held for the office of Vice President or other qualified candidate.
* In the event that an eligible member is not willing to accept their nomination, the current Board Officers may appoint a qualified candidate granting said candidate temporary voting powers until an eligible member can be appointed.

**Resignations**

* Each Board member shall have the right to resign at anytime upon written notice thereof to the Board Secretary or other member of the Board of Directors. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall not be necessary to make it effective.
* Upon request and with the approval of the Board of directors a member may be granted inactive status for a period of up to (1) one year. Extenuating circumstances will be reviewed and considered. Upon resignation, Board may appoint a qualified interim candidate to assume current roles and responsibilities.

## **Removal**

* A Board member may be removed, with or without cause, at any duly constituted meeting of the Board, by the affirmative vote of a majority of the currently serving Board members.

## **MEETINGS**

## The Board will meet at least once a month during the year, and open to the public. Times, dates, and locations will be set by the Board. All elected board members are expected to attend all scheduled meetings. Please note that the date of the board meeting is subject to change based on availability

* Any Board Officer may call a special meeting with two (2) days’ notice provided to each member of the Board. The notice shall be servedto each Board member via hand delivery, text message, or email The person(s) authorized to call such special meetings of the Board may also establish the place for the special meeting, so long as it is a reasonable place in which to hold any special meetings of the Board. Meetings may be canceled with 48 hours’ notice.

**Recording of Minutes**

* The Secretary shall be responsible for the recording of all minutes of every meeting of the Board in which business shall be transacted in such order as the Board may determine from time to time
* The Secretary or the individual appointed to act as Secretary, shall prepare the minutes of the meetings which shall be delivered to the Organization within 14 days after the close of each Board meeting.
* Those minutes shall be read at the next scheduled meeting and a motion must be made to accept the minutes. After acceptance, all minutes will be posted on the Organization’s website/ or kept in a binder that is available upon request.

## **Quorum**

* At each Organization meeting, the presence of at least six (6) Board members shall constitute a quorum for the transaction of business.

**Voting and Proxy**

* league issues of major importance, or any motion that is made for a vote may be addressed by at least 4 members of the Board of Directors, and at least two (2) executive board members. This includes, but is not limited to the approval of coaching personnel or acceptance of disciplinary recommendations. A board member who is unable to attend a meeting of the board or any sub-committee may vote by written proxy via email.

**Tie Vote**

* If at any time the Board consists of an even number of members and a vote results in a tie, a rotating casting vote will be done by a member of the Board of Directors. If a quorum is not present at a meeting, the Board members present may adjourn the meeting from time to time without further notice until a quorum shall be present.

**Article V: General Powers and Responsibilities**

***Board of Directors***

**President:**

* Act as Chief Executive Officer.
* Preside at all meetings of the Board of Directors conducting business in accordance with the Robert's Rules of Order.
* Make appointments as prescribed in these bylaws.
* Act as an Ex-Officio member of all committees.
* Serve as a trustee of the league.
* Act as a representative of the Tri-County Cobras to the community and other organizations.
* Determine league schedule of play.
* Approve practice venues.
* Ensure all other board members are fulfilling their outlined responsibilities.
* Ensure compliance with insurance requirements, USA Football regulations, and Florida State Law regarding league volunteers.
* Eject any participant or spectator suspected of violating the league’s code of conduct.

**Vice President:**

* Preside at all Board meetings in the absence of the President.
* Carry out duties assigned by the President and the Board
* Serve as a trustee of the league.
* Aid the President in ensuring a schedule for the season.
* In the event that a board officer is absent or resigns, the Vice President will assume responsibility for that role until a replacement is appointed. (Or may request a vote by the “Board”)
* Act as a representative of TCCto the community and other organization
* Coordinate Officials for season.
* Ensure compliance with insurance requirements, USA Football regulations, and Florida State Law regarding league volunteers.
* Eject any participant or spectator suspected of violating the league’s code of conduct.

**Administrative Secretary:**

* Keep official minutes of all regular and special meetings. (This **DOES NOT** include committee meetings.)
* Maintain a copy of the minutes indefinitely, distribute to the members of the Organization
* Make available a copy of the current and previous year’s minutes at all meetings.
* Serves on the bylaw committee
* Record all attendance at all meetings and events.
* Maintain an up-to-date copy of the bylaws, including amendments.
* Maintain all league related documentation and records including team roster and registration documents
* Perform related duties as requested by the Board
* Ensure all incident reports are kept on file and forwarded to the Insurance Claim Coordinator
* Maintain team roster information.

**Treasurer:**

* Act as Chief Financial Officer.
* Keep accurate financial records of all league finances and oversee all fundraising monies.
* Give a detailed, accurate report of income and disbursements monthly.
* Supply all necessary records to the League Accountant annually for external audit and tax filing.
* Submit annual budget to the Board for approval by the October meetings.
* Request approval from president/vice president for all expenditures exceeding
* $300 that are not designated on the approved budget and for expenditures that need to be paid in between official board meetings.
* Collect and disburse funds as directed by the Board Act as a trustee of the league
* Approve all spending by board members and committees.
* Ensure all incident reports are received from the Secretary and Act as the Insurance Claims Coordinator.
* Receive approval from president/vice president and one other board member for expenditures that need to be paid in between official board meetings.
* Establish fundraising goal to be executed by Fundraising team and Coaches.

***Executive Directors***

**Football Commissioner:**

* Attend, supervise and govern all league functions in conjunction with assigned representative of the TCC organization
* Act as a head for the Football Division and record attendance at each official check-in or appoint a designee.
* Appoint a Board Officer as a replacement if unable to attend a function, subject to the approval of the Board of directors
* Rule on situations brought by the Board for arbitrary of decisive action.
* Perform related duties as requested by the Board .
* Ensure all head coaches in assigned division have completed coach's binders available.
* Eject any participant or spectator suspected of viola ng to the league’s code of conduct.
* Ensure all coaches obtain required coaching certification and meet background check requirements
* Collaborate with Operative secretary in maintaining and recording all football equipment and uniform inventories have been returned and stored in the designated storage
* Collaborate with the Administrative secretary to ensure all player books have required signatures, documents/forms and player information.
* Responsible to ensure each Head Coach/Assistance Coach have Incident reports & first aid kits available. Ensure incident reports are completed the same day of an incident
* Assist the Cheer Commissioner when needed or if he/she is unavailable.

**Cheerleading Commissioner:**

* Attend, supervise and govern all league functions in conjunction with assigned representative of the TCC organization
* Approve all team's music selection, cheer selections, equipment, and props. As well as coordinating all aspects of the Competition Cheer season.
* Appoint a Board Officer as a replacement if unable to attend a function, subject to the approval of the Board of directors
* In an emergency, appoint a replacement from members of the Board of Directors.
* Rule on situations brought by the Board for arbitrary of decisive action.
* Eject any participant or spectator suspected of violating to the league’s code of conduct. Determine athlete placement.
* Collaborate with Operative secretary in maintaining and recording all cheerleader equipment and uniform inventories have been returned and stored in the designated storage
* Inform Operative secretary when new cheerleading equipment is needed.
* Perform related duties as requested by the Board
* Collaborate with the Administrative secretary to ensure all player books have required signatures, documents/forms and player information.
* Responsible to ensure each Head Coach/Assistance Coach have Incident reports & first aid kits available. Ensure incident reports are completed the same day of an incident
* Ensure all coaches obtain the required coaching certification and meet background check requirements.
* Assist the Football Commissioner when needed or if he/she is unavailable

**Operative Secretary:**

* Maintain and record all football uniform and equipment inventories in the equipment storage
* Maintain and record all cheerleading uniform and equipment inventories in the equipment storage
* Keep record of all football equipment and uniforms issuance each season
* Inform and advise the Board of Directors of new equipment as needed including when equipment needs reconditioning
* Coordinate expenditures for equipment with league treasurer
* Coordinate all duties with Equipment manager or assume responsibilities if one not elected)
* Work collaboratively with equipment manager to ensure all equipment is logged and accounted for

**Senior Advisor**

* Work collaboratively with Executive Officers
* Act as Chair of the Bylaws committee
* Serve as a fill-in to members of the organization
* Ensure bylaws are being enforced.
* Investigate all complaints, suspensions and ejections regarding athletes, action for all members of the organization including football athlete, cheerleaders coaches, players and spectators.
* Provide a recommendation to the TCC Board for any disciplinary action against any member of the organization including coach, football athlete, cheerleader or spectator and request any additional meetings be held for further disciplinary action.

**Public Relations Coordinator 1:**

* Work collaboratively with the other Board Officers and Committee Members to understand and promote the league’s respective events and programs and communicate necessary information to league participants.
* Manage all areas and aspects of the league’s website.
* Create, edit and publish all league graphic design projects, i.e.: flyers, brochures, signs, sponsorship ads, etc. with approval/direction of the board.
* Promote the league through applicable venues.
* Create, edit, publish and maintain all events and social media campaigns (Facebook, Twitter, Instagram, etc.) for the league with approval/direction of the board.
* Complete and promote any other special league projects determined by the Board
* Shall be responsible for all public correspondences for the league.

**Concession Stand Manager:**

The duties of a Concession Manager shall include, but are not limited to:

* Work with team parent to establish volunteers and schedule for operation of concession stand during the season.
* Manage & enforce age requirements for concession stand staff: Individuals above the age of 16 are able to work in/at the concession stand and supervised by the concession mgr. or other board member. **Ensure only approved concession volunteers are not in the concession area at all time.**
* Assist in the management of all concession operations at all practices, games and special events (i.e fundraising, holiday activities)
* Ensure Vendors are on the City/County approved Vendor list.
* Utilize TCC email to communicate with Vendors, submit contracts and ensure signed contracts have additional signature by the President, Vice President or Treasurer.
* Oversee the maintenance and cleaning of concession stand. As well as handling any issues that may arise with vendors.
* Maintain, record and inventory all goods and equipment in the concession stand, in conjunction with the League Treasurer.
* During the season, provide the Treasurer with a full detailed financial update
* Order product as needed with the President, Vice President and/or Treasurer, to maintain inventory.
* Coordinate opening and closing of the concession stand on/off season

## **Fundraiser & Event Coordinator**

## The duties of the Fundraising & Event Coordinator shall include, but are not limited to:

* Work with other board members to develop and implement strategies that will raise money for the organization. (including Concession Manager)
* Coordinate annual fundraising with volunteers, work collectively with fundraising coordinator establishes a fundraising committee (i.e coaches, team parents etc).
* Assists in the development of fundraising goals and soliciting funds. Identifying potential sponsors in support of the program
* Plan events in coordination with the “Board~~”~~, other volunteers, and sponsors. Schedule, manage and ensure successful execution of events
* Ensure events are within budget, meet team objectives and appropriately represent the Retrievers organization and its brand within the Community. Carry out related duties as directed by the Board.

## **Team Parent Coordinator**

The duties of the Team Parent Coordinator shall include, but are not limited to:

* Ensure all team mom/dad volunteers are actively participating and executing duties
* Ensure all Team parents obtained a volunteer list and assign volunteer slots.
* Communicate and delegate duties to team parent(s).
* Hold meetings with team parents as necessary to ensure communications are clear and information is being relayed to parents.
* Work collaboratively with team parents, fundraiser coordinator and Concession Manager to solicit volunteers for fundraising events and concession assistance.
* Assist Team parent/Coach with meeting agenda and present update at monthly board meeting.
* Carry out related duties as directed by the Board

***Committee Members***

**Equipment Manager:**

The duties of the Equipment Manager shall include, but are not limited to:

* Maintain and record all football uniform and equipment inventories in the equipment shed.
* Keep a sign-out record of all football equipment and uniforms each season.
* Inform and advise the Operative Secretary/ Board of Directors when new equipment is needed.
* Inform and advise the Operative Secretary/ Board of Directors when equipment needs reconditioning
* Maintain and record all cheerleading/football equipment and uniform inventories in the designated storage
* Coordinate expenditures for equipment with league Treasurer.
* Seek Vendor, Create design and distribute mock up to Board for voting, once consensus has been reached Equipment Manager will coordinate order of Athletes and Coaches Uniform with the Treasurer
* Coordinate all duties with Operational Secretary (or assume responsibilities if one not elected)

**Public Relations Coordinator 2:**

The duties of the Public Relations Coordinator 2 shall include, but are not limited to:

* Work collaboratively with the other Board Officers to understand and promote the league’s respective events and programs and communicate necessary information to league participants.
* Manage all areas and aspects of the league’s website.
* Create, edit and publish all league graphic design projects, i.e.: flyers, brochures, signs, sponsorship ads, etc. with approval/direction of the board.
* Promote the league through applicable venues.
* Create, edit, publish and maintain all events and social media campaigns (Facebook, Twitter, Instagram, etc.) for the league with approval/direction of the board.
* Complete and promote any other special league projects determined by the Board
* Shall be responsible for all public correspondences for the league.

**Safety Coordinator:**

The duties of the Safety Coordinator shall include, but are not limited to:

* Assist the Board as needed.
* Observe teams and coaches during practice sessions and games.
* Ensure the Player Safety program is functioning properly.
* Educate the Head Coaches, players, and parents in proper safety techniques.
* Carry out related duties as directed by the Board
* Represent TCC in any meeting outside of our organization that may affect player safety throughout the season.
* Ensure all teams, football and cheer, have a stocked first aid kit throughout the season, and incident reports are completed when necessary.
* Coordinate EMS staffing at games. Ensure all kids with medical conditions have a red band on during games

## **Fundraiser Coordinator**

## The duties of the Fundraising Coordinator shall include, but are not limited to

* Assists in the development of fundraising goals and soliciting funds. Identifying potential sponsors in support of the organization
* Collaborate with fundraiser & Event Coordinatorto coordinate fundraising activities for yearly calendar
* Collaborate with Team parentsto obtain volunteers
* Collaborate with Concession manager where concession items are required
* Carry out related duties as directed by the Board

***Team Parent***

## The duties of the **Team Parent** shall include, but are not limited to:

* Attendance at all games is required, assists coaches with supervising athletes, ensure sideline is clear of unauthorized person(s)
* Responsible to be conscious of players with health conditions. Ensure incident reports are filled out for injured athletes If known\*\*\*\*\*
* Coordinate volunteers for concession, clean up, and other game day responsibilities by Wednesday of game week. Provide list of volunteers to the concession Manager
* Create parent snack schedule for game days. Snacks should be collected no later than Thursday of game week.
* Ensures team coach has secured “chain” volunteers for home games
* Assist parents with questions regarding the season, player practice and game day requirements.
* Coordinate team meeting topics with Coach & Team Parent Coordinator and create an agenda for team updates.
* Ensure all parents/guardians are in the designated team chat, and able to communicate.
* Required to assist with fundraising events and season activities
* Publish/Repost Organization updates provided by the Secretary/Team Parent Coordinator.

**Education Coordinator:**

* Measure Student achievement and promote effective methods to assist in coaching on and off the field.
* Be liaison for tutoring, mentorships and qualifier for future academic scholarship programs. In charge of Summer Program Coordination with all teams.
* Conduct team building activities, trips, etc.

**Conduct Coordinator:**

* Ensure all coaches and parents have submitted signed code of conduct/ethics forms.
* Oversee and enforce Code of conduct code. (to be voted on and adopted)
* Carry out related duties as directed by the Board

**FOOTBALL AND CHEER COACHES**

Coaching applicants must strive to develop character, sportsmanship, discipline, athletic ability, a spirit of team unity and comradeship within those in their change. Coaches should always attempt to develop within team members a feeling of respect and trust for the figures of authority, such as themselves, officials, parents, teachers, and all adult members of the community.

The coaching staff must exemplify a high standard of sportsmanlike conduct for the benefit of the boys and girls. The example set by coaches should help to ensure that all team members act in an exemplary manner on the practice field as well at games and other T.CC or SFYFCC functions.

 **HEAD COACHES**

* All applicants for head coaching positions must be at least 21 years of age. It is the Board of Directors desire that all applicants for head coaching positions have previous, validated coaching experience in an organized youth program.
* The Football Commissioner/Cheer Commissioner must receive letters of application which must include any prior coaching experience and reason for leaving that position.
* Subsequent letters may be released and accepted to fill remaining open coaching positions.
* Shall be recommended by the Football Commissioner\Cheer Commissioner and approved by a vote of the Board. In season vacancies will be handled in the same manner.
* Be governed by the bylaws, rules and guidelines as set forth by TCC and the SFYFCC.
* Ensure incident reports are completed the same day of an incident
* Length of service shall be until the end of the season.
* Board approved head coaches become a board member beginning the next regular board meeting after approval and are expected to attend all board meetings.
* Any changes to the practice schedule must be approved by the Football/Cheer Commissioner in advance of rescheduling the practice. Failure to do so will not displace any other teams from their designated practice area.
* Every member of the coaching staff will be dressed in the current years coaching attire at every game. Failure to do so will result in removal from sideline.
* Head coaches will be required to attend a coach’s meeting once per month.
* Head coaches are responsible to run organized effective practice and to stay within the practice limitations set by SFYFCC.
* Head coaches are responsible to coordinate equipment handout and equipment turn in with the Operative Secretary/Equipment Manager and to provide documentation that all equipment was received at the conclusion of the season.
* Head coaches are expected to be at all practices. If for any reason, they cannot make a practice, they need to notify the Football/Cheer Commissioner and make arrangements for someone to run an organized, effective practice.

 **ASSISTANT COACHES**

* Shall be at least eighteen (18) years old and selected by head coaches who submit names to the Football/Cheer Commissioner and who, upon their recommendation, will submit them to the board of directors for approval.

 **Junior Coach Cheer/Football**

* The duties of a Junior Coach shall include, but are not limited to:
* Be completely familiar with the duties and responsibilities of the Head Coach/Commissioner position and with the TCC Athletic Program.
* Routinely assist the Head Coach/Commissioner in carrying out the duties as directed.
* Responsible for the care and security of all cheerleading/football uniforms and equipment assigned to the athletic program.
* Assist with the distribution and collection of cheerleading/football equipment.
* Assist with athletic inventory and ensure uniforms and equipment are properly cared for and stored.
* Junior coaches assistance will be considered for community service hours\*\*

**MISCONDUCT**

The following actions by a coach could result in warnings, coach revocation, demotion, suspension, or dismissal from the program. Discipline will be determined by the Board, and any appeals will be heard by the Board

* Verbally or physically abusing anyone or accepting or tolerating verbal or physical abuse to or from anyone,
* Throwing equipment
* Abusive language or gestures (in person or in writing i.e., email, text or chat)
* Encouraging or accepting any un-sportsmanlike conduct from their team members.
* Possession of illegal drugs and or alcohol at any time during practice, games, or other functions.
* Any disciplinary action issued by St. Lucie County, or law enforcement
* Any other public or private displays of immaturity that poorly reflects on the mission of the T.C.C

**DISCIPLINARY PROCEDURES – PLAYERS, SPECTATORS, AND GUESTS**

 FOUNDATION OF DEVELOPMENT

* Promoting each participant's independence and self-esteem is the foundation for development as a person, as well as an athlete.

The T.C.C disciplinary policy has been developed with this understanding, and further recognizes a responsibility to promote and facilitate:

* A feeling of one’s value and importance.
* An understanding of ones right to be respected, to be heard, and the right not to be intentionally injured either physically or
* emotionally.
* The development of personal controls and the ability to direct one's actions.
* An ability to communicate verbally one's needs and wants; and
* A growing ability to respond appropriately to the needs of others.

**GENERAL MISCONDUCT INCLUDING ALL: Consequence, subject to the Penalty matrix**

* Misconduct is considered, but not limited to the following:
* ”Trash-talking” to opponents at any time.
* Cheering or taunting opponents who make errors.
* “Showboating” or prancing, on the field of play
* Screaming in a condescending manner to teammates, coaches, officials, opposing players and spectators.
* Leaving the field of play before meaningfully shaking an opponent's hand.
* Demeaning comments to teammates, coaches, officials, opposing players and spectators intended to publicly embarrass them.
* Significant changes in attitude or approach to the game because of defeat.
* Addressing a coach and or field official in an informal manner (e.g., hey, etc.)
* Lack of hustle on and off the field
* Use of excessive gear with no actual purpose.
* Exhibiting signs of disrespect (e.g., eye rolling, moping, lack of hustle, questioning coaching decisions at inappropriate times)
* Harassment and/or bullying of fellow team members, including football players, cheerleading coaches, board members and or
* parents.
* Response to an officiating call with angry displays of temper that include rude or obscene gestures or foul language.
* Extreme displays of emotional immaturity (e. g., tossing one’s helmet in response to an error)
* Joining in an existing altercation

**PENALTY MATRIX( All incidents must be documented and filed)**

**PENALTY MATRIX** – PLAYER/CHEERLEADER

* First Infraction—Counseling
* Second Infraction—assignment of additional conditioning training that must be completed at the end of the official practice session or, if the infraction occurs during a game, at the end of the following practice season.
* Third Infraction-Dismissal from practice, removal from game, or one game suspension at the head coach’s discretion.

**FIGHTING PENALTY MATRIX -** PLAYER/CHEERLEADER

* During practice - Head coach’s discretion includes possible one game suspension.
* During a game or while attending a function at any TCC Event – Up to Three game suspension for all athlete’s involved, must be discussed with Head Coach, member of Board of Director, Commissioner, and Senior Advisor/Compliance Officer. Other factors may be considered when determining a lesser punishment (teamwork, positive behavior, leadership, no prior known/documented incidents etc.). Supporting documentation required for a three game suspension.
* Entering the field to join an altercation or second fighting offense – one-year suspension.

**PENALTY MATRIX – SPECTATOR/PARENT/GUEST AT ANY TCC PRACTICE, GAME or EVENT**

* First Infraction—Counseling
* Second Infraction—Removal from practice, game, or event
* Third Infraction—Suspension for the remainder of season or 3 games (whichever is greater)

**FIGHTING PENALTY MATRIX – SPECTATOR/PARENT/GUEST AT ANY PRACTICE GAME OR EVENT**

* Removal from program – subject to review by BOARD upon appeal
* Any Physical contact that is not “part of the game” such as, but not limited to, wrestling, pushing, shoving, charging, chest bumping, face to face shouting, spitting, or failed attempt at any of these can be considered “Fighting”. Punching will not be tolerated. Leaving your seat to “deescalate” can also be considered in the “fighting” category.

**YOUTH ABSENCES**

Team Parent or member of the Organization shall conduct a well check, but athletic youth will not be penalized for missing games or practice. However, this may be up to the discretion of the Head Coach and the Players/Cheerleader participation. ….

## Oath of Membership/Code of Conduct (Article V)

Prior to being voted in, each member of the Tri-County Cobras Youth Football and Cheer Organization Inc, shall take and attest the following oath.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do solemnly swear that we have willingly and without duress, (coercion) chosen to become a member of the Tri County Cobras Youth Football and Cheer Inc. (TCC)

I understand that TCC is a non-profit, charitable organization formed for the purpose of providing cultural, recreational, and educational services to the youths of Florida

I further understand that a viola on of this Code of Conduct could results in a possible removal from the Board

I will abide by the laws of the United States, the State of Florida as well as the Rules of TCC and SFYFCC, set forth in its bylaws, duly adopted by the organization’s governing board.

I will conduct all the necessary backgrounds checks that is required by TCC board members

I will follow all safety guidelines due to COVID-19 pandemic of the State of Florida and by SFYFCC governing board as adopted by the TCC Bylaws

I will support the goals, objectives, and activities of TCC and will faithfully perform the duties of my assigned Board member responsibilities and any other specific duties for which we may be appointed, as a representative of the organization.

As a board member I will conduct myself with honor and integrity, gran ng respect to our fellow board members, participating youth, parents/guardians and other person that I may encounter while carrying out our responsibilities as a TCC board member.

I will refrain from partiality, and will act fairly, never permitting feelings, prejudice, animosities, or friendship to influence our decisions or actions as a board member with TCC.

Board Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_ Board Member role:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Acknowledgement

Signed and attested before me on this \_\_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_2024

Signature of public Notary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ My commission expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Article VI: AMENDMENT AND REVISON TO BYLAWS:***

Any elected board member may submit for consideration written amendments, or changes to these bylaws and the board of directors may appoint a bylaws committee to recommend amendments or revision to these bylaws. Bylaws may be changed by majority vote of all voting members of the T.C.C during the annual or Bi-Annual review by the bylaws committee. Amendments can be incorporated and voted upon anytime during the season.

***Article VI: Closing***

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under sec on 501 (c) (3) of the Internal Revenue Code, or corresponding sec on of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions I furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the ac vi es of the organization shall be the carrying on of propaganda, or otherwise a emp ng to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other ac vi es not permitted to be carried on (a) by an organization attempt from federal income tax under sec on 501 (c) (3) of the Internal Revenue Code, or corresponding sec on of any future federal tax code; or (b) by an organization, contributions to which are deductible under sec on 170 (c) (2) of the Internal Revenue Code, or corresponding sec on of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of sec on 501 (c ) (3) of the Internal Revenue Code, or corresponding sec on of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principle office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ANY MEMBER WHO INTENTIONALLY, CARELESSLY, OR NEGLIGENTLY ENGAGES IN OR PERFORMS ANY ACT OR BEHAVIOR WHICH RESULTS IN THE DEFACING OF THE LEAGUE EQUIPMENT, OR WHO SHALL PUBLICLY AND WITH MALICE ENGAGE IN SPEECH ABOUT THIS LEAGUE WITH PUBLIC UTTERANCES OR THROUGH SOCIAL MEDIA WHICH CONTAIN

STATEMENTS THAT ARE UNTRUE OR SHALL OTHERWISE REFLECT BADLY, OR SHALL BRING DISGRACE UPON THIS LEAGUE, SHALL BE SUBJECT TO DISCIPLINARY ACTION UNDER LEAGUE RULES.

**DEFINITIONS**:

Organization Directors: In a nonprofit organization, the board of directors and executive director work together to ensure the organization's success. The board provides guidance and oversight, while the executive director is more involved in day-to-day operations

Board of Directors- A nonprofit organization's board of directors, also known as a nonprofit board, is the governing body that oversees the organization's operations and high-level strategy. Board members are also known as trustees or fiduciaries, and they are legally bound to ensure the organization operates fairly and legally

Executive Directors aka Executive Committee- is an extension of a Board of Director. Both entities share some members & responsibilities but different roles & authority (i.e Supervise the activities of a business, non-profit, or governing agency

An executive director (ED) is often a senior leader in a nonprofit organization who manages daily operations while working closely with the board of directors. They have many responsibilities, including:

Board Officers- A board of officers, also known as directors or trustees, are responsible for overseeing the performance of an organization.

Elected/Official Committee (members)- A nonprofit committee is a group of people chosen by a nonprofit organization or its board to complete a task or set of tasks. Committees can be made up of board members, staff, or volunteers, and they can be short-lived or permanent depending on their purpose. (Our Official members have completed background check and certifications)

Governance- is the process or power of governing. The decision-making policies form the processes that the administration plans and strategies for the growth and success of the non-profit. Good governance practices work for everyone’s benefit including members, donors, the community, board members, and paid or volunteer staff. Board members who are diligent and committed build on their existing strengths and talents to effectively monitor and oversee the organization’s goals”.

Football player or Cheerleader- will be referred to as “Youth

Proxy voting- is a form of [voting](https://en.wikipedia.org/wiki/Voting) whereby a member of a decision-making body may delegate their voting power to a representative, to enable a vote in absence. The representative may be another member of the same body, or external. A person so designated is called a "proxy" and the person designating them is called a "principal"

Quorum- is the minimum number of members of a group necessary to constitute the group at a meeting.