

# Ringwood Football Coaching Association

A/k/a Ringwood Football Boosters

## Organization By-Laws

Adopted June 24th, 1997

Revised January 24th, 2006

Revised December 18th 2006

Revised April 16, 2007

### Article I. Name

THE NAME OF THIS NON PROFIT ORGANIZATION SHALL BE "RINGWOOD FOOTBALL COACHING ASSOCIATION", a/k/a "RINGWOOD FOOTBALL BOOSTERS". HEREAFTER REFERRED TO AS "RFCA".

### Article II. Purpose

THE PURPOSE OF THE RFCA IS TO TEACH THE BASICS OF FUNDAMENTAL FOOTBALL TO THE YOUTHS OF RINGWOOD PARTICIPATING IN THE PROGRAM. GOOD SPORTSMANSHIP, HONESTY, MORALS, RESPECT, COURAGE AND TEAMWORK WILL BE STRESSED AT ALL TIMES. ALL ACTIVITIES AND FUNCTIONS OF THE RFCA MUST COMPLY WITH THE RULES AND REGULATIONS OF THE BOROUGH OF RINGWOOD AND THE RINGWOOD RECREATION COMMISSION, AND BE FOR THE SOLE BENEFIT OF THE PLAYERS IN THE PROGRAM.

### Article III. Structure

THE RFCA WILL BE COMPRISED OF THE FOLLOWING:

#### A. Board of Directors WHOSE MAIN FUNCTION SHALL BE:

1. THE ORGANIZATION AND PLANNING OF THE RINGWOOD FOOTBALL PROGRAM.
2. UPHOLDING THE BY-LAWS OF THE RFCA.
3. NOMINATING THE HEAD COACHES FOR EACH TEAM, THIS WILL BE VOTED ON BY THE GENERAL MEMBERSHIP. BOARD WILL OVERSEE THE NOMINATION PROCESS ON ALL APPOINTEES FOR HEAD COACH ASSIGNMENTS.
4. MAINTAIN, ORGANIZE AND APPOINT A MANAGER FOR THE CONCESSION STAND.

#### B. Coaches Association WHOSE MAIN FUNCTION SHALL BE:

1. THE TEACHING OF FUNDAMENTAL FOOTBALL.
2. MAINTAINING SAFE AND ADEQUATE EQUIPMENT.
3. VOLUNTEER AND ASSIST IN ALL RFCA FUNCTIONS AND ACTIVITIES.

#### C. Boosters Organization WHOSE MAIN FUNCTION SHALL BE:

1. PROVIDE SUPPLEMENTAL FUNDS FOR EQUIPMENT, REPAIRS AND ORGANIZATIONAL NEEDS AS PROVIDED BY THE APPROVED BUDGET.
2. ACTIVELY PARTICIPATE IN THE DAILY OPERATION OF THE CONCESSION STAND.
3. ASSIST IN ORGANIZING THE AWARDS DINNER AND OTHER BOARD APPROVED FUND RAISING ACTIVITIES.

#### D. A Member shall be: A MEMBER OF RFCA IS A BOARD APPROVED ACTIVE COACH (SOMEONE WHO IS ON A CURRENT COACHING STAFF) OR A BOARD MEMBER. A BOARD MEMBER DOES NOT HAVE TO BE ON A CURRENT COACHES ROSTER. CURRENT COACHING STAFF IS A LIST SUBMITTED BY THE ELECTED HEAD COACHES AND APPROVED BY THE BOARD BY THE MARCH MEETING OF THE CURRENT FOOTBALL YEAR. A COACH WHO DOES NOT APPEAR ON A HEAD COACHES LIST CAN BE APPOINTED TO A TEAM BY THE BOARD OF DIRECTORS. EXISTING MEMBERS MUST SUBMIT THEIR NAMES TO THE BOARD OF DIRECTORS STATING THEIR INTENT TO BE A MEMBER FOR THE FOLLOWING SEASON. THIS MUST BE DONE BY DECEMBER 31.

*(This by-law was adopted in 2007, April 16<sup>th</sup>)*

ALL COMPONENTS OF THE RFCA MUST WORK IN UNISON TO PROMOTE THE FOOTBALL PROGRAM AND ALWAYS INSTILL AN ENTHUSIASTIC AND CONGENIAL ATMOSPHERE.

#### **Article IV. Officers**

THE OFFICERS OF THE RFCA WILL BE NOMINATED AND ELECTED BY THE ACTIVE MEMBERS OF THE RFCA AND WILL HAVE A TWO YEAR TERM. THE TERM WILL RUN FROM JANUARY 1<sup>ST</sup>, TO DECEMBER 31<sup>ST</sup>. THE OFFICERS WILL BE ELECTED AT THE DECEMBER MEETING. THE INCUMBENT DIRECTOR WILL APPOINT A NOMINATING COMMITTEE AT THE OCTOBER MEETING. THE DUTIES OF THE OFFICERS WILL BE AS FOLLOWS:

- A. **Director** TO PRESIDE OVER ALL MEETINGS OF THE RFCA, CALL SPECIAL MEETINGS AS REQUIRED, APPOINT SPECIAL COMMITTEES, AND TO HAVE GENERAL SUPERVISION OVER ALL ACTIVITIES OF THE RFCA, TO ASSIGN A DESIGNEE TO COUNTERSIGN ALL ORDERS FOR PAYMENT OF MONIES AND TO UPHOLD THE BY-LAWS AND RULES OF THE RFCA.
- B. **Assistant Director** TO PERFORM THE SAME DUTIES AS THE DIRECTOR IN HIS ABSENCE AND TO ASSIST IN THE SUPERVISION OF ALL ACTIVITIES OF THE RFCA. ACT AS LIASON WITH THE RINGWOOD RECREATION COMMISSION AND TO ATTEND ALL MEETINGS AS THEY SO SCHEDULE.
- C. **Treasurer** TO PROMPTLY DEPOSIT ALL MONIES OF THE ORGANIZATION, TO DISPERSE MONIES AUTHORIZED AND APPROVED BY THE RFCA, TO KEEP ALL FINANCIAL RECORDS OF THE RFCA AND TO REPORT; THE FINANCIAL STATUS OF THE RFCA AT EACH MEETING; INCLUDING BUT NOT LIMITED TO ALL RECEIPTS AND EXPENDITURES SINCE THE PRIOR MEETING. A PROPOSED BUDGET MUST BE PREPARED AND SUBMITTED AT THE DECEMBER MEETING. THE CHECKING ACCOUNT MUST HAVE DUAL SIGNATURES OF THE TREASURER AND DIRECTOR (ASSISTANT DIRECTOR). ALL EFFORTS SHOULD BE MADE TO MAINTAIN A ONE THOUSAND DOLLAR BALANCE AT ALL TIMES FOR EMERGENCY PURPOSES AND TO FUND THE PROGRAM AT THE BEGINNING OF THE SEASON.
- D. **Secretary** TO KEEP A RECORD OF ALL MEETINGS IN A BOOK SET ASIDE SOLELY FOR THIS PURPOSE. TO KEEP MINUTES AT ALL MEETINGS AND TO MAIL COPIES TO ALL OFFICERS AND DELEGATES. TO KEEP AND SAVE ALL ATTENDANCE RECORDS. TO KEEP ALL OTHER RECORDS AS NECESSARY FOR THE PROPER CONDUCT OF THE ORGANIZATION, TO SEND ALL NOTICES OF RFCA MEETINGS AND REPORT ALL CORRESPONDENCES RECEIVED. THE SECRETARY MUST ASSIGN HIS OR HER ALTERNATE IN HIS OR HER ABSENCE PRIOR TO A MEETING.
- E. **League Representative** TO ATTEND ALL LEAGUE MEETINGS AND REPORT TO THE RFCA AT EVERY MEETING. TO SUBMIT THE SCHEDULE OF GAMES PRIOR TO THE FIRST PRACTICE. TO REPORT STANDINGS ON A TIMELY BASIS AND TO ACT AS LIAISON BETWEEN THE RFCA AND THE LEAGUE.
- F. **Booster Club Delegate** TO ACT AS LIAISON BETWEEN BOOSTER ORGANIZATION AND RFCA. MINUTES OF THE BOOSTER CLUB MEETINGS MUST BE SUBMITTED AND APPROVED BY THE BOARD OF DIRECTORS.
  - 1. THE BOOSTER CLUB DELEGATE MUST SUBMIT A LIST OF BOOSTER CLUB MEMBERS AT THE JANUARY MEETING.
  - 2. THE BOOSTER CLUB DELEGATE MUST SUBMIT, AT THE JANUARY MEETING, A LIST OF PLANNED ACTIVITIES FOR THE COMING YEAR, BASED UPON THE BUDGET SUBMITTED AT THE DECEMBER MEETING.
- G. **Equipment Manager** TO MANAGE THE EQUIPMENT ROOM, MAINTAIN EQUIPMENT, PREPARE REPLACEMENT LISTS FOR THE BOARD TO REVIEW, PLACE ORDERS FOR EQUIPMENT AND UNIFORMS, SIZE THE PLAYERS, MAKE REPAIRS AS NEEDED AND TO ASSIGN AN ASSISTANT. (revised 12/06)

ALL MEMBERS OF THE BOARD OF DIRECTORS SHALL RETURN ALL HIS OR HER RECORDS AT THE END OF THEIR TERM.

ANY MEMBER OF THE BOARD OF DIRECTORS MAY BE REMOVED FROM OFFICE WITH A 75% VOTE OF THE FULL MEMBERSHIP AT A REGULAR OR SPECIAL MEETING. VOTE WILL BE CAST BY CLOSED BALLOT. REMOVAL FROM OFFICE DOES NOT REMOVE THE INDIVIDUAL FROM THE RFCA AS A COACH OR BOOSTER CLUB MEMBER.

## **Article V.     Meetings**

- A. REGULAR BUSINESS MEETINGS WILL BE HELD ON THE THIRD MONDAY OF EVERY MONTH, AT A PREDETERMINED LOCATION, THROUGHOUT THE YEAR. MEETINGS WILL START PROMPTLY AT 7:00 PM. DURING THE SEASON; PRACTICES WILL END ON EVERY TUESDAY AT 7:30. ALL COACHES MUST ATTEND THE WEEKLY SEASON MEETING. GENERAL AS WELL AS TEAM BUSINESS WILL BE DISCUSSED ON A WEEKLY BASIS DURING THE SEASON.
- B. ONE HALF (50%) OF THE MEMBERSHIP MUST BE IN ATTENDANCE AT ALL MEETINGS TO CONSTITUTE A QUORUM. ONCE A VOTE IS RENDERED AT A REGULAR OR SPECIAL MEETING BY A VALID QUORUM, A VOTE MAY NOT BE REPEALED UNLESS SEVENTY-FIVE PERCENT (75%) OF THE FULL MEMBERSHIP VOTES TO DO SO. ALL COACHES ARE EXPECTED TO ATTEND AND PARTICIPATE AT ALL MEETINGS.
- C. BETWEEN MEETINGS, THE BOARD OF DIRECTORS MAY MEET AND MAKE DECISIONS ON MATTERS OF CONCERN TO THE RFCA. A FULL REPORT WILL BE GIVEN TO THE MEMBERS AT THE NEXT MEETING.
- D. MEETING AGENDA:
  - 1. CALL TO ORDER
  - 2. READING AND ACCEPTANCE OF MINUTES
  - 3. FINANCIAL REPORT
  - 4. LEAGUE BUSINESS
  - 5. OLD BUSINESS
  - 6. NEW BUSINESS
  - 7. OPEN FLOOR BUSINESS
- E. ANY COACH OR INDIVIDUAL WHO BECOMES DISORDERLY WILL BE ASKED TO LEAVE THE MEETING. A COACH WHO IS CONTINUOUSLY DISORDERLY WILL BE SUBJECT TO SUSPENSION OR TERMINATION.
- F. THE GENERAL MEMBERSHIP COACHES MEETING IS FOR RFCA MEMBERS AND BOARD INVITED GUESTS. PARENTS AND OTHER PERSONS ARE WELCOME AT THE BOARD OF DIRECTORS MEETING TO PRESENT THEIR CONCERNS OR IDEAS. THE BOARD WILL GET BACK TO THEM ABOUT THEIR CONCERNS OR IDEAS. *(This by-law was adopted in 2007, April 16<sup>th</sup>)*

## **Article VI.   Coaches**

- A. ANY PERSON ON THE PRACTICE OR PLAYING FIELD MUST BE **ACEP** CERTIFIED.
- B. ALL COACHES ARE REQUIRED TO ATTEND 50% OF ALL MEETINGS TO MAINTAIN THE STATUS OF A VOTING MEMBER OF THE RFCA.
- C. ALL COACHES WILL HAVE A ONE YEAR TERM WHICH WILL BE RENEWABLE BY THE BOARD OF DIRECTORS.
- D. NEW COACHES MUST BE PRESENTED A COPY OF THE RFCA BY-LAWS PRIOR TO BEING NOMINATED AND ELECTED INTO THE RFCA. THE CANDIDATE WILL BE INTERVIEWED AT A REGULAR MEETING. A DISCUSSION AND VOTE FOR HIS ADMITTANCE WILL BE HELD THEREAFTER.
- E. ALL COACHES ARE EXPECTED TO ALWAYS CONDUCT THEMSELVES IN A MANNER GENERALLY ACCEPTABLE IN BUSINESS LIKE ENVIROMENT. ANY PROFANITY OR CONSUMPTION OF ALCOHOL OR DRUGS IS GROUNDS FOR IMMEDIATE SUSPENSION OR TERMINATION. (THIS RULE IS NOW TO BE STRICTLY ENFORCED BY THE LEAGUE AS WELL.)
- F. NO COACH MAY MOVE FROM ONE TEAM TO ANOTHER WITHOUT THE APPROVAL OF THE BOARD OF DIRECTORS.
- G. ALL COACHES MUST BE FAMILIAR WITHY THE BY-LAWS, RULES AND REGULATIONS OF LEAGUE WE PARTICIPATE IN.
- H. ALL COACHES MUST ATTEND THE ANNUAL COACHES MEETING WHEN SCHEDULED.
- I. WHEN AT THE PRACTICE FACILITY OR PLAYING FIELD, COACHING STAFFS SHALL BE IN CHARGE.

- J. ANY COACH WHO VIOLATES THE BY-LAWS OR RULES OF THE RFCA WILL BE SUBJECT TO SUSPENSION OR TERMINATION BASED UPON A REVIEW OF THE BOARD OF DIRECTORS.
- K. ANY DISPUTES BETWEEN COACHES AND COACHES; OR COACHES AND PARENTS; MUST BE REPORTED IMMEDIATELY TO A MEMBER OF BOARD OF DIRECTORS, WHO WILL RESPOND IMMEDIATELY TO THE ISSUE.

## **Article VII. Head Coaches**

- A. MUST BE 21 YEARS OF AGE, BE ACEP CERTIFIED, AND BE IN THE PROGRAM AT LEAST ONE YEAR TO BE QUALIFIED.
- B. *(THIS BY-LAW REPEALED DUE TO CONFLICT WITH ARTICLE VII J ADOPTED ON APRIL 16, 2007.)*  
HEAD COACHES WILL BE VOTED FOR BY THE GENERAL MEMBERSHIP AT THE DECEMBER MEETING AND APPROVED BY THE BOARD OF DIRECTORS. THE TERM FOR THE HEAD COACH WILL END AT THE CONCLUSION OF THAT SEASON.
- C. HEAD COACHES TOGETHER WITH THE BOARD OF DIRECTORS WILL DETERMINE INDIVIDUAL COACHING ASSIGNMENTS. ONCE THE SEASON BEGINS, ASSIGNMENTS WILL NOT CHANGE UNLESS VOTED UPON BY THE GENERAL MEMBERSHIP.
- D. THE HEAD COACH DOES NOT DICTATE TEAM POLICY. ALL HEAD COACHES MUST INSURE THAT THEY ARE IMPLEMENTING A CONSISTENT PLAN WITH EVERY TEAM. ALL TERMINOLOGY MUST BE CONSISTENT WITH THAT OF LAKE LAND REGIONAL HIGH SCHOOL.
- E. THE HEAD COACH MUST STRESS THE BASIC FUNDAMENTALS OF STANCE, BLOCKING, AND TACKLING; AS WELL AS TEACHING ONLY BASIC, WELL EXECUTED PLAYS.
- F. THE HEAD COACH WILL ASSIGN AN ASSISTANT TO TAKE OVER IN HIS ABSENCE. THE ASSISTANT WILL HAVE THE SAME RESPONSIBILITIES AS THE HEAD COACH WHEN ON THE PRACTICE OR PLAYING FIELD.
- G. MUST FILL OUT AN INJURY REPORT WITH EVERY INJURY OCCURRENCE AND SUBMIT THE REPORT TO THE DIRECTOR.
- H. SHORTLY AFTER PRACTICE BEGINS, MUST MEET WITH THE PARENTS OF HIS TEAM AND DISCUSS TEAM POLICY, RULES AND WHAT IS EXPECTED FROM THEIR CHILD OR CHILDREN.
- I. MUST HOLD SCHEDULED MEETINGS WITH HIS COACHING STAFF.
- J. HEAD COACH NOMINATIONS WILL BE HELD AT THE JANUARY MEETING. VOTING FOR HEAD COACHES WILL TAKE PLACE AT THAT SAME MEETING IN JANUARY. NOMINATIONS FOR HEAD COACHES WILL COME FROM THE VOTING ACTIVE MEMBERS AND VOTING ACTIVE BOARD MEMBERS. VOTING ACTIVE MEMBERS CAN NOMINATE THEMSELVES. THERE WILL BE NO ABSENTEE BALLOTS ALLOWED EVEN IF SOMEONE IS NOMINATED FOR A HEAD COACH POSITION AND THEY ARE NOT ABLE TO ATTEND THE MEETING. *(This by-law was adopted in 2007, April 16<sup>th</sup>)*

## **Article VIII. Coaches Code of Ethics and Conduct**

- A. REFRAIN FROM SMOKING ON THE PRACTICE OR PLAYING FIELDS.
- B. REFRAIN FROM USING ABUSIVE, DemeanING OR PROFANE LANGUAGE AT THE PRACTICE FACILITY OR ON THE FIELD OR ANY OTHER FUNCTION WHERE THE PLAYERS ARE PRESENT. (BE PATIENT !)
- C. REFRAIN FROM USING ALCOHOL OR DRUGS PRIOR TO OR AT ANY PRACTICE OR GAME OR ANY FUNCTION WHERE PLAYERS ARE PRESENT.
- D. EMPHASIZE TEAM WORK, SPORTSMANSHIP, COURAGE AND RESPECT.
- E. DO NOT CRITICIZE ANY PLAYER IN FRONT OF TEAM MATES OR PARENTS.
- F. DO NOT ENCOURAGE SWEATING-DOWN TACTICS IN ORDER FOR A PLAYER TO MAKE TEAM WEIGHT.
- G. DO NOT GET INVOLVED WITH DISPUTES WITH ANY PARENT, REFER THEM TO A MEMBER OF THE BOARD OF DIRECTORS.
- H. DISPUTES BETWEEN COACHES WILL BE HANDLED BY THE BOARD OF DIRECTORS.
- I. REFRAIN FROM "PILING IT ON" WHEN YOUR TEAM HAS A COMMANDING LEAD. IN THESE INSTANCES MAKE EVERY EFFORT TO LET EVERY PLAYER PLAY ADDITIONAL TIME.
- J. EMPHASIZE THAT WINNING IS THE RESULT OF GOOD TEAMWORK.
- K. COOPERATE WITH OFFICIALS AND REFRAIN FROM CRITICIZING OPPOSING COACHES AND TEAM PLAYERS.

## **Article VIX. Financial Policies**

- A. ALL BILLS, EXPENDITURES, OR REQUESTS FOR EXPENDITURES (EXCEPT REFEREE HOME GAME FEES) SHALL BE PRESENTED TO THE MEMBERSHIP FOR THE APPROVAL (VOTE) PRIOR TO ANY PAYMENT.
- B. EMERGENCY EXPENDITURES. THE BOARD OF DIRECTORS, BY VOTE, SHALL BE AUTHORIZED TO SPEND UP TO FIVE HUNDRED DOLLARS ( \$500.00). THESE EXPENDITURES WILL BE RECORDED AND REPORTED TO THE MEMBERSHIP AT THE NEXT MEETING.

## **Article X.     General Rules and Policy**

- A. ALL MEMBERS SHALL PARTICIPATE IN A REASONABLE AMOUNT OF ALL RFCA ACTIVITIES. SUCH AS:
  - 1. ATTENDANCE AT MEETINGS.
  - 2. VOLUNTEERING FOR COMMITTEE WORK.
  - 3. MAINTENANCE AND WORK DETAILS.
  - 4. HOME GAME SET-UP, TAKE DOWN AND CLEAN UP.
  - 5. PARTICIPATE OR SECURE PARTICIPANTS FOR ANNOUNCING, FILMING, CHAINS AND SCORE.

## **Article XI.   Amendments, Voting Rights and Privileges**

- A. ANY AND ALL CHANGES TO THE BY-LAWS SET FORTH HERE WITHIN MUST BE SUBMITTED TO THE BY-LAW COMMITTEE CHAIRMAN. THE CHAIRMAN WILL REVIEW AND MODIFY THE CHANGE AS NEEDED. THE BY-LAW COMMITTEE CHAIRMAN WILL SUBMIT THE PROPOSED CHANGE TO THE DIRECTOR IN WRITING AT A REGULAR MONTHLY MEETING. THE PROPOSED CHANGE OR ADDITION WILL BE READ, DISCUSSED AND ENTERED INTO THE MINUTES OF THAT MEETING. AT THE NEXT REGULAR MEETING THE CHANGE OR ADDITION TO THE BY-LAWS WILL BE AGAIN READ AND ENTERED INTO THE MINUTES AND A VOTE WILL BE TAKEN FROM THE ACTIVE VOTING MEMBERS. A 75% APPROVAL OF THE QUORUM IS NECESSARY FOR PASSAGE OF ANY CHANGE OR ADDITION.
- B. ANY RECOMMENDATIONS RELATING TO THESE BY-LAWS SUBMITTED IN WRITING, BY THE BOROUGH OF RINGWOOD OR THE RINGWOOD RECREATION COMMISSION WILL BE DISCUSSED BY THE MEMBERSHIP AT THE NEXT GENERAL MEETING AFTER A LETTER IS SUBMITTED TO THE DIRECTOR BY EITHER OF THE ABOVE. AFTER THE LETTER IS READ, THE BODY WILL DISCUSS INTRODUCING A BY-LAW CHANGE OR ADDITION TO THE BY-LAWS. IF THE BODY SO DEEMS A CHANGE OR ADDITION TO THE BY-LAWS, THE PROPOSED CHANGE OR ADDITION WILL BE SUBMITTED IN WRITING BY THE BY-LAW COMMITTEE CHAIRMAN AND SUBMITTED TO THE DIRECTOR OF OUR ASSOCIATION AND INTRODUCED AT A MEETING. THE SAME PROCEDURES WILL THEN TAKE EFFECT AS SET FORTH IN ARTICLE XI-A EXCEPT AN 80% APPROVAL OF THE QUORUM IS NECESSARY FOR PASSAGE OF ANY CHANGE OR ADDITION.
- C. ALL POLICY, PROCEDURES, ACTIVITIES AND FUND RAISERS WILL BE VOTED UPON BY THE MEMBERSHIP BEFORE ANY NEW PROCEDURE OR POLICY IS IMPLEMENTED OR MONIES EXPENDED.
- D. THE DIRECTOR WILL SUBMIT ANY CHANGES OR AMENDMENTS TO THE BY-LAWS TO THE RINGWOOD RECREATION DEPRATMENT ON AN ANNUAL BASIS.
- E. ALL MEMBERS OF THE RFCA HAVE AN EQUAL VOTING RIGHT AND MUST BE PRESENT TO CAST THEIR VOTE. ONLY ACTIVE MEMBERS MAY VOTE. (SEE ARTICLE VI. B.)

## **Article XII.   Christian DeSimone Memorial Scholarship Award**

- A. THE RFCA WILL SPEND FIVE HUNDRED DOLLARS ( \$500.00) PER YEAR TO PURCHASE A BOND THAT WILL BE AWARDED TO AN EIGHTH GRADE FOOTBALL PLAYER. AWARDEE WILL BE CHOSEN BY A RANDOM DRAWING.

## **Article XIII.     Disclaimer**

SHOULD ANY ARTICLE OR SECTION OF THESE BY-LAWS BE FOUND TO VIOLATE ANY LOCAL, STATE OR NATIONAL RULE, REGULATION, OR STATUTE, ANY SUCH DETERMINATION SHALL NOT EFFECT THE REMAINDER OF THESE BY-LAWS.

**THESE BY-LAWS SUPERSEDE ANY PREVIOUS BY-LAWS, POLICY OR AGREEMENTS.**

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