

# **PRINCIPLES AND BY-LAWS**

*Brownsburg Junior League Football Association, Inc*

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The following shall serve as the principles and By-Laws of the Brownsburg Junior League Football Association, Inc.

### **Article I - Name**

The name of the corporation is the Brownsburg Junior League Football Association, Inc. For the purpose of these By-Laws, the corporation will be referred to herein as Association.

### **Article II - Gender**

All references in these By-Laws to the masculine gender will include the feminine gender.

### **Article III - Board of Directors**

Officers of the Board are elected during a meeting to be held in the month of January. The officers shall serve for the calendar year (January to December). The Board will consist of no more than thirty (30) persons.

The Board formulates the Association policies and is responsible for raising the required revenue for operation of the Association and recruiting the necessary personnel to carry out the Association activities. More than half of current Board members present in person at a meeting shall constitute a quorum.

The Association will be divided into Five (5) separate leagues: Spring Football, Minor Flag, Rookie Tackle, Minor Tackle and Major Tackle. Each league will report to a League Coordinator.

All expenditures of the Association will be approved by the Board.

#### A. Election

1. Any interested person may submit their application to any Board member during the regular football season. Names of the candidates will be posted as received.
2. A husband and wife shall not serve on the Board at the same time.
3. Voting will be conducted as required before the next season begins.
4. Any vacancies on the board will be filled by appointment with a simple majority vote of the remaining Board of Directors. Officer positions on the board will be approved by a simple majority vote of the board of directors.
5. Votes shall be recorded and results tabulated by outgoing Board members.
6. Any candidate may have a representative present at the time votes are tabulated.
7. Board Members will be elected for a term of two (2) years. A Board member is eligible to successive terms.

8. Any Board member who resigns before his term expires may be required to wait one (1) full year prior to being eligible for election or appointment to the Board *or Head Coaching Position* unless a waiver of the one (1) year waiting period is granted by the Board.
9. Passive resignation from the Board will be effective if a Board member misses two (2) consecutive regular meetings or three (3) regular meetings in a twelve (12) month period without communicating mitigating circumstances to the Board.
10. A board member may be removed for conduct not becoming a Board member. To remove a Board member for non-participation or conduct not becoming a Board member, there must *be a simple majority of the defined quorum voting in favor* for removal. This or any other voting regarding Board members will be done by written ballot.
11. Vacancies on the Board due to resignation, removal or otherwise will be filled from a list of applicants nominated by a Board member. This list must include those Board candidates not elected to the Board as a result of the most recent Board election. Vacancies will be filled by a simple majority vote of the Board at a regular meeting.
12. Board members are not allowed to start or participate with another team or league that is in competition with an association sanctioned team (regular or post season). If a board member starts or participates with a team that is deemed by the board to be in competition with an association sanctioned team, the coach will be dismissed from the league.
13. New Board Members elected to the board will not participate in any voting issues for the first three meetings following their selection to the Board of Directors. This will be in effect for three consecutively attended meetings. The new members may debate issues but will be remanded from participation in a final vote on any & all business requiring a vote from the Board of Directors. The forth meeting attended will allow the newly elected Member full voting rights as a member of the Board of Directors.

#### **Article IV - Officers**

- A. The officers of the Board will consist of a President, Vice-President, Secretary and Treasurer who will be members of the Board.
  1. President - The President will supervise the affairs of said Association, will preside at all meetings, appoint all subordinate committees, and serve as an ex-officio member of all committees.
  2. Vice-President - The Vice-President will perform all duties of the President in the absence of the President and serve as an ex-officio member of all committees.
  3. Secretary - The Secretary will keep and record the minutes of all meetings, maintain the records of the Association and shall submit records for audit purposes on an annual basis and conduct all correspondence.

4. Treasurer - The Treasurer supervises and maintains all monies of the Association and shall submit the records for audit purposes on an annual basis. He shall deposit the monies in a bank or banks and/or savings and loan institution approved by the Board of Directors and shall sign all checks. He shall be allowed to maintain a petty cash fund not to exceed fifty (50) dollars; all other funds must be deposited within a reasonable length of time after receipt thereof. The Treasurer shall be bonded to an amount set up by the Board of Directors. He shall perform such other reasonable duties as may be required of him by the President.
5. League Coordinator - The League Coordinator (Minor Flag, Rookie Tackle, Minor Tackle and Major Tackle) are appointed from the Board, and act as Liaison between the Board and their respective League.

### **Article V - Committees**

Committees will be composed of at least two (2) Board members. Each Board Member is required to be an active participant on at least one (1) committee. Standing committees of the Association will be:

#### Finance:

- Shall prepare a written quarterly financial report for the Board of Directors
- Shall assist in the preparation of all tax and financial reports
- Shall be responsible for obtaining insurance coverage on all league property and liability insurance.
- Shall provide the league with an annual budget at the beginning of the year

#### All-Star Team / Tournament:

- Shall serve as liaison for BJFL to Border Wars
- Shall present list of available tournaments to All Star Coaches
- Shall be responsible for registering all teams in applicable all-star tournaments

#### Building & Grounds:

- Shall be responsible for the maintenance of fields

#### By-Laws / Rules:

- Shall be responsible for maintaining and amending the Rules and Bylaws as approved by the Board

#### Coach's Application & Selection:

- Shall be responsible for all coaching applications
- Will recommend to the Board a list of Coaches for each division
- Shall work and gain input from Player / Coach Development Committee Lead
- Committee shall include all League Coordinators

#### Concessions:

- Oversee complete and total operation of concessions.
- Shall coordinate collections of daily receipts and submit to the treasurer on a timely basis

#### Equipment:

- Schedule and organize cleaning of all equipment
- Shall inventory equipment
- Schedule and organize equipment distribution to players
- Schedule and organize equipment return from players
- Repair equipment, order new equipment, and develop relationship with key vendors.

Apparel (Jerseys):

- Prepare request for proposals (RFP), submit RFPs to vendors,
- Prepare bids for presentation to BJFL executives
- Determine vendor deadlines
- Organize and sort apparel by team and distribute apparel to teams / players
- Develop relationship with key vendors
- Committee shall include an IEFA Representative

IEFA:

- Shall attend and represent BJFL at all IEFA Meetings
- Shall work with JR Bulldog Head Coach to schedule all IEFA Evaluations

IT / Registration:

- Shall be responsible for maintenance of the league's online website
- Shall oversee all technical aspects of the league's operations
- Shall be responsible for any database or spreadsheet information related to league records
- Advises the Board on the technology needs based on the most current technologies available
- Shall assist with the registration of players
- Coordinate the communication thru the league's Social Media

Player / Coach Development:

- Chairperson shall serve on Coaches Committee
- Shall supervise all phases of the method of training by the coaches of all players
- Shall be responsible for the Coaches Clinic
- Shall be responsible for coordination of the rec program evaluations

Referees:

- Shall oversee all aspects pertaining to the officials, including selection and scheduling

Safety:

- Schedule all necessary safety meetings for the league
- Shall ensure all players and coaches are USA Heads Up Football Certified

Scheduling:

- Shall schedule all rec and rec tournament games
- Shall schedule all board member duty

Sponsorship:

- Shall seek sponsorships and assignment to teams
- Shall maintain sponsorship list and coordinate with all applicable committees
- Shall coordinate appropriate sign recognition
- Shall be responsible for all league fundraising activities

Pictures:

- Shall maintain contract with Photographer
- Shall schedule BJFL rec and all-star pictures
- Shall distribute all pictures to Head Coaches

Trophies:

- Prepare request for proposals (RFP), submit RFPs to vendors
- Prepare bids for recommendation to BJFL Executive Board
- Determine vendor deadlines and order accordingly
- Distribute trophies to all coaches

Spring Football:

- Organizes and evaluates Spring Football
- Organizes plays for Spring Football
- Works with Grounds Committee to secure Fields for Spring Football
- Serves as communication point for Spring Football
- All other operational duties associated with Spring Football

### **Article VI - Meetings**

- Meetings of the Association shall be called by the President as deemed necessary.
- Regular meetings will be held at least once per month. The meeting date will be decided by the Board of Directors.
- Emergency meetings may be called by the President, Vice-President, Secretary or Treasurer upon twenty-four (24) hours' notice. At such emergency meetings, only emergency matters can be heard and they shall become effective only until the next called meeting of the Association, at which time the matters of the emergency meeting must be approved by the Board of Directors. Emergency meetings will require the presence of more than half of current Board members, two (2) of whom must be officers.
- Board of Directors meetings shall be called by the President or by a quorum of the Board of Directors. A quorum shall consist of a majority of the Board of Directors.
- All meetings will be governed by Robert's Rules of Order.

### **Article VII – Player Eligibility**

- All players must live within the Brownsburg School district.
- All players and their legal guardian must complete, sign and remit a registration form, registration fee and any other forms deemed necessary by the Association.
- No player may participate in Association sanctioned "body contact drills", scrimmages, practice games and/or scheduled games until such time as they have satisfied all the eligibility requirements of the Association.

### **Article VIII – Rules of Play**

The Rules of Play for the Association will be based on the Federation of High School Football  
May 1, 2010

(FHSF) rulebook. To improve play and ensure player safety, changes to the FHSF rulebook may be made by the board of directors. All rule changes shall conform to the general policy of the Indiana High School Athletic Association (IHSAA) in regard to future eligibility of football players. Any changes to the FHSF rules must be documented in the "BJFL Rules of Play" and distributed to all head coaches. Any situation not covered by the BJFL Rules of Play will be determined by approved FHSF rules and regulations.

Amendments to the "Rules of Play" may be proposed by the Bylaws/Rules Committee during any board meeting provided a notification is emailed to all board members at least ten (10) days prior to the meeting. The notification must include:

1. A written overview of the proposed changes
2. A red-lined copy of the Rules of Play showing the section or sections that are affected by the proposed change

If proper notification is provided, the Bylaws/Rules Committee may present the proposed changes for discussion. After the proposed changes are discussed with any modifications agreed to by the Bylaws/Rules Committee, the amendment is passed by action of the majority of the Board.

#### **Article IX - Coaches**

- A. Head Coach Candidates - The Board shall be responsible for recruiting and seeking out prospective head coaches to be interviewed by the Board of Directors. To be a valid nominee, all candidates for a head coaching positions should have basic football knowledge, display initiative and a desire to work with the players, have adequate available time and must be approved by the Board of Directors.
- B. Election of Head Coaches - The team head coaches shall be elected by the full Board of Directors, from the nominees submitted by the Board and/or nominated from the floor providing they met the following requirements. He shall be responsible for properly training the players on his team and shall recommend to the League Coordinator not more than three (3) assistant coaches. The Board shall notify head coaches of their selection at least two weeks prior to player evaluations.
- C. The Assistant Coaches - The assistant coaches shall be recommended by the team head coach and approved by the Board of Directors. They shall assist the team head coach in properly training the players. Assistant coaches will not be selected until after the draft. Players not team affiliated at the time of assistant coach selection must be scheduled through the draft.
- D. Each team coach shall be responsible for the discipline and conduct of the team at all times during practice or scheduled games. Use of tobacco, liquor, profane and abusive language, and unsportsmanlike conduct of any kind shall be cause for the suspension of any player or coach by their League Coordinator. Any player, assistant coach or head coach that attains disqualification from a game by a game official shall be suspended for the remainder of that game and the next scheduled game. If a player or coach is disqualified from the last game of that season, the player or coach will sit out the first game of the next season. This suspension by a game official may not be appealed to the Board of Directors. The suspension by any player or coach by a BJFL Board official may be appealed to the Board of Directors and said Board of Directors will hear the appeal of any player or coach within forty-eight (48) hours from the time of receipt of written appeal. However, while the appeal is in process



the suspension shall be in full force and effect. All suspensions shall be reported by the appropriate League Coordinator to the Secretary of Association.

- E. To initiate suspension other than those called by game officials, a written complaint must be submitted to the league Secretary of the Board of Directors within forty-eight (48) hours of the incident in question, by the appropriate League Coordinator.
- F. Each coach is required to follow these rules. A coach must, without fail, attend any and all meetings called by the League Coordinator or Board of Directors for coaches, or have an authorized representative present.
- G. Each coach is required to have a team parent and must turn his/her name into the League Coordinator on or before the Tuesday prior to the first game.
- H. Each coach is responsible for the team jerseys, dummies, ball, kicking tees, etc. All equipment must be turned into the equipment manager at the end of the season. **(NO EXCEPTIONS)**.
- I. Failure to follow the rules can get a coach suspended and in some cases can cause a team to be disqualified from tournament participation.
- J. Team designation - The team head coach is reassigned to the team that they coached the previous season. For new head coaches, team selection is to be determined by a drawing. The names of each head coach is placed in a container, an officer of the board will proceed to draw names. The order the names are drawn determines the selection order for the remaining teams. No trading of team selection is permitted.
- K. Coaches are not allowed to start or participate with another team or league that is in competition with an association sanctioned team (regular or post season). If a coach starts or participates with a team that is deemed by the board to be in competition with an association sanctioned team, the coach will be dismissed from the league.

#### **Article X - IEFA**

- A. Director of Jr. Bulldogs (Position is an annual position that is nominated, seconded, and voted on by BJFL Board by April 1st of each year)
  - 1. Serves as Central Communication Point to all related parties including, but not limited to: players, parents, BJFL Board, and all associated parties.
  - 2. Oversees all committees of the Junior Bulldog Program.
  - 3. Responsible for marketing of the Junior Bulldog Program.
  - 4. Coordination of Sponsorship with all associated IEFA Sponsor Committee individuals and Sponsors
  - 5. Scheduling or rescheduling of all games, practices, and other events
  - 6. Website updates and maintenance
  - 7. Recommends Disciplinary matters to BJFL Board for all coaches, players, parents and guardians.
  - 8. Shall work with BJFL Equipment & Apparel Committees for proposals and request for bid process
  - 9. Responsible for Equipment procurement
  - 10. Shall oversee the Jr. Bulldog Program's Finances and submit a budget to the executive board for approval. Also, shall have check writing privileges.

11. Shall serve on the BJFL IEFA Committee
12. Coordinates IEFA Code of Conduct Player Book for Junior Bulldogs
13. Responsible for scheduling film crew, uploading film to hudl or similar program for analysis by coaches.
14. Schedules year end banquet.
15. All other operational duties associated with the BJFL IEFA Junior Bulldog Program

B. Head Coach

1. The head coach shall serve a term that is one year past their child's participation in the Junior Bulldog Program.
  2. If the head coach does not have a child in the Junior Bulldog Program the head coach shall be approved on an annual basis by the BJFL Board of Directors by April 1<sup>st</sup>.
  3. The head coach shall adhere to all BJFL and IEFA rules and bylaws. In the event that a head coach demonstrates behavior that violates any of the BJFL and/or IEFA Rules and/or Bylaws a recommendation for discipline will be made to the board by the Director of the Junior Bulldogs for their approval.
  4. Recommends to the BJFL Executive Board for their approval, a list of assistant coaches for the Jr. Bulldog Team.
- C. Either the Director or the Head Coach shall be a BJFL Board Member (At least one of these positions shall serve on the BJFL Board, It is acceptable if both positions are BJFL Board Members)

### **Article XI - Equipment and Officials**

- A. The Association will furnish all footballs, kicking tees, shoulder pads, helmets, pants and pads and game jerseys for all teams and players and said equipment shall remain the property of the Association. Such other equipment as deemed advisable by the Board of Directors will be furnished by the Association.
- B. At all scheduled league games, officials shall be furnished in accordance with the rules of the respective leagues. In all inter-league Association, experienced licensed officials will be provided where possible and in the absence of manpower or funds, the coaches of the two respective teams may select and appoint officials for that game
- C. A player must have a helmet, shoulder pads, football pants (with pads), athletic supporter, mouth guard, tennis shoes or rubber cleat shoes, in order to play in any game or practice. All headgear will be white. Only league approved, colored, pressure sensitive tape or removable decals may be places on helmets. All helmet markings must be approved by the League Coordinator.

### **Article XII - Problem Resolution**

- A. Any decision or action affecting a team or the league must have Board approval. **THERE IS NO EXCEPTION.** If any question should arise, contact the League Coordinator.
- B. Any question or disputes that arise involving these rules and/or the By-Laws must be

brought to the Vice-President for resolution. If a satisfactory answer or solution cannot be determined, the problem will be taken before the full Board for settlement.

- C. Any decision handed down by the Board of Directors will be honored by all coaches.

### **Article XIII - By-Law Amendments**

Amendments to these principles and by-laws may be presented by an active board member during any non-emergency meeting. The proposed changes must be in written form. Attached must be a copy of the red-lined by-law section or sections that are affected by the proposed amendment. After the proposed amendment is discussed with any modifications agreed to by the originator, the proposed amendment is tabled until the next scheduled board meeting. After the proposed amendment is discussed at the next Board of Directors meeting without any modifications, the amendment is passed by action of the majority of the Board.