



Broomfield Blitz Football Club

Official Home of the "BLITZ"

P.O. Box 1883

Broomfield, CO 80038-1883

Broomfield Blitz Football Club Official By-Laws

Adopted: Date: April 17, 2008

Revised: Date: 8/23/2009

Signed: Broomfield Board of Directors, Broomfield Blitz Football Club

Article I

Identification

Section 1 **Name and Place of Business**

The name of this private organization shall be the Broomfield Blitz Football Club, Inc., hereinafter referred to as “BBFC.”

Section 2 **Registered office and registered agent**

The address of the registered office of BBFC is P.O. Box 1883, Broomfield, CO 80038. The name of the registered agent is that of the current Treasurer of the BBFC Board of Directors.

Section 3 **Objective**

The objective of BBFC shall be to organize and conduct a Competitive Football Program to teach the youth of our community fundamental skills of Football, and in doing so practice the ideals of health, citizenship and character. We will strive to bring our youth closer together through the means of competition in sportsmanship and fair play all while imparting the game elements of safety, and keeping the welfare of the player first, foremost.

Section 3 **Codes of Conduct**

BBFC has established codes of conduct and personal decorum for all its’ members. Any violation(s) of these codes may result in the suspension and or removal of any member/coach or parent/legal guardian. Any further disregard for BBFC’s codes of conduct by a players’ parent or legal guardian, may jeopardize that players’ eligibility. The BBFC “By-Laws” and “Rules and Regulations” shall be the recognized documents for these codes. The Coal Creek Midget Football League rules pertaining to conduct will also be in effect and enforced by BBFC. Parents, Coaches and players must familiarize themselves with these codes.

Article II

Membership

Section 1 **Types of Membership**

A. Board Members. As hereinafter provided, the BBFC Board of Directors will be appointed to office by a majority vote of the current Board of Directors members. Subsequent additions to the Board may be made by either appointment or election by Parent/Legal Guardian Members and Head Coach Members in good standing at an election meeting or at such time that the Board of Directors’ deems appropriate to conduct elections. The Board of Directors will be a non-terminating body. It is the practice of the Board of Directors to appoint board members after a year of volunteer service to the Board.

B. Parent/Legal Guardian Members: Each parent or legal guardian of an eligible player (see Rules and Regulations) is considered a parent/guardian member. Parent/guardian membership(s) expire at the end of the current season for which their sons/daughters are enrolled.

C. Head Coach Members: If other than a parent, each Head Coach within BBFC will be considered a member with voting privileges. Membership shall expire at the end of each season and be reinstated by virtue of being awarded a coaching position or having an eligible player in BBFC. The season shall be considered expired upon the final scheduled game for a participating team in the Calendar year.

D. Voting Privileges: In the event the Board of Directors votes to have an election meeting, each Parent/Guardian member, Head Coach Members and the Board of Directors in good standing at the Elections Meeting will have (1) vote.

Only Board members in good standing have voting privileges at the regular monthly Board of Directors Meeting. Parent/Guardian members and Head Coach members do not have voting privileges at Board of Director Meetings.

Section 2

Member Removal

Any member may be disciplined, suspended and/or terminated from active participation with BBFC by the Board of Directors, at any time for cause. Such action will require a simple majority vote by the Board.

Section 3

Appeals

Any Board decision regarding member or player suspension or terminations, may be appealed in writing within 30 days. The Board of Directors reserves the right to either review the appeal or let the judgment stand.

Section 4

Executive Board of Directors

The Executive Board of Directors shall be comprised of the President, Vice-President, Secretary and Treasurer. The Executive Board shall have the authority to act on all matters concerning BBFC, as hereinafter provided.

Article III

Meetings of BBFC

Section 1

Place of Meetings

Section 2

Elections

Should the Board of Directors decide it necessary to hold elections, eligible members shall elect Directors to hold office. Directors shall serve a term of two years or hold office as determined by the present Board. By majority vote of the Board of Directors, these terms may be extended in the best interest of BBFC and the continuity of the league.

Section 3

Positions

The Board of Directors shall consist of the following positions:

A. Officers

- a. President
- b. Vice-President of Football Operations
- c. Treasurer
- d. Vice-President of Communications

B. Directors

- a. Player Development Director
- b. Camp/Tournament Director
- c. Equipment/Field Director

C. Committees/Volunteer Positions

- a. Player/Team Coordinator
- b. League Representative
- c. Field Scheduler
- d. Website Coordinator
- e. Recording Secretary
- f. Merchandise Coordinator
- g. Fundraising Coordinator

Section 4

Duties of Office

The duties of the Board of Directors may include the following: (duties may be assigned as necessary to complete tasks or functions deemed necessary for BBFC)

A. President

The President shall perform all duties that are customary and normal in the course of BBFC's affairs. The President along with the Vice-President of Football Operations shall also represent BBFC at League (CCMFL) meetings and oversee, settle all grievances, disputes and administer affairs pertaining to all Divisions of play. The President will serve as the second signature on all financial accounts maintained by the treasurer. The president shall be responsible for submitting to the City of Broomfield the proper applications for field use each year.

B. VP of Football Operations:

The VP shall perform all duties that are customary and normal in the course of his affairs. The VP will stand in for the President in his absence at meetings and other BBFC events, including CCMFL meetings and events. The VP will be responsible for maintaining official rosters of each team playing under the BBFC. Duties/responsibilities shall work with the Equipment Director, Tournament Director and Head Coaching representative to assure they are meeting BOD expectations of their positions. Duties shall include:

- A.) Within a budget approved by the BOD, The VP shall develop a "Football" reference library of any media / method the VP deems appropriate for use by league coaches.
- B.) Develop a Program for Tryouts/Evaluations
- C.) Implement an interview and evaluation system of prospective coaches.
- D.) Recommend coaching candidates to the BOD.
- E.) Implement a post season grading system of coaches for the following year
- F.) Develop a strategy for off-season camps and clinics
- G.) Develop and implement a Draft System for each Division when more than (2) teams exist in the same Level/Division

C. Treasurer

The treasurer shall keep correct and complete records of the financial accounts of BBFC showing accurately at all times, the financial condition of BBFC. The treasurer shall be the legal custodian of all money, notes, securities, and other valuables that may come into possession of BBFC. The Treasurer shall deposit all funds into a reliable bank or other depository as designated by the Board of Directors, and shall keep such account in the name of BBFC. The treasurer will be responsible for maintaining a current BBFC address.

D. Communications VP

The Communications VP of BBFC will be the person responsible for the placement of ads in local papers, interface with the City with respect to scheduling meetings at the Rec. Center and other BBFC events. This Communications VP will assist, prepare and organize all tryout, registration and data base entries for the league. This VP will be responsible for Website content and league newsletters. This VP must also be willing to assist in other duties and functions the Board may direct.

E. Vacancies. In the case of a vacancy in the office of President, the vice president shall succeed to the office. In the case of vacancy in the office of Vice-President, secretary, or treasurer, the vacancy shall be filled by nomination and election by the Board of Directors at a regular or special meeting as soon as possible after such vacancy has occurred

F. Directors

1. Equipment and Field Director

The Equipment Director (“ED”) with help from an assistant appointed by the ED shall coordinate the distribution, collection and repair of all of BBFC’s equipment. The ED will establish the equipment needs of BBFC. This shall include securing vendors, scheduling of equipment pick up and distribution dates, maintaining a filing system and inventory of all gear. The ED with help from the Board will prepare an inventory and needs list to the Board prior to each season so the Board can purchase the necessary equipment in a timely fashion.

In addition to equipment needs, the ED will Schedule fields for all practices and games. Coordinate with CCMFL for schedules, fields, and games, schedule with the City of Broomfield field use and field closure, and Communicate Field closures to the League coaches. The ED will also be willing to help with other duties as directed by the Board.

2. Camp/Tournament Director

The Tournament Director (“TD”) shall oversee the establishment, marketing, advertising, sponsorships and schedules for any and all player camps and or tournaments that the BOD approves. It will be the responsibility of the TD to establish a committee to assist in preparing for, and operating a tournament and off season camps.

3. Player/Coaching Development Director (PDD):

Duties/responsibilities shall include, among other duties deemed necessary by the Executive Board:

- a. Develop a “Football” Manual to be distributed via CD-Rom or any other method the PDD deems appropriate
- b. Develop a Program for Tryouts/Evaluations
- c. Implement a post season grading system of coaches for the following year
- d. Develop and implement a Tryout/Draft System for each Division when more than (2) teams exist in the same Level/Division

Section 5

Volunteer Positions

A. Field Scheduler (FS): will be a volunteer position with BBFC and shall report to the Board of Directors. The FS shall provide the following services to BBFC

- a. Schedule fields for all practices and games in all registered teams in the BBFC playing in the CCMFL.
- b. Coordinate with CCMFL for games.

B. Recording Secretary

The Secretary shall attend meetings and keep normal records and minutes during meetings. The Secretary can appoint another party to maintain meeting minutes, but must be responsible for accuracy and distribution of the minutes after meetings. The Secretary, in the absence of a Communications Director will assist with the website and other items or duties that may need attention.

C. Player/Team Coordinator

The Player/Team Coordinator (“PTC”) with help from an assistant appointed by the PTC shall coordinate the fund raising activities of the league through “Team Moms” on each team in the BBFC. The PTC will establish an outline of tasks and duties to assist Team Moms and will be responsible for the coordination and communication with Team Moms. The PTC with help from the Board will investigate prepare a list of potential fundraising ideas to the Board prior to each season so the Board can evaluate the necessary fund raising needs in a timely fashion.

D. Team Coordinator

The Team Coordinator (“TC”) shall oversee the schedules and

interests of the Blitz NFC teams and work closely with the coaches of these teams. The TC shall assist the Equipment Director in establishing schedules for all the teams.

E. Merchandise Coordinator

The position of Merchandise Coordinator is responsible for coordinating with Vendors that have the best interest to the Broomfield Blitz Football League. The duties are as follows and not limited to:

- To coordinate and begin relationships with local vendors
- To prepare a league "order form" to be used by families and players to be used for league apparel
- To coordinate with Vendor(s) an "order form" for our players that includes essential equipment needs for players such as a line of jerseys, pants -(blue and white), helmets, mouth pieces, pad sets etc.
- To interface with the Teams and assist with their Team Managers to make this happen.
- To Team Manager meetings to coordinate order forms for essential equipment for players
- To Team Manager meetings to coordinate order forms for sports apparel
- To coordinate with Vendor(s) to assure delivery dates and needs will be met
- To coordinate with Vendor(s) specials for league(s)
- To communicate with all Coaches and Team Managers of player equipment, apparel, etc...
- To communicate with Broomfield Blitz Board Members on all information

To assist in other duties as assigned

Section 6

Vacancies

Any vacancy occurring on the Board of Directors may be filled by the appointment and election of the remaining Board Members. A Board Member elected to fill a vacancy shall be elected for the unexpired term of his predecessor or that term may be extended by vote of the present Board Members.

Section 7

Regular Meetings

The Board of Directors may meet once per month at a time and place as designated for the purpose of conducting business for BBFC. Failure to meet once per month shall not establish a

forfeiture or dissolution of BBFC.

Section 8

Quorum

A majority of the current number of Board Members in good standing shall constitute a quorum for the transaction of business. The act of the majority of the Board Members present at any meeting, at which a quorum is present, shall be the act of the Board of Directors.

Section 9

Acting singularly

Should a situation arise that requires immediate action by the Board of Directors and it is impossible to call a meeting and have a quorum in time to address the situation as needed, a Board Member can act for the Board. Such action must be in the best interest of BBFC. The Board Member shall report to the Board of Directors at the next meeting of the Board of Directors the situation and action taken. Should the majority of the Board of Directors not support the Board Member's action; the Board Member may be subject to discipline and/or suspension.

Section 10

Proxy vote

A proxy vote for any proposed action brought before the Board of Directors will not be accepted without unanimous approval of the executive board members in attendance at the vote.

Section 11

Director removal

Any Board Member may be removed from office, with just cause, at any time, and another person elected in his place to serve the remainder of his term, at any duly called regular meeting or special meeting by majority vote of all Board Members. The vacancy caused by removal may be filled by appointment and election as addressed in Section 4 "E" above.

Section 12

Executive Board

The Board of Directors shall have the authority to create an Executive Board of Officers comprised of the President, Vice President of Football Operations, Vice President of Communications, and Treasurer and delegate to it such powers and duties the Board of Directors determines necessary to conduct

business.

Article IV

Nominations and Elections

Section 1

Elections

If the Board of Directors votes to hold elections, announcements may be placed in local newspapers or the league website. The Board, in the best interests of the league may vote to extend, shorten or modify any of the Board of Directors terms. A majority vote of current members will be the action of the Board.

Section 2

Ballot

A ballot will be prepared at a regular Board Meeting prescribed by the Board. The existing Board of Directors will nominate candidates, at this time. The ballot will not accommodate write-in candidates, nor will write-in candidates be considered for election at any election meeting.

Section 3

Voting

Voting at the election meeting shall be by open ballot. Only regular and parent/guardian members in good standing, present at the annual meeting may vote. There is no voting by proxy at the election meeting.

Section 4

Extended term

Should an Officer or Director position on the Board be unfilled after the election, the previous officer or director may continue to hold the position until a replacement is elected.

Section 5

Terms of Office

The Board of Directors may, at their discretion, vote to extend, reduce or modify any and all Board of Directors terms. The existing Board Members may petition to be reinstated at the end of any two-year term or period. A majority vote by the Board of Directors will

be the action of the Board.

Article V

Allocation of Funds

Section 1

Receipt of funds

All funds and/or property received by BBFC shall be the property of BBFC and deposited to the common treasury of BBFC and shall not be used to benefit any one group or individual teams.

Section 2

Disbursement of funds

Disbursements of funds from the BBFC treasury are allowed only for the purpose of carrying out the objectives and purposes of BBFC.

Section 3

Financial Authority

Only members of the Executive Board have the authority to authorize purchases for BBFC or to bind BBFC financially in any matter. Further, all purchases made for BBFC must have prior approval by the Executive Board, President or Treasurer.

Conflict of Interest

Section 1

Conflict

No part of the income of BBFC shall be used to the benefit of its' members. Reasonable expenses for services for projects, meetings or BBFC events shall be recognized as customary and acceptable.

Article VII

Rules of Order

Section 1

Rules of Order

"Robert's Rules of Order", as revised, shall be the Parliamentary authority for all matters of procedure not specifically covered in these By-Laws. Failure to follow "Robert's Rules of Order" shall not establish a forfeiture or dissolution of BBFC or cause for removal of the Executive Board.

Article VIII

Amendments

Section 1

Revisions and./or amendments

Any revision and/or amendment to these By-Laws may be adopted by Executive Board of Directors or Board of Directors present at any duly called regular or special meeting of the Board of Directors.

Section 2

Head Coaching Requirements

A. All Head Coaches must obtain certification as required by the BOD, and attend any and all coaching clinics as required by the BOD. Failure to meet these requirements or some substitute training approved by the BOD shall result in disqualify from the league as a Head Coach.

Standing Actions

Section 3

The Pallotto Family Parents to include Jim Pallotto, Stacey Pallotto have had their Blitz Membership terminated and are to be denied membership in the Blitz hereafter, in accordance with Article II, Section 2. See Board Minutes 2-27-09.