

21 February 2012

Rules and Regulations of the Bear Creek Junior Sports Association

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1. Definitions
  - a. All positions referred to herein are defined in the bylaws of Bear Creek Junior Sports Association (hereafter “Organization”) dated February 21, 2012.
  - b. These rules and regulations are referred hereafter as the “rules”.
2. President
  - a. General
    - i. Oversee the general administration of the business of the Organization and sports programs.
    - ii. Preside at all annual, monthly, and special meetings.
    - iii. Arbitrate disputes among Members as appropriate.
    - iv. Ensure that the Organization’s bylaws are updated as necessary and made available to the Members.
  - b. Financial
    - i. Review and approve all contracts, as well as special purchases in excess of \$1000.00.
    - ii. Countersign all checks in excess of \$1000.00 drawn by the treasurer.
    - iii. Review the monthly Treasurer's report and Secretary's minutes. The President may request an audit of the same when deemed appropriate.
    - iv. The President may review the financial records of any sport at any time. All pertinent records shall be made available to the President within seven (7) days of the request.
  - c. Committees
    - i. Appoint committee members as necessary.
    - ii. Serve as an ex-officio member of all committees. (As an ex-officio member, the President may attend and participate in committee meetings but is not granted voting privileges.)
  - d. Discipline
    - i. The President, along with the approval of two Officers and/or Directors, has the authority to initiate appropriate disciplinary action for any Officer, Director, Member and/or Volunteer to protect the safety of persons and/or the integrity of the Organization, or to prevent the continuing violation of the Organization’s bylaws or these rules. The President shall notify the Executive Board and Board of the action taken within a reasonable amount of time.
    - ii. All penalties administered by the President are subject to review and approval by majority vote by the eligible Membership.
3. President-elect
  - a. General

- i. Assist Directors with understanding the policies and procedures of the Organization as necessary.
    - ii. Maintain an accurate inventory of equipment and other items held by each sport.
  - b. Replacement of Officers or Directors
    - i. In the absence of the President, the President-Elect shall be empowered to exercise all authority vested in the office of the President, and to perform all the duties of the President, subject to the same restrictions and limitations as those imposed upon the President by the bylaws of the Organization.
    - ii. Assume the duties of any Officer or Director if a position is vacated until such time that the position can be filled.
    - iii. Temporarily assume the duties of any Officer or Director in his or her absence.
- 4. Treasurer
  - a. General
    - i. Oversee the collection, receipt for, and deposit of all funds received by the Organization, its sports programs, fundraising activities, and all other sources.
    - ii. Pay bills incurred by the Organization.
    - iii. Keep an accurate accounting of all money received and all disbursements made, and provide the Executive Board and Board with a report of that accounting at each monthly meeting.
    - iv. Maintain the Organization's checking and saving accounts.
    - v. Monitor the expenditures of the individual sports programs, and inform the Director of any significant deviation from their established budget. (Note that the Treasurer shall not have the authority to reject any authorized invoices accompanied by a purchase order, provided that the approved budget for the individual sport has not been exceeded.)
    - vi. Obtain the counter signature of the President or, in his or her absence, the counter signature of another authorized Executive Officer for all checks in excess of \$1000.00, or for multiple checks written to pay for items on the same purchase order exceeding this limit.
    - vii. The Treasurer will make available to any Executive Officer or Director financial records in dispute within seven (7) days of the request. Any such request shall be in writing, and include the records requested and the reason for the request. Copies of the request shall be provided to the President and all other Executive Board and Board members.
- 5. Secretary
  - a. General
    - i. Keep a record of all meetings (annual, monthly, and special) and prepare minutes of the same for review by the Executive Board and Board at the following monthly meeting.

- ii. Maintain a current roster of all Executive Officers, Directors, and Committees.
  - iii. Maintain accurate attendance lists of all Executive Officers, Directors, and Members present at annual and monthly meetings for the previous 11 months to determine voting eligibility and attendance requirements.
  - iv. Notify the Executive Board and Board of current and pending nominations and/or elections.
  
- 6. Fields and facilities coordinator
  - a. General
    - i. Ensure that sufficient facilities are available to the Organization in order for it to conduct its sports programs.
    - ii. Ensure that all facilities are properly cared for and maintained as necessary.
    - iii. Resolve scheduling issues with regard to fields and facilities.
    - iv. Maintain good relations with the persons or entities from whom the Organization rents, leases, or shares fields and/or facilities.
  - b. Permitting
    - i. Obtain all field permits as required by each sport program. Prior to requesting field or facility permits, confer with the Director of each sport in order to determine the fields needed, the days and times required, and the cost to the sport. *Note that field permits will be obtained for a sport only have a field permit request form is submitted.*
    - ii. Ensure payment is processed for each facility rented, leased, and/or shared, as appropriate. Secure approval of charges from Director of the appropriate sports program and provide the Director with documentation of each payment.
  
- 7. Fundraising coordinator
  - a. General
    - i. Manage, coordinate, and schedule all fundraising activities of the Organization.
    - ii. Maintain detailed financial records of all fundraising activities and submit them to the Treasurer as necessary.
    - iii. Obtain proper permits and notify authorities as necessary for all fundraising activities.
  
- 8. Sports directors
  - a. General
    - i. Ensure that all participants in the program, including coaches, players, parents, and spectators conform to all Organization bylaws and rules, as well as any federal, state, county, city, and/or local laws.
    - ii. Ensure that all participants in the program, including coaches, players, parents, and spectators conform to all rules and rules set forth by that sport's governing body.

- iii. Appoint representatives to all state, county, and/or local organizations with which the sport is affiliated. Supervise their actions and ensure their attendance at all such meetings. Advise them as to the Organization's position with regard to any and all issues.
  - iv. Appoint a Board of Directors specific to that sport as necessary. This may include, but is not limited to, an assistant director, secretary, treasurer, registrar, equipment manager, and other assistants.
  - v. Coordinate all field and facilities requests with the Fields and Facilities Coordinator.
  - vi. Attend monthly meetings of the Organization. Failure to attend three (3) consecutive meetings will result in the Sports Director being placed on probation, with terms and conditions for their return to eligible status determined by the President.
- b. Specific to each season
- i. Update and maintain the sport's webpage on the Organization website with appropriate detail and registration information, including costs and deadlines, for the sport.
  - ii. Prepare and implement proper guidelines and procedures for registrations.
  - iii. Ensure that every player on a roster has had his/her registration fee paid or waived.
  - iv. Determine the structure of all teams, and prepare rosters for each team prior to the first game of the season. Players that have not paid or had their fee waived are not allowed to participate in any sports program activities.
  - v. Select, organize, train, and supervise all coaches as necessary.
  - vi. Supervise and review the progress, conduct, and general coaching ability of all coaches in the sport.
  - vii. Conduct an annual inventory of all equipment and submit the results to the President-elect following the conclusion of each season.
- c. Financial
- i. Prepare and submit for approval a budget for the operation of the sport at least thirty (30) days prior to incurring any financial obligation. The budget must be approved by the Treasurer and/or President prior to the sport incurring any financial obligation.
  - ii. Review, approve, and sign all purchase orders. Note that contracts may not be entered into without approval by the President.
  - iii. Keep a record of all receipts and expenditures incurred in the operation of the sport. Present the receipts to the Treasurer.
  - iv. Provide access to all financial records upon request of the Treasurer and/or President.
- d. Disciplinary actions
- i. Take such disciplinary and administrative action as is necessary to ensure compliance with the bylaws and rules of the Organization.
  - ii. The Director has the authority to suspend any coach for cause, including any violation of appropriate bylaws and/or rules or in the event that, in the Director's opinion, a coach's actions or inactions jeopardize the integrity of

a sports program or the safety of any person. All such incidents and the resulting disciplinary action must be reported to the President within twenty-four (24) hours of its occurrence.

## 9. Coaches

### a. General

- i. Teach players the fundamentals and strategies of the game to the best of their ability and the ability of the players.
- ii. Teach, promote, and practice good sportsmanship.
- iii. Discuss issues with parents and/or guardians concerning coaching style, decisions, or strategies as appropriate. (Note that the coach's decision on issues related to playing time or position is final unless it violates a "mandatory play rule".)
- iv. Maintain and make available upon request, evidence of conformance with any "mandatory play rule" required by the sport.
- v. Attend meetings called by the sports director as required.
- vi. Ensure that each player is eligible to participate in the sport, and that his/her school eligibility requirements are met.
- vii. Adhere to all state and county rules governing the conduct of the sport.
- viii. Coaches that leave the Organization and recruit or take players (excluding their own children) to another organization or entity will not be allowed to coach other sports in the Organization for a period of two (2) years.

### b. Player safety

- i. Coaches are responsible for the conduct and safety of all players at all practices, games, tournaments, and Organization activities.
- ii. Coaches will complete annual concussion training as mandated by the Jake Snakenberg Act (Colorado Senate Bill 11-040).
- iii. Coaches will not threaten with physical harm or reprisal, strike, or otherwise physically or mentally abuse a child.
- iv. Coaches are responsible for the conduct of parents at all practices, games, tournaments, and/or Organization activities.

### c. Conduct

- i. All coaches, assistant coaches, and members of the coaching staff will conform to the bylaws and rules of the Organization.
- ii. Maintain proper discipline and encourage respect from, and respect for, all teammates, opponents, coaches, parents, and officials. Coaches will exhibit proper decorum when involved in disputes or disagreements during practices, games, tournaments, and Organization activities.
- iii. Refrain from the use of profanity, alcohol, tobacco, obscene gestures, fighting, and other unseemly or unsavory conduct. Such actions may result in the immediate suspension of a coach until review by the Director and/or Board.
- iv. Coaches will not discriminate against any person or impose any unfair treatment upon, or denial of normal privileges to, any person based on their race, disability, sex, color, religion, sexual orientation, geography, or age.

10. Members

a. General

- i. Encourage players to have a good attitude at all times, cooperate with the coaching staff, be helpful and considerate of their teammates, and demonstrate good sportsmanship for the better enjoyment of the game.
- ii. Refrain from the use of profanities or profane gestures, fighting, physical intimidation, and/or excessive arguing. Rude, obnoxious, or unsportsmanlike conduct will not be tolerated.
- iii. Refrain from the use of alcoholic and/or tobacco products at practices, games, tournaments, and other Organization activities.
- iv. Failure to conform to the membership responsibilities set forth in this article may result in disciplinary action being taken by Directors and/or Officers of the Organization. Such action may include temporary or permanent revocation of membership, which would prohibit the Member, his or her family members, and other persons participating under the suspended Member's name, from further participation in any Organization sports programs or events.

11. Adoption

- a. These rules and regulations supersede and take precedence over all earlier versions.

<b><u>Bylaws committee</u></b>	<b><u>Name</u></b>	<b><u>Signature</u></b>
Chair	Jeff Pigati	_____
Member	Cathy Bennett	_____
Member	Donda Gorton	_____
Member	Stacey Madrid	_____
Member	Kristie Oehrlein	_____

The above committee members appeared before me this 21<sup>st</sup> day of February 2012 and affixed their signatures above indicating verification of the vote, thereby adopting these rules and regulations.

Attest: \_\_\_\_\_ Bylaws Committee Chair, Jeff Pigati