

Bylaws of:

Optimist Club of Freedom District – FOOTBALL & CHEER

ARTICLE I - NAME, PURPOSE

Section I.1: The name of the organization shall be Sykesville Raiders Football & Cheer; Conducting business under the official name of the Optimist Club of Freedom District – FOOTBALL and CHEER.

Section I.2: The Sykesville Raiders is organized exclusively for charitable and educational purposes, more specifically to provide competitive and instructional tackle football teams and cheerleading teams for area youth from ages 4 through 14.

ARTICLE II - MEMBERSHIP

Section II.1: Membership of the Voting Board shall consist of the members of the Executive Board, the head coaches from all Raiders football and cheerleading teams and At-Large Members, with the exception of the optional Advisory non- voting position. The At-Large Members shall be the Snack Bar Manager, Equipment Manager, Field Maintenance Manager, Web Administrator, Freedom Area Recreation Council (FARC) Representative, and Events Coordinator, with others created as needed. In the event that a voting Board Member holds more than one voting position he/she will only get one vote.

ARTICLE III - MONTHLY MEETING

Section III.1: Monthly Meeting. The regular monthly meeting shall be held on the second Thursday of each month unless otherwise specified by the President at Freedom Optimist Hall, 6315 Sykesville Rd, Sykesville, MD 21784.

Section III.2: Special Meetings. The President or the Executive Committee may call special meetings. Seven (7) days advance notice must be given.

Section III.3: Notice. Notice of each meeting shall be given to each voting member, by email, not less than seven days before the meeting. Notice of each meeting shall also be posted on the Sykesville Raiders website, www.sykesvilleraiders.org, not less than seven days before the meeting.

ARTICLE IV – VOTING BOARD

Section IV.1: Board Role, Size, Compensation. The Board is responsible for overall policy and direction of the Sykesville Raiders, and delegate’s responsibility for day-to-day operations to the teams and committees. The Board shall consist of a minimum of eleven voting members. The board receives no compensation.

Section IV.2: Meetings. The Board shall meet at least once a month, at an agreed upon time and place.

Section IV.2.a: The basic format for regular monthly meetings shall follow an Agenda as shown:

- President’s Report
- Vice President’s Report
- Secretary’s Report
- Treasurer’s Report
- Football & Cheer Director Reports
- Committee & At Large Member Reports
- Old Business
- New Business
- Open Forum

The agenda shall be e-mailed out with the monthly meeting notice but may be amended as necessary at the President’s discretion at any time. Meetings shall be conducted in accordance with Robert’s Rules of Order.

Section IV.3: Board Elections. Election of new Members or election of current Members to a successive term will occur as the first item of business no later than the January meeting of the Sykesville Raiders. Members will be elected by a majority vote of the current Members in attendance.

Section IV.4: Terms. All Board members shall serve one-year terms, but are eligible for re-election. All board positions are subject to a background check.

Section IV.5: Quorum. A quorum (fifty percent of the Board members) must be present before business can be transacted or motions made or passed.

Section IV.6: Motion Passage. A motion shall be considered binding when a majority of the voting members present are in favor of the motion. A motion can be brought to a vote in accordance with Robert’s Rules of Order in the meeting subsequent to its discussion. Issues deemed as emergency by the President may be discussed and voted on in the same meeting.

Section IV.7: Notice. An official Board meeting requires that each Board member have email notice one week in advance.

Section IV.8: Officers and Duties. There shall be six officers of the Executive Board consisting of a President, Vice President, Secretary, Treasurer, Football Director, and Cheer Director. Their duties are as follows:

Section IV.8.a: President. The President shall be defined as the chief administrative officer of the Sykesville Raiders organization. The President shall oversee the daily operations of the Sykesville Raiders, shall convene regularly scheduled Board meetings, and shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Vice President, Secretary and Treasurer. The President will cast tie-breaking votes. The President along with the Vice President and the Football Director shall be responsible for reviewing/interviewing and selecting all Football Head Coaches in accordance with **Article VII, Section 1: Procedures for Selecting Head Coaches**. The President, along with the Vice President and Cheer Director will be responsible for selecting Cheer Head Coaches. Additionally, the President will nominate the At-Large members as well as, at his/her discretion, the optional non-voting advisory position. The voting positions are to be voted on by the Voting Board members.

Section IV.8.b: Vice President. The Vice President shall assist the President with daily operations and shall replace the President in his/her absence. The Vice President along with the President and the Football/Cheer Director shall be responsible for reviewing/interviewing and selecting all Football/Cheer Head Coaches in accordance with **Article VII, Section 1: Procedures for Selecting Head Coaches**.

Section IV.8.c: Secretary. The Secretary shall be responsible for keeping records of Board actions, including taking minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that organizational records are maintained. The Secretary shall conduct registration, team photos, and maintain all rosters for all cheerleading and football teams.

Section IV.8.d: Treasurer. The Treasurer shall make a report at each Board meeting. The Treasurer shall assist the Secretary with Registration, collect all receipts, make all payments and maintain organizational funds. The Treasurer is responsible for developing and reviewing fiscal procedures and an annual budget with other Board members. The Board must approve the budget and all

expenditures must be within the budget. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the Board showing income, expenditures and pending income. The Treasurer shall be responsible for filing the annual reports with the Freedom Optimist Club and the Freedom Area Recreation Council. The financial records of the organization are public information and shall be made available to the membership, Board members and the public.

Section IV.8.e: Football Director. The Football Director is responsible for Football Operations to include but not limited to reviewing/interviewing and selecting all Football Head Coaches in accordance with **Article VII, Section 1: Procedures for Selecting Head Coaches.** Additionally, the Football Director is responsible for all home games, coaches training, team competitiveness, roster disputes, disciplinary issues and ensuring that all participants receive proper instruction and development. Additionally, this position is responsible for acting as the liaison between the Sykesville Raiders and the CCFL league. He/she are responsible for attending all league meetings and communicating all relevant information back to the Raiders organization. Additionally, he/she shall represent the Raiders organization for volunteer activities within the league. The Football Director at his discretion can choose to select an assistant with the Executive Board approval.

Section IV.8.f: Cheer Director. The Cheer Director is responsible for Cheer Operations, to include reviewing/interviewing and selecting all Cheer Head Coaches in accordance with **Article VII, Section 1: Procedures for Selecting Head Coaches.** Additionally, the Cheer Director is responsible for coaches training, team competitiveness, roster disputes, disciplinary issues and ensuring that all participants receive proper instruction and development. Additionally this position is responsible for acting as the liaison between the Sykesville Raiders and the CCFL league. They are responsible for attending all league meetings and communicating all relevant information back to the Raiders organization. Additionally, they shall represent the Raiders organization for volunteer activities within the league.

Section IV.9: Vacancies. When a vacancy on the Board exists, nominations for new members shall be received from present Board members by the Secretary one week and one day in advance of a Board meeting. These nominations shall be sent out to Board members with the regular Board meeting announcement, to be voted upon at the next Board meeting. These vacancies will be filled only to the end of the particular Board member's term.

Section IV.10: Resignation, Termination and Absences. Resignation from the Board must be in writing or email and received by the Secretary. A Board member will lose

their voting privileges if s/he has 3 unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a three-fifths vote of the remaining Executive Board.

Section IV.11: Special Meetings. Special meetings of the Board shall be called upon by the request of the President or one-third of the Board. Notice of a special meeting shall be sent out by the Secretary to each Board member one week in advance. Notice of each meeting shall also be posted on the Sykesville Raiders website not less than seven days before the meeting.

ARTICLE V - COMMITTEES

Section V.1: The Board may create committees as needed, such as fundraising, equipment, community relations, etc. The President shall appoint all committee chairs.

Section V.2: The members of the Executive Board serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all of the powers and authority of the Voting Board in the intervals between meetings of the Voting Board, subject to the direction and control of the Voting Board.

Section V.3: At-Large Members: The At-Large Members shall be the Snack Bar Manager, Equipment Manager, Field Maintenance Manager, Website Administrator, Freedom Area Recreation Council (FARC) Representative, and Events Coordinator. Notification of intent to be nominated must be received by the Secretary no less than seven (7) days prior to vote. These positions shall be voted on by the Voting Board at the February meeting.

Section V.3.a: Snack Bar Manager: The Snack Bar Manager shall stock and maintain the Snack Bar during all home games and practices. The Snack Bar Manager shall coordinate with the Treasurer to account for all monies spent and collected in the operation of the Snack Bar.

Section V.3.b: Equipment Manager: The Equipment Manager shall form a committee to inventory, procure, issue, and collect all football equipment. The Equipment Manager shall coordinate with the Football Director and the other members of the Executive Board, in addition to the Head Coaches of Football and Cheerleading, to provide all necessary equipment within his/her allotted budget.

Section V.3.c: Field Maintenance Manager: The Field Maintenance Manager shall form a committee to ensure the Football Field is in proper condition for Game Days. The Field Maintenance Manager shall be responsible for the upkeep of the field and field equipment and for procuring the required supplies within

the allotted budget. Each football team shall be required, on a predetermined rotating schedule, to supply at least four coaches and/or parents to work on field preparation. The Field Maintenance Manager shall develop this schedule and email it to all head football coaches and the President, Vice President, and Football Director at least one week before the start of the season.

Section V.3.d: Web Administrator: The Web Administrator is responsible for maintaining the Sykesville Raiders Website and Social Media, as directed by the executive board. Configuration and alteration of the website non maintenance items must be approved by the overseeing executive board member.

Section V.3.e: Freedom Area Recreation Representative: The Freedom Area Recreation Representative is responsible for attending the monthly Freedom Area Recreation meetings held on the third Thursday of the month. The Freedom Area Recreation Representative shall secure the position of the Sykesville Raiders as a funded member of Freedom Area Recreation to attempt to obtain any field space, lights, and other infrastructure improvements available

Section V.3.f: Events Coordinator: The Events Coordinator shall be responsible for selecting chairs for the subcommittees supporting individual events with the approval of the Executive Board. The Events Coordinator shall coordinate with the Treasurer to account for all monies spent and collected in the operation of each event. The coordinator should be prepared to brief the board at the monthly board meetings about previous, current and future activities.

ARTICLE VI - REGISTRATION & PARTICIPATION

Section VI.1: Football Registration-Walk-in Registration for football & cheer will be conducted at the discretion of the Executive Board. Registration will be limited to a maximum amount of players in accordance with the current season CCFL rules and

regulations. Wait lists for each level will be started after the total number of allowable participants is reached. If spaces become available, participants will be pulled from the waiting list in the order they were entered. If enough participants are on the waiting list to open an additional team, the decision to add this team will be made by the President, Vice President and Football Director at that time. If an insufficient number of players are registered for any level after the open registration to field all of the teams at that level, an extra registration may be added before the final wait list deadline at the discretion of the Executive Board. If the decision is made not to hold an extra registration or if the extra registration does not yield enough players, the roster will be cut off at the closest number to the team limit in the order the registrations were received.

Section VI.2: Cheerleading Registration - Walk-in Registration for cheerleading will be conducted along with Football Registration. The Teams and team size will be determined by the Cheerleading Director in accordance with CCFL Cheer Competition Rules.

Section VI.3: Team Rosters - Age/weight eligible players will be grouped together by age level for evaluations. After an Evaluation period which is expected to take less than one (1) week, the participants will be split into separate teams at the discretion of the designated coach at each level appointed by the appropriate Director. Special considerations, exceptions and discrepancies will be resolved by the decision of that Director.

Section VI.4: Player Eligibility - Player Eligibility will be determined subject to the rules of the CCFL concerning sportsmanlike play, age and weight restrictions and to their financial standing within the Raiders program as determined by the Treasurer. Notice of disqualification shall be issued to the participant's head coach by the Football Director or the Treasurer and shall be passed on to the participant and his/her parents by the head coach.

Section VI.5: Player Withdrawal and Refunds - Participants wishing to withdraw from the Raiders Program must do so in writing to the Secretary. Notice must be received by the prescribed dates noted in the Registration documents in order for the participant to be eligible for a full or partial refund. Refunds may not be issued earlier than the 15th of September.

Section VI.5.a: Participants withdrawing from a roster will not be replaced after the final waiting list deadline; however, players can be shifted between eligible teams to balance the numbers at the discretion of the coaches involved. Discrepancies that arrive in balancing teams after withdrawals will be settled by the decision of the President and the Vice President.

ARTICLE VII - COACHES

Section VII.1: Procedures for Selecting Head Coaches: The incoming President, Vice President and Director shall comprise the Selection Board and are responsible for selecting Head Coaches at each level and division. In the case where one of these members is applying for a head coaching position, the remaining board members present will make the final decision. The three members present during the review/interview will make the final selection of the head coach.

Section VII.1.a: Applicant Qualifications: Every applicant will be required to interview with the Selection Board to determine if the applicant will be considered for the position. The Selection Board's decision on an applicant's eligibility for the head coach position shall be final. The qualifications as determined above will be considered in the selection process for a head coaching position at the Selection Board's discretion. Whether an applicant is qualified by participation or is approved by interview will not necessarily establish a prioritizing factor in the selection process.

Section VII.1.b: Application process: All qualified applicants are required to submit a written application to the appropriate Director and President by the date determined. Notice of open Head Coach Applications and the actual application deadline shall be posted on the Raiders website in accordance with the application deadline set forth by the Executive Board. No applicant will be considered unless a written application is received. Applications may be submitted in writing or by email.

Section VII.1.c: Head Coaching Vacancies: If a head coach is unable to fulfill the duties of the position for any reason during the current term, a new coach shall be appointed by the Selection Board by the next Board Meeting. Qualifications of Applicant and Application Requirements as noted in Sections 1.1 and 1.2 will apply to the extent possible at the discretion of the Selection Board. An interim coach shall be named by the respective Director to serve in the head coaching position until a suitable applicant is named at the next board meeting.

Section VII.2: Assistant Coaches and Team Managers: Head coaches will submit to the Football/Cheer Director for approval of assistant coaches and team managers, the team manager selection board will consist of the Football/Cheer Director and the Secretary. The head coach is ultimately responsible for, the conduct and follows through of the responsibilities of all assistant coaches and is to be consistent with the policies of both the CCFL and the Sykesville Raiders organization. Upon approval the finalized list of assistant coaches and team parents shall be submitted to the Secretary.

Section VII.3: Coaching Duties: A coach in the Sykesville Raiders organization is charged with teaching to the best of his or her ability the game of football or the sport of cheering and the life lessons associated with them. Head coaches are required to participate in CPR and AED training. Training is provided by the Organization.

Section VII.3.a: Coaching Duties, Field Setup and Breakdown: All coaches are required to provide volunteers to aid the Field Maintenance Manager in preparing the field and breaking it down for game day as dictated by the CCFL schedule.

Section VII.3.b: Coaching Duties, Snack Bar Cleanup: All coaches are required to provide volunteers to work the snack bar as scheduled during the teams designated shift. If a team is unable to work during their assigned shift, it is the head coach's responsibility to find another team or to provide other volunteers to cover their shift.

Section VII.4: Coaches' Conduct: Coaches, Assistants and Team Managers in the Sykesville Raiders program are expected to adhere within the guidelines of the coaches and parents code of conducts set forth by Freedom Area Recreation Council, Carroll County and CCFL. Coaches, Assistants and Team Managers are expected to act in a professional sportsmanlike manner on the field at all times. Coaches, Assistants and Team Managers will be provided and are expected to sign the Freedom Area Recreation/Carroll County as well as the CCFL Code of Conduct and to act in accordance with it at all times. Failure to adhere to the guidelines mentioned above may result in a suspension or termination from the program. All Coaches, Assistants and Team Managers are subject to a back ground check.

ARTICLE VIII - AMENDMENTS

Section VIII.1: These Bylaws may be amended when necessary by a two-thirds majority of the Board. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.

These Bylaws were approved at a meeting of the Board of Directors of Sykesville Raiders Football and Cheerleading on March 12, 2015.