

# NORTHERN VIRGINIA WRESTLING FEDERATION BYLAWS

## 1. OFFICERS OF THE FEDERATION

A. Officers of the Federation shall be:

- 1.) Commissioner
- 2.) Deputy Commissioner
- 3.) Secretary
- 4.) Treasurer
- 5.) Equipment Manager

## 2. TOURNAMENT DIRECTORS

Tournament Directors are appointed by the club Hosting their tournament. An NVWF Tournament Director is responsible for insuring their tournaments follow the accepted “NVWF Tower Tournament Procedures” published by the Federation and shall mediate and, if necessary, make final decisions on matters of dispute with respect to any aspect of their tournament per the following Federation Bylaws contained herein. The Federation Commissioner may be called upon to assist or rule further as necessary. Because the Federation has spent time and money to give a Tournament Director all the equipment necessary to run their meet effectively, the club hosting an NVWF meet must ensure all NVWF equipment is inventoried completely both before and after their meet.

## 3. BOARD OF DIRECTORS

A. The Federation Board of Directors shall consist of:

- (1) Commissioner
- (2) Only one representative from each member team including the Commissioner when he/she is also a team representative.

B. Each member of the Board of Directors shall have one (1) vote per team except for the Federation Commissioner who shall not vote except for the purpose of breaking a tie vote by the Board of Directors.

C. The Federation Board of Directors shall:

- (1) Insure that all Federation members comply with all the provisions of these Bylaws.
- (2) The Board of Directors shall establish fiscal and other policies and procedures of the Federation with the advice of the Executive Committee.

- (3) Make the final decision on team membership requirements and shall decide appeals and/or waivers of bylaw requirements involving eligibility and other decisions as follows:
  - (a) **Appeals** dealing with any problem other than waiver of bylaw requirements shall be decided by a simple majority affirmative vote of a quorum of the Board of Directors, unless stated otherwise in these bylaws.
  - (b) Request for **waiver** of an appeal of bylaw requirements shall be decided by a minimum two-thirds majority affirmative vote of a quorum of the Board of Directors.
- (4) Help in the conduct of Federation operations throughout each wrestling year.
- (5) Represent the Federation in all external matters, legal and otherwise, including ownership of all physical property which the Federation acquires.

#### 4. EXECUTIVE COMMITTEE

- A. The Federation Executive Committee shall consist of the Federation Officers.
- B. The Executive Committee shall be responsible for the following:
  - (1) Advise the Board of Directors on policy and procedure matters.
  - (2) Carry out directives of the Board of Directors.

#### 5. DUTIES AND RESPONSIBILITIES OF THE OFFICERS OF THE FEDERATION

- A. Commissioner:
  - (1) Makes binding administrative Federation decisions as provided for in these bylaws or subsequent amendments thereto. In particular, he/she establishes the necessary administrative schedules and dates necessary for Federation operations.
  - (2) Calls and conducts all Federation meetings according to “Roberts Rules of Order” and as provided for in these bylaws.
  - (3) The Commissioner shall oversee the Treasurer’s annual audit of financial records which will include a seasonal Budget for both projected and actual cost of operations.
  - (4) Makes the necessary decisions on actions and situations not covered or provided for in these bylaws and resolves any conflict arising from interpretation of these bylaws.

- (5) Authorizes the day-to-day expenditures of funds for Federation operations and must co-authorize any checks written by the Treasurer over \$550.00.
- (6) The Federation Commissioner is Chairman of the Executive Committee and the Board of Directors and is the Federation's registered Business Agent.
- (7) The Federation Commissioner may not grant waivers from this sum set of bylaw requirements.
- (8) Will administer and oversee all Federation policies, procedures and programs to include coordinating all contracts involving Federation concerns and property.
- (9) Responsible for handling all Federation correspondence, legal and otherwise.
- (10) Maintains a current copy of the Federation Constitution with Bylaws and makes both available to all Officers and member teams and updates as amended by the Federation Board of Directors and notifies same to the proper authorities.
- (11) Maintains and makes available to all an up-to-date Contact Roster of:
  - (a) All Federation Officers
  - (b) All members of the Executive Committee
  - (c) All member team representatives
  - (d) All member team head coaches

This roster shall include:

- (a) Name
- (b) Mailing address
- (c) Office phone with area code
- (d) Home phone with area code
- (e) Name of team

B. Deputy Commissioner:

- (1) Supports and aids the Federation Commissioner as the Federation Commissioner specifies.
- (2) Serves as Chairman of the Nominating Committee.
- (3) Acts for and in place of the Federation Commissioner in the event of his/her temporary absence.
- (4) Performs other duties as prescribed by the Commissioner.

C. Secretary:

- (1) Records the minutes of all Federation meetings. These minutes are to be made available to all officers and member teams of the Federation within four weeks time after the subject meeting. The minutes of the meetings shall include a listing of both teams absent and the teams attending along with time of late arrivals.
- (2) Performs other duties as prescribed by the Commissioner

D. Treasurer:

- (1) Handles the finances of the Federation in coordination with the Registrar and with directives from the Federation Commissioner and the Executive Committee.
- (2) Keeps accurate records of all Federation financial transactions in a seasonal Ledger with all original supporting documentation on file.
- (3) Is a member of and works with the Executive Committee in the acquisition of funds for the Federation and aids the Commissioner with the pre and post-season budgets.
- (4) Collects, deposits and records immediately all funds received especially from individual member clubs in both the Ledger and a money-spreadsheet.
- (5) Disburses all funds requested per a Federation "Treasurer's Form" and notifies in advance the Commissioner and/or Executive Committee of requests *over* \$550.00.
- (6) Prepares an Annual Financial Report for disclosure at each end-of-season meeting using the money-spreadsheet.
- (7) Performs other duties as assigned by the Commissioner.

E. Equipment Manager:

- (1) Makes sure all Federation equipment is secure and in good condition at all times.
- (2) Makes sure adequate inventory of all Tournament supplies is readily available.
- (3) Maintains and distributes medal and ribbon inventory and coordinates such with the NVWF Commissioner, Registrar and Treasurer.

6. ELECTION OF THE FEDERATION OFFICERS AND TERMS OF THEIR OFFICE

- A. The elections for Federation Officers will be held in the spring at the end-of-season post-tournament mandatory meeting. The Federation Commissioner is supervisor of elections.

- B. Nomination of candidate(s) for all Federation offices shall be made by a nominating committee consisting of the Deputy Commissioner and his other selected members.
- C. Additional nominations may be made and seconded from the floor at this spring meeting.
- D. Federation officers shall be elected by simple majority affirmative vote of a quorum of each team's representative as a member of the Federation's Board of Directors.
- E. The new officers shall assume their duties after the close of an election spring meeting and shall hold office until their successors are elected.
- F. The term of office for an Officer of the Federation shall be two (2) years.

7. REMOVAL OF FEDERATION OFFICERS / EXECUTIVE COMMITTEE MEMBERS

- A. The Officers of the Executive Committee may be removed from office at any time by a minimum two-thirds majority affirmative vote of the Board of Directors.
- B. Meetings which are convened for the purpose of removing any Officer from a Federation office can be called by any Federation Officer or by any current member of the Board of Directors.

8. VACANCIES IN FEDERATION OFFICES AND EXECUTIVE COMMITTEE

During-the-season vacancies in Federation offices or the Executive Committee shall be filled by the Executive Committee appointing via a lottery and simple affirmative majority vote for each office such a person to hold that office until the next Federation Election.

9. MEMBERSHIP IN THE FEDERATION

- A. A wrestling organization desiring membership in the Federation shall be admitted to the Federation if this wrestling organization meets the Federation's eligibility requirements (see Bylaw 12). In addition, the wrestling organization must be accepted by a minimum two-thirds majority affirmative vote of a quorum of the Board of Directors.
- B. Any wrestling organization (team, club, etc.) which is a member of the Federation and completes a wrestling season in good standing shall retain its membership in the Federation.
- C. Any wrestling organization (team, club, etc.) can lose its membership in the Federation if it fails to adhere to the requirements set forth in these bylaws. A team may be only be expelled from the Federation by two-thirds vote of the Board of Directors.

- D. Any wrestling organization (team, club, etc.) which is a member of the Federation must Host or Co-Host any meet or Tournament as assigned by the Federation's Registrar. A Host Club must adhere to the "NVWF Tower Tournament Procedures" at their meet.
- E. Any wrestling organization (team, club, etc.) which is a member of the Federation must provide a volunteer to fill at least one Officer/Registrar position every six (6) years.
- F. The NVWF Commissioner may assess a \$100 Fine against any club for failure to fully participate in all aspects of membership in the Federation.

## 10. MEETINGS

- A. At a minimum, there will two meetings of the Board of Directors per wrestling year.
- B. The Federation Commissioner can call more Board of Directors' meetings at his/her discretion or issue binding "e-mail" voting calls for emergency administrative rulings.
- C. The Commissioner of the Federation is required to call meetings of the Board of Directors or of the Executive Committee, respectively, when an appeal is directed from a member team to the NVWF. This appeal meeting shall take place not more than 21 days after the appeal is received, in writing, by the respective Commissioner or Chairman. If 21 days, for a good and legitimate reason or circumstance, is not a viable time period and there is not time to convene a meeting, then the Federation Commissioner may poll the members of his group by telephone and/or call for an email vote to arrive at a ruling on the appeal. The result of this appeal's poll shall be sent immediately to all members of the cognizant group as well as the person or team making the appeal.
- D. Any interested person from any team, in addition to the team representative, may attend any live meetings of the Executive Committee or the Board of Directors. However, they shall attend as observers only and have no vote.
- E. Notice of all live meetings, including day, time and place, will be given to the Executive Committee and its Board of Directors, so the notices will be received at least one week prior to the meeting.
- F. No motions shall be brought forward at Regular meetings that are not already on the existing Agenda so all consequences and contingencies may have been researched by the Commissioner for full discussion prior to a vote being taken by the Board of Directors.
- G. At the fall meeting in an Election season, a lottery shall be drawn of all member clubs currently "eligible" to determine which teams will fill the Officer/Registrar vacancies at this end-of-season spring meeting. "Eligible" is to mean any member organization (team, club, etc.) not having provided any Officer/Registrar volunteer in the past six (6) years.

## 11. QUOROM FOR A MEETING

- A. A quorum for the NVWF Board of Directors shall be at least 75 percent of the total Board of Directors' current membership. These Directors shall be present at the meeting at all times for voting purposes with no proxies allowed.
- B. In any meeting of the Executive Committee, or the Board of Directors, or of the team representatives, when a quorum of members is not present, as defined in Bylaw 11-A, then no binding Federation business may be enacted or decided.

## 12. ELIGIBILITY - TEAM

In order for a team/club to be admitted to the Federation and to remain a member of the Federation, the team/club must adhere to the following requirements:

- A. Pay all assessed fees/fines of the Federation per timelines which are non-refundable.
- B. Each team must comply with the following at all Federation tournaments:
  - (1) Wrestling singlets and shoes must be worn. Sweat pants or similar loose clothing are prohibited. For first-year "beginners" only, tight fitting shorts, tight fitting short sleeved shirts and clean gym/tennis shoes may be substituted, but exposed metal eyelets must be taped over and the soles must be non-marking. Tight fitting t-shirts may be worn under a sleeveless singlet, but are mandatory for a female wrestler.
  - (2) The wrestling area must be made up of officially recognized safe wrestling gym mats properly secured to a gym floor of sufficient size and auxiliary mats may surround the wrestling area so as to preclude injury to wrestlers going out of bounds.
  - (3) Each Club must have a responsible adult with the team and in charge at all times who has in their possession copies of the Emergency Care Forms for each wrestler present.
  - (4) It is the responsibility of all persons connected with any team to establish, foster and maintain a proper attitude among wrestlers, coaches and spectators which will insure the type of sportsmanship and fair play the Federation requires. The Commissioner has the authority to expel any adult from a Federation meet for flagrant misconduct.
  - (5) Each Host team must have at its immediate disposal telephone contact with 911 or the nearest medical facility during the conduct of their Tournament. An appropriate accident report must be filed with the Commissioner within 30 days for the following:
    - a) removal from further participation in the meet, b) transport to any medical facility, and/or c) follow up medical care as recommended by the attending Athletic Trainer.

- C. Federation Teams must have reasonable team parent-volunteer participation at all team meets for proper Federation administration. Any club wishing an exception to this rule must contact the NVWF Commissioner directly and abide by his/her ruling.
- D. All teams must accept any wrestler who desires to participate, regardless of experience or skill level.<sup>1</sup>
- E. A Team Representative shall attend all Federation meetings and see that all pertinent information is passed on to their coaches and members of their team.
- F. Each team must maintain a complete Roster and insure only fully eligible NVWF wrestlers compete in Federation tournaments.
- G. Each team must have on file a signed and witnessed NVWF Coaches' Waiver form for any volunteer/coach working with their wrestlers.
- H. Each team must give their parents all hand-outs recommended by the Federation.

### 13. ELIGIBILITY - WRESTLERS

In order for a wrestler to be eligible to compete, the following requirements must be met:

- A. A wrestler has to be a current member of a current Federation team and properly and completely Registered with the Federation per its "Tower Tournament Procedures."
- B. The wrestler cannot turn 15 years old before January 1 of the current wrestling season (year season ends).
- C. To be eligible for the Final Tournament, a wrestler must have participated in 50% of their available Federation meets unless a special ruling is made by the NVWF Commissioner.
- D. A wrestler can not have participated in any match for any type of high school team. Participation, for this purpose, means having weighed-in as a Varsity wrestler. The NVWF Commissioner shall have the authority to decide on all situations not covered by the above on an individual basis.

### 14. HANDICAPPING

- A. The age/weight system of handicapping will be used to the extent possible as determined by the Chief Pairer and concurred in by the coaches of the adversely affected wrestlers.
- B. Separate "A" (for Advanced) and "B" (for Basic) designations shall be used to separate the more skilled and experienced wrestlers from the less skilled or beginning wrestlers.

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<sup>1</sup> {see: "Eligibility – Wrestlers" in Paragraph 13}



For the first three scheduled meets, “B” wrestlers are those who have never wrestled before and “A” wrestlers are those who have wrestled before in any organized meets.<sup>2</sup>

- C. Separate “A” and “B” groups shall be maintained for each class unless by doing so, unreasonably large or small groups result. Under such conditions, the Chief Pairer will attempt to achieve more appropriate sized groups to the extent possible as outlined in the “NVWF Tower Tournament Procedures” published by the Federation and agreed to by the coaches of the adversely affected wrestlers.

## 15. TOURNAMENTS

- A. During each season, there shall be at least six (6) club scrimmage meets and a Final Federation Regional Tournament.
- B. The Commissioner shall oversee scheduling scrimmage tournaments such that each team will compete against each other team at least twice. All teams shall participate in and provide any requested volunteer force at the Final Federation Regional Tournament.
- C. No “heelies” (wheeled shoes) or any other recreational wheeled device are allowed inside a school. All clubs are responsible for notifying their parents an offender will be asked to surrender this item to the Tournament Director until after the meet. Repeat offenders may be suspended from attending further NVWF tournaments by the Commissioner.

## 16. PENALTIES AND SANCTIONS

Sanctions against a team, coach, team representative or its team commissioner for violation of any Federation bylaw, or in particular, in violation of any “eligibility” bylaw can take the form of the following penalties;

- A. **Warning:** the offending person, persons or team are served notice of the violation and immediate correction is required.
- B. Placed into a status of **Probation:** the offending person, persons or team are notified of the violation with immediate correction required and they are required to report to the Federation Commissioner on a monthly basis concerning the area of bylaw violation for the rest of the current wrestling season. Failure to comply with these conditions of probation or any further violations will result in suspension of the offending person, persons or team.
- C. Put into a status of **Suspension:** notification of severe violations is made and for a specified period of time the offending person, persons or team are not permitted to participate in any way in the Federation wrestling program.

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<sup>2</sup> {refer to specific “A” categories in “NVWF Tower Tournament Procedures” mailed by the NVWF Registrar}

- D. **Expulsion** from the Federation, i.e., **loss of membership** in the Federation: a timely notification is made to the offending person, persons or team of the severe violation and the resulting penalty of loss of membership in the Federation. This loss of membership shall last for a minimum time of one year with the possibility of a ruling for it to be longer. At the end of the specified time, the Federation must be petitioned for reentry.
- E. The notification referred to in Sections A through D above is conveyed by the Federation Commissioner to the offending parties either by email and/or USPS Certified Letter.
- F. **Warning** and **Probation** sanctions may be applied at the discretion of the Federation Commissioner alone.
- G. The sanctions of **Suspension** or **Loss of Membership** can be initially enacted by the Federation Commissioner for cause, but must be finally approved by a two-thirds majority vote of the Board of Directors.<sup>3</sup>

## 17. APPEALS AND PROCEDURES FOR APPEALS

- A. All teams or members of teams shall have the right of appeal to the Executive Committee and to the Board of Directors on all decisions made by the Federation Commissioner EXCEPT in the following case:
  - (1) The decision of a Federation Tournament Director or his designee on all tournament matters shall be final, PROVIDING those decisions are in accordance with the all provisions of these bylaws with respect to Federation tournaments.
- B. The procedure for an appeal or a request for a waiver of a bylaw requirement(s) is as follows:
  - (1) The team representative shall ask the Federation Commissioner for a meeting with the Executive Committee concerning the issue at hand.
  - (2) The case is then presented at the time, date and place specified by the Commissioner.
  - (3) If the team member of a team wishes to appeal or request a waiver further, it is then a matter for the Board of Directors.
  - (4) The team representative must now petition the Federation Commissioner for a meeting with the Board of Directors to present the case.
  - (5) The case is then represented at the time, date and place specified by the Federation Commissioner.

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<sup>3</sup> {see “Administrative Resolution Under By-Law #16” at end of this document}

- (6) The Federation Commissioner may grant temporary reprieves or make temporary suspensions pending final action by the Board of Directors.
- (7) All final decisions involving a team or a wrestler shall be made only after a fair and impartial hearing has been conducted and all parties concerned have had an opportunity to present their argument(s) for or against a proposed course of action.

## 18. WRESTLING RULES (National Federation of State High School Associations)

The current NFSH wrestling rule book will be followed with regard to Federation tournaments except where changed by the NVWF Board of Directors.<sup>4</sup>

## 19. COMMITTEES

- A. The Federation Commissioner shall have authority to appoint other committees for any purpose to assist him/her or any Federation Officer or to handle any particular situation.
- B. Committees may be comprised of one or more individuals.
- C. The duration of the life of the committee shall be specified by the NVWF Commissioner in the provisions of the appointment.

## 20. FINANCES

- A. Each team shall pay annual Federation dues to the Federation Treasurer. These dues and the date they are to be paid are to be set by the Federation's Board of Directors annually. Failure of a member team to pay their dues by the specified date shall be grounds for the team to be declared ineligible to participate in any Federation activity and may receive a \$100.00 Fine. Unusual/extraordinary circumstances are possible grounds for exception to this declaration of ineligibility, but are at the discretion of the Federation Commissioner.
- B. At the recommendation of the NVWF Commissioner, the Board of Directors may assess each team an annual registration surcharge of a reasonable amount in order to meet all expenses of the Federation.
- C. The Fiscal Year for each Federation season shall begin on May 1<sup>st</sup> and end on April 30<sup>th</sup> of the following calendar year. All seasonal bills are due at their end-of-season meeting, but no later than April 30<sup>th</sup> of that year or are considered forever null and void.

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<sup>4</sup> (see NVWF Tower Tournament Procedures, Sec. I, Special Rules)

## 21. AMENDMENTS TO THESE BYLAWS

- A. Any amendment to these Bylaws can only be made by a minimum two-thirds majority affirmative vote of a quorum of the Federation's Board of Directors.
- B. Further, no motion to amend these Bylaws can be considered at any time unless a written final version of the proposed motion has been distributed to all members of the Board of Directors at least 30 days in advance of the meeting where it is to be considered.
- C. Further, no amendment motion which is passed concerning weight, age, eligibility, etc. of teams or wrestlers will take effect during the wrestling season in which it is passed.
- D. For purposes only of "C" above, the NVWF wrestling season is considered to have started with the first Federation tournament.

## 22. DEFINITION AND DUTIES OF REGISTRAR

- A. This is a paid position at up to \$1,000 per month for the six-month season from October thru March to include attendance at September and April Board of Director Meetings. This is an outside-contracted non-employee non-guaranteed no-benefits position. The NVWF Registrar is not considered an Officer of the Federation and has no voting rights. Any form of legal insurance will be purchased by the Federation to cover their Registrar as deemed necessary. A Treasurer's Form is to be submitted monthly per contract.
- B. The NVWF Registrar's responsibilities are as follows:
  - 1) Generate and maintain up-to-date team rosters.
  - 2) Coordinate any required periodic weigh-ins of wrestlers.
  - 3) Maintain Registration Data Base and Master Record Database for clubs and their individual wrestlers and a spreadsheet to communicate same with Treasurer.
  - 4) If requested, generate seeded classes for tournaments.
  - 5) Generate tournament schedule (Calendar) and assigns teams to Host/CoHost.
  - 6) Update registration software as requested by the Federation Commissioner.
  - 7) Focal point for document changes; edits and updates Registration guidelines and directions; prepares diskettes and mails package including these items to each team representative.
  - 8) Generates and updates wrestler Registration/Weigh-in cards.

- 9) Receives all Registration material from coaches and validates related changes and corrections thereof per NVWF Tower Tournament Procedures.
- 10) Receives information from Treasurer regarding funds collected from individual clubs and reconciles with database. Maintains record of funds due or owing from each individual and/or club based on Registration add/drops and any separate "late" fees.
- 11) Performs other duties as assigned by the Commissioner.

## 23. TRANSITION CLAUSE

Any Officer of the Federation who has time remaining in his term of office at the time of transition to this Constitution, shall automatically be a candidate for that office when Federation elections are next held

### **NVWF ADMINISTRATIVE RESOLUTION UNDER BYLAW #16**

*Resolved*, that a \$100.00 financial penalty for non-compliance with any/all NVWF policies and procedures can be assessed by the Federation Commissioner for the following reasons:

- A. Club missing mandatory yearly Federation meeting under Sec. 11, PP a & b and Sec 13, P e.
- B. Club non-participation at scheduled meets under Sec. 12, P c.
- C. Club not filing "B" to "A" Class changes properly and timely under Sec 14, PP b & c, and NVWF Tower Tournament Procedures.
- D. Club not filing a Treasurer's Form with each financial deposit/request per Directors' 2002 vote and NVWF Tower Tournament Procedures especially before a Hosted meet.
- E. Club not filing a current, completed and signed AAU Incident Report form to the NVWF Commissioner if requested by same within thirty (30) business days.
- F. Club not providing a volunteer for Officer/Registrar as required under Sec 9, P e; Sec 10, P g.
- G. All Fines are Sequential per Offense per Season;
  - First = \$100.00
  - Second = \$200.00
  - Third = \$300.00
  - Fourth = Suspension vote by Directors

Note: as stated in current NVWF Tower Tournament Procedures' deadlines;  
 "All Club Registration Papers must be delivered to the NVWF Registrar by November 30<sup>th</sup> and all Registration Fees must be received by the NVWF Treasurer by December 14<sup>th</sup> or a club may be subject to the \$100 Fine Schedule and its wrestlers may not participate until filed/paid."