

2010

Chico Jaguars

Rules of Operation

Chapter 1 DEFINITION AND PURPOSE

Chico Jaguar Youth Football is a non-profit organization promoting youth football and cheerleading in the greater Chico area. Chico Jaguar Youth Football is open to all youth meeting the age and weight requirements and who reside within the general established boundaries of the Pleasant Valley High School District. Please refer to address below for detailed description:

www.chicousd.org/_documents/Pleasant%20Valley%20High.pdf

Chico Jaguar Youth Football shall compete in the Northern Conference of the Northern California Federation of Youth Football and Cheer, and shall be subject to the rules and regulations it has set forth.

It is the purpose of the Chico Jaguars Youth Football organization to teach the participating youth the basic fundamentals, conditions, discipline and teamwork as it pertains to full contact tackle football and cheerleading and to develop among the participants a winning attitude, which will be carried both on and off the field of play.

The Board of Directors, as set forth in Chapter 2, shall govern the operations of the Chico Jaguars Youth Program.

Chapter 2 BOARD OF DIRECTORS

The Board of Directors shall consist of seventeen officers who shall have equal voting rights on each and every issue brought before it. The officers are:

1. President
2. Vice President – Football
3. Vice President - Cheer
4. Secretary
5. Treasurer
6. Equipment Manager
7. Concessions Coordinator
8. Cheer Coordinator
9. Souvenir Booth Manager
10. Coach/Parent/Player Liaison
11. Coach/Parent/Player Liaison
12. Registration Coordinator
13. Safety Coordinator
14. Sponsorship Coordinator
15. Fundraising Coordinator
16. Website Coordinator
17. Field Coordinator

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The responsibilities and duties of each officer are outlined as follows:

President

Responsible for the overall operations of the Chico Jaguars Youth Football program. Prepares meeting agendas, coordinates and oversees all Board of Director meetings. Maintains a hardbound copy of the approved Bylaws and any regulations approved by the Board. Prepares and submits correspondence from the Chico Jaguars to other organizations. The President is responsible for running a background check on all Board members, and all football volunteers prior to the beginning of the season. This background check will include both Megan's Law and the Superior Court of Butte County. Investigates all complaints and recommends corrective or disciplinary action to the Board of Directors. Responsible for attending all league presidents meetings, or have a representative in attendance. Insures that opposing teams are advised of directions to stadium and are given game times for each division at least seven days prior to the scheduled game. Oversees general operations of games and practice during the season.

Vice President - Football

Communicates with Coach/Parent/Player Liaison to resolve conflicts within football and reports to the President. Vice President is also responsible for conducting the background checks on all Football Volunteers prior to the beginning of the season. This includes a Megan's Law check as well as a background check with the Superior Court of Butte County. Insures that written reports are presented to the media announcing game dates and times, and submits post-game scores and statistics. Assumes the office of President in the absence of the President. Responsible for the organization of the team moms for each individual team. Must be sure each team mom knows the proper procedure in regards to putting the team book together and the deadlines for having the team books ready for certification. During the season is responsible for the coordination of vital information regarding the general operation of home and away games and dictating what information is distributed on a team by team basis and how it is distributed. Will be responsible for organizing volunteers for each home game. (See chapter 7 for a list of volunteer duties that must be filled). During home games the will work closely with the Field Coordinator to ensure all volunteers report for their given duties

Vice President - Cheer

Oversees general operation of Cheer. Communicates with Coach/Parent/Player Liaison(s) to resolve conflicts within cheer and reports to the president. Vice President is also responsible for conducting the background checks on all Cheer Volunteers prior to the beginning of the season. This includes a Megan's Law check as well as a background check with the Superior Court of Butte County. VP works closely with Cheer coordinator to provide communication to the Cheer membership and oversee the entire Cheer program, communicates with other cheer organizations. VP will have ultimate responsibility for coordinator, coaches and instructors within the cheer program. Responsible for the organization of the team moms for each individual team. Must be

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sure each team mom knows the proper procedure in regards to putting the team book together and the deadlines for having the team books ready for certification. During the season is responsible for the coordination of vital information regarding the general operation of home and away games and dictating what information is distributed on a team by team basis and how it is distributed. Will be responsible for organizing volunteers for each home game. (See chapter 7 for a list of volunteer duties that must be filled). During home games the will work closely with the Field Coordinator to ensure all volunteers report for their given duties

Secretary

Maintains files on all correspondence involving the Chico Jaguars program. Prepares, maintains and distributes minutes from all Board of Director meetings. Prepares any correspondence from the President or Board to other organizations. Organizes and keeps files for all insurance related material involving the Chico Jaguars including: copies of insurance policies, claim forms, accident reports and insuring that team moms have a waiver of liability form signed by each player and cheerleader in the appropriate team book.

Treasurer

Prepares and maintains all financial records of the Chico Jaguars. Accounts for and secures all funds from sign-ups, concessions and fundraisers. Maintains the checking and saving accounts, prepares and submits written reports on the balance of each account. Prepares and submits yearly reports as required. Oversees all proceeds from home games including but not limited to front gate, concessions, and souvenir.

Equipment Manager

Maintains, distributes, and collects all football equipment. Oversees team equipment in conjunction with each head coach. Prepares and submits requests for new or replacement equipment to the Board of Directors for approval. Maintains equipment storage facility. The equipment manager is also responsible for purchasing team and coach's uniforms for the season for football only.

Concessions

Coordinates operations of the concessions area at all home games and special events. Orders necessary items for sale at the concession stand, with Board approval. Insures that all concession service and equipment are sanitary, clean, and in appealing condition. Maintains the concession storage facility. Responsible for working with Pleasant Valley High booster representative to insure a symbiotic relationship in regard to food storage and facility use. Responsible, along with the Treasurer, for counting proceeds from the

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concession sales at the end of each home game or special event. Coordinates post game cleanup of the concession area, equipment, and supplies.

Team Mom Coordinator (Football) – Combined w/VP duties

Team Mom Coordinator (Cheer) - Combined w/VP duties

Cheer Coordinator

Coordinates the Cheer program with the Board of Directors. Is responsible for Cheer signups and ensuring all cheer coaches' books are complete. Is responsible for ordering and distributing cheer uniforms and obtaining alterations as needed. Serves as an administrative liaison to the Board of Directors from the Cheer Squads. Will receive Board approval for expenditures on behalf of cheer teams (decorations, and alterations.)

Souvenir Manager

Responsible for all purchasing for the Souvenir booth. Responsible for choosing items for sale and setting the price for optimal distribution as well as optimal profit margin. Responsible for coordinating the setting up and dismantling of the spirit booth for each home game. Responsible, along with Treasurer, for counting all souvenir proceeds from home game or special events. The Souvenir Manager will also be responsible for coordinating with the proper Scorcher personnel to organize Mini Almond Bowl T-shirt distribution, and any other inventory that is exclusive to the Mini Almond Bowl event.

Coach/Parent/Player Liaison – 2 positions

Acts as a liaison between team/squads and the Board of Directors. Communicates information, complaints, and recommendations from the coaches/families to the Board of Directors (primarily the President). Fields complaints from players, parents and others; submits written reports of the complaint to the Board of Directors. In the event that a head coach has to suspend a player for disciplinary reasons, the Coach/Parent/Player Liaison will notify the Board of Directors with a written report within 48 hours of the incident. Also responsible for ensuring all teams', coaches' books are complete and all required information is obtained. Special attention must be given to those players who do not certify on certification day due to absence or not being able to make the weight requirement. It is the responsibility of the Coach/Parent/Player Liaison to coordinate with each team's weigh master and team mom to ensure that as these players make weight and are recorded into the book at the scrimmage, jamboree, or any of the following games they are certified **BEFORE THE NEXT GAME!!** If this isn't done the player will be ineligible to play the remainder of the season and every game that player participated in will be forfeited.

Note: In the event that a Jaguar Liaison is part of the dispute the other Liaison will be responsible for handling the complaint and reporting to the Board.

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Registration Coordinator

The Registration Coordinator is responsible for all Cheer and Football Registration. They will also insure that all required paper work (contracts, medical releases, insurance forms) are included in the registration packet and completed. They will work closely with the Treasurer to insure that all fees are paid in a timely manner. The Registration Coordinator will also work closely with the Team Mom Coordinator to insure that all required information is included in the team books.

Safety Coordinator

The Safety Coordinator is responsible for overseeing the overall safety program of the Chico Jaguars. Will be responsible for arranging C.P.R. certification for all Board Members, Football Coaches, and Cheer Coaches. The Safety Coordinator will be responsible for distribution of all badges to insure that those who have not gotten their C.P.R. certification do not receive a badge. The Safety Coordinator will be responsible for educating the entire Jaguar Staff on emergency procedures by developing handbooks, and quick reference guides for Jaguar coaches to follow. Will be responsible for purchasing supplies for medical bags for all teams as well as the medical cart which will be used by the E.M.T. The Head coach from each team shall report all injuries to the Safety Coordinator within 24 hours. The Safety Coordinator shall report all injuries in writing to the Secretary within 48 hours of the injury, verbally within 24 hours. Injuries requiring medical treatment shall be reported immediately to the President. The Safety Coordinator will be responsible for scheduling EMT personnel for each home game as well as insuring they have all equipment necessary to effectively provide the safest environment possible for all players, cheerleaders, coaches, officials, volunteers, and spectators.

Sponsorship Coordinator

The entire Board of Directors will be responsible for the solicitation of new Corporate Sponsors. The Sponsorship Coordinator is responsible for maintaining these corporate accounts as well as maintaining Player Sponsors. Maintenance on these accounts includes but is not limited to providing Sponsors with sponsorship T-shirts, sponsorship plaques, game banners, and organizing game time announcements. The Sponsorship Coordinator will also be responsible for renewing the Corporate Sponsors at the end of each year. In regards to special events, the Sponsorship Coordinator is responsible for obtaining sponsors for the Mini Almond Bowl T-shirts sold at our annual event. This will be done in accordance with the appropriate Scorcher personnel.

Fundraising Coordinator

The entire Board of Directors will be responsible for bringing fundraiser ideas to the table. The Fundraising Coordinator will also be responsible for coordinating fundraising ideas to the Board of Directors. Upon Board approval, will initiate the fundraiser with

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the Board of Directors assistance. At conclusion of each fundraising event, will be responsible for meeting with the Treasurer to count the proceeds of the event. At which point the funds will be documented and given to the Treasurer to deposit into the Chico Jaguar account.

Website Coordinator

Responsible for overseeing the development and design of the Jaguar Website. Will be responsible for obtaining photograph release forms for advertising purposes at final registration. The Website Coordinator is responsible for coordinating with the Board of Directors with regards to what information will be put on the website. It will be the responsibility of the website coordinator to have important dates posted on the website in a timely manner.

Field Coordinator

It is the Field Coordinators responsibility to oversee all operational facets of game day activities. The Field Coordinator will work closely with Pleasant Valley High School's Athletic Director to ensure field availability, access to vital equipment, and the employment of P.V. students for game day assistance. The Field Coordinator is also responsible for hiring, organizing, and directing individuals who will be responsible for filming. One individual will be responsible for all scout filming while another will be responsible for filming all Jaguar games. The Field Coordinator will arrange to have a game announcer available the entire day for home games. The announcer will be a volunteer or a paid position. (Pay rate will be determined by the Board) The Field Coordinator will also be working closely with the Team Moms from each level of both football and cheer to ensure that all volunteers show up for their given duties. It is the responsibility of the Field Coordinator and the Team Mom to fill any spots left open due to a delinquent volunteer. It is also the responsibility of the Field Coordinator to bring any habitually absent volunteer to the Board of Directors' attention so that appropriate action can be taken.

Each member of the Board of Directors will be expected to work a minimum of 6 hours during home games unless prior arrangements have been made with the Executive Board.

The term of the Board of Directors shall be a two-year term, beginning January 1st and ending December 31st. Should any Board member resign before the end of their term, the position shall be appointed by the majority vote of the remaining Board of Directors.

Nominating for office shall be accepted by the Secretary a minimum of two weeks prior to the election, in writing. Members in good standing are eligible to be nominated to the Board of Directors. Any person ever in violation of Chapter 3 of the Jaguar's Rules of Operation is not a member in good standing. Elections for the Board of Directors shall be held at the annual end of the year banquet in December. Association members in good standing over the age 18 present at the meeting will have one vote per child they have

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enrolled with the Jaguars. Voting will be conducted by secret ballot and tabulated by the current Secretary and Treasurer. Results will be announced at the end of the second banquet night. Written, signed, and sealed absentee ballots will accepted as valid votes if received prior to the last banquet night.

At the December meeting of the Board of Directors, the current board shall decide which newly elected directors will hold which position. At this time current Board members who are staying for the second year of their term will have the opportunity to keep their position or move to a different position on the Board. If two members wish to hold the same position, a vote of the Board of Directors will determine which office each person shall hold.

The Board of Directors shall meet the third Monday of each month at a location and time to be announced at least two weeks in advance. Board of Directors meetings are open to the public. A special Board of Directors meeting may be called with minimal notification as required in urgent and/or unusual situation that demands immediate action including, but not limited to, sensitive or personal incidents. The results of a special Board of Directors meeting shall be available in writing to those requesting the same. The President can conduct a poll via e-mail if the need arises.

No Board of Directors meeting shall take place unless a quorum (majority of the Board) exists.

Only members of the Board may cast votes concerning issues brought before the Board for consideration. All meetings shall be directed by the President, or in his/her absence, the Vice President. The President shall prepare and distribute an agenda of the business to be conducted at the meeting. The agenda shall include not less than the following:

- Minutes of the last meeting for approval
- Treasurer's report for approval
- Nor Cal Fed Report
- Old Business
- New Business

Persons wishing to have items placed on the agenda must contact the President not less than 24 hours before the meeting date.

The President, with one day's notice, may call emergency meetings. A majority of the Board must be present at the emergency meeting and only business that required the emergency meeting may be acted upon.

Board members are expected to perform the duties of their office even if they are unable to attend some of the Board meetings. Should any member of the Board fail to attend 75% of meetings during their term of office, that member shall show cause or may be removed from the Board. A replacement member shall be selected by a majority of the remaining Board members to complete the term of the removed officer. It shall be the responsibility of the Board to fill all vacant positions as soon as possible.

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Conduct during all Board meetings shall be professional in nature. Excessive vulgar, profanity, yelling, insulting or derogatory comments, intoxication or other inappropriate behavior by any person in attendance will not be tolerated. Persons violating this regulation shall be subject to dismissal from the meeting. Board of Directors members or members of the coaching/cheer staff in violation shall be subject to disciplinary action, including but not limited to verbal reprimand, written warning, fine, suspension and/or dismissal from his/her position.

Directors shall maintain this same standard of conduct at all other Chico Jaguar Youth Football functions, including games, practices, and fundraisers, as well as any other occasion in which a member of the Board of Directors is representing the Chico Jaguar association.

Items requiring Board approval shall be made in the form of a motion by a Board member, a second motion by a Board member and approval by the majority of the Board members present. The President shall cast the deciding vote. The President shall make suggestions and recommendations on all items requiring Board approval. Persons who are not members of the Board of Directors may not make recommendations and may not vote on any item.

CHAPTER 3 **FINANCIAL/PURCHASES**

The Board of Directors shall direct all funds, both incoming and outgoing, to be deposited and dispersed through a bank checking account administered by at least the Treasurer and the President. The Board shall maintain a goal balance of at least \$1,000 in the checking account at all times.

Major expenditures of more than \$500 shall be approved by the Board of Directors prior to items being ordered. No purchases shall be made if the account is below the minimum, unless two-thirds of the Board agrees to the need for the expense. The Board may direct those persons in charge of concessions and equipment to purchase items on behalf of the Board.

Prior to making purchases (major or minor) on behalf of the Chico Jaguars, authorized persons will obtain approval from the President. Anything over \$100 requires full Board approval. All authorized persons making purchases (major or minor) on behalf of the Chico Jaguars shall submit the receipt as proof of purchase to the Treasurer. The Board may revoke the authorization of any person abusing this privilege.

Any person found to embezzle, misappropriate or divert funds or property intended for or belonging to the Chico Jaguars shall be dismissed from all future participation or involvement with the Chico Jaguars, lose their status as a member in good standing, and where possible referred to legal authorities for further action.

CHAPTER 4 **HEAD FOOTBALL AND CHEER COACHES**

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The coaching staff of the Chico Jaguars shall consist of a head coach for each football team and a head cheer coach for each cheer squad. Each head football and cheer coach may appoint his/her coaching staff and will be held accountable for their choices. The Board of Directors has the right to remove not only any assistant coach for misbehavior (outlined below), but also the head coach for their inability or unwillingness to control their assistant coach which they have chosen. The Player/Coach Liaison will be made available to help resolve any conflicts between coaches and coaching staffs.

Head Coaches shall be chosen in the following manner:

Head coaches/cheer coaches who have held their position two years or longer will be asked at the end of the season (November Board Meeting) if they would like to remain as head coach of their team/squad for the next season. If yes, they are offered that job unless the Board of Directors has decided there is cause to remove, or re-interview them. In the event of a head coach/cheer coach vacancy or the existing coach does not have two year tenure with the Jaguars the Board of Directors will conduct interviews for the Head Coaches position. All members in good standing will be given the opportunity to sign up for an open head coaching position at the end of the year banquet in December. Interviews will be conducted by the Board of Directors in December. A decision will be made by a majority vote immediately following interviews for a head coaches' position. All applicants will be notified within 24 hours of the outcome of the vote for their position. Head coaches/Cheer coaches wanting to switch teams/squads with another head coach/cheer coach, or to fill an open position will be allowed to do so, pending board approval. The Board may ask the Tenured Coach to interview for the new position. By requesting to move to a new coaching position the head coach agrees to open their existing position to the interview process. Any applicant that is not a returning coach that is running unattested must interview with the Board of Directors.

If a Head Coach who is elected to hold a position is unable to fill that position due to a change in their circumstances before the season starts the interview process for that position will start over if there is no tenured head coach who wants the position. Interviewees will include those who initially interviewed (if so desired) for the position as well as any other member in good standing that shows interest in that position. If the Head Coach is unable to continue once the season has started the Head Coach has the right to appoint the assistant coach from the existing staff they feel best meets the qualifications for the Head Coach position.

All coaches and staff shall maintain acceptable conduct for an adult who is responsible for the development of impressionable youth. Personal and physical appearance shall be neat and orderly at all times. All adults are role models. Profanity, slang or vulgar words will not be tolerated on or off the field and will not be used for any reason. Players shall not be insulted, belittled or excessively disciplined. All coaches will be held accountable for their conduct when ever they are in the presence of Chico Jaguar youth of any level, not just their own team. Any member of any coaching staff that violates these restrictions

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shall be subject to disciplinary action by the Board of Directors including, but not limited to; verbal reprimand, written reprimand, suspension or dismissal.

Note: The use of drugs, alcohol, and tobacco on school grounds at any school facilities is illegal. Violation of this law by any Jaguar Coach, or Board Member will lead to immediate suspension and possible dismissal.

Each head football/cheer coach shall appoint a designated equipment/uniform manager for each team, who shall maintain and account for all issued equipment.

Football head coaches shall appoint a designated weigh master who shall certify weights and eligibility during pre-game preparations per NorCalFed rules. Both football and cheer head coaches shall insure that each player/cheerleader has the required signed paperwork on file.

Head football/cheer coaches shall report injuries to the Safety Coordinator who, in turn, shall report in writing to the Secretary within 48 hours of the injury, verbally in 24 hours. In the absence of the Safety Coordinator, the head football/cheer coach shall be responsible for reporting to the Secretary directly. Injuries requiring medical treatment shall be reported immediately to the President. In the President's absence, reports of injuries shall be reported to the Vice President, and on down the line of authority.

Each and every football and cheer coach is responsible for the safe conduct of each practice.

CHAPTER 5 PLAYER FEES AND RULES OF PARTICIPATION

NorCalFed rules established a maximum number of players for the Mighty Mite team at 25, the Junior Pee Wee team at 35, and the Pee Wee, Junior Midget, and Midget teams at 45. An association may not restrict signups to less than 25 for Mighty Mites, 30 for Junior Pee Wee, and 35 for the Pee Wee, Junior Midget, and Midget teams.

The Pee Wee, Junior Midget, and Midget teams will have a maximum for 40 players. Of those 40 players, a maximum of 35 will be newly registered players, with the remaining 5 slots reserved for players already registered to the Jaguars who need to switch due to weight, age or other issues. Once 35 new registrants are recorded, a waiting list begins. Players on the waiting list MAY NOT fill the five reserved slots. If no existing Jaguar needs to move from their existing team to a reserved slot, the Head coach has the option to fill those slots with registrants on the waiting list. The Registration Coordinator must make sure that the registrants are added in the order that their registration forms were received. The Head coach has the option not to add any registrant beyond 35. If the coach chooses this option then the only movement from the waiting list to the team is if a current player is removed from the team, or quits.

The Board of Directors shall establish a fee for participation, to be charged to each player/cheerleader upon registration. Players and cheerleaders may not participate in any practice or game until the registration fee is paid in full.

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Each player/cheerleader must complete ten hours of formal supervised conditioning before participation in any contact drills. With the exception of Mighty Mite players/cheerleaders who are only required to have eight hours.

Players/cheerleaders arriving late or leaving early or failing to attend scheduled practices are subject to disciplinary action by the head football/cheer coach.

Head coaches and their staff shall insure that all players/cheerleaders are included in all drills, instruction and conditioning during practice. Coaches shall not leave “second string” players on the sidelines while working with the starting players for extended periods of time.

Practice may not start until the date and time authorized by NorCalFed.

All football/cheer coaches and Board Members must be CPR and first aid certified before they receive their badge allowing them to work with the players/cheerleaders.

No parent, relative, or other unauthorized person may participate in or interfere with any practice. Coaches shall establish a practice viewing area for those who wish to remain at the field during practice.

CHAPTER 7 FACILITIES/GAME PROCEDURE

The Chico Jaguar’s home games shall be played at a location determined by the Board of Directors. The President shall submit use permits annually for the football field, specifying the date and time of use and equipment required for the games. The field coordinator shall maintain contact with Pleasant Valley’s Athletic Director to coordinate the use of the field.

The Board of Directors shall annually select the game start times for each division. Recommended start times are 8:30, 10:00, 12:00, 2:00, 4:00. The start times shall conform to NorCalFed start times. Game and start times may be rescheduled due to field condition, weather condition, or long distant travel of the visiting team. If the location or start times are adjusted, the President shall notify Pleasant Valley’s Athletic Director, NorCalFed, the EMTs, and the referee association. The Board of Directors will be responsible for the organization of each home game. Each Board member will be responsible for working a minimum of 6 hours per each home game event. The President will develop a schedule that works best for all Board members. The Field Coordinator and the Team Mom Coordinator will work together to ensure that all volunteer positions are filled. Volunteer duties include but are not limited to:

- Front Gate
- Souvenir Booth
- Concessions
- Chain Gang
- Play Count
- Security

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- Trash Detail
- Barbecue

The Safety Coordinator will be responsible for insuring that an emergency care provider will be provided for all home games. This person shall be certified at a minimum of EMT. It is recommended that the emergency care provider be an employee of a city or county fire squad or ambulance crew, and that he/she have a vehicle equipped with first aid equipment and radio on grounds. The emergency care provider shall possess adequate equipment to perform in their certified scope of practice.

The Field Coordinator shall take all reasonable measure to prevent theft, vandalism, or any other undesirable activity and shall ensure that the facility is clean and all equipment properly stored at the conclusion of the day. Any damaged, lost or stolen equipment or other incident shall be reported immediately to the Board of Directors, and the Pleasant Valley High's Athletic Director. The Board shall decide as to the method of repair, replacement, or remuneration on a case by case basis.

The President shall report results of all games to NorCalFed the same day of the event.

CHAPTER 8

CHEERLEADERS

The Chico Jaguars shall field a cheer team for each division per the rules and regulations of NorCalFed.

The Cheer Coordinator will be responsible for overseeing the general operation of the Cheer program and will report to the Board of Directors.

All minor complaints should be discussed as a Cheerleading staff. Any major complaint shall be handled in a manner described in chapter 13 of the Chico Jaguars Rules of Operation.

Each squad shall have a Head Cheerleading Coach, who is appointed by the Cheer Coordinator and approve by the Board of Directors. Assistant head coaches who are at least 21 years of age are team managers who direct the activities of each team. Assisting the coaches can be one instructor who may be under 18 years old, but no less than 14 years old.

Each squad's roster shall have at least three members. The maximum number of each squad is as follows:

- Mighty Mites: Fifteen Cheerleaders
- Jr. Pee Wee: Fifteen Cheerleaders
- Pee Wee: Twenty-five members with each association having the right to restrict the number of members to twenty.
- Jr. Midgets: Twenty-five members with each association having the right to restrict the number of members to twenty.

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CHAPTER 12

INSURANCE/INJURY

The Chico Jaguars shall maintain adequate insurance coverage as specified by NorCalFed for the protection of the players, cheerleaders, and the organization.

The President of the Board of Directors shall maintain the insurance policy; have claim forms available at all ventures or events. Must be able to explain the coverage or have a phone number available for the parents.

In the event of injury to a player or cheerleader or any other covered person, a verbal report should be made to the Safety Coordinator immediately. A written report shall be presented to the Secretary within 48 hours by the Safety Coordinator, verbally within 24 hours. All reports of said injuries shall be provided to the President as soon as possible.

In all cases requiring medical treatment, the President or designee shall be notified in writing within 24 hours of the incident and to NorCalFed within 48 hours.

The Secretary shall maintain a record of each injury submitted to the Board of Directors including; the date of the incident, type of activity, severity of the injury, treatment required, write notification, and disposition.

CHAPTER 13

COMPLAINT PROCEDURE

Persons wishing to file a complaint regarding any activity involving Chico Jaguar Youth Football, shall file in writing said complaint with the Coach/Parent/Player Liaison for football, and Cheer. No anonymous complaints will be acknowledged. The Coach/Parent/Player Liaisons will be responsible for providing a written report to the President. Should the complaint involve either Liaison, the complaint shall be filed directly to the President. If the complaint involves the President, the Liaison shall file the complaint with the Vice President.

All complaints received in writing shall be logged, including information as to the type of complaint, subject of the complaint, date(s) of the incident, desired action and any other pertinent information.

The President shall investigate all complaints fully, present findings and recommend action to the Board of Directors for disposition at the next regular Board of Directors meeting. The President shall advise all parties of the disposition and/or action taken.

The Board of Directors shall be immediately notified of any complaints involving possible criminal activities. A closed meeting shall be held as soon as possible to determine the course of action.

The President shall keep a file of all complaints, investigations, and actions regarding these complaints for the current year. The files shall be kept confidential and only on a need to know basis.

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CHAPTER 14

DISCIPLINARY ACTIONS

All persons associated with the Chico Jaguars are subject to the rules of NorCalFed and the bylaws of the league. Any Board member, coach, advisor, or other person serving the league who violates any of the Rules of Operation of the Chico Jaguars or NorCalFed, or participated in any action deemed detrimental to the image, operation, or best interest of the organization, shall be called before the Board of Directors for a hearing where the Board may take action up to dismissal from the organization.

The President of the Board shall investigate and recommend action for the Board to consider. The Board may approve, modify, or deny the recommendation. They may impose a verbal or written reprimand, probationary period, or suspension for a term deemed appropriate.

The President shall prepare and deliver, in person or by certified mail, a report of the action of the Board. If the decision involves the President, the Vice President will assume these responsibilities.

Appeal of the Board's action shall be heard by the Board within 10 days of the official notification. The Board shall review the appeal and any additional information and reply in writing within 5 days. There is no other appeal or process after the first appeal.

Anyone who fails to abide by the Board's decision shall subject to full termination of membership in the Chico Jaguar's Youth Football program.

CHAPTER 15

AWARD CEREMONIES

The Chico Jaguars may hold award ceremonies following each season, for the purpose of recognizing: players, cheerleaders, coaches/advisors, staff, and volunteers. These events are restricted to the rules of NorCalFed and shall not exceed these restrictions.

Trophies, player certificates or other awards will be purchased by the Chico Jaguars for presentation to the players and cheerleaders. Each player/cheerleader on the team shall receive the same trophy or award. There shall not be any "special" award (MVP, Most Improved, ect.) based on achievements, statistics or abilities, unless award is presented to the entire team.

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CHAPTER 16

AMENDMENTS TO THE RULES OF OPERATIONS

The Chico Jaguars are an unincorporated non profit organization (tax id 68-0390553), operating with a standard rule of operations. The Chico Jaguar association understands that the NCF rule book potentially supersedes those rules of operation.

The Chico Jaguars have monthly Board and Directors meetings and will use one of those meetings as an annual meeting to consider proposals to amend, repeal or adopt any new rules. Such meeting shall be the sole and exclusive opportunity during the calendar year for proposals to change the Rules of Operation. At the meeting, the Rule of Operation may be repealed, amended or adopted upon a majority vote of all members at a membership meeting. NORCALFED shall submit the proposed changes to their bylaws to it's accountants for review to ensure compliance with Internal Revenue Service and State Franchise Tax Board standards. No bylaws or Rules of Operation may be amended, repealed or adopted that may adversely affect the tax exempt status of the Association or NORCALFED, or that conflict with the bylaws, policies, procedures or rules of NORCALFED.

Director

Director

Director

Date

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