

BY-LAWS OF THE



WEE VIKES

OF MIAMISBURG, OHIO

As Of

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Article 1: DUTIES OF THE BOARD OF DIRECTORS

1.1 General Duties

1.1.1 The Board of Directors shall manage the business of the WEE VIKES in accordance with the Constitution and By-Laws. Such duties shall include, but are not limited to the following:

1.1.2 Establish a bank account for conducting WEE VIKES business and disbursement of funds.

1.1.2.1 Only the President, Treasurer, Secretary and Vice President shall be members of the WEE VIKES Executive Board, and shall have the authority to disburse WEE VIKES funds in support of the program.

1.1.2.2 No two members of the same family shall have the authority to disburse WEE VIKES funds in support of the program.

1.1.2.3 In the event that members of the same family hold two or more of the positions set forth in paragraph 1.1.2.1, the Board of Directors shall appoint a replacement or replacements from the Board in order to meet the requirements set forth in paragraph 1.1.2.2.

1.1.2.4 All individuals who have signatory authority for the release or disbursement of WEE VIKES financial assets shall be bonded.

1.1.2.5 The executive Board must approve all expenditures or purchases from \$100-\$500 the board must approve all purchases that exceed \$500.00.

1.1.3 Authorize payment of financial obligations.

1.1.4 Approve all purchases, agreements, contracts and/or obligations, which shall bind the WEE VIKES.

1.1.5 Protect and enforce the Constitution and By-Laws of the WEE VIKES.

1.1.6 Ensure that the WEE VIKES is in compliance with all appropriate guidelines and rules set forth by the Western Ohio Junior Football Conference.

1.1.7 Rule on members who are alleged to not be in good standing.

1.2 COMMON DUTIES OF THE BOARD OF DIRECTORS

1.2.1 Board members shall participate in game day management of the WEE VIKES home playing field and serve as a WEE VIKES Representative when at away game locations

1.2.1.1 Participation shall be distributed equally among all members with a minimum of five (5) members on-site during home games at any one time.

1.2.1.2 Assignment to home or away locations shall be determined by the league schedule of their child's team.

1.2.2 Board members shall actively participate in WEE VIKES functions, including meetings, equipment handout/turn in, and any other specified events.

1.2.3 At the Home Field site, a sign in sheet will be posted in the concessionstand. Board members will sign in for each shift they are responsible for. Shifts will be scheduled prior to the start of the 3rd week of practice.

1.2.2.3 – Any board member who fails to participate in up to two functions they are scheduled to work through the entire fiscal year without exception will have his or her board position vacated by a two thirds vote of the quorum. Any vacancies can be filled by appointment by the board of directors.

1.2.4 – The Secretary will manage a sign up schedule for all functions. The Secretary will produce a sign up sheet to all board members and in some cases, times will be assigned, and other cases, each board member will sign up for a time slot to work. Once the schedule is completed, the schedule will either be emailed to the board of directors, posted on line at our website or both. The Secretary will email or have this information posted by the media director well in advance so they can plan to work their time for a given function. A member failing to sign up to work a function will be counted as one unexcused absence.

1.3 SPECIFIC DUTIES OF THE BOARD OF DIRECTORS

1.3.1 President

The President shall preside at all regular and special meetings and shall be responsible for all major executive decisions. The President shall be responsible for carrying out the decisions of the WEE VIKES. The President shall also fulfill other duties normally belonging to this office. The President shall coordinate with all Board Members and any committees to see that the duties and purposes of the organization are being carried out. The President shall select the color and logo for the Board, Football Coaches, and Cheer Coaches shirts.

1.3.2 Vice President

The Vice President shall be the parent's liaison. The Vice President shall represent the parent's concerns, grievances, interests, etc. before the Board that are not handled through normal channels. He or she, along with the President, shall serve as the primary point of contact for members when any disciplinary and/or expulsion issues arise. He or she shall chair the Board meeting in the absence of the President.

1.3.3 Secretary

The Secretary shall be responsible for correspondence sent in the name of the WEE VIKES. The Secretary shall be expected to attend all Board meetings and keep accurate records of all business discussed and acted upon by the Board. The Secretary shall keep a membership book/roster as required by the laws of the State of Ohio. The Secretary shall coordinate all registrations for both football and cheer and shall manage all forms and documentation. The Secretary shall be responsible for maintaining the WEE VIKES Constitution and By-Laws. The Secretary, in conjunction with the Public Relations Director, shall assist in the preparation of all WEE VIKES Handbooks, the Newsletter, etc. The Secretary shall be responsible for setting and reminding members of meeting dates, reserving the meeting place, and contacting all members if meetings are cancelled. The Secretary shall work in close coordination with all other board members in the performance of their duties. The Secretary shall preside over the Board meeting in the absence of the President and the Vice President.

1.3.4 Treasurer

The Treasurer shall work in close cooperation with an accountant or attorney for the preparation of all legal documents required by federal, state or local agencies. The Treasurer shall be responsible for income and expenditure reports, tax documents, financial statements, etc., and any necessary preparation and filing with the proper agencies.

1.3.5 Equipment Director(s)

The Equipment Director(s) shall be responsible for the planning, acquisition and maintenance of all equipment, uniforms, etc. that are utilized by the WEE VIKES. The Equipment Director(s) shall coordinate with the Athletic Director, Assistants and Coaches for the disbursement, in-season maintenance, and retrieval of all equipment. The Equipment Director(s) will be responsible for ordering and fitting of game jerseys per board approval. The Equipment Director will coordinate the making of 6 year player helmet plaques.

1.3.6 Media Director(s)

The Public Relations Director shall be responsible for coordinating all promotional literature, news releases, registration forms, etc. on behalf of the WEE VIKES. The Public Relations, in conjunction with the Secretary, shall prepare all WEE VIKES Handbooks, the Wee Vikes Newsletter, election ballots, and any other informational literature distributed to the members of the organization. The Public Relations Director

will coordinate participation in the annual Spring Fling festival and post advertising for any open board positions in the local newspaper.

1.3.7 Concessions Operator(s)

The Concessions Operator shall be responsible for coordinating the various aspects of the concessions booth including, but not limited to, arranging with the Board approved vendors for supplies; set-up of the booth for all home games; coordinating work schedules with individual teams, etc.

1.3.8 Sales Director

The Sales Director shall be responsible for the coordination of spirit related activities such as Board approved designs, ordering, and distribution of logo clothing and promotional items (pins, water bottles, etc.). The Sales Director shall be responsible for coordinating the various aspects of fundraising for the WEE VIKES organization. These aspects shall include, but not limited to, arranging with Board approved vendors for the ordering and delivery of fundraising products; promoting the fundraisers; distributing the product to WEE VIKES membership; maintaining records of the distribution; and working with the Treasurer to set-up and ensure the timely collection of the proceeds from the fundraisers.

1.3.9 Athletic Director

The Athletic Director shall represent all WEE VIKES coaches in their decisions, concerns, grievances, etc. before the Board. The Athletic Director shall coordinate with the Equipment Director(s) for the disbursement and retrieval of all equipment. The Athletic Director shall be responsible for the issuing of rules and instructions to the coaches; shall coordinate the certification of coaches as required, and preside over all coaches meetings concerning policy, rules, regulations, equipment, safety and other issues that may arise. The Athletic Director will size and order all Coaches and Cheer Advisor shirts. The Athletic Director will order all trophies for the 6th Grade Football Players and Cheerleaders.

1.3.10 Cheer Director

The Cheer Director shall represent the cheerleading program in its decisions, concerns, grievances, etc., before the Board. The Cheer Director shall coordinate with the Equipment Director(s) for the disbursement and retrieval of all equipment. The Cheer Director shall coordinate with the Athletic Director on issuing rules and instructions to coaches; coordinating certification of coaches as required; and preside over all cheerleading meetings concerning policy, rules, regulations, equipment, safety and other issues that may arise.

1.3.11 Assistant Cheer Director

The Assistant Cheer Director shall assist the Cheer Director in representing the Cheerleading program in its decisions, concerns, grievances, etc., before the Board. The Assistant Cheer Director shall coordinate with the Equipment Director(s) for the

disbursement and retrieval of all equipment. The Assistant Cheer Director shall assist the Cheer Director with coordinating with the Athletic Director on issuing rules and instructions to coaches; coordinating certification of coaches as required; and preside over all Cheerleading meetings in the absence of the Cheer Director concerning policy, rules, regulations, equipment, safety and other issues that may arise.

1.3.12 League Representative(s)

The League Representative will be the liaison between the WEE VIKES Board with the W.O.J.F.C. The League Representative will attend all meetings pertaining to the W.O.J.F.C. and will communicate all information from this meeting to the WEE VIKES board. The League Representative will assist in all weigh-ins and at any other planned events held by the board. The League Representative will be responsible for reporting all changes of the WOJFC League rules or constitution, and any changes that will affect the WEE VIKES to the Executive Board within 48 hours of the league meeting. These changes will be written in bullet statement format with a hard/soft copy given to the Secretary, Athletic Director, Vice President, Treasurer, and President. If a written statement can not be given within 48 hours, a verbal update will be required with the bullet statement due by Thursday of that week.

1.3.13 Field Director(s)

The Field Director(s) shall assist the Equipment Director in all operations of field maintenance. This shall include field painting, erecting of the goal posts, assembly of bleachers, score board maintenance as well as weekly field preparation. The Field Director(s) work to maintain all practice areas and the field of play to include the sowing of grass seed, repairing of turf, watering of playing areas, etc. This position also includes the end of season maintenance of disassembling bleachers, goal posts and storage of all equipment. Any equipment that is too big for our designated equipment room (i.e. Bleachers, Blocking Sleds, etc.) will be stored by the City of Miamisburg. The Field Director(s) will control all rights to playing fields in regards to practice time and field painting.

1.3.14 Safety Director

The Safety Director will order and maintain all medical supplies throughout the season. The Safety Director will be in charge of stocking all first aid kits for initial distribution to each team and re-stocking weekly. This position will also be responsible for obtaining all kits back at the end of the season for storage. The Safety Director should be CPR certified.

1.3.15 Team Mom Coordinator

The Team Mom Coordinator is responsible for coordinating all activities of the team mom(s) for each football team/cheer squad. The Team Mom Coordinator assists the Sales Director with the coordination of the annual fund raiser and assist in the collection of funds. The Team Mom Coordinator is responsible for the WEE VIKES football phone line and places the outgoing messages as well as taking and distributing the incoming

messages. The Team Mom Coordinator also coordinates the distribution of information from the WEE VIKES board to coaches, team moms, players and parents.

1.3.16 Media Director

The Media Director is responsible for coordinating individual and team photos for both the football teams and cheer squads. The Media Director also coordinates any planned social activities that are voted on and endorsed by the WEE VIKES board. The Media Director will update the domain www.weevikes.com on at least a monthly basis. The Media Director will coordinate all activities for the Award Banquet to include a video highlighting the season, any handouts, and reservation of required space for the banquet.

1.3.17 Corporate Sponsorship Director

The Corporate Sponsorship Director is responsible for obtaining donations to the WEE VIKES organization for the local business community. This position also is responsible for the layout of the annual program and selling advertising space in the program. The Corporate Sponsorship Director will be required to use a bid process for all work done on the annual program.

Article 2: MEETINGS AND THE CONDUCTING OF BUSINESS

2.1 *Scheduled Meeting Dates*

2.1.1 Off Season Schedule (Dec-June)

Board meetings shall be held monthly at a time and location agreeable to the Board Members. Members of the WEE VIKES may contact the current Secretary or any Board Member for the time and location of the next scheduled meeting. Board may vote on the necessity of meetings for the months of December and January, and may elect to cancel them if appropriate.

2.1.2 In Season Schedule (July-Nov)

Board meetings shall be held monthly at the Football Practice area at a time agreeable to the Board Members. Members of the WEE VIKES may contact the current Secretary or any Board Member for the time and location of the next scheduled meeting.

2.2 *Emergency or Special Meetings*

2.2.1 The President shall call any emergency or special meetings of the Board when deemed necessary. The Secretary shall notify all Board Members of the time, date, and location of the meeting.

2.2.2 A special meeting of the WEE VIKES Board of Directors may be called by twenty-five percent (25%) of the voting members of the WEE VIKES.

2.3 *Attendance at Board Meetings and WEE VIKES Activities*

2.3.1 All Board Members are expected to attend the Board Meetings and scheduled activities.

2.3.2 Any Board Member who has two (2) consecutive, unexcused absences may have his or her office declared vacant at the discretion of the Board of Directors by a two-thirds (2/3) vote of the quorum. Any vacancies can be filled by appointment by the Board of Directors. Any absence from an emergency or special meeting convened without at least seven (7) days prior notice shall not be construed as "unexcused."

2.4 *Quorum*

2.4.1 A quorum shall be defined as a simple majority of the voting membership of the Board of Directors.

2.5 Meeting Decorum

2.5.1 Generally, all meetings shall be conducted in accordance with the latest edition of *Robert's Rules of Order Revised*, unless modified by or in conflict with the WEE VIKES Constitution or By-Laws.

2.6 Order of Business

2.6.1 Unless a motion is made to suspend the normal order of business, the order of business is as follows:

- (A) The President calls the meeting to order. In the absence of the President, the Vice President presides over the meeting. In the absence of both the President and the Vice President, the Secretary shall preside.
- (B) The Secretary shall take attendance and make a determination as to quorum.
- (C) Review, correction and approval of the previous meeting's minutes.
- (D) The Treasurer shall provide a financial report.
- (E) As necessary, each Board Member shall provide a report.
- (F) Old Business.
- (G) New Business.
- (H) Good of the Order.
- (I) Adjournment.

2.7 Voting

2.7.1 The Secretary, Treasurer and each of the Board Members listed in Article Three of the WEE VIKES Constitution shall comprise the voting officers of the WEE VIKES Board of Directors. In the event of a tie vote, the President is vested with the authority to cast the determining vote.

2.7.2 Abstention by any voting member of the WEE VIKES Board of Directors is not permitted during any vote, unless the Board determines that an actual or potential conflict of interest exists.

2.7.3 A vote shall be mandated for all Board decisions. A secret ballot may be utilized if requested by any Board member.

2.7.4 Changes to the WEE VIKES Constitution, By-Laws or in a vote concerning the expulsion of a member of the Board or a general member of the WEE VIKES, shall

require a two-thirds (2/3) majority vote of a quorum of the WEE VIKES Board of Directors. Unless otherwise specified herein, all other business before the Board requires a simple majority vote.

Article 3: ELECTIONS AND VOTING PROCEDURES

3.1 Election Process - General

3.1.1 The general electorate of the WEE VIKES shall consist of any member in good standing, as defined in the Constitution, at the time of the election.

3.1.2 Elections shall be finalized at a meeting usually held after the conclusion of the football season, but before the end of the following January. Nominations shall be solicited from the membership of the WEE VIKES. The President shall preside over this process. The Secretary or Public Relations shall notify the membership as to the exact time and date the elections shall be held.

3.1.3 Open board positions shall be advertised in the local newspaper for a minimum of three (3) weeks with inquiries to be submitted in writing to the WEE VIKES post office box by a set date, or an email submitted at the web site.

3.2 Qualifications

3.2.1 All nominees must be an active WEE VIKES member in good standing as defined by the Constitution. Any member currently on suspension through an active vote of the WEE VIKES Board may not be nominated to server as a Board member in any position.

3.2.2 All nominees who are elected to the Board must be able to assume office at the first board meeting in February following elections.

3.2.3 Candidates for the office of President must have served a minimum of one (1) year on the Board of WEE VIKES as an active member.

3.2.4 Candidates for the office of President, Treasurer, Secretary and Vice President must be bondable.

3.3 Nominations

3.3.1 All nominations for WEE VIKES Board positions must be submitted in writing by a member in good standing.

3.3.2 Each nomination must be dated and include the home address, telephone number and signature of the member submitting the nomination.

3.3.3 No nominations of any other kind will be accepted.

3.3.4 All nominations must be submitted at Jan meeting for board approval.

3.3.5 The Board shall review each nomination for eligibility (i.e. to determine if the member is in good standing) and contact the nominee to see if he or she wishes to be a candidate and has the necessary qualifications.

3.3.6 The Secretary shall retain all nominations and envelopes for one (1) year or to the conclusion of the following year's election, whichever occurs last.

3.4 Voting

3.4.1 The Board shall provide a list of all valid candidates for the review of the membership prior to the designated election meeting (at least one (1) week in advance of the scheduled election).

3.4.2 Voting shall take place at a site designated by the WEE VIKES Board.

3.4.3 Voting must be done in person at the designated site. Absentee voting, voting by proxy, and write-in candidates are not permitted and will be considered invalid.

Article 4: DISCIPLINE AND/OR REMOVAL OF OFFICERS AND MEMBERS

4.1 *Member Complaints*

4.1.1 All members have a right to bring a complaint before the Board of Directors on any issue they consider to be detrimental to the best interest of the WEE VIKES.

4.1.2 All complaints must be filed in writing with the Board. All complaint documents and their contents become the property of WEE VIKES.

4.1.3 All complaints must be signed and dated by the given party. Any unsigned complaints will be considered void and will not be recognized or discussed by the WEE VIKES.

4.2 *Violations of Code of Ethics*

4.2.1 WEE VIKES reserves the right to apply verbal warnings, written warnings, and/or suspensions of various lengths (up to possible permanent expulsion from WEE VIKES) for violations of the Code of Ethics.

4.2.2 All violations must be filed in writing with the Board. All violation documents and their contents become the property of WEE VIKES.

4.3 *Violations of Coaches Policies and Procedures*

4.3.1 WEE VIKES reserves the right to apply verbal warnings, written warnings, and/or suspensions of various lengths (up to possible permanent expulsion from WEE VIKES) for violations of the Coaches Policies and Procedures.

4.3.2 All violations must be filed in writing with the Board. All violation documents and their contents become the property of WEE VIKES.

4.4 *Complaint and Violation Resolution Procedures*

4.4.1 All issues (complaints or violations) should be immediately forwarded to the Athletic Director and the President. In the event that the complaint received is of such a serious nature that the President determines that immediate action is warranted, the President has the authority to call an emergency meeting of the Board of Directors to review the issue.

4.4.2 Upon receipt of an issue, the Board shall review it to determine if a formal disciplinary hearing is warranted or if the issue can be resolved informally. In the event the Board deems that a formal hearing is not necessary, the issue will be delegated to the Vice President, or other Board member if circumstance warrant, who will fully investigate the allegations on the Board's behalf. The Vice President or Board member who conducted the investigation will then report their findings to the full Board for

whatever action it deems is necessary to protect the WEE VIKES. The Board shall respond in writing to all of the parties involved with the results of the investigation.

4.4.3 A formal disciplinary hearing shall be called if a simple majority of the Board of Directors votes that it is necessary. The Secretary shall notify the member(s), in writing, of the nature of the complaint against the member(s). That notification will also request that the member(s) appear before the Board of Directors to address the complaint. Failure of the member(s) to appear shall result in the Board of Directors conducting the hearing without the presence of the member(s). Any decision of the Board shall be final. In the event that the Board decides expulsion is called for, a two-thirds (2/3) majority of the quorum of the Board is required to enact the expulsion. A written notification shall be sent to all parties involved with the incident on the results.

Article 5: REGISTRATION

5.1 All fees must be paid in full and all required forms must be completed before a child may participate in the program. All physical forms must be completed by a licensed physician and turned into the league before any player equipment shall be issued.

5.2 A registration fee will be collected from all participants. The amount of the fee will be determined by the Board of Directors prior to beginning of any registration efforts. The Board of Directors shall also establish a maximum fee per family with more than one child in the program. A late registration fee amount will be determined by the Board of Directors and will be in excess of the regular registration fee. The additional funds collected by this late fee will be applied to the annual Wee Vikes Scholarship fund from which at least 2 college scholarships are distributed to former WEE VIKES participants each year.

5.3 The deadline for all registrations shall be determined each year by the Board, but in no case shall it exceed the third night of football practice.

5.4 Any financial hardship cases should be taken directly to the Vice President. The Vice President shall review each case and present it to the Board for approval or disapproval. Any discussions held privately between the requesting family and the Vice President will remain confidential. The Vice President shall present the case to the Board in such a way as to guarantee the anonymity of the requesting family. In no case may any individual board member offer free or discounted registration to a requesting family without first bringing the case to the board for approval.

5.5 Any requests for special consideration of a participant should accompany the child's registration form. Waiver-rights concerning special cases regarding age, weight, height, or disability will be taken before the Western Ohio Junior Football Conference. Requests shall be pursued with the Western Ohio Junior Football Conference, but there is no guarantee that the League will hear or grant the petition.

Article 6: COACHES

6.1 Requirements

6.1.1 All coaches and cheer advisors will be NYSCA certified, the cost of which will be the responsibility of the coach/advisor.

6.1.2 All coaches/advisors will abide by the policies and procedures set down by the NYSCA, the Western Ohio Junior Football Conference, and the Board of Directors of the WEE VIKES. Failure to abide by these policies and procedures shall be address per Article 4.3 stated above.

6.1.3 All coaches/advisors must be approved by the WEE VIKES Board of Directors, based upon a simple majority vote of the quorum. As a general consideration, head coaches of the previous year will be given preference to continue as head coach if they continue to move up in grade level with their designated team and as long as they remain in good standing with the WEE VIKES. However, the final decision will depend on the head coach receiving a simple majority vote as described above.

6.1.4 All coaches/advisors will report directly to the Athletic Director

6.2 Team/Player Discipline

6.2.1 The WEE VIKES Board of Directors shall require each Head Coach to establish, in writing, rules for team conduct and defined penalties. Such rules shall include, as a minimum, team policy regarding:

- a) Player Absences
- b) Player insubordination and disruptive behavior
- c) Player awards and recognition

Such team rules must be submitted to a Athletic Director for presentation to the Board of Directors by the first scheduled day of practice. Once approved, these team rules shall apply to any and all team participants. *There will not be any MVP or other awards handed out to individual team members and not the whole team. Team members will all receive the same award. Coaches may hand out individual awards for special talents that each child brings to the team. But each child on the team must receive this type of award. All players on the team have a special talent that they bring to the game.* Any exceptions to these rules will require a review and majority vote of the WEE VIKES BOARD at its next or specially called meeting, following written documentation from the parents and/or Head Coach presented to a Board member.

6.3 Unsportsmanlike Conduct

6.3.1 Any coach receiving an "unsportsmanlike" penalty must submit a written explanation to one of the Coaches Representatives by 9:00 PM on the evening that he or she received the penalty. Any coach receiving an "unsportsmanlike" penalty will receive an automatic one game suspension, pending review by the WEE VIKES President and Athletic Director, to be executed on the next team game. Any team to

receive two (2) “unsportsmanlike” penalties in one game will result in a one game suspension of the team’s Head Coach in addition to the above.

6.4 Provision of Medications

It is policy of the WEE VIKES that coaches are permitted to provide first aid intervention within their level of understanding and competence. It is also WEE VIKES policy that only the parent or legal guardian shall provide or administer medication, either prescription or non-prescription form. Any exception to this rule requires the Head Coach to have in their possession a written document from the parent or legal guardian which lists what medications may be applied to their child and under what circumstances such medication may be rendered. It is also the sole discretion of the coach as to whether they will or will not accept such responsibility. Such a permission letter is valid only on a per season basis.

Article 7: PLAYERS/TEAMS

7.1 *Player Selection*

7.1.1 Assignment of new players to a specific team shall be in accordance with the procedure outlined in section 7.1.2. Any player who has played in previous years for a particular team "color" shall be required to continue to play for that team except for waivers granted by the WEE VIKES Board. Such requests must be submitted in writing to the WEE VIKES Board at time of registration or before July 1 of the upcoming season. Such requests must include specific evidence to support the request.

7.1.2 All player assignments, other than those specified in 7.1.1, shall be determined by agreement of the Head Coaches involved. If agreement cannot be reached between the Head Coaches, the following process will be implemented:

- (A) There will be a maximum of 6 coaches per team (1 Head Coach, up to 5 Assistant Coaches) Teams at the Bantam (grades 1-2) and Mini (grade 3) level will be split when enrollment for those levels reaches 34. Teams at the Tackle level will be split when enrollment for each respective grade level (4, 5, 6) reaches 38. Coaches will identify the number of returning players from last year and compare with the opposite coach. If the Head Coach from the previous year had the only team in the grade level and that team is split into two teams, he may protect 10 players from the previous years' roster to include his child and assistant coaches' children. The newly split teams' head coach will start with his child and his coaches' children and the first 4 players of his choosing. After the initial player selections, Team selections under these circumstances will continue as stated in 7.1.2 (B, C, D, E).
- (B) Siblings with a specific team color affiliation shall be given granted consideration of team assignment. Siblings will not be counted toward the ten initial players on a newly split team, they will be extra on the roster.
- (C) Selection of remaining players shall be at a 2:1 ratio until the roster counts have a difference of no more than one player or one team reaches 50% of the available pool of players. The selections will follow a "three choice" pattern with the coach of the smaller team receiving the first and third selections. The opposite coach receives the second selection. If the two teams rosters are not even or within one player in size after these selections, the pattern of three repeats itself with the coach of the smaller team receiving the first and third selections with the coach of the larger team receiving the second selection.
- (D) Coaches will the alternate selection on a 1:1 ratio from the remaining player pool.
- (E) Placement of any additional players will be made on an alternating basis with the order determined by the end result of step C above.
- (F) Any unusual circumstances (i.e. special "play together" requests) shall be reviewed and decided on by the Head Coaches. If agreement cannot be reached between the Head Coaches, a decision shall be made by the Athletic Director. The Athletic Director's decision is FINAL!

7.1.3 The WEE VIKES, requires that every player have the opportunity to play a minimum of five (5) downs per half. Non-contact plays such as kicking on PATs, field goal attempts, and punts at 4th grade (and below) do not constitute a play. This meets the requirements of the WOJFC rules of five (5) plays per half. Player injury, illness or disciplinary action may affect the playing time rule. Each team will complete, sign, and turn-in a league-provided play-rule verification form at the conclusion of each game.

Article 8: EQUIPMENT

8.1 An inventory of all equipment shall be completed yearly.

8.2 A members signature shall be required for the receipt of all equipment and uniforms. The receipt shall inform each member that failure to return the equipment by the specified date shall render the member financially liable for the replacement of the equipment and may not be permitted to register until the issue is resolved.

8.3 All equipment will meet all appropriate safety requirements of the Western Ohio Junior Football Conference and the Ohio High School Athletic Association as appropriate.

Article 9: FISCAL YEAR

9.1 The duration of the fiscal year shall be from January 1 to December 31.