

## **JDL FOOTBALL**

### **BY LAWS**

**(Revised effective February, 2019)**

#### **Article I- Name of Organization**

The name of this organization shall be JDL Football and Cheer. Both Football and Cheerleading are under the organization of PVAA-JDL Football. This organization is a member of the Ponte Vedra Athletic Association.

#### **Article II - Objectives**

The PVAA-JDL Football program has been organized to develop and operate Jr. Development tackle football and cheerleading leagues. The Jr. Development League will be operated as a non-traveling Recreational Tackle Football League run in accordance with the Jr. Development Operations Manual and subject to the rules and regulations set forth by the JDL, Inc. Football Board of Directors.

##### **Section 1:**

Provide through a supervised, developmental football and cheerleading program, an opportunity for children to learn the ideals of good sportsmanship, honesty, loyalty, courage and teamwork in a safe and positive environment, as well as a structure in which player development takes precedence over game outcome.

##### **Section 2:**

Provide off-season programs for both football and cheerleading that will enhance the Jr. Development League. This may include summer camps, flag programs, coaches' clinics, and other programs deemed by the Board to benefit the overall football and cheerleading program.

#### **Article III - Authority**

The PVAA-JDL Football program is organized as a youth sport as a member of the Ponte Vedra Athletic Association. The Ponte Vedra Football program must first be in compliance with all rules and regulations of the Ponte Vedra Athletic Association before commencing organized activity.

**Section 1:** The Ponte Vedra Athletic Association is the highest authority

## **Article IV - Area Covered**

The PVAA-JDL Football program shall operate in Ponte Vedra, FL but may extend into such outlined by the Board of Directors.

## **Article V - Membership**

Membership in the PVAA-JDL Football program is available to all parents and adults interested in the development of youth sports in St. John's County. When a child registers for football or cheerleading, the parent shall become a member upon registration.

If an adult coaches, (head or assistant coach) in the program but does not have a child in the program, the adult is deemed a member of the PVAA-JDL Football program for voting purposes.

Membership dues for Ponte Vedra Athletic Association are subject to the existing policies set by the PVAA Board. Memberships shall run the date of registration until the following June 30th. Each member in good standing is entitled to one (1) vote in the election of the Board of Directors.

## **Article VI - Officers and Board of Directors**

The management and control of the business of the PVAA-JDL Football program shall be vested in a Board of Directors comprised of Officers and Directors.

### **Section 1:**

The elected Officers comprising the Board of Directors shall be:

**Officers:** Founder-President, Vice President League Development, Treasurer/Secretary, Director of Coach Development & Player Safety

**Directors:** Cheer Director, Director of Marketing/Fundraising, Apparel/Uniform Director, League Managers of multiple locations.

Additional Board positions may be added at a new term by the approval of a majority vote of the general membership. The Founder-President is entitled to one vote and has the option in the event on a tie to cast the additional tie-breaking vote.

Should the Founder-President become unable to perform duties, the Vice President of League Development will become acting President until a replacement can be elected.

### **Section 2:**

It is the responsibility of the Board of Directors to ensure that the By Laws of the PVAA-JDL Football program, and of the Ponte Vedra Athletic Association are being followed. In the event that a Board member is in disagreement with the decisions of the Board and believes that a serious breach of the By Laws has occurred, the member may submit, in writing, a complaint to the President. If the President fails to respond within two weeks to the written complaint, the member may submit the written complaint to the President of the Ponte Vedra Athletic Association.

### **Section 3:**

Each Board Director is entitled to one (1) vote. A quorum of the Board of Directors is defined as a minimum of three (3) people

### **Section 4:**

The term of office for Officers begins in January. The terms are as follows:

**Officers:** 2 years ending on December 31

**Directors:** 1 year ending on December 31

### **Section 5:**

An Officer can only be removed by a majority vote of all the Board (all members must vote).

### **Section 6: Cheerleading Organization:**

The Cheerleading Director represented on the PVAA-JDL Football program is responsible for organizing a Cheerleading Committee to manage the day to day operations of the Cheerleading Programs. The composition of the Committee is at the discretion of the Cheerleading Commissioner. The Cheerleading Commissioner is required to report all pertinent facts that involve the Cheerleading organizations on a regular basis to the Football Board of Directors. The Cheerleading Committee may develop separate rules if approved by the Football Board of Directors. It is the intent of these By Laws to allow the Cheerleading some degree of flexibility in the management of the cheerleading programs.

## **Article VII - Election of Board of Directors**

### **Section 1:**

The Founder/President at the November meeting shall appoint a Nominating Committee consisting of three members. The Nominating Committee must post notices to all members of the PVAA-JDL Football program informing members of the upcoming elections, solicit nominees, and present the nominees to the Board of Directors at the December meeting.

### **Section 2:**

The President is responsible for overview of the nomination process and in the event nominees cannot be found, the President may petition the board to extend the election date. The December or January meeting must complete the election of board members.

### **Section 3:**

If there is more than one nominee, elections shall be by ballot, with majority rule. A quorum of the Board of Directors must be present.

## **Article VIII - Duties of the Officers**

### **Section 1:**

#### **Founder/President**

The President shall preside at all meetings, and may delegate responsibility to VP, League Development.

Such duties include communicating the mission, vision and legacy of the JDL program, to include coaching techniques, Player and Division set-up, Game Day attributes (stats, huddle etc.) The President is required to have been a member of the PVAA and a member of PVAA-JDL Football program for two years. These duties include but are not limited to:

Uphold the Bylaws of Ponte Vedra JDL Football

Represent PV JDL Football on the PVAA Board

### **Section 2:**

#### **Vice President of League Development**

Shall perform all duties assigned by the Founder/President and is required to have been a member of the PVAA-JDL Football program for at least two years. The duties of monitoring Jr, Development practices for compliance with safety standards and act as the Operations Manager for JDL football. It is also the responsibility of the VP - JDL to supervise all training, operations, and communications associated with the Ponte Vedra Junior Development Program(s).

### **Section 3:**

#### **Secretary/Treasurer**

Shall keep accurate records during meetings for all proceedings and provide any communication services to the Board and shall have charge of all funds of the football and Cheerleading programs, shall transact business approved by the Board, and shall keep good records for review by the PVAA JDL Football Board and the PVAA Board. The books and records will be kept in strict compliance with the requirements of the Board and the Treasurer of the PVAA. PVAA JDL Football records are open to inspection by any member of PVAA JDL Football or any PVAA Board member.

### **Section 4:**

#### **Cheerleading Director**

Is responsible for the development and implementation of the Jr. Development Cheerleading program, under the direction of the PVAA - JDL Football Board of Directors. The duties of the Jr Development Cheerleading Director include:

Administrative duties as required by Ponte Vedra Football

Represent JDL Cheerleading on the Ponte Vedra Board

Monitor Safety Program

Assume full responsibility for the selection of coaches and their conduct

Maintain accurate records

## **Section 5:**

### **Director of Marketing**

Is responsible for the solicitation of sponsors and donors under an annual fundraising/sponsorship program that is approved by the PVAA JDL Football Board. This person is responsible for the organization of a committee of at least two assistants to support, lead and communicate the fundraising initiatives for the respective leagues. This person is also responsible for working directly with the Treasurer of PVAA JDL Football to ensure all revenue is received and recorded according to PV JDL Football and PVAA guidelines.

## **Section 6:**

### **Director of Coaching & Player Safety**

Is responsible for coordination and training of all Coaches. Dissemination and management of all Coach Training Materials, Safety guides, and Skill Development Manuals as outlined by the Founder/President.

## **Article XI - Meetings**

Regular scheduled meetings will be held every other month at a minimum. Meetings are open to members of the Ponte Vedra Athletic Association, but participation is limited to the PVAA JDL Football Officers & Directors. A visiting member may either submit to the Founder/President a request to be on the agenda or ask at the meeting for an opportunity to address the Board. The Founder/President is not under any obligation to allow a visiting member not on the agenda to speak but if a member did request in writing and in advance (with adequate notice) to be on the agenda, the Founder/President must respond to the requestor the reason their request was not allowed on the agenda.

## **Article XII- Coaches Selection and Conduct**

### **Section 1**

#### **Coaching Requirements**

The Lead Coach is in complete charge of the team whenever it is together on the practice or playing field, or together for any team function. The coaching staff is under the direction of the Lead Coach; other coaches are called Assistant Coaches.

Coaches do not make policy for PVAA JDL Football. Rather, they are responsible for implementing the policies set forth by the Board. On the playing fields, the coaching staff is in complete charge and shall not be interfered with by any board member except in situations of rule violations and conduct that is contrary to the welfare of children. This includes any safety issue brought to the attention of the Head coach by any member of the Board of Directors.

### **Section 3:**

#### **Coaches Code of Conduct**

All coaches, football and cheerleading, will abide by the Coaches Code of Conduct outlined in the Jr Development Coaches Code of Ethics, and the PVAA mission statement that player development will take precedence over game outcome. If any of these rules are broken, the Board of Directors has the authority to take action to correct the situation. It is the responsibility of all coaches to read and understand the Coaches Code of Conduct. Any violation of the rules will result in disciplinary action.

1st Offense - Verbal warning

2nd Offense- Up to Suspension

3rd Offense - Dismissal of Coach for Season

Safety Violation - up to immediate dismissal of coach

Coach thrown out of game- minimum suspension for a week up to dismissal

#### **Article XIII - Authorization for Expenditures**

The PVAA JDL Football Board is responsible for safeguarding the assets of the The PVAA JDL Football organization. A full accounting is required to be submitted to the Treasurer of the The PVAA JDL Football on a periodic basis to be determined by the Board.

### **Section 1:**

It is encouraged by these By Laws for expenditures funded by registration fees and private funds to be used for the sole purpose of providing the necessary operating funds to be used to operate PVAA JDL Football.

### **Section 2:**

Any expenditure over \$250.00 requires the approval of the President and two (2) Board members. With the verbal approval of the President/Founder, any Board member is authorized to purchase items under \$250.00. All expenditures must be supported with receipt before reimbursement may be made.

### **Section 3:**

No member of the Board can enter into any binding legal contract on behalf of PVAA JDL Football without the express approval of PVAA JDL Football Board and the Ponte Vedra Athletic Association Board of Directors.

#### **Section 4:**

The Treasurer of Ponte Vedra Football is required to process all money transactions in a timely manner.

#### **Section 5:**

An operating Fund of \$200 (petty cash) is to be kept for incidental expenses. A full accounting at the end of the season is required. Proper documentation or explanation must be kept on all expenditures.

#### **Section 6: Future Equipment and Safety Rework Provision**

It is the intent of these By Laws that the PVAA JDL Football program maintains a sufficient reserve of funds to rework and/or buy new equipment in FUTURE YEARS. The PVAA JDL Football program is required to maintain a reserve of funds sufficient to finance reworking any equipment needed to maintain safety standards. Under no circumstance is the Board to allow equipment to lose safety warranties unless it is the intent of the Board to dispose of the equipment.

The Board is not authorized in any manner to borrow money from this reserve to finance the operations of a current season. THIS SECTION OF THE BY LAWS CANNOT BE MODIFIED WITHOUT THE APPROVAL OF ALL BOARD MEMBERS AND THE APPROVAL OF THE PRESIDENT OF PVAA.

**Section 7:** The PVAA JDL Football program Board is empowered to enter into agreements with companies or individuals to provide services the Board deems necessary to the operations of the league, but these agreements must be approved and structured under the Ponte Vedra Athletic Association's guidelines as mandated on May 24, 2013. These guidelines are structured to protect the liability of the Ponte Vedra Football organization, and the 501-C3 status of the PVAA, and include the following:

- (1) Any company providing a service must provide proof of liability insurance (min \$1,000,000) and all applicable licenses for their field of support.
- (2) Employees or vendors associated in the agreement must comply with all aspects of the St Johns County Parks and Rec Child Safety Policy
- (3) The Treasurer of PVAA JDL Football program is responsible for ensuring that all necessary tax documentation is filed by the company and provided to the company at the commencement of the agreement. The Treasurer is also responsible for ensuring that this documentation is provided to the Treasurer of the PVAA as well.
- (4) Any agreement or contract with a company must be approved by both the PVAA JDL Football Board and the Ponte Vedra Athletic Association prior to any service or payment being provided. to the PVAA JDL Football Board and the Ponte Vedra Athletic Association Board of Directors for approval. This approval must be noted in the meeting minutes as an additional reference.
- (5) All agreements or contracts shall be no more than 1 year in length and may not be automatically renewed. Any renewal of an agreement will require the submission of that agreement

(6) All agreements or contracts must be reviewed and approved annually by both the PVAA JDL Football Board and the Ponte Vedra Athletic Association.

(7) Any Board member (or relative of a Board member) with a personal, financial, or professional relationship with any third-party that is employed by or enters into business with the Ponte Vedra Football league must notify the Board of Directors of their relationship prior to the agreement being approved and recuse themselves from any approving vote.

#### **Article XIV - Scholarships**

The PVAA JDL Football Board is to maintain a reserve of funds to offer Assistance [up to 100%] on a child's registration fee for lower income children. To qualify for scholarship funds, a parent or guardian must show proof of economic need [i.e. pay stub, food stamps, EIC credit, etc.]. The Founder/President is empowered to approve or disapprove applicants and set the amount of the scholarship.

#### **Article XV - Amendments**

The By-Laws may be amended, repealed, and/or new By Laws adopted at only a regular scheduled meeting of the General Membership by a two-thirds (2/3) majority vote of those voting members present. The Board may not change By Laws without the approval of the General Membership. The intent to address a By Law amendment must be brought before the Board at two consecutive meetings prior to vote. The Board must notify the General Membership in a timely manner so that the General Membership has at least two general meetings to discuss the issue. The Board shall read each proposed amendment change to the membership at each of the proposed meetings and allow them to provide feedback on the proposals. All amendment changes must be reviewed and approved by the Ponte Vedra Athletic Association to ensure these revisions are consistent with the PVAA charter and maintain our status as a 501-C3 organization.