

**CHINO HILLS  
JUNIOR ALL AMERICAN  
FOOTBALL AND CHEER**

**CHAPTER BY-LAWS**

**2023 SEASON**

**Ratified January 23, 2023**

CHINO HILLS JUNIOR ALL AMERICAN FOOTBALL BY-LAWS

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# CHINO HILLS JUNIOR ALL AMERICAN FOOTBALL BY-LAWS

## I. ARTICLE I: NAME

SECTION 1: This organization shall be known as “CHINO HILLS JUNIOR ALL AMERICAN FOOTBALL and CHEER”.

## II. ARTICLE II: LOCATION

SECTION 1: The principal office of this Chapter shall be located at:

**III. Post Office Box  
1716 Chino Hills CA  
91709**

## III. ARTICLE III: MISSION STATEMENT

SECTION 1: The objective of this Chapter is to provide a well supervised youth football and cheer program. The purpose of this program is to build character; to inspire in youth the ideals of good citizenship and sportsmanship; to bring together through a common interest in sports, fair play and fellowship; to ensure safety by providing responsible and intelligent supervision; to put the welfare of the youth first and foremost and to keep the program free of adult ambition and personal glory.

## IV. ARTICLE IV: MEMBERSHIP

SECTION 1: The general membership of CHJAAF shall consist of parents / guardians of players and / or cheerleaders, coaches, assistants, volunteers, and persons who are involved in the daily management activities of CHJAAF.

- A. Membership in this association will consist only of active members.
- B. An active member shall be a family or single parent or legal guardian with a child in the program or volunteer with a sincere desire to help where their talents may lend for the betterment of the youth regardless of race, creed, national origin, or sexual orientation.
- C. A member in good standing with fully paid registration (and no outstanding equipment fees) or volunteer shall become a voting active member and vote in elections.
- D. Any member may be censured, suspended, or expelled from the organization as supported by 2/3 vote of the Executive Board of Directors.
- E. All complaints against a member must be submitted in writing to the Executive Board.
- F. The Executive Board will review and make the decisions concerning complaints against a member submitted in writing.

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- G. Any other person interested in the objectives of this Chapter and willing to uphold its policies and subscribe to its by-laws may become a member upon approval of the Executive Board of Directors. Written request must be submitted by the person interested in becoming a CHJAAF member. The request will be reviewed by the Executive Board and approval will require a simple majority vote. The approval will be documented in Board minutes for future reference.
- H. Each Board Member must sign a Board Code of Conduct.

SECTION 2: All general members must sign and return the Code of Conduct at the time of completed registration (sign-ups). Violations of the Code of Conduct reported to the Board will be addressed with the individual by the PRESIDENT, COMMISSIONER or CHAPTER ATHLETIC DIRECTOR. If two or more violations occur, the member is in jeopardy of losing their membership affiliation with CHINO HILLS JUNIOR ALL AMERICAN FOOTBALL AND CHEER. Violations do not have to occur in the same season.

### V. **ARTICLE V: BOARD OF DIRECTORS / EXECUTIVE BOARD OF DIRECTORS**

SECTION 1: The government of this Chapter shall be under the direction and supervision of the Board of Directors.

SECTION 2: The term **Executive Board of Directors**, when used within these by-laws, shall consist of:

Elected Positions:

1. PRESIDENT
2. SECRETARY
3. COMMERCIAL DIRECTOR
4. TEAM PARENT DIRECTOR

**AND** Appointed Positions (Recommended by the PRESIDENT and approved by a 2/3 vote):

5. COMMISSIONER
6. VICE PRESIDENT
7. TREASURER
8. CHAPTER ATHLETIC DIRECTOR
9. CHEER COORDINATOR

The term **Board Member at Large**, when used within these bylaws, shall consist of a person appointed to represent a certain group, issue, and / or function. A **Board Member at Large** is not considered part of the **Executive Board of Directors** and will have *no*

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voting rights.

SECTION 3: The following recommendations or appointments shall be approved by the Executive Board to carry out the specific duties required by the Chapter. They will not need to attend Board meetings and they will not have any voting rights.

### **A. Non-Voting Board Members**

1. WEBMASTR
2. ASSISTANT CHAPTER ATHLETIC DIRECTOR(S)
3. ASSISTANT CHEER COORDINATOR(S)
4. FOOTBALL TRAINING DIRECTOR
5. DEPUTY COMMISSIONER
6. EQUIPMENT DIRECTOR *and* ASSISTANT(S)
7. PUBLIC RELATIONS DIRECTOR
8. TEAM PARENT ASSISTANT(S)
9. FIELD COORDINATOR
10. Additional positions voted on by 2/3 vote of the Board.

SECTION 4: To avoid a conflict of interest and maintain an objective and diversified Board, there shall be no more than two (2) family members on the board at any time. Immediate family members are defined as: spouse, father, mother, brother, sister, child, or domestic partner.

SECTION 5: Executive Board of Directors shall have (1) vote each. The PRESIDENT's vote will count as (2) votes *in the event of a tie*.

SECTION 6: Expected duties of all Board of Directors are the following:

- A. Be present and work a minimum of five (5) regular season football game weekends and playoff games at home sites.
- B. Registration
- C. Conditioning Camp
- D. Parent FAQ Meeting
- E. Equipment Handout
- F. First Week of Practice / Player Check-In
- G. Opening Day
- H. Scrimmages
- I. Equipment Return
- J. Board Meetings

## **VI. ARTICLE VI: DUTIES OF THE BOARD OF DIRECTORS**

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### SECTION 1: It shall be the duty of the **PRESIDENT**

- A. To preside over all meetings of this Chapter and over its Board of Directors.**
- B. To be responsible for conducting the affairs of this Chapter in accordance with its by-laws and Conference regulations.**
- C. Along with the COMMISSIONER, to present to the Executive Board the names of those being considered for suspension (See Article XII – Suspensions).**
- D. To act as Chapter Representative on the conference level. If the PRESIDENT cannot attend, the next Board Member responsible for representing the Chapter will be based on the ‘Chapter Voting Rights’ submitted to Conference at the beginning of each year. The PRESIDENT will be responsible to make sure there is always a representative at all Conference functions.**
- E. To represent and be the voice of the Chapter in the daily operations. He / She shall have discretionary power to permit carrying out the policies of the Board of Directors expeditiously.**
- F. To report to the Board of Directors any discretionary powers used at the next scheduled Board Meeting.**
- G. Will be the sole person to communicate actions of the Board to the membership and public at large.**
- H. To cancel or reschedule league practices as deemed necessary.**
- I. Will review all contracts negotiated with outside vendors before it is brought before the Board of Directors for approval (See Article XIII - Conduct of Business; Section 3).**
- J. Approve communications to Conference outside for normal league rules.**
- K. The PRESIDENT can distribute field passes only to qualified individuals. The PRESIDENT also has the right to revoke Field Passes in the event of any violation of a Conference or Chapter Rule.**
- L. The PRESIDENT will NOT be a HEAD coach or HEAD TEAM ATHLETIC DIRECTOR.**
- M. All Publications must come through the PRESIDENT.**
- N. Must have been a Board Member the previous year.**
- O. Be responsible for obtaining quote(s) for football game day uniforms. Football Game Day Uniforms must be voted on and approved by a majority vote of the Executive Board.**
- P. Be responsible for obtaining proper uniform sizers for registered players.**

### SECTION 2: It shall be the duty of the **TREASURER**

- A. To present to the Board of Directors a Profit and Loss statement at the Transition Meeting following the elections.**
- B. To keep informed, at all times, of the financial status of the Chapter and to submit a monthly report to the Board of Directors.**
- C. To submit for approval of the Board of Directors all major expenditures outside the approved budget, at least 3 days prior to the appropriate due date. If this timeline cannot be met, the TREASURER shall notify the PRESIDENT and the**

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COMMISSIONER with details.

- D. He / She is responsible for the accountability of the funds pertaining to this Chapter.
- E. To keep accurate records of receipts and expenditures, which are subject to Board review (including individual team and cheer funds).
- F. To provide the newly elected TREASURER all financial records including but not limited to checkbook, TREASURER's reports, Profit & Loss Statement, Operating Budget, etc. This will be considered as the final duty of the outgoing TREASURER.
- G. To ensure as soon as there are approved minutes noting the new TREASURER, by name, has been appointed by the PRESIDENT and approved by the Board; will facilitate the signature change-over at the bank for all Chapter bank accounts.
- H. Secure unpaid registration funds, equipment or NSF checks before the season starts.
- I. Submit the annual budget at the March Board Meeting.
- J. Check postal mailbox weekly.
- K. Deposit all checks made payable to CHJAAF for team, cheer, and league sponsorships within 7 business days of receipt. If checks are not deposited within 7 business days, the TREASURER shall notify the PRESIDENT and COMMISSIONER and provide supporting details.
- L. Submit all payments including fines to Conference at the prescribed deadlines.
- M. Have a working knowledge and accounting of **ALL** individual team funds, including cheer. Ledgers for each team's funds must be provided monthly to the executive board and a copy provided to each team parent. If a ledger is not available, the TREASURER shall notify the PRESIDENT and COMMISSIONER and provide supporting details.
- N. Submit a date for board approval to disperse of all team funds and provide Team Parents with said date. Dates shall be established for the May Board of Directors meeting.
- O. Will bring any expenses over \$100 to the PRESIDENT and/ or COMMISSIONER for approval before being paid out.
- P. Review all team funds collected via individual teams including non CHJAAF sponsored events.
  - a. Team Parent will supply monthly accounting beginning the third (3) week of the practice season through the first week of December.
  - b. Information shall be available for review within 48 hours of request.
  - c. All requests for reimbursement by a team with proper

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documentation / receipts shall be completed within 48 hours of a check request. If the request is unable to be completed within 48 hours, the TREASURER shall communicate to the PRESIDENT and COMMISSIONER with details.

### SECTION 3: It shall be the duty of the **SECRETARY**

- A. To keep accurate account of all Board meetings, including attendance records.
- B. To provide the PRESIDENT and COMMISSIONER with minutes from previous board meeting for pre-approval within one (1) week of past meeting.
- C. To distribute to each Board Member a copy of the minutes once accepted by the PRESIDENT and COMMISSIONER of the previous meeting for approval by the Board within two (2) weeks of past meeting.
- D. To handle all correspondence as directed by the PRESIDENT and the Board of Directors and to maintain a permanent correspondence record.
- E. To keep the Board of Directors informed of unfinished business.
- F. Responsible for coordination and scheduling of facilities for all meetings.
- G. Keep an updated list of all board members including name, cell phone number and email address.
- H. Maintain Master Calendar.

### SECTION 4: It shall be the duty of the **VICE PRESIDENT**

- A. To assist the PRESIDENT with the administrative duties of the Board as coordinated by the PRESIDENT.
- B. To coordinate with other BOARD MEMBERS with their duties.
- C. To be a stand-in for the PRESIDENT at any event the PRESIDENT is not able to fulfill his/her responsibilities.

### SECTION 5: It shall be the duty of the **COMMISSIONER**

- A. To administer the rules of the Chapter and Conference as set forth. He / She will be given certain discretionary powers to permit carrying out the policies of the Board of Directors expeditiously. The COMMISSIONER shall have discretionary power to remove/suspend any member, coach or volunteer that acts in a manner that is detrimental to the well-being of league or threatens the safety of others.
- B. Names of any member, coach or volunteer that has been suspended or removed must be presented to the Executive Board within 5 days. The period of suspension or removal must also be included in the notification.



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- C. The Chapter COMMISSIONER will be responsible for Chapter Cheer and Football Coaches Program in accordance with the Chapter direction to include but not limited to accountability and Chapter guidelines.
- D. To report directly to the PRESIDENT and the Board of Directors in writing within 5 days the use of any discretionary powers.
- E. Field Passes:
  - a. The Chapter COMMISSIONER will approve and distribute field passes.
    - i. Field passes must be shown prior to or at any time a person goes on the field during practices or games.
    - ii. Field passes must be visible at all times.
- F. The COMMISSIONER has the right to revoke Field Passes in the event of any violation of a Conference and/or Chapter rule. Field passes must be shown at request and remain visible at all times. Any persons on the field without their designated field pass will be subject to the following actions:
  - i. 1<sup>st</sup> Offense-One (1) suspension.
  - ii. 2<sup>nd</sup> Offense-Field Pass revoked.
- G. Parent(s) or Guardians on the field without a Field Pass can be suspended if they refuse to leave when requested.
- H. The COMMISSIONER will NOT be a coach.
- I. To be responsible for HEAD COACH selection and interview process along with the PRESIDENT.
- J. Approve all Football and Cheer assistant coaches prior to said coach allowed on the field around children.
- K. Conduct background checks for all volunteers within CHJAAF in contact with minors participating in Chino Hills Junior All American Football or SCJAAF.
- L. Create a Coaches Code of Conduct that will be approved by the Executive Board of Directors.
- M. In conjunction with the Chapter AD, provide final team and roster numbers based on registration for said season.
- N. To attend SCJAAF Conference meetings.
- O. Must have been a BOARD MEMBER the prior year or must have served as an active member of the Board for at least one year.

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- P. Responsible for all City Officials and School District contacts and scheduling of fields and schools.
- Q. Work with the PRESIDENT to schedule all pre-season scrimmages.

### SECTION 6: It shall be the duty of the **PUBLIC RELATIONS DIRECTOR**

- A. To coordinate all publicity efforts.
- B. To coordinate with the PRESIDENT all media efforts pertaining to recruitment and sign-ups.
- C. Be responsible for all social media accounts, with content approved by the PRESIDENT and/or COMMISSIONER.
- D. To coordinate and be responsible for all contacts with the team and the news media (i.e., Chino Hills Champion, Daily Bulletin, local cable Company, etc.).
- E. Must have all correspondence and media releases approved by the PRESIDENT and/or COMMISSIONER prior to release.
- F. Collaborate with the COMMERCIAL DIRECTOR.
- G. To recommend changes in editorial policy and site design.
- H. Update and maintain time-sensitive material on the website.
- I. To manage content, and partner with COMMERCIAL DIRECTOR on advertising, marketing, for the website.
- J. Along with the PRESIDENT, to regulate and manage the access rights of different users to website, the appearance and setting up website navigation.
- K. Maintain menus, indexes, and directories within the site.
- L. Conduct ongoing audience research in coordination with board members.
- M. Archive and backup content (where this is not automatic).
- N. Maintain website, email list, and player list for mailing of information to all general members.
- O. Maintain weekly updates of scores, events (Opening Day, etc.), and changes.

### SECTION 7: It shall be the duty of the **COMMERCIAL DIRECTOR**

- A. To coordinate all fundraising activities (i.e., Raffle tickets).
- B. To present a fundraising forecast / plan to the Board of Directors by the March meeting.

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1. This report shall contain an estimate of possible revenues and expenditures for each event.
- C. To coordinate all CHAPTER sponsorship efforts and fundraising events.
- D. Must have all correspondence and media releases approved by the PRESIDENT and/or COMMISSIONER prior to release.
- E. Collaborate with the Public Relations Director.

### SECTION 8: It shall be the duty of the **TEAM PARENT DIRECTOR**

- A. Source an ASSISTANT TEAM PARENT DIRECTOR when it is approved by the Board. This Assistant will participate on the Board as an At Large, *non-voting member*.
- B. To coordinate the actions of the Team Parents. This includes follow-up and ensures that Team Parents are on track for all league functions including end of year banquets.
- C. To prepare and present a Team Parent binder for all teams that includes team function information: Opening Day, Pizza Parties, Banquet Information, Banner, T-Shirt vendors and any general helpful ideas.
- D. To coordinate and schedule with teams game day snack bar duty / opportunities.
- E. To be responsible for the bidding, ordering and the distribution of the team pictures to each Team Parent. Picture quotes must be presented to the Executive Board and voted upon prior to entering into a contract. Picture day, date and location must be approved by the executive board.
- F. To assist individual team(s) in fundraising selections.
- G. Be responsible for the collection of sponsorship funds, this will be turned over to the TREASURER weekly.
- H. Communication of league information to Team Parents.
- I. To ensure that all activities of the Team Parents are in accordance with the objectives of this chapter.
- J. To be responsible for bidding, ordering, and distribution of all awards to include trophies and sponsorship plaques. Award / trophy quotes must be presented to the Executive Board and voted upon prior to entering into a contract.
- K. To provide the Executive Board with a copy of the current Team Parent Handbook for Board approval. *Once approved*, it shall be disbursed to the individual Team Parents.
- L. To bring forward identified names of Team Parents for BOARD approval by August Board of Director meeting.
- M. To **COORDINATE** Opening Day Ceremonies and/or alternate league events.
- N. To **COORDINATE** Opening Day Ceremonies vendors with approval of the Executive Board.
- O. Coordinate vendors at home games. Establish start and end time for each vendor. Any vendor donation / fee collected shall be given to the

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TREASURER no later than the Wednesday following each home game weekend.

- P. Coordinate all League Potluck events including providing individual teams with recommendations.
- Q. Provide the board review of *all* Team Banquets dates prior to the sixth (6<sup>th</sup>) regular season game, *including cheer*.
- R. Must schedule and hold Team Parent meetings once a month beginning in August to ensure teams are on track with league efforts.
- S. Responsible for all City Officials contacts and scheduling of Opening Day.

### SECTION 9: It shall be the duty of the **CHEER COORDINATOR**

- A. To coordinate and be responsible for all actions and activities of the cheerleaders on all teams.
- B. To inform the PRESIDENT and COMMISSIONER at each board meeting regarding all cheer activities (i.e., functions, sponsors, and fundraisers).
- C. To coordinate the recruitment of all Cheer Coaches and Trainers with review by the COMMISSIONER.
- D. To be responsible for the Head Cheer Coach selection and interview process along with the COMMISSIONER and ASSISTANT CHEER COORDINATOR.
- E. To coordinate the recruitment of two Cheer Team Athletic Directors with review of the COMMISSIONER and CHAPTER ATHLETIC DIRECTOR.
  - 1. Cheer Team AD will be available during all cheer practices.
- F. To act as Chapter Representative at the Conference level, or to ensure CHEER COORDINATOR Assistant is available when unable to attend Conference function.
- G. Responsible for all Cheer sign-ups.
- H. Must have approval of PRESIDENT or COMMISSIONER prior to purchasing and /or accepting goods. *Approval must be in writing.*
- I. To provide written directions to the games.
- J. To provide 2 competitive separate quotes on **ALL** uniforms including practice uniforms and sweats. (Only if uniforms are to be changed.). Quotes must be voted on prior to entering into contract.
- K. Responsible for final sign-up and cheer uniform fitting date(s).
- L. The Chapter CHEER COORDINATOR can distribute field passes only to qualified individuals. The Chapter CHEER COORDINATOR also has the right to revoke Field Passes in the event of any violation of the Conference or Chapter rules.
- M. To be responsible for certification of all Cheerleaders, Cheer Teams, and Competition Squads.
- N. Source ASSISTANT(S) CHAPTER CHEER COORDINATOR who is approved by

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- O. the board. This assistant will participate in chapter and conference board meetings as an at large *non-voting member*.
- P. Models sports-like behaviors and maintains appropriate conduct towards cheerleaders, officials, and spectators.
- Q. To report cheer banquet date to Board of Directors no later than fourth (4th) regular season game.
- R. Send recruiting correspondence to returning cheerleaders.
- S. Must schedule and hold parent information meeting once a month beginning in August.
- T. Must provide weekly updates via email beginning one week prior to the start of season practice.

### SECTION 10: It shall be the duty of the **CHAPTER ATHLETIC DIRECTOR**

- A. To bring forward identified names of Team Athletic Directors and Team Assistant Athletic Directors to PRESIDENT and COMMISSIONER for approval. The COMMISSIONER and CHAPTER ATHLETIC DIRECTOR must approve all Head and Assistant Team Athletic Directors.
- B. To ensure that each Team Athletic Director is aware of the duties of the position. To ensure that TEAM Athletic Directors are certified and carry out their duties properly according to the Chapter and Conference policies and regulations.
- C. To ensure that all Team Athletic Directors and Team Assistant Athletic Directors follow proper certification procedures.
- D. To follow-up on all insurance claims.
- E. To be responsible for the emergency preparedness plan for all teams at all practices and home games.
- F. The CHAPTER ATHLETIC DIRECTOR WILL NOT be a coach.
- G. Responsible for paper and weight certification of all football players.
- H. To advise PRESIDENT and COMMISSIONER of all football players not paper certified at the conference certification in August.
- I. To advise PRESIDENT and COMMISSIONER of all football players not weight certified at Conference Weigh-ins.
- J. To move all football players to the appropriate weight division by the first practice after the first scrimmage.
- K. The CHAPTER ATHLETIC DIRECTOR is responsible for all players. The Chapter AD may remove a player immediately from practice and or games due to unsafe conditions, including but not limited to inappropriate wearing of equipment, pads not being fully covered, missing equipment (i.e., athletic cups) a player wearing jewelry with the exception as

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- L. outlined in the SCJAAF rulebook.
- M. The CHAPTER ATHLETIC DIRECTOR can distribute field passes only to qualified individuals. The CHAPTER ATHLETIC DIRECTOR also has the right to revoke Field Passes in the event of any violation of a Conference or Chapter rule.
- N. Source ASSISTANT CHAPTER ATHLETIC DIRECTOR(S) when it is approved by the Board. This assistant will participate in Chapter as an At Large, *non-voting member*.
- O. CHAPTER ATHLETIC DIRECTOR must have no less than two (2) years prior Team AD experience and be familiar with conference rules.

### SECTION 11: It shall be the duty of the **EQUIPMENT / FIELD COORDINATOR**

- A. To keep an accurate account of all equipment issued to each team and player.
- B. To be responsible for the issuing, collecting, repair and inventory of all equipment belonging to the Chapter.
- C. To present an inventory of all equipment to the Board of Directors no later than the board meeting in February.
  - i. This inventory will be signed and verified by the PRESIDENT and included in the Board Minutes as part of his/her report.
- D. To obtain competitive bids in writing for equipment repair and purchase to be submitted to the PRESIDENT for presentation to the Executive Board of Directors for approval.
- E. To provide equipment contract to all coaches that are issued equipment with a “return by” date.
- F. To coordinate any equipment issue, after the initial equipment is distributed, with only the Team A.D. or any Coach for that team.
- G. To be responsible for establishing guidelines for set up and tear down of game fields.
- H. To be responsible for the scheduling and coordination of teams in charge of set up and tear down of field equipment and submitted to the Chapter COMMISSIONER.
- I. To be responsible for the accountability of game field equipment and maintenance of current equipment.
- J. To be responsible for the current set up of stadium announcer booths and equipment at Ayala High School, Chino Hills High School, and Don Lugo High School.
- K. Accountable for all equipment markers, chains, EZ-Ups, and any other equipment necessary to support the teams on the fields during home games.

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- i. Any field equipment needing to be repaired must be submitted to the PRESIDENT with a quote for the repair and or parts. If the equipment is beyond repair a replacement quote should be submitted to the PRESIDENT for review and then presented to the executive board for approval by vote.

### **VII. ARTICLE VII: DUTIES OF POSITIONS APPOINTED BY THE BOARD OF DIRECTORS**

#### SECTION 1: It shall be the duty of the **HEAD COACH**

- A. The HEAD COACH will select Assistant Coaches and these selections will be turned into the COMMISSIONER and CHAPTER ATHLETIC DIRECTOR prior to the first day of conditioning practice; conditioning camp practices begin in June. The HEAD COACH will select Team Athletic Directors and these selections will be turned into the COMMISSIONER and CHAPTER ATHLETIC DIRECTOR . Said individuals must be certified prior to having any involvement with the team.
  - ii. Assistant Coaches-At least 4 assistants must be submitted by June 1<sup>st</sup>.
  - iii. Team AD-Names must be submitted by July 1<sup>st</sup>.
  - iv. All must be approved prior to being allowed to participate in said positions.
  - v. If the applicant is not approved, replacement must be submitted within five (5) days.
- B. The HEAD COACH MUST participate in the chapter conditioning camp in June. Conditioning camp occurs on Tuesdays and Thursdays in the month of June. If the HEAD COACH is not available to attend a camp day, an assistant coach must be in attendance. Failure to have a team coach representative at each camp session available to assist in a camp station may result in removal as a coach and or fine.
- C. The HEAD COACH will submit a Team Parent / Assistant Team Parent and these selections will be turned into the TEAM PARENT DIRECTOR and COMMISSIONER no later than the first team meeting by the end of the second week of practice.
- D. The Head Coach and his staff must commit to the following CHJAAF standards:
  - i. To **TEACH** the game of football and cheer in such a way that the objectives of this Chapter are accomplished.
  - ii. To ensure All players will be treated equally.
  - iii. Understand winning games is secondary to the safety and welfare of the players.
  - iv. All coaches must sign and abide by a “Coaches Code of Conduct” form. **There is a ZERO tolerance for physical altercations.** Definition of physical altercation is a tussle or physical aggression that may or may not result in injury. Physical altercations are distinguished from verbal altercations by the use of physical force or “contact.”
  - v. There will be a **Zero tolerance for verbal altercations.** A verbal

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altercation includes, but is not limited to, inappropriate language (cursing) and threats to do bodily harm.

- vi. All potential Head Football Coaches will come before an interview board which consists of the PRESIDENT and COMMISSIONER. All Assistant Coaches, Cheer coaches, Team Athletic Directors and Assistant Athletic Directors are subject to the Chapter and Team Officials Agreement. Section 290 of the California Penal Code (bound by Conference Rule).
- vii. To follow the Chapter rule on minimum plays will be strictly enforced. Any coaches not adhering to this rule will be subject to a written warning for the first offense. The second offense will result in a one (1) week suspension. The third offense will result in a one (1) year suspension. **Penalties will be carried over to the next year if the coach does not have a game the following week.** The rule will be as follows:
  - a. *All players, regardless of division, will play a mandatory (10) ten plays per regular season game. All plays must be completed by the end of regulation game time. Minimum play rule for post season games is 5 plays by the end of regulation game time.*
  - b. *For every player that did not meet this minimum play requirement, the player must start the next game and play the number of plays missed plus that game day minimum plays 10 at his/her normal position. The Head coach is responsible for proof that a player has played his/her minimum plays.*
  - c. The Head Coach must sign the 10-play count sheet and turn in a hard copy to the COMMISSIONER in addition to emailing or turning in to the Chapter AD.
  - d. *Ensure that a player must be Red Roster certified/check in play in four (4) regular season games to be eligible for post season play.*
  - e. *If a cheerleader misses more than 2 games, the cheerleader will not be allowed to participate at competition.*
- viii. To follow the chapter rule on “benching”:
  - a. If a player is “benched” for disciplinary reasons, the Head Coach must inform the Team Athletic Director no later than the Thursday before game day in writing, stating the reason precisely. The Team Athletic Director must give this form to the CHAPTER COMMISSIONER *and* CHAPTER ATHLETIC DIRECTOR by the end of the week’s practice (Thursday). Parents must be notified by the head coach, no later than the Thursday prior to the game. If this procedure is not followed, the player(s) must be played in the game. (This rule is not intended to prohibit the Coaching staff from enforcing discipline, but only to satisfy the Board that its objectives are not being abused.)
  - b. Should discipline action be deemed necessary during the game the coach may “bench” the player by notifying the Team Athletic Director of the situation. Immediately following the game, the Team Athletic Director must inform the COMMISSIONER *and* CHAPTER



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ATHLETIC DIRECTOR of the disciplinary action. Parents must also be notified at the end of the game.

- ix. Provide COMMISSIONER a set of team rules before the first team parent meeting.
- x. To be responsible for the actions of his/her assistants.
  - a. The Head Coach must ensure that all assistant coaches are fully aware of the objectives of this Chapter, and act accordingly.
  - b. The Head Coach will ensure that all assistant coaches must be 18 years old by the start of the season. (First day of SCJAAF season that begins in July.)
  - c. To ensure the Coaches Code of Conduct is signed and the assistant coaches are committed to that conduct.
- xi. As soon as the team is drafted and approved by the COMMISSIONER, the coach will hold a team meeting during the first two weeks of practice. The purpose of this meeting will be to introduce the team's Coaching Staff, explain team / coaching philosophies, recruitment of a Team Parent representative, and other Team positions (I.E. Team Photographer, Water Technicians, etc.).
- xii. To assist the PRESIDENT, COMMISSIONER, CHAPTER ATHLETIC DIRECTOR and TEAM PARENT COORDINATOR in the distribution and collection of all issued equipment and fundraising.
  - xiii. To be responsible for the set up and tear down of the fields on appointed game day as determined by FIELD COORDINATOR and/or
  - xiv. EQUIPMENT DIRECTOR. Fines-\$50 first offense, \$100 subsequent offenses.
  - xv. To be held accountable for all fines levied by the Conference due to their actions. Any fine levied against any coach must be paid in full to the Chapter 72 hours prior to the next game. If the fine is not paid, the coach (including Head / Assistant Coach) will not be allowed to coach in said game(s) until all fines are paid in full. This is in addition to any suspensions levied by the Conference.
- xvi. To be certified and have four (4) assistant head coaches certified by the start of the first practice day.
- xvii. To be in attendance on game days. If HEAD COACH is unable to make game day, they must contact COMMISSIONER to ensure the ASSISTANT CERTIFIED HEAD COACH is present.
- xviii. To not deviate from the chapter approved uniform. Any uniform additions (patches, stickers, altering, etc.) must be approved by the PRESIDENT, COMMISSIONER and/ or CHAPTER ATHLETIC DIRECTOR.
- xix. To not cancel or relocate a scheduled practice without 24-hour prior approval from the COMMISSIONER.
- xx. To ensure that only certified staff members are on the field for practice (coaching staff, team athletic directors) and on gameday (coaches, team athletic directors, water persons) in accordance with chapter's Team Officials Agreement. Responsible for assisting the Team AD to ensure only qualified

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personnel are on the playing and practice field. Fine per offense is \$100.

Understand that any suspension, either Conference or League will result in not being allowed to attend any practices, games (home or away), or SCJAAF/CHJAAF event.

### SECTION 2: It shall be the duty of the **TEAM ATHLETIC DIRECTOR**

- A. The COMMISSIONER and CHAPTER ATHLETIC DIRECTOR must approve all Head and Assistant Athletic Directors.
- B. All Team Athletic Directors will be interviewed by the CHAPTER ATHLETIC DIRECTOR(s) and/or COMMISSIONER.
- C. To ensure the BY-LAWS of this Chapter and all Conference rules and regulations are followed on the team level.
- D. To ensure that the safety and welfare of the player is always the first consideration.
- E. To work closely with the CHAPTER ATHLETIC DIRECTOR and the COMMISSIONER and to be responsible to the Board of Directors for the actions of the coaches and parents.
- F. To provide directions to all team members by Thursday prior to all *away games*.
- G. To provide verbal instructions to the opposing Head Athletic Director by Wednesday prior to all *home* games. Instructions are to include jersey color, warm up location and check-in time. Head Team Athletic Director must inform CHAPTER ATHLETIC DIRECTOR when contact has or has not been made with the opposing Team Athletic Director no later than Wednesday evening prior to game day.
- H. To see that the disciplinary procedures are followed as outlined in ARTICLE VII, Section 1, sub-section C-1 (of the Conference rule book).
- I. To attend every practice and game with a safety/first aid kit. Repeated absences can lead to disciplinary action up to and including removal from position.
- J. Team Athletic Director and Assistant Team Athletic Director will NOT be a coach, team parent, photographer or any hold other duties or positions within the team.
- K. Team Athletic Directors may not be the HEAD Team Athletic Director on more than one team. However, he/she may be a HEAD Team Athletic Director on one team and an Assistant Team Athletic Director on a second team. Prior approval must be obtained by the CHAPTER ATHLETIC DIRECTOR and confirmed by the PRESIDENT.
- L. To be in attendance on paperwork certification, weight certification, picture day and game days.
- M. To ensure only previously approved individuals with league/conference approved Field Passes are on the sidelines during practice and gameday. Subject to a \$100 team fine.

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- N. To be held accountable for any fines levied by the Conference. Any fine levied against any coach must be paid in full to the Chapter 72 hours prior to the next game. If the fine is not paid, the Team Athletic Director(s) will not be allowed to participate in said game(s) until all fines are paid in full. This is in addition to any suspensions levied by the Conference.
- O. Copy Chapter AD on all team correspondence.
- P. Understand that any suspension, either Conference or League will result in not being allowed to attend any practices, games (home or away), or SCJAAF/CHJAAF event.

### SECTION 3 It shall be the duty of the **TEAM PARENT REPRESENTATIVE**.

- A. Identified names of Team Parent Representative must be provided to TEAM PARENT DIRECTOR for BOARD approval.
- B. To coordinate team functions.
- C. To support and help facilitate with all league fundraising efforts. This includes Opening Day, Kickoff Day, and Halloween Potluck.
- D. Must participate in all league sponsored activities including but not limited to: Opening Day, First Game Week, Halloween Potluck.
- E. Provide a Team Raffle Basket for Opening Day of at least \$250. All Raffle Basket items must be itemized by individual Team Parent.
- F. To attend at least the last practice of the week and to be in attendance on game days.
- G. Copy Team Parent Coordinator on all team correspondence
- H. Must coordinate all team funds / information/ activities (i.e., roster/ special orders) to the TEAM PARENT DIRECTOR no later than the due date set forth by the TEAM PARENT DIRECTOR.
- I. The Team Parent Representative *cannot* be on the field of play on game days during game play. Before the game, half time, and after the game is NOT permissible unless issued a Conference approved field pass.
- J. All funds (collected monies/sponsorships) must be deposited through the CHJAAF general fund via the TREASURER (i.e., money for coach's gifts, banquet collections, gifts for players...). Monies must be in a weekly envelope with team name as provided by the TREASURER.
- K. Team Parent Representatives must provide and review a team ledger weekly to the TREASURER. This begins the 3<sup>rd</sup> week of the practice season and carry through December or team banquet. Money will be turned in to the TREASURER with a copy of the ledger emailed to TEAM PARENT DIRECTOR.

## CHINO HILLS JUNIOR ALL AMERICAN FOOTBALL BY-LAWS

- L. The first \$300 collected by each team will be deposited in the chapter's general fund for chapter use. All monies raised by individual teams after the initial \$300 will be deposited in the individual team fund and must be used in the current season for team events such as but not limited to potluck party, game day pizza and banquet.
- M. Provide receipts and/or invoice to the TREASURER for reimbursement for all team funds.
- N. All team funds must be used in its entirety for the team of current season.**
- O. Team Parent(s) understand that a maximum of \$100 per player, coach, and support team members may be raised in a given year and/or season. ANY OTHER MONIES MUST BE RAISED VIA SPONSORSHIPS ETC.
- P. Understand all banquet proposals and fundraising efforts must be submitted to the Executive Board by THE SIXTH (6<sup>TH</sup>) GAME OF THE SEASON.
- Q. Banquet proposal date must include contract of reservation and approximate cost.
- R. The first Tuesday of December is the final collection of team funds from the Team Parent. Monies will be distributed the following Tuesday based on receipts. Any exception must be submitted in writing to the Executive Board for approval.
- S. Any money collected after the 2nd Tuesday will void back to the league.
- T. All team banquets must be completed by January 31<sup>st</sup> following the end of the season.
- U. Team funds accounting will be made available for review at any time. If a review is denied, the team parent will submit in writing the details of the denial to the executive board for review.

### **VIII. ARTICLE VIII: ELECTIONS**

SECTION 1: The election of the Board of Directors shall be by secret ballot.

SECTION 2: Voting members - All members with fully paid registration (and no outstanding equipment fees), volunteers, parents and/or legal guardians of active players or cheerleaders of the CHJAAF and Cheer program will be afforded voting rights in annual elections.

SECTION 3: The election shall be held during practice on the Thursday prior to the last regularly scheduled conference game day (i.e., if the last regular conference game day is Saturday, October 26<sup>th</sup>, the election will be Thursday, October 24<sup>th</sup>).

## CHINO HILLS JUNIOR ALL AMERICAN FOOTBALL BY-LAWS

- If this date is unfeasible, due to Conference scheduling or weather, then the Executive Board of Directors shall set a more feasible date and location for the election. In any case, the election must be held no later than November 15<sup>th</sup>.

SECTION 4: An appointee of the board is responsible to obtain a list of candidates to run for office. PRESIDENT will suggest an individual to appoint to oversee nominations, approval for this individual is required by a simple majority vote by the Executive Board of Directors.

SECTION 5: Only those candidates who consented to serve are eligible to be elected. Candidates may only accept one position nomination. No one can appear on the ballot for more than one position.

SECTION 6: Election Officials and Poll Watchers shall be appointed by the PRESIDENT to supervise the balloting and to count the ballots (appointees must be approved by the Executive Board of Directors) at least one week prior to the elections. Any nominated person will not be a poll watcher.

SECTION 7: The polls shall be open during practice beginning at 6 p.m. and close at 8 p.m. All ballots on election night shall be counted immediately after the polls close and the results announced to the general membership.

SECTION 8: Any challenges to the legality of the election must be presented to the current PRESIDENT by 5:00 PM on the Wednesday following the election.

SECTION 9: The current Board of Directors will make the final decision on any challenges.

SECTION 10: The following is the prerequisite to be nominated for these key board positions:

- A. PRESIDENT must have served as an active member of the current Board for at least 1 year.
- B. COMMISSIONER must have served as an active member of the Board for at least one year per Article IV and must have football knowledge and should have a clear understanding of the rules and regulations for the SCJAAF conference.
- C. CHEER COORDINATOR must have served as an active member as a Head Team Coach or Assistant CHEER COORDINATOR for most recent two-year period per Article IV. CHEER COORDINATOR may be re-elected in consecutive years without being a HEAD Cheer Coach.
- D. The following positions are elected:
  - a. PRESIDENT
  - b. SECRETARY
  - c. Team Parent Coordinator

CHINO HILLS JUNIOR ALL AMERICAN FOOTBALL BY-LAWS

d. COMMERCIAL DIRECTOR

**IX. ARTICLE IX: TERM OF OFFICE**

SECTION 1: The term of office of the Board of Directors shall be for a term of (1) year.

SECTION 2: The installation of the new Board of Directors will take place at the “Transition Meeting” at the conclusion of the “UNFINISHED BUSINESS” portion of the meeting. The Transition Meeting will be held no later than the 3<sup>rd</sup> week in January.

- A. Newly elected Board members must attend the “Transition Meeting.”
- B. During the transition meeting all information from the previous board of directors will be transitioned to the newly elected board.
  - a. Each Board Member is responsible for creating a document that includes the activities of their position. This document should include but is not limited to contacts, files, timelines, forms used, processes, important dates, budgets, passwords, etc.
  - b. The Executive Board under the direction of the PRESIDENT, will create one master file that will assist the newly elected board to be effective from the first day of their term.

SECTION 3: The term of office for appointed member positions begins at the time of their appointment and ends with the installation of the New Board of Directors.

SECTION 4: If any member of the Board of Directors cannot complete his/her term, for whatever reason, the PRESIDENT shall appoint a replacement and it must be approved by simple majority vote of the Executive Board of Directors.

SECTION 5: If the PRESIDENT cannot complete his/her term, the Board shall appoint a replacement which is approved by a 2/3 vote of the Board.

**X. ARTICLE X: QUORUM**

SECTION 1: A quorum shall consist of at least 2/3 of the voting (**Executive**) Board of Directors for offices that are filled.

SECTION 2: No items can be voted upon without a quorum.

SECTION 3: Board Members must attend a minimum of three (3) of any four (4) consecutive meetings.

## CHINO HILLS JUNIOR ALL AMERICAN FOOTBALL BY-LAWS

- A. The PRESIDENT may grant an excused absence to a Board Member, and it shall be so recorded by the SECRETARY.
- B. Habitual excused or unexcused absences may be grounds for removal from their position on the Board of Directors. Any member missing two consecutive meetings may be removed from the board at the discretion of the PRESIDENT with 2/3 approval from the Executive Board of Directors.

### **XI. ARTICLE XI: BOARD MEETINGS**

SECTION 1: The Board shall hold a meeting of the Board of Directors at least once a month. All general Board meetings will be open to all CHJA AF chapter members and volunteers in good standing, although from time to time sensitive information may need to be discussed. At that time, the PRESIDENT will close the public portion of the meeting and the Board will continue in private; any Executive Board meetings will be closed sessions. The PRESIDENT may invite a person that is not a member or volunteer of CHJA AF to attend a board meeting as an invited visitor.

- A. The SECRETARY will produce an agenda, which will be strictly adhered to during all regular league meetings. Any additions to the agenda must be submitted by email to the SECRETARY by 6 PM, (2) days prior to the meeting to guarantee inclusion. All approved outside speakers must be listed on the agenda.
- B. Approval by the Executive Board is required prior to being added to the agenda.

SECTION 2: Special meeting of the Board of Directors may be called at any time by the PRESIDENT. If the PRESIDENT cannot, or is unwilling to hold a meeting, one can be called by someone holding an appointed position.

SECTION 3: All Members of the Board of Directors must be notified of all scheduled or specially called meetings. Special meetings require 48 hours' notice.

SECTION 4: Approval of expenditures not within the approved budget must be approved by a 2/3 vote of the Executive Board of Directors present.

SECTION 5: The Executive Board of Directors is empowered to remove from the office and/or membership any individuals whose conduct is contrary to the policies and by-laws of this Chapter. Removal required 2/3 votes of the quorum.

SECTION 6: These by-laws may be enlarged, amended, or repealed in whole or in part by a 2/3 "affirmative" vote of the entire Executive Board of Directors.

- A. Proposed changes to the by-laws must be presented in writing at a Board of Directors meeting and distributed to all Board Members. The proposed changes will be voted on at the next Board of Directors meeting.
- B. The time between the submission of the proposed changes and the actual vote must be at least 7 days to ensure full understanding of all proposed changes.

## CHINO HILLS JUNIOR ALL AMERICAN FOOTBALL BY-LAWS

SECTION 7: Except for those instances listed in the by-laws, a simple majority of the Executive Board of Directors present will prevail in all voting.

### **XII. ARTICLE XII: SUSPENSIONS and DISCIPLINARY ACTIONS**

SECTION 1: All recommendations of suspensions by the DISCIPLINARY COMMITTEE must be generated by or submitted to the Executive Board PRESIDENT for presentation to the *entire* Executive Board of Directors. Note: Suspensions and/or disciplinary action taken by the COMMISSIONER are exempt per bylaw Section 5: A.

The DISCIPLINARY COMMITTEE is comprised of the PRESIDENT and 5 (five) members appointed by the PRESIDENT at the beginning of his / her term. The DISCIPLINARY COMMITTEE will serve for the duration of the PRESIDENT's term. A member of the DISCIPLINARY COMMITTEE is not required to be a member of the executive board of directors. A member of the DISCIPLINARY COMMITTEE may be removed at the request of the PRESIDENT and replaced with a member of his / her choice. The change will take effect upon written notice to the executive board.

All recommendations for suspensions and /or disciplinary action must be in writing and contain the following before being considered:

1. Person's name to be considered for suspension and / or disciplinary action.
2. The reason for the suspension and/ or disciplinary action (in the case of a rule or by-law infraction, list the actual rule or by-law).
3. The terms of the suspension and / or disciplinary action (limits, duration, contingencies, etc.).
4. The name of the person submitting the suspension and / or disciplinary action (if Board action, list the PRESIDENT).

SECTION 2: Suspensions and / or disciplinary actions must be approved by a simple majority of the DISCIPLINARY COMMITTEE present. In the event of a tie, the PRESIDENT'S vote will count twice. Note: Suspensions and / or disciplinary action taken by the COMMISSIONER are exempt per bylaw Section 5: A.

SECTION 3: Normal rules for 'Requesting a Hearing' apply as written in the 'Conference by-laws' for the current year.

### **XIII. ARTICLE XIII: CONDUCT OF BUSINESS**

SECTION 1: The following minimum agenda items must be covered in at least one Board of Director's Meetings for each month:

- A. Distribute copies on minutes of the previous meeting and approve.
- B. A written TREASURER's Report and approve.



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- C. Report on Conference Activities
- D. Unfinished Business
- E. New Business

SECTION 2: PRESIDENT, TREASURER or COMMISSIONER must sign all physical checks.

SECTION 3: All Contractual obligations with outside vendors must be presented to the Board of Directors by the PRESIDENT.

### **XIV. ARTICLE XIV: FOOTBALL / CHEER COACHING STAFF SELECTION**

SECTION 1: The minimum qualifications for HEAD COACH will be as follows:

- A. Twenty-one (21) years of age
- B. Be an active member of the Chapter pursuant to Article IV
- C. Minimum one (1) year of football coaching experience at CHJAAF or some other equivalent experience as deemed sufficient by the COMMISSIONER and the PRESIDENT.
- D. Must meet the minimum standards as established by Conference.
- E. Attend a minimum of one (1) conference approved football/coaching skills clinic.
- F. Must attend Chapter and Conference rules clinic.
- G. All Head Coaches must attend a Chapter Coaching Clinic.
- H. Must participate in the following Chapter events: Conditioning Camp, Parent Information Meeting, Opening Day ceremonies, Picture Day, Field Set Up and Tear Down (during the season), Equipment Distribution and Return.
- I. Must provide representation for “make-up” grass time as long as required.

SECTION 2: The minimum qualifications for ASSISTANT COACHES will be the same as Head Coaches with the following exceptions:

- A. Eighteen (18) years of age minimum
- B. No Coaching experience necessary, only a clear understanding of the game.
- C. ALL **NEW** Coaches must attend a conference coaching skills clinic and chapter rules clinic.
- D. Must operate under the spirit of the CHJAAF Mission Statement.

SECTION 3: The minimum qualifications for CHEER COACH will be as follows:

- A. Twenty-One (21) years of age. (Or 18-years of age with CHEER COORDINATOR and Chapter COMMISSIONER approval.)
- B. Be an active member of the Chapter pursuant to Article IV

## CHINO HILLS JUNIOR ALL AMERICAN FOOTBALL BY-LAWS

- C. Minimum one (1) year of Cheer experience or some other equivalent experience as deemed sufficient by the CHEER COORDINATOR.
- D. Must meet the minimum standards as established by Conference.
- E. Attend a minimum of one (1) conference approved Cheer clinic.
- F. Must be able to attend all scheduled practices including game day squad practice and competition squad practice based on team responsible for.

SECTION 4: Coaches may be removed during the season by the PRESIDENT and COMMISSIONER. If a unanimous decision is not reached (between the PRESIDENT and COMMISSIONER), then it will be brought to forward for a 2/3 vote of all Executive Board of Directors.

### **XV. ARTICLE XV: FOOTBALL RECRUITMENT**

SECTION 1: The player recruitment process will be under the direction of the COMMERCIAL DIRECTOR and only within our designated boundaries.

SECTION 2: Each team will have 25 players. This count can be adjusted with the recommendation of the CHAPTER ATHLETIC DIRECTOR and approval of the PRESIDENT and COMMISSIONER.

- a . Players placed on a waiting list will be placed in the program/division based on the date/time in order of REGISTRATION received.

SECTION 3: No refund of registration fees will be made after the first week of scheduled practice, without pre-approval by the Chapter PRESIDENT or COMMISSIONER.

SECTION 4: All sign-up requirements are to include a current (copy acceptable) utility bill, (electric, gas or water) and an *original* birth certificate.

SECTION 5: Draft Procedures - See the 'So Cal Conference JAAF Official Rule Book' for the current year. Note: Can be amended by the Chapter COMMISSIONER.

### **XVI. ARTICLE XVI: BY-LAWS RECIPIENTS**

SECTION 1: The following individuals shall have access to the current year CHINO HILLS JUNIOR ALL AMERICAN FOOTBALL AND CHEER BY-LAWS:

- A. All Members of the Board of Directors
- B. All Coaches
- C. All Team Athletic Directors
- D. By-Laws will be accessible to the General Membership on the CHJAAF website by April 1, 2023

**XVII. ARTICLE XVII. BOARD OF DIRECTORS**

PRESIDENT

COMMISSIONER

CHAPTER ATHLETIC DIRECTOR / ASSISTANT(S)

SECRETARY

TREASURER

COMMERCIAL DIRECTOR

PUBLIC RELATIONS DIRECTOR

TEAM PARENT DIRECTOR / ASSISTANT

CHEER COORDINATOR / ASSISTANT(S)

EQUIPMENT MANAGER / ASSISTANT(S)

FIELD COORDINATOR / ASSISTANT(S)

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2023 CHINO HILLS JAAF CHAPTER PRESIDENT

**Marcus Whitney**