

Flemington Falcon Football Association, Inc.
By-Laws
(8-3-11)

ARTICLE I - ORGANIZATION

This document constitutes the By-Laws of the Flemington Falcon Football Association, Incorporated. These By-Laws shall be used to guide the operation of this association. It is the responsibility of the Vice President of Operations and the Secretary to oversee the maintenance of these By-Laws and to adhere to the prescribed process by which these By-Laws shall be revised. These By-Laws shall be updated on an on going basis as required by the changes deemed necessary by the Executive Board.

SECTION 1.0: NAME

The association shall be known as the Flemington Falcon Football Association, Inc. For the purpose of these By-Laws, the term “Flemington Falcons” or “Association” shall mean the Flemington Falcon Football Association, Inc.

SECTION 1.1: USE OF NAME

- A. No person or persons affiliated with this franchise may issue any statements, either written or verbal, to any newspaper, radio, or any other communication media which might be interpreted to be an official statement, policy or position of this Association without the expressed permission of the Executive Board.
- B. The President shall serve as the official spokesperson for the Flemington Falcons, except in those instances where the President and the Executive Board direct other personnel to handle public relations.

SECTION 1.2: ADDRESS

The official address of the Flemington Falcons is: P.O. Box 1002, Flemington, NJ 08822-1002. Payment of fees for the post office box will be the responsibility of the Treasurer.

SECTION 2.0: PURPOSE

This Association is a non-profit Pop Warner Football corporation, being a member of the Mountain Valley Conference, herein referred to as “MVC”, formed for the purpose of teaching and promoting the game of football and cheer. The Flemington Falcons shall be a family oriented, community based and supported by all its members to insure the ultimate benefit of its youthful participants.

SECTION 2.1: INTENT

The intent of the Flemington Falcons is to instill the philosophy that athletics and academics go hand in hand. The Association will attempt to develop well-rounded young men and women who learn not only the fundamentals of the sport, but also the importance of education, in an atmosphere conducive to developing a sound mind, body, and character. It is also the intent that all Flemington Falcons athletes, parents, coaches, and Board Members comply with these By-Laws and the rules set forth by the Flemington Falcons, MVC, and Pop Warner Little Scholars, Inc.

SECTION 2.2: RESTRICTIONS

Nothing contained in these By-Laws shall be construed to limit this Association's involvement or participation in any other youth sports program. The Flemington Falcons shall be non-commercial, non-sectarian, and non-partisan and shall seek to inspire all participants equally with no deference to sex, race, creed, physical handicap, origin or ability. The Flemington Falcons shall not be conducted or operate for profit and no part of any proceeds from dues, fees or other income shall be used for the benefit of any individual member.

SECTION 3.0: AFFILIATIONS

The Flemington Falcons shall be an autonomous organization and shall be a franchise of the MVC, who are herein also referred to as "HLA" (Highest Local Authority) and Pop Warner Little Scholars, Inc., herein referred to as "National". As long as this franchise is affiliated with the MVC and National, it shall adhere to and uphold the laws and rules of same insofar as they affect, empower, and prescribe the function of all Pop Warner franchises.

SECTION 4.0: LOGO/MASCOT/TEAM COLORS

- A. The logo of the Flemington Falcons is the head portion of a falcon bird. All logos and designs for news media or clothing must be approved by the Executive Board.
- B. Team colors of the Flemington Falcons are Gold, Black, and White. Team uniform colors shall be determined by the Executive Board.

SECTION 5.0: FISCAL YEAR

The Flemington Falcons fiscal calendar will coincide with the standard calendar beginning on January 1st and ending on December 31st.

SECTION 6.0: CONDITIONS NOT COVERED IN THESE BY-LAWS

Conditions not covered in these By-Laws shall be governed by the By-Laws and Rules and Regulations of the MVC. If the condition is still not addressed, the By-Laws and Rules and Regulations of the National shall govern the situation.

ARTICLE II – EXECUTIVE BOARD

The Executive Board, herein also known as the “Board”, shall have the primary responsibilities for the operation of the Association, including but not limited to, those duties set forth below for each Executive Board Member. The Board also has primary authority for the interpretation and implementation of these By-Laws. The Executive Board shall have the authority to appoint standing or special committees and delegate certain authority to these committees, as the Board deems necessary for the administration of the Association. Board members may attend any committee meeting unless it is deemed a conflict of interest. A conflict of interest is declared if at least 2 members of the board declare it to be.

The Executive Board shall consist of the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Fundraising Director, Head Football Commissioner, Head Cheer Commissioner, Asset Manager, Head Football Coach, and Head Cheer Coach. All are voting officers with the exception of the President who will only vote to break a tie. Membership in the Executive Board shall be by nomination by the President with a majority acceptance Board vote. The duties of these officers are outlined as follows:

SECTION 1.0: TERMS OF OFFICE

All terms start on the first day of the fiscal year. All nominations for office shall be made at the regular October Board meeting and voted upon at the regular November Board meeting. President will nominate candidate and a majority Board vote is needed to fill any Board position. The President and Vice President terms may not run simultaneously. They must be staggered by at least one year.

President, Vice President, and Football/Cheer Commissioners, Recording and Corresponding Secretary, Treasurer, Fundraising Commissioner, Asset Manager, Head Football and Cheer Coaches all will serve two year terms. All efforts should be made to alternate as many terms as possible so as to avoid large turnovers that remove significant experience from the Board.

Vacancies occurring during the term of office of any officer other than the president shall be filled by appointment by the President, subject to a majority vote of the Board.

SECTION 2.0: JOB DESCRIPTIONS OF BOARD POSITIONS

I. President

- Chief Executive Officer and highest ranking officer of the organization. All other officers in the organization report to the President.
- Preside at all meetings of the Executive Board and General Membership.
- Shall be exempt from voting except in the case of an equally divided vote.
- Appoint all committee chairs, with approval of the board and be an ex-officio member of all committees except the Nominating Committee.
- Appoint, with the approval by a majority of the Board, special members to the Board as may be deemed necessary.
- Call special meetings of the General Membership, or Board with 24 hours prior notice as may be necessary.
- Direct and/or delegate powers and duties to Board Members as needed to insure the goals and needs of the Falcons are met.
- Can sign checks in the absence of the Treasurer.
- Be familiar with the activities of all Executive Board members and the activities within their chain of command.
- Be responsible for contracts with outside parties regarding purchasing, leasing and credit using the Flemington Falcon name as a guarantor.
- Ultimate responsibility for all administrative operations of the Association, including funds and facilities.

II. Vice President

- Shall preside and exercise the authority of the President in the absence of the President.
- Shall be a standing member of the Budget Committee. (TBD)
- Select, along with the Head Football/Cheer Commissioners, the Head Football and Cheer Coaches. These selections will be approved by Board vote.
- Assist the Head Football / Cheer Commissioners in appointing Team Head Coaches. These selections will be approved by Board vote.
- Can sign checks in the absence of the Treasurer.
- Arrange for practice and playing facilities in conjunction with the Football and Cheer Commissioners.
- Responsible for maintenance of the organization's By-Laws.
- Responsible for the development and maintenance of the job descriptions, processes and procedures that support the operation of the association.
- Responsible for managing the volunteer hour participation requirements and recording of commitments and compliance with those commitments. This is done in coordination with the team commissioners.

III. Recording Secretary

- Take, transcribe, duplicate, and maintain minutes of all Board and General Membership meetings.
- Distribute agendas, minutes, directives, schedules, membership lists, etc., as required.
- Shall secure the meeting space for the Board and General Membership meetings for the calendar year.
- Keep attendance of all Board members at Board and General Membership Meetings.
- Responsible for maintaining records of all current, and past, fingerprinting and PW clearance documents to comply with local and national rules and ordinances.
- Maintain an official document file relating to the business of the organization, including Pop Warner dues, insurance policies, tax filings, service contracts and other material agreements or contracts involving the organization including but not limited to the by-laws.
- Maintain records of all Falcon activities both current and historical.
- Oversee Website management and information until Webmaster is found.
- Any other duties assigned by the President and Vice President.

IV. Corresponding Secretary

- Oversee the initial registration process of athletes. Data then shared with Head Football/Cheer Commissioners and Webmaster.
- Maintain a family roster with addresses, phone numbers, and e-mail addresses for the Falcons to allow for effective communication of Board and Organization activities to all or specific groups (teams) of people within the Falcons.
- Act as a central reception point for general communications or general inquiries for the Falcons and to forward these communications or inquiries to the appropriate person(s) within the organization.
- Responsible for all external correspondence, i.e. Sponsor acknowledgement letters, sympathy cards, etc. similar to a public relations contact person for the Falcon organization.
- Transmit notifications to specific groups as required of all scheduled events such as monthly meetings, games, and any other organizational activities as deemed necessary.
- Pick up mail on a regular basis.
- Any other duties assigned by the President and Vice President.

V. Treasurer

- Report in writing, on a monthly basis, to the Falcon Board and the General Membership on the financial position of the organization.
- Responsible for signing all checks and paying all invoices for the Organization.
- Receive and deposit all monies received by the organization especially all funds generated on Game Day – such as Gate receipts, Snack Shack receipts, 50/50, Gear Table, etc....
- Responsible for the maintenance of the organization's purchasing procedures.

- Pay all bills as directed and in compliance with these purchasing procedures.
- Chairman of the Budget Committee which includes long-range funding projects as well as yearly capital and expense planning.
- Collect and maintain all data on expenses and income for the organization.
- Assist others with maintaining inventory and sales and revenue data for all Falcon operations.
- Prepare annual operating budget, to be presented at the general meeting.
- File yearly taxes.
- Oversee Association insurance policies (both via MVC and others), memberships PO Box fees and all other yearly fees and subscriptions.

VI. Fundraising Director

- Assume oversight responsibility of revenue-generating functions. This includes but is not limited to Calendar Raffle, Tag Day, 50/50 lottery, Falcon Gear and other promotional sales other than Game Day receipts and monies.
- Coordinates other fundraising activities and the committees that handle them. This person is also a member of the Budget Committee.
- Responsible for tracking all mandatory fundraising activity for all families.
- Maintain a record of all fundraising flyers, advertising, etc.
- Responsible for securing proper approval and permits for Association events regarding fundraising.
- Collect, secure, and report, in a timely manor, all monies collected or obtained and submit to Treasurer for their action.
- Submit to the Board, at regular meeting, updates of scheduled and past events.
- Has the authority to create committees for fundraising events and programs with approval of the board.
- Coordinate all Home Game announcements, sponsor banner placements, and any sponsors listed on game day flyers.

VII. Head Football Commissioner

- MVC's by-laws state that the Head Commissioner is the highest authority in the Mountain Valley Conference League, and although they work for their individual Association, they will enforce all Pop Warner Official Rules, MVC's by-laws and the SOPs. This authority pertains to all practices and games. They will also see that their individual Association takes no action or enacts any rules that contravene any Pop Warner Official Rule or MVC rule.
- Coordinate all activities of football play at home games; must be in attendance at all games to coordinate procedures with the opposing teams to ensure a smoothly-run game day.
- Schedule and communicate all pre-season scrimmages and out of conference games.
- Serve as a liaison between the organization and the conference (MVC) by attending all meetings.

- Prepare and submit, to Recording Secretary, report on MVC meeting and report out at Board meeting.
- Make arrangements needed for post season play.
- Responsible, along with Head Football Coach, for training and development of current and future coaches and assistants via clinics and other activities.
- Ensure that all volunteers have annual background checks per PW rules.
- Ensure that all participants are properly rostered and all documents for certification are accurate.
- Responsible for appointing team commissioners that meet PW and MVC criteria with approval from the board.
- Facilitate and participate in the football coach selection process along with the Head Football Coach, ensuring all coaches are certified in accordance with PW regulations.

VIII. Head Cheer Commissioner

- MVC's by-laws state that the Head Commissioner is the highest authority in the Mountain Valley Conference League, and although they work for their individual Association, they will enforce all Pop Warner Official Rules, MVC's by-laws and the SOPs. This authority pertains to all practices and games. They will also see that their individual Association takes no action or enacts any rules that contravene any Pop Warner Official Rule or MVC rule.
- Coordinate all activities of cheerleading at home games; must be in attendance at all games to coordinate procedures to ensure a smoothly-run game day.
- Schedule and communicate any/all pre-season practices, on-site and off-site.
- Serve as a liaison between the organization and the conference (MVC) by attending all meetings.
- Insure that all MVC and National directives and rules are properly followed and adhered to.
- Prepare and submit, to Recording Secretary, report on MVC meeting and read report at Board meeting.
- Make arrangements needed for post season play.
- Responsible, along with Head Cheer Coach, for training and development of current and future coaches and assistants via clinics and other activities.
- Ensure that all volunteers have annual background checks per PW rules.
- Ensure that all participants are properly rostered and all documents for certification are accurate.
- Responsible for appointing team commissioners that meet PW and MVC criteria with approval from the board.
- Facilitate and participate in the Cheer coach selection process along with the Head Cheer Coach, ensuring all coaches are certified in accordance with PW regulations.

IX. Head Football Coach

- Communicate Board philosophy, policies and decisions to football coaching staff.
- Be available to assist at games where needed.
- Coordinate coaches meetings prior to and during season.
- Make sure safety and proper skills and techniques are being taught.
- Evaluate coaches, review evaluation with coaches and submit evaluation to Football Commissioner at end of season.
- Primary evaluator and selector of team head and assistant coaches.
- Help to mitigate low level grievances and complaints between coaches and parents.
- With Cheer Commissioner, team commissioners and head coaches, develop and enforce a consistent discipline policy and enforce the code of conduct for both football and cheerleading teams.

X. Head Cheer Coach

- Communicate Board philosophy, policies and decisions to cheer coaching staff.
- Be available to assist at games where needed.
- Coordinate coaches meetings prior to and during season.
- Make sure safety and proper skills and techniques are being taught.
- Evaluate coaches, review evaluation with coaches and submit evaluation to Cheer Commissioner at end of season.
- Primary evaluator and selector of team head and assistant coaches.
- Help to mitigate low level grievances and complaints between coaches and parents.
- With Football Commissioner, team commissioners and head coaches, develop and enforce a consistent discipline policy and enforce the code of conduct for both football and cheerleading teams.

XI. Asset Manager

- Organize and inventory all existing equipment and coordinate the evaluation, documentation and ordering of replacement equipment. This includes the development of specs and bid parameters in compliance with the Purchasing Procedures.
- The Asset Manager is responsible for the distribution and collection of all equipment. They will coordinate dates and times with the Head Football Commissioner, Head Cheer Commissioner and the Head Football and Cheer Coaches.
- The Asset Manager, in coordination with the Equipment Managers and Team Commissioners, will communicate closely with all the teams, throughout the season, addressing any of their needs on an ongoing basis.
- The Asset Manager and all the various team coaches shall conduct inventory at the end of the season or post season play and shall submit a report to the Board,

no later than the February meeting concerning the condition and count of all organization materials.

- Prepare and document the budget needs for the upcoming year to maintain top flight, quality equipment for the football and cheer teams.
- Develop a Five-Year Plan for procurement of necessary equipment and materials to support the Falcon organization.
- Standing member of the Budget Committee.

SECTION 3.0: REMOVAL OF OFFICER FROM OFFICE

Removal of an officer of the Flemington Falcons from office shall be done by the Executive Board after a grievance has been filed and investigated.

Removal can be for, but not limited to:

- a. Non-Performance of duties.
- b. Misappropriation of Association funds.
- c. Discovery of individual having been charged with and/or convicted of a crime involving moral turpitude.
- d. Inability to work with and for the good of the Association and its members.

SECTION 4.0: MEETINGS

The regular monthly meeting of the Flemington Falcons shall begin at 7 PM and held on a selected date established at the previous Board meeting. This date shall be posted on the Flemington Falcon website as public information and notification to the Association.

SECTION 4.1: MEETING AGENDA

Unless a more specific agenda is requested, the standard agenda for the Executive Board meeting is as follows:

- a. Call to order.
- b. Roll Call
- c. Secretary's Report (minutes of last meeting and correspondence)
- d. Treasurer's Report
- e. MVC Meeting minutes and read-out
- f. Officer and Committee Reports
- g. Old Business
- h. New Business
- i. Good and Welfare
- j. Adjournment

The minutes of the previous months meeting must be approved prior to any new business and then posted on the website.

SECTION 4.2: PARLIMENTARY AUTHORITY

All meetings of the Flemington Falcons shall be governed by these By-Laws. In instances where the By-Laws do not address issues or circumstances which arise in meetings, the Board will refer to the parliamentary procedures specified in the Roberts Rules of Order.

SECTION 4.3: EXECUTIVE BOARD QUORUM

A meeting of the Executive Board shall be determined to have a quorum if six (6) voting members present.

SECTION 4.4: VOTING PROCEDURES

When the Board moves to vote on any issue before it, there are at least two (2) ways of handling the voting process. In the first instance, when a vote is taken at a meeting, there must be a quorum of members for a vote to be official and binding. In this case, there must be six (6) voting members present.

In the second instance, when a vote is needed and it will be handled via an email, the following requirements must be met. The issue must be presented in the email message, addressed to all parties with a return receipt requested (to insure receipt by all), and a deadline of at least 48 hours posted on the top of the email requesting the vote. The President, will generate the email and track the voting process, including sending update emails and reminder emails to all parties. At the conclusion of the voting process, the President will communicate the results to all Board members in a final email articulating the result of the vote and any subsequent action required.

ARTICLE III – COMMITTEES

Committees are necessary for the operation of the Flemington Falcons.

SECTION 1.0: COMMITTEE HEAD

The Committee Head shall be appointed by the Board or Board member in charge of that function. All Committee Heads shall report to the Board or Board member in charge of that function.

SECTION 2.0: COMMITTEE MEMBERS

Committee Heads shall pick members or the Board will identify interested volunteers for committee members who shall be approved by the Board or Board member in charge of

that function. The Board or Board member in charge shall control the amount of committee members on each Committee.

SECTION 3.0: VOLUNTEER HOURS

Committee Heads and Committee Members are eligible for reduction of and/or absolution from Association Volunteer Hours. Each Committee shall be reviewed and the Board, prior to assignment of a Committee, shall decide on the Volunteer Hours awarded to each Committee.

SECTION 4.0: COMMITTEES

The following Committees, but not limited to, shall, to the best effort of the Board, be created each season:

1. Snack Shack
2. Equipment
3. Homecoming
4. Golf
5. Banquet
6. Falcon Gear

Any other Committee, deemed necessary, by the board or board member in charge of a certain functions for the operation of the Association.

SECTION 5.0: TERM OF COMMITTEES

Committees shall run with the fiscal year and end at the end of the fiscal year or at the conclusion of the event.

ARTICLE IV – COMPLAINT AND GRIEVANCE PROCESS

Any athlete, member, coach, or officer has the responsibility to report any issues that they feel do not conform to these By-Laws, Rules of the MVC, or the Rules or the Administrative Manual of the National. Safety matters are also the responsibility of everyone involved with the Flemington Falcons and should be identified and corrected without haste.

SECTION 1.0: COMPLAINTS

Complaints are deemed to be minor infractions or misunderstandings that can be handled at the coaching and Football/Cheer Commissioner level. Complaints are usually a verbal communication between the parties involved.

SECTION 1.1: COMPLAINT PROCESS

- A. If a complaint is between an Assistant Coach and a Member (parent), it should be brought to the Team Head Coach to be resolved. If resolution is not accomplished,

then the Head Falcon Football/Cheer Coach, as it applies, should be contacted to try and resolve the matter. If no resolution is found or if the Head Football/Cheer Coach is not available then the Football/Cheer Commissioner will try and resolve the situation. If no resolution is found then a written grievance should be filed with the board.

- B. If a complaint is between a Team Coaching Staff, then the Staff shall contact the Head Falcon Coach to resolve the situation. If no resolution is found then the Football/Cheer Commissioners, as it applies, should be contacted. If no resolution is found then a written grievance should be filed with the board.

SECTION 1.2: GRIEVANCE PROCESS

Any complaint that cannot be resolved through the Complaint Process or a major Grievance should be filed with the Board in writing. The Association will not act unless the Grievance is in writing with the following minimum information:

1. What events have led to this grievance.
 2. What members of the Association were involved?
 3. What action does the person filing the grievance feel should occur to resolve the issue.
 4. Do you want to be informed on how the complaint was handled?
 5. The complainant must identify themselves and provide contact information.
- A. The grievance should be mailed to the Flemington Falcons Executive Board at P.O. Box 1002 Flemington, NJ 08822 to the attention of the Vice President.
 - B. The Vice President has the responsibility, if there is no conflict of interest, of investigating the event by, but not limited to, the following criteria:
 1. Investigation of the grievance.
 2. Interviewing parties involved with the grievance and others who have information about the event.
 3. Documenting the results of the interviews.
 4. Present findings and recommendations to the Executive Board. The Executive Board, minus any person with a conflict of interest, will determine the actions to resolve the grievance.
 5. Notify all parties, directly involved, of the resolution of the problem as recommended by the Board.

SECTION 1.3: APPEAL TO HIGHER AUTHORITY

Results of the Association Grievance process may be appealed to the MVC (HLA). However the MVC is not obligated to hear all appeals. There is no appeal from the MVC Tribunal decisions however an aggrieved party may take "exception" to a decision and request, in writing, reconsideration of the decision.

SECTION 1.4: MINIMUM MANDATED PENALTIES

The Flemington Falcons and the MVC shall enjoy wide latitude in setting penalties for most offenses. The sole requirement is that for identical offenses and circumstances, the same penalties be assessed to all transgressors within the same Association or MVC jurisdiction. Minimum mandated penalties for certain offenses are required to insure that the punishment for serious infractions occurs on a uniform basis. These minimum punishments shall be enforced as provided by the National Administrative Manual Chapter 13.

ARTICLE V – EQUIPMENT

All equipment and uniforms distributed by the Flemington Falcons shall remain the property of the Association. Association equipment is on loan to the athletes for the season and post season play. All equipment and uniforms shall be returned at the end of the season or post season play.

SECTION 1.0: DISTRIBUTION OF EQUIPMENT

The Asset Manager, Football Commissioner, Cheer Commissioner, Equipment Managers, Head Team Coaches, and Team Commissioners are responsible for the distribution and collection of equipment and uniforms. An initial distribution date shall be determined for each team. On that date the Equipment Managers and Head Team Coach will assist in fitting and distributing the equipment.

A. Each tackle football player shall be issued the following:

1. Helmet
2. *Game Jersey (home and away)
3. *Game Pants
4. Practice Pants and Pads
5. Practice Jersey
6. Girdle and Pads
7. Shoulder Pads
8. Mouth Piece

* Game uniforms will not be distributed until players have done their conditioning and hitting requirements and on a date to be determined by the Football Commissioner.

B. Each tackle football player shall provide the following required equipment:

1. Cup and Supporter - Male participants are required to wear an athletic supporter and cup during all practices.
2. Approved football rubber cleats.
3. Socks

Players may provide their own issued equipment upon, with approval of the Flemington Falcons.

C. Each cheerleader shall be required to wear the appropriate footwear to all games,

practices and competitions. The Head Team Coach and Cheer Director must approve said footwear. Each cheerleader will be issued the following:

1. Practice Shirt
2. Game Vest and Skirt

D. Each cheerleader must provide, but is not limited, to the following:

1. Footwear
2. Bloomers
3. Bodysuit
4. Socks
5. Other supplies as deemed necessary by the Heat Team Coach and Cheer Commissioner.

E. No jewelry of any kind shall be worn at practice, games, or competitions. For safety reasons Head Team Coaches may dictate practice attire.

SECTION 2.0: REPAIR AND CARE OF EQUIPMENT/UNIFORMS

Any repairs, during the season and post season, of equipment and uniforms are the responsibility of the Equipment Managers, Head Team Coach and the Team Commissioner.

A. If equipment repair is needed during practice either someone from the coaching staff or the coaching staff member and player will go and repair the equipment. At no time shall a player, by himself/herself, repair their own equipment without supervision.

B. All uniforms should be properly cared for during the season, including washing and repair if damage occurs. Cheer uniforms **may not** be dry cleaned as the chemicals during the process will leave a film and damage the uniform. All uniforms must be washed - inside out - on a gentle cycle and hung to dry. It is expected all uniforms will be properly cleaned after each use.

SECTION 3.0: RETURN OF EQUIPMENT

At the end of the season or post season, it is the Football Commissioner, Cheer Commissioner, Head Team Coaches, Team Commissioners, Asset Manager, and Equipment Managers who are responsible for return of all equipment, including uniforms. A date shall be designated for each team to return equipment. The coach shall sign the athletes form as to what and when equipment and uniforms were returned. Forfeiture of the uniform bond check along with any additional costs for replacement will be applied if one of the following should occur:

1. Any equipment or uniform not returned by January 1st of the next year.
2. Any equipment of uniform that is lost or damaged

SECTION 4.0: ASSET MANAGER AND EQUIPMENT MANAGERS

The Asset Manager and Equipment Managers and any other Board appointed personnel shall conduct inventory at the end of the season, or post season play, and shall submit a report to the Board in preparation for the next season.

ARTICLE VI – ASSETS (PROPERTY)

Assets (Property) is to be defined as, but not limited to, all equipment and uniforms, blocking dummies and sleds, cooking equipment, trailers, mats and any other articles purchased for and by the Flemington Falcons. All property shall remain and belong to the Flemington Falcons.

All property and equipment deemed necessary to be purchased shall be presented to the Board by the Asset Manager and Equipment Managers, in conjunction with the Head Football and Cheer Coaches. The document shall contain the purpose, need and reason for acquisition as well as documentation as to how it fit into the Overall Purchasing Plan. The Treasurer will oversee the acquisition and receipt of any purchases that are approved by a majority vote of the Board.

ARTICLE VII – COACHES

Each team shall have a Head Coach and at least one but not to exceed four Assistant Coaches. Each coach shall have attended a coach's safety course such as the Rutgers course or the NYSCA course. Each coach must successfully pass a background check and be fingerprinted. There must be one, preferably two, CPR/AED certified coaches on every team. The Association shall absorb the financial burden to the background check, fingerprinting, coach's safety course and CPR/AED certifications. All coach applications should be filed by the January Board meeting and all coaches must be in good standing with the Association, MVC, and National.

SECTION 1.0: HEAD TEAM COACH

The Head Team Coach shall be responsible for all action on the practice and game field of his Assistant Coaches and players. Head Team Coaches must be at least 21 years of age. Head Team Coach responsibilities are, but not limited to, the following:

1. Instructing and monitoring of all team Assistant Coaches.
2. Ensure that drills, games and other team activities are conducted in a safe manner.
3. Make sure that he/she and their Assistant Coaches follow all rules and regulations set forth by these By-Laws, the MVC, and the National, including the Coaches Code of Conduct.
4. Head Coaches have final responsibility over his/her actions, those of the Assistant Coaches, staff, athletes, and parents.
5. An issue log will be maintained which will detail any complaints, incidents or any other matter that is noteworthy.

6. Along with the Assistant Coaches and Team Commissioners, the Head Coach will be responsible for uniform collection and inspection when each team's season ends or on collection day as designated by the organization.

SECTION 2.0: HEAD TEAM COACH SELECTION

Applications for Head Team Coach shall be filled out and returned to the Head Football/Head Cheer Coach for processing.

These shall be solicited and collected based on a time table established by the Board at the January Board Meeting. The following criteria are used for Head Team Coach selection:

1. Coaching experience.
2. Flemington Falcon coaching experience
3. Knowledge of the game.
4. Past evaluations or complaints.
5. References.
6. Overall good of the Association.

The Head Football/Head Cheer Coaches along with the Football/Cheer Commissioners shall make recommendations to the Board who shall vote to install the Head Team Coaches.

SECTION 3.0: ASSISTANT COACHES

Assistant Coaches shall be chosen by the Head Team Coach and approved by the Head Football/Head Cheer Coaches, the Commissioners and a majority vote of the Board. Assistant Coaches must be at least 18 years of age.

The Assistant Coaches are responsible for, but not limited to, the following:

1. Assisting in the practices and games as prescribed by the Head Team Coach.
2. Assist with equipment issues and problems.
3. Report injuries to Head Team Coach and Team Commissioner.
4. Along with the Head Coaches and Team Commissioners, will be responsible for uniform collection and inspection when each team's season ends or on collection day as designated by the organization.

SECTION 4.0: COACH TRAINEES

Coach Trainees must be a minimum of 16 years of age and a maximum of 17 years of age. The maximum number of Coach Trainees is 3 per team/squad. All Coach Trainees are to follow the same certification rules as the athletes. Coach Trainees shall be selected by the same selection process of the Assistant Coach. Coach Trainees must follow the same guidelines as the Student Demonstrator below.

SECTION 5.0: STUDENT DEMONSTRATORS

Student Demonstrators must be at least 15 years of age. Student Demonstrators must have at least 2 years experience in Football/Cheering. The maximum number of Student Demonstrators on a team is 4. All Student Demonstrators under the age of 18 must be certified by the same certification rule as the athletes. Student Demonstrators will be selected using the same process as the Assistant Coach. Guidelines for Student Demonstrators are as follows:

1. Student Demonstrators must be at least 2 years older than the oldest athlete on the team.
2. Are under the direct supervision of the Head Team Coach.
3. Must be rostered as part of the coaching staff of the squad they are assisting.
4. Student Demonstrators may be used to demonstrate moves, techniques, and may teach words. They are not allowed to coach or conduct practices.

A team/squad is allotted a total of 4 Coach Trainees/Student Coaches which is to mean that the total number of Coach Trainees combined with Student Coaches is not to exceed four (4).

SECTION 6.0: TEAM COMMISSIONERS

Team commissioners shall be nominated by the Head Team Coach and the Football/Cheer Commissioners. They will then be appointed by the Executive Board. The Team Commissioner's responsibilities are, but not limited to:

1. Making sure all team athletes have paperwork, registration, and bonds handed in and completed.
2. Help the Football/Spirit Director during the beginning of season certification of coaches and athletes.
3. Be present for all games to oversee weigh-ins and play counting.
4. Other administrative duties as designated by the Head Team Coach or Football/Cheer Commissioners.
5. Team Commissioners may instruct and help coach at practice but are not allowed to coach in any way during a game.
6. Log into the injury journal all injuries that occur at practice or games.
7. Shall be responsible for all communications from the organization during the regular season and post season play.
8. Along with Head Coaches and Assistant Coaches will be responsible for uniform collection and inspection when each team's season ends or on collection day as designated by the organization.

ARTICLE VIII – SCHEDULES

Practice and game schedules will be determined by the Flemington Falcons as allowed and governed by the MVC and National.

ARTICLE IX – GAME RULES

Rules for games and competitions shall be from the following sources:

1. The National Pop Warner Rulebook
2. Portions of the Administrative Manual
3. Official Football Rules as published by the National Federation of State High School Associations
4. Local rules of the MVC (HLA)

The MVC adheres to the National Federation of High School rules. When rules conflict, Pop Warner rules take precedence. Where there is no conflict or the Pop Warner Rulebook is silent, the National Federation rules apply.

The MVC has made exceptions to the High School rules and can be found in the MVC By-Laws in Appendix “L”.

ARTICLE X – DIVISION OF PLAY

The Flemington Falcons, football and cheer, participate in six divisions of play:

1. Flag
2. Mitey Mite
3. Jr. PeeWee
4. PeeWee
5. Jr. Midget
6. Midget

These divisions may vary in age and weight as prescribed by the MVC. Weight restrictions used for divisions in football only.

SECTION 1.0: ATHLETE PLACEMENT WITHIN DIVISIONS

Athletes will be placed within a certain division by the Football/Cheer Commissioners. The Pop Warner Risk Management Manual will be used in addition to the following considerations.

1. Age
2. Weight
3. Number of athletes on a given team (35 maximum).
4. The best match for the athlete and Association.

SECTION 2: RESTRICTIONS

At the beginning of a season, no player shall be placed within a division that he is 15 lbs heavier than. (Ex. If a player is 9 years old and weighs 120, he must be placed with the PeeWee team.) If a player loses enough weight to drop down a division, prior to certification, it will be at the discretion of the Football Commissioner; the best interest of the player shall be kept in mind.

ARTICLE XI – MEMBERSHIP

Membership shall be afforded to all persons who subscribe to the purposes and intent as specified herein. Membership in the Flemington Falcons will be in a division of play, in football or cheerleading, to be set forth by the MVC and National, based on the child's age and weight.

SECTION 1.0: FRANCHISE AREA

The municipalities franchised to the Flemington Falcons for memberships are; East Amwell, Raritan, and Readington Townships and the Boroughs of Flemington and Stockton.

SECTION 1.1: EXCEPTIONS

In certain instances members may join from outside the Flemington Falcon franchise area. Membership outside the franchise area shall be governed and approved by the MVC.

SECTION 2.0: PLAYERS

All athletes shall understand that it is their responsibility and obligation to:

1. Be prompt to, and attend all practices.
2. Notify, promptly, the Head Team Coach if a practice will be missed.
3. Complete 20 hours of conditioning practice, usually the first two weeks of practice, prior to participating in regular practice.
4. Bring a doctor's note of clearance, after each incident, where a player has seen a doctor for a Flemington Falcon associated injury.
5. Practices are mandatory to participate in a game. If practices are missed it shall be the discretion of the Head Coach to whether the player will participate in a game/competition.
6. Show respect for teammates, opponents, officials, and coaches at all times, both on and off the playing field.
7. Exhibit fair play, sportsmanship and proper conduct on and off the playing field, and maintain a high level of safety awareness and good sportsmanship.
8. Place academic achievement as a high priority.
9. Refrain from the use of profanity, vulgarity, and other offensive language and gestures, before during and after a game or competition.
10. Adhere to established rules and standards of the game.

11. Win with character, lose with dignity. Winning is not everything....It is how you play the game.
12. Abide by the Time and Commitment Letter.

SECTION 3.0: ADULT/PARENTS

All Adults/Parents are expect to, but not limited to:

1. Show respect for teammates, opponents, officials, and coaches at all times, both on and off the playing field.
2. Exhibit fair play, sportsmanship and proper conduct on and off the playing field, and maintain a high level of safety awareness and good sportsmanship.
3. Place academic achievement as a high priority.
4. Refrain from the use of profanity, vulgarity, and other offensive language and gestures, before during and after a game or competition.
5. Adhere to established rules and standards of the game.
6. Abide by the Parent Code of Ethics and the Time and Commitment Letter.
7. Ask questions of the coaches after practice sessions.
8. Bring a doctor's note of clearance, after each incident, where a player has seen a doctor for a Flemington Falcon associated injury.
9. Practices are mandatory to participate in a game. If practices are missed it shall be the discretion of the coach to whether the player will participate in a game/competition.
10. Volunteer 6 hours for the first and 3 hours for each additional player within the Flemington Falcon organization.
11. Sign-up for your volunteer hours. If an Adult/Parent does not sign-up for volunteer time slots prior to a week before the first **season** game, volunteer slots will be assigned and the responsibility of the Adult/Parent to fill that slot. Failure to perform all volunteer hours will result in forfeiture of the Volunteer Bond in its entirety. forfeit the entire amount of the Volunteer Bond.
12. Return equipment on the date set by the Flemington Falcons at the end of the season or post season play. Equipment that is not returned or returned late shall forfeit their bond. It is your responsibility to make sure that all equipment and uniforms are returned in a timely manner. Forfeiture of the uniform bond check, along with any additional costs for replacement, will be applied if one of the following should occur:
 1. Any equipment or uniform not returned by January 1st of the next year.
 2. Any equipment or uniform that is lost or damaged.
13. Drop off and pick up players in a timely manner when practice starts and ends.
14. Win with character, lose with dignity. Winning is not everything....It is how you play the game.

SECTION 4.0: TERM OF MEMBERSHIP

All memberships in this Association shall run concurrent with the fiscal year.

ARTICLE XII – REGISTRATION

Regular Registration for the Flemington Falcons shall open February 1st and close July 1st. Registration shall remain open until after the first game of the season with a late fee of \$25.00. The following are, but not limited to, the registration paperwork that shall be completed and filed with the Flemington Falcons:

1. Participant Contract and Parental Consent Form
2. Flemington Falcon Parents Code of Ethics and Permission Form
3. Time and Commitment Letter
4. Physical Fitness and Medical History Form
5. Birth Certificate
6. Copy of Child’s Report Card from Last Year
7. Bonds: (1) \$250.00 Parent Participation Bond & (2) \$150.00 Uniform and Equipment Bond.
8. Appropriate Registration Monies.

Registration of any athlete is not complete until all the above paperwork and monies are filed with the Flemington Falcons.

SECTION 1.0: BONDS

Bond checks shall be made out to the Flemington Falcons and are used to compensate the Association for non participation and lost, never returned, abused, or late equipment return. Equipment shall be returned promptly, on a date set by the Flemington Falcons, at the end of the season or post season play. Equipment will be considered late if it has not been returned by January. The return of equipment is the responsibility of the Adult/Parent Member. The following are required bonds:

1. Parent Participation Bond - \$250.00
2. Uniform and Equipment Bond - \$150.00

SECTION 2.0: REFUNDS

A. Bonds will be returned at the end of the season after fulfillment of required duties. For each child participating in the program, please enclose a \$250.00 “Parent Participation Bond” and \$150.00 “Uniform and Equipment Bond.” Checks are made payable to the **Flemington Falcons**. Please note the participant(s) name in the memo section. Bond checks **WILL NOT BE CASHED** and will be destroyed or returned after your child participates in the fund-raisers, all equipment/uniforms are turned in, and the parent volunteer hours are fulfilled.

B. Registration will be refunded under the following circumstances:

The Falcons will refund registration fees - less a 10% processing fee - for requests prior to equipment and uniform handout which is held in late July. After equipment handout and prior to August 1, a 75% refund applies. After August 1 and prior to the end of the second week of practice, a 50% refund applies. For drops in weeks 3 and 4 in August, a 25% refund applies. No refunds will be issued after the first football game of the season is played at the end of August.

SECTION 3.0: REGISTRATION FEES

Registration Fees are set by the Executive Board of the Flemington Falcons at the January meeting. Every effort will be made to keep the fees affordable so all may be able to participate. Current Regular Registration Fees are:

1. Flag Football and Flag and Mitey Mite Cheer - \$130.00
2. All other Football and Cheer Teams - \$180.00

Late registration will be assessed a late fee.

ARTICLE XIII – BOOKS, RECORDS, AND REPORTS

All books and records involving the running of the organization administratively shall remain in the possession of the Recording Secretary, subject to inspection by the Executive Board at any regularly scheduled meeting, or at any special meeting called by the Executive Board.

SECTION 1.0: FINANCIAL REPORTS

Monthly reports involving the financial standing of the Association shall be generated by the Treasurer and maintained in their file with copies of the reports being given to all Executive members at regularly scheduled meetings.

SECTION 2.0: ADMINISTRATIVE REPORTS

All administrative reports involving the running of the Association shall be maintained by the Recording Secretary with copies of such reports being given to all Executive members at regularly scheduled meetings.

SECTION 3.0: FOOTBALL/CHEER REPORTS

All administrative paperwork dealing with the actual Football and Cheer programs, such as but not limited to, registrations, parent consent forms, medical forms, coaching applications, etc., shall remain in the possession of the Football/Cheer Commissioners, or a designee, who will be responsible for the availability of the forms in an emergency and will be turned into the Corresponding Secretary within thirty (30) days of the last regular or post season event.

ARTICLE XIV – DISSOLUTION PROCESS

Should for some reason the Flemington Falcons deem it necessary to dissolve, all properties belonging to the Flemington Falcons will be placed in the care of an agreeable party for a period of two (2) years. Should, during that time, there be interest in reviving the Association, all equipment will become available for its use.

After the two (2) year period, all assets of the Flemington Falcons will be transferred to the MVC to be distributed to those Franchises within the conference in need of financial assistance as deemed by the Executive Board of the MVC.

ARTICLE XV – AMENDMENTS

Any amendment or changes be they additions or deletions, to the By-Laws of this Association shall be made after the second reading of the amendment or changes, by a majority vote of the Executive Board, with a tie vote being broken by the President, casting the tie breaking vote.