



Tracy Rampage Football and Cheer

BYLAWS



Article 1

Name of Organization

1. This organization shall be known as “Tracy Ramage Football and Cheer”, a non-profit organization dedicated to serving the youth of Tracy and the surrounding local area.
2. The Name “Tracy Ramage Football and Cheer” and any variation (i.e., “Tracy Ramage”), plus all affiliated logos shall be the sole property of this organization and shall not be used without the prior approval of the Executive Board of Directors.

Article 2

Organization Objectives

1. The Objectives of Tracy Ramage Football and Cheer is to provide a football and cheerleading program at minimum cost to the participants and their families. While implementing the ideals and values of Good Sportsmanship, Honesty, Courage, Loyalty, and Respect to oneself and others.
2. Tracy Ramage Football and Cheer will provide, to the best of its ability, a safe and well-organized program with motivated and/or experienced coaches.
3. To achieve this objective, Tracy Ramage Football and Cheer will provide a supervised program under the Rules and Regulations set forth in these Bylaws and the current edition of the rulebook (herein referred to as “rulebook”) of the Delta Youth Football League. In accordance with Section 501(c)(3) of the Federal Internal Revenue Code. Tracy Ramage Football and Cheer shall operate exclusively as a non-profit educational organization providing a supervised program of competitive Football & Cheerleading. No substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.
4. **Zero Tolerance Policy** - at no time is it acceptable for coaches to berate any player on the team, there is also no tolerance of bullying of any kind. Coaches, kids and/or parents will be subject to removal from the organization or team, this will be outlined in the Tracy Ramage family code of conduct agreement.

Article 3

Governing Membership

1. The Governing Membership of Tracy Ramage Football and Cheer will consist of an Executive Board, Board of Directors, Head Football Coaches, and Head Cheerleading Coaches.
2. **The Executive Board** will consist of a



- President
- Vice President
- Second Vice President
- Secretary
- Treasurer
- Operations Director
- Events and Fundraising Director
- Athletic Director
- Cheer Director

All Executive Board positions will be elected at the January Board Meeting. Election to office will require a majority vote of the governing executive board membership of the previous season. Each Executive Board of Director will hold office for a minimum of one election year.

3. **The Board of Directors** will include the

- Weighmaster
- Equipment Manager
- 1-2 Equipment Coordinators
- Concessions Manager
- Concessions Coordinator
- Cheer Coordinator
- Football Coordinator
- Safety Coordinator
- Volunteer Coordinator
- Game Day Coordinator
- Events and Fundraising Coordinator
- 2 General Board Members
- 4 Team Coordinators

All General Board positions will be elected by the May Board Meeting. Each General Board of Director will hold office for a minimum of one election year.

4. **Head Football and Cheerleading Coaches:** One Head Coach will be elected for each team or squad offered by Tracy Rampage Football and Cheer. Election for Head Coaches must be completed by March 31st. A majority vote of the Executive Board will be required for appointment.

- Head Football coaches will have interviews conducted by the President, Athletic Director and Vice President or Second Vice President.
- Head Cheer coaches will have interviews conducted by the President and Cheer Director.
- All Current Head Coaches wanting to return must submit their letter of intent by January 1st.



- Head Coaches will serve for a term of one full election year.
- Upon completion of their year of service the Executive Board may elect to recommend them for another year, complete a year's end review, and/or may terminate after such review.

Article 4

Voting

1. A quorum will be required for all votes taken during elections and Bylaw changes.
2. A quorum will be defined as fifty percent plus one of the elected Governing Membership (Executive Board).
3. The quorum will be given the right to one vote in all Tracy Ramage Football and Cheer elections, policy making and everyday business.
4. No Governing Member will have more than one vote for any vote taken, even if that member holds more than one voting position.

Article 5

Active Members

1. **Board of Directors Eligibility:** An Individual who has been a Participant member in the past, or the sibling or relative of a current participant member, or an individual who is sincerely interested in active participation to affect the objections of Tracy Ramage Football and Cheer. All Members must be in good standing with Tracy Ramage Football and Cheer to participate.
2. **Executive Board Eligibility:** An individual who has been on the Tracy Ramage Football and Cheer Board for at least one year will be considered eligible to be nominated for an Executive Board Position. *Note: if no board member is available to occupy an Executive Board of Directors Position, a participant member may be considered for the position if that person is a member that is in good standing.*
3. **Member in Good Standing:** A member in good Standing is defined as, a member who has met all required obligations to "Tracy Ramage Football and Cheer" During the season including financial obligations, proper and legal paperwork documentation, membership fees, return of all equipment in an acceptable shape from prior seasons, and any other such obligations deemed necessary by the Board of Directors to successfully support the Tracy Ramage Football and Cheer organization in a fair and equal manner.

- A. All Participant members and their families must be in good standing with Tracy



Rampage Football and Cheer to participate in the program.

4. If any of the Executive Board, Board of Directors or the Head Coaching Staff is absent from three consecutive Board Meetings, that member will be considered a **NON-ACTIVE** member. This will apply to **ALL** positions.
5. No member of the Executive Board, Board of Directors or the Head Coaching Staff will be allowed to remain in office if they are not an **ACTIVE** Member of the organization, unless excused by a Majority (50% +1) vote of the current voting members.
6. If an Executive Board Member, Board of Directors Member or a Head Coach is unable to meet the required board meetings to maintain the active status, due to unforeseen circumstances, the member may request a leave of absence. The request must be made in writing and approved by a majority vote of the governing board. All members on leave of absence will be considered inactive until their leave has ended.
7. All Board Members Coaches and Staff members will be subject to a background check, to be conducted by a DYFL approved agency only.

Article 6 Duties of Office

1. **President:** As Chief Executive Officer of Tracy Rampage Football and Cheer he/she will preside over all Executive/General Board meetings.
 - A. Upon Board Approval, for any committee or Committees, The President will have full power to appoint a chairperson to the committee or committees as needed.*
 - B. In the event of any office holder or head coach resigning or being dismissed by the Board, the President may make a temporary appointment(s) to the vacant positions(s) with Executive Board Approval. The appointment will be for the remainder of the season.*
 - C. The President may appoint all non-elected position(s), as he or she deems necessary for the benefit of the organization and its goals.*
 - D. It will be the responsibility of the President to set the date, time and location of all Board Meetings. Notification of Board meetings may be delegated in any way the President deems best to assure that the largest numbers of Members are present at the meeting.*
2. **Vice President/Second Vice President:** During the absence of the President, the Vice President and/or Second Vice President shall assume all the duties of the president with all powers and restrictions placed.



A. The Vice President/Second Vice President will be the authority to which coaches, players and parents may make known any requests or complaints. He/she will determine if the requests or complaints are valid and should be taken to the Board for possible action.

B. The Vice President/Second Vice President Shall have such other powers and duties as may be prescribed by the board or President.

3. **Secretary:** Shall keep, or cause to be kept, a book of minutes of all Board Meetings. The minutes to show the time and place of the meeting, whether regular or special, names of Governing Members present and the proceedings that follow. It shall be the duty of the secretary to:

A. Keep copy of the Bylaws as amended to date.

B. Notify all Governing Board Members of the Date, Time and location of all scheduled Board Meetings.

C. Be Responsible for all written correspondence to all Governing Members.

D. Responsible for most communications from the organization to parents. Social Media management, website maintenance and registrar.

E. Works closely with the Treasurer and Executive Board for planning the season and assuring fees are paid in a timely manner.

F. Main point of contact regarding necessary documents from parents. In charge of maintaining files and creating books for the season

- Will keep documents on file for two (2) years after a participant leaves the organization. After two years, documents will be shredded.*

G. Perform Such other duties as may be prescribed by Board or President.

4. **Treasurer:** The Treasurer shall keep and maintain adequate and correct accounts of the properties and business transactions of the organization. It shall be the duty of the Treasurer to:

A. Deposit all moneys and other valuables in the name and to credit the organization, with such depositories as may be designated by the Executive Board. The Treasurer Shall disburse the funds of the organization as may be ordered by the Executive Board or President.

B. Render in writing an account of all transactions and of the financial condition of the organization at all scheduled executive board meetings.

C. Prepare an annual budget and financial statement under the direction of the president for submission to the Board of Directors at the final annual meeting in



December.

- D. Have all Tracy Rampage Football and Cheer books, accounts and records in condition for audit always and ready to turn over to his/her successor in the office of the Treasurer.*
 - E. Ensure that all accounts are properly designated and that there shall be no commingling of personal or non-franchise assets of Tracy Rampage Football and Cheer.*
 - F. Perform such duties as are herein specifically set for and such duties are customarily incident to the Office of Treasurer or may be assigned by the Executive Board of Directors or President.*
5. **Operations Director:** Responsible for directing the operations and the smooth functioning of the organization.
- A. Liaison between vendors and the organization.*
 - B. Assist the President and VP with the mediation of any incidents that have been escalated and brought to the Board.*
 - C. Responsible for community outreach with the assistance of the events director.*
6. **Events/Fundraising Director:** Responsible for the coordination of all unique events and fundraising.
- A. Dedicated events include but are not limited to Homecoming, Photo Day, End of Season Banquet, and any Fundraising events.*
 - B. Responsible for all individual and group fundraising activities.*
7. **Athletic Director:** Supervise the day-to-day activities of the youth football program and be responsible for the activities of all football coaches, to assure safe and quality football program, it shall be the duty of the Athletic Director to:
- A. Be responsible for keeping the football coaches informed of any league or board activities that may relate to them or their teams.*
 - B. Be the authority to which coaches, players, parents may make known any requests or complaints. He/She will determine if the request or complaints are valid should be taken to the board for possible action.*
 - C. This position plays a crucial role in mentoring coaches and players throughout the season.*



- D.** *Coordinates and conducts Safety Meetings monthly with the Safety Coordinator to address concerns and new information with coaching staff.*
- 8. Cheer Director:** Direct the day-to-day activities of the youth cheer programs and be responsible for the activities of all cheerleading coaches, to assure a safe and quality cheerleading program. It shall be the duty of the Cheer Director to:

 - A.** *Be responsible for keeping the cheerleading coaches informed of any league or Board activities that may relate to them or their teams.*
 - B.** *Be the authority to which coaches, players and parents may make known any request or complaints. He/She will determine if the request or complaints are valid and should be taken to the Board for possible action.*
 - C.** *Responsible for ordering all Cheerleading items, uniforms, accessories, equipment.*
- 9. Weighmaster:** Responsible for being present at all games to weigh in opposing team prior to games. Designate a place for weigh ins at each home game and set up scale.
- 10. Equipment Manager and Coordinator(s):** Responsible for the issuing or causing to have issued, all football equipment. It shall be the duty of the Head Equipment Manager to:

 - A.** *See that each football team has equipment managed and all necessary parts and tools for equipment repair.*
 - B.** *Notify the board of all needed replacement equipment, parts and tool for purchase approval.*
 - C.** *Assist with helmet certification coordination.*
 - D.** *Organize and maintain storage unit that contains all equipment. Taking inventory of items we have, and notifying the organization when items need to be replaced.*
 - E.** *Assist with distribution of equipment at the beginning of the season.*
 - F.** *Assist with set-up, take down on game days.*
 - G.** *Set up and maintain generators/lights as needed.*
 - H.** *Pick up/load trailer as needed.*
- 11. Concessions Manager:** Responsible for the organization, maintenance, and operation of concessions. It shall be the duty of the Concessions manager:

 - A.** *Organize all store runs and purchases of products for the snack bar.*



- B. Responsible for the management of sales, tracking, and all inventory. Creating shopping lists and submitting receipts to the treasurer.*
 - C. Work with the Volunteer Coordinator and Game Day Coordinator to delegate volunteers. Volunteers will be responsible for working the snack bar during the game(s), cleaning/washing dishes, cutting fruit and food prep, preparing containers for sale, set up/break down of snack bar.*
12. **Concessions Coordinator:** Responsible for supporting the Concessions Manager in organizing and running the snack bar during home games or events and will take on the responsibility of the Concessions Manager in his/her absence.
13. **Cheer Coordinator:** Responsible for supporting all the effort of the Cheer Director and will take on the responsibility of the Cheer Director in his/her Absence.
14. **Football Coordinator:** Responsible for being the liaison between the board members and the team coordinators. It shall be the responsibility of the football coordinator to
- A. Manage the "football" email account, answer all football related questions and season related questions.*
 - B. Assist team coordinators with management of parent communication.*
 - C. Assist with coordinating Volunteer Hours for parents with the Volunteer Coordinator.*
15. **Safety Coordinator:** Responsible for assisting with safety meetings and addressing safety concerns and updates with the Athletic Director.
16. **Volunteer Coordinator:** Responsible for maintaining the volunteer system and accountability. Works directly with Football Coordinator, Team Coordinators, Game Day Coordinator and Concessions Manager. Responsible for scheduling or having scheduled all day help, including outreach to high schools for volunteers.
17. **Game Day Coordinator:** Responsible for planning and coordinating game day and ensuring they are running smoothly. Works directly with Operations Director, Athletic Director, Cheer Director, Volunteer Coordinator, Equipment Staff, and Concessions Manager. Organize Announcer, Timekeeper National Anthem singer or music, gate admission, clean up, etc.
18. **Events and Fundraising Coordinator:** Responsible for supporting all the effort of the Events and Fundraising Director and will take on the responsibility of the Events and Fundraising Director in his/her Absence.
19. **General Board Member(s):** Responsible for assisting with any miscellaneous tasks that may be requested of them.



20. **Team Coordinator(s):** Responsible for managing communications to designated team families. It shall be the responsibility of the team coordinator to:
- A. Develop snack schedules*
 - B. Send out communications from football coordinator to families*
 - C. Be the main point of contact for families. When a parent has an issue or questions, this will go to the team coordinator.*
 - D. If there is an issue that needs to be addressed from a parent, the team coordinator would then discuss with the Athletic Director or their Head Coach.*
 - E. Take photos of all participants needed for the binders and assist with collection of any outstanding paperwork.*

Article 7 Board Actions

1. **Dismissal:** Any Executive Board Member, General Board Member or a Head Coach may be removed with cause by a two-thirds vote of the governing board at any time. Any such removal shall be without prejudice and reason for dismissal must be given in writing to the affected party by the Secretary.
2. **Disciplinary Action:** Any disciplinary action of a Head Coach, Assistant Coach, Parent or Board Member will be decided by the governing board. The President will be the lead investigator in any disciplinary investigation and will provide his/her findings to the Executive Board with a recommendation of disciplinary action or dismissal of said actions.
3. **Resignation:** Any Governing Member may resign at any time by giving written notice to the Executive Board. Resignation shall take effect on the date of the receipt of notice, or any later time specified by the resigning party. The acceptance of such resignation shall not be necessary to make it effective.
4. **Vacancies:** A vacancy in any office shall be filled in the manner prescribed in these bylaws under article 6 (duties of the President), and article 3 (governing membership).
5. **Accountability:** It is the duty of all board members to uphold the Tracy Ramage Football and Cheer Bylaws as well as the DYFL Bylaws. Any board member who is aware of any bylaw violation or misconduct/code of conduct violation by a board member, coach, player, or parent must notify a Tracy Ramage Football and Cheer Executive Board Member in writing within 24 hours of said incident. If a board member knowingly withholds information, they may be subject probation, suspension or expulsion.



Article 8 Board Meetings

1. Board meetings, regular or special, shall be held at any place within the area of the Governing Franchise and as designated by the President of Tracy Rampage Football and Cheer. A minimal rental fee may be allowed for use of a meeting place, if a location can't be found at no cost to the organization.
2. Regular meetings of the executive board shall be held at least once a month for the organization, elections, and the transactions of other business. Notice of all meetings shall be made public to all members of the Tracy Rampage Football and Cheer organization prior to the scheduled meeting. All governing members must attend mandatory January, February and March Board Meetings. All Board Meetings shall be closed meetings.
3. **Action without meeting:** Any action required or permitted to be taken by the governing board to conduct day-to-day business may be taken without the need of a full board meeting, if all members of the board are contacted via the designated group messaging app, or by phone or email and there is a majority consent to such action obtained.
4. The President may approve expenditures of up to \$500 per purchase without approval, if deemed necessary to conduct business.

Article 9 Indemnification

1. Tracy Rampage Football and Cheer shall indemnify each of its officers, directors, coaches and their families against all reasonable expenses and necessarily incurred by them. Due to any judgements, attorney's fees and court costs in connection with the defense of any litigation or administrative proceeding to which they have been had a party, because they are or were an officer director, or coach of this organization.
2. Any present or past officer, director, founder or coach will have no rights to any reimbursement if they have been negligent, shown misconduct or reckless disregard in the performance of their duties.

Article 10 Coaches

1. **Eligibility:** Individuals interested in becoming a coach must meet all DYFL and Tracy Rampage Football and Cheer requirements and possess a high moral character. No Person with a criminal



record that may be deemed a hazard to the youth of Tracy Rampage Football and Cheer will be eligible for a coaching position.

2. **Requirements:** Applicants for any open position for Head Coach must submit a Letter of Intent and a Coaching/Volunteer Application to the Governing Board. Applicants for Head Coach may indicate their preference as to which level they would like to coach, however no guarantees can be made. Three (3) years of coaching experience is preferred. Any new applicants must submit a list of qualifications and a list of references with their Letter of Intent and application. Coaches will be appointed by a majority vote of the Governing Board, as provided in Article 3. All Assistant Coaches will be required to complete an application every year. All coaches will be subject to a background check, to be conducted by the Governing League, and must attend a Coaches Clinic offered by the Governing League and complete a Volunteer Application that is approved by the Governing Board.
3. **Responsibilities:** It will be the responsibility of the Head Coaches to assure a SAFE and QUALITY program for their team squads. Each Head Coach will select his or her coaching staff, keeping in mind the goals of Tracy Rampage Football and Cheer. NO Coach shall be allowed to presume his/her duties until the Board has approved them. Any coach that fails to meet all League and Tracy Rampage Football and Cheer regulations will be dismissed.
4. It will be the responsibility of the Head Coaches to see that every effort is made to assure that ALL KIDS are given a chance to participate in every game or event sponsored by the League or Tracy Rampage Football and Cheer. We will strive to allow each child to play as much as possible, while remaining competitive in our games. Please refer to the Minimum Play Rule referenced in Article 14 for more information.
5. Tracy Rampage prefers Head Coaches to be a part of the Board of Directors and to attend each board meeting. Head Coaches will be responsible to assure that they are present for their level at all Tracy Rampage Football and Cheer functions. The coaches will be responsible for implementing any required disciplinary measures needed to control his/her team members with the assistance of the Athletic Director/Cheer Director.
6. **Disciplinary Actions for Coaches:** If a coach is found to be in violation of any of the rules and regulations of these bylaws, the Tracy Rampage coaches code of conduct or the Delta Youth Football League, that coach will be suspended and have their badge taken away by the head coach with the approval of the Athletic Director/Cheer Director and the Executive Board. The Executive Board will meet to review the violation and determine what the next course of action will be, which may result in anything from the Coach being put on probation, to the coach being dismissed for the remainder of the season. This will depend upon whether this was a Tracy Rampage Football and Cheer Bylaw Violation or a Delta Youth Football League Bylaw Violation.
 - a. Any Coach that knowingly violates any of the DYFL Bylaws, Tracy Rampage Football and Cheer Bylaws, or Tracy Rampage coaches code of conduct:
 - 1st Offense – Violator will be suspended for one (1) week.



- 2nd Offense – Violator will be suspended for two (2) weeks.
 - 3rd Offense – Violator will be dismissed for the remainder of the season.
- b. Any coach who displays conduct detrimental to the safety of a player or cheerleader will lose their badge for the season. Both above actions may be appealed before the Governing Board within 15 days of the offense.
7. **Reviews:** All Head Coaches will be required to go through a formal review at the end of every season. The Executive board shall perform the reviews. Reviews may or may not result in the Coaches recommendation for the next season, or the Coaches Termination.

Article 11 Equipment

1. All Equipment issued to a team or squad member will remain the property of Tracy Ramage Football and Cheer and must be returned intact, to the Equipment Staff on the posted date and time. The Governing Board will decide on time and date for equipment return and shall provide for storage of all equipment at the end of the season.
2. Tracy Ramage Football and Cheer will provide all football teams with minimum required safety equipment, practice jersey and pants, game jersey and carry bags. Game only pants and socks may be provided if organizational funds allow. Cleats, and athletic supporters are to be furnished by the team member and will remain the property of each member. It is strongly suggested that all male football players wear an athletic supporter with cup during all practices and games.
3. Tracy Ramage Football and Cheer will coordinate the procurement for all cheerleading squad uniforms and accessories which will remain the property of the participant. Any other accessories such as pom poms, gloves etc., purchased by Tracy Ramage will remain the property of the organization.

Article 12 Amendments

1. Any Governing Member may submit amendments to these bylaws by the February Board Meeting. A majority vote (50% + 1) by the Governing Members will be required to make any amendment changes or additions.



Article 13
Grievance Procedures

1. Any Grievance, to be considered, shall be submitted in writing and signed by the aggrieved and presented via letter or email to the President of Tracy Rampage Football and Cheer. The Governing Board shall have a meeting to consider the grievance within 30 days. The Aggrieved party shall receive a written reply, via letter or email, as to the time and place of the meeting, and may be requested to appear. A written report of the Board's decision must be given to the aggrieved no later than 30 days after the meeting.

Article 14
Minimum Play Rule

1. **Minimum Play Rule:** It is the goal of this organization for every child to play as much as their effort, physical aptitude, attendance, and attitude allows. Coaches will make every attempt to play each player a minimum of 4 plays, with a goal of eight, during the regular season. (Dead ball plays, PAT and special teams are included).

Article 15
Governing League Bylaws

1. Tracy Rampage Football and Cheer will abide, in full, to all Governing League Bylaws, Rules, and Regulations. Any Tracy Rampage Football and Cheer Bylaws, Rules and Regulations that may conflict with that of the Governing League will be considered invalid during the time that the organization is a part of said League or said League Bylaws, Rules and Regulations are changed and no longer conflict.
2. Tracy Rampage Football and Cheer will use its Bylaws, Rules, Regulation and those of the Governing League as a Minimum Guide. The organization may choose to add or to change said Bylaws, Rules, and Regulations as deemed necessary in accordance with Article 12 amendments. Any addition or change must in no way conflict within the league and must only affect the activities of Tracy Rampage Football and Cheer.