

**BYLAWS  
OF THE  
PLEASANT VALLEY**



**AND  
CHEER**

**Adopted: 3/26/2024**



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## ARTICLE I ORGANIZATION AND AFFILIATION

### Section 1 Organization

- A. This organization shall be known as the Pleasant Valley Cubs Football & Cheer Association, Incorporated, hereinafter referred to as the "Cubs".
  - 1. The use of the Cubs name in whole or in part for fund raising or sponsorship must be approved by the Executive Board.
  - 2. It is strictly prohibited to use the Cubs name for personal earnings.
- B. Cubs shall be comprised of children, participating in recreation activities and sports, hereinafter referred to as "Athletes". Also, Parents/Guardians, coaches, Board members, Committee members and any eighteen (18) year old or older who actively participates in supporting the Athletes hereinafter referred to as "General Members". See Article II, Section 1A
- C. Cubs will endeavor to teach youth the proper skills to compete and enjoy sports, and to provide a strong fundamental skill base for youth who choose to continue to compete at the interscholastic level. Cubs will strive to encourage and teach good sportsmanship, teamwork, physical fitness, and respect of parents, coaches, teammates, referees, and opponents, as well as self-respect and the development of self-esteem in the participants themselves.
- D. Cubs is organized exclusively for charitable and educational purposes within the meaning of Section 501(C)(3) of the Internal Revenue Code.
- E. **Reminder:** This organization's focus is on the kids, and their well-being! Decisions will be made in keeping their best interests at heart! There will be times where decisions are made with the focus on the impact to the least number of individuals, and the most beneficial impact to the masses.

### Section 2 Non-Discrimination

- A. All words used in these By-Laws in any gender shall extend to and include all genders and any singular words shall include the plural expression and vice-versa when the context of facts do require. And any pronouns shall be taken to refer to the person or persons intended regardless of gender or number.
- B. The Cubs shall not discriminate on the basis of gender, race, religion, national origin, age, or disability. However, no provision of these By-Laws is intended to create any actionable property right or procedural or substantive due process rights.

### Section 3 Governance and Order

- A. The governing of the Cubs shall be under the supervision of elected officers and directors, hereinafter referred to as the "Executive Board": Any power not specifically delegated to other persons, committees or member(s) remain with the Executive Board.
- B. The Executive Board may make changes prior to the first reading of the year to provide a set of current By-laws that best represent the needs of the Cubs Organization. (The Board will consider any proposed amendments that were received prior to November's Board Meeting.)
- C. Cubs will conduct monthly meetings open to the public. Every attempt will be made to post at least one week prior on the Cubs' website.
- D. All public meetings shall be governed by the rules of parliamentary procedures called, "Robert's Rules of Order".
- E. The order of business for all meetings shall be:
  - 1. Call to Order/ Sign In
  - 2. Review minutes of previous meeting
  - 3. President's Report
  - 4. Vice President's Report



- 5. Treasurer’s Report
  - 6. Directors’ Report
  - 7. Health & Safety Report
  - 8. Old Business
  - 9. New Business
  - 10. Correspondence
  - 11. Hearing of Visitors
  - 12. Confirmation of Attendance to Sign In (Those present all signed and accounted for.)
  - 13. Adjournment
- F. The President and one (1) officer will have the authority to cancel, change meetings, frequency, time, and place as needed.

**Section 4 Affiliations**

- A. The Cubs are members of the Colonial Youth Football League, hereinafter referred to as the “League”.
- B. The official playing rules and regulations as published by the League for the current season shall be binding on the Cubs.
- C. Attachment 1, CYFL Bylaws

**Section 5 Governmental Regulations**

- A. If any provisions of these By-Laws shall be in conflict with any applicable governmental regulation, code or law, such provision shall take precedence over the conflicting section(s) of these By-Laws.

**Section 6 Severability**

- A. If any provision of these By-Laws shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of these By-Laws is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed and enforced as so limited.

**Section 7 No Alcohol or intoxicants**

- A. In order to preserve the moral fortitude of a youth organization, no alcoholic beverages or any other intoxicants may be used in the promotional fundraising of sponsorship activities by the association or its members during events where children are present.

**ARTICLE II MEMBERSHIP**

**Section 1 General Members**

- A. Refer to ARTICLE I, Section 1, B

**Section 2 Member in Good Standing**

- A. All dues and fees must be paid in full prior to participation in a sport for a given season.
- B. Applicable fees and dues relating to a “member in good standing” also include reimbursement for all returned checks, for which the check issuer will be charged a \$35 fee.
- C. Families must actively participate in all fundraising activities, or fulfill the financial or volunteer assistance (i.e. refreshment stand duty, etc) requirements supporting their sport, as defined for the respective season, and noting the requirements may change annually.
- D. Members not in good standing will be tracked by the administrative Director monthly and will be provided at each meeting.
- E. Members in Good Standing qualify for voting rights in accordance with ARTICLE II, Section 3.

**Section 3 Voting Rights of Members in Good Standing**



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- A. Every adult member (18) years of age or older has voting rights. In order to exercise this right a member must be a "Voting Member in Good Standing".
- B. A Voting Member in Good Standing is achieved and maintained by the following:
  - 1. Status of member in good standing, refer to ARTICLE II, Section 2.
  - 2. Attend three (3) consecutive executive board meetings with actual voting rights initiated at the conclusion of the third meeting.
  - 3. Suspension of voting rights due to absenteeism from executive board meetings after the initial establishment of voting rights has occurred will be instituted after a member in good standing fails to attend two (2) successive meetings.
  - 4. Re-establishment of voting rights will occur after attending two (2) consecutive executive board meetings with actual voting rights re-initiated at the conclusion of the second meeting.
  - 5. Termination of voting rights for the current 'voting season' will occur after absenteeism from three (3) consecutive executive board meetings.
- C. Voting rights status for current 'Voting Members in Good Standing' will carry over from year to year.
- D. Members who's voting rights have been terminated during a calendar year will not be eligible to reestablish voting rights as a 'Member in Good Standing' until the conclusion of the January Board Meeting starting the new calendar year.
- E. Voting members in good standing can make a motion, and vote on motions made at the Board Meeting; but do not vote on discipline and grievance issues.
- F. Voting members in good standing have the right to participate in the "Executive Board" nominations and voting process.
- G. Each voting member in good standing is entitled to only one (1) vote.
- H. The voting member in good standing must be present at a general meeting to vote, nonverbal proxy of this vote may be given in the event of an absence.
- I. Excused absences will be granted by the Board. Notice of absence must be given to the executive board ~~secretary~~ prior to the meeting. Excused absences will consist of employment requirements, CYFL League Meetings, mandated practices, serious illness, or other force majeure matters.

### **Section 4 Responsibilities**

- A. All members shall adhere to the Cubs Code of Conduct as set in ARTICLE III, Section I
  - 1. Athletes and Parents/Guardians must sign a Cubs Code of Conduct letter. Their signatures verify that they have received, read and agree to abide by the Cubs Code of Conduct.
  - 2. Said letter will be placed with the Athlete's records, and maintained by the Cubs Executive Board
- B. It is mandatory for the Parents/Guardians or another competent adult family member with authority to make medical treatment decisions for the Athlete. This adult also shall be responsible and present at all games and practices. This adult will also make attendance decisions in case of bad weather or medical emergency.
- C. Members are encouraged to participate in all Cubs activities on and off-season. The Cubs will attempt to maximize opportunities for members to play a role in the annual activities.

### **Section 5 Athlete Registration and Eligibility**

- A. To be eligible to participate in a sport or activity, a child and his/her guardians must be a member in good standing as described in ARTICLE II, SECTION 2.
- B. Fees and dates for registration, late registration, work bonds, service fees, penalties, etc. shall be set by the third board meeting of the year and distributed to membership with the next newsletter and at registration.
- C. No refunds for registration or equipment deposits will be given after a specified date decided upon annually by the Executive Board. Any exceptions to this rule are at the discretion of the Executive Board.



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- D. A parent or legal guardian must accompany the Athlete to registration. All League and Cubs forms must be completed prior to any Athlete's participation in Cubs activities.
- E. One work bond advanced payment per family (price determined by the Board) must accompany the registration form(s) and payment. There are NO EXCEPTIONS. Work bond refunds will be given only after the work bond is completed. Work bond buyout will be determined by the executive board prior to the start of the season.
- F. No person will be allowed to register an Athlete if they are indebted to the Cubs from the previous season(s).
- G. Signups after the close of registration are not guaranteed. Those will be at the discretion of the sports director and head coach.
- H. Any player who has played a minimum of 2 years with the Cubs who wishes to return as a 7th grader will have their registration fee waived.

### Section 6 Insurance Coverage

- A. All Athletes shall provide to the Cubs proof of proper medical insurance for accident or injury during any and all sanctioned Cubs events and/or sign a waiver releasing the Cubs of liability. Insurance must be maintained throughout the Athlete's participation in all sanctioned Cubs events. Any accident, injury or illness that is not covered in full or in part said medical insurance shall become the full financial responsibility of the Athlete's parents and/or legal guardians. The Cubs shall not be held financially or legally liable for aforementioned insurance.
- B. After an injury, accident or illness where the Athlete has been under professional medical care, said Athlete shall provide proper medical release before continuation in any Cubs activity.
- C. Accident reports must be filled out by the Head Coach/Trainer and handed to the Coordinator and Secretary within 48 hours of the incident.

### Section 7 Responsibilities, Expectations, and Play Time Policy

- A. Responsibilities and Expectations

#### 1. Coaches Responsibilities

- a. **Education:** To teach each child the proper skills to compete and enjoy the sport and provide a strong fundamental skill base for the future.
- b. **Participation:** To include all children in the learning opportunities provided in practices and competitions by abiding to the minimal playtime guidelines set by each team's respective leagues.
- c. **Safety:** To promote and ensure player safety on the practice field and on the field of play. Coaches will encourage proper technique and provide adequate training to ensure player safety before a child may play in a competitive environment. The Head Coach has the right to limit participation if they believe the safety of the player is at risk. This will be discussed with parents.
- d. **Sportsmanship:** To lead by example, by demonstrating fair play, and good sportsmanship. Coaches will encourage hard work and dedication, thereby upholding the integrity of the sport.

#### 2. Player Responsibilities

- a. **Be Coachable:** To pay attention, listen, be respectful and follow instructions. Understand that there are incentives for working hard and following directions and consequences for not listening to the coaches.
- b. **Be Present:** To show up to each game and practice on time and ready to do their job consistently for the benefit of their team.
- c. **Be a Team Player:** To work hard by giving their all and going the extra mile in order to learn and improve skills for the benefit of themselves and their team.
- d. **Be a Leader:** Players represent the Cubs and are expected to maintain a positive attitude, refraining from negative talk, profanity, bullying or name-calling, etc.

#### 3. Parent Responsibilities



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- a. To ensure your child arrives on time and is in attendance of practices and games. Playing time may be restricted if a child knowingly misses practices or games for reasons considered inexcusable. [Excused absences may consist of illnesses, doctor appointments, injuries, personal matters, or essentially the same reasons that a child would be excused from school.] Even in the case of excused absences, the player may miss play time if the missed practices inhibit the child from playing safely or the child missed significant training essential to safe game play.
- b. To understand that participation and playing time are two different things. Participation in practices is guaranteed to all players, but equal playing time in games for any player is not always guaranteed.
- c. To understand that coaches will make every effort to provide as much play time to players as possible, taking into account individual game situations and adhering to the minimum playtime limits set by the leagues which the sport participates.
- d. To respectfully communicate with the team mom and/ or coach if you feel that there is an issue with your child's play time. Discuss the reasons why your child's play time is not meeting your expectations and discuss ways in which your child may be able to improve play time.

### 4. Volunteer Responsibilities

- i. See Article XI
- B. Colonial League Football participation rules provide minimum playtime guidelines as follows:
  1. Six (6) Plays per player, per game for teams with 26+ players
  2. Eight (8) Plays per player, per game for teams with 21-25 players
  3. Ten (10) Plays per player, per game for teams with up to 20 players
- C. Coaches will be encouraged by the board to reach/exceed the number of plays when possible. If a player refuses to participate in any point of a game or is ill prepared, they will be forfeiting their minimum plays.
- D. It is the final decision of the coaching staff as to which Athletes shall participate, and the extent and duration of such participation during Cubs activities based upon attendance, conduct and health of said Athletes with an emphasis toward the safety and physical ability of the Athletes.

### Section 8 Background Checks

- A. Each Cubs board member, director, coach or assistant coach, volunteer whose duties may require unsupervised children in their care, shall be required as a condition to participate in Cubs activities, to submit a Criminal Background Check and Child Abuse History Clearance prior to the start of participation in Cubs activities.
- B. Failure to provide these releases shall disqualify the individual from participation.
- C. Mandatory Screening Requirements:
  1. Individuals will obtain a Report of criminal history (Act 24) from the Pennsylvania State Police (PSP); and Child Abuse History certification (Act 151) from the Department of Human Services (Child Abuse).
  2. Clearance through the Federal Bureau of Investigation (FBI), is required for any volunteer who has **NOT** been a resident of Pennsylvania the entirety of the previous ten-year period.
  3. Sign and return the DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS Required by the Child Protective Service Law 23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)
  4. Attachment 3, Volunteers Disclosure Statement
- D. All qualifying volunteers requiring screening must obtain Child Abuse History Clearance and Criminal Background checks **prior** to assuming their positions.
- E. Mandatory screening requirements must be performed every year.



## ARTICLE III - CONDUCT, DISCIPLINE, GRIEVANCE/APPEALS, RULING AND EQUIPMENT VIOLATIONS

### Section 1 Code of Conduct

- A. As Cubs, we have an obligation to maintain proper conduct at all times to include on and off the field. All members shall conduct themselves with the highest level of professionalism to include non-Cubs events and social media. All members whether a coach, player, parent, or spectator, volunteer shall conduct themselves in an appropriate manner at all association -related sporting and non-sporting events, as well as in public when wearing apparel identifying the association or its athletic programs.
- B. As a member of the Cubs, you agree to uphold these bylaws for appropriate conduct of all players, coaches, parents and spectators, and volunteer both on the field of play or in the vicinity. Players, Coaches, Parents and Spectators are bound by these bylaws any time they are representing the organization or any of its' sports programs, as well as, when attending any school or community related event. Additionally, players, coaches, and parents are bound by these bylaws any time they are representing the organization or any of its sports programs or even when wearing apparel associated with the association or its sport programs. All coaches, players and parents are required to electronically sign the code of conduct at the time of registration prior to the start of any sport season that they are participating in. Any fines that the organization may incur due to actions or misconduct of a player, coach, parent, or spectator, will be the responsibility of the party who caused the fine to be incurred. Failure of the responsible party to pay any fine incurred, will result in permanent removal and participation of self and any immediate family members from the association.
- C. Upon evidence of violations of the Cubs Code of Conduct individuals are subject to Disciplinary Action under ARTICLE III, Section 2.
  - 1. **Coaches**
    - a. I will place the emotional and physical well-being of the child ahead of the desire to win.
    - b. I will support a drug and alcohol-free sports environment and refrain from use at all Cubs practices, games, tournaments, and social events such as team banquets, etc, where youth are present. \*An exception for consumption of alcoholic beverages may be made for adult only social functions where all attendees must be at least twenty-one (21) years of age.
    - c. I will refrain from use of tobacco while actively coaching or associating in any manner with Cubs youth at practices, games, or social events and understand that in accordance with the Pleasant Valley School District, there is no smoking on school district property.
    - d. I will provide a safe playing environment for all players.
    - e. I will lead, by example, in demonstrating fair play and good sportsmanship.
    - f. I will learn the rules of the sport coached and ensure that players are familiar with them as well.
    - g. I will remember that I am a youth coach and that the game is for children, not for adults.
    - h. I will organize practices that are fun as well as instructive and challenging for all players.
    - i. I will treat each player with respect and as an individual, remembering the large - spread of emotional and physical development in the age group being coached.
    - j. I will respect and support the referees or officials and will address them in a calm and dignified manner when questioning calls and/or rule interpretations realizing that my players are watching my every move and I represent my organization and the game we are playing.
    - k. I am responsible for the conduct of my players, assistant coaches, parents and spectators. and the public criticism of officials by any of these individuals will not be tolerated.
    - l. I will attempt to give each child as much playing time as possible and refrain from favoritism.





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- m. I will be courteous to parents and give them as much information as possible at practices and via electronic correspondence about schedules, etc.
- n. I will refrain from use of abusive or offensive language or behavior.
- o. Inappropriate physical contact is absolutely forbidden.
- p. I will not cheat or engage in any form of unethical behavior that violates league rules.
- q. I will review and practice basic first aid principles needed to treat injuries of my players.
- r. I will follow these behaviors whether on the field of play or in its vicinity, while representing the Association or its sport programs, and in public while wearing apparel associated with the Association or its sport programs.

### 2. **Players**

- a. I will have sportsmanship as my number one priority in all games and practices.
- b. I will practice good sportsmanship at all times, to win without boasting, lose without excuse and never quit.
- c. I will participate in all scheduled games and practices when reasonably possible. If unable to attend, I will notify the coach in advance. I understand that if I have unexcused absences, they may result in loss of playing time.
- d. I will respect and pay attention to coaches at all times and be courteous of other players at practices and games.
- e. I will show respect towards officials and their decisions and will not publicly criticize them. All decisions made by the officials are to be accepted as final. No player should argue a call or judgment. Only the sport director or coach should be questioning calls and judgments.
- f. I will respect opponents and conduct myself in a sportsmanlike manner at all times.
- g. I will respect, protect and maintain my uniform and any equipment that I use that does not belong to me and I will never throw equipment in anger.
- h. I will conduct myself in a way that presents a positive image of the Cubs and myself on and off the field.
- i. I will respect the personal property of others.
- j. I will respect the facilities provided and obey all rules governing their use.
- k. I will exercise self-control at all times, and will refrain from use of abusive or offensive language or behavior.
- l. I will support and encourage my teammates, and to always try my best to keep a positive attitude.
- m. I will play fairly, be aware of safety, and obey team and league rules of the sport at all times to ensure safe play.
- n. No team member shall use any tobacco, tobacco related products, alcohol or drugs before, during or after a game on or within the playing area.
- o. I will follow these behaviors whether on the field of play or in its vicinity, while representing the Association or its sport programs, and in public while wearing apparel associated with the Association or its sport program.

### 3. **Parents/Spectators (may include, but not limited to, family members, friends or anyone else in attendance):**

- a. I will be responsible for my behavior as well as for the behavior of those who attend the game/practices as my guest.



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- b. I (and my guests) will demonstrate positive support and encouragement to all coaches, officials, and players at every game, practice or other youth sport event and demonstrate good sportsmanship by upholding this Parent's Code of Conduct.
- c. I (and my guests) will require that my child's coach has completed program requirements and responsibilities necessary to being a youth sport coach and that the coach upholds the Coaches Code of Conduct.
- d. I (and my guests) will refrain from coaching my child or other players during the games and practices, unless I am one of the official coaches of the team, and will not advise nor criticize the coach, referees and/or sport officials on how to do their job. I will demand a sports environment for my child that is free from drugs and alcohol and I will refrain from their use at all Cubs practices, games, field trips, and social events such as team banquets, etc, where youth are present.
- e. I will not force my child to participate in sports
- f. I will remember that children participate to have fun, the game is for youth, not adults, and that participation in youth sports is a privilege, not a right.
- g. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- h. I will learn the rules of the game and the policies of the league.
- i. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or other parent such as booing and taunting; refusing to shake hands; making insulting comments, using profane language or gestures.
- j. I (and my guests) will do my very best to make youth sports fun for my child and will not instruct, or encourage my child to harm or engage in any behaviors or practices that would endanger the health and well-being of other players.
- k. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- l. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
- m. I will teach my child that doing one's best is more important than winning, and will praise my child for competing fairly and trying hard, and making my child feel like a winner every time so that my child will never feel defeated by the outcome of a game or his/her performance.
- n. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
- o. I will emphasize skill development and practices and how they benefit my child over winning. I will also deemphasize games and competition in the lower age groups.
- p. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
- q. I will respect the facilities provided and obey all rules governing their use.
- r. I (and my guests) will remain in the spectator area during games/practices
- s. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.



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- t. I will follow these behaviors whether on the field of play or in its vicinity, while representing the Association or its sport programs, and in public while wearing apparel associated with the Association or its sport programs.

### Section 2 Discipline

#### A. Policy

1. Cubs adopt the following standards for Board Members, Coordinators, Coaches, Assistant Coaches, Teams, Players, Volunteers, Parents including Family Members and Spectators maintain high standards of personal conduct and integrity when participating in all events and activities at permitted facilities and confines of the organization, and to adhere to this Discipline & Adverse Action policy without prejudice.

#### B. Basic Principles

1. While it is the intention of the Cubs to embrace full participation of its members, formal disciplinary and adverse actions will be taken for good cause after considering all mitigating and aggravating circumstances. It will be consistent with all other actions taken by the Cubs for similar infractions. It is essential that prompt and just corrective action be taken to promote efficiency, integrity and consistency within the organization.
2. **All such actions shall be governed by the following principles:**
  - a. **Corrective.** The intent of discipline or adverse action is not to punish, but to correct unacceptable behavior. Accordingly, discipline or adverse action should only be as severe as necessary to bring about desired change.
  - b. **Consistent.** Similar penalties shall be imposed for like offenses.
  - c. **Nondiscriminatory.** Discipline & Adverse Actions shall not be influenced by race, color, religion, sex, age, financial status, political beliefs, national origin, physical handicap, or sexual orientation.
  - d. **Timely.** Discipline & Adverse Action shall be initiated as soon as practicable following the occurrence of the said infraction.
  - e. **Progressive.** A more severe action shall be imposed upon an individual if the person has received prior disciplinary action. Prior offenses need not have been of the same nature as the current offense to warrant a more severe action.

#### C. Classifications Of Misconduct

1. Actions and conduct considered inappropriate by the Cubs have been designated by class. The following describe behavior prohibited at all Cubs meetings, practices, games and activities.
  - Use of profane, obscene, inappropriate, or unacceptable language, remarks, or gestures by word or sign at any time.
  - Inciting or participating in disruptive behavior (disturbing the natural process of a meeting, practice, game or any official activity).
  - Making insulting or derogatory remarks or gestures about any individual or group at any time.
  - Coaches and/or Assistant Coaches receiving 2 or more verbal warnings from an umpire/referee during a scrimmage or game.
  - Abuse of an umpire/referee excessive dissent.
  - Umpire/Referee Official ejection.
  - Possession of alcohol beverages or illegal drugs in or on Cubs affiliated facilities.
  - Direct or implied threats or innuendos.
  - Inappropriate or threatening gestures or behaviors including sexual harassment and/or inappropriate sexual conduct
  - Excessive Dissent



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- Physical striking of any Executive Board Member, Official Cubs Representative, Coordinator, Coach, Assistant Coach, Player, Umpire/Referee, Volunteer, Parent including Family Member and Spectators at all affiliated facilities and confines of the organization.
- Willful or malicious destruction of organization (including school facilities) property or affiliated facilities to include fields, parking lots, gymnasiums or personal property of any individual participating in a sponsored activity.
- Theft or larceny of money, equipment, assets, or services under the affiliated facilities and the confines of Cubs and its affiliated activities.
- Sexual Assault

### D. Penalties And Adverse Actions

1. Any Cubs Official, ~~Coordinator~~, Coach, Assistant Coach, Player, Team, Umpire, Volunteer, Parent (including Family Members and Spectators) found guilty of misconduct as classified in Section C, is subject to minimum disciplinary action as follows:

**First Offense** – Recorded verbal warning and/or written reprimand for instances that are repetitive in nature.

**Second Offense** – Written reprimand if previously given a verbal warning. Possible suspension for one (1) game if previously given a written reprimand, to include the entire calendar week.

**Third Offense** – Possible suspension for two (2) games, to include the entire calendar week.

**Fourth Offense** – Possible suspension for remainder of season and/or permanent expulsion from the organization.

### E. Formal Proceedings

1. All violations will be investigated by the Sports Director and two Cubs Board Members. Final discipline decisions will be addressed by majority vote of the Board. The Executive Board will, in writing, notify the “violator” or their parents of the results of the investigation and any penalties and adverse actions that may be imposed as a result of the investigation within 3 days of the violation. A copy will also be issued to the Cubs Board Members at this time.
2. All Sport Directors and Cubs Board Members who may be investigating or who may be made aware of any complaint of disorderly conduct are expected to follow the proper guidelines and procedures as set forth above (Formal Proceeding) as well as in the bylaws under Article III, Section 3. For any other complaint not related to disorderly conduct, please refer to our complaint policy for proper guidelines and procedures that are to be followed by all officers, directors, and coaches.
3. Offenses may be subject for referral to the appropriate law enforcement entity and/or District Attorney’s Office for further action.

## Section 3 Grievance and Appeals

### A. Grievance

1. If a member feels another member of the Cubs Organization or participating on-member has treated them improperly a Letter of Grievance may be filed with the Executive Board. A member has five (5) days to write a grievance letter from the date of the incident.
  - a) The Executive Board must respond to the Letter of Grievance within three (3) days of the completion of a review or investigation.
  - b) If the response from the Executive Board is not satisfactory to the interested party, they have a right to submit a Letter of Grievance to the Appeals Committee.
2. Any person receiving Disciplinary Action may file a Letter of Grievance with the Appeals Committee within three days of disciplinary action.

### B. Appeals Committee

1. The Appeals Committee will be selected by the President and approved by the Executive Board



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- a) The Executive Board must have two-thirds (2/3) of its members present and carry a two-thirds (2/3) majority vote, when approving the appointment of an appeal committee member.
2. The Appeals Committee will be comprised of the following members:
  - a) The Sports Director
  - b) One Head Football Coach
  - c) One Head Cheerleading Coach
  - d) Two (2) Voting Members in Good Standing with proven documentation on meeting participation.
  - e) Two (2) alternate members (only to be used if an appeal involves a member of the Appeals Committee).
3. The Appeals Committee must be provided a summary of incident by the Sports Director within five (5) days of receiving a Letter of Grievance.
4. The Appeals Committee will then arrange a date and time to meet with both the issuing Authority and interested party in a timely manner as to resolve the situation expeditiously.

### C. Appeals

1. Both sides may bring witnesses to help present all evidence concerning and leading to the Disciplinary Action.
2. The Appeals Committee presides over the mediation procedure with full authority and direction, consistent with the provisions of ARTICLE III Section 2.
3. The Appeals Committee has the power to suspend and dismiss the charges or change said party's right to future Cubs participation, consistent with the provisions of ARTICLE III Section 2.
4. The Appeals Committee must have two-thirds (2/3) of its members present and carry a two-thirds (2/3) majority vote to make a motion.
5. The Appeals Committee will base every decision on the Cubs BEST interest by remaining impartial and associate its actions with the Pleasant Valley Cubs Code of Conduct.

### Section 4 Ruling

- A. All disciplinary action issued by the Executive Board for suspension or other action subject to appeal and will be placed in the offending party's record. The Executive Board shall advise the offending party of their right to submit a Letter of Grievance and/or appeal to the Appeals Committee within three (3) days of notification and that if no appeal is filed said disciplinary action will be placed on the offending party's record. Any decision issued by the Appeals Committee is final. The final decision will be documented and given to both parties as well as recorded under the Cubs Organization Proceedings. A copy of the decision will be placed on the offending party's record.

### Section 5 Rules and Equipment Violations

- A. One equipment bond advanced payment per family (price determined by the Board)
- B. The Cubs will take legal measures in an attempt to recover or be fully compensated for any unreturned or damaged equipment.
- B. Any equipment return violations may result in the collection of the equipment bond set by the Executive Board. Violations may also be subject to ARTICLE III SECTION 2 Disciplinary action and total equipment cost as identified below.
- C. The Cubs may impose a monetary deposit equal to the cost of the equipment for use of said equipment for those who continually damage the equipment above normal wear and tear in order to recover the expense to replace damaged equipment.



D. Current Market Recoverable Costs for equipment not returned and or damaged by means that are determined to be in excess of normal wear and tear.

- Football Helmet (Riddell Speed Flex): \$575.00
- Football Helmet Chin Strap: \$25.00
- Football Practice Pants: \$55.00
- Football Practice Jersey: \$35.00
- Football Game Pants: \$75.00
- Football Game Jersey: \$145.00
- Cheer Uniform Top: \$105.00
- Cheer Uniform Bottoms: \$65.00
- Cheer Uniform Warm-ups: \$150.00

## ARTICLE IV BOARD OF DIRECTORS

### Section 1 Officers

- A. The Board of Directors shall be those members elected by the membership at the Annual Election.
- B. The Board of Directors shall consist of:
  1. President
  2. Vice President
  3. Procurement Director
  4. Administrative Director
  5. Finance Director
  6. Football Director/ League Rep
  7. Cheer Director

### Section 2 Terms of Office

- A. The Terms of office will be as follows:
 

TWO YEAR TERM STARTING (Odd years)	TWO YEAR TERM STARTING (Even years)
President	Vice President
Administrative Director	Finance Director
Procurement Director	Football Director/ League Rep
Cheer Director	
- B. An Executive Board member must have been a member for one season.
- C. Any Executive Board member with (2) consecutive unexcused attendance misses to monthly board meetings could be removed from their position, if voted on and if the required two-thirds (2/3) votes in favor of removing that member were received.
  1. An Executive Board member shall only be excused from meetings for the following reasons:
    - a. Death in the family
    - b. Hospitalization
    - c. Scheduled event
    - d. Terminal relative
    - e. Work
    - f. Vacation
    - g. Other (Which will be under the discretion of the Executive Board)
- D. A non-coaching board member must be present on the field for every game.

### Section 3 Duties of the Executive Board

- A. President



## Pleasant Valley Cubs Football and Cheer Bylaws

1. The President of the Cubs shall preside at all meetings. The President shall be the Chief Executive Officer of the Association.
2. The President shall appoint the Chairperson of the following committees, and any that are not identified under other Board Members committee appointment responsibilities.
  - Long Range Planning
  - Nominations/Elections
  - Health & Safety Lead / Committee (This must be led by a medically approved professional)
3. The President shall yearly request the Treasurer's books to be audited by the Procurement Director, Administrative Director, and Finance Director.
4. The President is authorized to sign checks.
  - a) In the event where a relative, spouse or companion holds check-authorizing responsibilities, the President will appoint
5. The President shall have a legislative and electoral vote.
6. If an Executive Board member should resign, the President, with approval of the Executive Board, will appoint an acting replacement for the remainder of the season.
  - a) During the November Elections at the end of the season, this position will be up for election.
  - b) When applicable, the elected candidate will then complete the original term of the former individual who vacated the position.
  - c) If an elected official should resign at the end of the season, then an election for the position will be followed as set forth in ARTICLE IV SEC 4(A)(6a, b).

### B. Vice President

1. The Vice President shall carry out such duties and assignments as may be delegated to them by the President in the event of their absence or vacancy.
2. The Vice President shall oversee the following:
  - a) By-Laws
  - b) Special Events
  - c) Yearbook
  - d) Implication of Code of Conduct
3. The Vice President is authorized to sign checks
4. To work with other Board members to make up a wish list of items needed for long-range planning.

### C. Procurement Director

1. Annual Purchase Budgeting
  - a) Equipment
  - b) Uniforms
  - c) Supplies
  - d) Concessions
2. The Procurement Director shall oversee the following:
  - a) Annual Budget Planning
  - b) Inventories
  - c) Purchasing Practices
  - d) Concession Committee





## Pleasant Valley Cubs Football and Cheer Bylaws

e) Concession Scheduling: One Board member will be in attendance during each concession shift. This will be shared between Board members, so as not to force one member to be “stuck” in concessions

3. Sponsorship Strategy, communication and collection of payment. Presentation of annual sponsorship thank you letters or awards.

### A. Administrative Director

a) The Administrative Director shall conduct all correspondences of and take attendance at all meetings and shall keep the respective officers and committees properly advised of actions affecting their duties.

b) The Administrative Director shall record the minutes of each Cubs meeting whether Executive Board or Board and record the same in a suitable book for preservation.

c) Shall have a list of all current members in good standing available at all meetings.

d) Keep a record of all dates, injuries and treatments administered to the Athletes. These records will be completed by the Head coach and the Sports Director and given to the Corresponding Administrative Director to record.

e) Shall create and distribute the weekly updates.

f) Shall keep all records of current seasons registration forms.

g) Keep up to date rosters for all teams and squads

h) Make sure all coaches and Executive Board members have updated roster books.

i) The Administrative Director will oversee the following:

- Database and Cubs’ Website
- Community Relations
- Social Media Strategy
- Registration for Members & Coaches
- Fundraising - Budget for events. All events such as, the purse bingo, mandatory fundraiser, Coach/Parent game, wreathes. Appoint committee lead
- Mandatory Fundraiser strategy

### B. Finance Director

1. The position of Finance Director shall be bonded for a minimum of \$50,000.

2. The Finance Director shall receive all collections, fees and other funds of the Cubs and shall upon proper authorization, make disbursements of the same and shall keep all financial accounts.

3. The Finance Director shall render a report in writing to the membership at each Board meeting and shall make a yearly report, also in writing, at the annual meeting.

4. No disbursements shall be made without invoice or proper receipts.

5. Hold all receipts and vouchers subject to audit.

6. At the February meeting, in collaboration with the Procurement Director, will present a preliminary budget to the Board for the coming year.

7. At the June meeting, shall present the budget for the coming year for Board approval.

8. Is authorized to sign checks.

9. The Finance Director shall retain election ballots for one year.

10. Hand-over the balance together with handing books and/or records to the successor.





C. Football and Cheerleading Directors

1. Shall meet with Head Coaches and Assistant Coaches on a regular basis to discuss any problems and upcoming events.
2. Shall attend all practices and games. If unable to attend, they must contact a board member.
3. Will report directly to the Executive Board on matters concerning their teams.
4. Will act as liaison between Parents/Guardians, Athletes and Coaches. Also, between the Cubs and Parents/Guardians.
5. The Directors shall appoint an Equipment Manager that will:
  - a) Ensure all participants are fitted and equipped with appropriate equipment prior to the start of season.
6. The Football Director shall appoint a Field Manager that will set-up and break down the fields.
7. The Directors should receive a record of all dates, injuries and treatments administered to the Athletes as per the Trainer/Coaches. These records will be completed by the Trainers/Head Coach and given to the Administrator Director for the record.
8. Will choose an Assistant or Assistants who can be responsible for the position should the Directors become incapacitated.
9. Football Director will be the Primary League Rep.
10. The Directors will oversee the homecoming committee and awards.
11. The Football Director shall oversee booth responsibilities for all events.

## **ARTICLE V                      COACHES**

### **Section 1                      Head Coaches**

- A. Applicants for Head Coach of each team shall submit an application for approval to the Football and Cheer Directors and Executive Board by April Board meeting. Head Coach must submit complete clearances by May 15th. If more than one head coach application is submitted, the executive board shall vote on the applicants.
- B. The Head Coach of each team will have the authority to pick Assistant Coaches and team parents with the approval of the Directors. Final Coaching rosters must be submitted to the Football / Cheer Director by June 15<sup>th</sup> for review and approval.
- C. Head Coaches must wear appropriate attire during practices and games.
- D. Directors are responsible for the issue and return of all equipment and uniforms with the assistance of all coaches.
- E. Differences among Head Coaches and Assistant Coaches MUST be mediated by the Directors.
- F. Head Coaches must be at least twenty-one (21) years old prior to the first practice of the season.
- G. All coaches must sign a "Coach's Code of Conduct" agreeing to and abiding by the rules and penalties set forth in such a document.
- H. All coaches must provide Certification of "Heads Up Concussion Training" and any other certifications required by Cubs governance.

### **Section 2                      Assistant Coaches**

- A. Must be selected by the Head Coach and the Director. Assistant Coach applications must be submitted by the first day of training camp, no late applications. (With the exception that no applications are received)
- B. Student coaches should be chosen at the discretion of the head coach.
- C. Assistant Coaches must wear appropriate attire during practice and games.
- D. Must regularly attend at least 75% of practices, unless previously approved by the head coach and Director.



- E. All coaches must provide Certification of “Heads Up Concussion Training” and any other certifications required by Cubs governance.

## **ARTICLE VI NOMINATIONS AND ELECTIONS**

### **Section 1 Nominations/Elections Committee**

- A. The Nominations/Elections Committee will submit at October's Board meeting a list of those members eligible to participate in the Electoral Process generated from the signatures obtained from the present season's Minutes of past meetings.

### **Section 2 Nominations**

- A. At October's Board meeting, members will nominate eligible Candidates from its membership to the positions available on the Executive Board up for election.
  - 1. Potential Candidates:
    - 1.a. Must be a member of the Cubs for at least one (1) year.
    - 1.b. Must not have more than two (2) consecutive and unexcused missed Board meetings.
    - 1.c. Must be a member-in good standing.

### **Section 3 Elections**

- A. On Election Day, any member may elect from the nominations of Candidates to fill the positions on the Executive Board up for election.
- B. Elections are held in November before the board Meeting.
- C. Electives take office at the January Board meeting after the election in November.
- D. Absentee members of the November Board meeting shall be allowed an electoral vote.
  - 1. Absentee members:
    - 1.a. Must be a member-in good standing.
    - 1.b. Must give prior notice to the Nominations/Elections Committee.
    - 1.c. Must submit their vote to the Nominations/Elections Committee in their own handwriting signed and sealed in an envelope. Said envelope must be received before the November Board meeting prior to the election.

## **ARTICLE VII MEETINGS**

### **Section 1 Board**

- A. Board meetings will be held once a month preferably on a consistent day of the week unless otherwise noted by the President with a seven (7) days' notice.
- B. The annual election will be held during the course of the November Board meeting.
- C. There will be no December meeting of the Cubs unless deemed necessary by the Board.
- D. All general Board meetings shall be run as an open forum.

### **Section 2 Executive Board**

- A. An Executive Board meeting can be called by the President or by a majority of the Executive Board members.
- B. All Executive Board meetings shall be closed to the public.
- C. All Executive Board decisions must be passed by a minimum of four- sevenths (4/7) of its members and carry a four- sevenths (4/7) majority vote.

### **Section 3 Finances**

- A. The members shall decide all matters pertaining to the finances of the Cubs and it shall place all income in a common treasury, directing the expenditure of it in such a manner as will give no individual an advantage.



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- 1. A \$35.00 service charge will be charged for ANY returned checks.
- 2. If an Executive Board member or Coach knowingly violates the financial governing procedures, they will be removed from their position.

**Section 4 Quorum**

- A. Monthly meetings shall be held and business conducted with two-thirds (2/3) of the Executive Board present
- B. All matters concerning the policies of the Cubs shall be decided upon a majority vote of the voting members in good standing that are present.
- C. The Executive Board may make emergency expenditures by a majority vote. These expenditures must be reported at the monthly Board meeting.

**ARTICLE VIII AMENDMENTS**

**Section 1 Proposed Changes**

- A. These By-laws may be amended as is deemed necessary by a two-thirds vote of the voting members in good standing. Proposed amendments must be submitted to the Executive Board prior to the November Board Meeting.
- B. Provided a quorum is achieved, and before ratification, the proposal will then be presented to the members during the Board meetings as listed:
  - i. For the initial reading, the Bylaws will be provided and posted on the website for review by members. (Considering the length of these bylaws, members can review and prepare comments to be addressed at the second and third readings.)
  - ii. Review and discuss any comments, questions or clarifications in the second Board Meeting.
  - iii. Final Bylaw revisions will be adopted by 2/3 vote of the Executive Board.
- C. All changes must take place prior to April 1st.
- D. Must be submitted to the Cubs financial institution when complete.

**ARTICLE IX DISSOLUTION**

- A. Should the Cubs ever disband, all monies and properties accumulated by the Cubs until that time shall be held for a period of two (2) years.
- B. The last Executive Board to serve shall elect from its membership Officers (hereinafter referred to as "Trustees") to pay all debts and normal operating expenses during this two (2) year period.
- C. If the Cubs do not reorganize, the Trustees shall be responsible for the disbursement of all Cubs assets to a non-profit organization as described in Section 501(C)(3) of the Internal Revenue Code of 1986, or the corresponding provisions of any future United States Internal Revenue Law. No individual may receive any of these assets.

**ARTICLE X AWARDS**

- A. Athletes rostered on a football or cheer squad that wins a league championship shall be entitled to an award.
  - 1. Eligible athletes will be determined by the head coach of that squad, with the executive board's approval.
- B. The cost for each item shall be determined by the executive board.
  - 1. The selected item will be determined by the awards committee with the executive board's approval.

**ARTICLE XI VOLUNTEER POSITION EXPECTATIONS**

**A. Health and Safety Committee**

- a. The Health and Safety (H&S) committee will be led by a Medical Professional (H&S Lead) and will look at the wellbeing of our Football Players, and Cheerleaders. It will consist of members coming from our Board, Parents, and Coaches, and possibly other areas, where individuals want to contribute.



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- b. A member of this committee will be regularly available, to contribute to the team, and be in attendance during practices, and actively contribute. The H&S Lead will determine appropriate contribution through the season, and provide feedback as needed.
- c. The committee will develop a team that will address the following:
  - i. H&S team available at practices
  - ii. Readiness drills
  - iii. Medical Training for individuals that could include
    - 1. CPR
    - 2. AED operation
    - 3. First Aid
    - 4. Proper use of taping / wrapping of joints etc.
  - iv. Nutritional Considerations
    - 1. Proper hydration
    - 2. Proper pre-practice eating
    - 3. Game day nutritional preparation
  - v. Financial
    - 1. Equipment, Materials and supplies will need to be communicated to the Procurement Director, and approved by the Procurement Director.

### **B. Cheer Volunteer Expectations**

- a. Cheer Coaches:
  - i. Our PV Cubs Expectations is to Create a fun and safe atmosphere for all athletes to participate in. They will create a warm up routine so all athletes are properly stretched and ready to participate in cheers, stunts, dances, and tumbling. Coaches are in charge of creating a halftime routine that may also be used in competition if participating. The coaches will follow all UCA criteria when creating routine and to know proper stunting for their age level. All Coaches will report directly to the Cheer Director with any and all concerns. Coaches are to be the direct liaison between the Board and parents. Our Ultimate goal as a coach and organization is to teach all fundamentals of the sport and get our athletes to love it for years to come and be the feeder program for the Bears. Today's Cubs, Tomorrow's Bears
  - ii. Coaches are to attend all practices and games unless otherwise communicated to the Cheer Director.
  - iii. Coaches are to be Heads up Certified for Concussion Training and to have all clearances to the board prior to start of season.
  - iv. Coaches are to notify Cheer Director of any injuries or incidents within 24 hours of occurrence and fill out proper forms
  - v. Coaches will be given 1 master binder per squad with cheers, rules, code of conduct, UCA guidelines and any other pertinent information for the season.
  - vi. Coaches over 18 are to handle any disciplinary action on their squad and not letting the Jr coaches handle it. Any concerns not sure of please see Cheer Director for Guidance.
- b. Junior Coaches: Any athlete coach under the age of 18 that volunteers to help squads. Student Coaches are to only be there to assist in teaching cheers, dance routine, stunts and to be of any assistance that a coach may need on their squad. They are not to handle any parent issues or any disciplinary action on the athletes.



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C. **Team Parent Volunteer Expectations:** The position of team parent is extremely broad. This should be a person who can work closely with the board, coaches, parents, and most importantly each child. Must complete PA Child Abuse History check, PSP Criminal Record check, CDC Heads Up Online Concussion Course.

a. Responsibilities include the following:

- i. Gathering contact info from parents/guardians (roster cards, birth certs if not received)
- ii. Establish means of communication between coaches/parents
- iii. Maintain a current roster and keeping attendance at practice/games
- iv. Collect fundraisers
- v. Collect funds/donations to complete a team basket for the Homecoming game
- vi. Share important information with parents
- vii. Help take children to the restroom on game day
- viii. Help the coaches prepare the children for game (shoes tied, uniforms on properly, mouth guards)
- ix. Make sure the children have water for games
- x. Plan game day snacks with parents

D. **Football Volunteer Expectations:**

a. Equipment Manager

- i. Assist the Football Director on collecting correct sizes for helmets, shoulder pads and any other safety needs for tackle and flag football players.
- ii. Assist the Football Director with equipment sizing and distribution of tackle and flag football uniforms and equipment.
- iii. Assure we have sufficient chin straps and mouthpiece for all football players
- iv. Inform the Football Direction of any issue to include but not limited to defected helmet or pads, any uniform issues. Parents or coaches will inform the equipment manager of any of above issues
- v. Keep a document of up-to-date information with following:
  1. Player's name, size of helmet and shoulder pads (and asst tag#), size/number of uniform (jersey and pants) and any other safety gear that any player has
  2. End of season wrap up will include assuring all equipment that was distributed is collected and inventoried properly.

b. Field manager

- i. Work with coaches to assure all practice equipment is available for practice days to include but not limited to footballs, pads, tackle equipment, first aid kit, cones and agility training equipment.
- ii. Update Football Director if requests are made for any other equipment that is not available currently, damaged or wear and tear to current equipment.
- iii. Keep a current and updated inventory and which team received the gear and equipment.
- iv. Assure all coaches have proper mouth pieces and functional chin straps for all football players. Supply coaches with new ones, if defective.
- v. Game Day Responsibilities:
  1. Home Games:
    - a. Assure all field needs are out ...pile-on, first down markers and chains, tents (if needed), water bottles for start of each game, first aid kit
  2. Away Games:
    - a. Install tents (if needed)



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- b. Assure water bottle bottles for start of each game
- c. Have first aid kit
- c. Football Junior Coach
  - i. Any junior coach under the age of 18 that volunteers to help teams.
  - ii. Junior Coaches are to only be there to assist in football drills, practices and games.
  - iii. Should take a lead in actively hydrating players during timeouts on game days.
  - iv. Are not to handle any parent issues or any disciplinary action on the athletes.
  - v. Must display positive energy, and leadership qualities to players. Lead by example.

### **E. Concession Volunteers (Handling Money)**

- a. Must be 18 years of age
- b. Assist when needed to prepare, cook, serve and replenish food as needed
- c. Maintains proper and accurate cash-handling and operates cash drawer
- d. Accepting and processing payments for purchased food and beverage items
- e. Calculate and give the correct amount of change when needed
- f. Money is not to be disbursed for purchases (example: grocery store run) or payments (examples: referee fees) without the approval of the Finance Director
- g. Communicate with the other concession workers. Must be able to work as a team.
- h. Polite and courteous to customers and other volunteers

### **F. Concessions Workers (Service)**

- a. Must be 16 years or older
- b. Must wash hands regularly during food prep and service.
- c. Must be polite, and helpful to those being served.
- d. Will help maintain a clean and safe concession environment.
- e. Will be on time for their game-day assignments.
- f. May be asked to extend their game-day shift, if there are gaps in coverage.
- g. Board member will be certified in food and safety

### **G. Committee Member**

- a. Must be 21 years of age
- b. Will be regularly available, to contribute to the team, and be in attendance during all committee activities.
- c. An active participant in the committee, willing to listen, and offer constructive input and a positive environment.
- d. Board member in charge of the committee will sign off on the completed work bonds

### **H. Committee Leader**

- a. Report team activity at each Board Meeting.
- b. Must be 18 years of age
- c. Will be regularly available, to lead the team, and be in attendance during all committee activities.
- d. An active participant in the committee, offering constructive input and a positive environment.
- e. Willing to listen to team members input and create an inclusive team.