



**Clearwater Jr Tornadoes  
Youth Football & Cheerleading  
Organization**

**By Laws (2024)**

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## **Article I - Name, Purpose, Office**

### **Section 1 - Name**

The name of the organization shall be the "Clearwater Jr. Tornadoes Football and Cheerleading Organization, Inc." (Hereinafter "CJT"). CJT shall be incorporated as a nonprofit, tax-exempt corporation organized under the laws of the State of Florida for the purposes set forth below and in the CJT articles of incorporation.

### **Section 2 - Purpose**

To achieve the objectives CJT will provide a supervised program under the Rules and Regulations of the Current League. All Directors, Officers and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501 (c) 3 of the Federal Internal Revenue Code, CJT shall operate exclusively as a non-profit educational organization providing a supervised program of competitive Youth Football and Cheerleading. No part of the net earnings shall inure to the benefit of any private shareholder or individual; 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

This Corporation is organized and exclusively charitable and educational within the meaning of section 501(c) 3 of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue law. Specifically these purposes are as follows:

- A. To organize, conduct, & supervise youth football, cheerleading & tutorial programs for the youth of Pinellas County Florida.
- B. To aid in the education & development of our youth into good citizens and good Americans;
- C. To aid in the sponsorship of supervised activities for our youth;
- D. To promote and stimulate public interest in our activities and the education of our youth; and
- E. To do all things necessary, incidental and conducive to accomplish the purpose set forth herein.

### **Section 3 - Office**

The principal office of the corporation shall be located in the City of Clearwater, County of Pinellas and the State of Florida. The principal office may change from time to time as deemed necessary by the Executive Board. The mailing address of the organization shall be P.O. Box 5121, Clearwater, Florida 33765 as mail cannot be received at the registered office.

### **Section 4 - Gifts**

Any gifts, contributions, bequest, or devices may be accepted by the Executive Board for

the general/special purpose of the organization. However, no person or organization shall gain preferential treatment for position or for access to membership information as result of any gift, contribution, bequest or devise.

### **Section 5 - Audits**

Audits of the financial records shall be conducted on an annual basis. Such an audit may be conducted internally by an audit committee appointed by the Executive Board or an outside party. The annual federal income tax form of the organization (IRS form 990 or 990-EZ) is NOT considered a written financial report for purposes of this section. The written financial report of the organization should be completed no later than April 1 of each year.

### **Section 6 - Records**

The Corporation shall keep correct and complete books and records of accounts, keep minutes of all proceedings. Books and records shall be kept at the principle office. Records shall be kept of all the voting members' names and address. Books and records of financial transactions and minutes may be inspected by the public at any time provided the request allows a reasonable period of time to compile the requested information.

### **Section 7 - Fiscal Year**

CJT'S fiscal year shall begin January 1 and end December 31.

## **Article II - Executive Board**

### **Section 1 - Executive Board Purpose**

The purpose of the Executive Board is to provide executive direction for the organization and to conduct the daily operation of the organization.

### **Section 2 - Executive Board Composition**

The Executive Board shall be comprised of the following Officers:

President  
1st Vice President (President Elect)  
2<sup>nd</sup> Vice President  
Chief of Staff (2<sup>nd</sup> Vice President)  
Secretary  
Cheer Coordinator  
Football Athletic Director  
Registrar  
Equipment Manager  
Communications Manager  
Parent Coordinator  
Concession Manager  
Treasurer  
Booster (Fundraising Coordinator)

### **Section 3 - Executive Officers**

Executive Officers shall be nominated from the Board Members, and voted on by the Executive Board Members. Should said position(s) not be filled from the board then the offices will be opened to general members for one year. Members of the Executive Board may hold assistant coaching position, not head coach.

### **Section 4 - Election of Term of Office**

The officers shall be elected by the Board Members at the first annual meeting. Thereafter, as terms expire or challenged, the officers shall be elected annually by the Board at the annual meeting in December. Each officer shall remain in office for a two (2) year minimum term or until his/her successor is elected and qualified, subject to early termination by removal or resignation. The President holds office for a three (3) year term or until his/her successor is elected and qualified, subject to early termination by removal or resignation.

The 1<sup>st</sup> Vice President, Equipment Manager, Cheerleading Coordinator, Parent Coordinator, and the Booster will be elected in even years.

The Football Athletic Director, Communications Manager, Chief of Staff (2<sup>nd</sup> VP), Registrar, Treasurer, secretary, and the Concession Manager will be elected in odd years.

Example: For the 2025 season, the 2<sup>nd</sup> Vice-President, Football Athletic Director, Treasurer, Registrar, Team Parent Coordinator, and the Concession Manager would be up for re-election.

### **Section 5 - Removal**

Any Officer, Director, Coach, or Member of the Clearwater Jr. Tornados Football/Cheerleading program may be removed from his/her position by the Executive Board whenever in the judgment of the board; it is in the best interest of the football/cheerleading program. Removal can occur by a three-fourths vote of a quorum (50%) of the Board of Directors. Fifty percent (50%) of all the Head Coaches can petition for a special meeting of the Executive Board for the above purposes.

### **Section 6 - Vacancies**

The Executive Board has the discretion to fill any vacancy in an Officer position for the unexpired portion of the term. If the Executive Board decides to fill an Officer vacancy, that vacancy must be filled from current Members unless a vote is made to fill position with non-board member by a vote of 51% of current board.

### **Section 7 - Number**

The number of Executive Board Members shall be a minimum of nine. Each member shall hold office until the annual December meeting or until such time that a successor is elected.

## **Section 8 - President**

In addition to being a member of the Executive Board, the President shall be the chief executive officer of the organization. He/She shall supervise all of the business of the organization. The President shall preside at meetings of the Executive Board and any other general meetings. He/She shall supervise day-to-day operations. The President shall be responsible for all federal, state, local and League filings and licenses necessary to keep the organization in compliance with all federal, state, local and League laws, ordinances, rules and regulations. The President may enter into contracts for CJT, but must seek authorization to do so from the Executive Board at a properly noticed Executive Board meeting. The President may sign checks of the organization prepared by the Treasurer. However all checks or other transactions in excess of \$500, must be approved by the Executive Board.

## **Section 9 -- 1<sup>st</sup> Vice President (President Elect)**

In addition to being a member of the Executive Board, the 1<sup>st</sup> Vice President will act in the absence of the President, or his/her inability or refusal to act, as the President. 1<sup>st</sup> Vice President is responsible for securing and ordering all merchandise in coordination with the cheer and football Athletic Directors, Director of Fields Operations, and Secretary. The 1<sup>st</sup> Vice President shall be responsible for setting up for home games, collaborating with the Cheer/ Football Athletic Director, tryouts, uniform fittings, and ensuring necessary background checks have been completed for all personnel in conformance with the CJT policies outlined in these By laws. The Director of Field Operations will coordinate all cheer and football clinics and activities in conjunction with the Cheer and Football Athletic Directors. The 1st Vice President must attend and assist with registrations, and any other activity deemed necessary by the Executive Board. Vice President will oversee the facilities and coordinate with the City of Clearwater on all facilities needs and reservations. The president Elect is in training to become the president upon current president's term or if the current president vacates their position. When the president position becomes vacant, the 1<sup>st</sup> VP will move into President position upon  $\frac{3}{4}$  acceptance of the executive board.

## **Section 10 – Treasurer**

In addition to being a member of the Executive Board, the Treasurer shall be responsible for creating, keeping, and filing and preserving all financial records of the organization as is required to (1) maintain the 501(c) (3) status of the organization, (2) allow preparation of all tax filings and reports required of the organization, be responsible by receiving and giving receipts, depositing monies in the name of the organization, posting notices as required in accordance with these Bylaws or as required by law, and coordinating fundraising events. The Treasurer will ensure no fundraising activities will jeopardize the tax-exempt status of the organization. The Treasurer must attend and assist with registrations and give financial updates at board meetings.

## **Section 11 – Cheerleading Coordinator**

In addition to being a member of the Executive Board, the Cheerleading Coordinator shall have overall responsibility for all cheerleading teams and shall be the direct contact for all Members, cheerleading coaches and cheerleading players with regard to team questions and concerns. The Cheerleading Coordinator shall determine the

slate of coaches for cheerleading activities of the organization, creating the schedule of cheerleading activities to include homecoming event for the season that will be presented to the Executive Board in June. The Cheerleading Coordinator shall be responsible for assisting the Football Athletic Director. The Cheerleading Coordinator must attend and assist with registrations, fittings, draft/tryouts and any other activity deemed necessary by the Executive Board.

### **Section 12– Football Athletic Director**

In addition to being a member of the Executive Board, the Football Athletic Director shall have the overall responsibility for all football teams and shall be the direct contact for all members, football coaches, and football players with regard to team questions and concerns. The Football Athletic Director shall determine the slate of coaches for football activities of the organization, creating a schedule of football activities; such as clinics, practices, order of practice, fall/spring tournaments, and monthly coaches meetings for the year; that will be presented to the Executive Board in February. The Football Athletic Director shall be responsible for assisting the Flag Program Director. The Athletic Director must attend and assist with registrations, fittings, draft/tryouts and any other activity deemed necessary by the Executive Board.

### **Section 13 – Registrar**

In addition to being a member of the Executive Board, the Registrar is responsible for all participant registration paperwork and ensuring that it is correctly completed, submitted to the League for certification and information entered into the organization's computer(s) to produce Member and Player rosters for all football and cheerleading programs. The Registrar should ensure that CJT complies with SYFC player rules. The Registrar must attend registrations and any other activity deemed necessary by the Executive Board

### **Section 14 – Equipment Manager**

In addition to being a member of the Executive Board, the Equipment Manager is responsible for operations of the equipment room, including but not limited to maintaining and ordering inventory, being available for deliveries, stocking equipment room and ensuring that there is sufficient equipment for all participants, and ensuring sufficient equipment/supplies for each coach tool kit. The Equipment Manager must be available for fitting date and coordinate an operational schedule for each day of practice in conjunction with the Cheer and Football Athletic Directors.

### **Section 15 – Communications Manager**

In addition to being a member of the Executive Board, the Communications Manager shall be the office administrator for the organization. The Communications Manager will be responsible for all non-financial written records of the organization; such as weekly social media postings, email messages, and monthly newsletters. The Communications Manager will train and meet with all Team Parents. The Communications Manager must assist with registrations, and perform any other duties deemed necessary by the Executive Board.

### **Section 17 – Concession Manager**

In addition to being a member of the Executive Board, the Concession Manager is responsible for the full operations of the concession stand, including but not limited to ordering inventory, being available for deliveries, stocking concessions, and ensuring that there is sufficient volunteer assistance to staff the concession stand during practices and home games.

### **Section 18 – Chief of Staff (2<sup>ND</sup> Vice President)**

In addition to being a member of the Executive Board, in the absence of the 1<sup>st</sup> Vice President, or his/her inability or refusal to act, the Chief of Staff (C.O.S.) (2<sup>nd</sup> Vice-President) will assume the position of the 1<sup>st</sup> Vice President and perform the duties of the 1<sup>st</sup> Vice President and shall have all the powers of, and be subject to all restriction upon the 1<sup>st</sup> Vice President until such time as when the board decides to address this matter. The C.O.S. will act as a firewall between the executive board and the President/1<sup>st</sup> Vice President. The C.O.S. must attend and assist with registrations, fittings, draft/tryouts and any other activity deemed necessary by the Executive Board. The C.O.S. will be responsible for collaborating with the Treasurer and Booster coordinator to determine the financial needs of the organization, recruiting for corporate sponsorship, and coordinating fundraising events. The C.O.S. will ensure no fundraising activity will jeopardize the tax-exempt status of the organization. The C.O.S. will work with communication to ensure we have ample volunteers for all events.

### **Section 19– Secretary**

In addition to being a member of the Executive Board, the Secretary shall be responsible for all non-financial written records of the organization. The Secretary shall be responsible for producing and posting all written agendas and keeping minutes for all board and committee meetings. The Secretary shall also be responsible to post notices as required in accordance with these Bylaws or as required by law. The Secretary shall be responsible for collecting all correspondence to or from the organization and filing same in a manner that will allow inspection by any Member upon reasonable notice. The Secretary shall also be responsible to keep and preserve all non-financial records, rules, procedures, handbooks and other documents of the organization in a manner that will allow inspection by any Member upon reasonable notice. The Secretary must attend and assist with registrations, fittings, draft/tryouts and any other activity deemed necessary by the Executive Board.

### **Section 20 – Booster/Fundraiser Coordinator**

In addition to being a member of the Executive Board, the Booster/Fundraising Coordinator is responsible for coordinating with the Athletic Director, Cheer Coordinator, and the Treasurer to determine the financial needs of the organization that must be met with fundraising activities. The Booster/Fundraising Coordinator will lead the development of fundraising efforts by conducting meetings, recruiting, and coordinating fundraising volunteers for fundraising activities. The Fundraising Coordinator shall seek advice from the organization's 2<sup>nd</sup> vice President or the Treasurer to be sure no fundraising activity jeopardizes the tax-exempt status of the

organization.

In addition to being a member of the Executive Board, the Booster Coordinator is responsible for securing and ordering all merchandise in coordination with the Athletic Directors, and 2<sup>nd</sup> VP. The Booster Coordinator will also be responsible for collaborating with the 2nd Vice President and the Treasurer to determine the financial needs of the organization that must be met with fundraising activities and merchandise sales. The Booster Coordinator will assist Chief of Staff with the development of fundraising efforts, conduct meetings and recruit volunteers for fundraising activities.

### **Article III - General Board Members**

#### **Section 1 - Purpose**

The purpose of the General Board is to provide organizational policy direction to the Executive Board, coordinate all volunteer activities for the organization and to assist the Officers of the organization.

#### **Section 2 - Objectives**

The Objectives shall be to comply with the rules and regulations of any youth sports conference with which the Clearwater Jr. Tornadoes places its membership. The Clearwater Jr. Tornadoes will provide a strong foundation of sportsmanship, citizenship, and leadership as needed for the youth participating with the Clearwater Jr. Tornadoes.

#### **Section 3 - Definition of a General Board Member**

Members of the CJT General Board shall consist of the JV Head Coaches, Head Flag Football Coach(s), Head Flag Cheer Coach(s), and assistants to the Executive Board. The assistants to the Executive Board shall consist of the following:

Assistant Football Athletic Director

Assistant Cheer Coordinator

Assistant Registrar

Assistant Equipment Manager

Assistant Concession Stand Manager

Special Events Coordinator (Homecoming & End of year Banquet)

Player agent (player Stats)

Digital analytics Coordinator ( Online Surveys, App's Management, Web management)

### **Article IV - Honorary Board Members**

Any person may be elected as Honorary Member three-fourths vote of the Executive Board at any duly held meeting of the Executive Board but shall have no rights, duties or obligations in the management or in the property of CJT.

## **Article V - Business**

### **Section 1 - Regular Meetings of the Board Members**

A regular meeting of the Board Members shall be held monthly on the 2<sup>nd</sup> Tuesday of each month without other notice than these by-laws except during the season. A regular meeting of the Executive Board shall be held on the 3<sup>rd</sup> Tuesday of each month without other notice and prior to the regular meeting of the Board Members except during the season. Board meetings during the regular season will be held once a month as needed.

### **Section 2 - Special Meetings**

Special Meetings may be called by any Executive Board Member, or the request of any two board members. The person(s) authorized to call special meetings may designate the place for holding the special meeting.

### **Section 3 - Notice**

Notice of any special meeting of the Executive Board shall be given at least seven days prior by oral or written notice, delivered personally or sent by email to each board member at the address shown in the records of the association.

### **Section 4 - Quorum**

A two-thirds majority of the Officers is necessary to constitute a quorum for conducting business at an Executive Board regular or special meeting. However, a simple majority of the Officers shall constitute a quorum for the transaction of business that requires immediate action in the sole opinion of the Officers present at any regular or special Executive Board meeting. If less than two-thirds of the Officers are present, a simple majority of the Officers present will ascertain whether each of the items on the agenda require immediate action and therefore a properly constituted meeting exists to address that item. Agenda items that do not require immediate action in the opinion of the majority of the Officers present shall not be voted upon at that meeting.

### **Section 5 - Voting**

All Executive Board Members shall have the right to vote on matters. The voting members consist of the following: President, Vice President, Chief of Staff Flag Program Director, Secretary, Cheer Coordinator (holds one vote for all Head Cheer Coaches), Football Athletic Director (holds one vote for all Head Football Coaches), Registrar, Equipment Manager, Parent Coordinator, Concessions Manager, Booster, and Treasurer.

(Voting eligibility shall be extended to only those coaches that are actively coaching at the end of the current playing season.)

General Board members shall have the right to vote on matters only when a tie existence among Executive board members, and the right to express their opinions.

### **Section 6 - Special Committees**

The Executive Board shall have the power to appoint temporary or standing committees, as it shall determine as appropriate for the good of the organization. The Board may adopt such rules and regulations for the conduct of the committee and the management of CJT, as it may deem proper, provided such does not conflict with these

Bylaws.

## **Committees**

*Starting in the 2024 Season, The CJT program will be creating 3 separate committees to assist with some of the events throughout the year. The Committees and brief descriptions are as follows:*

**Event Planning Committee**- Will coordinate and collaborate with the President, Vice President and Athletic Director including but not limited to the following events.

- Recruitment Day
- Pre-Season Camp
- Homecoming
- End of the Year Banquet

**Vendor Committee**- Will coordinate and collaborate with the Booster on the board to help brainstorm and fundraising throughout the year.

- This committee will be responsible for obtaining vendors for field event to set up tents, work with parents and the community to coordinate sponsorship and be present for events to help facilitate and implement.
- Coordinate volunteers to assist with CJT Merchandise sales.

This committee is ideal for those people that have relationships with business and organizations. This is including but not limited to any restaurants, local businesses, people within city or stay positions or power or even those with connections to current or former professional athletes.

**Athletic Integrity Committee**- Will coordinate and collaborate with primarily the athletic director to create a positive environment for the kids.

- Creates team building activities for each team, whether that be individual teams or activities that help build stronger connections between all age groups.
- Collects report cards from players to submit for Florida Elite awards
- Creates weekly awards, goals and competitions for all athletes.
- Coordinate with Coaches to blend all teams together.

This committee is ideal for those people that enjoy seeing children work to achieve goals and light up when they are able to reach them. This is an awesome way to help all of the athletes learn to work better as individual teams and bridge the gap between football and cheerleaders. Creating fun events to end practice and encourage joy is a great way to keep them coming back.

## **Section 7 - Attendance**

Two consecutive unexcused absences, or a maximum of four absences from the regularly scheduled or properly notified special board meetings within the same year, shall constitute grounds for dismissal. An Executive member must be notified for an absence to be considered excused.

## **Section 8 - Vacancies**

Any vacancy occurring on the Board of Directors or General Board shall be filled at the discretion of the Board of Directors if the opening occurs once the playing season (July - Nov) has started. If the opening occurs before the playing season, the position MUST be posted for a minimum of 7 days.

### **Section 9 - Duties and Powers**

The Board of Directors shall have the power to appoint such standing committees, as it shall deem appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.

The Board may adopt such rules and regulations for the conduct of its meetings and the management of CJT, as it may deem proper, provided such does not conflict with these By-Laws.

The Board shall have the power by a three-fourths vote of those present at any regular or special meeting to discipline, suspend or remove any Director, Officer or Committee Member of CJT.

### **Section 10 - Budgets**

Annual operating budgets must be compiled and submitted to the Executive Board for consideration and approval by the March Executive Board meeting.

### **Section 11 - Contracts**

The Executive Board may authorize Officers other than the President to enter into a contract or execute and deliver instruments in the name of, and on behalf of the organization. However, authority must be confined to a specific instance.

### **Section 12 - Checks and Drafts**

Checks, drafts, or orders for payment of money, notes, or other evidence of indebtedness issued in the name of the organization shall be signed by the President or such other Officer or person determined by the Executive Board. The CJT Treasurer, President or any other authorized endorser upon the Executive Board's approval may sign all checks, drafts, or other orders of payments. No payments exceeding \$500 shall be made without Executive Board approval.

### **Section 13 - Deposits**

All funds shall be deposited to credit the organization within three working days of the receipt of such funds.

## **Article VI - Meetings**

### **Section 1 - Suspension of Meetings**

The Executive Board of Directors, in its discretion, may vote to suspend any board meeting.

### **Section 2 - Rules of Order**

All CJT meetings will follow Roberts Rules of Order.

## **Article VII - Membership**

Membership is open to anyone in good standing with Clearwater Jr. Tornados regardless of race, creed, color, religion, sex or economic status.

### **Section 1 - Definition of CJT Member**

Members of CJT shall consist of the parent(s) or legal guardian of a child participating in the regular season youth football and cheer programs organized, administered, and operated by the CJT inclusive of Board members, ex-official directors and other Board appointed positions necessary for the operation of the organization and CJT head coaches (house, travel, and initiation) who do not have a child participating in programs organized, administered, and operated by CJT. All memberships shall be for one year commencing on January 1st prior to the beginning of the season and ending on December 31<sup>st</sup> of the following year. Membership in CJT may be suspended or terminated by the Board of Directors for nonpayment of dues and fees, return of equipment or otherwise in its discretion or by the discipline or conduct committee for violation of the policies of CJT and/or SYFC.

### **Section 2 - Definition of CJT Member in "Good Standing"**

A member of CJT shall be considered in "Good Standing" so long as he/she is not currently in arrears with respect to any financial obligation due to the organization, does not have any equipment outstanding, not currently sanctioned or under disciplinary action regarding any matter properly governed by CJT or SYFC, By-Laws, or operating procedures.

### **Section 3 - Membership Dues and Fees**

Membership dues and fees shall be set by action of the Board of Directors and may vary for each instructional, recreation/intramural, competitive/travel program and/or any other program or activity organized, administered, operated, and/or sponsored by CJT. CJT may assess Member's additional dues and fees from time to time as the Board of Directors may determine is necessary. Members approved for pre-arranged payment plan must remain current with their plan. If the Member fails to stay current, according to the Registrar or Treasurer's records, their Child's participation shall be suspended until their account is made current.

### **Section 4 - Termination of Membership**

Membership in CJT shall be terminated for failure to pay membership dues and/or fees, return equipment, if any, as determined from time to time by the Board of Directors. The Board of Directors by an affirmative vote of two-thirds (2/3) of all the members of the Board of Directors, may expel any member who fails to comply with any provision of the Articles of Incorporation, By-Laws, and Rules and Regulations of CJT, SYFC, but only if such member is given written notice by the Board of Directors that such failure makes the member liable to expulsion. Any resignation or termination of membership shall not relieve the member of the obligation to pay any dues, fees, assessments, and/or other charges theretofore accrued and unpaid.

Members and their respective child who have not paid dues, fees, assessments, and/or other charges by the date designated by the Executive Board may be temporarily

prohibited from participation in activities of CJT. The Registrar and Treasurer shall notify members of delinquent dues, fees, assessments, and/or other charges of more than one month in arrears. Those members whose dues, fees, assessments, and/or other charges are not paid within two months thereafter, and are not excused from paying dues, fees, assessments, and/or other charges by the Board of Directors of CJT, shall be deemed to have terminated their membership in CJT, and shall not be entitled to any of the general membership privileges.

Suspension or Termination of Membership may be terminated by resignation or action of the Executive Board. The Executive Board shall have the authority to discipline, suspend, or terminate the membership of any Member of any class when the conduct of such person is considered detrimental to the best interests of CJT and/or SYFC.

### **Section 5 - Reinstatement**

Upon written request signed by a former member and filed with the Secretary of CJT, any expelled member may be reinstated by vote of the majority of the Board of Directors upon such terms and conditions as the Board of Directors shall deem appropriate.

### **Article VIII - Amendments to By Laws**

These By Laws may be altered, amended, or repealed and new By Laws may be adopted by a three-fourths vote of the Executive Board present at any regular or special meeting; provided, however, that the number of directors shall not be increased nor shall the provisions of Article II, concerning the members, be substantially altered without the prior approval of two-thirds members present in properly advertised and provided reasonable notification to all general members of the meeting in which changes are to be voted on by general membership of the current Executive Board. The new By Laws will be adopted prior to the March Board Meeting. Such changes to the By Laws become effective immediately.

### **Article IX - Meeting of Parents of Clearwater Jr. Tornadoes**

An annual meeting of the parents shall be held on the first day of practice. The meeting will be for the purpose of announcing the officers and members of the Board both incumbent and newly elected and for the transaction of such other business as may come before the meeting.

### **Article X - CJT Handbook**

The CJT Handbook will be reviewed yearly and any changes to the handbook need to be made by March 1. The handbook will be made available for every board member, coach, volunteer, parent/guardian in the Clearwater Jr. Tornadoes program. The handbook may be distributed as a part of the registration packet at the beginning of the season.

### **Article XI - Parent Membership**

Every parent/guardian is a member of the organization. The Executive Board when

deemed necessary has the authority and power to remove any member that is not in compliance with the rules, or causes disturbances within CJT or conducts him/herself in a manner that such conduct is detrimental to the welfare of the CJT organization. A three-fourths vote is required. See Article VI for details of CJT Membership.

In order for a member or player to be reinstated, it is necessary for a majority vote of the Executive Board.

## **Article XII - Coaches General, Selection of Coaches, Code of Conduct, Responsibilities**

### **Section 1 - Coaches General**

It cannot be stated too strongly that qualified adult volunteers must be enlisted as team Head Coaches and Assistant Coaches. It is not enough that candidates for these important roles have previous experience in the game. Coaches must possess leadership ability and the know how to work with youth athletes. Training our players in the fundamentals of teamwork, good sportsmanship and discipline are attainable goals for this organization.

Coaches for the Clearwater Jr. Tornadoes Football/Cheerleading organization must be a minimum of eighteen (18) years old to Head Coach at any level.

Coaches must provide for the organization's records the following items:

- a. His/Her Full Name
- b. Current Mailing Address
- c. Current Telephone Numbers: Home, Work, or Cell
- d. Email Address (where applicable)
- e. Date of Birth
- f. A signed consent form for the SYFC or CJT to perform a Background Check
- g. Signed copy of the Coach's Responsibility form

Coaches shall hold no other position within the SYFC structure that may cause a possible conflict of interest with his/her duties to the organization.

### **Section 2 - Selection of Head Coaches**

Returning and prospective new coaches interested in becoming a head coach or assistant coach with the Clearwater Jr. Tornadoes can fill out an application or email their interest prior to February 1 for the coming season to clwjrtornadoes@yahoo.com or via mail: Clearwater Jr. Tornadoes, P.O. Box 5121, Clearwater, FL 33759-5121 requesting that position and specifying the team. Coaches can only apply for 3 positions maximum. Pertinent information that would help in making a determination regarding selection should be included.

Head Coaches shall be in place by the April board meeting for the coming season. Assistant Coaches shall be in place by the May board meeting for the coming season.

Recommendations for approval for returning, transferring, or new head coaching positions are based upon, but not limited to, such things as character, experience, leadership, enthusiasm, devotion and cooperation. Some other determining factors are availability during pre, post, and during the season, ability to use diplomacy when dealing with parents and others, acceptance and promotion of the goals of this organization and remembering: The players always come first.

Selection as a Head Coach will be for a one year term beginning in 2024 depending upon fulfillment of Coach's Contract. The CJT Board has the authority to approve, disapprove, and remove individuals from Head Coaching positions for any reason.

The Clearwater Jr. Tornados may not accept individuals for coaching/volunteer positions who have major crime offenses within the last three (3) years. Such crimes which may automatically void a coach's application are the following: Child Abuse, Lewd and Lascivious Behavior, Prostitution, Domestic Offenses, other violent crimes, crimes involving moral turpitude, or crimes of a nature related to the work to be performed. Our organization will also act in accordance to the Jessica Lunsford Act and the SYFC background screening process.

Each applicant is subject for review by the Coaching Review Committee prior to being submitted to the Selection Committee for final approval.

### **Section 3 - Coaches Code of Conduct/Responsibilities**

Coaches are second only to team members in importance to the organization of the Clearwater Jr. Tornados. Their impact on the total success of the program cannot be denied. They must have the latitude to perform their jobs.

- A. Each coach must be a communications center, a teacher, and above all a leader.
- B. Each coach must be able to encourage every team member to perform to the very best of their ability.
- C. At no point will a CJT coach ever talk down to a player.
- D. At no point should a coach act in a belligerent manor towards a CJT Board member, SYFC Official, any referee, or game official.
- E. The Clearwater Jr. Tornados organization believes that winning is important but not everything. We are organized to teach young people the fundamentals of their sports, and to help them in their future goals. We ask that all coaches be aware of this fact and approach their coaching tasks accordingly.
- F. Coaches are expected to communicate to each member of their team, the team rules and what is expected of each participant.
- G. Coaches will strive to see that each child is physically prepared to do what is expected.
- H. They are encouraged to make each practice a meaningful experience as well as a conditioning and training experience for every participant.
- I. Each coach must remember that he/she is the standard from which the team operates; he/she sets the example. The coach's attitude reflects the attitude of their teams. The coach is the closest contact the child has with the program, and is the primary determining factor in the child's attitude toward the program. The participant relates to the team and not the league or conference. He/She is a member of the team.
- J. All coaches must remember that this program is for the children and that they learn

from example. Therefore, the coaches should conduct themselves in an exemplary manner at all times.

- K. All coaches shall abide by the Code of Conduct as set forth by the rules of the Current Football & Cheerleading League (FI Elite).
- L. In addition to the Code of Conduct of the FI Elite, coaches shall abide by all additional conduct codes as set forth by the Clearwater Junior Tornadoes Football/Cheerleading Program. Please refer to the Clearwater Jr. Tornadoes Handbook.
- M. It is also required that coaches show participation in off-season equipment arrangements, restocking, restoring equipment, and all board/coaches meetings.
- N. Additional Conduct Rules:
  - a. NO physical abuse of a player/cheerleader.
  - b. NO abusive language during practice or games which includes profanity towards the athletes.
  - c. A team coach shall be present at the practice field ten (10) minutes prior to the scheduled practice time. They are furthermore required to stay after practice until all of their players have been accounted for by their parents.
  - d. NO smoking or chewing tobacco on the practice field or game stadium.
  - e. NO ALCOHOLIC BEVERAGES shall be permitted at practice or game fields; this includes the bleachers and parking lot areas. (Alcoholic beverages include beer, wine, or any alcoholic spirits.)
- O. Coaches should familiarize themselves with and assist in seeing that administrative rules and procedures are followed.
- P. It is the Head Coach's responsibility to ensure that all of their team equipment and uniforms are handed in at the end of the season. Just because the season is over, does not mean that your duties are over.
- Q. Coaches are charged with the responsibility of the knowledge of and strict adherence to the rules of the current Football & Cheer League. These rules can be found in the Clearwater Jr. Tornadoes website. Lack of knowledge of these rules can result in severe penalties to the entire organization.
- R. Coaches should also familiarize themselves with the organization and duties of the CJT Board of the Clearwater Jr. Tornadoes.
- S. They are further required to support all fund raising activities.
- T. Each coach is responsible for helping run the operations at home games. Three coaches from each staff are responsible for working at least a 2 hour shift directly after their game.

*Note: Please refer to the Clearwater Jr. Tornadoes Handbook for more detailed guidelines on Code of Conduct and CJT coach's responsibilities.*

#### **Section 4 - Head Coaches Football/Cheerleading Responsibilities**

- A. He/She shall be solely responsible for the conduct of his/her team and coaching staff per any and all current League/CJT Organizational rules.
- B. He/She shall attend all required clinics that are specified by the Current League/NAYS/CJT Organizations.
- C. He/She shall be responsible for his/her staff selections along with the approval of the board.

- D. He/She shall personally be responsible for paperwork required of his/her team.
- E. He/She must check their players for any special medical problems as soon as possible.  
If a special medication is required, that player's medication should be labeled with his/her name and carried in the team's first aid kit.
- F. He/She should insure he/she has written consent of the player's parent/guardian to administer the medication.
- H. He/She should insure that anytime there is a team function that he/she has the player's medical release forms present.
- I. He /She shall promote the moral and ethical maturity of their teams.
- J. All Head Coaches are responsible for the proper control and return of the uniforms and equipment.

### **Section 5 - Head Coaches**

He/She will take full responsibility for their whole age division NOT just Varsity level, the return of all player and team equipment during and at the end of the season , supporting and meeting with JV coaches regularly, and subject to yearly review of their two year term.

### **Section 6 . Infractions**

CJT has adopted a "no tolerance" policy. Failure to abide by the above rules as set forth by CJT will result in the following:

1st Offense: Suspension of 1 week from practice and game

2nd Offense: Coaching status is revoked

Furthermore, if the coach is unable to make the above commitments to CJT, then their coaching status shall be revoked.



## Revision History

### Clearwater Jr. Tornadoes By-Laws

Original	'05
Revision B	March '07: Full document revision
Revision C	March '07: Made grammatical changes from meeting review
Revision D	Dec '07: Added #10 under Selection of CJT coaches
Revision E	Jan '08: Made changes under section VI – item 12, 13d, and Under section VII #2 & 3.
Revision F	Revamped Format
Revision G	Jan '10: Added and made changes as approved by the 2010 Board
Revision H	Dec '11: Added and made changes as approved by the 2011 Board
Revision I	October '13: Full document revision
Revision J	January 2015: Added and made changes as approved by Board
Revision K	January 2016: Changes made to Article II sections 2, 15, 16, and 18
Revision L	November 2016: Changes made to Articles II (all), III sec. 3, V sec. 5 & 6, XII sec. 2, 3, & 5
Revision M	August 2017: Changes made to Article II sec 2 & 9, added section 18
Revision N	December 2017: Added and made changes as approved by Executive Board
Revision O	January 2024: Added Board Positions and update League and Coaching Positions.