

**RIVERVIEW RAIDERS ATHLETIC CLUB, Inc.**  
**BYLAWS**  
April 2018

**ARTICLE I: DEFINITION**

"Corporation not for profit" means a corporation no part of the income or profit of which is distributable to its members, directors or officers. Florida Statutes 617.01401. The Riverview Raiders Athletic Club, Inc. is a Florida non-profit organization that sponsors youth cheerleading for ages 5 to 14 and full contact football teams for ages 5 to 14.

**ARTICLE II: BOARD OF DIRECTORS**

**SECTION I:**

The Board of Directors shall consist of at least nine (9) and not more than twenty-five (15) positions.

New positions to the Board of Directors shall be voted in by the existing Board for a minimum term of two (2) years, in accordance with Article III— Election of Officers. At no time will a Director or Assistant Director of any one department ever be a husband and wife unless approved by the board.

**SECTION II:**

The main function of the Board of Directors is to represent, lead, recommend, organize and support the President in the organization efforts to maintain the Riverview Raiders Athletic Club Inc.'s responsibility to its youth in financial and administrative decisions.

**SECTION III:**

Each member of the Board of Directors shall carry a specific title. The basic responsibilities of each Board of Director member shall be defined in ARTICLE XI.

**SECTION IV:**

There shall be one (1) vote per motion per title on the Board of Directors except for the President who will hold the deciding vote in the event of a tie. A member must be present to vote.

**SECTION V:**

All decisions reached by vote will pass by a simple majority of the Board of Directors unless otherwise specified in the bylaws.

**SECTION VI:**

Terms of office will run from January first (1<sup>st</sup>) through December thirty-first (31<sup>st</sup>) of the following year. When a member is voted in as a replacement to a member vacating an office prior to completion of his/her term, the term will end on the date that the original members term was to expire. Vote for the upcoming term occurs at the November Board of Director Meeting.

**SECTION VII:**

## **SECTION**

If the President is unable to fulfill his/her duties, the existing Board of Directors shall elect a new President within thirty (30) days.

### **ARTICLE III: ELECTION OF BOARD OF DIRECTOR MEMBERS**

#### **SECTION I:**

No more than fifty (50) percent of the Board of Directors may be coaches. At minimum membership of sixteen (16) Directors, eight (8) may be coaches. At maximum membership of twenty-five (25) Directors, twelve (12) may be coaches.

#### **SECTION II:**

Term in office for all members of the Board of Directors shall be two (2) years from the time of election. These terms shall be altered so that half of the Board consists of existing members and half consist of new or re-elected members. When a member's two (2) year term is expired and he/she wishes to maintain the position or run for another position, he/she must submit a letter of intention. Terms of position will be two (2) years even if the member holding the position changes. Members running for re-election are eligible to vote. The schedule for renewal will be as follows: (Voting occurs at the November Board Meeting for terms to begin on January 1<sup>st</sup>. The "EVEN" and "ODD" years signify the year in which the voting occurs for the position to take effect January 1<sup>st</sup>. of the following calendar year. There is not a Board Meeting for the month of December:

EVEN YEARS President, Assistant Trustee, Secretary, Football Coaching Director, Assistant Cheerleading Coaching Director, Football Equipment Director, Cheerleading Equipment Director, Treasurer, Assistant Fundraising Director, Field Director, Assistant Player Director, Assistant Concession Director and Team Parent Director.

ODD YEARS —Vice President, Trustee, Assistant Football Coaching Director, Cheerleading Coaching Director, Assistant Football Equipment Director, Assistant Cheerleading Equipment Director, Assistant Treasurer, Safety Director, Player Director, Concession Director, Publicity Director, Fundraising Director.

#### **SECTION III:**

Election of all Board of Director members shall be decided by a written secret ballot. Prior to voting, the Secretary shall create one ballot form with the names of the person applying listed under the positions they are applying for. When members complete voting, the President will collect and tally the votes. Any new member running for a position may be asked to leave the room by the President to hold a discussion prior to voting

#### **SECTION IV:**

A Board member shall not hold more than one (1) position unless deemed necessary by the President. Each Board member shall serve on at least one (1) special committee.

#### **SECTION V:**

There will be no limit to the number of times a member can be re-elected.

#### **SECTION VI:**

A new President shall have served as a member of the Board of Directors for a minimum of two (2) years before assuming the position of President.

## **SECTION VII:**

A new Coaching Director shall have served as a member of the Board of Directors or as a Coach for a minimum of one (1) year before assuming the position of Coaching Director. There will be a background check for all Coaches and League Officials.

## **SECTION VIII:**

A new Trustee shall have served as a member of the Board of Directors for a minimum of one (1) year before assuming the position of Trustee.

## **SECTION IX: (Intentionally Left Blank)**

## **SECTION X:**

A replacement member voted to the Board of Directors will assume the term of office left by the dismissed Board of Director member.

# **ARTICLE IV: BOARD OF DIRECTOR MEETINGS**

## **SECTION I:**

The President shall be the chairperson of these meetings. Robert's Rules of Order shall govern the proceedings of all meetings and its constituents except as provided in these bylaws. These meetings are open to all interest parties only for their comments and suggestions. Only Board of Director members may vote.

## **SECTION II:**

A quorum of one-half the number of Board of Director members, including the chairperson, shall be necessary to conduct any business. Each Board of Director member shall be notified at least forty-eight (48) hours in advance of all meetings.

## **SECTION III:**

Meetings shall be held on the third (3rd) Wednesday of the month at 7:00 p.m. on the last Wednesday of the month at 6:30 p.m. with the place set by the Board of Director members. There are no meetings during the month of December.

## **SECTION IV:**

The President may call a special meeting when he/she deems necessary without regard to the advance notice provision of ARTICLE IV, SECTION 11.

## **SECTION V:**

A special meeting can be requested by any Board of Director member who has the approval and support of a majority of the Board of Director members. All special meetings shall be requested in writing through the President.

## **SECTION**

### **ARTICLE V: REVISION OF BYLAWS AND ALL LEAGUE RULES**

#### **SECTION I:**

Bylaws, Coaches Rules and Regulations, Team Parent Rules, Football Players Rules, Cheerleader Rules, Parent/Guardian Code of Conduct shall be reviewed and presented to the Board of Directors at the October meeting.

#### **SECTION II:**

The Football Players Rules, Cheerleader Rules, Team Parent Rules, and the Parent/Guardian Code of Conduct can be revised at any time if, by a majority vote of the Board of Directors, the rule or regulation to be changed is determined to be a safety issue.

### **ARTICLE VI: FOOTBALL PLAYER/CHEERLEADER ELIGIBILITY**

#### **SECTION I:**

Any child, regardless of sex, color, race, or creed shall be eligible to be either a football player or cheerleader according to the guidelines set forth by the TBYFL.

### **ARTICLE VII: DISCIPLINARY**

#### **SECTION I:**

A disciplinary committee to act on any complaint against any person or persons connected with the Riverview Raiders Athletic Club, Inc. will be formed as needed per incident by the Board of Directors.

#### **SECTION II:**

The Disciplinary Committee's function is to ensure that the action of the Board of Director members, coaches, sponsors, parents, players, cheerleaders and all persons connected with the Riverview Raiders Athletic Club, Inc., comply with the Rules and Code of Ethics established by the Tampa Bay Youth Football and the Riverview Raiders Athletic Club, Inc.

#### **SECTION III:**

The Disciplinary Committee will be designated by the President and will consist of four (4) Board of Director members and one (1) neutral person. The neutral person shall be chosen at the time of the complaint by the President and will serve on only one (1) consecutive complaint.

#### **SECTION IV:**

The Disciplinary Committee's purpose is to investigate the complaint and recommend to the Board of Director members, in writing what action is to be taken within seven (7) days of a complaint. The League Secretary is to record the minutes of the Disciplinary Committee but will not have any voting power.

#### **SECTION V:**

All complaints must be made in writing to any Board of Director member, who will turn the complaint over to the President.

## **SECTION VI:**

The Board of Directors will take the final action on all complaints.

## **ARTICLE VIII: (INTENTIONALLY LEFT BLANK)**

## **ARTICLE IX: RECORDS AND EQUIPMENT**

### **SECTION I:**

All correspondence, records, information and equipment pertaining to the Riverview Raiders Athletic Club, Inc. will be surrendered to the Board of Director member taking office by the Board of Director member vacating the office.

### **SECTION II:**

All correspondence records, information and equipment will be surrendered at the time a member of the Board of Directors is dismissed or at the beginning of a new member's term in office.

## **ARTICLE X: RULES FOR BOARD OF DIRECTOR MEMBERS**

### **SECTION I:**

All Board of Director members shall attend all meetings. If a Board of Director member misses two (2) consecutive meetings without reasonable excuse, the League Secretary will issue a written reprimand of possible removal. If three (3) consecutive unexcused meetings are missed, the Board of Director member will automatically be removed from office. If a Board of Director member will be absent, he/she must contact the League Secretary.

### **SECTION II:**

Board of Director Members shall be prepared to report to the President and other Board of Director members on the status of the current aspects of his/her position at all meetings.

### **SECTION III:**

A Board of Director member may be dismissed from the Board by a two-thirds vote of the Board of Directors present at the meeting. This vote shall be made by written secret ballot following the motion and a second at a Board of Directors meeting.

### **SECTION III:**

Members shall be of good moral character and must comply with all Rules and Code of Ethics established by the TBYFL and the Riverview Raiders Athletic Club, Inc.

### **SECTION IV:**

All Board of Director members shall support the President and the other Board members in all final decisions and activities.

### **SECTION V:**

## **SECTION**

The following Board of Director members: Treasurer, Secretary, Concession Director, Field Director, Player Director, Football Equipment Director, Cheerleading Equipment Director, Publicity Director, Safety Director and Fundraising Director will have a two hundred dollar (\$200.00) petty cash fund to make supply purchases for their respective departments without prior approval of the Board of Directors. All monies will be accounted for on a disbursement form for reimbursement. Once the two-hundred-dollar (\$200.00) limit has been reached, the Board of Directors must approve all further expenditures prior to purchase for reimbursement. The President reserves the right to answer the right to approve up to two hundred dollars (\$200.00) on unforeseen expenditures.

## **ARTICLE XI: DUTIES AND RESPONSIBILITIES OF DIRECTORS**

### **SECTION I:**

All Board of Director members are to be present during their scheduled duty times at exhibition games, all home and away games and all home field cheerleading competitions, plus two away cheer competitions to ensure that all aspects of the Riverview Raiders Athletic Club, Inc. are handled properly unless absence is approved by the President. If a Board of Director member cannot stay for his/her entire scheduled duty period, and has obtained prior approval of the President, he/she must ensure that his/her assistant or other designated person will cover his/her duties. Morning/Afternoon duty schedules will be produced by the League Secretary not later than two (2) weeks prior to the start of the season.

## **PRESIDENT**

### **SECTION I:**

The President shall be elected by the Board of Directors. His/her term of office shall be for two (2) years. At the end of his term, the President may be re-elected. (See ARTICLE III — Election of Officers)

### **SECTION II:**

The President's responsibility shall be to direct or supervise all activities of the Riverview Raiders Athletic Club, Inc. The President shall be the representative of all activities of the organization to the community and to the TCYFCC, keeping in mind that the organization is established for our community's youth. The President shall oversee all Board of Director members to ensure that they are performing their required task properly.

### **SECTION III:**

The President shall chair all meetings. In the absence of the President, the Vice-President shall chair all meetings.

### **SECTION IV: (This section intentionally left blank)**

### **SECTION**

### **SECTION V:**

The President has the right to temporarily relieve any Board of Director member duties until any questionable action can be resolved through the Disciplinary Committee and the Board of Directors.

## **SECTION**

### **SECTION VI:**

The President shall direct the coaches' activities in accordance with the Rules and Code of Ethics set forth by the TBYFL and the Riverview Raiders Athletic Club, Inc. He/She has the right to remove a coach and/or player or cheerleader pending action by the Disciplinary Committee and the Board of Directors.

### **SECTION VII:**

The President shall request volunteers from the Board, or if no Board members volunteer, appoint, delegate, direct and control special committees for the purpose of organizing the efficient and economical operation of the Riverview Raiders Athletic Club, Inc.

### **SECTION VIII:**

The President shall request volunteers from the Board to form a committee to prepare a Code of Conduct for participants of the Riverview Raiders Athletic Club, Inc. This includes Coaches Rules and Regulations, Team Mom Rules, Football Player Rules, Cheerleader Rules and Parent/Guardian Code of Conduct. All rule changes must be approved by the Board of Directors.

### **SECTION IX:**

The President shall request volunteers from the Board to form a committee to review the Riverview Raiders Athletic Club, bylaws. All by-law changes must be approved by the Board of Directors by majority vote.

### **SECTION X:**

The President shall request volunteers from the Board to form a committee to audit the treasury books at the end of each season for presentation of an audit report to the Board of Directors for approval.

### **SECTION XI:**

The President shall request all department heads to prepare an annual budget to be approved by the Board of Directors.

## **VICE PRESIDENT**

### **SECTION I:**

The Vice President shall carry out the duties of the President in his/her absence.

### **SECTION II:**

The Vice President shall coordinate registration with the Player Director.

### **SECTION III:**

The Vice President shall act as the Sergeant at Arms during all scheduled meetings.

### **SECTION IV:**

The Vice President shall be responsible for assisting and over-seeing the Board of Directors duties are being performed in accordance with the bylaws.



**SECTION V:**

The Vice President shall be responsible for completing all necessary documents in accordance with the County.

**TREASURER****SECTION I:**

The Treasurer is responsible for all accounts receivable and all accounts payable. This is accomplished by logging all deposits and keeping records/checking account of all accounts payable.

**SECTION II:**

The Treasurer is responsible for all deposits of monies. All deposits will be made the next business day.

**SECTION III:**

The Treasurer shall chair a committee of at least three (3) Board of Directors to create a budget for each department to operate based on the previous year's budget. The committee shall meet in January and present a budget to the Board of Directors for approval at the February Board meeting.

**SECTION IV:**

The Treasurer shall give a treasury report at every Board of Directors meeting. This report shall have a complete itemized list of all monies spent, of all monies deposited, and how monies were earned.

**SECTION V:**

The Treasurer shall produce an annual report at the end of each season and have all documents ready and available for an audit.

**SECTION VI:**

All League checks will require two (2) signatures. Authorized signatures are the President, Treasurer, and Assistant Treasurer. The Treasurer shall be responsible each year to ensure the proper signature card is on file with the bank. There will never be a husband and wife, or relatives authorized to sign checks.

**SECTION VII:**

The Treasurer will oversee the cashier during home games.

**SECTION VIII:**

The Treasurer will be responsible for the disbursement form for reimbursement of the \$200.00 discretionary funds.

**SECTION IX:**

The Treasurer will be responsible for issuing all snack monies, keeping of receipts and disbursement of team funds.

**SECTION X:**

The Treasurer must be present to collect monies at any and all registrations, home games and TBYFL fundraisers hosted by the Riverview Raiders Athletic Club,.

## **SECTION**

### **SECTION XI:**

The Treasurer will be responsible for collection of bad checks and late payments. The Treasurer shall issue any refunds as notified by the Player Director and/or the Cheerleading Equipment Director as approved by the Board of Directors.

### **SECTION XII:**

All invoices will be paid within the vendor's terms unless otherwise approved by the Board of Directors.

### **SECTION XIII:**

The Treasurer is responsible for checking the PO Box for mail and distributing it as appropriate. The Riverview Raiders Athletic Club, PO Box is located at the Gibsonton Post Office.

### **SECTION XIV:**

The Treasurer will be responsible for all taxes, 501C3 and corporation status paperwork to be filed with the county and/or state yearly.

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## **CONCESSION DIRECTOR**

### **SECTION I:**

The Concession Director shall coordinate pricing, buying and sale of all goods through the concession stand.

### **SECTION II:**

The Concession Director shall be responsible for directing the activities of the workers in the concession stand.

### **SECTION III:**

The Concession Director shall get three (3) bids yearly for items consistently purchased by the League to insure the best prices available and that delivery is achieved as required for practices, home games and other activities as deemed necessary by the Board of Directors. Yearly buying and pricing shall be approved by the Board of Directors at a regular board meeting.

## **SECTION**

### **IV:**

The Concession Director shall buy or coordinate the buying of all supplies needed to operate the concession.

### **SECTION V:**

The Concession Director shall be responsible for delivering all monies earned to the Treasurer as soon as possible for deposit in the bank. All monies will be recorded and double verified by two (2) Board of Directors.

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## **FIELD DIRECTOR**

### **SECTION I:**

The Field Director shall be responsible for work days as coordinated with the President and will be responsible for a field restroom duty roster. He/She will be responsible for locking and unlocking the restrooms.

### **SECTION II:**

The Field Director shall be responsible for maintenance/upkeep of the practice field areas to include trash pick-up, insect extermination, etc. or working with proper persons to assure compliance.

### **SECTION III:**

The Field Director is responsible for any building maintenance required or to coordinate with proper persons to ensure compliance.

### **SECTION IV:**

The Field Director shall be responsible for coordinating with the President on items needed for home games (i.e., propane, ice, handicap stickers, etc.).

## **ATHLETIC DIRECTOR**

### **SECTION I:**

The Coaching Director shall coordinate with the Football Equipment Director to schedule assignment of equipment.

### **SECTION II:**

The Coaching Director shall inform all Coaches of all League and Conference rules and regulations and ensure their enforcement through regularly scheduled meetings.

## **SECTION**

### **SECTION III:**

The Coaching Director shall act as a liaison between the Coaches and the Board of Directors.

### **SECTION IV:**

The Coaching Director is a member of the Disciplinary Committee unless directly involved. A replacement will be appointed by the President.

### **SECTION V:**

The Board of Directors will elect head coaches by secret written ballot. Head Coaches can appoint their respective Assistant Coaches with the advice and assistance of the Football Coaching Director and the President.

### **SECTION VI:**

The Coaching Director shall ensure that no player is moved from one team to another without the notification and consent of the Player Director.

### **SECTION VII:**

The Coaching Director shall have access to all required books and records.

### **SECTION VIII:**

The Coaching Director has the right to remove a Coach pending action by the Disciplinary Committee.

### **SECTION IX:**

The Coaching Director may assist with all game day trustee duties.

### **SECTION X:**

The Coaching Director shall chair the Head football coach selection committee; consisting of the Coaching Director, Football Trustee and Assistant Football Trustee. All head coach recommendations shall be presented by the coaching director by the February meeting for board approval.

Running of teams shall be a shared responsibility of the Coaching Director and the Coaches.

## **SECTION**

### **FOOTBALL EQUIPMENT DIRECTOR**

#### **SECTION I:**

The Football Equipment Director shall buy, issue, collect and maintain all players and coaches' equipment.

#### **SECTION II:**

The Football Equipment Director shall coordinate with the Football Coaching Director and the President in selecting the equipment necessary to operate for the season.

#### **SECTION III:**

The Football Equipment Director shall obtain three (3) written bids yearly for items consistently purchased by the league to ensure the best prices available. Yearly buying and pricing shall be approved by the Board of Directors at a regularly scheduled board meeting. A listing of the items and quantity needed will be provided to the Board of Director members.

#### **SECTION IV:**

The Football Equipment Director is responsible for the inventory of all football equipment at the start of each season and providing the President, Secretary and Treasurer a list of this inventory.

#### **SECTION V:** (This section intentionally left blank)

#### **SECTION VI:**

The Football Equipment Director shall be responsible for ensuring the following equipment is available at the home and away games and other functions as deemed necessary by the Board of Directors: pads, belts, mouthpieces.

#### **SECTION VII:**

The Football Equipment Director shall be responsible for distributing all football equipment to players and obtaining notarized parental signatures of receipt upon distribution. A schedule will be coordinated with the Football Coaching Director and given to all Coaches one (1) week prior to distribution.

#### **SECTION VIII:**

The Football Equipment Director shall require all Coaches to sign for equipment checked out for their teams (i.e. kicking tees, footballs, first aid kits, etc.).

#### **SECTION IX:**

The Football Equipment Director is responsible for collection of all football equipment at seasons end and will conduct a complete inventory, a copy of which will be provided to the President, Secretary and Treasurer by January monthly Board meeting.

**SECTION III:** The Assistant Football Equipment Director shall have access to all required books and records.

**SECTION IV: (INTENTIONALLY LEFT BLANK)**

## **CHEER DIRECTOR**

**SECTION I:**

The Cheer Director shall coordinate all activities concerning the Cheerleaders and be present at all functions.

**SECTION II:**

The Cheerleading Director shall assist the Player Director placing cheerleaders on the appropriate squads.

**SECTION III:**

The Cheer Director shall be responsible for delivering all monies collected to the Treasurer as soon as possible for deposit in the bank.

**SECTION IV:** (This section intentionally left blank)

**SECTION V:**

The Cheer Director will act as a liaison between the cheerleading coaches and the Board of Directors.

**SECTION VI:**

The Cheer Head Coaches will appoint their own Assistant Coaches but must be approved by the Board of Directors with the advice and assistance of the Cheer Director.

**SECTION VII:**

The Cheerleading Director has the right to remove a Coach pending action from the Disciplinary Committee. Running of squads and assignment of cheerleaders is the sole responsibility of the Cheer Director. Running of teams shall be a shared responsibility of the Cheer Director and the Coaches.

**SECTION VIII:** (This section intentionally left blank)

**SECTION IX:**

The Cheer Director shall work with the Assistant Cheer Director, the Cheer Equipment Director and the Assistant Cheer Equipment Director in choosing, purchasing, ordering and distributing all cheerleading equipment.

**SECTION X:**

## **SECTION**

The Cheer Director will be responsible to attend monthly Conference meetings as a representative of the Riverview Raiders Athletic Club, Inc. If he/she cannot attend, he/she must make arrangements for another representative, preferably the Assistant Cheer Director to attend.

## **SECTION XI:**

The Cheerleading Director is responsible for reporting all Conference activities to the Board of Directors.

## **SECTION XII:**

The Cheerleading Director shall bring all purposed Conference Rule changes back to the Board of Directors for their discussion and vote before voting on behalf of the Riverview Raiders Athletic Club, Inc.

## **SECTION XIII:**

The Cheerleading Director shall be sponsored by the Board of Directors as a Notary Public.

## **SECTION XIV:**

The Cheerleading Director shall be responsible for notifying the Publicity Director of all cheerleading events.

## **SECTION XV:**

The Conference Trustee is responsible for presiding over the official certification for all cheerleaders and official roster books.

## **CHEER EQUIPMENT DIRECTOR**

### **SECTION I:**

The Cheer Equipment Director shall coordinate with the Cheer Director and the Assistant Cheer Director in selecting equipment necessary to operate for the season.

### **SECTION II:**

The Cheer Equipment Director shall buy, upon approval of the Board of Directors, all cheerleader and coaches equipment.

### **SECTION III:**

The Cheer Equipment Director shall be responsible for issuing, collecting and maintaining all cheerleader equipment.

### **SECTION IV:**

The Cheer Equipment Director shall obtain three (3) bids yearly for items consistently purchased by the League to ensure the best prices available. Yearly buying and pricing shall be approved by the Board of Directors at a regular Board meeting.

### **SECTION V:**

The Cheer Equipment Director is responsible for collecting all cheerleading equipment at seasons end and will conduct a complete inventory, a copy of which will be provided to the President, Secretary, Treasurer and Cheer Director at the January Board meeting.

### **SECTION VI:**

The Cheer Equipment Director may sell practice outfits, bags, shoes, socks and any other equipment deemed necessary.

### **SECTION VII:**

The Cheer Equipment Director shall be responsible for delivering all monies earned to the Treasurer within 48 hours for deposit in the bank.

### **SECTION VIII:**

The Cheer Equipment Director is responsible for distributing all cheerleading equipment and obtaining notarized parental signatures of receipt upon distribution. A schedule will be coordinated with the Cheer Director and given to all coaches one (1) week prior to distribution.

### **SECTION IX:** (This section intentionally left blank)

### **SECTION X:**

The Cheer Equipment Director is responsible for collection of all cheerleading equipment at seasons end and will conduct a complete inventory, a copy of which will be provided to the President, Secretary, Treasurer and Cheer Director.



**SECTION XI:** (This section intentionally left blank)

**SECTION XII:** (This section intentionally left blank)

**SECTION IV:** (This section intentionally left blank)

## **BUSINESS-MARKETING MANAGER- DIRECTOR**

### **SECTION I:**

The Publicity Director shall be responsible for all publicity, such as registration announcements and delivery of submitted game results to local newspapers.

### **SECTION II:**

The Publicity Director will coordinate parades and other community functions as approved by the Board of Directors.

### **SECTION III:**

The Publicity Director is responsible for the publication and distribution of the weekly newsletter to include a calendar of events.

### **SECTION IV:**

The Publicity Director is responsible for posting games schedules and the directions to all away games.

### **SECTION V:**

The Publicity Director is responsible for ensuring that statistics are taken for each game and maintaining a copy for the yearbook and a copy given to the coaches weekly. Shall also be responsible securing announcers with the help of the Head Coaches for all home games.

### **SECTION VI:**

The Publicity Director shall coordinate the advertising, layout, printing and distribution of the yearbook and/or any other publications. The Publicity Director shall obtain three (3) written bids for the printing of the yearbook and/or any other publications.

### **SECTION VII:**

The Publicity Director is responsible for collecting and turning over all monies earned within 48 hours to the Treasurer for deposit in the bank.

### **SECTION VIII:**

The Publicity Director shall be responsible for obtaining three (3) bids and scheduling for League pictures. He/She shall bring them to the Board of Directors for approval.

### **SECTION IX:**

The Publicity Director shall be responsible for obtaining three (3) bids for end of year trophies. He/She shall bring these bids to the Board of Directors for approval.

## **TEAM PARENT DIRECTOR**

### **SECTION I:**

The Team Parent Director shall act a liaison between Riverview Raiders Athletic Club, Inc and the parents of the players and cheerleaders and carry out the directions of the President and the Board of Directors.

### **SECTION II:**

The Team Parent Director will adhere to the Articles of the Bylaws and maintain communication with the parents and teams' moms to provide written guidelines as agreed upon by the Board of Directors.

### **SECTION III:**

The Team Parent Director shall be responsible for coordinating a schedule with the Team Parent and volunteer parents of each team/squad to work concession, gate and chain crew at home games.

### **SECTION IV:** (This section intentionally left blank)

## **CONFERENCE TRUSTEE**

### **SECTION I:**

The Conference Trustee is responsible for representing the Riverview Raiders Athletic Club, Inc., in its entirety at the monthly meeting held by the Conference.

### **SECTION II:**

The Conference Trustee is responsible for reporting all Conference activities to the Board of Directors and providing the Secretary with a copy of all meeting minutes.

### **SECTION III:**

The Conference Trustee shall bring all proposed Conference Rule changes back to the Board of Directors for their discussion and vote before voting on behalf of the Riverview Raiders Athletic Club, Inc.

### **SECTION IV:**

The Conference Trustee is responsible for presiding over the official weigh-ins and certification of the football players' books at all home and away games.

## **SAFETY DIRECTOR**

### **SECTION I:**

The Safety Director shall be at all practices, home and away games and any other functions as deemed necessary by the Board of Directors.

**SECTION II:**

The Safety Director shall be responsible for all insurance pertaining to the Riverview Raiders Athletic Club, Inc. He/She shall make insurance forms available to parents and coaches upon request, assist in completing said forms if needed, and follow through on all claims filed. He/She will supply the Secretary and the President with a copy of the policy and all claims.

**SECTION III:**

The Safety Director shall be responsible for insuring all Head Coaches and assistant coaches (football and cheerleading) and at least one other Coach per team are trained in CPR and first aid and have current cards.

**SECTION IV:**

The Safety Director shall maintain the first aid kits and ensure that they are appropriately stocked and available at all League activities to include games and cheerleading events. The Safety Director shall be trained in cardiopulmonary resuscitation (CPR) and first aid.

**SECTION V:**

The Safety Director shall administer first aid to injured parties when necessary.

**MARKETING -FUNDRAISING DIRECTOR****SECTION I:**

The Fundraising Director shall be responsible for coordinating all fundraising activities with the approval of the Board of Directors.

**SECTION II:**

The Fundraising Director must present all fundraising ideas and three (3) bids to the Board of Directors for approval prior to implementing any fundraiser.

**SECTION III:**

The Fundraising Director is responsible for the acquisition of team sponsors, providing a list of sponsors to the announcer at all home games and providing a list of sponsors to the web master so that all sponsors are added to our web site.

**SECTION IV:**

The Fundraising Director shall obtain three (3) bids for sponsor banners and must present the bids to the Board of Directors for approval. Banners shall be ordered at least three (3) weeks prior to the first home game and are to be hung at all home games prior to the start of the first game. Any additional sponsors received (after the initial banner order) will have banners ordered within one (1) week.

**SECTION V:**

The Fundraising Director must deliver all monies earned to the Treasurer within 48 hours for deposit in the bank.

## **ARTICLE XII: RIGHTS**

### **SECTION I:**

When the rights of the Conference conflict with the rights of the Riverview Raiders Athletic Club, Inc., the rights of the Conference shall prevail.

## **ARTICLE XIII: MEETING AGENDA**

### **SECTION I:**

The agenda for all regular meetings of the Riverview Raiders Athletic Club, Inc. Board of Directors shall be as follows:

- Opening
- Roll Call — Counting of Quorum
- Minutes of previous meeting
- Treasurer's Report
- Committee's Report
- Board Members Reports Old
- Business
- New                      Business
- Adjournment

### **SECTION II:**

Items for meeting agenda shall be submitted for inclusion to the League Secretary at least two (2) days prior to scheduled meeting.

## **ARTICLE XIV: CHARACTER**

### **SECTION I:**

Board of Director Members, Coaches and Team Parents shall be of good moral character and must comply with the Rules and Code of Ethics as established by the Riverview Raiders Athletic Club, Inc.

## **ARTICLE XV: PERSONAL RESPONSIBILITIES**

### **SECTION I:**

All Board of Director members shall solicit and recruit outside assistance other than Board of Director members when help is necessary.

## **ARTICLE XVI: SEASON SCHEDULE**

### **SECTION I:**

The Riverview Raiders Athletic Club, Inc. define "full season" as the start of the season being in July and the end of the season being December 31<sup>st</sup>.