

Article 1 – Name

1. The name of this organization shall be the **Long Valley Raiders Football Association**, herein after referred to as the **LVRFA**.
2. The LVRFA may, by a majority vote of the membership body, change its' name.

Article II – Objective and Purpose

Objective and Purpose

1. The objective of the LVRFA shall be to provide recreation for the youth of the Township of Washington in the form of tackle football and other competitive activities, and to teach the fundamentals of good sportsmanship, teamwork, discipline, and the benefits of good physical and mental conditioning.
2. The purpose of the LVRFA shall be as follows:
 - A. To operate, manage, and maintain itself in such a way as to provide for the objective stated above,
 - B. To solicit contributions and raise funds to carry on its stated objective, and
 - C. To buy, sell, lease, or exchange property for corporate purposes and in general, do whatever is necessary, subject to limitations of statues of the State of New Jersey.

Policy Statement

The following are the policies of the LVRFA:

1. Philosophy
 - A. Respect for oneself, other ream members, coaches, and opponents is expected of each player and coach.
 - B. Sportsmanship, teamwork, and physical/mental conditioning are valued above winning.
 - C. Once the school year begins, schoolwork comes before football.
 - D. The Raiders' experience will be fun for players, coaches, and parents.
2. Coaches
 - A. Coaches' conduct on and off the field is expected to adhere to the philosophy of the LVRFA.
 - B. Coaches will use proper stretching and conditioning techniques at all levels to facilitate a safe environment.
 - C. The Head Coach is expected to be trained in and possess current certification in first aid and cardio-pulmonary resuscitation (CPR). Assistant coaches are strongly encouraged to obtain such certifications.
 - D. All coaches shall attend the "Rutgers Clinic: periodically, as required to maintain their certification.
 - E. Coaches at all levels will teach and use the offensive and defensive systems of the West Morris Central High School football program. Minor deviations to accommodate a team's personnel and skill level may be utilized at the discretion of the head coach.
3. Players
 - A. Coaches are expected to teach, not baby-sit! Players are expected to conduct themselves in such a way as to facilitate their learning.
 - B. Conduct that is detrimental to the health or safely of any person associated with a Raiders' activity will be subject to disciplinary action, including dismissal from the program in severe cases.
 - C. Conduct that interrupts or impedes practices will be subject to disciplinary action by the coaches.

- D. Before a player can be dismissed from a team, the following must have occurred:
 - 1. Discipline, at practice by the coaches.
 - 2. Discussion of acceptable/unacceptable conduct with the player by the head coach.
 - 3. Discussion of the situation with the parent(s) or legal guardian(s).
 - 4. Second discussion with parent(s) or legal guardian(s).
 - 5. Notification to parent(s) or legal guardian(s) of dismissal with the approval of the Board of Directors.
- E. Players are expected to attend all team practices and games. Attendance will be kept, and poor attendance will be a primary consideration in determining playing time. Players who will miss a function must notify their head coach in advance of the absence.
- 4. Playing Time
 - A. At the instructional levels (Flag, Pre-Clinic, Clinic and Super PeeWee), every player will play in every game. At these levels, the coaches will make every effort to assign each player to at least one starting position.
 - B. At the competitive levels (PeeWee, Junior Varsity, and Varsity), playing time will be increasingly dependent on the demonstrated skills and abilities of the players.
- 5. Team Placement
 - A. The Morris County Midget Football League (MCMFL) has very specific rules regarding the maximum age and weight requirements for players at each level. As a member of the MCMFL, the LVRFA is required to follow these rules. In addition, it is the policy of the LVRFA to assign players to the lowest level for which they qualify based on their age and weight. By so doing, most players will be on a team with their school peers. If a player is age-and weight-appropriate for a given level, but the majority of his classmates are at a higher level, he may be allowed to play at the higher level with the approval of the Board of Directors and the involved coaches.
 - B. Instructional Contact (**Pre-Clinic, Clinic, Super Pee Wee**) Levels with over **38** kids will be split into 2 separate teams. Evaluation of the players will take place within the first week of practice, after which, the 2 Head Coaches along with at least one Board Member will look to split the players in a balanced way so that both teams are of equal strength and number.
EXCEPTION to Rule 5a and b:
In the event that there are more than 30 but less than 38 kids registered at the **Pre-Clinic Level**, **ONLY**, it will be the Board of Directors decision to move up the adequate number of 2nd Grade Flag Players to the Pre-Clinic level to allow an even split between the two teams. (**This decision will only take place after registration has closed and just prior to declaration of teams.**) Those players will only play for the current season at the Pre-Clinic level and will remain at that level for the following season to ensure proper placement with their peers.
- 6. Player Positions
 - A. Players will be evaluated during the first week of practice, and positions assigned based on each player's demonstrated skills and abilities.

Article III – Membership

- 1. Membership shall be open to anyone 18 years of age or over who resides and lives in Washington Township and is interested in the betterment of recreation for the youth of Washington Township and willing to devote time and effort to the programs of the LVRFA. Membership shall be extended to the parents or legal guardians of all players who pay the annual registration fee.
- 2. The annual membership of the LVRFA shall run from Registration date through Registration date of the following year.

3. Persons may be designated as “Honorary Members” of the organization. In order for an individual to be designated as an “Honorary Member,” he/she must be considered to have done an outstanding job for the Long Valley Raiders and voted in by the Board of Directors.
4. No officer shall, for reason of his/her office, be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director from receiving any compensation from the organization for duties other than as director of the organization.
5. A member shall be considered to be “in good standing” provided that one of the following conditions has been met:
 - A. The member is the parent of legal guardian of a child who is on the official roster, has paid the required registration fee in full, and does not have any outstanding debt to the LVRFA, such as unpaid registration fees or unpaid charges for lost or damaged equipment.
 - B. The member has paid the membership dues, does not have any outstanding debt to the LVRFA, and has either actively participated on at least one committee or volunteered as a coach.
6. To be eligible to vote, members must be in good standing, and must meet the criteria for particular type of vote, as stated in subsequent sections of these By-laws (i.e., votes for Officers, Trustees, Head Coaches, and By-Law Amendments).
7. All members are encouraged to participate in the activities of the organization, assist in coaching, field maintenance, equipment maintenance, and running of the organization.

Article IV – Officers

Officers

1. The officers of the LVRFA shall consist of a President, a Vice President, a Treasurer, a Recording Secretary, and a Corresponding Secretary.
2. All officers, by virtue of their office, shall be members of the Board of Directors.

Duties of the Officers

1. The President:

- A. Shall preside at all meetings.
- B. Shall, by virtue of his/her office as President, be Chairman of the Board of Directors.
- C. Shall appoint all chairpersons of committees, standing and special.
- D. Shall see that all books, records, and certificates required by law are properly kept and filed.
- E. Shall be one of two officers **authorized** to sign checks or drafts of the organization of any amount in excess of \$100.00 (one hundred dollars).
- F. Shall present annually a report of the accomplishments for the year of the LVRFA

2. The Vice President:

- A. Shall, in the event of the President’s absence or failure to exercise his/her office, become acting President of the organization with all the rights, privileges, and powers of the President.
- B. Shall preside over the Membership Drive.
- C. Shall head the Communications and Publicity activities.

3. The Treasurer:

- A. Shall have care and custody of all moneys or securities belonging to the LVRFA and shall be solely responsible for such moneys or securities.
- B. Shall be one of two officers **authorized** to sign all checks or drafts of the LVRFA.
- C. Shall render for each general meeting, or when directed by the Board of Directors, a written account of the financial status of the LVRFA. Such reports shall be affixed to the permanent minutes of each meeting.

D. Shall exercise all other duties incident to the office of Treasurer. There shall be an audit of the records by the incoming Treasurer. All bills of the organization shall be mailed to or received by the Treasurer, so he/she can keep proper records.

4. Recording Secretary

- A. Shall keep minutes and records of each official meeting of the LVRFA.
- B. Shall keep a record of meeting attendance and excused absences.
- C. Shall keep and file any certificates required by any statute, federal or state.
- D. Shall keep and file all birth certificates until a player graduates from the Raiders program.
- E. Shall keep and file all registration materials for a period of 2 years.
- F. Shall keep and file all coaching certifications.

5. The Corresponding Secretary

- A. Shall attend to all correspondence and communications addressed to the LVRFA, incoming and outgoing.
- B. Shall be responsible for distribution any written communications to the LVRFA membership, such as meeting notices, and notices of elections and proposed by-law changes.
- C. Shall be responsible for scheduling a facility at which the monthly meetings of the LVRFA will be held.

Article V – Board of Directors

- 1. The business of the LVRFA shall be managed by a Board of Directors (herein after referred to as the Board), consisting of eight (8) members, including the five (5) Officers, as described in Article IV, and three (3) Trustees, elected at-large from the LVRFA membership.
- 2. Any money set aside for a special fund cannot be withdrawn without the approval of the Board.
- 3. The Board may make rules and regulations for its meeting as, in its discretion, it deems necessary.
- 4. The Board shall guide and manage the business and control the assets of this organization. The Board has the responsibility and authority to oversee all matters pertaining to the best interests of the LVRFA.
- 5. The term of the office of all Board members shall be one (1) year from the date of election.
- 6. The President of the LVRFA, by virtue of his/her office, shall preside as Chairman of the Board. The Recording Secretary of the organization shall function as Secretary of the Board.
- 7. Five (5) members of the Board shall constitute a quorum. Meetings of the Board shall be held as required.
- 8. Each member of the Board shall have one (1) vote, and such voting shall not be done by proxy. The President shall vote only in the event of a tie.
- 9. The Trustees of the Board shall be chosen on the same day during the Annual Meeting and in the same manner as the officers.
- 10. Any member of the Board may be removed by the voting membership when sufficient cause is presented. The Board of Directors must consider charges against any member of the association. A defendant in a removal hearing may be represented by counsel. The Board may set the rules governing such a hearing, but they must be within the rules of propriety for such an action.
- 11. Vacancies on the Board shall be filled by a vote of approval of a majority of Board members in attendance, only for the existing term,
- 12. In the event a motion is made by one of the general membership and taken into consideration by the Board and defeated, the member may have the option of bringing the matter up for discussion before the general membership at the next meeting.
- 13. The Board shall rule on Major Purchases.
- 14. All equipment purchases must be made by the Equipment Manager.
- 15. The Board must authorize any expenditure in excess of \$500.00.

16. The nominations of Officers and Trustees shall be made at the October business meeting with elections held at the November business meeting. Nominees must be members in good standing and must have attended a minimum of three (3) monthly meetings in the previous twelve (120) months. Excused absences shall not count toward the meeting attendance record for this purpose.

Article VI – Meetings and Procedures

1. Meetings of the LVRFA shall be held monthly, on the third Wednesday of each month, unless otherwise notified. The first thirty (30) minutes of the meeting will be reserved for open discussion of any issues that members wish to present to the Board. Once the President closes the open discussion portion of the meeting, the Board and Head Coaches will conduct a joint meeting to address the business at hand.
2. The November meeting shall be termed the Annual Meeting. A written notice of this meeting shall include the announcement of the pending election of Officers and Trustees and shall be delivered by the Corresponding Secretary to all members in good standing at least three (3) days, but not more than ten (10) days, before the scheduled meeting date.
3. A quorum of at least five (5) members of the Board shall be necessary to conduct the business of the LVRFA at any meeting. Any meeting at which a quorum is not present shall be adjourned to the next meeting.
4. Special meetings of the organization may be called by the President, by a majority vote of the Board, or a signed petition of 10% of the voting membership if deemed necessary for the good of the LVRFA. Notices of special meetings shall be delivered by the Corresponding Secretary, indicating the time and place, the purpose of the special meeting, and by whom it is being called, at least two (2), but not more than ten (10) days before the scheduled date set for each special meeting.
5. The order of business at any regular scheduled meeting shall be:
 - Call to Order
 - Taking of attendance
 - Reading of minutes of last meeting, corrections, additions, acceptance
 - Reports of standing committees
 - Reports of special committees
 - Reports of Officers
 - Old Business
 - New Business
 - Good and welfare
 - Adjournment
6. All meetings of the LVRFA shall be governed by parliamentary procedures as set forth in Robert's Rules of Order, Revised.

Article VII – Voting

1. At all meetings, except for the election of Officers, Trustees, and Head Coaches, and Amendments to the By-Laws, only members of the Board shall vote. All votes shall be by voice, having been properly moved, seconded, and discussed prior to the vote.
2. The election of Officers, Trustees, and Head Coaches, and Amendments to the By-Laws, shall be voted on by ballot method. All such ballot votes shall be conducted in secret without identifying the person casting the ballot.
3. If a majority of those present at any legally constituted meeting so vote to require, any other matter can be voted on by the ballot method.
4. Proxy votes will be allowed during the election of Officers, Trustees, and Head Coaches, and for Amendments to By-Laws. Proxy votes must be signed and delivered *by the member* to either an Officer

or a Trustee prior to the meeting. In order to vote by proxy, the member must have attended the meeting immediately preceding the vote [NOTE: This provision shall be waived when voting for Head Coaches].

5. Results from all voting will be determined by the majority of the votes cast, except for by-law changes (see Article XI).
6. For all ballot votes, the chairmen of the meeting shall, prior to the balloting, appoint a committee member who shall act as “Supervisor of the Election,” and who shall, at the time of conclusion of such balloting, certify the results of the ballot in writing to the Chairman, who shall require that the certification be physically affixed to the minutes of that meeting. No “Supervisor of the Election” shall be a candidate for any of the offices or otherwise personally involved in the question being voted on.
7. In order to vote for Officers, Trustees, and By-Law Amendments, a member must be in good standing, as defined in Article III.
8. In order to vote for Head Coaches, a member must be in good standing, and must have a child on the official roster of the team for which the Head Coach has been nominated. For the purposes of voting for Head Coaches only, each player on the roster represent one vote; that is, if both parents or legal guardians of a player are present for the vote, they may only cast a single vote.

Article VIII – Salaries

1. The voting membership shall vote to hire and fix the compensation of any and all employees that they determine to be necessary in the conduct of the business of the LVRFA.

Article IX – Committees

1. Committees shall be of two (2) categories: standing or special. The Chairman of each committee shall be appointed or removed, for cause, by the President. Tenure of standing committee chairperson shall be for one year from the date of appointment unless removed by the President or by resignation. The standing committees are:
 - Recreation Liaison
 - League Liaison
 - Public Relations
 - Team Representative

A standing committee shall have as its purpose to lend stability by accomplishing projects that remain continuous through changes in administration

The special committees are:

- Fund Raising
- Concession Stand
- Varsity Banquet
- Recognition Night

A special committee shall have as its purpose a specific short-term task. Its tenure shall end with the completion of the assigned task. A special committee other than the ones listed above may be created by a motion passed at a general meeting or by action of the Board.

Article X – Dues

1. The dues of the LVRFA shall be \$5.00 per year, and be considered part of the registration fee for parents or legal guardians. For other members, dues are payable at time of registration. Until paid, member(s) shall lose all voting privileges.

Article XI – Amendments

1. Existing by-laws may be amended or repealed only by the affirmative vote of 75% of the eligible voting members in attendance or by written proxy, so long as the necessary quorum has been properly attained as noted heretofore and the meeting has been duly constituted.
2. All changes to existing by-laws must be presented and read at the meeting prior to the voting meeting.
3. All by-law changes will take effect upon acceptance.
4. A vote to add, amend, or repeal a by-law may be taken only after written advance notice has been served to the membership at least three (3) days, but not more than ten (10) days, before the expected voting date. A copy of the proposed change will be provided with the notification, or at the meeting prior to the vote.

Article III – Coaching Staff

1. The president may appoint a Coaching Development Director, who must be a paid member of the LVRFA, and whose responsibilities shall include:
 - A. Presenting qualified candidates for Head Coaches to the Board of Directors for approval,
 - B. Training and development of the coaching staff,
 - C. Monitoring the coaching staff to ensure that all coaches follow the LVRFA philosophy, as defined in Article II.
2. Candidates for Head Coaches at all levels shall be presented to the Coaching Development Director at the time of Registration. The Coaching Development Director shall review the candidates and present them to the Board for approval at the first meeting following Registration. In the absence of a Coaching Development Director, candidates shall be presented by nomination at the first meeting following Registration and reviewed by the Board for approval at the next monthly meeting.
3. In the event that there is more than one qualified candidate for a Head Coach position at a particular level, the Head Coach will be elected by the parents or legal guardians of the players at that level. The vote will take place at the next regular monthly meeting following the candidates' presentation to the Board or nomination (see Item 2, above). Written notice of the vote at that meeting will be sent to the parents or legal guardians of all players at the level for which the vote is being held at least three (3) days, but not more than ten (10) days, prior to the vote.
4. Head Coaches shall choose their own assistant coaches; however, no parent legal guardian will be denied an assistant coaching position without the approval of the Board of Directors. All parents or legal guardians are encouraged to become active in the program.
5. The coaching staff shall consist of a Head Coach and at least one Assistant Coach.
6. Any member of the coaching staff may be removed by the Board when sufficient cause is presented. A coach in a removal hearing may be represented by counsel. The Board may set the rules governing such a hearing, but they must be within the rules of propriety for such an action.
7. Assistant Coaches must be paid members of the LVRFA.

Article XIII – Equipment Management

1. The Equipment Management Committee shall be chaired by an Equipment Manager.
2. The Equipment Manager shall be appointed or removed, for cause, by the President.
3. The committee shall consist of a minimum of one representative from each team.
4. The task of the Equipment Committee shall consist of:
 - A. Keep running inventory of equipment,
 - B. Order new equipment as necessary,

- C. Coordinate issue and return of equipment,
- D. Maintenance of equipment in playing condition,
- E. Field maintenance inclusive of painting fields.

Article XIV – Registration

- 1. Registrants must follow current rules of eligibility as defined by MCMFL.
- 2. No registration fee will be refunded after equipment pickup.

Article XV – General Information

- 1. No post-season games will be played by any team, unless authorized by the Board.

LVRFA Coaches Code of Conduct

I will place the emotional and physical well-being of my players ahead of my personal desire to win.

I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.

I will do my best to provide a safe playing situation for my players.

I promise to review and practice the basic first aid principles needed to treat the injuries of my players. I will stress habits that promote good health and adhere to the strategy and philosophy of the Rutgers Safety Clinic on Youth Sports Coaching.

I will do my best to organize practices that are fun and challenging for all my players.

I will lead by example in demonstrating fair play and sportsmanship to all my players.

I will be knowledgeable in the rules of the sport and I will teach these rules to my players.

I will use those coaching techniques appropriate for each of the skills that I teach for this sport, with consideration to players' developmental ranges and abilities.

I will be generous with praise when it is deserved. I will be consistent and honest, fair and just. I will learn to be a more effective communicator and coach.

I will adjust to the personal needs and concerns of the players. I will be a good listener.

I will give all players the opportunity to improve their skills, gain confidence, and develop self-esteem.

I will maintain an open line of communication with the parents. I will explain and maintain the goals and objectives of the LVRFA.

I will remember that I am a youth sports coach, and that the game is for the children and not the adults.

I will make myself familiar with and agree to abide by the rules and regulations of:

Washington Township.

Morris County Midget Football League

Long Valley Raiders Football Association.

LVRFA Parent Code of Conduct

Welcome to the Long Valley Raiders Football Association. We would like to communicate to you the following information regarding our program. Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to our athletes. When your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of the child's program.

Communication you should expect from your child's coach:

1. Philosophy of the coach.
2. Locations and times of all practices and games.
3. Team requirements; e.g. practice attendance, equipment, out of season conditioning.
4. Procedures should your child be injured during participation.
5. Discipline that may result in the denial of your child's participation.

Communication coaches expect from parents:

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concerns with regard to a coach's philosophy and/or expectations.

As your child becomes involved in the LVRFA, they will experience some of the most rewarding moments of their lives. It is important that they and you also understand that there, at times, may be some challenges you both experience. During these times, you are encouraged to have a discussion with the coach.

Examples:

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's attitude.

As you have seen from the list above, certain things can be and should be discussed with your child's coach. ***Other areas should be left to the discretion of the coach.***

Examples:

1. Team Strategy.
2. Other student athletes.
3. Playing time.

Playing time and positions are decided at the discretion of the coaching staff and abide by the LVRFA by laws. Parents are not to influence or create conflict with these decisions. Any concerns regarding these issues should be addressed to the Coach's team liaison, who will review the concerns with the coaching staff.

Parents must remember that Coaches are volunteers and make judgments based on what they believe to be best for all athletes involved. If a Parent is not satisfied with the manner in which their concerns may be handled by the coach, they can elect to approach a Board member and ask for intervention to review the issue.

LVRFA Parent Code of Conduct cont.**FOOTBALL CODE OF CONDUCT**

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."

I therefore agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun, and that the game is for youth, not adults.
3. I will inform the LVRFA of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules and policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and demonstrating positive support for all players.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as taunting or using profane language and gestures.
7. I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
8. I will demand that my child treat other players, coaches, officials, and spectators with respect, regardless of race, creed, color, sex or ability.
9. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
10. 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 time and place.
11. I (and my guests) will not interrupt practices or games expecting to talk with the coaching staffs. All concerns should be addressed to the Coaches liaison, who will approach the staff in the event of a concern requiring immediate attention. All conversations with the coaching staff are to be reserved for after practices or games (conversations before practices or games will be at the coach's discretion).
12. I will refrain from coaching my child or other players during games or practices, unless I am one of the official coaches of the team.
13. I will meet with the coaches before the first day of practice, or my child will not be able to participate until I do.
14. I will recognize the importance of volunteer coaches and support the program.
15. I will make myself familiar with and agree to abide by the rules and regulations of;

Washington Township, Morris County Midget Football League, and the LVRFA

I also agree that if I fail to abide by the aforementioned rules and guidelines, I may be subject to disciplinary action that could include, but is not limited to:

- Verbal warning by coach, official, or LVRFA.
- Parental game suspension with written documentation of incident kept on file by the LVRFA.
- Parental banishment from the LVRFA until proof of completion of anger management courses is provided.

LVRFA Player Code of Conduct

I will play for FUN!

I will work hard to improve my skills.

I will be a team player – to do my best and to cooperate with and support my teammates.

I will learn teamwork, sportsmanship and self-discipline.

I will take care of myself, so I can benefit the team.

I will learn the rules and play by them, because of my desire to realize my 100% potential and not because of my fear of punishment.

I will plan ahead so that all football equipment and uniforms are with me at practice and games.

I will respect myself, teammates, parents, opponents and officials.

I will never argue with an official's decision.

I am responsible to control my thoughts, words and actions at all times.

I will put forth 100% effort at all times.

I will be respectful to coaches, and will refer to coaches as "Sir" or "Coach".

I will refrain from horseplay or rough housing (especially spitting!)

I will be responsible in completing all paperwork, such as physicals, clearances, and equipment returns. **ALL EQUIPMENT WILL BE TURNED IN ON TIME.**

I will pay for all issued equipment items not returned.

I will attend mandatory workouts or meetings, and be on time.

A mandatory meeting or practice includes:

Football practice

Meetings or team functions

I will be punished for being tardy without prior notification.

If I fail to exercise these rules, unless otherwise stated, it may result in awareness drills (i.e., push-ups, sit-ups, and grass drills) but not limited to them.