

**2021 BY-LAWS  
OF  
ROCKAWAY ROCKETS FOOTBALL ASSOCIATION, INC.  
A NOT-FOR-PROFIT CORPORATION  
INCORPORATED UNDER THE LAWS OF  
THE STATE OF NEW JERSEY**

**BY - LAWS**  
**of**  
**ROCKAWAY ROCKETS FOOTBALL ASSOCIATION, INC.**

ARTICLE I – OFFICES

The principal office of the corporation shall be in the **Township of Rockaway, County of Morris, State of New Jersey.**

The corporation may also have offices at such other places within or without this state as the board may from time to time determine or the business of the corporation may so require.

ARTICLE II - PURPOSES

Rockaway Rockets Football Association, Inc. (“Corporation”) shall provide the youth of Rockaway Township with a supervised football and cheer program whereby our youth are taught the fundamental principles of football / cheer and associated activities, thereby building healthier and stronger minds and bodies of our young people, and at the same time teaching them fair play and sportsmanship.

The Corporation is organized exclusively for charitable, religious, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as an exempt organization under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE III - MEMBERSHIP

**1. QUALIFICATIONS FOR MEMBERSHIP.**

Corporate membership consists of current and past members of the Executive Board and/or Division Directors and Directors of the program who have maintained membership at 64% attendance of Corporate membership meetings.

Division membership consists of current and past members of the respective Divisions (Football, Cheer and Boosters) who have maintained membership at 64% attendance of scheduled membership meetings with a minimum of 6 meetings in the past year.

Failure to maintain voting privileges will cause the member to become inactive and said member must petition the Executive Board to regain voting privileges.

An inactive member may petition the Association for membership. Approval will be voted on by the Executive Board.

**2. MEMBERSHIP MEETINGS.**

The annual membership meeting of the Corporation shall be held on a date established by the Executive Board each year except that if such day be a legal holiday, then in that event, the Executive Board shall fix a day not more than two weeks from the date fixed by these by-laws.

The Corporate Secretary shall cause to be emailed to every member in good standing at their email address as it appears on the membership roll book of the Corporation, a notice stating the time and place of the annual meeting.

The annual membership meeting of the Divisions (Football, Cheer, and Boosters) shall be held on a date established by the respective Division Board each year except that if such day be a legal holiday, then in that event, the respective Division Board shall fix a day not more than two weeks from the date fixed by these by-laws. The Secretary for the Division shall cause to be emailed to every member in good standing at their email address as it appears on the membership roll book of the Division, a notice stating the time and place of the annual meeting. Regular meetings of the Division shall be set forth by the following:

#### DIVISION MEETINGS

Each Division will hold regular meetings a minimum of eleven times per year. Special meetings may be called as required by the Division Board upon proper notification to all members in good standing. To be eligible for voting rights, a member must have attended 64 percent of all scheduled membership meetings.

The meetings may be held either in person at a location designated by the Division or virtually via electronic communication.

The presence at any membership meeting of not less than two-thirds members shall constitute a quorum and shall be necessary to conduct the business of the Division; however, a lesser number may adjourn the meeting for a period of not more than two weeks from the date scheduled by the by-laws and the Secretary of the Division shall cause a notice of the re-scheduled date of the meeting to be sent to those members who were not present at the meeting originally called. A quorum as herein before set forth shall be required at any adjourned meeting.

A membership roll showing the list of members as of the record date, certified by the Secretary of the Division, shall be produced at any meeting of members upon the request therefor of any member who has given written notice to the Division Board that such request will be made at least ten days prior to such meeting. All persons appearing on such membership roll shall be entitled to vote at the meeting.

### 3. SPECIAL MEETINGS.

Special meetings of the Corporation may be called by the Executive Board. The Corporate Secretary shall cause a notice of such meeting to be emailed to all members at their addresses as they appear in the membership roll book at least two days but not more than fifty days before the scheduled date of such meeting. Such notice shall state the date, time, place and purpose of the meeting and by whom called.

No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

#### 4. FIXING RECORD DATE

For the purpose of determining the members entitled to notice of or to vote at any meeting (Corporate or Division) of members or any adjournment thereof, or to express consent to or dissent from any proposal without a meeting, or for the purpose of determining the members entitled to receive any distribution or any allotment of any rights, or for the purpose of any other action, the respective Board shall fix, in advance, a date as the record date for any such determination of members. Such date shall not be more than fifty nor less than ten days before any such meeting.

#### 5. ACTION BY MEMBERS WITHOUT A MEETING.

Whenever members are required or permitted to take any action by vote, such action may be taken without a meeting by written consent, setting forth the action so taken, signed by all the members entitled to vote thereon.

#### 6. PROXIES.

Every member entitled to vote at a meeting of members or to express consent or dissent without a meeting may authorize another person or persons to act for him by proxy.

Every proxy must be signed by the member or his attorney-in-fact. No proxy shall be valid after the expiration of eleven months from the date thereof unless otherwise provided in the proxy. Every proxy shall be revocable at the pleasure of the member executing it, except as otherwise provided by law.

#### 7. ORDER OF BUSINESS.

The order of business at all meetings of members shall be as follows:

1. Roll call
2. Reading of the minutes of the preceding meeting
3. Reports of committees
4. Reports of officers
5. Old and unfinished business
6. New business
7. Good and welfare
8. Adjournments

#### 8. MEMBERSHIP DUES

There shall be no fee to become a member, and no subsequent fees to remain a member.

### ARTICLE IV – OFFICERS

#### 1. MANAGEMENT OF THE CORPORATION.

The Corporation shall be managed by the Executive Board which shall consist of the President, Vice President, Corporate Secretary, Corporate Treasurer, Division Directors and any other Executive Board position established according to Article IV, Section 3. Each Board member shall be at least twenty-one years of age.

## 2. ELECTION AND TERM OF OFFICER(S).

At the annual meeting of the Corporate members the membership shall elect the President to hold office for a term of 1 year from the date of the election. The President will then appoint the remainder of the board. The President shall hold office until the expiration of the term for which they were elected and until his successor has been elected and shall have qualified, or until his prior resignation or removal.

## 3. INCREASE OR DECREASE IN NUMBER OF EXECUTIVE BOARD MEMBERS.

The number of Executive Board positions may be increased or decreased by vote of the members or by a vote of a majority of all of the Executive Board members. No decrease in number of Executive Board positions shall shorten the term of any incumbent Officer.

## 4. NEWLY CREATED EXECUTIVE BOARD MEMBERSHIPS AND VACANCIES.

Newly created Executive Board members resulting from an increase in the number of Executive Board positions and vacancies occurring in the Board for any reason except the removal of an Executive Board member without cause may be filled by a vote of the majority of the Executive Board members then in office, although less than a quorum exists, unless otherwise provided in the certificate of incorporation.

Vacancies occurring by reason of the removal of Executive Board members without cause shall be filled by vote of the members. An Executive Board member elected to fill a vacancy caused by resignation, death or removal shall be elected to hold office for the unexpired term of his predecessor.

## 5. REMOVAL OF EXECUTIVE BOARD MEMBERS.

Any or all of the Executive Board members may be removed for cause by vote of the Executive Board or by action of the Board. Officer(s) may be removed without cause only by vote of the Executive Board.

## 6. RESIGNATION.

An Executive Board member may resign at any time by giving written notice to the Executive Board, the President or the Secretary of the Corporation. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board or such officer, and the acceptance of the resignation shall not be necessary to make it effective.

## 7. QUORUM OF EXECUTIVE BOARD MEMBERS.

Unless otherwise provided in the certificate of incorporation, a majority of the entire Board shall constitute a quorum for the transaction of business or any specified item of business.

## 8. ACTION OF THE BOARD.

Unless otherwise required by law, the vote of a majority of the Executive Board members present at the time of the vote, if a quorum is present at such time, shall be the act of the Board.

Each Executive Board member present shall have one vote.

#### 9. PLACE AND TIME OF BOARD MEETINGS.

The board may hold its meetings at the office of the Corporation or at such other places, either within or without the state, as it may from time to time determine.

#### 10. REGULAR ANNUAL MEETING.

A regular annual meeting of the Executive Board shall be held following the election of the President at the place of such annual meeting of Corporate members.

#### 11. NOTICE OF MEETINGS OF THE BOARD, ADJOURNMENT.

Regular meetings of the Board may be held without notice at such time and place as it shall from time to time determine. Special meetings of the Board shall be held upon notice to the Executive Board members and may be called by the President upon three days' notice to each Executive Board members either personally or by mail or by email; special meetings shall be called by the President or by the Secretary in a like manner on written request of two Executive Board members. Notice of a meeting need not be given to any Executive Board member who submits a waiver of notice whether before or after the meeting or who attends the meeting without protesting prior thereto or at its commencement, the lack of notice to him.

A majority of the Executive Board members present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of the adjournment shall be given to all Executive Board members who were absent at the time of the adjournment and, unless such time and place are announced at the meeting, to the other directors.

#### 12. CHAIRMAN.

At all meetings of the Board the President, or in his absence, the Vice-President shall preside.

#### 13. PRESIDENT.

The President shall be the chief executive officer of the Corporation; they shall preside at all meetings of the Corporate members and of the Board; they shall have the general management of the affairs of the Corporation, and the Divisions (Football, Cheer, and Boosters) and shall see that all orders and resolutions of the board are carried into effect.

#### 14. VICE PRESIDENT

The Vice-President shall, in the absence or disability of the President, have all the powers and functions of the President. The Vice-President shall perform such other duties as the President or Executive Board shall prescribe.

#### 15. CORPORATE TREASURER.

The treasurer shall have the care and custody of all the funds and securities of the Corporation, and shall deposit said funds in the name of the Corporation in such bank or trust company as the Executive Board members may elect; they shall, when duly authorized by the Executive Board members, sign and execute all contracts in the name of the Corporation, when countersigned by the President; they shall also sign all checks, drafts, notes, and orders for the payment of money, which shall be duly authorized by the Executive Board and shall be countersigned by the President; they shall at all reasonable times exhibit their books and accounts to any Executive Board members upon application at the office of the Corporation during ordinary business hours.

At the end of each corporate year, they shall have an audit of the accounts of the corporation made by a committee appointed by the President, and shall present such audit in writing at the annual meeting of the Corporate members, at which time they shall also present an annual report setting forth in full the financial conditions of the Corporation.

#### 16. CORPORATE SECRETARY.

The Secretary shall keep the minutes of the Executive. They shall have the custody of the seal of the corporation and shall affix and attest the same to documents when duly authorized by the Executive Board. They shall attend to the giving and serving of all notices of the Corporation, and shall have charge of such books and papers as the Executive Board may direct; they shall attend to such correspondence as may be assigned to him, and perform all the duties incidental to their office. They shall keep a membership roll containing the names, alphabetically arranged, of all persons who are members of the Corporation, showing their places of residence and the time when they became members.

#### 17. EXECUTIVE AND OTHER COMMITTEES.

The Executive Board, by resolution adopted by a majority of the entire Board, may designate from among its members an Administration Board and other committees, each consisting of one or more Division Directors.

Each such committee shall serve at the pleasure of the Board. An Administration Board, consisting of the President, Vice President, Corporate Secretary, Corporate Treasurer, Football Director, Cheer Director, and Booster Director in conjunction with the Steering Committee and Judiciary Board is responsible for the administration of the Association, and its rules and regulations.

### ARTICLE V -- DIRECTORS

#### 1. OFFICES, ELECTION, TERM.

Unless otherwise provided for in the certificate of incorporation, each Division (Football, Cheer and Boosters) will elect their Director. The Director of the Division will then appoint the Board for the Division. The Director and such officers will have such duties, powers and functions as hereinafter provided. All Directors shall be elected or appointed to hold office until the meeting of the Executive Board following the annual meeting of Division members.

Each Director shall hold office for the term for which they are elected or appointed and until their successor has been elected or appointed and qualified.

#### 2. REMOVAL, RESIGNATION, SALARY.

Any Director may be removed with or without cause by a vote of majority of Executive Board.

In the event of the death, resignation or removal of a Director, the Executive Board in its discretion may elect or appoint a successor to fill the unexpired term or until a meeting of the Division membership. Any two or more offices may be held by the same person, except the offices of President and Secretary. The salaries of all officers shall be fixed by the board to \$0.00.

### 3. FOOTBALL DIRECTOR

The Football Director shall manage all aspects of Football Division of the Corporation. The Football Director will appoint a Football Board consisting of Assistant Director, Football Secretary, Football Treasurer and any officers so needed to conduct the duties of the Division.

The Football Director shall perform such other duties as the Executive Board shall prescribe.

### 4. CHEER DIRECTOR

The Cheer Director shall manage all aspects of the Cheer Division of the Corporation. The Cheer Director will appoint a Cheer Board consisting of Assistant Director, Cheer Secretary, Cheer Treasurer and any officer so needed to conduct the duties of the Division.

The Cheer Director shall perform such other duties as the Executive Board shall prescribe.

### 5. BOOSTER DIRECTOR.

The Booster Director shall manage all aspects of the Booster Division of the Corporation. The Booster Director will appoint a Booster Board consisting of an Assistant Director, Booster Secretary, Booster Treasurer and any Officers so needed. The mission of the Rockaway Rockets Football Association Inc. Boosters shall be to support the activities of and promote interest in all of the Rockaway Rockets Football Association Inc. and auxiliary programs, here and after to be referred to as Rockaway Rockets Football Association Inc.

The Booster Director shall perform such other duties as the Executive Board shall prescribe.

### 6. SURETIES AND BONDS.

In case the board shall so require, any Officer or agent of the Corporation shall execute to the Corporation a bond in such sum and with such surety or sureties as the Board may direct, conditioned upon the faithful performance of his duties to the Corporation and including responsibility for negligence and for the accounting for all property, funds or securities of the Corporation which may come into his hands.

## ARTICLE VI – CONSTRUCTION

If there be any conflict between the provisions of the certificate of incorporation and these by-laws, the provisions of the certificate of incorporation shall govern.

## ARTICLE VII – TEAM COLORS AND LOGO

The usage of Rockaway Rockets Name(s), Logo(s) and Designation by unauthorized individuals will be defended by the Corporation. Any and all usage of the Rockaway Rockets Football Association name, logo, or designation (in any form including but not limited to: Rockaway Twp. Rockets, Rocket Nation, Football, Staff, Coach, Rocket Helmet Image, Rocket Helmet Decal, etc.) that could possibly be interpreted as representing or referring to the Rockaway Rockets Football Association, its staff, or its Boosters and Cheer Divisions, must be approved by the President prior to publication or manufacturing and prior to any commitment regarding such



usage. In addition, the sale of any such item must be approved by the President who is obligated to inform Boosters of such sale prior to commitment. Coaching apparel is to be worn by coaches only; coaches cannot give/sell/lend apparel to non-Rockaway Rocket Football coaches.

The official team colors of the Rockaway Rockets Football Association are Forest Green, Green Bay Gold, and White. All player uniforms, cheerleading uniforms, coaches apparel, and fan gear should be designed to only contain the official team colors. The official team colors can only be changed if Rockaway Township changes their colors and with unanimous approval from the Executive Board. All player uniforms must be in full compliance with NFHS guidelines. As such, prior to ordering any player uniforms evidence must be provided to the Executive Board that the player uniforms are fully compliant with NFHS guidelines. New player uniforms can only be ordered if there is available money in the budget and with unanimous approval from the Executive Board. Player uniform designs can only be changed every 5 years unless there is a valid reason to change the design earlier (i.e., current uniform not in compliance with RRFA or MCYFL bylaws or NFHS guidelines) and with unanimous approval from the Executive Board.

### ARTICLE VIII – DIVISIONS

Each Division is to operate within the best interest of the Corporation. Division will have set rules related to the Division's performance. Rules governing, but not limited to player, parent, and coach conduct, participation, and play are to be available to all members.

Each Division will maintain and execute the rules for all coaches, parents, volunteers, and participants of their Division, as set forth, but not limited to below:

#### FOOTBALL DIVISION

1. All Rules pertaining to practice, games, and qualifications for participation in the Football Program will be as stated in the Constitution and By-Laws of the Morris County Youth Football League and/or the current membership league.
2. All Rules pertaining to participation in the Rockaway Rockets Football Association that are not covered by the Morris County Youth Football League Rules will be as set forth in the Rockaway Rockets Football Association's Rules and Regulations.
3. Rules for all levels from Pre-Clinic to Varsity shall be set forth by Morris County Youth Football League and/or the current membership league.
4. Division Officers (including Coaches Review Board) must have been an active part of the program for at least 2 years, be in good standing with regard to voting rights and meeting attendance. To be eligible for Director, one must have at least 2 years coaching experience in the Upper Division and 2 years coaching experience in the Lower Division. In the event that there is no qualified member willing to accept nomination for an open position, the existing member will continue their post for one additional meeting. If at the following meeting no qualified member is willing to accept nomination for the open position, the President may waive one or more of the requirements for eligibility or grant continuance to the existing member.
5. The Coaches Review Board (CRB) will consist of 4 members meeting the requirements in Section 4 above. The 4 CRB members will be nominated and elected at the annual Football Division meeting. After the 4 CRB members are elected, an additional 5th CRB

member will be elected to serve as an alternate in cases where all 4 members of the CRB are not available for meetings or hearings.

## 6. COACHING

- A. To be Head Coach on any level, one must have been reviewed and approved by the Rockaway Rockets Football Association Coaches Review Board (CRB) and cleared by Rockaway Township Recreation. Each year the Coaches Review Board consisting of the Director of Football, Assistant Director of Football, and the Four Elected Members of the Coaches Review Board, will select a Head Coach(s) for the Pre-Clinic, Clinic, Super PeeWee, Peewee, Jr. Varsity and Varsity positions. Once a Head Coach has completed his tenure through each Level, they may apply for appointment at any open coaching position. Applications will be taken at the last meeting of the Fiscal Year. Appointments will be announced at the first meeting of the next Fiscal Year. The Coaches Review Board can reject all applications, again request resumes for the open coaching positions at the next meeting for a decision to be announced at the meeting following that. The Coaches Review Board can, if needed, open a Head Coach position to an existing but ineligible Head Coach if all applications are rejected, so long as it serves the best interest of the program. All Head Coaching spots should be filled prior to the July meeting.
- B. If a current Head Coach resigns or is removed during the season, the replacement for this Coach shall be as follows: All eligible Applicants must submit their qualifications in writing to the Director of Football who will forward them to the Coaches Review Board for review and final selection. The Coaches Review Board can, if needed, open a Head Coach position to an existing but ineligible Head Coach if all applications are rejected, so long as it serves the best interest of the Program.
- C. Head Coaches will select their own Assistant Coaches. The names of the Assistant Coaches of the Varsity, Junior Varsity, Pee Wee, Super Peewee, and Clinic Teams must be submitted to the CRB by the May Meeting or the first meeting after a Head Coach appointment, if a Head Coach is not appointed prior to the May meeting. The names of the Assistant Coaches of the Pre-Clinic and Flag Teams must be submitted by the July Meeting. Additions can be made at a later date. Assistant Coaching appointments are subject to approval by the Coaches Review Board and must be cleared by Rockaway Township Recreation. Every year all Coaches must fill out a Rockaway Township Recreation Volunteer Resume Form or such forms as required by Rockaway Township for volunteers. Forms are collected by each Head Coach and forwarded to the Coaches Review Board of Rockaway Rockets Football Association.
- D. Any member of the Association may verbally challenge the Appointment of a coach with a specific complaint. The Coaches Review Board will instruct the member to submit his complaint in writing within 72 hours. A decision will be made as early as reasonably possible for the Coaches Review Board to meet and discuss said complaint.
- E. All Head Coaches will be required to attend a minimum of 70% of the Regular Division Meetings (Excluding Special Meetings) during a Fiscal Year. Failure to meet this requirement could result in removal of that Head Coach.

- F. Head Coaches or their designated Assistant Coaches will attend Mandatory League Meetings for their appropriate Level.
- G. Each Head Coach determines how many Assistant Coaches they have on staff. The Head Coach can only select a maximum of 7 assistant coaches on the official coaching roster that is submitted to the MCYFL to issue field passes and are allowed on the sidelines during games.

## 5. COACHES REMOVAL

- A. The Head Coach of each team shall have the right to dismiss an Assistant Coach of his team subject to the approval of the Coaches Review Board.
- B. Request for dismissal of an Assistant Coach must be submitted by the Head Coach through the Rockaway Rockets Football Association Coaches Review Board, who will evaluate such allegations and report to the Board appropriate actions to be taken.
- C. Removal of a Head Coach may be accomplished only by the following sequence of events:
  - i. A formal complaint must be submitted in writing and be signed by the Complainant and must be addressed to the Coaches Review Board of the Rockaway Rockets Football Association, unless initiated by the Coaches Review Board of the Rockaway Rockets Football Association who will assess its merit.
  - ii. If found to be of merit, said formal complaint must be read within 72 Hours, excluding weekends, at a special meeting of the Coaches Review Board to be called by the Director of Football.
  - iii. The Coaches Review Board shall rule on the complaint of the Head Coach in question and such ruling shall be submitted to the Executive Board for final approval.
  - iv. Coaches must be in compliance with all Rockaway Township Advisories concerning their conduct during all Rockaway Rockets Football Association functions and surrounding areas. The list that follows are examples of those (but not limited to) directives: Smoking, Drinking, Drug Abuse, Verbal Abuse, Physical Abuse
- D. Any involvement or complaint regarding drinking and/or drugs [while coaching or immediately prior to coaching] is just cause for immediate removal from coaching and all Rockaway Rockets Football Association functions.
- E. Any Rockaway Township Football coach with a formal suspension \ penalty \ removal or sanctions in any other sport must be brought before the Coaches Review Board. The Coaches Review Board will investigate the matter and determine if said coach or applicant will be allowed to coach in the Program.

## 6. PRACTICE

- A. The following practice guidelines apply to all levels. Adherence to these guidelines is mandatory and repeated violation may result in a coach's removal from the program in accordance with Article VIII, FOOTBALL, Section 5 of these bylaws. All of the

guidelines are weather permitting. For purposes of this rule, "Non-Contact" is defined as players not engaging in player on player full speed hitting drills.

B. Preseason Practice Guidelines (prior to first MCFYFL official game)

Acclimation Guidelines for All Teams (Pre-Clinic through Varsity)

- Practice for all levels can start no earlier than August 1st.
- The first 2 practices must be Non-Contact practices. Players can only wear their helmet, a mouthpiece, an athletic supporter with protective cup, practice jersey, practice pants and football cleats.
- Players can wear shoulder pads in addition to the previously mentioned equipment for the next 3 practices, but the practices are still Non-Contact.
- All players must adhere to the above requirements for their first 5 practices of the season regardless of when they start. For example, if a player signs up late or is on vacation and they miss any of the first 5 practices, that player cannot participate in full contact drills until completion of their 5 Non-Contact practices.

• Guidelines for SPW through Varsity

- After the first 5 Non-Contact practices, teams can hold a maximum of 6 practices per calendar week including scrimmages. If a team practices 6 times in a calendar week, one of these practices must be Non-Contact.
- A team must practice a minimum of 4 times per calendar week including scrimmages.
- A practice is a maximum of 2.5 hours and a minimum of 1.5 hours per day (Non-Contact practice minimum is 1 hour per day).

• Guidelines for Pre-Clinic and Clinic

- After the first 5 Non-Contact practices, teams can hold a maximum of 5 practices per calendar week including scrimmages. If a team practices 5 times in a calendar week, one of these practices may be Non-Contact.
- A team must practice a minimum of 4 times per calendar week including scrimmages.
- A practice is a maximum of 2 hours and a minimum of 1.5 hours per day (Non-Contact practice minimum is 1 hour per day).

C. In-Season Practice Guidelines (after first MCFYFL official game)

• Guidelines for All Teams (Pre-Clinic through Varsity)

- A team may practice a maximum of 4 times per calendar week, including Central conference games. If a team practices 4 times per week one of those practices must be non-contact.
- A team must practice a minimum of 3 times per calendar week, including Central conference games.
- A practice is a maximum of 2 hours and a minimum of 1.5 hours per day (Non-Contact practice minimum is 1 hour per day).

D. Preseason and In-Season Drill Guidelines

- All full contact drills may be conducted a maximum of 10 yards apart.
- Practices on the day before or after a game must be controlled player to player hitting and/or controlled hitting utilizing field equipment. FULL CONTACT IS NOT ALLOWED.

## 7. PLAYER/PARTICIPANT SUSPENSION

The following Directive shall be added to any and all Program Constitution and By-Laws to Municipally Sponsored Programs:

1. Should a Player/Participant be suspended and/or expelled from Board of Education Property (Rockaway Township and Morris Hills Regional District), said Player/Participant shall not participate in Municipal Recreational Programs and Activities that occur on School Property.
2. Should the Player/Participant be excluded from a significant portion of the Program, as a result of the School suspension, said Player/Participant shall be suspended from the Municipal Program until resolution of the matter occurs and is reviewed by the Township Department of Parks & Recreation.
3. If a Player/Participant is involved in a serious or criminal matter that may conflict with Recreational Activities, Sportsmanship and the ability to interact with peers, said Player/Participant shall be suspended from Municipally Sponsored Recreation Programs, pending a review by the Township of Rockaway.

## 8. COMPLAINT PROCESS

All complaints must follow this process for action by the Coaches Review Board and the Association. Complaint must be made to the involved coach and/or Head Coach for the appropriate level; if not resolved then, Complaint must go to the appropriate Football Division Coordinator, if not resolved then Complaint must go to the Coaches Review Board, if not resolved then Coaches Review Board will bring complaint to Director of Football to determine any necessary action. Failure to follow all steps where applicable will result in no action by the Coaches Review Board and the Association.

## 9. REMOVAL FROM PROGRAM

A parent, player or coach can be removed from the program if they violate State or MCYFL guidelines for conduct, violate Rockaway Township Football Association Code of Ethics, are verbally or physically abusive to other coaches, parents, players, or officials, post derogatory comments regarding coaches, players or cheerleaders on any social networking websites (i.e. Facebook), or generally take actions to undermine the program as determined by the Coaches Review Board. The removed parent or coach would be banned from the practice fields, games, and all other Rockaway Township Football Association functions and/or related events for an amount of time to be determined by the Coaches Review Board. Removal of a parent requires a unanimous vote by the Coaches Review Board.

Anyone facing disciplinary action by the Coaches Review Board has the right to be heard by the Coaches Review Board prior to any final judgments made by the Coaches Review Board.

## 10. REGISTRATION

Players are not considered signed up and cannot receive equipment or practice until all fees are paid up to date, Code of Conduct is signed, birth certificate is on file, and Emergency Medical Treatment Authorization is on file.

Registration will close August 1. If a player moves into Rockaway Township after the deadline, registration will be accepted. Any player registering after September 1, will only be accepted onto a team at the discretion of the Head Coach for the appropriate level and/or the Coaches Review Board.

If a Level is under the MCYFL league minimum of 14 players, registration will be accepted at any time.

#### 11. LEVELS

Players will play on the lowest age appropriate level as specified by MCYFL age requirements unless one or more of the following situations applies:

- 1) If a player is more than 5 lbs. overweight (as defined by MCYFL weight chart) after Aug 15, they may move up one level. CRB must hear case to move up more than one level for weight reasons.
- 2) If a player is playing a grade level lower than his classmates due to MCYFL age requirements, they may move up to play on the team for their grade.
- 3) The Clinic Head Coach needs to recruit from the Pre-Clinic team to bring his numbers up to 23 kids. Players brought up by a coach have a yearly choice to play down, and do not require exception to move up with their team.

\*Special circumstances may be brought to the CRB to allow a child to move up. Having a parent who is coaching a level up is not justification for moving player up.

#### AMENDMENT 9: Code of Conduct

All parents, players, coaches, administration and volunteers are required to adhere to Rockaway Township's Code of Conduct. All violations to the Code of Conduct must be reported to the President within 48 hours of such violation or discovery of such violation. Once sufficient evidence of a violation has been shown, the President will notify the Director of Parks and Recreation and bring the violation to the Coaches Review Board and Football Director. The Coaches Review Board and Director Football will hear the alleged violation and interview the person(s) in question. The Coaches Review Board and Director Football will hand down a decision and penalty (within the limits defined in the Code of Conduct section 2-38.6) within 48 hours and report back to the Code of Conduct Committee. The person(s) accused of the violation may appeal to the Code of Conduct Committee within 10 days of the decision by the Coaches Review Board. The Program will accept and enforce the decision of the Code of Conduct Committee.

#### CHEER DIVISION

1. Board Structure: The Cheer Executive Board shall consist of the following:

- Cheerleading Director
- Assistant Director(s)
- Secretary
- Treasurer
- Booster Liaison
- Board members in training

2. Roles and Responsibilities: Each member of the board shall be responsible for ensuring that Rockets Cheerleading is run as safely, smoothly, and effectively as possible. It is mandatory that Cheer Board Members attend scheduled meetings and cheerleading functions. Each member shall have specific responsibilities that include but are not limited to the following:

2.1 Cheerleading Director: This is an elected position by the Cheer Board. This position shall govern all activities related to Rockets Cheerleading. Responsibilities include, but are not limited to:

- Overall coordination of the Cheerleading Calendar
- Oversight of the player registration process
- Oversight of the coaching selection process; ensuring coaches understand the scope of their responsibilities and execute those responsibilities accordingly.
- Representation of Rockets cheerleading at any organizational events (i.e.: football meetings and functions) unless delegated to another Cheerleading Board member
- Oversight of the management of Rockets Cheerleading finances
- Cultivating and maintaining relationships with Football and Boosters
- Yearly appointment of non-elected Cheer Board Members

2.2 Assistant Cheerleading Director(s): This is an elected position by the Cheer Board. This position will be the back up to the Cheerleading Director and shall assume responsibilities for portions of the cheerleading program that the Cheerleading Director deems necessary. The primary responsibility will be to support the execution of each cheerleading season, ensuring that all elements of the program are supported appropriately. Responsibilities include, but are not limited to:

- Developing and distributing, along with the Cheerleading Director, Coach's Instructional Binders.
- Conduct coach meetings and instructional sessions
- Apparel for the program, including uniforms. Analyze uniform inventory for program.
- Overseeing of Choreography camp
- Varsity dinner planning
- Competition liaison to program
- Teen Coach Selection/placements

2.3 Cheerleading Secretary: This is an elected position by the Cheer Board. This position will be the recording arm of the organization. Responsibilities include, but not limited to:

- Attending and taking minutes at all meetings of the Cheerleading Board
- Distributing minutes following each meeting to facilitate communication and ensure all people understand their follow-up items and responsibilities
- Assisting the Cheerleading Director with any non-financial administrative items that may arise

- Recreational scheduling/correspondence with the town for field/ practice space/ Bathrooms/ Indoor Space
- All paperwork pertaining to cheer filing

2.4 Cheerleading Treasurer: This is an elected position by the Cheer Board. The Treasurer shall assist the Cheerleading Director with financial related matters associated with Rockets Cheerleading. Responsibilities include, but not limited to:

- Assisting the Cheerleading Director with the implementation of accounting/finance processes and procedures
- Reconciling monthly bank statements and providing monthly reports as requested by the Rockets Executive Board
- Chorography negotiations

2.5 Booster Liaison: This is an elected position by the Cheer Board. Responsibilities include, but not limited to:

- Attend all booster meetings and sharing info for the Cheerleading board and bringing information back to the board. Along with keeping record of who attends meeting from cheer side of program.
- Trophy Spelling confirmation and distribution
- Booster Reimbursements for end of season parties
- Team Parent Liaison between football and cheer

2.6 Board member(s) in training: These positions will act in assistance and/or advisory manor to the Cheer Executive Board and the Cheerleading Program. The Cheerleading Director appoints these positions each year. These Board members do not have voting rights.

2.7 The only member of the Cheer Board who can change Cheer Rules & Regulations, Cheer Attendance Policy, or Cheer Bylaws is the current Cheer Director plus 1 other board member after review with Cheer Board.

## COACHING

- To be Head Coach/Coordinator on any level, one must submit a Cheer Coaches application and have it reviewed and approved by the Cheer Board from the end of the season to no later than the start of sign ups for that current year.
- Head coaches from the previous season wishing to retain their head coaching position during the current season must inform the Cheerleading Director of their desire to do so.
- The Cheer Board selects each head coordinator for the next season.
- If a current Head Coach/Coordinator resigns or is removed during the season, the replacement for this Coach shall be selected by the Cheer Board.
- Head Coaches/Coordinators will select their own Assistant Coaches with approval of the Cheer Board.
- Head Coaches/Coordinators will select their own Team Parents with approval of the Cheer Board.



- G. The Cheer Board elects the Cheer Director. If a non executive decision is needed the Cheer Board will hold a vote with the Head Coaches/Coordinators who are able to vote if they attend at least 75% Regular Cheer Coordinator Meetings during a Fiscal Year.

#### CHEER REVIEW BOARD

The Cheer Review Board (CRB) will consist of 5 members. The 5 Cheer Review Board members will be nominated and elected by the current Cheer Board. After the 5 Cheer Review Board members are elected, an additional 6th Cheer Review Board member will be elected by the current Cheer Board to serve as an alternate in cases where all 5 members of the CRB are not available for meetings or hearings.

#### COACHES REMOVAL

- A. The Head Coach/coordinator of each team shall have the right to dismiss an Assistant Coach/ Team Parent of his team subject to the approval of the Cheer Board.
- B. Request for dismissal of an Assistant Coach, must be submitted by the Head Coach to the Cheer Board, who will evaluate such allegations and report appropriate actions to be taken.
- C. Removal of a Head Coach may be accomplished only by the following sequence of events:
- i. A formal complaint must be submitted in writing and be signed by the Complainant and must be addressed to the Cheer Board, unless initiated by the Cheer Board who will assess its merit.
  - ii. If found to be of merit, said formal complaint must be read within 72 Hours, excluding weekends, at a special meeting of the Cheer Board to be called by the Director of Cheer.
  - iii. The Cheer Board shall rule on the complaint of the Head Coach in question.
  - iv. Coaches must be in compliance with all Rockaway Township Advisories concerning their conduct during all Rockaway Rockets Football Association functions and surrounding areas. The list that follows are examples of those (but not limited to) directives: Smoking, Drinking, Drug Abuse, Verbal Abuse, Physical Abuse.
- D. Any involvement or complaint regarding drinking and/or drugs [while coaching or immediately prior to coaching] are just cause for immediate removal from coaching and all Rockaway Rockets Football Association functions.
- E. Any Cheer coach with a formal suspension \ penalty \ removal or sanctions in any other sport must be brought before the Cheer Board. The Cheer Board will investigate the matter and determine if said coach or applicant will be allowed to coach in the Program.

#### PRACTICE/GAMES

- A. All Rules pertaining to practice, games, and qualifications for participation in the Cheer Program will be as stated in the Cheer Attendance Policy and Cheer Rules & Regulations.

## PLAYER/PARTICIPANT SUSPENSION

A. Should a Player/Participant be suspended and/or expelled from Board of Education Property (Rockaway Township and Morris Hills Regional District), said Player/Participant shall not participate in Municipal Recreational Programs and Activities.

B. Should the Player/Participant be excluded from a significant portion of the Program, as a result of the School suspension, said Player/Participant should be suspended from the Municipal Program until resolution of the matter occurs and is reviewed by the Township Department of Parks & Recreation.

C. If a Player/Participant is involved in a serious or criminal matter that may conflict with Recreational Activities, Sportsmanship and the ability to interact with peers, said Player/Participant shall be suspended from Municipally Sponsored Recreation Programs, pending a review by the Township of Rockaway.

## COMPLAINT PROCESS

All complaints must follow this process.

- A. Complaint must be made to the involved coach and/or Head Coach/Coordinator for the appropriate level; if not resolved then;
- B. The Complaint must be submitted in writing to the Cheer Director and Cheer Board. If the Cheer Board feels they need further support;
- C. The Cheer Review Board will be brought in. All attendees, Cheer Review Board and Cheer Board have voting rights.
- D. Failure to follow all steps where applicable will result in no action by the Cheer Board.

## REMOVAL FROM PROGRAM

A parent, player or coach can be removed from the program if they violate State or MCYFL guidelines for conduct, violate Rockaway Township Football Association Code of Ethics, violate Cheer Rules & regulations, are verbally or physically abusive to other coaches, parents, players, or officials, post derogatory comments regarding coaches, players or cheerleaders on any social networking websites (i.e. Facebook, instagram, tiktok, snapchat), or generally take actions to undermine the program as determined by the Cheer Board. The removed parent, player, or coach would be banned from the practice fields, games, and all other Rockaway Township Football Association functions and/or related events for an amount of time to be determine by the Cheer Board.

## APPEAL PROCESS

Any coach, team parent, or player, may appeal any disciplinary action taken by the Cheer Board, on the grounds that the decision was arbitrary, capricious or prejudicial. In the appeal process, the burden of proof shall be upon the coach, team parent, or player making the appeal, i.e. petitioner.

The procedure shall be as follows:

- 1) The petitioner shall notify the Cheer Board, in writing via email, within 48 hours of the disciplinary action, of their intent to appeal.

- 2) It will be the responsibility of the Cheer Board members to hear the issue.
- 3) The Cheer Review Board will ONLY be brought the situation if the Cheer Board cannot come to an agreement.
- 4) If any member on the Cheer Board is directly involved in the situation, the remaining board Members will take action.
- 5) The Cheer Board will extend the opportunity for input from outside sources in person or written statement. (email is acceptable).
- 6) At a designated time and location, the cheer board will meet with all parties involved and hear all sides. The cheer board will also review any statements received. Once all parties have been heard and all statements have been reviewed the committee will render a decision.
- 7) All parties will agree to abide by the decision of the Cheer Board.

#### REGISTRATION

- Cheerleaders are not considered signed up and cannot receive uniforms or practice until all fees are paid up to date, and all paperwork is filled out and signed.
- Registration will close August 1. If a player moves into Rockaway Township after the deadline, registration will be accepted. Any player registering after August 1st, will only be accepted onto a team at the discretion of the Head Coach/Coordinator for the appropriate level and/or the Cheer Board.

#### LEVELS

Cheerleaders will cheer for their current grade level of the program.

#### BOOSTERS DIVISION

Boosters shall conduct all activities related to promotion and concessions of the Corporation. The responsibilities include but are not limited to:

- 1) Concession Stand Operations
- 2) Registrations and Sign-ups
- 3) Promotional Events (ie. Punt Pass and Kick, Golf Outings, etc.)
- 4) Spirit Wear and Promotional Items
- 5) Program Events (ie. Varsity Dinner, Picture Day, etc.)

#### BOOSTER BOARD

The Boosters Board shall consist of Booster Director, Booster Assistant Director, Booster Secretary, Booster Treasurer and any Committee positions the Booster Director designates.

The annual membership meeting of the Boosters shall be vote on the Booster Director. All members who have voting rights for the Boosters Division are eligible to vote. The Booster Secretary shall conduct the vote and maintain the record of the vote.

## MEMBERSHIP

All current and past members of the Corporation. To be an active member of the organization and have voting rights, the member must meet the requirements outlined in ARTICLE III Section 2 under DIVISION MEETINGS.

## EXPENSES

The Booster Treasurer shall assist the Booster Director with financial related matters associated with Boosters. Responsibilities include, but not limited to:

- Assisting the Booster Director with the implementation of accounting/finance processes and procedures
- Reconciling monthly bank statements and providing monthly reports as requested by the Executive Board
- The Booster Treasurer shall maintain all accounts for the Booster Division. They shall provide an accounting for all expenses and incomes under which the program operates during the fiscal year.

### Expense Requests

An Expense Request Form must be completed prior to the processing of any expenses greater than \$500. This form must be signed by the requestor and the Division Treasurer. In addition, the form must also be signed by the President for any expenses greater than \$1,000. Failure to complete this form as required will result in the expense not being paid or reimbursed.

## ARTICLE VIII – CONDUCT

Because of its strong beliefs in high moral standards based on traditional values, the organization reserves the right to expect from all of its members, employees, officers and directors to maintain high moral standards and social values that do not conflict with traditional spiritual mores.

## ARTICLE XI – AMENDMENTS

The by-laws may be adopted, amended or repealed by the members at the time they are entitled to vote in the election of Directors. By-Laws may also be adopted, amended or repealed by the Board of Directors but any By-Law adopted, amended or repealed by the Board may be amended by the members entitled to vote thereon as herein before provided.

If any By-Law regulating an impending election of Directors is adopted, amended or repealed by the Board, there shall be set forth in the notice of the next meeting of members for the election of Directors the By-Law so adopted, amended or repealed, together with a concise statement of the changes made.

ARTICLE XII – DISSOLUTION

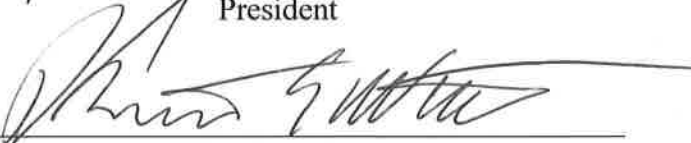
Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section on any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

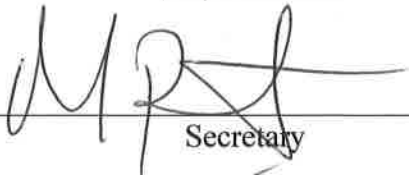
The foregoing By-Laws were adopted by the members of:

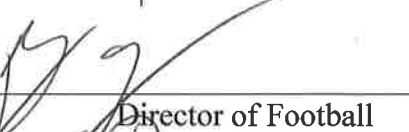
ROCKAWAY ROCKETS FOOTBALL ASSOCIATION

On the 12 day of MAY 2022

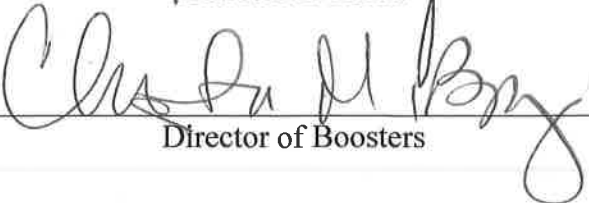
  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Vice President

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Director of Football

  
\_\_\_\_\_  
Director of Cheer

  
\_\_\_\_\_  
Director of Boosters