

Adopted 4/1/09
Revision 2/01/11
Revision 4/19/15

By Laws
For the

Long Valley Cheerleading Association

Long Valley, NJ

(Tax ID #22-2660395)

Table of Contents

<u>Article I</u>	Organization Name
<u>Article II</u>	Objective, Purpose and Mission Statement
<u>Article III</u>	Participation
<u>Article IV</u>	Officers / Board Members
<u>Article V</u>	Board Member Roles and Responsibilities
<u>Article VI</u>	Meetings and Procedures
<u>Article VII</u>	Voting
<u>Article VIII</u>	Insurance
<u>Article IX</u>	Coaching Staff
<u>Article X</u>	Participation in Competitions

≡

Article I

NAME

1. The name of this organization shall be the Long Valley Cheerleading Association, hereinafter referred to as the LVCA
2. The LVCA may, by a majority vote of the membership body, change its name.

Article II

OBJECTIVE AND PURPOSE

1. The objective of the LVCA shall be to provide recreation for the youth of the Township of Washington in the form of recreational cheerleading. This encompasses teaching of the fundamental skills, stunt progressions and safe techniques of cheerleading as well as the fundamentals of good sportsmanship and teamwork.
2. The purpose of the LVCA shall be as follows:
To operate, lead and manage itself in a way that achieves the above stated objective(s).
3. To ensure a solid financial foundation upon which the organization can offer its participants a quality experience of learning, participation and growth. The financial good standing shall be managed through various fundraising and other profit bearing initiatives as approved by the Board. These initiatives should ensure the continued financial health of the organization and support its ability to meet the above stated objectives.

MISSION STATEMENT

To provide an encouraging and instructive athletic environment in which participants grades K through 8, can participate in the activity of cheerleading. The dual role for all level cheer squads is one, to be a supportive branch to Long Valley Raiders Football through cheering at football games, the pep rally, and all related events, during the Fall Season and two, to compete in a minimum of one cheerleading competitions during the Fall in order to promote cheerleading as a sport in and of itself.

Article III

PARTICIPATION

1. Participation shall be open to all youths registered in the program that also reside and live in Washington Township. All registered youths must be entering K through 8th grade in the upcoming September school year.
2. Annual Participation in the LVCA. shall run from the date of the annual Spring registration (typically April or May), through Registration for the following year (typically April).
3. Several components of the program are considered to be mandatory, e.g., attendance at Spirit Camp, Summer Camp if applicable, attendance at Games, Pep Rally, Cheerfest (mandatory for PC-Varsity) and all practices. Since conflicts due occur, a process has been established to determine whether or not a child can be excused from all or a portion of one of the mandatory components of the program. In these instances, the family must submit an Exception Approval Request to the LVCA Board of Directors for review and consideration. The decision of the Board will be final.

Article IV

OFFICERS / BOARD MEMBERS

The Officer/Board Member positions for the L.V.C.A. shall be as follows:

- President
- Vice-President-Football/Administration
- Secretary
- Treasurer
- Trustee

All Officers, by virtue of their positions, shall be considered as members of the Board of Directors. An Officer in good standing must attend 70% of the general meetings, and in order to vote on any resolution, must attend two consecutive prior meetings. This measure is necessary to ensure continuity of information and perspectives sufficient to provide for a legitimate voting process.

To the extent possible, Board Member representation should be comprised of Coaches from each level in the organization. Each level will have only “two” bonafide votes to ensure that each level is fairly represented.

Tenure of Board Positions: All Board positions are one-year terms except the President, which for continuity reasons is a two-year term. Each year nominations for positions will be accepted at the May Board Meeting; voting will occur at the annual June

Board Meeting. The new positions take effect in August with the start of each new season. A Term may be extended as necessary with Board of Director approval at the June election meeting. The vote for Board positions should be counted for and audited by a NON-BOARD member so as to ensure the vote and count is impartial.

In the event that the President must take either a temporary leave of absence or resign for the remainder of the applicable term, the Vice President of Football/Administration will become the acting President until the June meeting of the applicable term/year whereupon the President position will come up for vote.

Dissatisfaction with any Board Member or Coach should be brought to the attention of a Board Member and will be addressed by the Board of Directors as appropriate.

Article V

BOARD MEMBER ROLES AND RESPONSIBILITIES

All LVCA Board Members are expected to:

- Attend monthly meetings-can be via conference call if set up prior to meeting
- Mentor and support the coaching staff
- Adhere to the LVCA By-laws
- Lead by example
- Publicly support all By-Laws, Rules and Regulations and outcome of majority votes by Board, and each other, on all matters related to LVCA business
- Participate in and complete required training

PRESIDENT:

- Administer and communicate LVCA policies/guidelines/timelines in support of:
 - Registration Process
 - Coordinate dates/location/documentation with VP Admin
 - Coordinate dates with vendor with Apparel Chairs (SPW & Clinic Coaches)
 - Apparel Chairs to Manage clothing and supply order process and inform President
 - Apparel Chairs to Manage order process with vendors and inform President
 - Spirit Camp
 - Coordinate dates/location/schedule
 - Communication process with HS girls and/or outside instructors
 - Participation at season end competition event
 - Leadership/Support for Coaches
 - Provide focal support to Board Members and Coaches regarding issues; solicit input; foster a collaborative environment for alignment and resolution
 - Prepare and manage training for new Coaches
 - Safety Clinics
 - Coordinate Coaches' participation in AACCA safety training and ensure safety standards are upheld
 - Establish agenda for monthly LVCA meetings; lead discussion at monthly meetings
 - Solicit Topics from Coaches for discussion & Input

VICE PRESIDENT – FOOTBALL/ADMINISTRATION:

- Assist President (and/or any Board member) with administrative tasks including:
 - Coordinate requests for space with the Washington Township Board of Education with President
 - Registration Process

- Assist in the preparation of necessary forms
- Assist with clothing order process with Apparel Chairs
- Squad Photos
 - Oversee the entire process
- In the event the President cannot perform any aspect of their duties during a specific period or term, the VP Administration will take on these responsibilities until Board can review situation and determine if further action is needed based on particular situation and timing.
- Validate and verify bank statements monthly for LVCA
- Liaison to the LVRFA organization
- Attend monthly LVRFA meetings; communicate applicable topics between the two organizations
- Obtain the Fall football schedule for all squads and distribute to appropriate LVCA coaches
- Obtain directions to Away games and distribute to appropriate LVCA coaches
- Pep Rally
 - Coordinate date with LVRFA org.
 - Submit application to Recreation Dept. for use of RSP for Pep Rally
 - Prepare Flyer for annual Pep Rally and distribute to all LVRFA and LVCA coaches
 - Manage agenda for the event

TREASURER:

- Accounting management of LVCA's financial resources, including:
 - Account reconciliation (with Bank/Vendors/Parents)
- Provide read-out of financial results at monthly meetings
- Meet with CPA and complete filing of tax return within 3 months of the end of the fiscal year. (Fiscal year ends 3/31/--)
- Complete and keep up to date our Insurance Policy information
- Prepare and process the required paperwork for the Rec Department

SECRETARY

- Take minutes at monthly meetings and distribute minutes at subsequent meetings
- Maintain the organizations' files/documentation along with President
- Manage the LVCA website at: www.lvcanj.com
- Perform correspondence ie., thank you's etc. for organization
- Maintain training records of the coaches

TRUSTEE:

- Provide consultative support to the LVCA organization and all Board Members and Coaches
- Review By-laws and recommend updates and improvements when necessary

ARTICLE VI

MEETINGS AND PROCEDURES

1. A general membership meeting of the LVCA shall be held monthly. It is typically scheduled at the prior month's meeting so as to be convenient for the majority of the members.
2. As noted in Article IV, the June meeting shall be deemed the Annual Meeting. Prior notification of this meeting will be given to all members. The Annual Meeting will include:
 - a. Election of Officers
 - b. Renewal of Coaching Staff
 - c. Appointment of New Coaches
 - d. Annual Reports
1. Members present, plus a minimum of four (4) Board members, shall be necessary to conduct the business of the LVCA at any membership meeting.
2. If deemed necessary, the President may request that Special meetings be scheduled. The scheduling of a Special meeting must be approved via a majority vote by Board Members or via a signed petition by the general membership. Notices of special meetings shall be the responsibility of the Board Secretary, indicating time and place, and the purpose of the special meeting.
3. The order of business at any regularly scheduled meeting shall include:
 - a. Call to order
 - b. Acceptance of new members
 - c. Reading, correction, addition and acceptance of minutes from last meeting.
 - d. Football Report
 - e. Treasurer's Report
 - f. Other Committee Reports
 - g. Old Business
 - h. New Business
 - i. Next Meeting Date
1. New Business – new business must be presented to the President prior to the Board Meeting.

ARTICLE VII

VOTING

1. At all meetings, except the election of officers and coaches, all votes shall be made verbally, having been properly moved, seconded and discussed prior to the vote.
2. The election of Board Members shall be by written ballot method.
3. Coaches shall be appointed by the Board of Directors based upon submission of an application/expression of interest. All applications for coaching positions will be reviewed by the Board of Directors. A final vote/decision as to the selection of a new coach will need to be completed prior to the June Meeting. There must be at least 2 coaches for each squad with one designated as Head Coach. Two Coaches must be present at all practices, therefore, if only one assistant coach is appointed, a designated parent or appropriate planning must be made to ensure that two adults are present at all practices. An adult is defined as a person age 18 or older.
4. Proxy votes will only be allowed under two circumstances: (1) during the election of officers and (2) for the amendment of the By-laws. Proxy votes must be signed by the Board member submitting such a vote and be delivered to another Board Member prior to the meeting. Member(s) voting by proxy would be held accountable to Article IV herein.
5. The outcome of voting results will be determined based on the person/issue receiving the majority of the votes cast.
6. For all ballot votes, the Chairman (typically the President) of the meeting shall, prior to the balloting, appoint a committee of two (2) persons who shall act as "Supervisors of the Election." This committee shall, at the time of conclusion of the 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 Elections" shall be a candidate for any of the offices or otherwise be personally involved in the question being voted on.
7. In order to vote, a member must be in good standing which means that he/she must have attended two (2) consecutive meetings.

ARTICLE VIII

INSURANCE

1. It is the responsibility of the President and Treasurer to ensure annually that the LVCA has an up-to-date insurance certificate on file.
2. All accident reports should be filed within 48 hours to the President who will process the reports as necessary and communicate with all necessary parties

ARTICLE IX

STAFF

1. The following criteria must be met to qualify for a coaching position within the LVCA:
 - a. Must be a member in good standing.
 - b. Must complete an application and meet with the Board of Directors to initiate the selection and approval process.
 - c. Must be available to attend at least 5 of the 9 scheduled meetings throughout each season
 - d. Must participate in all scheduled training seminars, sessions, webinars as determined by the Executive Board
2. Coaches shall be appointed by the Board of Directors based upon submission of an application/expression of interest. All applications for coaching positions will be reviewed by the Board of Directors. A final vote/decision as to the selection of a new coach will need to occur prior to the June Meeting. There must be at least 2 coaches for each squad with one designated as Head Coach. Two Coaches must be present at all practices, therefore, if only one assistant coach is appointed, a designated parent or appropriate planning must be made to ensure that two adults are present at all practices. An adult is defined as a person age 18 or older.
3. Key criteria assessed during the selection process includes:
 - Demonstrated ability to work well with others and as a team
 - Demonstrated ability to work well with children
 - Prior Teaching, Parenting, Coaching, Cheerleading Experience
 - Organization and Planning skills
 - Good communication skills
 - Enthusiasm, caring and nurturing qualities sufficient to leave the girls/boys with a learning and fun experience
 - Ability to participate in all practices, games, mandatory events and training

- Ability to attend 5 out of the 9 scheduled Board meetings throughout each season
3. Safety Training:
 - All Coaches, at a minimum, must obtain AACCA training within their first 3 months of becoming a coach. Other training programs will be offered on a yearly basis that are specifically designed to cover the basic first aid and training needs directly related to cheerleading. Such trainings include but are not limited to clinics provided by certified staff at the organization's training facility and AACCA training sessions. Until the certificate is obtained, they will not be considered to be certified and therefore cannot be left alone at any practice/game. It will be acceptable for them to attend practice and participate in the overseeing of the practices as long as there is a minimum of one certified coach present. These trainings are mandatory.
 4. As long as Coaches are adhering to the principles and objectives of the LVCA and are abiding by the by-laws, coaches may serve the full (6) year term from Pre-Clinic through Varsity. Should concerns regarding the conduct of a coach or adherence to the principles of the organization be raised, their coaching status will be reviewed with the Board of Directors the following year for renewal.
 5. It is mandatory that all coaches attend at least 5 of the 9 scheduled meetings each season to remain in good standing. Attendance can be done via conference calls if arrangements are made with the President prior to the meeting.
 6. Renewal of Coaches will take place at the annual June meeting.

ARTICLE X

PARTICIPATION AT CHEERLEADING COMPETITIONS

1. Each of the LVCA Football Cheerleading squads (Flag through Varsity) will have the opportunity to compete at one local cheerleading competition during the Football season (typically in the October – November time frame). At no time will any of the LVCA Football Cheerleading squads (Flag through Varsity) be permitted to compete against one another. Depending upon how the ‘Divisions’ are established for a given cheerleading competition, this may mean that all of the aforementioned squads may not be able to participate at the same cheerleading competition.

ARTICLE XI
PARTICIPATION RELATED TO INJURY/ILLNESS

1. If a child is injured or sick, resulting in an inability to participate in cheerleading, (practices, games, events, etc), a doctor's note must be submitted to the Head Coach and LVCA President.
2. If your child cannot participate but is well enough to attend school, the child is expected to attend practices/games even if they cannot partake in activities.
3. Upon being cleared by a doctor to return to cheerleading and all related activities, a clearance note, **signed by the doctor** must be submitted to the Head Coach and LVCA President.
4. Failure to comply will result in the child NOT being able to participate until authorization is received by the doctor/medical facility

Important Reference Materials:

1. LVCA Rules and Regulations