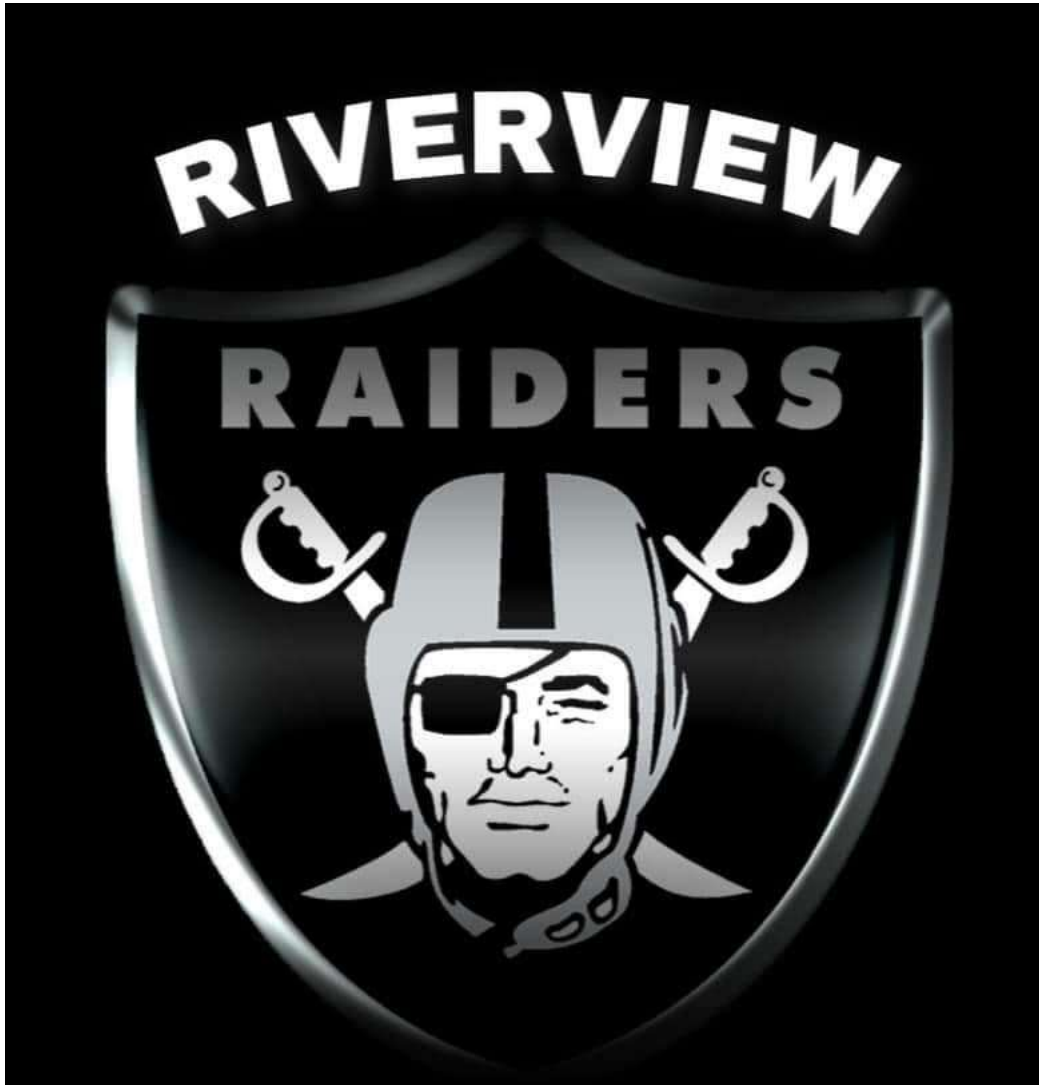


Riverview Raiders Athletic Club – Youth Football and Cheer By-Laws



Revised 01/01/2024 - All previous versions are obsolete.

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ARTICLE I: DEFINITION

"Corporation not for profit" means a corporation no part of the income or profit of which is distributable to its members, directors or officers. Florida Statutes 617.01401. The Riverview Raiders Athletic Club, Inc. is a Florida non-profit organization that sponsors youth cheerleading for ages 4 to 15 and full contact football teams for ages 5 to 14.

ARTICLE II: STRUCTURE OF BOARD OF DIRECTORS

SECTION I:

The Riverview Raiders Athletic Inc shall be governed by a Board of Directors that consists of the following officers: President, Vice President, Trustee, Secretary, Treasurer, Athletic Director, Cheer Director, Sponsorship and Fundraising Director, Scholastic Director, Equipment Director, Field Maintenance Director, Compliance Director, Membership Director, and Team Parent Director. The Board of Directors is empowered to conduct all business affairs of the RRAC, appoint standing committees, and establish such rules and regulations as they deem necessary for the proper conduct of the affairs of the RRAC. The main function of the Board of Directors is to represent, lead, recommend, organize, and support the President in the organization efforts to maintain the Riverview Raiders Athletic Club Inc.'s responsibility to its youth in financial and administrative decisions.

SECTION II:

The Board of Directors shall consist of at least ten (10) and not more than twenty (20) positions.

New positions to the Board of Directors shall be voted in by the existing Board for a minimum term of two (2) years, in accordance with Article III— Election of Officers. At no time will a director or Assistant Director of any one department ever have a direct family connection (i.e., husband and wife, Brothers/Sisters, Mother and Son, Father, and Daughter, etc.) unless approved by the board. Current Board of Directors (hierarchy) roles are:

President
Vice President
Athletic Director / Cheer Director
Treasurer
Secretary

All are considered Trustees.

SECTION III:

Each member of the Board of Directors shall carry a specific title. The basic responsibilities of each Board of Director member shall be defined in ARTICLE XI. Prior to nomination, each nominee must be informed that the role carries a 2-year commitment, and the newly elected board member must be informed again of the 2-year commitment and be provided with their specific term period.

SECTION IV:

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

SECTION V:

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

SECTION VI:

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

SECTION VII:

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

ARTICLE III: ELECTION OF BOARD OF DIRECTOR MEMBERS

SECTION I:

No more than fifty (50) percent of the Board of Directors may be coaches. **For example**, at minimum membership of sixteen (16) Directors, eight (8) may be coaches. At maximum membership of twenty-five (25) Directors, twelve (12) may be coaches. The President position is the only position that **CANNOT** be filled by a head coach or assistant coach.

SECTION II:

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

SECTION III:

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

SECTION IV:

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

SECTION V:

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

SECTION VI:

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

SECTION VII:

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

SECTION VIII:

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

SECTION IX:

The sourcing, interviewing, and selecting of new and/or replacement board members must follow a process. For vacant positions in an upcoming voting year, sourcing will be led by a special committee. This committee must have either the President or Vice-President as part of this committee for executive guidance, if required. This committee must meet between July 1 – September 30, and be prepared to provide nominees during October’s Board Meeting for consideration in November’s election.

SECTION X:

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

SECTION XI:

The Top-4 Executive Board Roles: President, Vice-President, Treasurer and Athletic Director can only be filled by a candidate who has served a minimum of one (1) year on the Riverview Raiders Athletic Club board, prior to their nomination. A Waiver of this 1-year board membership requirement can be submitted and voted on by current board members, if and only if, a candidate possesses Football/Athletic Executive Board experience and comes from another athletic (preferably football) organization or league and has successfully served as an Executive Board member for 1 full-term. In addition, the candidate must provide a minimum of 3 references from his or her previous organization where they sat on the Executive Board.

ARTICLE IV: BOARD OF DIRECTOR MEETINGS

SECTION I:

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

SECTION II:

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

SECTION III:

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

SECTION IV:

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

SECTION V:

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

ARTICLE V: MEETING AGENDA

SECTION I:

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

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

ARTICLE VI: REVISION OF BYLAWS AND ALL LEAGUE RULES

SECTION I:

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

SECTION II:

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

ARTICLE VII: FOOTBALL PLAYER/CHEERLEADER ELIGIBILITY

SECTION I:

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

SECTION II:

To register for the any specific season, parents are required to complete 100% full registration and 100% payment by the stated/listed deadline. If an athlete is not 100% in compliance, they will be deemed inactive and removed from the roster. All communications regarding registration are between parent, Membership Director, and Head Coach only. The Membership Director and Head Coach have to ensure 100% enforcement of our registration policy; exceptions to the rule must be communicated to the Athletic or Cheer Director for approval. The Basic Requirements before any player/athlete can join the coaches and teammates on the field for any team practice, to include voluntary workouts, is as follows:

- Riverview Raiders Registration Form
- \$250 Registration Fee (Paid in Full)
- Sports Physical (signed by physician) – Must be good through December 31 of current year for fall sports; must be good through June 30 of current year for spring sports.
- Concussion Info Acknowledgement
- Liability Waiver
- COVID Waiver

Any player discovered to be on the practice field, will be removed and escorted to their parent(s) with the documented requirements to join our club. This policy is in place to reduce and eliminate administrative non-compliance and avoidance of payment delays.

ARTICLE VIII: DISCIPLINARY

SECTION I:

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

SECTION II:

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

SECTION III:

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

SECTION IV:

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

SECTION V:

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

SECTION VI:

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

ARTICLE IX: RECORDS AND EQUIPMENT

SECTION I:

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

SECTION II:

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

ARTICLE X: RULES FOR BOARD OF DIRECTOR MEMBERS

SECTION I:

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

SECTION II:

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

SECTION III:

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

a Board of Directors meeting. If a member is dismissed or resigns, he or she, is free and at will to join another club Board of Directors without the Riverview Raiders board pursue or enforcement of a non-compete dispute.

SECTION IV:

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

SECTION V:

All Board of Director members shall support the President and the other Board members in all final decisions and activities. New Board Members can be 100% engaged in all board discussions, but will not have a vote in board matters until they have been in their role for 1-full season of athletics (spring or fall). Once they have been in their role for 1-full season, they have full voting rights on all matters going forward.

SECTION VI:

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

ARTICLE XI: DUTIES AND RESPONSIBILITES OF DIRECTORS

SECTION I:

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

PRESIDENT

The duties of the President shall include but not limited to:

- The President's responsibility shall be to direct or supervise all activities of the Riverview Raiders Athletic Club, Inc.
- The President shall chair all meetings. In the absence of the President, the Vice-President shall chair all meetings.

- The President has the right to temporarily relieve any Board of Director member duties until any questionable action can be resolved through the Disciplinary Committee and the Board of Directors.
- The President shall direct the coaches' activities in accordance with the Rules and Code of Ethics set forth by the TCYFCC and the Riverview Raiders Athletic Club, Inc.
- The President shall request volunteers from the Board, or if no Board members volunteer, appoint, delegate, direct and control special committees for the purpose of organizing the efficient and economical operation of the Riverview Raiders Athletic Club, Inc.
- The President shall request volunteers from the Board to form a committee to review the Riverview Raiders Athletic Club, bylaws. All by-law changes must be approved by the Board of Directors by majority vote.
- The President shall request volunteers from the Board to form a committee to audit the treasury books at the end of each season for presentation of an audit report to the Board of Directors for approval.
- The President shall request all department heads to prepare an annual budget to be approved by the Board of Directors.

ADDITIONAL RESPONSIBILITIES & EXPECTATIONS (HIGH-LEVEL OVERVIEW): PRESIDENT

1. Strategic Leadership:

- Provide strategic direction and leadership for the Riverview Raiders' overall mission, vision, and goals.
- Collaborate with the board of directors and other key stakeholders to develop and implement long-term plans and strategies.

2. Governance and Board Relations:

- Work closely with the board of directors to ensure effective governance, compliance with legal requirements, and adherence to the Raiders' bylaws and policies.
- Provide regular updates and reports to the board on organizational activities, finances, and performance.

3. Risk Management:

- Implement safety protocols and procedures to protect the well-being of participants, volunteers, and staff.
- Address and manage any legal, insurance, or liability issues that may arise.

4. Conflict Resolution:

- Handle conflicts and issues that arise within the organization, whether among volunteers, parents, or participants, in a fair and professional manner.

5. Organizational Growth and Improvement:

- Continuously assess the organization's performance, seek feedback, and identify opportunities for growth and improvement.
- Adapt and innovate in response to changing community needs and trends.

VICE PRESIDENT

The duties of the Vice President shall include but not limited to:

- The Vice President shall carry out the duties of the President in his/her absence.
- The Vice President shall coordinate registration with the Membership Director.
- The Vice President shall act as the Sergeant at Arms during all scheduled meetings.

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

ADDITIONAL RESPONSIBILITIES & EXPECTATIONS (HIGH-LEVEL OVERVIEW): VICE-PRESIDENT

1. Supporting the President:

- Collaborate closely with the President to execute the organization's mission, vision, and strategic goals.
- Assist the President in decision-making, planning, and overall leadership.

2. Leadership and Delegation:

- Assume leadership responsibilities in the absence of the President.
- Delegate tasks and responsibilities to other board members, volunteers, and staff to ensure effective operation of the organization.

3. Committee Oversight:

- Oversee and coordinate the work of various committees or subcommittees within the organization, such as fundraising, events, communications, and volunteer management.

4. Strategic Planning:

- Participate in the development and implementation of the organization's long-term plans and strategies, working closely with the President and other board members.

5. Program Development and Oversight:

- Develop and manage youth football and cheerleading programs that align with the Raiders' mission and serve the needs of the community.
- Ensure program quality, safety, and compliance with TCYFFC regulations and guidelines.

6. Fundraising and Sponsorship:

- Play a role in identifying and pursuing funding opportunities, grants, and sponsorships to support the organization's activities.
- Support fundraising efforts and events.

7. Conflict Resolution:

- Help address conflicts and issues within the organization, working toward resolutions in a fair and professional manner.

8. Organizational Development:

- Participate in assessing the organization's performance and identifying areas for growth and improvement.
- Contribute ideas and suggestions to enhance the organization's impact and reach.

9. Continuity and Succession Planning:

- Collaborate with the President and other board members to ensure a smooth transition of leadership and maintain institutional knowledge.

ATHLETIC DIRECTOR

The duties of the Athletic Director shall include but not limited to:

- The Athletic Director shall coordinate with the Football Equipment Director to schedule assignment of equipment.
- The Athletic Director shall inform all Coaches of all League and Conference rules and regulations and ensure their enforcement through regularly scheduled meetings.
- The Athletic Director shall act as a liaison between the Coaches and the Board of Directors.
- The Athletic Director is a member of the Disciplinary Committee unless directly involved. A replacement will be appointed by the President.
- The Board of Directors will elect head coaches by secret written ballot. Head Coaches can appoint their respective Assistant Coaches with the advice and assistance of the Athletic Director and the President.
- The Athletic Director shall ensure that no player is moved from one team to another without the notification and consent of the Membership Director.
- The Athletic Director shall have access to all required books and records.
- The Athletic Director has the right to remove a Coach pending action by the Disciplinary Committee.
- The Athletic Director may assist with all game day trustee duties.
- The Athletic Director shall chair the Head football coach selection committee, consisting of the Athletic Director, Football Trustee and Assistant Football Trustee. All head coach recommendations shall be presented by the Athletic Director by the February meeting for board approval.
- Running of teams shall be a shared responsibility of the Athletic Director and the Coaches.

TREASURER

The duties of the Treasurer shall include but not limited to:

- The Treasurer is responsible for all accounts receivable and all accounts payable. This is accomplished by logging all deposits and keeping records/checking account of all accounts payable.
- The Treasurer is responsible for all deposits of monies. All deposits will be made the next business day.
- The Treasurer shall chair a committee of at least three (3) Board of Directors to create a budget for each department to operate based on the previous year's budget. The committee shall meet in January and present a budget to the Board of Directors for approval at the February Board meeting.
- The Treasurer shall give a treasury report at every Board of Directors meeting. This report shall have a complete itemized list of all monies spent, of all monies deposited, and how monies were earned.
- The Treasurer shall produce an annual report at the end of each season and have all documents ready and available for an audit.

- All Board checks will require two (2) signatures. Authorized signatures are the President, Treasurer, and Assistant Treasurer. The Treasurer shall be responsible each year to ensure the proper signature card is on file with the bank. There will never be a husband and wife, or relatives authorized to sign checks.
- The Treasurer will oversee the cashier during home games.
- The Treasurer will be responsible for the disbursement form for reimbursement of the \$200.00 discretionary funds.
- The Treasurer will be responsible for issuing all snack monies, keeping of receipts and disbursement of team funds.
- The Treasurer must be present to collect monies at any and all registrations, home games and TCYFFC fundraisers hosted by the Riverview Raiders Athletic Club.
- The Treasurer will be responsible for collection of bad checks and late payments. The Treasurer shall issue any refunds as notified by the Membership Director and/or the Cheerleading Equipment Director as approved by the Board of Directors.
- All invoices will be paid within the vendor's terms unless otherwise approved by the Board of Directors.
- The Treasurer is responsible for checking the PO Box for mail and distributing it as appropriate. The Riverview Raiders Athletic Club, PO Box is located at the Gibsonton Post Office.
- The Treasurer will be responsible for all taxes, 501C3 and corporation status paperwork to be filed with the county and/or state yearly.

**ADDITIONAL RESPONSIBILITIES & EXPECTATIONS (HIGH-LEVEL OVERVIEW):
TREASURER**

1. Financial Management:

- Oversee the Raiders' budgeting, financial planning, and financial reporting processes.
- Ensure proper financial controls, accountability, and transparency.
- Identify and pursue funding opportunities, grants, and sponsorships to support the organization's operations and programs.

SECRETARY

The duties of the Secretary shall include but not limited to:

- The Secretary shall record the minutes of all proceedings to be kept on file. A copy of the minutes shall be distributed to each Board of Directors member at the next regularly scheduled meeting.
- The Secretary shall keep a copy of all Tri Country Youth Football and Cheerleading Conference rules, correspondence, minutes, etc.
- The Secretary shall keep a copy of all correspondence, rules, minutes, proposals, bids, coaching applications, forms, etc., used by all aspects of the Riverview Raiders Athletic Club.
- The Secretary shall maintain a copy of the current insurance policy and provide the Membership Director and the Safety Director with a copy.
- The Secretary shall call roll at each proceeding and advise as to the quorum. He/She shall advise the President of any Board of Director member who has missed meetings as required by Article X, Section I.
- The Secretary will be sponsored by the Board of Directors as a Notary Public.

- The Secretary shall be responsible for compiling an agenda for all scheduled meetings.
- The Secretary shall be responsible for compiling a Director on Duty schedule for the Exhibition games, all home and away games, and all home field cheerleading competitions.

CONFERENCE TRUSTEE

The duties of the Conference Trustee shall include but not limited to:

- The Conference Trustee is responsible for representing the Riverview Raiders Athletic Club, Inc., in its entirety at the monthly meeting held by the Conference.
- The Conference Trustee is responsible for reporting all Conference activities to the Board of Directors and providing the Secretary with a copy of all meeting minutes.
- The Conference Trustee shall bring all proposed Conference Rule changes back to the Board of Directors for their discussion and vote before voting on behalf of the Riverview Raiders Athletic Club, Inc.
- The Conference Trustee is responsible for presiding over the official weigh-ins and certification of the football players' books at all home and away games.

CONCESSION DIRECTOR

The duties of the Concession Director shall include but not limited to:

- The Concession Director shall coordinate pricing, buying and sale of all goods through the concession stand.
- The Concession Director shall be responsible for directing the activities of the workers in the concession stand.
- The Concession Director shall get three (3) bids yearly for items consistently purchased by the League to ensure the best prices available and that delivery is achieved as required for practices, home games and other activities as deemed necessary by the Board of Directors. Yearly buying and pricing shall be approved by the Board of Directors at a regular board meeting.
- The Concession Director shall buy or coordinate the buying of all supplies needed to operate the concession.
- The Concession Director shall be responsible for delivering all monies earned to the Treasurer as soon as possible for deposit in the bank. All monies will be recorded and double verified by two (2) Board of Directors.

FIELD MAINTENANCE DIRECTOR

The duties of the Field Maintenance Director shall include but not limited to:

- The Field Director shall be responsible for workdays as coordinated with the President and will be responsible for a field restroom duty roster. He/She will be responsible for locking and unlocking the restrooms.
- The Field Director shall be responsible for maintenance/upkeep of the practice field areas to include trash pick-up, insect extermination, etc. or working with proper persons to assure compliance.

- The Field Director is responsible for any building maintenance required or to coordinate with proper persons to ensure compliance.
- The Field Director shall be responsible for coordinating with the President on items needed for home games (i.e., propane, ice, handicap stickers, etc.).

FOOTBALL EQUIPMENT DIRECTOR

The duties of the Football Equipment Director shall include but not limited to:

- The Football Equipment Director shall buy, issue, collect and maintain all players and coaches' equipment.
- The Football Equipment Director shall coordinate with the Athletic Director and the President in selecting the equipment necessary to operate for the season.
- The Football Equipment Director shall obtain three (3) written bids yearly for items consistently purchased by the league to ensure the best prices available. Yearly buying and pricing shall be approved by the Board of Directors at a regularly scheduled board meeting. A listing of the items and quantity needed will be provided to the Board of Director members.
- The Football Equipment Director is responsible for the inventory of all football equipment at the start of each season and providing the President, Secretary and Treasurer a list of this inventory.
- The Football Equipment Director shall be responsible for ensuring the following equipment is available at the home and away games and other functions as deemed necessary by the Board of Directors: pads, belts, mouthpieces.
- The Football Equipment Director shall be responsible for distributing all football equipment to players and obtaining notarized parental signatures of receipt upon distribution. A schedule will be coordinated with the Athletic Director and given to all Coaches one (1) week prior to distribution.
- The Football Equipment Director shall require all Coaches to sign for equipment to be checked out for their teams (i.e. kicking tees, footballs, first aid kits, etc.).
- The Football Equipment Director is responsible for collection of all football equipment at seasons end and will conduct a complete inventory, a copy of which will be provided to the President, Secretary and Treasurer by January monthly Board meeting.
- The Assistant Football Equipment Director shall have access to all required books and records.

CHEER DIRECTOR

The duties of the Cheer Director shall include but not limited to:

- The Cheer Director shall coordinate all activities concerning the Cheerleaders and be present at all functions.
- The Cheerleading Director shall assist the Membership Director placing cheerleaders on the appropriate squads.
- The Cheer Director shall be responsible for delivering all monies collected to the Treasurer as soon as possible for deposit in the bank.

- The Cheer Director will act as a liaison between the cheerleading coaches and the Board of Directors.
- The Cheer Head Coaches will appoint their own Assistant Coaches but must be approved by the Board of Directors with the advice and assistance of the Cheer Director.
- The Cheerleading Director has the right to remove a Coach pending action from the Disciplinary Committee. Running of squads and assignment of cheerleaders is the sole responsibility of the Cheer Director. Running of teams shall be a shared responsibility of the Cheer Director and the Coaches.
- The Cheer Director shall work with the Assistant Cheer Director, the Cheer Equipment Director and the Assistant Cheer Equipment Director in choosing, purchasing, ordering and distributing all cheerleading equipment.
- The Cheer Director will be responsible to attend monthly Conference meetings as a representative of the Riverview Raiders Athletic Club, Inc. If he/she cannot attend, he/she must make arrangements for another representative, preferably the Assistant Cheer Director to attend.
- The Cheerleading Director is responsible for reporting all Conference activities to the Board of Directors.
- The Cheerleading Director shall bring all proposed Conference Rule changes back to the Board of Directors for their discussion and vote before voting on behalf of the Riverview Raiders Athletic Club, Inc.
- The Cheerleading Director shall be sponsored by the Board of Directors as a Notary Public.
- The Cheerleading Director shall be responsible for notifying the Publicity Director of all cheerleading events.
- The Conference Trustee is responsible for presiding over the official certification for all cheerleaders and official roster books.

CHEER EQUIPMENT DIRECTOR

The duties of the Cheer Equipment Director shall include but not limited to:

- The Cheer Equipment Director shall coordinate with the Cheer Director and the Assistant Cheer Director in selecting equipment necessary to operate for the season.
- The Cheer Equipment Director shall buy, upon the approval of the Board of Directors, all cheerleader and coaches' equipment.
- The Cheer Equipment Director shall be responsible for issuing, collecting, and maintaining all cheerleader equipment.
- The Cheer Equipment Director shall obtain three (3) bids yearly for items consistently purchased by the League to ensure the best prices available. Yearly buying and pricing shall be approved by the Board of Directors at a regular Board meeting.
- The Cheer Equipment Director is responsible for collecting all cheerleading equipment at seasons end and will conduct a complete inventory, a copy of which will be provided to the President, Secretary, Treasurer and Cheer Director at the January Board meeting.
- The Cheer Equipment Director may sell practice outfits, bags, shoes, socks and any other equipment deemed necessary.
- The Cheer Equipment Director shall be responsible for delivering all monies earned to the Treasurer within 48 hours for deposit in the bank.
- The Cheer Equipment Director is responsible for distributing all cheerleading equipment and obtaining notarized parental signatures of receipt upon distribution. A schedule will be coordinated with the Cheer Director and given to all coaches one (1) week prior to distribution.

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

BUSINESS-MARKETING MANAGER- DIRECTOR

The duties of the Business Marketing Manager Director shall include but not limited to:

- The Publicity Director shall be responsible for all publicity, such as registration announcements and delivery of submitted game results to local newspapers.
- The Publicity Director will coordinate parades and other community functions as approved by the Board of Directors.
- The Publicity Director is responsible for the publication and distribution of the weekly newsletter to include a calendar of events.
- The Publicity Director is responsible for posting games schedules and the directions to all away games.
- The Publicity Director is responsible for ensuring that statistics are taken for each game and maintaining a copy for the yearbook and a copy given to the coaches weekly. Shall also be responsible securing announcers with the help of the Head Coaches for all home games.
- The Publicity Director shall coordinate the advertising, layout, printing and distribution of the yearbook and/or any other publications. The Publicity Director shall obtain three (3) written bids for the printing of the yearbook and/or any other publications.
- The Publicity Director is responsible for collecting and turning over all monies earned within 48 hours to the Treasurer for deposit in the bank.
- The Publicity Director shall be responsible for obtaining three (3) bids and scheduling for League pictures. He/She shall bring them to the Board of Directors for approval.
- The Publicity Director shall be responsible for obtaining three (3) bids for end of year trophies. He/She shall bring these bids to the Board of Directors for approval.

ADDITIONAL RESPONSIBILITIES & EXPECTATIONS (HIGH-LEVEL OVERVIEW): BUSINESS MARKETING MANAGER DIRECTOR

1. Community Engagement:

- Represent the Raiders' organization in the local community, building relationships with parents, participants, schools, local officials, and other stakeholders.
- Promote the organization's mission and impact through various communication channels.

2. Marketing and Public Relations:

- Develop and execute marketing strategies to increase awareness of the Raiders and our programs.
- Maintain a strong online and offline presence through social media, website, and traditional media.

3. Advocacy and Partnerships:

- Advocate for youth sports and wellness initiatives in the community and collaborate with other organizations that share similar goals.
- Build and maintain partnerships with schools, local government, and other relevant organizations.

4. Event Planning:

- Collaborate with event committees to plan and execute special events, fundraisers, tournaments, and other activities.

TEAM PARENT DIRECTOR

The duties of the Team Parent Director shall include but not limited to:

- The Team Parent Director shall act a liaison between Riverview Raiders Athletic Club, Inc and the parents of the players and cheerleaders and carry out the directions of the President and the Board of Directors.
- The Team Parent Director will adhere to the Articles of the Bylaws and maintain communication with the parents and teams' moms to provide written guidelines as agreed upon by the Board of Directors.
- The Team Parent Director shall be responsible for coordinating a schedule with the Team Parent and volunteer parents of each team/squad to work concession, gate and chain crew at home games.

ADDITIONAL RESPONSIBILITIES & EXPECTATIONS (HIGH-LEVEL OVERVIEW): TEAM PARENT DIRECTOR

1. Volunteer Management:

- Recruit, train, and oversee volunteers, coaches, and staff members involved in the Raiders' programs and operations.
- Foster a positive and collaborative volunteer culture.

SAFETY DIRECTOR

The duties of the Safety Director shall include but not limited to:

- The Safety Director shall be at all practices, home and away games and any other functions as deemed necessary by the Board of Directors.
- The Safety Director shall be responsible for all insurance pertaining to the Riverview Raiders Athletic Club, Inc. He/She shall make insurance forms available to parents and coaches upon request, assist in completing said forms if needed, and follow through on all claims filed. He/She will supply the Secretary and the President with a copy of the policy and all claims.
- The Safety Director shall be responsible for ensuring all Head Coaches and assistant coaches (football and cheerleading) and at least one other Coach per team are trained in CPR and first aid and have current cards.

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

SPONSORHIP AND FUNDRAISING DIRECTOR

The duties of the Sponsorship and Fundraising Director shall include but not limited to:

- The Fundraising Director shall be responsible for coordinating all fundraising activities with the approval of the Board of Directors.
- The Fundraising Director must present all fundraising ideas and three (3) bids to the Board of Directors for approval prior to implementing any fundraiser.
- The Fundraising Director is responsible for the acquisition of team sponsors, providing a list of sponsors to the announcer at all homes games and providing a list of sponsors to the web master so that all sponsors are added to our web site.
- The Fundraising Director shall obtain three (3) bids for sponsor banners and must present the bids to the Board of Directors for approval. Banners shall be ordered at least three (3) weeks prior to the first home game and are to be hung at all home games prior to the start of the first game. Any additional sponsors received (after the initial banner order) will have banners ordered within one (1) week.
- The Fundraising Director must deliver all monies earned to the Treasurer within 48 hours for deposit in the bank.

ADDITIONAL RESPONSIBILITIES & EXPECTATIONS (HIGH-LEVEL OVERVIEW): SPONSORSHIP AND FUNDRAISING DIRECTOR

1. Fundraising and Development:

- Lead fundraising efforts to secure necessary resources for the Raiders' programs, facilities, and initiatives.
- Cultivate relationships with donors, sponsors, and community partners to expand the Raiders' funding base.

2. Community Engagement:

- Represent the Raiders' organization in the local community, building relationships with parents, participants, schools, local officials, and other stakeholders.
- Promote the organization's mission and impact through various communication channels.

3. Marketing and Public Relations:

- Develop and execute marketing strategies to increase awareness of the organization and its programs.
- Maintain a strong online and offline presence through social media, website, and traditional media.

4. Advocacy and Partnerships:

- Advocate for youth sports and wellness initiatives in the community and collaborate with other organizations that share similar goals.
- Build and maintain partnerships with schools, local government, and other relevant organizations.

5. Event Planning:

- Collaborate with event committees to plan and execute special events, fundraisers, tournaments, and other activities.

SCHOLASTIC DIRECTOR

The duties of the Scholastic Director shall include but not limited to:

- Responsible for the collection of all report cards and filing out any forms necessary for the Little Scholars Program. In addition, shall maintain a record of all participants grades.
- Ensure all qualifying participants complete the required documentation for Tri-County League and/or Riverview Raiders recognition.
- Acts as the RRAC representative for the Little Scholars Program.
- Assist the Membership Director as required, including assisting with the RRAC Team Books.
- Serve on the Compliance Committee.

COMPLIANCE DIRECTOR

Pending Job description

ARTICLE XII: RIGHTS

SECTION I:

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

SECTION II:

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

ARTICLE XIII: CHARACTER

SECTION I:

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

ARTICLE XIV: ELECTION OF HEAD COACHES

SECTION I:

All Head Coaching positions shall only be for one season. Returning coaches, can re-interview, for their same position at the same level they previously coached a Riverview Raider team.

SECTION II:

Head Coaches positions shall be voted in November (current year) for the following season and run through the last day of post season play depending on the current season results.

SECTION III:

Head Coaches nominations shall be submitted with the individuals name, address, phone number and position desired. An individual may nominate themselves. A picture with Bio will be submitted within two weeks of the final vote.

SECTION IV:

Dismissal of any coach (head or assistant) shall be voted by the Board of Directors.

ARTICLE XV: SEASON SCHEDULE

SECTION I:

The Riverview Raiders Athletic Club, define "full season" as the start of the season being in May and the end of the season being December 31st.

ARTICLE XVI: COMMITTEES

SECTION I:

Each Board member must sit on at least one committee per year. A list of committee members shall be posted on the Raiders Website.

SECTION II: Executive Committee

The day-to-day operations of the Riverview Raiders shall be conducted by the Executive Committee, which shall be composed of the officers of the Riverview Raiders, to wit: The President, VP. Athletic Director, Cheerleading Director, Treasurer, and Secretary. The Executive Committee shall consult as necessary to facilitate the operations of the Riverview Raiders, and the President shall report the results. In the event of an executive board vacancy, there must be a 2/3 vote of the entire board.

SECTION III: Disciplinary Committee

The Athletic Director shall lead the disciplinary committee. A committee of at least four members will be appointed at the February meeting to review and make recommendations to the Board of Directors on any complaint against any person or persons connected with the Riverview Raiders Athletic Club. All complaints must be received by the disciplinary committee in writing to define the situation clearly and avoid misunderstandings. The disciplinary committee must meet with all parties to the complaint, separately, and together within three days of receipt of the written complaint. The disciplinary committee must make their recommendations to the Board of Directors within four days of the conclusion of their investigation for review and final disposition. If a member who holds a position on disciplinary committee files a complaint or has a filed complaint with him/her as a defendant, said member shall excuse themselves from said committee, and another Board member shall be substituted until the matter is decided. Any member which holds a position on the disciplinary committee which has an interest, be it personal or otherwise, shall excuse themselves from said committee, and another Board member shall be substituted until the matter is decided. Substitute members

of the disciplinary committee shall be appointed by the Athletic Director. If the Athletic Director is involved in the complaint and must excuse him/herself then the remaining members shall appoint a substitute by a majority vote. Disciplinary members will present their decision (which has been reached by a majority vote) only, regarding the actions being recommended to the General Board of Directors for voting. Disciplinary members may answer questions directly related to the investigation. No independent opinions are to be brought into the General Board, whether in the boardroom or outside of the boardroom. Disciplinary matters are confidential, and any board member who discusses the same issues outside of the boardroom is subject to dismissal. Any disciplinary member who intentionally gives out information relating to their investigation in order to sway a General Board member's opinion is subject to immediate dismissal. Disciplinary members will not vote and shall make no motions to the General Board of Directors regarding their decision which was previously voted on at the conclusion of their investigation. Any Raiders member (board member, parent, coach, athlete, etc.) which is directly related to, or has a personal interest in a disciplinary matter, shall not vote, motion, or otherwise participate in said disciplinary matter. Recommendations made to the General Board of Directors must be voted on by the General Board of Directors only. This does not include disciplinary members. Voting on disciplinary actions will be done by secret ballot. There will be no voting by proxy or email. Results of the vote will be sent to the defended via Raider's email from the Athletic Director with the President copied. In the event the AD was removed, the President will send the email. If a member was released from the organization indefinitely from a previous disciplinary action and requests to return, the return request must be voted on and approved by the Board of Directors.

SECTION IV: Fundraising / Special Events Committee

The Treasurer and Fundraising Director shall sit on the Fundraising Committee. A committee of at least three members will be appointed at the February meeting. The Fundraising Director will serve as the chair of this committee. These members will recommend appropriate fundraising activities to fulfill budget needs for the current year to the Board of Directors at the March meeting. The committee will be responsible for obtaining, distributing, and collecting any and all materials and money associated with fundraising activities. These members will also recommend an agenda of homecoming activities and a budget for said activities to the Board of Directors no later than the July meeting. The committee will be responsible for obtaining volunteers, in conjunction with the Team Parent Director, to fulfill homecoming schedule and will act as supervisors during the homecoming events. The committee will recommend an agenda and budget at the September meeting for the End-of-year Party, including the distribution of trophies. The committee will obtain all materials, schedule activities, and obtain correct and current team rosters for trophies. The committee will recommend an agenda and budget at the November meeting for the upcoming operational year with sponsorships, event attendance, and any other public relations activities.

ARTICLE XVII: SCHOLARSHIPS

For the Riverview Raiders, the Scholarships department involves a Scholarship Director managing and overseeing the scholarship program for young athletes (football and cheerleaders) who demonstrate talent, dedication, and financial need. The Scholarship department responsibilities include Identifying Candidates, Assessing Eligibility, Opening the Application Process, Reviewing Applications, Selection Process, Awarding Scholarships, Communicating with Recipients, Managing Funds, Tracking Progress, Reporting and Evaluation, Promotion and Fundraising.

Overall, the Scholarship Director plays a vital role in identifying, supporting, and nurturing young talent within the Riverview Raiders youth football and cheerleading community, while also ensuring that the scholarship program aligns with the organization's goals and values.

ARTICLE XVIII: SUCCESSION PLAN

In the event that any Executive Board position becomes vacant or are unable to fulfill their responsibilities due to: long-term absence, resignation or termination/removal by 2/3 (two thirds) vote of the current board of Directors, the following plan shall be followed:

In the event the President is unable to fulfill his/her duties, the Vice President or next in line based on the Executive Board hierarchy, shall assume the responsibility as President until a special election is held to vote for the Interim President. In the event the entire Executive Board is unable to fulfill their duties, the next in line based on hierarchy, shall assume the responsibility as President until a special election is held to vote for the Interim Executive positions.

The Board of Directors shall nominate and elect all interim Executive Officer positions through special election to be called within 30 days. For this event only, any current board member wishing to run for an interim position may retain their current position during the interim election process. Prior to accepting the interim role said member must resign their current position. The election of an interim Executive Officer will be considered a special board meeting. This meeting will only be open to the current Board of Directors. A majority vote is required in order for an interim Executive Officer member to serve. A majority vote is defined as more than ½ of the entire Board of Directors present. There will be no voting by proxy or email. At the conclusion of the current season the positions of interim Executive Officer would then become vacant.