

Somerset Hills

Bulldogs



By-Laws

Amended: December 15, 2011

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Adult Code of Conduct

1. All participants are entitled to a safe and fun learning environment. To that end, all parents, coaches, Board members, guardians and other adults and attendees of Somerset Hills Bulldog (SHB) events, including practices, competitions and banquets must behave accordingly in a respectful, courteous and sportsmanlike manner at all times.
2. Any adult who is using alcohol, tobacco or illicit drugs and/or appears to be intoxicated or under the influence at any SHB event, and/or who is flagrantly rude, attempts to intimidate, verbally abuse, heckles, taunts, ridicules, boos, throws objects and/or uses vulgarity or profane language/gestures with an official, coach, volunteer, staff member, participant or other event attendee, must receive a verbal warning and/or be asked to leave a SHB event. SHB may also provide a written warning to the individual regarding the misbehavior which seeks a remedy and/or includes prevention of that adult from participating in future SHB event(s). Depending on the severity of issue, the adult's children may also be removed from current or future SHB events. Any adult who commits any of the above stated offenses a second time, will be banned from any and all SHB events for a period of one year from the date of the second offense, and their children may also be removed from the program(s) for that time period.
3. Any adult who physically assaults an official, coach, volunteer, staff member or participant or threatens grave bodily harm will receive a written notification from the Board of Directors, and may be banned from any and all SHB events for one year from the date of the offense, and their children may also be removed from any and all SHB programs for that same period of time. After the ban has expired, if the individual commits another offense of the Adult Code of Conduct, the individual will be permanently banned from any and all SHB programs.
4. Any suspension or removal of an individual must receive written notice within 5 days of the event with Bylaw violation reasons for proposed suspension or removal. All petitions for removal of suspension must be in writing by the individual affected to the Board along with specific rationale. The Board will consider the petition and make a ruling at the following Board meeting, then notify the affected individual in writing of the outcome.
5. Parents are discouraged from badgering coaches in ways that have, or are perceived as trying to result in favoritism for players (positions, etc.)
6. If a Trainer, from SHB or competitor team, is on the field then their authority must be recognized by all parents and coaches. The Trainer is in charge of player's safety on the field and any decision by the Trainer is final. No coach nor parent can change or challenge the Trainer's decision. For example, if the trainer says a player is out of the

game, then the player is out the entire game. Also, if the trainer says a player should immediately go to the hospital, then the parent must take the player to the hospital immediately in order to continue with the SHB program. Any disregard for a Trainer's instructions can result in an Adult code of conduct violation, the coach being suspended and/or the player being suspended/removed from the SHB program.

Participants Code of Conduct

- I. As a SHB participant, you agree to:
 - a. **Maintain your Studies:** Participants agree to maintain high grades in school as a top priority.
 - b. **Be Respectful:** Participants agree to act in a respectful manner to coaches and each other. Respect is the basis for a Team to exist. Disrespectful behavior will be warned at the first incident with a benching. At the second incident, the uniform will be requested. Disrespect includes: rudeness to a coach or other participants, poor sportsmanship, or destruction of school or association property.
 - c. **Be Prepared:** Participants agree to show up on time to each scheduled event, properly dressed, mentally prepared and ready to go.
 - d. **Learn:** Participants agree that learning is a key element of football. Learning includes in-practice and out of practice understanding of plays, drills, safe techniques, position responsibilities, etc.
 - e. **Teach:** Share your SHB play/drill understanding with other players, especially younger or less experienced players.
 - f. **Put in 100% effort to get results:** Good results come from active participation in practice, conditioning, walk-through's, watching game films, studying playbooks, etc. As a participant, your success in games and events are a direct result of your putting in effort in advance. Failing to come to scheduled practices, not actively participating in practices, etc. will negatively impact your game performance, teamwork and safety so coaches are encouraged to reduce and limit your game playtime (in accordance with min playtime rules).
 - g. **Have Fun:** Playing Football and Cheerleading with old and new friends can be a lot of fun, and often is a cherished memory as you get older.

Coaches Code of Conduct

All coaches, football and cheerleading, will abide by a Code of Conduct which includes the following provisions. If any of these rules are broken, the Somerset Hills Bulldog organization shall have the authority to impose a penalty. Coaches shall:

1. Give each player the opportunity to be successful in a position, be objective in setting position assignments and never show favoritism (e.g. no “Daddy ball”).
2. Not smoke and/or use smokeless tobacco on the field.
3. Make every effort not to criticize players/cheer participants in front of spectators, and will make best efforts to communicate constructively when delivering criticism.
4. Accept decisions of the game officials and judges on the field and in competitions as being fair and called to the best of the ability of the officials. If any coach gets a warning from an official or if SHB is given a fine as a result of a coach’s action then that coach will be suspended for the following the game. If a warning or another fine is given to this same coach (occurring more than once/season), then this coach will be suspended from coaching for life with SHB.
5. Carry a copy of the MCMFL Rulebook (download latest from MCMFL website under “Rules”) at all times of games. If a Coach disagrees with a ruling of the official (for example length of quarters, number of timeouts, overtime rules, etc.), the Coach should pull the official aside politely and point out the article in the MCMFL rulebook to help resolve the issue. If the official disagrees still, then the Coach should go along with ruling but report to the SHB Board immediately following the game. A Board member, along with Coach, will then report to MCMFL league for further remedy. If the SHB Coach does not have a rulebook during the game, then he can politely request a conference with official but in the end must comply with the official’s ruling without complaint during the game.
6. Comply with Trainer decisions always. If a Trainer, from SHB or competitor team, is on the field then the authority must be recognized by all parents and coaches. The Trainer is in charge of player’s safety on the field and any decision by the Trainer is final. No coach nor parent can change or challenge the Trainer’s decision. (For example, if the trainer says a player is out of the game, then the player is out the entire game. Also, if the trainer says a player should immediately go to the hospital, then the parent must take the player to the hospital immediately.) Any disregard for a Trainer’s instructions can result in the coach being suspended and/or the player being suspended/removed from the SHB program.
7. Not express criticism in a un-sportsmanship like fashion towards an opposing team, its players, cheer participants, coaches, or fans by word of mouth or by gesture.
8. Emphasize that good athletes strive to be good students.
9. Strive to make every football and cheer activity serve as a training ground for life, and a basis for good mental and physical health.
10. Emphasize that winning is the result of good teamwork.
11. Together with team officials, be jointly responsible for the conduct and control of the team fans and spectators. Any fan who becomes a nuisance and out of control will be asked to leave.
12. Not use abusive or profane language at any time.
13. In the spirit of good sportsmanship, and in compliance with the league rules, not encourage their team to run up the score of a game well in hand. In these instances, best efforts shall be used to remove dominant players and let alternative players play.

14. Not receive any payment, in cash or in kind, for services such as coach in SHB football/cheer.
15. Not recommend or distribute any medication, controlled or over the counter, except as specifically prescribed by the participant's physician.
16. Not permit an ineligible player or cheer participant to participate in a game.
17. Not deliberately incite unsportsmanlike conduct.
18. Abstain from the possession and drinking of alcoholic beverages and the possession of use of any illegal substance on both the game and practice fields.
19. Make the call as to a player's ability to play if no Trainer is available. (If Trainers are available, the Trainer is the sole decision maker.) Head Coaches are second in line to Trainers to make judgments whether to remove a player/participant from a game or practice, based on observations of a player appearing/claiming to be ill or injured. In these cases, competent medical written notes must be provided in order for a player to re-join program practice/play.
20. Control their fans as best possible using reasonable attempts. Remember, as a team coach, you are responsible for your team, and fan reaction will usually be in step with your reaction.
21. Uphold all rules and regulations of the SHB and the Morris County Midget Football League regarding football and cheerleading.

Mandatory Play Guidelines:

- I. Flag through Super Pee Wee: equal play time is the goal for these instructional levels.
- II. Pee Wee through Varsity: Min Play Time for regular play (not including special teams plays such as kick-off/punt/extra point):
 - a. Team Size: 16-25 Players - 10 Plays
 - b. Team Size: 26-30 Players - 8 Plays
 - c. Team Size: 31-35 Players - 6 Plays
- III. All Mandatory Play Guidelines are based on eligible players at the time of the game. Eligibility for playing requires players to have attended all scheduled practices prior to the game that week, have adequately practiced the position, been cleared to play by the Trainer and are demonstrating good sportsmanship during the game. Coaches should set as a goal to have players in for a series at a time to enable optimal learning and enjoyment. An Assistant Coach or Bench Coach will be given the responsibility to track plays by player. The tracking sheet does not need to be shared with parents, but must be available to Director of Football Operations or the Board upon request.
- IV. If the team size exceeds 25 and the team participates in the Central NJ league which plays games each week during the normal season, then the min play count for normal

MCMFL weekend games is 4 (again, not counting special teams).

Game Scheduling:

- I. Games will be played at Home Team designated fields.
- II. Postponed games must be rescheduled within one (1) week of the original schedule.
- III. If Polo Fields are closed due to weather when a home game is scheduled, rescheduling will first look to schedule on Ridge HS or BHS turf fields at a time/date closet to the original scheduled time.
 - a. In the case of the lower levels which play on the Polo Fields on Saturdays, rescheduling will look to move the games to Sunday morning (the next day) so as to avoid a forfeit. Parents and players must be flexible for situations in which weather interferes with the normal game schedules.

Player, Adult and Coaches Agreement to Codes fo Conduct:

- I. Prior to the start of the pre-season practices, players, parents and coaches must sign-off on the respective codes of conduct in the SHB Bylaws to confirm they have read, understand and commit to following these codes.
- II. Additionally, parents and players should read and understand the additional sections of the Bylaws which are important to understand as the season gets underway -- including Min Playtime, Game Scheduling, etc.

BY-LAWS OF THE SOMERSET HILLS BULLDOGS INC.

ARTICLE I. NAME

- 1.1 This organization shall be known as the Somerset Hills Bulldogs Inc. (aka SHB)**

ARTICLE II. OBJECTIVES

- 2.1 The objectives of the SHB shall be to firmly implant in the boys and girls of the Somerset Hills area the ideals of sportsmanship, honesty, loyalty and courage so that they be finer, stronger and happier boys and girls, and grow to be good, clean, healthy men and women.**

ARTICLE III. GOVERNMENT

- 3.1.1 The government of the SHB shall be under the direct supervision of the President and the Board of Directors (BoD). The BoD shall be composed of all elected Officers as defined in Article 3.6.**
- 3.2.1 Officers shall be elected by a majority vote of eligible voting members, as defined in Article 7.1.6, present at an open meeting conducted annually by the incumbent BoD.**
- 3.2.2 All matters concerning the SHB shall be decided by a majority vote, except where otherwise provided, of the eligible voting members as defined in Article 7.1.7.**
- 3.2.3 Upon retirement from their office/position, all Board of Director Members and Coaches must turn over all records and equipment to the incoming BoD or coaches. All information/materials/equipment obtained during the time they are involved with the organization, remains property of the SHB, and must be returned. Any information used without the express written consent of SHB is strictly prohibited and is a material breach of confidentiality.**
- 3.2.4 All SHB Directors and Coaches (and their coaching staff) in direct contact with the minor children are required to complete the necessary forms for SHB to complete an annual background check. The type of background check will be set by the Board, but will be no less than a Criminal History Record, commonly called a State Police background check. Failure to complete and submit the Background Check Form by those required to do so will result in being barred from involvement in SHB. Any inappropriate information will be referred to the BoD for disposition. The cost of**

background check will be the responsibility of each person, unless otherwise agreed to by the BoD.

OFFICERS

3.4.1 President

- A. Presides at all meetings, heads the local organization and the BoD, supervises the functions of committees and in general sees that the rules, policies and principles of Morris County Midget Football League (MCMFL), SHB, and SHB Cheer Rules and Regulations are observed.**
- B. Delegates duties to the Directors-at-large and the other Officers as necessary.**
- C. Appoints coaches of all divisions upon recommendations of the Coaches Committee, subject to the approval by the BoD.**
- D. Appoints members of all committees, except as specified by the By-Laws.**
- E. Is a member of the Finance Committee.**
- F. Appoints League Representatives to the MCMFL as required.**
- G. Shall be one of two officers authorized to sign checks or drafts of the organization of any amount in excess of \$100.00 (one hundred dollars).**
- H. Shall see that that all books, records and certificates required by law are properly kept and filed.**
- I. Shall represent SHB at all Morris County League monthly meetings.**

3.4.2 Vice President

- A. Presides in the absence of the President.**
- B. Is a member of the Finance and Operating Committees.**
- C. Arranges and supervises player registration**
- D. Prepares final rosters within one week of weigh-in, including numerals, provided by Head Coaches or Equipment Manager, and distributes same to the Team Commissioners, President and Secretary.**
- E. Shall represent SHB at all MCMFL monthly meetings.**

3.4.3 Communications

- A. Shall accurately record minutes of all meetings.**
- B. Shall distribute a copy of all the minutes to the Board members as a notice of the next meeting.**
- C. Coordinates submission of all publicity releases, game summaries to local newspaper.**
- D. Coordinates regular maintenance of website (updating scores, homepage announcements, contacts, etc.).**

3.4.4 Treasurer

- A. Shall be responsible for all accounts payable in a timely manner. Shall keep an account of all SHB monies and adhere to Article 3.7.2**
- B. Shall prepare a monthly Treasurer's report and an annual report each January.**
- C. Is a member of the Finance Committee.**
- D. Shall submit to the organization's financial institution, changes to the BoD, and update all documents related to signing authority.**
- E. Shall be one of two officers authorized to sign all checks or drafts of the SHB.**
- F. Shall provide for an annual audit of all SHB finances by an independent auditor.**
- G. Shall insure that all taxes are paid accurately and on time.**
- H. Determines eligibility and administration of the needs-based scholarship program.**

3.5 BOARD MEMBERS

3.5.1 Director - Equipment

- A. Shall be responsible for preparing recommendations on equipment purchases.**
- B. Subject to approval by the BoD, arranges for purchase of all equipment, equipment reconditioning and first aid kits and supplies and subsequent distribution (including game balls), return repair, cleaning and storage.**
- C. Shall maintain a running inventory of equipment by player/team, which will be compared at equipment return at end of the season.**
- D. Maintains a documented, running equipment and supplies (extension cords, sound system, medical supplies, etc.) inventory to team/player level**
- E. Responsible for equipment cage organization and security**
- F. Is a member of the Finance Committee.**

3.5.2 Assistant Director Equipment

- A. Performs duties with Equipment Director.**
- B. Ideally, this is a role for a volunteer who will be with the program for at least the following year. Role is viewed as a learning role for this intricate position.**

3.5.3 Director – Football Operations

- A. Leads Head Coach selection committee.**

- B. Sets the broad plan for all levels of football coaching, including playbooks (which strive for common plays, age appropriate, up and down the levels), practice plans, scouting plans, etc.
- C. Shall be responsible for maintaining practice and playing fields.
- D. Arranges for field layout, sideline markers, flags, chains, etc.
- E. Is a member of the Operating Committee.
- F. Shall confirm seasonal use of fields for practices and games. Will update coaches if fields are closed during the season.
- G. Responsible for contracting for video films of all games.
- H. Responsible for scheduling and paying Referees for each home game, in coordination with Treasurer and Head Coaches.

3.5.4 Director – Publicity

- A. Works closely with Communications Director.
- B. Responsible for all publicity releases regarding cheerleading and football registration, announcements, game summaries, etc.
- C. Coordinates sponsor participation, in conjunction with the Director, Fundraising

3.5.5 Director – Fundraising

- A. Arranges fund raising activities approved by the BoD.
- B. Is a member of the Finance Committee.
- C. Secures Photographer and location for team photo's.

3.5.6 Director – Concessions

- A. Arranges for food concession, supervises all aspects of concession stand.
- B. Is a member of the Finance Committee.

3.5.7 Director – Cheerleading

- A. Arranges cheer halftime activities.
- B. Arranges for the development, and is responsible for the enforcement of all SHB cheerleading policies, rules and regulations.

- C. Responsible for the adherence to, and enforcement of any and all MCMFL playing field regulations and SHB and MCMFL Codes of Conduct.
- D. Accountable for all Competition Squad schedules.
- E. Accountable for all training and certifications of coaches, including Rutgers certifications.
- F. Arranges for the distribution and return of all cheer uniforms and equipment.
- G. Shall keep a running inventory of uniforms and equipment, and shall work with the Director, Equipment to maintain.
- H. Is a member of the Operating Committee.
- I. Shall present to the BoD estimates for all purchases prior to making any financial commitments.
- J. Responsible for contracting for video films of all games and cheerleading competitions.

3.5.8 Director – Volunteers

- A. Responsible for securing scheduling volunteers for all home games and fund raising activities. Will work with Board members to ensure each signs up to volunteer at least one entire weekend for set-up, during games and clean-up. The Board member will serve as the “supervisor” of what has to be done, leading volunteer parents/siblings for the day.
- A. Builds and manages objective and transparent volunteer sign-up process which is verifiable and fair
- B. Holds work bond checks, ensures clear check accounting and security
- C. Determines which player families receive returned work bond checks

3.5.9 Director – Safety (if Athletic Trainer on staff, then this position is filled by the Trainer)

- A. Responsible for arranging all Background Checks. Must be completed before August 1st of each year.
- B. If no Trainer, responsible for arranging for certified medical personnel to be in attendance for each home game and all practice sessions.
- C. If no Trainer, responsible for securing training for the BoD and coaches in both first aid and CPR before August 1. Note that if Trainer is on staff, certain safety requirements of coaches may be not required.
- D. Responsible for ensuring proper equipment fits (e.g. helmets, shoulder pads) during the season, following up to ensure parents have completed all required paperwork

prior to any kids begin practice/are on the fields and developing a safety plan of action for the organization.

3.5.10 At Large Directors

- A. At Large members will be appointed by the President as required to maintain the various committees.**

3.5.11 Team Commissioners:

- A. It shall be the duty of the football Team Commissioners to enforce all SHB and MCMFL rules and regulations, to serve as respective team representatives at all practices and games, to coordinate all team registration forms, rosters, team application forms, medical certification, and to secure all required documentation and certificates for official weigh-in's.**
- B. Attendance at all monthly BoD are required.**

3.6 Elections of Officers and Board

- B. All Board members should generally have the following characteristics:**
 - a. Rolls up their sleeves to get things done as a true volunteer who puts the kids first**
 - b. Can be relied on to represent the heart of the program and legacy**
 - c. Will go to all monthly meetings**
 - d. Gets along well with others**
 - e. Ideally has business contacts in the area**
- C. Board members must volunteer to work at least one entire weekend for set-up, during games and clean-up. The Board member will serve as the "supervisor" of what has to be done, leading volunteer parents/siblings for the day.**
- D. Elected Officers shall include the President, Vice President, Secretary, Treasurer and all Directors.**
- E. Elected Board Members shall hold office for one (1) year. Any member may be re-elected.**
- F. Names of candidates, other than those presented by the Nominating Committee, may be placed in nomination from the floor at the annual meeting.**

- G. If only those names presented by the Nominating Committee are to be voted upon, voting may be done by a show of hands. If there is more than one nomination for a position, voting shall be by a secret ballot.**

3.7 Standing Committees

3.7.1 Nominating Committees

- A. Shall consist of three members of the club appointed by the President each year and shall hold office from time of appointment until the following annual meeting.**
- B. Shall present, one month in advance of the annual meeting, the names of nominees for President, Vice President, Secretary, Treasurer and Directors.**
- C. In the event of a vacancy occurring in the offices of President, Vice President, Secretary, Treasurer or Directors, this committee shall appoint a replacement. Appointment will require two-thirds (2/3) majority of the Nominating Committee. Such replacement shall hold office until the following annual meeting.**

3.7.2 Finance Committee

- A. Shall consist of the President, Vice President, Treasurer, Directors: Equipment, Fund Raising and Concession Sales.**
- B. Shall see that proper care is exercised in the handling of SHB's monies.**
- C. Shall prepare an annual budget for approval by the membership. Budget will be presented and approved at a properly announced meeting, specifically convening for the purpose of budget review and so advertised to the membership at least one (1) week prior to the meeting date.**
- D. Any expenditure not budgeted must be approved by majority vote of the BoD.**
- E. Any expenditure in excess of \$500 over the approved budget shall require prior approval by majority of the BoD.**

3.7.3 Operation Committee

- A. Shall consist of the Vice President, Operations Director, Cheer Director and may be organized as needed.**

3.74 Coaches Committee(s)

- A. Shall consist of six members appointed by the Director, Football Operations who shall establish and arrange a system of interviewing and selecting football and cheerleading coaches, and shall make recommendations to the BoD to coaching personnel.**

3.7.5 Banquet Committee

- A. Shall consist of a Chairman appointed by the President and shall be responsible for organizing the annual banquet.**
- B. Arranges for awards as necessary. (end of the year, competition, etc.) as approved by the BoD.**
- C. Arrange for all videos at the annual banquet.**
- D. Shall submit an accounting to the Treasurer.**

ARTICLE IV. FINANCES

- 6.1 All monies donated or raised by SHB shall be placed in the club treasury.**
- 6.2 All equipment, supplies and expenditures shall be paid from by the treasury.**
- 6.3 Bills for payment shall be approved by the Finance Committee, as provided.**
- 6.4 All approved expenditures in excess of \$100 must be paid for by check.**
- 6.5 Checks may be signed for by two members of the Finance Committee.**

ARTICLE V. COACHES

- 5.1 Coaches of football teams, and cheerleading squads shall be recommended annually by the Coaches Committee, appointed by the President and approved by the BoD. Coaches shall be responsible for the selection of their teams (staff), and for their actions on the field. All coaching staff members (both football and cheer) shall be approved by the BoD.**
- 5.2 All Head Coaches (both football and Cheer) are required to attend each BoD meeting.**
- 5.3 All Coaches are required to insure that their entire staff (all coaches, team commissioners, team moms/managers) are fully trained on SHB, SHB Cheer and MCMFL policies, rules and regulations, as well as the SHB By-Laws. This is to be done by a mandatory meeting prior to August 1st of each year.**

- 5.4 All coaches must have current Rutgers, or NISCA certification and must provide a copy of their card or certificate to the BoD.
- 5.5 Coaches must sign-off in writing/email annually that they have read and understand their requirements of coaching, as well as player and participant requirements documented in the SHB Bylaws.
- 5.6 Coaches should carry a copy of the MCMFL rules with them to games, to avoid any issues with refs/other teams regarding any playtime rules, such as overtime, yard line to kick from, time-out length, etc.

ARTICLE VI. PARTICIPATION

- 6.1 Any boy or girl meeting the requirements as to age and residence as set forth in the rules of SHB, SHB Cheer and the MCMFL shall be eligible to compete.
- 6.2 In the event that any coach, officer or board member affiliated with SHB (the “offender”) is alleged to have violated SHB, SHB Cheer or MCMFL rules (a “violation”), a majority of the disinterested board members shall convene to consider the validity of the charges and the appropriate penalty thereon, except in cases where the safety or welfare of a child is at issue, in which case the offender shall be immediately suspended by the President, and Vice President, pending a formal hearing. Upon finding of a violation by the majority of the disinterested board members, the board members shall reconvene to determine the appropriate penalty which may include probation (in which case the offender shall be required to correct the violation), suspension and termination. Regardless of whether the violation arose from coaching activities or board activities, probation, suspension or termination shall preclude the offender from participating in SHB in any capacity, including loss of voting privileges, until such a time as the board reconvenes to consider reinstatement.
- 6.3 In the event that MCMFL, or any other superior authority find a violation, such finding shall be given the same force and effect as finding by the board.
- 6.4 Members of the Board of Directors shall, upon evaluated and accepted evidence of misconduct of any boy or girl, notify the coach of the team of which the boy or girl is a member within at least 24 hours of the act. Sid coach shall appear in the capacity as advisor with the boy or girl before at least three members of the BoD within three days of the act. The three members shall consist of the President and two other

elected officers, appointed by the President. At the discretion of this Board, such boy or girl shall be subject to such disciplinary action, as the Board may deem advisable.

ARTICLE VII. MEETINGS

- 7.1.1** The organizational and fiscal year of SHB shall commence on January 1 and end on December 31
- 7.1.2** The BoD shall meet not less than ten (10) times a year on the first Thursday of each month. Meetings will generally be closed, meaning only Board members are invited. If an open session is desired, then the first 15 min can be deemed an open agenda item for parent/guest participation.
- 7.1.3** The BoD shall conduct an annual meeting in January of each year, for the election of SHB officers and Directors, as set forth in Article 3.4, reading of reports, and any other business, which may be necessary for the operation of the organization. Notice of this meeting shall be given at least one week in advance.
- 7.1.4** A majority of the BoD shall constitute a quorum at any scheduled meeting.
- 7.1.5** Majority vote shall govern, except where otherwise provided.
- 7.1.6** Roberts Rule of Order* shall govern the proceedings of all meetings, except where the said Rules conflict with the Certificate of Incorporation of the By-Laws of this organization.
- 7.1.7** Voting rights at meetings of the BoD shall be extended to elected and appointed Officers and Board Members as set forth in Article III. Voting rights at membership meetings shall be extended to dues-paying members whom have attended at least three prior meetings. Any Officer or member who is absent at three consecutive meetings shall forfeit his voting privilege until he has subsequently attended two consecutive meetings. Such Officer or member's voting rights will be restored at the opening of the second consecutive meeting he attends.
- 7.2** Special meetings may be called by the President, or by any six members of the Board acting together, at any time during the year.
- 7.3** Board members are required to attend all monthly meetings. If for some reason a Board Member is unable to attend, a written report must be provided to the Secretary one day prior to the meeting. The report will be presented to the BoD by the Secretary on behalf of the Board Member.

ARTICLE VII. RULES

- 8.1** The official playing rules shall be the same as stated in the current “National Federation of High School Association Rule Book,” except such changes that are stated in either the SHB or MCMFL By-Laws.

ARTICLE IX. AMENDMENTS

- 9.1** These By-Laws or any section thereof may be amended or repealed by a two-thirds vote of the general membership at any meeting, providing written notice of such proposed changes, over the signature of the Secretary, shall be mailed to each active member at least 10 days prior to the date of the meeting at which such proposed changes shall be submitted to vote.

ARTICLE X DISSOLUTION

- 10.1** If the needs which led to the formation of the SHB have largely disappeared, the SHB shall consider any written request to formally dissolve the SHB. In the event of consideration of such the BoD shall be authorized to consult an attorney or other professional to provide the detail necessary for such procedures for dissolution of the corporation within federal and state laws and the disposal of SHB assets.

Bylaw Change Control Notes:

Amended 2/2/2006

Revised 4/30/1987

Approved 5/14/1987

Amended 3/31/1989

Converted electronically 12/6/2002, then again 4/4/2011

Attachments added 9/10/2011

Coaches section updated 9/19/2011

Roles updated 11/30/11

Game scheduling section added and participant code updated

* Robert's Rules of Order

The following was condensed from the Robert's Rules of Order and includes typical rules to manage a board meeting. Readers wanting the last official version should see Robert's Rule of Order Newly Revised, published by Scott, Foresman (known as NONR). This is the 9th edition of Robert's Book.

All motions must be seconded and adopted by a majority vote unless otherwise noted. All motions may be debated unless otherwise noted.

About Motions

About Motions	Purpose of Motion	To Enact Motion
Main Motion	To take action on behalf of the body	Debatable; requires majority vote
Adjourn	End the meeting	Not debatable; immediately voted upon and requires majority vote
Call for Orders of the Day	Asks to stick to the agenda	Not debatable; requires 1/3 majority to sustain
Call to Question	Closes debate and forces vote	Not debatable; requires 2/3 majority vote
Motion to Limit or Extend Debate	Limits or extends debate	Not debatable; requires 2/3 majority vote
Point of Order	Is a question about the process or a particular motion	Automatic if granted by Chair
Point of Information	To ask about the process or particular motion	automatic
Motion to Rescind	To change the results of a vote	Requires 2/3 majority vote to reverse results of earlier vote
Motion to Suspend the Rules	Suspend formal process for a short period	Debatable and requires 2/3 majority vote

About Debate

Each motion that is debated receives ten minutes of debate. The member initiating the motion speaks first. The Chair asks for a rebuttal. All members wishing to speak about the motion receives the opportunity to speak before any one member speaks for a second time.

About Voting

Majority vote is more than half of the members. 2/3 vote is 2/3 or more of the members. Be sure to announce what is being voted on before the vote.

Attachment A: Volunteer Checklists

Welcome to the new Bulldog Volunteer Sign-Up online tool.

- 1) Parents/Family Members of each player must sign up for approx 3 volunteer duties per child per season at a minimum in order to get back your deposit at the end of the season. This tool and the signed-off volunteer notebook (at snack shack) will be used to validate volunteer duties have been done.
 - 2) Middle School and BHS students are encouraged to volunteer on behalf of players to get community service hours. All duties can have children volunteer with the exception of the snack shack which has age restrictions – 16 and older are fine, 14/15 yr olds require parents to be present, no one under the age of 14.
 - 3) You can sign up for any time to volunteer, to facilitate watching of your player/child's game. (i.e. you can sign up for snack shack during the game before yours while your child warms up)
 - 4) You can voluntarily sign-up for duties up to one week prior to each home game, then you will be assigned by your team parent first to fill slots of your team. Sign up on your own to avoid this.
 - 5) If you want to trade times, you must do this on your own by seeking out the person signed up for the duty you prefer. This does not involve your coach or team parent.
 - 6) We hope you find this format and process beneficial.
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How to access the tool:

1. Go to the team website (Somersethillsbulldogs.com).
2. On left, bottom you will see the Volunteer tab. Click it.
3. You will be directed to the MySignUp website. If your player/cheerleader/child is on a tackle team (pre-clinic, clinic, super pee wee, pee wee, JV, varsity), select game.
4. You will be directed to the sign-up sheet (see below). Simply click the timeslot/duty you want (I'll be there box), fill in the required information and you are done.

Polo Field Opening Checklist

Day before the game:

- 1) Ensure grass is cut (town of Bernardsville) lines are repainted on field
- 2) Place all set-up equipment just inside the snack shack doors for easy access on game day
- 3) Check for bees/wasps around snack shack and bleachers, spray bug killer as needed.
- 4) Ensure bleachers set up on both sides of field.

(approx 1-1/2 hr before 1st game) Game Day:

- 1) Open up snack shack (ensure you have a key in advance)
- 2) Place 4 bright orange square end zone markers (approx 6in x 6in x 18 in tall) at the 4 corners of the playing field, far corners of end zone.
- 3) Place 4 circular goal post pads on legs of the goal post. Pads are blue and approx 6 ft tall, circular with a center cut-out to accommodate goal posts.
- 4) Place numbered yard markers on field along visitor sideline, opposite the snack shack (so our announcer can see during the game).
- 5) Plug in scoreboard with long extension cords. Feed the cord through the pad storage door at rear of shack, along wood line up to scoreboard. Scoreboard has a normal plug at the base. Scoreboard lights should go on when powered up.
- 6) Set up accessory table outside the snack shack on the left side (to the left of the left side snack shack window. Place sound system on table, plug in with extension cord through snack shack window.
- 7) On raised wooden platform at center field, set up table and 2 chairs. Run extension cord from snack shack to table. Set up scoreboard control on table, plug in. Also, set up microphone for announcer. Test microphone and scoreboard controls.
- 8) Set up Bulldog tent at 50 yard line, backed up to fence/away from field, on home side of field for players to place equipment or gather under for shade.
- 9) Open/unlock middle school men and women's restrooms at polo field side basement of school, check to ensure enough toilet paper there. Walk through each for general orderliness. Put a few extra rolls of toilet paper in each stall at start of day.
- 10) Put out sandwich board at the polo field driveway, and another next to school on sidewalk. Write on the board "Restrooms at Middle School." Add a big arrow on the sign to indicate where the middle school is.
- 11) Walk field and pick-up trash.
- 12) Place one 2ft x 2ft x 2 ft cross fit stool at each side of the 50 yard line, place one large water filled cooler on top of each so both teams have water during game.
- 13) Place at least 3 lined trash cans on either side of field.
- 14) Install sideline rope/stakes on home side of field from chain link fence toward scoreboard ending about 5 yards away from playing field (keeps guests off field).

Polo Field Closing Checklist

Game Day:

- 1) Gather 4 bright orange square end zone markers (approx 6in x 6in x 18 in tall) from the 4 corners of the playing field, put in shack.
- 2) Gather 4 circular goal post pads on legs of the goal post. Pads are approx 4 ft tall, circular with a center cut-out to accommodate goal posts.
- 3) Gather numbered yard markers from field.
- 4) Unplug extension cords from scoreboard, put in shack.
- 5) Gather accessory table outside the snack shack and sound system, cords.
- 6) Gather table, chairs, scoreboard control, microphone, extension cords and equipment from wooden platform. Scoreboard controls should be put in cage or snack shack kitchen area for increased security.
- 7) Take down Bulldog tent at 50 yard line.
- 8) Gather sandwich board at the polo field entrance.
- 9) Put away BBQ and any other equipment outside of shack.
- 10) Walk field and pick-up trash.
- 11) Pick up cross fit stools and water coolers at each side of the 50 yard line.
- 12) Gather all trash cans, pull out bags/tie off, place full bags near pavilion trash cans near tennis courts.
- 13) Pull sideline rope/stakes on home side of field from end zone to chain link fence.
- 14) Close and lock snack shack inner door, both with door handle lock and padlock.
- 15) Close snack shack doors, ensure all doors locked
- 16) Walk through middle school men and women's restrooms and perform general clean-up/ensure no one is inside. Lock up restrooms.

Snack Shack Checklist

(Approx 1-1/2 hr before game 1) Set-Up:

- 1) Pull out BBQ and place outside left of shack
- 2) Clean all counter tops and cooking services, sweep floors as necessary
- 3) Test all ovens/cooking equipment that will be used.
- 4) Pull out price board(s), become familiar with all listed, ensure all food is available (if not erase that item for the day), hang board(s) where customers can see it.
- 5) Put all condiments out on counters/tables for ease of use.
- 6) Get cash box out and ready. 50/50 bucket should be behind counter.

Operation:

- 7) Keep volunteer 3 ring binder behind counter. Ensure all volunteers sign names next to what they did.
- 8) Set up packaged foods (chips/etc) and organize to be prepared for a lot of traffic in general.
- 9) Greet customers warmly as they come in.
- 10) Keep counters clean and immediately clean any utensils/cooking equipment when possible (do not let dirty equipment stack up)
- 11) Only assigned or extra team volunteers in book can be in snack shack. No players, other parents, coaches, etc. can be behind the counter/in polo field shack.
- 12) Bulldog Head and Assistant Coaches can have 1 free hamburger/hotdog/pizza, bag of chips and soda/water per game worked.
- 13) Referees can only be given 1 free water/hamburger per game worked

Clean-Up:

- 14) Gather cooled off BBQ and place inside of shack
- 15) Clean all counter tops and cooking services, sweep floors as necessary
- 16) Gather price board(s), and all equipment.
- 17) RHS Only -- All Bulldog equipment, surplus food and supplies must be gathered and trucked back to the polo field at the end of day. Volunteers must help load up.
- 18) Store all supplies, equipment and surplus food in an orderly manner.

Note: 16 yr olds can work in shack unattended, 14/15 yr olds alongside their parent. No one under 13 can work in the snack shack

Spotter/Announcer Checklist

Approx 15 min Prior to and at beginning of each game:

- 1) Ensure sound system and scoreboard is working, and you know how to operate both in advance. Have CD with National Anthem, and both home and visitor cheer squad music in hand.
- 2) Gather home and visitor team rosters in advance of game start, ideally during team weigh-in's – need player names and jersey numbers.
- 3) Prior to game time, play appropriate music.
- 4) At game time, notify the crowd to please stand for our National Anthem. Play National Anthem for each game during the day.
- 5) Welcome visitor team and parents, grandparents, family and friends to the Bulldog fields.

During the game:

- 1) Spotter's job is to check numbers of players who were involved in plays, feeding this to the announcer who will announce player team/names and what happened. (for example "Johnny Smith from the Bulldogs just made an excellent tackle of number 44 Joe Baker of Parsippany Hills on the 39 yard line".)
- 2) Announcer must not talk during an active play, nor describe what a formation is prior to a play nor what is happening during a play. Only after a play is complete should any descriptions be given.
- 3) Announcer can share NFL/College game scores for the weekend and general football trivia between plays/etc.
- 4) Announcer should encourage spectators of both teams to visit the snack shack. Highlight some of the foods offered. Try to announce this several times per quarter, in addition to highlighting the 50/50.
- 5) At half time, announce winner of the 50/50 drawing.

At close of the game:

- 1) Announce final score.
- 2) Thank the visitor team and parents, grandparents, family and friends for coming to the game. Wish them a nice weekend.

Ridge HS Field Opening Checklist

Game Day:

- 1) Open up snack shack (ensure you have a key in advance)
- 2) Open box, test scoreboard and sound system operations.
- 3) Set up snack shack, ensure access is open.
- 4) Open men's and women's restrooms. Walk through to ensure general orderliness, ensure extra toilet paper in each stall.
- 5) Set up Bulldog tent at 50 yard line, backed up to fence/away from field, on home side of field for players to place equipment or gather under for shade.
- 6) Walk field and pick-up trash.
- 7) Place one large water filled cooler on top of each so both teams have water during game.
- 8) Place at least 3 lined trash cans on either side of field.

Ridge HS Field Closing Checklist

Game Day:

- 1) Gather all tables and equipment from outside snack shack. Put inside if RHS property, or load up Bulldog equipment for return to polo field shack that day.
- 2) Take down Bulldog tent at 50 yard line.
- 3) Put away BBQ and any other equipment outside of shack.
- 4) Walk field and pick-up trash.
- 5) Pick up water coolers at each side of the 50 yard line.
- 6) Gather all trash cans, pull out bags/tie off, place full bags in dumpster.
- 7) Close snack shack doors, ensure all doors locked
- 8) Walk through men and women's restrooms and perform general clean-up/ensure no one is inside. Lock up restrooms.

