

# **LASSITER JUNIOR BOOSTER CLUB, INC.**

dba Lassiter Junior Trojan Football

## **BY-LAWS**



March 2022

## **LASSITER JUNIOR BOOSTER CLUB, INC. BY-LAWS**

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## **ARTICLE I. NAME**

The name of this corporation shall be “Lassiter Junior Booster Club, Inc”, doing business as Lassiter Jr. Trojan Football (LJTF), and shall hereinafter be referred to as “The organization”. The organization is a non-profit corporation chartered May 13, 1987, pursuant to the laws of the state of Georgia and will function as a service club.

## **ARTICLE II. MEMBERSHIP**

Membership in the organization is available to any person or family that meets all guidelines set forth herein, and pays such membership fees as are established by the board of directors.

## **ARTICLE III. PURPOSE**

The purpose of the organization shall be to foster interest and participation in youth football and youth cheerleading activities within the Lassiter High School (herein after “LHS”) district. The program shall teach participants the fundamentals of football and cheerleading while promoting good sportsmanship.

## **ARTICLE IV. DISSOLUTION**

Should the organization be dissolved; no part of the funds or property shall be distributed to or among its members. After payment of all indebtedness, its surplus funds and properties shall be donated to Lassiter Touchdown Club (“LTDC”), to be disposed of at its discretion.

## **ARTICLE V. PROGRAM PARTICIPATION**

Participation in the football and cheer programs organized and sponsored by the organization shall be available to all members of the organization in good standing. Said member must live within the Lassiter High School district (as defined by the Cobb County School District), and must comply with all other requirements for participation established by the board of directors.

## **ARTICLE VI. FEE/REFUND**

### **Section I. FEES**

#### **Membership Fees:**

An annual registration fee for each season shall be established by the board of directors annually.

#### **Participation and Added Fees:**

The board shall establish such participation fees and additional fees, including gate fees on game days, as are necessary to cover the expenses associated with the organization and/or to abide by

the prevailing league's guidelines.

## **Section II. REFUNDS**

Should a participant leave the program prior to the first practice, the membership fee will be refunded upon return of all issued equipment. Should a participant leave the program prior to the end of the first week of practice, the membership fee less the administration fee set forth at registration will be refunded, upon return of all issued equipment. Should a participant leave the program after the first week of practice, or if address eligibility cannot be verified, no fees will be refunded.

# **ARTICLE VII. BOARD OF DIRECTORS**

## **Section I. NUMBER OF DIRECTORS**

Effective January 1, 2022, the organization shall be governed by a board of directors consisting of fourteen (14) voting members, and non-voting members and/or committees as needed by the board.

## **Section II. TITLES OF DIRECTORS**

Effective January 1, 2022, the organization shall be governed by the board of directors as defined below:

### **VOTING MEMBERS**

President  
Vice President/ Special Projects  
Secretary  
Treasurer  
Communications Director  
Equipment Director  
Grounds/ Game Day Coordinator  
Concessions Director  
Spirit Wear Director  
Fundraising Director  
Volunteer Coordinator  
Coach Liaison  
Team Parent Coordinator  
Cheer Director

### **NON-VOTING MEMBERS**

Varsity Liaison  
Head Coaches  
Team Moms

## **Section III. TERM OF OFFICE**

Each member of the board shall hold office for a term of one (1) year commencing on January 1st of each year and ending December 31st of the same year.

#### **Section IV. APPOINTMENT TO BOARD**

On or before November 1st of each year, the President shall appoint a nomination committee of three (3) persons. This committee shall conduct a search for new board members. As part of the search, notification of such search shall be given to the membership of the organization. Only members of the organization in good standing may be members of the board, or as appointed by the board. The only position on the board to be filled by a Head Coach shall be Coach Liaison.

The board, by a two-thirds (2/3) vote, shall select the new board from those persons nominated. Any board member may be removed by a two-thirds (2/3) vote of the full membership of the board.

Vacancies in the board that occur during the year shall be filled by the President with a two-thirds (2/3) vote of the full board.

#### **Section V. AUTHORITY**

The Board of Directors shall be the administrative body of the organization vested with full power and authority to conduct all business of the organization, subject only to State of Georgia laws, the Articles of Incorporation, and these By-laws. Further, the Board of Directors is fully vested to enact policies believed to be beneficial to the organization.

#### **Section VI. RIGHTS AND DUTIES**

The LJTF Board exists to provide a support structure and operating parameters necessary for the Program to function at the optimal level. The Board shall accomplish this through the appointment of high caliber coaches, timely communications, effective management of business operations, aggressive pursuit of program sponsors, and by providing top quality equipment and facilities. Each board member will have specific function and duties to perform throughout each year as follows:

##### **President Primary Responsibilities:**

- a) Be the Chief Executive Officer of the organization and shall preside over all meetings of the board and general membership.
- b) Coordinate and direct all activities of the LJTF Program. Ensure the effective operation and fiscal soundness of the program.
- c) Work with all LJTF Board members to ensure that everyone understands and performs their roles and responsibilities.
- d) Attend all home game days or have appropriate representation, and help as needed. Coordinate presence of Board Members at games and practices.
- e) Appoint required committees.
- f) In conjunction with the Treasurer, administer the funds of the organization. Expenditures of up to \$500.00 for a single expenditure can be authorized by the president. All expenditures in excess of \$500.00 must have approval of the board of directors.

- g) Serve as the single point of contact and primary liaison to the LHS Administration, Varsity Football Program and Booster Club and other LHS coaches and administrators.
- h) Ensure that liability insurance is in place before spring season begins.
- i) Schedule fall season dates / confirm field availability, set up fall pre-season scrimmages and games. Coordinate schedules with LHS, leagues, etc.
- j) Solicit applications for head and assistant coaches. Ensure that all coaches complete required background checks and application forms; ensure all players and teams are properly certified.

#### **Vice President/ Special Projects Primary Responsibilities:**

- a) Perform the duties of the President in their temporary absence, or until a new President is appointed; and such other duties as the President and Board of Directors from time to time prescribe.
- b) Schedule and coordinate special gatherings of the Board and membership.
- c) Develop and present ideas for new Special Events / Projects as appropriate. Work cooperatively with committees to facilitate and manage special events / activities.
- d) Develop recognition strategies.
- e) Attend all home game days or have appropriate representation, and help on game day as needed.
- f) Coordinate and ensure Board Member presence at game days and practices.
- g) Work with all LJTF Board members to ensure everyone understands and performs their roles & responsibilities.

#### **Secretary Primary Responsibilities:**

- a) Keep accurate records and minutes of board meetings and general membership meetings and distribute them to the board in a timely manner.
- b) Facilitate and manage open agenda item and task reminders.
- c) Keep any and all historical information pertaining to the organization on file and turn such over to his/her successor
- d) Be responsible for notifying all members of all meetings and compile agenda.
- e) Maintain an accurate LJTF Board contact roster including team personnel.
- f) Maintain member email database.
- g) Coordinate paperwork with teams to ensure compliance with insurance coverage.
- h) Keep record of all LJTF Head and Assistant Coach Applications, criminal background check forms and official team rosters.
- i) Attend all home game days or have appropriate representation, and help on game day as needed; such other duties as the President and the Board from time to time prescribe
- j) Work with all LJTF Board members to ensure everyone understands and performs their roles & responsibilities; and such other duties as the President and Board of Directors from time to time prescribe.
- k) Serve as Parliamentarian at all LJTF Board meetings.

### **Treasurer Primary Responsibilities:**

- a) Maintain the financial records of the organization and report to the Board at each regular meeting.
- b) Maintain a checking and/or savings account and debit/credit card in the name of the organization
- c) Present at each membership meeting, a status report on the business of the organization including, but not limited to, a financial report and budget relative to organizational expenses and expenditures.
- d) Prepare a financial report to be made available to the general membership as needed.
- e) Chair a budget committee established at the first scheduled meeting of each year. The budget will be presented to the Board for approval at the second regularly scheduled meeting. The President and Treasurer must be on the committee.
- f) Responsible for disbursement of all monies owed and deposits of all monies collected; and such other duties as the President and Board of Directors from time to time prescribe.
- g) Attend all home game days or have appropriate representation, and distribute cash boxes and collect monies.
- h) Maintain all member deposit checks through season, and destroy or return once all requirements have been met.
- i) Arrange for the completion of an external audit yearly in January of the organization's finances. The results of the audit presented to the Board in February at its regular meeting and made available to the membership upon request.

### **Communications Director Primary Responsibilities:**

- a) Maintain and update the LJTF web site; and such other duties as the President and Board of Directors from time to time prescribe.
- b) Maintain LJTF social media and electronic communications tools and processes.
- c) Update registration forms, flyers and other written and electronic communications in preparation for and during spring and fall seasons.
- d) Setup and monitor online registrations. Communicate updates with Board and Team Moms.
- e) Coordinate marketing and advertising of LJTF registrations, seasons and events.
- f) Order registration signs from sign vendor. Post signs at appropriate locations around the LHS district to visibly advertise spring / fall registration dates.
- g) Facilitate all league wide communications, LJTF event communications, and community correspondence.
- h) Compile end of season survey and present results to board.

### **Equipment Director Primary Responsibilities:**

- a) Procurement of, repair to, safety of, and inventory of all equipment and game uniforms for all teams; and such other duties as the President and Board of Directors from time to time prescribe.
- b) Organize equipment distribution during player registration periods and organize equipment turn-in process at conclusion of spring and fall season; communicate with Team Parents and Treasurer any equipment not returned in like condition.



- c) Assure that necessary equipment certifications are completed.
- d) Establish and maintain relationships with equipment / uniform vendors
- e) Communicate with Team Managers and provide them with necessary kits, supplies, and equipment throughout the season.
- f) Assure that all equipment needs are provided for during practices and games (e.g. blood jerseys, extra chin straps, pads, etc.).
- g) Perform inventories of all equipment and uniforms at the conclusion of each season, and communicate inventories to the board.

#### **Grounds/ Game Day Coordinator Primary Responsibilities:**

- a) Procurement, set up, take down, and maintenance of all equipment used in preparation for and at the conclusion of each game day; and such other duties as the President and Board of Directors from time to time prescribe.
- b) Ensure practice equipment is properly stored at the end of all practices, and communicate with teams.
- c) Ensure that practice fields are properly monitored and kept clean.
- d) Field set-up before and break-down after home games and scrimmages.
- e) Assure compliance with all applicable Lassiter High School practice and game field use rules and guidelines, and facilitate any grounds issues as communicated by LHS.
- f) Coordinate paramedics, referees, press box activities, and cleanup crew scheduling for all home games with President/Vice President.
- g) Attend all home game days or have appropriate representation; Ensure proper set up and break down of press box prior to and at the conclusion of each game day.

#### **Concessions Director Primary Responsibilities:**

- a) Coordinate any and all activities concerning the operation of concession facilities; procure and oversee concessions committee.
- b) Develop and present new concessions opportunities as appropriate; coordinate sponsorships and vendor participation.
- c) Authority to purchase supplies for the effective operation of the concession facility without prior approval of the Board.
- d) Maintain appropriate inventories of all items before and after each game day.
- e) Responsible for set-up, operation and break down of LHS concession stand for all LJTF Home games, scrimmages, and other special events as needed; and such other duties as the President and Board of Directors from time to time prescribe.
- f) Attend all home game days or have appropriate representation; Ensure concession stand is left clean and all items are put away and secured.
- g) Work with the Volunteer Coordinator to insure that all LJTF concession stand volunteer workers understand their assignments.
- h) Manage relationships with outside vendors.

#### **Spirit Wear Director Primary Responsibilities:**

- a) Procure and distribute all LJTF Trojan Spirit Wear and practice gear for the LJTF players,

coaches, Board members and parents; and such other duties as the President and Board of Directors from time to time prescribe.

- b) Work with Equipment Director to ensure that sufficient inventories of “soft equipment” (practice pants, jerseys, chin straps, etc.) are available for purchase during spring and fall registration periods.
- c) Maintain relationships with various spirit wear and equipment vendors.
- d) Be present at registration, home games, and other LJTF functions, as needed.
- e) Oversee Spirit Wear committee; work with Volunteer Coordinator to effectively mobilize volunteers and capitalize on opportunities to promote spirit wear and fund-raising opportunities.
- f) Develop and present new ideas for spirit wear opportunities.
- g) Keep accurate inventories of items and communicate to the board.
- h) Communicate items and events with team moms. Work with communications director to utilize web sales.

### **Fundraising Director Primary Responsibilities**

- a) Develop and implement successful fundraising programs for the Organization
- b) Develop sponsorship programs for the Organization.
- c) Recruit and maintain relationships with individual and corporate/business sponsors.
- d) Chair and manage fundraising committees and events as needed and directed by the board.
- e) Update the board on all fundraising and sponsorship efforts for the year
- f) Be present at registration, home games, and other Organization functions, as needed.

### **Volunteer Coordinator Primary Responsibilities:**

- a) Advise board as to opt-out guidelines prior to each season.
- b) Create and manage an appropriate volunteer schedule specific to each season’s needs; and such other duties as the President and Board of Directors from time to time prescribe.
- c) Maintain electronic sign-ups for members, and communicate schedules with team moms.
- d) Coordinate with Concessions Manager, Grounds/ Game Day Coordinator, Spirit Wear Director, and Special Projects Manager to ensure all volunteers understand their assignments and time commitments.
- e) Attend all home game days or have appropriate representation; Ensure game day volunteers including announcer, scoreboard operator, spotters, gate, concessions, spirit wear, etc.
- f) Communicate all requirements and deficiencies with team moms; communicate all deposit forfeits to Treasurer.
- g) Coordinate Picture Day with Team Parents.

### **Coach Liaison Primary Responsibilities:**

- a) Serve as the primary liaison to the GMSAA. Attend all GMSAA meetings and functions, coordinate with league officials, and provide reports to Board at regular meetings.
- b) Ensure GMSAA compliance by all teams and organization.
- c) Schedule spring season dates / confirm field availability, and set-up spring jamborees, as needed.

- d) Coordinate communications with Head Coaches of all teams. Present any communications necessary to Board.
- e) Coordinate all coach education prior to season, and communicate to board.
- f) Appoint NMFL contact, as needed, and ensure compliance; and such other duties as the President and Board of Directors from time to time prescribe.

#### **Team Parent Coordinator Primary Responsibilities:**

- a) Serve as the primary point of contact for all team parents; coordinate communications with board as needed.
- b) Ensure all notices, requirements, responsibilities, and communications are distributed to team parents in a timely manner.
- c) Coordinate team parent presence at all LJTF events.
- d) Oversee all team parent responsibilities to ensure solidarity; and such other duties as the President and Board of Directors from time to time prescribe.
- e) Attend home game days or have appropriate representation, as needed.
- f) As agreed by the board, this position may be split by two individuals to account for K/1-5<sup>th</sup> and 6-8<sup>th</sup> grades.

#### **Cheer Director**

- a) Serve as the primary point of contact for all K-5<sup>th</sup> Cheer participants and Cheer team moms.
- b) Coordinate and direct all activities of the K-5<sup>th</sup> Cheer Program. Ensure the effective operation and fiscal soundness of the program.
- c) Communicate with the LJTF board with respects to the needs and activities of the cheer program.
- d) Coordinate with the Treasure with respects to setting the budget as well as programs spending throughout the year.
- e) Act as the liaison between the Middle School Cheer program and the LJTF program.
- f) Attend games or have appropriate representation, as needed.

#### **LHS Varsity Head Coach/ Varsity Liaison Primary Responsibilities:**

- a) Work with LJTF Board to ensure cohesiveness and shared vision of both LJTF and LHS Football program.
- b) Attend home games and practices, as needed, to ensure execution of football direction.

## **ARTICLE VIII. HEAD COACHES**

The Head Coaches shall:

- a) Organize and field competitive football teams in a manner consistent with generally accepted ethical coaching techniques and those responsibilities set forth in Article XII and XIII of these by-laws
- b) Attend all clinics and coach education, as set forth by the Board of Directors.
- c) Hold a meeting at the start of each season with all players and parents outlining expectations.

- d) Follow and abide by the LJTF Coach Code of Conduct as set forth in Appendix E.
- e) Procure assistant coaches, and submit to board for approval.
- f) Facilitate all communications between assistant coaches, team moms, players, and parents.
- g) Ensure league and organization compliance at all times.
- h) Schedule and hold practices within the allowed parameters.
- i) Monitor and abide by the LJTF Heat Policy as outlined in Appendix G at all times.

## **ARTICLE IX. TEAM PARENTS**

The Team Parents shall:

- a) Maintain the team book containing pertinent information about each football player. The book must be present and available at all practices and games.
- b) Communicate all information between the board, coaches, players, and parents in a timely manner.
- c) Manage team organization and information as directed by Head Coach.
- d) Coordinate end of season banquet for the team, and ensure costs stay within set budget.
- e) Maintain a full accurate roster of the team including all player and parent information.
- f) Provide player name/# roster to press box announcers at all games.
- g) Be present and coordinate on-site player registrations prior to Spring and Fall seasons and at post-season equipment turn-in.
- h) Coordinate with Spirit Wear Director to obtain player and coach sizes. Coordinate distribution of uniforms, etc.
- i) Manage certification process of all players, and ensure league compliance.
- j) Communicate with Team Parent Coordinator throughout season to ensure solidarity.

## **ARTICLE X. MEETINGS**

The Board of Directors shall meet a minimum of six (6) times annually to conduct the business of the organization. Such meetings will be held at least every 90 days outside of season. Special meetings of the Board of Directors can be called at the request of three (3) board members. Any board member missing three (3) consecutive meetings shall be considered removed from the Board and replaced.

## **ARTICLE XI. COMPENSATION**

No board member shall receive compensation in any form for his or her services as board officials. A board member may supply ancillary services and/or products to the organization and be compensated for those services or products provided.

## **ARTICLE XII. COACHING STAFF**

### **Section I. HEAD COACH**

Head Coaches shall serve for a term of one (1) year (fall and spring seasons).The board shall

solicit applications for Head Coach from all interested parties. An application and interview process is to be held by March 15th. Election by two-thirds (2/3) majority Board vote is required for appointment as head coach annually.

## **Section II. ASSISTANT COACHES**

Once appointed, each Head Coach shall nominate the desired Assistant Coaches prior to the start of regular play, in accordance with the prevailing league requirements. The board retains the right to overrule the selection of any assistant coach with a 2/3 board vote.

## **Section III. CERTIFICATION**

Head Coaches and Assistants must be certified as coaches as required by the board and the prevailing leagues the organization participates with. Registration fees for such programs will be paid for by the organization. Travel and other expenses shall be paid by the Coaches.

## **Section XIII. COACH CONDUCT**

All Coaches are expected and required to abide by the rules and regulations of the organization and to the rules and regulations of the prevailing league or association to which the organization has membership. Further, all Coaches are expected and required to abide by the principles of good sportsmanship, conduct, and fair play at all times, particularly while engaged in active play.

All Coaches are expected to follow the LJTF Coach Code of Conduct as outlined in Appendix E.

All Coaches are expected to abide by and enforce the Zero Tolerance Rule as outlined in Section VII. Any infractions will be penalized.

The Head Coach shall be responsible for the actions and conduct of their respective team and the actions and conduct of all Assistant Coaches associated with the team. At the Head Coach's discretion, and with notification to the board, the Head Coach may discipline or remove an assistant coach for an infraction.

Violations of the established organizational rules by a Head Coach, including any involved personnel, shall be brought before the board for investigation. If found in violation the board shall impose a sanction against the person or persons responsible. Sanctions include, but are not limited to, a suspension for a definite or indefinite period of time up to and including the remainder of the season, to be determined at the board's discretion.

The person in violation of the organization's rules has the right to appeal the decision to the full Board of Directors. The decision of the Board is final with no further appeal being offered.

## **Section IV. PLAYER CONDUCT**

In addition to the rules set forth herein by the board, including the Zero Tolerance Rule as outlined in Section VI, all players are expected to abide by all rules of the prevailing

organization. All players are expected to abide by all rules and expectations communicated by their Head Coach. All players are expected to learn and abide by the LJTF Player Code of Conduct as stated in Appendix D, both on and off the field. All infractions will be handled appropriately by the Head Coach and LJTF Board. The Zero Tolerance Rule will be enforced, and any infractions will be penalized.

## **Section V. PARENT and SPECTATOR CONDUCT**

All parents and spectators of member families are expected to understand and follow the LJTF Parent Code of Conduct outlined in Appendix F. All parents and spectators are also expected to abide by all spectator rules set forth by the CCSD, GHSA, and any prevailing leagues. The Zero Tolerance Rule will be enforced, and any infractions will be penalized.

## **Section VI. ZERO TOLERANCE RULE & DISCIPLINARY MEASURES**

- a) The organization has adopted the Georgia High School guidelines as it pertains to the disciplinary actions in the event of a coach and/or a player being expelled from a game. This guideline states that any Coach and/or Player expelled from a game shall automatically be suspended for the following game. If the same Coach and/or player is expelled a second time during the season the Coach and/or Player will be suspended for the rest of the season including any playoff games. The league reserves the rights to impose stricter measures if deemed necessary.
- b) The organization adopted the Zero Tolerance Rule against the use of profanity, derogatory statements, trash talking, or abusive behavior at all practices and games. This includes all Coaches, Players, Parents, & Spectators.
  - i. In the event of any player violations, the Player(s) will be disciplined by the Head Coach. The Board reserves the right to impose further disciplinary measures, if deemed necessary.
  - ii. In the event of violations by a Head Coach, the disciplinary measures will be enacted by the Board.
- c) All infractions will be handled appropriately, resulting in ejection or suspension.

## **ARTICLE XIII. PLAYER ELIGIBILITY**

In addition to the requirements outlined in all other articles herein, the following ages are required for participation:

### **EIGHTH GRADE TEAM – FALL SEASON**

A rising 8th grader, and under 15 years old as of May 1st of the preceding year of their participation on the 8<sup>th</sup> grade team.

### **SEVENTH GRADE TEAM – FALL SEASON**

A rising 7th grader, and under 14 years old of August 1st of the participation year.

#### **SIXTH GRADE TEAM – FALL SEASON**

A rising 6th grader, and under 13 years old as of August 1st of the participation year.

#### **FIFTH GRADE TEAM - FALL SEASON**

A rising 5th grader, and under 12 years old as of September 1st of the participation year.

#### **FOURTH GRADE TEAM FALL SEASON**

A rising 4th grader, and under 11 years old as of September 1st of the participation year.

#### **THIRD GRADE TEAM FALL SEASON**

A rising 3rd grader, and under 10 years old as of September 1st of the participation year.

#### **SECOND GRADE TEAM FALL SEASON**

A rising 2nd grader, and under 9 years old as of September 1st of the participation year.

#### **K/1 GRADE TEAM FALL SEASON**

A rising K/1st grader, and under 8 years old as of September 1st of the participation year.

Participant eligibility is also subject to the prevailing league rules and requirements with respect to age and weight.

### **Section VIII. ADVANCEMENT**

Any participant that requests to play on an older team may do so only with the written consent of his parents, written request of the Head Coach of the advanced grade team, and board approval. Once a student plays on an advanced grade team, he may not move back to a lower aged team after the first game of that season. Additionally, all reviews are subject to the prevailing leagues guidelines and approval of the league board of directors.

### **Section IX. GRADES**

a) The following shall pertain to all 6th, 7th, and 8th Grade Players:

To be eligible for participation in the organization's programs, all students must meet the established guidelines of the Cobb County School System policy JHEA, entitled "Academic Standards for Student Participation in Extra Curricular Activities" which requires, in part, that middle school students pass a minimum of four or five specific feeder school requirement academic subjects for the grading period (quarter) immediately preceding the season of participation.

The spring quarter report card is to be used to determine eligibility for the fall season. Discretion by the Head Coach or Grade level Sponsors is available to allow athletes to practice (NOT GAMES) while monitoring scholastic performance until such time as athlete proves to Head Coach or Sponsor that that athlete/participant is in full compliance with Academic Standards for Participation in Extra Curricular Activities standards as set

forth above. This report card can be modified by the summer school grade reports indicating that a minimum of five (5) subjects have been passed.

c) Head Coach shall have discretion over athletes with respect to “school discipline”.

All Head Coaches will communicate their discipline policy prior to the start of the season. It is the athlete’s responsibility to notify the Head Coach of any school discipline issues immediately. Athletes under or receiving school discipline may participate only with approval by head coach. Athletes will not participate in games following any “Out of School Suspension” (OSS). Athletes receiving “In School Suspension (ISS) may participate in games only with approval of Head Coach.

## **Section X. CCSD PARTICIPATION EXCEPTIONS**

Teacher/Employee privilege, Private School attendance and School Assignment for employee’s children situations will be addressed on an individual basis by the Board of Directors and governed by Cobb County School System Policies including GAK, entitled “School Assignment for Children of Employees.”

In addition to the aforementioned participation requirements, eligibility will also be determined by the prevailing leagues Eligibility Guidelines as set forth in their by-laws.

## **Section XI. ANNUAL PHYSICAL**

Annual physical examinations are not required for K-5<sup>th</sup> grade.

With respects to participants in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade:

Students must have a certificate of an annual physical examination on file at the school program prior to participating in any athletic try-outs, practices or games that indicate the students are physically approved for participation.

- a) Physical examinations will be good for twelve (12) months from the date of the exam.  
EXCEPTION: Any physical examination taken on or after April 1 in the preceding year will be accepted for the following GMSAA school year.
- b) The physical exam must be conducted by a licensed medical physician, doctor of Osteopathic medicine, nurse practitioner or a physician’s assistant.
- c) The exam must be signed by an M.D. or D.O., but the doctor's stamp is acceptable if it is in script, and if information appears elsewhere on the form identifying him/her as a medical doctor.
- d) The GMSAA requires that member schools use the latest edition of the pre-participation physical evaluation form approved by the Varsity Head Coach or the high school district.

## **Section XII. OTHER PARTICIPATION LIMITATIONS**

- a) All players must provide adequate verifiable documentation of address eligibility.



- b) All players must refrain from dual participation in the same sport during concurrent seasons.

## **ARTICLE XIV. GRIEVANCES**

If a parent or member has a complaint, the first step is to discuss the problem with the appropriate Head Coach. If this does not satisfy the parent's complaint, a meeting with the Head Coach, the parents, and the President of the Board shall be set. The President and LHS Varsity Head Coach shall act as an arbitrator, if required and requested to do so. Should the offended party not be satisfied after this meeting, a formal complaint must be presented in writing to the Board of Directors. The President shall appoint a grievance committee of at least three (3) Board Members and shall chair the grievance meeting. Said meeting must be conducted within seven (7) days after formal presentation of the complaint. No party to the grievance is permitted to be involved with the committee. The decision of the grievance committee may be appealed to the Board of Directors. The decision of the Board on appeal shall be final.

All grievance procedure steps must be followed and completed in their respective order. Communication must be made with the Head Coach prior to Board involvement.

## **ARTICLE XV. AMENDMENTS**

### **Section I. PROPOSALS**

Amendments to the organization's by-laws may be proposed and presented by any member of the organization in good standing prior to the start of the respective playing season. All such proposals shall be presented to the president in writing. Such proposals must outline the author's rationalization and justification for submitting the proposal.

### **Section II. RATIFICATION**

After receipt of proposals, the President shall present such proposals to the Board at the next regularly scheduled meeting. The Board may require attendance of the members proposing the change. Proposals will not be voted upon until the then next regularly scheduled meeting of the Board. Said amendments shall be approved by a two-thirds (2/3) majority vote of the Board.

### **Section III. NOTIFICATION**

The outcome of the ratification procedure shall be communicated in writing to the author of the proposal by the President of the organization within seven (7) days after the vote.

## **ARTICLE XVI. BUSINESS PROCEDURES**

### **Section I. QUORUM**

At meetings of the Board, a majority of the members of the Board shall be necessary to

constitute a quorum for the transaction of business provided that the number for a quorum shall not be less than fifty percent (50%) of the sitting, voting board members.

## **Section II. ABSENCE OF A QUORUM**

No official business of the organization shall be enacted without a quorum in attendance at a meeting.

## **Section III. ACTION BY CONSENT**

Any normal action required or permitted to be taken at a meeting of the Board may be taken without a meeting if written consent, setting forth the action so taken, is signed by all members of the Board or approved electronically via email, and is filed in the minutes at the next regularly scheduled meeting. Such consent shall have the same force and effect as a unanimous vote.

## **Section IV. VOTING**

Except as otherwise provided in the by-laws, every item of business which comes before the Board of Directors shall be affirmed by a two-thirds (2/3) positive vote of the voting members of the Board.

## **Section V. CONDUCT OF BUSINESS**

The governing authority of the organization and the conduct of business shall be in accordance with the latest edition of Robert's Rules of Order.

## **Section VI. CONFLICTS OF INTEREST**

Prior to any vote, all board members are required to disclose any financial conflicts of interest they may have and abstain from voting on the matter.

The above by-laws have been duly ratified by The Board of Directors this 16 day of March 2022.

(Original signed by both President and Secretary of the 1994-95 Board)

This copy of the by-laws as ratified in March 2022 and amended in 1994, 1995, 1996, 1999, 2004, 2011, and 2014 was entered into this electronic copy by hand from photocopies of the originals on March 16, 2022 .

Bryan Verhoef

3/29/2022

Bryan Verhoef

President

## **APPENDICES**

### **Appendix A – Primary Responsibilities of Board Positions**

As proposed and approved by the 2011 Board of Directors, Article VII – Section VI of these by-laws have been enhanced / clarified as defined in Article VII - Section VI. These are guidelines and each individual Board has the right to modify these responsibilities for their particular term.

### **Appendix B – Mission and Program Philosophy**

#### **Mission Statement:**

Lassiter Junior Booster Club, Inc is a not-for-profit organization dedicated to fostering participation in youth football and cheerleading activities at the junior feeder level within the Lassiter High School District. Our goal is to develop athletes and leaders of high character and skill who develop both a passion for athletics and a spirit of good sportsmanship. We strive to provide a safe, fun and enriching environment for our young athletes while developing a strong civic pride within the Lassiter community.

#### **Program Philosophy:**

The LJTF Program's philosophy is twofold:

- Develop football and cheerleading participants
- Win football games

Participant development will be achieved through practice, hard work and dedication.

Winning football games will be achieved through Player's execution of fundamentals and through Coaches implementing game strategies including who plays, player positions, and amounts of playing time.

### **Appendix C - Code(s) of Conduct**

Lassiter Junior Trojan Football ("LJTF") believes that participation in any sports program plays an important role in promoting the physical, social, and emotional development of our youth. It is essential for LJTF to provide a positive and enjoyable learning experience for youth, teaching sportsmanship, fair play, Integrity, Honor, Respect, Loyalty, Personal Courage, and dedication through the game of football and cheer. Furthermore, parents, coaches, spectators, and officials involved in youth sports events should be models of such statements and should lead by example by demonstrating fairness, respect, and self-control. Lassiter Junior Trojan Football has established this Code of Conduct and requires that you commit to be responsible for your words and actions while attending, or participating in all events and that you conform your behavior to following the Code of Conduct

## **Participant Code of Conduct**

1. I will abide by the rules of the activity I represent.
2. I will participate in every game and every practice except for illness, injury, homework or school events.
3. If I must miss a game or practice, I will contact the team mom or coach as soon as possible.
4. School shall take precedence over any sports related activity. I will study hard.
5. I will not use foul language towards teammates, coaches, officials, or others I may compete against.
6. I will not be critical of teammates and never discuss teammate's abilities except to encourage good team work.
7. I will ensure my uniform and my other gear is complete, safe, and in good condition at all times.
8. I understand that I am on a team and will be a team player.
9. In any competitive aspect of my activity, I understand that winning isn't always important. Doing my best at all times is important.
10. I will thank my teammates for their efforts.
11. I will listen to my coaches' instructions.
12. I know I represent the game of football either as a player or as a cheerleader. I further know that I represent my family, my team, and the Lassiter Junior Trojans.
13. I will conduct myself in a dignified manner at all times when in the company of my team.

## **Coach Code of Conduct**

### **With regard to my players:**

I believe that my role as a coach is to contribute to the overall success, physical, and athletic growth of the player through participation in football.

- I will endeavor to be a good instructor and a positive role model for my players.
- I believe that the score of a game comes second to the safety and welfare of all my players.
- I will endeavor to put winning in its proper perspective.
- I am responsible for understanding and competing within the letter and the spirit of the rules of the Game.
- I will teach my players to understand and play within the letter and spirit of the rules, as well.

### **With regard to opposing teams:**

I believe that the way my team conducts itself can also have an influence, for better or worse, on those we compete against.

- I will endeavor to make my team a positive role model.
- I will not coach, nor allow my players to play, with intent to cause injury to opposing players.
- Neither I nor my players and spectators will display hostile behavior towards opposing players.
- Neither I nor my players and spectators will speak in a negative manner toward any member or spectator from the opposing team.
- I will emphasize winning without boasting and losing without bitterness.

### **With regard to Referees:**

- I believe that Referees, just as coaches and players, are attempting to do their best.
- I will instill in my players and spectators a respect for that fact.

- I understand that my attitude can influence my players and spectators.
- I will display a controlled and undemonstrative attitude toward Referees at all times.
- Neither I nor my players and spectators will address a Referee before, during or after the game in a demeaning fashion.

Coaches are responsible for the conduct of their players and the spectators on their side of the field, specifically as it relates to the referees, coaches, players and spectators on the other team. Verbal and/or physical abuse will not be tolerated. Any coach showing this type of behavior may be suspended for a minimum of one (1) game.

Coaches should avoid approaching a referee or stepping on to the field to challenge a call in a demeaning way.

Coaches further understand that my failure to abide by this code of conduct may result in disciplinary action which may include but is not limited to game suspension and/or my rights to participate as a coach for the Lassiter Junior Trojan Football.

### **Parent Code of Conduct**

1. I will teach my child that doing one's best is more important than any other outcome. I will teach my child not to feel bad about any ending result that may have happened.
2. I will encourage my child to participate by the rules and to resolve conflicts without resorting to hostility or violence.
3. I will praise my child for trying hard and competing fairly, and make my child feel like a winner every time.
4. I will never ridicule or yell at my child, other participants, coaches or officials. I will cheer for everyone and avoid booing at all costs. I will even acknowledge other participants when they have done well.
5. I will respect and show appreciation for the volunteer directors, coaches and officials who give their time to my child.
6. I will not assist the coach by yelling instructions at participants unless asked by the coach.
7. I will remember that these participants are amateurs that cannot be judged by the standards of a professional team.
8. I understand that all officials do their utmost to be impartial; they try their best to provide a safe and suitable framework so that the game is well played, and I will respect their decisions.
9. I will not question any official's calls, bias or judgment.
10. I will show respect for any opponents, because without them there would be no game.
11. I will not use profanity, nor will I harass any participants, coaches, officials, or other spectators.
12. I will remember that my child participates in sports for his/her enjoyment and not mine.
13. I will not force my child to participate in any sports program they do not wish to be in.
14. I will refrain from the use of any tobacco product, or alcoholic product while at a game or practice. I will not use drugs.

### **Appendix D. Heat Policy for Program Activities**

Teams must follow the following policy for conducting practices and voluntary conditioning workouts in all times of extremely high heat and/or humidity that will be adhered to by each head coach within the Lassiter Junior Trojan Football program. Gameday events will be determined by the prevailing league authority. The policy shall follow modified guidelines of the American College of Sports Medicine.

A scientifically approved instrument that measures Wet Bulb Globe Temperature (WBGT) reading will be utilized by the league supervisor(s) to ensure that the policy is being followed properly.

WBGT READING	ACTIVITY GUIDELINES
UNDER 82.0	Normal Activities.
82.0 – 86.9	Use discretion for intense or prolonged exercise; watch at-risk players carefully.
87.0 – 89.9	Maximum practice time is 2 hours. Players are restricted to helmet, shoulder pads, and shorts during practice, and all protective equipment must be removed during Conditioning activities. Provide at least 4 separate rest breaks each hour with a minimum duration of 4 minutes each.
90.0 – 92.0	Maximum practice time is 1 hour. No protective equipment may be worn during practice, and there may be no conditioning activities. There must be 20 minutes of rest breaks distributed throughout the hour of practice.
OVER 92	No outdoor workouts. Delay practice until a cooler WBGT level is reached.

## DEFINITIONS

1. **PRACTICE:** the period of time that a participant engages in a coach-supervised, league-approved sport or conditioning-related activity. Practices are timed from the time the players report to the field until they leave.

### What is a wet bulb thermometer and why is it used?

When you are hot, you sweat or perspire. As that perspiration evaporates into the air, it cools the surface of your skin. But for the process to occur, the air around your body has to be able to receive the water vapor. When the humidity is high, more water vapor is present in the air. Therefore, less water can evaporate from your skin. This results in greater discomfort, even without a higher temperature.

The wet bulb temperature is a measure of the amount of moisture, in the form of invisible water vapor, contained in the air. As the name implies it is measured by a standard thermometer whose bulb is covered by a muslin sleeve that has been moistened by pure water.

The principle of the wet bulb thermometer is as follows: water evaporates from the muslin cover passing into the air in the form of invisible water vapor. In so doing it absorbs heat from the thermometer bulb and the mercury it contains. The thermometer therefore indicates a lower temperature than that of the dry bulb thermometer. The difference between the readings of the dry and the wet thermometers is called the depression of the wet bulb.

If the air contains nearly all the moisture it can possibly hold at that time, evaporation from the muslin will be slight and the depression of the wet bulb will be small. However, if the air is very dry, containing little moisture, evaporation will be quite rapid and the depression of the wet bulb will be quite large. In hot, dry desert climates, depressions of over 25°C have been observed, but at sea the depression is seldom more than 5°C. If the air contains all the moisture it can possibly hold at that time, there is no evaporation from the muslin, and the dry and wet bulb thermometers will read the same. When this condition exists, the air is said to be saturated.

The more saturated the air, the harder it is to cool the body. Therefore, if the wet bulb reading shows a high level of moisture, caution must be taken during outdoor activities.

**Approved by LJTF Board – March 16, 2022**



## **Appendix E. Anti-discrimination Policy**

Lassiter Junior Booster Club, Inc. does not discriminate against anyone based on race, color, sex, religion, national origin, age (40 or older), disability status or any other trait that is protected under local, state or federal law. In addition, any kind of discrimination that is based on a protected trait is not allowed within the organization. We are an equal opportunity organization and we are dedicated to a policy of non-discrimination in all aspects of participation within the organization. This policy to all aspects of our organizational operations.

We ask that you respect those around you— participants, coaches, volunteers, spectators, and guest alike.

To notify the board, please contact any member of the board directly or by emailing [lassiterjuniorfootball@gmail.com](mailto:lassiterjuniorfootball@gmail.com). Reports of discrimination will be investigated and disciplinary measures may be taken.

**Approved by LJTF Board – June 15, 2022**

## **Appendix F: Sexual Harassment Policy**

Lassiter Junior Booster Club, Inc. prohibits sexual harassment of all kinds. This policy applies not only to participants and volunteers, but also to parents, spectators, customers, guests, vendors and anyone else doing business with Lassiter Junior Booster Club, Inc.. Any participant / volunteer who feels that he or she has been a victim of sexual harassment, or who believes that he or she has witnessed sexual harassment, should (if possible) directly and immediately inform the harasser that the conduct is unwelcome and that he or she must stop. The victim should also notify the Board of Directors immediately by contacting any member of the board or emailing [lassiterjuniorfootball@gmail.com](mailto:lassiterjuniorfootball@gmail.com) .

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, offensive remarks about a person's sex, and other verbal or physical conduct of a sexual nature. Such activities are illegal when:

- Submission is made a term or condition, either explicitly or implicitly, of an individual's employment
- Submission to or rejection by an individual is used as a factor in decisions affecting that individual's participation in the program
- Their purpose or effect of interferes with an individual's performance or creates an intimidating, hostile or offensive environment

Sexual harassment includes many forms of offensive behavior, including the harassment of a person of the same gender as the harasser. The harasser can be the victim's coach, an agent of the program, a volunteer, another participant, a parent, spectator or guest. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct. Examples of sexual harassment include, but are not limited to, the following:

- Unwelcome sexual flirtation, advances or propositions
- Verbal comments related to an individual's gender or sexual orientation
- Explicit or degrading verbal comments about another individual or his or her appearance
- The display of sexually suggestive pictures or objects in any workplace location, including transmission or display via computer
- Any sexually offensive or abusive physical conduct
- The taking of or the refusal to take any personnel action based on a participant's submission to or rejection of sexual overtures
- Displaying cartoons or telling jokes which relate to an individual's gender or sexual orientation

**Approved by LJTF Board – June 15, 2022**