

CLOVER HILL SPORTS, INC. CHESTERFIELD, VIRGINIA

BY-LAWS

ARTICLE 1

Name

This organization shall be known as Clover Hill Sports, Inc., hereinafter referred to as the Corporation. The organization may also operate as Clover Hill Sports Association.

ARTICLE II

Objective

The objective of this Corporation is as stated in Article II of the Corporation's Constitution.

ARTICLE III

Membership

Members of the Board of Directors shall be at least twenty-one (21) years of age.

Members of the Board of Directors shall faithfully execute the duties as set forth in Article IV of the By-Laws and shall perform any reasonable service required. Members of the Board who are coaching in the current season shall not constitute a majority of Board membership. Any Board member who is not performing his duty can be replaced by a majority vote of the Board members present.

Adults seeking membership in the Corporation shall conform to the official Constitution, By-Laws, and Rules and Regulations of the Corporation, and those of any local, national and/or international organization with which the corporation becomes affiliated.

A member may be expelled from the organization by a majority vote of Board members present. If a family or member is expelled from the organization for non-payment of dues, or for any other reason, they must be voted upon by the Board of Directors. They will be readmitted by a majority vote, of the Board members present, if the conditions set by the Board of Directors are satisfied.

ARTICLE IV

Executive Committee

The membership of the Corporation shall, at an annual meeting to be held in December, of each year, elect from the membership, a President, a Vice President, a Secretary, a Treasurer, Boys Athletic Director, Girls Athletic Director and Communications Director. The Board of Directors includes the Executive Committee along with the Sports Directors (Football, Cheer, Girls Basketball, Boys Basketball, Baseball and Softball). The Executive Committee has voting authority; Sports Directors do not have voting authority. The officers and directors shall be elected for a one-year term, but may be eligible for re-election. The duties of the officers and directors of this Corporation are as follows:

PRESIDENT: The President shall preside at all meetings of the board of Directors. The President shall be the final authority on interpretation of rules and coordinate all operations of the Corporation, keeping these operations on the highest plane possible. The President shall approve all checks, supported by statements,

which are drawn on the Treasury as ordered paid by the Board of Directors. The President shall appoint members (other than elected directors) of all committees, as well as representatives as may be required, and shall be an ex-officio member of all but the nominating committee. The President and Vice President will serve as the website webmaster.

VICE-PRESIDENT: The Vice-President shall assist the President in all capacities whenever and wherever possible. In the absence of the President, the Vice-President shall perform the duties of that office and shall discharge such other duties as may be required. The Vice-President shall be responsible for fund raising including the operation of the concession stand during football season. Any fundraising efforts may be delegated out to volunteers by the VP, who maintains overall accountability for fundraising. All fundraising activities are subject to Board approval. Accurate records shall be maintained to include the dates and financial results of all fundraising activities including but not limited to sponsorships, advertising, merchandise sales, golf tournaments and concession stand operations. The President will make all bank deposits. The President and Vice President will serve as the website webmaster.

SECRETARY: The Secretary shall attend and shall keep a record of all the proceedings of the meetings of the Corporation, membership record and other records as may be determined by the Board of Directors. The Secretary shall have charge of and conduct the correspondence of the Corporation, shall notify the members of any and all meetings and shall also perform such duties as may be required by the President or the Board of Directors. The Secretary shall transfer, upon expiration of the term of office, to the successor, all records, equipment and residual holdings belonging to the Corporation. The Secretary will advise the website webmaster of approved announcements and changes to the website.

TREASURER: The Treasurer shall record all funds paid or donated to the Corporation and shall disburse same according to invoices supported by itemized statements, and approved by the Board of Directors. The Treasurer shall keep an accurate account of all earnings, savings, reserves, holdings, receipts, and disbursements, and at each meeting submit a current written report in detail and an itemized statement of all financial transactions and obligations of the Corporation. The President shall deposit, within seven (7) days after receipt, all funds of the Corporation in an accredited bank which is a member of, and whose deposits are insured by the Federal Deposit Insurance Corporation in the name of Clover Hill Sports, Inc. Funds include but are not limited to registration fees, reimbursements, uniform fees, donations, concession stand sales, fundraiser proceeds and donations. All checks in excess of \$1000 drawn on this account shall carry two signatures, that of the Treasurer and that of the President; checks of a lesser amount will be signed by the Treasurer. The Treasurer shall issue payment for all obligations within (7) days of receipt of invoice, statement, and/or reimbursement receipt. Obligations include invoices, statements, league fees, reimbursements and registration fee refunds. The Treasurer shall transfer, upon expiration of the term of office, to the successor, all records, funds, equipment and residual holdings belonging to the Corporation.

ATHLETIC DIRECTOR(S) BOYS & GIRLS: The Athletic Director(s) must meet with the Board of Coaches at the beginning of each sport season and as often as deemed necessary during the season. He shall act as liaison between all coaches and the Board of Directors. His responsibilities are:

1. Present all Coaches and Voting Representatives to the Board of Directors for approval. Verify that each coach has a valid Chesterfield County Parks & Recreation background check identification number and card. The identification number will be included on all official team and game rosters. Coaches will be required to present their card to Board Members, Parks & Recreation representatives and sports League officials.
2. Appoint a Voting Representative for each sport to represent the Association and Coaches at all League meetings; CQL, CCL, CBL, CGBL, CBC, CYSA.
3. Prepare a budget request and equipment requirements for all activities based on all the previous year's expenses.
4. Keep the President informed of all complaints or grievances filed against any Coach.
5. Submit a complete roster of each participating team to the Registration Director, Voting Representative, League and Coach.

6. Any complaints submitted against any Coach (with the exception of written complaints) shall be handled by the Athletic director and/or the Voting Representative. If the complaint is not resolved, it should be forwarded to the Board of Directors.
7. All written complaints against any Coach shall be reviewed and administered by the Board of Directors.
8. The Boys Athletic Director is responsible for the overall operation of Football, Boys Basketball and Baseball. Voting Representatives will be appointed to the Chesterfield Quarterback League, Chesterfield Basketball League and Chesterfield Baseball Clubs.
9. The Girls Athletic Director is responsible for the overall operation of Girls Basketball, Softball and Cheerleading. Voting Representatives will be appointed to the Girls Chesterfield Basketball League, Chesterfield Youth Softball Association and Chesterfield Cheerleading League.

COMMUNICATIONS DIRECTOR: The Communications Director is responsible for membership contact management, social media, website maintenance and publicity. The Communications Director will publicize registration announcements to the Association's member schools, press, radio, television, website, Facebook and any other sources of public announcements as required. The Communications Director will maintain member records including contact information and email addresses.

Board of Directors

SPORTS DIRECTORS: The Sports Directors shall manage all paperwork and equipment and will be responsible for all individual equipment specific to their sport. The Sports Director or their designee shall be responsible to submit purchase requests to the Athletic Director. The Sports Directors shall issue equipment to players and maintain a roster of distribution. At the close of any seasonal activities or as directed by the President, with the Board of Directors approval, the sports directors shall take in the equipment issued to the Athletic Director. The Sports Directors shall notify the Athletic Director, who will notify the Board of Directors, of any operation that will require the expenditure of corporate funds. Accurate records shall be kept by the Board of Directors including the dates, time involved and cost of any operation performed. The Sports Directors are empowered to recruit one individual to serve as "Assistant Sports Director" to assist with above responsibilities.

ARTICLE V

Vacancies

Vacancies occurring in office shall be filled by the President with the approval of the Board of Directors. The appointees shall hold that position for the remainder of the unexpired term. Any Board member, Manager or Coach, who is not conforming to the Corporation's Constitution and/or By-Laws can be replaced by a majority vote of the Board of Directors. If the President resigns, his resignation must be submitted to the Secretary. A vacancy in the President's office should be filled by the Vice-President. If this is not possible, a special meeting shall be called and the Board of Directors shall appoint a new President. When a Vice-President automatically becomes President, he in turn appoints a new Vice-President.

ARTICLE VI

Management

The management of government of this Corporation shall be under the supervision of the President and the Board of Directors as so stated in Article V of the Constitution.

The Board of Directors shall have the power to adopt, rescind, or amend the rules and regulations, the Constitution and/or these By-Laws. The Board of Directors shall be responsible for the complete management of the affairs of this Corporation and shall carry out and enforce all of the objectives and purposes for which it is organized.

Board members present at any Board of Directors meeting shall be entitled to act and vote. Voting by proxy in any form is prohibited.

The Board of Directors shall have full power to hear and determine protests arising from or under any rules of the Corporation and their decision shall be final.

The Board of Directors shall have jurisdiction over all violations of the Rules and Regulations of the Corporation, including the Constitution and these By-Laws, and shall have full power to suspend, expel, or otherwise discipline any members of the Corporation.

ARTICLE VII

Suspension

The Board of Directors, by majority vote of board members present at any duly constituted meeting, shall have the authority to suspend any member or Coach of this Corporation whose conduct, in or out of corporate activities, is considered as detrimental to the best interests of the organization. Grounds for suspension shall include but are not limited to the following:

1. Any member communicating before the CBC, CYSA, CQL, CBL, CGBA and CCL without the approval of the Board.
2. Habitual use of profane language on or at any Playing Field.
3. The use of any alcoholic beverage on or at any Playing Field, or being under the influence of any alcoholic beverage on or at any Playing Field.
4. Misappropriation of the Corporation's funds.
5. Failure to comply with the Constitution, By-Laws, or Rules and Regulations of this Corporation.

ARTICLE VIII

Meetings

Meetings of the Board of Directors shall be held as necessary and as stipulated in Article IV of the Constitution.

Additional meetings may be called by the President at any time or upon written request of at least three members of the Board of Directors.

Notice of any called meetings, excluding emergency, shall be given seven (7) days in advance, thereof to all members.

ARTICLE IX

Financial Policy

The financial policy of this Corporation shall be as stipulated in Article VII of the Constitution.

ARTICLE X

Rules and Regulations

Rules and Regulations for this Corporation shall be adopted as stipulated in Article VIII of the Constitution.

ARTICLE XI

Trophies, Awards, Tournaments

Any post season activities must have the approval of the Board of Directors. Each sport director will include an end of season recognition budget line within their sport budget, which will be approved by the respective Boys/Girls Athletic Director.

For any sports teams that win their respective end of season tournament the Board of Directors will approve an amount per child, based on the respective sport budget, to be used to recognize the children for winning the tournament.

ARTICLE XII

Coaches

The Clover Hill Sports programs will be one time, perhaps the only time that a child will have an opportunity to participate in an organized sports activity. He or she may lack sufficient skills to enable him or her to become a member of a higher level team, such as a High School Team. It is, therefore, important to recognize and to ensure that every child be given his or her fair opportunity to participate in our programs.

- A. In order to provide the funds required to enable the Clover Hill Sports programs to continue, each coach (herein to include manager or sponsor) will be asked to assist the Finance Director and Vice-President during the sports season. Coaches are responsible for the handling of any tickets, money and/or records assigned to them.
Coaches are responsible for all equipment and uniforms issued to their team. Equipment will be issued at the beginning of the sports season by the Equipment Director or his assistant. All requests for equipment, either replacement or additional equipment shall be made to the Sports Director who is responsible for obtaining all equipment. Equipment and uniforms must be returned to the association by the coaches at the end of the current sports season or be subject to dismissal by the Board of Directors.
- B. It is the responsibility of the coach to teach good sportsmanship to all his players. It is also the coach's responsibility to set the example for his team and spectators regarding good sportsmanship. The coach is responsible for the conduct of both the team and its fans.
- C. It is unfair for a coach to expect the parent to do all they can to ensure their children get to practice on time if the coach does not ensure the children are allowed to leave practice on time. Every child and parent on the team must be informed in advance of the practice schedule for the team to include the day, the start time and the end time.
- D. A Voting Representative will be appointed by the Athletic Director and approved by the Board for each sport in which the Corporation participates.
- E. The Voting Representative will represent the Corporation at the league meetings in which the Corporation affiliates.
- F. The Voting Representative will present to the Athletic Director, a list of head coaches and assistant coaches for board approval.

- G. Every child and coach must be a member of Clover Hill Sports in order to participate in a Clover Hill Sports program.
- H. Because of insurance regulations, all Clover Hill Sports fees must be paid or a hardship approved by the Board of Directors before any child is allowed to participate in a practice or game.
- I. Coaches will be required to adhere to the following general rules of their respective sport:
 - 1. General Guidelines
 - a. Every child shall be given an equal opportunity to practice and improve their abilities and skills.
 - b. All team rules established by any coach must be approved by the Athletic Director prior to enforcement. The Athletic Director will not approve any rule which would reduce or restrict a child's participation based upon their abilities or skill level.
 - c. Every parent recognizes the possibility that their child may be injured during the course of sport activities. Therefore, the excuse "I did not play them because they could get hurt" will not be accepted as a reason for not playing a child.
 - 2. Baseball – Chesterfield Baseball Clubs (CBC) structures participating teams by use of the Pony structure. Clover Hill Sports will abide by CBC rules.
 - 3. Softball – Clover Hill Sports will abide by Chesterfield Youth Softball Association (CYSA) rules.
 - 4. Basketball – Clover Hill Sports will abide by Chesterfield Basketball (CBL) & Chesterfield Girls Basketball League (CGBL) playing rules.
 - 5. Football – Clover Hill Sports will abide by Chesterfield Quarterback League (CQL) rules. Teams with more than 25 players on the roster are to pursue and participate in all possible "B" games (1 Game per week).
 - *All team members are to participate in these games.
 - *CQL must play rules applied in these games.
 - 6. Cheering – Clover Hill Sports will abide by Chesterfield Cheerleading League rules. cheerleader related functions affiliated with Clover Hill Sports.

J. Coach Selection

The following rules cover the selection of coaches/sponsors for all teams including baseball, cheerleading, football, basketball, baseball and softball for Clover Hill Sports Association.

No person shall be approved as a coach or as a sponsor or in any related capacity until such time the person has been approved by the Chesterfield County Parks and Recreation Department and issued proper certification, or, the Chesterfield County Parks and Recreation Background Check Release Form has been officially submitted by the individual for certification and approval. Any individual not approved by the Parks and Recreation Department before the beginning of the third week of the season will be automatically removed until such time approval is granted or restored.

1. HEAD COACH (MANAGER OR SPONSOR)

Subject to approval by the Board of Directors of Clover Hill Sports Association, Head Coaches are selected:

- a. Returning Head Coach – a returning Head Coach will be given the same team in the same division (age group) that he or she coached the previous year. In the case of a reduction in the number of teams in a given division as compared to the prior year, the Head Coach or Head Coaches will be selected from the previous year's Head Coaches in that division in order of seniority as a Head Coach in that division.
- b. In the event that the number of vacancies for Head Coach in a division exceed the number of returning Head Coaches, the remaining Head Coaching positions will be filled in the following order:
 - Last year's assistant coaches on that team in that division will be given first choice as determined by seniority. Assistant Coaches in that division will be given first choice as determined by seniority.

- Head Coaches with the most seniority from a different division in the same sport may be considered to change divisions.
 - Assistant coaches with the most seniority from a different division in the same sport may be considered to change divisions.
 - Others – All others including coaches from other sports or teams will be considered Head Coach by the AD and presented to the Board of Directors for approval.
- K. Enforcement/Disciplinary Action – Any written complaints concerning a coach will be directed to the Athletic Director. If the Athletic Director is involved in the complaint, the matter will be handled by the President of his/her appointee. It is the responsibility of the Athletic Director to investigate the allegations and report the findings and recommendations to the Board of Directors. The discipline action taken, if any, could range from a verbal warning to expulsion from Clover Hill Sports. A second written complaint (of similar natures) found to be legitimate will result in a suspension, minimally.
- L. Concussion Policy
It is the policy of Clover Hill Sports Association that we will follow the concussion rules outlined by each league in which our members participate.

Additionally, if an athlete is suspected of having incurred a concussion during practice or play, the following is required prior to any athlete being allowed to return to participation.

1. Removal of the athlete from activity
2. Notification of parent or legal guardian regarding the incident
3. Written medical release by a licensed health care provider specifying that the activity for which the child is participating is a cleared activity.

ARTICLE XIII

League Rules

League Rules of Chesterfield Quarterback League, Chesterfield Cheerleading League, Chesterfield Basketball League, Chesterfield Girls Basketball League, Chesterfield Baseball Clubs and Chesterfield Youth Softball League supersede Association Rules. The Association will comply with League Rules and Chesterfield County Parks & Recreation requirements.

ARTICLE XIV

Nominating Committee

The Nominating Committee shall consist of one member from the Board of Directors and two (2) members from the Corporation membership.

ARTICLE XV

Amendments

These By-Laws, or any portion thereof, may be amended or repealed by a two-thirds vote of the members present at any duly constituted general meeting, provided that written notice of such proposed changes, over the signature of the Secretary, shall be mailed to each member of the Corporation at least seven (7) days prior to the meeting at which such proposed change shall be submitted to vote.

ARTICLE XVI

Policies & Procedures

1. Each board member's child participating in any CHSA is entitled to a discount of 25% of the current registration fee. Each sports director's child participating in the director's sport is entitled to a discount of (100%) of the current registration fee.