

Kettle Moraine Jr. Lasers Football Club By-Laws

The Kettle Moraine Junior Laser Football Club endorses and supports the principles of the Kettle Moraine High School Code of Conduct. The full code of conduct can be found at <https://www.kmsd.edu/o/kmhs/page/athletics>.

The Jr Laser Football program operates under the School District of Kettle Moraine. The School District of Kettle Moraine does not discriminate on the basis of religion, sex, race, color, national origin, age, ancestry, creed, political affiliation, membership in the National Guard, state defense force or any reserve component of the United States Military or state military forces, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability or handicap or other basis prohibited under state or federal law.

ARTICLE I. MISSION STATEMENT

It is the mission of the Kettle Moraine Jr. Lasers Football Club (the "Club"), to develop skilled and passionate football players who conduct themselves with integrity, respect the Kettle Moraine community in a positive manner, and become leaders on and off the field. It is also the goal of the program to provide talented, prepared athletes who will be an asset to the Kettle Moraine high school football program. No youth shall be excluded due to financial considerations.

ARTICLE II. ELIGIBLE PLAYERS AND COACHES

Section 1. Eligible players

Any boy or girl living in or attending school at Kettle Moraine entering the K through 8th grades is eligible to play. Players will not be allowed to play up or down at other levels. They must remain at grade level.

Section 2. Number of Teams

Grades K-8 will have two teams at each grade level as player numbers allow. Exceptions will be made by Board approval.

Section 3. Eligible coaches and coach appointment

All interested parties (new and existing) will be voted on annually by the board and acceptance as a club coach will be determined by a majority vote of the board. Board members are eligible to coach. One head coach will be assigned to each team by the Advisory Board. Staff at each grade level should have the same number of coaches or no more than a 1 coach difference.

ARTICLE III. DRAFT

Every year there will be a draft for all teams at all age levels. The draft will take place after ten hours of conditioning and four days of contact have been completed.

ARTICLE IV. ADVISORY BOARD

Section 1. Members

The Advisory Board shall be made up of six voting individuals. The Advisory Board is a board of nominated individuals who will make recommendations to the Kettle Moraine School District on behalf of the club. All recommendations shall be made by majority vote as long as a quorum is present. A quorum shall consist of at least four Advisory Board members. If a majority cannot be reached, the Program Director-President shall recuse himself from the vote. Kettle Moraine School District employees will make all final decisions. Kettle Moraine School District will maintain a general liability policy covering board members and coaches during the course of their normal duties.

A. Program Director - President (3 years)

The President shall be the principal executive officer of the Club. Subject to the control of the Board, the President shall generally supervise and direct all the business and affairs of the organization. The President shall perform all duties customarily incident to the office of the President, and other duties that may be prescribed by the Board. The President shall preside at all meetings of the Board. The President shall see that orders and resolutions of the Board are carried out.

B. Vice President – (2 years)/Coach Coordinator

In the absence of the President or by any reason of his/her inability to act, the Vice President shall perform the duties of the President and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as are assigned to him/her by the President or the Board. The Vice President will be point of contact with all coaches to ensure coaching guidelines and requirements are being met.

C. HS Football Coach (on-going) appointed by head HS coach

D. Secretary (2 years)

The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the members and of the Board. All minutes of meetings and proceedings shall be per policy. The Secretary shall serve notice of all meetings of the Board, in accordance with the provisions of the By-Laws, be custodian of the Club's books and records, keep a register of the members and their

addresses, and in general, perform all duties customarily incident to the office of Secretary and such other duties as are assigned to him/her by the President or the Board.

E. Treasurer (2 years)

The Treasurer; with direction from the Board, will formally prepare and propose the annual budget for Board approval. The Treasurer must approve any expenditure not included in the annual budget. The KM Community Education office shall administer to the financial affairs of the Club and shall keep the Club's accounts in accordance with accepted accounting procedures and shall have charge and custody of; and be responsible for; all funds and securities of the Club; receive and give receipts for monies due and payable to the Club from any source whatsoever; and deposit all such monies to Community Education. KM Community Education shall prepare a monthly report of expenditures and income and submit it to the Treasurer. The Treasurer shall produce a monthly report consisting of a balance sheet, profit & loss statement, and statement of cash flow, as well as prepare a year-end report on the financial status of the Club for reporting at the annual budget meeting. The Treasurer shall perform any other duties customarily incident to the office of Treasurer, and such other duties as are assigned to him/her by the President, except for those duties outlined above that are to be assumed by KM Community Education.

F. Community Education Member (on-going) appointed by the Community ED Office

The roles below are non-voting board members, the Liaison position may/may not be used per direction and make up of the Board. The intention of the Liaison is to stay in touch with the day to day operations at a specific level, and to address any concerns from parent, players & coaches. If the Board representation includes members from all grades, a liaison position may not be needed.

- G. 5th Grade Liaison (1 year) appointed by the Executive Committee.
- H. 6th Grade Liaison (1 year) appointed by the Executive Committee.
- I. 7th Grade Liaison (1 year) appointed by the Executive Committee.
- J. 8th Grade Liaison (1 year) appointed by the Executive Committee.
- K. Volunteer Coordinator

- L. Spirit-wear Coordinator
- M. Fundraising Coordinator
- N. Scheduling /Equipment Coordinator
- O. Player Safety Coordinator
- P. Communications Coordinator
- Q. Youth Coordinator

Section 2. Nomination of Officers

The following Officers will be appointed at a special meeting held in December or January prior to expiration of terms: Program Director – President, Vice President, Secretary, and Treasurer. This meeting will be open to all adult KMSD residents. Nominations will be collected for each open position prior to the Board Appointment meeting. At the meeting, each nominee will address the Advisory Board and community attendees about his/her interests and qualifications. An equal amount of time will be given to all nominees. The Advisory Board will convene and provide a recommendation to the High School Varsity Head Coach for the best candidate for each open role. The High School Varsity Head Football Coach will have final decision over the appointment.

In the event there is only one candidate for a position (President, Vice President, Secretary or Treasurer), or if a position is vacated during that officers term; the board, with candidate approval from the Varsity Head Football Coach, shall have the ability to fill that position by appointment and not be compelled to conduct a vote to fill a vacancy.

Section 3. Terms

Two and three year terms for Officers will begin on February 1 and end on January 31. One year term of Grade Level Liaisons and coordinators will begin May 1 and end April 30.

Section 4. Duties of the Board

- A. Responsibilities: The Advisory Board is responsible for establishing the following and management of the Junior Laser Football Program. The Advisory Board is a board of nominated individuals who will make recommendations to the Kettle Moraine School District on behalf of the club. The duties of the Board may include:
 - o Establish policy and by-laws for the KM Junior Laser Program.
 - o Manage all financial aspects of the program.
 - o Select the coaches for the program. Establish expectations for the coaches and hold the coaches responsible to meet these expectations.
 - o Provide adequate training for coaches.
 - o Provide equipment and uniforms required for practice and games.
 - o Hold monthly Board meetings and special sessions when necessary.
 - o Support the players, coaches, parents, and KM High School program.
 - o Provide coaches with all necessary information.
 - o Enforce grievance procedure.

- o Distribute and collect both player and coach surveys at end of year.
- o Appoint Grade Level Coach Liaisons.
- o Appoint Other Volunteer/Coordinator Positions.

B. Meeting Attendance: Board members are expected to attend all monthly meetings. There are exceptions to this requirement for obvious personal obligations; however, failure of an individual Board member to attend three consecutive Board meetings will be grounds for termination or considered a resignation from the Board.

C. Special Committees: The Board may establish special committees as needed.

D. The board shall maintain a scholarship fund of no less than \$2000 to be used for two scholarships. Funds shall be distributed through the Kettle Moraine Scholarship Fund.

Section 5. Board Meetings

A. Regular Meetings: All regular meetings shall be held monthly at Kettle Moraine High School.

B. Special Meetings: Special meetings shall be held upon written request of three directors upon three days' notice by mail, e-mail or telephone.

C. Notice of Meetings: All members of the Advisory Board shall receive a mailed, e-mailed, or telephoned notice of each meeting.

D. Agenda: The Program Director shall prepare an Agenda for each meeting. Members of the Advisory Board who wish to have items placed on the Agenda shall contact the Program Director previous to the meeting.

E. Non-Board Members at Meetings: Any Community Member of Kettle Moraine may attend the regular meeting of the Advisory Board. Special meetings called by the Program Director may be closed to non-board members.

F. Rules of Order: All parliamentary questions arising at any meeting shall be determined in accordance with Roberts' Rules of Order.

Section 6. Executive Committee

The Officers, HS Football Coach Director, and Community Education Director shall constitute the Executive Committee. The acts of the Executive Committee shall be acts of the Board.

ARTICLE V. OTHER VOLUNTEER POSITIONS

A. Team Parent/Manager (Non- voting, non-board member)

The Team Parent/Manager shall assist each respective Head Coach and is the liaison between the Head Coach and the parents of said team. The Team Parent/Manager shall volunteer for duties to be set up by the Head Coach of each

team. Some duties include; but are not limited to, coordinating healthy snacks and drinks for game day, communicating with parents, helping to coordinate end-of-season banquet, assisting with Club events as they relate to the respective team (picture day, etc.), and coordinating parent volunteers for fundraising events.

B. Webmaster

The Webmaster will maintain the KMJLF website and post timely information and updates as directed by the Board.

ARTICLE VI. AMENDMENTS AND DISTRIBUTION

Section 1. Amendments

The Advisory shall have the ability to recommend changes or amendments to the Kettle Moraine School District Employee only by virtue of a successful 4-2 majority vote on the proposed change or amendment, at any monthly board meeting or special session.

Exception: Whereas this organization exists to serve the interests of the Kettle Moraine Varsity Football program; the Athletic Director of Kettle Moraine High School shall have the ability to uphold or veto any by-law amendment recommended by the board.

ARTICLE VII. PLAYING TIME

Section 1. Playing time philosophy

The club is designed to provide a competitive football program for players in K- 8th grade and prepare them to play high school football at Kettle Moraine. As such, the following playing time rules will be adhered to by the coaching staff of each team as outlined below:

At all levels, we will strive for equal playing time over the course of the season.

Exceptions can also be made if there are an inordinate amount of players at one position. Players can earn extra playing time on special teams based on effort and performance in practice.

ARTICLE VIII. ATTENDANCE, INJURY, AND BEHAVIOR POLICY

Section 1. Attendance

Players are expected to be on time for practice, dressed appropriately, and ready to participate fully in all drills and team activities at the designated time. If a player is absent from one practice on a game week, they shall forfeit 1 series of play of the coaching staff's choosing, two absences shall be a loss of 2 series, and three absences shall be grounds for a player to miss the entire game. *See tardiness policies to follow below.

Exceptions to this rule include:

- Tryouts for other sports on a regularly scheduled Jr. Laser football practice night.
- Coaches discretion (funeral, school event, etc.).

Section 2. Injury

Player injured must bring a doctor's excuse to practice the day after they are diagnosed as having said injury. An injury preventing a player from practicing will be treated in the same way as an absence policy (see above).

Section 3. Behavior

Players are expected to treat one another and their coaches with respect at all times. (1st offense) If a player is exhibiting behavior that is causing a negative, dangerous, or injurious situation among the team, another player, or coach; the player will get a verbal warning and the parent/guardian will be contacted and told of the negative behavior. (2nd offense) If the player exhibits such behavior a second time, they shall not be allowed to participate in that week's game. If a 3rd offense occurs, the player will be asked to turn in all of their equipment and leave the club immediately. Reinstatement back into the club may be requested by the parent/guardian of the player in writing the following season (as applicable) and reinstatement granted only by a majority vote of the board.

Section 4. Spectator Sportsmanship

The audience is an important part of the athletic program. Support from the audience can be a source of significant encouragement for the athletes. It is critical that Kettle Moraine fans exhibit high standards of sportsmanship and citizenship. Negative behaviors, which are divisive or disrespectful to referees, athletes, fans, students, parents or school staff, are inappropriate and will not be tolerated. Those who engage in such behaviors or who are in violation of school policies or local ordinances will be subject to removal from the athletic event and subject to referral to appropriate authorities. Positive support from fans demonstrates enthusiasm for athletics and school spirit. We are all representatives of the Kettle Moraine School District. We need to represent the school and ourselves in superior ways – as individuals and groups with much enthusiasm and great character.

The Kettle Moraine School District believes that good sportsmanship is essential to a successful extra-curricular program. The elements of fairness, courteous behavior, and gracious acceptance of positive human relations, in both individual performance and team contests, must be incorporated into this program. With these objectives in mind, the Kettle Moraine School District strongly supports the following:
fundamentals of sportsmanship:

1. Respect is to be shown to opponents at all times. The opponent should be treated as a guest greeted cordially on arriving, given the best accommodations, and accorded the tolerance, honesty and generosity that all human beings deserve.

2. Officials are to be accorded respect at all times. Officials should be recognized as impartial decision makers who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
3. The rules of the contest are to be known, understood, and appreciated. A familiarity with the current rules of the game and the recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
4. Self-control must always be maintained. A prerequisite of good sportsmanship requires one to understand his own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.

The Kettle Moraine Junior Lasers Football club endorses and supports the principles of the Kettle Moraine School District Code of Conduct.

Section 4. Tardiness

- A. Tardiness, or leaving practice early - If a player is habitually tardy for practice or leaving practice early, playing time may be affected at the coaches discretion.
- B. Tardiness on a game day - To be handled by each coaching staff on a case-by-case basis with consistency of the program.

ARTICLE IX. EXPECTATIONS OF PARENTS

Section 1. General

The safety and security of coaches, players and their families are of utmost importance. Any individual who threatens a coach or their family, either directly or indirectly, with any form of violence shall face the possibility of being prohibited from attending all Junior Laser Kettle Moraine Football activities for the remainder of the current season. Due to the severity of the matter, a Grievance Committee shall be selected as outlined in Article X "Grievances". Said Grievance Committee shall investigate the incident within five (5) days and provide a written determination regarding the incident, which shall be final and binding for the remainder of football season.

Parents must submit a current email address to facilitate communication. Email is the primary means of communication between the organization, team, and parents.

Parents must visit and become familiar with the club website. Parents are expected to:

- Support the players and coaches.
- Serve in various roles throughout the year, such as: team manager, scorer, clock keeper, chain gang, etc.

- Respect the referees.
- Represent Kettle Moraine in a positive manner at each game and or contest
- NEVER USE PROFANITY
- Sign the insurance and participation waiver for your child. Players will not participate if the parent or guardian has not signed the designated forms prior to the beginning of the season.
- Pay the annual participation fee in the Junior Laser Program, which is due in full by July 15. If a parent has financial difficulty paying the annual participation fee, the parent is directed to confidentially contact KM Community Education Office to request a scholarship for waiver of the annual participation fee. The Executive Committee of the KMJLF program must approve all scholarships awarded to a player due to financial hardship.
- Bring to the coach's attention any condition or issues that may impact the player's ability during the season.

Section 2. Refunds

If a player quits for any reason, they will receive a 50% refund up until the first day of practice. After that, there will not be any refunds given. Refunds are not given for any injury related withdrawals from the program.

ARTICLE X. COACHING GUIDELINES

Section 1. General

All coaches must be certified by USA Football prior to July 31st. prior to coaching that upcoming season. All applicable fees shall be reimbursed for continuing education by the Board. Each team must have one member on their coaching staff who is First Aid and CPR certified. Proof of certification must be given to Community Education.

Quality of football coaching is one of the most critical components of a successful youth football program. Head coaches must be able to work with youth players and have an appropriate level of knowledge and expertise for the age and ability level of the team they are coaching. Demonstrated past experience in coaching and playing will be strongly considered. Anyone interested in coaching must submit a completed Coaching Application to KM Community Education.

A person will be authorized by the Board to serve as Head Coach only after determination of their interest, integrity and ability to properly handle the youth participating in the football program in a manner consistent with the Club's stated purposes and objectives. Any Head coach shall take such other duties and responsibilities as assigned to him by the Director. Head Coaches must be 21 years of age and Assistant Coaches must be at least 18 years of age. Head Coaches and Assistant Coaches are required to attend coach certifications and are subject to all League Rules. Coaches are required to be committed to all necessary clinics, meetings, practices, debriefings, etc. That may occur during pre-season, regular season, and off-season periods. All Coaches are required to adhere to the Club's Mission Statement and school district policy.

It shall be the responsibility of this board to identify potential candidates, interview the new candidates, and make the final coaching decisions. Coaches selected the previous year do not automatically qualify to coach the current year and must reapply each year; however, interviews of prior coaches reapplying may be waived unless the board determines it necessary to re-interview based on coach evaluations from the prior year or to arrive at an informed selection. Greater emphasis will be placed on locating highly-qualified non-parent coaches for the 7th and 8th grade level, with a non-parent coach applicant selected over an “equally qualified” parent-coach applicant.

All coaches will have a background check conducted prior to the season starting. If an issue arises during the background check and the issue cannot be resolved, the individual will not be allowed to coach.

Section 2. Coaches’ Expectations

The following performance areas outline the major expectations and responsibilities of all coaches in the Kettle Moraine Junior Laser Program:

1. Leadership

- o Provide a positive learning experience.
- o Be a positive and mature role model for the players.
- o Give all players the opportunity to improve.
- o Exhibit diligence, enthusiasm, honesty, and a love for the game.

2. Rapport

- o Represent Kettle Moraine in the football community.
- o Respect the players, parents, referees, and opponents.
- o Maintain open and timely communication with players, parents, and the Board.

3. Organization

- o Take care of the equipment provided for your team.
- o Conduct a parent meeting at the beginning and end of the season.
- o Be available to answer questions on any player trying out for next season that you coached in the previous season.

4. Coaching Techniques

- o Run challenging, well-organized practice sessions that emphasize skill/fundamental development necessary to meet the expectations of each grade level.
- o Become current with coaching techniques and strategies mandated by the KM Varsity staff and as required by the Board.
- o Coach according to the KMHS Program recommendations per grade as provided by the Board. All 5th, 6th, 7th, and 8th grade coaching staffs will use a varsity program approved playbook both offensively and defensively. Other plays can be created, and individual team autonomy permitted (based on specific team personnel) as long as it is in line with

the varsity program's philosophy, and done with the approval of the varsity offensive and defensive coordinator (as necessary).

- o Attend mandatory coaches' meetings/clinics.
- o Attend coaching seminar provided by the Board/High School staff.

ARTICLE X. GRIEVANCES.

Section 1. Procedures

The purpose of this procedure is to resolve disputes between players and coaches and/or parents and coaches.

It is a step by step procedure to try to come to an equitable resolution to problems.

The following steps, in order, are to be followed:

1. A player and/or parent must first contact the Coach .Try and be as specific and objective as possible about the issue(s).
2. Contact the Grade Level Liaison or other Board member regarding the issue.
3. If the player/parent is not satisfied with the response or the coach has failed to respond in a timely manner (not to exceed one week), the player/parent must submit a written grievance to Advisory Board within three (3) days. The Program Director will select a (3) person Grievance Committee.
4. The Grievance Committee will review the grievance within 5 days and:
 - Make a written decision on the grievance which is final and binding.
 - Have the coach and parent/player come before the 3 person Grievance Committee for a hearing. The Committee will listen to each party's case and make a decision within 3 days of the hearing. The decision will be communicated to both parties verbally and in writing. Good verbal communication between all parties should resolve most issues.

ARTICLE XI: DISSOLUTION

In the event of the Kettle Moraine Junior Lasers Football Club being dissolved, the assets of the club that remain after dissolution and the satisfaction of all debts and liabilities shall be transferred to the Kettle Moraine School District.

ARTICLE XII:

The Kettle Moraine Junior Lasers Football Club is a non-profit organization under the Kettle Moraine School District.

-----Acceptance of Bylaws-----

I, being the parent or legal guardian of: _____
(player's name), hereby accept and agree to the By-laws as stated herein.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature _____

Date of Signature: _____

For questions/concerns/comments regarding the KM Junior Laser Football Program, please contact the Community Education Office at 968-6273 x4641 to be referred to one of the board members.
BYLAWS REVISED: 2/25