Chicopee Braves

Football & Cheerleading Association

By-Laws

2022

**Article 1- Name, Location, Program seal**

**Section 1** The name of the Association shall be known as the Chicopee Braves Sports Association.

**Section 2** The office of the Association shall remain in the city of Chicopee, MA. At such a place as may be designated from time to time by the Board of Directors until such a time as a permanent place be determined.

**Section 3** The Seal of the Association shall be changed from an arrowhead to a “B” with a spear and feathers.

**Article 2- Purpose**

**Section 1** The objects or purpose of this Association shall be to operate exclusively as a charitable association. To raise funds by popular subscriptions, gifts, dues, donations, or otherwise in order to purchase supplies, property, or construct buildings if necessary for the following purpose.

1. To promote athletic endeavors for the youth of the city of Chicopee, and surrounding cities that do not have Pop Warner Association of their own.
2. To encourage the adults of the community to help instruct the youth to play various sports.
3. To increase the physical fitness of the youth.
4. To supervise youth activities and teach them fair and good sportsmanship.
5. To encourage more youths in the community to participate in sports.
6. To encourage scholastic fitness.

**Article 3- Executive Board**

**Section 1** The Executive Board of Directors shall consist of a President, Vice-President, Secretary, Treasurer, Football Director, Cheer Director, Scholastic Coordinator, and Book Registrar. They may vote on emergency situations between meetings and will receive applicable discounts.

**Article 4 – Assistants of Directors**

**Section 1** The Board of Directors may appoint assistants needed which may include Football Assistant Director, Scholastic Assistant Coordinator, Cheer Assistant Director, Fundraising Coordinator, and Public Relations Coordinator. All assistants must be approved by the Executive Board. Assistants to the directors will receive applicable discounts.

**Article 5 - Nominations and Elections of Officers**

**Section 1** The nomination of the officers will be on the last meeting of the current year. All nominees must be a member of the Chicopee Braves Sports Association. A member is a volunteer, parent or guardian of any registered player or athlete of the Association.

**Section 2** The election of all Executive Officers shall be made by the members of the Association by the first meeting of the current year.

**Section 3** The officers shall be elected to their office for a period of one year or until their inability to serve. This includes all duties required by their position.

**Article 6- Duties of Officers**

**Section 1** President- The President shall preside at all the meetings of the association and is responsible for the effective operation of the association and those meetings be conducted in a businesslike manner.

**Section 2** Vice-President- The Vice-President shall attend all meetings of the association; and assist the President with his duties or shall perform all the duties of the President in the event of the Presidents absence or inability to serve. As well as oversee all CORI checks.

**Section 3** Secretary- The Secretary shall attend all meetings of the association. The Secretary will be the recording and corresponding officer of the association and the board of directors. The Secretary shall give written notice of all meetings of the association and board of directors. They are responsible for all external communications via Facebook, Chicopee Braves Website, or any other means of social media, including but not limited to media press.

**Section 4** Treasurer- The Treasurer shall attend all meetings of the Association. The Treasurer shall receive and disburse the funds of the association and pay out the same only by quorum vote of the board of directors. The Treasurer shall keep accurate records of accounts and file annual taxes. They shall present at monthly board of directors’ meetings a written statement of the financial conditions of the association.

**Section 5** Scholastic Coordinator- The Scholastic Coordinator shall attend all meetings of the association. Collect, organize, and distribute all required academic paperwork connected with the certification process of the association teams. They will direct the distribution of the sign-up forms to area schools prior to the beginning of the season; and supply information to the board as needed. The Scholastic Coordinator will work closely with team parents during the season which include Academic All-Americans and follow up for progress reports.

**Section 6** Football Director- The Football Director shall attend all meetings of the association. The Football Director is responsible for selecting coaching volunteers and any issues pertaining to football teams. The Football Director shall be responsible for field markings, conditions for play, equipment trailer(s), as well as the issue and return of all uniforms and equipment.

**Section 7** Cheer Director- The Cheer Director shall attend all meetings of the association and league. The Cheer Director is responsible for selecting coaching volunteers and any issues pertaining to cheering and dance squads. The Cheer Director shall be responsible for the issue and return of all uniforms.

**Section 8** Fundraising Coordinator- Shall attend all meetings of the association. The Fundraising Coordinator is responsible for planning and coordinating fundraising opportunities for the association and coordinating volunteers for events throughout the year. The Fundraising Coordinator may create a subcommittee to help with the creation and implementation of these fundraisers and events.

**Section 9** Book Registrar- The Book Registrar shall attend all meetings of the Association. The Book Registrar will work closely will all team parents as well as the Scholastic Coordinator. They will be responsible for collecting all necessary documents for certification purposes according to Pop Warner guidelines. The Book Registrar will work closely with the Scholastics Coordinator and the Treasurer.

**Article 7- Volunteers**

**Section 1** Background checks- The Chicopee Braves will conduct background checks on all volunteers regardless of the position they are applying for. All MA residents will be processed through the Mass Criminal History Systems Board (CORI). All non-MA residents will be processed through their appropriate state agency. Any volunteer found with any pending charges or criminal convictions involving minors will not be permitted to volunteer for the Chicopee Braves. Any other pending charges felt to be of concern will be discussed by the person/persons authorized to do so and a decision will be made.

Other reasons that may hinder your volunteer position may include but are not limited to; drugs/alcohol charges, domestic violence, and weapons charges. All reports will remain confidential.

NO VOLUNTEER WILL BE ALLOWED TO PARTICIPATE FOR THE CHICOPEE BRAVES UNTIL THE RESULTS OF THEIR BACKGROUND CHECK HAS BEEN RECEIVED.

**Section 2** Coaches requirements and duties- The Football and Cheerleading Director will oversee the selection of Head Coaches and will work together with the head coaches in selecting the appropriate assistant coaches (4), coach trainee (1), and team parent (1). Cheer squads may also include student demonstrators. The squad is allotted a total of 4 student demonstrators/coach trainees combined. (i.e., 1 coach trainee and 3 student demonstrators or 2 coach trainees and 2 student demonstrators or 4 student demonstrators and 0 coach trainees)

1. Head coaches must be at least 21 years old.
2. Assistant coaches must be at least 18 years old.
3. Coach trainees must be a minimum of 16 years old and a max of 17.
4. Student Demonstrators must be at least 15 years old and can only assist a team that’s members are at least 2 years younger than themselves)
5. Head Coaches are responsible for their actions and the actions of the following: assistant coaches, coach trainees and student demonstrators. Also, Team parents on sidelines, team participants and parents of the participants of that team.
6. Coaches are not responsible for making the team or squad rules or policies; rather they are to carry them out.
7. Coaches will not change practice days or times without the permission of the appropriate director.
8. Coaches will not cancel a practice without the permission of the appropriate director.
9. Coaches are to follow all the rules and requirements as stated in the Pop Warner Little Scholars Official Rule Book and the Chicopee Braves Sports Association By-Laws.
10. National Pop Warner requires all Coaches, Football and Cheer, to be Pop Warner certified either by attending a clinic and/or online testing. Renewal of certification will be based upon Pop Warner League rules. At least 1 coach from each team must be First-Aid and CPR Certified.
11. Once approved for coaching, a coach is automatically terminated at the close of each season. To coach the following year, the same League approval is required. Any violations to the rules committed by the coach during the season may be cause for immediate termination.

**Article 8 Description of Committee Duties**

1. By-Laws Committee- February, go over written By-Laws with board members and discuss any concerns for changes. March, submit in writing any and all proposals for changes. April, last chance for any last-minute changes. May, President will present changes to be voted on. June, changes if any, need to be submitted to Central CT Executive Board.
2. Banquet - April, discuss information such as possible dates, times and places. May, start gathering information from perspective locations. June, submit in writing all suggestions. July, President will present information to be voted on. Depending on date chosen for event.
3. Fundraising Committee- Any fundraising ideas during the off season and season shall be presented at any Board meeting for a vote. Subcommittee will also take inventory of concession stand, make a list of items on hand and items needed, discuss changes that may be helpful in operating the concession stand in a successful manner, work cooperatively with concession stand workers, shopping, stocking, and miscellaneous duties may be required.
4. Registration Committee- At every practice, each team parent will check in with the Book Registrar, receive all information to be handed out to the coaches/participants and/or parents, assist with collecting required paperwork needed for team to be certified.

**Article 9- Executive Board Meetings**

**Section 1** The Executive Board will assemble monthly at a time and place set at the previous meeting to discuss current activities of the association and any other business that might be presented at such time.

**Section 2** Special meetings may be called by the Executive Board of Directors upon written request or verbal request provided reasonable time has been given.

**Section 3** Voting: Motions must be made and any issues that are unresolved must be tabled until the next meeting. (Old Business)

**Section 4** Sidebars will not be allowed at any Board meeting.

**Article 10- Governing Bodies**

**Section 1** The By-Laws of Chicopee Braves Football & Cheerleading Association must be followed and not conflicted with league governing bodies.

**Article 11- Fundraising**

**Section 1** All fundraising conducted as a Chicopee Braves Sports Association fundraiser.

**Section 2** All Head Coaches and team parents will work cooperatively with the Fundraising Committee in handing out and collecting fundraising materials for any participants.

**Section 3** All funds solicited through fundraising and/or sponsorship shall be utilized for the association as a whole, unless otherwise specified by the sponsor.

1. Fundraising specifically for National Competitions will be distributed accordingly, Football **or** Cheerleading

**Article 12- Refund Policy**

**Section 1** If you withdraw your child from the program BEFORE the official start date, August 1st of the current year, you may receive a full refund. There is NO REFUND if you withdraw your child from the program AFTER the official start date, August 1st of the current year.

**Section 2** Due to special circumstances a review and vote may be approved by the Executive Board to determine if a partial refund (if any) may be given AFTER the official start date, August 1st of the current year and BEFORE August 31st of the current year. All requests must be submitted in writing no later than August 31st of the current year.

**Article 13- Participant Fee (waiver) Policy**

**Section 1** If a family claims hardship upon registration; an Executive Board member will discuss the options available in order for their child to participate. Each case will be handled separately and not compared to any other case. The final decision will be agreed upon by the Executive Board of Directors.

**Option 1:** The family will be allowed to make a payment arrangement with an Executive Board Member as long as registration is occurring. The remaining balance must be paid by book certification.

**Option 2:** The family will make an initial payment and agree to do volunteer work which will supplement the remaining balance for the season.

**Article 14- Grievance Policy**

The procedure for handling a grievance/complaint

1. Any person associated with the Chicopee Braves Sports Association who has a grievance/complaint should bring it to the attention of the Team Mom, Head Coach, Football Director, Cheer Director, or any Executive Board member.
2. The person receiving the grievance/complaint will obtain a written statement from the person making the grievance/complaint.
3. The person receiving the complaint should utilize the proper chain of command immediately. A prompt and thorough investigation will be conducted in as confidential a manner as possible.
4. The individual who the grievance/complaint has been filed against will be notified of such grievance/complaint and advised that an investigation will take place. The Executive Board will evaluate all the credible evidence it receives and shall act accordingly.
5. If the grievance/complaint is substantiated by the investigation, the person accused of such will be subject to appropriate action, including but not limited to immediate suspension from the Chicopee Braves Sports Association.
6. If it is found that the person filing the grievance/complaint has intentionally made false accusation, then he/she will be subject to appropriate action, including but not limited to immediate suspension from the Chicopee Braves Association.
7. The Executive Board will communicate the results of the investigation to the complaining party in a timely manner including any disciplinary actions that may have been taken.
8. All information regarding the grievance/complaint will be documented and kept on file for 1 season.
9. All reasonable actions will be taken to respect the confidentiality of involved persons.

Proper chain of command will be as follows:

Person filing complaint

Team Mom

Head Coach

Football or Cheer Director

Vice President

President

If the situation cannot be handled within our Association the President will take further action and involve the League Commissioner.

**Article 15- Safety Rule**

**Section 1** All football players (male and female) are required to wear an athletic supporter and cup to every practice and game. It is the responsibility of the coach to ensure this rule is in effect. Coaches and all participants must follow all organization and league safety rules.

**Section 2** Cheerleading: Coaches and all participants must follow all organization and league safety rules.

**Article 12 – Discipline of Players, Coaches, and Parents**

**Section 1** Subject to discretion of headcoach and approved by the Executive Board. Everyone must oblige by terms and conditions of the Chicopee Braves Sports Association.