



# **BOOSTER CLUB BY-LAWS**

Mitchell J. Landrieu  
MAYOR

Victor N. Richard, III  
NORDC

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# **Booster Club By-Laws**

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## ARTICLE I – NAME, MISSION AND PURPOSE

**Section 1.1 Name** The name of this organization shall be the            Booster Club.

**Section 1.2 Mission Statement** The            Booster Club exists in a cooperative effort with the New Orleans Recreation Development Commission (NORDC) to promote, maintain, and support an enthusiastic interest in the various programs, activities, and needs of the NORDC            center/playground.

**Section 1.3 Purpose** The purpose of the            Booster Club shall be:

- A. To provide a supportive and encouraging atmosphere that promotes community involvement, personal growth and an enhanced quality of life.
- B. To promote the            in their community efforts, both on and off the field.
- C. To promote goodwill and attendance at all            games.
- D. To keep open lines of communication between the            management and the            Booster Club.
- E. To inform the general membership of            Booster Club activities and local news.
- F. To promote and assist with the continuing education of the            players.

## ARTICLE II – MEMBERSHIP

**Section 2.1 Membership Eligibility** No one will be refused membership in the            Booster Club based on race, color, religion, gender, national origin, physical or mental disability, age, sexual orientation, creed or ancestry. Individuals eligible for membership in the            Booster Club are:

- A. Parents, guardians, and family members of children registered to participate in activities and programs at the            ; and
- B. Individuals without participating children who want to support the            .

**Section 2.2 Membership Fees and Benefits** NORDC will allow Booster Clubs to set their own membership fees. The            Booster Club will submit recommended fees in writing to NORDC. Membership fee payment entitles each member to receive the            Booster Club meeting information, notices, minutes, and updated financial statements.

**Section 2.3 NSF Check Policy** Any individual whose check is returned by the bank for NSF (Non-Sufficient Funds) will be charged \$15.00 for each NSF check, lose all check writing privileges, and may only pay with cash or money order for the following 24 months.

**Section 2.4 Membership Voting Privileges** Each member in good standing and of the age of eighteen (18) or older shall be entitled to one vote. "Good standing" is defined as:

- A. Dues are current and paid in full;
- B. Has attended at least 2 membership meetings in the past 12 months;
- C. Has volunteered at least 3 times at club activities during the past 12 months; and
- D. Has participated in at least one committee during the past 12 months.

**Section 2.5 Officer Eligibility** Any members in good standing, eighteen (18) years or older shall be eligible for an elected or appointed office. Age limit is effective as of the time of assuming office.

## ARTICLE III – BOARD MEMBERS

**Section 3.1 Board Members** The Board shall consist of four Officers: President, Vice President, Recording Secretary and Treasurer. Additional, optional positions are: corresponding secretary, concessions manager, sponsor coordinator, equipment manager, volunteer athletic manager and maintenance manager. To be a candidate for President, the member must have previously served a minimum of one term on the Booster Club's Board or at least two years as a current registered volunteer at the same playground or recreation center.

**Section 3.2 Term Limits** Each Board member shall have a term of two full calendar years, not to exceed two consecutive terms in one office.

**Section 3.3 Compensation** Members shall not receive compensation for serving on the Board.

**Section 3.4 Vacancies** of an office, with the exception of the President, shall be filled by a temporary appointment to that office by the President. The general membership will ratify the appointment at the next scheduled meeting. The office of President, in the event of a vacancy, shall be filled by the Vice President. Board members who resign without due cause, as determined by a quorum of the Board, cannot be re-elected for a minimum of two (2) years.

**Section 3.5 Attendance** All Board members shall be required to attend every meeting of the Board. Unexcused absences from two Board meetings within one calendar year shall be cause to consider the office "vacant." The President or Vice President shall be notified in advance of any member's inability to attend a meeting.

**Section 3.6 Nominations** may be presented by any member in good standing, and each requires a second by another member in good standing. A quorum is required for any nomination that requires a vote.

**Section 3.7 Elections** General elections shall be held at the November general membership meeting each year, at which time all elected positions shall be open for election. The election shall be taken by secret ballot, unless a position is being run unopposed, in which case, a voice vote shall be sufficient under these guidelines:

- A. The names of person(s) nominated by a member shall be distributed to the membership at a general meeting prior to the November general membership meeting.
- B. Nominations may be made from the floor at the time of the general meeting with the approval of the nominee.
- C. Balloting for each office immediately follows the announcement for that office. The ballots are counted and the results of that election are announced at the end of the meeting.
- D. When electing officers to a proposed new Booster Club or electing officers to reconstitute a suspended Booster Club, where there are no existing officers or membership, to hold an election, the guidelines are:
  - The NORDC Booster Club Liaison will host an Informational Meeting at the facility with broad public notice using a flyer that is posted at the facility at least two weeks in advance of the meeting. Invitations to participate are produced in coordination with Neighborhood Engagement Office staff and City Council district representatives, for the purpose of informing stakeholders of the process.
  - A second Organizational meeting (and a third meeting, if requested) will include additional interested parties, set a date, time and place for the Election of Officers with at least one week's advance notice, and if desired, will offer an opportunity to produce a proposed slate of officers for consideration in the Election.
  - The Election will be conducted by NORDC and will be held by secret ballot, if and only if a minimum of 20 willing members are present to vote. All participants must have attended at least one of the Informational or Organizational Meetings to receive a ballot and cast a vote.
  - Nominations may be made from the floor at the time of the general meeting with the approval of the nominee.
  - Balloting for each office immediately follows the announcement for that office. The ballots are counted and the results of that election are announced at the end of the meeting.

## **ARTICLE IV – MEETINGS, VOTES AND QUORUMS**

**Section 4.1 Board and Membership Meeting Notification** At least two (2) week in advance, all Board and General Membership meeting times, dates, and locations shall be made public and the NORDC Booster Club Liaison shall be notified. Public notice is defined as the issuance of a notice of a meeting or an event with the intent that all members may have had the opportunity to become aware of such notice. An issued notice may be published in the newspaper, a posted flyer or by written notice via the United States mail or electronic mail. NORDC may publicize Board and General Membership Meetings through NORDC communication vehicles as requested from the Booster Club.

**Section 4.2 Board Meetings** There shall be a minimum of four (4) board meetings per year held quarterly, in January, April, July, and November at a time and place designated by the Board. Committee meetings will be held as needed.

Board meetings are open to the general membership and public for observation; however participation is limited to the Board members only. Any member of the Booster Club may present an issue or concern to the Board President in advance of a Board Meeting, and the President will use his/her discretion as to whether to address that issue in the Board Meeting.

The acts of a majority of the Directors present and voting at a meeting at which a quorum is present shall be the act of the Board of Directors.

**Section 4.3 Committee Meetings** Committees will be formed and meetings held as needed.

**Section 4.4 General Membership Meetings** There shall be a minimum of four (4) general membership meetings per year held quarterly, in January, April, July, and November at a time and place designated by the board. General Membership meetings will be presided over by the board president or, in his/her absence, another officer selected by the board president.

The general membership meetings are intended to inform the interested public of the Booster Club's current status, and provide a forum to conduct the following business:

- A. Board Members will report on significant actions taken or business transacted.
- B. Each Officer will provide status and reports on the issues that they govern.
- C. Members will provide input to the Board on any issues they feel should be considered for Board action.
- D. During the November meeting, Board members will be elected for the subsequent year, and the tentative meeting schedule for the subsequent year will be determined by the outgoing Board.
- E. Meeting minutes will be recorded and minutes of the prior general meeting will be presented for approval.
- F. Announcement of the next meeting time, date and location of the next meeting by the presiding officer

**Section 4.5 Special Meetings** Special Meetings may be called by the President or by a majority vote of all members of the Board. A public notice will be issued at least one (1) week prior to the date of the meeting. The date, time location, and specific issue(s) or item(s) to be considered will be defined in the notice. No business, other than that specified in the notice, shall be transacted at that special meeting.

**Section 4.6 Order of Business** The agenda for all Board and General Membership Meetings, unless otherwise stated prior to that meeting, may be as follows:

- A. Call to order by presiding officer
- B. Roll call (*Board Members only*)
- C. Reading and approval of minutes
- D. Reading and approval of Treasurer's report
- E. Other committee reports
- F. Old business
- G. New Business
- H. Announcements/Public Comment
- I. Adjournment

**Section 4.7 Motions** may be presented by any member in good standing, and each requires a second by another member in good standing. A quorum is required for any nomination or motion that requires a vote.

**Section 4.8 Voting Rights**

- A. Only members who are in good standing shall be eligible to vote at any general, board, or special meeting.
- B. Voting for all motions and elections shall be allowed by any member in good standing present when the motion or election is conducted.
- C. Absentee, proxy, and electronic votes are prohibited.

**Section 4.9 Quorum** A quorum is required in order to take a vote on an issue or motion. A quorum is defined as the majority (50% plus one) of the members in good standing.

## **ARTICLE V – DUTIES OF OFFICERS AND OPTIONAL POSITIONS**

### **Section 5.1 President (officer)**

- A. Preside at all meetings of the general membership and at all Board meetings.
- B. Appoint members to fill vacancies in an office as necessary, subject to ratification of general membership.
- C. Represent the organization in an official capacity and have such powers of supervision and management over the affairs of the organization as are not otherwise specifically designated to others.
- D. Have power to appoint committees and shall be an Ex-Officio member of such committees.
- E. Conduct the affairs of the           Booster Club and execute the policies established by the Board of Directors.
- F. Conduct all meetings of the Board of Directors and all general membership meetings.
- G. Along with the Treasurer, sign checks for disbursements of all funds and prepare and submit an annual budget to the Board of Directors.

### **Section 5.2 Vice President (officer)**

- A. Assist the President as requested.
- B. Oversee the publication of the monthly           Booster Club newsletter.
- C. Assume the duties and power of the President at his/her request, or in his/her absence or incapacity, to succeed the duties and powers of the President if that office becomes vacant for any cause, and to serve as acting President for the remainder of the term.

**Section 5.3 Secretary (officer)** The Secretary is a required officer position which may, at the discretion of the President, be divided into two separate roles (recording and corresponding) as described below.

- A. Take and provide written minutes of the Board meetings and General Membership meetings.
- B. Read such minutes at the Board and General Membership meetings.
- C. Maintain attendance sheets at all general meetings for the           Booster Club record and an up-to-date membership roster.
- D. Maintain complete records of all regular and special meetings of the General Membership and the Board of Directors.
- E. Maintain all records, papers, minutes and reports submitted during meetings.
- F. Handle all correspondence including mailings to the general membership and notices for the General Membership and Board Meetings.
- G. Other functions pertinent to the office as assigned by the President.

#### **Section 5.3.1 Recording Secretary Duties**

- A. Take and provide written minutes of the Board meetings and General Membership meetings.
- B. Read such minutes at the Board and General Membership meetings.
- C. Maintain complete records of all regular and special meetings of the General Membership and the Board of Directors.
- D. Perform such duties as are customarily incident to this office or as may be assigned by the President.

#### **Section 5.3.2 Corresponding Secretary Duties**

- A. Maintain attendance sheets at all general meetings for the           Booster Club record and an up-to-date membership roster.
- B. Maintain all records, papers, minutes and reports submitted during meetings.
- C. Handle all correspondence including mailings to the general membership and notices for the General Membership and Board Meetings.
- D. Perform such duties as are customarily incident to this office or as may be assigned by the President.

#### **Section 5.4 Treasurer (officer)**

- A. Custodian of financial records, under the jurisdiction of the                      Booster Club.
- B. Collect funds and deposit them by the next banking day into an institutional account approved by the Board.
- C. Regularly and routinely pay                      Booster Club expenses which have been approved by the President and/or Board in the                      Booster Club's budget.
- D. Disburse the funds by check in the payment of allowable expenses incurred by the                      Booster Club Board.
- E. Disburse funds by check only when properly authorized by the President and/or Board and/or majority vote of the general membership as indicated. All checks shall require signatures of two Officers.
- F. Report the financial status of the Board and                      Booster Club at each meeting and prepare a written report to be made available at each General Membership meeting.
- G. Receive all monies paid to the                      Booster Club and deposit all monies collected into a bank account(s) approved by the Board.
- H. Keep and maintain an accurate account of all money received and payments, including invoices, cancelled checks, and bank statements.
- I. Submit a monthly financial statement at each Board meeting and provide a copy to be filed with the minutes.
- J. Sign, along with the President, checks for disbursements of all funds.
- K. Prepare an annual financial report to be presented at the General Membership meeting in November.
- L. Perform such duties as are customarily incident to this office or as assigned by the President.

## **ARTICLE VI – DUTIES OF OTHER OPTIONAL BOARD POSITIONS**

#### **Section 6.1 Concession Manager**

- A. Oversee all activities of the concession stand including food safety, purchasing, stocking, pricing, cleanliness, code compliance, and profitability.
- B. Maintain concession equipment in a sanitary and safe manner.
- C. Open and secure concession stand for each authorized event, or as scheduled by the Board.
- D. Solicit and schedule volunteers to operate the concession stand for games and events.
- E. Reconcile daily financial records and turn all revenues over to the Treasurer within one day of each game or event.

#### **Section 6.2 Sponsor Coordinator**

- A. Solicit local businesses for sponsorship of teams for each program prior to the beginning of each season.
- B. Coordinate with parents and coaches to secure team sponsorships.
- C. Ensure compliance with sponsorship guidelines as stated in Section 9.4 of these by-laws.

#### **Section 6.3 Equipment Manager**

- A. Maintain, inventory, and secure all equipment for each sport.
- B. Distribute athletic equipment at the beginning of each athletic season and then collect the equipment at the end of each athletic season.
- C. Maintain a list of equipment in the possession of all coaches.

#### **Section 6.4 Volunteer Athletic Manager**

- A. Appoint staffing (may include but not limited to assistants, coaches and assistant coaches) necessary for the season.
- B. Ensure that staff is properly certified.
- C. Provide coaches with the information required to adequately perform their duties. Information may include, but is not limited to team rosters with contact information and athletic rules and guidelines.
- D. Plan and conduct coaches' meetings and coaches' clinics for all volunteer and NORDC coaches.

#### **Section 6.5 Maintenance Manager**

- A. Maintain all                      property including the fields, buildings, and all maintenance equipment and supplies.
- B. Insure that optimum field playing conditions are maintained.

## ARTICLE VII – BOOSTER CLUB DISMISSAL AND REMOVAL FROM OFFICE

**Section 7.1 Booster Club Dismissal Criteria** Any member may be requested by the Board to resign from the Booster Club when it has been determined by the Board that his/her conduct has been detrimental to the Booster Club. This may include, but is not limited to:

- A. Any member and or coach misappropriating any funds of the Booster Club
- B. Any behavior unbecoming the good name of the Booster Club
- C. Any member who owes money to the Booster Club and does not remit such within 60 days

**Section 7.2 Dismissal Process** The request for resignation shall be submitted in writing to the member only after thorough consideration by the Board. After said notification, the member will be given the opportunity to appear on his/her own behalf before the Board, and if after allowing an opportunity to be heard, no resignation is tendered, the Board may revoke and terminate the member's membership if revocation is still determined to be in the best interests of the Booster Club.

**Section 7.3 Removal From Office** Any person serving as a member of the Board who is not performing their duties of his/her elected or appointed position or has violated the guidelines of these bylaws is subject to removal from said position by a majority vote of the Board. A call for a vote on removal by the membership can be initiated by either a two-thirds vote of the Board at a meeting of the Board or by a petition signed by no less than two-thirds of the voting members of the Booster Club. The signed petition must be presented to the Board of Directors at a meeting of the Board. The Board will review the petition and certify the signatures. If a sufficient number of the certified signatures of voting members are present on the petition, the Board will review the list of the items or areas in which the person is being charged with not performing the duties of or violating the guidelines of these bylaws. The person being petitioned for removal from office shall be allowed to address the Board at this meeting. No other speakers concerning the petition shall be allowed at this meeting.

## ARTICLE VIII – FINANCES

**Section 8.1 Fiscal Year** The fiscal year begins on January 1<sup>st</sup> of each year and ends on December 31<sup>st</sup> of each year.

**Section 8.2 Financial Policy** The Board of Directors will decide on all matters pertaining to the finances of the Booster Club, including setting the annual registration fee for all members. The contribution of funds or property to individual teams is prohibited under any circumstances.

### Section 8.3 Bank Accounts

- A. The Board of Directors may authorize a checking account(s) at an institution insured by the FDIC in the name of the Booster Club. The Treasurer shall maintain checking account statements and records and sufficient funds to permit the efficient operation of the fiscal affairs of the Booster Club.
- B. All check drafts, or money orders for the payment of expenditures or other evidence of indebtedness issued in the name of the Booster Club shall have prior approval of the Board and be signed by two Officers.
- C. Upon a change of Officers, new signature cards shall be signed and presented promptly to the appropriate financial institutions before checks can be signed or withdrawals made by the new Officers. .
- D. No signatory shall sign a check made payable to himself or herself.

### Section 8.4 – Sponsorships

- A. The Sponsor Coordinator will be responsible for contacting local business and individuals for sponsorship of teams for each program prior to the beginning of the season.
- B. Parents and coaches are encouraged to solicit sponsorships, but it is NORDC's policy that only the elected Board of Directors is allowed to enter into a sponsorship agreement on behalf of the Booster Club and such sponsorship agreements must be approved by NORDC.
- C. All funds must be strictly accounted for and used only for equipment, uniforms, or programs in general. Sponsorship may not be solicited or accepted from the following industries: Gaming, Alcohol, Tobacco, Firearms, Politics and Adult Entertainment.

D. All sponsor checks should be made payable to the \_\_\_\_\_ Booster Club.

**Section 8.5 Fundraising** The Board of Directors may conduct fundraising events and other activities to generate revenue that requires members, as well as others, to participate. All funds raised must be deposited into the Booster Club bank account. All fundraising activities must be approved by the Board of Directors.

**Section 8.6 Salaries** There shall be no compensation paid to any member of the Board of Directors or a coach.

**Section 8.7 Purchasing Policy** Reasonable purchases of less than \$ \_\_\_\_\_ shall not require Board approval. The procurement of equipment and uniform shall be through approved vendors. Vendor selection based on service, quality, delivery and price may be approved by the Board.

**Section 8.8 Review and Audit** At the Annual Meeting, by majority vote, the membership shall determine the acceptability of the annual Financial Report and determine if there is a need for an independent review, or audit, by a certified public accountant. Any review or audit will be conducted according to generally accepted accounting principles and reported in the usual format. The audit will be for the preceding fiscal year and will be conducted by a competent public auditor or accountant. In addition, the auditor will submit a written report of the audit to the Board. **QUARTERLY REVIEWS WILL BE SUBMITTED TO THE NORDC BOOSTER CLUB LIAISON EVERY APRIL, JULY, AND OCTOBER. ALSO, A COPY OF THE FINAL YEARLY AUDIT SHALL BE SUBMITTED TO NORDC BY JANUARY 31<sup>st</sup>.**

## ARTICLE IX – AMENDMENTS TO THE BYLAWS

Any amendment to the bylaws shall be brought to the general membership at least one month prior to voting on the amendment at a General Membership meeting. Amendments must be approved by a two-thirds majority of the quorum.

## ARTICLE X – FINAL DISBURSEMENT OF FUNDS

In the event that the \_\_\_\_\_ Booster Club shall be dissolved for whatever reason, distribution of remaining funds and assets shall be turned over to NORDC.

## ARTICLE XI – REGISTRATION FOR ATHLETICS PARTICIPATION

**Section 11.1 Registration Fees Determination** Registration fees shall be determined by the Board at least two months prior to the registration date. The Booster Club will submit recommended fees in writing to NORDC.

**Section 11.2 Registration Process** Registration for athletics participation is payable prior to the start of each athletic season. Registration is non-refundable and is to be collected by \_\_\_\_\_ Booster Club only. Receipts will be given upon payment.

**Section 11.3 NSF Check Policy** Any individual whose check is returned by the bank for NSF (Non-Sufficient Funds) will be charged \$15.00 for each NSF check, lose all check writing privileges, and may only pay with cash or money order for the following 24 months.

**Section 11.4 Fee Utilization** All registered children whose parent(s) or guardian(s) are \_\_\_\_\_ Booster Club members in good standing receive, at no additional charge, team uniforms, invitations to year-end closing activities, awards and other incentives. Registration fees shall cover, but is not limited to:

- A. \_\_\_\_\_ maintenance and improvement.
- B. Team uniforms and equipment
- C. Awards and other incentives for recognition and year-end closing activities.

**Section 11.5 Equipment Deposit** An optional \$50.00 equipment deposit may be required at the time equipment is issued. The deposit will be refunded upon return of equipment in good condition.

## **ARTICLE XII – YOUTH PARTICIPATION & SUSPENSION CRITERIA**

### **Section 12.1 Youth Participation Criteria**

- A. Only registered players in good standing (paid and registration form signed by a parent or guardian on file) are eligible to compete in scheduled activities.
- B. Youth participants must meet the age, weight, and any other requirements of each program.
- C. A player who is suspended for any reason is not eligible to participate during the suspension period.
- D. Any game in which a team uses an ineligible player is declared a forfeit.
- E. Any game in which both teams use ineligible players is declared no contest and will not be replayed.
- F. Player must be enrolled in school.
- G. Inappropriate behavior will not be tolerated by parents/spectators of player(s).

**Section 12.2 Suspension Criteria** A coach may suspend any player who:

- A. Fails to attend practices or games without prior due notice.
- B. Fails to respect the authority of officials and supervisors.
- C. Displays any poor sportsmanship, either by word or deed.

## **ARTICLE XIII – NORDC STAFF & VOLUNTEER COACHES**

**Section 13.1 NORDC Staff Roles** NORDC Site Supervisors shall supervise athletic coaches, leagues, programs and events. The NORDC Booster Club Liaison shall act as a liaison between NORDC administration, the NORDC Foundation, and all officially recognized Booster Clubs. NORDC staff shall **NEVER** handle Booster Club money. NORDC staff members are **NOT** allowed to be Booster Club members and do **NOT** have no voting rights.

**Section 13.2 Volunteer Coaches** The coaches for each athletic season will serve on a volunteer basis and will be selected by the NORDC staff. Each volunteer will be required to sign the coach's code of ethics and zero tolerance pledge; complete a volunteer coach application and background check form as provided by NORDC. The coach's code of ethics, zero tolerance pledge and background check shall be renewed annually. At the end of each athletic season coaches will be evaluated by the NORDC staff, parents and Booster Club Board members.

Coaches are **NEVER** to collect money. Any donations and fees are to be collected by the Booster Club Officers. The exception to this rule is a coach who is also an elected officer of a NORDC-sanctioned Booster Club in good standing.

### **Section 13.3 NORDC District Manager Duties**

- A. Develop seasonal plans with the NORDC Athletic Director and the Board of Directors.
- B. Coordinate registration for the playing season.
- C. Provide team rosters to coaches, the Athletic Director and to the Board of Directors.
- D. With the Athletic Director, sponsor coaches' meetings and/or clinics for all coaches to help standardize coaching methods and techniques.
- E. Provide rules and guidelines for all coaches.

### **Section 13.4 NORDC Girls' Coordinator**

- A. Develop seasonal plans with the Athletic Director and the Board of Directors.
- B. Coordinate registration for the playing season.
- C. Provide team rosters to coaches, the Athletic Director and to the Board of Directors.
- D. With the Athletic Director, sponsor coaches meetings and/or clinics for all coaches to help standardize coaching methods and techniques.
- E. Provide rules and guidelines for all coaches.

## ARTICLE XIV – CODES OF CONDUCT

The Booster Club will hold its athletes, coaches, and parents accountable to the way they conduct themselves before, during and after an event. The Board of Directors has adopted the position that no umpire, referee, coach, player, parent or spectator should be subjected to either physical or mental abuse, before, during or after a game.

### Section 14.1 Player Code of Conduct

- A. All players are expected to show respect to players, coaches, and umpires, both on and off the field.
- B. Players are not to engage in any arguments with other players, coaches, or umpires during a game.
- C. Players will respect all equipment and abuse of any equipment will not be tolerated. Players will be held responsible for any equipment damaged due to abuse.
- D. Any player ejected from a game for unsportsmanlike conduct, including foul language, fighting or abuse of equipment will be suspended for a minimum of one game.
- E. In the event the parent or guardian is not satisfied with the resolution of the grievance, the next step is to file a written complaint and submit it to the NORDC Athletic Director.
- F. In cases of violations of game participation rules, written protests must be filed within 48 hours of the incident. The NORDC Athletic Director will receive any protests. It will be reviewed against the rules and the NORDC Athletics rules committee will convene and render a decision if necessary.

### Section 14.2 Parents, Coaches and Spectator Codes of Conduct

- A. Parents, coaches, and spectators should conduct themselves in such a manner as to set an example for the athletes.
- B. During competitive events, any display of conduct unbecoming or detrimental to the playground and people by coaches, parents or spectators will not be tolerated and could result in forfeiture of the game.
- C. During competitive events and practice, all parents and spectators should remain ten (10) feet from the boundaries of the playing field or behind the crowd control fence if such is provided.

### Section 14.3 Coaches Code of Conduct

- A. Coaches must ensure that the activity being undertaken is suitable for the age, experience, ability, and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment;
- B. Coaches must respect the athletes' dignity and direct comments or criticism at the performance rather than the athlete; and
- C. Coaches must actively encourage athletes to uphold the rules of their program and the spirit of the rules.

**Section 14.4 Booster Club Member Code of Conduct** All Booster Club members are meant to be ambassadors for both for the team and general public and should conduct themselves in accordance with NORDC Booster Club By-Laws.

- A. Booster Club members are to exhibit decorum and politeness at all Booster Club and team functions;
- B. All members will refrain from vulgar language, fighting, alcohol consumption, drug use, and weapons possession;
- C. Booster Club board members are to be treated with respect;
- D. Members must make every effort to notify the appropriate booster member if unable to participate as assigned at an event or function; and
- E. Complaints of member behavior should be reported to any Officer and/or NORDC.

**Section 14.5 Unwarranted Contact** No unwarranted contact between players or other Booster Club members will be tolerated. Unwarranted contact shall include, but is not be limited to:

- A. Unauthorized and/or inappropriate contact with players, players' families, or significant others unless sanctioned by the player;
- B. Abusive or excessive mail, fax and internet abuse;
- C. Unauthorized possession, distribution, or use of private phone numbers, home addresses or private e-mail addresses; and/or
- D. Stalking as defined by State statute.

**Section 14.6 Cause for Complaints** will be investigated as detailed in the Booster Club By-laws. Cause for complaints include, but are not limited to:

- A. Violations of any City, State, or Federal law
- B. Violations of Booster Club Bylaws;
- C. Violation of any rule or practice duly adopted by the membership; and/or
- D. Conduct likely to endanger the welfare; interests, or character of the (Insert Mascot) players or volunteers.

**Section 14.7 Complaint Procedure** Action taken may include, but not be limited to:

- A. Written warning to member;
- B. Suspension of Membership; and/or
- C. Dismissal from Booster Club.

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