The By-Laws and Constitution of

TARRALLTON ATHLETIC ASSOCIATION: YOUTH FOOTBALL, CHEERLEADING & SOCCER LEAGUE.

A non-profit Corporation

**Article I**

**Name, Purpose, Organization and Members**

***Section 1.01***　　　　　　　　　 ***Name***

1. The name of the organization shall be the Tarrallton Athletic Association: Youth Football, Cheerleading & Soccer League.
2. Tarrallton Athletic Association: Youth Football, Cheerleading & Soccer League, herein after referred to as "The League" or “TAA”, may conduct business as Tarrallton Athletic Association: Youth Football, Cheerleading & Soccer, Tarrallton Wildcats and Tarrallton Tornados. For purposes of abbreviation, acceptable names herein shall be TAA, Tarrallton Wildcats or Tarrallton Tornadoes.
3. Tarrallton Athletic Association: Youth Football, Cheerleading & Soccer League is a non-profit organization exempt from taxation under Section 501c (3) of the Internal Revenue Code.
4. The principal office for the transaction of the business of the League shall be located at the TAA building located between the Tarrallton Tennis Courts and Tarrallton Adult Softball Field at 2100 Tarrallton Dr. Norfolk, VA 23518, and its mailing address shall be the current league Treasurer’s address unless otherwise designated by a 2/3 vote of the Board of Directors**.**

***Section 1.02***　　　　　　　　　　　　　　　　 ***Purpose***

1. The purpose of the League shall be to teach the fundamentals of football, cheerleading and soccer. The youth sports program of the League shall be developed and organized to ensure, as well as to enhance, the emotional, physical, social and educational well-being of children. The program shall promote the ideals of responsibility, hard work, sportsmanship, teamwork, and fellowship in youth while instructing the fundamentals of football, cheerleading and soccer in a positive and safe environment. The individual growth of the youth in our community will be enhanced through the spirit of competition, discipline, and fair play. We will accomplish these goals by providing a program that maintains the highest standards, and seeking out coaches and other volunteers willing to teach and exemplify these same principals.
2. The League will further promote the development of leadership, character, sportsmanship,

tolerance, discipline and athletic ability, and to nurture youth fitness, volunteerism, and a lifelong love of sports. The supervisors shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and that molding future citizens is of prime importance. The league is an instructional league.

***Section 1.03***　　　　　　　　　　　　　　　　 ***Organization***

1. The League is, and shall remain, a not-for-profit organization and no part of the net earnings thereof shall inure to the benefit of any individual. The League shall endure and shall have a corporate existence perpetually; but in the event its purpose should ever fail, or in the event it should, for any reason whatsoever, cease to function, no part of its property, funds, or assets shall ever be divided or inure to benefit its Board of Directors.
2. In case of dissolution of the Organization, all assets shall be donated to another youth sports program and/or a youth oriented charitable organization as designated by the Board of Directors so long as such organization has non-profit status.
3. Tarrallton Athletic Association: Youth Football, Cheerleading & Soccer League is organized exclusively for charitable, educational, religious or scientific purposes within the meaning of section 501c3 of the Internal Revenue Code.
4. The League can be only dissolved with a 2/3 majority vote from the Board of Directors.

***Section 1.04***　　　　　　　　　　　　　　　　 ***Membership***

1. The membership in TAA shall include the Board of Directors, coaches, parents or guardians of participants, and volunteers. It is the intent of TAA to maintain an open association that welcomes player participation from all residents in the city of Norfolk who wish to be members.
2. Membership in this organization shall be open to all persons living in the city of Norfolk, or who have a child who legally resides in Norfolk, and who sincerely desire to further its purpose as expressed by these bylaws. Membership applications for players and parents will consist of the player application and parent Code of Conduct; all others will fill out the coaches’ or volunteers’ application, including a coaches’ or volunteers’ Code of Conduct. Once approved, all members will be subject to the TAA By-Laws and division rules.
3. TAA is a voluntary organization that is a privately held corporation whose membership can be limited to only those who support our beliefs as stated in Article I, Section 1.02. To become a member, player, coach or volunteer of TAA, said person shall fill out an application, sign and date such application, and complete the Code of Conduct. Membership is current for one year from the date on such application.
4. Qualification – Any parent or legal guardian of a child registered with any TAA football, cheerleading or soccer team, who is current on all registration fees, or has an approved payment plan, and with all equipment returned, shall be a member. Additionally; any adult volunteer may apply for membership with approval by amajority vote of the board of directors.
5. Membership shall be deemed to be continued in effect from year to year, until a player is no longer associated with TAA, unless terminated by resignation, or action of the Board of Directors, or their delegated committee.
6. Termination – Membership may be terminated by resignation, or by a majority vote of the Board of Directors following disciplinary or other grievance procedures.
7. Code of Conduct: TAA only wants members who support the League, the By-Laws, and the Division Rules, and that want to generally enhance the good name of our organization, throughout the community and with our sponsors. Membership is not considered a right as it is a privilege. Consequently, anyone using electronic, written, or verbal means to diminish the good name of TAA, or any of its representatives, in any manner will no longer be considered eligible for membership. If parents/guardians of a player become ineligible as a member then so will their children that are playing, unless the Board of Directors determines some mitigating circumstances that would allow the player to remain. All members once approved agree not to slander the good name of the TAA organization, or any of its representatives, in any manner, written or verbal, and further if any member is found guilty of violating this code of conduct, they shall be removed by the governing Board of Directors. The Board of Directors will evaluate the actions considered, and if found to discredit against TAA, or any of its representatives, said member shall be removed from our youth sports organization.

**Article II** 　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　**Governance**

***Section 2.01***　　　　　　　　　　　　　　　　 ***Board of Directors***

1. The governance of the Organization shall be vested in the Board of Directors.
2. The Board of Directors of the Organization shall consist of the following four (4) elected officers: President, Vice President, Secretary, Treasurer, and four (4) elected general board members: Athletic Director, Football Director, Cheer Director, Soccer Director, as well as two (2) appointed board members: Auxiliary Coordinator and Sponsorship Coordinator, of which a minimum of two (2) board members shall be non-coaching members, approved at the discretion of the Board of Directors, based on the availability of qualified applicants.
3. In all instances of governance not outlined within the Constitution & Bylaws of the Organization, Roberts Rules of Order shall be the governing document unless otherwise noted in the TAA By-Laws, available for review at <http://www.robertsrules.org/>.
4. The Board of Directors has the authority, with a consensus vote, to appoint subcommittees of volunteers or appointees to TAA that will aid in the administration and facilitation of the business of the league. Subcommittees do not possess the authority to vote at regular board meetings but may be required to present recommendations to the Board of Directors.
5. The Board of Directors has the authority, with a consensus vote, to appoint Members at Large that will aid in the administration and facilitation of the business of the league. Members at Large do not possess the authority to vote at regular board meetings but may be required to present recommendations to the Board of Directors.
6. Tarrallton Athletic Association: Youth Football, Cheerleading & Soccer League shall adopt and abide by the Constitution and By-Laws of the League. Any change of the League membership shall be made by a majority vote of the Board of Directors at a duly constituted meeting.
7. The fiscal year of the corporation shall commence on January 1 and end December 31 of each year.
8. The Board of Directors shall decide all matters pertaining to the finances of the League. It shall be permanent policy to place all monies in a common League Treasury, directing expenditures in a manner so that no individual or team has an advantage over the other.
9. The Board of Directors shall select from the membership, a candidate for each vacancy of Office that occurs during the current season. The candidate is to be voted on by the Board of Directors.
10. The Board of Directors shall decide all questions of interpretation of the Bylaws, Constitution and League Rules.
11. Amendments to the By-Laws of the TAA may be proposed at any annual, regular or special meeting at which there is a quorum of voting members in attendance. An amendment will be declared effective once approved by the majority of the Board of Directors.
12. The Board of Directors will convene to begin grievance and due process proceedings within 48 hours for any disciplinary actions taken by any board member.

***Section 2.02***　　　　　　　　　　　　　　　　 ***Board Meetings***

1. Closed Board Meetings shall take place monthly, or upon the request of at least three (3) collective members of the Board of Directors at any time. Each Board member will have only one (1) vote. The voting board shall consist of all members in section 2.01 (b) except the President, who does not have a regular vote. The President can only cast a tie-breaking vote if needed.
2. Monthly Open Board Meetings will be open to the public and may be held at any place. During open meetings only Board of Directors members may vote on issues brought before the Board.
3. Any three (3) collective members of the Board of Directors may call special Board meetings.
4. The Secretary shall give notice of all regularly scheduled meetings at least three (3) business days in advance thereof to all Board of Directors members.
5. Regular Monthly Meetings of the Board of Directors shall be held at the TAA Office located between the Tarrallton Tennis Courts and Tarrallton Adult Softball Field, Tarrallton Recreation Center located at 2100 Tarrallton Dr., Norfolk, VA, or in any other location agreed upon by a majority vote of the TAA Board.
6. Regular monthly board meetings will be held on the first Monday unless otherwise scheduled. Notice to Officers may take place via any reasonable and accessible written mode of communication.
7. All matters concerning policy of the League shall be decided by a majority vote of the Board of Directors on motion of those present at a duly constituted meeting of the Board. Any question or situations not covered by these By-Laws, or official interpretation thereof, shall be referred to the Board for a final determination.
8. Board members are expected to attend all meetings. If a Board member is to be absent, he or she must notify the Secretary prior to the meeting, of if the Secretary is to be absent, he or she must notify the President. Attendance will be recorded in the minutes as present, excused, or absent without notice.

***Section 2.03***　　　　　　　　　　　　　　　　 ***Quorum***

A majority of the Board shall constitute a quorum at any meeting and the majority affirmative vote of all Board of Directors members, present and by proxy, shall govern. In case of a tie vote, the President shall cast the tie-breaking vote.

***Section 2.04***　　　　　　　　　　　　　　　　 ***Rules of Procedure***

1. The rules contained in Robert’s Rules of Order shall govern the TAA in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws or other rules of the organization. Minutes of meetings shall be kept on file by the Secretary and archived additionally at the central TAA office, or a mutually accessible electronic storage area.
2. The Election of Board of Directors Officers shall take place annually and be held in November. Offices change over on February 1 of the following year, and all officers must have a valid City of Norfolk Coach’s card in order to take office. It is mandatory for all new officers to shadow the person they are taking over for from the date of election results announcement through January 31.
3. Special or Emergency meetings may be called by any three (3) members of the Board of Directors collectively. Notice of such meetings stating the time and place of the meeting and the purpose for which said meeting is called, will be provided to Board of Directors through the Secretary and to the membership through the email or other accepted mode of written communication, at least one day prior to such meeting, or as soon as practical.

***Section 2.05***　　　　　　　　　　　　　　　　 ***Agenda***

　　　　 The Agenda will be as follows:

Call to Order

Roll Call

Approval of Agenda

Approval of Minutes

Visitors or Members to be Heard

Board Reports as Needed

Old Business

New Business

Adjournment

**Article III**

**Duties of Officers, Directors and other Key Personnel**

***Section 3.01***　　　　　　　　　　　　　　　　 ***Expectations of Board Members***

1. Board of Directors members are expected to understand and accept the mission, purpose, philosophy, and objectives of the TAA.
2. Board of Directors members are expected to attend all Board meetings and remain for the scheduled duration of the meeting.
3. Board of Directors members are expected to review the agenda and supporting materials before Board and committee meetings.
4. Board of Directors members are expected to abide by all Board policies.
5. Board of Directors members are expected to assist in carrying out the fiduciary and administrative duties of the TAA.
6. Through an evaluation of the available resources and the often conflicting needs and demands of all interested parties, Board of Directors members are expected to move toward decisions and actions which best serve the TAA as a whole.
7. Failure of any officer to attend any three (3) unexcused, or four (4) consecutive total regular meetings of the Board, during a twelve (12) month period shall be cause for that officer’s removal, at the discretion of the Board of Directors. At time of removal, the Board of Directors may take action to appoint a new officer by an affirmative vote of a majority of the officers remaining in office, and that officer shall hold office until the next annual meeting at which officers are elected.
8. Failure of any Board of Directors member to follow the Code of Conduct or fulfill their assigned duties, is subject to disciplinary action, up to immediate removal from the position.

***Section 3.02***　　　　　　　　　　　　　　　　 ***Duties of Officers and Directors***

General Powers: The business and affairs of the League shall be managed under the direction of its Board of Directors. The officers of the Board of Directors shall in all cases act as a Board, and they may adopt such rules and regulations for the conduct of their meetings and the management of the League as they may deem proper, so long as the rules and regulations adopted by the Board are not inconsistent with these By-Laws or the Articles of Incorporation.

***Section 3.03***　　　　　　　　　　　　　　　　 ***President***

1. The President is the chief legislative officer of the TAA.
2. The President is the presiding officer at annual, regular, emergency and special meetings that do not fall under the prevue of another Board of Directors Member.
3. It will be the duty of the President to have general charge of the business of the TAA and make, execute and acknowledge for and on behalf of the TAA, any and all deeds, mortgages, leases, releases of mortgages, and any and all instruments which may be necessary in the acquisition or disposition of any property or rights of the TAA or in conducting the business of the TAA with a vote of the majority of the Board of Directors.
4. It will be the duty of the President to see that all policies of the Board of Directors are enforced and all orders of the Board of Directors are faithfully executed.
5. In the absence of the Secretary at annual, regular, special and emergency meetings, the President will appoint another Board of Directors member to act as Secretary pro-term.
6. The President will directly oversee activities of all Board of Directors members and volunteers and ensure coordination of all functions (i.e., home games, fundraising activities, volunteer efforts, etc.) or events (i.e., postseason banquet, ordering trophies) and serve as the supervisor of said events or functions.
7. The President will serve as the TAA liaison to the community and represent the League in the general public and external youth sports events or camps.
8. The President, in conjunction with the Athletic Director, will mediate disputes with other organizations, address disputes and/or complaints from the general public and refer same to the Board of Directors if and when necessary.
9. The President shall have the ability to perform such duties as may be required by any league in which the TAA fields teams are participating in without approval of the Board of Directors, unless a voluntary or monetary commitment is required, then a 2/3 Board vote is needed.
10. The President shall enforce all TAA policies and procedures; protect the use and dissemination of all official TAA property (i.e. equipment, merchandise, etc.); ensure that field permits are secured and coordinate the practice and game schedules with the appropriate Parks and Recreation delegates or officials.
11. The President shall oversee the general management and communication of the League by the Board of Directors and shall serve as League Commissioner.
12. The President shall perform all duties incidental to the office of President and any other such duties as may be prescribed by the Officers from time to time.
13. The President, in coordination with the Athletic Director, shall oversee the Training Camps and Clinics sub-committee.
14. The President shall be present at the TAA office or practice locations for at least half of the open office hours/practice times per week.
15. The President shall be present at all TAA special events, i.e. Trunk-or-Treat, Play Days, etc.
16. The President, in the absence of the Athletic Director, has the authority to remove any manager, coach, player or parent from any TAA event for violating Codes of Conduct. The president shall be responsible for notifying the TAA Board immediately of any disciplinary actions needed, or taken, against any manager, coach, player or parent.

***Section 3.04***　　　　　　　　　　　　　　　　 ***Vice-President***

1. The Vice-President will assist the Secretary when necessary in the preparation of the agenda for all Board meetings.
2. The Vice-President shall work with the President and shall help with the charge of the business of the TAA and perform duties as assigned by the President.
3. The Vice-President shall preside over all meetings with the President and shall assist the President in all activities and responsibilities as outlined above.
4. The Vice-President shall perform all duties incidental to the office of Vice-President and any other such duties as may be prescribed by the Officers from time to time.
5. The Vice-President will be responsible for obtaining all forms of insurance as required by the TAA and will ensure that all Board of Directors members have access to insurance information.　Any changes to insurance must be approved by a 2/3 vote of the Board of Directors.
6. The Vice-President shall serve as League Co-Commissioner.
7. The Vice-President shall handle the scheduling and organizing of team pictures.
8. The Vice-President shall co-chair the Webmaster sub-committee with the Secretary.
9. The Vice President shall oversee team parents for all teams, maintain a signed team parent application and Code of Conduct for every team parent, train team parents systematically, and serve as the central point of communication for team parents. The Vice-President shall ensure the coaches of the teams with a team parent agree on the selection of the team parent and have contact information for the team parent.
10. The Vice-President shall be present at the TAA office or practice locations for at least half of the open office hours/practice times per week.
11. The Vice-President shall be present at all TAA special events, i.e. Trunk-or-Treat, Play Days, etc.
12. The Vice-President, in the absence of the Athletic Director, has the authority to remove any manager, coach, player or parent from any TAA event for violating Codes of Conduct. The vice-president shall be responsible for notifying the executive board immediately of any disciplinary actions needed, or taken, against any manager, coach, player or parent.

***Section 3.05***　　　　　　　　　　　　　　　　 ***Secretary***

1. The Secretary will be responsible for the preparation of the agenda for all Board meetings.
2. The Secretary will be responsible for the minutes of all TAA meetings.
3. The Secretary will be responsible for the custody of the By-laws and all other official records and documents of the TAA.
4. The Secretary will be responsible for conducting all official correspondence of the Board of Directors.
5. It will be the duty of the Secretary to record the minutes of Board meetings and submit them in writing for approval or corrections by the Board before entering them in the permanent records of the TAA.
6. The Secretary will be responsible for keeping attendance records of Board of Directors members, Coaches and persons of the membership who wish to participate in the Electorate.
7. The Secretary shall handle all league correspondence including but not limited to newsletters and mailings and ensures that all notices are duly given in accordance with the provisions of the By-Laws or as required.

1. The Secretary shall perform all duties incidental to the Office of the Secretary and any other such duties as may be prescribed by the Officers from time to time.
2. The Secretary shall co-chair the Webmaster sub-committee with the Vice-President.
3. The Secretary shall oversee the Media Relations Sub-Committee.
4. The Secretary shall assist the various sports directors with the upkeep of rosters.
5. The Secretary shall be present at all TAA special events, i.e. Trunk-or-Treat, Play Days, etc.
6. The Secretary, in the absence of the Athletic Director, has the authority to remove any manager, coach, player or parent from any TAA event for violating Codes of Conduct. The secretary shall be responsible for notifying the executive board immediately of any disciplinary actions needed, or taken, against any manager, coach, player or parent.

***Section 3.06***　　　　　　　　　　　　　　　　 ***Treasurer***

1. The Treasurer shall govern the financial policy of the TAA and shall be responsible for the control of the funds of the TAA, for their proper disbursement, and for investment of funds as directed by the Board of Directors; maintain records for the receipt and disbursement of all monies and securities, shall approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors.
2. The Treasurer will submit a seasonal Treasurer’s Report to the Board of Directors. The Treasurer will also provide detailed information or documentation as may be requested by a majority Board vote.
3. The Treasurer shall prepare a year-end financial report for the League, and shall prepare or delegate each year its state and federal filings and tax returns. The Treasurer will be responsible for the filing of an annual information return to the Internal Revenue Service.
4. The Treasurer shall oversee the scholarship awards process and administer scholarship awards based on financial need of the participant. The Treasurer shall prepare and review all financial hardship applications in accordance with all financial privacy laws, both federal and state.
5. At the end of the term of office, all books, records, funds, papers, documents and all other property of the TAA having to do with the financial or other transactions of the TAA which may have come into the Treasurer’s possession or may have been compiled or created during the term of office must be turned over to the successor.
6. The Treasurer shall oversee all banking functions and communications, electronic or otherwise, and collect and deposit all monies and funds for the League.
7. The Treasurer shall be present at all TAA special events, i.e. Trunk-or-Treat, Play Days, etc.
8. The Treasurer, in the absence of the Athletic Director, has the authority to remove any manager, coach, player or parent from any TAA event for violating Codes of Conduct. The treasurer shall be responsible for notifying the executive board immediately of any disciplinary actions needed, or taken, against any manager, coach, player or parent.

***Section 3.07***

***Athletic Director***

1. The Athletic Director shall supervise and oversee the Football, Cheer and Soccer Directors.
2. The Athletic Director, in conjunction with the President, will mediate disputes with other organizations, address disputes and/or complaints from the general public and refer same to the Board if and when necessary. If the Athletic Director is unavailable, the Sports Director for the sport in question will stand in.
3. The Athletic Director, in coordination with the President, shall oversee the Training Camps and Clinics sub-committee.
4. The Athletic Director shall have applications available for managers, coaches and team parents, and will provide them to the Football, Cheer and Soccer Directors.
5. The Athletic Director shall assist in the upkeep of rosters from Football, Cheer and Soccer Directors with name and uniform numbers.
6. The Athletic Director shall be the first level of communication from the Football, Cheer and Soccer Directors regarding any questions or concerns.
7. The Athletic Director shall assist the Football, Cheer and Soccer Directors to ensure that all managers, coaches and team parents abide and conform to league bylaws and city rules.
8. The Athletic Director shall assist the Football, Cheer and Soccer Directors as needed in instructing team managers, coaches, parents and players of the objective of TAA.
9. The Athletic Director shall be responsible for the "good sportsmanship" like attitude and conduct of the Football, Cheer and Soccer Directors.
10. The Athletic Director shall constantly be aware of all equipment, uniforms and standards of conduct.
11. The Athletic Director has the authority to remove any manager, coach, player or parent from any TAA event for violating Codes of Conduct. The Athletic Director shall be responsible for notifying the executive board immediately of any disciplinary actions needed, or taken, against any manager, coach, player or parent.
12. The Athletic Director shall be responsible for sharing recommendations with the Board of Directors that may benefit or improve our league.
13. The Athletic Director shall be responsible for submitting a purchase order form for any equipment (i.e. helmets, shoulder pads, pants, etc.) to the Treasurer in a timely manner.
14. The Athletic Director shall be present at all TAA special events, i.e. Trunk-or-Treat, Play Days, etc.

***Section 3.08***

***Football Director***

1. The Football Director shall be responsible for the organization and supervision of all football teams for TAA.
2. The Football Director shall supervise and oversee the Registration Sub-Committee for football registration.
3. The Football Director shall have a signed application and code of conduct for every coach and team parent, in conjunction with the Vice-President, on every team and ensure they have obtained the City of Norfolk Coach’s card within two weeks of the date of application.
4. The Football Director shall keep a roster, in conjunction with the Secretary, for each team with player name, contact information, age, and uniform number.
5. The Football Director is responsible for the inventory, maintenance, distribution and collection of all football uniforms and equipment.
6. The Football Director is responsible for implementing safety measures during practices, scrimmages, games, competitions and/or tournaments.
7. The Football Director shall ensure that all coaches, players and parents conform to the TAA bylaws, codes of conduct and City/Competition rules and regulations.
8. The Football Director shall instruct coaches, team managers, parents, players and other football volunteers of the objectives of TAA.
9. The Football Director shall be responsible for the “good sportsmanship” like attitude and standard of conduct of among the coaches and players.
10. The Football Director shall be responsible for notifying the Athletic Director and Board of Directors of any disciplinary actions needed or taken against any coach, parent, player or other football volunteer.
11. The Football Director shall be responsible for notifying the coaches, Athletic Director and Board of Directors of any game cancellations, time changes or rescheduled dates.
12. The Football Director shall be responsible for sharing recommendations with the Athletic Director and Board of Directors that may benefit or improve the TAA football league.
13. The Football Director shall be responsible for bringing purchase requests to the Athletic Director for any football equipment (i.e. helmets, shoulder pads, etc.) to then be submitted to the Treasurer in a timely manner.
14. The Football Director shall use the Athletic Director as the first line of communication and conflict resolution.
15. The Football Director, in the absence of the Athletic Director, has the authority to remove any manager, coach, player or parent from any TAA event for violating Codes of Conduct. The football director shall be responsible for notifying the executive board immediately of any disciplinary actions needed, or taken, against any manager, coach, player or parent.
16. The Football Director shall be present at all TAA special events, i.e. Trunk-or-Treat, Play Days, etc.

***Section 3.09***　　　　　　　　　　　　　　　　 ***Soccer Director***

1. The Soccer Director shall be responsible for the organization and supervision of all indoor and outdoor soccer teams for TAA.
2. The Soccer Director shall supervise and oversee the Registration Sub-Committee for indoor and outdoor soccer registration.
3. The Soccer Director shall have a signed application and code of conduct for every coach and team parent, in conjunction with the Vice-President, on every team and ensure they have obtained the City of Norfolk Coach’s card within two weeks of the date of application.
4. The Soccer Director shall keep a roster, in conjunction with the Secretary, for each team with player name, contact information, age, and uniform number (keeping indoor, spring outdoor and fall outdoor separate)
5. The Soccer Director is responsible for the inventory, maintenance, distribution and collection of all soccer uniforms and equipment.
6. The Soccer Director is responsible for implementing safety measures during practices, scrimmages, games, competitions and/or tournaments.
7. The Soccer Director shall ensure that all coaches, players and parents conform to the TAA bylaws, codes of conduct and City/Competition rules and regulations.
8. The Soccer Director shall instruct coaches, team managers, parents, players and other soccer volunteers of the objectives of TAA.
9. The Soccer Director shall be responsible for the “good sportsmanship” like attitude and standard of conduct of among the coaches and players.
10. The Soccer Director shall be responsible for notifying the Athletic Director and Board of Directors of any disciplinary actions needed or taken against any coach, parent, player or other soccer volunteer.
11. The Soccer Director shall be responsible for notifying the coaches, Athletic Director and Board of Directors of any game cancellations, time changes or rescheduled dates.
12. The Soccer Director shall be responsible for sharing recommendations with the Athletic Director and Board of Directors that may benefit or improve the TAA indoor and outdoor soccer leagues.
13. The Soccer Director shall be responsible for bringing purchase requests to the Athletic Director for any soccer equipment (i.e. balls, cones, nets, etc.) to then be submitted to the Treasurer in a timely manner.
14. The Soccer Director shall use the Athletic Director as the first line of communication and conflict resolution.
15. The Soccer Director, in the absence of the Athletic Director, has the authority to remove any manager, coach, player or parent from any TAA event for violating Codes of Conduct. The soccer director shall be responsible for notifying the executive board immediately of any disciplinary actions needed, or taken, against any manager, coach, player or parent.
16. The Soccer Director shall be present at all TAA special events, i.e. Trunk-or-Treat, Play Days, etc.

***Section 3.10***

***Cheer Director***

1. The Cheer Director shall be responsible for the organization and supervision of all cheer teams for TAA.
2. The Cheer Director shall supervise and oversee the Registration Sub-Committee for cheer registration.
3. The Cheer Director shall have a signed application and code of conduct for every coach and team parent, in conjunction with the Vice-President, on every team and ensure they have obtained the City of Norfolk Coach’s card within two weeks of the date of application.
4. The Cheer Director shall keep a roster, in conjunction with the Secretary, for each team with player name, contact information, age, and uniform number (keeping sideline and competition separate)
5. The Cheer Director is responsible for the inventory, maintenance, distribution and collection of all cheer uniforms and equipment.
6. The Cheer Director is responsible for implementing safety measures during practices, scrimmages, games, competitions and/or tournaments.
7. The Cheer Director shall ensure that all coaches, players and parents conform to the TAA bylaws, codes of conduct and City/Competition rules and regulations.
8. The Cheer Director shall instruct coaches, team managers, parents, players and other cheer volunteers of the objectives of TAA.
9. The Cheer Director shall be responsible for the “good sportsmanship” like attitude and standard of conduct of among the coaches and players.
10. The Cheer Director shall be responsible for notifying the Athletic Director and Board of Directors of any disciplinary actions needed or taken against any coach, parent, player or other cheer volunteer.
11. The Cheer Director shall be responsible for notifying the coaches, Athletic Director and Board of Directors of any game cancellations, time changes or rescheduled dates.
12. The Cheer Director shall be responsible for sharing recommendations with the Athletic Director and Board of Directors that may benefit or improve the TAA cheerleading league.
13. The Cheer Director shall be responsible for bringing purchase requests to the Athletic Director for any cheer equipment (i.e. binders, mats, sound equipment, etc.) to then be submitted to the Treasurer in a timely manner.
14. The Cheer Director shall use the Athletic Director as the first line of communication and conflict resolution.
15. The Cheer Director, in the absence of the Athletic Director, has the authority to remove any manager, coach, player or parent from any TAA event for violating Codes of Conduct. The cheer director shall be responsible for notifying the executive board immediately of any disciplinary actions needed, or taken, against any manager, coach, player or parent.
16. The Cheer Director shall keep all sideline and competition activities, purchases, etc., separate.
17. The Cheer Director is responsible for liaising between the TAA Board, TAA Competitive Coaches and the governing body of any Association or League in which the competitive cheer team shall be participating. Responsibilities shall include, but not be limited to, supervising player/team registrations, competition schedules and locations, representation of the Competitive Cheer team and the Board of Directors at any and all meetings pertaining to said Competitive team, and reporting all Competitive team information to the TAA Board.
18. The Cheer Director shall be present at all TAA special events, i.e. Trunk-or-Treat, Play Days, etc.

***Section 3.11***　　　　　　　　　　　　　　　　 ***Auxiliary Coordinator***

1. The Auxiliary Coordinator shall manage the day to day operations of the concession stand including pricing, stocking, and purchasing the items to be sold.
2. Auxiliary Coordinator shall determine and coordinate the volunteers needed to have the concession open during games and practice.
3. The Auxiliary Coordinator shall make daily/nightly deposits with the treasurer as needed.
4. The Auxiliary Coordinator shall report any team to the Board of Directors that is not fulfilling their volunteer time in the concession stand.
5. The Auxiliary Coordinator shall ensure there is at least one volunteer, self or otherwise, with a food handler card.
6. Auxiliary Coordinator shall responsible for maintaining the concession stand according to city code.
7. The Auxiliary Coordinator shall oversee the Volunteer sub-committee.
8. The Auxiliary Coordinator, in the absence of the Athletic Director, has the authority to remove any manager, coach, player or parent from any TAA event for violating Codes of Conduct. The auxiliary coordinator shall be responsible for notifying the executive board immediately of any disciplinary actions needed, or taken, against any manager, coach, player or parent.
9. The Auxiliary Coordinator shall be present at all TAA special events, i.e. Trunk-or-Treat, Play Days, etc.

***Section 3.12***　　　　　　　　　　　　　　　　 ***Sponsorship Coordinator***

1. The Sponsorship Coordinator, with the assistance of the Board of Directors, will identify potential sponsors for football/cheerleading and indoor/outdoor soccer.
2. The Sponsorship Coordinator shall distribute sponsorship information to all potential sponsors, including previous sponsors.
3. Sponsorship Coordinator shall manage correspondence to meet tax requirements for sponsors.
4. The Sponsorship Coordinator shall maintain a record of all sponsors and identify where the money is to be distributed based on the sponsor’s desires (i.e. general football/cheer, football/cheer scholarship, etc.)
5. Sponsorship Coordinator shall develop terms and levels of sponsorship.
6. Sponsorship Coordinator shall ensure sponsors receive sponsorship level gifts (i.e. banner at games, website ad space, sponsorship plaques, etc.)
7. The Sponsorship Coordinator shall ensure all sponsorship money is receipted and given to the Treasurer for deposit.
8. The Sponsorship Coordinator shall oversee the Fundraiser sub-committee during all seasons.
9. The Sponsorship Coordinator, in the absence of the Athletic Director, has the authority to remove any manager, coach, player or parent from any TAA event for violating Codes of Conduct. The sponsorship coordinator shall be responsible for notifying the executive board immediately of any disciplinary actions needed, or taken, against any manager, coach, player or parent.
10. The Sponsorship Coordinator shall be present at all TAA special events, i.e. Trunk-or-Treat, Play Days, etc.

**Article IV**

**Succession Plan and Election Process**

***Section 4.01***　　　　　　　　　　　　　　　　 ***Succession Plan***

1. Succession: In the event that the office of the President becomes vacant; the next officer in succession following the order named under enumeration shall fill the position of Interim President. The Interim President shall conduct the election of a new President as soon as possible and will serve as President until a replacement is elected.
2. Terms of Office: Board members shall serve a term of office, commencing on February 1 and ending on January 31 of the following year. There is no limitation on the number of terms an individual can run for and serve.
3. Board Eligibility: Any person of the membership is eligible to serve on the Board of Directors so long as he/she meets the following requirements:
4. Applicants must be at least 21 years of age, unless approved by the current Board.
5. Applicants must be involved with the TAA as a coach, volunteer, parent or guardian of a participant, or past Board member for one complete season before seeking a Board seat.
6. Applicants must not be affiliated with another youth football, cheer and/or soccer league or organization.
7. Applicants, if elected, must complete the required background checks to coach/volunteer prior to taking office, and must be renewed before expiration if it does not run Feb. 1 to Jan. 31. If elected, applicants must shadow the current board member for the position they are taking over from date of the announcement of the results until turnover.

***Section 4.02***　　　　　　　　　　　　　　　　 ***The Electorate***

1. The Board of Directors will be selected by the majority of votes submitted by the following individuals, who will be known as the Electorate, during the election window in November:

President

Vice President

Secretary

Treasurer

Athletic Director

Football Director

Soccer Director

Cheer Director

Auxiliary Coordinator

Sponsorship Coordinator

TAA Members

1. Each registered participant gets two (2) parent/legal guardian votes, and each board member, coach and volunteer gets one (1) vote; however, no individual may vote more than one (1) time regardless of the number of roles held or number of participants playing. Voting members must be a minimum of 18 years of age.

***Section 4.03***　　　　　　　　　　　　　　　　 ***Election Process***

1. The election process will be facilitated by the outgoing President. If the outgoing President is running for another term of office as President, the next outgoing officer who is not running for reelection to office, following the order of enumeration, will facilitate the election process, until it comes to an appointed board member. This person will be known as the Election Facilitator.
2. Applicants will be solicited from the current TAA membership beginning February 1 and ending on October 15 of each year.
3. Applicants will be required to complete a questionnaire and submit to a background search. Current Board members seeking re-election must submit an intent to run for re-election.
4. Questionnaires will be available at the TAA office by the Election Facilitator per request.
5. Questionnaires must be completed and turned in to the Election Facilitator no later than October 15th, late questionnaires will not be accepted.
6. During the first week of November the Election Facilitator will present members of the Electorate with biographical information submitted by the applicants, sorted by the Board seat sought.
7. During the first two weeks of November the Election Facilitator will have ballots available for each member of the Electorate. Members of the Electorate must be present in order to cast a ballot. Only one ballot per person will be distributed regardless of number of positions held in the Electorate.
8. Completed ballots will be returned to the Election Facilitator who will tally the votes. Those who receive the largest number of votes per Board seat sought will be announced and will become Directors immediately if position is vacant or at the beginning of the next year in February.
9. Board Election results shall be announced during the November open monthly meeting and on social media.

***Section 4.04***　　　　　　　　　　　　　　　　 ***Vacancy***

1. Board positions may be vacated by the written resignation of the vacating member, submitted to the President and accepted by the Board of Directors at the next regular meeting, or at a special meeting if the situation warrants such.
2. Board positions may also be vacated if a Board member is absent from regular board meetings without notice four (4) consecutive times during their term in office and by a majority vote of the Board at the next scheduled regular meeting, or at a special meeting if the situation warrants such.
3. Vacancies will be filled by Board of Directors appointment as voted on by the Board of Directors at the next regular meeting or as soon as practical. Appointees will serve the remainder of the unexpired term.
4. Newly opened Board positions resulting in vacancies occurring in the Board for any reason may be filled by a majority of the Officers then in office, and if the Officers remaining in office constitute less than a quorum of the Board, they may fill the vacancy by the affirmative vote of a majority of the Officers remaining in office.
5. An Officer elected to fill a vacancy caused by resignation, removal, disqualification, or otherwise, shall be elected to hold office until the next annual meeting at which officers are elected.
6. A vacancy that will occur at a specified later date, by reason of a resignation effective at a later date, may be filled before the vacancy occurs, but the new officer may not take office until the vacancy occurs; however, he or she must shadow the current officer for no less than 30 days unless the vacancy occurs first.

***Section 4.05***　　　　　　　　　　　　　　　　 ***Removal***

1. Any member of the Board of Directors may request to remove a Board member by taking the following steps:
2. The member must file a signed grievance letter, naming the officer involved in the grievance and describing the reasons for removal.
3. This letter will be submitted to the President and the person subject to removal. In case of the President being the person subject to removal, the Vice-President will act as President for this process.
4. The President will call a special meeting of the Board within ten (10) days to review the grievance. The Board, minus the President and the Board member subject to removal, will vote on removal in an anonymous ballot. If a majority is in favor of removal, then the member will be removed.
5. The decision of the Board of Directors is final. Vacancies will be filled by Board of Directors appointment as voted on by the Board at the next regular meeting or as soon as practical. Appointees will serve the remainder of the unexpired term.

***Section 4.06***　　　　　　　　　　　　　　　　 ***Termination***

1. The Board of Directors, by a majority vote, a quorum being present, at any duly constituted meeting, shall have the authority to discipline, suspend or terminate the membership of any Board of Directors member when the conduct of such individual is considered detrimental to the best interest of Tarrallton Athletic Association: Youth Football, Cheerleading & Soccer League.
2. The Director(s) involved shall be formally notified in writing of such disciplinary hearing, informed of the general nature of the charges and given an opportunity to appear at the hearing to respond to such charges. See Article IX Disciplinary Procedures.

**Article V**　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　 **Financial Activities of TAA**

***Section 5.01***　　　　　　　　　　　　　　　　 ***The Treasury***

1. The Treasurer or other qualified person, as authorized by the Board of Directors, shall make all financial disbursements of TAA funds, on a TAA check or draft.
2. The Board of Directors shall decide all matters pertaining to the finances of the League and it shall be a permanent policy to place all monies in a League Treasury, directing the expenditure of the same in such a manner as will give no individual or member of the League advantage over another.
3. No expenditures shall be made without Board of Directors approval, with the exception of the Auxiliary Director stocking perishable items in concession. The Board of Directors may authorize any Officer or Officers, Agent or Agents of the League, in addition to the Officers so authorized by these Bylaws, to enter any contract or execute and deliver any instrument in the name of and on behalf of the League.
4. All funds of the League shall be deposited to the credit of the League in such banks or other depositories as approved and directed by Board of Directors, as advised by the Treasurer.
5. All TAA Members shall be responsible for all registration fees, dues and assessments that may be levied for the operation of the TAA. Any member who falls more than forty-five (45) days delinquent in monies due and payable to the TAA and who has been officially notified by the Treasurer in writing, shall lose all voting privileges until such time as these delinquencies are paid in full, or until satisfactory payment arrangement has been made and approved by the majority vote of the Board of Directors. If any delinquencies occur after said agreed repayment plan has been approved, all voting rights will be automatically suspended until all dues and assessments are brought current and paid in full, with no other opportunity to make another repayment arrangement until all monies owing (in arrears) are brought current. If the member fails to comply with their pre-arranged payment arrangements they will be ineligible to make payment arrangements for the next season they participate in, and will be required to pay in full to participate.
6. At the start of each sports season the Board of Directors will decide if TAA is fiscally able to provide (1) paid registration fee for a child of each Board member for the season. This registration does not include any unpaid fundraiser opt-out fees.
7. At the start of each sports season the Board of Directors will decide if TAA is fiscally able to provide (1) paid registration fee for a child of all of that season’s coaches. If it is decided this fee can be provided, it will be contingent on the individual coaches completing ALL background checks and other training courses required by the City of Norfolk and TAA at the coach’s expense. This registration does not include any unpaid fundraiser opt-out fees.

***Section 5.02***　　　　　　　　　 ***Financial Policy***

1. The fiscal year of the TAA for financial purposes and the filing of all regulatory reports with the federal, state, and local agencies shall begin on January 1 of each year and end on December 31 of the same year.
2. All money shall be handled by a bonded Board member, including but not limited to, registration fees, fundraiser money, merchandise money, etc.

***Section 5.03***　　　　　　　　　　　　　　　　 ***Limitation of Liabilities and Indemnifications***

1. Limit of Liabilities:
2. Nothing herein shall constitute members of the TAA as partners for any purpose. No member, officer, agent, or volunteer of this TAA shall be liable for the acts or failure to act on the part of any other member, officer, agent, or volunteer, is liable for his acts or failure to act under these By-Laws, excepting only acts or omissions to act arising out of his/her willful misfeasance
3. No member of the TAA shall be liable for the debts, or be in any way responsible for the functions, activities or policies of the TAA or any Member authorized to participate in Youth Football, Cheerleading or Soccer by the TAA.
4. Indemnification:
   1. Tarrallton Athletic Association: Youth Football & Cheerleading League shall purchase and maintain in force a General Liability and Non-Owned-Automobile Liability, thereby holding harmless and naming the Tarrallton Athletic Association Youth Football, Cheerleading & Soccer League, Inc. the Board of Directors, the City of Norfolk Parks & Recreation as primary and non-contributory additional named insured.
   2. The general liability policy will be on an occurrence basis with an insurance company whose rating, according to BEST, will be A- or better, and must have the following minimum limits of liability:
      * + 1. General Aggregate:
          2. $1,000,000 CSL Products & Completed Operations Aggregate:
          3. $1,000,000 CSL Personal & Advertising Injury:
          4. $1,000,000 CSL Each Occurrence:
          5. $1,000,000 CSL Fire Damage (Any one fire):
          6. $50,000 Medical Expense (any one person):
          7. $5,000 Non-Owned Automobile Liability
          8. $1,000,000 CSL
5. All suits or incidents, that name the TAA, a member of the TAA or the TAA, Inc. directly must be submitted to the Board of Directors within 30 days of the occurrence or at the next regularly scheduled Board meeting, whichever comes first.
6. The Tarrallton Athletic Association: Youth Football, Cheerleading & Soccer League shall be required to purchase a Director and Officer’s Professional Liability policy at a $1,000,000 CSL limit of liability including prior acts coverage. This policy will be on a claim made basis unless an Occurrence Policy is available and affordable.
7. All insurance policies must be submitted by the Vice-President to the Treasurer and must be approved by the Board.

**Article VI**

**Proxy Voting**

1. No proxy electoral votes will be permitted at any time.
2. Any Board votes may be transmitted via text or e-mail to the entire Board so answers can be seen in writing if that member was unable to attend a meeting.

**Article VII**　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　 **Committees**

***Section 7.01***　　　　　　　　　　　　　　　　 ***Sub-Committees***

1. All standing, special, joint or Ad Hoc committees of the League or otherwise, as approved by the Board of Directors shall make recommendations and submit an outline of their proposed new activities to the Board of Directors for approval. No standing or special committee shall represent, or purport to represent, this organization in advocacy of, or in opposition to, any matter without the approval of the Board of Directors, nor shall a committee or member obligate the League financially or otherwise without having first obtained the approval of the Board of Directors. Every committee shall keep adequate records of its meetings shown in action taken by the committees, attendance of members, and financial statement as required.
2. Due to the extensive nature of managing successful youth football, cheer and soccer programs, Board members will oversee their assigned sub-committee for the scheduled duration of their term in addition to their standard Board duties at the annual meeting. In the event that sub-committee duties need to be reassigned the Board of Directors will redistribute duties at the next scheduled Board meeting. If Board members are unable to decide or agree upon sub-committee assignments, the President will assign a sub-committee for them.
3. Board of Directors members have the option of completing the duties alone or chairing their sub-committee with other Board or non-Board members. Although Board of Directors members have the option of selecting a non-board member to chair their sub-committee, they must be involved as they are ultimately responsible for items charged to their sub-committee.
4. Board of Directors members are expected to submit an oral or written report at each Board meeting regarding the status of their sub-committee.
5. Sub-committee Chairman are non-voting members of the Board, unless the Chairman of the Sub-Committee is a Board of Directors member.
6. Sub-committee members must be approved by the Board of Directors and comply with all Codes of Conduct and required Background Checks.
7. Sub-committees include, but are not limited to, the following:

Fundraising

Equipment

Volunteers

Tournaments

Webmaster and Website Design

Media Relations & Special Events

Training Camps and Clinics

***Section 7.02***　　　　　　　　　　　　　　　***Sub-Committee Chairman: Fundraising***

The Fundraising Sub-Committee shall be concerned with developing and implementing all programs related to the building of funds for the operation of the TAA. Items charged to this committee include, but are not limited to:

1. In coordination with the Sponsorship Coordinator, the Fundraising Coordinator will create a fundraising plan, designed to meet TAA fund requirements for the coming year,
2. Plan Casino Night or Raffles: time, place, volunteers, sound equipment, draw down board, food, side raffles, 50/50 raffle, tickets, etc.
3. TAA, Tarrallton Wildcats and Tarrallton Tornadoes Merchandise; item selection, secure quotes, set pricing, create & distribute order forms, collect order forms & money, place order, distribute orders.
4. In-season fundraiser; item selection, secure quotes, set pricing, create & distribute order forms, collect order forms & money, place order, distribute orders.

***Section 7.03***　　　　　　　　　　　　　　　　 ***Sub-Committee Chairman: Equipment Manager***

The Equipment Manager will be charged with managing football, cheerleading and/or soccer equipment in conjunction with the Athletic Director and the sports specific Director. Items charged to this committee include, but are not limited to:

1. Manage football, cheerleading and soccer equipment inventory.
2. Work with Registration Coordinator, League Commissioners and Football, Cheer and Soccer Directors to ensure sufficient equipment is available and/or ordered before the start of the season.
3. Manage equipment hand-out: dates, place, volunteers, notices, equipment/participant tracking.
4. Manage exchanges and replacements of equipment during season.
5. Manage equipment hand-in: dates, place, volunteers, notices, equipment/participant tracking.
6. Manage football and cheerleading inventory after hand-in to ensure all items have been returned.
7. Arrange for designated equipment to be refurbished.

***Section 7.04***　　　　　　　　　　　　　　　　***Sub-Committee Chairman: Volunteer***

The Volunteer Sub-Committee is responsible for scheduling parent’s volunteer times and jobs which may include TAA events, press box, chain gang, merchandise, concession & gate help.

***Section 7.05***　　　　　　　　　　　　　　　　***Sub-Committee Chairman: Tournament***

The Director of each season’s sport is responsible for organizing and sharing information with the Board related to any tournaments TAA might participate in.

***Section 7.06***　　　　　　　　　　　　　　　 ***Sub-Committee Chairman: Webmaster***

The Webmaster shall maintain and regularly update the Tarrallton Athletic Association web page.

1. Update the Latest News on a monthly basis at minimum.
2. Check to make sure the links are active and the information is current.
3. Update information in the Coaches’ Corner on a seasonal basis at minimum.
4. Check for registrations submitted online on a weekly basis at minimum during registration windows.
5. Update photos seasonally at minimum.

***Section 7.07***　　　　　　　　　　　　　　　 ***Sub-Committee Chairman: Media Relations***

The Media Relations Sub-Committee, working in conjunction with the Board, shall handle all media relations and be the spokesperson for the TAA.

1. Any Board of Directors member can post updates to TAA Social Media regarding registrations, practices, games, etc. after ensuring the information they have is accurate.
2. Information shared with the media shall be approved by a majority of Board of Directors members before being posted
3. No press releases shall be given without a majority Board of Directors consent.
4. Ensure information relating to all Special Events in which TAA is involved is shared in a timely manner with TAA participants.

***Section 7.08***　　　　　　　　　　　　　　　 ***Sub-Committee Chairman: Training Camps and Clinics***

The Training Camps and Clinics Sub-Committee shall work with members of the local community to provide extra opportunities for the coaches and players to receive sport specific training for football, cheerleading, and soccer.

1. Identify and Contact local coaches and athletes who are qualified to run training camps and/or clinics.
2. Establish dates and times for training camps and/or clinics.
3. Work with the Media Relations Coordinator to ensure the information is distributed to participants in a timely manner.

**Article VIII**

**Code of Conduct**

1. All players and other members are subject to the Tarrallton Athletic Association: Youth Football, Cheerleading & Soccer League Code of Conduct.
2. TAA shall use the Code of Conduct as adopted by the Board of Directors.
3. All parents or legal guardians the must sign the TAA Official Code of Conduct prior to start of participation. Failure to do so may prevent player from participation.
4. All TAA Coaches (seasonally), team parents (seasonally), volunteers (seasonally) and Board of Directors (annually) must sign and return the Code of Conduct.
5. Allegations or evident violations of the Code of Conduct shall be reported to the Disciplinary Committee for review. The Disciplinary committee shall consist of no less than (3) Board of Directors members and shall be appointed by a 2/3 Board of Directors vote. The Disciplinary Committee shall report any findings or recommendations to the Board of Directors, and the Board of Directors shall maintain sole authority to render sanctions or decisions on players, coaches or volunteers, and no other TAA representative shall intervene or render decisions thereunto pertaining.

**Article IX**

**Disciplinary Procedures**

***Section 9.01***　　　　　　　　　　　 ***Due Process***

1. Due process is essential for all conduct complaints, grievances and disciplinary actions.
2. All people participating in, or at, any function of the TAA are subject to this article.
3. Every effort should be made to resolve all issues at the lowest possible level. Participants, parents, volunteers and coaches are encouraged to communicate openly with one another. If issues remain unresolved, verbal and written contact should then be made following the chain of command starting with the team parent, head coach, appropriate sports director (Football, Cheer or Soccer), Athletic Director and finally the President. If the issue is with any of the aforementioned individuals the chain of command begins with the next level. If the issue is with the President, the Vice-President will serve as the appropriate contact point. If the issue is not resolved to the satisfaction of the party or parties involved, the complainant has recourse as described below.

***Section 9.02***　　　　　　　　　　　 ***Grievance Committee***

1. The grievance process is null and void if grievances are taken outside of TAA.
2. The President shall convene the grievance committee as needed, unless the grievance is against the President. The responsibility then falls to the next board member in line.
3. The grievance committee shall consist of no less than three (3) Board of Directors members, and shall be appointed by a 2/3 Board of Directors vote. The grievance committee is responsible for investigating all grievances and conduct complaints. If the grievance is against a Board of Directors member, that individual is excluded from the committee.
4. A copy of the Code of Conduct, either a printed copy or digital link, should be sent (email, mailed or faxed) to each Board of Directors member.
5. The President will serve as chair to establish appropriate meeting times and be responsible for communicating details with other the other members. In event the grievance is against the President, the next Board of Directors member in line will serve as chair.

***Section 9.03***　　　　　　　　　　　 ***Grievance Procedure***

1. Any grievance or conduct complaint must be submitted in writing to any member of the Board of Directors. The member receiving the complaint will notify all other Board of Directors members of the nature of the charge within 24 hours of receiving the complaint.
2. The charge will be assigned to one (1) or more committee members to investigate. The initial investigation must start within three (3) business days after the charge has been submitted in writing.
3. The grievance committee must submit a written report of their findings to the Board of Directors within five (5) business days of the start of the investigation. The report must include a recommendation of whether or not disciplinary action should be taken.
4. Within two (2) business days of receiving the report, the Board of Directors will determine if disciplinary proceedings are necessary. If they are necessary, the President will call a special meeting of the Board of Directors within four (4) business days of this determination.

***Section 9.04***　　　　　　　　　　　 ***Disciplinary Process***

1. The President, in conjunction with the Athletic Director, may temporarily suspend anyone from participating in the TAA until the Board of Directors may convene to execute the disciplinary process. Suspensions of this type should occur only for the most severe charges.
2. The Board of Directors will listen to the charges, allow witnesses to speak and allow the parties being charged to defend themselves.
3. The Board of Directors may then vote to drop the charges, assign probation, suspend or expel the individuals involved.

***Section 9.05***　　　　　　　　　　　 ***Suspensions***

1. Any person suspended may not continue with those duties until the suspension has been fully served or lifted.
2. The Board of Directors may, at any regular meeting or special meeting, by majority vote, suspend for what they believe to be good cause, any area, officer or person connected in any way with the Tarrallton Athletic Association: Youth Football, Cheerleading & Soccer League, provided that said person or area be given written notice of the charges against them and they be given a hearing at which time they shall be permitted to appear and defend themselves in person.

1. At least five (5) days’ notice shall be given to members of the Board of Directors and the charged parties. The President or acting President of the League may call a hearing in less than five (5) days if he deems this meeting necessary before suspension is made.

***Section 9.06***　　　　　　　　　　　 ***Appeal Process***

1. The recipient of any disciplinary action has the right to appeal.
2. The appeal must be submitted to the President in writing within three (3) business days of notification of the Board’s decision.
3. The President must forward the appeal to the Board within three (3) business days.
4. After forwarding the appeal, the President must call for a vote to uphold the disciplinary action.
5. The vote may must be made by the Board of Directors with a 2/3 majority.
6. If the situation warrants, the President may call a special meeting of the Board of Directors to discuss the appeal and to a vote to uphold the disciplinary action.

***Section 9.07***　　　　　　　　　　　 ***Coaches and Members Disciplinary Action***

1. Coaches/Members will be subject to disciplinary action, up to removal, for any violation of the "Code of Conduct" or By-Llaws to be determined by the Board of Directors.
2. Coaches/Members will be subject to disciplinary action up to removal for abusive language, or mistreatment of players, cheerleaders, spectators, officials or other TAA members.
3. Coaches/Members will be subject to disciplinary action up to removal for attempting to recruit players outside the City of Norfolk.
4. Coaches/Members will be subject to disciplinary action up to removal for attempting to discredit the TAA in any manner.
5. Any Coaches/Members that have been subject to disciplinary action must receive current Board of Directors approval before assuming, or resuming, any coaching position.
6. The Board of Directors will publish the guidelines prior to the start of the season for disciplinary actions.
7. Any coach or member ejected from a game will be suspended from next game and subject to disciplinary actions up to removal.

***Section 9.08***　　　　　　　　　　　 ***Disciplinary Reference List***

1. The Board of Directors shall keep a Disciplinary Reference List, which is to be reviewed by the March regular meeting.
2. Information to be contained shall include:
3. Name of individual/Organization
4. Reason for action
5. Action taken and date

**Article X**

**Coaches’ By-Laws and Rules**

1. The coaching staff of a team is in complete charge of the team whenever it is together on the practice or playing field, whenever it is traveling as a group to and from practice sessions and games, or whenever it is together for any other team function, such as a banquet. The coaching staff operates under the direction and supervision of that sport’s Director, the Athletic Director and President. There is one (1) Head Coach per team, other coaches are called Assistant Coaches. All coaches must abide strictly by the TAA Coaches’ Code of Conduct as set forth by the Board of Directors and any similar Codes of Conduct as required by other Leagues, Tournaments, or Sports Facilities.
2. Coaches must complete a coaching application per season. Coaches must submit their names (and any aliases) for a personal background check (as required by the City of Norfolk). A head coach must be at least twenty-one (21) years of age, unless approved by the Board of Directors. Assistant coaches must be at least eighteen (18) years of age or a high school graduate.
3. Teams are permitted to carry coach-trainees, who must be at least fifteen (15) years of age. These persons must conduct all coaching in the presence of the head coach or at least one of the assistant coaches, and may not handle players independently, or carry out disciplinary action on any participant for any reason. Players may not be left in the sole care of a coach-trainee at any time. Normally, coach-trainees will assist the other coaches at various phases of instruction and will gain most of their knowledge by observation, not initiative. A team may have a maximum of three (3) assistant coaches. Whenever possible at least one (1) of the coaches present at any practice or game should be the holder of a valid CPR Card or its equivalent.
4. Coaches are approved and supervised by the Board of Directors and must apply per season. The Board of Directors must approve the coach roster prior to the start of the season each year. The head coach will determine the selection and assignment of assistant coaches and coach-trainees. The Board of Directors will have final say on all assistant coaches & coach trainees.
5. All coaching positions are automatically terminated at the close of each season, unless terminated prior to the close of the season by the Athletic Director under the direction of the Board of Directors. All coaches must reapply every season, and be approved by the Board of Directors.
6. Any coach charged with a felony shall be suspended from coaching pending the final disposition of the charge.
7. Coaches do not make team or League policy. Rather, they carry it out. However, on the playing and practice fields, the coaching staff is in complete charge and shall not be interfered with, except in cases of rules violations and any other conduct deemed by a higher authority to be harmful/adverse to the welfare of youth. In cases of rules violations and any other conduct deemed by higher authority to be harmful or adverse to the welfare of youth, a written grievance shall be filed within 48 hours with the Athletic Director to make record of the event. The intent of these rules is to ensure that issues are addressed off the playing field, rather than in front of the youth of the Association.
8. All coaches will hold practices for football, cheerleading and soccer at TarralltonPark, and/or other locations as approved in advance by the Board of Directors. Due to Insurance reasons no practices will be held outside of this location. Absolutely no practices will start before 5:30 pm on weekdays and shall be no more than three (3) hours long during pre-season conditioning and two (2) hours long after the season starts without prior approval by the Board of Directors. Football and soccer scrimmages are permitted, and must be done with at least 24 hours advanced notice to Athletic Director.
9. The head coach has final responsibility for his actions, those of his assistant coaches, coach-trainees, team members, and staff. Should anyone wish to file a grievance against a coach, it must be submitted in writing, with signature, to the Athletic Director and President. Depending on the level of severity of the complaint the coach may be removed by a vote of the Board of Directors. The complaint will be answered to the involved party within 48 hours of written notification.

**Article XI**

**Players, Rosters and Teams**

1. Each official roster in each division shall ideally contain no more than 22 players for football and double the on field player limit, or specified City of Norfolk limit, for each division of soccer. If rosters are greater, prior approval by the Board of Directors is required.
2. Players will be placed on their respective team rosters according to birth date cutoffs as determined by the City of Norfolk, current grade and/or weight.
3. TAA players may only be moved up one (1) level or division for safety reasons with Head Coach and Board of Directors approval. A signed waiver must be on file.
4. Each player may be required to pay registration and fundraiser fees; no equipment shall be issued until all monies due TAA, registration and fundraiser fees are paid in full, or a payment plan is set with half of the fees paid.
5. Tarrallton Athletic Association Youth: Football, Cheerleading & Soccer forms teams and divisions based on age and weight limits provided by the City of Norfolk.

**Article XII**

**Game Locations and Rules**

1. All games of the League shall be governed by the Football Rules of Virginia High School League (VHSL), US Soccer Rules and the City of Norfolk.
2. Rules shall be adopted by all Coaches and Teams as provided by the City of Norfolk to the Board of Directors.
3. Officials shall be provided by the City of Norfolk.
4. All games shall be played at Norfolk City Parks as scheduled by the City of Norfolk.

**Article XIII**

**Operations: General Policies and Procedures**

1. No team may play any game or scrimmage outside the League without prior approval by the Board of Directors. The League Rules shall be examined each year by a committee consisting of one representative from each area. Any proposed change in the rule book shall be examined by each area before any vote shall be taken. After all proposed changes have been voted upon; they shall be presented to the Board of Directors for approval.
2. No Officer of the Board of Directors shall effect policy or procedural changes, rule alterations, offer edicts or mandates or otherwise deviate from the general context of the management of the league without it first being discussed at a regular board meeting unless said policy or procedure change is deemed an emergency, at which time an impromptu Board meeting may be called.
3. Only pre-approved volunteers may be on the practice or game fields at any time, for any reason. Permitted, pre-approved ancillary personnel shall include but not be limited to: EMTs, law enforcement officials, trainers, essential game day volunteers, TAA representatives, Board of Directors members, credentialed members of the media, yardage and down marker volunteers, gate and concessions volunteers, official team parents, team mascots, cheerleaders and coaches.
4. No parents or unaffiliated personnel or persons may enter the playing field (including track perimeter) or practice field, regardless of prior involvement with the program, at any time, for any reason other than to attend to an injured player that said parent or guardian is directly related to at the request of a Board Member, Coach or City of Norfolk staff.
5. Any person who wishes to serve the League in any capacity who has not submitted a background check information sheet for the current season shall not be permitted on the playing or practice field; the sports directors, coaches and team parents shall be responsible for assuring that no personnel enters the playing or practice fields or facilities who has not yet filled out and passed review of the background information sheet and Code of Conduct; any volunteer who fails to fill out, turn in and pass a review of his/her background information sheet may be subject to immediate removal from said facilities or fields.
6. All affiliates, members, coaches, officers or volunteers of the League must be of good character and high moral standing. Any violations of the Code of Conduct or By-laws may result in immediate dismissal by the Board of Directors or its designees.
7. Tarrallton Athletic Association: Youth Football, Cheerleading & Soccer League, Inc. is a private, non-profit charitable organization and reserves the right to reject or admit any application of any volunteer or player for any reason and may dismiss either, with cause, at its own discretion; however, TAA shall not discriminate against any person or player based on guidelines set forth by Federal and State Laws.
8. When any TAA Coach or Board Member requests an ambulance be called for a player due to any injury in which it is deemed necessary for a hospital visit, an ambulance must be called and that player may only be moved by the summoned paramedics.

**Article XIV**

**Amending of Bylaws and Division Rules**

1. These bylaws or Division Rules may be amended by a majority vote of the voting quorum present at the January By-law and/or Division Rules Revision meeting or at any other time if deemed necessary.
2. The power to adopt, alter, amend or repeal the By-laws is vested in the Board of Directors. Bylaws may be amended annually at the Annual Meeting or during the course of a Special Meeting that meets the Quorum standard; all members of the Board of Directors must be given a minimum 24 hours’ notice to attend a Special Meeting; said Special Meetings convened specifically to amend the bylaws must be designated clearly as such in all pre-meeting notifications to board members.
3. These By-laws may be amended by a majority vote of the Board of Directors.

**Article XV**

**Representative of the City of Norfolk**

1. The League shall recognize the designated representative of the City of Norfolk Department of Parks and Recreation and/or any other representative of the City of Norfolk as the City Liaison and/or as the agent of the Director of the Department of Parks and Recreation. Said representative shall have the authority to act on the behalf of the league. TAA, the Executive Committee, the Board of Directors, Committee Members, Coaches, volunteers, parents and players and other members shall cooperate and/or work with the designated City representative on all activities associated with the leagues usage of the Tarrallton Park and associated sports and recreation facilities including but not limited to all permits, fees, schedules, rosters, officials, insurances, etc.
2. The City representative(s), at their discretion, shall be allowed to attend and speak to the Board of Directors and a managers/coaches meeting prior. Failure of the Lessee to adhere to this policy will result in the immediate termination of their contract and the forfeiture of their use of the TarralltonPark for the season.
3. In the event of inclement weather/wet field conditions, the decision to cancel the use of the field(s) shall be the discretion of the City of Norfolk, Board of Directors and/or Coach.

**Article XVI**

**Adoption and Ratification**

The foregoing By-laws and Constitution of the Tarrallton Athletic Association: Youth Football, Cheerleading & Soccer League. Articles I through XVI are hereby adopted and ratified as amended and are made part of the permanent league records of the Tarrallton Athletic Association Youth Football, Cheerleading & Soccer League, Inc. and/or Tarrallton Packers/ Tarrallton Tornados. These By-laws shall supersede any and all such By-laws previously adopted and/or amended by the TAA prior to this date.