



VENTURA TIGRES YOUTH TRACK CLUB By Laws

***VISION STATEMENT:**

Tigres vision is to provide high quality track and field programs that enhance children's lives.

***MISSION STATEMENT:**

Tigres mission is to:

- develop and deliver youth track and field programs which fosters, in a positive, secure, and fun environment, the five Tigres philosophies:

- Everyone Participates
- Everyone Can Improve - Athletically and Personally
- Open Registration
- Positive Coaching
- Good Sportsmanship

- provide an opportunity for the children of our community to participate in athletic track and field competition, develop healthy lifestyle patterns, and challenge themselves by setting and achieving goals in a positive, secure and fun environment.

***GOVERNING PRINCIPLES:**

- *Every athlete is important.*
- *We will work as a team.*
- *We will make decisions in the best interest of our athletes especially where safety is concerned.*
- *We will treat all people with dignity and respect.*
- *We will operate in a fiscally responsible manner.*
- *We will maintain a working environment that promotes the positive growth of our track club.*
- *We will embrace families and community as partners in fulfilling our mission and vision.*

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ARTICLE 1. NAME

The name of this organization shall be The Ventura Tigres Youth Track Club.

ARTICLE 2. DEFINITIONS

The following definitions are used in these By-laws:

Section 2.01 Tigres refers to the Ventura Tigres Youth Track Club.

Section 2.02 USATF refers to the USA Track and Field organization, which is the national governing body for Track and Field and cross country athletics competition in the United States.

Section 2.03 Youth or Youths refers to boys, girls, young men, or young women under the age of sixteen (at the beginning of the competition year) which comprise the age groups served by this organization.

Section 2.04 Competition year refers to the calendar year. The Competition year begins 1 January and ends 31 December of each year.

Section 2.05 Meeting refers to any gathering of Tigres board members for the purpose of conducting business where a quorum (50% of membership plus one) is present, and all members have been notified of the date, time, and location of the gathering.

ARTICLE 3. PURPOSE

Section 3.01 The purpose of the Tigres Board is to act as the governing body for track and field competition among its athletes as they are organized by age group. To promote this purpose, the Board shall:

(A) Develop interest and participation by youths in the sport of Track and Field in the Greater Ventura area.

(B) Foster local, state, national, and international amateur sports competition for our athletes.

(C) Provide and coordinate technical information on physical training, coaching, competition, and performance enhancement among the member clubs, athletes, and parents.

ARTICLE 4. TIGRES EXECUTIVE BOARD & EXPECTATIONS

The Tigres Board shall be made up of volunteer members who have been elected by the current board members by simple majority vote.

Section 4.01 President

The President is responsible for planning and running the board meetings and overseeing the duties of the other board members. Additionally, the President shall have the option of sitting in on all committees and project teams. The

President of the board is voted into office by a simple majority vote and serves a 2 year term. The President represents the Club with media (television, radio, newspaper, etc.).

Section 4.02 Vice President

The Vice President is an elected officer who will assist the President as parliamentarian at the meetings, and will assume the office of President in the President's absence and serves a 2 year term.

Section 4.03 Secretary

This officer will record the minutes of the monthly board meetings, and will perform correspondence duties for the club and serves a 2 year term. This officer also maintains and replenishes all forms needed to log results and supplies for track meets.

Section 4.04 Treasurer

The Treasurer shall have custody of all funds, securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the Tigres Club in a bank or depository. The Treasurer shall secure facilities permits, keep in appropriate books an accurate account of all money received and paid out. The Treasurer shall give a written report of the funds, receipts and disbursements of the club monthly or at such other times as requested by the Tigres Board and shall be responsible for timely filing with the Board, the annual budget, and such other information as may be required or requested from time to time by the Board and/or any Local, State, or Federal regulatory agency. The Treasurer shall promptly, upon receipt, pay all Board approved liabilities; however, at no time shall the treasurer pay any expense or liability not previously approved by Board Action. The Treasurer serves a 2 year term.

Section 4.05 Board Meetings:

- Regular meetings of the Tigres board shall be held once a month with the exception of July and August. The date, time and place of each meeting shall be determined at each preceding meeting.
- All meetings of the board are open to the public unless pre-announced as a closed session. Closed meetings may only be held when the subject matter is of a sensitive or personal nature.
- Special meetings may be called by the President or by any other board member with the President's permission for specific or emergency reasons. All applicable rules regarding voting and approvals shall apply to special or emergency meetings, and all board members shall be notified in advance of the meeting.

Section 4.06 Board Responsibilities and Expectations:

- (A) Oversee the achievement of the purposes stated in Article 3.
- (B) Maintain and update the rules and by-laws for the club.
- (C) Obtain the necessary Insurance, certifications, and legal documents for operation.
- (D) Create a schedule of track meets for competition.

(E) Attend more than half of the board meetings. If a board member misses two consecutive board meetings without notifying the President in writing, by phone or some other reasonable means of correspondence, the board member may be removed from the board with a simple majority vote of the remaining members after the second offense.

(F) Each Executive Board position is a 2 year position. Exceptions are if a member is removed by simple majority vote or other extenuating circumstances. Notice will be given in writing. Members holding an executive board office may run for re-election at the end of their 2 year term.

(G) When a board position has been vacated, the board reserves the right to leave that position unfilled until the following season.

(H) No Tigres board member including the President shall be paid for services performed. Reimbursement for expenses incurred on behalf of the Club may be paid from the treasury upon approval by the board.

(I) Any Board member may resign his/her post by supplying the Board with written notice.

(J) Board members are requested to be at Tigres practices at least 1 day/week

Section 4.07 Member Removal Procedure

Board members may be removed with or without cause by a simple majority vote of the members present at any regular or special meeting.

ARTICLE 5. ADDITIONAL POSITIONS AND RESPONSIBILITIES OF BOARD MEMBERS

Section 5.01 Meet Director -

Responsible for all aspects of running a home meet. Communicate with other teams coaches to prepare for the upcoming meets.

Arrange for starters for every home meet.

Meet Responsibilities: Handle any emergency, concern, dispute related to the meet.

Responsible for the Coaches meeting at the beginning of every home meet.

Delegates tasks as needed and appropriate.

Section 5.02 Volunteer Coordinator-

During the season, he/she

-maintains all volunteer forms and organizes all the volunteers for our practice meet, home meets and all subsequent meets (ie. CoConference Championship Meet, Junior Varsity Meet and Varsity Meet).

-makes sure all areas are staffed during the meets.

Post-season, he/she

-generates a list of those families who did not fulfill their volunteer requirement,

Meet responsibilities: Organizes the volunteers before and during the meets, witnesses their signing in/out for their shifts and collaborates with each board member to confirm.

Section 5.03 Facilities/ Operations Coordinator-

Monitors, manages, inspects and replaces necessary equipment and materials housed in our sheds at Buena High School. (ex. Ez-ups, radios, coolers, folding chairs, tables, shelving, binders, event bins, bin contents, etc.)

Be the liaison with the district and obtain all the permits required (Track, picnic location, and any others needed)

Meet responsibilities: Consistently opens the gates and sheds at the locks them down at every meet. Managing the set-up and take down volunteers, works in conjunction with the President in the positive progression of the (home) track meets.

Section 5.04 Registration Coordinator-

Maintains e-mail list for requested registration reminders through Tigres website,

Preps the Blue Sombrero site for early registration,

Runs test with all board members registering; adjusts for issues,

E-mails reminders to list of priority families from volunteer coordinator,

E-mails reminders to new and non-priority for open registration,

Maintains registration by answering e-mail questions, assisting registrants with trouble shooting, dealing with drops,

Maintains waitlist up until the first meet (or practice meet or last day to add),

Keeps treasurer up to date with refunds,

Maintains records of verified dates of birth (passports/birth cert.),

Scholarships need to be maintained and scholarship families added to roster.

Section 5.05 Coaches Coordinator-

Responsible for the recruiting and training of each age group's head coach, assistant coaches and specialty coaches. Acts as the main point of contact for the coaches and ensures that all age groups have the required equipment. Also responsible for providing a training plan and communicating that plan to the Tigres board, coaches, athletes and parents and coordinates scheduling of the use of the practice field for each age group and specialty field event coach. The Coaches Coordinator will also attend VCYTC Conference Meetings monthly and report to the Tigres Board.

Meet Responsibilities:

Make sure all coaches are prepared at every home meet. Answer any and all coaches questions.

Section 5.06 Staging Coordinator -

Oversees staging responsibilities as outlined in the Staging binder. Resolves conflicts and manages volunteers working in that area.

Section 5.07-Public Relations Coordinator – Maintains and updates all of Club's social media including Web Site, Facebook, Twitter etc. with pertinent materials and information. Prepares press releases and submits them to the local papers upon approval from the Board.

Coordinate Picture Day, Fundraisers, and Scholarships.

Section 5.08 Apparel Coordinator-

Maintains an accounting of club uniforms, apparel supplies.

Orders materials, apparel as needed.

Meet Responsibilities:

Responsible for the management of the sale of apparel at all home meets and is in charge of maintaining an accurate accounting of necessary stock. Orders apparel and other items per club need.

Coordinates with Treasurer for petty cash and to give an accounting of all income and expenses after each meet.

Section 5.09 Snack Coordinator-

Maintains an accounting of Snacks and supplies.

Purchase inventory as needed.

Meet Responsibilities:

Responsible for the management of the sale of snacks at all home meets and is in charge of maintaining an accurate accounting of necessary stock.

Coordinates with Treasurer for petty cash and to give an accounting of all income and expenses after each meet.

ARTICLE 6. OTHER DUTIES DURING TRACK MEETS**Section 6.01 - Tech and Timing Coordinator**

*May be outsourced as long as coordinator agrees to attend meetings.

- Oversees data.
- Performs data entry and assigns competitor numbers to all athletes in our club
- Obtains meet files from the conference
- Enters/oversees all meet data/results.
- Checks for problems/discrepancies in meet data.
- Returns meet results to conference and visitor club
- Prints competitor stickers
- Prints ribbon stickers
- Prints results for coaches
- Maintains computer/system

Section 6.02 Long Jump (in binder) Oversees Long Jump responsibilities as outlined in the Long Jump binder. Resolves conflicts and manages volunteers working in that area.

Section 6.03 High Jump (in binder) Oversees High Jump responsibilities as outlined in the High Jump binder. Resolves conflicts and manages volunteers working in that area.

Section 6.04 Shot Put (in binder) Oversees Shot Put responsibilities as outlined in the Shot Put binder. Resolves conflicts and manages volunteers working in that area.

ARTICLE 7. AGE GROUP DESIGNATIONS

The age group in which each athlete competes shall be based on that athlete's age as of January 1st of the competitive year. The names of the age groups and corresponding ages are shown below:

- Gremlin.....Age 6 and 7
- BantamAges 8 and 9
- Midget.....Ages 10 and 11
- Youth.....Ages 12 and 13
- Intermediate.....Ages 14 and 15

ARTICLE 8. AMENDMENT PROCEDURE

Amendments to these by-laws may be made at any regular or special meeting by a 2/3 vote of the members present at any regular, special, or emergency meeting.

These by-laws will be reviewed annually during the 1st and/or 2nd meeting(s) of the season for necessary changes.

ARTICLE 9. CODES OF CONDUCT

Each Coach, Athlete, Parent and Board Member will have a current signed Code of Conduct on file each season.

See Appendix 1, 2 & 3