BYLAWS



ONE GOD * ONE TEAM * ONE GOAL

Executive Summary

The Lord challenges us to venture out in new and uncomfortable ways to test our Faith. Pass this test and the Blessings not only continue, but grow immensely. JCSA was formed in this way. As long as JCSA keeps the Lord first and continues to do Kingdom work, the Blessings will continue to multiply. We have experienced great success; however, we are nowhere near the ceiling. With each group of new leaders, we will continue to grow and bless others. These Bylaws and Structure are intended to provide clarity and understanding of where we came from and where we are going. It is also intended to provide direction and expectations for those who have answered the call to make a positive impact in the lives of countless others. Finally, these Bylaws and Structure shall supersede and override any and all documents or policies of JCSA should a conflict exist.

Mission Statement

JCSA has a core mission of ensuring that Homeschool students have opportunities to participate in sports that are recognized as sports by NCAA. To achieve this, JCSA will provide a Christian environment for young people to learn Christian Leadership skills to ensure lifelong success not only in sports but in all areas of their lives. Furthermore, JCSA will provide Christian mentorship, not only to young people but to parents and others as well to help them learn and grow. Through a strong Christian relationship, JCSA will make a lasting impact in people's lives to further the work of building His Kingdom.

Keys to Success

- Desire to grow in Christ
- Compassion
- Patience

- Integrity
- Christ-Like Ethics
- Humbleness
- Coachable Spirit
- Empathy
- Servant attitude

Organizational Structure

JCSA utilizes a Board Structure consistent with requirements to achieve and maintain a non-profit organization. The Corporation does hereby save and hold harmless and indemnify the officers and directors of the Association to the fullest extent allowed by law while acting reasonable within the scope of their capacity as an officer. This indemnification shall be considered to act secondarily and in excess to any coverage afforded to any officer under any validity collectible insurance policy from any source. The Board itself will consist of two layers: Executive Board – President, Vice-President, Secretary, Treasurer, Ministry and Outreach Officer, and Director of Special Events; and the General Board which consists of the Athletic Director, Sports Commissioners, Equipment Manager & Head Coaches. The business and affairs of the Association shall be managed by the Association's Executive Board of Directors. The Executive Board of Directors shall have authority over all matters of the Association and shall write and/or amend the By-Laws. By-Laws shall be reviewed annually at the first Executive Board Meeting and can be amended by a vote of the Executive Board of Directors. Any amendment must receive majority vote of the executive board. Executive Board Members shall serve 4 year terms and will be selected from members currently serving as a General Board Member, an Executive Board Member, a Head Coach during the year prior to election or a nominee unanimously agreed upon by the executive board. Candidates for an Executive Board Position will submit their desire to the President who will submit their names to the Board. The appointment shall be by majority vote of the current year's membership (one vote per family). This election will happen prior to the Annual Meeting/Awards Banquet. The General Board members are non-voting members. The function of the general board is to present a report to the executive board in the months of July, October, January & April regarding their job duties. The General Board serves 3 year terms and is voted on by members of the JCSA executive board. The findings of these elections shall be made at the Annual Meeting/Awards Banquet. The Boards term is effective on June 1 of each calendar year. There are no term limits for members of the Executive or General Board. Upon the dissolution of the Association, assets shall be distributed to one or more 501c3 organizations within Johnson County as selected by a majority vote of the Executive Board. Any such assets not so disposed of shall be disposed by a Court of Competent jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Election Schedule

Elections shall be made commencing in April 2020 according to the following schedule:

Executive Board – 4 year term – To be conducted in the following order

- Director of Special Events and Treasurer (2020, 2024, 2028, 2032, etc...)
- Ministry and Outreach Officer and Secretary (2021, 2025, 2029, 2033, etc....)
- President (2022, 2026, 2030, 2034, etc....)
- Vice President (2023, 2027, 2031, 2035, etc....)

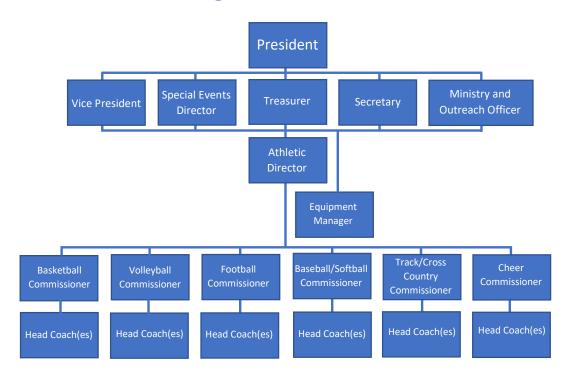
General Board – 3 year term with elections held in the following order

- Baseball/Softball, Volleyball & Athletic Director (2020, 2023, 2026, 2029, 2032, 2035, etc.....)
- Basketball, Cheer and Track (2021, 2024, 2027, 2030, 2033, etc....)
- Football and Equipment Manager (2022, 2025, 2028, 2031, 2034, etc....)

As new positions become necessary they will be added to the election schedule. In the event that a board position is vacated unexpectedly the Executive Board will choose an interim officer or divide the responsibilities of the position among the remaining officers until the next election cycle.

*** Elections may be held outside of the normal schedule should a vacancy or need to expand the Board arise. In this event a Board Meeting or Membership Meeting may be convened. The Membership Meeting and subsequent voting in this event may be done through email or text format to avoid undue hardship on the membership.***

Organizational Chart



President - Tier 1

Executive Board - Tier 2

Athletic Director - Tier 3

Commissioners - Tier 4

Head Coaches - Tier 5

To ensure adequate chain of command the Athletic Director cannot hold a position of Commissioner or Head Coach. A Commissioner cannot hold a position of Head Coach for the sport they are commissioner of, with the exception of cheer. Cheer is only exempt from this split position as long as cheer does not enter competition cheer. If competition cheer is implemented, the Commissioner and Head Coach must become individual positions held by two different people.

Position Responsibilities

President

- Provides Direction for the Organization
- Cultivates a strong and transparent working relationship with the Board and ensures open communication to ensure all tasks are being completed in a timely manner and that each Board Member has the tools and is receiving the cooperation needed to complete their tasks.
- Attends all State League Meetings to properly represent the organization or, if he is unable to attend, will appoint another board member to attend in his/her place.
- Coordinates relationships with various Local, State, and Federal Officials and Organizations to negotiate contracts and partnerships to further the Organization.
- Represents the Organization in all Legal Matters to include the signing of contracts.
- Be recognized as the Person of Record for State Corporation Filings and Non-Profit Status
- Approves the Budget and Filings for the Organization including fees and membership dues.
- Oversees the Administrative budget and expenses for the Organization to include but not limited to: League Fees, Insurance, Storage Rental, and Contractual Fees for Facilities.
- Reviews and approve all changes and/or additions to JCSA documents and contracts.
- Ensures that all volunteers working directly with our athletes (i.e., Executive Board Members, General Board Members, Coaches, etc...) have passed a criminal background check prior to each sport's season beginning.
- Assumes the role and responsibilities of Athletic Director in the absence of the Athletic Director. If the Athletic Director position is vacant the President shall serve as interim Athletic Director while a suitable candidate is being selected.
- Ensures that anyone with access to the storage unit is aware that they are not to remove or add anything to the storage unit without first communicating his/her intent with the equipment manager.

- Shall be the point of contact for the Organization and ensure that calls and emails are forwarded to the proper board member.
- Assists any other board member as needed.

Vice President

- Shall assume the responsibilities of the President in the event that the President is not able to fulfill his/her duties due to absence or vacancy.
- Shall assist the president as needed to ensure that the needs of the organization are being met.
- In the absence of a Head Coach or Commissioner the Athletic Director will act as interim with Executive Board approval only until the Executive Board appoints a replacement..
- Assists any other board members as needed.
- Completes any other duties as assigned by the President.

Treasurer

- Prepares the budget for the organization as a whole and for each sport.
- Maintains any financial accounts (ie.. PayPal, Zelle, Venmo, etc....) and facilitates transfer of funds from any such accounts
- Responsibility and oversight of the Organization's bank account.
- Ensures that commissioners get board approval for any expenditures not on their approved budget before payment is made.
- Receives any and all monies submitted by the executive board, commissioners, coaches or parents for a specific sport and ensures those monies are deposited in a timely manner.
- Prepares and files tax returns with the IRS.
- Ensures that sufficient funding is available for the replacement and or reconditioning of equipment (may adjust fees, solicit fundraisers from Special Event Director, etc).
- Coordinates with Director of Special Events to ensure that fundraising is carried out in accordance with federal non-profit guidelines.
- Will also coordinate with the secretary to ensure all fees both current and outstanding are paid in a timely manner.
- Assists any other board members as needed.
- Completes any other duties as assigned by the President.

Secretary/Historian

- Takes minutes at each meeting.
- Creates agenda for all board meetings.
- Sends meeting reminders to board members.
- Maintains all administrative records for the organization.
- Collects all coach documentation from each commissioner, verifies background check is completed and notifies commissioners of background check results to ensure that background checks are passed before allowing coaches to have contact with athletes.
- Updates the webpage and FaceBook as needed to reflect current information and pricing.
- Creates advertisements for the organization.
- Maintains all organization documentation (ie... Caleb Midkiff Award winners and nominees, Legacy Award Recipients, all award winners and trophies, etc....).
- Maintain an up to date Active Volunteer Role.

- Will act as an eligibility compliance officer by collecting all athlete documentation. Will ensure that athlete meets all eligibility requirements and has completed & submitted all the required documentation. Will also coordinate with the treasurer to ensure all fees both current and outstanding are paid in a timely manner.
- Assist any other board member as needed.
- Complete any other duties as assigned by the President.

Ministry and Outreach Officer

- Responsible for ensuring that the Organization keeps the Lord first and honors God; therefore, this is a non-voting executive board position.
- Ensures that Prayers are given at each JCSA event.
- Shall represent the board in the earliest steps when conflict resolution is needed by not only intervening when conflict does arise but also by recognizing potential issues and working with the Executive Board in implementing preventative measures.
- Responsible to ensure that the President is notified of any issues (active or potential) and how the issue is being addressed.
- Provides counsel and guidance for the Board and JCSA membership as a whole. Builds and maintains a relationship with area churches.
- Identifies ways that JCSA can serve the Community.
- Assists in ensuring that Devotions are an integral part of the JCSA culture.
- Identifies those that need spiritual guidance and assists them either personally or by putting them in contact with professional counselors.
- Cast the deciding vote in the event of a tie.
- Assist any other board member as needed.
- Complete any other duties as assigned by the President.

Director of Special Events

- Must coordinate with Treasurer to determine funding needs and budgets for various special events
- Must submit all funds received to the Treasurer to ensure compliance with IRS guidelines are maintained.
- Organizes parent/player meetings for registration and kick off for seasonal sports.
- Identifies ways for JCSA families to fellowship with one another through functions and events
- Coordination of Homecoming and related activities
- Coordination of Festivals and Picnics
- Coordination of Parades
- Coordination of the General Public Annual Meeting / Awards Banquet
- Fundraising
- Coordinates with commissioners to ensure that concession and gate are being run efficiently.
- Locates Grants and Submits Application for Grants
- Assist any other board member as needed.
- Complete any other duties as assigned by the President.

Equipment Manager

- Responsible for maintaining the storage unit.
- Responsible for tracking all equipment.

- Responsible to notify the appropriate commissioner and President of any missing or damaged items.
- Shall set dates and times for equipment return and provide commissioners & President with a list of any equipment/uniforms outstanding after the deadline has passed.
- Assist any other board member as needed.
- Complete any other duties as assigned by the President.

Athletic Director

- Shall be the point of contact for the Organization in regards to opposing teams, sports organizations, schools, etc... and ensure that calls and emails are forwarded to the proper Commissioner.
- Maintain Max Preps account for all athletes and all sports.
- Ensure that anyone with access to the storage unit is aware that they are not to remove or add anything to the storage unit without first communicating their intent with the equipment manager.
- Assist Commissioners as requested but allow commissioners to maintain communication with the head coaches.
- Any concerns about the actions of a commissioner should be addressed with respect of the 24 hour rule unless it is a serious safety issue.
- Any concerns about the actions of a coach should be addressed with the commissioner who will take the issue to the head coach with respect of the 24 hour rule.
- The athletic director should not be on the court/field during a game unless requested by the head coach or acting as an assistant coach. If acting as an assistant coach the athletic director can not invoke any powers of the athletic director role.
- Oversees the Commissioners to ensure that they are complying with the duties of their office & ensure that they understand TAIAO rules & guidelines.
 - o In the event a Commissioner is not complying with the duties of his/her Office the Athletic Director shall institute the following Progressive Discipline:
 - Along with the Ministry & Outreach Officer, meets with the Commissioner and informs them of the expectations of his/her office.
 - If the initial meeting does not achieve the desired results, the Athletic Director will meet with the Executive Board who will provide the Commissioner with the expectations of his/her Office and request they sign a written document spelling out the expectations. The expectations shall advise the Commissioner that he/she may be removed from Office should he/she choose to not fulfill his/her duties.
 - Finally, if no correction is made, a Special Board Meeting of the Executive Board shall be convened. At this time the Commissioner shall have an opportunity to explain his/her reasons for not complying. A vote will be held without the commissioner present to determine the status of the Commissioner. Majority vote is required. The following are the remedies available.
 - Removal from Office
 - Probationary Period not to exceed 60 days with the understanding that violation of the Probation will result in immediate removal without recourse. Violation of the Probation is defined as any and all actions that might be considered to be antagonistic towards the

- Organization or its members, refusal to comply with the duties of their Office, insubordination, or other specified issues.
- Board Members removed from Office for disciplinary reasons will not be considered to be in good standing and consequently will be unable to serve on the Board in the future.
- Assists any other board members as needed.
- Completes any other duties as assigned by the President.

Commissioners

- Responsible for submitting a budget to the Executive Board for approval prior to the sign ups. Budget should include the minimum number of players needed for a successful season. Once the season has begun an updated budget can be submitted for approval. Any expenditures not on the approved budget will not be paid nor reimbursed.
- Solely responsible to ensure that all money (ie athlete fees, gates, concessions, donations, etc...) collected for their sport is submitted to the Treasurer.
- Identifies individuals to serve as coaches who have a servant heart and are not prideful. All coaching candidates must be approved by the Executive Board prior to coaching.
- Ensures that Coaching Candidates have completed all paperwork and background checks have been completed prior to each sport's season beginning.
- Submits all coach documentation to the secretary and verifies background check is passed before allowing coach to have contact with athletes.
- The commissioner should not be on the court/field during a game unless requested by the head coach or acting as an assistant coach. If acting as an assistant coach the commissioner can not invoke any powers of the commissioner role.
- Assists Coaches as requested but allows head coaches to maintain control of their field/court.
- Any concerns about the actions of a coach should be addressed with respect of the 24-hour rule unless it is a serious safety issue.
- Ensures fiscal responsibility for their Sport.
- Maintains the petty cash fund and completes the expense report to be filed with the treasurer.
- Maintains an inventory list of all equipment, noting equipment that needs replacement or reconditioning and provides that list to the Secretary & Equipment Manager.
- Contacts the equipment manager before removing/returning any items to/from the storage unit.
- Ensures that the storage unit is kept neat, clean & orderly with all items being placed in the JCSA storage unit at the conclusion of the season.
- Establishes the season game schedule and follows up to confirm games.
- Updates the JCSA Calendar to reflect pertinent information for their sport.
- Finds and schedules officials for home games.
- Keeps in close contact with the Ministry Outreach Officer and informs them of any concerns or potential issues.
- Coordinates game day activities for home games (confirming officials, gate, concessions, facilities, announcers, scorekeepers, clock, field equipment, etc.)
- Ensures that all athletes have a birth certificate and current physical (required annually) on file.
- Ensures that the President is immediately notified of any injuries.

- Ensures that the Secretary receives a doctor's release before an injured player is allowed to resume play or practice.
- Ensures that all athletes are not currently enrolled in a School that offers the same sport.
- Ensures compliance with League Transfer Rules.
- Ensures that practices are held on a regular schedule (may have to fill in for the Coach if the Coach cannot make it).
- Ensures that practices are cancelled in the event of inclement weather.
- Ensures that the secretary is provided a copy of all documentation.
- Assists any other board member as needed.
- Complete any other duties as assigned by the President.

Head Coach

- Anyone interested in a head coach position must submit a coach's application to the
 President and approved by the Executive Board. Applicant must receive majority vote of the
 Executive Board to be placed in the position of head coach.
- Head Coach is responsible for selecting their assistant coaches and a limited number of designated support staff for their team. All coaches and designated support staff will be issued an identification badge. Anyone without their identification badge will not be allowed in the designated staff areas. If the Head Coach has any trouble finding volunteers he/she can reach out to the commissioner for help.
- Head Coach has full charge of his/her sideline, bench, dug out, etc... This area should be free of anyone who is not an assistant coach or designated support staff. The head coach has the right to ask anyone to leave their designated area. This authority should be respected and supported by commissioners and board members unless there is a safety issue that must be addressed immediately. Any issues other than immediate safety concerns shall follow the 24-hour rule.

Chain of Command

- Coaches are considered the first line of supervision
 - Parents and Players shall not challenge coaches but instead should meet with the coach (given the 24-hour rule/NOT on game day) to discuss their issues. If the meeting is done in private, the Coach must have the Ministry Outreach Officer, or President, if the Ministry Outreach Officer is not available, present during the meeting.
 - Only Parents and Players that are <u>directly</u> involved have standing to complain or discuss a topic of concern.
 - o Coaches shall advise their respective Commissioner of any scheduled meeting of this nature along with the outcome.
- Commissioners shall have supervisory responsibility over coaches.
 - Commissioners must keep the Ministry Outreach Officer informed of all concerns and\or meetings with aggrieved parties including meetings between coaches and parents.
 - Commissioners should politely advise parents and players that they must speak with the Coach first in the event that a parent or player seeks them out without going through the Head Coach first.
 - Should the issue with the coach not be resolved the parent may appeal to the Commissioner over that Sport. The appeal must provide in writing the following:

- Name of party or parties involved
- Complete description of incident to include:
 - Date and Time of incident
 - Witnesses
- Date and time of meeting with Coach
- Results of Meeting
- What the Party or Parties believe will resolve the issue.
- The Commissioner receiving the complaint will schedule a later time to discuss the matter with the party, preferably within a week.
- The Commissioner shall meet with the Coach prior to this meeting and obtain the Coaches point of view and any pertinent information.
- The Commissioner shall meet with the aggrieved party and the Ministry Outreach Officer or President if the Ministry Outreach Officer is not available. If the commissioner does not resolve the issue the commissioner shall schedule a meeting with the Executive Board for a final resolution.

Exception: The complaint by an aggrieved party may be taken directly to a Commissioner of that sport or any Executive Board Member if the Complaint involves a sexual, abusive or any other criminal nature. In this event, all respective authorities must be notified immediately. Also an emergency executive board meeting with the affected commissioner will be held to identify the facts and circumstances as we know it and to ensure that all applicable laws have been followed. JCSA will respect the findings of the respective Government Agencies and the Privacy of those involved. In addition, if this involves a Coach or Board Member, that Member may be temporarily removed from their position if it is determined to be in the best interest of the Organization and/or parties involved. A player or family who is the subject of the complaint may be removed from JCSA activities until a final determination can be made. A final determination as to the individuals' status in the Organization will be made once the Authorities have concluded their investigation.

General Rules & Guidelines

- Once a schedule is posted to parents that schedule is considered final.
- Adding a game after the schedule is posted should only happen after coaches, parents & players are consulted and the general consensus is to add the game. JCSA respects that families have other commitments and will be respectful of our members' time.
- No member of JCSA will represent JCSA in any official capacity without majority Executive Board approval.
- Any official conversation must have a third party (President, Executive Board Member, Athletic Director, Commissioner or Head Coach) present to prevent miscommunication.

Compensation

- JCSA does not currently provide monetary compensation to those serving in the Organization. Instead the Organization grants benefits to recognize the efforts and dedication to the Youth and the Organization as a whole.
- Head coaches of each sport at each distinct age level will have their annual family membership fee waived while serving as head coach
- Members of the General Board will receive one free sport of their choosing while they are actually serving on the Board.
- Members of the Executive Board will receive two free sports of their choosing while they are actually serving on the Board.

- A member who fills more than one compensable role may choose only one benefit level.
- Members may transfer their benefit to another Member in good standing if they so desire.

Legacy Membership Status Qualifications

- Shall serve JCSA in a leadership role for a minimum of 10 consecutive years in good standing
- Shall be nominated and voted on by the Executive Board.
- The Executive Board can select a Legacy Member based on what they deem as an "above-and-beyond" contribution to the organization, bypassing the years of service.

Legacy Membership Benefits

- Legacy Members are not required to pay gate fees at JCSA sponsored events
- Legacy Membership privileges are non-transferrable

Additional Sports

- Should a member of JCSA in good standing wish to request a sport be added, they must submit their request in writing to the President. This request must contain the following
 - Sport requested
 - Estimated cost of Sport
 - o Who would coach the sport
 - Equipment needed for sport
 - o Facilities needed for sport
 - o Number of athletes needed for sport and names of those who have requested to participate in the sport.
 - o Is the sport currently being offered in the area and if so, is it open to Homeschool students
- The President will present the request to the Executive Board. The Executive Board will review the request and determine if adding the sport would be in the best interest of JCSA (funding, resources, if the sport is already being offered in the area and is readily available to homeschool youth, competition with current sports being offered, etc). Then the Executive Board will vote on the recommendation. This vote shall require 2/3 vote to pass.
- This determination of the Board shall be final
- Additional Sports may necessitate the addition of a Board member. This will follow the procedure outlined for adding a Board Member or Emergency Replacement.

Committees

- Board Members may establish committees to carry out various functions and assist them with their responsibilities.
- These ad-hoc committees will be selected by the respective board member and serve at the discretion of the board member without compensation or expectations of rewards.
- Preference should be given to former board members and individuals who have shown a willingness to be involved through either coaching or willfully volunteering to assist.
- Ad-hoc committee members do not have any voting rights and are not considered to be part of the Board.

Meetings

• The Executive Board supersedes the General Board.

- Executive Board Meetings shall be held monthly on the third Tuesday of each month. There must be a majority of the voting board present and a majority vote to pass any motion.
- A full board meeting with both the Executive and General Board shall be held in July, October, January & April on the third Tuesday. General Board will present a report to the Executive Board.
- Meetings will include any and all pertinent information to be discussed, along with an overview of the budget and any concerns or considerations.
- Nothing in this section prevents additional meetings from being called to address specific topics.
- Additional meetings may not require the General Board to be in attendance.
- Board Members will be notified of additional meetings electronically with a minimum of 24 hours notice.
- Emergency meetings will require no advance notice & may be conducted electronically (ie... email, text, phone call, video chat, etc....) if necessary.

Resources

- Guidebook
 - Each Commissioner shall be responsible for updating the guidebook for their sport. Should the guidebook not yet exist, then that Commissioner shall create one. This guidebook will be electronically available on the secure portion of the webpage
 - o The guidebook will consist of the following:
 - Area programs with contact information for the scheduling of competition
 - Contact information for Sports Officials
 - Contact information for Facilities
 - League information including Chairman over that sport and League rules for that sport
 - Inventory List
 - Purchase Date
 - Expiration Date if applicable
 - Replacement Cost
 - Reconditioning schedule / cost and vendor
 - Items no longer in inventory (damaged, expired, stolen) must have a date removed from service.
 - Current Roster
 - Current Coaches for all levels, including a checklist showing if they have completed training
 - Master schedule (Provides backup for Google Calendar)
 - Important dates for that sport (sign-ups, 1st day of practice, etc)
 - Fees and all required athlete documentation

Webpage

- The webpage is a valuable resource that gets the word out about JCSA. It now includes a Google Calendar. All Board Members will have access to update the Calendar.
- The webpage also has information about signups and upcoming events so it is critical that this information be shared promptly to ensure it gets on the web.

JCSA Facebook page is another resource available to get the word out

GroupMe is another valuable tool that can be used to share information, this time through text messages

Multiple Athlete Fee Reduction

- JCSA recognizes that, while we do strive to keep our rates as low as possible, the cost of participating in sports is expensive. In hopes of offering some relief we are offering discounts to families with multiple players. This discount only applies to sibling athletes signing up at the same time (ie... football & volleyball vs baseball & track).
 - o 1st athlete pays full price
 - o 2nd athlete pays at a discount of 20% off
 - Each additional athlete pays at an additional 5% off discount (ie.. 3rd athlete 25% off, 4th athlete 30% off, 5th athlete 35% off)

Co-Ed Teams

It is the goal of JCSA that all our athletes have the opportunity to participate in sports to challenge themselves, to learn and achieve their highest level of success while ensuring each athletes safety as well as their physical, mental and spiritual well-being. As both genders hit puberty, size and strength differences become more pronounced and discrepancies in height and weight can begin to pose safety concerns. Just as teams are built based on age to prevent a 90-pound jr. high student from facing a 250-pound varsity student, we do not allow co-ed sports to prevent a 250-pound male from crushing a 110-pound female. As a Christian-based organization, it is necessary to protect our youth as they learn to navigate their ever changing hormones. We offer multiple sports for both boys and girls based on interest level. We simply believe that it is in the best interest of our athletes that teams be all male or all female.