

Crystal Lake Raiders Junior Football Association Bylaws

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Article I: Name

Section 1.1: Name of the Organization

This organization shall be known as the Crystal Lake Raiders Junior Football Association, hereinafter referred to as "CLR." CLR may also become a member of designated leagues as determined by the Executive Board.

Section 1.2: Principal and Registered Office

The principal office of the Corporation shall be located in the County of McHenry, State of Illinois. The Corporation may also have offices at other locations as designated by the Board from time to time.

The Corporation shall continuously maintain a registered office and a registered agent in the State of Illinois, with the registered agent's business office being identical to this registered office. The Corporation may also establish other offices within or outside the state as needed.

Article II: Objective and Nonprofit Status

Section 2.1: Objective

CLR's primary objective is to foster the physical, mental, and social development of children in the community. CLR seeks to instill values such as good sportsmanship, honesty, loyalty, courage, physical fitness, and self-discipline among its participants. By promoting teamwork,

CLR aims to develop principles of sportsmanship, camaraderie, safety, and enjoyment among its members.

Section 2.2: Nonprofit Status

CLR operates as a nonprofit organization under Section 501(c)(3) of the Internal Revenue Code, exclusively dedicated to charitable purposes. This status grants CLR tax-exempt recognition and ensures that all funds and resources generated are used solely for advancing its charitable objectives. CLR will comply with all applicable laws and regulations governing nonprofit organizations.

Section 2.3: Inclusivity and Accessibility

CLR is committed to providing equal opportunities for all children, regardless of squad size or the availability of equipment. The organization shall never turn away any child based on these factors, ensuring that every interested participant has the opportunity to join and benefit from CLR's programs. Measures may be taken to accommodate diverse needs and circumstances, promoting inclusivity and fairness throughout all aspects of the organization.

Article III: Governance

Section 3.1: Board Composition and Responsibilities

The CLR Executive Board shall comprise at least the following positions: President, Secretary, Treasurer, Cheer Vice President, Football Vice President, Administrative Director, and Registration Officer.

Section 3.2: Authority and Duties of the Board

Section 3.2.1 The affairs of the corporation shall be managed by or under the direction of its Board. The Board shall adopt Rules and Regulations necessary and proper for executing the plenary powers vested in the Board, including but not limited to any rule governing registration fees, league fees, participants, coaches, background checks, teams, equipment, and scheduling.

Section 3.2.2 The Board shall have overall supervision of CLR's affairs and serve as the main governing body for all CLR-sanctioned programs and activities.

Section 3.2.3 The Board shall:

- a. Establish organizational policies.
- b. Formulate and enforce rules and regulations governing the organization.
- c. Fulfill other duties specified in the CLR Bylaws and policies.

Section 3.2.4 All board positions' terms shall run from January to January of the following year. Additionally, all coaching positions and certifications shall run for one calendar year from the certification or appointment date and continue for 12 months thereafter.

Section 3.2.5 Liability insurance shall be made available to board members upon request and approval by a majority vote of the board.

Section 3.3: Sanctioning of Sports Programs

Section 3.3.1 The Executive Board shall grant approval for each new proposed sports program by a majority vote.

Section 3.3.2 Once a new sports program is sanctioned, it must follow the same Bylaws, policies, and regulations as existing CLR programs or league representation designation with said program.

Section 3.4: Rules and Regulations of Individual Sports Programs

Section 3.4.1 Each sports program may establish its own rules and regulations of play consistent with these bylaws and in accordance with CLR's policies and designated league representation. All activities, actions, rules, and regulations of each sports program shall be subject to review and approval by the CLR Board.

Section 3.4.2 Any activity, action, rule, or regulation of a sports program that deviates from CLR policies, attempts to supersede the policies and bylaws, or is deemed inappropriate by the Board, may result in the nullification of said activity, action, rule, or regulation and the revocation of the sports program's sanctioning.

Article IV: Participation

Section 4.1: Eligibility

Participation in CLR programs is open to both Crystal Lake residents and non-residents, contingent upon specific conditions, including facility and coach availability, program requirements, adherence to league rules (e.g., boundaries, if applicable), and other essential operational factors.

Section 4.2: Scholarships

CLR's Executive Board, in its sole discretion, may grant full or partial scholarships to families encountering financial difficulties. Scholarship allocation will be determined within the annual budget and may be subject to adjustment before each season. The Board will convene to select scholarship recipients, and it is important to note that scholarships are not guaranteed; applicants must reapply each season.

4.2.1: Scholarship Eligibility Criteria

Eligibility for scholarships requires that all financial obligations are current, volunteer hours are completed, and the child participates in at least 80% of the season. Mandatory equipment and uniform fees, as determined yearly by the Board, must also be paid.

4.2.2: Disqualification from Scholarships

Failure to meet any of these conditions—including outstanding financial obligations, incomplete volunteer hours, or insufficient participation—could result in mandatory disqualification from all future scholarships.

Section 4.3: Residency Definition

For CLR program purposes, a resident is defined as an individual residing within the jurisdictional boundaries of the Crystal Lake Park District, School District #47, and District 155 high schools Crystal Lake South & Crystal Lake Central.

Section 4.4: Disciplinary Policies

All participants are expected to adhere to CLR's written disciplinary policies, as well as those specific to their respective sport. These policies outline expected conduct, behavior standards, and consequences for violations, including participation in Raiders events, whether at home or away, involving athletes, coaches, volunteers, parents, and spectators.

See: Conduct and Discipline

Section 4.5: Denial, Suspension, or Revocation of Participation

CLR reserves the right to deny, suspend, or revoke a participant's eligibility for program participation in accordance with the established disciplinary policies. Decisions regarding these measures will be based on the severity and nature of the violation, ensuring fairness and due process.

Section 4.6: Grievance Procedure

In case of disputes regarding participation, disciplinary actions, or related matters, CLR will provide a fair and transparent grievance procedure. Participants will have the right to appeal decisions, present their case, and receive a prompt resolution to their concerns. Decisions will be considered final after a board hearing and majority vote.

Section 4.7: Non-Discrimination

CLR is committed to providing equal participation opportunities to all individuals, regardless of race, color, religion, sex, national origin, age, disability, or any other legally protected status. Discrimination or harassment in CLR programs is strictly prohibited.

Section 4.8: Consent and Waivers

Participants, or their legal guardians in the case of minors, are required to provide informed consent and complete all necessary waivers or release forms prior to participating in CLR programs. These forms detail the risks, responsibilities, and liabilities involved in football and/or cheerleading activities, ensuring all parties are fully aware of the conditions and expectations associated with participation.

Section 4.9: Program Requirements

CLR may establish specific program requirements, such as age restrictions, weight, skill levels, and team assignments, to ensure safety and fairness. These requirements will be communicated to participants during registration and selection processes and must be strictly adhered to.

Article V: Elections and Qualifications for Board Membership

Section 5.1: Qualifications for Board Membership

To be eligible for election to the CLR Board, a candidate must be willing to:

- **Maintain Good Standing:** Candidates must be in good standing with CLR, meaning they have no prior disciplinary actions, Code of Conduct violations, or resignations from a board position without good cause. They must also pass a background check.
- **Demonstrate Time Commitment:** Candidates should be prepared to commit the necessary time and effort to fulfill board responsibilities. This includes attending at least 9 of 12 regular board meetings, participating actively in committee work, volunteering during home games, and engaging in other organizational activities related to the board position (i.e. this is separate from any coaching responsibilities if applicable)
- **Exhibit Leadership and Collaboration:** Candidates should display strong leadership qualities and the ability to work collaboratively with other board members, coaches, volunteers, and parents to further CLR's mission and objectives.

Additionally, candidates must be at least 18 years old, have participated in CLR programs or events for at least one full season prior to the election, and have no outstanding financial obligations with CLR.

Section 5.2: Nominations

Nominations for Board positions may be submitted by any CLR member in good standing. Nominations may be made in writing to the Board or during the annual meeting. All nominated candidates must meet the eligibility criteria as outlined in Section 5.1.

Section 5.3: Election Process

Elections for Board members will be held at the annual meeting or as needed to fill vacancies. Each Board position up for election will be voted on separately. Voting will be by secret ballot, and each eligible CLR board member in good standing may cast one vote per open position. A candidate will be elected if they receive a simple majority (more than 50%) of the votes cast. At the General Board Meeting held for the purpose of electing officers, any Crystal Lake Board member in attendance within 15 minutes of the published start time for the meeting shall have the right to vote.

Section 5.4: Terms of Office

Each officer shall hold office for a term of one year, commencing in January and ending in January of the following year. Each officer shall hold office until his or her successor shall have been duly elected and shall have qualified, until his or her death, or until he or she shall resign or shall have been removed in the manner hereinafter provided. The election of an officer shall not of itself create contract rights.

Section 5.5: Removal of Board Members

Board members may be removed from office by a majority vote of the remaining Board members if they are found to be in violation of their duties, fail to meet attendance requirements, or no longer meet the qualifications outlined in Section 5.1.

Section 5.6: Vacancies

If a Board position becomes vacant mid-term, the Board may appoint a member in good standing to fill the position until the next annual election.

Section 5.7: Voting Rights of Board Members

5.7.1 General Voting Rights: All CLR Board members, except the President, generally hold equal voting rights on board decisions. Each voting member casts one vote independently, representing the organization's best interests. However, certain sensitive or high-level decisions are exclusively reserved for the executive board.

5.7.2 President's Voting Rights: The President does not participate in regular voting on board decisions. The President's vote is reserved solely for breaking a tie when the board is evenly split on a matter. This ensures that decisions are made by a majority of board members, with the President's vote used only as a tiebreaker when necessary.

5.7.3 Voting Rights on Executive Decisions: While all board members participate in most votes, certain decisions are restricted to the executive board members only. These may include high-level financial allocations, disciplinary actions, staffing decisions, and other matters deemed confidential or strategic.

5.7.4 Voting Rights in Elections for New Members: When voting to elect new members to the CLR Board, any board member running for the position under consideration must abstain from casting a vote. This restriction ensures fairness by preventing candidates from influencing the outcome of their own election.

5.7.5 Conflict of Interest: Other executive officers or appointed positions, such as Vice Presidents, the Treasurer, and the Secretary, maintain full voting rights alongside other board members, except where they may need to abstain due to a conflict of interest. In cases of conflict, the individual shall declare their conflict and abstain from voting on that specific issue.

5.7.6 Majority Rule: The nominee receiving a simple majority of the votes cast shall be

declared the winner. In cases where no nominee receives a simple majority, an immediate run-off shall be conducted between the two nominees who received the most votes. The President shall oversee the vote count and have a vote in case of a tie.

5.7.7 When a member's position becomes vacant due to the above provisions, they will be notified electronically and given the opportunity to address the matter at the next board see provision 5.5.

Article VI: Resignation or Removal of CLR Board Member

Section 6.1: Request for Removal

A written statement outlining the conduct serving as the basis for a CLR member's removal request must be submitted to the Executive Board, along with supporting documentation. The conduct in question will be discussed and ruled upon by the board following a hearing, post-hearing deliberation, and a vote based on the merits and allegations. **6.1.1: Notification of Vacancy Due to Inability to Serve**

If a member's position becomes vacant due to an inability to fulfill the required provisions, they will be notified electronically and given the opportunity to address the matter at the next board meeting.

6.1.2: Handling Vacancies

In the case of a vacant board position, the board may, by a majority vote, elect a successor to fill the vacancy or decide to leave the position vacant. If an immediate need is identified for the vacant position, the President shall have the authority to appoint an interim member to serve until the vacancy is officially filled.

Section 6.2: Special Meeting

Within twenty-one (21) days of receiving the removal request, a meeting shall be convened. The President is responsible for notifying the entire board about the removal request, and the board will collectively deliberate on the matter. The President retains full autonomy over the meeting and voting process.

6.2.1: Proxy Appointment for Presidential Removal Requests

If the removal request targets the President, a proxy will be appointed by the Executive Board to conduct the meeting and voting process. In this case, a committee consisting of the Vice President of Cheer, Vice President of Football, Treasurer, Administrative Director and the Secretary will oversee the process, requiring a majority vote for removal. **Section 6.3: Voting Process**

During the meeting, a vote will be taken to determine the outcome of the removal request. The following voting options are available:

6.3.1: Approved Removal

If a majority of the Board votes in favor of removal, the member in question will lose their active voting status. Removal from the board requires a majority vote of the Board. **6.3.2: Rejection of Removal**

If a majority of the Board votes against removal, the member will continue to serve on the board as an active voting member.

6.3.3: Resignation

If a board member resigns, becomes unable to perform their duties, or is removed from office, the position may become vacant. Any vacant position shall be filled according to the established rules and procedures for filling vacancies.

6.3.4: Filling Vacancies

Any vacant office may be filled by a majority vote of the CLR Executive Board at the next regularly scheduled meeting of the Board, following the vacancy. All vacancies shall follow the rules as enumerated in Section 6.1.6 herein.

Section 6.4: Effect of Removal

Upon approval of removal, the member's position on the CLR Board will be vacated, and they will no longer hold that position.

Article VII: Meetings

Section 7.1: Leadership and Meeting Schedule

Meetings are efficiently led by the President, who oversees proceedings and ensures adherence to the agenda. The President maintains decorum, encourages active participation from all members, and manages conflicts or digressions to keep the meeting on track. If the President is not in attendance, he may appoint an executive member or in his absence an executive member will assume his responsibilities and lead the meeting in the President's place.

7.1.1: Meeting Schedule

In January, the newly elected board will establish the meeting schedule for the upcoming year, providing ample notice to facilitate attendance and participation for all board members.

Section 7.1.2: Rescheduling Meetings

Only an Executive Board member may request to reschedule a meeting, and such a request must be approved by a majority vote of the Executive Board. Requests to reschedule must be made no later than three days prior to the scheduled meeting date. All members must receive a minimum of 72 hours' notice if a change to the meeting schedule occurs, ensuring ample time to adjust plans and facilitate attendance. If a meeting is rescheduled, any board member unable to attend due to the change will not be penalized for their absence.

Section 7.2: Establishing Agendas

Prior to each meeting, the President prepares a comprehensive agenda, which includes key discussion topics, action items, committee reports, and any new business submitted by members. This structured approach allows participants time to prepare, ensuring productive meetings.

7.2.1: Agenda Submission Deadline

All agenda ideas and proposals should be submitted to the President and Secretary no later than the Friday prior to the meeting. If there is an additional topic not on the agenda, it will be

addressed during the five-minute miscellaneous items period.

7.2.2: Agenda Distribution

The Secretary consolidates member inputs, organizes the agenda, and distributes it via email no later than the Saturday before the meeting. This ensures transparency and allows participants ample time to review and prepare. Items not submitted by the Friday deadline will be deferred to the next meeting.

Section 7.3: Time Management

To respect members' time, strict time limits are adhered to for each agenda item. The President monitors discussions to keep them within these limits, ensuring that all topics are addressed and meetings conclude on schedule. Certain topics may require extended discussion or shorter time allocations, allowing flexibility where necessary.

Section 7.4: Prioritizing Matters

Agenda items are arranged to prioritize critical topics at the beginning of the meeting, allowing members to address key issues when they are most attentive. Less time-sensitive matters are scheduled for later in the agenda, ensuring essential topics receive the focus they deserve.

Section 7.5: Forum and Q&A

Dedicated segments are allocated for an open forum, allowing members to express concerns, raise ideas, or propose suggestions. An additional Q&A session offers clarity on specific topics or decisions, fostering open communication and giving every member a chance to contribute.

Section 7.6: Consensus Building As a collaborative organization, decisions are made collectively. Open discussions, active listening, and constructive feedback are encouraged to reach a consensus on important matters. If a consensus cannot be reached, a vote will be held. If consensus is still not achieved following the vote, the issue may be tabled until the next meeting to allow additional time for consideration and ensure alignment with the organization's best interests.

Section 7.7: Rules for Objections

In cases of disagreement, specific rules for objections are followed. The objecting party has up to 3–4 minutes to present their case, while the opposing party has 2 minutes to rebut and respond.

Section 7.8: Meeting Minutes

Detailed minutes are recorded during each meeting, documenting discussions, decisions, and action items. These minutes are shared with members post-meeting for review and approval, promoting transparency and ensuring all members stay informed about outcomes and ongoing progress.

Article VIII: Coaches

Section 8.1: Coaching Staff Application Process

The application process for individuals interested in joining the coaching staff is outlined as follows. This process is overseen by the Coaching Committee, composed of two board members and three parent representatives, who are responsible for reviewing, interviewing, and selecting coaching staff based on seasonal needs.

8.1.1: Candidates seeking to join the coaching staff must submit their applications to the Board.

8.1.2: Applications, which are season-based, must be submitted by the deadline specified by

the Coaching Committee each season.

8.1.3: The Coaching Committee will conduct interviews for coaching positions. **8.1.4:** At the time of application, candidates should be prepared to present their specific qualifications in written or oral form, highlighting their experience, values, and suitability for the position

8.1.5: Interviews for football and cheer coaching positions will be scheduled by the Coaching Committee, which is appointed at the January meeting. The committee will notify candidates at least seven days in advance of their scheduled interview.

8.1.6: Candidates unable to attend the scheduled interview (either in person or via Zoom) will be ineligible for the "head coach" position.

8.1.7: The Coaching Committee will select head coaches by majority vote and present these candidates to the full Board for final majority approval at a designated meeting each season or as soon as practicable.

8.1.8: If no applications are received or no suitable candidates are available for a specific position, applications will remain open. Candidates may apply at regularly scheduled meetings until all positions are filled. In the interim, the Executive Board, by majority vote, may appoint a temporary coach until a final selection is made.

8.1.9: The Executive Board retains the authority to dismiss or reappoint any coach. For dismissal, a quorum of Executive Board members must be present, and a minimum of four (4) votes are required. Flagged or failed background checks will be investigated, with final discretion resting with the Executive Board.

Section 8.1.10: League Disciplinary Action

Disciplinary action imposed by the league on a coach will not automatically affect their volunteer role within the organization, provided their actions align with the organization's Code of Conduct. However, based on the nature of the disciplinary action, the Raiders will conduct their own internal investigation to ensure compliance with organizational standards. Coaches volunteering in this capacity are indemnified from league disciplinary actions, including fines, except in cases of Code of Conduct violations.

Article IX: Financial Disbursements

Section 9.1: Expenditure Authorization

For all expenditures exceeding \$1,000.00, payment must be made by check or another approved payment method. Such payments require the signatures of the Treasurer and one other Executive Officer. Receipts are mandatory for all cash expenditures. If a receipt is lost, a memo must be submitted to document what happened to the receipt and the purpose of the expenditure.

Section 9.2: Budget Approval

Any operations or activities involving the expenditure of organization funds must submit a

budget for approval by a vote of the Board.

Article X: Refunds

Section 10.1: Withdrawals and Refunds

In cases where a player or cheerleader voluntarily decides to withdraw from participation before the equipment or uniform fitting takes place, they may be eligible for a refund. However, if a refund is granted, it will be subject to a deduction of processing fees, as determined by the organization's policies and procedures.

Section 10.2: Processing Fees

Please be aware that processing fees may apply to any refunds issued, and the specific deduction amount will be determined by the organization's policies and procedures. We encourage all participants to carefully consider their commitment before accepting equipment or uniforms to avoid any misunderstandings or financial implications.

Section 10.3: Equipment Distribution (Football) and Uniform Fitting (Cheer)

10.3.1 Football Refund and Uniform Policy

No refunds will be issued once equipment fittings have taken place. Once equipment distribution has occurred, the organization will not process any refunds.

Each CLR Football participant is entitled to one uniform per season. If additional uniforms are required, parents are responsible for purchasing them.

Uniform fittings will be conducted at the annual equipment pickup. Parents are responsible for ensuring accurate sizing during fittings; CLR is not liable for any missized uniforms after orders are placed.

Assigned jersey numbers will remain with participants for the duration of their Raider career.

10.3.2 Cheer Refund and Uniform Policy

No refunds will be issued once uniform fittings have taken place. Once uniforms have been ordered, the organization will not process any refunds.

Annual uniform fittings will be conducted prior to each season as applicable. Parents are responsible for verifying sizes during the fitting process; CLR is not responsible for any missized uniforms after orders are placed.

Section 10.4: Refund due to a Violation of Code of Conduct

Furthermore, if a child is removed from the program due to a violation of the organization's code

of conduct, whether by the athlete or their parent/guardian, a refund will not be given. The organization upholds its commitment to maintaining a positive and respectful environment for all participants, and adherence to the code of conduct is essential to fostering a safe and enjoyable experience for everyone involved. Therefore, any violation leading to removal from the program will result in the forfeiture of any refund that may have been approved prior to the incident.

Article XI: Article 11: Role and Responsibilities of the Board

Executive Board:

1. Executive Board Member: President
2. Executive Board Member: Vice President Football
3. Executive Board Member: Vice President Cheer
4. Executive Board Member: Secretary
5. Executive Board Member: Treasurer
6. Executive Board Member: Administrative Director
7. Executive Board Member: Registration Coordinator

General Board Member:

8. Board Member: Director of League Representation TCYFL
9. Board Member: League Rep and Safety (Trainer)
10. Board Member: Cheer Coordinator
11. Board Member: ICA /Cheer Operation Representative
12. Board Member: Fundraising Coordinator
13. Board Member: Concession Coordinator
14. Board Member: Fields & Facilities Coordinator
15. Board Member: Apparel Coordinator
16. Football Equipment Coordinator
17. Sideline Cheer Director
18. Cheer Team Coordinator
19. Director of Marketing
20. 7on7 and Flag Football Coordinator

Article XII: Amendments

Section 12.1: Amendment Process and Bylaw Committee

12.1.1 Amendments to the Constitution and Bylaws of Crystal Lake Raiders Youth Football and Cheer (CLR) may be proposed and adopted through the following procedure: a. Any member of the Governing Board may propose an amendment by submitting a written proposal to the Board for review and approval.

b. The Board may review the proposed amendment and determine its recommendation for adoption by a majority vote, but must additionally include 2 of 3 votes from either Vice president (Cheer and/or Football) and/or the league President.

c. Once the Board has approved the amendment, it will be posted for public viewing.

Bylaw Committee and Implementation:

CLR shall establish a Bylaw Committee, which will meet annually to review all changes or proposed changes to ensure the bylaws remain current and effective. This committee shall consist of a minimum of three (3) and a maximum of five (5) members. They will convene annually before the November meeting to propose said changes for the November meeting and discuss and prepare proposed modifications. The Bylaw Committee will then present these proposed changes to the Board annually at the no later than November meeting for a vote. These amendments shall take effect immediately upon adoption unless otherwise stated in the amendment itself.

Article XIII: Dissolution

Section 13.1: Dissolution of CLR and Financial Obligations

13.1.1 The CLR may only be voluntarily dissolved by a unanimous (100%) vote of the Board, in compliance with all statutory and legal provisions.

13.1.2 In the event of dissolution, the CLR shall first settle all its outstanding liabilities, including financial obligations and contracts, as a top priority.

13.1.3 After settling its liabilities, any remaining assets and property of the CLR shall be transferred to the Crystal Lake Park District, provided they accept it for the benefit of the youth of the community. If the Crystal Lake Park District refuses to accept the assets and property, the CLS & CLC shall become the beneficiary. If the CLS & CLC also refuses, the Board shall determine an appropriate charity to receive the remaining assets and property.

Section 13.2: Dissolution of a CLR Sport and Financial Obligations

13.2.1 An individual CLR sport may only be voluntarily dissolved by a unanimous (100%) vote of the Board, in compliance with all statutory and legal provisions.

13.2.2 In the event of the dissolution of a CLR sport, the CLR shall first settle all outstanding financial obligations and contracts related to that specific sport, as a top priority. **13.2.3** After settling these obligations, any remaining assets and property shall be turned over to the CLR for the benefit of the CLR, as determined by the Board.

This addition emphasizes the importance of settling financial obligations and fulfilling contracts before any remaining assets and property are distributed or transferred.

Article XIV: Financial (Monetary) Disclosure

Section 14.1: Disclosure of Monetary Compensation

Upon accepting a Board position, it is mandatory for any board member, their immediate family, or any entity in which the Board Member or immediate family member has a material interest, to disclose any monetary compensation received from association with any activity pertaining to the Crystal Lake Raiders (CLR) to the Board.

Section 14.2: Compensation Review

The Treasurer shall conduct a review of compensation paid to any individual to determine if they have received compensation amounting to \$5,000.00 or more in a single year. This review is intended to ensure transparency and proper oversight.

Section 14.3: Reporting of Questionable Compensation

If the Treasurer identifies compensation that is deemed questionable or appears to exceed normal compensation for the activity(s) performed, services provided, or goods sold, they shall promptly report such findings to the Executive Board.

Section 14.4: Failure to Disclose

In the event that a Board Member fails to disclose monetary compensation as required by this policy, the Treasurer shall report the non-disclosure to the Executive Board for appropriate action.

Section 14.5: Violation Consequences

Any Board Member who knowingly violates this financial disclosure policy shall be subject to removal as a Board Member in accordance with the policies and procedures outlined in the Constitution and Bylaws of the Crystal Lake Raiders Youth Football and Cheer organization

Article XV: Conduct and Discipline

Section 15.1: Code of Conduct

The Crystal Lake Raiders (CLR) uphold a strict code of conduct for all participants, including athletes, coaches, volunteers, spectators, and parents/guardians, involved in its programs, events, games, competitions, and practices, both at home and away. This code prioritizes respect, sportsmanship, and a positive, supportive environment for all participants.

Section 15.1.1: Commitment to Safety and Integrity

CLR recognizes that this code of conduct cannot cover every situation that may arise. Therefore, all members acting on behalf of CLR are expected to prioritize the best interest and safety of the children and the organization at all times. Any behavior or actions should be in alignment with CLR's values, even if not explicitly outlined here.

Section 15.2: Board Code of Conduct

Board Members are expected to act in unity and confidentiality. Any disagreements or concerns should be addressed privately at meetings. Openly criticizing board activities or members to the public is prohibited and may result in termination from the board.

Section 15.3: Removal and Consequences

15.3.1 CLR reserves the right to remove any participant, including athletes, coaches, volunteers, spectators, and parents/guardians, who violates the Code of Conduct or displays inappropriate behavior at CLR events, games, competitions, or practices. **15.3.2** Removal may be immediate and temporary, pending investigation and disciplinary action, or permanent based

on the severity of the violation.

15.3.3 For athletes, removal may result in suspension or expulsion from CLR programs, as determined by the Executive Board.

15.3.4 For spectators, coaches, volunteers, or parents/guardians, removal may lead to a ban from future CLR events, games, competitions, or practices.

15.3.5 The Executive Board will ensure a fair process, including the opportunity for the individual to present their case and appeal decisions.

Section 15.4: Grievance Procedure

15.4.1 CLR will provide a grievance procedure for individuals reporting Code of Conduct violations or inappropriate behavior.

15.4.2 Participants, spectators, parents, or guardians should follow the designated grievance process.

15.4.3 CLR shall investigate and address incidents promptly, confidentially, and appropriately, taking necessary disciplinary action.

24-Hour Rule

All participants are expected to observe the "24-hour rule," which prohibits raising concerns with CLR staff or board members regarding issues outside emergencies until 24 hours after the incident. During this period, general questions or reporting an absence may be directed to CLR staff. After 24 hours, concerns may be addressed through the designated chain of command, which includes speaking with a coach, a general board member, or a member of the Executive Board. Public criticism and harassment of participants, staff, and volunteers will not be tolerated. CLR prioritizes restorative practices and views disciplinary actions as a last resort. In the case of negative behaviors, the following steps will be taken:

1. First Incident: The Head Coach or Assistant Coach will address the issue with the athlete directly.
2. Continued Misbehavior: If the behavior continues, the Head Coach will contact the athlete's parent/guardian to discuss the issue and explain the potential consequences.
3. Further Action: If the misbehavior persists after these steps, the issue may be escalated to the CLR Board. The Board will review the situation and, if necessary, may require the athlete to enter a behavior contract outlining expectations for future behavior.
4. Dismissal from the Program: The CLR Board reserves the right to dismiss an athlete from the program for violations of the Code of Conduct, including continued misbehavior or serious infractions. In such cases, no refund will be provided.
5. Replacement from Games/Performances: Athletes may be replaced in games, competitions, or performances for unexcused absences, failure to cooperate, or rule violations. Extreme infractions may lead to immediate suspension or permanent expulsion from the program. The Executive Board will handle serious cases privately and make final decisions regarding participation termination.

How to Address Concerns

We appreciate your understanding that everyone involved in the program is a non-paid volunteer working for the benefit of the kids. Before criticizing, kindly consider offering your help. If you notice something that needs improvement, please inform us and offer your assistance to make it better. The Raiders program is committed to continuous improvement. When addressing a situation, we kindly request that you:

- Abide by the "24-hour rule" mentioned previously. Sometimes words said in the heat of the moment cannot be taken back once spoken.
- Follow the chain of command for expressing your concerns:
 - Head coach (sport-specific)
 - If further action is necessary, submit feedback through our website. Based on the information provided, a board member may or may not follow up.
- If you have an issue or need to address something, please contact us through the website. We will respond as soon as possible and, if necessary, arrange a meeting to discuss further. Your comments are also welcome and valued.

CLR Code of Conduct

CLR is committed to fostering a positive, respectful, and inclusive environment across its programs. Bullying, disrespect, and unsportsmanlike conduct are not tolerated. By participating, all individuals agree to uphold CLR's values and standards, covering the following areas:

Respect and Sportsmanship: Treat all involved respectfully, demonstrating good sportsmanship at all times.

Communication and Interaction: Refrain from negative or inappropriate comments, including online.

Privacy and Media: Follow Illinois Cheerleading Association (ICA) rules for social media and privacy; drones are prohibited.

Conflict Resolution: Address issues calmly and privately with coaches or Executive Board members.

Commitment and Attendance: Follow team rules and guidelines; inform coaches of absences.
Behavior and Language: Maintain respectful and safe behavior, using age-appropriate language.

Unity and Support: Foster a positive environment and resolve team issues through coaches or board members.

Uniform and Representation: Follow CLR's uniform and dress code to represent the organization positively.

15.4.3 CLR shall investigate and address incidents promptly, confidentially, and

appropriately, taking necessary disciplinary action.

Article XVI: Membership Responsibilities and Volunteer Policy

Section 16.1: Volunteer Requirements

To support the growth and success of our organization, all families are required to complete a minimum of hours of volunteering for the fall season set by the board.. This requirement applies per family, not per athlete, and we appreciate your commitment to the Raiders.

Section 16.2: Volunteer Options and Deposit

For the Fall season, families may fulfill this requirement in one of two ways:

- **Option 1: Volunteering Opt-Out**

Families unable to commit to the set-hour volunteer requirement may opt out by paying a fee. This amount will be determined annually by the Board and collected during the registration process.

- **Option 2: Volunteer Deposit**

Families choosing to volunteer must provide a deposit check, with the amount set by the Board each year, collected at the first parent meeting. This check will be securely held and only cashed if the family does not complete the set-hour requirement by the end of the season fall.

Section 16.3: Completion and Documentation of Hours

Volunteer hours must be scheduled and recorded in the DIBS section of our website (www.clraiders.net). Only hours signed up through DIBS will count toward the requirement.

Section 16.4: Consequences of Incomplete Volunteer Hours

Failure to complete the required volunteer hours or pay any remaining balance will result in the athlete's ineligibility to register for the following season until the balance is settled.

Executive Board Member: President

The President of Crystal Lake Raiders (CLR), a distinguished youth football and cheer organization, assumes the role of the principal executive officer, holding a pivotal position in the organization's governance. This esteemed leadership role encompasses a spectrum of responsibilities aimed at managing and administering CLR's business and affairs. The President ensures the effective implementation of resolutions and directives established by the Board, unless specifically delegated to another individual by the Board. Furthermore, the President carries out all duties associated with the office of the President and any other duties prescribed by the Board.

Responsibilities:

Leadership and Facilitation:

- Presides over all meetings of the members and the Board, offering guidance and facilitating the decision-making process.
- May execute contracts or other authorized instruments on behalf of CLR, either individually or in collaboration with the Secretary or any other duly authorized officer, subject to specified requirements.

Vision and Strategy:

- Establishes a clear vision for the Raiders Football & Cheerleading program, setting overarching goals and formulating a strategic plan to realize them.
- Provides leadership and direction to the Board and program officers, fostering a cohesive and productive team.

Operational Oversight:

- Ensures the overall efficiency and organization of the program's operation. ● Monitors and evaluates the program's progress toward its goals, making adjustments as necessary.
- Represents the program at league meetings and relevant events, cultivating positive relationships with community partners, sponsors, and stakeholders.

By steadfastly upholding these responsibilities, the President of CLR plays an instrumental role in advancing the organization's mission and success. Their leadership and commitment drive the promotion of youth development through football and cheerleading while adhering to the highest standards of legality and ethics.

Executive Board Member: Vice President Football

The Vice President of Football at Crystal Lake Raiders (CLR) is a pivotal role within the organization, encompassing a broad range of responsibilities aimed at supporting the President, the Board, and the effective management of the football program. This multifaceted position plays a vital role in ensuring the success and safety of CLR's football program. Key responsibilities and roles include:

Responsibilities:**Assisting the President:**

- Collaborates closely with the President to assist in fulfilling their duties and responsibilities.
- In the President's absence or inability to act, the Vice President assumes the President's role, exercising the corresponding powers and duties.

Program Enhancement:

- Develops and implements strategies that enhance the overall effectiveness of the football program.
- Collaborates with tackle-level head coaches to establish consistent coaching standards and methodologies, ensuring players receive optimal instruction and guidance. **Safety**

Oversight:

- Assumes responsibility for player safety, overseeing safety protocols, and ensuring compliance with equipment regulations.

- Maintains a safe environment for all participants in the program.

Liaison and Communication:

- Acts as a liaison between CLR and league officials, as well as other programs, regarding scheduling and game-related logistics.
- Facilitates communication and collaboration with practice and game host administration, ensuring the smooth operation of practices and events.

Continuous Improvement:

- Identifies areas for improvement and proactively implements changes to enhance program quality.
- Addresses challenges or issues that may arise and collaborates with program officers and committee members to find solutions.

Coaching Support:

- Provides guidance and support to coaches, addressing their needs and concerns. ● Serves as a reliable point of contact for all program-related matters, representing the program effectively.

Representation and Leadership:

- Represents the program in the absence of the President, ensuring the organization's continuity and efficient operation.
- Fosters a collaborative and positive environment, supporting team coaches and volunteers in achieving program goals.

The Vice President of Football is a cornerstone of CLR's football program, playing a critical role in supporting its success, promoting safety, enhancing the quality of instruction, and ensuring a positive experience for all participants.

Executive Board Member: Vice President Cheer

The Cheer Vice President Executive Board Member at Crystal Lake Raiders (CLR) is a pivotal member of the organization, responsible for assisting the President and ensuring the overall success and excellence of the cheer program. This role encompasses various key duties and responsibilities to support the organization's mission and objectives.

Responsibilities:

- **Support to the President:** The Vice President Cheer works closely with the President and is prepared to step in and fulfill the President's duties when necessary. In the absence or incapacity of the President, they assume the President's responsibilities, exercise the same powers, and abide by the same restrictions.
- **Program Enhancement:** The Vice President takes the lead in initiatives aimed at improving the effectiveness and success of the cheer program. This involves attending meetings hosted by governing bodies like the ICA to stay informed about relevant rules and regulations.
- **Program Oversight:** The Vice President has comprehensive oversight of all aspects of the cheer program. This includes coordinating cheer camps, coaching positions, and managing game scheduling. They collaborate closely with coaches and volunteers to create a positive and inclusive environment for all cheerleaders.

- **Community Engagement:** As a program representative, the Vice President maintains relationships with relevant organizations and actively participates in cheerleading-related events. They serve as a dependable point of contact for program-related inquiries and liaise with practice and game hosts to ensure seamless program operations.
- **Collaboration:** Collaborating with other program officers and committee members is integral to address challenges or issues that may arise. The Vice President offers guidance and support to team coaches and volunteers, fostering a unified and successful program. In the absence of the President, they represent the program and fulfill their duties accordingly.

In summary, the Cheer Vice President Executive Board Member is a dedicated and instrumental role within CLR. They contribute significantly to the enhancement of the cheer program, represent the organization at various events, and provide essential support to coaches, volunteers, and the President in the pursuit of CLR's mission and goals.

Executive Board Member: Secretary

The Secretary of the Crystal Lake Raiders (CLR) plays a pivotal role within the organization, responsible for maintaining precise records, ensuring efficient communication, and contributing to the seamless operation of the Board. In strict adherence to legal prerequisites and the organization's bylaws, the Secretary undertakes a comprehensive array of duties to bolster CLR's functionality.

Responsibilities:

- **Meeting Records Management:** The Secretary's primary responsibility entails meticulously reviewing and disseminating minutes from the Board meetings. This encompasses archiving copies of minutes in designated record books and furnishing them to the CLR office for secure safekeeping. This practice fosters transparency, accountability, and the creation of a historical repository documenting critical decisions and discussions.
- *** Custodianship of Official Documents:** In their capacity as the custodian of corporate records, the Secretary assumes a vital role in preserving the organization's official documents while guaranteeing their security. This involves the efficient organization and administration of a repository housing significant records and correspondence, ensuring their easy retrieval when required.
- **Facilitator of Communication:** As a central hub for communication within CLR, the Secretary plays a pivotal role in coordinating Raider meetings. They meticulously schedule and prepare meeting agendas, ensuring comprehensive coverage of essential topics while keeping members well-informed in advance. Additionally, the Secretary promotes efficient communication among Board members, enabling the timely dissemination of information and encouraging collaboration.
- **Support in Decision-Making:** During the decision-making process, the Secretary provides invaluable support by supplying essential documentation and historical records. The meticulous upkeep of accurate and organized records empowers the Board to make

informed choices based on past discussions and outcomes.

Administrative Functions:

In addition to the core responsibilities mentioned above, the Secretary will oversee all administrative functions within CLR. Specific tasks delegated to the Secretary include: ●

● **Meeting Minutes:** Take minutes at each Board meeting and provide written copies of minutes to all Board Members at the subsequent Board meeting.

● **Meeting Coordination:** Arrange and communicate the location for Board Meetings. ●

● **Correspondence Management:** Oversee all organizational correspondence distributed to athletes, coaches, and parents.

● **Record Maintenance:** Maintain records for coach's certifications, background checks, athletes medical records, and registration forms.

● **Picture Day Coordination:** Coordinate Picture Day for the program.

● **Social Media Strategy:** Develop and execute a comprehensive social media strategy to promote program events and achievements. Utilize various platforms to engage with the community, increase program visibility, and attract potential participants and sponsors.

The Secretary's multifaceted role as the custodian of records and facilitator of communication is indispensable to CLR's success as a youth football and cheer 501(c)(3) organization. Their diligence ensures transparency, efficiency, and the preservation of the organization's history, ultimately contributing to CLR's continued growth and excellence

Executive Board Member: Treasurer

This role offers the opportunity to make a significant impact on CLR's financial stability and support its programs and initiatives. It provides valuable experience in financial management, budgeting, and compliance.

Responsibilities:

● **Financial Management:** The Treasurer of Crystal Lake Raiders (CLR) is responsible for overseeing the organization's finances with integrity and adherence to legal requirements. This includes managing funds, securities, and financial resources.

● **Record keeping:** Work closely with the program's accountant to maintain comprehensive and accurate financial records. Record all financial transactions, including income, expenses, and any other financial activities.

● **Budget Development and Management:** Collaborate with the Board to develop and manage the annual budget. Prepare a master operating budget for the January Board Meeting, encompassing various expenses such as picnics, homecoming, banquets, startup costs, insurance, advertising, and more.

● **Financial Reporting:** Prepare and present financial statements at monthly board meetings. These statements should reflect receipts, expenditures, and balances at the end of the previous calendar month. Provide regular updates on the budget's status and financial performance to the Board.

● **Funds Management:** Manage and deposit all funds received by CLR into designated

banks or depositories as specified in the organization's Bylaws or Resolutions. Ensure efficient handling of registration fees, sponsorships, concessions revenue, and other sources of income.

- **Cash Flow Management:** Maintain detailed records of cash flow through a ledger or log book. This documentation is essential for IRS investigations and financial transparency.
- **Creditor Invoices:** Collect and file all invoices from creditors, ensuring timely payment and proper record-keeping of financial obligations.
- **Release of Funds:** Authorize the release of funds for the general maintenance of the program and other approved expenses. Ensure that financial resources are allocated responsibly and in alignment with the budget.
- **Insurance Coordination:** Coordinate all insurance matters for the league, including necessary coverage for CLR's activities and operations.
- **Compliance and Reporting:** Stay informed about financial regulations and reporting requirements applicable to CLR. Ensure the organization's compliance with all financial laws and maintain accurate records for audits and financial disclosures.
- **Authorized Signatory:** Hold authorized signature authority on all CLR accounts, allowing for efficient financial transactions and management.

Qualifications:

- Strong financial management skills and experience.
- Knowledge of financial regulations and reporting requirements.
- Proficiency in record-keeping and financial software/tools.
- Attention to detail and accuracy in financial documentation.

Time Commitment:

- The Treasurer should be prepared to dedicate a significant amount of time to financial management, especially during budget development and reporting periods.

Executive Board Member: Administrative Director

This position is responsible for the Website/Sports Engine/and primary incoming emails for the Crystal Lake Raiders (CLR), you are responsible for managing and promoting the program's online presence and ensuring efficient communication with members and the community. Play a pivotal role in maintaining CLR's online presence by enhancing program communication and engagement, utilizing analytics to drive strategic improvements and promote the Crystal Lake Raiders program within the community and beyond.

Responsibilities:

- **Website Management:** Maintain and update the CLR website to ensure it is informative, visually appealing, and user-friendly. Regularly update content, post news and updates, and manage website features and functionality.
- **Email Communication:** Manage email communication within the organization, maintaining email lists, distributing important information, and facilitating efficient communication among members.
- **Sports Engine/NGIN Management:** Maintain program subscriptions and effectively

manage the Sports Engine/NGIN system. Optimize system functionality, troubleshoot technical issues, and ensure a smooth user experience for coaches, parents, and participants. Set up registration components related to the user experience.

- **Collaborative Communication:** Collaborate with other Board members to create and distribute timely communications and announcements. Work closely with the marketing and communications team to ensure consistent messaging and effective dissemination of information.
- **Analytics and Strategy Adjustments:** Monitor website and social media analytics to assess engagement levels and identify areas for improvement. Analyze data to gain insights into user behavior, track campaign effectiveness, and make informed adjustments to the online presence and communication strategies as needed.
- **Registration Form Management:** Create and update season registration forms, ensuring they are user-friendly and accurate. Work closely with the registration team to streamline the registration process and ensure a seamless experience for participants and parents.

Qualifications:

- Proficiency in website management and content updates.
- Strong knowledge of email communication platforms.
- Familiarity with Sports Engine/NGIN or similar systems.
- Social media management and strategy development skills.
- Excellent communication and collaboration abilities.
- Analytical mindset for data-driven decision-making.
- Detail-oriented with a focus on user experience.

Time Commitment:

- The time commitment may vary depending on program needs, with increased activity during registration periods and special events.

Board Member: Director of League Representation (TCYFL)

The Director of League Representation for the Crystal Lake Raiders (CLR) is a vital position responsible for advocating and safeguarding the interests of our youth football and cheer 5013(c) organization within the broader context of the league. This role requires a keen understanding of league policies, effective communication skills, and a commitment to ensuring fair and transparent representation of CLR.

Responsibilities:

Governance Meetings: Attends monthly TCYFL governance meetings, serving as the official representative of the CLR program. Actively participates in discussions and deliberations, staying informed about league policies, decisions, and updates.

Information Dissemination: Keeps the organization well-informed about league policies, decisions, and updates. Effectively communicates important information from the league to

CLR, ensuring transparency and timely dissemination.

Communication Facilitation: Serves as a bridge between the CLR program and the governing body, facilitating clear and efficient communication. Ensures that relevant information is conveyed accurately and promptly to all stakeholders within CLR.

Record-Keeping: Submits weekly tackle game scores to the league, maintaining accurate and up-to-date records. Assists in maintaining comprehensive records related to league activities, ensuring compliance with league requirements.

Advocacy and Representation: Represents the CLR program's viewpoint and advocates for its needs during league discussions, meetings, and decision-making processes. Voices concerns, suggestions, and proposals on behalf of CLR, working towards the best interests of our organization.

Collaborative Problem Solving: Collaborates with other program officers, fostering effective teamwork and synergy, to address any league-related challenges or issues. Engages in constructive dialogue and seeks mutually beneficial solutions to further the success of the CLR program.

The Director of League Representation plays a crucial role in upholding the integrity and values of CLR within the league. By actively engaging with league officials, fostering transparent communication, and advocating for CLR's interests, this position ensures that our organization is well-positioned to excel and provide a positive experience for all participants. *TCYFL Impacting Testing Setting Up a date , Emailing parents regarding it basically facilitating whole

League Rep and Safety (Trainer)

Board Member: League Rep and Safety Trainer

The League Rep and Safety Trainer for the Crystal Lake Raiders (CLR) is a pivotal position dedicated to ensuring the safety and well-being of our participants during home games. This role involves planning and coordination to guarantee that we have qualified trainers present at every home game, prioritizing the health and safety of our youth athletes. Responsibilities:

- **Trainer Scheduling:** Coordinates the scheduling of trainers for each football season's home games. Ensures that there is adequate coverage and that all trainers are well-versed in safety protocols per TCYFL standings.
- **Safety Oversight:** Takes a lead role in implementing safety measures during games and practices. Collaborates with trainers to establish and enforce safety guidelines, contributing to a secure environment for players, coaches, and spectators.
- **Communication with Trainers:** Facilitates effective communication between the CLR program and trainers. Ensures that trainers are informed of any specific requirements or considerations for each game, fostering a collaborative approach to safety.

- **Training and Certification:** Collaborates with league-approved training programs to ensure that all trainers are appropriately certified and up-to-date with the latest safety protocols.
- **Record-Keeping:** Maintains comprehensive records related to safety incidents, first aid interventions, and any other relevant safety-related information. Submits required reports to the league and keeps the CLR leadership board informed.
- **Parent Communication:** Communicates with parents regarding safety-related matters, including any updates, protocols, or post-game reports. Ensures transparency and reassures parents of our commitment to their children's safety.

The League Rep and Safety Trainer plays a critical role in fostering a culture of safety within the CLR program. By diligently overseeing safety measures, coordinating with trainers, and maintaining open communication with stakeholders, this position contributes to the overall positive experience and well-being of our participants.

Cheer Coordinator

The Cheer Coordinator at Crystal Lake Raiders (CLR), a youth football and cheer 501(c)(3) organization, is a vital position responsible for overseeing various aspects related to the cheer program's uniforms and equipment. This role encompasses a range of responsibilities aimed at efficiently managing, procuring, and maintaining cheer gear while ensuring alignment with CLR's standards and guidelines. Through these responsibilities, the Cheer Coordinator plays a crucial role in ensuring that CLR's cheerleaders have access to high-quality uniforms and equipment that meet safety standards while contributing to a positive and successful cheerleading experience for all participants.

Responsibilities:

Uniform and Equipment Oversight:

- Oversee all aspects related to the cheer program's uniforms and equipment, ensuring their efficient management and procurement.
- Manage the maintenance, upkeep, and ordering of cheer uniforms and accessories, maintaining a keen eye for quality and compliance with CLR's standards. **Fitting and**

Sizing:

- Coordinate equipment fitting and return dates for cheerleaders, meticulously ensuring proper sizing and fitting for a safe and comfortable cheerleading experience. ● Collaborate closely with cheerleaders to ensure they have the appropriate gear that enhances their performance and safety.

Vendor Relations:

- Collaborate with vendors and suppliers, effectively communicating CLR's specific requirements and expectations.
- Ensure timely delivery of high-quality cheer gear while fostering positive vendor relationships.

Inventory Management:

- Handle inventory management, keeping meticulous records of equipment and uniform

stock.

- Regularly monitor the condition of equipment and promptly address repair or replacement needs to ensure the safety and functionality of cheer gear.

Support and Collaboration:

- Work closely with cheer coaches and team managers to gain insights into specific equipment needs for each cheerleading team.
- Provide essential support and guidance to coaches and team managers, ensuring they have the necessary resources to provide a safe and optimal cheerleading experience for all participants.

Uniform Fittings and Orders:

- Manage the setup of cheer uniform fittings, maintaining up-to-date records of cheerleaders' sizes and preferences.
- Inspect equipment thoroughly and efficiently handle the placement of orders for uniforms and accessories, guaranteeing that cheerleaders have the best gear to represent CLR with pride.

ICA /Cheer Operation Representative

The Cheer Operations Representative for Crystal Lake Raiders (CLR), a youth football and cheer 501(c)(3) organization, holds a pivotal role in fostering effective communication and alignment with the Illinois Cheerleading Coaches Association (ICA). This position involves various responsibilities aimed at maintaining compliance with ICA standards and ensuring the success of CLR's cheer program. Through these responsibilities, the Cheer Operations Representative contributes to the continued success and excellence of CLR's cheerleading program, while also promoting a strong and compliant partnership with the Illinois Cheerleading Coaches Association.

Responsibilities:

Liaison with ICA:

- Act as a liaison between CLR and the Illinois Cheerleading Coaches Association (ICA). ● Foster a strong and cooperative relationship with the ICA to facilitate communication and collaboration between the two organizations.

Regulatory Compliance:

- Stay actively engaged with the ICA to remain well-informed about the latest cheerleading rules, regulations, and guidelines.
- Ensure that CLR's cheer program aligns seamlessly with ICA standards, and work to ensure that all coaches, participants, and stakeholders are aware of and adhere to these standards.

Coaching Staff Development:

- Coordinate and facilitate any required certifications, training, or workshops for CLR's cheer coaches.
- Ensure that CLR's coaching staff remains up-to-date with industry best practices and ICA-specific requirements, fostering a culture of continuous improvement and compliance.

Network and Stay Informed:

- Attend ICA meetings and events to actively network with peers, share insights, and remain up-to-date on the latest developments and trends in the field of cheerleading.
- Act as an informed resource within CLR by relaying valuable information and updates from ICA meetings and events to the Cheer Coordinator and the entire cheerleading program.

Support and Compliance:

- Provide ongoing support and guidance to the Cheer Coordinator, offering expertise and insights on ICA-related matters.
- Collaborate with the Cheer Coordinator to ensure that CLR's cheer program complies with ICA regulations and maintains a high standard of quality and safety.

Fundraising Coordinator

This role offers the opportunity to make a significant impact on CLR's financial sustainability and support its programs and initiatives. It provides valuable experience in grant writing, fundraising, and sponsor relationship management. The Fundraising Coordinator reports to the CLR Board and collaborates closely with other Board members and volunteers to achieve fundraising goals and support the organization's mission.

Responsibilities:**● Grant Proposal Development:**

- Prepare persuasive grant proposals that align with the specific criteria and objectives of funding organizations.
- Research and identify potential grant opportunities, both local and national, that are compatible with CLR's mission and programs.
- Collaborate with CLR leadership to define funding needs, goals, and project scopes for grant applications.
- Submit grant proposals in a timely and organized manner, adhering to application deadlines.

● Sponsor Engagement:

- Cultivate and maintain strong relationships with potential sponsors, including local businesses and individuals.
- Effectively communicate CLR's mission, impact, and ongoing needs to prospective sponsors.
- Collaborate with CLR leadership to create sponsorship packages that provide value and recognition to sponsors.

● Fundraising Event Coordination:

- Organize and coordinate various fundraising events, such as Dinner Night Out events, to mobilize community support and generate financial contributions.
- Oversee event planning, logistics, and execution, ensuring events run smoothly and achieve fundraising goals.
- Evaluate the success of fundraising events and propose improvements for future initiatives.

- **Financial Management:**

- Collaborate closely with the CLR Treasurer to manage the financial aspects of all fundraising activities.
- Ensure proper allocation and transparent utilization of funds raised through grants, sponsorships, and fundraising events.
- Maintain accurate financial records and provide reports to the CLR Board as needed.

- **Donation Tracking and Acknowledgment:**

- Track all donations received by CLR, maintaining a detailed and organized record of contributions.
- Acknowledge and thank donors promptly, demonstrating appreciation for their support.
- Provide necessary documentation for tax purposes to donors in compliance with legal and regulatory requirements.

- **Stewardship and Reporting:**

- Maintain regular communication with donors and sponsors, updating them on the impact of their contributions.
- Prepare periodic reports for the CLR Board and stakeholders on fundraising activities, progress, and financial outcomes.
- Ensure transparency and accountability in fundraising efforts.

Qualifications:

- Strong grant writing skills and experience in securing grants from various sources. ● Exceptional interpersonal and communication skills to engage effectively with sponsors and donors.
- Event planning and coordination experience is advantageous.
- Commitment to CLR's mission and values.

Time Commitment:

- The Fundraising Coordinator should be prepared to dedicate significant time to grant writing, sponsor engagement, event coordination, and financial management, especially during peak fundraising periods.

Concession Coordinator

Concession Coordinators play a crucial role in generating revenue for CLR while enhancing the overall experience for attendees. This position offers opportunities for event management, financial oversight, and fostering relationships with vendors, partners, and volunteers.

Responsibilities:

- **Concession Stand Setup and Take Down:**

- Arrange for the setup and takedown of the concession stand at the beginning and end of each season.
- Ensure the concession stand is properly set up on game days, creating an inviting and organized space.

- **Concession Operations:**

- Organize, staff, and manage the concession stand during home games and special events throughout the season, utilizing both volunteer and paid help as necessary.
- Develop and implement a volunteer recruitment and scheduling system to ensure adequate staffing for all home games and events.
- Collaborate with vendors to procure a diverse selection of concession items, including food, beverages, and snacks.
- Develop a comprehensive menu, considering product offerings and pricing to maximize sales and attendee satisfaction.
- Implement efficient sales procedures and customer service protocols to ensure a positive experience for all attendees.
- **Financial Management:**
 - Work closely with the CLR Treasurer regarding funds needed to maintain the concession stand.
 - Keep detailed records of revenue generated by the concession stand, maintaining transparency and accountability.
 - Prepare and submit a budget for the upcoming fiscal year, outlining anticipated expenses and revenue goals.
- **Collaboration and Relations:**
 - Maintain positive and productive relations with the HHS Athletic Department and Booster Club, fostering cooperation and support.
 - Establish and maintain relationships with food vendors, negotiating favorable terms and securing reliable partners.
- **Inventory Management:**
 - Arrange for the purchasing and stocking of the concession stand with the necessary food, drinks, and snacks required for each home game.
 - Monitor inventory levels and take proactive measures to prevent shortages and maximize sales opportunities.
- **Clean-Up and Maintenance:**
 - Ensure that proper clean-up procedures are followed after each home game, maintaining cleanliness and hygiene standards.
- **Volunteer Management:**
 - Recruit, train, and coordinate volunteers to staff the concession stand during home games and special events.
 - Develop clear volunteer schedules, ensuring appropriate coverage and efficient operations.
 - Provide guidance, support, and supervision to volunteers, ensuring they are knowledgeable and proficient in their roles.
 - Foster a positive and inclusive volunteer environment, recognizing and appreciating their contributions to the concession's success.

Qualifications:

- Concession Coordinators should have strong organizational and communication skills. ●

Previous experience in concession management, event planning, volunteer coordination, or a related field is advantageous.

- Dedication to CLR's mission and values is essential.
- Foot and Softy Certificate *Ideal or willingness to obtain one

Time Commitment:

- The Concession Coordinator should be prepared to dedicate significant time during the season to manage concession operations, including home games and special events. ● Collaboration with CLR Board members, volunteers, vendors, and stakeholders is essential for efficient operations.

Reporting:

- The Concession Coordinator reports to the CLR Board and works closely with other Board members, volunteers, vendors, and stakeholders to fulfill their responsibilities effectively.
- By actively managing volunteers for concession staffing, the Concession Coordinator ensures a well-organized and enjoyable concession experience for all attendees while contributing significantly to CLR's success.

Board Member: Football Equipment

The Football Equipment and Fields Coordinator is a vital member of the CLR Board, responsible for the comprehensive management of tackle football equipment and the maintenance of practice and game fields. This dual role is essential in ensuring the safety, functionality, and readiness of both equipment and playing environments for CLR teams.

Responsibilities:

Distribution and Collection:

- Organize the distribution of football equipment to players and coaches at the beginning of the season.
- Oversee the collection of equipment at the end of the season, ensuring that all items are returned in good condition.
- Maintain accurate athlete records documenting who has what equipment.

Maintenance and Repairs:

- Provide access to spare parts and oversee the timely repair and maintenance needs of football equipment.
- Regularly inspect equipment used by individual coaches and teams to identify and address issues promptly.

Equipment Evaluation:

- Evaluate the condition of all football equipment, including helmets, shoulder pads, pants, rib pads, and more.
- Implement a system for helmet reconditioning and identify worn-out equipment that requires replacement.

Inventory Management:

- Maintain the equipment shed in an orderly and organized manner to facilitate easy access.

- Keep an accurate inventory of all CLR football equipment, ensuring that it is well-organized and readily available when needed.

Annual Equipment Needs:

- Project the annual equipment requirements based on the number of teams and participants.
- Collaborate with coaches and team representatives to ensure that all equipment needs are met.

Budget Preparation:

- Prepare and present the annual equipment budget at the January Board Meeting. ● Collaborate with the Board to secure necessary funding for the purchase, maintenance, and repair of football equipment.

Field Setup and Maintenance:

- Act as the main point of contact and liaison with Crystal Lake Park District staff regarding field usage, emergency procedures, and maintenance of fields.
- Prepare fields weekly in anticipation of game days, including setting up necessary equipment and ensuring safe field conditions.
- Oversee regular maintenance tasks, such as mowing, turf care (fertilization/weed control), and ensuring proper irrigation.

Equipment Oversight:

- Set up and supervise volunteers for the efficient setup and takedown of field equipment on game days, including managing goalposts and field dividers.

Field Safety:

- Ensure that all field conditions meet safety standards and guidelines. Regularly inspect and maintain field conditions to minimize potential hazards.

Field Equipment Procurement:

- Take responsibility for purchasing all field equipment needed for CLR's activities. ● Submit a budget for field equipment needs and associated costs at the January board meeting.

Qualifications:

- Strong organizational and coordination skills.
- Knowledge of football equipment, field maintenance, and safety standards.
- Ability to work effectively with volunteers and other stakeholders.
- Budget management and procurement experience is a plus.
- A commitment to the CLR mission and values.

Time Commitment:

This role may require varying levels of commitment depending on the field maintenance schedule and game days. Be prepared to dedicate time as needed to ensure the fields and equipment are in excellent condition.

Apparel Coordinator

As the Apparel Coordinator for Crystal Lake Raiders (CLR), you will be a vital member of our youth football and cheer 501(c)(3) organization, responsible for enhancing program branding, facilitating spirit wear sales, and ensuring the availability of high-quality merchandise for our

program participants and supporters. Contribute to enhancing CLR's branding and community pride. Gain experience in merchandise management, sales, and branding. Play a crucial role in fostering a sense of unity and support among CLR participants and supporters. Promote the sustainability and success of our organization through spirit wear sales.

Responsibilities:

Collaboration and Design

- Work closely with vendors to create unique and appealing spirit wear items that align with CLR's brand and capture the enthusiasm and pride of our community. **Ordering and**

Logistics

- Coordinate the purchasing process, ensuring timely deliveries of spirit wear to program participants and supporters. Maintain accurate inventory and replenish stock as needed for games and events.

Apparel Hut Management

- Oversee the operation of the apparel hut during games and events. Staff the hut, manage sales processes, and ensure a positive customer experience. Coordinate and train volunteers to optimize efficiency and customer service.

Sales and Branding Strategies

- Develop and implement strategies to drive spirit wear sales and promote program branding. This may involve marketing initiatives, promotional campaigns, and collaborations with other program leaders to engage the community.

Record-Keeping

- Maintain accurate records of sales, inventory levels, and financial transactions. Provide regular reports to the Board, offering insights for decision-making and future planning. **Online**

Sales

- Manage an online platform for spirit wear sales, ensuring a user-friendly interface and timely order fulfillment. Keep the online store updated with the latest merchandise and promotions.

Cleanliness and Order

- Maintain cleanliness and order in the apparel hut to create an inviting shopping environment for customers. Regularly inspect and organize merchandise for easy access.

Qualifications:

- Strong organizational and coordination skills.
- Creative design sensibility and branding knowledge.
- Customer service and sales experience is a plus.
- Proficiency in managing online sales platforms.

Time Commitment:

- The time commitment may vary depending on the season and the demand for spirit wear. Be prepared to dedicate additional time during peak sales periods, such as the start of the season.

Executive Registration Coordinator

As the Registration Coordinator for the Crystal Lake Raiders (CLR), you will play a vital role in ensuring the smooth and efficient operation of our registration process. Contribute to the smooth operation of CLR's registration process. Gain experience in database management and reporting. Assist participants and their families, fostering a positive experience with CLR. Play a vital role in ensuring compliance with league guidelines and maintaining CLR's reputation.

Responsibilities:

- **Database Management:** Collect and organize registration information from participants. Maintain a secure and organized database to safeguard participant data.
- **Reporting:** Generate reports from the registration database to provide valuable insights for program planning, evaluation, and decision-making.
- **Participant Support:** Serve as the primary point of contact for participants and their families regarding registration inquiries and issues. Provide guidance and support throughout the registration process.
- **Financial Processing:** Collaborate with the Treasurer to facilitate the timely and accurate processing of registration fees and refunds. Ensure compliance with legal requirements and league guidelines.
- **Policy Enforcement:** Implement and enforce registration policies and procedures in alignment with league guidelines. Stay informed about updates or changes in regulations and ensure compliance to maintain CLR's reputation and legal standing.

Qualifications:

- Strong organizational and administrative skills.
- Excellent communication and interpersonal skills.
- Attention to detail and data accuracy.
- Familiarity with registration software or databases is a plus.

Time Commitment:

- The time commitment may vary depending on the registration periods and the number of participants. Be prepared for increased activity during registration periods.

*Amended and Approved 11/12/2024 Majority Vote

Board Member: Fields & Facilities Coordinator

The Football Fields and Facilities Coordinator is a vital member of the CLR Board, responsible for the comprehensive maintenance of practice and game fields and the CLR facilities at Lippold park. This role will work closely with the Crystal Lake Park District and the VP of Football Operations to ensure the fields and facilities are safe, functional, and ready for football practice.

and games.

Responsibilities:

Field Setup and Maintenance:

- Act as the main point of contact and liaison with Crystal Lake Park District staff regarding field usage, emergency procedures, and maintenance of fields.
- Prepare fields weekly in anticipation of game days, including setting up necessary equipment and ensuring safe field conditions.
- Plan and schedule field striping.
- Oversee regular maintenance tasks, such as mowing, turf care (fertilization/weed control), and ensuring proper irrigation.
- Set up and supervise volunteers for the efficient setup and takedown of field equipment on game days, including managing field dividers, yard markers, etc.

Field Safety:

- Ensure that all field conditions meet safety standards and guidelines. Regularly inspect and maintain field conditions to minimize potential hazards.

Field Equipment Procurement:

- Take responsibility for purchasing all field equipment needed for CLR's activities.
- Submit a budget for field equipment needs and associated costs at the January board meeting.

Facilities Management:

- Work closely with the Crystal Lake Park District to ensure the buildings at Lippold (towers, equipment shed, concession, apparel hut, and fields shed) are in working order and meet the needs of the organization.
- Areas of focus include lighting, plumbing, HVAC, and all other general maintenance.
- Coordinate with vendors/contractors as needed.

Qualifications:

- Knowledge of trades and building maintenance standards
- Ability to work effectively with volunteers and other stakeholders.
- Budget management and procurement experience is a plus.
- A commitment to the CLR mission and values.

Time Commitment:

This role may require varying levels of commitment depending on the field maintenance schedule and game days. Be prepared to dedicate time as needed to ensure the fields and buildings are in excellent condition.

Board Member: Sideline Cheer Coordinator

The Sideline Coordinator is responsible for all Sideline Cheer. More details to come as the position evolves.

Board Member: Cheer Team Coordinator

The Cheer Team Coordinator is responsible for assisting the VP of Cheer and coordinating Cheer Team Moms. More details to come as the position evolves.

Board Member: Director of Marketing

The Marketing Director is responsible for developing, executing, and overseeing all marketing and brand-building efforts for the organization. This role ensures that families, athletes, and the broader community are informed, engaged, and excited about football and cheer programs throughout the year. The Director works closely with board members, coaches, and volunteers to drive registration, promote events, and strengthen the organization's reputation

Responsibilities:

Branding & Marketing

- Maintain and elevate the organization's brand identity across all channels.
- Build and execute marketing strategies to maximize football and cheer registration each season.

- Capture or collect photos/videos at games, practices, and events for use in marketing materials.
- Serve as the primary point of contact for public relations, local media, and community outreach.
- Collaborate with the Secretary and Fundraising Coordinator to promote sponsor visibility across digital and in-person assets.
- Promote key events such as Registration launches, Jamboree, Homecoming, Cheer competitions, clinic and fundraisers.
- Support secretary and webmaster, as needed, with external communications including email campaigns, website updates, digital newsletters, and announcements.

Community Engagement

- Strengthen the league's presence in local schools, community centers, and businesses.
- Lead CLR's involvement in local events like 4th of July Parade, Truck or Treat, Farmers Markets/Dole, etc. to drive awareness to the organization.
- Lead outreach efforts to other youth groups/sports
- Foster positive relationships with families to enhance participation and retention.

Qualifications:

- Experience in marketing or communications
- Digital and social media expertise
- Strong graphic design skills
- Excellent communication and writing ability
- Strong organizational skills

A commitment to the CLR mission and values

Board Member: 7on7 and Flag Football Coordinator

Football 7v7 and Flag Coordinator is responsible for managing the day-to-day

operations of the 7v7 and flag football programs working closely with the VP of Football Operations.

Key responsibilities

- **Program Management:**
 - Develop and maintain schedules for practices and games.
 - Ensure fields are properly set up and maintained for practices and games.
- **Coaching and Instruction:**
 - Plan and lead practices, focusing on skill development, fundamentals, and strategies.
 - Serve as a positive role model for players, promoting sportsmanship and a fun, inclusive environment.
 - Assist or step in to coach teams, particularly when volunteer coaches are unavailable.
- **Communication:**
 - Communicate effectively with participants, parents, and volunteers regarding schedules, rule changes, and other important updates.
 - Keep participants and parents informed throughout the season with clear, appropriate communication.
- **Safety and Compliance:**
 - Inspect equipment and fields for safety concerns.
 - Ensure participants are following all safety and league regulations.
- **League representation**
 - Ensure all program activities and participants adhere to the league's rules and code of conduct.
 - Serve as a representative of the program to the community and local schools to promote offerings.

Qualifications:

- Strong organizational and coordination skills.
- Knowledge of football equipment, field maintenance, and safety standards.
- Ability to work effectively with volunteers and other stakeholders.

- A commitment to the CLR mission and values.