

**ROCKAWAY ROCKETS FOOTBALL ASSOCIATION  
CONSTITUTION AND BY-LAWS  
August 2007**

**ARTICLE I: NAME**

1. This Organization Shall Be Known as the Rockaway Rockets Football Association, (Hereafter Referred to As “The Association” or “The Program”)

**ARTICLE II: OBJECTIVES**

1. The Purposes and Objectives Shall Be to Provide The Youth Of Rockaway Township With a Supervised Football Program Whereby Our Youth Are Taught the Fundamental Principles of Football and Associated Activities, Thereby Building Healthier and Stronger Minds and Bodies of Our Young People, And At the Same Time Teaching Them Fair Play and Sportsmanship.

**ARTICLE III: TABLE OF ORGANIZATION**

1. An Administration Board, consisting of the Director, Assistant Director, Lower Division Coordinator, Flag Coordinator, Treasurer, and Equipment Manager, in conjunction with the Coaches Review Board, is responsible for the administration of the association, and its rules and regulations.

2. The Voting Membership Consists of All Current Coaches and Past Coaches, and Administrative Board Members Who Have Maintained Membership at 60% Attendance At Association Meetings with a minimum of 6 meetings in the past year. General members may be given voting rights as defined in Article IV, Paragraph 1.

**ARTICLE IV: OFFICERS AND MEMBERSHIP**

1. General Members may be granted eligibility for voting rights by petitioning the Coaches Review Board. Upon approval, member must meet the Voting Member criteria defined in Article III, Paragraph 2, in order to vote.

2. Voting Membership in the Association is Assured Only if a Member Has Attended 60% or more of The Regular Scheduled Association Meetings in the Fiscal Year with a minimum of 6 meetings in the past year. The Fiscal Year is defined to end with the November meeting (or the December meeting if the November meeting cannot be held in November). Failure to maintain voting privileges will cause the member to become inactive and said member must petition the Coaches Review Board to regain voting privileges.

3. A Former Member May Petition The Association For Membership. Approval will be voted on by the Coaches Review Board.

4. The Association Director Shall Be Elected Annually By A Majority Vote Of The Association Membership. This election will be held at the last meeting of the Fiscal Year.

5. The Director Shall Appoint The Balance of the Administrative Board Whose Terms Will Run Concurrently With That Of The Director.

6. All Terms of Office Will Commence Immediately Upon Election or Appointment At the last meeting of the Fiscal Year

7. The last meeting of the Fiscal Year shall be the Annual Reorganization Meeting. The Agenda Be As Follows:

- A. Director's Annual Report
- B. Nominations and Election of Director
- C. Director's Appointments to the Administrative Board
- D. Election of the coaches review board to be done by open nominations and ballots accepted only from voting members who must select exactly four names on their ballot
- E. New Business

8. The Agenda For All Regular Meetings Shall Be As Follows:

- A. Read and Approve Minutes of Prior Meeting
- B. Old Business
- C. New Business

9. All Meetings Will Be Held According To Roberts Rules Of Order.

#### **ARTICLE V: MEETINGS**

1. The Association Shall Meet Monthly At Least (10) Times A Year during the Fiscal Year.

2. In The Event Of a Change of a Meeting, All Voting Members will Be Notified 48 Hours Prior To The New Date. However, a Regular Meeting May Only Be Changed By a Majority Vote of the Administrative Board.

3. A Special meeting can be called by the Director or a minimum of three voting members of the Association. This Request should be made at least 48 hours in advance, and must be approved by the Director and coaches review board. An attempt must be made to notify all voting members by the Director.

4. No Legitimate Request For A Special Meeting Can Be Denied.

5. At all meetings, five voting members who are not Administrative Board Members or Coaches Review Board Members and three Administrative Board Members or Coaches Review Board Members must be present to constitute a Quorum.

## **ARTICLE VI: RULES**

1. All Rules Pertaining to Practice, Games, and Qualifications for Participation in the Football Program Will Be as Stated in the Constitution and By-Laws of the Morris County Midget Football League and Or the current membership league.
2. All Rules Pertaining to Participation in the Rockaway Rockets Football Association That Are Not Covered by the Morris County Midget Football League Rules, Will Be as Set Forth in The Rockaway Rockets Football Association's Rules and Regulations.
3. Rules for all levels from Pre-Clinic to Varsity shall be set forth by Morris County Midget Football League and Or the current membership league.

## **ARTICLE VII: COACHING**

1. To Be Head Coach On Any Level, One Must Have Been Reviewed and Approved By The Rockaway Rockets Football Association Coaches Review Board and cleared by Rockaway Township Recreation. Each Year The Coaches Review Board Consisting of the League Director, And Four Elected Members, Will Select A Head Coach For The Pre-Clinic, Clinic, Pee wee and Varsity Positions. Once selected For the Clinic Position, That Head Coach must roll up Through the Super Pee wee Level. Once selected For the Pee wee Position, That Head Coach must roll up Through the Junior Varsity Level. Once A Head Coach Has Completed His Tenure through the Super Pee wee or Junior Varsity Level He May Apply for Appointment At any open coaching Position. Applications will be taken at the last meeting of the Fiscal Year. Appointments for Clinic, Pee wee and Varsity Will Be Announced At The first Meeting of the next Fiscal Year. The Coaches Review Board can reject all applications again request resumes for the open coaching positions at the next meeting for a decision to be announced at the meeting following that. The Coaches Review Board can, if needed, open a Head Coach position to an existing but ineligible Head Coach if all applications are rejected so long as it serves the best interest of the program. All head coaching spots should be filled prior to the July meeting.
2. If A Current Head Coach Resigns or is Removed During The Season, The Replacement For This Coach Shall Be As Follows: All eligible Applicants Must Submit Their Qualifications In Writing To The Director Who Will Forward Them To The Coaches Review Board For Review And Final Selection. The Coaches Review Board can, if needed, open a Head Coach position to an existing but ineligible Head Coach if all applications are rejected so long as it serves the best interest of the program.
3. Head Coaches Will Select Their Own Assistant Coaches. The Names of the Assistant Coaches of the Varsity, Junior Varsity, Pee Wee, Super Pee wee, and Clinic Teams Must Be Submitted To the Director By the May Meeting or the first meeting after A Head Coach appointment, if a head coach is not appointed prior to the May meeting. The Names of the Assistant Coaches Of the Pre-Clinic and Flag Teams Must Be Submitted by the July Meeting. Additions Can Be Made At A Later Date. Assistant Coaching Appointments Are Subject To

Approval By The coaches Review Board and must be cleared by Rockaway Township Recreation. Every Year all Coaches must fill Out a Rockaway Township Recreation Seasonal and Volunteer Resume Form. Forms are collected by Team Head Coach and Forwarded to The Director of Rockaway Rockets Football.

4. Any Member Of The Association May Verbally Challenge The Appointment Of A Coach With A Specific Complaint. The Director Will Instruct the Member to Submit His Complaint in Writing within 72 hours. A decision should be made within 72 Hours of Receipt of the Complaint by the Director and the coaches review board

5. All Head Coaches Will Be Required To Attend A Minimum of 70% of the Regular Meeting (Excluding Special Meetings) During a Fiscal Year. Failure to Meet This Requirement Could Result In Expulsion of That Coach.

### **ARTICLE VIII: REMOVAL OF COACHES**

1. The Head Coach Of Each Team Shall Have The Right To Dismiss An Assistant Coach Of His Team Subject To The Approval Of The Coaches Review Board.

2. Request for dismissal Of An Assistant Coach Must Be Submitted By The Head Coach Through The Rockaway Rockets Football Association Coaches Review Board, Who Will Evaluate Such Allegations and Take Appropriate Action.

3. Removal of A Head Coach May Be accomplished only by the Following Sequence of Events:

A) A Formal Complaint Must Be Submitted In Writing and Be Signed By the Complainant And Must Be Addressed To the Director of the Association Unless initiated by the Director of the Association who will assess its merit.

B) If Found To Be Of Merit, Said Formal Complaint Must Be Read Within 72 Hours, Excluding Weekends, At A Special Meeting Of The CRB To Be Called By The Director.

C) The Review Board Shall Rule On the Complaint of The Coach In Question And Such Ruling Shall Be Final.

D) Coaches Must Be In Compliance With All Rockaway Township Advisories Concerning Their Conduct during All Rockaway Rockets Football Association Functions and Surrounding Areas. The List That Follows Are Examples of Those (But Not Limited to) Directives:

1. Smoking
2. Drinking
3. Drug Abuse
4. Verbal Abuse
5. Physical Abuse

Any Involvement or Complaint Regarding Drinking and or Drugs [While Coaching] is Just Cause for Immediate Removal from Coaching and All Rockaway Rockets Football Association Functions.

4. Any Rockaway Twp Football coach with a formal suspension \ penalty \ removal or sanctions in any other sport must be brought before the coaches review board. The Coaches Review board will investigate the matter and determine if said coach or applicant will be allowed to coach in the football program.

#### **ARTICLE IX: POLICY DIRECTIVE: PLAYER SUSPENSION**

The Following Directive Shall is added to any and all Program Constitution and By-Laws to Municipally Sponsored Programs:

1. Should a Player/Participant be suspended and or expelled from Board of Education Property (Rockaway Township and Morris Hills Regional District), said Player/Participant Shall not participate in Municipal Recreational Programs and Activities that occur on School Property.
2. Should the Player/Participant be excluded from a significant portion of the Program, as a result of the School suspension, said Player/Participant Shall is suspended from the Municipal Program until resolution of the matter occurs and is reviewed by the Township Department of Parks & Recreation.
3. If a Player/Participant is involved in a serious or criminal matter that may conflict with Recreational Activities, Sportsmanship and the ability to interact with peers, said Player/Participant shall be suspended from Municipally Sponsored Recreation Programs, pending a review by the Township of Rockaway.

#### **ARTICLES X: AMENDMENTS**

1. This Constitution Or Any Part Thereof May Be Amended Or Appealed. Any Amendment Shall Be Brought Before Two Meetings For Reading And Discussion. At The Third Meeting and Reading, A Majority Vote Of The Voting Members Present Will Be Necessary For Passage. Amendments Will Become Official Only After Passage And Will Be Effective Immediately.

AMMENDMENTS I THROUGH 7  
ADOPTED JUNE 2006

AMMENDMENT 8  
ADOPTED NOVEMBER 2006

AMMENDMENT 9  
ADOPTED AUGUST 2007

## **AMMENDMENT 1**

### **COMPLAINT PROCESS**

All complaints must follow this process for action by the Coaches Review Board and the Association.

1. Complaint must be made to the involved coach and or head coach; if not resolved then
2. Complaint must go to director, if not resolved then
3. Director will bring complaint to CRB to determine any necessary action

Failure to follow all steps where applicable will result in no action by the Coaches Review Board and the Association.

**AMMENDMENT 2:** Elected officers (including CRB) must be an active part of the program for at least 2 years, be in good standing with regard to voting rights and meeting attendance. To be eligible for director, one must have at least 2 years upper division and 2 years lower division. In the event that there is no qualified member willing to accept nomination for an open position, the existing member will continue their post for one additional meeting. If at the following meeting no qualified member is willing to accept nomination for the open position, the Director may waive one or more of the requirements for eligibility or grant continuance to the existing member.

**AMENDMENT 3:** A parent can be removed from the program if they violate State and MCML guidelines for conduct, violate RTF code of ethics, are verbally or physically abusive to coaches, parents, players, or officials, or work to undermine the program. The removed parent would be banned from the practice fields, games, and all other RTF related events. Removal of a parent requires a unanimous vote by the CRB.

**AMENDMENT 4:** Players are not considered signed up and cannot receive equipment or practice until all fees are paid up to date, code of conduct is signed, proof of physical within 60 days of first practice is on file, birth certificate is on file, and notarized Emergency Medical Treatment Authorization is on file.

**Amendment 5:** Players will play on the lowest age appropriate level as specified by MCMFL age requirements unless one or more of the following situations applies:

- 1) If a player is more than 5 lbs overweight after Aug 15, he may move up one level. CRB must hear case to move up more than one level for weight reasons.
- 2) If a player is playing a grade level lower than his classmates due to MCMFL age requirements, he may move up to play on the team for his grade.
- 3) The clinic head coach needs to recruit from the pre-clinic team to bring his numbers up to 23 kids. Players brought up by a coach have a yearly choice to play down, and do not require exception to move up with their team.

\*Special circumstances may be brought to the CRB to allow a child to move up. Having a parent who is coaching a level up is not justification for moving player up.

**Amendment 6:** A maximum of 7 assistant coaches may be officially put on the roster and obtain field passes.

**Amendment 7:** Anyone facing disciplinary action by the Coaches Review Board Has the right to be heard by the CRB prior to any final judgments made but the CRB.

**Amendment 8:** Representation and Usage of Rockets Name(s), Logo(s) and Designation

Any and all usage of the Rockaway Rockets Football Association name, logo, or designation (in any form including but not limited to: Rockaway Twp, Rockets, Rocket Nation, Football, Staff, Coach, Rocket Helmet Image, Rocket Helmet Decal, etc.) that could possibly be interpreted as representing or referring to the Rockaway Rockets Football Association, its staff, or its Boosters and Cheerleading organizations, must be approved by the Football Director prior to publication or manufacturing and

prior to any commitment regarding such usage. In addition, the sale of any such item must be approved by the Football Director who is obligated to inform Boosters of such sale prior to commitment. Coaching apparel is to be worn by coaches only; coaches cannot give/sell/lend apparel to non Rockaway Rocket Football coaches.

**Amendment 9: Code of Conduct**

All parents, players, coaches, administration and volunteers are required to adhere to Rockaway Township's Code of Conduct. All violations to the Code of Conduct must be reported to the Director within 48 hours of such violation or discovery of such violation. Once sufficient evidence of a violation has been shown, the Director will notify the Director of Parks and Recreation and bring the violation to the Coaches Review Board. The Coaches Review Board will hear the alleged violation and interview the person(s) in question. The Coaches Review Board will hand down a decision and penalty (within the limits defined in the Code of Conduct section 2-38.6) within 48 hours and report back to the Code of Conduct Committee. The person(s) accused of the violation may appeal to the Code of Conduct Committee within 10 days of the decision by the Coaches Review Board. The Program will accept and enforce the decision of the Code of Conduct committee.