

**AMENDED AND RESTATED BYLAWS OF PUYALLUP JUNIOR VIKINGS FOOTBALL
AND CHEERLEADING
(Presented July 12, 2024)**

Article I. OFFICES

The principal executive office of the non-profit entity, Puyallup Junior Vikings Football and Cheerleading (hereinafter, referred to as "PJV"), shall be located at its principal place of business and headquarters within the State of Washington at, 414 17th Street SW, Puyallup, WA 98371, as registered at the Washington Department of Corporations, having a mailing address at, Puyallup Junior Vikings Football, P.O. Box 121, Puyallup, WA 38371.

The PJV shall be known as doing business as the following tradenames or brand names, including: PJV; PUYALLUP JR VIKINGS; PUYALLUP JUNIOR VIKINGS; PJV FOOTBALL AND CHEER; PJV FOOTBALL; PJV CHEER; PUYALLUP JR VIKINGS FOOTBALL AND CHEER; PUYALLUP JUNIOR VIKINGS FOOTBALL AND CHEER; PUYALLUP JR VIKINGS FOOTBALL; PUYALLUP JUNIOR VIKINGS FOOTBALL; PUYALLUP JR VIKINGS CHEER; PUYALLUP JUNIOR VIKINGS CHEER.

Hereinafter, collectively referred to as "PJV".

PJV Football Team Colors: Purple, Gold, White, Black

PJV Cheer Colors: Purple, Gold, White, Black

Intellectual Property: Please, see, Article III, Section. 5. No other sports division may be added or allowed similar rights as the Puyallup Jr Vikings (PJV).

Article II. OBJECTIVES

Section 1. Objectives Presented

The objectives of the Puyallup Jr Vikings (PJV) are achieved through supervised, competitive athletic programs, including:

1. To acquaint young athletes with the fundamentals of football and cheerleading.
2. To inspire young athletes to practice the attributes of good physical health, mental wellness, sportsmanship, citizenship, and character with no discrimination to all on the basis of race, religion, creed, color, national origin, citizenship, marital status, sex, age, sexual orientation, gender identity, protected veteran status, political ideology, ancestry, the presence of any physical, sensory, or mental disabilities, or other legally protected status. It is the policy of PJV that we will recruit, hire, train, and promote persons in all job titles, and ensure that all other personnel actions are administered without regard to race, religion, creed, color, national origin, citizenship, marital status, sex, age, sexual orientation, gender identity, protected veteran status, political ideology, ancestry, the presence of any physical, sensory, or mental disabilities, or other legally protected status, and PJV will ensure that all employment decisions or roles held by Coaches, Board Members, young athletes, are based only on valid requirements. A strong commitment by each Coach, Board Member, and young athlete, is necessary to ensure equal employment opportunity for all.
3. To maintain the health and welfare of young athletes our top priority is a program unhindered by adult competitiveness for winning and its glory but rather nurtured by adults positively conducting themselves in the presence of children and providing clear examples of proper behavior. Violence, bullying, and threatening behavior are not permitted.
4. To strive for the highest standards of academic achievement by prioritizing vigorous participation in school classes balanced with vigorous participation in a sports program.
5. To combat juvenile delinquency through participation in the PJV sports programs.
6. To abide by applicable law, PJV Bylaws, and the Bylaws of the governing conference.

Article III. MEMBERSHIP

Section 1. Qualifications and Terms for Membership

Membership in the PJV is a privilege. Membership eligibility is based upon abiding by the Parent and Player Codes of Conduct and Bylaws of PJV, and the Bylaws of the Governing Conference.

1. Leadership – President, Vice-President, Secretary, Treasurer, and Mediator.
Board of Directors- Football Director, Cheer Director, Assistant Cheer Director, Director of

Marketing, Equipment Manager, Field Marshall, Fundraising Director (Please, see, Article IV. Section 4.1)

2. Terms of PJV membership commence on the date of July 1 and conclude on the date of June 30 annually.
3. Membership is conferred upon each of the parents and/or legal guardians of athletes who actively participate in the PJV. Hereinafter, the parents and/or legal guardians shall be referred to as the “General Members”.
4. Coaches, whether having an athlete participating in the PJV sports program or not, shall be considered active members, hereinafter, referred to as “Coach Members”, and shall have voting privileges for the current July 1 – June 30 term.
5. Leadership Members and Board of Directors, whether having an athlete participating in the PJV sports program or not, shall be considered active members, hereinafter, referred to as “Leadership Members, and/or Board of Directors” and shall have voting privileges for the current July 1 – June 30 Term.

Section 2. Rights, Privileges, and Responsibilities of Membership

1. Membership in the PJV requires participation on the part of its members when called upon as defined in the Parent Code of Conduct.
2. General Members are granted the right and privilege to vote on all issues concurring with their PJV term, including the election and/or recall of the members of the Board of Directors.
3. General Members are each entitled to one (1) vote per family. Voting by proxy is expressly prohibited. The General Members entitled to vote must accomplish all voting in person.
4. Coach Members are granted the right and privilege to vote on all issues concurring with their PJV term, including the election and/or recall of the members of the Board of Directors.
5. Coach Members are each entitled to one (1) vote. Voting by proxy is expressly prohibited. Coach Members entitled to vote must accomplish all voting in person.
6. Leadership Members are granted the right and privilege to vote on all issues during their term, including the election and/or recall of the members of the PJV Board of Directors.
7. Leadership Members are each entitled to one (1) vote. Voting by proxy is expressly prohibited. Leadership Members entitled to vote must accomplish all voting in person.
8. Qualified General Members, Coach Members, and Executive Board Members upon being duly appointed and approved by the Board of Directors, may serve on authorized committees of the PJV in any designated position.

9. Qualified General Members, Coach Members, and Executive Board Members are eligible for candidacy to any elected or appointed Offices in the PJV after:
 - a. A formal application of interest in the Office is submitted by the member
 - b. A background check has been completed and approved by the Mediator
 - c. Interviews have been conducted by the PJV Board Members
 - d. Voting by the General Members and the Coach Members or by PJV Board Members (for appointed Offices) has been tallied.

Section 3. Termination of Membership

Termination of Membership for parents and/or legal guardians, and Coaches and Board Members in the PJV shall be set forth upon the occurrence of any one of the following events acted upon by a member:

1. A resignation communicated in a written document released with a signature of the resigning member; or communicated in an email addressed to the Board of Directors signed by the resigning member where upon receipt of the member's resignation the Board of Directors shall deliver a written notice of approval of the resignation to the newly resigned member identifying the effective date of the resignation.
2. Failure to pay any monies incurred to the PJV within thirty (30) days after the date of payment of the monies were due. Enforcement of Section 3.2 requires a vote by the Board of Directors to be duly held at any regular or special meeting wherein the vote must be a majority vote.
3. Any act committed by a member which is deemed detrimental to the objectives of the PJV, as set forth in these Bylaws. Enforcement of Section 3.3 requires a vote by the Board of Directors to be duly held by the Board of Directors at any regular or special meeting wherein the vote must be a majority vote. The Board of Directors shall put the member accused of the alleged act on notice by written notice and shall grant the member an opportunity to respond at a hearing before the Board of Directors within 3 (three) weeks of being put on notice. The member being present at the Board of Directors hearing may present Witnesses, and other relevant information, documents, images, or electronic communications as evidence to mitigate the beset member's actions.

Section 4. Denial of Right, Title, or Interest in PJV Property

1. Membership in the PJV does not grant any member the right, title, or interest to any asset or property of the PJV. Said property, including any gear (football gear or cheer gear) disbursed to Coaches and athletes, is solely and entirely vested in the PJV. Specifically, any uniforms and/or equipment as applicable issued to a member must be properly maintained, cleaned, and returned to the PJV by the end of the July 1 to June 30 current annual term, specifically, to be returned at the PJV annual Banquet.

Section 5. Intellectual Property

1. Applicable Law

State Law: RCW §§ 19.77.010 et seq.

Federal Law: 15 U.S.C. §§ 1051, et seq. (Lanham Act)

Washington State Common Law:

RCW 19.77.030; and Washington Business Corporation Act, Title 23B Revised Code of Washington, RCW §§19.80.001.

2. PJV owns all rights, titles, and interest, including all intellectual property and proprietary rights (including goodwill), in and to, and related to, the PJV tradenames and trademarks (trademarks shall be included on date of Issue of Trademarks from the WA State; and/or USPTO) as applied to: PJV; PUYALLUP JR VIKINGS; PUYALLUP JUNIOR VIKINGS; PJV FOOTBALL AND CHEER; PJV FOOTBALL; PJV CHEER; PUYALLUP JR VIKINGS FOOTBALL AND CHEER; PUYALLUP JUNIOR VIKINGS FOOTBALL AND CHEER; PUYALLUP JR VIKINGS FOOTBALL; PUYALLUP JUNIOR VIKINGS FOOTBALL; PUYALLUP JR VIKINGS CHEER; PUYALLUP JUNIOR VIKINGS CHEER.

PJV owns all rights in services, copyrights, services in modular content, and all Trademarks, software, technology, platforms, applications, user interface, tools, links, text, images, photographs, video, audio, graphics, user interface, and other content (and the selection, coordination, and arrangement of any content), data, analytics, algorithms, or materials included or displayed in or through, provided with or through the use of, or generated from the PJV services, and any and all improvements thereof and to all copyright derivatives of the PJV intellectual property protected by Washington State Law: RCW §§ 19.77.010 et seq.; Federal Law: 15 U.S.C. §§ 1051 et seq. Lanham Act); Washington State Common Law: Washington State Common Law: RCW 19.77.030; and Washington Business Corporation Act, Title 23B Revised Code of Washington, RCW §§19.80.001.

Except as expressly provided in the PJV Bylaws, permitting the use of PJV intellectual property, the PJV General Members, Coach Members, PJV Board of Directors, and PJV Executive Board of Directors, are prohibited from using in commerce, selling, offering for sale, copying, reproducing, modifying, distributing, displaying, performing, or transmitting any of the intellectual property owned by PJV or contents of the PJV copyrighted material for any purposes, and nothing otherwise stated or implied in the Services confers on you any license or right to do so without written permission from the PJV Executive Board of Directors. To the extent you obtain any rights in PJV trademarks, tradenames, copyright, patent, trade secrets, content, services, or modular content, you hereby assign all such rights, title, and interests to PJV.

3. Trademark, Tradenames, Rights.

Without limiting Section 4.3, above, PJV and our member PJV Cheer, own all rights in the product names, company names, trade names, trademarks, marks, service marks, logos, product packaging, uniform designs, goods and services marks or logos ("Trademarks") of PJV own all Trademarks in their respective products or services, whether or not appearing in any form of text or stylized design.

Unauthorized use of any such Trademarks, including reproduction, imitation, dilution, or confusing or misleading uses, is prohibited under the trademark laws, identified above. All members are expressly prohibited from using or misusing any Trademarks, except as expressly provided in this Agreement, and nothing otherwise stated or implied in your association with PJV confers on you any license or right to do so. In addition, the look and feel of PJV, including all page headers, graphics, button icons and scripts, constitute Trademarks and are subject to the restrictions on the use of Trademarks.

4. Permitted Uses. All PJV members may use the intellectual property solely for **each member's own individual Non-commercial and informational purposes** only. Any other use, including for any commercial purposes, creating a new entity for profit or non-profit, is strictly prohibited without the PJV Board of Leadership Directors express prior written consent validated in a legal licensing agreement. Systematic retrieval of data or other content from the PJV intellectual property, services, or website, whether to create or compile, directly or indirectly, a collection, compilation, database, or directory, is prohibited absent our express prior written consent.

Section 6. Conflict of Interest

1. Whenever a Director, Officer, or Board Member has a financial or personal interest in any matter coming before the PJV Board that is in conflict with the values and Bylaws of the PJV, the member shall a) bring to the attention of the Board of Directors that the member based on the member's information and belief has a conflict of interest; and b) the member shall withdraw from the discussion, lobbying, and voting on the matters pending before the Board of Directors. (Note: an opinion does not constitute personal interest).
2. Any member transaction or member vote involving a conflict of interest shall be approved only when disinterested Executive Board members vote to approve said member transaction or member vote wherein the Executive Board vote must be a majority vote in consideration of the best interest of PJV.
3. The minutes of the meetings held by the disinterested Executive Board Member casting the votes of approval of the member transaction or member vote associated with the conflict of interest shall memorialize to the record the count of the Executive Board Members' votes, disclosure, abstention, and rationale for approval.

Article IV. Board of Directors

Section 1. Board of Director Candidate Application

1. The Board of Directors, herein, is referred to a variety of monikers each of which carry equal authority, the monikers comprising: "PJV Board; the Board; Board of Directors; Leadership; 'disinterested' Leadership." The above-identified Boards shall direct and manage the duties of the Leadership, Board of Directors, and General Membership Board.
2. Leadership positions are elected in appropriate years at the Annual Meeting.
3. The President-Elect shall have previously served as a member of the PJV board for a minimum of one year to ensure an adequate understanding of the Leadership functions, Leadership responsibilities, and PJV Bylaws.
4. Board of Directors and Coach members of PJV are elected upon a successful interview and approval by no less than two existing Leadership members.
5. Coach Positions. Interested parties may apply for open Coach positions by submitting the Coach Position Application available on the PJV website and, subsequently, submitting a background check from the PJV Secretary.
6. Coach Position Candidates (hereinafter, the "Candidate") must pass a background check and Coach application review process. The Candidates shall be interviewed by no fewer than two standing Board of Director members. The Coach Position candidate shall be approved by the Board of Director members by a majority vote. Board of Director members must support the PJV football and cheer interests in the decision-making process. The Board of Directors on request by the Candidate shall provide the Candidate with the rationale applied to the decision-making process in selecting or not selecting the Candidate for the position as a PJV Coach.
7. The Candidates will be posted on the PJV website and PJV newsletters and made accessible to all General members and Coach members, for the entire period of time prior to the Annual Year-End Meeting.
8. The PJV Secretary shall work in conjunction with the PJV Director of Marketing to successfully post the Candidates on the PJV website and PJV social media so that the Candidates' qualifications are made known to all General members and Coach members.
9. The PJV Secretary in conjunction with the PJV Director of Marketing may implement one or all of the following methods: the Puyallup Jr Viking website, applicable communication Apps such as sports engine or BAND, PJV email, PJV newsletters, and PJV social media posts.
10. The PJV Secretary is responsible for preparing the voting ballot to be ready for distribution at the Annual Year-End meeting. The ballot shall contain the open position titles followed by the member Candidate names seeking election to the PJV Board of Directors. Please, refer

to Article XIII for updated PJV Bylaws ballot preparation procedures in the event the PJV Bylaw change proposals are submitted are amended.

Section 2. PJV Board of Directors Elections

1. Elections for the Director/Member positions on the PVJ Board of Directors are held by secret ballot cast by General Members and Coach Members at the Annual year-end meeting in November or December of the current July 1 – June 30 term.
2. The Candidate on the ballot who receives the majority vote of the General Members and the Coach Members shall be announced as a newly elected Director/Member on the PVJ Board of Directors.

Newly elected PJV Director/Member of the PVJ Board of Directors members shall assume office at the first regularly scheduled meeting in January of the current July 1 – June 30 term.

Section 3. Term of Office for the Director/Member of the PJV Board of Directors

1. Board Directors/Members shall serve a term of two (2) years.
2. There is no term limit with the stipulation that PJV Board Directors/Members must be re-elected after each term served.
3. The following Board Directors/Members positions must be re-elected in odd-numbered years: President, Secretary, Football Director, Cheer Director, and Equipment Manager.
4. The following Board Directors/Members positions shall be re-elected in even-numbered years: Vice-President, Treasurer, Mediator, Fundraising, Marketing Director, Assistant Cheer Director, and Assistant Football Director.
5. All other Board Directors/Members board members shall serve a term of one year or until their respective successors are duly elected.

Section 4. The Executive Board of Directors

1. Members of the Executive Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, and Mediator.
2. No two members of the same family (specifically spouses, life partner, domestic partner, members of the same household, or related person) shall occupy Executive Board of Director positions during the same July 1 – June 30 term.

3. Members of the Board of Directors shall consist of the following positions: Football Director, Cheer Director, Equipment Manager, Director of Marketing, and Director of Fundraising.
4. Voting rights granted to the Board of Directors are as follows: Football Director (equates 1 vote), Cheer Director (equates 1 vote), Equipment Manager (equates 1 vote), Director of Marketing (equates 1 vote), and Director of Fundraising (equates 1 vote).
5. PJV Head Coaches shall not be allowed to hold any office on the PJV Board of Directors. In the event a Head Coach expresses interest on the PJV Board of Directors, the Head Coach must resign from their position as Head Coach, pursuant to Article III. Section 3.1. Termination of Membership thereby, providing an open position for Head Coach subject to recruitment by the PJV Leadership Board.
6. The PJV Mediator shall not be allowed to hold a coaching position as either the Head Coach or Football Director and/or the Mediator shall not participate on the assistant coaching staff.
7. In the event a Head Coach, Football Director, or an Assistant Coach expresses interest in the position of the Mediator, they must resign their position on the coaching staff, thereby, providing an open position subject to recruitment by the PJV Leadership Board.

Section 5. Quorum Requirements

1. A Quorum constitutes $\frac{1}{2} + 1$ majority (one-half plus one of a majority) represented by the filled Board of Directors and Leadership Board Directors/Members. A Quorum must be present at any PJV general meeting, or PJV special meeting in which any PJV business may be transacted. In the event of a split vote, the President can break the split vote.
2. If a Quorum is not present or represented at a general meeting or a special meeting, the Director of the Leadership Board, or any designated representative thereof, may adjourn the meeting with notice of a rescheduling of the meeting.

Section 6. Authority to Act

1. Every act or decision made by the PJV Leadership Board and PJV Board of Directors, at a meeting duly held at which a Quorum was present, is regarded as a decision of the Puyallup Junior Vikings Football and Cheer Organization and is binding on the PJV, in its entirety, unless such a decision is unlawful, in violation of PJV Bylaws, or violation of the governing league Bylaws.
2. All rulings and/or interpretations of these Bylaws by the PJV Leadership Board and PJV Board of Directors shall be final and are not subject to argument or appeal by any General Members, Coach Members, or Leadership Members, except when in contradiction to, and/or violation of the terms incorporated herein the PJV Bylaws.

Section 7. Removal from Office

1. One or more PJV General Members; PJV Coach Members; PJV Board of Directors Members; PJV Leadership Board Members; and volunteers; in any and all classifications; may be removed, with or without cause, by the holders of not less than a majority vote at a general meeting or a called special meeting of the PJV Board of Directors and PJV Leadership Board.
2. A member or an Officer of the PJV Board of Directors may be removed from office pursuant to the following conditions:
3. By resignation (refer to Article 3, Section 3.1) in writing to the Board of Directors at any regular or special meeting at which a Quorum is present.
4. By an affirmative recall vote of the entire membership, including the General Members, the Coach Members, and the Executive Members of the PJV at a general meeting or a special meeting duly held.
5. An Officer is absent from two consecutive PJV Board meetings duly held.
6. The Officer's unauthorized expenditure of PJV monies. (Article III. Section 3.2.)
7. For the purpose of Article IV, a Director is not considered absent if, before said general meeting or special meeting, the Director communicated in writing to the Board of Directors and it was excused by the presiding President of the PJV.
8. Other than by recall or resignation as set forth in this Section, a hearing for the removal of an Officer shall follow the process established in Article III, Section 3.3. An Officer can be removed from the elected or appointed office as a PJV Board member or Head Coach, and/or from the PJV entirely, so long as the intent of the action is specifically addressed in a written notice to the beset PJV Board Member, Head Coach, prior to the hearing providing the PJV Board Member and/or Head Coach has an opportunity to be heard at the hearing.

Section 8. Vacancies on the PJV Board of Directors

1. In the event that a vacancy should open on the PJV Board of Directors or PJV Executive Board, the PJV Board of Directors is empowered to fill the vacancy by appointment from the PJV General Members roster, and the Coach Members roster.

Section 9. Voting

1. To exercise one's right to vote, be it on the PJV Board of Directors, or in general meetings, the member must be physically present (in person or via camera in a digital meeting space in a confidential meeting space).

2. Voting by phone or proxy is expressly prohibited.
3. Voting to remove a Leadership Board, PJV Board of Directors, Head Coach, or Coaches shall be executed by secret ballot.
4. Digital Voting is allowed for the Board of Directors when needed.
5. Only the President, or designated member acting on the President's behalf, shall be authorized to call a digital vote, having any PVJ Board member second a motion to start the voting process.
6. The members' digital votes will be maintained for the record by the PJV Secretary.

Section 10. Criminal Background Checks

1. Each year, all PJV Board of Director members, Head Coaches, Assistant Coaches, and any other individual, or volunteer with regular field contact with the athletes, the individuals being 18 years of age and older, must pass a criminal history check pursuant to the Washington State Patrol ("WSP"). With minimal exception, these checks shall occur prior to July 1 of the July 1 – June 30 term.
2. Automatic failure of the criminal background check warrants an automatic denial of Office and/or coaching position.
3. Any of the following classifications of criminal behavior on the member's record shall warrant an automatic denial of Office and/or coaching position, or position with regular field contact with the athletes: a felony conviction within the past 5 years; any felony conviction, a misdemeanor conviction, convicted of crimes committed against children; convicted of felony crimes of Domestic Violence; convictions for sexually motivated crimes, convicted of illegal gun possession charges, regardless of age or degree pursuant to Washington State Laws, Federal Laws, any State Law within the United States, and any law within any jurisdiction worldwide.

Any felony or misdemeanor convictions that are not automatic disqualifiers, as identified in Article IV, Section 10.3 will be subject to review by an Evaluation Committee composed of the PJV's Mediator, Football Director, Cheer Director, and one general member as selected by the PJV President. The Evaluation Committee will have the authority to interview the person in question, to request documentation, and to make a collective recommendation to the PJV Board of Directors.

4. The PJV Board of Directors shall have binding authority to deny or approve, any and all, PJV Board of Director members, Head Coaches, Assistant Coaches, and any other individual or volunteer with regular field contact with the athletes, the individuals or volunteers being 18 years of age and older having regular field contact with the athletes, under this Section by majority vote at any scheduled general meeting or special meeting.

Section 11. Duty to Disclose

1. All PJV Board of Director members, Head Coaches, Assistant Coaches, and individuals or volunteers being 18 years of age and older and having regular field contact with the athletes who submitted Criminal History Checks by the WSP are required to notify the PJV Board of Directors in the event there are any changes to their criminal history during the July 1 – June 30 term including: investigations, arrests, and/or convictions of assault, domestic violence, sexually motivated crimes, conviction of unlawful gun possession charges, and/or any other criminal allegation that could negatively impact the PJV.
2. Failure to promptly report changes under this section can result in removal from the PJV Board of Directors, or Head Coach, Assistant Coaches, individuals or volunteers being 18 years of age and older having regular field contact with the athletes, coaching position by the process established in Article III, Section. 3.1.
3. Prompt notification is deemed complete when the individual under review has within 7 days notified any PVJ Executive Board member of the change in criminal history status. The individual under review will then be subject to review by the Evaluation Committee, as established in Article IV. Section 11.3.

Article V. Roles and Responsibilities of Board Positions

Section 1. President

1. The President is the chief executive officer of the PJV and is subject to the management of the entirety of the members of the Board of Directors.
2. The President shall be responsible for the capable supervision, direction, and management of the business affairs of the PJV.
3. The President shall be responsible for scheduling all meetings of the PJV Board of Directors, as well as presiding over all duly scheduled meetings of the PJV in facilitating a well-organized PJV non-profit entity.
4. When necessary, for the effectual functioning of the PJV, or if called upon from time to time in an official capacity, the President shall be required to obligingly assist all other members of the Board of Directors in accomplishing their specific and assigned PJV tasks.
5. Serves as an ex-officio member of all standing committees and advisory boards.
6. Obtain Executive Board approval for all expenditures.

Section 2. Vice-President

1. In the absence of the President, the Vice President will serve as acting President and will have the vested powers and restrictions so imposed upon that Office.
2. The Vice-President will oversee and coordinate PJV sign-ups, jamboree, playoffs, and all book checks for the football program.
3. The Vice-President is responsible for securing all necessary and required insurance coverage for the individuals participating in PJV-sponsored activities, including Board Liability Coverage for the designated members of the PJV Board of Directors.
4. The Vice President shall be vested with the responsibility of making insurance claim forms and information available to all Head Coaches, Assistant Coaches, and/or members associated with any PJV-sponsored program.
5. Prior to committing PJV funds for any insurance coverage, the Vice-President is responsible for detailing the plan to the PJV Board of Directors at any regular or special board meeting. An affirmative majority vote of the PJV Board of Directors is required to approve the plan and payment of the premium.
6. The Vice-President shall be responsible for maintaining and having available at all PJV functions and sponsored programs a current list of emergency contact information for all PJV Board of Director members and all coaching staff.
7. Will act and fill the role of Equipment Manager in the event we do not have the specific role filled. Oversee the management of equipment ensuring the equipment is within code and enough is provided.
8. Will act and fill the role of Assistant Football Director (formerly Field Marshal) in the event we do not have the specific role filled.
9. The Vice President shall coordinate all training necessary for all football coaches, cheer coaches, and PJV Board of Director members (when applicable). This includes First Aid/CPR.
10. Serves as an ex-officio member of all committees and advisory boards.
11. The Vice President is responsible for reserving and making necessary arrangements for the use of game and practice fields, gymnasiums, rooms, etc. for all football and cheer teams through August within PJV in coordination with the Football Director and Cheer Director. The Vice President shall coordinate field markings, seating arrangements, facility and gate access, lighting, scoreboard, PA use, etc. during PJV events.

Section 3. Secretary

1. The Secretary is the custodian of the Bylaws, Articles of Incorporation, and minutes of the PJV general meetings, and special meetings.
2. The Secretary shall keep a record of all meeting minutes for the PJV Board of Directors. In addition to the content of the discussion in the PJV Board of Director meetings, the minutes shall include the precise date, time, and location of each meeting, a list of members present, and a roll call of PJV Board of Director members present, absent, and excused. These notes should be composed and distributed for review within 72 hours of the meeting. They will be ratified upon the next regular meeting.
3. The Secretary shall inspect all votes held at PJV meetings.
4. The Secretary shall have all minutes, as well as a copy of the current Bylaws (digitally and physically), at every duly held meeting of the PJV Board of Directors.
5. The Secretary shall maintain the PJV membership roster, which shall include the addresses and telephone numbers of all General Members, Coach Members, and Board Members.
6. The Secretary shall be responsible for ensuring the general membership is notified of all regularly scheduled meetings and specially scheduled meetings conducted by the PJV via the PJV Website and social media.
7. Assure that all data pertinent to the office are current by the last month of said term of office and surrender all records of said office to the designated successor in charge including all participants' registration forms for PJV and league.
8. Keeps record of 501(c)(3) documents, bylaws, and articles of incorporation.
9. File the annual report with the secretary of state.
10. Keep a roster of ALL Coaches, Team Moms/Parent, or any person(s) conducting business on behalf of PJV. The roster shall contain: names, email addresses, and phone numbers.
11. The secretary will update the Articles of Incorporation.
12. Be responsible for NJFL official rosters.
13. Have signature authority on PJV bank account(s) as a backup to the treasurer.

Section 4. Treasurer

1. The Treasurer is responsible for keeping accurate records and accounting for the funds, cash, and business transactions of the PJV. This includes proper accounting of PJV income, payments, assets, liabilities, and receipts derived from all sources and vendors in the course of business conducted on behalf of the PJV by any member.

2. The Treasurer must be prepared to have any or all records inspected upon written demand by any member of the PJV. During an inspection, the remaining Executive Board members shall be present with the treasurer and the requesting member. Such an inspection shall occur within ten (10) days of the written request.
3. Upon receipt, the Treasurer must promptly deposit all cash and other funds in the name of the PJV in an account established exclusively for the purpose of PJV business as designated by the PJV Board of Directors.
4. The Treasurer disburses the funds for the PJV as approved and ordered by the Board of Directors. The Treasurer will render an accounting of all transactions conducted on behalf of the PJV. An accounting of these transactions will be included in a monthly financial report delivered to the membership at each regularly scheduled meeting of the Board of Directors.
5. The Treasurer is responsible for ensuring PJV has a duplicate receipt of all money disbursements made on behalf of the PJV.
6. The Treasurer shall request a second PJV Board of Director member to assist in double-counting all significant amounts of cash (more than \$100) and other funds received in the course of conducting PJV business.
7. The Treasurer is responsible for obtaining at least 2 bids for an annual audit (if changing firms). With an affirmative majority vote of the PJV Board of Directors, the Treasurer will submit the financial records of the PJV to the approved auditor.
8. Develop the PJV budget working with all necessary entities specific to football and cheer; present a budget by March 31 to the Executive Board for approval.
9. Surrender to the designated successor all records, books, accounting, monies, and other Association property related to said office at such time the successor is elected.
10. Have signature authority on PJV bank account(s).

Section 5. Mediator

1. The Mediator shall be responsible for receiving all member complaints regarding coaching concerns, and all other concerns of PJV members, validating the complaints, and promptly negotiating successful resolutions, whenever possible.
2. The Mediator shall validate all member complaints, and any and all complaints, from third parties in a written document including the Mediator's name, Signature, Date, and Time, and Place of where the complaint was taken, and personal identifying information of the complainant and any witnesses thereof. The validated complaint must be submitted to the President, or Vice President of PJV, within 24 hours of when the complaint was initiated.
3. The Mediator is also responsible for criminal history background checks by the Washington State Patrol and any other background checks required by the league.

4. The Mediator shall be responsible to advise and work with the Football Director and Cheer Director regarding all coaching complaints. The Mediator, along with the Football Director and Cheer Director, shall oversee any investigation and resolution into allegations of coaching misconduct. All complaints shall be properly documented and recorded. A record of each complaint against a member, investigative findings, and resolution will be documented and kept on file and archived for a period of time of 5 years by the Mediator for the purpose of accurate accounting regarding the retention and/or dismissal of members, or any legal matter arising therefrom.
5. The Mediator shall report to the PJV Executive Board of Directors with the final resolution and all resolutions that require a meeting of the PJV Board of Directors members directly and not directly involved with the complaint.
6. All complaints and resolutions negotiated by the Mediator will be reported to the Board at the next regularly scheduled PJV Board of Directors Meeting.
7. Any complaint received directly in person by the Mediator will not go unaddressed for more than seven (7) days from its reporting. Any unresolved complaint must be directly referred to the appropriate PJV Board of Director Member(s).
8. Any complaint against the Mediator shall be directed to the President of the PJV. At any time, the Mediator may decide to take a complaint directly to the PJV Board of Directors at any regular or special held meeting at the Mediator's discretion. The Board will then vote on a resolution in accordance with existing Bylaws. To avoid conflict of interest, the position of Mediator may not be held by the spouse or significant other, life partner, domestic partner, members of the same household, or related person) of any PJV officer.

Section 6. Football Director

1. The Football Director (hereinafter, the "FD") for the PJV will lead the development and implementation of an American football program for all PJV football teams. The FD role is essential in fostering a positive and enriching environment where young athletes can grow both on and off the field. The FD will be responsible for coaching, mentoring, and developing football skills while promoting sportsmanship, teamwork, and a love for the game.
2. The Football Director is responsible for coordinating with the Vice President in reserving and making necessary arrangements for the use of game and practice fields, gymnasiums, rooms, etc. for all football within the PJV prior to August and assumes responsibility thereafter.
3. The Football Director is responsible for coordinating communication with the Head Coaches, and Assistant Coaches of the PJV regarding changes in schedule, venue, or any other significant information that directly impacts any team within the PJV.

4. The FD shall be responsible for monitoring the actions and activities of all coaches associated with the PJV, including enforcing the PJV and governing the league's coach's code of conduct.
5. If the FD obtains evidence that violations have been committed by any Head Coach or Assistant Coach, the FD must present the information to the Mediator who will determine if further action is warranted based on the current PJV and governing league handbooks and Bylaws.
6. The FD is responsible for scheduling and/or conducting a pre-season coaching clinic in order to certify and train all coaches.
7. The FD shall be responsible for obtaining 3 bids on trophies and awards, and presenting that information to the PJV Board of Directors for approval by October of each year's annual July 1 – June 30 term. Upon approval, the FD shall place the order and ensure that all awards are available at the year-end meeting.
8. The FD works with the Mediator and Board of Directors in the selection of the Head Coaches and the Assistant Coaches. The FD will participate in the interviews and assist the committee with any guidance necessary to ensure the coach selection process is fair and impartially conducted.
9. The FD shall purchase, assemble, and distribute first aid kits to all football. All teams will report to the Football Director when items need to be replenished.
10. The FD shall be responsible for having an action plan in place for injuries during PJV games and PJV practices.
11. The FD shall work in conjunction with the Vice President, Coaches, and Team Parent to collect all medical and insurance paperwork related to injury claims. The Athletic Director will also make sure athletes follow return-to-play protocol for any injury before returning and participating in athletes' PJV sports.
12. The FD will develop and maintain organizational safety rules and guides to be presented to Head Coaches, Assisting Coaches, Team Parents, and the PJV Board of Directors.

Section 7. Assistant Football Director

1. The Assistant Football Director is responsible for managing the game site.
2. The Assistant Football Director shall ensure that all on-field personnel for home and visiting teams have appropriate identification to be allowed on the field.
3. The Assistant Football Director shall set up the field including pylons, yard markers, and chains if available.
4. The Assistant Football Director shall monitor games for behavior and safety incidents.

5. The Assistant Football Director shall be responsible for reporting behavioral and safety incidents to the PJV Board of Directors and the Executive Board of Directors immediately.
6. The Assistant Football Director shall complete a written PJV incident report documenting the behavioral incident and/or safety incident validated by the Field Monitor by way of the Field Monitor's Name, signature, date, and time of the incident, parties involved, and any and all witnesses, thereof.

Section 8. Cheer Director

1. The Cheer Director for the PJV will lead the development and implementation of the Cheerleading program for all PJV football teams. The Cheer Director role is essential in fostering a positive and enriching environment where young athletes can grow both on and off the field. The Cheer Director will be responsible for overseeing coaching, mentoring, and developing cheerleading skills while promoting sportsmanship, teamwork, and a love for the sport.
2. The Cheer Director and the Assistant Cheer Director shall be responsible for the formulation, implementation, and the day-to-day administration of the Cheer Program, and the Cheer Coaches.
3. If the Cheer Director obtains evidence that violations have been committed by any Head Coach or Assistant Coach, the Cheer Director must present the information to the Mediator who will determine if further action is warranted based on the current PJV and governing league handbooks and Bylaws.
4. The Cheer Director is responsible for coordinating with the Vice President in reserving and making necessary arrangements for the use of game and practice fields, gymnasiums, rooms, etc. for all cheer activities/camps within the PJV prior to August and assumes responsibility thereafter.
5. The Cheer Director shall not serve as a Head Cheer Coach.
6. The Cheer Director will work with the Mediator and Board of Directors in the selection of the Head Coaches and the Assistant Coaches. The Cheer Director will participate in the interviews and assist the committee with any guidance necessary to ensure the coach selection process is fair and impartially conducted.
7. The Cheer Director shall ensure all Cheer Coaches, Head Cheer Coach, and Assistant Cheer Coach are certified by the governing bodies.
8. The Cheer Director, Head Cheer Coach, Squad Cheer Coaches, and Assistant Cheer Coaches are subject to all rules recited in the Coaches Code of Conduct.
9. The Cheer Director will maintain and archive accurate records and logs of the Cheer Coaching Staff.

10. The Cheer Director shall attend all Cheer athletic events and Cheer-related meetings conducted on behalf of the PJV.
11. The Cheer Director will, on a continuous basis, coordinate training, classes, and certification of all cheer coaching staff. The Cheer Director will also work with the Asst. Cheer Director/Head Coach assigns a Squad Coach and Assistant for each Cheer Squad and gives each squad a complete roster of each cheerleader's full name, address, and emergency contact information.
12. Planning, staffing, training, and coordination of the Cheer Squads are initiated before the start of each athletic season of the upcoming July 1 – June 30 term.
13. The Cheer Director shall coordinate with the PJV Board of Directors for opening and closing Cheer registration.
14. Work in coordination with the Assistant Cheer Director in vetting uniform vendors and in coordinating design, uniform fittings, orders, and distribution with input from the Head Coach.
15. The Cheer Director is responsible for obtaining 3 bids for the replacement of cheerleading uniforms and equipment when necessary.
16. The Cheer Director shall be responsible for submitting a yearly supply budget by the first regularly scheduled meeting in March prior to the upcoming July 1 – June 30 term.
17. The Cheer Director and Assistant Cheer Director shall coordinate fundraising efforts with the Director of Fundraising. Each fundraising effort must first be presented to and approved by the PJV Board of Directors. All funds raised in these efforts will be promptly turned over to the Treasurer with all necessary receipts, proof of income and expenditures, financial documentation, etc. Release of the funds for Cheer expenditures will follow the proper board approval and Treasurer disbursement process as established herein in the PJV Bylaws.
18. The Cheer Director and/or Head Cheer Coaches shall coordinate the placement of cheerleaders on appropriate Squads, or teams, create Cheer rosters in compliance with PJV requirements, and maintain accurate records of all cheerleaders consisting of full name, address, and emergency contact information.
19. The Cheer Director shall keep accurate attendance records of participating cheerleaders at each Cheer practice, sports games, and events sponsored by the PJV.
20. The Cheer Director and/or Head Cheer Coaches shall coordinate any and all Cheer Camps and Cheer events for PJV.
21. The Cheer Director and/or Head Coach shall determine the time and place of the Cheer Camp and be responsible for procuring all necessary releases from each of the cheerleaders and the respective parents, and/or guardians of each of the cheerleaders, as regulated by the governing bodies.

22. In the event that the elected Cheer Director cannot fulfill the Cheer Director's obligations, and/or serve out the term as Cheer Director, the Assistant Cheer Director shall be designated as the Interim Cheer Director and assume the obligations and responsibilities of the Cheer Director's absence.
23. The Leadership Directors Board, the Board of Directors, the General Members, and the Coach Members shall conduct a special meeting to vote on the approval or dissent of the appointment of the Interim Cheer Director; and to vote on the successive appointment of the Interim Cheer Director to elected Cheer Director. A majority vote of the Quorum is required.
24. REQUIREMENT to apply for Cheer Director is to have previously served one year on the PJV Board of Directors; OR served as a PJV Volunteer prior to applying for the Cheer Director in order to understand and promote the education and development of the PJV Cheer program.

Section 9. Assistant Cheer Director

1. The Assistant Cheer Director shall be responsible to the Cheer Director and President for the day-to-day administration of the Cheer Program in coordination with the Cheer Director.
2. The Assistant Cheer Director may be a Cheer Coach.
3. The Assistant Cheer Director shall assist the Cheer Director with creating the budget for Cheer sideline and Cheer competition season.
4. The Assistant Cheer Director shall assist with ensuring planning, staffing, training, and coordination of Cheer sideline and Cheer competitions to be initiated prior to the start of each athletic season during the July 1 – June 30 term.
5. Coordinate all Cheer practice facilities, schedule all Cheer events and fundraisers (in coordination with the Director of Fundraising), and maintain the Cheer season calendar for both Cheer sideline and Cheer competition season.
6. Coordinate all facility-use activity for Cheer after August, and coordinate with the Football Director. Duties will include all proper paperwork, facility use forms, and reporting to the Cheer Director and the Executive Board.
7. Assist the Cheer Director in vetting uniform vendors and coordinating design, uniform fittings, orders, and distribution with input from the Head Coach.
8. Aid and monitor other Cheer staff members' tasks, overseeing completion and accuracy.
9. Manage all coordination and delegation of Cheer events, such as Cheer Camp, Santa Parade, Community Day, Trunk or Treat, and banquets associated with PJV.
10. The Assistant Cheer Director shall have charge for community service and educational and professional visibility in the public.

11. Maintain and archive accurate records of the Cheer Coaching staff consisting of each of the Cheer Coaching staff's full name, address, and past experience. (In the event that Cheer Director is unavailable.)
12. Work together with the Cheer Director and Head Coach in placing cheerleaders on appropriate teams and Squads and keeping, maintaining, and archiving accurate records of participating cheerleaders at Cheer practices, games, and events sponsored by PJV.
13. Assist the Cheer Director and Head Coach in the coordination and implementation of cheer camps. Assist the Cheer Director in managing inventory for all Cheer equipment. Help coordinate the issuing and return of all equipment for Cheer.
14. Assist the Cheer Director in assuring that planning, staffing, and coordination of training are initiated prior to the start of each athletic season.
15. Assist in monitoring consistent application/execution of the Code of Conduct among Coaches and Cheerleaders, including the Cheer Director to ensure all parties are informed of the Code of Conduct and its implications.
16. Assist in providing training programs in the prevention of harassment and sexual harassment among Cheer Staff pursuant to RCW 9A.46.010, et, seq.
17. The Assistant Cheer Director and/or Head Cheer Coach shall assist Cheer coaches in making up the cheers, legal stunts, and dance routines for the current PJV season and cheer competitions per governing bodies.

Section 10. Director of Marketing

1. The Director of Marketing is responsible for all advertising, public relations, and promotions of the PJV.
2. The Director of Marketing shall be responsible for the preparation and distribution of PJV promotional flyers in area schools starting in March prior to the upcoming July 1 – June 30 term, including obtaining school district approval from any office of the superintendent when necessary.
3. The Director of Marketing shall be responsible for maintaining the PJV phone messaging system and for the timely delegation of incoming messages to the appropriate person(s).
4. The Director of Marketing, in coordination with the Director of Fundraising, shall be responsible for promoting the recognition of PJV Corporate/Business Sponsors through PJV publications, word-of-mouth announcements, and online advertising.
5. The Director of Marketing is responsible for all PJV advertising, public relations, and promotions as they pertain to computer-based needs (design, Web posting, etc.).

6. The Director of Marketing shall be responsible for overseeing the publishing of a PJV Football Program for the season.
7. The Director of Marketing may form a committee of any number of PJV Board of Director members and/or General Members, and Coach Members to assist with this project to be approved by the Executive Board Members.
8. The Director of Marketing shall be responsible for maintaining the PJV website to include timely updates of schedules, standings, and other important information. In the event the Director of Marketing is unavailable for any period of time, he or she is responsible for finding a temporary designee to assist in the proper maintenance of the PJV website.
9. The Director of Marketing shall be responsible for the PJV email and for the proper forwarding of incoming email correspondence to the appropriate person(s).
10. The Director of Marketing shall assist all other Board of Director members with computer-related needs, as necessary.

Section 11. Equipment Manager

1. The Equipment Manager is responsible for maintaining an orderly system for storing and tracking all PJV equipment required by the Teams, Cheer, and Squads, for the regularly scheduled practices and games. The Equipment Manager must further ensure that the necessary equipment is readily available to the coaches, players, and cheerleaders, at each scheduled game and/or practice.
2. The Equipment Manager is responsible for overseeing the proper issuance of all equipment at the beginning of each season of the July 1 – June 30 term, as well as its timely collection and storage at the end of the season.
3. The Equipment Manager shall arrange for the repair and cleaning of gear and uniforms as needed.
 - a. Including football helmet certification
 - b. Collection and delivery to recertification representative.
 - c. Communication to the board the number of helmets shipped and helmets that have aged out
4. The Equipment Manager is responsible for keeping the Board of Directors informed as to the condition of all uniforms and equipment. He or she is to make every reasonable effort to anticipate replacement needs and present to the Board of Directors order requests for such replacement items in advance of actual need with receipts submitted to the PJV Treasurer.

5. The Equipment Manager is responsible for locating sources of uniforms and equipment required by the PJV. He is responsible for obtaining two (2) bids and placing orders at the approved source, in the approved quantities, and at such time as approved by the PJV Board of Directors.
6. The Equipment Manager shall maintain a working inventory of all equipment necessary for practices and games (not including expendable items, such as tape, ice, and band-aids).

Section 12. Fundraising Director

1. The Fundraising Director shall have a one (1) year term.
2. The Fundraising Director shall be responsible for creating and facilitating creative fundraisers to help raise funds for the procurement of equipment and expenses associated with PJV operations.
3. The Fundraising Director shall be responsible for securing corporate/business yearly sponsorships to funds for the procurement of equipment and expenses associated with PJV operations.
4. The Fundraising Director in coordination with the Director of Marketing, shall be responsible for promoting the recognition of PJV Corporate/Business Sponsors through PJV publications, word-of-mouth announcements, online advertising, and social media.

Section 13. Team Parent

1. The Team Parent is designated as a Non-voting role having a term concurring with the July 1 – June 30 term.
2. The Team Parent is designated to a selected Team decided by the Football Director and Cheer Director respectively.
3. The Team Parent shall recruit other PJV parents to volunteer for the season during home games and introduce and coordinate the volunteers.
4. The Team Parent shall organize and coordinate an end-of-season party for their team. Coordinate with general members for coach gifts.
5. The Team Parent shall assist with PJV fundraising events when needed, or upon request from the coaches.

Section 14. Participation of Board of Director Members at PJV Events

1. All PJV Board of Director Members are responsible for the success of PJV events. These events include but are not limited to Registrations, Fundraising, Events, Competitions, and Awards Ceremonies. Attendance for these events is expected.
2. All PJV Board of Directors are expected to be at all home games and to help coordinate and recruit volunteers to help fill needs.
3. All PJV Board of Director Member home game responsibilities are divided into Morning/ Set Up duties; and Afternoon/Clean up.
4. Each PJV Board of Director Members is expected to sign up through the Volunteer Coordinator for at least 50% of these home-game shifts. (Example: 4 home game season = Total of 4 shifts of either morning or afternoon duties).

Article VI. Committees

Section 1. Standing Committee

1. All PJV Board of Director members, other than Executive Board of Director members, are granted the authority to appoint a Committee of one or more General Members to assist them in the completion of their duties.
2. The PJV Board of Directors member controls the number of individuals allowed to serve on a Committee in that position.
3. Members of the Committee shall not have a vote on the Board of Directors under any circumstances or conditions.

Section 2. Special Committee

1. The PJV Board of Directors is granted the right to form a special Committee when required to study and/or perform any special functions associated with the operation of the PJV which are not in conflict with the PJV Bylaws; and/or the PJV Articles of Incorporation.
2. Members of a special committee do not have a vote on the Board of Directors.

Article VII. Meetings

Section 1. Meetings of the Board of Directors

1. The Leadership Board of Directors will meet as required or at least once a month. These meetings are open to the General membership.
2. The Board of Directors will meet as required at least once every other month. These meetings are open to the General membership.
3. The Annual Meeting of the Leadership Board of Directors, the Board of Directors, the General Members, the Coach Members, and all relevant parties, for the purpose of voting Directors, and Officers, approval of budget, approving changes to bylaws, and transacting such other business as may properly come before the meeting shall be held at such place, date, and time as may be fixed from time to time by decision of the Leadership Board of Directors.
4. Place of Meeting. All general meetings and special meetings shall be held at the principal executive offices of the PJV within the State of Washington designated by the Executive Board of Directors, and including solely by means of remote communication, including Zoom, and/or Teams Meetings.
5. Meeting Notes will be shared within 72 hours of the meeting with Leadership Directors to be reviewed and approved at the following meeting. Only approved notes will be shared with Members.

Section 2. Meetings of the General Membership

1. Meetings of the General Membership of the PJV shall be scheduled once (1) a year at the year-end meeting (November).
2. Additional general meetings may be called at the discretion of the Board of Directors.
3. The PJV Secretary informs the General Membership of any meetings.
4. The PJV Secretary shall accomplish the announcement via email, the PJV Website, and social media.

Article VIII. Financial Procedures

Section 1. Checks and Drafts

1. Anticipated spending should be captured in the annual budgets approved at the annual meeting. Additional spending needs to be approved by the Leadership Board.
2. The treasurer and secretary will have the authority to sign all checks and drafts issued in the name of PJV for any legal reason. At no time will a signed "blank check" be provided to any member for any reason.

3. Any debit card(s) issued by PJV bank will be maintained by the Treasurer and will follow the unbudgeted expenditures procedure (see subsection 4) and approved budget expenditures as voted in by the board.
4. All financial records are the responsibility of the PJV Treasurer.
5. The Treasurer and one other board member (hereinafter, referred to as the “Inspector member”) must double-count all funds over \$100.00 prior to deposit. The two counting members may not be spouses or from the same household.
6. To receive reimbursement for approved PJV expenditures (Article 8, Section 1.2), the member shall provide the Treasurer (no more than 60 days from the original date of transaction) an original cash register receipt or paid invoice.
7. All approved work orders paid directly to the supplier (the preferred method of conducting PJV business) shall be paid by the Treasurer witnessed by the Inspector member, as soon as possible, to best assist the PJV Board of Director members with the completion of essential PJV tasks and transactions.
8. To facilitate and ensure proper accounting, any member receiving funds on behalf of the PJV, for any reason, must promptly turn the funds and all applicable invoices/receipts over to the Treasurer, or the treasurer’s designee, or the Inspector member.
9. All volunteer positions, including Team Parents, where monies are received (gate, concessions, etc.) must have at least two (2) volunteers and one needs to be over 18 years old and not from the same household.
10. All PJV monies are required to be kept in a secure location and kept in a lockbox designated by the PJV Leadership Board Directors and Inspector members.
11. A detailed financial report will be presented in a written document to the General Members and the Coach Members at the annual General Membership meeting.

Section 2. Contracts

1. Any contracts that may be executed in the name of the PJV must be consistent with PJV Bylaws, the Articles of Incorporation, and the laws of the State of Washington.
2. The PJV Board of Directors must approve all such contracts according to Quorum requirements.

Section 3. Fiscal Year

1. The Fiscal Year of the PJV shall be from January 1st through December 31st.

Section 4. Fundraising

1. Unless otherwise specifically outlined in PJV Bylaws, fundraising efforts for the PJV shall be the responsibility of the entire PJV Board of Directors, Coaches, and all General Members and Coach Members, of the PJV.

Article IX. Governing Policies

Section 1. Refunds

1. Refunds for the \$100 football deposit, less processing fees will be allowed, only, during the first week of scheduled practice. No refunds will be allowed after the completion of the second week of practice. All refund requests must be in writing and submitted to the Treasurer via treasurer@puyallupjrvikings.com.
2. Any refund will be issued after all equipment is returned in satisfactory condition.
3. Approved Refunds shall be dispersed by the Treasurer witnessed by the Inspector with the approval of the Leadership Board of Directors in conjunction with the Board of Directors.
4. No refunds will be permitted for Cheer once uniform fittings have been conducted and orders have been submitted.

Section 2. Player Participation

1. Coaches will make best efforts to ensure that every player will play in every game, except players under disciplinary action.
2. Each player is deemed eligible either through PJV safety procedures; and/or the Athlete Code of Conduct.
3. Playing time shall be at the discretion of the Head Coach and/or Assistant Coaches.
4. Fifth-quarter play will count as playing time in a game.
5. If a team has no fifth quarter, Head coaches, and/or Assistant Coaches will employ the best efforts of fairness and sportsmanship to play as many players as possible in any given game.
6. Playing time is left to the sole discretion of the coach.

Article X. Coaches Selection and Retention

Section 1. Head Coaching Applications

1. Interested coaches will apply through the PJV Coaches Application.
2. Criminal Background checks with the Washington State Patrol (“WSP) must be completed and successfully approved before the interview.
3. Candidate Names are required to be routed through the PJV Board of Directors for approval.
4. Candidate interviews must include at least two (2) PJV Leadership Board of Director members.
5. Selected Candidates for the Head Coach position shall be shared with the Leadership Board of Directors and voted upon requiring a majority vote of the Quorum.

Section 2. Football Head Coach Job Description

Position Summary:

The Head Coach for the PJV youth non-profit football organization will lead the development and implementation of their PJV football team. The Head Coach role is essential in fostering a positive and enriching environment where young athletes can grow both on and off the field. The Head Coach will be responsible for coaching, mentoring, and developing football skills while promoting sportsmanship, teamwork, and a love for the game.

Key Responsibilities:

1. Coaching and Development:
 - a. Plan and conduct practice sessions that are engaging, educational, and appropriate for the age and skill level of the participants
 - b. Teach fundamental football skills, strategies, and rules.
 - c. Monitor and assess individual and team performance, providing feedback and strategies for improvement.
2. Leadership and Mentoring:
 - a. Serve as a positive role model, fostering an environment of respect, inclusivity, and good sportsmanship.
 - b. Mentor athletes on personal development, goal setting, and maintaining a healthy balance between sports, academics, and personal life.
3. Program Management:
 - a. Collaborate with the Program Director to develop and implement program goals and objectives.

- b. Ensure all activities and practices comply with the organization's policies, procedures, and safety standards.
 - c. Manage game-day operations, including player line-ups, strategy, and in-game adjustments.
4. Communication:
- a. Maintain open and effective communication with athletes, parents, and other stakeholders.
 - b. Provide regular updates on program activities, schedules, and any changes.
 - c. Address any concerns or issues promptly and professionally.
5. Administrative Duties:
- a. Assist in organizing and participating in fundraising events, community outreach, and promotional activities.
 - b. Maintain accurate records of player attendance, performance, and development.
 - c. Ensure proper maintenance and inventory of all football equipment and supplies.
6. Professional Development:
- a. Stay informed about the latest coaching techniques, sports science, and football trends.
 - b. Attend relevant training, workshops, and certification programs to enhance coaching skills and knowledge.

Qualifications:

- Proven experience in coaching youth football, preferably in a leadership role.
- Strong understanding of football techniques, strategies, and safety protocols.
- Excellent communication, organizational, and leadership skills.
- Ability to work effectively with young athletes, parents, and volunteers from diverse backgrounds.
- Certified in CPR and first aid; coaching certification from a recognized body (e.g., USA Football, NFHS) is preferred.
- Passion for youth development and commitment to the mission of the organization.

Work Environment:

- This position requires working outdoors, including evenings and weekends, to accommodate practice and game schedules.

- Ability to lift and carry sports equipment and supplies.

Section 3. Cheer Head Coach Job Description

1. The Cheer Head Coach will work with the Assistant Cheer Director, Cheer Coaches, and/or choreographer in making up the cheers, stunts, and dance routines for the current football season and competition season.
2. The Cheer Head Coach, along with the Cheer Director, Assistant Cheer Director, and/or Cheer Coaches, will be responsible for organizing Cheer Tryouts.
3. The Cheer Head Coach will assist in monitoring the consistent application/execution of the Code of Conduct among Coaches and Cheerleaders, escalating to the Assistant Cheer Director and Cheer Director to keep all parties aware.
4. The Cheer Head Coach is required to be at all sideline and PJV elite events.
5. The Cheer Head Coach will work together with the Cheer Director and Assistant Cheer Director in placing cheerleaders on appropriate teams and keeping accurate records of participating cheerleaders at cheer practices, games, and events.
6. The Cheer Head Coach will assist the Cheer Director and Assistant Cheer Director in the coordination and implementation of cheer camps.
7. The Cheer Head Coach will give input to the Cheer Director and Assistant Cheer Director in vetting uniform vendors, designing, coordinating uniform fittings, orders, and distribution of uniforms.
8. The Cheer Head Coach will assist the Cheer Director and Assistant Cheer director in planning and maintaining the season calendar for both sideline and competition season.
9. The Cheer Head Coach will receive insight from sideline and/or Elite squad coaches, compiling a breakdown of practice elements to supply information to the Cheer Director for the Weekly Cheer Newsletter to be dispersed to parents and athletes.
10. Ensure all PJV equipment is inventoried and returned to PJV storage, including mats, tumbling equipment, uniforms, etc.

Section 4. PJV Assistant Coaches

1. Each Football Head Coach is allowed four (4) Official Assistant Coaches. The Assistant Coaches are chosen by the Head Coach of each team and approved by the Football Director and Assistant Football Director. If the Head Coach chooses, the Head Coach may select additional volunteers to assist with the football team. All PJV Assistant Coaches and Team Volunteers are bound by the same rules and ethics as the PJV Head Coaches.

2. The Cheer Head Coach is allowed four (4) Official Squad Coaches. The Squad Coaches are chosen by the Cheer Director and Assistant Cheer Director with the assistance of the Cheer Head Coach. The Cheer Head Coach may choose to select additional volunteers to assist with the Cheer team or Squad. All PJV Head Cheer Coaches, Assistant Cheer Coaches, and Team Volunteers are bound by the same rules and ethics as the PJV Head Coaches.
3. The Code of Conduct herein provides the PJV Coaches governing baseline precepts of conduct, advising PJV Coaches with clear and concise grounds for disciplinary action, up to and including, removal as coach and dismissal from the PJV organization. Each coach in the PJV will be required to read the PJV Bylaws and sign an oath and declaration form stating that they have read and understand all the rules set forth and will follow the rules earnestly within the Bylaws.
4. It will be the responsibility of the Vice President to make certain that all coaches are following the rules in the Code of Conduct. If a parent or member observes a violation of the Code of Conduct, it is their responsibility to report the violation to the Mediator and/or Vice President. The Mediator and/or Vice President shall issue an incident report and validate the incident report with the Mediator's Name, Signature, Date and Time of the incident, reporting Party, and identifying potential witnesses. Violations will not be investigated unless they are reported in person accompanied with the incident report within one (1) week following the incident to ensure that violations are resolved in a timely manner and to prevent further problems. Multiple complaints about the same incident shall be considered as one (1) violation. When a violation has been reported, the Mediator will investigate the validity of the incident report and attempt to resolve the complaints. If the Mediator feels that the Mediator can resolve the problem without entering into a full investigation, it is within the Mediator and/or the Vice President's responsibility to do so. If no resolution is feasible, the Mediator will refer the complaint directly to the Vice President and prepare a report for the Board of Directors. All Grievous violations shall be reported directly to the Vice President. The Board will then interview all involved with the incident and make a decision based upon the best course of action up to and including removal. It is our sincere hope that the PJV never has to remove a coach, as this can be extremely detrimental to the franchise. These safeguards, however, are vitally important in the event such a problem ever arises.

Article XI. Puyallup Jr Vikings Coach Code of Conduct

Section 1. As defined and posted on <https://www.puyallupjrvikings.com/coaches>.

Section 2. The Coach's Code of Conduct will be reviewed and updated as necessary, at a minimum bi-annually.

Article XII. Sign-up Procedures

Section 1. Limitations on Roster Sizes

1. Teams will be limited to thirty-five (35) players for the 1/2, 3/4, 5/6, and 7/8th-grade teams.
2. The cheerleading roster shall be limited as decided by the Cheer Director before registration is open.

Section 2. Format for Sign-up Day

1. Signups will be conducted at times and locations as directed by the Board of Directors and finalized in time to meet League deadlines.
2. Returning players from previous years' tackle and cheer seasons, along with their immediate siblings (brothers and sisters), will be able to sign up during an early signup period with their spots guaranteed until a registration deadline date. After the registration deadline date, all spots may be open to new and returning players or cheerleaders. Registration procedures will be at the discretion of the Board of Directors including the start and finish times of the signup days.

Section 3. Waiting List

1. When the team roster is filled, a waiting list will be started.
2. Players will be taken off the waiting list in the order that they signed up. Returning players have priority.
3. Any potential player or Cheerleader may not be taken prior to exhausting the waiting list for that team.
4. This list shall be maintained until final rosters are submitted to the league.
5. Players will not be taken off the waiting list after the first two weeks of practice without prior approval of the Head Coach, even if teams are not completely full.

Section 4. Fees and Certificates

1. All fees are due and payable at the time of sign-up. All fees are paid through registration or the PJV Treasurer.
2. For football athletes: Pads and uniforms will not be issued until a certified copy of the child's birth certificate, report card, and program deposit have been received by PJV.

3. For Cheer athletes: Uniforms will not be ordered until a minimum of \$500 total is paid through registration or to the PJV Treasurer.

Article XIII. Complaints

Section 1. Complaints Against PJV

1. Any person or persons having a complaint against the PJV must relay the Complaint in writing to the Mediator wherein the Complaint must be submitted in a PJV Complaint Form identifying the Complainant's Name, Signature, Date, and time the Complaint was submitted. Only in the event of an unsuccessful attempt by the Mediator to resolve the complaint (disciplinary action), as widely defined herein, shall the Executive Board become involved. Complaints in the form of E-mail or phone messages left anonymously will not be accepted.

Section 2. Social Media

1. Any comments, posts, and other pertinent usage on Social Media will not be considered official complaints and are subject to interpretation by the Director of Marketing as to whether or not they are acceptable on PJV social media, or need to be addressed if there is any indication of a real complaint that may compromise the integrity of PJV ethical values held with fairness and respect.

Article XIV. INDEMNIFICATION

Section 1. Right to Indemnification

1. All PJV Member, General Members, Coach Members, PJV Board of Directors, PJV Executive Board of Directors, volunteers, Team Parent, (hereinafter, "PJV Member"), who was, or is, threatened to be made a party to, or is otherwise involved (including, without limitation, as a witness), (hereinafter, referred to as the "Indemnitee PJV Member") in any actual or threatened action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that the PJV Member is or was, or while, shall be indemnified and held harmless by PJV non-profit entity, to the full extent permitted by applicable law as then in effect, against all expense, liability and loss (including attorney's fees, judgments, fines, ERISA excise taxes or penalties and amounts to be paid in settlement) actually and reasonably incurred or suffered by such PJV member, as identified, above, in connection therewith, and such indemnification shall continue as to a PJV member who has ceased to be a PJV member, as identified above, and shall inure to the benefit of his or her heirs, executors and administrators; provided, PJV shall indemnify any such person seeking indemnification in connection with a proceeding (or part thereof) only if such proceeding (or part thereof) was authorized by the PJV Executive Board of Directors.
2. The right to indemnification conferred in this Section shall be a contract right and shall include the right of the "Indemnitee PJV Member" to be paid by the PJV Executive Board of Directors the expenses incurred in defending any such proceeding in advance of its final disposition; provided, however, that the payment of such expenses in advance of the final disposition of a proceeding shall be made only upon delivery to the PJV Member, as identified above, of an undertaking by or on behalf of such PJV Member to defend the actual or threatened action, suit or proceeding, with the caveat that the indemnified PJV Member to repay to the PJV Executive Board of Director all amounts so advanced if it shall ultimately be determined that such indemnified Member Director or Officer is not entitled to be indemnified under this Section, or otherwise.

Section 2. Insurance, Contracts, and Funding

1. PVJ shall maintain insurance at its expense, to protect the PVJ non-profit entity, and any PVJ Member, as identified in Article XIV. Section1. against any expense, liability, or loss, whether or not PJV would have the power to indemnify such person against such expense, liability, or loss under the Washington Business Corporation Act, as applied to nonprofit corporations. The Corporation may enter into contracts with any director or officer of the Corporation in furtherance of the provisions herein Article XIV and may create a trust fund grant a security interest or use other means (including without limitation, a letter of credit) to ensure the payment of such amounts as may be necessary to effect indemnification as provided herein Article XIV.

Section 3. Exclusions of Indemnification

1. PVJ Exclusions, notwithstanding the provisions of Article XIV, Sections 1-2, PJV shall not be liable for any liabilities, damages, suits, claims or judgments for infringement, including attorney's fees and expenses arising from or connection with the Indemnitee PJV's violation of any PJV Bylaws, Washington State Law, Federal Law, including willful Infringement of PJV's intellectual property, or any 3rd Party Intellectual Property, or any applicable governmental laws in any jurisdiction.

Article XV. Changing the Bylaws

1. Any member of the PJV may propose changes to these Bylaws. Proposed changes must be in writing and submitted to the board 10 days before the annual meeting.
2. Between the end of the season and the Annual Meeting, all proposed changes to these Bylaws shall be made available to all members by being posted on the website.
3. In the event that a proposed change is amended by any member prior to the Annual Meeting, said amendments will be discussed at the November meeting and concurred upon by a majority vote of the PJV Board of Directors and all concerned members present.
4. All finalized changes from the November meeting will again be posted to the website for review by the general members, who will then decide by majority vote to accept or reject these changes at the annual year-end banquet.
5. The PJV Secretary will be responsible for incorporating Bylaw change proposals into the voting ballots presented to the Board of Directors, General Members, and Coach Members, at the year-end meeting. The ballot shall include the "Existing" by law and the "Proposed" by law change side by side. To ensure accuracy and clarity, the bylaw voting section of the PJV ballots will be identified and separated by Article, asking each member to "approve" or "reject" the proposed change(s).
6. Effective with the start of the January meeting, the Bylaws shall be reprinted, and approved changes shall become a permanent part of the PJV Bylaws.
7. Portions of the Bylaws requiring any minor updating, corrections, or edits, without altering the greater intent of the Bylaw pertaining to the PJV or governing league, may be altered or amended without a general member vote. Such corrections can be brought to the attention of the Board of Directors at any scheduled board meeting. The corrections brought to the attention of the Board of Directors will be set forth in an action, voted upon, and approved for amendment with a majority vote of the Board of Directors.

8. All Members of the PJV who were part of this organization and in good standing on or before December 31st of the current year in which a Bylaw is being changed may request to be grandfathered from the new Bylaw or revision. This will apply for only the next year (12 months starting January 1st) in which the new Bylaw would become effective or changed. In order for this grandfather clause to be effective, the person or persons to whom this affects must request an exception to the new Bylaw to the Board of Directors. The Board shall hold a hearing to come to a decision on which a vote will be called to deny or grant the exception. The vote of the Board shall be final.

Article XVI. Dissolution

Upon the winding up and dissolution of Puyallup Jr Vikings, the assets of Puyallup Jr Vikings remaining after payment of, or provision for payment of, all debts and liabilities of PJV shall be distributed to and revert to the Nisqually Junior Football League (NJFL), which is recognized as exempt and used exclusively to accomplish the purposes for which PJV was formed.