



HIRAM RURITAN

BY-LAWS

Revised March 2011

ARTICLE I – NAME

This organization shall be known as

THE HIRAM RURITAN CLUB

And this organization oversees the

HIRAM HORNETS YOUTH ATHLETICS

ARTICLE II – MISSION STATEMENTS

SECTION 1:

The following will be noted as the Hiram Ruritan Mission Statement:

The mission of our club beginning in 2008 is simple yet extreme. We as Ruritan must recommit to being a Ruritan and what that entails:

“Ruritan is a National Organization dedicated to improving communities and build America through Fellowship, Goodwill, and Community Service”

Hiram Ruritan as a club will strengthen, develop and reunite ourselves with the community by working together. While this is a huge mission ahead of us and just a few of us to accomplish this, it should be taken to heart... In order to spark growth back into our club we must open the doors and show the community who we are, what we are about, and welcome those willing to accept the challenge.

We as Hiram Ruritan’s must realize that we have a great product “Community Service” and as Ruritan’s must believe it, sell it, and continue to improve it. We must be able to accept new idea’s, and embrace the people willing to help.

We as Hiram Ruritan’s need to also accept the challenge that we are always being judged by our actions and that at any one moment our individual action can bring a valuable member to this club or develop a negative perception of us as a whole. We must work to change the overall attitude to a positive fulfilling atmosphere.

212 DEGREES

THE LINE BETWEEN FAILURE AND SUCCESS
IS SO FINE, THAT WE...
ARE OFTEN ON THE LINE
AND DO NOT KNOW IT

The following will be noted as the Mission Statement for the Hiram Hornets Youth Athletics:

The Hiram Hornets Youth Athletic Programs will make every effort to make sure that every child with the desire to participate gets the opportunity to participate in any program we offer without regard to prior experience or athletic ability.

We are committed to instilling Honesty, Loyalty, Integrity, Teamwork, Discipline, Sportsmanship, Respect, Leadership, Trust, Commitment, and Self-Pride in our youth participants. We believe these values and virtues are important to their growth and the ability to become an active member of our community and society.

It is our goal to instill in our youth participants the challenge of competition, the joy of victory, the reality of defeat, the importance of commitment and the spirit of community.

Our Excellence is Our Habit Recognition program is to directly underscore the importance of academic achievement among athletes, and by doing so, it will prepare them for the challenge of middle and high school and collegiate environments.

These commitments and goals will be achieved through the organization of our dedicated volunteers, caring parents, and business associates who wish to partner with the Hiram Hornets Youth Athletics.

ARTICLE III – OBJECTIVE

SECTION 1:

- a) To promote and maintain physical exercise, physical fitness, and moral well being of our participants.
- b) To engage, assist, encourage, participate, and teach all the youth sports programs that is offered.
- c) To further sportsmanship and honor among our youth participants in a competitive atmosphere.
- d) To promote and oversee amateur games, contests, sporting events, and athletics while elevating the standards and competitive level of amateur athletics.
- e) To foster and encourage community pride through our youth athletic programs.
- f) To instill all the values as listed in our mission statement in all of our youth participants.
- g) To assist in combating juvenile delinquency by providing and promoting the physical and emotional well being of our youth participants by offering programs that are enjoyable and provided in a safe environment.

SECTION 2:

- a) To achieve these objectives the Hiram Ruritan/Hiram Hornet Youth Athletics will provide a supervised program under the revised rules of Dizzy Dean Baseball, North West Georgia Youth Football League and Cobb County Track.
- b) All Directors, Officers, and Members shall keep in mind that it is our goal to instill in our youth participants the challenge of competition, the joy of victory, the reality of defeat, the importance of commitment and the spirit of community without regard to prior experience or athletic ability.
- c) The Hiram Ruritan shall operate exclusively as a non-profit 501c (3), educational, community based organization providing supervised programs of various competitive sports.
- d) No part of the net earnings shall be to the benefit of any private individual.

ARTICLE IV – MEMBERSHIP

SECTION 1: Members

- a) Members are defined as Parents, Guardians, and/or others in the Community who subscribe to the Objectives of the Hiram Ruritan and request membership by completing the “Invitation to Membership”.
- b) Any application for membership before Board recommendation can be made should be preceded by attendance at two regularly scheduled club or board meetings.
- c) For membership to be granted a Majority vote of the Hiram Ruritan Board of Directors must be received. Upon receipt of Board approval for membership, then such request is presented to the Club for a Majority vote.
- d) Voting privileges shall be suspended if a Member misses two (2) consecutive meetings in a Calendar Year.
- e) Missed meetings can be made up by attendance at a scheduled Board meeting.

- f) Voting privileges shall be restored after attending two (2) consecutive meetings either being club or Board scheduled meetings or four (4) hours of community service as per the Ruritan National By-Laws, Article VIII.
- g) Each member is responsible for the payment of Quarterly Club Dues. The amount is set based on the current National Ruritan fees. The established fee is due and payable for each Quarter at the regular scheduled meeting for the following months; January, April, July, and October.
- h) Should a Members quarterly dues become delinquent for two (2) consecutive quarters, and no financial arrangements have been established with the Treasurer, membership shall be terminated from the Hiram Ruritan. Upon payment of all monies due, membership must be reapplied for.
- i) Upon written request to the Board of Directors a leave of absence may be granted to a club member excusing member from attending meetings of the club. Such request must state good and sufficient reasons along with length of time which can be no less than three months or for more than one (1) year. Upon receiving approval of leave Members is still required to pay National Dues and will be counted neither absent nor present on the club roll.
- j) Any Club Member in good standing may be granted an 'At-Large' status by the Board of Directors and the club membership. This status may be granted for reasons of residence relocation, permanent health impairment or employment limitation (one year or longer). National Dues are still payable by the Member, but they are not required to maintain club attendance and cannot be considered in any club award program. Neither will they vote, hold office, nor participate in club business activities. A Member At-Large status will be reviewed annually.

SECTION 2: Participants

- a) Participants are defined as Parents and Youth between the ages of three (3) and fifteen (15) without regard to sex, religion, race or national origin.
- b) The Hiram Ruritan accepts boys and girls from throughout the surrounding Communities.
- c) The Hiram Ruritan believes that meeting new friends from different parts of the community is an important part of growing up.
- d) Age is generally the determining factor of a player's placement. However, the Hiram Ruritan realizes that players and families may occasionally have circumstances, which may warrant an exception to this and will, within the Rules of the Sport, attempt to accommodate these needs.
- e) All participants shall read and sign the Players Code of Ethics. For the Younger age groups, the Head Coach shall read these with the parents present and then have the participant sign the code. Once completed, these shall be turned into the appropriate Sports Director.

ARTICLE V – MEETINGS

SECTION 1: Meetings

- a) The Hiram Ruritan holds quarterly meetings of the Membership, which shall be on the third Sunday of January, April, July and October at 5:30pm. These meetings are open to the public.
- b) The Hiram Ruritan Board of Directors holds monthly meetings on the second Wednesday of each month at 6:30pm. These meetings are open to the membership and public.

- c) At the September board meeting each year, the President shall appoint a Nominating Officer to contact members in good standing with the club to nominate Officers and Directors for the upcoming election in October.
- d) At the October meeting of the membership, the Nominating Officer shall submit its report of nominees for office to the club after which the floor will be open for further nominations from the members. The club shall proceed to elect the person receiving the majority of the votes for each office.

SECTION 2: Notice of Meetings

- a) Notice of time and place of Meetings of the Hiram Ruritan Board of Directors and club will be posted on the official website of the Hiram Ruritan.
- b) Should a previously scheduled date and time be required to be cancelled or rescheduled a mass email will be sent to all Membership and a posting will be done on the official website of the Hiram Ruritan.

SECTION 3: Special Meeting

- a) A special meeting of the Hiram Ruritan may be called by the Hiram Ruritan Board of Directors as deemed to be in the highest interest of the Hiram Ruritan.
- b) A quorum of Board Members as defined in ARTICLE VI, Section 2, may call for a Special Meeting of the Hiram Ruritan.
- c) No business other than that specified shall be transacted.
- d) Notice shall be posted on the official website of the Hiram Ruritan.

SECTION 4: Rules of Order

- a) Roberts Rules of Order shall govern the proceedings of all meetings, except where it conflicts with the By-Laws of the Hiram Ruritan.
- b) Compliance with the Georgia Open Meeting Act will be followed for all meetings, except where it conflicts with the By-Laws of the Hiram Ruritan.

ARTICLE VI – BOARD OF DIRECTORS

SECTION 1: Board

- a) The management of the property and affairs of all sports programs shall be vested in the Hiram Ruritan.
- b) The Hiram Ruritan Board of Directors shall consist of a President, Vice President, Secretary, Treasurer, One-Year Director, Two-Year Director, Three-Year Director and Past President.
- c) Director positions such as, Football Director, Baseball Director, Cheerleading Director, Track Director, Concession Coordinator, Team Parent Coordinator, Fundraising Director and Equipment Director and any other such Director position as seen fit will be appointed by the President of the Hiram Ruritan. These appointments require the individual to be an active participant with one or more of the programs that is offered by the Hiram Ruritan with a vested interest in the vision and direction of the program in which they will oversee. A national background check must be completed and follow the same guidelines of evaluation as the requirements for a coaches background check as defined in Article X, Section 1. The cost of the background check is the responsibility of the individual and is good for one

calendar year from the date ran. No voting privileges on a Board level are allowed. Attendance is required at all scheduled Board Meetings when requested.

- d) All meetings of the Hiram Ruritan Board of Directors are open to the Membership. Dates and times of such meetings will be posted on the official website of the Hiram Ruritan.
- e) The eligibility requirements to serve on the Hiram Ruritan Board of Directors, is to be a Member in Good Standings with the Hiram Ruritan.
- f) No Officer or Director of the Hiram Ruritan Club shall receive any compensation for any services rendered.

SECTION 2: Quorum

- a) A quorum shall be defined as five (5) of eight (8) Hiram Ruritan Board Members to conduct the business of the Hiram Ruritan. Appropriate notification of gathering of quorum must be made to all Board of Directors prior to any vote.

SECTION 3: Term

- a) All Officers shall serve a term of one calendar year, which shall begin on January 1st, and end on December 31st, unless re-elected by the Hiram Ruritan Membership.
- b) No President who has been in office for a full term of one (1) year should succeed, but would be eligible for re-election after a lapse of one year.
- c) Directors shall hold office for a term of three (3) years except for the first election held after the adoption of the constitution and bylaws, at which time one Director shall be elected for one(1) year, one Director for two (2) years, and one Director for three (3) years.
- d) The newly elected President shall announce the appointment of a Sergeant-at-Arms, Chaplain, Song Leader, Reporter, and committees after installation at the December meeting and the persons so appointed shall take office on the 1st day of January.

SECTION 4: President

The President shall:

- a) Conduct the affairs of the Hiram Ruritan Club and execute the policies established by the Board of Directors.
- b) Chair all Meetings of the Hiram Ruritan Board of Directors as well preside at all meetings of the Club as the Chief Executive Officer.
- c) Select committee chairs and Directors required for the upcoming term.
- d) Serves as Ex-Officio member of all committees, and attends as many meetings as possible.
- e) Helps the Vice President discharge duties as chair of the Objectives Committee.
- f) Follows "Yearly Schedule for Ruritan Club Officers".
- g) Oversees that all meetings are started and closed at designated times.
- h) Oversees that all members of the club, especially the officers are familiar with the Hiram Ruritan bylaws.
- i) Sees that each new member is properly welcomed into the Hiram Ruritan Club.
- j) Direct all matters to the appropriate Directors or Committees.

SECTION 5: Vice President

The Vice President shall:

- a) In the absence or disability of the President, preside over all Meetings
- b) Serves as Chair of the Finance and Fund Raising Committee
- c) Perform duties and serve on Committees as assigned by the President.
- d) Work closely with the Treasurer to ensure financial stability and growth of the Hiram Ruritan.
- e) Oversee and approve scholarships based on hardship for individual players.
- f) Prepares community service reports with help of the President, Secretary and Objectives Committee.
- g) Secures contracts for Individual and Team Pictures.
- h) Oversee the Team Parent Coordinator and Fund Raising Coordinator.
- i) In the event for any reason the office of President becomes vacant, the Vice President shall succeed office.

SECTION 6: Secretary

The Secretary shall:

- a) Notifies each member of time, place, and date of all meetings.
- b) Send Personal invitations to prospective members approved at the last Board meeting.
- c) Keep an accurate record of membership and attendance, reporting the number on roll and the number present at each meeting, and submitting all membership changes to the Ruritan National Office.
- d) Keep accurate, thorough, and permanent records of the club and all meetings of the Board of Directors, including minutes, reports and correspondence. Reports of Board of Directors' meetings are to be read at the following club meeting for proper action and club minutes are to be posted on the official website of the Hiram Ruritan.
- e) Compiles hours worked by Membership and documents which hours are separate from Membership duties and additional hours worked for sports program refund calculations.
- f) Make prompt and complete reports to Ruritan National, District Governor, Lt. Governor, and Zone Governor.
- g) Assist Club reporter in preparing publicity regarding the club's activities and accomplishments.
- h) Perform such duties as are herein specifically set forth, in addition to such other duties as are customary to the office of Secretary or as may be assigned by the Board of Directors.

SECTION 7: Treasurer

The Treasurer shall:

- a) Serve as custodian of all funds, bonds, and other evidence of assets owned by the Hiram Ruritan.
- b) Keep detailed, accurate and permanent records that can easily be understood by successor.
- c) Collect all dues from members and depositing them along with any other funds in a bank or financial institution selected and approved by the Board of Directors.
- d) Bill members quarterly who have not paid their dues in advance.
- e) Report members delinquent in payment of dues, with amounts, at each Board of Directors' Meeting.

- f) Give complete club financial report when requested, showing receipts and disbursements since previous report, with balance of funds on hand. (A copy of this report is given to Secretary for minutes)
- g) Manage all financial responsibilities for both the Sport Programs and Ruritan business.
- h) Work with all Sports Directors in preparing their respective Budgets.
- i) Shall not disburse any monies without proper documentation or issuing of a Purchase Order Number.
- j) Pay obligations of the Hiram Ruritan promptly, by check or as properly authorized.
- k) Work with Concession Coordinator to handle refunds of parent participation fees upon receipt of proper documentation in a timely manner.
- l) Coordinate with Secretary any membership refunds that are to be done at the completion of the sport program said members child participated in.
- m) Work with members of the Finance Fundraising Committee.
- n) Prepare an Annual Financial Report, under the direction of the President for submission to the Membership and the Board of Directors at the scheduled last business meeting of the year.
- o) File Form 990, 990EZ, or 990 N (electronic postcard) with the Internal Revenue Service as stated in the Ruritan Club and District Officers' Handbook.

SECTION 8: Vacancies

- a) If any vacancy occurs on the Hiram Ruritan Board of Directors, by death, resignation, or otherwise, other than the position of President, it may be filled by a majority vote of the remaining Directors and Officers at any regular meeting or at any special meeting called for that purpose.

SECTION 9: Duties and Powers

The Board of Directors shall:

- a) Be responsible for the execution of the authorized policies of the Hiram Ruritan Club.
- b) Have the Right and Power to Discipline, Suspend, and/or Remove any Participant, Member, Coach, Director or Officer from the Hiram Ruritan Club and/or Sports Programs, if it feels it to be in the best interest of either the Hiram Ruritan or its sport programs it supports.
- c) The President, Vice-President, Secretary, and Treasurer will be charged with all Hiram Ruritan administrative duties.
- d) Approve all Vendors.
- e) Review all Sports Budgets proposed by the Sports Directors, then approve, revise and/or amend said Budgets.
- f) Be in charge of conducting registrations for all Sport activities.
- g) Has the power to appoint such Committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.
- h) Hold regular monthly meetings and special meetings when called by the President or upon written request by an officer of the Board.
- i) By a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend and/or terminate the Membership of any Member when the conduct of such person is considered detrimental to the best interest of the Hiram Ruritan. The member shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges. The member has

the right to Appeal the decision in writing, within 72 hours to the Hiram Ruritan Board of Directors.

ARTICLE VII – FINANCIAL AND ACCOUNTING

SECTION 1: Vendor Affiliations*

- a) The Officers and Board of Directors shall inform the club of any and all affiliations they, or their immediate family, have with any potential vendor to be contracted to perform services or provide materials/merchandise for the club for monetary or any other form of compensation. These transactions are related party transactions and will be treated in the following manner:
 - The related party will provide an estimate for services to be compared with estimates provided by comparable vendors.
 - The estimates will be submitted to the Board for review, at which time the related party and any immediate family members will excuse themselves from the meeting as to not sway the vote of the Board.
 - The related party may be chosen to perform the services or provide the materials/merchandise only if the bid is equal to or less than every other vendor evaluated.

SECTION 2: Payments, Requests and Refunds

- a) No Board Member or Director of the Hiram Ruritan shall receive, directly or indirectly any salary, compensation, or emolument for services rendered as a result of their position.
- b) All monies received by the Treasurer, shall be deposited into the account selected by the Board of Directors and all disbursements shall be made by check whenever feasible.
- c) All Check Requests made to the Treasurer should be completed on the proper documentation with all required receipts, invoices, or purchase orders attached, and depending on the request may require an allowance of a 72 hour turn-around, thus allowing the Treasurer time to properly research the request.
- d) The Fiscal year of the Hiram Ruritan shall begin on January 1st and end on December 31st.
- e) The Hiram Ruritan refund policy shall be as follows:
 - **Baseball and Track:** A refund request for non-participation must be completed **PRIOR** to midnight of the first established practice for the program in which the individual is withdrawing from. This refund will be done of all registration fees paid to date less the \$50.00 non-refundable fee. After this date, **NO** refund request will be accepted.
 - **Football and Cheerleading:** Refund request that are submitted for non-participation that are received **PRIOR** to midnight of the first official night of practice, will be accepted and refunded for registration fees paid to date less a \$75.00 non-refundable fee. Refund request made after this date, but **PRIOR** to midnight of the fourth night of practice will be granted for all registration fees paid to date, less a \$125.00 non-refundable fee. **NO** refund request for non-participation will be accepted after this date.

All requests for refunds must be submitted on the proper form with all required documentation attached. These forms are located on the website and can be requested from any board member. All equipment/uniforms must be turned in prior to any refund being

issued. All registration checks must have cleared the bank prior to a refund. Refunds will be mailed within two weeks of receipt to the address requested on the Refund Request form.

SECTION 3: Participation Policy

It is recommended that the participation fees for athletic programs provided by the Hiram Ruritan are as follows for Board Members and Club Members:

- a) Any Board Member that has a child that wishes to participate in any program that is sponsored by the Hiram Ruritan will have the cost of the registration for the program/sport/activity in which the Board Members child is wishing to register for will be waived.
- b) Any Club Member that is in good standing with the Hiram Ruritan and has been an active member prior to the start of the program that the members child wishes to participate in that is sponsored by the Hiram Ruritan will initially cover the cost of the entire registration for such program/sport/activity. A Member in good standing is eligible to work ten (10) hours to receive a refund of \$60.00 from the registration fees that were paid for participation in a Hiram Ruritan sponsored athletic program. These hours will be assigned by the Hiram Ruritan Board of Directors. Members will still be responsible for covering any uniform cost for the activity that the Members child is enrolled in. The Parent Participation Fee of \$25.00 is waived at the initial registration.

This policy excludes any volunteer work required as part of a Members duties, Coaching or Team Parent duties. Volunteer work is in addition to these duties. Time will be required to be documented in the Ruritan notebook. This book will be kept in concession and must be signed off by a Board Member at the time the scheduled work is done.

ARTICLE VIII – COMMITTEES AND APPOINTMENTS

SECTION 1: Appointments by President

- a) The Sergeant-at-Arms shall help maintain order in the meetings, collect such fines as may be imposed by the club and carry out any other duties as directed by the President.
- b) The Chaplain shall lead the devotional service at the club and strive to maintain a spirit of religious fellowship in the club at all times.
- c) The Song Leader shall lead the singing at all club meetings.
- d) The Reporter shall give adequate publicity to club meetings and accomplishments.
- e) The President of the Hiram Ruritan reserves the right to designate and establish a position that he/she feels would best serve the Hiram Ruritan Club.

SECTION 1: Committees

- a) Fundraising Committee – Chaired by the Fund Raising Coordinator and includes the Vice President, Treasurer and Team Parent Coordinator. This committee shall be responsible for any fundraising activities including but not limited to Opening Day, Big Day, Football Jamborees, Homecoming and park wide fundraisers.
- b) Social Committee – Chaired by the Social Coordinator and includes the Secretary, is responsible for newsletter, social development of the club, guest speakers for club meetings,

meals, Walk for Meth, March of Dimes, Relay for Life and any other requests for community involvement.

ARTICLE IX – SPORTS DIRECTORS

SECTION 1: Concession Director

The Concession Director shall:

- a) Consult with the Treasurer to prepare a Budget for needed equipment and/or replacement of equipment.
- b) Work with the Hiram Ruritan Board, Sports Directors, Members, Coaches and Parents to make a schedule and establishing the hours of operation for concession workers.
- c) Work with the Team Parent Coordinator and Treasurer to implement and coordinate the process in which parents are to log their hours work for refund of parent participation fees.
- d) Have the responsibility of purchasing and pricing goods and stock for sale that has received Board approval.
- e) Establish the procedures for start up funds and the counting of funds at day's end and assuring that said funds are passed on to the Treasurer.
- f) Establish opening and closing procedures of the concession stand for all to follow.
- g) Annually, in November, perform an inventory of stock, goods and equipment.
- h) Deliver a report to the President by the last business meeting of the year to be reported to the Club Membership.

SECTION 2: Baseball Director

The Baseball Director shall:

- a) Consult with both the Equipment Director and Treasurer to prepare a proposed Baseball Budget for the Hiram Ruritan Board of Directors.
- b) Responsible for working with Vendors approved by the Hiram Ruritan Board of Directors, to ensure delivery of equipment in a timely manner to the Equipment Director.
- c) Recruit Coaches for Teams, informing potential Coaches of Hiram's Policies, Procedures and Rules.
- d) Distribute and collect coaches' applications and present to the Board of Directors during the December Board Meeting.
- e) Secure background checks on each potential Head Coach. These background checks should be completed prior to the coaches' application being presented to the Board for approval.
- f) Assistant Coaches applications and background checks should be completed as soon as the Head Coach contacts them with the intent to have them coach. The Hiram Ruritan Board of Directors will have the final say on all assistant coaches based on review of the coaching application and background check.
- g) Follow the guidelines established for background checks as stated in Article X, Section 1.
- h) Establish the practice schedule and field locations for all teams.
- i) Coordinate field maintenance including cutting grass, dragging the fields, lining the fields for games and practices, installing and removing the temp fence as needed, picking up garbage and empty garbage cans and performing any other related duties to insure the highest field conditions.
- j) Work with the Coaches on organizing practices, clinics and other activities to enhance the Hiram Ruritan Baseball Program with the objectives of the Hiram Ruritan.

- k) Recruit umpires and inform potential umpires of the Hiram Ruritan Policies, Procedures, and Rules.
- l) Will be the Hiram Ruritan Representative to the Baseball Advisory Board and attend such meetings keeping the Hiram Ruritan Board and Coaches with Rules changes, Policy changes, Coaches meetings, League meetings and player certification dates.
- m) Make certain that all Coaches meet certification requirements.
- n) Work with other Associations to obtain additional games as needed for Regular Season play, Opening Day, Big Day and Tournament Games.
- o) Coordinate with the Concession Director and Team Mom Coordinator on upcoming activities, events, and work towards promoting a smooth season for players, parents and coaches.
- p) At season's end perform an inventory count of equipment, supplies with the assistance of the Equipment Director.
- q) Prepare a Report on the Baseball Program for the final business meeting of the year, which will include the Inventory and total number of Participants.

SECTION 3: Football Director

The Football Director shall:

- a) Consult with both the Equipment Director and Treasurer to prepare a proposed Football Budget for the Hiram Ruritan Board of Directors.
- b) Responsible for working with Vendors approved by the Hiram Ruritan Board of Directors, to ensure delivery of equipment in a timely manner to the Equipment Director.
- c) Recruit Coaches for Teams, informing potential Coaches of Hiram's Policies, Procedures and Rules.
- d) Distribute and collect coaches' applications and present to the Board of Directors during the January Board Meeting.
- e) Secure background checks on each potential Head Coach. These background checks should be completed prior to the coaches' application being presented to the Board for approval.
- f) Assistant Coaches applications and background checks should be completed as soon as the Head Coach contacts them with the intent to have them coach. The Hiram Ruritan Board of Directors will have the final say on all assistant coaches based on review of the coaching application and background check.
- g) Follow the guidelines established for background checks as stated in Article X, Section 1.
- h) Establish the practice schedule and field locations for all teams.
- i) Coordinate field maintenance including cutting grass, dragging the fields, lining the fields for games and practices, installing and removing the temp fence as needed, picking up garbage and empty garbage cans and performing any other related duties to insure the highest field conditions.
- j) Work with the Coaches on organizing practices, clinics and other activities to enhance the Hiram Ruritan Football Program with the objectives of the Hiram Ruritan.
- k) Responsible for confirming the scheduling of Officials for games and informing potential Officials of the Hiram Ruritan Policies, Procedures, and Rules.
- l) Will be the Representative for Hiram to the North West Georgia Football League (NWGYFL) and attend such meetings keeping the Hiram Ruritan Board and Coaches with Rules changes, Policy changes, Coaches meetings, League meetings and player certification dates.
- m) Make certain that all Coaches and Players meet certification requirements.

- n) Work with all Paulding County parks wishing to participate, to coordinate and schedule the games for the Preseason, “Battle of Paulding Cup”. When hosting must coordinate Officials and oversee t-shirts for event. Same such duties are present for any other pre or post season jamboree.
- o) Coordinate with the Concession Director and Team Mom Coordinator on upcoming activities, events, and work towards promoting a smooth season for players, parents and coaches.
- p) At season’s end perform an inventory count of equipment, supplies with the assistance of the Equipment Director.
- q) Prepare a Report on the Football Program for the final business meeting of the year, which will include the Inventory and total number of Participants.

SECTION 4: Cheerleading Director

The Cheerleading Director shall:

- a) Consult with the Treasurer to prepare a proposed Cheerleading Budget for the Hiram Ruritan Board of Directors.
- b) Responsible for working with Vendors, approved by the Hiram Ruritan Board, to purchase needed supplies, equipment and uniforms, per the Budget approved by the Hiram Ruritan Board.
- c) Recruit Coaches for teams and inform potential coaches of Hiram’s Policies, Procedures and Rules.
- d) Distribute and collect coaches’ applications and present to the Board of Directors during the January Board Meeting.
- e) Secure background checks on each potential Head Coach. These background checks should be completed prior to the coaches’ application being presented to the Board for approval.
- f) Assistant Coaches applications and background checks should be completed as soon as the Head Coach contacts them with the intent to have them coach. The Hiram Ruritan Board of Directors will have the final say on all assistant coaches based on review of the coaching application and background check.
- g) Follow the guidelines established for background checks as stated in Article X, Section 1.
- h) Establish the practice schedule and field locations for all teams.
- i) Attend any meetings as necessary to keep Hiram and its Coaches up to date on Rule Changes, Policy changes, Mandatory Coaches Meetings, and any information on Competitions for Hiram’s Cheerleading Squads.
- j) Make certain that Cheerleaders meet certification requirements.
- k) Coordinate with the Concession Director and Team Mom Coordinator on upcoming activities, events, and work towards promoting a smooth season for players, parents and coaches.
- l) At season’s end perform an inventory count of equipment, supplies with the assistance of the Equipment Director.
- m) Prepare a Report on the Cheerleading Program for the final business meeting of the year, which will include the Inventory and total number of Participants.

SECTION 5: Track Director

The Track Director Shall:

- a) Consult with both the Equipment Director and Treasurer to prepare a proposed Track Budget for the Hiram Ruritan Board of Directors.

- b) Responsible for working with Vendors approved by the Hiram Ruritan Board of Directors, to ensure delivery of equipment in a timely manner to the Equipment Director.
- c) Recruit Coaches for Teams, informing potential Coaches of Hiram's Policies, Procedures and Rules.
- d) Distribute and collect coaches' applications and present to the Board of Directors during the December Board Meeting.
- e) Secure background checks on each potential Head Coach. These background checks should be completed prior to the coaches' application being presented to the Board for approval.
- f) Assistant Coaches applications and background checks should be completed as soon as the Head Coach contacts them with the intent to have them coach. The Hiram Ruritan Board of Directors will have the final say on all assistant coaches based on review of the coaching application and background check.
- g) Follow the guidelines established for background checks as stated in Article X, Section 1.
- h) Establish the practice schedule and field locations for all teams.
- i) Coordinate field maintenance including cutting grass, dragging the fields, lining the fields for games and practices, installing and removing the temp fence as needed, picking up garbage and empty garbage cans and performing any other related duties to insure the highest field conditions.
- j) Coordinate facility usage agreement for practices and meets that are held elsewhere.
- k) Work with the Coaches on organizing practices, clinics and other activities to enhance the Hiram Ruritan Track Program with the objectives of the Hiram Ruritan.
- l) Responsible for confirming the scheduling of Officials or Volunteers for games and informing potential Officials and Volunteers of the Hiram Ruritan Policies, Procedures, and Rules.
- m) Will be the Representative for Hiram to the Cobb County Youth Track League (CCYTL) and attend such meetings keeping the Hiram Ruritan Board and Coaches with Rules changes, Policy changes, Coaches meetings, League meetings and participant certification dates.
- n) Make certain that all Coaches and Participants meet certification requirements.
- o) Coordinate with the Concession Director and Team Mom Coordinator on upcoming activities, events, and work towards promoting a smooth season for participants, parents and coaches.
- p) At season's end perform an inventory count of equipment, supplies with the assistance of the Equipment Director.
- q) Prepare a Report on the Track Program for the final business meeting of the year, which will include the Inventory and total number of Participants.

SECTION 6: Equipment Director

The Equipment Director shall:

- a) Work with the Sports Directors and the Treasurer to prepare a Budget for the different Sports, which shall be presented to the Hiram Ruritan Board of Directors for approval.
- b) Coordinate any needed supplies, equipment and/or uniform purchases with the appropriate Director, who will then be responsible for such purchases.
- c) Responsible for the inventory and storage of all supplies, equipment, and uniforms.
- d) Handle distribution of equipment to coaches and participants.
- e) Keep accurate records of distributed equipment.
- f) Responsible for maintaining parent equipment deposits in a secure manner to ensure return of deposit upon equipment return.

- g) Responsible for scheduling of dates and collecting of equipment issued to Coaches and Players.
- h) Report anyone who does not return equipment in a timely manner to the Hiram Ruritan Board of Directors for review and assistance in collection of the equipment.
- i) Conduct an inventory of all Hiram's sports equipment at each seasons end.
- j) Deliver to the Hiram Board of Directors a report at the last business meeting of the year the status of such inventory.

SECTION 7: Team Parent Coordinator

The Team Mom Coordinator shall:

- a) Coordinate all Team Parent activities between Hiram and their respective teams.
- b) Work with the Fundraising Coordinator to ensure correct information about due dates and procedures are handed out and returned in a timely manner.
- c) Deliver information about games, locations, newsletters, Big Day, Homecoming, Fundraising and Concession activities to all Team Parents weekly as needed.
- d) Work with the Vice President to arrange for Team and Individual pictures to be taken by an approved Vendor.
- e) Responsible for working with Sports Directors and Board to arrange and prepare for Homecoming festivities.

SECTION 8: Fund Raising Coordinator

The Fund Raising Coordinator shall:

- a) Research and identify all potential fundraisers for the year.
- b) Upon Board approval arrange for receipt of all needed materials for scheduled fundraisers.
- c) Consult with the Treasurer to prepare a budget for all needed prizes for designated fundraisers for all sports programs.
- d) Responsible for communication to the Hiram Ruritan Board, Sports Directors, Members, Team Mom Coordinator, Coaches, and Parents regarding fundraising projects that are fun and fair to all participants, setting forth requirements for each project.
- e) Responsible for submitting all funds collected for Park or Team Fundraising upon completion of each fundraiser with accurate and professional reports pertaining to each fundraiser to the Treasurer, upon completion of the event.
- f) Responsible for maintaining inventory for any fundraiser that requires continuous supply and shall obtain approval from the Treasurer for such.
- g) Maintain accurate records of individual and teams sales per fundraiser and provide reports to Treasurer to substantiate award of prizes.
- h) Coordinate the sales and inventory of any spirit wear.

ARTICLE X – COACHES

SECTION 1: Coaches

- a) The Hiram Ruritan Board of Directors shall approve Head Coaches with preference given to a coach who wishes to move up with his or her team, based on his/her tenure, and when it is determined to be in the best interest of the Hiram Ruritan.
- b) Directors of each sport are responsible for collecting the applications for which program the applicant is wishing to coach. Applications are required on returning coaches also.

- c) Deadlines for application acceptance for Baseball and Track, December 31st; Football and Cheerleading January 31st.
- d) Background checks are required for Head Coaches at the time application is made.
- e) Head Coaches may choose their assistants. Assistant Coaches applications and background checks should be completed as soon as the Head Coach contacts them with the intent to have them coach. The Hiram Ruritan Board of Directors will have the final say on all assistant coaches based on review of the coaching application and background check.
- f) A National Background Check will be processed by an outside company secured by the Board of Directors and will be good for one calendar year from the date received for each coach. All fees incurred for such will be the responsibility of the coach requesting the check.
- g) Any background check that supports the following charges/convictions or pending items within the last 10 years will result in immediate disqualification from the position they are applying for.
 - 1) Any crimes against children
 - 2) Any Felony Conviction involving violence
 - 3) Any Felony Drug Convictions
 - 4) Any Felony Assault Convictions
 - 5) Any Felony Batter Convictions
 - 6) Any Pending Charges as described or listed
- h) All Coaches shall read and sign the Hiram Ruritan Coaches Code of Ethics.
- i) All Coaches shall adhere to the Hiram Ruritan policy of an Alcohol, Tobacco and Drug Free environment.
- j) Head Coaches shall be responsible for their Players, Coaches, and Parents and for their actions and conduct on the field.
- k) Each Coach will complete an accredited coaching skills and certification class through NYSCA, which shall be verified by the appropriate Director.
- l) All Head Coaches shall be responsible for assuring that their players have an acceptable form of birth record, and Medical Release Form signed by the Parent and/or Guardian before he or she will be allowed to participate.
- m) All Head Coaches are responsible for the completion of their certification book and are responsible for its wellbeing. Upon the completion of the season, these books are to be returned to the Director. These certification books are the property of the Hiram Ruritan and will be kept on file until the following season. Upon notification that a participant is not returning the following year, any records pertaining to this participant should be turned over to the President to be destroyed.
- n) Head Coaches are to make sure that their teams' HOME game day duties are covered, which includes but are not limited to parking, gate, garbage, field maintenance or any other area deemed necessary by the Director. Failure to do so could result in disciplinary action and/or dismissal.
- o) Head Coaches or a representative from their team are required to be present at each meeting that is called for coaches whether at Hiram or at League meetings.
- p) A "Tenure Coach" is defined as a Coach with four or more years coaching the same returning group of participants each year consecutively.
- q) With Football and Cheerleading any Coach that Coaches the 11/12 Year-Old Team will constitute as Head Coach of the number one team for one year. Upon the rotation the following year if the 10 Year Old Coach has more four or more years with the team as the

Head Coach and is approved to move up with the team as the Head Coach, he/she will then become the Senior Coach of the 11/12 Year Olds and the previous year's Coach should he/she wish to stay with that age group can make application to join the Senior Coach on his/her coaching staff or make application to be the Head Coach of the number two team of that age group or drop down to an opening of a lesser age.

- r) A returning Tiny Tot Coach upon Board approval of a head coaching application for a 5 year old team will receive players thru a draft at an appointed time as designated by the Board of Directors.
- s) For Football at the time of registration no participant can request to be placed on a particular Coaches team.
- t) Returning Head Coaches are awarded a scholarship amount equivalent to the amount of registration for the sport and age group that they have been approved by the Hiram Ruritan Board to coach. The Head Coach can choose accordingly the usage and division of this amount to apply towards their child's registration, and/or another participant(s) registration on their team.

Section 2: Sportsmanship

- a) The Ruritan makes every effort to make sure that every child with the desire to participate gets the opportunity to participate in any program we offer without regard to prior experience or athletic ability. We are committed to instilling Honesty, Loyalty, Integrity, Teamwork, Discipline, Sportsmanship, Respect, Leadership, Trust, Commitment, and Self-Pride in our youth participants. We believe these values and virtues are important to their growth and the ability to become an active member of our community and society. It is our goal to instill in our youth participants the challenge of competition, the joy of victory, the reality of defeat, the importance of commitment and the spirit of community.
- b) This is the foundation upon which the Hiram Ruritan Sports Programs are built.
- c) Each Coach shall on and off the field of play, during practices and games always display Sportsmanship.

Section 3: Disciplinary Actions

- a) In the event of unsportsmanlike conduct, unsuitable conduct, or behavior unbecoming to Hiram by a Coach, the appropriate Director shall address the Coach in question.
- b) The Director may request of the President of the Hiram Ruritan a Hearing before the Board of Directors for disciplinary action to be taken, if in the opinion of the Director the issue has not been resolved satisfactorily.
- c) If such meeting is scheduled the Board of Directors are responsible for notifying the Coach and Director the time and place where such Hearing shall occur.
- d) At time of the hearing the Coach and Director along with the Board of Directors will review the nature of the problem. The Director and Coach will be given an opportunity of up to 10 minutes each to speak.
- e) The Hiram Ruritan Board of Directors according to the degree and severity of misconduct shall determine the proper action to be taken.
- f) At anytime during the season the Hiram Ruritan Board of Directors may suspend and/or release any individual from coaching privileges and activities, if his or her behavior is unsuitable for the Association, children, and/or parents.

- g) Unsuitable conduct would be behavior unbecoming to the Hiram Ruritan Code of Ethics.
- h) Any Coach has the right to Appeal the decision, in writing, within 72 hours of the decision.

ARTICLE XI – PARTICIPANTS CONDUCT

SECTION 1: Sportsmanship

- a) The Ruritan makes every effort to make sure that every child with the desire to participate gets the opportunity to participate in any program we offer without regard to prior experience or athletic ability. We are committed to instilling Honesty, Loyalty, Integrity, Teamwork, Discipline, Sportsmanship, Respect, Leadership, Trust, Commitment, and Self-Pride in our youth participants. We believe these values and virtues are important to their growth and the ability to become an active member of our community and society. It is our goal to instill in our youth participants the challenge of competition, the joy of victory, the reality of defeat, the importance of commitment and the spirit of community.
- b) This is the foundation upon which the Hiram Ruritan Sports Programs are built.
- c) Each Participant either Parent or Player shall on and off the field of play, during practices and games always display Sportsmanship.

SECTION 2: Disciplinary Actions

- a) In the event of unsportsmanlike conduct, unsuitable conduct, or behavior unbecoming to Hiram by a Participant either Parent or Player, the appropriate Director shall address the Coach in question.
- b) The Director may request of the President of the Hiram Ruritan a Hearing before the Board of Directors for disciplinary action to be taken, if in the opinion of the Director the issue has not been resolved satisfactorily.
- c) If such meeting is scheduled the Board of Directors are responsible for notifying the Participant and Director the time and place where such Hearing shall occur.
- d) At time of the hearing the Participant and Director along with the Board of Directors will review the nature of the problem. The Director and Participant will be given an opportunity of up to 10 minutes each to speak.
- e) The Hiram Ruritan Board of Directors according to the degree and severity of misconduct shall determine the proper action to be taken.
- f) At anytime during the season the Hiram Ruritan Board of Directors may suspend and/or release any participant from participating privileges and activities, if his or her behavior is unsuitable for the Association, children, and/or parents.
- g) Unsuitable conduct would be behavior unbecoming to the Hiram Ruritan Code of Ethics.
- h) The Participant (Player, Parent or Guardian) has the right to Appeal the decision, in writing, within 72 hours of the decision.
- i) All disciplinary decisions as set forth by the Hiram Ruritan Board of Directors for any Coaches, Players, Parents, or Spectators are subject for review by the governing body in which the sport program involved participates under.

ARTICLE XII – PLAYING RULES AND POLICIES

SECTION 1: Rules and Regulations

- a) The Official Playing Rules and Regulations are governed by the Organizations in which the sport programs participate. Our baseball program is played under the guidelines set forth by the Paulding County Baseball Advisory Board and league play is bound by the rules and regulations as guided by Dizzy Dean rulings. Our track and field program participates under the supervision and guidance of the Cobb County Youth Track League (CCYTL). Our football program is sanctioned by NWGYFL – Northwest Georgia Youth Football League. The league is comprised of teams from Paulding, Cobb, Douglas and Cherokee Counties. Our Tiny Tot Football and Cheerleading is an in-house program which is overseen and regulated by the Hiram Ruritan Board of Directors.
- b) A parent or guardian **MUST** accompany each child at all practices and games.
- c) Alcohol, drugs, firearms, knives, or other types of weapons are prohibited at the Hiram Ruritan Sports Complex, in the parking lot or at any facility where our children may participate. Violators are subject to arrest.
- d) The Hiram Ruritan is an Alcohol, Tobacco and Drug Free Facility. **SMOKING IS PROHIBITED IN ALL AREAS OF THE PARK** including the areas where children are practicing and/or playing, the stands, in the restrooms and in the concession stand. Smoking may only take place outside the park fence in the parking area.
- e) Good sportsmanship is expected of everyone! All persons are required to conduct themselves in a manner that sets a positive example for our children, whether you are in the stands, on the sidelines and whether you are at “our” field or another Association’s field. Use of profane or vulgar language will result in immediate ejection from the park.
- f) **NO ANIMALS** of any kind are allowed at the park.
- g) The concession stand operates as a fundraising activity for the Association. All food and drink must be acquired through the concession stand. Team fundraising activities may not include the sale of food or drinks on games days or practices without the written permission of the Hiram Ruritan Board of Directors.
- h) Refunds are done per the Refund Policy.
- i) It is the policy of the Hiram Ruritan that any participant who has completed four (4) plus consecutive years with the Hiram Ruritan for Football, Cheerleading and Track and has reached the maximum age allowance making their last year of participation the year prior to that of School eligible participation, they will have his or her, jersey, cheerleading or track attire, framed and presented to them by the Hiram Ruritan Board at a Retirement Ceremony. Any participant, who does not meet these requirements, may have the option of the parent purchasing a plaque to be presented at the Ceremony. All qualified participants that meet these requirements must participate the season in which they retire and all registration fees must be paid in full. No scholarship shall be granted for registration the season in which retirement takes place.
- j) All individual team fundraisers must submit prior to the start date, a detailed description of the fundraiser including pricing and end date to the Fundraising Director. No fundraiser should compete with any other approved park or team fundraiser or any item sold as a concession item.

- k) All funds and receipts upon completion of fundraising should be turned in to the Treasurer noting Team information and fundraiser date(s) and description on proper form. Funds will be deposited into teams account at 100% of the amount raised.
- l) It is the policy of the Hiram Ruritan that all funds that are to be disbursed against a team account should be made by formal written request on the proper form and have all documentation and explanations attached. A minimum of 48 hours is requested for turnaround.
- m) All team accounts must be disbursed within 45 days of the completion of last official date of game or gathering. There will be no carryovers to the next fiscal year. If all funds are not disbursed prior to this deadline, all funds will become a donation by the team to the Hiram Ruritan Sponsorship Account, which will be used to assist in the funding of participants under the Scholarship Program.
- n) It is the policy of the Hiram Ruritan that any team participating in any tournament or league play during the course of the regular sanctioned season, any award or trophy presented to the team will be the property of the Hiram Ruritan and remain at the Hiram Ruritan Sports Complex to be viewed and enjoyed by all.
- o) All spirit wear must be obtained by our in house spirit store or Board approved vendor (sporting goods store). In cases that the vendor does not carry specific items requested by either a Coach or Team, the Hiram Ruritan Board will then approve logo to be used as well as color scheme of items requested.

ARTICLE XIII – PARTICIPATION FEES

SECTION 1: Fees

- a) All Directors should submit to the Hiram Ruritan Board of Directors their proposed Sports Budget no less than 30 days prior to the first scheduled registration. All budgets will be reviewed and voted on by the Hiram Ruritan Board of Directors
- b) All Registration fees will be reviewed and voted on by the Hiram Ruritan Board of Directors no less than 30 days prior to the first scheduled registration. These fees will be based on the current proposals and needs of each sports program.
- c) All Registration Fees will establish exactly what is included for each participant and list such in the Parent/Participant Handbook.
- d) Any Board Member that has a child that wishes to participate in any program that is sponsored by the Hiram Ruritan will have the cost of the registration for the program/sport/activity in which the Board Members child is wishing to register for will be waived.

SECTION 2: Payment

- a) All registration fees should be paid in full prior to the issuance of any required equipment or uniforms for cheerleading and track. Football and Baseball registration fees must be paid in full prior to a player being certified on a team.
- b) No equipment will be disbursed unless the required Equipment Deposit has been received.
- c) Registration without payment of fees will not guarantee a spot on any team. Any open spot will be yielded to the next participant to sign and pay the required fees.
- d) Any checks returned and not honored by the bank written for any purpose will have bank fees and charges incurred added to the amount due, not limited to any legal requirements to collect such funds. These funds are due in cash within 10 business days of formal notification. Failure

to do so may result in the participant having limited participation until such matter has been resolved.

- e) The Hiram Ruritan has the right to deny acceptance of any checks and at any time can require the only form of payment accepted is cash, credit or debit cards.

SECTION 3: Scholarships

- a) Scholarships are set aside for each sport based on the availability of the funds required for these special circumstances.
- b) To participate in this program, the parent or guardian of the participant should read and submit the “Requirements and Request for Scholarship Form”, which is available upon request from the Vice President at registration.
- c) All applications are reviewed by the Vice President and upon approval, written acceptance is submitted to the parent or guardian along with a copy of the signed contract that the parent/guardian has signed.
- d) All scholarships approved require a minimum of ten (10) hours of volunteer work to be done per participant. Such hours will be scheduled by the Vice President. Failure to complete said hours will result in an invoice to be submitted for the dollar value of the hours that remain unworked and or participant will be not allowed to continue participation in the enrolled program.
- e) All scholarships for Track, Football and Cheerleading will require the uniform fee to be paid at time of registration. Such fee will be declared prior to the start of each season based on current year’s expenses. Participants will be financially responsible for any expenses that are not covered under the registration fee and may include but not limited to, pre and post season participation, trophy, snacks, etc.
- f) Any scholarship for Baseball will still be financially responsible to the team for said expenses that are not normally covered under the registration fee that is payable to the Hiram Ruritan and may include, but not limited to, uniform, pre and post season play, trophy and banquet.

ARTICLE XIV – GRIEVANCE POLICY

SECTION 1: Grievance Procedure

- a) A detailed description of the grievance policy is outlined in detail in the Parent/Participant Handbook.
- b) Abusive behavior or profane language in the presence of any participant will not be tolerated and may result in immediate ejection and permanent expulsion from the park.
- c) Any complaints or concerns should be directed to the Head Coach either before or after a practice or game, not during the event.

ARTICLE IV – AMENDMENTS

Section 1:

- a) The By-Laws may be amended, repealed, and/or altered in whole or in part by a majority vote of the Hiram Ruritan Board of Directors.
- b) Upon Board approval any amendments and/or alterations to the Bi-Laws shall be presented to the Members of the Hiram Ruritan for a majority vote of approval and acceptance.