

## Haddon Township Athletic Association By-Laws

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**Constitution and By-Laws of the  
Haddon Township Athletic Association (HTAA)**

This non-profit corporation shall be known as the Haddon Township Athletic Association (HTAA) Formal registration of this corporation was recorded on August 12, 1960 in the County of Camden, Sate of New Jersey.

Mailing Address – Haddon Township Athletic Association

P O BOX 103, COLLINGSWOOD, NEW JERSEY 08108-0103

Rechinno Complex Address –

325 W. CRYSTAL LAKE AVE, HADDON TOWNSHIP, NEW JERSEY 08033

\*Note – no correspondences should be sent to the Complex address - no mailbox at this location and should be returned.

**1.0 Charter:**

- (a) The objective of this Corporation shall be to firmly implant in the youth of the community, the high ideals of good sportsmanship, honesty, loyalty, courage, and reverence, so that our youth may exemplify the highest traditions of American citizenship in the years to come.
- (b) This objective will be achieved by providing supervised instruction and supervised competition in a variety of sports. The adults supervising these athletic endeavors shall bear in mind, that the attainment of exceptional skill in any sport or the winning of games is secondary to the molding of character in these leaders of the future.

**2.0 Membership:**

Membership in the Corporation shall be limited to:

- (a) Those registered in an approved activity.
- (b) Parents and/or legal guardians of registered children.
- (c) Managers and coaches.
- (d) Officers of the Corporation, Sports Presidents, Directors, and Volunteers.

Others may attain membership by majority approval at a General Membership Meeting.

### **3.0 Meetings:**

- (a) Monthly General Membership meetings shall be held the second Monday of every month with the exception of July and December at 8:00 p.m. at the HTAA Sports Clubhouse located on Crystal Lake Avenue. General meetings during the months of April, May and June will start at 8:30 p.m. or after the Executive Meeting has concluded.
- (b) Special General Membership meetings may be called by the President. No other business shall be transacted at a special meeting other than that stated in a written agenda issued by the President.
- (c) Monthly Executive Board Meetings shall be held on the second Monday of each month with the exception of July and December at 7:30 p.m. prior to the General Membership meeting. Executive meetings for the months of April, May and June are to start at 8:00 p.m.
- (d) In the event any member has a grievance to state, a Grievance Committee will be formed for such purposes. The Grievance Committee Meeting will be held at 7:00 p.m. prior to the Executive Board Meeting.
- (e) Special Executive Board meetings may be called by the President. No other business shall be transacted at a special meeting other than that stated in a written agenda issued by the President.
- (f) Every member of the Executive Board will be notified by telephone or e-mail by the President of the organization 48 hours prior to the meeting.
- (g) A majority of the Executive Board shall constitute a quorum at an Executive Board Meeting.
- (h) Minutes of the Previous General Membership meetings will be read and approved at each General Membership meeting as a first rule of business after the meeting is called to order. This shall be done by the Secretary.
- (i) Members of the Executive Board will forfeit Executive Board voting privileges if they or their designated representatives are absent from three consecutive monthly Executive Board meetings. Voting privileges will be reinstated at the third consecutive meeting attended.

**4.0 Officers:**

The following is a list of Administrative Officers of the Corporation:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer
- (e) Budget Director

The following is a list of Sport Presidents:

- (a) Baseball
- (b) Basketball
- (c) Cheerleading
- (d) Field Hockey
- (e) Flag Football
- (f) Football
- (g) Girls Softball
- (h) Soccer
- (i) Wrestling

The following is a list of Directors of the Corporation:

- (a) Training (Rutgers Safety Clinic)
- (b) Information Technology

As additional sports programs are added, officers shall be elected to operate such activities, as authorized by the Corporation.

The above Officers, Sports Presidents, and Directors shall constitute the Executive Board of the Corporation.

The Executive Board shall be the policy-making group of the Corporation and shall have authority to direct all phases of the Corporation business not elsewhere restricted in the Constitution or By-Laws.

## **5.0 Elections:**

Elections shall be held annually at the regular November meeting of the General Membership.

1. Sports Presidents/Directors shall be elected for a term of one year by their respective body. In October, each sport/activity will be required to present their candidates to the board for approval to serve for the next calendar year.
2. Administrative Offices shall be elected for a term of two years. The offices of the President and Treasurer will be elected in even numbered years. The offices of Vice-President, Secretary, and Budget Director will be elected in odd numbered years.

During the October meeting, Administrative Office nominations will be accepted from the floor and the Nominating Committee will submit a suggested list of candidates for the consideration of the membership. Nominations will be closed at the end of the October meeting.

At the November Meeting, the Nominating Committee will prepare and submit to the membership, a ballot listing all bona fide candidates as set forth in the By-Laws with appropriate blocks for voting.

All Adult Members of the Corporation as of the September meeting preceding the November election will be eligible to vote **for Administrative Officers only**.

## **6.0 Succession:**

Succession to the role of President, in case of absence or inability to act, shall be in the following manner:

1. Vice-President
2. Treasurer
3. Budget Director
4. Secretary

Vacancies in any administrative office shall be filled by a majority vote of the Executive Board and ratified by the General Membership.

## **7.0 Duties of Administrative Officers:**

### **7.1 Duties of the President:**

- (a) Shall be head of the corporation. Shall act as presiding officer of the Executive Board at all regular and special meetings.
- (b) Shall be an ex-official member of all committees.
- (c) Shall call such special meetings as deemed necessary as set forth in the Corporation By-Laws.
- (d) Shall appoint all committees and designate their chairperson.
- (e) Shall countersign all checks, contracts or other instruments as authorized by the Corporation's membership.
- (f) Shall enforce the By-Laws of the Corporation.
- (g) Shall keep the General Membership informed of all activities on behalf of the Corporation.

## **7.2 Duties of the Vice-President**

- (a) Shall, in the absence or disability of the President, assume the duties of the President as outlined in section 7.1 of the By-Laws.
- (b) Shall maintain general supervision of the following committees:
  - 1) Membership
  - 2) Insurance
  - 3) Nominations & Elections
  - 4) Scheduling of Building and Field Use.

## **7.3 Duties of the Secretary:**

- (a) Shall keep the minutes of all meetings regular and special, as well as Executive Board meetings.
- (b) Shall be responsible for the presentation of all minutes at General Membership meetings. These minutes shall include the names of members if the Executive Board present at said meeting.
- (c) Shall keep all records and seal of the Corporation.
- (d) Shall conduct such correspondence, as may be necessary pertaining to the Corporation.

## **7.4 Duties of the Treasurer:**

- (a) Shall maintain bank accounts in the name of the Corporation.
- (b) Shall receive all monies due the Corporation.
- (c) Shall have all records available for audit annually.
- (d) Shall be authorized to co-sign all checks for disbursement, upon receipt of approval from the Budget Director.
- (e) Shall be bonded at the expense of the Corporation.
- (f) Shall submit a Treasurer's Report at each meeting.
- (g) Shall record and account for all monies received for individual sports budgets.

#### **7.5 Duties of the Budget Director:**

- (a) Shall collect and review budgets submitted by Sports Presidents.
- (b) Shall prepare and submit preliminary budget at the January meeting of the current year.
- (c) At the February meeting, shall prepare and submit for approval of the membership a finalized working budget for the Association for the ensuing year, having first consulted with an appointed representative from each activity. Shall also consult with those committee chairpersons as deemed advisable.
- (d) Shall maintain necessary records to insure that receipts and expenditures are in accordance with the adopted budget.
- (e) Shall approve all expenditures to insure that said expenditures are in accordance with the adopted budget.
- (f) Shall receive all invoice and/or bills initialized by the Executive Board member.
- (g) Shall endorse and forward to the Executive Treasurer all invoices and/or bills, noting those that must receive Board approval prior to payment. (Sport and operating over-runs)
- (h) Shall prepare for approval, such revisions as are found to be necessary to the Association operating budget.

#### **7.6 Duties of the Sports Presidents:**

Shall be all encompassing for elected sport/activity which includes:

- (a) Organizing teams
- (b) Distribution of equipment
- (c) Setting the budget
- (d) Scheduling
- (e) Coordinating officials for that specific sport
- (f) Designating an alternate to serve in the event of his/her absence.

#### **7.7 Duties of Director of Rutgers Safety Clinic Classes**

- (a) Organize Rutgers classes
- (b) Instruct Rutgers Training classes based on certification provided by HTAA.
- (c) Provide materials and location of classes for each season
- (d) Provide training outside of HTAA where it may be necessary to support other athletic programs. (additional fees may apply)
- (e) Trainers should maintain required levels of expertise and remain current.
- (f) Maintain record of coaches who have been certified
- (g) Assist sports presidents in ensuring that all coaches are certified

### **7.8 Duties of Director of Information Technology**

- (a) Main Contact to Sportspilot support and help for any issues related to HTAA online systems.
- (b) Provide support to each sports president for individual support issues related to their programs
- (c) Provide support to the certification of [www.htaasports.org](http://www.htaasports.org) website
- (d) Provide training in all aspects of software
- (e) Open problem tickets with SportsPilot employees to track and maintain system
- (f) Provide updates and fixes to system to better support HTAA
- (g) Provide reports as required by Executive Board to support HTAA for any audit requirements.
- (h) Provide levels of security to systems as needed.

### **7.9 Coaches Requirements:**

- (a) Selected by the Sport President for each specific sport
- (b) Serve at the discretion of the Sport President
- (c) Must adhere to the By-Laws of that specific sport
- (d) Must attend a Rutgers Safety Clinic
- (e) Must submit to a criminal history background check for Nonprofit Youth Serving Organizations under New Jersey Statutes Annotated (N.J.S.A.) 15A:3A-1, in accord with additional procedures as outlined in **Background Check, section 9.0 below**; the Background Check must also include checks with any other State in which the coach or volunteer has lived for the past (5) years.
- (f) Must sign and adhere to the HTAA Coaches Code of Conduct
- (g) Must agree to submit to drug and alcohol testing
- (h) Must report any actual or suspected indications of child abuse or neglect to the proper authorities.

### **7.10 Volunteer Requirements:**

- (a) Must generally adhere to all sections under **Coaches Requirements, section 7.9**, except where reason dictates a waiver is in order (e.g., a volunteer may have duties that would not reasonably relate to the requirement for attending the Rutgers Safety Clinic)
- (b) Adherence to section 7.9, parts (c), (e), (f), (g) and (h) cannot be waived.

### **7.11 Duties of Public Relations Director**

- (a) Will promote Haddon Township Athletic Association (HTAA) outside of our organization.
- (b) Provide support to each sports president for individual support issues related to their programs
- (c) Will use Sportspilot database reports to identify areas that can use some advertizing.
- (d) Will be the contact for any mailing, promotions concerning HTAA to the Board of Education, Channel 19, The Retrospect and HTAA participants.
- (e) Will be the contact to Board of Ed, Channel 19 and The Retrospect for any advertizing of HTAA.
- (f) Provide reports as required by Executive Board to support HTAA.
- (g) Support any special projects or fund raising for HTAA that may be considered outside of any sport or Executive board areas.



## 8.0 HTAA's Requirements with regard to Coaches and Volunteers:

HTAA will post on the HTAA website the Corporation By-Laws along with the following:

Appendix A – Medical Release Form

Appendix B – Coaches Code of Conduct

Appendix C – Parents Code of Conduct

## 9.0 Background Checks:

In addition to **Coaches Requirements, section 7.9**, all coaches and volunteers must agree to the following terms as a condition of service as a volunteer for the HTAA. These terms shall apply in instances where the New Jersey State Police Volunteer Review Operation (VRO) has recommended the disqualification of a coach or volunteer:

- (a) A coach or volunteer disqualified by the VRO must either withdraw from participation with HTAA in any volunteer capacity, or may choose to have their qualifications reviewed by the Executive board, in Executive Session, for reconsideration. Should the coach or volunteer wish to seek review of their qualification, it is his/her responsibility to obtain and present all relevant documentation upon which the State Police based their determination of disqualification. A petition for reconsideration must be complete and in writing before the Executive Board will take the petition under advisement. The Executive Board reserves the right to speak with the petitioner in person, or it may choose to base its vote on review of documents alone.
- (b) A record of conviction involving any offense under N.J.S. 2C:24-4, et seq., under the New Jersey Code of Criminal Justice, subsection on Endangering the Welfare of Children, as specifically referenced in PL 1999, Ch. 432, C. 15A:3A-3(a)(2), presents a permanent bar and disqualification from coaching or volunteering with the HTAA, and a petition for reconsideration of disqualification will be denied. [See the Public Law online at: <http://www.njleg.state.nj.us/9899/Bills/PL99/432> .PDF]
- (c) With the exception so noted in section (b) immediately above, a record of conviction involving any of the other offenses included under PL 1999, Ch. 432, C. 15A:3A-3(a) that is more recent than five years from the date of the Background Check presents a bar to reconsideration of disqualification to serve as an HTAA coach or volunteer.
- (d) With the same exception as so noted in subsection (b) above, a record of conviction involving offenses listed under PL 1999, Ch 432, C. 15A:3A-3, where the conviction on which the disqualification was based is more than five (5) years before the date the Background Check, the petitioner may elect to show good cause why the Executive Board should consider accepting the petitioner as a volunteer in service to the HTAA.
- (e) The Executive Board may not waive the terms and conditions in sections (a), (b), (c), or (d) above, under this section regarding Background Checks.

- (f) In the event that a coach or a volunteer meets the requisites above, for obtaining a review by the Executive Board of their petition to serve as a volunteer for the HTAA, a simple majority vote of the Executive Board shall be the final determination in the matter, without a right to further appeal. Where an original request for reconsideration by the Executive Board has been defeated or denied, and provided that all of the eligibility requirements are otherwise met for the petitioner to request reconsideration by the Executive Board, the petitioner must wait at least one year from the date of the Executive Board's denial of petition before resubmitting his/her petition for reconsideration.
- (g) The Executive Board reserves the right to bar any individual from volunteering services for the HTAA where it has credible reason to believe the person poses a potential threat to the welfare of the children or to members of HTAA, and where that concern is substantial enough to garner the unanimous vote of the Executive Board. Should such an instance arise, the unanimous vote of the Executive Board of the HTAA shall be final and without appeal.

#### **10.0 Grievance Committee**

- (a) The purpose of the Grievance Committee shall be to resolve any differences that may come up that cannot be settled within the individual sport. The Grievance Committee will consist of a total of five members from the Executive Board and will include both Administrative Officers and Sport Presidents who will serve on a rotating basis. These meetings will start at 7:00 p.m. on an as-needed basis prior to the regular monthly Executive Board Meeting. A grieving member must submit a brief, clear, written statement that sets forth exactly what is in dispute for the Grievance Committee to consider. A grieving member and other interested parties may be invited to address the committee and to respond to any questions pertaining to the specific grievance.
- (b) As a condition of membership in the HTAA, members agree that should a grievance arise and no resolution of the matter results from following the grievance process, then, before litigation can be pursued, the members agree to make good faith effort to resolve the dispute through professional mediation in order to seek an equitable settlement of the matter.
- (c) This Constitution and these By-Laws are intended only to provide for the orderly administration of HTAA programs. They do not provide for or create any independent rights, legal or otherwise, any violation of these by-laws, by omission or commission, does not provide any basis for any cause to sue to bring any legal action, legal or otherwise, against any HTAA member or participant in any HTAA program, except for the sole and exclusive purpose of enforcing this Constitution and its By-Laws.
- (d) Furthermore, any and all action taken in connection with any Grievance Committee shall be deemed remedial in nature and nothing written, spoken, or done in connection with a Grievance Committee hearing shall be admissible as evidence or used for any other reason in any other proceeding, legal or otherwise. Thus, Grievance Committee hearings shall not be recorded in any fashion whatsoever.

## **11.0 Financial:**

- (a) Bank accounts shall be established in the name of the Corporation. The resolution shall call the name of all elected officers, with the provisions that the authorized signatures on all disbursements shall be that of the Treasurer and President or Vice-President.
- (b) All revenue from any source will be forwarded, as soon as possible or at the next monthly meeting, to the Treasurer.
- (c) All disbursements to Sports Presidents in excess of one hundred dollars (\$100.00) must have prior approval of the Budget Director. Such disbursements shall be in conformity with the purpose of the Corporation and carry the signature of the President or Vice-President and Treasurer.
- (d) A written report will be submitted by the Treasurer to the Executive Board at each meeting. A copy to be read to the membership and made part of the minutes of said meeting. This report will contain:
  - 1.) Bank balance as of previous report
  - 2.) Income since previous report
  - 3.) Total before expenditures for the period
  - 4.) Balance as of the end of the month
  - 5.) Shall submit a report listing all appropriated accounts, showing the activity if any, and current balance.

## **11.1 Registration:**

- (a) It shall be the obligation of the Corporation to obtain and pay for bonding of the President, Vice-President and Treasurer.
- (b) Sports Presidents are responsible for maintaining the financial accounts for their specific sport and for approving disbursements of funds relating to their sport.
- (c) Any sport with a negative balance must have administrative expenditures approved by the Board. This approval must be majority vote of 3 out of the 5 Administrative Officers. If a sport President anticipates a negative balance, they must meet and review with the Budget Director and/or Treasurer as soon as possible.
- (d) An Executive board member with authorized bank signature shall be present at each registration date to collect monies paid on that registration date.

- (e) No member, officer, sports president, coach, manager, director, or volunteer shall receive any compensation, financial remuneration or financial benefit of any kind for any service or any action in connection with any HTAA activity or function.
- (f) Registration fees for each sport will be established by the Sport President to support the budget for the upcoming year. This registration will include an assessment to cover HTAA operating expenses.
- (g) Registration dates are to be set by the Sport Presidents and approved by the Executive Board. Communication to the General Membership will be through the Haddon Township School System or other means deemed necessary by the Sport President. Online registration will begin in January for Spring Sports; June for Fall Sports and October for Winter Sports. In addition, a walk-in registration will be held in February for spring Sports; June for Fall Sports and November for Winter Sports.
- (h) Registration Fees and Medical release forms along with white financial forms that need to be entered online will be collected on the days of registration and collected by a member of the Executive Board and turned into the Treasurer, Budget Director or VP. Additional registration fees will be required for Travel Teams and All-Stars.
- (i) An Administrative fee will be charged in addition to sport registration fees to cover HTAA operating expenses; as determined by and voted upon by the Executive Board.

## **11.2 Financial Grants**

Used to assist and offset costs to parents or legal guardians that need or request financial assistance to pay for sports registration and/or administrative fees related to HTAA programs. Grants are broken down into two levels. Partial and full grants would be available to families. Partial are waiving the registration fee or admin fee (whichever is less). Full grants are waiving all fees.

- (a) All necessary documentation must be completed and signed by the parent/guardian as well as the sports president to related sport(s) as well as an Executive Board member if both registration and admin fees are waived.
- (b) Must be request for ever program registration (Spring, Fall & Winter – would depend on when request started) to maintain existing financial grant.
- (c) HTAA reserves the right request/research financial needs in respect to the parent or guardian who requests assistance. This would include school program, state and/or federal programs.
- (d) All Financial Grants subject to annual or program review.
- (e) Budgets for each sports program should include grants as part of their yearly budgets.
- (f) Only available to Haddon Township residents.

**12.0 Insurance:**

- (a) The Vice-President will review the insurance policies annually to insure that proper and complete insurance is in compliance with the dictates of the Corporation and in place.
- (b) This insurance will be purchased in the name of the Corporation and premiums will be paid by the Corporation..
- (c) Proper procedure for the submission of insurance claims will be communicated to each of the Sports Presidents.
- (d) Accident Report Forms will be submitted by the Sports Presidents and reported to the Vice-President within 48 hours.

**13.0 Equipment:**

It shall be the responsibility of each sport, at the close of each season for that sport or activity, to provide for repair, cleaning and storage of its equipment. Distribution and collection of uniforms and equipment is the responsibility of each Sport President. UNIFORMS AND EQUIPMENT WILL BE COLLECTED AND INVENTORIED AT THE HTAA EQUIPMENT BUILDING WITHIN THIRTY (30) DAYS OF THE END OF THE SEASON.

## **14.0 Buildings and Grounds:**

### **14.1 Clubhouse Building:**

(a) The newly constructed building, known as the HTAA Clubhouse is owned, operated and maintained by the HTAA Organization for the benefit of its membership.

(b) Scheduling of all meeting rooms are the responsibility of HTAA and require HTAA Board approval. Consideration given to requests for meeting space from any outside group is subject to Board Approval.

(c) Distribution of keys to the lower level to include the team room, first aid room and rest rooms will be provided to sports presidents as needed. Keys are to be turned in when playing season concludes.

(d) An inventory of keys will be kept updated by HTAA Administration.

(e) The High School Athletic Director & maintenance staff will also have access to the lower level to include the team room, first aid room, and rest rooms in conjunction with scheduled high school events.

(f) Access to the 2<sup>nd</sup> floor viewing decks will be limited to adults-only for purposes of photography and video-taping of scheduled sporting events. Announcer booths for both Baseball and Football are limited to adults-only. Pre-approval from the HTAA Board is required before access is allowed. There will be no general public access.

(g) To honor the request of our major donors who contributed significantly to our effort to complete this capital project, the HTAA Clubhouse will forever be known as such. These donors certainly deserve recognition for their contributions and will always retain right-of-first refusal to any "naming rights" effort that may be brought forth in the future.

## **14.2 Storage Buildings:**

The existing storage buildings are owned, operated and maintained by the HTAA organization for the benefit of its members. They were built to allow storage locally at the Recchino Complex.

- (a) Each HTAA sports activity program will have its own storage garage(s) for its exclusive use to store its equipment, uniforms, supplies, etc... Each sport will have its own lock and distribution of keys will be at the discretion of each individual Sports President.
- (b) Each sport is solely responsible for proper maintenance and upkeep of its storage facility as well as its inventory of equipment, uniforms, and supplies.
- (c) HTAA has agreed to allow the Haddon Township Board of Education the use of a "double-sized" garage for its maintenance staff to operate from and store the various equipment used in maintenance of the Recchino Field Complex.
- (d) The use of these storage facilities can be altered or changed based on requirements set forth by HTAA.
- (e) HTAA reserves the right to access any shed with 24 hour notice to sports president for inspection of contents.

## **14.3 Field Use and Maintenance:**

- (a) The Field Coordinator will act as a liaison between the individual sports and the Haddon Township Board of Education. Any needs the various sports may have with regards to the playing fields will be communicated to the Field Coordinator. All Sport's Presidents should submit copies of their schedules to the Field Coordinator who will coordinate with the Board of Education to create a master field schedule per season.
- (b) An annual clean-up day will be held each year prior to the start of the spring sport's season.
- (c) In the absence of the Field Coordinator, the Vice-President will assume those duties.

#### **14.4 Keys:**

Keys for access to buildings, shed and fields are made available to sports presidents and Executive Board Members as well as vendors to effectively administer their sports or responsibilities.

- (a) Copying of any key is prohibited unless approved by Executive Board and copy made by Treasurer.
- (b) The key is to be used for HTAA programs and not for any personal use.
- (c) If you distributed your key for other members to use you should track this information and the key should be returned to the each Sports President as soon as possible.
- (d) The Treasurer of the organization will maintain the list of each key and who HTAA believes has the correct access and tracks all the keys made available to everyone. Treasurer will provide this key list at all HTAA meetings so it can be reviewed and approved.

#### **14.5 HTAA/BOE Field Use Agreement – Appendix D**

#### **14.6 Recchino Complex Field Lights BOE Policy – Appendix E**



## 15.0 Sports Activities:

- (a) There shall be formed, consistent with financial and administrative ability, as many sports and/or activities as possible to provide maximum participation for the youth of the area.
- (b) Each sport or activity so formed, though named and operating under franchise, shall operate as a segment of the Corporation.
- (c) Administrative Personnel and By-Laws for each activity shall be selected by voting members of each sport or activity. All parts of these HTAA By-Laws are binding on any sport or activity the Corporation sponsors subject to franchise rules.
- (d) No sport or activity shall perform any collection/fundraiser without thirty (30) day prior notification and approval of the Executive Board.
- (e) Each sport or activity shall select its own managers and coaches by its own By-Laws. Should changes become necessary, the President or head of activity concerned may appoint replacements in accordance with the established rules.
- (f) Each sport and/or activity shall have complete control over the sponsoring of teams or activities under the jurisdiction of the Corporation, in so far as it does not violate any regulations by franchise.
- (g) Coaches shall have the responsibility to police the fields and immediate fan area after the completion of each game.

## 16.0 Access to System:

Access to Haddon Township Athletic Association (HTAA) system database is provided under a Director level of Security provided by Sportspilot. He/She provides access to system at the proper level. This level of access should not be used to gain back office permission to avoid having any administration or registration fees. If anyone is found using this access for unauthorized use can have the access revoked immediately and the sports president or any level could face disciplinary action and fines. This disciplinary action could be termination of all rights and privileges available to that person. There are two access areas in which the sports president or assignee can have access to SportsPilot/HTAA.

- (a) Interactive Sports Information Systems (ISIS) or <https://www.sportspilot.com/isis> is the system access provided by SportsPilot. This provides access to the database of information created using the information gathered from parents or guardians online or in person and kept available to HTAA based on security level provided. Access to the ISIS system is provided by HTAA Director who creates an ID and Password and provides this information to each sports president or whoever the sports president assigns to be his or her technology person. Only one ID for each sport will be registered. No password or ID for this system should be shared with anyone that it is not assigned to originally. We pay fees monthly based on activity. Currently, President, Vice President, Treasurer and Budget Director have Director access. The sports presidents or their assigned technology contact have access as League Director but are restricted to their sports – only Director has full access to all sports. Only Technology Director, Treasurer, & Budget Director have access and/or permission to add walk-in forms online. All sports presidents that accept walk-in forms at the only walk in for each sport must work out a schedule to get these forms to the online input access people. Be sure to include completed Medical Release form for each participant.
- (b) The [www.htaasports.org](http://www.htaasports.org) link was created by SportsPilot as a method (online) to register information for each sport during the time the sport is in season. This access is based on email address and level of access. It is important to know that with Admin access each sport president or assignee can update all TABS and should keep their updated based on their own sport. Only one ID for each sport will be registered. No password or ID for this system should be shared with anyone that it is not assigned to originally. Currently some but not all sports presidents or their assignee have access to this system.
- (c) Information to allow access to either system requires Full Name, Address, Phone & work numbers, Date of Birth, email address to be mailed to the Technology Director. He/She will setup access account and send ID and Password in two different emails. At anytime you feel that the ID & PW has been stolen please update your account password immediately.

## 17.0 Security Privacy Policy:

It is important for Haddon Township Athletic Association (HTAA) to secure information based on privacy policies available with SportsPilot's database system and terms listed under <http://www.SportsPilot.com/legal/PrivacyStatement.htm>. The email addresses provided in the database has become an easy method to update our parents, guardians and participants on current events. All the information is protected by the privacy policy but we will focus on the email addresses currently in our database.

The personal information that is provided to HTAA from our members by either completing SportsPilot online input form or the Medical Release Participant form are protected under privacy acts and should not be shared with any third party.

(a) Protection of use of email addresses – our sports presidents will have access to email addresses for their programs as well as other information. They may send email to their member for any HTAA Event.

(b) HTAA Event is defined as a related event that deals directly with one or more of the approved HTAA sports. No event should be sent via our email database that is not related to HTAA. In some cases events that are related to High School can be determined as part of HTAA, this will be determined on a case by case basis. On any emails sent to your group – include the current or active Technology Director in the CC field.

(c) No sports president, director or any person with proper level of access shall create or distribute HTAA owned email addresses with the intent to create their own distribution list. This is either from information directly available to those levels or by generated reports.

(d) Customized Report Generator is a tool to generate customized reports using any field that is part of the SportsPilot database. These reports are used to provide informational data in an Excel format to be used to examine and customize output for the sports president or assigned personnel with this level. No one should use this report to generate any information and share outside of the HTAA organization. Any individual found to be generating reports and sharing outside of HTAA will have their access suspended immediately. If fines or legal action is required based on the severity of this offense HTAA cannot be held liable as this person acted outside our access requirements.

## **18.0 Concessions:**

The HTAA concession stand is for the exclusive use and enjoyment of the HTAA membership. All revenues generated from the concession stand are subject to the control of the Executive Board; will be credited to the HTAA concessions account and primarily used to offset any building maintenance costs and operating expenses.

- (a) HTAA will try to outsource a vendor for the Concession stand. A contracted vendor will need to provide proof of insurance.
- (b) Schedules from individual sports when the concession stand will be in use need to be submitted to the Vice President in a timely manner, including rain outs (where applicable). If changes are not given notice to the Vice President the concession stand may not be open for that event.
- (c) No vendors are to operate during HTAA events without the expressed written consent of HTAA.
- (d) In the case that there is no outside vendor to operate the concession stand, HTAA will operate the volunteer system whereby teams will take turns running the concession stand. Penalties such as a team forfeit may occur if teams do not show up for their scheduled participation requirement.
- (e) While the stand is operating, only the outside vendor and their workers should be inside the concession stand.
- (f) All requests to utilize concession facilities from any outside groups are subject to HTAA Board approval.

## **19.0 By-Laws:**

Any proposed changes to the Constitution and By-Laws are to be distributed to the Membership of the Corporation at the February Meeting for review and discussion. Any revisions to the Constitution and By-Laws must be approved by a two-thirds (2/3) vote of the membership present at the March Meeting.

**Revisions Adoption Date – March 12, 2012**