Cherry Bomb Brawlers

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Junior Roller Derby Association

Cherry Bomb Brawlers

Policies and Procedures Manual & ByLaws

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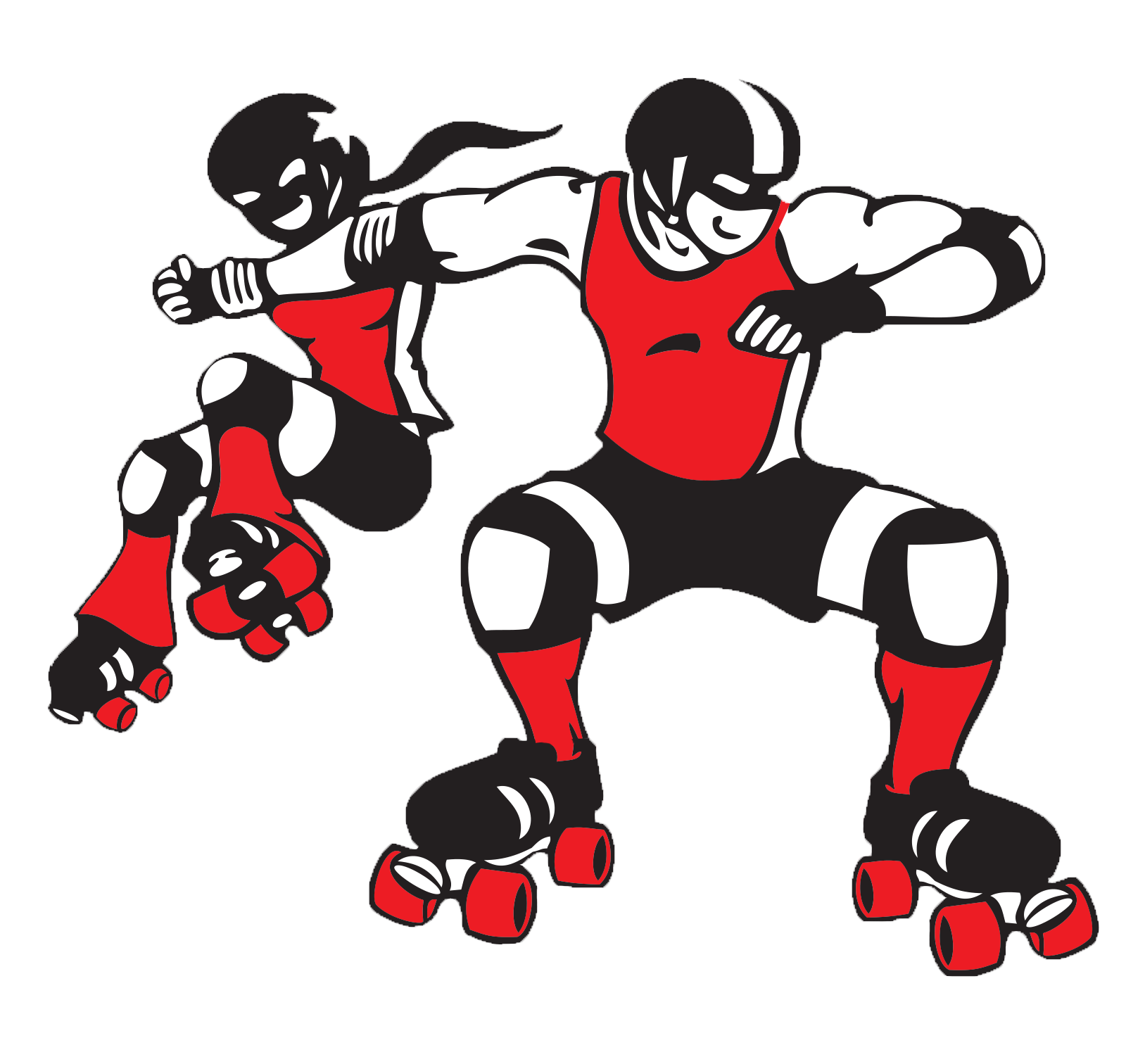


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Article I - Name

Section 1.01

The name of this organization shall be Cherry Bomb Brawlers and will be referenced throughout this document as CBB.

Article II – Mission Statement

Section 2.01

Cherry Bomb is a non-profit junior roller derby league created for the members, and ran by the members, overseen by the Board. This league was established in an effort to pack up with other athletes in the roller derby community to train local kids in the rough and tumble game of flat track roller derby while enforcing, sportsmanship, and teamwork. In playing this ever changing sport, we follow the rules and regulations of Junior Roller Derby Association and Women’s Flat Track Derby Association.

Article III – League Dynamics

Section 3.01

CBB is composed of three groups:

1. New Skaters – This group is composed of those that are learning basic skills and are eligible to attend all practices until they pass minimum skills.
2. Roster Eligible Skaters – This group is composed of those that meet all of the qualifications listed to be rostered for a bout. This is not to be confused with ‘bouts’ which is a term used only to describe a skater that has passed minimum skills.
3. Bombers/Firecrackers – This group is composed of eligible Active Skaters that are rostered onto either team after passing minimum skills. These names are used to distinguish between charters.

Section 3.02

Cherry Bomb Brawlers is the league’s overall name, and the name the players will skate under during home and away bouts with other leagues.

Article IV – Membership

Section 4.01

Non-Discrimination Clause

1. People seeking membership to Cherry Bomb Brawlers will not be discriminated against based on race, creed, color, religion, gender, sexual orientation, or age.

Section 4.02

In order to become a member of CBB, one will need to complete the following steps, documents will need to be signed by both skater and parent/guardian:

1. Complete a membership packet including:
   1. Providing full name, date of birth, contact information, medical information and emergency contact information. This information will only be accessible to coaches and emergency responders.
      1. Personal health insurance is required and documentation must be provided to coaching staff so it can be available for first responders if parent/guardian is not present.
   2. Code of Conduct for Skaters/Parent.
   3. Concussion Waiver.
2. Sign an acknowledgement of these Policies and Procedures Manual and Bylaws.
3. Sign a Release of Liability Waiver prior to skating.
4. Skaters must wear all mandatory safety equipment to participate in any skating in CBB’s practice facility, or any host facility, per WFTA/JRDA standards. This will be strictly enforced. Only when a coach has given express permission, will this rule be nullified, and only for that event.
   1. All equipment must meet facility standards and JRDA/WFTDA standards of safety.
   2. Required safety equipment includes: quad skates, elbow pads, knee pads, wrist guards, mouth guard, and helmet.
5. Parents and skater will be considered members of CBB.

Section 4.03

Active Skater Requirements

1. Active skaters must meet membership requirements outlined above and the attendance requirements of CBB as outlined in this manual.
2. Must be current on dues as outlined in the Membership Dues and Leave of Absence sections below.
3. Members of the league who meet active skater requirements will retain the right to vote on league matters based on voting procedures as outlined in Article XII of this document.
   1. Voting eligibility is handled on a month-by-month basis, and a member loses active skater privileges if the members does not make the attendance or dues for a month, or if they fail to meet other active skater requirements as listed above.
4. Active skaters who do not meet the above criteria will be given a month to come back into good standing before being taken off the active skater’s forum and email contact list.

Section 4.04

1. Must meet membership requirements and active skater requirements.
2. Has completed minimum skills as outlined by WFTDA standards and has been an active skater for 30 days with good standing.
3. Is not on Leave of Absence of any kind (See Article VII).
4. Roster eligible skaters must retest minimum skills once per year.

Section 4.05

Transfer Skater Requirements

1. Must have completed and/or updated all membership requirements outlined in Secction 4.02.
2. Any skater coming into the league who has been gone from CBB for 60 days or more:
   1. Must retake and pass minimum skills test.
3. Any skater coming in from another league:
   1. Must retake and pass minimum skills test.

Article V – Attendance Policy

Section 5.01

The following policy outlines the attendance policy requirements and roster eligibility for all active skaters of Cherry Bomb Brawlers.

1. Under no circumstances may a skater be considered eligible for a roster if they fail to meet the attendance/participation requirements as described below.

Section 5.02

Attendance point system for all skaters.

1. Active skates are expected to acquire 50% of all available points within a month, as denoted by first and last day of the month. All levels of skaters will be considered “Active Skaters” by attaining 50% of available points, including make-up points, per month and meeting other requirements.
   1. Those skaters with points totaling less than 50% in a month will not be considered active skaters, and will lost their league voting privilege until status is regained, unless a Leave of Absence has been filed.
   2. Skaters will be notified of the point total available for the designated month and the required amount of points to attain 50% will be announced.
2. The Coach (or designated skater, as assigned by a coach) will be responsible for marking attendance at practices. The Head Coach will be responsible for making attendance at events. The Head Coach will carefully monitor each member’s attendance points and will track this information regularly.
   1. It is the sole responsibility of each individual skater to maintain sufficient attendance to retain active skater status.
   2. The coach will mark attendance as they designate the start of practice time. Those arriving after attendance, without notification, may only be given partial points at the discretion of the coach leading practice.
   3. There will be no “rollover” points from month-to-month. Each month stands alone.

Section 5.03

Earning Points

1. Active skaters will primarily earn points by attending league practices, off-skates workouts, meetings, and events.
   1. The coaches of these practices will earn the same amount of points as the skaters attending.
2. For CBB practices, 0.5 points for each half hour of time worked as follows:
   1. Earn 1 point for each hour if there is full practice participation.
   2. Points will be deducted for being late and/or leaving early (without notice).
      1. i.e. If a skate arrives between 1-30 minutes late, they will be deducted 0.5 points. If they arrive 30-60 minutes late, they will be deducted 1 point, and so on, with the same being true for leaving early.
   3. Earn half points for practice attended but sat out due to illness or injury.
3. For CBB off-skates practices, 0.5 points will be awarded for each half hour of time worked as follows:
   1. Earn 1 point for the hour if there is full participation.
   2. Earn 0.5 points if practice is attended but either arrive late and/or leave early.
   3. Earn 0.5 points if practice is attended but sat out due to illness/injury.
4. For league meetings and committee meetings:
   1. Earn 1 point if meeting attended and fully participated (showing up on time and not sitting out/leaving early).
5. Event Attendance:
   1. If one or more CBB Events are scheduled for the month, 2 additional points will be factored into the total available points.
   2. League members must attend at least one event to be awarded points for the event.
   3. Attendance will be tracked at the Head Coach’s discretion, and skaters must participate fully to be awarded points (i.e. just “showing up” is often not enough to earn full points).
   4. Events will be worth 1 point per hour, up to 2 points. **Some events may vary in point value at the Head Coach’s discretion.**
   5. Lesser or no points may be awarded if participation is not satisfactory.
   6. Attendance to additional events will be awarded with 1 make-up point per event.
6. Make-Up Points
   1. These points are earned by attending extra CBB events, other league’s practices, and other activities as outlined. Limited amounts of these points, up to 25% of required points in a month, can help to retain active skater status.
   2. These points must be submitted via email to CBB’s email. No points will be awarded until an email has been received and reviewed by CBB’s Head Coach.
   3. Skaters must provide evidence for make-up points.
      1. For a trail skate, the skater should use the “buddy system” or use an app that tracks distance and time.
      2. Skaters may “make-up” 25% of the required monthly attendance points to retain active skater status during each month by doing any or a combination of the following:
         1. Attend a CBB event in addition to the first required event in a given month (1 point).
         2. Serving as a non-skating official or bench coach at another league’s home or away bout (1 point).
         3. Attend a roller derby clinic (2 points).
         4. Trail skate or other on-skates skill training (0.5 points per hour).
         5. Participating as a visitor at another league’s practice (1 point per practice).
         6. Workout before/after picture, if it is done individually (0.5 point).
         7. Watch roller derby footage, but skater must provide 3-5 highlights for: good moves/strength (must specify time and what made it remarkable), and weaknesses (must specify time and what made it remarkable).
   4. Practice Dismissal
      1. If asked to leave any practice by any supervising member of the league, 0 points will be earned for that practice.
         1. If any behavior that violates the Code of Conduct may result in immediate dismissal from practice, and depending on the severity of the situation, may be rounds for membership suspension.
         2. Any member of the Board has the authority to dismiss league members during practice, with or without warning.
      2. Documentation of an event like this will be documented and kept on file for remaining season.

Section 5.04

Pre-Bout Attendance Policy for Rostered Skaters and Roster Alternates

1. The following additional attendance requirement applies to rostered skaters after a roster is submitted (typically 30 days prior to bout day):
   1. Attendance at practices are required of rostered skaters and roster alternates when a bout is four or less weeks away. Any skater who is on the roster for a bout and any skater who has agreed to be a bout alternate MUST be present for these practices during the four weeks prior to the actual bout.
   2. Failure to be present for these scheduled practices during the four weeks preceding a bout may result in dismissal from the bout roster by the Coaching Committee.
   3. Should a legitimate reason for absence occur (i.e. death in family, car accident, etc.) an exception may be made if the Coaching Committee agrees to the exception.
      1. An exception will only be approved if the skater can still safely and effectively compete in the bout.

Section 5.05

Bout Attendance

1. All members of CBB are expected to attend all CBB home bouts and scrimmages as either a skater or volunteer.
   1. Two (2) attendance points will be given to all league members who participated in the bout as a skater, NSO, or volunteer.
   2. If a skater has an unavoidable conflict and the conflict is known ahead of time, members shall notify the Treasurer and/or a coach at least two weeks in advance of the bout. If the conflict comes up unexpectedly, notification must still be sent. No penalty shall be issued if notification is given.
      1. 0.5 attendance points will be awarded if proper notification is received.
      2. In situations where notice was unable to be sent because of the circumstances (this instance will be determined appropriate by the Head Coach), if notice is received within 48 hours of the missed event, 0.5 points will still be awarded.
   3. If no notification is given, the member shall have 3 attendance points deducted.
2. Attendance at bouts is important and all members are expected to be available when not playing in the bout. Member attendance is also appreciated at away bouts whenever possible, but no penalty will be assessed.

Section 5.06

Off Season Attendance

1. Off Season may be designated between one weeks to two months during a given season, depending on the bout schedule and needs of the league.
   1. As of August 1, 2017, the bout season will run as follows:
      1. Early September to mid-December, early January to mid-July. Breaks may follow District 81 schedule for scheduled school breaks.
      2. All information for CBB schedule will be available on CBB’s Google calendar, which will be accessible on the CBB forum.
2. During Off Season, attendance is not required and does not help or hurt any active skater in rostering eligibility, except in building muscle strength.
3. If the coaches or board would need to refer to an off season month for attendance for either rostering or voting purposes, they can instead average the skater’s attendance percentage from the previous three (non-off season) months and use that percentage to determine eligibility.
4. Full dues are still required unless otherwise notified or arranged, except in August. No dues are required in August.

Article VI – Membership Dues

Section 6.01

Dues are $30 per month and must be paid on/before the 15th of the month to be considered on time (unless other arrangements have been made with the Treasurer). There is also a one-time insurance charge of $20, exception see 7.03(b).

1. They may be paid with cash, check, or via PayPal.
   1. If paid by check and it is returned for non-sufficient funds the skater will be charged all bank fees associated with the returned check.
2. Dues not paid on time are subject to a $5 late fee. This will be added on for every month late up to two (2) months after which membership will be terminated.
3. Monthly dues are used to pay for everything within the league including rent, floor payments, insurance, bout production costs, travel and jerseys.
4. After one (1) month of unpaid dues active skater status will be terminated. After (2) months of unpaid dues, right to skate will be terminated.
   1. A coach will restrict access to practice, as it will not be permitted in this situation.
   2. To regain the right to skate again, dues and late fees will need to be paid.

Sections 6.02

Scholarships

1. If a member is having trouble paying dues for an extended period of time they can talk to the Treasurer or make a submission to the Board about getting a scholarship.
   1. This must be done before a skater becomes late paying dues.
2. A scholarship can only be taken once per season.
3. There are multiple options available and they will be discussed with the skater to determine which one is the best fit for them.

Article VII – Leave of Absence (LOA)

Section 7.01

A leave of absence must be submitted and approved by the board to maintain good standing.

1. A LOA may be requested utilizing the LOA form found on the league only portion of CBB’s forum.
2. Attendance requirements will be waived while on LOA.
   1. If the coaches or the board must refer to the LOA skater’s attendance for the purposes of averaging their attendance during the off season, they will be considered to have 50% attendance for that month.
3. While on LOA, a skater only needs to pay half dues $15.
   1. If a LOA is not requested, full dues are still owed if the skater wishes to remain an active skater.
4. A LOA must be a minimum of 30 days.
   1. If a person takes more than 90 consecutive days of LOA they will return to the league as a transfer skater as outlined in Article IV. Section 4.05.
5. Total time on LOA, consecutive or non-consecutive, can be no more than 90 days per season.
6. A LOA cannot be taken while a skater is currently rostered.

Section 7.02

Injury LOA

1. If a skater is injured and not attending a majority of practices due to injury they must document their status as such on the LOA form.
   1. Injury LOA encompasses illness and needing to care for family/dependents injury or illness.
   2. This can be backdated up to two weeks or to date of injury, whichever is shorter, from the day LOA was requested.
2. This type of LOA can be shorter, to a minimum of 15 days, for an injury, in which case full dues will be required.
3. For an Injury LOA 90 days or less.
   1. Upon return a skater will remain ineligible to bout until they have skated for 25% of the total points missed while on LOA.
      1. i.e. While on LOA, a skater missed 50 points. The skater will have to attend 13 practices before they are bout eligible again.
4. For an Injury LOA over 90 days.
   1. Upon return a skater will become a transfer skater and be subject to the requirements made of a transfer skater to become a bout eligible member of CBB.

Section 7.03

Members Who Have Not Been in Contact with the League

1. If a member has not been in contact with CBB for over 30 days without notice of leave, they shall lose voting rights, roster eligibility, and be removed from the CBB Active Skaters Forum, email list, and attendance list.
2. At the end of 60 days, if a member does not notify the Board of their status and/or return, their membership will be terminated.
   1. If this member chooses to join at a later date, they will be subject to CBB New Member fees.
3. The member will be notified by the Treasurer 5 days, minimum, in advance of loss of status prior to removal from the CBB Active Skater’s Forum.

Section 7.04

Skaters Who Have Not Met LOA Requirements

1. Regardless of cause of the LOA, skaters who have not met LOA requirements during leave must wait two (2) months to be roster eligible from the day they return to CBB as an active skater.
2. Skaters may make up payments at the end of their LOA to help gain back good standing.

Section 7.05

Active Skater Status

1. Anyone taking LOA of any kind will not be eligible to be a rostered skater during their LOA time but will maintain active skater status.

Article VIII – League Meetings

Section 8.01

League Meetings will be Held 3 Times a Year, Minimally.

1. Suggestions and thoughts for improvements are welcome and accepted at any time via email or web form.

Article IX – Board of Directors

Section 9.01

Number of Directors

1. CBB shall have a board of directors consisting of at least 4 and no more than 11 directors.

Section 9.02

Powers

1. All corporate powers shall be exercised by or under the authority of the board and the affairs of CBB shall be managed under the direction of the board, except as otherwise provided by law.

Section 9.03

Terms

1. All directors shall be elected serve a one-season term.
2. The position of President, Vice President, Treasurer, and Secretary term shall begin September 1 and end mid-July, in accordance with the JRDA skating season.
3. Other directors such as, Bout Coordinator, Marketing Events, Policies Officer, Sponsorship, and Merchandise, when/if these positions are filled will serve October 1 to May 31.

Section 9.04

Qualifications and Election of Directors

1. In order to be eligible to serve as a director on the Board, the individual must be involved, or have been involved with another junior derby league or an adult roller derby league for a minimum of 6 months. Proof must be provided in the form of a letter from the league’s Head Coach or President, vouching for the individual’s involvement.
2. Positions are elected by the active skaters in good standing, in August or September.
3. Election will take place anonymously at a league meeting or by online polling.

Section 9.06

Removal of Directors

1. A director may be removed by two-thirds vote of the board of the directors then in office and two-thirds vote of the active skaters, if:
   1. The director is absent and unexcused from two or more meetings of the board of directors in a twelve month period. The board president is empowered to excuse directors from attendance for a reason deemed adequate by the board president. The president shall not have the power to excuse themselves from the board meeting attendance and in that case, the board vice president shall excuse the president.
   2. For an infraction against CBB’s Standards of Conduct deemed worthy of removal as outline din Article IX or as decided by a two-thirds vote of the board of directors then in office and two-thirds vote of the active skaters.
   3. For cause or no cause, if before any meeting of the board at which a vote on removal will be made the director in question is given electronic or written notification of the board’s intention to discuss their case and is given the opportunity to be heard at a meeting of the board.

Section 9.07

Board of Directors Meetings

1. Regular Meetings
   1. The board of directors shall have a minimum of (1) regular meeting every 3 months at places fixed by the board. Board meetings shall be held upon (4) days notice by first-class mail, electronic mail, of facsimile transmission of forty-eight (48) hours notice delivered personally or by telephone. If sent by mail or electronic mail, the notice shall be deemed to be delivered upon its deposit in the mail or transmission system. Notice of meetings shall specify the place, day and hour of the meeting. The purpose of the meeting need not be specified.
      1. There shall be no less than 3 meetings per season.
   2. If unable to attend, the director must submit a reason for absence in writing via email or written document to the President at least 24 hours in advance and the President must approve the reason for absence.
   3. No member may use more than (2) excuses absences in an 11 month period.
2. Special Meetings
   1. Special meetings of the board may be called by any member of the board. A special meeting must be preceded by at least a 2 day notice to each director of the date, time, and place, but no the purpose, of the meeting.
   2. Emergency meetings may be called by the President only, these situations will not require a formal notice, but may be called with less than 24 hours notice.
      1. Electronic notification or a phone call will be the form of notice.
      2. These meetings will be used sparingly and only for issues in which the President feels that the circumstances may harm the proceedings of the league or one of the members is at risk.
3. Waiver of Notice
   1. A director may waive notice of an meeting, in accordance with Washington law.

Section 9.08

Manner of Acting

1. Quorum
   1. Two-thirds (2/3) of the directs in office immediately before a meeting shall constitute a quorum for the transaction of business at that meeting of the board.
   2. No business shall be considered by the board at any meeting at which a quorum is not present.
2. Majority Vote
   1. Except as otherwise required by law or by the articles of incorporation, the act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board.
3. Hung Board Decisions
   1. On the occasion that directs of the board are unable to make a decision based on a tied number of votes, the President or Vice Present in the order of presence shall have the power to swing the vote based on their discretion.
4. Participation
   1. Except as required otherwise by law, the articles of incorporation, or these bylaws, directors may participate in a regular or special meeting through the use of any means of communication by which all directors participating may simultaneously hear each other during the meeting, including in-person, internet video meeting, or by telephone conference call.
   2. If a board member cannot participate in any of the ways mentioned above they may appoint a member of the committee which they chair to stand in their place. This member must be an active skater in good standing.
   3. The appointed committee member reserves the right to vote in the board director’s stead but not count toward said director’s attendance.

Section 9.09

Compensation for Board Service

1. Directors shall receive no compensation for carrying out their duties as directors. The board may adopt policies providing for reasonable reimbursement of directors for expenses incurred in conjunction with carrying out board responsibilities.

Section 9.10

Code of Ethics

1. It is the responsibility of the Board to be familiar with and abide by the letter of this Code. Violations of the Board Code of Ethics may result in removal from board position and/or expulsion from the League.
2. Complying with Law
   1. The Board shall respect and comply with all the laws of any entity in which CBB conducts business. Such legal compliance shall include, without limitation, compliance with “501(c)3 non-profit laws”.
3. Confidentiality
   1. The Board is required to share all public information with CBB members and the public. However, the Board members are prohibited from disclosing/discussing confidential material with CBB members and the public.
      1. Confidential information includes all non-public information that might be of use to competitors of the League, or harmful to the League, its members, and supports if disclosed. Once a Board member leaves their board position for whatever reason, the former Board member is required to keep the information learned while a member of the board, confidential.
4. Protection and Proper Use of League Assets
   1. The Board shall protect the League’s assets and ensure their efficient use. All CBB assets should be used for legitimate purposes. Assets here are not only referring to actual property owned by CBB, but also all related items that would decrease CBB’s profits.

Section 9.11

Board Responsibilities and Duties

1. Board members are required to participate and fulfill their duties. This includes participation in 75% of the regularly scheduled meetings, unless otherwise excused, as well as other job responsibilities.
2. Board members must have internet access and are required to participate to have access to the CBB Forum. In the event a board member loses internet access, they must notify another board member.
3. Board members will relinquish their privilege to vote when unable to perform their duties. This includes when a board member is on leave, no longer in good standing, and/or when another appointed member is performing the duties of said board member.
   1. The appointed member will vote in place of the absent board member until they are able to perform their duties again.
4. In the event that the Board recognizes another member is not fulfilling their duties, said board member will go under review by the Board. Failure to meet these requirements will result in removal from the position. The Board will point a member to fill the vacated position until it is voted on by the league.
   1. A board member may not fill more than one board position at any given time.

Section 9.12

Board Positions – In the event that a board position is unfilled, a subsequent position will fill its place until such a time that a member can be appointed.

1. President
   1. Shall preside at all meetings of the League and the Board of Directors
   2. Shall enter into agreements in the name of the League
   3. Shall inform the membership of the affairs of the League.
   4. Shall attend to all necessary correspondence to carry out the business of the League.
2. Vice President/Bout Coordinator – Role may be filled by the President
   1. Maintain communication with other leagues.
   2. Field all requests from other leagues.
   3. Schedule bouts.
   4. Secure necessary venue/venue facilities
   5. Assist in coordination of set-up of track/benches for bouts.
   6. Coordinate with Volunteer coordinators to staff appropriate personnel for bouts.
   7. Keep records of wins/losses intra- and inter-league.
   8. Keep record of points scored per player.
   9. Keep bout attendance and communicate to Treasurer.
   10. Coordinate all interleague bouts and activities.
3. Secretary – Role may be filled by the Vice President
   1. Shall take charge of all electronic or physical papers of the League.
   2. Shall keep a record of all members of the League.
   3. Shall inform the membership of the affairs of the League.
4. Treasurer – Role may be filled by the President
   1. Shall take charge of all financial records of the League.
   2. Shall receive and disburse funds of the League.
   3. Shall prepare the League’s financial statements.
   4. Shall, at the beginning of the calendar year, prepare a budget for the League for the season.
   5. File any necessary tax paperwork.
5. Marketing – Role may be filled by the Secretary
   1. Shall be responsible for updating the website and social media on behalf of the League.
   2. Design and distribute bout posters.
   3. Advertise upcoming bouts and Freshmeat program.
6. Sponsorship Coordinator – Role may be filled by the Treasurer
   1. Contact local businesses for sponsorship opportunities.
   2. Send out thank-you cards and deliver goods in exchange for sponsorship.
   3. Coordinate with Secretary on Sponsorship promotion.
   4. Keep sponsorship packets up to date and distribute according to business sponsorship windows.
7. Merchandise Coordinator – Role may be filled by the Treasurer
   1. Locate and purchase merchandise that is lucrative to CBB.
   2. Maintain inventory and sales.
   3. Maintain PayPal account in conjunction with Treasurer to maintain inventory stock.
8. Events – Role may be filled by the President
   1. Set-up and coordinate with community partners and events.
   2. Arrange after party details.
   3. Contact, arrange, and track league members for event participation.
   4. Determine how many points events are worth.
      1. Events should be worth 1 point per hour, up to two points. Some events may vary.
9. Policies Officer – Role may be filled by the Vice President
   1. Field questions regarding policies that any member of CBB may have.
   2. Recommend policy amendments.
   3. Look over suggested policy edits and write up amendment if one is deemed necessary.
   4. Help ensure that the Board, Coaching Committee, and members are following the policies and procedures.
   5. Maintain safety information.
   6. Keep track of registrations.
   7. Keep record of attendance as it pertains to active skater status.
   8. Prepare ballots and voting information to be sent out via the Secretary.

Article X – Resignation or Expulsion

Section 10.01

Procedures

1. Any skater resigning from the league or from any committee shall send an email or other formal notice to CBB.
   1. Leaving the league without formally resigning will be considered unfriendly separation.
2. If a player is thought to be in violation of the Policies and Procedures they will be sent to the Conflict Resolution Committee who will hear recommendations from the board or coaching committee. Violations and issues not specifically addressed in the Policies and Procedures will also be dealt with by the Conflict Resolution Committee in conjunction with the board.
3. Should a skater relocate, they may request a letter of transfer to a new league. The Board, in conjuncture with the Coaching Committee, will provide an accurate and honest recommendation based on the skater’s history with CBB.
4. Skaters leaving CBB without formally resigning may be excluded from all future CBB activities including practicing, skating, or volunteering.
   1. Skaters being expelled from the league will be banned from all CBB activities.
5. In the event a member quits or is expelled from the League, said party is not entitled to any refunds of dues and/or cost expended on behalf of the League. All League property, including information (i.e. passwords, tax information, emails, contacts, and resources), must be promptly returned to the League. Refusal to comply may prevent said party from rejoining in the future.

Article XI – Committees

Section 11.01

Committees will work to accomplish tasks required to run CBB as appointed by the Board Members as they arise throughout the season, and will adjust according to CBB’s needs.

Section 11.02

All committees will be chaired by a board member except Coaching, Conflict Resolution, and Fresh Meat Committees as noted by their respective sections below.

1. A director may chair more than one committee.

Section 11.03

Number and purpose of committees will be determined by the Board of Directors.

Section 11.04

Names and Responsibilities

1. Marketing Committee (Minimum 3 members)
   1. Create signs/flyers for events and bouts.
2. Events Committee (Minimum 2 members)
   1. Work with local businesses and non-profits to find fundraising or charity opportunities.
   2. Plan bout after-parties.
   3. Assemble decorations and supplies for events as needed.
3. Sponsorship Committee (Minimum 3 members)
   1. Maintain sponsorship materials.
   2. Recruit sponsors.
   3. Schedule promotions (exhibitions) with sponsors/potential sponsors in the community.
   4. Manage communication with sponsors.
      1. Communicate with the Treasurer on all sponsorship funds.
4. Merchandise Committee (Minimum 3 members)
   1. Development of merchandise.
   2. Obtain merchandise.
   3. Sale of merchandise.
   4. Promotion of merchandise.
   5. Coordinate with Treasurer on all income.
5. Conflict Resolution Committee (CRC)
   1. The only permanent member of the CRC will be the committee chair.
   2. All active members in good standing are floating members of the CRC.
      1. The committee, when called to form, will always consist of a randomly selected group of (5) floating members.
         1. Skaters involved in any incident being heard by CRC will not be eligible for random selection.
         2. All skaters must participate in the CRC if chosen unless they are directly related to the incident or feel they have a biased relationship to the incident.
         3. All participants on the CRC will sign non-disclosure papers. No member of a committee will talk to others about what happens in the committee or will be expelled from CBB with no vote.
            1. There will be a zero tolerance policy in discussing CRC information. All members of the league should understand this policy and let the CR Head or the President know about any disclosure.
      2. Due to all members being eligible to be on the CRC at any time, all league members are required to know the Policies and Procedures as well as go through training put o once a hear by the head of CRC.
   3. Formation
      1. The CRC can be called to form by any member for any reason, by a coach on behalf of a skater or member, or for any instance in which a zero tolerance policy is being violated
   4. Responsibilities
      1. Give guidance to the CRC whenever it is called to form.
      2. Help with any conflict or complaint, that does not require the formation of the CRC, as a mediator.
      3. Settle disputes over names and numbers.
      4. Work with board and membership on applicable policies.
6. Bout Committee (Minimum 4 members)
   1. Contact local leagues interested in setting up potential bout dates, etc.
   2. Arrange travel and lodging for league as needed.
   3. Maintain contracts and submit rosters based on requested deadlines.
7. Volunteer Committee
   1. Contact volunteers for home bouts or events as needed.
   2. Maintain list of contact information.
   3. Sign off on volunteer paperwork as duty is performed.
8. Policies Committee
   1. Safety Committee
      1. Update Emergency Action Plan, as needed.
      2. Keep inventory of any team owned equipment.
         1. Gear, banner, rope, etc.
      3. Maintenance/replacement of any team owned equipment.
      4. Inspect player equipment prior to practices/bouts for suitability.
      5. Maintain emergency contact information/emergency contact cards, in Safety binder.
9. Coaching Committee
   1. The skating an non-skating league members that are voted in to take responsibility for league practices and make the final decisions for rostering.
   2. Number of Coaches
      1. CBB shall have 2-4 coaches at any given time.
   3. Terms
      1. Coaching Committee term will start on September 1st and end on July 15th, or in accordance with the end of the JRDA season, whichever occurs later.
   4. Qualifications
      1. In order to be eligible to serve as a coach for CBB, they must have at least 6 months experience in skater or coaching position in roller derby.
   5. Vacancies
      1. The Coaching Committee may fill vacancies due to the expiration of a coaches term of office, resignation, death, or removal of a coach. They may also appoint a new coach to fill a previously unfilled coach position. Interim coaches must be based on a majority vote from the standing coaching committee.
   6. Removal of a Coach
      1. For any reason below, the Coaching Committee can, with a majority vote, ask the league for a removal of a coach. A two-thirds vote from the league will be required to remove a coach.
         1. The coach is absent and unexcused from two or more meetings of the coaching committee between a term. The Head Coach is empowered to excuse coaches from attendance for a reason deemed adequate by the head coach. The head coach shall not have the power to excuse themselves from a meeting and may defer to the assistance coach.
         2. For an infraction against CBB’s Standards of Conduct deemed worthy of removal as outlined in Article IX or as decided by a majority vote of the Board or Coaching Committee.
         3. For not fulfilling their duties as a member of the Coaching Committee.
         4. For cause or no cause, if before any meeting at which a vote on removal will be made, the Coach in question is given electronic or written notification of the Board or Coaching Committee to discuss their case and is given the opportunity to be heard at a meeting of the Board.
   7. Coaching Committee Meetings
      1. The committee shall have a minimum of 1 regular meeting each calendar month at times and places fixed by the coaching committee members. Coaching committee meetings shall be held upon (4) day’s notice by first-class mail, electronic mail, or (48) hours notice delivered personally or by telephone. If sent by mail, or electronic mail, the notice shall be deemed to be delivered upon its deposit in the mail or transmission system. Notice of meetings shall specify the place, day, and hour of meeting. The purpose of the meeting need not be specified.
         1. If unable to attend, a coach must submit a reason for absence in writing via email or written documentation to the head coach at least 24 hours in advance and the head coach must approve the reason for absence.
   8. Manner of Acting
      1. Quorum: Two-thirds of the Coaching Committee members must be present before a meeting shall constitute a quorum for the transaction of business at that meeting of the committee. No business shall be considered by the committee at any meeting at which a quorum is not present.
      2. Majority Vote: Except as otherwise stated in the policies and procedures, the act of the majority of the coaches present at a meeting in which a quorum is present shall be the act of the coaches.
      3. Hung Committee Decisions: On the occasion that the coaching committee is unable to make a decision based on a tied number of votes, the head coach or assistant coach in the order of presence shall have the power to swing the vote based on their discretion.
      4. Participation: Except as required otherwise by law, the Articles of Incorporation, or these Policies and Procedures, coaches may participate in all regular or special meetings through the use of any means of communication by which all coaches participating may simultaneously hear each other during the meeting, including in person, internet video meeting, or by telephone conference cal.
   9. Compensation for Coaching Committee Service
      1. Coaches shall receive no compensation for carrying out their duties as coach. The Board may adopt policies providing for reasonable reimbursement of coaches for expenses incurred in conjunction with carrying out coaching committee responsibilities.
   10. Code of Ethics
       1. It is the responsibility of the coaches to be familiar with and abide by the letter of this Code. Violations of the coaching committee Code of Ethics may result in removal from coaching position and/or expulsion from the League.
       2. Complying with Law
          1. The committee shall respect and comply with all of the laws of any entity in which CBB conducts business. Such legal compliance shall include, without limitation, compliance with “501(c)3 non-profit laws.”
       3. Confidentially
          1. The coaching committee is required to share all public information with PRR members and the public. However, the coaching committee members are prohibited from disclosing/discussing confidential material with PRR members and the public. Confidential information includes all non-public information that might be of use to competitors of the League, or harmful to the League, its members, and supporters if disclosed. Once a committee member leaves their coaching position for whatever reason, the former committee member is required to keep the information learned while a member of the committee, confidential.
   11. Coaching Committee Responsibilities
       1. Coaches are required to participate in 80% of the regularly scheduling meetings, unless otherwise excused, as well as other job responsibilities.
       2. Committee members will relinquish their privilege to vote when unable to perform their duties. This includes when a committee member is on LOA, no longer in good standing, and/or when another appointed member is performing the duties of said committee member.
          1. The appointed member will vote in place of the absent committee member until they are able to perform their duties again.
       3. In the event the coaching committee recognizes another member is not fulfilling their duties, said committee member will go under review by the committee or board. The Coaching Committee or Board may then ask the league for the removal of said member. The coaching committee will appoint a member to fill the vacated position until it is voted on by the League.
       4. A Coaching Committee member may not fill more than one coaching position at any given time.
   12. The Coaching Committee, at all times, should represent the values of the league.
   13. Rostering Process
       1. The coaching committee will begin preparing a roster approximately 45 days prior to a bout.
       2. The roster is subject to change up until a final coy is posted in the CBB League forum.
       3. Active skaters who have been with CBB for 60 days and Transfer skaters who have been with CBB at least 30 days may be considered eligible for the roster if they have earned a minimum 50% of possible attendance points for the month prior to the date the roster is finalized, have passed minimum skills testing, are current with dues payments, and are approved for bout play by the Coaching Committee.
          1. If a rostered skater did not maintain attendance in the period of time between the month used to determine eligibility and the date of rostering then the coaching committee can replace them with an alternate.
       4. Skaters who are selected for the roster and skaters who agree to be roster alternates must also adhere to the Pre-Bout Attendance Policy.
       5. If the league has twelve or less skaters that are Roster Eligible they may waive eligibility requirements to field a full roster.
          1. Skaters that made all requirements to be roster eligible will be rostered unless they cannot commit to the bout date.
       6. The Coaching Committee may recommend to the league to borrow skater to fill a roster if they deem it necessary to do so. The active skaters will then vote for or against borrowing skaters. This will be on a bout-by-bout basis.

Article XII. Voting

Section 12.01

Voting information must be sent out 48 hours in advance any time a vote takes place.

1. To include what is being voted on, who is voting, why that group was selected to vote and why is it being voted on and how long the vote will be open.

Section 12.02

Any voting outside of a board vote or the coaching committee vote.

1. Must to be opened up to all active skaters. The board or the coaching committee may call  for a roster eligible skater only vote, when they deem necessary for decisions that directly  affect a specific bout.
2. All types of votes are required to meet the 48 hour informational expectations.

Section 12.03

Voting will be done anonymously by online polling or paper ballots:

1. A two-thirds of voting eligible skaters constitutes a quorum, must have at least two-thirds response online vote to be considered a valid vote.

Article XIII – Communications Policies Section

Section 13.01

All league information will be sent out to members via electronic communications.

Section 13.02

Facebook and email will be the main forms of communication.

Section 13.03

It is a league member’s responsibility:

1. To check those avenues of communication on a regular basis to know league information.
2. To let the Secretary know if they are not receiving electronic communications and the way in which they would like to receive communications.
3. To notify the Secretary if their contact information changes.
4. To find alternative forms of communication such as getting a call from a skater who does check electronic communications regularly or speaking with the Secretary about alternatives if above mentioned methods cannot be used.

Article XIV – League Member Code of Conduct (General)

Section 14.01

League Expectations

1. The attitudes of League members will have a significant impact on the League’s reputation in the community and its continued success. In order to maintain the League’s positive reputation, CBB holds its members to the highest of standards in competitive bout play and professional conduct.
2. Disciplinary action will be taken against members violating the Code of Conduct. Violations may result in being asked to leave the premises immediately and be grounds for suspension or expulsion from the League.

Section 14.02

All members must abide by the ruling of the Board and Coaching Committee with regards to misconduct.

Section 14.03

In the event CBB is without a primary Coach, the President will assume the Coach’s authority and responsibilities until a new Coach is voted in or appointed.

Section 14.04

CBB will not tolerate the following actions:

1. Unsportsmanlike conduct (i.e. disrespecting officials, league members, or coaches during bouts or practices)
2. CBB has a Zero tolerance policy in respect to harassment of any kind. There will be no discrimination based on sex, gender, religion, race, or creed. Warnings, suspensions, or termination is all at the discretion of the Conflict Resolution Committee.
3. Sexual misconduct, sexual harassment, or harassment in any form will not be tolerated. Sexual misconduct, sexual harassment and harassment include: unwelcome sexual advances (verbal, written or implied), requests for sexual favors, suggestive talk, name calling, discriminatory or derogatory remarks, and other verbal, written or implied abuse of any sexual or other nature, including public and private internet forums and social online networks. Any violation or bending of these rules is grounds for immediate termination from CBB.
4. Personal relationship (friendships and romantic) must not have a negative impact on the League with specific relation to practice, CBB events, team morale, and team respect. All romantic relationship/friendship struggles, frustrations and/or extracurricular love should be kept off the track.
5. Disobeying facility rules is terms for being sent to the conflict resolution committee, if skaters have questions about the facilities rules skaters need to be asking coaching staff or board members at practices or meetings.
6. Aggressive comments or behaviors that create a threatening, negative or unsafe environment, including: telephone, electronic or social media messages, handwritten, face to face communication, and/or physical actions (i.e. libel and slander).
7. Using the organization’s property, information, or position for personal gain or malicious intent.
8. Competing against the organization.
9. Unlawful behaviors including but not limited to use and distribution of illegal narcotics.
10. Negativity towards the Board or Coaching Committee for following and enforcing CBB rules as set forth in the Bylaws and Policies & Procedures.
11. A member, who witnesses another member negatively impacting the League or  themselves, should approach said member and help to resolve the situation. If the observer is not comfortable confronting the individual, they should make a Board member or Coaching Staff aware of the situation immediately by using the form available on our website. Members of the team may also ask for help with member-to-member mediation if they do not wish formal league action.
12. Not reporting any instance of a zero tolerance policy that you witnessed or heard about.
13. Harassment or negativity towards someone who brought a complaint or concern to the head of the Conflict Resolution Committee

Section 14.05

Drug and Alcohol Policy

1. At no time may a league member, volunteer or guest on skates attend any practice, scrimmage, bout or other CBB public event while under the influence of drugs or alcohol. Being under the influence or the consumption of alcohol will only be tolerated at pre- approved league events. In this instance, drugs also refers to prescription drugs that affect the mental and/or physical capacity of the individual, skaters may get pre-approved prescription drug use for skating through the coaching committee
   1. (This is up to the discretion of the skater to disclose, however, if the skater did not disclose the use of medication that could affect their safety or the safety of other skaters they will be subject to going to the Conflict Resolution Committee and Safety Committee).
   2. Pre-approval will only be for those prescriptions under the skaters legal name.
   3. Any use of Drugs or Alcohol makes the user a danger to themselves and others and a  liability to the league. If a league member or guest is determined to be under the influence, they will be asked to leave. Excessive drinking or misconduct related to drinking at CBB events will be dealt with accordingly by the Conflict Resolution Committee.
   4. No NSO or CBB volunteer may be under the influence of drugs or alcohol while working at a CBB bout or event.
   5. Underage drinking or drug use of any kind at a CBB event will not be tolerated

Article XV - Recruiting and Bringing People to Practices

Section 15.01

Non-League Visitors

1. Whether they are interested in joining the league, want to guest skate, or want to watch, must be approved by the coach leading the practice of interest. For those that will be skating a drop in fee of $5 must be paid.
2. Advanced notice is required for all outside visitors, regardless of the reason

Article XVI – How to Contact the Board

Section 16.01

Communication concerning league business should take place via written communication through league allocated emails. Text messages, phone calls, and other personal communication is not encouraged, especially in the case of dispute.

Article XVII – Conflict of Interest Procedures

Section 17.01

Persons in positions of authority understand that:

1. Every person elected or appointed to a position of authority in an organization has a duty of loyalty to, and must act in the interests of, that organization.
2. Public perception and confidence in CBB are vital to the success of the organization.
3. CBB is a volunteer-run organization and recognizes that its leaders and members have conflicts of interests from time to time.
4. Introducing a conflict of interest policy to the Board is meant to protect, not punish, the interest of the corporation when it is contemplating entering into a transaction or arrangement.

Section 17.02

Instances of a conflict of interest:

1. May arise whenever the personal or professional interests of a board member, staff, or volunteer are potentially at odds with the organization’s best interests.
   1. Such conflicts are common and acceptable if they benefit the group and if the Board makes decisions in the corporation’s best interests in a fair and informed manner.

Section 17.03

The standard of behavior at CBB stipulates that all Board Members scrupulously avoid conflicts of interest between the organization’s interests on one hand, and their personal, professional, and business interests on the other.

1. CBB cannot be a vehicle for any one business.
   1. This includes avoiding potential and actual conflicts of interest, as well as perceptions of such conflicts.

Section 17.04

The following steps should be followed to avoid even the appearance of impropriety:

1. No member of the CBB Board shall derive any personal profit or gain, directly or indirectly, by reason of their participation with CBB. This conflict-of-interest policy prohibits or limits business transactions by Board members and requires them to disclose potential conflicts.
2. Upon joining the board, each Board member will sign a conflict of interest policy statement.
3. As a normal practice of the Board, each individual shall disclose to the Board, any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter. Such disclosures should be recorded in the meeting's minutes.
4. Require Board members to withdraw from discussion and voting on decisions that present a potential conflict.
5. Although it is not a conflict of interest to reimburse board members for expenses incurred, they are prohibited from being paid to serve on the Board.
6. Board members will not receive pass-through dollars for individual projects.
7. Establish procedures to ensure the organization is receiving fair value in the transaction.
8. The Board is responsible for:
   1. Establishing by example and attitude an atmosphere of personal integrity. Some situations may need only a brief, informal comment to maintain that climate. In others, a decision may be delayed because of the need to ensure that it has been made in the organization's best interests. Each of us, by our daily words and actions, contributes to a culture of integrity and responsibility.
   2. Record in the minutes of the Board Meeting the potential conflict of interest, and the use of the procedures and criteria of this policy.

Section 17.05

Decide only to hire or contract with a board member if they are the best qualified individuals available, and willing to provide the goods or services needed at the best price.

Article XVIII – Dissolution Clause

Section 18.01

If Cherry Bomb Brawlers should dissolve all assets shall go to a local charity or non-profit organization of the leagues’ choosing, as voted by current active skaters.

Article XIX – Amendment, Modification

Section 19.01

This Code may be amended or modified by the League, by a two-thirds majority vote at a regular meeting, special meeting or by online polling.

1. Amendments on this Policies and Procedures Manual & Bylaws may have up to 4 quarterly modifications per year.
2. Two of these amendment opportunities may coincide with board turnover election dates.