WASHINGTON TOWNSHIP PARKS & RECREATION

WASHINGTON TOWNSHIP JUNIOR WRESTLING BY-LAWS

April 2024

The organization (the "Organization") shall be known as Washington Township Junior Wrestling ("WTJW").

I. PURPOSE (AIMS AND OBJECTIVES)

a. To promote interest in the sport of wrestling among parents and the youth of Washington Township and to teach the sport of Wrestling to the youth of Washington Township.
b. To supervise and sponsor a disciplined and competitive program of wrestling.
c. To develop in participants, the ideals of good sportsmanship, honesty, and respect for authority.

II. MEMBERSHIP

a. Types of Membership. There shall be two classes of members, the General Membership and Board Membership.
    1. General Membership. The General Membership of the Organization shall include all youth currently participating in the Organization, and the parents or guardians of such youth ("Participants"). General members shall not have voting privileges.
    2. Board Membership. Board Membership of the Organization ("Board Members") shall include Officers, Voting Members, Non-Voting Members and their appointees and agents, which shall have voting privileges as set forth below.
b. All Participants, Board Members, coaches, Staff (hereinafter defined) and other volunteers are subject to the terms of the WTPR "Sport Policy – Volunteers".

III. BOARD MEMBERS

a. The board of the Organization (the "Board") shall consist of thirteen (13) elected Board.

b. Board members will serve 3-year terms. Board members can run for re-election.

c. Board Positions
    A. President
    B. Vice President
    C. Operations
    D. Secretary
    E. Treasurer
    F. Four (4) Voting Members-at-Large.
    G. Four (4) Non-Voting Members-at-Large
        - No two Board Members may be from the same immediate family (Husband, Wife, Brother, Etc.).

IV. BOARD VOTING

a. All problems or issues concerning the wrestling program will be presented to the Board and resolved by a majority vote of the Officers and Voting Board Members (the "Voting Members") present at a meeting.
b. If the vote is deadlocked, the President will cast deciding vote in accordance with Section VI.
c. Non-Voting Board Members may participate in Board discussions but shall not be entitled to vote upon matters before the Board.

V. BOARD TERMS, REMOVAL AND VACANCIES

a. Board Members shall be elected / re-elected at the beginning of the season at a general meeting of the Board.
b. Board Members shall be elected to three (3) year terms.
c. Any Officer or Board Member may be removed by the remaining Members of the Board whenever in its judgment the best interests of the Organization will be served thereby. Removal will be a majority vote of the Voting Members, excluding the Board Member whose removal is in question, if applicable.
d. The election or appointment of an officer or Board Member shall not of itself create contract rights.
e. A vacancy in the Board because of death, resignation, removal, disqualification or otherwise, may be filled by a vote of the Voting Members for the unexpired portion of the term.
f. Candidates for Board or Officer vacancies may be solicited by Board at any time.

VI. DUTIES OF OFFICERS AND BOARD MEMBERS

a. President
    1. To chair all meetings of the Board, general membership and attend all meetings pertaining to the Washington Township Junior Wrestling Program.
    2. To coordinate all operations of the league with coaches and Washington Township Parks & Recreation ("WTPR").
    3. To update wrestling program of any league changes or recommendations of the coaches to the attention of WTPR.
    4. To attend all South Jersey Wrestling League and WTPR Sports Advisory Board ("Sports Advisory Board") meeting when possible or send a representative of the program.
    5. To formulate and coordinate all volunteer and parent committees to help support the youth program.
    6. To work with the high school and middle school wrestling coaches and promote a partnership between all programs.
    7. Coordinate the use of school facilities through high school athletic director and WTPR and coordinate any changes in matches and practices to all coaches.
b. Vice President
    1. In absence of the President, the Vice President will act for and assume the responsibilities of the President.
    2. Assist the President with all responsibilities.
c. Operations
    1. To monitor and ensure the care of facilities during practices, matches and tournaments.

d. President & Vice President

1. To enforce the rules as set forth by the league and Sports Advisory Board By-Laws.
2. To update and report any problems to the chairperson and Sports Advisory Board.
3. To oversee all coaches, assistant coaches, and team members at practices, all matches, and tournaments.
4. To teach the fundamentals and rules of wrestling for the WTJW program.
5. To always teach good sportsmanship and fair play.
6. To display good sportsmanship as head or assistant coach for the WTJW Program.
7. To always monitor and make sure that wrestlers are evenly matched at practices.
8. Determine and separate wrestlers by experience levels.
9. Ensure that wrestlers are separated by weight difference.

e. Secretary
    1. Shall keep accurate minutes of all meetings, both scheduled and special; receive and log all organization correspondence; retain/maintain all organization records; compile and maintain a Staff and adult volunteer list.

f. Treasurer
    1. Shall coordinate all financial activities of the Organization; Deposit received funds in the name of Organization; oversee any "Booster Club" in accordance with the WTPR "Policy – Booster Clubs", Log and pay bills as received by the Organization; Serve as co-signature, along with the President on checks over $500.
    2. Report the status of funding at each Organization meeting. The report will include the following at a minimum:
        A. Beginning balance of funds held
        B. Detailed listing of all cash in-flows
        C. Detailed listing of all cash out-flows
        D. Ending balance of funds held
        E. Copy of appropriate bank statement
    3. Provide an annual report at the January Board meeting. The annual report shall include the same items as the monthly report except that it shall be for the period from June 1 through May 31.

g. Four (4) Voting Members-at-Large
    1. Maintain an inventory of all equipment; issue and collect equipment, propose equipment status and needs.
    2. Provide a year-end equipment status.
    3. Recommend uniforms and related costs to the Organization.
    4. Assist in the coordination of matches, aid and direct the movement of equipment and mats for all events.
    5. Responsible for the planning and the organization of hosted meets and events.
    6. Use of Washington Township owned facilities will be in accordance with WTPR "Wash Twp. Field/Facility Use Policy."

h. Four (4) Non-Voting Members-at-Large
    1. Assist in all activities related to the competitions, matches, practices, sales of clothing; banquets, fund raising, snack stand.
    2. Assist all activates related to the business development, act as a public liaison; coordinate scholarship account/funding.
    3. Assist the facilities with the equipment, cleanliness for both practices and matches.

4. Work with Team Moms and board maintaining adequate levels of volunteers.
5. Participate in Board discussions & provide feedback on issues with the Board.

VII. BOARD MEETINGS (GENERAL)

a. Board meetings shall be held on an agreed upon date each month.
b. At each meeting, the time and place for the next meeting will be set.
c. For a Board meeting to be official and binding, it must meet the following criteria:
    1. The President or Vice President must be in attendance.
    2. A majority of the Voting Members must be present.
    3. All issues put to a vote must be written, and the results of the vote must be recorded by the Secretary.
d. Board members must participate in at least 75% of the meetings each calendar year.

VIII. BOARD MEETING PROCEDURES

a. An agenda should be prepared and distributed by the Secretary in advance, if possible. In the case of an emergency meeting, the agenda should be prepared by the member calling the meeting.
b. Any member wishing to put an issue up for a vote should contact the President in writing to put that issue on the agenda prior to the meeting.
c. The President shall chair all Board Meetings. This includes, but is not limited to:
    1. Ending debate and calling for a binding vote.
    2. Ensuring that dialogue stays within the agenda.
    3. Ensuring that all members are allowed a reasonable chance to voice their opinions.
d. In the case of a tie vote, the President will decide on the outcome. If the President is not at the meeting where a tie vote occurs, the issue will be tabled until the next meeting.
e. In unusual situations where a decision must be made, and a Board meeting is not feasible, telephone, email or proxy votes are acceptable. These votes should be sent to the President, if possible, and should be recorded as such by the Secretary.
f. Meetings when conducting business and meetings, Roberts Rules of Order will be observed as close as possible. Meetings shall be held at least monthly at a time, and place which shall be announced at least one week in advance.
g. Procedure for Robert's Rules of Order:
    1. Call meeting to order.
    2. Minutes of the past meeting (Secretary's Report)
    3. Treasurer's Report
    4. Special Business
    5. Old Business
    6. New Business
    7. Elections

IX. COACHES

a. All coaches and assistant coaches:
    1. Must be at least 18 years of age.
    2. Must be selected in accordance with the WTPR Sports Policy for Volunteers
    3. Must be approved by the Board.

b. Responsibilities of Coaches:
    1. Oversee the care of facility being used.
    2. Enforce all rules as set forth by the league By-Laws and WTJW By-Laws.
    3. Oversee team members and guest coaches at practice and matches.
    4. Teach fundamentals and rules of wrestling.
    5. Teach and display good sportsmanship.
    6. Care for equipment.
    7. Communicate practice, dual or meet schedules to wrestlers and parents.
    8. Actively solicit and encourage volunteers for home tournaments.
    9. Abide by all rules promulgated under these By-Laws and any rules promulgated by the Board.
    10. Providing appropriate training to the participants, which shall consider any illness or injury suffered by the participant.
    11. Ensuring that the participants are entered in matches that are suitable for the participant's physical condition.
    12. Timely notify each participant and their parent or guardian regarding the date and place of practices and matches, to include any changes thereto.
    13. Fill out an incident report for any participant that suffers an injury during practice or matches.
    14. After the regular WTJW season is completed and a participant qualifies for a Sectional meet, District, Holiday event or so on, the coach may, but is not required to, continue to train that participant in preparation for such events.
    15. Coaches and Assistant Coaches MUST assist the program with maintenance, preparation, staging, removal of equipment of each scheduled event. – Standing with your child does not make you a coach – that's a parent.
c. Guest Coaches:
    1. May be below the age of 18 if approved by the Head Coach of the division the Guest Coach will be working under.
    2. Guest Coaches must also be a current or past athlete of the WTPR, and/or a current athlete in Middle School or High School wrestling team and in good standing.
    3. Will not have any unsupervised contact with wrestlers.

X. SPONSORS

a. All sponsors and fees for ads, donations, or fees for setting up at all Jr. Wrestling events will be reviewed yearly by the Board.
b. All sponsors shall be approved by the Board.

XI. STAFF

a. Staff members ("Staff") consisting of the General Membership and other volunteers shall be selected for roles as Team Moms, coaches, meet/tournament volunteers, weigh-in assistants and other similar functions and under the supervision of the Board.
b. Staff members shall be selected by the Board and coaches as necessary and delegated duties in the discretion of the Board as may be changed from time to time.

XII. REGISTRATIONS

a. All wrestlers must be enrolled and attending Washington Township School districts, or if attending other private schools or Catholic schools, must show proof of residency in Washington Township.
b. Wrestling for the Parks and Rec program falls under the following breakdown and divisions:
    Tots: Ages 5 and 6
    Bantams: Ages 7 and 8
    Midgets: Ages 9 and 10
    Juniors: Ages 11 and 12
    Intermediates: Ages 13 and 14
c. League age is set as of December 31.
d. Registration Fees:
    1. Registration Fees, including late fee, will be established by the WTPR based on program budget requirements.
    2. Participants selected to the WTJW Tournament Wrestling Team may be assessed an additional fee to defray league and tournament expenses, if applicable. The fee will be recommended by the WTJW Board and the Sports Advisory Board.
    3. Additional fees will be due at a date that is mutually established and communicated.
    4. Registration fees will not be refunded after a wrestler has practiced for 2 weeks (14 Calendar days).

XIII. PARKS AND REC JR WRESTLING TEAMS

a. South Jersey Wrestling League
b. WTJW Tournament Wrestling Team

XIV. PROCEDURE FOR WRESTLING / CLARIFICATION

a. WTJW shall participate in the South Jersey Wrestling League.
b. WTJW shall follow all guidelines set forth by the South Jersey Wrestling League.
c. Ratings:
    1. Rating System will be followed for all wrestlers per the South Jersey Wrestling League Constitution and By-Laws.
    2. The purpose of this rating is to help assure fairness and competitively when pairing for competition.
    3. The rating will be on a scale of one to four using the following guidelines:
        Level 1 – Beginner
        Level 2 - Developing
        Level 3 - Intermediate
        Level 4 - Advanced

d. WTJW Tournament Wrestling Team
    1. Any registered Washington Twp. wrestler may try-out for the WTJW Tournament Wrestling Team.
    2. Each wrestler must attend practice the night of the wrestle off for that wrestler's weight class to obtain a position on the team. However, the WTJW Tournament Team coach has final say on roster decisions.
    3. Wrestlers may be required to attend other practices as well, to remain in good standing on the team.
    4. The WTJW Tournament Team coaches or designee have the final say on roster decisions and moving wrestlers within the lineup to field the most competitive team possible.
    5. Tournaments outside of SJWL competition may have different weight classes. The coaching staff or designee will have final say on roster decisions for tournaments with weight classes that do not align with the SJWL.
        A. Wrestlers may request a wrestle-off for a spot if they are not selected. However, the decision to grant a wrestle-off is at the discretion of the coach or designee.

XV. PRACTICES

a. All practices will be established by coaching staff.
b. All wrestlers are required to make at least 2 practices per week if wrestling under South Jersey Wrestling League format.
c. If wrestling under the Traveling team, the rules in section XV will apply.
d. All wrestlers must show up at a designated practice for any wrestle-off for any of the teams in article.
e. If a wrestler does not attend a practice or otherwise violates any team or league rule, the coach has the right to fill the spot with the next wrestler.

XVI. TRANSPORTATION

a. Each parent / guardian is responsible for providing transportation to and from all practices, weigh ins, matches, and tournaments during the WTPR season.

XVII. EQUIPMENT

a. Ordering
    1. The Sports Advisory Board and Staff will send out specifications for any equipment ordered to three Board-approved vendors where feasible.
    2. The vendors will submit the bids to WTPR. The bids will be reviewed by the Sports Advisory Board and recommend acceptance to WTPR.
    3. The WTPR will complete ordering and payment to the vendor via a WTJW account.
b. Practice Gear
    1. Each child is required to wear proper gear to practice consisting of T-shirts, sweatpants, shorts (no pockets, zippers or belts), headgear and wrestling shoes.
c. Uniforms
    1. Every wrestler is required to wear the team uniform at all Washington Township events. Private club and/or non-team singlets shall not be permitted.
    2. Match Uniform Requirements
        Warm Up, Team Singlet,
        Wrestling shoes
        Headgear

XVIII. AWARDS AND RECOGNITION

a. Award selection(s), specific style(s), type and/or categories will be voted on by the Board near season end.
b. End of year awards and recognition may include the following at the discretion of the Board:
    1. Participation Trophy - Tots only
    2. MVP, Lion Heart, & Most Improved Wrestler Awards – WTJW Tournament Team only
    3. Minuteman Award – 8th grade only - Minuteman Award should embody most or all of the following traits.

        - **Respect for yourself.**
            - learn to practice and play to your potential.
            - build confidence and learn about yourself by actively seeking the challenges sport can offer.
        - **Respect for opponents.**
            - They are needed at their best to measure and challenge you.
            - must highly value competition
            - eliminate taunting and trash talking.
        - **Respect for all others associated with the game.**
            - be gracious hosts to visitors.
            - players and coaches will give and earn respect for game officials.
            - earn the respect of teammates, coaches, and fans.
        - **Respect for the game.**
            - honor your sport with your best efforts and conduct.
            - respectfully participate in pre- and post-game rituals
            - win with humility and lose with dignity.

    4. "8th Grader award"
        A. Minimum of 3 years participation in the WTJW program
        B. Participation via volunteering, practicing, or wrestling in the WTPR program since they have been in Middle School grades 6-8. These wrestlers will be recognized for their contributions with a plaque.
c. Gifts for teams, coaches, team moms and board members may be given at the discretion of the Board.

XIX. CODE OF CONDUCT

a. WTJW adheres to the "Youth Sports code of Conduct" as approved by the Washington Township council on October 3, 2002.
b. The WTJW shall appoint a representative to sit on the code of Conduct Committee.
c. A copy of these By-Laws shall be made available to all Participants, parents, coaches and Staff. All Participants, parents, coaches, and Staff shall abide by the rules of conduct as set forth by the WTJW. Failure to do so will result in penalty of suspension and/or expulsion from the South Jersey Wrestling League and Board as per the suspension schedule.

XX. SUSPENSIONS

a. The following actions by coaches, assistant coaches, Participants, Staff, or spectators will result in a minimum suspension as outlined below and are NOT subject to an appeal:
    1. Vulgar and/or obscene language; 2 matches
    2. Entering the mat without permission: 2 matches
    3. Fighting: 2 matches
    4. Instigating a fight: 3 matches
    5. Damaging property: 1 season
    6. Unsportsmanlike Conduct – player: 1 match
    7. Unsportsmanlike Conduct – coach, parent & others: 2 matches
    8. Threating, abusive of harassing conduct or language- discretion of the Board

b. The Board has the discretion to impose any suspension above the minimum suspension listed in subsection a, above. If any infraction listed above occurs a second time during the season, the minimum suspension immediately doubles.
c. Any individual ejected from a match must leave the gym immediately and refrain from any verbal abuse toward officials, coaches or others. If violated, an additional 3 match suspension will be imposed.
d. Suspensions not fulfilled during the current season will be completed or served during the next season.
e. All suspensions will include expulsion from any events during the term, including practices, duals, weigh-ins or WTPR sanctioned events.
f. Any infraction outlined in the township's Code of Conduct Ordinance will be subject to those associated rules and procedures and supersede any disciplinary actions outlined in the By-Laws.
g. Threatening, abusive or harassing conduct or language includes any verbal, non-verbal or electronic communication, including, but not limited to, internet, social network and electronic messaging and any other form of non-verbal media.
h. In the event a disciplinary action occurs that is not clearly defined above, it will be determined by a Wrestling Board committee, consisting of a minimum of five (5) Board Members. The committee will determine by a majority vote the appropriate course of action in conjunction with any form of discipline that may be warranted. Their decisions will be final and not open for further appeal.

XXI. ALCOHOL OR DRUG SUSPENSION

a. Any coach, assistant coach or player attending a match, meet or dual under the influence of alcohol or drugs shall result in expulsion from the league.
b. Any Participant or volunteer attending a match, meet or dual under the influence of alcohol or drugs shall result in ejection from the event and will be excluded from participating in an active role from any future events.

XXII. FINANCIAL DECISIONS

a. Shall be handled accordingly through the Board by preparation of an annual budget proposal to be voted on by the Board for majority approval at the end of season meeting.
b. Decisions regarding single expenditures of less than $100 may be decided by the President, not to exceed $500 in the aggregate.
c. These expenditures shall not exceed $500.00 in any fiscal year. Any expenditure of $100.00 or over shall be presented and approved by member majority vote of the Board with a quorum present at a meeting.
d. All member reimbursements will be done via vouchers with attached receipts and checks will not be written without the signature of at least one other Board Member on the voucher authorizing payment, preferably the President or committee chairperson (if a Board member).
e. Monies of the club shall be deposited in the name of Washington Township Junior Wrestling in such bank or institution as designated by the Board.
f. All checks shall be signed by the President or Secretary of WTJW.
g. All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Organization shall be signed by such officer or officers, agent or agents of the Organization in such manner as shall from time to time be determined by resolution of the Board.

XXIII. SAFETY

a. Athletic Safety is assigned the highest priority throughout the entire program.
b. If a participant is reported as being unable to participate due to a medical condition, that participant shall not be able to resume activities until the participant's treating physician confirms in writing that the participant may resume activities. Any participant injured in such a manner that bleeding occurs may be removed from the practice or match and may not return until the wound is properly treated and bandaged.

XXIV. BY-LAWS

a. By-Laws can only be changed or amended at the end of the season and shall be effectuated prior to the start of the following season.
b. By-Law reviews should begin by mid-season.
c. Any exceptions to the rules or By-Laws are to be presented to the attention of the WTPR Junior Wrestling Board Members to be addressed and considered for inclusion at the next review meeting.

The undersigned secretary of the Organization does hereby certify that at a properly convened meeting of the Board of Directors held on thethe foregoing By-Laws were duly adopted by affirmative vote of the Voting Board Member then in office and that they constitute the official By-Laws of said Organization.

A.L.

VICE PRESIDENT, VOTING BOARD MEMBER