

Constitution of the National Capital Football Coaches' Association
(NCFCA)

Revised as of August 23, 2007

Article I:

Name:

The name of this organization shall be the "National Capital Football Coaches' Association, Inc. ", and is a voluntary organization not organized for profit.

Our motto is, "Respect the Game"

Article II:

Objectives:

The objectives of the Association shall be:

- A. To promote harmonious relationships between coaches in their respective organizations (area high schools, CEGEP, NCAFA, QJFL and CIS).
- B. To assist in promoting pure wholesome, amateur athletics in Eastern Ontario and West Quebec.
- C. To help maintain the highest possible standards in athletics and the coaching profession, and to work together for the improvement of conditions in our area.
- D. To secure a better understanding of the problems of coaching and to place at the disposal of coaches, sources of information.
- E. To have a representative group of coaches to which may be referred athletic problems of general interest in the hope of creating better relationships between the various stakeholder associations and a sympathetic understanding of athletic problems.
- G. To promote good fellowship and social contacts among coaches.
- H. To bring to the members the latest methods and techniques of teaching football.

Article III:

Membership:

Section 1. There shall be four classes of membership in this association: active, honorary, allied and retired.

Section 2. Active membership shall include only coaches of Minor, High School, Midget, Junior and CIS schools who are actively engaged in coaching football in the area of National Capital and West Quebec..

Section 3. Honorary membership: All nominations for honorary membership must be submitted in writing to the Regional Advisor, who will in turn submit it to the chairman of the Honorary Membership Committee.

A. A standing committee of the Advisory Board shall approve or disapprove each nomination. A three - fourth majority of the Advisory Board is necessary for election. The following guides may be used in awarding honorary membership:

1. Past Presidents of the association
2. Any persons who have aggressively supported or improved football over a period of years
3. Coaches who have retired and who have performed some meritorious service for the Association or for the game of football

Section 4. Allied membership: College coaches and out-of-areas coaches, plus friends of football

Section 5. Retired Coaches: any member that was an active member of the association

Section 6: Application and Election: Each applicant for active membership shall sign an application blank stating his desire and intention to become a member of the Association and to advance its best interests in every reasonable manner and to accept as binding upon himself its Article of Agreement and Bylaws

Section 7. Membership shall extend from February 1st to January 31st of the following year

Article IV:

Dues:

Section 1. The annual membership fee for active members shall be established by the Advisory Board.

Article V:

Cancellation of Membership:

Section 1. Membership in the association shall be suspended at the end of each fiscal year. Suspension shall be lifted with the payment of annual dues. The fiscal year of the association shall be from January 1st to December 31st, inclusive.

Section 2. Any membership may be suspended by a two-thirds vote of the Advisory Board.

Section 3. Any member whose membership has been cancelled by a vote of the Advisory Board may appeal directly to the Association for reinstatement at a regular annual meeting. The action of the majority of members present shall be final.

Article VI:

Officers:

Section 1. A President and Vice-President shall be elected annually by the members of the Association.

Section 2. The Secretary and Treasurer shall be paid a salary which will be determined by a majority vote of the Advisory Board.

Section 3. To be eligible for the office of President, the candidate must have served at least one year as a member of the Advisory Board.

Section 4. The Secretary, Treasurer and other ex-officio positions may be selected within or without the coaching profession.

Section 5. President:

A. chairs all NCFCA board meetings

B. attends OHSAA (equivalent in Canada???) meeting each month as the representative of our Association. If the President is unable to attend, he must contact another officer and have him attend.

C. Responsible for the release of all information regarding the activities of our Association and decisions of NCFCA. The President shall confer with the officers following each Board meeting to discuss possible press releases.

D. appoints all committees.

E. member of the Football Rules Committee.

F. attends the National Federation Rules Meeting representing the NCFCA.

Section 6. First Vice-President:

A. attends all NCFCA board meetings.

B. responsible for chairing the meeting for the selection of coaching staff for his geographic Region for the All Star game.

C. responsible for contacting officials for the All Star game.

D. member of the Rules Committee.

E. chairman of Nominating Committee.

F. works with the All Star game director as the representative of our association. Is at the game site to work as a liaison between the coaches and the game director. Will aid the coaches in whatever possible.

Section 7. Past-President:

A. member of the Advisory Board

B. member of the Football Rules Committee.

C. attends the National Federation Rules Meeting representing the NCFCA.

Section 8. Secretary:

A. responsible for all memberships. In case of a contested membership, the records of the Secretary and Treasurer shall be final.

B. shall send complete membership roles to President and both Vice-Presidents after October 1st. Shall also send each Advisor the names of the coaches from his Region who have joined by October 1st.

C. shall be responsible for all meetings. Shall send copies of all minutes to each Advisor and officer when completed.

D. shall serve on the Football Rules Committee as a permanent member and shall represent the Association's wishes at the National Federation meeting.

F. shall prepare ballots and application forms for memberships for February meeting and mail same to membership.

Section 9. Treasurer:

A. responsible for all memberships.

B. shall be responsible for all financial records.

Article VII:

Duties of Officers:

Section 1. it shall be the duty of the President and the Vice-President to perform such duties as pertain to their respective offices.

Section 2. it shall be the duty of the Secretary and Treasurer to supervise all correspondence of the Association, maintain a roster, send notices to all members concerning meetings, attend to all finances of the Association, and such other duties as are incident to these offices. There shall be a detailed financial report each year as of January 31st, copies of said report to be made available to members upon request.

Article VIII:

Management: The Advisory Board:

Section 1. the management of the affairs of the Association shall be vested in an Advisory Board of a regional Advisor from each of the 16 regions, the President, two Vice-Presidents, and the Retiring President of the Association.

Section 2. any member desiring to be a regional Advisor must write the Secretary of the Association stating that he wishes to have his name placed on the regional ballot. The election of the regional Advisors and their Alternates shall be made at the Annual meeting of the Association.

A. the term of office of the regional advisor shall be two years. Odd numbered regions shall elect an advisor on even years, and even numbered regions shall elect advisors on odd years.

B. there shall be no write-in votes allowed on the ballot.

C. election of the Advisor who shall serve on the Advisory Board shall be made by voting members of the Association who coach in each respective region.

D. should a member of the Board leave the coaching profession or move to a school in another region, his place on the Board shall be filled by his alternate for the remainder of the term. If both the Advisor and his alternate become disqualified, or if no alternate has been provided, the President shall appoint a temporary Advisor from the region for the remainder of the term.

E. Alternate Advisor: the person that finishes second on the ballot. If no opposition, the regional Advisor will choose an Alternate Advisor.

F. it is recommended to the President that he instruct the members to seek in their selection of Advisors those qualities necessary for future officers as well as men vitally interested in promoting the interests of the Association.

G. attends all regularly scheduled Board meetings of the NCFCA. If unable to attend, the alternate or a responsible representative must be sent.

H. Advisors are responsible for conveying the information discussed and decided on at Board meetings to the coaches in their region.

1. suggestions for conveying information:

- a. send out a newsletter summarizing the minutes
- b. report at your local coaches' meeting

I. serve on all committees as appointed by the President.

1. committees and basic responsibilities:

- a. All Star committee: responsible for working closely with the All Star game director. Must meet with the game director at February and Spring meeting and be fully aware how plans for the game are progressing. In December, the game director and the committee should meet to review previous game's strengths and weaknesses.

J. each Advisor should do as much as possible to encourage the coaches in his region to join the Association. When an Advisor receives the list showing the coaches from his region who have joined by May 1st and September 1st, the Advisor should contact those coaches who have not joined and encourage them to send in their money.

K. the December meeting is extremely important and the following should be done to prepare for this meeting:

1. you should have met and made your regional selections for All Star Game considerations.
2. bring the names of the players and the coach selected to the meeting. (new advisors should check with the Vice-President from their geographic region for instructions regarding voting procedures at the July meeting.)

Section 3. the Advisory Board shall have complete control and management of the affairs, funds, and property of the Association.

A. the Treasurer of the Association shall be responsible to have an independent audit of the books once a year and make a report to the Board.

B. all expenses of the coaching clinic shall be approved by the Treasurer before the bills are paid.

Section 4. the Advisory Board shall meet at the following times:

- A. at the All Star game
- B. in Columbus, the first weekend in December
- C. during February
- D. preceding the annual Spring Clinic at The Ohio State University

Section 5. Expenses for Advisors:

A. all Association Business meetings.

1. lodging paid by the Association
2. meal allowance
3. mileage paid to those people who drive only.
4. all expenses connected to the business of being an Advisor will be reimbursed at that meeting

B. Expenses:

1. Advisory Board to set allowances and meal expenses at the end of each meeting

Section 6. the Advisory Board shall meet by a call of the President or by a call of the majority of the Advisory Board.

Article IX:

Committees: The President shall have the power to appoint any necessary committees.

Article X:

Election of Officers:

Section 1. nominations shall be made by a nominating committee. In the annual election, each member shall be sent a ballot by mail, to be returned by the Secretary. If he joins at the clinic, he shall be given a ballot to vote.

Section 2. the election by ballot shall be under the direction of the chairman of the nominating committee.

Section 3. the candidate for each office who receives the highest number of votes for any office shall be declared the elected.

Article XI:

Meetings:

Section 1. the regular meeting of the Association shall be held at the Annual Coaches' Clinic.

Section 2. a quorum shall consist of the active members present, due notice having been given of the meeting.

Article XII:

Order of Business:

Section 1. the usual order of business shall be as follows:

Call to order by the President

Reading of and disposal of any unapproved minutes

Report of Officers

Report of Advisory Board

Report of Committees

New business and resolutions (must be presented to members at opening of clinic.

Adjournment

Article XIII:

Amendments:

Section 1. any proposed amendment shall be presented in writing to a member of the Advisory Board prior to any regular or called meeting of the Board.

Section 2. the proposed amendment, together with the opinion of the Advisory Board, shall be read at a regular meeting of the Coaches' Association. A two-thirds majority of the members present shall be necessary for the adoption of the said amendment.

Article XIV:

Resolutions:

Section 1. Resolutions shall be adopted by a majority vote of active members.

Article XV:

All Star Game and Coaching Clinic:

Section 1. that the Association conduct and sponsor a Coaching Clinic and All Star Game to be held annually.

Section 2. regulations for the All Star Game:

A. the site of the coaching clinic and All Star game will be determined by the Advisory Board.

B. a copy of the constitution will be forwarded to the game director and to all the All Star coaches

C. Finances:

1. all of the profits from the All Star Game shall go to the Association Scholarship fund.
2. the Head Coaches and each of the Assistant coaches shall be paid for coaching the All Star game, the salary to be established by the Advisory Board.
3. adequate insurance must be provided for the participants
4. free tuition to the clinic should be offered to all the members of the Advisory Board.

D. Officials:

1. the NCFCA All Star game shall be officiated by six officials (with an alternate).
2. on odd numbered years, the South Vice-President shall name the referee and head linesman, and the North Vice-President shall name the back judge and field judge. On even numbered years the process will be reversed.
3. the game director shall always name the umpire and alternate umpire.

E. Selection of Players and Coaches:

1. each of the sixteen regions shall nominate a coach to be considered for the All Star coaching positions.
2. the Advisors from the North and the Advisors from the South shall be responsible for selecting the Head Coaches and their assistant coaches for the All Star game.
3. in order for a player to be nominated for All Star consideration, a coach from the player's school must be a member of the NCFCA by October 1st of that year (membership may be paid at the selection meeting at a cost of \$50.00 and the coach cannot vote during the meeting).
4. in order for a coach to be nominated to coach in the All Star game, that coach must be a member of the NCFCA by October 1st of that year.

5. Each All Star squad shall consist of 33 players + 1 specialist (the specialist may only be used for kicking). The All Star coaching staffs shall be responsible for selecting the 34 players from their regions to participate in the game.

A. at least three players from each region from the North and the South shall be selected for the respective All Star squads.

6. the ground rules for the All Star game shall be explained to both coaching staffs and the game director so that everyone will be familiar with the correct procedures.

Article XVI:

Scholarship and Charity Committee:

Section 1. there will be established a scholarship and charity committee to select recipients and other charitable contributions from the NCFCA Educational and Charity fund as held and administered by the Treasurer.

Section 2. the scholarship and charity committee will be comprised of the five current officers of the Association and four regional Advisors.

Article XVII:

Scholarship nominations:

Section 1. any member of the Association that is a member by October 1st, of the current year, is eligible to nominate a candidate for a scholarship or nominate a charity for a contribution. The nomination will be submitted to the appropriate regional Advisor and by the regional Advisor to the Scholarship and Charity committee.

Section 2. the Scholarship and Charity Committee will meet during the Association's annual meeting in the spring and select no less than two scholarship recipients. The committee will base the scholarship selections on the following criteria:

1. the candidate's scholastic record
2. the financial need of the nominee
3. the moral character of the nominee
4. documented recommendations
5. personal interview of the nominees, if the committee so desires.

Section 3. the names of the scholarship recipients will be made known to the Association membership at its annual meeting.

Section 4. scholarships are to be awarded to entering freshmen only.

Article XVIII:

NCFCA Committees:

1. Public Relations: handles all correspondence to the media, all releases for the All Star game, Big 33 game, scholarships, Hall of Fame, Board of Controls proposals, and surveys to the membership come from this committee.
2. Coaches recognition: includes all awards for victories, assistant coaches' awards, honorary memberships, and Hall of Fame.
3. Scholarship and Charity: collects information and selects scholarship and charity winners.
4. uOttawa clinic: handles NCFCA portion of uOttawa clinic, acts as liaison between uOttawa and the Advisory Board.
5. Membership: incorporates all existing duties as well as nomination of new officer candidates and counting ballots for all elections, honorary membership can go here as well.
6. All Star Game: continue with the same role, but become more active in evaluating the organization and operation of the game.
7. Ethics, Football Rules, Finance-Audit-Budget: maintain these as are.