

# MOUNT OLIVE JUNIOR ATHLETIC CLUB



## **Mission and By-Laws**

**Edition – 03/2011**



Table of Contents.....	<b>Error! Bookmark not defined.</b>
I. Mission Statement.....	3
II. Organization & Administration.....	4
III. Staff & Volunteers .....	5
IV. Coaches Recruitment and Certification .....	5
V. Coordination with Mount Olive Township.....	6
VI. Athlete Recruitment and Registration.....	6
VII. League Participation .....	7
VIII. Equipment and Facilities .....	7
IX. Evaluation and Recognition.....	7
X. Parent Education.....	7
XI. Code of Conduct, Discipline, and Grievance Process .....	8
XII. Recruitment of Officials .....	9
XIII. Finance .....	9
XIV. Declaration page .....	11



## I. Mission Statement

- A. The **Mount Olive Junior Athletic Club** (“MOJAC”)<sup>1</sup>, established in 1976 includes the **Mount Olive Junior Track and Field** and the **Mount Olive Junior Cross-Country** programs. The MOJAC is open to children (ages 5-14 years)<sup>2</sup>, whose parents and/or guardians are residents of the Township of Mount Olive.
- B. MOJAC is a quasi entity of the Mount Olive Department of Recreation.
- C. MOJAC’s fundamental and primary objective and principle is for the youth of the township to enjoy and have fun as they learn and develop the basic skills of running, throwing, and jumping.
- D. The MOJAC endorses, supports, and encourages children of all gender, place of birth, color, race, religious beliefs, sexual orientation, economic status, and mental/physical abilities<sup>3</sup> to join and participate in our programs.
- E. All children will compete at levels comparable to their capabilities. As each athlete achieves a level of proficiency in the various events and disciplines<sup>4</sup> they will advance to levels of a greater competitive nature. Coaches will never, nor will parents/guardians force a child to compete at a level of competition that would endanger the athlete’s mental/physical well-being. Nor will coaches or parents/guardians force a Child to practice beyond the context of specified guidelines as set by the coaching staff.
- F. The MOJAC will promote positive social behavior, especially considering the number of participants from both genders. The MOJAC endorses, encourages, and will teach respect for all athletes, regardless of their physical capabilities. The MOJAC will not tolerate any form of negative behavior by the coaches, Parents/guardians, and athletes<sup>5</sup>. The MOJAC will promote, encourage, and endorses fair-play and good sportsmanship. Techniques capable of injuring or incapacitating an athlete will never be taught<sup>8</sup>. The MOJAC endorses and demands all participants to congratulate all athletes performances regardless of time or place finished. The MOJAC endorses only positive and constructive criticism of an athlete’s performance. Negative criticism will not be tolerated.
- G. Our emphasis is on performance, not winning. All coaches and volunteer’s endeavor and strive to make each child an accomplished runner while they enjoy and have fun learning the basic skills to achieve their goals and goals set by the coaching staff. In accomplishing these goals the entire staff and organizers recognize and do not lose sight that every child has different sets of priorities when they join the MOJAC. The MOJAC is extremely proud of each athlete’s accomplishments in sports and academics.

---

<sup>1</sup> Referred to in this document as the “MOJAC”.

<sup>2</sup> Child may turn fifteen (15) during calendar year of last year of eligibility. No high students can participate

<sup>3</sup> Mental/Physical Abilities- Certain impairments are beyond the scope and technical ability of the coaches and volunteers. The United States Special Olympics may best be qualified for some children to learn particular track and field skills.

<sup>4</sup> Events/Disciplines- All events are in meters except: one (1) mile, shot put, and long-jump. Events in meters are: 100m, 200m, 400m, 800m, and the 4 x 100m relay.

<sup>5</sup> As prescribed by the Rules of Conducts as set forth by the State of New Jersey and the Township of Mount Olive.



## II. Organization & Administration

A. The MOJAC is run by an elected Board of Directors consisting of volunteers, coaches and parents. Elections of officials will be held in June, at the MO Track and Field Banquet. President, Head Coach, and Treasurer serve at the pleasure of the Board. All other officers and members have 2 year terms. The Coaching staff will participate in Board Meetings but not have voting rights unless otherwise noted.

B. Organizational Chart

1. BOARD of DIRECTORS	<u>Term</u>
a) President	Determined by Board
b) Head Coach	Determined by Board
c) Treasurer	Determined by Board
d) Director (s)	2 year Term
e) Parent Ombudsman	2 year Term
f) Coaching Staff	Non-voting members

C. The MOJAC'S constitution is as follows:

- a) I will abide by all the rules and regulations set-forth and presented in this document (By-laws).
- b) I will not promote unsafe training practices and will ensure to the safety of all athletes at all times.
- c) I will not discriminate against any coach, athlete, volunteer, or parent of any and all races, colors, gender, sexual orientation, place of birth, religion, economic status, and mental/physical ability.
- d) I will promote and encourage "fair-play" and "good sportsmanship".
- e) I will respect all coaches, volunteers, parents, officials, teammates and opposing athletes.
- f) I will at all times make and ensure that training and practices are fun, enjoyable as each athlete learns the art of running, throwing, and jumping.
- g) I will abide by all rules and regulations set-forth by the MOJAC and Mount Olive Recreation Department.

D. Coaches are certified either through the NYSCA (National Youth Sports Coaches Association) and abide by all their rules and regulations. Probationary Coaches (first year coaches) will be mentored by and experienced coach and will obtain NYSCA certification within one year of probationary period.



- E. Rules for both programs are published by the Lakeland Junior Track and Field League and the Lakeland Junior Cross Country League in their annual "League booklets".
- F. MOJAC Mission, By-laws, and supporting documents are accessible to all members via the team website or will be provided if requested in a reasonable amount of time.
- G. Board of Directors, coaches, parents, athletes can communicate with each other by phone, fax, e-mail, or simple face-to-face. An athlete/parent orientation will be held once a year prior to start of spring track and field season. Specific orientations for volunteers will be held prior to start of spring track and field season.

### **III. Staff & Volunteers**

- A. Volunteers are recruited from those parents/guardians who indicate their desire to volunteer from the appropriate category checked off on the registration form. The Board of Directors and the coaching staff reserve the right to deny any request to volunteer.
- B. Staff and Volunteer Categories
  - 1. Uniform Coordinator
  - 2. Concession Stand coordinators (certified by the Mount Olive Department of Health).
  - 3. Concession Stand Workers
  - 4. Timers
  - 5. Long Jump Judges
  - 6. Shot Put Judges
  - 7. Scorer
  - 8. Administrator
    - a) Registration
    - b) Web-Site
    - c) Athlete Performance tracking and reporting
- C. The hiring of professional field and line judges is cost prohibitive and is only necessary at League Championship and League Relay meets.

### **IV. Coaches Recruitment and Certification**

- A. An adult will invited to be a team coach by the President of MOJAC.



- B. A coach will be probationary for one year or season. The Probationary coach will be paired with a veteran team coach. At end of the season or year, the Board will make a recommendation that coach transition to an assistant coach, extend the probation period, or termination the coach.
- C. All coaches are required to become certified by the NYSCA
- D. Coaches will adhere to and instruct all athletes in all new and safe training skills set-forth by the Lakeland League and the USATF
- E. Sports Rules.
  - 1. Lakeland League Rules and Regulations.2
  - 2. USA Track and Field Rules and Regulations.
  - 3. NJSIAA Rules and Regulations.

## **V. Coordination with Mount Olive Township**

- A. MOJAC coordinates all practices, meets and use of Township property with
  - 1. Mount Olive Recreation Dept
  - 2. Mount Olive Board Of Education
  - 3. Mount Olive Athletic Dept.
- B. Method of Communication
  - 1. General Correspondence (Mail, Email, Fax and Telephone).
  - 2. Attendance of Meeting as requested by Mount Olive Township Recreation departments.
    - a) Mutual Facilities
    - b) Sports Association
  - 3. Application forms are submitted to the Mt. Olive High School Athletic Director for use of track, adjacent fields and areas. Dates and times when facilities are required are approved by the Mt. Olive High School Athletic Director.

## **VI. Athlete Recruitment and Registration.**

- A. Sign up dates for Spring Track is January of each year through March of same year.
- B. Sign-up dates for Cross-Country are July of the new year through first week of September.
- C. Registration is conducted as follows:



1. Emailing registration form to previous/current participants.
2. Advertising in Mt. Olive Chronicle, elementary school luncheon menu's, recreation department web-site and on-site registration at recreation dept.

## **VII. League Participation**

- A. MO Track and Field Team is a member of the Lakeland Track and Field League
- B. MO Cross Country team is a member of the Lakeland Cross Country League
- C. MOJAC pays annual dues for both MO Track and Field and MO X-C.
- D. Scheduling of meets is coordinated by the league and the other league township participants.
- E. Cross-Country League meets are held at Central Park of Morris (Formerly Greystone)
- F. Track and Field team will host 3-4 meets per year and travel to other league teams for away meets.

## **VIII. Equipment and Facilities**

- A. Inventory of losses of equipment, i.e., starting blocks, shot puts, batons, etc. are made at end of spring track and field season. Usually equipment last for three or more years. Replace and purchase of required equipment is made in February of following year.
- B. Mt. Olive High School Athletic Department Maintains design and safety of track and surrounding areas, i.e., stands, buildings, etc. Coaches will inform athletic department of any physical defects and hazards appearing on track and/or surrounding areas.
- C. Maintenance of track provided by the Mount Olive High School Athletic Department.

## **IX. Evaluation and Recognition**

- A. Coaches evaluate their weakness and strength regarding approach to instructing training athletes with the Head Coach.
- B. Coaches meet as a group throughout season ways of improving techniques.
- C. The Board of Directors evaluate the success of coaching staff by comparing beginning season times of athletes to season ending times, excessive injuries, attendance to practices by coaches and athletes, athletes attitudes and behavior etc.

## **X. Parent Education**

- A. Orientation meeting are held at the start of each season



- B. The Parents and Athletes are expected to abide the Code of Conducts as mandated by the Township of Mount Olive and the State of New Jersey (policies are published on the Team, Town and State web-sites).
- C. Expectations of Athlete
  - 1. Every athlete has a running level of proficiency regardless if they are first time runners or have been running for 5 years. Therefore, no child will run with athletes superior to their current skill level.
  - 2. Coaches emphasize the importance of challenging practices to build character and stamina, enabling the athlete to respond to the race in a determined and positive way. By being prepared both mentally and physically the athletes times improve and self-esteem is enriched.
- D. All coaches and administrators will be available to discuss program and/or athlete's performance, progress, and related issues with athletes parents at all times.

## **XI. Code of Conduct, Discipline, and Grievance Process**

- A. MOJAC follows the following Code of conduct Documents as published by Mount Olive Township and the State of New Jersey
  - 1. Mount Olive Township
    - a) Code of Conduct for Adults Supervising Children
    - b) Codes of Conduct Sportsmanship Matters
    - c) Players Code of Conduct
    - d) Parents Code of Conduct
    - e) Spectators Code of Conduct
    - f) Coaches' Code of Conduct
    - g) Unacceptable Activities
  - 2. State of New Jersey Office OF RECREATION
    - a) P.L. 2002, CHAPTER 74 CODE OF CONDUCT LAW
    - b) P.L. 2002, CHAPTER 53 VIOLENT FAN'S LAW
    - c) Model Policies Regarding Banning a Person from a School or Community Sponsored Youth Sports Event
- B. Procedures for sanctioning violators





1. The Head Coach will have authority to temporarily enforce the policy above during a meet or practice in order to ensure the safety of all participants and spectators.
2. An official written warning will be presented to the Board.
3. Coaches and other witnesses will be requested to submit report to the Board.
4. The Board will meet as soon as possible and make all permanent decisions based on the facts provided. A representative of Mount Olive Town Recreation Department will be consulted relative to all grievances.

## **XII. Recruitment of Officials**

- A. All officials at regular season meets are judged and officiated by coaches, timers, and other meet personnel of both home and visiting teams. Those officials meeting only the highest ethical and nonbiased view of a meet will be requested to return to officiate again.
- B. Training of new officials adheres to policy set forth by the Lakeland League and the NJSIAA. On hands training of officials is completed at practices. All meet officials must read track and field rules for each meet event.
- C. Professionally trained paid officials are only hired for the League Championship and League Relay Meets. Officials at regular season meets are selected from home and visiting team coaches, volunteers, parents, and in many instances high school and college athletes with previous track and field experience.

## **XIII. Finance**

- A. Budget: Depends on the number of yearly participants of the track and cross-country programs.
- B. Registration Fees: Track and Field and Cross Country- \$35.00 per athlete. Families with three (3) or more children fee is pay 35.00 for the first two children and then 10.00 per additional child.
- C. Purchases: The MOJAC buys equipment, medical supplies, office supplies, training seminars for coaches Awards: athlete trophies, and other miscellaneous supplies to maintain the successful operation of both programs
- D. Uniforms:
  1. MO Track Parents will be requested to purchase an official MT. OLIVE TRACK and FIELD uniform; consisting of both a shirt and short
  2. MO X-C participant T-shirts will be provided as part of the registration fee.
- E. Funds from concessions stand sales are used for the purchase of:
  1. Food and drink for future meets.



2. Food and drink for end of year banquet and awards ceremony.
  3. Training films and texts.
  4. Awards and plaques for coaches and athletes.
- F. Lakeland League Fees are submitted as required.
- G. Travel to meets provided by parents.
- H. The MOJAC Treasurer Report (Profit & Loss Statements and Operational Budget) are submitted the Mount Olive Recreation Departments and are available upon request.
- I. Accident insurance is provided by the Mt. Olive Recreation Department for participants listed on the roster only. The policy is issued on an excess basis, which means that if the individual who is injured has other insurance, Blue Cross, etc., our policy would cover only those medical expenses not paid by the other company. Incorporated in this policy is a \$500 deductible. In the case of an injury, notify the Recreation Department immediately. For policy limits, exclusions, etc. call the Recreation Department. As in any activity, there are some inherent risks and injury may occur from time to time. Participants hereby release and discharge the Township of Mount Olive, its agents, employees, appointed officials, volunteers, commissions or associations from any and all claims or actions for losses, damages, or personal injuries to themselves which may occur or arise out of participation in this activity.



#### XIV. Declaration page

The Board of Directors have accepted and approved this document.

<u>Title</u>	<u>Name</u>	<u>Signature</u>	<u>Date</u>
President	Warren Lederer	_____	_____
		_____	_____
Head Coach	Warren Lederer	_____	_____
		_____	_____
Treasurer	Karen Weintraub	_____	_____
		_____	_____
Director	Christine Rauh	_____	_____
		_____	_____
Parent Ombudsman	Jonas Tanenbaum	_____	_____
		_____	_____
Director	OPEN	_____	_____