

Poway Pop Warner By-laws

Submitted and Approved, January 20, 2011

Article 1 – Name: This organization shall be known as Poway Pop Warner Football & Cheer.

Article 2 – Principle Address: The principle address of this organization must be in the city of Poway, California, and unless otherwise ordered by the Board of Directors, shall be P.O. Box 961, Poway, CA 92074-0961.

Article 3 – Objective: The primary objectives of Poway Pop Warner, hereby also known as PPW, shall be to provide supervised, safety-oriented football and cheer programs incorporating the ideals of teamwork and sportsmanship. At the same time, the importance of scholastic achievement will be stressed.

Article 4 – Membership:

Section 1 – Membership criteria: The membership of PPW shall be defined as:

- A. All elected or appointed board members of the association
- B. Those parents or legal guardians with players or cheerleaders who have satisfied all registration requirements and whose son (s) or daughter (s) completed the most recent season of play.
- C. Coaches and staff members without children in the program who have served and completed the most recent season of play.
- D. No member will exercise more than one (1) vote at any general meeting.

Section 2 – Membership Termination: Membership in the PPW football & cheer league shall terminate:

- A. Upon written request by the member.
- B. When a member no longer meets eligibility requirements, as defined in Section 1 of this article.
- C. When any individual falls under Section 4 of this article.

Section 3 – Membership list: The Registration Coordinators of both football and cheer shall maintain a current and active membership contact list including phone, home address and email contact information. Email contact information will be used as part of PPW's mass email campaign to communicate openly with its members.

Section 4 – Suspension/Removal of General members: The Board of Directors, by a majority vote at any duly constituted meeting, shall have the authority to suspend or remove any member (parent, player, cheerleader, family member, volunteer, coach, or Board member) whose conduct is considered detrimental to the organization in general. If a volunteer, coach, or board member is removed or resigns from their position, they shall not be permitted to serve as a volunteer, coach or board member for a period of two consecutive years.

Section 5 – Nonuse of Alcohol/Tobacco: Board members and active members of this organization attending any Poway Pop Warner sponsored functions in which the youth of this organization participate, shall not, consume alcoholic beverages or smoke or chew tobacco in the presence of children.

Article 5 – General Membership meeting

Section 1 – Meeting objective: A general membership meeting shall be held each year, between the close of the season and March 1, for the sole purpose of nominating and appointing any vacant/open Board member positions.

Section 2 – Other membership meetings: Other general membership meetings may be called throughout the year as the Board of Directors feels necessary.

Section 3 – Meeting notices: A reasonable notice of all membership meetings shall be disseminated through various means as deemed appropriate by the Board of Directors. These may include, but are not limited to web site postings and mass email communication. Reasonable notice shall be considered not less than seventy two (72) hours.

Article 6 – Government

Section 1 – Board of Directors: The government of this corporation shall be under the supervision of the President and the Board of Directors. Directors of this corporation shall serve as officers. Qualified directors of this corporation (where open positions exist) shall be nominated by the Board and/or general membership, discussed, and appointed by the Board.

Section 2 – Officers: The officers of this corporation are responsible for the day-to-day operations of this corporation under the supervision of the President. The officers of the board shall be made up of both executive and appointed members.

- A. Executive board positions include the following officers:
 - 1. President (votes only in the event of a tie)
 - 2. Vice – President
 - 3. Secretary
 - 4. Treasurer
 - 5. Cheer Coordinator
- B. To be qualified as an executive member of the Board, nominees must have served as a Board member for at least one (1) year in the immediately

preceding season. Nominees for the office of President must have served at least two (2) consecutive years in the two (2) most previous seasons.

C. Appointed board positions may include the following officers:

1. Football registration coordinator
2. Fields coordinator
3. Football coaches representative
4. Football equipment manager
5. Flag football coordinator
6. Scholastics coordinator
7. Business Manager representative
8. Sponsorship/Fundraising coordinator
9. Team parent coordinator (football & cheer)
10. Communications coordinator
11. Cheer registration coordinator
12. Cheer equipment/uniform manager
13. Cheer coaches representative

Additional appointed positions may be added by the Board of Directors, as required, to more effectively conduct the business of the association.

D. Each member of the Board of Directors (executive or appointed) shall have one (1) vote. Head football or cheer coaches may serve in any Board position except President. With the exception of the President, any executive or appointed board member may also perform one or more of the above named appointed positions when necessary but shall still have only one (1) vote in all Board matters. Any Board member may solicit additional help in performing his/her job responsibilities as long as the Board member alone makes the final decisions and is the one who reports directly to the Board.

Section 3 – Nominations and appointment to the Board:

- A. Open/available Board positions shall be made available to the general membership by mass email and/or posting to the website. Interested individuals MUST notify the President.
- B. Nominations shall be announced by the President at the general meeting at which time, additional nominations from the floor may be made for any open Board position, as qualified. The nominee must give his/her consent before being placed in nomination. All nominees should be cognizant of the job responsibilities for each position and the time commitment required of each position before consenting.
- C. All appointed board positions may be nominated by the general membership, and appointed and seconded by the Board.
- D. Each nomination shall be discussed and questions may be posed to each candidate prior to appointment.
- E. Existing Board members shall vote to appoint each nominated position. The nominee, if already a Board member, may not vote on his or her own appointment. Board members may vote by proxy in the form of email or letter to the Executive Board.

Section 4 – Service terms:

- A. Executive board members shall serve for a term of two (2) years.
- B. Appointed board members shall serve for a term of one (1) year
- C. In the event of an unexpected vacancy on the Board, the directors may solicit and appoint qualified candidates to serve out the unexpired portion of the vacated term. If this situation applies to an executive Board position, the one (1) year board member prior service requirement shall be waived.
- D. The following Executive members shall be elected or re-elected during odd years:
 - a. Vice President
 - b. Secretary
- E. The following executive members shall be elected or re-elected during even years:
 - a. President
 - b. Treasurer
 - c. Cheer coordinator

Section 5 – Removal from office:

- A. The Board of Directors, by a majority vote at any constituted meeting, shall have the authority to suspend or remove any Board member who is determined by the board as not satisfactorily performing his/her job responsibilities.
- B. The Board of Directors, by a majority vote at any constituted meeting, shall have the authority to suspend or remove any Board member who misses two (2) consecutive, scheduled board meetings without previously informing the President as to the reason for missing such meetings (job requirements, family issues, medical reasons, etc).
- C. If any board member is removed or chooses to resign from his/her position, he/she shall not be permitted to serve as a board member for a period of two (2) consecutive years, following their resignation.

Section 6 – Financial responsibility:

The Board of Directors shall decide and approve all matters pertaining to the annual budget and financial status of the organization. It is the responsibility of the Treasurer to place all income in a common treasury, directing the expenditures in such a manner as to give no individual or team any unfair advantage over another as to equipment, uniforms, etc. Financial status of the organization will be provided at regularly scheduled board meetings.

Section 7 – Fundraising:

All football and/or cheer fundraising activities MUST be presented to and approved by the Board prior to said activity.

Article 7 – Misconduct

Section 1 – Player/cheerleader misconduct: The Board of Directors, specifically the Coaches Representatives and/or Cheer coordinator shall, upon evidence presented/observed/reported of misconduct by any player or cheerleader, notify the head coach of the player or cheerleader within twenty four (24) hours of the incident or as soon as possible thereafter. If the misconduct cannot be resolved, the head coach(s), coach’s representatives, and/or cheer coordinator shall notify the parent(s) of the misconduct, in detail. If the misconduct cannot be resolved, the parent(s) of the player or cheerleader may be requested to appear before the Board and/or Executive committee. After hearing all testimony, the board and/or executive committee shall have the full power to suspend or revoke the child’s privilege of current and/or future participation in PPW.

Section 2 – Staff misconduct: The Board of Directors, specifically the Coaches Representatives and/or the Cheer Coordinator shall, upon evidence presented/observed/reported of misconduct by any staff member, notify the staff member within twenty four (24) hours of the incident or as soon as possible thereafter. If the misconduct cannot be resolved, the staff member may be required to appear before the Board of Directors and/or the Executive committee. After hearing all testimony, the Board of Directors and/or the Executive committee shall have the full power to suspend or revoke the privilege of current and/or future participation in PPW.

Section 3 – Parent/Guardian/Family misconduct: The Board of Directors, specifically the President and/or Vice-President shall, upon evidence presented/observed/reported of misconduct by a parent/guardian/family of any player/cheerleader, notify the individual(s) of the misconduct within twenty four (24) hours of the incident or as soon as possible thereafter. If the misconduct cannot be resolved, the individual(s) may be required to appear before the Board of Directors and/or Executive committee. After hearing all testimony, the Board and/or executive committee shall have the full power to suspend or revoke the individual(s) privilege of current and/or future participation in PPW and may remove the individual(s) player or cheerleader from the program immediately.

Section 4 – Chain of command: All players/cheerleaders, parents/guardians, volunteers, coaches, and Board members must follow the specific chain of command to address any grievances or concerns. Players/cheerleaders and/or parents/guardians must report any grievances to their head coach. If grievance is unresolved in this manner, the coach’s representatives may be contacted for assistance. If grievance remains unresolved, the cheer coordinator and/or President or Vice President may be contacted for assistance. Any grievance still unresolved will be brought to the Board of Directors for discussion and resolution. Any violation in the chain of command may result in disciplinary action.

Article 8 – Policies and Procedures

Decisions of the Board, which are of a continuing or sustained nature, shall be written and approved by the Board and placed in a separate document known as the Poway Pop Warner Policies & Procedures. This document should be used in conjunction with Palomar Conference and National Pop Warner rules, regulations and procedures not otherwise mentioned. This document shall be present at all board meetings and kept by the Secretary. Additions, deletions, or revisions in the policies and procedures shall be approved by the Board and incorporated into the document and/or the bylaws as necessary. The policies and procedures shall be made available to any and all active members as requested

Article 9 – Board meetings

Section 1 – Meeting specifications: There shall be no less than one (1) meeting of the Board of Directors per month. Special meetings may be held whenever called by the President or by a majority of the total board. All meetings of the Board shall be held at such times and places as designated by the President or presiding/appointed board member. At least forty eight (48) hours advance notice is required. Reasonable effort shall be made to notify all board members.

Section 2 – Quorum: When at least half of the full board of directors is present, this will constitute a quorum. When a quorum is present, a simple majority vote of board members present will be acceptable for transition of board and association business and regarded as an act of the entire Board.

Article 10 – Officers of the Board and Job responsibilities

It is the expectation for all board members to be aware and respectful of specific time commitments required of each member as noted within the job responsibility. If a board member is unable or unwilling to provide that commitment, they should reconsider their position on the board.

Section 1 – President: The position of President is an executive position and typically a NON-VOTING member who shall be responsible for, but not limited to:

- A. The President is the chief executive of the association and shall have general supervision, direction and control of the business and affairs of the organization.
- B. He/She shall preside over all membership meetings and all meetings of the board of directors.
- C. He/She shall be a member ex-officio of all committees and have the power to appoint such committees as necessary.
- D. He/She shall vote only in the case of a tie.
- E. He/She shall not “lead” discussions following motions made and seconded by the board.
- F. He/She or their duly appointed representative shall attend all Palomar conference and WESCON regional meetings as required.
- G. He/She shall represent the board for a minimum of 2 hours at each PPW home game.
- H. He/She shall work at PPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising/sponsorship events.
- I. He/She shall attend all regularly scheduled board meetings

Section 2 – Vice President: The position of Vice President is an executive position and a VOTING member who shall be responsible for, but not limited to:

- A. He/She shall function in the role of President when the President is absent or unavailable to serve. If serving in this capacity, he/she shall vote only in the case of a tie.
- B. He/She shall attend any required Palomar conference or WESCON regional meetings or functions when the President cannot attend.
- C. He/She shall serve as the facilitator during the head coach interview and selection process. Should the Vice President also be a candidate for a head coaching position, he/she shall not have a vote in his/her own division.
- D. In the case of a vacancy in the office of President, he/she shall automatically assume that office and serve the remainder of the unexpired term.
- E. He/She shall represent the board for a minimum of 2 hours at each PPW home game.
- F. He/She shall work at PPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising/sponsorship events.
- G. He/She shall attend all regularly scheduled board meetings

Section 3 – Secretary: The position of Secretary is an executive position and VOTING member who shall be responsible for:

- A. He/She shall be the custodian of the association bylaws and policies and procedures and have a copy of both available at all meetings.
- B. He/She shall record minutes for each meeting and distribute to all board members following the meeting.
- C. He/She shall review previous meeting minutes as the first order of business at all regularly scheduled board meetings.
- D. He/She shall be responsible for all Board approved correspondence to all members, vendors, and interested parties as required.
- E. He/She shall be responsible for all “constant contact” communication to general membership or may appoint someone else to act in this capacity.
- F. He/She shall have access to the post office box and be responsible for bringing forth any and all correspondence before the board.
- G. He/She shall represent the board for a minimum of 2 hours at each PPW home game.
- H. He/She shall work at PPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising/sponsorship events.
- I. He/She shall attend all regularly scheduled board meetings

Section 4 – Treasurer: The position of Treasurer is an executive position and VOTING member who shall be responsible for:

- A. He/She shall use “Quick Books” or a closely related system to record, track and reconcile all association financials on a routine basis.
- B. He/She shall have access to the post office box and be responsible for bringing forth any and all correspondence before the board.
- C. He/She shall prepare and mail all checks to vendors on a timely basis.
- D. He/She shall reconcile all bank statements routinely as required
- E. He/She shall track and distribute funds for year end team parties and/or travel expenses.
- F. He/She shall prepare and make all cash deposits to the bank routinely.
- G. He/She shall coordinate receipt and deposit of funds for all board approved events and activities.
- H. He/She shall track, follow-up and process all accounts receivable.
- I. He/She shall ensure proper control over board assets and spending.
- J. He/She shall provide appropriate summary reports to the board, at least monthly, regarding the financial status of the association.
- K. He/She shall ensure that budget committees are formed to accurately forecast and assess annual expenses and anticipated income prior to each season’s registration.
- L. He/She shall ensure all income and expenses are assigned to the appropriate accounting codes.
- M. He/She shall represent the board for a minimum of 2 hours at each PPW home game.

- N. He/She shall attend all regularly scheduled board meetings
- O. He/She shall work at PPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising/sponsorship events.

Section 5 – Cheer coordinator: The position of Cheer coordinator is an executive position and a VOTING member who shall be responsible for:

- A. He/she shall coordinate and organize all matters pertaining to cheer and report to the board.
- B. He/she shall facilitate the recruitment and interview process of all cheer head coaches. Should the Cheer coordinator also be a candidate for head coaching position, he/she shall not have a vote in his/her own division.
- C. He/she shall organize, coordinate and work with the cheer registration coordinator to ensure that all participants have been entered into League one, or a related system and that all rosters are accurate and ready for presentation for certification prior to certification date.
- D. He/she shall coordinate and work with the cheer equipment/uniform manager to ensure that all participants have the necessary equipment/uniform to participate in the Pop Warner season and beyond.
- E. He/she shall coordinate and work with the cheer coaches representative to ensure that all cheer head coaches have completed an adequate training program and have appropriate documentation related to first aid and CPR training, as well as background checks.
- F. He/she shall attend all conference meetings related to cheer and report back to the board, as the liaison between conference and the association.
- G. He/she shall be prepared to attend all associated Pop Warner cheer events/competitions to provide support as directed by the board.
- H. He/she shall coordinate and attend cheer head coach training.
- I. He/she shall be involved with all parental concerns/issues, and address as necessary in the chain of command and report back to the board.
- J. He/she shall coordinate, in conjunction with the Business manager representative and cheer registration coordinator, the organization and maintenance of all team books for presentation at conference certification.
- K. He/she shall present, in conjunction with the cheer equipment/uniform coordinator, requested vendor bids and recommendations to the board and ensure compliance with the established budget determined by the board.
- L. He/she shall, in conjunction with the field's coordinator, research and recommend appropriate indoor/outdoor cheer practice facility needs and report to the board.
- M. He/She shall represent the board for a minimum of 2 hours at each PPW home game.
- N. He/She shall work at PPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising/sponsorship events.
- E. He/She shall attend all regularly scheduled board meetings

Section 6 – Football registration coordinator: The position of football registration coordinator is an appointed position and a VOTING member who shall be responsible for:

- A. He/She shall be prepared for pre-registration planning and coordination.
- B. He/She shall be responsible for the entry of all player registrations into League one, or related software, and assignments of priority numbers in accordance with association, conference and national policy.
- C. He/She shall be responsible for the preparation of both preliminary and final rosters to be submitted for certification as defined in association, conference and national policy.
- D. He/She shall be responsible for the assignment of players to proper divisions and teams in accordance with association, conference and national policy.
- E. He/She shall be responsible for the distribution of both preliminary and final rosters to all teams.
- F. He/She shall monitor adds, drops of all players utilizing League One or related software.
- G. He/She shall represent the board for a minimum of 2 hours at each PPW home game.
- H. He/She shall work at PPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising/sponsorship events.
- I. He/She shall attend all regularly scheduled board meetings.

Section 7 – Fields Coordinator: The position of field’s coordinator is an appointed position and VOTING member who shall be responsible for:

- A. He/She shall represent the board at all city/schools field meetings and report to the board.
- B. He/She shall represent the board at all Poway Youth Sports meetings and report to the board.
- C. He/She shall research and submit to the board for approval, all required/desired fields for practice and game use for football.
- D. He/She shall submit all field requests in accordance with schedules and procedures set by the city of Poway and PUSD.
- E. He/She shall prepare and communicate all practice and game field assignments and schedules to all head coaches, football & cheer.
- F. He/She shall manage and direct or perform all field maintenance and preparation activities for the board.
- G. He/She shall be responsible for the inspecting and lining, as necessary for all football playing fields in accordance with National Pop Warner rules, ensuring that all fields are clearly and properly marked prior to each week’s games.
- H. He/She shall be responsible for inspecting and recommending replacement of all field equipment such as first down markers, chains, pylons, etc
- I. He/She shall be responsible for neatly storing all field equipment in either the conex box or the pen at Poway High School following the last games.
- J. He/She shall be responsible for inspecting, or assigning the inspection, of the sidelines/stands and removing all debris following the last games on the fields.

- K. He/She shall represent the board for a minimum of 2 hours at each PPW home game.
- L. He/She shall work at PPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising/sponsorship events.
- M. He/She shall attend all regularly scheduled board meetings.

Section 8 – Football coaches representative: The position of football coaches representative is an appointed position and VOTING member who shall be responsible for:

- A. He/She shall provide communication to and from all tackle football coaches and the board.
- B. He/She shall be responsible for the design and submission of the coaching survey to the board for approval.
- C. He/She shall present detailed survey results to the board for consideration prior to head coach interviews.
- D. He/She shall address all parental concerns/issues and report to the board.
- E. He/She shall develop and facilitate football coaches training as needed/required.
- F. He/She shall work closely with the President to ensure that all first aid/CPR and background check requirements are met.
- G. He/She shall schedule and facilitate all head football coach meetings.
- H. He/She shall maintain the head coach football training DVD library, monitoring check-out and return of all material.
- I. He/She shall represent the board for a minimum of 2 hours at each PPW home game.
- J. He/She shall work at PPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising/sponsorship events.
- K. He/She shall attend all regularly scheduled board meetings.

Section 9 – Football equipment manager: The position of football equipment manager is an appointed position and VOTING member who shall be responsible for:

- A. He/She shall be responsible for yearly safety inspections of all football equipment.
- B. He/She shall research and request vendor bids for all required football uniform and/or equipment purchases or the reconditioning of the same.
- C. He/She shall present bids and recommendations to the board for review and approval for inclusion into the budget.
- D. He/She shall organize, clean, and maintain the equipment storage boxes.
- E. He/She shall maintain accurate inventories for all equipment.
- F. He/She shall develop and present equipment /uniform issue and return procedures to the board for review and approval.
- G. He/She shall implement and manage all equipment/uniform issue and return activities including the accurate sizing for all issued equipment and uniforms during registration.

- H. He/She shall represent the board for a minimum of 2 hours at each PPW home game.
- I. He/She shall work at PPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising/sponsorship events.
- J. He/She shall attend all regularly scheduled board meetings.

Section 10 – Flag football coordinator: The position of flag football coordinator is an appointed position and VOTING member who shall be responsible for:

- A. He/She shall coordinate all Flag football activities
- B. He/She shall serve as a liaison between flag teams, staff and parents and the board.
- C. He/She shall handle all parental/staff issues/concerns on flag teams and report back to the board.
- D. He/She shall notify all flag head coaches of pertinent events, changes and activities.
- E. He/She shall work closely with the President and Football Coaches Representative to ensure that all first aid/CPR and background check requirements are met.
- F. He/She shall schedule and facilitate all head football coach meetings and training.
- G. He/She shall coordinate all Flag Fest activities.
- H. He/She shall ensure that all flag fields are properly prepared for all games.
- I. He/She shall represent the board for a minimum of 2 hours at each PPW home game.
- J. He/She shall work at PPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising/sponsorship events.
- K. He/She shall attend all regularly scheduled board meetings.

Section 11 – Scholastics coordinator: The position of scholastics coordinator is an appointed position and a VOTING member who shall be responsible for:

He/She shall gather all required academic documents from the parents of all players and cheerleaders to complete registration requirements.

- A. He/She shall process Little Scholar documentation and submit to conference
- B. He/She shall ensure, for those players/cheerleaders not eligible for Little Scholar consideration, that the player/cheerleader is maintaining a C average, or 2.0 GPA or “satisfactory progress” in order to continue his/her participation. If this standard is not met, he/she shall provide parents with all required forms that must be completed documenting acceptable progress in order to continue participation in PPW.
- C. He/She shall work with conference to compile documentation of Little Scholar status at both the local and national level and report to the board.
- D. He/She shall represent the board for a minimum of 2 hours at each PPW home game.

- E. He/She shall work at PPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising/sponsorship events.
- F. He/She shall attend all regularly scheduled board meetings.

Section 12 – Business Manager representative: The position of business manager representative is an appointed position and a VOTING member who shall be responsible for:

- A. He/She shall train all business managers from both football and cheer teams on how to organize and maintain team books for presentation at Conference certification.
- B. He/She shall attend all conference business manager training and required meetings and report to the board.
- C. He/She shall develop and present all required training to team business managers, both football and cheer, regarding minimum play requirements (MPR's), turning in MPR's, calling in scores on game day and any other issues related to business manager duties and responsibilities, as determined by the board or the team head coach.
- D. He/She shall train all team business managers on the proper weigh-in procedures.
- E. He/She shall ensure all MPR's and team scores are collected. He/she shall also ensure that all scores are called in or texted to the President on game day.
- F. He/She shall represent the board for a minimum of 2 hours at each PPW home game.
- G. He/She shall work at PPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising/sponsorship events.
- H. He/She shall attend all regularly scheduled board meetings

Section 13 – Sponsorship/Fundraising coordinator: The position of sponsorship/fundraising coordinator is an appointed position and a VOTING member who shall be responsible for:

- A. He/She shall solicit in person, or by letter, returning as well as new potential sponsorships for the league, including telephone, email and/or letter follow-up. Letters shall be drafted to local as well as San Diego county businesses and corporations.
- B. He/She shall achieve or exceed annual, budgeted financial Sponsorship goals of the association.
- C. He/She shall encourage all football and cheer teams to solicit and obtain team sponsorships.
- D. He/She shall track sponsors obtained and develop a recognition program to announce sponsors at all home games (banners, advertisements, announcement, etc). He/She shall also coordinate the procurement and delivery of all sponsorship plaques provided to each sponsor at the end of the season.

- E. He/She shall take responsibility for coordinating all fundraising efforts for teams and the league, ensuring that all fundraising ideas/concepts are brought before the board for approval prior to implementation.
- F. He/She shall implement, with help from the Board's treasurer, financial control methods associated with the distribution and retention of major association fundraising efforts including but not limited to, raffles, walk-a-thons, spirit wear, etc.
- G. He/She shall attend and report efforts to the board on a routine basis, as determined by the board.
- H. He/She shall represent the board for a minimum of 2 hours at each PPW home game.
- I. He/She shall work at PPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising/sponsorship events.
- J. He/She shall attend all regularly scheduled board meetings

Section 14 – Team Parent coordinator (football & cheer): The position of team parent coordinator is an appointed position and a VOTING member who shall be responsible for:

- A. He/She shall organize and provide consistent, required training to team parents for both football and cheer prior to the start of the season, including but not limited to, their responsibilities as determined by the board and the team head coach.
- B. He/She shall research and request bids and samples from sports photographers and trophy vendors and submit recommendations to the board for approval.
- C. He/She shall schedule and coordinate picture day activities with all teams and photographer.
- D. He/She shall coordinate distribution of picture packages in a timely manner to all team parents.
- E. He/She shall coordinate and schedule all teams who desire to operate concessions during the Pop Warner season for all home games. Scheduling shall be based on field availability and shall be offered to all teams, from oldest to youngest divisions.
- F. He/She shall coordinate and schedule all Board approved personnel for home games played at PHS fields, including scoreboard operator and announcer.
- G. He/She shall coordinate the acquisition of all team rosters from team parents, to ensure verification of all player/cheerleader name spelling.
- H. He/She shall provide accurate names/teams to approved trophy provider and verify names/rosters when trophies are received. He/She shall distribute trophies to all team parents in a timely manner.
- I. He/She shall represent the board for a minimum of 2 hours at each PPW home game.
- J. He/She shall work at PPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising/sponsorship events.
- K. He/She shall attend all regularly scheduled board meetings

Section 15 – Communications coordinator: The position of communications coordinator is an appointed position and a VOTING member who shall be responsible for:

- A. He/she shall coordinate design, management and maintenance of the PPW association’s website as required and/or directed by the board
- B. He/she shall ensure the website is updated and kept current as needed.
- C. He/She shall represent the board for a minimum of 2 hours at each PPW home game.
- D. He/She shall work at PPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising/sponsorship events.
- E. He/She shall attend all regularly scheduled board meetings.

Section 16 – Cheer registration coordinator: The position of cheer registration coordinator is an appointed position and a VOTING member who shall be responsible for:

- A. He/She shall be prepared for pre-registration planning and coordination.
- B. He/She shall be responsible for the entry of all cheer registrations into League one, or related software, and assignments of priority numbers in accordance with association, conference and national policy.
- C. He/She shall be responsible for the preparation of both preliminary and final rosters to be submitted for certification as defined in association, conference and national policy.
- D. He/She shall be responsible for the assignment of cheerleaders to proper divisions and teams in accordance with association, conference and national policy.
- E. He/She shall be responsible for the distribution of both preliminary and final rosters to all teams.
- F. He/She shall monitor adds, drops of all cheerleaders utilizing League One or related software.
- G. He/She shall represent the board for a minimum of 2 hours at each PPW home game.
- H. He/She shall work at PPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising/sponsorship events.
- I. He/She shall attend all regularly scheduled board meetings and occasional cheer coordinator meetings

Section 17 – Cheer equipment/uniform manager: The position of cheer equipment/uniform manager is an appointed position and a VOTING member who shall be responsible for:

- A. He/She shall be responsible for yearly safety inspections of all qualified cheer equipment/uniforms.
- B. He/She shall research and request three (3) vendor bids for all required cheer uniform and/or equipment purchases or the reconditioning of the same.

- C. He/She shall present bids and recommendations to the cheer coordinator for review and approval for inclusion into the budget.
- D. He/She shall organize, clean, and maintain the cheer storage area within the conex boxes.
- E. He/She shall maintain accurate inventories for all equipment/uniforms.
- F. He/She shall develop and present equipment /uniform issue and return procedures to the cheer coordinator for review and approval.
- G. He/She shall implement and manage all equipment/uniform issue and return activities including the accurate sizing for all issued equipment and uniforms during registration.
- H. He/She shall coordinate the sale of any previous year's uniform/equipment to current year's cheer participants.
- I. He/She shall represent the board for a minimum of 2 hours at each PPW home game.
- J. He/She shall work at PPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising/sponsorship events
- K. He/She shall attend all regularly scheduled board meetings and occasional cheer coordinator meetings.

Section 18 – Cheer coaches representative: The position of Cheer coaches representative is an appointed position and a VOTING member who shall be responsible for:

- A. He/She shall provide communication to and from all cheer coaches, cheer coordinator and the board.
- B. He/She shall be responsible for the design and submission of the coaching survey to the cheer coordinator for approval.
- C. He/She shall present detailed survey results to the cheer coordinator for consideration prior to head coach interviews.
- D. He/She shall address all parental concerns/issues and report to the cheer coordinator.
- E. He/She shall develop and facilitate cheer coaches training as needed/required.
- F. He/She shall work closely with the Cheer coordinator to ensure that all first aid/CPR and background check requirements are met.
- G. He/She shall schedule and facilitate all head coach meetings.
- H. He/She shall represent the board for a minimum of 2 hours at each PPW home game.
- I. He/She shall work at PPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising/sponsorship events.
- J. He/She shall attend all regularly scheduled board meetings and occasional cheer coordinator meetings.

Article 11 – Taxes

The association will prepare or have prepared any and all tax returns or statements required by law. This shall be the primary responsibility of the treasure to coordinate and report to the board.

Article 12 – Rules

The rules and regulations, as set forth by the National Pop Warner organization, as well as the Palomar Conference, of which the Poway Pop Warner football and cheer is a member, shall be adhered to. PPW football and cheer should remain a member in good standing of both organizations. “Roberts Rules of Order” shall govern the proceedings for all meetings.

Article 13 – Amendments

Proposed amendments to these by-laws shall be presented, in writing, at any official meeting of the Board of Directors. Upon review and discussion by the board, ratification shall be made by a simple majority of the board members present, including executive and appointed board members. Approved amendments will then become incorporated into the bylaws and go into effect immediately.