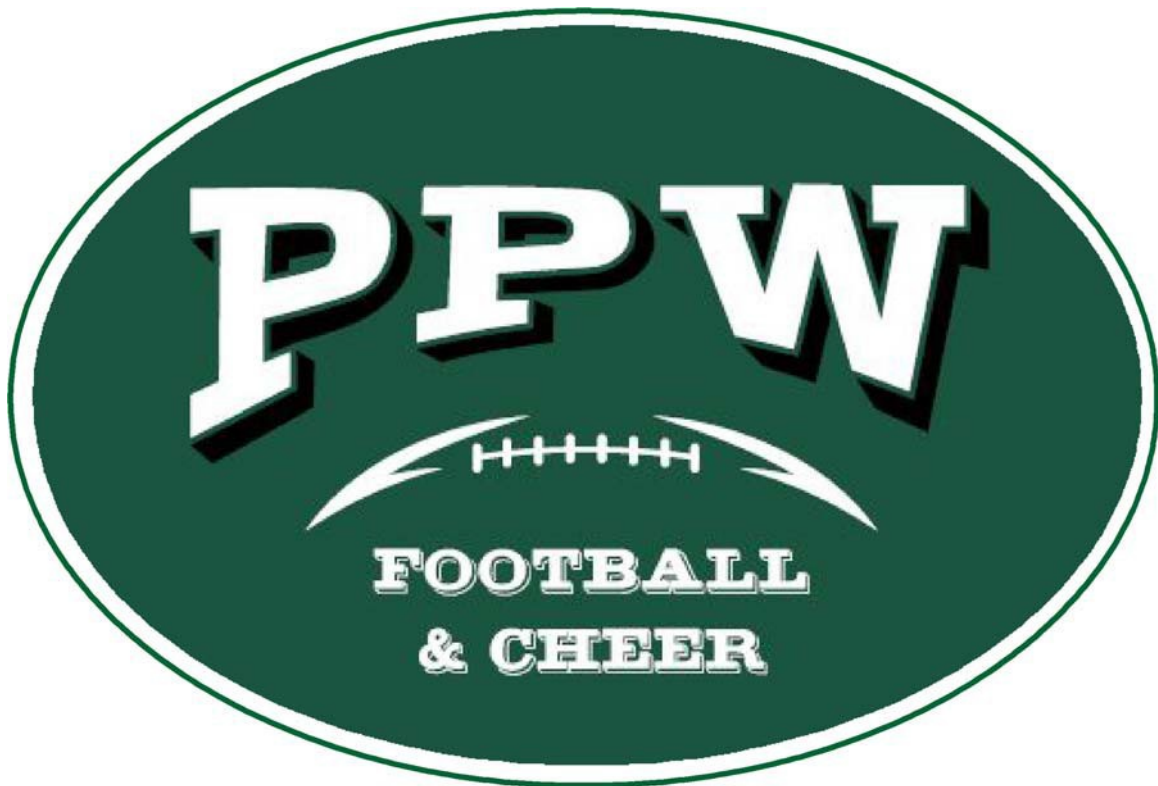


# Policies & Procedures



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Section 1 – Mission Statement & Goals:

Poway Pop Warner (PPW) is committed to provide each participant, both football and cheer, and their families a rewarding experience grounded in safety, fundamentals, positive coaching, and competition in order to instill the ideals of sportsmanship, scholarship, and physical fitness that will last a lifetime.

Section 2 – Introduction to the Rules:

National Pop Warner has established one (1) set of football and cheer rules for all participants published in the Pop Warner Little Scholars Official Rules Book (PWLS Official Rules Book). This manual has been prepared solely for the benefit of ALL staff volunteers in order that they may better understand the playing conditions and rules that will be enforced during the season. These rules have been adopted to make football and cheer participation within the league competitive, safe, and enjoyable for all participants. These policies are intended to be a supplement to the National Pop Warner Rules and Regulations and the Palomar Conference Policies and Procedures. Each board member, head coach, staff members, and cheer coordinators are expected to read, understand, and abide by all policies in this manual, as well as all rules and regulations stated within the aforementioned regulations and procedures.

Section 3 – Structure, Operation, and Personnel:

A. Defined Pop Warner season: For all purposes, the Pop Warner playing season shall be defined as August 1st through December 31st or the last Pop Warner game/competition, whichever comes first.

B. PPW personnel, board members, coaches, players, and cheer participants are subject to disciplinary action for violations of Pop Warner rules and regulations at any time during the stated playing season.

C. Association Board of Directors: The governing of this association shall be under the supervision of the Board of Directors for PPW in accordance with the PPW by-laws, as well as the Palomar Conference. It shall be the duty of the board to conduct all business of the association under the direction and approval of the President.

D. Duties of the Association: Among other duties, the PPW association must:

1. Have representation at all conference meetings.
2. Turn in paperwork, board lists, by-laws, financial statements, rosters, and insurance information when requested.
3. Report game scores to the conference via phone or email no later than 12noon on Sunday following any game day.
4. Pay team dues to Palomar conference, in addition to any incurred fines of the association or association teams.
5. Provide team information to the Conference Scheduling Commissioner when requested.
6. Communicate all applicable information to association members in a timely

fashion, using our website, our mass email program or via direct email/mail to specific members (all direct communication must be approved by the Board).

7. Make sure that all coaches receive a copy of the rulebooks & policies.
8. Inform all members of any policy change in a timely manner (as approved by Board).
9. Have a specific set of association by-laws.
10. Keep a set of detailed financial records, prepare tax returns, and keep information updated and pay annual fees.
11. Keep team rosters, contracts and volunteer applications for a minimum of two (2) Years (rosters and all other documents to be kept by the PPW secretary).

E. Insurance: PPW will submit to conference, in writing, a list of all practice and game fields/facilities including the name and address. The association must have minimum insurance limits as established by National Pop Warner. The association must have received a certificate of insurance from the Palomar Conference prior to intended use of the field or facility.

F. PPW Documents & Forms: All PPW forms/documents shared or used by participants must be reviewed and approved by the board to ensure all are accurate, consistent and written in accordance with both Palomar Conference and National Pop Warner policies.

G. General regulations: Any member of PPW who transports youth participants, to any game, practice, or event must have a valid driver's license and a current and valid certificate of insurance. Due to potential liability issues, Poway board members, general members, coaches and volunteers are NOT permitted to transport a child other than their own to any Pop Warner event without written permission from the parent/guardian of child being transported. Drinking of alcohol or use of any tobacco or drug product at any team event is prohibited.

H. Mandatory meetings/clinics/competitions: All association cheer coordinators/representatives are required to attend meetings, which are classified as mandatory. All association head football coaches/representatives are required to attend meetings, which are classified, by Palomar Conference or PPW as mandatory. One mandatory meeting will be scheduled for the association's Little Scholar Representative and Player agent and must be attended by each. One mandatory meeting for Business Managers will be scheduled and must be attended by each team's business manager. Additionally, teams are required to participate in scheduled competitions for the entire season. These include pre-season clinics and scrimmages (as arranged by head coaches), regular season games, and post-season playoffs and cheer competitions.

I. Mandatory Background Checks: ALL adult volunteers MUST fill out a volunteer application and submit a cleared background check. No person shall participate in any manner, if a background check reveals a conviction for, or guilty plea to, any crime involving or against a minor. At the discretion of the PPW Board of Directors other charges or conviction may prohibit any individual from participating as a volunteer. If PPW becomes aware of any information, by any means, that an individual has been accused or convicted of any crime involving, or against a

minor, the board of PPW must contact any applicable government agency to confirm the information. The said individual shall be suspended during this time of investigation. If the information is confirmed, PPW will prohibit that individual from participating in any manner.

J. ID Badges: Palomar Conference or PPW will issue ID badges for all association volunteers for entry onto the sideline area. All ID badges are the property of PPW and should be returned at the end of the Pop Warner season. Any volunteer without a valid ID badge will be removed from the sidelines and not be allowed to participate.

K. Conflict of Interest Policy: It is considered critical that any board member, volunteer and general membership shall not engage in any activity which gives rise to an appearance of claim or self-dealing, divided loyalty or conflict of interest by reason of such person's position with PPW. In addition, any person violating the PPW, Palomar Conference or National Pop Warner policy will be subject to disciplinary action, including but not restricted to removal or suspension.

L. Team Name & Team Colors Policy: All team names must be submitted in advance of team formation to the board and/or Palomar conference for approval. Any proposed changes to the association's team colors must be submitted to the board and/or Palomar conference for approval

#### Section 4 – Refund/Financial Aid policy (Appendix A):

A. Refund policy: Participation fees will be reviewed and assessed by the PPW board prior to season start based on the associations operating budget. 50% non-refundable payment due at time of registration, either online or onsite (note: if paying online, payment is 100%). All registrants, both football and cheer, may apply for a refund of up to 50% of the paid registration fee prior to June 30th. 50% of the registration fee is non-refundable. No refunds shall be authorized/issued on or after June 30th, with exceptions made for those participants who are on the waiting list and are NOT assigned a team. \*\*Military families who are unable to maintain participation in PPW at any time due to their obligation(s) to the US Military are entitled to a full refund at any time, if required. A copy of the reassignment orders shall be required to process this type of refund. It shall be the policy of PPW to assist and support those in the community who wish to participate in our program but require financial support in order to do so. A special request for financial support must be made during the registration process.

#### B. Financial Aid Guidelines:

1. Financial Aid requests must be made in writing at the time of registration. All financial aid applications are subject to PPW review and approval.

2. PPW Financial Aid applicants are required to provide a 50% non-refundable down payment per participant towards registration fees.

3. A Deferred Payment Contract must be submitted as well. In the event Financial Aid application is NOT approved, the 2<sup>nd</sup> 50% of Registration Fees are due by June 30<sup>th</sup>.

4. Financial aid applicants are required to complete and submit a PPW Financial Aid Application, Financial Aid Contract, and a copy of their previous year's tax return at the

time of registration. AFDC, Cal Works, SDI and SSI recipients must include a copy of their disbursement voucher. All documents must be received and evaluated prior to the recipient's receipt of equipment.

5. Financial aid applications will be ranked based on financial need, and awarded/approved based on the availability of funds.
6. In the event that a *financial aid applicant* requires additional time to provide the required financial supporting documentation, he or she may be given one month (30 calendar days) from the date of registration to submit required financial documents. If the paperwork is not received within this time;
  - a. Financial approval will not be considered.
  - b. Full registration fees will be required *by June 30* in order for the child/children to remain eligible to participate.
7. In the event that partial financial aid is granted, the family will be responsible for all remaining fees.
8. The below criteria will be used in determining financial need:

Household Size (# of	Partial Financial Aid
	Annual Income
1	\$18,889
2	\$25,327
3	\$31,765
4	\$38,203
5	\$44,641
6	\$51,079
7	\$57,517
8	\$63,955

9. Failure to fulfill all financial aid requirements will result in denial of future financial aid requests.
10. Submitting a Financial Aid application in no way guarantees that it will be awarded/approved/granted.

Section 5 – Code of Conduct/Sportsmanship:

All Coaches and support staff, board members, adults, football and cheer participants will abide by a Code of Conduct that includes the following provisions. Failure to abide by these rules will result in disciplinary action by the PPW board of directors. If a Board member, volunteer, or coach is removed from their position, or resigns from their position due to disciplinary actions, they shall not be permitted to serve as a Board member, volunteer or coach for a period of two consecutive years. Exceptions may be made at the discretion of the remaining board members.

1. Coaches'/Volunteer Code of Conduct (Appendix B): Coaches/Volunteers shall:
  1. I will refrain from smoking or use of smokeless tobacco on the field.
  2. I will not criticize players or cheer participants in front of spectators, but reserve

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- constructive criticism for later, in private, or in the presence of the team if others may benefit.
3. I will accept decisions of referees and judges as being fair and called to their best ability.
  4. I will not criticize an opposing team, its players, cheer participants, coaches or fans.
  5. I will emphasize that good athletes strive to be good students.
  6. I will strive to make football or cheer serve as a training ground for life and a basis for good mental and physical health.
  7. I will stress that winning is the result of teamwork.
  8. I will not engage in excessive sideline coaching and shall not leave the bench area to shout instructions.
  9. I will be jointly responsible for the conduct and control of team fans and spectators. Any spectator who becomes out of control will be asked to leave.
  10. I will not use or tolerate abusive or profane language at any time.
  11. I will not encourage my team to “pile it on” or raise the score as high as it can.
  12. I will not receive any payment, in cash or kind, for services as a coach in Pop Warner Football.
  13. I will not permit or encourage sweating down tactics in order for a player to make team weight.
  14. I will not distribute any medication, controlled or over the counter, except as specifically prescribed by the participant’s physician.
  15. I will not permit an ineligible player or cheer participant to participate in a game.
  16. I will not deliberately incite unsportsmanlike conduct.
  17. I will not tolerate the use or possession of alcohol, tobacco, drug (to include legal and illegal) or any other use of illegal substance at any Poway Pop Warner sanctioned event. Additionally, I will not tolerate anyone under the influence of drugs, alcohol or illegal substances around participants.
  18. I will remove from a game or practice any participant when even slightly in doubt about his or her health, whether or not as a result of injury, until competent medical advice is available.
  19. I will control my team’s fans and further understand that fan reaction will usually be in step with my reaction.
  20. I will uphold all rules and regulations, National and local, regarding Pop Warner Football and Cheer.
  21. I will accept the decisions of the Poway Pop Warner (PPW) Board and be their spokesperson to my team and parents.
  22. I will notify the PPW Board of any potential coach/participant or coach/participant altercations that could be harmful to the League.

23. I recognize that my main duties are coaching and not administrative, but I will ensure that parents are aware of messages from the PPW Board and that all appropriate paperwork has been received.
24. I agree to refrain from posting/chatting/instant messaging on any social media forum/platform with the intent to initiate, hurt, intimidate, humiliate or defame any player, coach, official, volunteer or spectator. The posting of negative, demeaning or derogatory comments will not be tolerated. I also agree not to participate in bad mouthing or defaming PPW members, volunteers, other teams and/or leagues in any social media forum/platform.

#### A.1 General Regulations to the Coaches/Volunteer Code of Conduct:

1. The Coaches/Volunteer Code of Conduct applies to all volunteers, both coaches and board members, of football and cheer programs.
2. Sweating down includes, but is not limited to, the use of steam rooms or cabinets, the use of diuretics (water pills) or any method that is injurious to the health of the player.
3. The term physical assault includes, but is not limited to, hitting, slapping, pushing, spitting, kicking or striking in any way with any part of the body or any physical implement. Grabbing the facemask is also included within this term.
4. The possession and/or use of alcoholic beverages and/or drugs shall be strictly prohibited at all games or practices and all team/association/conference organized functions where the participants are present.
5. Ejection from a game will result in an automatic one (1) week suspension from practice, including the following game. Ejection violation cannot be waived.
  - a. Violations of the Coaches/Volunteer Code of Conduct, the penalty shall be:
    1. First offense – a one (1) week suspension from practice and the following game
    2. Second offense – suspension from PPW for the remainder of the season
    3. Third offense – minimum one (1) year suspension from the date of notification.
      - a) The PPW Board has the option to waive the penalty for a first offense. This waiver will normally last the remainder of the season and can be vacated at any time, whereas the original penalty or subsequent penalties will be upheld.
      - b) All violations and disciplinary action, including waivers per Appendix D, will be in writing and kept on file for 2 years. Historical trends of violations will be considered during all coach selections.
2. Parent Code of Conduct (Appendix D)
  1. I will not criticize, belittle or question the ability or authority of any official, coach or volunteer of the Team, League or Conference. However, I may offer genuine praise and thanks as a demonstration of good sportsmanship.
  2. I will control my emotions at games and events. I will not yell at or criticize other players, coaches, parents or officials.
  3. I will not use foul language.



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4. I will not partake in the use or possession of alcohol, tobacco, drug (to include legal and illegal) or any other use of illegal substance at any Poway Pop Warner sanctioned event. Additionally, I will not tolerate anyone under the influence of drugs, alcohol or illegal substances around participants.
5. Coach/Parent Relationship:
6. I will not put pressure on a coach to:
  - a. Play my child at a certain position.
  - b. Play my child more than is required by the "Mandatory Play Rule"
  - c. Alter his/her coaching style, technique, or philosophy.
  - d. Question a referee's judgment or overall officiating ability.
7. I will:
  - a. Support the decision of my child's coach to play my child at any position the coach sees fit.
  - b. Ensure that my child is on time for all games, practices and team activities.
  - c. Do my best to control any negative behavior of my child as pointed out by his/her coach.
  - d. Encourage my child to play any position his/her coach recommends.
8. All grievances, problems, questions, etc., will be discussed with a Team, League, or Conference official outside the presence of children, such as a personal meeting or telephone conversation. Official grievances will be submitted to the League in writing for further investigation.
9. I will respect a Team, League, or Conference official's right NOT to communicate with me "on the spur of the moment" about issues not in the immediate best interests of child participants.
10. Whenever possible, I will volunteer my time and talents to support my child's participation in Team, League or Conference activities.
11. I understand that all Team, League or Conference games, and practices, are competitive activities. However, they will endeavor to function under a "Recreational Philosophy", stressing sport as a FUN, HEALTHY activity to be participated for enjoyment, not solely for competitive advantage.
12. I understand that a child is not guaranteed a team, coach, or division. I will further support the method and result of team formation within the League or Conference and understand that the decision of my child's placement on a team by the League or Conference is final.

B.1 General Regulations to the parent code of conduct:

1. At ANY Pop Warner event, practice or competition, any adult who verbally abuses, attempts to intimidate, is flagrantly rude, or cannot control their language or action with an official, coach, or board member will be asked to immediately leave the Pop Warner event. His/her child (ren) may be immediately removed from the Pop Warner event.

2. He or she will receive a written warning regarding their behavior and be suspended from the next weeks practice and game.

3. Any adult that commits a second offense will be banned for PPW events for the remainder of the season and their child (ren) may be removed from PPW for the remainder of the season.

4. Any adult who physically assaults an official, coach or PPW board member will be banned from PPW and their child will be removed from the Pop Warner program for one (1) year from the date of the offense. After one (1) year, the parent may apply for reinstatement of his or her child. If the adult commits a second, similar offense, he or she will be banned from Pop Warner and the child (ren) may be permanently removed from Pop Warner.

5. Any adult engaging in any action that reflects negatively on, or causes embarrassment to, the PPW program is subject to disciplinary actions of the association and/or conference.

- a. All violations and disciplinary action, including waivers, will be in writing, per Appendix E, and kept on file for 2 years. Historical trends of violations will be considered during all coach/volunteering selections.

#### Section 6 - Coaching/staff requirements (Football)

A. Eligibility: A Head Coach must be at least 21 years of age. A rostered adult representative (21 years and older) must be present for practices, games and functions. An assistant coach must be at least 18 years of age or a high school graduate. The minimum age requirement of the “additional support personnel” (i.e. Business manager, equipment manager and trainer) should comply with the requirement for assistant coaches. Teams are permitted to carry a Coach-trainee, who must be a minimum of 16 years of age and a maximum of 17 years of age. They MUST also comply with player requirements, supplying all of the appropriate paperwork required for anyone under the age of 18. Head coaches and assistants must have some knowledge of football.

B. Staff: The Head Coach will determine the assignments of the assistant coaches. A football team may have a maximum of four (4) assistant coaches, plus a maximum of one (1) coach-trainee, one (1) equipment manager, one (1) trainer, one (1) team parent, and one (1) business manager. A maximum of ten (10) are allowed on the team’s roster. All staff choices are subject to approval by the PPW Board. All rostered staff members must have an issued PPW ID badge.

C. CPR and First aid: Even if there is a physician, registered nurse, paramedic or EMT affiliated with the team, two (2) of the staff members on the team must be the holder of a valid Red Cross certificate in community CPR and first aid, or its equivalent before practice starts. Each team is responsible for the attendance of a least one (1) person qualified and marked with an \* on the roster at every practice and game. The Head coach must be one of the two staff members possessing a CPR/first aid certificate.

D. Board Representative: Head Coaches are considered PPW board representatives for their

perspective team. As such they are expected to represent PPW at all functions in the absence of PPW board members. Additionally, head coaches are expected and required to attend certain functions and events throughout the year, a calendar of events will be provided upon selection as head coach.

E. General regulations: A team's coaching staff is in complete charge of the team whenever it is together on the practice or playing field. The coaching staff is under the direction of the head coach. Coaches do not make team or league policy, but rather, carry it out. However, on the playing and practice fields, the coaching staff is in complete charge and shall not be interfered with except in cases of rules violations or other conduct deemed by higher authority to be contrary to the welfare of youth. The head football coach has final responsibility for his/her actions, those of the assistant coaches, players, staff and parents. Coaches within PPW will set an example at all times to the players, parents and fans. As a representative of PPW, coaching attire should be neat and clean for all practices and games. Each head coach shall attend a Conference organized head coach clinic. The head coaches and staff members are expected to read and understand all stated rules of this association, all rules and regulations of Palomar Conference, and all rules and regulations of National Pop Warner.

F. Coach interviews/selection:

1. The Coaches' Representative will establish a selection committee of no more than seven (7) board members for the purpose of interviewing perspective head coaches for the upcoming season. Required members of the selection committee shall be the President, Cheer Coordinator, and Coaches' Representative. Applicants will be required to appear in front of the committee prior to 31 March for an interview. The PPW board approves all head coaches before the registration process begins.

2. Association approval is required for all coaches, returning or not, prior to each season. To be a coach in PPW is a privilege, not a lifetime job, and previous coaching experience does not guarantee a coaching position for the upcoming season.

3. If an applicant is denied a head coaching position, he/she can be reconsidered for another volunteer position.

4. All adult volunteers (over the age of 18) are required to fill out a volunteer application and submit a cleared background check. Any applicant found to have been convicted of a crime involving or against a minor will be barred from coaching. Any coach charged during the season with a crime involving or against a minor will be suspended temporarily pending the outcome of that charge.

#### Section 7 – Registration:

Player and cheerleader registration dates will be determined by the board, posted on the PPW website and/or using constant contact at least 45 days prior to the first registration date. Players and cheer participants cannot begin practice with a team or squad until they have been registered. The normal registration cut-off date will be May 31<sup>st</sup> of the current year.

A. Administrative Requirements: The following registration requirements MUST be met

for a participant to be considered fully registered:

1. Parental Consent: A written statement from either parent or the legal guardian, stating that the child has his or her permission to play or cheer. PPW provides a standard form for this.

2. Medical Examination: A signed National Pop Warner physical examination form from any licensed state examiner that the candidate is physically fit and there are no observable conditions, which would contra-indicate him, playing football or her for cheer.

3. Proof of Age: A certified copy of the birth certificate on file bearing the seal of the issuing office of the state of birth is the best guarantee of reliability of claimed date of birth and is the form of proof most recommended. Passports are also acceptable.

Copies of originals may be accepted as long as long as they are completely legible and deemed acceptable by the board.

4. Scholastic fitness: Proof of satisfactory progress in school is required. A 2.0/70% shall be the minimum grade point average acceptable to participate. Copies of the previous school year "Final report card" documenting satisfactory progress MUST be provided to the board's Little Scholar Representative prior to the first day of practice, or the participant will not be allowed to begin practice. No PPW team/squad may be allowed to participate in regional/national sponsored championships or bowl games if it has not met the nationally published scholastic requirements.

5. Participant Contract/Code of Conduct (Appendix C): A completed and signed participant contract must be provided upon registration. A signed copy of the Adult Code of Conduct (Appendix D) must also be signed by both parents or legal guardians of each participant. Both forms will be provided as part of the registration packet.

B. Registration/fee requirements: All registration and other fee requirements must be satisfied prior to the first practice for a participant to be allowed to participate.

C. Priority numbers: At the time of registration, a priority number will be assigned to each applicant. All applicants will receive their priority number on a "FIRST COME, FIRST SERVE" basis. The priority number shall be assigned ONLY at the time of registration and recorded on BOTH the contract and the master sign-in sheet. If the applicant fails to complete the original registration process or no longer desires to be registered, the assigned priority number shall NOT be re-used. PPW will keep a record of all "dropper" participants. PPW will keep a master priority list containing the following information:

1. Priority number
2. Date of registration
3. Participants name

A parent or legal guardian may register their child without the child being present at the time of registration; however, the parent must make arrangements for the child to be fitted for uniforms/equipment at another date.

D. Age and Weight

PPW shall determine the age/weight eligibility of each applicant using the National Pop Warner

age/weight chart provided in the National Rule Book. The participant's age on July 31st of the current year shall be the participant's age for the coming season.

Section 8 – Team Formation:

A. Preliminary Assignments of Players to a Division at the time of registration, all players will be assigned to a particular division, not a team. PPW will not determine the number of teams formed in a division until after a majority of the registration process has been completed. All team assignments are considered preliminary until after certification.

B. Each year Poway Pop Warner will form new teams. No player or coach will automatically be assigned to a team based on the previous year.

C. General regulations: PPW will not draft teams until a majority of player registration is accomplished.

1. Registration Priority Number is the only means used to determine individual priority in Poway Pop Warner and will be established at walk in registration. This number will be used for initial team formation. It will be assigned in the order in which player completes registration.

2. No less than 18 and no more than 35 players may be assigned to a single team. Exceptions for maximum and minimum players may be recognized in specific divisions, i.e. maximum of 18 players assigned to each Flag team and a minimum of 15.

3. Players will be placed on teams by board decision.

4. Players registered for divisions that are at the maximum number will be placed on a waiting list. Players on a waiting list ARE NOT eligible for ANY team activity. In the event a space becomes available, the players on the waiting list shall be notified, in order based upon the lowest priority number given at registration.

5. All waiting lists will be closed after the completion of the first week of practice.

6. If a player is not placed upon a team after being on a wait list, a full refund will be issued.

D. Individual Team Placement: If only one team exist in a specific division, only Registration Priority Number may be used to create team.

E. The following applies when more than one team exists in a specific division:

1. Flag, Junior Mitey Mite, and Mitey Mite teams are considered training divisions and do not fall into the Division I/II or "A" and "B" teams; therefore the following does not apply to those divisions and all efforts will be made to make teams evenly matched.

2. For competitive divisions (Jr. Pee Wee through Unlimited), once the 35-player roster has been reached or exceeded, additional players will be placed on a "waiting list".

Teams will then be placed as follows:

a. There will be both an "A" team Head Coach and a "B" team Head Coach. These coaching designations will be determined during the interview process.

b. The "A" team Head Coach will select his/her team first from the list of active

players. Players on the “waiting list” are not eligible to be placed during this initial process. The remaining players on the active list are placed on the second team under the “B” team Head Coach.

3. Players selected for a specific team must play for that team. No player can opt off the “A” team for placement on the “B” team. Only the son/daughter of the “B” team head coach can request to move to a different team than assigned.
  4. Only the son/daughter of the “A” or “B” team Head Coach along with two (2) assistant coaches (not to be support staff, i.e. Team Parent/Business Manager) are “safe” from being drafted by the opposing team.
  5. Player evaluations may be used by the “A” team Head Coach to aide in the selection of his/her team. If player evaluations are to be used, the Board of Directors will oversee the event, provide sufficient notifications to parents of time and date, and approve all events to take place. Under NO circumstances will physical contact of any type be used during evaluations. All players in the two-team division are eligible for player evaluations.
- F. Association division placement will be set forth by Palomar Conference. Associations will be notified in advance of any changes to the guidelines. The placement guidelines are as follows:
1. Palomar will be divided into three local divisions.
  2. Teams will be formed at the discretion of the association and placed accordingly.
  3. An undetermined number of placement games will be played prior to the season for adjustment of team placement to better match their competitive abilities.
  4. All placements will be decided by the PPW Board of Directors with the understanding the Palomar Conference will make the final decision.
- G. Tournament/Championship Games
1. The top four (4) teams, at a minimum, will earn a spot in bracket play with the top two (2) playing for conference championships.
  2. Local divisions will play locally and play in the Best of the West.
  3. Palomar Championships will be held to determine D1, D2 and D3 positions at the Best of the West. (As determined yearly at Palomar Conference)

#### Section 9 – Certification:

PPW will supply to conference a complete roster of players/participants for regular season schedule. All participants will be weighed in for certification and will be weighed in shorts and without shoes. Palomar Conference will dictate the certification process.

Certification must be completed prior to the opening game of the regular Conference schedule. At certification, any player who fails to make the weight for the team and has been practicing with, but falls into the weight bracket of another division, shall be moved to the other division as part of certification. Once certified, a participant must meet the following requirement to maintain eligibility:

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1. Transfer policy in case of change of residence will be decided by Palomar conference
2. Retain parental consent
3. Maintain sound physical condition
4. Continue to maintain sound scholastic standards. In case of doubt, PPW, or any head coach, has the right to require a written statement by school administration, which shall be deemed final
5. All cuts to any roster must be made by the board of directors and will follow guidelines set forth by both Palomar conference, as well as the National Pop Warner standards.
6. Prior to certification, a participant may be cut from the roster if he/she misses more than 7 consecutive days of practice, or are absent for more than 50% of all scheduled practice days during the month of August. Refunds will not be issued.

Section 10 – Practice:

- A. Saturday or Sunday practices are not allowed, unless specific approval has been obtained from the conference commissioner for a specific event.
- B. Pre-season practice shall not begin prior to August 1st.
- C. The first week of practice shall be devoted entirely to and exclusively to conditioning (no player to player contact), football pads will not be worn; however, helmets are permitted. If helmets are to be used, ALL players must wear them or none at all. All players shall complete 10 hours of conditioning in order to be eligible to start full contact practice in pads. The following items shall be worn by players beginning physical contact in practice sessions:
  1. Helmet: only those bearing the NOCSAE seal or certification from the previous or current year may be worn. All helmets must bear the current NOCSAE approved “warning label” in a visible position on the outside of the helmets.
  2. Shoulder pads
  3. Pants (to include integrated or non-integrated hip pads, tail pads, thigh guards and knee pads)
  4. Jerseys
  5. Mouth guards: All mouth guards must have a keeper strap and be attached to the helmet face mask at all times. Clear or white guards are not permitted.
  6. Athletic supporters or compression underwear.
  7. Shoes: molded rubber cleats (soccer style) or detachable rubber or plastic (football style) cleats are permitted. No metal cleats are permitted.
  8. Cleats may not exceed 1/2” in length.
  9. The official authorized Pop Warner patch MUST be displayed on every jersey for games and competitions. Patches may only be placed on designated areas on the uniforms as determined by National Pop Warner.
- D. Teams/cheer squads are limited to 10 hours of practice per week before Labor Day.
- E. No more than 2 hours of practice may be scheduled on any one day (this 2 hours does not include

at least 30 minutes for water breaks).

F. Practices after Labor Day weekend are limited to 6 hours per week and are not to exceed two (2) hours per day (mandatory break time is not included in this hourly total).

G. After the first week of practice (10 hours of conditioning) and the second week of practice in pads (10 hours) in which contact has occurred, teams may engage in joint practice sessions with other Pop Warner team(s) in controlled inter-squad scrimmages. This 20 hours of practice is required before any inter-squad scrimmage may occur. A maximum of two (2) controlled scrimmages are permitted for each tackle team prior to the start of the regular season. Scrimmages are considered practices and are subject to all of the previously mentioned practice rules so as not to exceed the weekly practice hours allowed. The PPW President MUST approve ALL inter-squad scrimmages prior to occurrence. Participation in a non-approved inter-squad scrimmage will result in a one (1) week suspension of BOTH participating head coaches beginning the Monday prior to the first scheduled game, regardless of the reason.

#### Section 11 – Equipment policy:

A. Equipment issue will be held on a specified date prior to the start of practice. Players and AT LEAST one parent MUST attend. It is the player's responsibility to maintain all equipment once issued in good condition. Equipment abuse will not be tolerated and the player may be subject to fines to replace damaged equipment upon return. At the end of the season, a date will be set for equipment return. Failure to return equipment and/or uniforms will result in a \$275.00 charge and may result in ineligibility for the next season.

B. PPW equipment can only be used during sanctioned Pop Warner events. Football camps, private lessons and parties are not sanctioned events and are not covered under the Pop Warner insurance policy. PPW will supply equipment for football camps, private lessons, parties or any other non-sanctioned Pop Warner event with a signed Waiver of Liability on file from the parties who request equipment use. ANY individuals who use PPW equipment in such as fashion shall be held 100% liable for any and all injuries and damages.

#### Section 12 – Team meetings/disciplinary actions:

A. It is required that all head coaches schedule and conduct a “team meeting” as soon as possible after all players have been assigned to a specific team, applicable to players and their parents. The PPW Coaches representative must be notified, in advance, to all meeting dates, times and locations. A PPW Board member will be present at all team meetings to answer any questions and to facilitate the accurate sharing of all information. PPW requires that the following information be addressed by all head coaches during their team meeting:

1. Team staff introduction and responsibilities
2. General coaching philosophy, background, years in PPW, etc.
3. Team policy regarding discipline, including but not limited to, penalties for misbehavior, penalties for missing practices/games or tardiness to same
4. Team practice times/locations



5. What players should and should not bring to practice
6. Rules behind conditioning week/start of contact and what should be worn during each
7. Minimum play rules for all players per both National and Palomar conference standards
8. Adult code of conduct by all parents
9. Introduction of board member present at meeting
10. PPW requires that each board member present at team meetings shall address the following:
  - a. PPW policy on financials required prior to equipment issue or non-practice by participant
  - b. Equipment care and abuse and possible remuneration for damaged property
  - c. Need for league sponsorship from business entities, etc.
  - d. Appropriate chain of command and how parental issues and concerns will be handled.

B. Coaches and team staff do not make or modify policy. They are to carry out and actively support all rules, policies and procedures, decision and fundraisers of PPW, Palomar conference, and National Pop Warner. If coaches, team staff, or parents have any questions or concerns, they can bring them to the PPW Board of Directors via the Coaches' Representative for review and consideration.

#### Section 13 –Sponsorship/Fundraising:

A. Sponsorship: Funding provided outright by any person, service organization, or business entity for the sole purpose of supporting/benefiting the PPW association, its programs (football & cheer teams), and its policies is defined as sponsorship. Sponsorships received annually by the association prior to a designated due date will receive advertising at all “home” events. One hundred percent (100%) of sponsorship funds received will be allocated to the association unless sponsorship of a team (either football or cheer) is identified by the sponsor donating the funds. If a team is identified, seventy percent (70%) of funds received will be allocated to the association, whereas thirty percent (30%) of funds will be allocated to the identified team.

B. Fundraiser: Funding provided for the sole purpose of supporting PPW association/team requirements/events from a specific fundraiser effort. Fundraiser examples include, but are not limited to, social functions (walk a thon, bake sale, concessions days), item sales (jewelry, poms, spirit wear), or raffles held for the purposes of raising funds to support PPW. One hundred percent (100%) of all monies collected will be allocated to the team hosting the event. All fundraising events must be presented to the PPW Board of Directors and receive approval before scheduling/hosting.

C. General regulations: End of year team parties/team travel may be funded by money collected by each team during sponsorship and/or fundraising activities, with those funds coded for these events. All funds MUST go into the budget code as designated. All team funds must be

requested by the head coach, and presented to the treasurer of the board for disbursement. The head coach may authorize other staff members to receive funds for team use. Teams must provide receipts from all expenditures, for both travel and/or team parties. Receipts must be submitted to the treasurer prior to reimbursement of funds. Any monies not spent will be reallocated to the PPW financial aid budget. Should a team have funds coded for travel that are not used, those funds will be reallocated to a general travel fund that might be accessed by other teams, as approved by the board of directors.

D. Team concessions days: The following hierarchy will be assigned to teams wanting to participate in the PPW home concessions days.

1. First priority will be given to those teams, both football and cheer, who have the ability to qualify for the national Pop Warner event(s) in Florida.
2. After the above teams have selected their first concession date, PPW teams will be allowed to choose their concession as follows:
  - a. Varsity
  - b. Jr Varsity
  - c. PeeWee
  - d. Jr PeeWee
  - e. Mitey Mite
  - f. Jr Mitey Mite
  - g. Flag

3. After one date has been chosen for all teams interested in participating, further assignments will be opened for additional dates on first come, first serve basis.

E. Process for funds raised: All monies raised MUST be turned into the PPW treasurer, regardless of reason. All concession money will be collected at the end of concession day and double counted by treasurer or board member on duty. Any other money raised from all other fundraiser events (i.e. spirit wear, bake sales, car washes, etc.) must be given to the PPW treasurer within 5 days of the event. Any violation of this policy will result in a forfeiture of funds raised.

#### Section 14 – PPW Cheer:

National Pop Warner has established a specific set of rules for all cheer participants. In addition to the general regulations previously addressed, all PPW Cheer teams shall also follow the rules outlined in this section. Again, this section is designed to supplement those policies already discussed in this manual, in addition to the rules of Palomar conference and National Pop Warner, not specifically discussed herein.

A. Cheer Staff Requirements: A cheer squad's coaching staff is in complete charge of the squad whenever it is together at practice or on the playing field, traveling as a group to and from practice sessions, games and competitions or together for any squad function, such as a banquet. The coaching staff is under the direction of the Head Coach. The following applies to all coaches:

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1. The Head cheer coach will determine the assignments of the assistant coaches and will be responsible for conducting a team meeting with the same expectations of the meeting conducted by football head coaches.

2. Every squad shall have at least one certified adult volunteer as head coach, aged twenty one (21) or older. After the first 12 participants, there must be an assistant volunteer coach, aged eighteen (18) years or older for every 12 participants. The number of adult volunteers shall, therefore, determine the maximum squad size

3. All rostered staff must participate in a valid Pop Warner Nationally Approved Coaches Education Training program to be eligible to coach. Any head coach that fails to attend will be immediately removed from coaching until successful completion of the program. Successful completion of such programs is valid for three (3) years or as otherwise noted.

4. A squad may have a maximum of four (4) assistant coaches. All assistant coaches must participate in a valid Pop Warner endorsed Cheer Coaches Education Training Program. One of the coaches must be the holder of a current Red Cross Certificate in CPR and First Aid or its equivalent. It is highly recommended that one of the assistant coaches be designated as the team business manager and one of the assistant coaches be designated as the team parent.

5. The cheer team business manager must adhere to all of the requirements of the football business manager and will be responsible for working with the Cheer Coordinator and the Business Manager Representative to maintain the cheer team book prior to and following certification. The cheer team business manager will be required to attend any and all meetings of the football business managers and adhere to the guidelines as applicable to cheer.

6. The cheer team parent must adhere to the requirements of the football team parents. The cheer team parent will be required to attend any and all meetings of the football team parents and adhere to the guidelines as applicable to cheer.

7. Squads are permitted to carry a maximum of 3 coach-trainees who must be a minimum of 16 years of age and a maximum of 17 years of age. All coach trainees must be certified in the same manner as all other minors in the PPW football and cheer organization. Coach trainees must also follow the guidelines for a student demonstrator listed below.

8. Each squad is permitted to carry up to four (4) student demonstrators and must adhere to the following guidelines:

- a. Student demonstrators must be at least 15 years of age
- b. Student demonstrators must have had at least two (2) seasons prior cheer experience.
- c. Student demonstrators must only work with squads that are younger than his/her current age. The oldest girl on the squad that the student is assisting must be at least two (2) years younger.
- d. A student can participate as a student demonstrator but may not be involved with

any other cheer program with the exception of their high school cheer squad.

e. A rostered cheerleader may not also serve as a student demonstrator.

f. Student demonstrators are under the direct supervision of the Head Cheer coach.

g. Student demonstrators MUST be rostered as part of the coaching staff of the squad with which they are volunteering.

h. All student demonstrators, under the age of 18, must be certified in the same manner as all other minors participating in the PPW football and cheer organization. The Student demonstrator may be used to demonstrate moves, techniques and may teach words to cheers, but is not allowed to coach or conduct a practice.

i. A squad is allotted a total of 4 student demonstrators/coach trainees combined (i.e. 1 coach trainee and 3 student demonstrators; 2 coach trainees and 2 student demonstrators, etc.)

9. The Head cheer coach has final responsibility for his/her actions, those of his/her assistant coaches, cheer participants, staff and parents. The chain of command must be followed when dealing with concerns or issues, and the Head Cheer coach is the voice of the squad. All cheer head coaches will follow the same guidelines as the football head coaches.

B. Types of cheer divisions – Traditional and Year Round: PPW has two types of cheer squads as follows:

1. Traditional – season from August 1st to December 31<sup>st</sup>

2. Year round – season January 1st to July 31<sup>st</sup>

3. All traditional and year round squads will follow the same procedures and calendar as the traditional program for registration, insurance and roster submission. Although rosters for each program are due at different times, it will be the expectation that any PPW cheer squad qualifying as a year round squad will be certified at the beginning of the season as expected for traditional squads.

4. A traditional squad continuing on to the year round program must have participated in the Pop Warner league, Region and National Traditional Cheer Championships in order to be approved for the year round season and must have approval by the board of directors to participate as a year round squad.

5. Year round staff must follow the cheer requirements listed under Traditional season guidelines.

6. The year round squad declaration form must be approved in the same manner as the Traditional season under the guidance of the Conference Coordinators upon certification of the “year round squad roster.

7. Year round squads are only rostered from January 1st to July 31st of each year. There will be no year round squads during the Traditional Pop Warner season.

8. Year round participants must have participated in the traditional season (8/1 to 12/31) in order to participate in the year round program in the following divisions: Junior Pee Wee,

PeeWee, Junior Varsity and Varsity.

9. A year round squad must compete in one competition during the year round season, January 1 to July 31. Only those squads that are rostered as year round will be permitted to compete in competitions from 1/1 to 7/31. All year round squads must comply with all rules and guidelines in the PWLS Official Rules Book.

10. All non- Pop Warner competitions must adhere to the same guidelines and groups as Pop Warner.

11. The squad that is competing must submit a copy of the competition guidelines to the conference cheer coordinator for review and approval by the appropriate persons.

12. All Year Round squads must register and identify themselves as a Pop Warner Squad in all non-Pop Warner competitions/events. It is also required that all squad members wear the official Pop Warner patch for these competitions/events.

13. Year round squads will be covered under Conference Pop Warner insurance and will need to submit the names of preferred practice facilities to the board of directors for conclusive coverage under the insurance policy.

14. Each year round squad, although covered under Conference insurance, will be responsible for procuring and paying for their practice facilities and competitions/events during the year round season.

15. All fundraising subsidies during the traditional season will be first coded into each squad's specific team fund to be used as described for end of season party or travel and will be valid through the traditional season (8/1-12/31). If funds remain after the traditional season, the remaining funds will then be moved into a general cheer fund to be shared by all cheer squads, as approved by the board of directors.

C. General regulations: It will be the responsibility of the Cheer Coordinator, the Cheer Coaches representative, the Cheer equipment/uniform manager, the Cheer registration coordinator and the head cheer coaches to be familiar with all rules and regulations as set forth by National Pop Warner as documented in the Pop Warner Little Scholars Official Rules, updated each year. These rules identify, but are not limited to coaching responsibilities, age/registration requirements, practice, camps, safety guidelines, participant apparel, props and signs, stunts, tumbling, and competition/event guidelines specific to cheer. All cheer squads will also adhere to the same policies and procedures previously identified for all participants in the Poway Pop Warner football and cheer program with regards to registration, financial aid, and code of conduct.

**Financial Aid  
Guidelines  
APPENDIX A**

1. Financial Aid Requests must be made in writing at the time of registration. All financial aid applications are subject to PPW review and approval.
2. PPW financial aid applicants are required to provide a *non-refundable 50% down-payment* per participant towards registration fees.
3. A Deferred Payment Contract must be submitted as well. In the event Financial Aid application is NOT approved, the 2<sup>nd</sup> 50% of Registration Fees are due by June 30<sup>th</sup>.
4. Financial aid applicants are required to complete and submit a PPW Financial Aid Application, Financial Aid Contract, and a copy of their previous year's tax return at the time of registration. AFDC, Cal Works, SDI and SSI recipients must include a copy of their disbursement voucher.
5. Financial applications will be ranked based on financial need, and awarded / approved based on the availability of funds.
6. In the event that a *financial aid applicant* requires additional time to provide the required financial supporting documentation, he or she may be given one month (30 calendar days) from the date of registration to submit required financial documents. If the paperwork is not received within this time;
  - a. Financial approval will not be considered.
  - b. Full registration fees will be required *by June 30* in order for the child/children to remain eligible to participate.
7. In the event that partial financial aid is granted, the family will be responsible for all remaining fees.
8. The below criteria will be used in determining financial need:

<b>Household Size (# of People)</b>	<b>Partial Financial Annual Income</b>
1	\$18,889
2	\$25,327
3	\$31,765
4	\$38,203
5	\$44,641
6	\$51,079
7	\$57,517
8	\$63,955

9. Failure to fulfill all financial aid requirements will result in denial of future financial aid requests.
10. Submitting a Financial Aid application in no way guarantees that it will be awarded/approved/granted.

**Financial Aid Application  
 (APPENDIX A CONT'D)**

Please complete this application in full, sign and return to the PPW Treasurer at the time of registration. The information you provide *will not* be reviewed by anyone outside of the PPW Executive Board of Directors. The information will be used solely to determine whether your child is eligible for financial aid. Please be advised that scholarship funds are extremely limited. The number of scholarships that PPW is able to provide to families in need is dependent upon the association funds available.

1. Within 30 days of registration, complete and submit a PPW Financial Aid Application and Financial Contract along with a copy of your previous year's tax return. AFDC, Cal Works, SDI and SSI recipients must include a copy of their disbursement voucher. All documents must be received and evaluated prior to the recipient's receipt of equipment.
2. PPW Football financial aid participants are required to provide a mandatory 50% non-refundable down- payment per participant towards registration fees at the time of registration.
3. PPW Cheer financial aid applicants are required to provide a mandatory non-refundable 50% down-payment per participant towards registration and uniform fees.
4. The application must include:
  - a. Names of all children living at home.
  - b. Names of all adult members in the home and the income total that each adult contributes to the household per month, and the income source.
5. Gross Income must be documented for each household (*member's income before taxes or other deductions*).

To figure monthly income, multiply weekly amount by 4.33, or bi-monthly amount by 2.15.

<b>Names of Children in Household</b>	
1.	5.
2.	6.
3.	7.
4.	8.

<b>Adult Household Members &amp; Monthly Income Amounts</b>				
<b>Name</b>	<b>Gross Earnings</b>	<b>Pension</b>	<b>AFDC/SSI</b>	<b>Other Income</b>

"I certify that all of the above information to be true and correct and that all income is reported. I understand the information provided will be reviewed by the PPW Executive Board, in the strictest of confidence, and that they may verify the information given. I also agree that any misrepresentation on my part will be reason enough for this application to be

dismissed. I also agree that any misrepresentation on my part will result in denial of any form of financial aid", signed:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

*There is no guarantee that financial aid will be granted by submitting a financial aid application. After careful review of this application, you will be notified in writing of the PPW Association's decision to approve or deny your request.*



**Financial Aid Contract**  
**(APPENDIX A CONT'D)**

*(One Contract per Child. Please attach any additional Player per Household Contracts as appropriate)*

Player's Name: \_\_\_\_\_

Player's Priority Number: \_\_\_\_\_ Division: FB / CH (circle one)

Parent / Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- Upon PPW Board approval of request for financial aid, PPW requires a *non-refundable* down payment of 50% per player towards registration fees, plus a non-refundable 50% down payment towards any other/additional league fees (e.g. Cheer uniform costs.) at the time of registration.

Amt. of Fee Paid: \_\_\_\_\_ Rec'd by: \_\_\_\_\_ Date: \_\_\_\_\_  
(PPW Treasurer to complete/Check One)

- Financial aid applicants are required to complete and submit a PPW financial aid contract along with a copy of their previous year's tax return within 30 days of registration. AFDC, Cal Works, SDI and SSI recipients must include a copy of their disbursement voucher. All documents must be received and evaluated prior to the recipient's receipt of equipment.

W2: \_\_\_\_\_ AFDC: \_\_\_\_\_ Cal Works: \_\_\_\_\_ Disbursement Voucher: \_\_\_\_\_  
(PPW Treasurer to complete/Check One)

Please provide an explanation of why you require Financial Aid for your child to participate in PPW:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Failure to fulfill all financial aid requirements will result in denial of future financial aid requests. Refunds shall be in accordance with our Refund Policy contained on the Parent Contact Information & Agreement form.***

***"I understand the terms stated in the PPW Financial Aid Guidelines, Financial Aid Application, and Financial Aid Contract and agree to abide by them", signed:***

Parent / Guardian Signature: \_\_\_\_\_

## **APPENDIX B**

### **Poway Pop Warner Coaches'/Volunteer Code of Conduct**

As a volunteer in Poway Pop Warner I understand that there are certain rules and standards that I must follow at all times. I understand my failure to abide by these rules and standards may result in suspension or dismissal from Pop Warner.

1. I will refrain from smoking or use of smokeless tobacco on the field.
2. I will not criticize players or cheer participants in front of spectators, but reserve constructive criticism for later, in private, or in the presence of the team if others may benefit.
3. I will accept decisions of referees and judges as being fair and called to their best ability.
4. I will not criticize an opposing team, its players, cheer participants, coaches or fans.
5. I will emphasize that good athletes strive to be good students.
6. I will strive to make football or cheer serve as a training ground for life and a basis for good mental and physical health.
7. I will stress that winning is the result of teamwork.
8. I will not engage in excessive sideline coaching and shall not leave the bench area to shout instructions.
9. I will be jointly responsible for the conduct and control of team fans and spectators. Any spectator who becomes out of control will be asked to leave.
10. I will not use or tolerate abusive or profane language at any time.
11. I will not encourage my team to "pile it on" or raise the score as high as it can.
12. I will not receive any payment, in cash or kind, for services as a coach in Pop Warner Football.
13. I will not permit or encourage sweating down tactics in order for a player to make team weight.
14. I will not distribute any medication, controlled or over the counter, except as specifically prescribed by the participant's physician.
15. I will not permit an ineligible player or cheer participant to participate in a game.
16. I will not deliberately incite unsportsmanlike conduct.
17. I will not tolerate the use or possession of alcohol, tobacco, drug (to include legal and illegal) or any other use of illegal substance at any Poway Pop Warner sanctioned event. Additionally, I will not tolerate anyone under the influence of drugs, alcohol or illegal substances around participants.
18. I will remove from a game or practice any participant when even slightly in doubt about his or her health, whether or not as a result of injury, until competent medical advice is available.
19. I will control my team's fans and further understand that fan reaction will usually be in step with my reaction.
20. I will uphold all rules and regulations, National and local, regarding Pop Warner Football and Cheer.
21. I will accept the decisions of the Poway Pop Warner (PPW) Board and be their spokesperson to my team and parents.
22. I will notify the PPW Board of any potential coach/participant or coach/participant altercations that could be harmful to the League.
23. I recognize that my main duties are coaching and not administrative, but I will ensure

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Approved 3/6/2018

that parents are aware of messages from the PPW Board and that all appropriate paperwork has been received.

24. I agree to refrain from posting/chatting/instant messaging on any social media forum/platform with the intent to initiate, hurt, intimidate, humiliate or defame any player, coach, official, volunteer or spectator. The posting of negative, demeaning or derogatory comments will not be tolerated. I also agree not to participate in bad mouthing or defaming PPW members, volunteers, other teams and/or leagues in any social media forum/platform.

25. I have reviewed and understand all the rules and regulations for PPW. Signature below indicates understanding of all rules, policies and procedure.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Division and Team: \_\_\_\_\_

## APPENDIX C

### Player/Cheerleader Code of Conduct

Repeated violations of this code may result in disciplinary action against the player/cheerleader. The player's first offense will be resolved by the player's coach as a team disciplinary issue. The Player Agent in consultation with the Board of Directors may resolve the player's second offense. The third offense will be resolved by the Board of Directors and may result in removal from the team.

The following may be considered association disciplinary violations:

- Lying
- Cheating
- Stealing
- Use of profanity
- Poor sportsmanship
- Fighting
- Bullying
- Abuse of players safety equipment
- Disrespectful behavior (including crude, profane, or sexually suggestive comments or gestures)
- Suspension from school

The following actions by a player/cheerleader will result in immediate removal from the team:

- Use of alcohol, drugs, or tobacco
- Criminal acts

Poway Pop Warner Code of Conduct Commitment Statement I will:

- Remember that I am engaged in an athletic contest and support my team and will not conduct myself to bring discredit to my teammates, coaches, opposing players or the Poway Pop Warner association.
- Show respect to the opposing players, coaches, and spectators.
- Respect the integrity of the game and the judgment of game officials.

Player Name \_\_\_\_\_

Team/Division: \_\_\_\_\_

Player Signature \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Coach

Verification:

## **APPENDIX D**

### **Parent Code of Conduct**

As a parent or legal guardian, I understand that there are certain rules and standards that I must follow at all times. I understand my failure to abide by these rules and standards may result in suspension or dismissal from Pop Warner. I will abide by the following rules along with all rules set forth in the Poway Pop Warner Policies & Procedures and Bylaws.

1. I will not criticize, belittle or question the ability or authority of any official, coach or volunteer of the Team, League or Conference. However, I may offer genuine praise and thanks as a demonstration of good sportsmanship.
2. I will control my emotions at games and events. I will not yell at or criticize other players, coaches, parents or officials.
3. I will not use foul language.
4. I will not partake in the use or possession of alcohol, tobacco, drug (to include legal and illegal) or any other use of illegal substance at any Poway Pop Warner sanctioned event. Additionally, I will not tolerate anyone under the influence of drugs, alcohol or illegal substances around participants.
5. Coach/Parent Relationship:
6. I will not put pressure on a coach to:
  - a. Play my child at a certain position.
  - b. Play my child more than is required by the "Mandatory Play Rule"
  - c. Alter his/her coaching style, technique, or philosophy.
  - d. Question a referee's judgment or overall officiating ability.
7. I will:
  - a. Support the decision of my child's coach to play my child at any position the coach sees fit.
  - b. Ensure that my child is on time for all games, practices and team activities.
  - c. Do my best to control any negative behavior of my child as pointed out by his/her coach.
  - d. Encourage my child to play any position his/her coach recommends.
8. All grievances, problems, questions, etc., will be discussed with a Team, League, or Conference official outside the presence of children, such as a personal meeting or telephone conversation. Official grievances will be submitted to the League in writing for further investigation.
9. I agree to refrain from posting/chatting/instant messaging on any social media forum/platform with the intent to initiate, hurt, intimidate, humiliate or defame any player, coach, official, volunteer or spectator. The posting of negative, demeaning or derogatory

comments will not be tolerated. I also agree not to participate in bad mouthing or defaming PPW members, volunteers, other teams and/or leagues in any social media forum/platform.

10. I will respect a Team, League, or Conference official's right NOT to communicate with me "on the spur of the moment" about issues not in the immediate best interests of child participants.

11. Whenever possible, I will volunteer my time and talents to support my child's participation in Team, League or Conference activities.

12. I understand that all Team, League or Conference games, and practices, are competitive activities. However, they will endeavor to function under a "Recreational Philosophy", stressing sport as a FUN, HEALTHY activity to be participated for enjoyment, not solely for competitive advantage.

13. I understand that a child is not guaranteed a team, coach, or division. I will further support the method and result of team formation within the League or Conference and understand that the decision of my child's placement on a team by the League or Conference is final.

Signature below acknowledges that I have read and understand the requirements for registration, and the refund policy as stated on the application form.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Division and Team: \_\_\_\_\_

APPENDIX E

**Example: Record of Violation**

**Enter Date**

From: **Enter Official's Title, Poway Pop Warner**

To: **Enter Team and Division, Coach's Name**

Encl: Referee Report

1. Poway Pop Warner Board decided on *\*Enter Date\**, by a unanimous vote, to place you on suspension from *\*Enter Date\** to *\*Enter Date\**.

2. As per the enclosure, on *\*Enter Date\**, you and your coaching staff displayed sideline conduct not in keeping with Poway Pop Warner standards. Furthermore this conduct was in violation of the guidelines outlined within the Coaches' Code of Conduct, specifically:

**a. I will accept decisions of referees and judges as being fair and called to their best ability.**

**b. I will accept the decisions of the Poway Pop Warner (PPW) Board and be their spokesperson to my team and parents.**

3. Additional violations of the Coaches' Code of Conduct or rules outlined within the PPW By Laws, Palomar Conference By Laws, National Pop Warner Handbook, or the National Federation of State High School Associations Handbook will not be tolerated and could result in further suspension or potential dismissal from PPW.

4. Please review all policies and procedures with your coaches, players and parents. Any questions, concerns or comments shall be addressed to the PPW Coaches' Representative.

5. Signature represents understanding of this document and the nature of its contents.

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