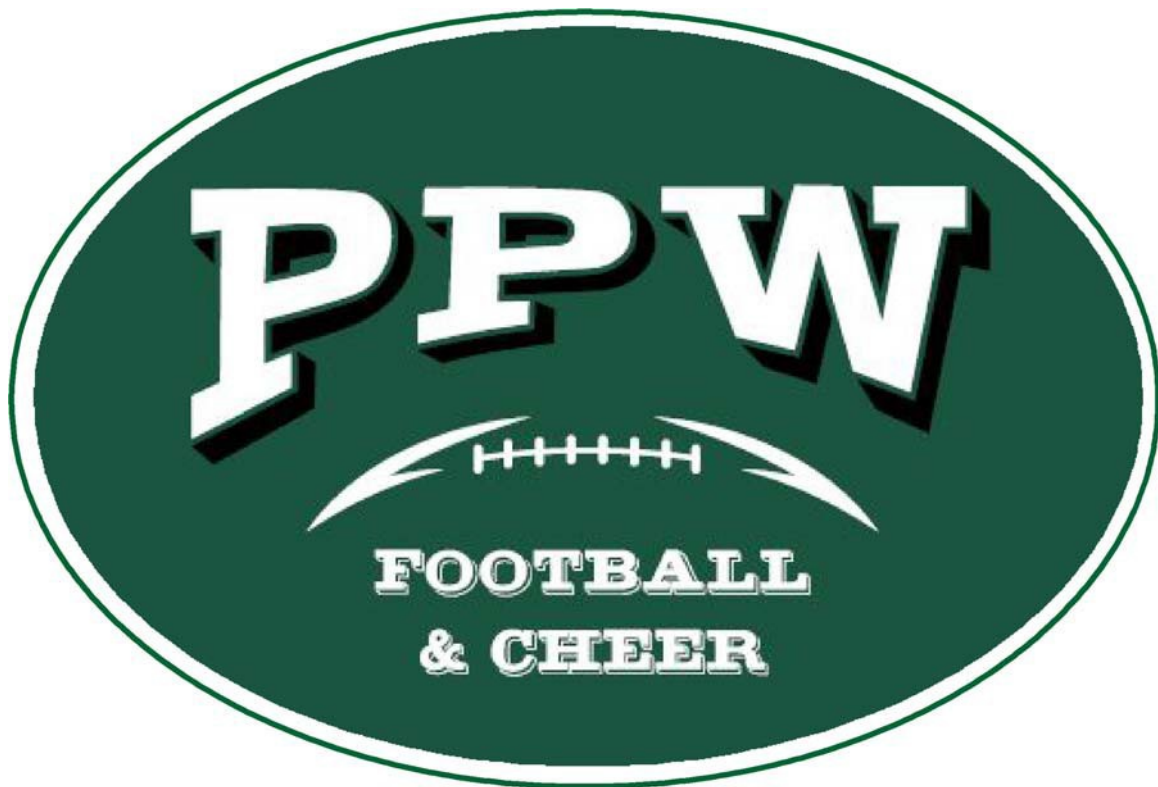


# BYLAWS



Approved 3/10/2016  
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# **Poway Pop Warner By-Laws**

## **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 remain 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**

Poway Pop Warner (PPW) is committed to providing each football player, cheerleader 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.

## **Article 4 – General Membership**

**Section 1 – General 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 vote at any general meeting.

**Section 2 – General 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 – General Membership List:** The Registration Coordinator 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 two- thirds majority vote of the full Board of Directors 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 seasons. Special circumstances can be reviewed and changed at the discretion of the Board of Directors.

**Section 5 – Nonuse of Alcohol/Tobacco:** Board members and active members of this organization attending any Poway Pop Warner sponsored function in which the youth of this organization participate, shall not consume alcoholic beverages or smoke (cigarettes and/or e-cigarettes/vaping)

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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, social media and mass email communication. Reasonable notice shall be considered not less than 72 hours.

### **Article 6 – Administration**

Section 1 – Board of Directors: The administration of this corporation shall be under the supervision of 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 daily operations 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
2. Vice – President
3. Secretary
4. Treasurer
5. Cheer Coordinator

To be qualified as an executive member of the board, nominees must have served as a board member for at least one year in the immediately preceding season. Nominees for President must have served at least two (two consecutive years in the last two previous seasons. In the event of a vacant Executive Board position, the Board of Directors has the option of filling the position with a candidate that may or may not meet all the qualifications set forth in the current bylaws. This option will not be available for the position of President or Treasurer.

B. Appointed board positions may include the following officers:

1. Football Coach Representative
2. Fields Coordinator
3. Football Equipment Manager
4. Little Scholars Coordinator
5. Business Manager, Player Agent and Registration Coordinator
6. Sponsorship/Fundraising Coordinator
7. Team Parent Coordinator (football & cheer)
8. Communications /Social Media Coordinator
9. Cheer Equipment/Uniform Manager
10. Cheer Coach Representative

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### 11. Safety Director

C. Additional appointed positions may be added, deleted or merged 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 vote with the exception of the President who will only vote in the event of a tie vote. 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 vote in all board matters. Any board member may solicit additional help from the general membership with 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.

1. The Board of Directors has the option to nominate and vote-in existing board members prior to the general meeting.

B. The President at the general meeting at which time shall announce nominations, 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

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 video/facetime, email or letter to the Executive Board.

F. All board positions including Executive Board and appointed positions will require a majority vote to confirm appointment.

### Section 4 – Service Terms:

A. Executive board members shall serve for a term of two years.

B. Appointed board members shall serve for a term of one 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-year board member prior service requirement may be waived.

D. The following Executive members shall be elected or re-elected during odd years:

1. President

2. Treasurer

E. The following executive members shall be elected or re-elected during even years:

1. Vice President

2. Secretary

3. Cheer coordinator

### Section 5 – Removal from Office:

A. The Board of Directors, by a two-thirds majority vote at any constituted meeting, shall

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have the authority to suspend or remove any board member who is determined by the board as not satisfactorily performing his/her job responsibilities. The Board of Directors, by a two-thirds majority vote of the full Board of Directors at any constituted meeting, shall have the authority to suspend or remove any board member who misses two consecutive scheduled board meetings without previously informing the President as to the reason for missing such meetings (job requirements, family issues, medical reasons, etc.).

B. If any board member is removed or chooses to resign from his/her position, He/She may not be permitted to serve as a board member, coach or support staff on a team for a period of two consecutive seasons, following their resignation.

1. The board member in question may petition the sitting Board of Directors to appeal this decision. The Board of Directors reserves the right to uphold or rescind the decision with a two-third majority vote.

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 and shall comply with PPW Policies and Procedures, Section 13.

### **Article 7 – Misconduct**

Section 1 – Player/Cheerleader Misconduct: The Board of Directors, specifically the Coaches Representatives, Player Agent, and/or Cheer Coordinator shall, upon evidence presented/observed/reported of the misconduct of any player or cheerleader, notify the Head Coach of the player or cheerleader within 24 hours of the incident or as soon as possible thereafter. If the misconduct cannot be resolved, the Head Coach(s), Coaches Representatives, Player Agent, 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, Player Agent, and/or the Cheer Coordinator shall, upon evidence presented/observed/reported of misconduct by any board member, staff member (football and/or cheer), including all coaching and support staff, notify the Head Coach and the staff member within 24 hours of the incident or as soon as possible thereafter. If the misconduct cannot be resolved between the Head Coach, staff member and Coaches Representative, 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

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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 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, even if the grievance is with the Head Coach. If grievance is unresolved in this manner, the coach's representatives will 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 will be used to augment West Coast Conference and National Pop Warner rules, regulations and procedures not otherwise mentioned. The Poway Pop Warner Policies and Procedures can be locally more restrictive than West Coast Conference or National Pop Warner, however they cannot refute or otherwise be less restrictive. 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. Both Poway Pop Warner's Policies and Procedures and Bylaws shall be posted on the association website after yearly approval.

### **Article 9 – Board Meetings**

**Section 1 – Meeting Specifications:** There shall be no less than one meeting of the Board of Directors per month during the offseason. Due to the dispersed nature of the season schedule, meeting during the season will take place by exception. 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 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 normal board and association business and regarded as an act of the entire board. A quorum is not sufficient in instances where a two-thirds majority vote is required.

### **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.

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### **Executive Board Members:**

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 facilitate and moderate discussions following motions made and seconded by the board but shall not unduly influence the Board of Directors.
- F. He/She or their duly appointed representative shall attend all West Coast 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 West Coast Conference or WESCON regional meetings or functions when the President cannot attend.
- C. 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.
- D. He/She shall organize, coordinate and work with the Registration Coordinator to ensure that all football participants have been entered into a Registration Database and that all rosters are accurate and ready for presentation for certification prior to certification date.
- E. He/She shall coordinate and work with the football equipment/uniform manager to ensure that all participants have the necessary equipment/uniform to participate in the Pop Warner season and beyond.
- F. He/She shall coordinate and work with the football coach's representative to ensure that all Head Coaches and support staff have completed all mandatory training requirements and have appropriate documentation related to coaching certification, first aid, CPR training, and background checks.
- G. He/She shall coordinate, in conjunction with the Business Manager Representative ensure the organization and maintenance of all team books for are ready for presentation at conference certification.
- 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 3 – Secretary: The position of Secretary is an executive position and VOTING member

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who shall be responsible for:

- A. He/She shall be the custodian of the association Poway Pop Warner 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 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 4 – Treasurer: The position of Treasurer is an executive position and VOTING member who shall be responsible for:

- A. He/She shall use QuickBooks Online 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 monthly as required.
- E. He/She shall review all reconciliations with an executive board member on a monthly basis.
- F. He/She shall track and distribute funds for year-end team parties and/or travel expenses.
- G. He/She shall prepare and make all cash deposits to the bank
- H. He/She shall coordinate receipt and deposit of funds for all board approved events and activities.
- I. He/She shall track, follow up and process all accounts receivable.
- J. He/She shall ensure proper control over all board assets and spending.
- K. He/She shall provide appropriate summary reports to the board, at least monthly, regarding the financial status of the association.
- L. 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.
- M. He/She shall ensure all income and expenses are assigned to the appropriate accounting codes.
- N. He/She shall represent the board for a minimum of 2 hours at each PPW home game.
- 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.
- P. He/She shall attend all regularly scheduled board meetings.

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 organize, coordinate and work with the Registration Coordinator to ensure that all cheer participants have been entered into a Registration Database and that all rosters are



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accurate and ready for presentation for certification prior to certification date.

C. 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.

D. He/She shall coordinate and work with the Cheer Coach Representative to ensure that all cheer Head Coaches and support staff have completed all mandatory training requirements and have appropriate documentation related to coaching certification, first aid, CPR training, and background checks.

E. He/She shall attend all conference meetings related to cheer as the liaison between conference and the association and report back to the board.

F. He/She shall be prepared to attend all associated Pop Warner cheer events/competitions to provide support as needed by the teams or directed by the board.

G. He/She shall coordinate and attend cheer Head Coach training.

H. He/She, in coordination with Coaches Representative and Player Agent, shall be involved with all parental concerns/issues, and make recommendations through the chain of command to the Board of Directors.

I. He/She will coordinate and provide recommendations to the Board for cheer team roster player placement.

J. He/She shall coordinate, in conjunction with the Business Manager Representative ensure the organization and maintenance of all team books for are ready for presentation at conference certification.

K. He/She shall, in conjunction with the Fields Coordinator, research and recommend appropriate indoor/outdoor cheer practice facility needs and report to the board.

L. He/She shall represent the board for a minimum of 2 hours at each PPW home game.

M. He/She shall work at PPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising/ sponsorship events.

N. He/She shall attend all regularly scheduled board meetings

### **Appointed Board Members:**

Section 6 – Football Coach Representative: The position of Football Coach Representative is an appointed position and VOTING member who shall be responsible for:

A. He/She shall lead and facilitate the football coaches' interviews.

B. He/She shall provide communication to and from all football coaches and the board.

C. He/She shall be responsible for the design and submission of the coaching interviews.

D. He/She shall, in coordination with the Player Agent, 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 Vice-President and Safety Director to ensure 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 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 7 – Fields Coordinator: The position of Fields Coordinator is an appointed position and VOTING member who shall be responsible for:

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- A. He/She shall represent the board at all city/school 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, or assigning the inspection, of the sidelines/stands and removing all debris following the last games on the fields.
- 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 8 – 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 three 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
- 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 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 both the storage container at Meadowbrook and the storage cage at Poway High School.
- J. He/She shall represent the board for a minimum of 2 hours at each PPW home game.
- K. He/She shall work at PPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising/sponsorship events.
- L. He/She shall attend all regularly scheduled board meetings.

Section 9 – Little Scholars Coordinator: The position of Little Scholars Coordinator is an appointed position and a VOTING member who shall be responsible for:

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

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- B. He/She shall process Little Scholar documentation and submit to conference.
- C. 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/guardians with all required forms that must be completed documenting acceptable progress in order to continue participation in PPW.
- D. 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.
- 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 10 – Business Manager, Player Agent and Registration Coordinator: The position of Business Manager, Player Agent and Registration Coordinator is an appointed position and a VOTING member who shall be responsible for:

- A. He/She shall determine suitable location(s) for conducting multiple registrations on dates determined by the Board of Directors.
- B. He/She shall determine physical layout and individual responsibilities during registration process.
- C. He/She shall coordinate with the Treasurer to procure all necessary office supplies to conduct registration process.
- D. He/She shall coordinate with Communications Coordinator/Social Media Coordinator to ensure widest dissemination of registration information to the entire Poway community.
- E. He/She shall, in coordination with the Vice President review, compile, and maintain all registration paperwork prior to team formation.
- F. He/She shall ensure all registration information is entered into an appropriate “Registration Database” as determined by West Coast Conference. He/She shall coordinate and work with the Vice President and Cheer Coordinator to ensure that all rosters are accurate and ready for presentation for certification prior to certification date.
- G. He/She shall train all business managers, both football and cheer, on how to organize and maintain team books for presentation at conference certification.
- H. He/She shall attend all conference business manager training and required meetings and report to the board.
- I. He/She will coordinate the distribution of official team rosters and MPR forms.
- J. He/She shall train all team business managers, both football and cheer, regarding game day requirements that will include:
  - 1. Certification Procedures
  - 2. Documentation of minimum play requirements (MPR’s),
  - 3. Game score and discrepancy/issue reporting.
- 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 11 – Sponsorship/Fundraising Coordinator: The position of Sponsorship/Fundraising Coordinator is an appointed position and a VOTING member who shall be responsible for:

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- A. He/She will maintain a list of previous sponsors to maintain an accurate historical understanding of long-term sponsors.
- B. He/She will develop “target” list sponsors that the association and teams have or will contact in order to prevent multiple requests of the same sponsor.
- C. 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.
- D. He/She shall achieve or exceed annual, budgeted financial sponsorship goals of the association.
- E. He/She shall encourage all football and cheer teams to solicit and obtain team sponsorships and maintain a record of contacted businesses or individuals.
- F. 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.
- G. 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.
- H. 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-thon, spirit wear, etc.
- I. He/She shall attend and report efforts to the board on a routine basis, as determined by the board.
- J. He/She shall represent the board for a minimum of 2 hours at each PPW home game.
- K. He/She shall work at PPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising/sponsorship events.
- L. He/She shall attend all regularly scheduled board meetings.

### Section 12 – 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 requests 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 guidelines are outlined in the Poway Pop Warner Policy & Procedures.
- F. He/She shall coordinate the acquisition of all team rosters from team parents, to ensure verification of all player/cheerleader name spelling.
- G. He/She shall provide accurate names/teams to approved trophy provider and verify
- H. names/rosters when trophies are received. He/She shall distribute trophies to all team parents in a timely manner. Trophies are ordered for non-competitive teams only unless

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competition teams place at a National level at the end of the season.

- 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 13– Communications & Social Media Coordinator: The position of Communications & Social Media 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 is responsible for posting and updating league Social Media sites with appropriate and current information pertaining to League updates and information.
- 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 14 – 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 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 board for review and approval for inclusion into the budget.
- D. He/She shall organize, clean, and maintain the cheer storage area within the connex 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 15 – Cheer Coach Representative: The position of Cheer Coach Representative is an appointed position and a VOTING member who shall be responsible for:

- A. He/She shall lead and facilitate the cheer coaches' interviews.
- B. He/She shall provide communication to and from all cheer coaches, cheer coordinator and the board.
- C. He/She shall be responsible for the design and submission of the coaching interviews.

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- D. He/She shall, in coordination with the Player Agent, address all parental concerns/issues and report to the board.
- E. He/She shall develop and facilitate cheer coaches training as needed/required.
- F. He/She shall work closely with the Cheer Coordinator and Safety Director 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.

**Section 16 – Safety Director:** The Safety Director is an appointed position and a VOTING member who shall be responsible for:

- A. He/She shall, in coordination with the Fields Coordinator, survey all PPW practice and game fields prior to the start of the season and identify potential safety hazards and mitigation strategies to provide the safest fields possible.
- B. He/She will coordinate with a reputable EMS provider to ensure there is a certified EMT at all official games hosted by Poway Pop Warner.
- C. He/She shall research and investigate PPW injury trends in order to provide end of season information that may or may not require action in the off-season.
- D. He/She shall research potential technologies that may provide injury prevention or injury awareness for all participants.
- E. He/She shall develop injury prevention mitigation as required.
- F. He/She shall inventory and maintain a necessary stock of first aid supplies and have readily available to any team who requests them.
- 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.

### **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 treasurer to coordinate and report to the board.

### **Article 12 – Meeting Conduct**

The rules and regulations, as set forth by the National Pop Warner organization, as well as West Coast 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. All votes require a quorum majority to pass.

### **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.

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Approved amendments will then become incorporated into the bylaws and go into effect immediately.