



Lakewood Lancers



Pop Warner Football & Cheer
4067 Hardwick, #517 – Lakewood, CA 90712
www.lakewoodlancers.org

Thank you for your interest in Lakewood Pop Warner, Inc. Before filling out the coach's application & background release form, please read what we expect of a coach at Lakewood Pop Warner, Inc. For a full description and list of all our rules & requirements, please refer to our **By-Laws** and **Policies and Procedures**, available on our website: www.lakewoodlancers.org

Lakewood Pop Warner Coaches Rules and Requirements

- Coaches **MUST** uphold all rules, regulations, policies, procedures, and decisions of Pop Warner Football, whether at the National, Conference, or Local level.
- Coaches must understand that they do not *make* policy; they carry it out as directed by the local program Board of Directors.
- Coaches are required to implement the goals and philosophy of Pop Warner Football. Coaches must attend all mandatory clinics and/or meetings.
- Coaches, along with league officials must control their fans. Any fan who is a nuisance and out of control will be ejected from the area adjacent to the playing/practice field. If coaches refuse to help League officials with fan removal, they will be suspended.
- Coaches are required to accept the decisions of the game officials on the field and in competitions as being fair and “called” to the best ability of said officials.
- Coaches must never criticize a player of cheerleader in front of spectators, but reserve comments for a later time in private.
- Coaches must never criticize an opposing team, its players, coaches, or fan by word of mouth or by gesture.
- Coaches are required to be sportsmanlike at all times.
- Coaches are required to teach the basics of football and cheer to all children on your own team as well as other teams.
- Coaches are not allowed to use abusive or profane language at **ANY TIME!!!**
- Coaches are not allowed to drink alcoholic beverages or smoke on the practice or playing field at any time. It is the responsibility of each **Head Coach** to enforce—refer to your notebook for exact wording of this restriction. In addition, you are reminded that these are young minds that we are trying to teach and they will look to you and your staff as role models. Try to take this into consideration when you are having team pizza parties, banquets, and other social events.
- Coaches must ensure and ask parents, players, and cheerleaders to make an effort to throw their litter in the trashcans, which are conventionally provided throughout the High School & parks on practice nights and game days.
- Coaches must emphasize that good athletes strive to be good students and that both are physically and mentally alert.
- Coaches must not permit an ineligible player to participate in a game.
- Coaches must keep the children free from the burden of a “win-at-any-cost” environment.
- Coaches must be responsible for reading, understanding, and enforcing the following:
 - The Pop Warner Little Scholars, Inc. Official Rules (National Rule Book)
 - The Orange Empire Conference, Inc. (OEC) Rules
 - Lakewood Pop Warner, Inc. By Laws
 - Lakewood Pop Warner Policies and Procedures
- Board meetings need to be attended by the Head Coach or a designated representative, starting in April and ending in December.

- There will be a maximum of ten (10) Staff Members allowed on the field. Field Staff may consist of: Assistant Coaches, Coach Trainees, a Business Manager, trainer (or medical card holder) and Equipment Managers. Additional staff may include Team Parents(s), Cheer Instructor(s), Assistant Cheer Instructors, a Cheer Mom, and a maximum of (1) Assistant Cheer Mom for every twelve (12) girls. A staff roster must be submitted no later than the end of the second week of July for approval of the Board of Directors.
- **Head Football and Cheer coaches** are responsible for the **entire team** of squad operation to include players, cheerleaders, and staff. The head coach should consult with the Athletic Director regarding player disciplinary action and with the Cheer Director regarding cheerleader or cheer staff disciplinary action. Any actions may be appealed to the Board of Directors and further to the Board of Presidents, Orange Empire Conference in writing. Decisions of Orange Empire Conference are final.
- **Head Football Coaches** must be responsible for not only the “Coaching” aspects of the team, but also for the “Management”. This includes, but is not limited to, the following:
 - Training players in the game of football
 - Creating and managing a “Team” budget
 - Obtaining required team staff
 - Ensuring the proper operation of the Cheer Coaching staff
 - Ensure that fundraisers are meeting budgetary goals
 - Ensure that team staff follows proper procedures.
- **Head Football Coaches MUST** advise the President, Athletic Director, or other designated board member if there is a valid complaint (judgment calls do not qualify) against any official, immediately following the game (we must notify OEC ASAP) and follow up in writing within 24 hours. ***Under no circumstances will a head football coach, member of his staff, or parent confront referees in an aggressive manner.***

Lakewood Pop Warner is part of the Orange Empire Conference (local) and Pop Warner Football (national). Any coach, staff or board member must adhere to all rules and By-Laws set forth by Lakewood Pop Warner as well as those of OEC and National Pop Warner. For a full description and list of all rules, please refer to OEC and National Pop Warner **By-Laws and Policies and Procedures**, available on their website: www.popwarneroec.com & www.popwarner.com

OEC and National Rules and Requirements

1. **Mandatory Play Rule:** While it is recommended that every player be used a maximum in learning to play the game of football, OEC requires that each player have a mandatory play rule (see OEC). Kick-off returns, and P.A.T.'s do not count toward the MPR.
2. **Notification of Discipline/Injury:** Athletic Director shall be notified prior to that week's game of all players who shall not play due to disciplinary action or injury.
3. **Player Administration:** Each team shall have one staff member designated as the Player Administrator. He/she shall be authorized to enforce the Mandatory play rule.
4. **Run-up Scores:** Be sure to thoroughly read National Rule for procedures and penalties to avoid running up scores.
5. **Team Coordination:** Both Head Coaches shall be responsible for contact between the two teams prior to Wednesday of each game week to verify time, place, and jersey color. If contact cannot be made or there is conflict, both Head Coaches must contact a Commissioner at numbers listed in OEC playing rules. It is recommended that they notify their president.
6. **Weigh-ins:** Weigh-ins shall begin at least ½ hour before game time. A copy of your team certified roster and a properly filled out MPR form must be ready at this time. The weigh master may check contracts with pictures attached. “If you don't have them you will forfeit the game.”
7. **Equipment:** Any equipment changes after weigh-ins will cause the player to be reweighed. Any equipment change after kick-off, without the approval of the weigh master shall cause the player involved and Head Coach/coaches to be ejected.
8. **Leaving the Field:** After the weigh-ins is completed, no player will leave the playing area without a representative of the opposing team, a commissioner, or a local board member. “Please have your players go to the restroom before weigh-ins.”
9. **Conditioning of Added Players:** All players must participate twenty (20) hours of conditioning prior to taking part in any contact. This includes players added after the first day of practice.
10. **Photographs and Contracts:** At certification, a photograph, no older than 12 months, shall be permanently taped to the contract carried by the team at all times. The tape shall be of such construction that tampering will be evident.
11. **Medical Cards:** All teams must have a representative with a valid Red Cross Multi-Media card or its equivalent before they may practice or play any games.
12. **Player Removed from Game:** If a player is removed from a game, the President of Athletic Director must be contacted no later than Saturday night. The President is required to notify OEC by noon on Sunday.
13. **Mighty Mites:** Mighty Mite teams do not participate in Post Season Games or Championships.

3. What do you believe are the responsibilities of a coach?

4. Why are you interested in coaching in the Lakewood Pop Warner Football/Cheer Program?

5. What are your long-term goals for coaching?

6. Will you have a child or children participating in our program this year? If yes, what are their ages?

7. First Aid Certified: Yes No Exp Date:
CPR Certified: Yes No Exp Date:

8. Have you ever been removed from a coaching staff? (If yes, please explain)

9. As a coach, have you ever been suspended? (If yes, please explain)

10. Have you ever been convicted of a crime against a minor? (If yes, please explain, and give dates)

I have **read, understand** and **agree** to abide by all terms, conditions, and stipulations contained, or referred to in the Lakewood Pop Warner By-Laws, Policies & Procedures.

(Applicant's Signature)

(Date)

Please fill out the background release form on the next page and submit it together with a copy of your driver's license and application.

All **assistant** football or cheer coach applicants, please submit application, when complete, to Head Football or Cheer coach.

All **Head** Football or Cheer coach applicants please submit, when complete, to one of the following:

Lakewood Pop Warner
4067 Hardwick #517
Lakewood, CA 90712

Carlos Gonzalez - Athletic Director
ad@lakewoodlancers.org

Colleen Sanchez - Cheer Director
cheer@lakewoodlancers.org

NOTE: The Board of Directors, without comment, may decline Applications. All volunteers of LPW are required to submit a background check before participating in this league.

FEDERAL DATA, INC. – Authorization & Release Form

As part of the application process for Lakewood Pop Warner, hereinafter referred to as "Organization", I understand that an investigation of my; Driver's License Abstract, Identity Information, Worldwide Criminal Records, Sex & Violent Offender Registry, Worker's Compensation Records, Credit History and Professional License History; may be polled and reviewed IN STRICT COMPLIANCE OF ANY AND ALL LAWS OF THE UNITED STATES OF AMERICA.

I understand that these Records may be used in evaluating my eligibility of the position that I seek with the above named "Organization" whether such application is made for employment, continued employment, position of membership or acceptance of the "Organization", whether current day or in future periods.

I authorize FEDERAL DATA, INC., and its agents without reservation the FULL RELEASE of these records to be provided to the "Organization".

I also release and discharge FEDERAL DATA, INC., its agents and database vendors of any damages or liabilities or any other complaints for this investigative process. I authorize the full release of any information without reservation throughout any duration of my employment, affiliation, membership or association with the "Organization" in addition to the continued rights to update any original Records Searches with an up to date poll of current Records at the sole discretion of the "Organization" IN STRICT COMPLIANCE OF THE LAWS OF THE UNITED STATES OF AMERICA for as long as I am affiliated with/or associated to the "Organization". My signature below certifies that this "Authorization & Release", was completed with full and complete accuracy and truth to the best of my ability.

APPLICANT INFORMATION: (PLEASE PRINT CLEARLY & ACCURATELY)

Salutation: (i.e. Mr., Mrs., Ms., Miss): _____ Suffix (if any): _____ (Sr., Jr., II, etc.)

First Name: _____ Last Name: _____

Date of Birth: ____ / ____ / _____ Social Security #: _____ - _____ - _____

(If known; name of the US State that your Social Security # was issued in: _____

Driver's License #: _____ State: _____

Professional License Numbers & US States of issue (if any): _____

Applicant Signature: _____ Date: ____ / ____ / ____

EMPLOYER USE ONLY: APPLICANT – PLEASE DO NOT WRITE BELOW THIS LINE

I certify that I am an authorized agent of the "Organization" listed below and that I am empowered to request this investigative inquiry. I further convey that FEDERAL DATA, INC., its agents and vendors are acting as an agent only on behalf of the "Organization" to obtain the information referenced herein.

"Organization" Name, Address and Contact Information: _____

Printed Name of agent authorizing these Reports: _____

Signature: _____ Title: _____ Date: _____