

LAKEWOOD POP WARNER POLICIES & PROCEDURES 2010

Overview

It is the intent of the Board to provide this document to help the organization provide a level of continuity between teams and across seasons.

This document is meant to supplement the National Pop Warner Little Scholars rules, Orange Empire Conference rules, and Lakewood Pop Warner (LPW) By-Laws, not replace them. LPW membership, including but not limited to the Board, shall be bound to abide by the Policies & Procedures contained herein.

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Definitions

Lakewood Pop Warner, Inc. shall also be known as LPW. The Board of Lakewood Pop Warner, Inc. shall also be known as the Board or the Board. The word participant shall mean any player, cheerleader, or student demo. Team staff or staff shall be any head coach, assistant coach, trainee, team mom, head cheer coach, assistant cheer coach, business manager, equipment manager, or volunteer, for a specific team. The Head Coach will be held accountable for “staff” actions.

Goals and Objectives

The objective of this organization is to promote among the youth of the community the high ideal of sportsmanship exemplified by the late Glen Scobie “Pop Warner”; to instill in the youth life-long values of teamwork, dedication and a superior work ethic in the classroom and on the playing field, to inspire the ideals of health, citizenship and character. To offer youth the opportunity to participate in competitive football, cheer, and/or dance and developing skills in sportsmanship, fair play, and fellowship, to convey to the activities elements of safety, sanity, and intelligent supervision. It is our duty to make the welfare of the children the utmost importance and to maintain a program of service to the youth entirely free of adult ambition and personal glory.

Governing Rules

All members of LPW, as a condition of their membership, are obligated to abide by the decisions of the Board, and the following:

1. The rules, policies, and procedures set forth by Pop Warner Little Scholar, Inc
2. The rules, policies, procedures, and decisions set forth by the Orange Empire Conference, Inc.
3. The rules, policies, procedures, and by-laws set forth by the Lakewood Pop Warner Football Board.

All policies shall be in effect with perpetuity unless changed by a two-thirds vote of a quorum of the Board. Any Policy or Procedure shall be null and void if it is in violation of any Federal, State, Local Law and/or Ordinance or National Pop Warner, Orange Empire Conference and/or Lakewood Pop Warner, Inc. Rule or Regulation.

Any member of LPW may be suspended or terminated from their position for behavior that causes the loss or places in jeopardy any of the following: lives or health of members of LPW, LPW property, LPW monies, or the reputation of LPW. Lesser infractions may result in the following progressive discipline: 1. Written or verbal warning, 2. Suspension, 3. Termination. All disciplinary actions may be appealed in writing. The written appeal shall be delivered to the Secretary of LPW within 48 hours of suspension or termination. If an appeal is made, the Athletic Director and 2 additional board members shall investigate any termination or suspension relating to football coaches, player, and/or parents. The Cheer Director and 2 additional board members shall investigate any termination or suspension relating to cheer/dance coaches, player, and/or parents. Hearing of appeal shall be held within seven days of receipt of the written appeal.

The Board, by two-thirds (2/3) vote, at any duly constituted meeting, shall have the authority to terminate the membership of any member when said member is displaying conduct or nonconformance with the Articles of Incorporation, By-Laws, Rules & Regulations (including owing any money or property to LPW, Orange Empire Conference, or National Pop Warner Little Scholars INC.). Any suspension or termination may be appealed in writing as stated above.

Investigations

1. From time to time the Board may find it necessary to investigate an incident.
2. The Athletic Director shall investigate all incidents involving football players or football team staff. The cheer director shall investigate all incidents involving cheerleaders or cheer team staff. All incidents are to be documented and kept in a log. In rare instances the board may appoint an impartial investigator or special committee to look into the incident only when a conflict of interest occurs. If a committee is assigned, the committee will nominate the chair of the committee.
3. The investigator or committee will gather evidence germane to the incident. This evidence may be verbal statements, written statements, physical evidence, electronic recording of the incident, or any other reasonable vehicle of obtaining information.
4. Once the investigator or committee has gathered all the evidence deemed necessary, the investigator or committee chair shall present the information to the Board for their review or to the head administrators depending upon the level of infraction. The presentation should be conducted in such a manner as to be indifferent to the parties involved in the incident. After the presentation, the investigator or committee chair shall render a suggested plan of action to the Board.
5. If the incident is to be handled administratively, then the process stops and does not proceed to step 6 below. (Note: The Board may direct the administrators to bring the incident to the Board. In such cases, step 6 below shall be followed).
6. Once the Board has received the investigators or committee's findings and recommendations, the board shall discuss the issues regarding the incident, then vote upon the recommendations. The Board may vote to change or alter the investigator or committee's recommendations resulting in a different plan of action from that of the investigator or committee.

Sponsored Applicants

Parents seeking "Sponsorship" status for a player(s) and/or cheerleader(s) shall submit a Sponsorship Application at the time of registration. The President and Treasurer shall review applications. Applicants shall be interviewed and may be asked to present their request to justify their application. A missed interview appointment could result in disqualification from the Sponsorship program. The President and Treasurer may determine if the sponsorship is awarded or denied. They shall determine sponsorship criteria. The award of a sponsorship does not excuse a player/cheerleader from team fees, uniform costs, and the cost of trophies, yearbooks, pictures or participation in league or team fundraisers. Total number of sponsorships shall not exceed five percent of registered players/cheerleaders annually provided the league has sufficient funds to absorb the applicant's registration fees. Sponsorships are limited and will be considered on a first come, first served basis.

Registration & Refunds

Registration

1. LPW is a “Nonprofit Public Benefit” organization, not a philanthropic organization. This distinguishes LPW as an organization, which provides a service to the community in a manner that does not financially profit the organization. Since LPW is not a philanthropic organization, each member is expected to provide his or her own means (financial or otherwise) for participation. Any member that does not provide means for his or her participation is expecting others to support them. LPW does not have this expectation of its’ supporting members. LPW shall not accept money from any government agency upon which there are any terms, conditions, or stipulations that shall inhibit LPW from governing its' membership as it sees fit.
2. Should any member fail to meet their responsibility in supporting the organization said member shall be subject to suspension, up to and including expulsion.
3. Any member not fulfilling an obligation from a prior season, including the return of equipment, shall not be eligible to register in any subsequent season until said obligation has been fulfilled.
4. LPW has the legal right to require a charge for registration (membership) fees for participation in its’ program. (California Code of Corporations Section 5311 and Section 5351) Once obtained, LPW is under no legal obligation to refund such fees, even if the participant resigns, is suspended or expelled. (California Code of Corporations, Section 5340(b) and Section 5341(g)).
5. All returned checks, whether for registration or otherwise, are subject to a \$25.00 service fee.
6. There is no guarantee expressed or implied that any specific player/cheerleader will be assigned to any specific coach, team, or division.
7. Registration fees must be used for the member(s) for whom they were originally intended even if the member forfeits their registration fees. Therefore if a member leaves LPW and the board determines that their registration fees are not refundable, said fees may not be utilized for the purpose of registering another person unless said member is from the same family as the person leaving LPW.
8. Any money given to sponsor a child or children is not refundable, nor may it be utilized for the purpose of registering any another person (or persons) in the event the child or children the sponsorship was originally intended leaves LPW.
9. It shall be mandatory for all players/cheerleaders and parents/guardians thereof to complete and execute a membership agreement with LPW. The nature and content of which shall be as approved by the Board, in accordance with the LPW By-Laws and the Policies & Procedures contained herein. The Board shall have the authority to terminate the membership of members who breach said agreement.
10. \$5 per participant will be places in a National Pop Warner Travel Fund managed by the Treasurer. These funds are only to be used for qualifying teams attending national events. The maximum expenditure per season will be 60%. If more than one LPW team qualifies the funds will be split equally between the qualifying team.

Refunds (Registration and Otherwise)

Lakewood Pop Warner has a NO REFUNDS policy. However, from time to time, due to unusual circumstances, individuals may request registration fee refunds. The Board does consider refunds under the following guidelines:

1. All refund requests are subject to the approval of the Board. All refund requests must be submitted in writing to the Board and are contingent upon return of all league equipment. **No refunds are automatic or compulsory.**
2. No registration refunds are considered on or after the League Equipment Handout date (except as noted in items 3 & 6 below).
3. Any player who does not make weight upon certification and cannot be placed onto a team where he can certify will be dropped from the program and may be allotted up to half the amount of their registration fees.
4. Any player that does not make weight upon certification, and can be placed onto a team where he can certify, and then drops from the program shall not be entitled to any refund of their registration fees.
5. Any player, who drops from the program for a valid medical reason may be, allotted a prorated refund of their registration fees.
6. Any refund requests after the League Equipment Handout date for other reasons shall require a 2/3 vote of the Board.

Mandatory Fundraisers

1. Participation in League Level Fundraisers is a requirement/condition of participation and membership in LPW. Failure to participate in League Level Fundraisers, as directed by the Board, may result in punitive measures, up to and including expulsion from the program.
2. Although LPW reserves its' right to expel any participant/member for non-compliance for any mandatory fundraiser, the board, has the option to implement the following disciplinary measures on a case-by-case basis. After reasonable notice has been afforded to a member that has not fully participated in a mandatory fundraiser, the Board may first suspend said member from all LPW and OEC activities until compliance is achieved. If, after one calendar week (7 calendar days) of the commencement of the member's suspension, the member continues to not comply with the mandatory fundraiser; the participant (player, cheerleader, or mascot) shall also receive disciplinary action until compliance is achieved. Said disciplinary action may include, but not be limited to, the following:
 - a. The participant (player/cheerleader or mascot) will be ineligible from attending or participating in any regular season game.
 - b. The participant (player/cheerleader) will be ineligible from attending or participating in any post season game, that shall include, but not be limited to, travel and bowl games.
 - c. A cheerleader will be ineligible from attending or participating in any cheer competition.
 - d. The participant (player/cheerleader or mascot) will be ineligible from attending the team banquet.
 - e. The participant (player/cheerleader or mascot) will be ineligible to receive their league trophy and yearbook.
3. Coaches shall note players on such suspension as "----DISCIPLINARY----" on all Mandatory Game Reports until compliance is achieved. Such players shall be deemed as **INELIGIBLE!** Failure of a coach to note a player on such suspension in said manner on the Mandatory Game Report shall result in said coach being suspended for 1 week.

EXAMPLES ONLY

Example 1: The league has a mandatory raffle ticket fundraiser in which all money for raffle tickets are due on August 17th of the current year. As part of this fundraiser each player is given a set of 50 raffle tickets to sell (find donors for) at \$1.00 each. As of 12:01 a.m. on August 18th a player does not turn in the money for the raffle tickets assigned to him. One of the consequences of this player not turning in this money is that he will be ineligible from attending or participating in any game after 12:01 a.m. on August 25th until the \$50.00 for the raffle tickets is received by the league.

Example 2: The league has a mandatory candy fundraiser in which all money for candy bars are due on August 17th of the current year. As part of this fundraiser each player is given 40 candy bars to sell at \$1.00 each. As of 12:01 a.m. on August 18th a player does not turn in the money for the candy assigned to him. One of the consequences of this player not turning in this money is that he will be ineligible from attending or participating in any game after 12:01 a.m. on August 25th until the \$40.00 for the candy is received by the league.

Example 3: The league has a mandatory candy fundraiser in which all money for candy bars are due on August 17th of the current year. As part of this fundraiser each player is given 40 candy bars to sell at \$1.00 each. As of 12:01 a.m. on August 18th a player has only turned in \$34.00 of the money for the candy assigned to him. One of the consequences of this player not turning in the full \$40.00 is that he will be ineligible from attending or participating in any game after 12:01 a.m. on August 25th until the remaining \$6.00 for the candy is received by the league.

League Coordinated Fundraisers (Such as Candy Sales and Raffles Ticket Sales)

1. The Fundraiser Coordinator shall determine the league fundraisers and present a plan and schedule to the Board for approval.
2. The league will provide each team with the material to be distributed (such as candy or raffle tickets).
3. The team shall keep records identifying the quantity of material each individual receives (the number of candy boxes, or raffle tickets issued).
4. As money comes in from the players, the team shall keep records identifying the money received for each individual.
5. Said money will then be given directly to the League Treasurer.
6. No record of these transactions is to be noted in the team's fund accounting book. However, a separate "Fundraising" accounting record must be kept by Business Manager to track and record all transactions.

Fireworks Stand

Planning & Organization Committee

- a. The Fundraising Chairperson shall chair the Fireworks Stand Committee.
 - b. The committee shall consist of no less than 3 members of the current Board (business managers are excluded from the minimum requirement, but may serve on the committee.) These members shall be voted on by the Board and not appointed.
 - c. The Committee shall report directly to the Board all activity pertaining to the Fireworks stand.
 - d. The Committee shall present to the Board no later than the May Board meeting a plan that encompasses all aspects of the Firework Stand operation.
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1. This includes but is not limited to:
 - a. Location analysis
 - b. Sales Strategies
 - c. Shift Schedule
 - d. Set Up and Tear Down Plan
 - e. Re-Order Guidelines

f. Accounting & Money drop plan

Assignment

- a. The Fundraising Coordinator will assign schedule of teams for duty.
 - i. A team's duty schedule may be for an entire day, or may be on a "*Shift*" basis.
- b. It shall be the Head Coach's responsibility to identify when individuals on said team will work and to provide a schedule including the names, phone numbers, and hours scheduled to the Fundraising Coordinator.
- c. The Head Coach and/or Business Manager may be required to supervise their team for the entire shift.

Penalties

1. When a team is assigned to work at the firework stand, that team is responsible for ensuring that every time slot assigned is filled.
2. If a person is unable to work their shift, it is that person's responsibility to find a replacement worker, who is acceptable to the Fundraising Chairperson.
3. If a person does not show up for their shift, or is late their team account will be charged a fine of \$50.00 per worker per shift.
4. In the event of no-shows, the "business manager" and/or "head coach" will be held responsible for finding people to work the shift.
5. At the Board's discretion, the head coach may be placed on administrative suspension for lack of participation by a team in its' responsibility to perform firework stand duty. Said suspension shall be of a duration and nature as determined by the board when issuing said suspension.

Snack Bar Duty

Assignment

1. The Snack Bar Coordinator will assign scheduling of teams for duty.
 - a. A team's duty schedule may be for an entire day, or may be on a "*Shift*" basis.
 - b. The Snack Bar Coordinator shall determine the method of the duty schedule and present it to the Board for approval.
 - c. Each participant will be required to have one qualified individual work a minimum of 2 volunteer shifts (These shifts include league snack bar, high school snack bar, fireworks stand, work party, etc.)
2. Teams will not be scheduled to work during their own games.
3. A shift shall constitute 4 to 6 hours of continuous work.
4. It shall be the team's responsibility to identify when individuals on said team will work and to provide a schedule including the names, phone numbers, and hours scheduled to the League Snack Bar Coordinator.
5. The Head Coach and/or Business Manager may be required to supervise their team for the entire shift.
6. At the end of each shift all monies will be counted by the snack bar chairperson and one board member and the money shall be placed in a sealed envelope signed by both individuals who counted the money and rendered to the league treasurer within 48 hours.
7. Members of the Board are exempt from working snack bar duty.
8. The Head Coach/Business Manager is responsible to verify that all shifts are covered on assigned day.

Penalties

1. A \$50.00 cash deposit is required by August 1st for each participant. If deposit is not received by August 1st, the player/cheerleader will not be allowed to take the practice field. The deposit will be refunded when all required snack bar shifts requested by team are filled.
2. When a team is assigned snack bar duty, that team is responsible for providing 7 people, 18 years of age or older, to perform work at the snack bar during their entire duty schedule. The person working the BBQ shall be at least 21 years of age.
3. If a person is unable to work their snack bar shift, the Snack Bar Coordinator will assign an approved replacement with a maximum of 3 replacements / per team, with a charge of \$25.00/replacement. A replacement must be requested by the Thursday before your scheduled shift.
 - a. Members may designate anyone who is willing to work for them and meets the requirements in Item 1 in this said section of Penalties.
4. If a person does not show up for their 1st shift or is late, they will forfeit their \$50 deposit. If a person fails to show up or is late for their 2nd shift, and has already forfeited their deposit, the team will be fined \$50. It will be the responsibility of the team to seek reimbursement from the parent
5. In the event of no-shows, the “business manager” and/or “head coach” will be held responsible for finding people to work the shift.
6. At the Board’s discretion, the head coach may be placed on administrative suspension for lack of participation by a team in it’s’ responsibility to perform snack bar duty. Said suspension shall be of a duration and nature as determined by the board when issuing said suspension.
7. Refunds for snack bar deposits will be paid out to teams designated equipment hand in provided the individual’s equipment has been returned.
 - a. Exceptions to this must be approved by the Snack Bar Coordinator and the Treasurer.

League Advertising

1. Advertising sold on behalf of the league itself shall not be split with a team. Full-page ad space is \$300.00, half page is \$150.00, quarter page is \$75.00, and Business card is \$25.00.
2. Advertising will appear in the yearbook. Banner ads on the LPW website are also available. Teams are encouraged to obtain team sponsors. Team sponsorship at each level (i.e. full page, half page, etc.) shall be split by the league taking 25% and the team taking 75% of the full sponsorship.

Team Moneys

General

Teams shall keep an accurate accounting of all financial transactions for the team.

1. All money collected by a team shall be rendered to the league treasurer on a weekly basis.
2. The Head Coach and Business manager are required to sign all requests for team monies. The League Treasurer shall render to the team’s Head Coach or Business Manager, authorized team monies no later than 48 hours of receipt of the request. All receipts must accompany reimbursement requests.
3. Teams are allowed to keep a maximum of \$300.00 on hand for operating expenses.
4. All team financial “books” are subject to audit by President, Vice President, League Treasurer, and Business Coordinator at any time.
5. A team shall keep two set of books with information pertaining to football players in one and cheerleaders in the other. The books shall be kept in a financial ledger format that includes each participant’s name and a notation of each transaction with the date and amount noted.
6. All Fundraisers for a team must include participation by both players and cheerleaders. There shall be no fundraising “just for cheerleaders” or “just for players” except as specified in item 7 below. Team

fundraisers may not interfere with League fundraisers. This includes, but is not limited to, the sale of wearables.

7. Teams are not permitted to limit football players or cheerleaders participation due to any outstanding team fees, including but not limited to fundraising, start-up fees and/or team snack bar money. The team is permitted to exclude those football players or cheerleaders with outstanding balances from the team banquet.
8. Cheer squads and football teams may independently raise funds for the sole purpose of providing travel for squad members and board designated coaches, to the regional and/or national cheer competitions. Said funds shall be identified by both the team and association Treasurer as "Travel" funds. An accurate accounting of such funds shall be kept independent of the "Team" funds. Such funds shall follow all other guidelines regarding team funds, including, but not limited to those indicating that all funds shall be rendered to the LPW Treasurer for deposit in the team account. Should a cheer squad raise such funds, and said cheer squad does not attend the regional and/or national cheer competitions said funds shall revert, in their entirety, to funds designated for all members of the team (players and cheerleaders) ("Team" funds).
9. Any and all team funds left over from the season in excess of the allowable amount fundraised per participant shall revert back to the league.
10. Lakewood Pop Warner Football is the legal owner of all moneys placed into any and all team accounts.
11. Any team staff member that violates league rules, policies, or direction from Board Members regarding the handling of team funds shall be removed from their position.
12. No team or individual will make any representation, for the purpose of soliciting of funds, using the name of Lakewood Pop Warner Football, without the prior written approval of the Board.
13. No team or individual may use any logo or trademark which Lakewood Pop Warner Football uses without prior approval of the Executive Board.
14. A team, or any member thereof, may not utilize the moneys from a fundraiser to pay for expenses of another fundraiser or reimbursement for other expenses without submitting a check request and obtaining a check from the League Treasurer therefore.
15. A team may not expend funds on one group of it's' members to the exclusion of another. It is not mandatory for expenditures to be exactly equal; however they must be relatively equitable on a per person basis.
16. See "Banquet" regarding Team money pertaining to end of year expenses.
17. Teams shall not require individuals to raise or pay more than \$75.00.
 - a. Once an individual pays or raises the allotted \$75.00, the individual may donate or raise funds beyond that on a VOLUNTARY basis only, but will not be entitled to any excess gifts, rewards or prizes beyond the designated \$75.00.
 - b. Any start up fee separate from the \$75.00 allotted amount must be approved by the Board.
18. All expenditures approved by the head coach are subject to oversight by the Board. To avoid any bad debt or damage to the reputation of Lakewood Pop Warner when a team decides to order any supplies, merchandise, product, etc. the League Treasurer is to be notified as to what is to be ordered, how much it will cost and when it will be paid for in the case of consignment or credit terms. All invoices/bills are to be paid with a check from the league. A copy of the paid in full receipt is to be filed with the League Treasurer upon receipt.
19. The Head Football and Cheer Coaches have the final decision making authority over team funds subject to the oversight of the Board.
20. Team funds shall not be used to purchase coaches/staff gifts.
21. By August 31st of every season, all teams must have a minimum of \$500 deposited into the league for their team account.

Team Functions

- A. The Board must approve team functions prior to the event. Dates will be approved on a first come, first served basis. When requests are made at the same Board meeting and there is a conflict, the approval will go to the oldest division of play.
- B. All travel to post season exhibition games shall be as a team. Letters of intent must be submitted to the Board for approval and processing by game one of the regular season. Travel for post season shall meet all OEC and National rules and must have the approval of the Lakewood Pop Warner Board. A \$300.00 deposit is required, in good faith, to the hosting team. If a team decides not to travel for the exhibition game, the \$300.00 deposit will be forfeited. Team expenditures shall be reasonable and customary for transportation, food and admission to one entertainment event.
- C. All team activities must be approved by the Board; this includes but is not limited to fundraisers, sale of any items, & team staff apparel. Each team shall not have more than 2 approved food nights or 3 approved fundraisers. All monies must be turned into the League Treasurer or Business Coordinator within 72 hours of event.

Scrimmages

- 1. There shall be no scrimmages between two LPW team unless approved by the President, Vice President and Athletic Director by majority vote.
- 2. All scrimmages must be coordinated through the local conference (Orange Empire Conference) and approved by the President or the Athletic Director in writing.

Absences

- 1. Any player who has missed two or more practices the week prior to a game is ineligible from participating in that game.
- 2. Any cheerleader who has missed two or more practices the week prior to a game is ineligible from participating in cheer activity for that game. (This does not apply to cheer competitions.)
- 3. A Cheerleader who has more than two unexcused consecutive absences after cheer competition will be considered voluntarily cut from a team. (See National Rules Part III, Article 9)
- 4. A Player who has more than two unexcused consecutive absences after the last season game, but before the last post season game will be considered voluntarily cut from a team. (See National Rules Part III, Article 9)
- 5. Cheerleaders who, in the opinion of the Board, President, or Cheer Coordinator (with oversight of the President and/or Board), fail to attend or participate in a sufficient number of practices shall be ineligible for cheer competitions.

Lakewood Pop Warner Rules For Defining Practices

- 1. In addition to the rules governing practices enumerated in the National rulebook and the Orange Empire Conference, the following also applies to teams of Lakewood Pop Warner Football.

2. Any “preparative activity”, while a rostered coach (or member of the team administrative staff) and at least one team member (player or cheer) is present, shall be considered a practice. For the purposes of this section a “preparative activity” is defined as any activity, which is, or could be construed as preparation for the field of play, or sanctioned competition.
3. Any “preparative activity” vicariously conducted at the direction of a coach shall be considered a practice.(That is, if a practice is conducted at the direction of a coach through a rostered or non-rostered third party, even though the coach is not physically present at the practice.)
4. Practice times and places shall be established by the Board or LPW league level administration.
5. Any variation from established practice times must be approved by the Board or LPW league level administration.
6. The following is a non-exhaustive list of Practice and Non-Practice activities to aid the reader in identifying what is and what is not a practice:

Activities Considered A “Practice”

1. Banner Parties for Game Banners
2. Parties to review competition videos
3. Sleep-overs, when coaches are present and ANY discussion of football or cheerleading is conducted.
4. Parties to watch a Football Game
5. Parties to watch a televised or video recorded cheer competition.
6. League or Conference sanctioned clinics where participation is mandatory.
7. **ANY** mandatory non-fundraising activity (except those mandatory activities explicitly excluded herein.)
8. Physical conditioning at a gymnasium, or similar facility.
9. Any Cheer Competition. (National Rules, Part VIII, Rule 7, S5). – This is **not** a practice for viewing players.

Activities NOT Considered A “Practice”

1. Banner Parties for banners to be placed on team member’s Houses
2. Birthday Parties
3. Fundraising Activities such as the following:
 - a. Car Washes
 - b. Hot Dog Sales
 - c. Casino Nights
4. After Game Pizza Parties
5. Curler rolling/decorating parties (**Only on the night prior to a competition!!!**) This may be a sleep-over type party..
6. Trips to amusement parks.
7. Any activity between a parent and that parent’s child. (This is to avoid the issue of a coach helping his, or her own child, just as any other parent might.)
8. Issuance/distribution/fitting of equipment/uniforms, which is mandatory.
9. League or Conference administrative activities related to certifying a team, player, or cheerleader.
10. Pre-game/competition warm-up.
11. Any form of transportation to or from a Pop Warner Event

Note: Any “Non-Practice” activities, which are combined with “Practice” activities, shall be considered a “Practice”.

A practice utilizing a person who is paid for their services is STRICTLY PROHIBITED!!!

EXAMPLES ONLY

Before Labor Day: Practices may occur Monday through Saturday (No practices on Sundays). A team may not practice more than 2½ hours on any give day. A team may not practice more than 10 hours per week (a week is defined as Monday-Saturday). A 10-minute break is mandatory after each hour of practice. Break time is not counted against practice time. Therefore the amount of time a team could spend together for a given day is 2 hours, 50 minutes.

After Labor Day: Practices may occur Monday through Sunday. A team may not practice more than 2 hours on any given day. A team may not practice more than 6 hours per week (a week is defined as Monday-Sunday). A 10-minute break is mandatory after each hour of practice. Break time is not counted against practice time. Therefore the amount of time a team could spend together for a given day is 2 hours, 20 minutes.

Cancellations: Practices may be canceled by the association president, vice president (in the absence of the president), or by the head coach of a team (when approved by the president). Rain is not necessarily a reason for cancellation.

Terminations: All practice for a team shall terminate for a season only after the last game of the season (including bowl games and cheer competitions).

Banquets

1. Every team shall have a banquet at the end of the season.
2. All banquets must be held no later than December 31st.
 - a. Teams may request special permission from the board to have their banquet at a later date.
3. The banquet shall be held after the last regular season “team activity”. “Team activity” for the purposes of this item shall include all activities completed by December 31st.
4. Players and Cheerleaders may only attend their banquets if they have paid all monies due to the team and the league and have returned all LPW equipment issued to them.
5. Players and Cheerleaders may be issued their league trophies if they have paid all monies due to the league and have returned all LPW equipment issued to them.
6. Each team must submit a banquet approval request the request must be submitted no later than October 1st and include the date, time, and location of the banquet.
 - a. The Board shall approve banquet requests on a first come first served basis as scheduled on board meeting agenda.
 - b. All banquets and team year-end gifts must be paid by a league check. Before any monies are released, a receipt must be provided with a detailed description.
7. Each team shall provide all elements for the banquet including securing the location, negotiating costs, and scheduling the time of the event. This includes, but is not limited to, food, decorations, participants “gifts”, and the like.
 - a. The league will provide each player and cheerleader with a trophy and yearbook. Said trophies and yearbooks shall be paid for with league funds. (Teams do not have to pay for player and cheerleader trophies.)
 - b. No cash gifts are permitted.
8. The banquet shall be open to all active members of the team in good standing. This includes, but is not limited to, players, cheerleaders, football and cheer coaches, team staff, family members of participants, and invited guest. **There shall not be separate banquets for players and cheerleaders.**
9. Participants/Members who do not return their uniforms/equipment on the designated date prior to the team banquet **shall not** be entitled to a trophy, yearbook and participation in their team banquet.

Cheer Competition

1. All teams must present their Competition Cheer music mix for approval by the Cheer Director. The music must be approved prior to use at practice.
2. A mock cheer competition will take place prior to the actual conference competition.
3. It is mandatory for all players of a team to attend the annual conference cheer competition during the appointed time of that team's cheerleader performance. Attendance is required from the appointed time of performance until judging for that division has completed.
 - a. Penalties for non-compliance of mandatory attendance are player is ineligible to participate in the following week's game.
 - b. The team with the highest percentage (%) of players in attendance will receive a league-sponsored pizza party.

Head Coach Responsibilities

1. The Head Coach of a team is responsible for ALL aspects of his assigned team. This includes but is not limited to, the following:
 - a. The behavior of all assistant football coaches
 - b. The behavior of all cheer coaches (and student demonstrators)
 - c. The behavior of team staff, parents, players, and cheerleaders at any LPW function, OEC function, or team function. This includes, but is not limited to, games, practices, and meetings.
 - d. Obtaining required personnel (staff). This includes, but is not limited to, assistant coaches, team "medic", Business Manager, and other team volunteers.
 - e. Insuring that both the player and cheer "contract" books are on the field at all times.
 - f. Insuring that both the player and cheer medical kits are on the field at all times, and are properly supplied.
 - g. To ensure that the children are free from the burden of a "win-at-any-cost" environment.
 - h. Coordination of efforts between both players & cheer.
 - i. All team finances. The head coach along with the business manager must approve all expenditures.
 - j. All team fundraisers.
 - k. Disputes involving parents, children, or other teams.
 - l. The Head coach is responsible for supervising his/her team at equipment handout and is required to ensure that all equipment is turned in before the teams banquet. If the Head coach is not able to be at equipment handout he must assign an alternate team staff member from the team to attend.
 - m. Reading, understanding, and following the instruction form these documents:
 - i. The LPW By-Laws
 - ii. The LPW Policies & Procedures Manual
 - iii. The LPW Coaches Manual
 - iv. The OEC Football, Flag Football, Cheerleading, and Little Scholars rules
 - v. The Complete Set of Official Rules (National Rule Book)
(See National Rules Part III, Article 5, S8 & S9)
(Also See National Rules Page 3 – Coaches Code of Conduct)
 - n. Participate in preparing league equipment for the upcoming season as needed by the league Equipment Manager.
 - i. Approved staff may substitute in the event the Head Coach is unable to attend.

- o. Head Coaches agree to attend any and all pre-season, mid-season, etc., meetings or seminars ordered by the Board for information, rules, policies, or directives to be given to Head Coach's.

Note: All staff positions shall be subject to the approval of the Board.

Proof Of Scholastic Fitness Required

1. Proof of Scholastic Fitness is required. (See National Rules Part III, Article 6, S4)
 - a. For use herein "Scholastic Fitness" shall mean a 2.0 annual average for the prior school year or 73% (utilizing the methodology provided for in the national "Multi- Purpose Scholastic Form")
 - b. A letter from the school administration (containing the school stamp thereon) indicating "Satisfactory Progress" is also an acceptable method of documenting scholastic fitness.
2. As per Pop Warner Little Scholars national rules (Part III, Article 8, Section 4), and as per the Pop Warner Administrative Manual (Chapter 14) regarding the divulging of academic achievement at school, "If the parent wants to retain the right to privacy, he waves the child's privilege of playing Pop Warner Football." Therefore, any player or cheerleader that does not provide the required "Proof Of Scholastic Fitness" material by the certification date is subject to expulsion and forfeits all fees paid to the league and/or team.

Offenses

Offenses are actions by one or more persons against another person or persons, which are in some manner injurious to the offended party.

JUVINILE OFFENSES

The following is a non-exhaustive list of juvenile offenses (other offenses may be identified by the Board):

1. Fighting, hitting, kicking, striking, or otherwise physically abusing another person
2. Verbal or physical intimidation
3. Any act of disrespect for team, Conference or League officials, game officials, or fans.

Minimum Penalties (1-3): Penalties for the aforementioned situations shall be immediate ejection from any active game and the following: 1st offense: suspension from the team for one week and the next scheduled game. 2nd offense: suspension from the team for the balance of the season.

4. A mandatory cut may be imposed upon any player or cheerleader who attempts (and/or succeeds) to intimidate fellow participants in practice by word and/or physical deed. (See National Rules Part III, Article 8, S5)
5. A mandatory cut may be imposed upon any player or cheerleader who is an extreme discipline problem. (See National Rules Part III, Article 8, S6)

Adult Offenses

The following is a non-exhaustive list of adult offenses (other offenses may be identified by the Board of Directors):

1. Endangerment of juveniles
2. Teaching prohibited offensive and/or defensive techniques
3. Fighting

4. Cheating
5. Threats, Incitement
6. Gambling on game outcome
7. Lack of cooperation/obstruction
8. Violation of the mandatory play rule
9. Embezzlement
10. Any member of any class who goes to the conference for any reason without exhausting all association level intervention i.e. (first team level, then board member level, then entire Board.) will result in an immediate suspension.
11. Failing to keep the faith with juveniles. (Using players and/or cheerleaders as a "tool") - This may be sighted as the action of one individual, or the actions of a group of individuals. - Not the same rule as national.

Minimum Penalties: For items 1 through 5 and item 11:
 1st offense: Suspension for 1 year
 2nd offense: Permanent Suspension

For item 6:
 Suspension for 1 year

For item 7:
 Suspension until compliance is achieved

For item 8:
 1st offense: Suspension for 1 week and the next scheduled game
 2nd offense: Suspension for 1 year commencing on the date of infraction.

For item 9:
 1st offense: Permanent Suspension.

Note: See National Rules Part IV, & OEC
 Playing Rules

For item 10:
 1st offense: 1-week suspension.
 2nd offense: 1-year suspension.

Hearings And Appeals

If a person or persons feels that a decision in which they were a party was not just, that person or persons may request a hearing. Hearings shall be conducted in the following manner:

1. The Executive Board shall preside over the hearing. The president shall fix the time and place of the hearing. The hearing must take place within 7 calendar days of the request unless it is determined by one of the parties that an extension is necessary to prepare for their presentation.
2. The person or persons requesting the hearing (plaintiff) shall present their case to the board members. Evidence may be submitted by the plaintiff at this time. (Experts and witnesses may be present)

3. If appropriate, persons in opposition to those in item #2 (defendant) may also be heard by the board members.
4. A hearing/appeal is not an environment for discussion, it is a fact-finding endeavor. All comments, statements, and questions shall be directed to the board member placed in charge of the hearing. Each person, in turn, will be asked to tell their side of the story. Board members may ask questions of those present.
5. Once all parties have “spoken their peace”, or at the discretion of the board member in charge, the hearing will be declared closed by the board member in charge of the hearing.
6. Once the hearing is declared closed, the board members will deliberate the issue in private and render a decision at a later time. If, at the discretion of the president, the issue should be taken up with entire Board, the case shall be presented to the entire Board, which will render the decision.
7. Once an appeal is dispatched by the board, the decision shall be determined final. Only the entire Board (in very rare cases) may overturn such a decision. No further appeals may be made to the LPW Board.
8. A hearing/appeal must be requested by a person with status within 48 hours of notification of disciplinary action.
9. Hearings are private and therefore not open to the general public, media, or LPW members that, in the opinion of the chair, are likely to impede the hearing process. The chair may, at his sole discretion, remove persons from the hearing/appeal.
10. Hearings/appeals shall follow Robert's Rules of Order, revised edition, except as noted herein or by the LPW By-Laws. The chair, alone, shall determine the proper application of all procedural guidelines, including precedence.

Payment for Services Rendered

NO person who is a member of Lakewood Pop Warner Football & Cheer shall receive monetary compensation in any manner, paid for their time spent, or services rendered to Lakewood Pop Warner Football & Cheer. This shall include, but is not limited to members of the Board, Coaches, Team and Cheer Moms/Dads, and Parents. In short, no one at LPW gets paid for his or her time.

NOTE: Referees are not members of LPW, and are the only people associated with Pop Warner (other than the National Board) who may be paid for their services.

A practice utilizing ANY person who is paid for their services is STRICTLY PROHIBITED!!! (See National Rules, Coaches Code Of Conduct, S12)

NOTE: It is permissible to attend any *voluntary* clinics put on by the conference (OEC), even if a payment is required to attend.

Equipment

1. All uniforms and bodily equipment used by players is the property of Lakewood Pop Warner Football. This shall include of use of said items at both practices and games. (That is, no one may use their own personal uniform or equipment, unless by prescription of a licensed physician or approved by the League Equipment Manager on or before the League Equipment Handout date.)

This shall include the following for players:

- A. Helmet & Face Guard, and related equipment
- B. All body padding. (shoulder, hip, knee, thigh, etc.)

- C. Jerseys
- D. Pants & Belts

This shall explicitly exclude the following:

- A. Socks
- B. Shoes
- C. Gloves
- D. Undershirts
- E. All other undergarments not readily seen by the casual observer, worn next to the body.

2. The parent/guardian of a player or cheerleader assumes full and complete responsibility for the proper care and maintenance of all equipment loaned by LPW to said player or cheerleader. All equipment shall to be used for LPW activities ONLY and all equipment remains the legal property of LPW. Parent/Guardian shall reimburse LPW for any and all equipment that is lost, damaged or stolen for the full replacement cost of said equipment, with payment due when equipment is requested by LPW, or immediately upon the withdrawal of said player or cheerleader from LPW. Participants/Members who do not return their uniforms/equipment on the designated date prior to the team banquet shall not be entitled to a trophy, yearbook and participation in their team banquet and will be refused membership in subsequent seasons so long as the equipment is not returned or paid for.

3. A \$500 equipment deposit shall be deducted from each team to be held until all equipment is returned. All equipment must be turned in on assigned date by the Equipment Manager or deposit will be forfeited. If a parent fails to return equipment, they automatically forfeit their League Shift deposit.

Awards

1. No participant may be “singled out” for ANY award. This includes, but is not limited to the following:

- | | | |
|-----------------|-----------------------|------------------------|
| “Best Lineman” | “Best Offensive Back” | “Most Valuable Player” |
| “Most Improved” | “Best Cheerleader” | |

Further, no participant may receive the “game ball” or any other like object, trophy, certificate, or award for “individual” effort.

The only exception to this rule is for those awards presented in recognition of scholastic achievement by the Association, Conference, and National Pop Warner. (See National Rules Part III, Article 14, S1)

2. Every player and cheerleader on a team at the end of the year will be provided with a trophy by the league. (See National Rules Part III, Article 14, S1)

Membership

Your membership commences the date you properly submit the registration material (including any required assessments, paperwork, dues, or fees) to LPW (and LPW accepts it) and terminates on midnight of December 31st of the current calendar year, when you voluntarily resign, or when you are expelled as a result of disciplinary action. Family members enumerated on the “Player/Cheerleader & Parent Membership Registration Form” shall be considered members of LPW. Family members **not** enumerated on the “Player/Cheerleader & Parent Membership Registration Form” **are not** members of LPW. Adult members have the right to vote for the

Board. LPW reserves the right to refuse membership. (Calif. Corp. Code § 5056, 5310, 5330, 5340, 5341, 5610).

Membership shall be extended on a temporary basis for members who are participating in post-season play or competition, which last beyond December 31st. This membership is temporary and voting privileges are suspended. Temporary membership ends at the conclusion of post-season play/competition.

It shall be mandatory, at time of registration, for every player and cheerleader to provide a membership (registration) fee to LPW. Only the Treasurer shall have the authority to negotiate alternate payment methods. Said alternate payment methods shall be as an addendum/amendment to the member's membership (registration) agreement (contract). Such negotiated addendum/amendment shall not exempt from them mandatory fundraisers for the affected member. Persons who are contemplating membership who have an outstanding account balance with LPW from a prior season must pay all past due amounts and all amounts for the current season in advance, in cash, at the time of registration. This shall include, but not be limited to: membership (registration) fees, candy money, raffle ticket money, cheer shoes, cheer poms, cheer briefs, and the like.

The following are also members of LPW:

1. The duly elected and/or Board.
2. Coaches, Assistant Coaches and Managers.
3. Honorary members as noted by the Board

Resignations

Resignations of players, cheerleaders, team staff or team coaching staff, including the head coach, are considered received and effective when any of the following occur:

1. The resignation is given verbally by the member to a member of the Board or the team's head coach. And said resignation is accepted by the Board, or President.
2. A written resignation is given to a member of the Board or the team's head coach. And said resignation is accepted by the Board, or President.
3. A staff member may also be considered resigned when they discontinue the normal dispatching the duties of their position. And said resignation is declared by the Board, or President.
4. Players and cheerleaders shall be considered resigned if they discontinue attending games and practices without notice for a period of more than two (2) weeks, or as otherwise indicated in this document. And the Board, or President declares said resignation.

Returned Checks

Following receipt of a bad check, the league and team shall require participant to pay with cash or money order in future transactions. LPW shall assess a charge of \$25.00 each time a check is returned for any reason, including but not limited to, insufficient funds. Failure to pay this charge shall be cause for disciplinary action, up to and including expulsion. Members may be required to pay with cash or money order once a returned check has been received.

Team Staff Number And Nature

1. Pursuant to LPW By-Laws, every person wishing to fill a team staff position must be approved by the Board.
2. All team staff is required to provide results of a Live Scan Background Check to the League Secretary on or before the League Equipment Handout date. If they are approved for a position after the League Equipment Handout date, they must turn in the Live Scan results within 10 days of being appointed. Applicants are not permitted on staff until the scan results are turned in. The league will reimburse the Head Football Coaches, Head Cheer Coaches and Board members for the cost of their scan.
3. A team may consist of the following positions and in no more than the following number:

Team Position & Age Requirements

Number of Persons

Head Coach (21 and older)	1
Assistant Player Coaches (18 and older)	8
Business Manager (21 and older)	1
Team Mom/Dad (21 and older)	1
Cheer Mom/Dad (21 and older)	1 for every 12 cheerleaders
Head Cheer Coach (21 and older)	1
Assistant Cheer Coach (16 and older)	4
Cheer Student Demonstrators (15 yrs old)	4
Players (Ages as per OEC & National Rules) of the Board	35 may be changed at the discretion
Cheerleaders (Ages as per OEC & National Rules) of the Board	35 may be changed at the discretion

Per Pop Warner National Rules (Part V, Rule 23) no more than 10 team staff members are allowed in the player's box (immediately adjacent to the playing field) at any given time during a game.

There shall not be any switching to another team in the same division without the approval of the Board. There are **NO** buddy sign-ups. Placement on a team cannot be guaranteed.

All Coaches and staff are dismissed of all duties Dec. 31 of that season. When teams participate in post season play membership shall be extended on a temporary basis. This membership is temporary and voting privileges are suspended. Temporary membership ends at the conclusion of post-season play/competition.

Weight and Age of Participants

By the third week of August, a mandatory weigh-in of players in all divisions shall be conducted by the Athletic Director and Weigh Master. The maximum allowable weight at this time shall be no more than five pounds within the certification weight for that division. Immediately following the mandatory weigh-in, the Athletic Director shall review the rosters. The Athletic Director may make recommendations to move players to the appropriate weight/age divisions. These recommendations will be made to the Head coach and parent of said player. If space is available in an upper or lower division and the parent agrees to the transfer, the player may be moved at this time. A parent may refuse the recommendation, but will be advised the player cannot play unless appropriate weight is achieved. Coaching staff may not "drop" weight ineligible players from their teams to bring in an eligible player on the waiting list, so it is imperative that careful consideration be given to assignment of players by weight/age at time of registration.

AMMENDMENTS

The Policies & Procedures may be amended or altered with a majority vote by the Board at any duly constituted meeting provided 7 day notice to all board members is given.