

LAKEWOOD POP WARNER POLICIES & PROCEDURES 2019

Overview

It is the intent of Lakewood Pop Warner, Inc. to provide this document to help the organization provide a level of continuity between teams and across seasons.

This document has been prepared solely for the benefit of ALL volunteers in order that they may better and clearly understand the policies & procedures and required rules that shall be enforced during the upcoming season.

The foregoing “Policies & Procedures” has been adopted and approved by the Lakewood Pop Warner Corporation Officers.

These Lakewood Pop Warner rules are intended to be a supplement to the National Pop Warner Rules and Regulations, Orange Empire Conference (OEC) rules and Lakewood Pop Warner (LPW) By-Laws, not replace them. When an LPW rule is more stringent than an OEC or National Rule, the LPW rule shall take precedence. Lakewood Pop Warner membership, including but not limited to the Corporate Officers, shall be bound to abide by the Policies & Procedures contained herein.

The layout and format of this document has been changed from previous years in an effort to make it easier to understand, reference, and find pertinent rules as they may apply to situations that may arise. We hope that these efforts have been successful and welcome any feedback from you the users that have to use it the most.

New rules or changes to rule content are in **Red**, clarifications which really don't affect the content of the rule will be in **blue** and not bold.

EACH BOARD MEMBER, HEAD COACH, BOTH FOOTBALL AND CHEER, AS WELL AS THEIR STAFFS, are expected to read, understand, and agree to abide by all the stated rules in this document, as well as all rules and regulations stated within the OEC rules and National Pop Warner Rules and Regulations handbook.

Table of Contents

Summary of Revisions for 2014 season.....	5
Goals and Objectives	5
Mandatory Meetings and Clinics	6
Awards	6
Membership	7
General.....	7
Registration.....	8
Refunds	9
Resignations.....	9
Proof of Scholastic Fitness Required.....	10
Sponsored Applicants	10
Travel Fund.....	10
League Fundraisers	11
General.....	11
Assignment	12
Penalties	12
League Shift Duty	13
Overview.....	13
Deposit	13
Assignment	13
Penalties	14
Team Book.....	15
Team Money	15
Team Functions.....	18
Banquets.....	18
League Advertising and Sponsorship	19
Practice & Game Rules	19
General.....	19
Scrimmages.....	21
Absences	21
Cheer Competition	21
Weight and Age of Participants	21
Equipment.....	22
Head Coach Responsibilities	23
General.....	23
Football	23
Team Staff Number and Nature	24

Offenses 26
 Juvenile Offenses 26
 Adult Offenses 27
Hearings and Appeals 28
Returned Checks 28
Payment for Services Rendered 29
Amendments 29

Summary of Revisions for 2019 season

Please note that all new changes made within the rule book will appear in **Red**.

Page 6 – Mandatory Meetings & Clinics

Page 6 – Awards

Page 8 – Membership: Registration

Page 9 – Membership: Refunds

Page 16 – Team Money

Page 18 – Team Functions

Page 21 – Cheer Competition

Page 24 – Head Coach Responsibilities

NOTE: Additional corrections in spelling, grammar and punctuation; along with name/title changes or the formatting of this document may have occurred, but have not altered any rule. Some rules may have been renumbered or reordered, as necessary.

Definitions

Lakewood Pop Warner, Inc. shall also be known as LPW. The Executive Board, Board of Directors & Auxiliary Board, shall also be known as the Board. The word participant shall mean any player, cheerleader, or student demo. Team staff or staff shall be any head football coach, assistant football coach, trainee, team mom, head cheer coach, assistant cheer coach, business manager, equipment manager, or volunteer, for a specific team.

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.

Mandatory Meetings and Clinics

1. The following LPW Meetings/Clinics and OEC Meetings/Clinics are classified as Mandatory:
 - Regular board meetings (starting in May)
 - Head Football Coach Meetings (Pre-season & Roster Release)
 - Head Cheer Coach Meetings (Pre-season & Roster Release)
 - Business Manager Meeting

Head Football Coach Clinic

Or any other mandated by LPW or **OEC**.

2. It is Mandatory that all Head Football Coaches, Cheer Coaches and/or Business Managers (or alternate approved staff member) attend the meetings stated above. Failure to have representation at any mandated meeting or for continuous absences to regular board meetings may result in \$50 fine assessed towards their team.

Awards

1. No participant may be “singled out” for ANY award. This includes, but is not limited to, the following.
 - a. Best Lineman
 - b. Best Hit
 - c. Best Tackle
 - d. Helmet Stickers
 - e. Best Offensive Back
 - f. Most Valuable Player
 - g. Most Improved
 - h. Best Cheerleader
2. No participant may receive the “game ball” or any other like object, trophy, certificate, or award for “individual” effort
 - a. 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)
3. Every participant in good standing at the end of the year will be provided with a trophy and yearbook by the league. (See National Rules Part III, Article 14, S1)

Membership

General

1. LPW reserves the right to refuse membership. (Calif. Corp. Code § 5056, 5310, 5330, 5340, 5341, 5610).
2. 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.
3. Family members enumerated on the “League Membership Agreement” shall be considered members of LPW. Family members not enumerated on the “League Membership Agreement” are not members of LPW.
4. Adult members have the right to vote for the Officers of the Board as specified in the LPW Bylaws (Article III & Article V).
5. 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 in the Hearing and Appeals section of this document.
6. Membership shall be extended on a temporary basis for members who are participating in end of the season banquets, post-season play or competition, which may last beyond December 31st of the current year. This membership is temporary and voting privileges are suspended. Temporary membership ends at the conclusion of post-season play/competition.
7. Any member that wishes to transfer to another organization legally associated with Pop Warner Lil Scholars, Inc. and said transfer is within the permissible guidelines of the Orange Empire Conference and/or any other body of competent jurisdiction, then said member may transfer to the other organization. Said member shall not be entitled to any registration fees, unless a refund is given under the current guidelines. Fundraising fees are not refundable. Transfer of funds is solely at the discretion of the Board of Directors, and is not compulsory.
8. Should any member fail to meet their responsibility in supporting the organization said member shall be subject to suspension, up to and including termination.
9. The following are also members of LPW:
 - a. The duly elected and/or Board.
 - b. Coaches, Assistant Coaches and Business Managers.
 - c. Honorary members as noted by the Board
10. LPW **Executive** Board members holding a board position are eligible to receive **discounted** registration up to two (2) participants while serving on the LPW Board.
11. LPW Head Football and Head Cheer Coaches will have **snack bar deposits waived** while holding a Head coach position with LPW.

Registration

1. 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 injured prior or during the season, is suspended or expelled. (California Code of Corporations, Section 5340(b) and Section 5341(g)).
2. It shall be mandatory, at time of registration, for every participant to provide a membership (registration) fee to Lakewood Pop Warner, Inc.
3. There is no guarantee expressed or implied that any specific player/cheerleader will be assigned to any specific coach, team, or division.
4. 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.
5. Person contemplating membership and have an outstanding account balance with LPW or any other OEC/Pop Warner affiliates must pay all amounts for the current season and past due balances in advance or at time of registration. This shall include, but not be limited to: membership (registration) fees, league fundraising monies, cheer uniform and accessories, league duty deposits, and the like.
 - a. 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.
6. 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 might not be utilized for the purpose of registering another person unless said member is from the same family as the person leaving LPW.
7. 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.

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.

Refunds

Lakewood Pop Warner has a **NO REFUND** policy. Pursuant to the California Corporations Code (sections 5351 & 5340) once registration fees, charges, assessments, etc. are tendered to Lakewood Pop Warner by a member, LPW is under no legal obligation to provide a refund.

The league will only consider refund request under the following guidelines:

1. All refund requests are subject to the approval of the Board and require a 2/3 vote. 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. 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.
 - a. 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.

LPW will not refund any credit card processing fees incurred, merchandise fees (league or 3rd party) or any other non-registration fee or purchase.

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.

Proof of Scholastic Fitness Required

1. Proof of Scholastic Fitness (Report Card or Similar) is required (See National Rules Part III, Article 6, S4)
 - a. For use herein “Scholastic Fitness” shall mean a 2.0/70% or higher annual average for the prior school year (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 participating in Pop Warner.”

Therefore, any player or cheerleader **who** 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.

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, league shift deposit, uniform costs or participation in league or team fundraisers. Total number of sponsorships shall not exceed five percent (5%) 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.

Travel Fund

LPW will place \$5 per participant (from Flag thru 14U, including Challenger) into a National Pop Warner Travel Fund. The purpose of these monies shall be dedicated to travel assistance for National Pop Warner and Cheer Championships.

- a. The accounting for these funds shall be separate from regular OEC funds, managed by the Treasurer and dedicated for participant travel assistance.
- b. These travel assistance monies shall be divided equally among all participants that qualify and travel to National Pop Warner Football and Cheer Championships.
- c. The maximum expenditure per season will be 90%. If more than one LPW team qualifies the funds will be split equally between the qualifying teams. The remaining 10% will stay in the travel fund for the next year.
- d. Any monies not used from the travel fund will remain in the account for next year.

League Fundraisers

Participation

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 termination from the program.
2. Although LPW reserves its right to terminate 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 (1) 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) will be ineligible from attending or participating in any practice, scrimmage, regular or post season games.
 - b. The participant (player/cheerleader) will be ineligible from attending or participating in any post season games, 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) will be ineligible from attending the team banquet.
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 one (1) week.

EXAMPLES ONLY

Example 1: The league has a mandatory fundraiser in which all money is due on July 19th of the current year. As part of this fundraiser each participant is given a set raffle tickets or cards to sell (find donors for). As of July 19th a participant does not turn in the money for the fundraiser given them. One of the consequences of this participant not turning in this money is that they will be ineligible from attending or participating in any practice, game, camp, etc or receiving any uniform, gear, spirit packs, etc, after July 19th until the fundraising fees are 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.

General

1. The President along with the Fundraiser Coordinator shall determine the league fundraisers and present a plan and schedule to the Board for approval.
2. League Fundraisers during the regular season will provide each team with the material to be distributed (such as candy or raffle tickets).
3. During the regular season the team shall keep records identifying the quantity of material each individual receives (the number of candy boxes, or raffle tickets issued). The Board will keep records for any pre-season fundraisers (Jan-Aug).

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 in accordance with the terms under team money guidelines.
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 the Business Manager to track and record all transactions.

Assignment

1. The Fundraising Coordinator will assign schedule of teams for duty.
 - a. Teams will be scheduled on a "*Shift*" basis.
2. 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.
3. 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 a league fundraiser/event, 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 Coordinator.
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 league shift duties. Said suspension shall be of a duration and nature as determined by the Board when issuing said suspension.

League Shift Duty

Overview

League Duty may consist of the following, but not limited to:

- LPW snack bar at home games (scrimmages, regular, and/or post season games).
- Lakewood High School snack bar (Friday nights and/or playoffs).
- Game field duty during home games (gatekeeper, field setup, etc)
- Cleaning party after home games.
- Pre-season work party at home fields.

Deposit

1. A \$50.00 cash deposit is required for every registered participant, including Sponsored participants.
2. The deposit must be paid on the team's equipment hand-out date. No equipment will be issued to the participant until the deposit is made.
3. If deposit is not received by August 1st or the first day of practice, the participant (football or cheer) will not be allowed to take the practice field.
4. Refunds for snack bar deposits will be paid out on the **same day or following weekend** and all assigned snack bar duties were fulfilled.
 - a. Exceptions to this must be approved by the President.
5. Any deposits not picked up by December 31st will be forfeited by the participant and placed into the League account.
 - a. Exceptions to this must be approved by the President

Assignment

1. When a team is assigned league shift duty, that team is responsible for providing up to a maximum of 8 people, 18 years of age or older, to perform work at the league shift including the field gate and fundraising booth during their entire duty schedule. The person working the BBQ shall be at least 21 years of age.
 - a. Members may designate anyone who is willing to work for them and meets the requirements in Item 1 in this said section of Assignment.
2. A replacement from the leagues approved list can be requested, if one is available. Every team is allowed a maximum of 3 replacements per shift.
3. A charge of **\$50.00/per replacement** will be taken from the participant's \$50 deposit. A replacement must be requested by no later than Wednesday before their scheduled shift.
4. The Snack Bar Coordinator will assign scheduling of teams for duty.
 - a. Teams will be scheduled for league duty 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 (1) qualified individual work a **minimum of one (1) league shifts**.
 - d. People from one team may be split among different shifts in the same day, never to exceed the maximum as stated in item #1 above.
5. Teams and/or parents may be scheduled to work during their child's home scheduled game, playoffs, bowl games and/or road games.

6. A shift shall constitute 4 to 5 hours of continuous work.
7. 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.
8. The Head Coach and/or Business Manager may be required to supervise their team for the entire shift.
9. At the end of each shift all monies will be counted by the snack bar chairperson and one (1) 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.
10. Members of the Board are exempt from working snack bar duty, **unless scheduled by the President.**

Penalties

1. The penalty for a no show or late arrival (more than 10 minutes) to an assigned shift is \$50.
2. In the event of no-shows, the “business manager” and/or “head football coach” may be held responsible for finding people to work the shift.
3. 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 snack bar duty. Said suspension shall be of a duration and nature as determined by the board when issuing said suspension.
4. The Monday following a league shift, the Snack Bar Coordinator will send an email to the Head Football Coach, Head Cheer Coach and team Business Manager specifying who on their team was a no show or late arrival.

Team Books

1. 2 team books are required by all teams (one for cheer and two (2) for football).
2. The team book will consist of each participant's contracts and documents set forth by National and OEC.
3. The second team book which shall be called the "player cards" is required for football to accompany them to weigh ins. This shall solely hold player cards which are also taken to be certified at certification
4. The team book also needs to contain the following, but not limited to:
 - Lakewood Policies and Procedures
 - OEC Administrative Rules
 - National Rule Book
5. Team book is to be at all practice, games and team functions.
6. The Business Director and/or the Board will inspect the team book prior to official certification.
7. Team books are to be turned in completely to LPW after the last game or competition of the season or by December 31st of the current year.
 - A team can temporary use the book for year round cheering practice, competition or events after December 31st with prior approval.

Team Money

1. Teams shall keep an accurate accounting of all financial transactions for the team.
2. A team shall only keep one set of books for the team and information pertaining to both players and cheerleaders must be contained therein.
3. Team financial ledgers will follow and be kept in a format provided by the league.
4. All teams shall turn in a team projected budget to the Board before August 1st of the current season for approval.
 - a. Teams will not be allowed to collect or spend any team moneys without first turning in a budget for approval.
5. All money collected by a team shall be rendered to the league Treasurer or Business Director on a weekly basis.
6. Teams or staff members are NOT allowed to open a personal or business bank account for the team money or place team money in an existing bank account.
7. Receipts must be kept and provided for all team transactions and turned in at the end of their season or by December 31st, along with team financial books.
8. If the Business Manager cannot account for the monies, the Executive Board will relieve him/her of said duties.
9. The Business Manager must provide a team account summary to the parents once a week
 - a. The Business Manager must make all teams financial "books" available to the parents or the Board upon request within 48 hours.

10. The Head Football 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 72 hours of receipt of the request. All requests must be accompanied with reimbursement receipts or invoice. Invoices/Purchase orders will be paid directly to the vendor/company
11. Teams are allowed to keep a maximum of \$300.00 on hand for operating expenses.
12. Team Financial report must be turned into the Business Director on a weekly basis. A copy will also be filed by the league secretary.
 - a. Team financial reports can be reviewed by the Board at any time.
13. 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 15 below. Team fundraisers may not interfere with League fundraisers. This includes, but is not limited to, the sale of wearable's
14. 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.
15. 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 competitions only after all league fees and team fundraising obligations have been met. 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" and available for review by the Business Director, President or Treasurer at any time. 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 Business Director or Treasurer for deposit in the team account. Should a squad or team raise such funds, and said squad or team does not attend the regional and/or national competitions said funds shall revert, in their entirety, to funds designated for all members of the team (both players and cheerleaders "team funds").
16. 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.
17. Lakewood Pop Warner Football is the legal owner of all moneys placed into any and all team accounts, including all monies collected by business managers not just deposited into league accounts.
18. Any team staff member who violates league rules, policies, or direction from Board Members regarding the handling of team funds shall be removed from their position.
19. 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.
20. No team or individual may use any logo or trademark which Lakewood Pop Warner Football uses without prior approval of the Executive Board.
21. 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. **NOTE:** See "Banquet" section below regarding team money pertaining to end of year expenses.

22. Teams shall **not** require individuals to raise or pay more than \$100.00 per participant.
 - a. Once an individual pays or raises the allotted \$100.00, 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 \$100.00.
 - b. Teams requiring a startup fee cannot exceed \$25 in value (this includes, but not limited to, cash, snack bar items, wearable's, etc).
 - c. Team startup fees do not count towards the \$100 allotted fundraising amount. This is a separate fee teams are allowed to require individuals to pay in order help with the cost of startup items (socks, bows, bags, teams shirts, etc)

23. The Business Manager and Cheer Coach will consult / advise the Head Football Coach on how all team monies will be spent. The final decision will be made by the Head Football Coach.
 - a. After December 31st - or at the end of the regular season and team banquet, for squads still participating, the financial decisions will shift to the Head Cheer Coach on all expenditures.

24. **Team funds shall not be used to purchase coaches/staff gifts.**

25. By September 15th of every season, each team must have deposited to their League fund team account a minimum of \$500 for tackle and \$250 for flag/challenger teams. If the team has less then said amounts, 50% of what the team funds has must be deposited to the league's team account.

26. The league will assess a team's account for fines or fees owed to the league for any of the following, but not limited to:
 - a. League, OEC or National fines imposed to team staff, parents or spectators.
 - b. League fundraising fees.
 - c. Equipment Fees.

27. The league will release all remaining team monies to the Business Manager or Head Football Coach, from the team account, once the following guidelines are met.
 - a. All league issued equipment to players and cheerleader is returned.
 - b. All league issued equipment to head coach(s) - football and cheer- is returned.
 - c. Request forms are submitted to the League Treasurer with proper receipts and/or invoice.
 - i. Any league issued equipment not returned by Dec 31st will result of the team being assessed the value of the equipment from their team account. Exceptions to this rule can only be approved by the President.

Team Functions

1. The Board must approve team functions and fundraisers prior to the event. Dates will be approved on a first come, first served basis. For requests made by more than one team for the same date, it will be handled on a case to case basis to avoid conflicts. (eg. No 2 teams will have food nights at the same park on the same night).
2. Team fundraisers (voluntary or mandatory) are not allowed after October 31st.
 - i. Exception to this rule is any fundraising for the purpose of a football or cheer teams traveling to Regionals, National Pop Warner Championships or JAMZ Nationals.
3. 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.
4. 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 and 3 approved mandatory fundraisers. All monies must be turned into the League Treasurer or Business Director within 72 hours of event.
5. All teams must have a pre-approved set of team rules to pass out to all participants prior to the first practice. Teams are not allowed to distribute and/or have them signed by parents/guardians without prior approval of the rules by the Athletic Director, Business Director and Cheer Director and filed by the Secretary. Both football and cheer rules need to be specified in the same team rules.

Banquets

1. Every team must have a banquet at the end of the season to present trophies and yearbooks.
2. All banquets must be held no later than January 31st.
3. The banquet shall be held after the last regular or post-season season game.
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. Participants may be issued their league trophies if they have paid all monies due to the league and have returned all LPW equipment/uniform issued to them on the scheduled return date.
6. Each team must submit a banquet approval no later than the second Wednesday in October 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.

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 without pre-approval from the Board.
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.
9. There shall not be separate banquets for players and cheerleaders.
10. Participants 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.

League Advertising and Sponsorship

1. Advertising is sold on behalf of the league itself and shall not be split with a team.
 - Full-page ad space is **\$500.00**
 - Half page ad space is **\$250.00**
 - Quarter ad space is **\$125.00**
 - Business card ad space is **\$50.00**
2. Advertising will appear in the yearbook or banner ads on the LPW website.
3. Teams are encouraged to obtain team sponsors.

Practice & Game Rules

General

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. **No participating child can be left alone at any team function, including, but not limited to, practice, games, competition, etc., without making certain a parent/guardian is present.** It is the responsibility of the parent/guardian to make transportation arrangements to/from any team functions.
 - a. Any participant that is not picked up within 15 minutes of the end of practice, the child may be transported to the Lakewood Sheriff’s Station.
 - b. **A child may not be allowed to practice, if left alone during practice without a parent/guardian.**
3. A practice or game utilizing a person who is paid for their services is **STRICTLY PROHIBITED!!!**
4. 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.
5. 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.)

- Practice times and places shall be established by the Board or LPW league level administration.

Practice 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.**

- All practice for a team shall terminate for a season only after the last game of the season (including bowl games and cheer competitions).
- Any variation from established practice times must be approved by the Board or LPW league level administration.
- Cheerleaders are not allowed to participate in any game or competition without league approved cheer uniform.
 - Expectation to this can only be approved by Conference Cheer Commissioner, President and Cheer Director.
- Teams in the lower divisions (FLAG THRU MITEY MITE) will not be allowed to make body to body contact during practice until 20 hours of conditioning (10 with helmet only and 10 with all pads) is met.
 - Expectation to this rule can only be approved by a majority vote by the President, Vice President and Athletic Director.
- 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"

- Banner Parties for Game Banners
- Parties to review competition videos
- Sleep-over's, when coaches are present and ANY discussion of football or cheerleading is conducted.
- Parties to watch (Broadcast or Video) a Football Game/Cheer Competition.
League or Conference mandated clinics.
- ANY** mandatory non-fundraising activity (except those mandatory activities explicitly excluded herein.)
- Physical conditioning at a gymnasium, or similar facility.
- Any Cheer Competition. (This is **not** a practice for viewing players).

Activities **NOT considered a "Practice"**

- Banner Parties for teammates homes.
- Birthday Parties.
Team fundraisers (car washes, food nights, poker nights, etc.)
- After Game Pizza Parties
- Curler rolling/decorating parties (**Only on the night prior to a competition!!!**) This may be a sleepover type party.
- Trips to amusement parks.
- 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.)
Certification a team, player, or cheerleader.
- Pre-game/competition warm-up.
- 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".

Scrimmages

1. There shall be no scrimmages between two (2) 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 participant who has missed two (2) or more practices the week prior to a game is ineligible from participating in that game or cheer activity for that game week.
 - a. It is strongly recommended participant attends game or activity for support of the team.
2. Any participant with excessive absences (excused or unexcused) will be considered a voluntary cut (see National Rules Part III, Article 9) from the team and their membership terminated for the current year (including any post games, competitions, team activities, etc.)
 - a. Refunds for any league/team fees or fundraising will not be granted for membership termination (California Code of Corporations, Section 5340(b) and section 5341(g)).
3. Any participant with excessive absences from practice or misses any game(s) after the last regular season game, last post season game or competition may have their membership revoked for the subsequent years.

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 football players that are on a team with cheerleaders 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.
4. The team with the highest percentage (%) of players in attendance will receive a league-sponsored pizza party.
5. Cheer teams eligible to compete in Regionals and/or Nationals that have less than 80% of their rostered squad will not be allowed to compete for the remainder of the season and/or your team size drops to the lower category.

Weight and Age of Participants

During the first week practice, starting August 1st, 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 six (6) 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.

Equipment

1. All uniforms and bodily equipment issued to players is the property of Lakewood Pop Warner Football. This shall include the use of said items at both practices and games.
2. All participants (cheer and football) will only wear the league issued game or cheer coordinated uniform established by LPW (e.g Black Pants only with Red Jersey or Red Cheer Uniform for competitions, etc.).
 - a. Conflict jersey/uniform will only be worn at home or playoff games when a true conflict is determined.
 - b. Violation of any equipment or uniform, by a sole participant or team, is grounds for head football or cheer coach being suspended and fined (\$50).
 - c. Only exception to this rule can only be approved by President
3. Stickers of any kind, outside of manufacturer, warning and/or recondition stickers, are not allowed on the helmet.
4. 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. Shoulder Pads
- c. All body padding (hip, knee, thigh, etc.)
- d. Practice Jerseys & Pants
- e. Game Pants
- f. Belts
- g. Cheer Uniform (Challenger Program)

This shall explicitly exclude the following:

- a. Game Jersey
 - b. Helmet Visor/Facemask
 - c. Socks
 - d. Cleats/Shoes
 - e. Gloves
 - f. Undershirts
 - g. All other undergarments not readily seen by the casual observer, worn next to the body.
5. 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.
 6. 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.
 7. A \$500 equipment deposit shall be deducted from each team to be held until all equipment is returned.
 8. All equipment must be turned in on assigned date by the Equipment Manager or deposit may be forfeited.

Head Coach Responsibilities

General

1. Reading, understanding, and following the instruction from these documents:
 - i. The LPW By-Laws
 - ii. The LPW Policies & Procedures Manual
 - iii. The LPW Coaches Manual
 - iv. The OEC Rules
 - v. The Official National Rule Book.

(See National Rules Part III, Article 5, S8 & S9)

(Also See National Rules – Members Code of Conduct)

2. 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.

Football

The Head Football 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. All team staff volunteers are approved by the head football coach and are presented by the head football coach to the board for approval.
 - i. All staff positions are terminated at midnight of December 31st of the current year, unless approved for temporary membership basis (Read Membership section).
- e. Arrive on time and attend all practice and games.
 - i. In the event of head coach not present at games or practice, a certified asst coach must be present. Absence of a certified coach is grounds for practice or game not to be completed
 - ii. Excessive absence or tardiness of head coach is grounds for suspension and/or termination of head coach position by the President.
- f. Obtaining required personnel (staff). This includes, but is not limited to, assistant coaches, team “medic”, Business Manager, and other team volunteers.
- g. Insuring that both the player and cheer “contract” books are on the field at all times.
- h. Insuring that both the player and cheer medical kits are on the field at all times. It is responsibility of the team to advise the League Equipment Coordinator when supplies are low.
- i. To ensure that the children are free from the burden of a “win-at-any-cost” environment.
- j. Coordination of efforts between both players & cheer.
- k. All team finances. The head coach along with the business manager must approve all expenditures.

- l. All team fundraisers.
- m. Disputes involving parents, children, or other teams.
- n. 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 team's 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.
- o. Participate in preparing league equipment for the upcoming season as needed by the league Equipment Coordinator.
 - i. Approved staff may substitute in the event the Head Coach is unable to attend.
- p. Attend cheer competition (Coaches with cheer teams) and ensure players and staff attend.

Cheer

The Head Cheer Coach of a team is responsible for ALL aspects of the cheer squad and staff. This includes but is not limited to, the following:

- a. The behavior of all cheer staff, including student demonstrators.
- b. The behavior of cheer parents and cheerleaders at any LPW, OEC function, or team function, this includes, but is not limited to, games, practices, and meetings.
- c. Obtaining required personnel (staff). This includes, but is not limited to, assistant coaches, team trainer, student demonstrators, etc.
- d. Insuring that the cheer "contract" book is on the field at all times.
- e. Insuring the cheer medical kits are on the field at all times. It's the head cheer coach responsibility to advise the head football coach when supplies are low.
- f. Along with head football coach, resolved any disputes involving cheer parents, children, or other teams.
- g. Submit cheer game reports to Cheer Director on a weekly basis

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 submit to a Background Check prior to taking the field, working with any youth participants or team money. Applicants are not considered team staff until the scan results are received and approved by the League Secretary.
- 3. A team may consist of the following positions and in no more than the following number:

<u>Team Position & Age Requirements</u>	<u>Number of Persons</u>
<u>Head Football Coach (21 and older)</u>	1
<u>Assistant Football Coaches (18 and older)</u>	5
<u>Equipment Manager</u>	1
<u>Trainer</u>	1
<u>Team Parent (21 and older)</u>	1
<u>Football Coach Trainee (16-17 yrs)</u>	1

<u>Head Cheer Coach (21 and older)</u>	1
<u>Assistant Cheer Coaches (18 and older)</u>	4
<u>Team Parent (21 and older)</u>	1
<u>Cheer Student Demonstrators (15-17 yrs)</u>	4
<u>Business Manager (21 and older)</u>	1 (for both football and cheer)
<u>Videographers / Photographers</u>	2
<u>Football Players (Tackle)</u>	18-26
<u>Football Players (Flag)</u>	10-16
<u>Cheerleaders</u>	Up to 35 max

4. 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.
 - a. Spotters & Videographers / Photographers are not counted towards your 10 staff members, but must stay outside the coaches/players box (outside the 25 yard lines).
5. There shall not be any switching to another team in the same division without the approval of the Board.
6. There are **NO** buddy sign-ups. Placement on a team cannot be guaranteed.
7. All Coaches and staff are dismissed of all duties Dec. 31st of the current year. 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,

Investigations

1. From time to time the Board may find it necessary to investigate an incident.
2. The Athletic Director and 2 additional board members (selected by the President) shall investigate all incidents involving football players, football team staff and football parents. The cheer director and 2 additional board members (selected by the President) shall investigate all incidents involving cheerleaders, cheer team staff and cheer parents. The challenger director and 2 additional board members (selected by the President) shall investigate all incidents involving challenger participants, staff members and parents.
3. In rare instances the President 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
4. All incidents are to be documented and kept in a log.
5. The investigator or committee will gather evidence pertaining 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.
6. 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.

7. 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).
8. 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.
9. There is a statute of limitations of thirty (30) days from the date, in which the incident occurred, to submit a complaint or incident in writing to the Board. After thirty (30) days it will take a majority vote of the board to address any complaint or incident.

Offenses

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

1. 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:
 - a. Written or verbal warning.
 - b. Suspension
 - c. Termination
2. If an appeal is made, the Athletic Director and 2 additional board members (selected by the President) 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. The Challenger Director and 2 additional board members (selected by the President) shall investigate any termination or suspension relating to participants, coaches, staff and/or parents.
3. Members of Lakewood Pop Warner are responsible for the actions and behavior of any and all non-members (including but not limited to spectators, family members, friends etc) that they are affiliated with during any and all Pop Warner activities. Any offenses numerated below or found in the LPW, Conference or National rules and ByLaws caused by said non-member may result in the suspension or termination of said Member affiliated with non-members or party.

Juvenile 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 activity or 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.

Mandatory Cuts

1. 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)
2. 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.
12. Any member of any class that incites or make derogatory remarks to other member against the league or a team by means of, but not limited to, email, phone and/or social networking will be suspended immediately.

Minimum Penalties:

For items 1 through 6 and item 11:

1st offense: Suspension for 1 year

2nd offense: Permanent Suspension

For item 7:

1st offense: 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.

For item 10 & 12:

1st offense: Suspension for 1 week and the next scheduled game

2nd offense: Suspension for 1 year commencing on the date of infraction

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. All disciplinary actions may be appealed in writing
2. All hearings/appeals shall be requested with status and delivered to the Secretary of LPW within 48 hours of disciplinary action, suspension or termination.
3. If an appeal is made, an investigation shall take place following the process and rules set forth in this document. (See Investigations).
4. 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.
5. 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).
6. If appropriate, persons in opposition to those in item #4 (defendant) may also be heard by the board members.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.

Returned Checks

LPW does not accept personal checks. For business related checks, LPW shall **assess a charge of \$50.00 each time a check is returned for any reason**, including but not limited to, insufficient funds.

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.

Record Keeping & General Administration

All records of the company shall be kept in a nature, manner, and place as directed by the President. This shall include, but not be limited to the following: all documents relating to the company's membership agreements; transactions (electronic or otherwise) relating to members and vendors; the storage of electronic information; the storage of paper documents.

All administrative functions shall be directed, administered, and delegated by the President. When the Board is not in session board members shall answer to the President for their administrative duties.

Any policy, procedure or rule not specified in this document, OEC or National rule book, shall be decided by the President with the consultation of the Board and if it's not in violation of any Federal, State or Local law.

Amendments

The Policies & Procedures, once approved for the current year, shall not be amended or altered during the current year by less than two-thirds (2/3) majority vote. A two-thirds (2/3) majority vote shall be two-thirds (2/3) of a quorum of the Executive board and/or Board of directors at any duly constituted meeting provided 7 day notice to all board members is given.

