

LAKESIDE YOUTH
FOOTBALL AND CHEER
POP WARNER
POLICIES & PROCEDURES
2017

Overview

It is the intent of Lakeside Youth Football and Cheer (LYFC) 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 current and upcoming seasons.

The foregoing "Policies & Procedures" has been adopted and approved by LYFC Board of Directors, and it's Members.

These LYFC rules are intended to be a supplement to the National Pop Warner Rules and Regulations, San Diego Pop Warner Conference (SDPW) rules and LYFC By-Laws, not replace them. When an LYFC rule is more stringent than an SDPW or National Rule, the LYFC rule shall take precedence. LYFC 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 formatted 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 SDPW P&P's and National Pop Warner Rules and Regulations handbook.

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Summary of Revisions for 2017 season

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

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

Lakeside Youth Football and Cheer, shall also be known as LYFC. The Executive Board, Board of Directors, shall also be known as the Board. The word participant shall mean any player, cheerleader, Coach Trainee, or student demonstrator. 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 LYFC, 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 San Diego Pop Warner Conference, Inc.
3. The rules, policies, procedures, and by-laws set forth by the Lakeside Youth Football and Cheer 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, San Diego Pop Warner Conference and/or Lakeside Youth Football and Cheer Rule or Regulation.

Mandatory Meetings and Clinics

1. The following LYFC Meetings/Clinics and SDPW Meetings/Clinics are classified as Mandatory:
 - Regular board meetings (starting in January)
 - Head Football Coach Meetings
 - Head Football Coach Clinic
 - Asst. Football Coach Clinic
 - Head Cheer Coach Meetings
 - Business Manager Meeting
 - Team Parent Meeting
 - MPR/Spotter ClinicOr any other mandated by LYFC or SDPW.

2. It is Mandatory that all Head Football Coaches, Cheer Coaches and/or Business Managers (or alternate approved staff member) attend the appropriate meetings stated above. Failure to have representation at any mandated meeting or for continuous absences to regular board meetings may result in disciplinary actions set forth by the Board.

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 by the league. (See National Rules Part III, Article 14, S1)

Membership

General

1. LYFC 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 LYFC (and LYFC accepts it) and terminates on midnight of July 31st of the following calendar year, when you voluntarily resign, or when you are expelled as a result of disciplinary action. To be approved to engage in activities after Dec. 31st you must be approved to be a Year Round Cheer Squad by LYFC and SDPW.
3. Family members enumerated on the “League Membership Agreement” shall be considered members of LYFC. Family members not enumerated on the “League Membership Agreement” are not members of LYFC, but are subject to the same rules as members of LYFC.
4. Adult members have the right to vote for the Officers of the Board as specified in the LYFC Bylaws (Article IX, Section 8).
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 LYFC, SDPW 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. Team functions shall be extended on a temporary basis for teams who are participating in end of the season banquets, post-season play or competition, which may last beyond December 31st of the current year.
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 SDPW 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 LYFC:
 - a. The duly elected and/or Board.
 - b. Coaches, Assistant Coaches, Business Managers, and Team Parents.
 - c. Honorary members as noted by the Board
10. LYFC Board members holding a board position are eligible to receive a 20% discount on registration up to two (2) participants while serving on the LYFC Board.

Registration

1. LYFC 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, LYFC 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 20% of membership (registration) fee to LYFC. Any and all remaining registration fees owed, must be paid prior to August 1st. Any Participant s with outstanding registration fees after August 1st, will not be allowed to participate in any practice, until all fees are paid in full.
3. There is no guarantee expressed or implied that any specific player/cheerleader will be assigned to any specific coach, team, or division.
4. LYFC is a “Nonprofit Public Benefit” organization, not a philanthropic organization. This distinguishes LYFC as an organization, which provides a service to the community in a manner that does not financially profit the organization. Since LYFC 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. LYFC does not have this expectation of its’ supporting members. LYFC shall not accept money from any government agency upon which there are any terms, conditions, or stipulations that shall inhibit LYFC from governing its' membership as it sees fit.
5. Person contemplating membership and have an outstanding account balance with LYFC or any other SDPW/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 LYFC 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 participant leaving LYFC.
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 LYFC.

It shall be mandatory for all players/cheerleaders and parents/guardians thereof to complete and execute a membership agreement with LYFC. The nature and content of which shall be as approved by the Board, in accordance with the LYFC 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

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

However, LYFC will make refunds, regardless of matter/reason/excuse, **ONLY** using the following dates and distributions:

- Before May 15th = 100% refunded
- Before June 15th = 100% refunded, minus uniform cost.
- Before August 1st = 50% refunded, minus uniform cost
- August 1st – August 14th = 25% refunded, minus uniform cost.
- On or After August 15th = **NO REFUNDS. NO EXCEPTIONS.**

The league will only consider refund request on or after the final date above 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.

LYFC 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

LYFC will place \$5 per participant (from Flag thru Varsity) 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 funds to operate the league, 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 LYFC 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 highly recommended for participation and membership in LYFC. Failure to participate in League Level Fundraisers, is frowned upon and may be a factor, when running for a coaching or Board Member position in the future.

General

1. The Fundraising Coordinator shall determine the league fundraisers and present a plan and schedule to the Board for approval.
2. League Fundraisers during the year will provide each team with the material to be distributed (such as candy or raffle tickets).
3. During the regular season the team parent 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 parent 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 Treasurer to track and record all transactions.

League Shift Duty

Overview

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

- LYFC snack bar at home games (scrimmages, regular, and/or post season games).
- LYFC High School snack bar volunteering (Friday nights and/or playoffs).
- Game field duty during home games (gatekeeper, field setup, etc)
- Cleaning party after each teams scheduled home game.

Deposit

1. A \$50.00 cash deposit is required for every registered Tackle Football participant.
2. The deposit is part of the Tackle Registration Fee.
3. The Deposit will be refunded to each Participant, at the conclusion of the season and all equipment is returned.
4. If equipment is not returned by the set dates, provided by the Board of Directors prior to the Season coming to an end, said participant forfeits their \$50.00 deposit.
5. Any equipment not returned by set dates, said participant will be responsible for returning equipment, or paying for the replacement cost of said equipment, prior to the start of the next season.
 - a. Exceptions to 4&5, must be approved by the President and/or Equipment Manager.

Assignment

1. When a team is assigned league shift duty, that team is responsible for providing up to a maximum of 8 people, 14 years of age or older, to perform work at the league shift during their entire duty schedule. The person working the BBQ shall be at least 16 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 2 replacements per shift.
3. A charge of \$20.00/per replacement will be required from the scheduled member, who requested an alternate. A replacement must be requested by no later than Wednesday before their scheduled shift.
4. The Concessions and Team Parent Rep will assign scheduling teams for duty.
 - a. Teams will be scheduled for league duty on a "*Shift*" basis.
 - b. The Concessions Coordinator and Team Parent Rep shall determine the method of the duty schedule and present it to the Board for approval.
 - c. Each Parent/member is required to work any and all shifts assigned to them, unless they find a replacement.
 - d. Coaches and said family members are exempt from being scheduled for shifts, unless they volunteer to cover a shift.
5. Teams and/or parents will be scheduled to work prior to their child's home scheduled game.
6. A shift shall constitute 2 hours of continuous work, prior to the start of their child's game.
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 Team Parent may be required to work for their team for the entire shift, if any or all of the scheduled workers do not show up for their scheduled shift.
9. During each shift all monies will be monitored and counted by ant two (2) Board members and the money shall be placed in a sealed envelope signed by both individuals who counted the money and rendered to the drop box located in the snack bar.
10. Members of the Board are exempt from working snack bar duty for a teams scheduled shift.

Penalties

1. The penalty for a no show or late arrival, more than once or more than one member on a scheduled shift, may be subject to extra duties being assigned to that team.
2. In the event of no-shows, the "Team Parent" 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 Book

1. A team book is required by all teams (one each for cheer and football).
2. The team book will consist of each participant's contracts and documents set forth by National and SDPW.
3. The team book also needs to contain the following, but not limited to:
 - LYFC Policies and Procedures and By-Laws
 - SDPW Administrative Rules
 - National Rule Book
4. Team book is to be at all practice, games and team functions.
5. The Player Agent/Cheer Director and/or the Board will inspect the team book prior to official certification.
6. Team books are to be turned in completely to LYFC 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 by the league treasurer and accounted for at all times.
4. All teams shall be required to fill out a request to use funds, to the Board before purchasing items for the team.
 - a. Teams will not be allowed to collect or spend any team moneys without prior approval of the Board.
5. All money collected by a team shall be rendered to the league Treasurer within 24 hours of collection.
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 discretion of the board.
8. If the Team Parent cannot account for the monies, the Board will take disciplinary action, which can result in relieving him/her of said duties.

9. The Head Football Coach and Team Parent are required to sign all requests for team monies. The League Treasurer shall render to the team's Head Coach or Team Parent, 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
10. Team Financial report must be updated by the Team Parent and League Treasurer on a monthly basis. A copy will also be filed by the league secretary.
 - a. Team financial reports can be reviewed by any member, at any time.
11. All fundraisers for a team must include participation of players and cheerleaders. Team fundraisers may not interfere with League fundraisers. This includes, but is not limited to, the sale of wearable's
12. 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.
13. 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 Treasurer for deposit in the league 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") not to exceed \$5,000. Any money over \$5,000 raised by any one team, will be placed in the League Travel Fund.
14. LYFC is the legal owner of all moneys placed into any and all team accounts, including all monies collected by team parents for team expenses.
15. 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.
16. No team or individual will make any representation, for the purpose of soliciting of funds, using the name of LYFC, without the prior written approval of the Board.
17. A team may not expend funds on one group of its 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.

18. Teams shall **not** require individuals to pay more than \$40.00 per participant.
 - a. A teams startup fee cannot exceed \$40 in value, in order help with the cost of startup items (socks, bows, bags, teams shirts, etc).
19. The Team Parent and Head Coach will advise the Parents on how all team monies will be spent. The final decision will be made by the Head Football Coach.
20. Team funds can be used to purchase coaches/staff gifts, not to exceed \$50.00 in value. It is recommended that the Team Parent work with the Parents, to agree on gifts for Coaches and staff.
21. The league is subject assess a team's account for money owed to the league for any of the following, but not limited to:
 - a. League, SDPW or National fines imposed to team staff, parents or spectators.
 - b. League fundraising fees.
 - c. Equipment Fees.
22. The league will release all remaining team monies to the Team Parent or Head Football Coach, from the team account, once the following guidelines are met.
 - a. All league issued equipment to head coach(s) - football and cheer- is returned.
 - b. 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 Board.

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 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 the last regular season game. Travel for post season shall meet all SDPW and National rules and must have the approval of the LYFC Board.
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. All monies must be turned into the League Treasurer or President within 12 hours of event.

Team Parties

1. Every team must make an effort to host a team party at the end of the season to present trophies.
2. The banquet shall be held after the last regular or post-season season game or Competition.
3. Participants may be issued their league trophies if they have paid all monies due to the league and have returned all LYFC equipment/uniform issued to them on the scheduled return date.

4. Each team must submit a Team Party approval at least two weeks prior to, and include the date, time, and location.
 - a. The Board shall approve team party requests.
5. Each team shall provide all elements for the Team Party 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. Said trophies shall be paid for with league funds. (Teams do not have to pay for player and cheerleader trophies.)
 - b. No cash gifts are permitted.
6. 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.
7. Participants who do not return their equipment on the designated date prior to the team party shall not be entitled to a trophy at their team banquet. Exception to this rule may be approved by the Board.

League Advertising and Sponsorship

1. Advertising is sold on behalf of the league itself and shall not be split with a team.
 - Platinum Package **\$1,000**: Includes Website Banner, banner for home games, name on snack bar, and 1 Family four pack to El Capitan Homecoming Game.
 - Gold Package **\$500.00**: Includes Website Banner, banner for home games, and name on Snack Bar.
 - Silver Package **\$300.00**: Includes Website Banner, banner for home games
 - Bronze Package **\$150.00**: Includes Website Banner
2. Advertising will appear on the website and/or banner to be displayed at home games.
3. Teams are encouraged to obtain team sponsors. Team sponsorship at each level shall be split by the league taking 15% and the team taking 85% of the full sponsorship.

Practice & Game Rules

General

1. In addition to the rules governing practices enumerated in the National rulebook and the San Diego Pop Warner Conference, the following also applies to teams of Lakeside Youth Football and Cheer.
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 league may take action, and contact County Sheriff’s Department.
 - 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.)
6. Practice times and places shall be established by the Board.

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.**

7. All practice for a team shall terminate for a season only after the last game of the season (including bowl games and cheer competitions).
8. Any variation from established practice times must be approved by the Board or LYFC league level administration.
9. Cheerleaders are not allowed to participate in any game or competition without league approved cheer uniform.
 - a) Expectation to this can only be approved by Conference Cheer Commissioner, President and Cheer Director.
10. Teams in the lower divisions (FLAG THRU MITEY MITE) will not be allowed to make head to head contact during practice until 20 hours of conditioning (10 with helmet only and 10 with all pads) is met.
 - a) Expectation to this rule can only be approved by a majority vote by the President, Vice President and Athletic Director.
11. 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. Parties to review competition videos
2. Parties to watch (Broadcast or Video) a Football Game/Cheer Competition.
League or Conference mandated clinics.
3. Physical conditioning at a gymnasium, or similar facility.
4. Any Cheer Competition. (This is **not** a practice for viewing players).

Activities **NOT** considered a “Practice”

1. Banner Parties for teammates homes.
2. Birthday Parties.
Team fundraisers (car washes, food nights, poker nights, etc.)
3. After Game Pizza Parties
4. Curler rolling/decorating parties (**Only on the night prior to a competition!!!**) This may be a sleepover type party.
5. Trips to amusement parks.
6. 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.
7. Pre-game/competition warm-up.
8. 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) LYFC team unless approved by the Executive Board by majority vote.
2. All scrimmages must be coordinated through the local conference (SDPW) and approved by the President or the Vice President in writing.

Absences

1. Any participant who has missed two (2) or more practices the week prior to a game can be considered ineligible from participating in that game or cheer activity for that game week, at the discretion of the Head Coach.
 - a. It is strongly recommended participant attends game or activity for support of the team.
2. Any participant with excessive absences (excused or unexcused) can 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.

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. Each Cheer Squad must perform it's routine, in its entirety prior to the actual conference competition.
3. The Football team with the highest percentage (%) of players in attendance of their Cheer Squads Conference Competition will receive a league-sponsored pizza party.
4. 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 Player Agent and Vice President. 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 Player Agent shall review the rosters. The Player Agent 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 bodily equipment issued to players is the property of LYFC. 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 LYFC (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.
 - c. Only exception to this rule can only be approved by President and/or board.
3. Only League provided Stickers, outside of manufacturer, warning and/or recondition stickers, are allowed on the helmet. A team may request to add stickers, upon approval of the Board.
4. Participants may use their own personal uniform or equipment, which must be 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

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 LYFC to said player or cheerleader. All equipment shall be used for LYFC activities ONLY and all equipment remains the legal property of LYFC.
6. Parent/Guardian shall reimburse LYFC 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 LYFC, or immediately upon the withdrawal of said player or cheerleader from LYFC. Participants/Members who do not return their equipment on the designated date prior to the team party shall not be entitled to a trophy at their team party and will be can refused membership in subsequent seasons so long as the equipment is not returned or paid for.
7. All equipment must be turned in on assigned date by the Equipment Manager or deposit may be forfeited.
8. If a parent fails to return equipment, they automatically forfeit their equipment deposit.

Board of Directors Responsibilities

1. Parliamentarian

- Shall be responsible for Leading all Board Meetings, and Member Meetings.
- S/He is responsible for overseeing all disciplinary actions of the board.
- S/He will schedule and lead all disciplinary hearings, that are to be held per our P&P's.

2. Player Agent

- Shall make sure before registering a child they must be in good standing. See Article V Section 1
- Shall verify receipt of completed contract, copy of certified birth certificate and copy of report card, which includes all four (4) quarters. Contract should include legal name, address, age, weight, photo and physicians report.
- Shall assure that all member rosters conform to the Conference requirements pertaining to:
 1. Age
 2. Weight
 3. Report Cards
- Shall assist in Insurance and Education form collections and completions for those eligible
- Shall provide an Official Roster to Conference by certification date.
- Rosters shall be submitted to the Board of Directors for approval prior to certifying.
- Shall verify that there are adequate amount of coaches on each team with CPR and First Aid training.
- S/he must facilitate the issuance of all waivers requested of the association and assist in obtaining waivers from other associations and leagues.

3. Cheerleading Director

- Shall be responsible for advising the Board of Directors regarding all matters of interest or importance to the cheerleaders, their parents and coaches
- Shall provide to all coaches, within a timely manner, any pertinent information as directed by San Diego Pop Warner Association, the Board of Directors or the President.
- Shall be responsible for placing all registered cheerleaders into appropriate team rosters while working in conjunction with the eligibility director.
- Shall be responsible for attending all cheer related meetings and/or clinics, and for relaying information obtained to the board and cheer coaches.
- Shall be responsible for cheer coaches knowing and following all safety rules and regulations at practices and games.
- Shall be responsible for issuing and collecting all cheer uniforms and equipment.
- Shall prepare a proposal and budget for needed equipment and uniforms for the season and present to the board.
- Shall take over as interim coach of any given division pending replacement of head coach.

4. Publicity/Webmaster

- Shall be responsible for all publicity given to the media, with the approval of the Executive Board.
- Shall be responsible for maintaining the league website.

5. Little Scholars Rep

- The little scholar's rep is responsible for ensuring the accuracy of all scholastic standings.

- The Little Scholars Rep. shall provide a report to the San Diego Pop Warner Association on or before the end of the playing season of all athletes.
- Shall assist with the Player Agent/Cheer Director in the collection of all report cards and calculate all GPA's as required by National Pop Warner.

6. **Equipment manager/Purchasing agent**

- The equipment manager is responsible for selecting, purchasing and disbursing all Association equipment and property approved by the Board of Directors. S/he must maintain throughout the season accurate inventory records regarding these assets.
- The equipment manager is responsible for establishing equipment distribution and return dates and times for each team and must inform the Publicity events coordinator of these dates and times so that proper notice can be posted on the website.
- The equipment manager must coordinate with the Head coaches' as the league Player Safety Coach, at least one equipment check per team prior to the start of the playing season, and after players are permitted to make contact on the field. The purpose of this check is to ensure that all equipment is properly fitted.
- The equipment manager must prepare first aid and equipment kits for use by each team. These kits are to be distributed to the coaches' representative prior to August 1 for use at all practices and games. These kits and their unused contents are to be returned to the equipment manager at the conclusion of the playing season. The equipment manager will also provide the coaches' representative with available water containers and coolers for use by each team. This equipment is also to be returned to the equipment manager at the conclusion of the playing season.
- At the end of each playing season and prior to the start of the next calendar year, the equipment manager must chair a committee. This committee will prepare a final inventory of all equipment and present this report to the Board of Directors along with any recommendations for the next season.

7. **Concession manager**

- The concession manager is responsible for the operation of the snack bar and in that regard, must ensure that it is stocked with all food and non-food items. The snack bar menu must be approved by the Board of Directors but the concession manager has discretion to include additional "special" items.
- The concession manager is responsible for maintaining the snack bar in a sanitary condition and for assuring that all food handlers wash their hands and handle food properly.
- The concession manager is responsible for establishing volunteer work schedules for each football team and cheer squad. These schedules should not require a team's assistance during any game scheduled for that team. The schedules must be provided to the Team Parent Representative who will then disseminate them to the team parents for each team.
- Revenues in excess of \$300.00 must be immediately deposited into lock boxes maintained in the snack bar. The treasurer, president and vice president are the only persons authorized to possess keys to the lock boxes.
- Assets include non-food items including donated items.
- Must provide receipts for all expenses incurred in a timely manner to the treasurer
- Shall appoint and submit to the Executive Board for approval the name of an assistant concession manager. The assistant concession manager will serve in the all LYFC events where the concession manager can not. The Assistant shall have no voting rights.

8. **Field Director**

- The field director is responsible for making sure the playing fields are ready before games and for organizing clean up afterwards.

- The field director should also take whatever steps are necessary to maintain the fields in a pest-free condition where possible.
- The placement of teams on the practice fields.
- Storing and maintaining equipment necessary to operate the fields, i.e. golf cart, cheer mats, tables, etc

9. **Football Coach Representative and Cheer Coach Representative**

- The football/cheer coach representative will represent the head coaches at all Board of Directors meetings as their spokesperson.
- They must ensure that all coaches and their staff have current, valid first aid including CPR certification cards.
- They are also required to submit to the Board the name of any player the coach intends to suspend for an entire game.
- The coach representative disseminates to each team the first aid and equipment kits, water containers and coolers obtained from the equipment manager.
- S/he is also responsible for returning those items to the equipment manager at the conclusion of each team's playing season.
- Shall coordinate a date with the President and the Vice President to conduct a pre-season meeting with all coaches.

10. **Team parent representative**

- The team parent representative will represent the team parents at all Board of Directors meetings as their spokesperson.
- The team parent representative distributes the snack bar schedule to each Team Parent, and provides a team parent handbook.
- Shall Assist Fundraising /Special Events coordinator with all league events.

11. **Fundraising/Special Events**

- Shall solicit business and organizations for donations and sponsorships.
- Shall purchase and distribute sponsorship plaques and banners upon received donations.
- Shall coordinate and administer board approved fundraising programs.
- Shall work with treasurer on money handling and accounting procedures for each event
- Shall be responsible organizing and planning all special events approved by the board.
- Shall be responsible for league pictures.
- Shall be responsible for participant trophies at the end of season

12. **Spirit**

- Shall select vendors for the purchase of spirit merchandise.
- Operate and maintain merchandise table during designated sign ups, practices, and game days.
- Create and update a product list with prices for the Board of Directors approval.
- Keep an Inventory of all spirit merchandise weekly and have it verified by at least one other board member.

13. **Member at Large**

- Members at large will be appointed as assistant to elected and appointed officials of the Board of Directors
- They shall hold no voting rights, but do have a voice at meetings.
- Once appointed they shall hold their position until December 31st of the current year. Unless terminated for reasons outlined in the LYFC Bylaws.

Head Coach Responsibilities

General

1. Reading, understanding, and following the instruction from these documents:
 - i. The LYFC By-Laws
 - ii. The LYFC Policies & Procedures Manual
 - iii. The SDPW Rules and Policies and Procedures
 - iv. 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 clinics 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. Selecting each of their staff members.
- b. The behavior of all assistant football coaches.
- c. The behavior of all cheer coaches (and student demonstrators/Coach Trainee).
- d. The behavior of team staff, parents, players, and cheerleaders at any LYFC function, SDPW function, or team function. This includes, but is not limited to, games, practices, and meetings.
- e. 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 and/or Board.
- f. Obtaining required personnel (staff). This includes, but is not limited to, assistant coaches, Business Manager, and team parent.
- 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 team parent 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. 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 Manager.
 - i. Approved staff may substitute in the event the Head Coach is unable to 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. Selecting each of their staff members.
- b. The behavior of all cheer staff, including student demonstrators.
- c. The behavior of cheer parents and cheerleaders at any LYFC, SDPW 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 trainer, student demonstrators, etc.
- e. Insuring that the cheer “contract” book is on the field at all times.
- f. 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.
- g. Along with head football coach, resolved any disputes involving cheer parents, children, or other teams.

Team Staff Number and Nature

- 1. Pursuant to LYFC 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 President. The league will pay for the teams Head Football Coach, Head Cheer Coach, assistant football coaches, assistant cheer coaches and Board members for the cost of their background check.

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>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
<u>Football Players (Tackle)</u>	18-35
<u>Cheerleaders (Tackle Teams)</u>	6-35
<u>Football Players (Flag) Cheerleaders</u>	10-24
<u>Cheerleaders (Flag)</u>	6-24

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, unless you are a sibling of another participant.
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 Football Coaches Rep and 2 additional board members (selected by the President) shall investigate all incidents involving football players, football team staff and football parents. The cheer coaches rep and 2 additional board members (selected by the President) shall investigate all incidents involving cheerleaders, cheer team staff and cheer 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 by the league secretary.

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 LYFC 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 LYFC, LYFC property, LYFC monies, or the reputation of LYFC. 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 Vice President and 2 additional board members (selected by the President) shall investigate any termination or suspension relating to football coaches, player, and/or parents. The Vice President and 2 additional board members shall investigate any termination or suspension relating to cheer/dance coaches, player, and/or parents.
3. Members of Lakeside Youth Football and Cheer 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 LYFC, Conference or National rules and By-Laws 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 the remainder of the game, or practice.
- 2nd offense:** suspension from the team for one week, including the next scheduled game.
- 3rd offense:** possible suspension from the team, for the remainder 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 determined by the Board

2nd offense: One Year 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 remainder of the year.

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 remainder of the year and possibly the following season.

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 and President of LYFC 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 LYFC Board.
11. Hearings are private and therefore not open to the general public, media, or LYFC 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.

- Hearings/appeals shall follow Robert's Rules of Order, revised edition, except as noted herein or by the LYFC By-Laws. The Parliamentarian, alone, shall determine the proper application of all procedural guidelines, including precedence.

Returned Checks

Any and all checks, LYFC shall assess a charge of \$25.00, 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 Lakeside Youth Football & Cheer shall receive monetary compensation in any manner, paid for their time spent, or services rendered to Lakeside Youth 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 LYFC gets paid for his or her time.

NOTE: Referees are not members of LYFC, 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 (SDPW), 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, SDPW 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 after March 1st.