

APPENDIX II

Rules and Regulations

Article I-Board Members

Section #1 Clearances

- (A.) All executive board members are required to have Child Abuse History Clearance (Act 151), Pennsylvania's Criminal History Record (Act 34), and FBI fingerprinting (Act 114) completed every 3 years and copies kept on file. (Fingerprinting Act allows for a notarized affidavit for those who have resided in PA for the last 10 years)
- (B.) Any volunteer (coach, sponsor, or board member) arrested or convicted of a crime listed in the law, or identified as a perpetrator on the State's database must submit written notice to the Executive Board within 72 hours of the arrest, conviction, or being named a perpetrator. The written notice should be sent to centralvalleylilwarriors@gmail.com
- (C.) It will be the volunteer's responsibility to obtain and pay for all clearances and turn into their head coach or sponsor. The head coach or sponsor will provide the organization secretary a copy to keep on record. The head coach will then take the clearances to the BCYFL for a league coach's card.

Section #2 Financial Procedures

- (A.) Only volunteers who have clearances are permitted to handle cash.
- (B.) All money will be counted and documented on an income tracking sheet (Attachment #3) with at least 2 board members present.
- (C.) Any returned/bounced checks are subject to a fee of \$30. Any payments not rectified after 30 days will be turned over to the County District Attorney. CVLW will only accept future payments in cash by anyone who submits a returned/bounced check.
- (D.) The **Treasurer** will keep an organization debit/credit card to be used for online purchases. All receipts must be turned in to the treasurer on a weekly basis **for reimbursement**.
- (E.) There will be a \$10 minimum purchase on the PayPal card swipe.
- (F.) All online payments will be subject to a processing fee to compensate for the fees charged to the organization.

Article II- Meetings

- (A.) In the event that the monthly organization meeting falls on or is close to a holiday the meeting date may be changed.
- (B.) The President may call for an executive meeting at any time if needed.
- (C.) The Head Sponsor/Head Coach or a representative (if he or she cannot be present) for each division must attend all regular organization meetings during the active season (July-November). Article III-Waivers, Forms, Handbooks

Section #1 Code of Conduct Form

- (A.) All participants in the CVLW organization will sign the Code of Conduct form included as attachment #1 to this Appendix.
- (B.) Any violations to the Code of Conduct will be reviewed and documented by the Executive Board. The Executive Board will make a decision on what action to take based on the CVLW Discipline Policy included as attachment #2 to this Appendix.
- (C.) In the event that there is any parent **or family member** misconduct the procedures outlined in Appendix I will apply.

Section #2 Document Approvals

- (A.) All forms, waivers, handbooks to be approved by the Executive Board prior to the first season practice.

Section #3 Insurance/Medical Release/Injuries

- (A.) All participants are required to fill out insurance information and sign a medical release form prior to attending any organization practices.
- (B.) All participants must notify the organization in writing of any medical conditions that the participant may have. If the condition may influence the participants ability to perform any of the activities required a medical release from the participant's physician may be required.
- (C.) All CVLW Cheerleaders will follow the Cheerleading Handbook (attachment #4) and the Demerit System (attachment #5).
- (D.) All injuries that occur during any CVLW practices or events must be documented by the coach or sponsor present during the injury and turned over to the Head coach or Head Sponsor to be kept on record **by the secretary**.

Article IV-Participation

Section #1 Fees

- (A.) All participants for Twerps-Mighty Mites will pay a \$50 Registration fee. **Registration fees are waived on the Midget level.** Discounted fees for multiple participants in one family include \$40 fee for the second child member, \$30 for the third child member, and any additional participants are free. No refunds will be given after camp.
- (B.) Each family is required to sell (4) (2) Wing Bash Fundraiser tickets per family.
- (C.) Each Family is required to sell **(5)** Lottery Calendar tickets per family.
- (D.) Though discouraged, late registrations can be taken until the coaches' cards are completed with the BCYFL. In the event that a participant registers after the fundraiser takes place, the participant will be charged a late fee equivalent to that fundraiser amount.
- (E.) Cheerleaders will follow additional fees outlined in the Cheerleading Handbook.
- (F.) In the event that there are not enough cheerleaders registered to fill a squad additional participants may be accepted up until the first day of cheer camp. Once cheer camp has begun, no additional participants may register.
- (G.) No football participants may be accepted after the Friday prior to the BCYFL coach's card day.
- (H.) Each player, cheerleader, coach, **youth coach, cheer sponsor** and board member will receive a registration t-shirt at the end of camp **at the expense of the organization.** Section #2
Volunteer Responsibilities

- (A.) Each family is required to participate in (2) volunteer activities. Coaching, board positions, stick holders, field set up or clean up, and concession stand work are examples of those activities. Each family will write a \$100 check prior to receiving equipment which will be held until those activities have been completed. If a family does not participate in any volunteer activities the check will be cashed and used to pay community volunteers as a donation.
- (B.) The organization will utilize an online volunteer sign up form for stick crew and concession stand volunteers. A running list will also be kept in the concession stand.
- (C.) When a family member completes a volunteer activity, they will sign off on the running list after completion.
- (D.) In the event that the organization does not have enough volunteers for an event, the organization may reach out to volunteers outside of the organization and use the volunteer funds to make a donation to that volunteer or group.
- (E.) CVLW **may** make a donation of no more than \$150 per game day to **an outside organization** for field and ground clean up after each game.

- (F.) We will assign a Volunteer Chairperson to handle the tracking of the volunteer deposits, volunteer activities, and deposit refunds. Section #3 Equipment/Uniforms
- (A.) Equipment distribution will be logged on a tracking sheet for each participant by the equipment manager or coach for each child.
- (B.) No equipment will be distributed without a completed registration and full payment of all fees.
- (C.) All participants agree to follow the care instructions given for their uniforms. When equipment is returned it should be in clean condition or a fine will be assessed with next year's registration fee.
- (D.) Head coaches will distribute game jerseys prior to picture day. Senior players of each group will be given the 1st choice of jersey number. A senior player can choose to keep the jersey number they have had the previous year. If the senior players chooses a new number, the new number cannot be one that was assigned to younger player the previous year. No game jerseys will be distributed prior to that distribution day.
- (E.) Any player or cheerleader who does not return their equipment/uniform at one of the return dates, a \$50 cash deposit will be assessed for the distribution of equipment the following year. Article V- Midget Scholarship Program

Section #1 Eligibility

- (A.) Applicant must have been an organization participant their graduating Midget year or 2nd year Mitey Mite if a Midget program did not exist that year.
- (B.) Applicant must maintain at least a 3.0 GPA
- (C.) Applicant must be a current senior and resident of Center, Monaca, or Potter.
- (D.) Applicant must be currently enrolled in one of Central Valley's Athletic programs, Band, Majorettes, or Color Guard.

Section #2 Selection Process

- (A.) Two participants (one cheerleader and one football player) will be awarded a plaque and \$1000 each for college expenses. In the event that there is not an eligible applicant from each group, both awards may be given to one group.
- (B.) One designated board member will verify eligibility with the school administration. Scholarship applications will be given to the school administration(s) prior to the December break. All essays must be turned into the school the first day they return from break.
- (C.) The designated board member will remove any names on the essays and provide the essays to the Executive Board for a vote.
- (D.) The two applicants with the most votes will be awarded the scholarships.

Article VI-Flowers, Cards, Gifts

- (A.) In the event that an immediate family member of a player, coach, or other volunteer to the organization should pass away, the organization will send flowers, gift, or donation not to exceed \$75.
- (B.) In the event that an immediate family member of a player, coach, or other volunteer to the organization should become hospitalized the organization will send a card.
- (C.) In the event a player or cheerleader should become hospitalized the organization will send a card and gift not to exceed \$25. Article VII-Sponsorship
- (A.) \$250-Registration Sponsors-Logo/Business Information to appear on our football registration tshirts.
- (B.) \$150-Field Banner-Business to provide banner of their choice to be hung at the field in July
- (C.) Midget Scholarship Sponsor \$1000-We will match the amount and name the scholarship after the sponsor.

- (D.) Individual Child Sponsorship-Sponsor may donate registration fees to be given to an individual in need based on Board discretion.
- (E.) Website Banner-Any of the above sponsors will also get a website banner. This can be given alone for \$50.

Article VIII-Participant Hardship

- (A.) The Executive Board may choose to waive a participant’s registration fee on a case by case basis. In the event that the fee is waived, the participant’s family must still complete the fundraiser and volunteering hours required.
- (B.) Additional fundraisers may be set up to help participants with their costs. (Hoagie sales, candy sales, merchandise sales, etc., which the participant would keep any profits made for themselves not to exceed the costs associated with this yeas participation.)

Article IX-Concession Stand Discounts

- (A.) Any volunteer who is working for multiple games is entitled to ONE free drink. (B.) There will be no “tabs” kept in the concession stand.

Article X-Banquet Gifts/Awards

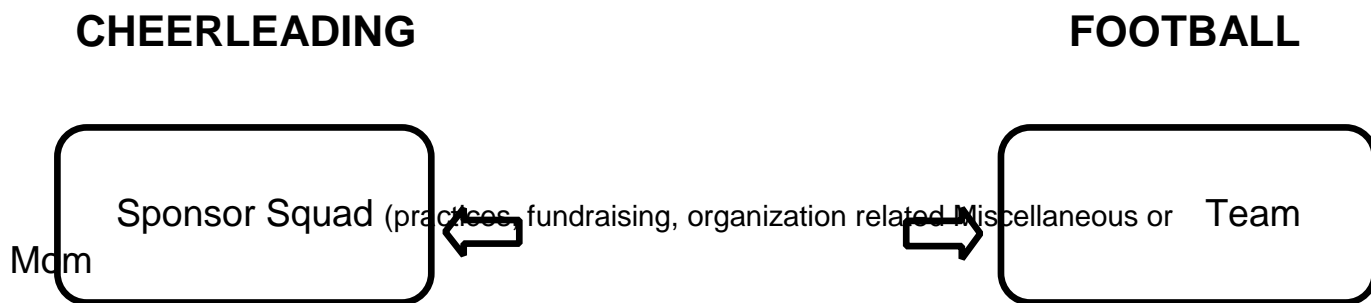
- (A.) An Academic Achievement Plaque will be given to the graduating midget girl and boy with the highest GPA. A Certificate of Achievement will be given to all other graduating midgets with highest honors.
- (B.) A gift will be given to any graduating Midget cheerleader or football player not to exceed \$125.
- (C.) 1.) A football player who is a member of a championship winning team will receive a Certificate of Achievement and a recognition gift (sweatshirt/lightweight jacket not to exceed \$40).
2.) A cheerleader who is a member of a squad who wins 1st place at a competition team will receive a Certificate of Achievement and recognition gift (sweatshirt/lightweight jacket) not to exceed \$40.
- (E.) All other cheerleading and football participants will receive a Certificate of Achievement and a recognition gift not to exceed \$15.
- (F.) Recognition gifts and trophies to be chosen by the Head Cheer Sponsor and Head Football Coach and to be paid for by the organization. No other participant gifts/trophies of value will be passed out at the banquet.

Article XI- Field Usage

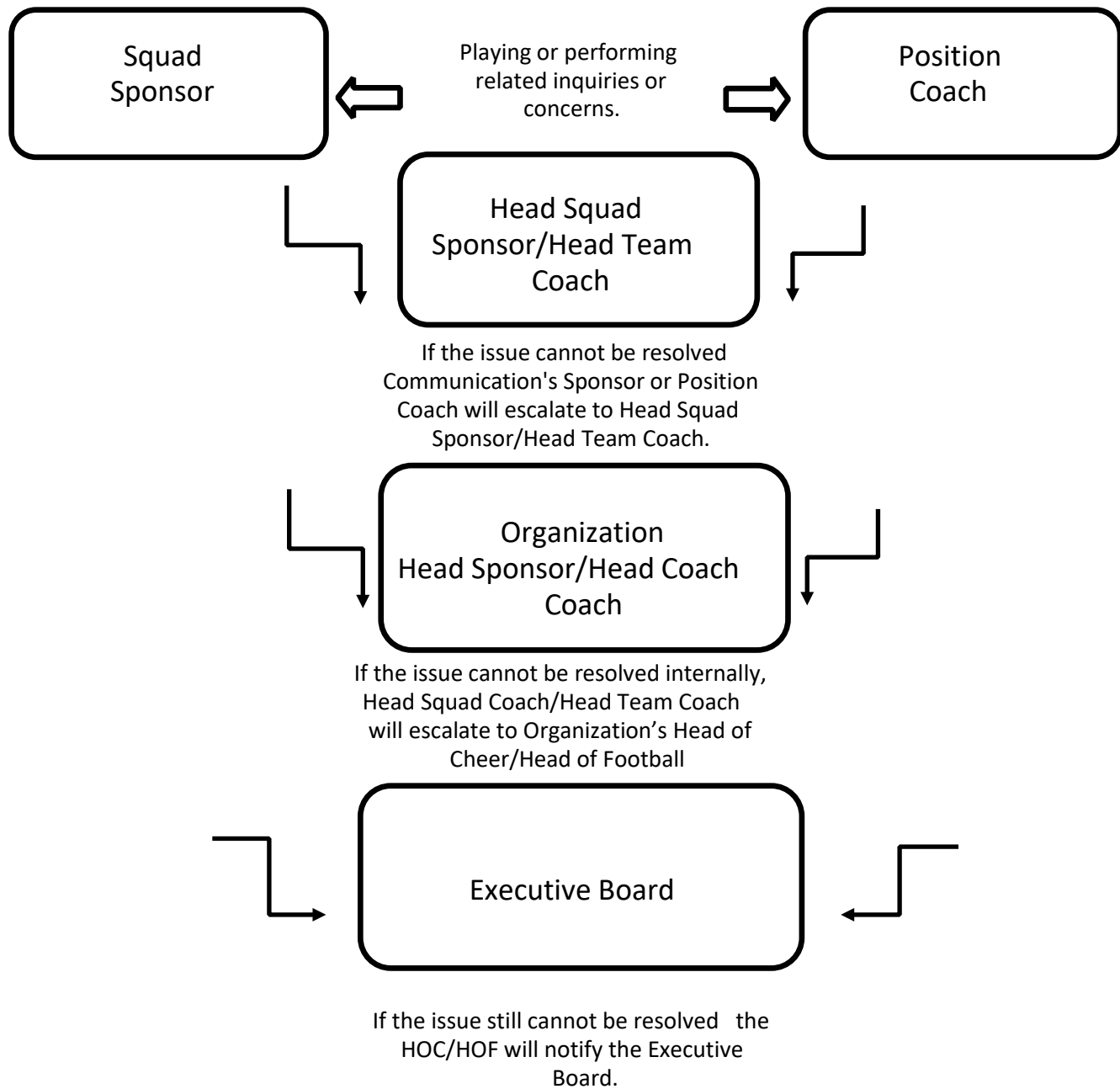
- (A.) Any outside organization who wish to use the field must complete a Field Usage Form and obtain approval from the school district. The district requires insurance.

Article XII-Chain of Command

- (A.) For any issues, concerns or questions, the organization will utilize the following chain of command:



volunteering, etc.)



Article XIII-Committees

- (A.) All Committees to give a report as needed during the general membership meetings. All budgets, spending and event must be approved by the board. Each committee shall have a chairperson appointed by the President and additional committee may be appointed by the President as needed throughout the year.
- (B.) Committee Descriptions:

Fundraising Chairperson: To enlist a committee that will handle all of the organizational fundraising throughout the year including but not limited to spirit wear, lottery tickets, wing bash, and event auctions.

Volunteer Chairperson: To enlist a committee who will organize and maintain volunteer checks. Responsible for posting volunteer activities on the online sign up site. Responsible for ensuring each family has completed each of their two required fundraising activities.

Homecoming Chairperson: Responsible for coordinating a committee that will handle our Homecoming game and festivities. Will coordinate with the Spirit Committee regarding house and field decorating.

Program/Community Sponsor Chairperson: Responsible for coordinating a committee that will solicit local businesses for sponsorships, banner, website, and program ads as well as creating and collecting ads for the programs that will be sold during our Homecoming game.

Community Service Chairperson: Responsible for coordinating a committee that will handle the organizing and planning of our Community Service Game or other community service opportunities for the organization as they see fit.

Spirit Chairperson: To enlist volunteers for a committee from both cheer and football to help with the following:

- Making/hanging/removal of spirit signs for home games.

- Organization of balloons for fundraiser game/homecoming.

- Coordination and distribution of treats for all cheerleading squads before competition.

- Coordination and distribution of treats for all football players before 1st game and playoffs.

- Coordination/Creation of Spirit Boards for all teams and squads to be hung during home games.

- Coordination of decorating houses for Midget Seniors and for any Championship games for both cheerleaders and football players.

- Coordination of making noise makers for competitions and games.