



# SANTEE RAVENS YOUTH FOOTBALL AND CHEER ASSOCIATION

## CONSTITUTION AND BY-LAWS

INSTITUTED 2010

REVISED Jan 2022

THESE BYLAWS ARE TO BE USED AS THE GOVERNING DOCUMENT OF THE ABOVE NAMED ASSOCIATION. ALL ADDITIONS, DELETIONS, UPDATES, OR AMENDMENTS OF THE ARTICLES CONTAINED WITHIN MUST BE BROUGHT BEFORE, AND APPROVED BY, A MAJORITY OF THE GENERAL BOARD OF DIRECTORS.

## **ARTICLE 1 - NAME**

The name of this association shall be Santee Ravens Youth Football and Cheer Association

## **ARTICLE 2 - AFFILIATION**

The Santee Ravens Youth Football and Cheer Association shall be affiliated with West Coast Conference. The Association shall keep West Coast Conference informed as to the address of the Association's President.

## **ARTICLE 3 - PRINCIPAL OFFICE**

The principal office of the Association shall be located in the County of San Diego and, unless otherwise ordered by the Board of Directors. All association mail, correspondence, and checks shall be directed to the league post office box and not to the home addresses of any board member.

## **ARTICLE 4 - GENERAL MEMBERSHIP**

### **Section 1 - Certification of Membership**

Membership in this Association shall be determined on an annual basis from January 1 through December 31, and shall be comprised of parents, legal guardians, and interested qualified persons who meet the requirements listed below. After which they will be considered a member in good standing with the Santee Ravens Youth Football & Cheer Association.

- a. Have a boy or girl currently enrolled in any football and/or cheerleading program of this Association
- b. Have paid their annual fees to the Santee Ravens Youth Football & Cheer Association
- c. Are officers, members of the Board of Directors, head coaches and their approved staff
- d. Does not owe the Association fees of any type and is not under suspension from any other organized youth sports association.

### **Section 2 - Removal of Members**

The General Board of Directors, by a two-thirds vote, shall have the authority to suspend or remove any member whose conduct is considered detrimental to the best interest of this Association.

## **ARTICLE 5 - GENERAL MEMBERSHIP MEETING**

### **Section 1 - Notice of General Membership Meetings**

At least 48 hours' notice, time allowing, will be given prior to any general membership meeting.

### **Section 2 - Voting**

Each member, as defined in Article 4, Section 1, shall be entitled to one vote. Voting by proxy or cumulative voting is prohibited.

### **Section 3 - Quorum**

All members present shall constitute a quorum for any membership meeting. Majority vote will rule for all purposes except as provided herein.

### **Section 4 - Board Meeting Guests**

Any guest attending a General Board of Directors meeting cannot speak, unless they have notified the President or Vice President within 24 hours prior to the scheduled board meeting in order to be added to the agenda.

### **Section 5 - Closed Board Meeting**

Any General Board of Directors meeting can be closed at any time without prior notice with a majority vote of the Board of Directors.

### **Section 6—General Board Meeting Minutes**

General Board Meeting minutes are available for review upon request.

## **ARTICLE 6 - EXECUTIVE BOARD**

### **Section 1 - Chain of Command**

The Executive Board in descending order of chain of command shall consist of the President, Vice-President, Secretary, Treasurer, Football Director, Cheer Director, Concession Manager, Equipment Manager and Team Manager Representative.

### **Section 2 - General Powers**

The Executive Board of Directors is subject to the by-laws and Articles of Incorporation of this Association. The Executive Board of Directors, at regularly scheduled meetings, decides all matters pertaining to the finances of the Association including the designation of a bank into which all Association revenue is to be deposited. The Executive Board decides how Association funds are to be spent and will approve a written budget. Any expenditure cannot give a particular team or individual an advantage over any other team or individual with respect to equipment or gifts.

### **Section 3 - Voting Rights**

Each member of the Executive Board shall be entitled to one vote on each matter submitted. The President may only vote to break a tie. Voting by proxy or cumulative voting is prohibited.

### **Section 4 - Terms**

All members of the Executive Board shall serve a term of two full years from January 1 through December 31 of each term. To qualify for the office of President you must have served at least one year **on the executive board AND** on the General board for at least a two year term. President, Secretary, Cheer Director, and Equipment Manager will be elected in odd years. Vice President, Treasurer, Concessions Manager, Football Director, and Team Manager will be elected in even years. If an Executive Board member resigns before the full two year term is completed that person cannot run for another Board position for one full year.

Example:

ODD YEARS: Elected in 2021, their term is for 2022 and 2023.

EVEN YEARS: Elected in 2020, their term is for 2021 and 2022.

## **Section 5 - Requirements**

All members of the Executive Board shall attend all Board Meetings and perform all duties according to signed guidelines, herein.

## **Section 6 - Vacancies**

In order to qualify for nomination for election to fill a vacancy on the Executive Board a candidate must have served, in good standing, on the General Board of Directors, during the prior calendar year. **If this condition is not met, a 2/3 vote by the executive board to fill the vacancy.**

# **ARTICLE 7 - GENERAL BOARD OF DIRECTORS**

## **Section 1 - Members**

The General Board of Directors shall consist of the Executive Board, Equipment II, Special Events Chairperson, Concession **II**, Little Scholars, Football Upper Certification, Football Lower Certification, Cheer Upper Certification, Cheer Lower Certification, Staff Certification, Cheer Staff Certification, and Webmaster.

## **Section 2 - Powers and Authority**

- a. The General Board of Directors determines what fundraising activities are to be pursued by the Association and appoints committees to supervise those activities.
- b. The General Board of Directors interviews and selects all Head Football and Head Cheer Coaches.
- c. The General Board of Directors establishes the Association's Code of Conduct, hears and adjudicates all allegations of member misconduct, and determines the appropriate level of disciplinary action required.
- d. The General Board of Directors must establish, prior to registration each year, the amount of registration and other fees to be paid by each player and cheerleader and whether any player or cheerleader is exempt from paying those fees.
- e. Any member of Santee Ravens Youth Football & Cheer Association is prohibited from participating in any competitive or non-competitive event **that is not Pop Warner** without prior board approval.

### **Section 3 - Voting Rights**

Each member of the General Board of Directors shall be entitled to one vote on each matter submitted. Voting by proxy or cumulative voting is prohibited.

### **Section 4 - Terms**

All members of the General Board of Directors shall serve a term of 2 year. If you resign your position before your term expires, you may not run for another Board position for 1 full year. Cheer Upper Certification, Football Upper Certification, Staff Certification, Special Events, Equipment II and Webmaster will run in EVEN numbered years. Football Lower Certification, Little Scholars and Concessions I, and Cheer Lower certification will run in ODD numbered years.

### **Section 5 - Requirements**

All members of the General Board of Directors shall attend all General Board meetings and, at a minimum, perform all duties listed in guidelines herein. Any General Board Member who misses two unexcused scheduled General Board meetings and/or two Saturday home game shifts (unexcused) may be removed from the General Board of Directors by a two-thirds vote of the Board.

### **Section 6 - Vacancies**

In order to qualify for election to fill a vacancy on the General Board of Directors a candidate must have served, in good standing, as an Association General Member during the prior calendar year.

### **Section 5 - Other Offices**

No member of the General Board of Directors shall at any time hold another office consecutively within this Association, unless deemed necessary and approved by 2/3 votes of the executive board.

## **Section 7 - Quorum**

A majority of the number of General Board Members holding office constitutes a quorum for the transaction of business. Amending of the bylaws, removing a member from office or membership shall require a two-thirds vote and prior notice. Every act or decision approved by a quorum shall be deemed an act of the entire General Board of Directors. The presence of a quorum shall be noted in the minutes prior to the transaction of any association business. If a quorum is not present, the meeting will automatically be adjourned.

## **Section 8 - Nomination Committee**

The nominating committee consists of no more than two members, appointed by the president, made prior to October 1st. The committee must publish and solicit nominations from the general membership of the league. The committee must honor any nomination of any eligible members for any offices that are subject for vote that season. The nominating committee must provide ballots and oversee the election process via online. The offices of President, Vice President, Treasurer, **Secretary**, Certification, Team Manager Representative, Concessions Manager, and Concessions **II** cannot hold a coaching position due to the demands of those positions unless approved by 2/3 votes of the general board.

## **Section 9 - Elections**

Elections will be after the 1st of October and prior to the 31th of October. The Nominating Committee shall oversee the voting process. The nominations and elections will both remain open for **at least** 7 days. All nominations and voting will be done online and accessed through social media.

- a. All General Membership voters must be in good standing and must sign in prior to receiving a ballot.
- b. Write in votes are not permitted and they will not be counted
- c. On the final day of voting, all ballots shall be counted via online and a report of the results shall be given to the General Board of Directors and the General Membership via Social Media
- d. Voting ballots need to be approved by the executive board before publishing.
- e. If there is an unopposed position, that position will not be put on the ballot.

## **Section 11 – Confidentiality**

It is understood and agreed that all General Board Members understand that information discussed within the board must remain confidential and private. These matters include but are not limited to: discussions at board meetings, email exchanges, and conversations. This confidentiality prevents the release of sensitive information involving not only the Association, but also its membership. Failure to adhere to this confidentiality doctrine can result in dismissal from the General Board as well as the association. Each board member will need to sign this agreement and turn it in per term.

## **ARTICLE 8 - DUTIES OF THE EXECUTIVE BOARD**

### **Section 1 - President**

- a. The President shall be the Chief Executive of the Association and shall be subject to the control of the General Board of Directors.
- b. The President shall, in general, supervise, direct and control all the business affairs of the Association.
- c. The President shall attend the regular meetings of the West Coast Conference and report all actions of that body to the General Board of Directors.
- d. The President may not hold a coaching position while holding the position of President. unless approved by 2/3 votes of the general board. At no time shall a president hold a HEAD coach position. Also, roles of the president will supersede roles of assistant coach.
- e. The President may appoint any subcommittees as deemed necessary.
- f. Among other duties the Association President or representatives thereof must follow the requirement of the West Coast Conference Policy and Procedures:
- g. The President will be required to turn in the following items by their specific due dates:
  1. Association Election Form
  2. Association By-Laws
  3. Association Monthly Meeting Minutes (Once approved by Association Board)
  4. Association Monthly Financials including monthly bank statements (Once approved by the Association Board)
  5. WCC Administrative Fee
  6. WESCON Regional Fee
  7. National Fees
  8. MPRs - when there is a score differential of more than 28 points and / or when not all players receive their MPR's and if there were any issues during the game.



- h. Report game scores to the conference by telephone or email no later than 6:00 pm on Sunday following any game day. Any and all forfeits MUST be reported at that time.
- i. Ensure payment of team dues to West Coast Conference.
- j. Provide team information to the Conference Scheduler by August 1<sup>st</sup>.
- k. Communicate all applicable information to his/her association members in a timely manner.
- l. Make certain that all his/her coaches receive a copy of all rule books & policies.
- m. Must inform all coaches and administrators of any current policy changes in a timely manner.
- n. Make certain that all his/her coaches and volunteers attend all West Coast Conference mandatory meetings.
- o. Make certain that his/her association has adopted a Mission Statement.
- p. Responsible for obtaining special ( D&B ) insurance waivers for all league special events held off site.
- q. Responsible for field assignments for both cheer and football practice.
- r. **Assigning Sport Connect roles and passwords to those who need access.**

## **Section 2 - Vice-President**

- a. In the absence of the President, the Vice-President shall perform all the duties of the President and when so acting, shall have the powers of and shall be subject to all the restrictions upon the office of President.
- b. In case of vacancy in the office of President, the Vice-President shall automatically secede to that office and serve the remaining term.
- c. The Vice-President may not hold a coaching position while holding the position of Vice-President. unless approved by 2/3 votes of the general board.
- d. The Vice President is responsible for back up for any board position that is vacant.
- e. The Vice President will be responsible for updating any league standard forms and keeping a record of the forms for distribution.
- f. Set up online registration.
- g. **The Vice President shall be a signer on the Ravens bank account and have access to a debit card.**
- h. **Responsible for ordering Board Member shirts**

## **Section 3 - Secretary**

- a. The Secretary shall keep a record of all meeting minutes at the principal office, or such a place as designated by the General Board of Directors. Minutes should be sent to the board for review and approval within three (3) days of the

meeting.

- b. The Secretary shall also keep an association membership roster showing the names of the Board of Directors, phone numbers, email addresses and the dates they became members.
- c. Upon receipt of any correspondence, communication, or other material, the Secretary shall distribute as necessary.
- d. Responsible for collection of mail and any correspondence from the assigned league post office box.
- e. Responsible for issuing all meeting notices and agendas.
- f. Publish weekly work schedules by Wednesday of each week for all Saturday Games -
- g. Manage all social media (Instagram and facebook) postings, events, and messages.

#### **Section 4 - Treasurer**

- a. Maintain adequate and correct accounts of the properties and business transactions of this Association, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital and all income of any kind delivered by the Association and source. This information shall be kept in the form of Intuit QuickBooks or other approved method of accounting.
- b. Promptly deposit all monies and other values in the name of and to the credit of the Association, with such depositories designated by the Board of Directors.
- c. Disburse the funds of the Association in such a manner as may be ordered by the President or, in his or her absence, the vice President, and/or the Executive Board of Directors.
- d. The Treasurer must complete an audit of all Association books and accounts and present a profit and loss statement to the Executive Board of Directors prior to December 31 of each year. This statement must include all deposits from all sources to include, but not limited to, registrations, camps, sponsorships, fundraising activity for both the league and individual teams, and concessions. It must also include all withdrawals to include, but not limited to, fees and dues, equipment and uniform purchases, and operating costs. The final report will be accompanied by a bank statement and all receipts.
- e. Maintain all receipts and records and will also be responsible for coordination with the tax consultant to complete the taxes on a yearly basis.
- f. All items ordered on behalf of the Association must be inspected and signed for by the board member responsible for placing the order before any invoices are paid.
- g. Along with the President, and Team Parent manager has final say on any team parent who served and did not fulfill their duties.

- h. Responsible for turning in a profit and loss statement and a copy of all bank statements on the 1st of each month to the West Coast Conference google drive. Failure to do so will result in a fine for the league.
- i. The Treasurer may not hold a coaching position while holding the position of Treasurer. unless approved by 2/3 votes of the general board.
- j. Treasurer must work with Team Parent Representative to collect monies, reconcile books/ledgers and complete all necessary paperwork from team parents on a weekly basis (mutually agreed upon day).

### **Section 5 Football Director**

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- a. Acts as liaison officer and spokesperson between the Board of Directors and the football coaches and will notify Head Coaches of any Board meetings they are required to attend.
- b. Ensures that all head coaches have a valid first aid and CPR certification card.
- c. Responsible for all forms and records pertaining to any football injuries reported to have occurred at any Association activity.
- d. Presents all Head football coaches for General Board approval and ensures all coaches receive the required training and certification. Responsible for scheduling coaches' interviews with the board.
- e. Develops and enforces the coach's code of conduct and has the power to give warning, suspend, or remove a coach for any violation. Suspensions and removals will require a 2/3 vote of the General Board.
- f. Organize and coordinate summer football camp or other football related training.
- g. Hold a meeting for all head coaches to inform them of Pop Warner rules and regulations, staff certification, and to answer any questions coaches may have at the beginning of the season.

## **Section 6 - Cheer Director**

- a. Responsible for all Association cheerleaders.
- b. Advises the General Board of Directors regarding all matters of interest or importance to the cheerleaders, their parents and coaches.
- c. Provide to all coaches, within a timely manner, any pertinent information as directed by San Diego Pop Warner or the General Board of Directors.
- d. Responsible for all forms and records pertaining to any cheer injuries reported to have occurred at any Association activity.
- e. Attends all cheer related meetings and/or clinics, and relays information obtained to the General Board of Directors and cheer coaches.
- f. Presents all Head Cheer Coaches for General Board approval and ensures all coaches receive the required training and certification.
- g. Responsible for selecting, purchasing, and distributing all cheer uniforms and equipment with the approval of the General Board of Directors.
- h. In the event of a head coach vacancy, **the** Cheer Director shall take over as interim head coach pending the assignment of a qualified replacement.
- i. Develops and enforces the coach's dress code and has the power to give warning, suspend, or remove a coach for any violations. Suspensions and removals will require a 2/3 vote of the General Board of Directors.

## **Section 7 - Concessions Manager**

- a. Ensure Food Safety is the first priority and that all volunteers are aware of correct food handling procedures.
- b. Prep the snack bar for the Opening football season.
- c. Create and maintain a common, manageable menu.
- d. Manage purchases for Snack Bar..
- e. Document all spending on Concession's account and report finances to the Executive Board

## **Section 8 - Equipment Manager**

- a. Responsible for selecting, purchasing, and distributing all football uniforms, equipment, and Association property with the approval of the General Board of Directors.
- b. At Football fittings, make sure to fit helmets and shoulder pads.
- c. Responsible for scheduling and organizing all football fittings.
- d. **Set up dates-to issue and collect gear for players.**
- e. Replace or fix any gear that is not functioning properly.
- f. Periodically, throughout the season, inventory all team equipment and property of the Association, with the exception of all articles pertaining to Concessions, and report to the General Board of Directors with a status.
- g. Schedule times for each **head coach** to turn in all of the equipment/gear issued to them and ensure that all Association property has been returned.
- h. Responsible for taking out and returning all football and cheer equipment needed for practice.
- i. **Set up and break down football fields on home games.**

## **ARTICLE 9 - DUTIES OF THE GENERAL BOARD OF DIRECTORS**

### **Section 1 – Football Upper/Lower Certification**

- a. Conduct player registration and determine all matters concerning player certification.
- b. Presents all waivers to the President for approval.
- c. Verify receipt of completed contract, player's card, copy of birth certificate, sports physical, photo, and copy of final report card.
- d. Verify with the treasurer of payment in full before final certification of any participant.
- e. Enter and or update players into the roster system.
- f. Provide an official roster to the West Coast Conference by the certification date. Rosters shall be submitted to the Executive Board of Directors for approval prior to certifying.
- g. Football Certification may not hold a coaching position while holding the position of Football Certification. unless approved by 2/3 votes of the general board

### **Section 2 – Cheer Upper/Lower Certification**

- a. Conduct player registration and determine all matters concerning player certification.
- b. Present all waivers to the President for approval.
- c. Verify receipt of completed contract, player's card, copy of birth certificate, sports physical, photo, and copy of final report card.
- d. Verify with the treasurer of payment in full before final certification of participants.
- e. Enter and or update players into the roster system.
- f. Provide an official roster to the West Coast Conference by the certification date. Rosters shall be submitted to the Executive Board of Directors for approval prior to certifying.
- g. Cheer Certification may not hold a coaching position while holding the position of Cheer Certification. unless approved by 2/3 votes of the general board

### **Section 3 – Football Staff Certification**

- a. Collection and maintenance of all Football Coach’s **online background checks**, certifications, and photos.
- b. Distribute all football staff badges and shirts.
- c. **Collect and store all required documents in approved Ravens google drive.**

### **Section 4 – Cheer Staff Certification**

- a. Collection and maintenance of all Cheer Staff **and BOARD MEMBER online background checks**, certifications, and photos.
- b. Distribute all Cheer Staff badges and shirts.
- c. **Collect and store all required documents in approved Ravens google drive.**

### **Section 5 - Equipment II**

- a. Equipment II shall assist the Equipment Manager in all said duties contained in the above Article 8, Section 8.
- b. Help set up and break down football fields on game day.

### **Section 6 - Special Events Chairperson**

- a. Plans and executes all Board approved fundraisers.
- b. Responsible for coordinating, dispersing, and receiving all products and funds from said fundraisers.
- c. Plans and executes all special events including, but not limited to, Opening day ceremonies and picture day.
- d. Acts as the Chairperson of all committees for the purpose of planning and decorating for all events.

## **Section 7 – Concessions II**

- a. Concessions II shall assist the Concessions Manager in all said duties contained in the above Article 8, Section 7

## **Section 8 - Little Scholars**

- a. Obtains report card copies and ensures the accuracy of all information submitted by players at registration regarding the status of their scholastic standings.
- b. Provide a report to the West Coast Conference on or before the end of the playing season of all athletes with grade point averages of 96% or higher so that they may be appropriately honored.
- c. Fill out forms for scholastic probation and provide copies to Certification and West Coast Conference Little Scholars. Follow up on all players on scholastic probation.
- d. Put grades into the Affinity website.

## **Section 9 - Team Parent Representative**

- a. Act as liaison officer between the Board of Directors and the Team Parents from cheer and football.
- b. Be responsible for organizing and distributing the Team Parent Handbook, scheduling a Team Parent meeting to ensure that all Team Parents understand the content of the handbook, as well as their responsibilities.
- c. Responsible for approving all proposed team fundraisers and ensuring each event has proper insurance in place before the event is scheduled.
- d. Notify all Team Parents of all events of the league and collection of all Team Parent Handbooks at the end of the season.
- e. Be responsible for auditing along with the Treasurer, President or Vice President to ensure accurate financial records of all monies collected from Team Parents, providing a copy of these records to the Treasurer and keeping a copy for themselves.
- f. Represent and be the spokesperson for the Team Parents at all General Board of Directors meetings.
- e. Acts as custodian of all transportation forms from the Team Parent Representative and complete verification that any and all carpool drivers, including coaches, have valid automobile insurance in force and for maintaining records pertaining to that proof.
- h. May not hold a coaching position while holding the position of Team Parent Representative. unless approved by 2/3 votes of the general board
- i. Weekly meeting with treasurer down at the fields to collect monies.
- j. **Team Parent Handbook**



## **Section 10 - Web Master**

- a. Responsible for the content, design layout, graphics, photos, weekly maintenance of score, emails.
- b. Responsible for posting any information as required by the Association and ensuring that the information is accurate, pertinent, and up to date. Modifies existing pages or creates new pages as needed to communicate with members.

## **ARTICLE 10 - HEAD COACHES**

### **Section 1 - Selection**

All General Members interested in a Head Coaching position, for either football or cheer, must have been a Coach for one year unless approved by 2/3 votes of the general board, in this, or a comparable Association, present a completed application, and be interviewed by the General Board of Directors.

### **Section 2 - Duties and Responsibilities**

- a. Responsible for the supervision and safety of all players or cheerleaders with their team.
- b. Must maintain control over his/her team, staff and its parents/guardians according to the Rules and Regulations and the Parent Code of Conduct. Failure to do so can be considered grounds for suspension or removal by the General Board of Directors
- c. Responsible for collecting and returning all equipment to include helmets, shoulder pads, and all issued training equipment, to the Equipment Manager at the designated time.
- d. Will select a Team Parent and is required to provide the General Board of Directors the name of the Team Parent by the 1st week of August.
- e. The Santee Ravens Board of Directors will not tolerate slander, harassment in person or via social media against the league or any member of the BOD. The first offense will be a verbal warning, the second will be a 1-week suspension. The third offence will be termination of the head coach position.

### **Section 3 - Coaches Dress Code**

- a. Only approved Santee Ravens apparel is authorized to be worn on the practice and game fields.
- b. No professional, college, or amateur sports teams' apparel is permitted.
- c. Only appropriate athletic footwear is authorized; no open-toed shoes, shower shoes, or flip flops on practice or game fields.
- d. Hats will be worn with the bill facing forward, pulled down, and will sit squarely on the head.
- e. No iPods, cell phones, headphones or earpieces are to be used during practices or games unless needed to support a disability or an emergency.
- f. The Head Coach shall uphold, and enforce with his or her own staff, the only approved coaching attire as outlined in Article 10 section 3. "Coaches Dress Code".

### **Section 4 - Denial of Coaching Position**

Any coach for Flag, Tackle, or Cheer, who is denied a coaching position by an Association, has the right of appeal at the Conference level or at the Conference Hearing Offices.

### **Section 5 – Team Parent**

- a. One team parent per team may be on the roster and handle team funds.
- b. Any team parent who did not fulfill their duties per Team Parent Handbook can not serve as team parent again unless approved by the Treasurer, Team Parent Manger and President.
- c. Must organize a Team party no later than 60 days after the last football game or they will forfeit all team funds to Santee Ravens.

## **ARTICLE 11 - CONDUCT OF ACTIVITIES**

### **Section 1 - Parliamentary Procedures**

Robert's Rules of Order, revised, shall govern the proceedings of all meetings where no other provisions are made and when said rules are not consistent with the bylaws of this Association.

### **Section 2 - Formation of Football Teams**

**\*The following are guidelines to be followed and/or discretion of the board with approval of 2/3 votes\***

Team Black will consist of a minimum of 20 players and will cap at 32 players. After the first 20 players are registered any further registrants will be placed on the second team. Team Purple will consist of a minimum of 20 players including registrants #21 through #32. In the event that there are not enough registrants to field Team Purple the first 7 registrants will be added to Team Black's roster and the remaining players, where possible, will be offered a roster position on a team competing at a different level. If needed, Team Silver will consist of a minimum of 20 players. In the event that there are not enough registrants to field Team Silver the first 7 registrants will be added to Team Purple's roster and the remaining players, where possible, will be offered a roster position on a team competing at a different level. If movement to another level and team is not possible, or is refused, then the player will not be able to register for the current season.

**Amendment added: The Black team will have first priority returners by date of sign up. This team will also include coaching staff, board members, and any cheer siblings.**

**The cheer team will be rostered to the Black team.**

**Any new players after such said date will be placed on the purple team and the first returning, by date of sign up will move up to the Black team.**

**Priority will be given to returning players/cheerleaders for continuity of the teams. Waitlists will be managed by the President, Football Director and Cheer Director with that as a priority.**

Flag is the exception to this process. A flag team must have a minimum of 10 with a maximum of 16 players. This means that the first 10 flag registrants will be rostered on the black team. Registrants #17 through #27 will be placed on the Purple team. In the event that there are not enough registrants to fill the Purple team, then registrants #17 through #27 will be placed on the black team and any registrant outside of this range will be placed on a waiting list. If there are more than 32 registrants than a third Silver team will begin to form. If not enough players register to fill that third team then the first 32 registrants will be rostered on the Black and Purple teams respectively and according to registration date and time. All others remaining after this process will be placed on a waiting list.

### **Section 3 - Rules of Play**

The rules governing play shall comply with the official rules and regulations prescribed by the current West coast Conference Rule Book.

### **Section 4 - Fundraising Activities**

No team fundraiser may be in conflict with any Association fundraiser. All members of the Association are required to participate in the league fundraiser. This includes all Board members, coaches, and anyone that has registered a participant. All monies received by the team must be turned into the Team Parent Representative or the Treasurer within one week of completion of the fundraising event.

## **ARTICLE 12 - AMENDMENTS TO THE CONSTITUTION**

- a. This constitution or portions thereof may be altered, amended, repealed or suspended by a two-thirds vote of the Board of Directors at any meeting that a quorum is present and approved results become effective immediately.
- b. At least 7 days written notice must be given of intent to alter, amend, repeal, suspend or adopt a new Constitution.

## **ARTICLE 13 - RETIRED NUMBERS**

- a. The number 43 shall be immediately and forevermore be retired in honor of the memory of Anthony Pongracz.
- b. The number 95 shall be immediately and forevermore be retired in honor of the memory of Ryan Reyes.

## **ARTICLE 14–Conflict of Interest Statement**

### **Pop Warner Conflict of Interest Statement**

As a member of the Board of Directors of Santee Ravens Youth Football and Cheer Pop Warner, all board members, coaches and staff are committed to Pop Warner Little Scholars, Inc.'s goal to establish and maintain the highest level of public confidence in its accountability. All Staff will need to commit to follow the standards set out below, which are a part of Pop Warner Little Scholars, Inc.'s conflict of interest policies:

I will conduct my activities with my (Association, League/Conference and Region) so that I do not advance or protect my own interests, or the private interests of others with whom I have a relationship in a way that is detrimental to the interests of, or to, the fundamental mission of Pop Warner Little Scholars, Inc.

In every instance in which I represent Pop Warner Little Scholars, Inc., I will conduct my activities in a manner to best promote the interests of Pop Warner.

In all matters that come before my Association, League/Conference or Region for a decision that may favorably impact my own financial interests, or the private interests of others with whom I have a financial relationship, I will reveal that relationship and abstain from the decision process.

When a conflict of interest arises, or when a potential conflict of interest emerges, I will immediately disclose in writing that conflict, or potential conflict, to the Board Members of my Association/League/Conference. I hereby understand that PWLS shall have the absolute authority to remove me should a conflict of interest arise in accordance with PWLS' policies and procedures.

## **ARTICLE 15– Maddie McGuire Scholarship**

All cheerleaders will be entered into a raffle to receive a scholarship of a full refund in memory of Maddie McGuire. Raffle will take place on opening day in order to honor her.



**THE ABOVE LISTED BY-LAWS HAVE BEEN REVIEWED AND RATIFIED AS THE ASSOCIATION'S OFFICIAL GOVERNING DOCUMENT BY A MAJORITY OF THE GENERAL BOARD OF DIRECTORS. NO FURTHER CHANGES OR AMENDMENTS TO THESE BY-LAWS MAY TAKE PLACE AFTER THE OFFICIAL SIGNED DATE SHOWN BELOW WITHOUT A FULL PRESENTATION TO AND A MAJORITY VOTE BY THE GENERAL BOARD OF DIRECTORS.**

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**Jennifer Young**

**ASSOCIATION PRESIDENT**

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**DATE**

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**Aaron Novotny**

**ASSOCIATION VICE PRESIDENT**

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**DATE**

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**Leslee Malesza**

**ASSOCIATION SECRETARY**

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**DATE**