

BYLAWS OF THE

**SAN MARCOS POP WARNER FOOTBALL
ASSOCIATION**

Established 1977

ARTICLE I

NAME

This Association shall be known as the SAN MARCOS POP WARNER FOOTBALL ASSOCIATION (San Marcos Pop Warner), deriving its charter from West Coast Conference, Pop Warner Football, Inc.

ARTICLE II

ENTITIES AND PRINCIPLE OFFICE

- Section 1. The entities of the Association shall be:
- A. The Elected Executive Board Members
 - B. The Appointed Executive Board Members
 - C. The Appointed General Board Members
 - D. The Appointed Team Staff Members
 - E. General Members - Parents, Family, Participants

- Section 2. The principal office of this association shall be in the County of San Diego, California and unless otherwise directed by the Executive Board, shall be at the mailing address of San Marcos Pop Warner and/or the residing President's home address.

ARTICLE III

MISSION STATEMENT

To provide for the youth of the San Marcos community a competitive football and cheer program that encourages and promotes the values of sportsmanship, dedication, discipline and scholastic achievement.

OBJECTIVE

- Section 1. The objective of the San Marcos Pop Warner Association shall be to implant in the youth of the community by incorporating into their scholastic experience, the ideals of sportsmanship, honesty, loyalty, courage and reverence, so that they may be finer, stronger, healthier, happier youths that reflect credit on themselves, their parents and the community. This objective will be achieved by providing a supervised, safety oriented, competitive football program. All adult supervisors shall bear in mind that the molding of the whole person is of prime importance.
- Section 2. An equally important objective is to stress scholastic achievement according to the abilities of the individual. The proven correlation between scholastic achievement and athletic participation will be strenuously conveyed at every level of this association.

ARTICLE IV

COMPOSITION AND GENERAL RESPONSIBILITIES OF ENTITIES LISTED IN

Section 1. THE EXECUTIVE BOARD

Shall be composed of Elected and Appointed members as described in Section 1. of Article II. Each member shall be composed of the persons who live within the San Marcos Pop Warner boundaries elected as described in these Bylaws, and shall be responsible for the general oversight of the operations of the association. Persons outside of the community with experience may also be elected to the Executive Board.

Section 2. TEAM STAFF MEMBERS

Shall be coaches, assistant coaches, business managers and other volunteers as selected and recognized by the Executive Board with no voting rights in board decisions.

Section 3. GENERAL MEMBERS

- a. All elected or appointed officials of the association.
- b. All parents of participants by right of paying required fees, including hardship cases as recognized by the Executive Board.

Section 4. TERMINATION OF MEMBERSHIP

- a. Upon written request of Member.
- b. When the member no longer meets eligibility requirements.

Section 5. The Executive Board, by unanimous vote of the Executive Board of officers at any duly constituted meeting, shall have the authority to suspend or remove any member or officer whose conduct is considered detrimental to the best interest of this association under the rules and in accordance with the procedures outlined in the National Administrative Manual.

Section 6. A member of the Executive Board may be removed from office by unanimous vote of the remaining Executive Board, whose conduct is considered to be detrimental to the best interest of the association in accordance with the procedures listed above.

Section 7. A member of the appointed general board may be removed from office by a unanimous vote of the Executive Board present at a properly called and duly constituted meeting, for the reasons and in accordance with the procedures as listed in Section 6 above.

Section 8. Executive Board members may not be married or in a civil union with any other Executive Board member. A spouse of any Executive Board member may not be elected to an Executive position.

Section 9. Directors, Officers and Members of this association attending any San Marcos Pop Warner Football Association sponsored event in which players or cheerleaders participate in any way, shall not, at any time during such function use profanity or obscene language, use any type of tobacco product, consume alcoholic beverages, engage in any illegal activity, or engage in using any illegal substance or drug.

ARTICLE V

MEETINGS

Section 1. BOARD MEETINGS

- a. The Executive Board and Appointed Board members shall meet at least once a month at a place and time to be publicized, in open session to discuss and arrive at decisions pertinent to the running of the association. This is not to preclude meetings being held more frequently as the business of the association dictates. Executive sessions of the board of officers may be held in order to discuss matters of a disciplinary or personal nature, such as appointment or selection of coaches, and arrive at decisions concerning such matters. Major problems will also be handled privately by the Executive Board only.
- b. The Executive Board by a two-thirds vote may elect to exclude anyone they may feel has a conflict of interest in any given situation.
- c. In the event of a tie during any voting process of a regular board meeting, the President shall vote to break a tie.

Section 2. GENERAL MEMBERSHIP MEETINGS

- a. Correspondence will go out to the general membership last month of the regular season in order to nominate members in good standing for Executive Board elections. Additionally, appointed board member positions may be filled at that time for the positions that the new board may deem necessary.
- b. Every member of this association shall be entitled to a vote at any general meeting and shall have only one vote. Voting by proxy and cumulative voting is expressly prohibited.
- c. In the event of a tie during any voting process of a general membership meeting, the President shall vote to break a tie.

Section 3. GENERAL ELECTIONS

In any general election, the majority of the elected Executive Board members must be parents of participating football players and cheerleaders.

ARTICLE VI

GOVERNMENT

Section 1. Governance shall be under the supervision and direction of the Executive Board.

Section 2. THE BOARD

- a. The Executive Board shall be comprised of people as outlined in ARTICLE IV, SECTION 1 and shall include the following Elected positions: President, First Vice President, Second Vice President, Secretary, and Treasurer (Elected Executive Board) and the following Executive Appointed Executive Board positions (by vote of the elected Executive Board): Director of Football, Director of Cheer.
- b. The Past President is invited to hold a position on the board as long as that President vacates the position in good standing – a vote by the five Elected Board Members shall dictate.
- c. The Appointed Board shall be, but not limited to, Assistant Director of Football, Assistant Director of Cheer, Flag Football Coordinator, Football Player Agent, Cheer Player Agent, Fields Coordinator, Equipment Coordinator, Snack Bar Coordinator, Communications Coordinator, Football Team Parent Coordinator, Cheer Team Parent Coordinator, Business Manager

Coordinator, Webmaster, Sponsorship Coordinator, Little Scholars Representative, Picture and Trophies Coordinator, Registration Coordinator, and Safety Coordinator.

Section 3. The Elected Executive Board members shall serve a term of two years while the Executive Appointed and Appointed Members of the board shall serve a term of one calendar year starting January 1 through December 31, with the only exception being that of the office of the Treasurer. His/her term will be extended to February 14 for the purpose of filing the corporate tax return.

Section 4. ELECTIONS

- a. Elections will be held publicly.
- b. Nominations for all appointed board positions will be open to the public (see ARTICLE VI, SECTION 2)
- c. There will be two weeks' notice given as to election place, time and date.
- d. Nominees for all board positions should state their name and experience. There will be absolutely no debating or discrediting any board member or nominee at any time. If such actions take place, the President will adjourn such meetings immediately until further notice.
- e. Nominations and elections for each office will be voted on separately.
- f. The Elected positions of President, First Vice President, Second Vice President, Secretary, and Treasurer (the Directors) and Executive Appointed positions of Director of Football and Director of Cheer shall constitute the Executive Board.
- g. The President, First Vice President and Secretary will be on the same election cycle and the Second Vice President and the Treasurer will be part of the same election cycle. e.g. if the Second Vice President and Treasurer are up for election in 2009, then the President, First Vice President and Secretary will be up for election in 2010. This will ensure that the Executive Board has experienced members at all times.
- h. In the event of a tie the existing board will forward the written vote to the President, who will then vote to break the tie.

Section 5. It will be at the determination of the Executive Board, by vote, whether a member of the Executive Board or Appointed Board may accept a position as Head Coach of a football team or cheerleading squad. A vote will be conducted by the Executive Board (less the Head Coach candidate). A unanimous vote is required. In the event that the Executive Board member is voted into a Head Coach position, he/she will be excluded from making any board level decisions or voting on any specific issues regarding that specific team. The Executive Board member who is a Head Coach will be governed as any other San Marcos Pop Warner Head Coach in accordance with Article VII of these Bylaws regarding his/her team.

Section 6. Members of the Executive Board may serve in an appointed position or on a subcommittee or booster club. In the event of a vacancy on the Executive Board, the remaining Executives shall vote on a successor to fill the unexpired term.

Section 7. OFFICERS

- a. All board positions will be assigned responsibilities to assist with the day to day and seasonal business of the association.
- b. All association powers and business shall be exercised by and conducted by the Executive Board. The Executive Board shall collectively decide all matters pertaining to the finances of the association and it shall place all income in a common treasury, directing the expenditures of the same in such a manner as will give no individual or team an advantage over the others. Any

contributions will be approved by the Board of Officers.

- Section 8. Any money making venture, including those of individual teams, must have the sanction of the Executive Board. Income from these ventures must be handled in accordance with Section 7 of this article. Under no circumstances may any member or non-member of San Marcos Pop Warner have a separate bank account for monies raised and/or used in conjunction with San Marcos Pop Warner.
- Section 9. The Executive Board, upon evidence of the misconduct of any youth participant, shall handle the incident in accordance with the applicable section of the National Administrative Manual.
- Section 10. Decisions of the Executive Board, which are of a continuing or sustaining nature, shall be ASSOCIATION POLICY. The secretary shall keep the policy folder and it shall be present at all meetings of the Executive Board.
- Section 11. The numbers and titles of the officers necessary to properly carry out the business of the association are to be determined by the Executive Board.
- a. Telephone / electronic voting rights are restricted to the Executive Board members only.
 - b. The President will make a phone / electronic vote on issues that need immediate attention when it has been approved by the President, First Vice President and/or Secretary. A reasonable attempt to contact all Executive Board members must be made and a majority in agreement must be reached to pass. If a majority is not attained, then the issue will be introduced at the next scheduled meeting.
 - c. No proxy votes will be allowed.
 - d. In the event of a tie during any voting process, the President shall vote to break the tie.
- Section 12. A majority of the number of officers holding an Executive position, with the President or First Vice President presiding, constitutes a quorum for transaction of business (one over half). Every act or decision done or made by a majority of the officers present at a duly held meeting, at which a quorum is present, shall be regarded as an act of the entire board.

ARTICLE VII

FOOTBALL AND CHEERLEADING COACHES

- Section 1. HEAD COACHES
- Applications for Head Coaching positions shall be made available to the general public by the Executive Board.
- Section 2. Coaches are automatically terminated at the end of the season. Vacancies will be filled the following season after the new Executive Board has been selected.
- Section 3. All coaches' applications shall be reviewed by the Executive Board at a duly constituted meeting, at which time interviews will be held and selections will be made to fill the head coach positions. Head Coaches must be approved by the West Coast Conference Board of Directors.
- Section 4. The Executive Board will make available and provide up to date copies of the association Bylaws and policies, Coaches Code of Ethics, Parents Code of Ethics, as well as conference policies to all

selected Head Coaches.

- Section 5. Head Coaches, by their signature, will be held responsible for conducting themselves and their teams in accordance with the letter and spirit of the above-mentioned Bylaws as well as the National Rule Book, West Coast Conference Policy Manual, and the San Marcos Pop Warner Coaches Code of Ethics.
- Section 6. Disciplinary action will be administered on report or observation of any head coach, assistant coach or member of team staff, not complying with the provisions as defined in the foregoing mentioned Bylaws.
- Section 7. When the Bylaws are provided to the head coach, an Executive Board member will obtain a signed receipt, itemizing publications provided. He or She then will be accountable for any violation.

ARTICLE VIII

OFFICERS AND THEIR DUTIES

Section 1. PRESIDENT

The President shall preside at all membership meetings and all meetings of the Executive Board.

- a. Shall be chief Executive of the organization and shall, subject to the control of the Executive Board, have general supervision, direction and control of the business and affairs of the association.
- b. Shall have one vote only in case of a tie.
- c. The President or his duly appointed representative should attend all West Coast Conference Pop Warner, Incorporated meetings and provide a report for the expressed use of the Executive Board.
- d. Shall be responsible for arranging all Executive Board meetings, providing the Executive Board with the date, place, and time of such meetings.
- e. Shall take ultimate responsibility for the actions of any board member or person on a San Marcos Pop Warner coaching staff.
- f. Shall liaison any problem between coaches, parents and conference. Any contact with the conference shall go directly through the President.
- g. Shall be responsible for getting all information to the coaching staff. Overall, the President shall lead and govern.
- h. Will be responsible for and oversee the pursuit of corporate sponsorships and work with the Treasurer and fundraising coordinators in coordinating fundraising events.
- i. Will be responsible for following these Bylaws and the National Rules provided by conference.

Section 2. FIRST VICE PRESIDENT

The First Vice President shall attend all Executive Board meetings.

- a. In the absence of the President, the First Vice President shall perform all duties of the President

- as explained in Article VIII, section 1.
- b. Shall work in conjunction with the President in carrying out the operational business of the association.
- c. Will handle insurance/medical claims for the league. *(Should this be turned over to the Safety Coordinator?)*
- d. Will oversee the purchase and distribution of all equipment.
- e. Will monitor the league web site to ensure its accuracy; as well as all outgoing media correspondence.
- f. Will assist in the coordination of field use, and practice set up / scheduling.
- g. Will oversee and assist in the football program and its operation.
- h. Shall ensure each team's Business Manager and Team Parent is trained and fully understand their roles.
- i. The First Vice President, in case of a vacancy in the office of the President, shall automatically succeed to that office and serve the remaining term.

Section 3. SECOND VICE PRESIDENT

The Second Vice President shall attend all Executive Board meetings.

- a. In the absence of the President and First Vice President, the Second Vice President shall perform all duties of the President as explained in Article VIII, section 1.
- b. Shall work in conjunction with the Secretary in carrying out the administrative business of the association.
- c. Shall head the Registration Committee.
- d. Shall ensure all first aid and safety related business is conducted according to applicable directives of West Coast Conference and San Marcos Pop Warner.
- e. Will fill any needed requirement in conducting the association's business as directed by the Executive Board.
- f. Shall head the Little Scholars Committee, ensuring compliance and completion of all requirements to ensure San Marcos Pop Warner participation in this vitally important program.
- g. Will oversee and assist with the operation of the Cheer Program.
- h. Shall ensure that all certification requirements are met, and assist the player agents when needed to accomplish this task.
- i. Shall preside on the Banquet Committee and oversee the coordination of individual and team pictures.

Section 4. SECRETARY

The Secretary shall attend all Executive Board meetings.

- a. Shall keep a binder that includes: minutes of all meetings of the board of officers, association Bylaws, all letters designating individuals to specific board positions, and articles and policies directing the association under West Coast Conference.
- b. Shall work in conjunction with the second vice President in carrying out the administrative business of the association.
- c. Shall keep a register showing the names, addresses and telephone numbers of the Executive and appointed board members.

- d. Shall be custodian of the Bylaws and articles of incorporation of the association and shall have said documents at all meetings.
- e. Shall conduct and direct the correspondence of the association.
- f. Upon receipt by the Secretary of any correspondence, communication or other material from National Pop Warner Conference, the secretary shall expeditiously route the same to the person having cognizance thereof.
- g. Copies of the minutes of the previous meetings shall be made available to the board of officers and head coaches by or before the next scheduled meeting.
- h. Shall collect, disperse and log all incoming correspondence.
- i. Shall assist the registration committee.

Section 5. TREASURER

The Treasurer shall attend all Executive Board meetings and maintain adequate and correct accounts of the business transactions of this association.

- a. Shall promptly deposit all monies and other valuables into the appropriate accounts of the association with such depositories as shall be designated by the Executive Board members. He or She shall disburse the funds of this association in such a manner as may be ordered by the Executive Board members and account for all his or her transactions as treasurer.
- b. Shall present a written financial statement on a monthly basis showing the financial status of the association, specifically a profit and loss statement and asset and liability statement. These statements will be made available, upon request, to any member of the association.
- c. A written account shall be made following each event and provided to the Executive Board in report form on a weekly basis, or as required or assigned by the Executive Board – i.e. concession stand moneys, fundraisers and registration fees collected, etc.
- d. An audit shall be conducted along with the association tax preparation before the end of his or her term.
- e. He or she will ensure that all checks drawn on San Marcos Pop Warner association must first be **approved by a majority of the Executive Board Members. Once approved, the Treasurer will either cut an internal check to be signed by either the President, First Vice President or Second Vice President. Or the Treasurer will cut an external check (through the online Union Bank system).**
- f. Will oversee all fundraising activities to include: travel fundraising, league fundraising, sponsors, spirit gear sales, and snack bar sales.
- g. Will assist with the tracking and distribution of scholarship funds.
- h. Will assist the Volunteer Coordinator in tracking volunteer hours and volunteer deposit refunds.
- i. Shall occupy a seat on the registration committee.
- j. Shall attend all Executive and general meetings.

Section 6. DIRECTOR OF FOOTBALL

The Director of Football shall attend San Marcos Pop Warner Executive Board, General Board and General Membership meetings.

- a. Responsible for registration, collection of physical examinations, the preparation of official

- team rosters and subsequent roster corrections and appropriate notifications thereof and assigns late registrants to teams directed by the Executive board.
- b. Shall handle all see to all contracts completing in their entirety.
- c. Will field all problems between player, parent and coach and present them to the board for further action.
- d. Will field all problems between players, parents, and coaches. Presentations to the board will be made for further action.
- e. Will be responsible for the promotion, distribution, and collection of the Little Scholars Program applications and report to the Second Vice President on progress.
- f. Will attend all conference meetings required of him or her, or will send a representative in his or her place.
- g. Will oversee the appointed football board, which includes the Safety Coordinator, Flag Football Coordinator, Assistant Director of Football, Business Coordinator, and Coaches.
- h. Will be responsible for organizing and planning football coaches meetings, assisting with scheduling practices, fundraising events and training clinics in concurrence with the Executive Board.
- i. Will solicit, take applications and set up interviews with prospective coaches.
- j. Will be the liaison between the Executive Board and the head coaches.
- k. Will relate all pertinent information from the Executive Board to the head coaches.

Section 7. DIRECTOR OF CHEER

The Director of Cheer will attend all San Marcos Pop Warner board and general meetings.

- a. Will be responsible for the cheerleading program.
- b. Will oversee the appointed cheer board. These people will be the Assistant Director of Cheer, Cheer Team Parent Coordinator, and Cheer Player Agent.
- c. Will be responsible for organizing and planning cheer board meetings, cheerleading registration, practices, fundraising events, training clinics, uniforms and competition in concurrence with the Executive Board.
- d. Will attend all conference meetings required of him or her, or will send a representative in his or her place.
- e. Will field all problems between player, parent and coach, and present them to the board for further action.

Section 8. FIELD COORDINATOR

The Field Coordinator will attend all San Marcos Pop Warner board, general meetings, and San Marcos Youth Sports Council meetings

- a. Responsible for negotiating field use with all agencies.
- b. Will schedule all practice field space and times with the various teams/ squads.
- c. Responsible for providing all agencies with the proper insurance documents.
- d. The Field Coordinator will arrange for all use of facilities permits whenever requested by the Executive Board.
- e. Will set up a home game field on Saturdays, (marker, scale, timer etc.) or find a suitable substitute. He or she will maintain all fields required by the association such that they are adequate for all

required practices and games.

Section 9. FOOTBALL EQUIPMENT COORDINATOR

The Football Equipment Coordinator will attend all San Marcos Pop Warner board and general meetings.

- a. Shall be responsible for selecting, purchasing and disbursing all association equipment and property with the approval of the Executive Board members.
- b. Shall advise the head coaches of the proper care and maintenance of all uniforms and equipment.
- c. Will also provide equipment managers from each team with all necessary replacement equipment or have an assistant present to do so (helmet, chin straps, pads, mouth pieces, etc.).
- d. Will inventory all football and cheer equipment at the beginning and end of each season and ensure said equipment is accurately disbursed and collected in a timely fashion at the beginning and end of each season.
- e. Shall inventory all equipment and property of the association at the beginning and end of the playing season, and submit a written report to the Executive Board.
- f. Will organize distribution of uniforms and provide coaches with date, place and time in concurrence with the Executive Board.

Section 10. SNACK BAR COORDINATOR

The snack bar coordinator will attend all San Marcos Pop Warner board and general meetings.

- a. Will inventory and purchase all needed equipment and food used to stock the concession stand.
- b. Will assign work schedules for practices and games.
- c. Will be in charge of all concessions at any/all San Marcos Pop Warner events.
- d. Will work closely with the Second Vice President and Treasurer to ensure proper accounting of inventory and money management. All monies collected will be deposited after each event and on the same day.

Section 11. PAST PRESIDENT (if applicable)

The past President shall serve as President advisor if so desired.

Section 12. COMMUNICATIONS COORDINATOR

The Communications Coordinator will attend all San Marcos Pop Warner board and general meetings.

- a. Will make sure that all media (including social media) are informed of Pop Warner sign-ups.
- b. Will create social media posts of all fundraisers and special events sponsored by San Marcos Pop Warner. He or she will help in the distribution of such leaflets and flyers having to do with such events.

- c. Will work hand-in-hand with the President, and Webmaster concerning webpage coordination & administration.
- d. Will update the website with game schedules, scores, and photographs throughout the season.
- e. Will work with the Sponsorship Coordinator on ensuring website related contractual obligations with the legal team sponsors.

Section 13. TEAM PARENT COORDINATOR

The Team Parent Coordinator will attend all San Marcos Pop Warner and general meetings and report directly to the Second Vice President.

- a. Will make sure all teams have a team parent.
- b. Will relate all pertinent information from the Executive Board to the team parents.
- c. Will provide team parents with rosters and instructions of their responsibilities as a team parent.
- d. Will hold team parent meetings throughout the season as needed.
- e. Will assist with organizing and distributing team pictures, including obtaining bids, seeking board approval, scheduling and organizing the event.

Section 14. BUSINESS MANAGER COORDINATOR

The business manager coordinator will attend all San Marcos Pop Warner board and general meetings.

- a. Will organize and liaison all business aspects of the association to each individual team business manager.
- b. He or She will relate all pertinent information from the appointed football board to the head coaches and business managers.
- c. He or She will hold meetings during the season to inform the coaches and business managers of current and upcoming events and coordinate team business manager training.
- d. He or She will work closely with the Little Scholars Representative and 2nd Vice President in the promotion, distribution and collection of the Little Scholars program applications.
- e. He or She will be the liaison between the teams and the Safety Coordinator for insurance claims and policy coordination.

Section 15. CHEER EQUIPMENT MANAGER

The Cheer Equipment Manager will attend all San Marcos Pop Warner board and general meetings.

- a. Shall coordinate with and assist the Cheer Coordinator in the selection, purchase and distribution of all association cheer equipment and property with the approval of the Executive Board members.
- b. Shall inventory all equipment and property of the corporation at the beginning and the end of the playing season, and submit a written report to the Executive Board.
- c. Shall advise the head coaches of the proper care and maintenance of all uniforms and equipment.
- d. Will organize distribution of uniforms and provide coaches with date, place and time in concurrence with the Executive Board.
- e. Will collect or delegate the collection of all issued uniforms and equipment at the end of the

final game.. No individual trophies will be given until issued uniforms and equipment has been collected and accounted for.

- f. Will inventory all football and cheer equipment at the beginning and end of each season and ensure said equipment is accurately disbursed and collected in a timely fashion at the beginning and end of each season.
- g. Shall inventory all equipment and property of the association at the beginning and end of the playing season, and submit a written report to the Executive Board.

Section 16. EQUIPMENT COORDINATOR

The Inventory Coordinator will attend all San Marcos Pop Warner and general board meetings.

- a. Will inventory all football and cheer equipment at the beginning and end of each season and ensure said equipment is accurately disbursed and collected in a timely fashion at the beginning and end of each season.
- b. Shall inventory all equipment and property of the association at the beginning and end of the playing season, and submit a written report to the Executive board.
- c. Will be responsible for maintaining an accurate inventory of all assets, spirit items, and such other items that hold value to the association.

Section 17. SAFETY COORDINATOR

The Safety Coordinator will assist the Executive Board in coordination, maintaining and executing the association's safety policy.

- a. Will be responsible for ensuring the safety of each member of the association.
- b. Will acquire and distribute a First Aid Kit, approved by the Executive Board, to each team and have it readily available at each event, a safety and emergency plan, and any special needs requirements.
- c. Schedule, monitor and ensure CPR training and certification for each Head Coach, and team designated First Aid volunteer .
- d. Will be the liaison between the teams and the board for insurance claims and policy coordination.
- e. In the event of an emergency or the need of a doctor's care, the safety coordinator will provide those involved with proper documents.

ARTICLE IX
REGISTRATION

Section 1. There will be at least one-week notice given to the public prior to registration.

Section 2. All individuals will be taken on a first come first serve basis. However, children of board members will be placed as a priority. The son(s) or daughter(s) of coaches will be placed according to West Coast Conference Pop Warner Policies. Any participant registering for San Marcos Pop Warner and not paying the registration fee will be placed on a waiting list until a hardship application is filed and approved or said fees are paid. No equipment will be issued until all requirements are met, however their registration number will be maintained.

- Section 3. To be eligible to participate in the San Marcos Pop Warner program, the applicant must comply with the following requirements:
- a. A Parent or Guardian must be present at registration.
 - b. Provide proof of age (certified birth certificate) must be provided.
 - c. A current year physical with physician approval to participate in San Marcos Pop Warner must be provided.
 - d. Pay the current registration fee – or plan to fulfill financial obligation under any program approved by the Executive Board.
 - c. Applicants must meet age and weight requirements as stated in the National Rule Book.
 - d. Provide proof of medical insurance.

Section 4. Any applicant who is in a hardship situation has the right to come before the Executive Board or to apply in writing for approval of hardship request/sponsorship/scholarship. It is the intent of San Marcos Pop Warner to not turn away any child and to provide all youth in the community the opportunity to participate.

Section 5. Football and Cheerleading registration will be held at the same time, date and place.

Section 6. CHEER REGISTRATION

- a. All registration requirements will apply to cheerleaders.
- b. Sign-ups shall be held on a first come first served basis. Cheerleader sign-ups will be held at the same time as football sign ups.
- c. A parent or guardian shall be present at registration.
- d. Proof of age is required at the time of registration (see ARTICLE IX, SECTION 3B above).
- e. There will be no “OFFICIAL MASCOTS”.
- f. Ages within cheerleading squads shall correspond with the ages of football players as follows:
 - 1) Flag 5 - 7
 - 2) Mitey Mites 7 - 10
 - 3) Jr. Pee Wee 8 - 11
 - 4) Pee Wee 9 - 12
 - 5) Jr. Varsity 10 - 13
 - 6) Varsity 11 - 15
- g. Each age level shall have one cheerleading squad consisting of no more than 35 members providing that the West Coast Conference Rule regarding one coach to every twelve members is followed. The Cheer Coordinator may put a maximum limit on a team, or create more than one team for any age level, if deemed appropriate.
- h. Participants are not guaranteed a team or division.

- Section 7. Registration fees shall be set each year by the Executive Board, based upon “per child” costs including but not limited to:
- a. conference insurance
 - b. competition fees

- c. field fees
- d. referee fees
- e. uniform and equipment costs

Section 8. Registration for individual squads may not be taken until a coach has been designated (volunteered). If there is no volunteer coach, a waiting list will be started. No fees will be accepted from those placed on a waiting list.

Section 9. Parents shall be informed prior to registering a child of the REQUIRED time commitment, financial responsibility, as well as parental time commitment.

Section 10. A girl who has a brother in the program may request to be a cheerleader on her brother's team provided the following applies:

- a. Her age falls within the eligibility requirements.
- b. An opening existed on the squad at the time.

Section 11. CHEERLEADING UNIFORMS

- a. All squads will be required to dress alike. San Marcos Pop Warner will determine colors, style and types of all articles the cheerleader will wear.
- b. The Cheer Coordinator will be responsible for and coordinate with the Inventory Coordinator an inventory and final written report on all equipment collected at the end of the season.

Section 12. ORGANIZING COMMITTEE

Up to four additional individuals, knowledgeable of the cheer program, may be selected by the appointed cheer board to assist the cheer coordinator in planning the cheerleading program and events.

ARTICLE X

FUNDRAISING

- a. All money from sponsors and fundraisers will be turned over to San Marcos Pop Warner's treasurer in a timely manner for accounting, disbursement, and acknowledgement.
- b. Teams shall be able to hold fundraisers to earn funds to prepare for competition travel.

ARTICLE XI

RULES

Section 1. The official playing rules and regulations as well as these Bylaws as adopted by the local and national conference shall be observed.

Section 2. "Robert's Rules of Order", revised, shall govern the proceedings of all meetings, except where conflict arises with these Bylaws. In such cases, these Bylaws will supersede

Section 3. All Executive, appointed and assistant members should be able and available to participate in all work, functions and events in order to operate the football and cheer program.

- Section 4. Executive Board members, appointed and their assistants shall work closely on their particular jobs, outside of regular meetings, so as to carry out all requirements.
- Section 5. If any Executive, appointed or assistant board member is absent for three consecutive meetings, or ill for a long period of time, he or she will be contacted by the President, or acting President, and asked if they wish to resign their position. If it appears that it is in the best interest of the association to have someone else fill that position, a vote may take place by the Executive Board, requiring a unanimous decision, to terminate that board member's services unless excused for vacation, family illness, or any other matter that is deemed appropriate.
- Section 6. The Executive Board and or appointed members should not attend any outside meeting themselves without first contacting the Executive Board for approval. There must be two or more members present at any such meeting except at Conference meetings.
- Section 7. High School students, age 16 and older, in order to help promote community involvement and to help students complete their community service credit requirements, may assist in the concession stand. At least one parent or adult must be present. Children are prohibited from working the concession stand.
- Section 8. All board members will receive a shirt and hat/visor at no charge if the yearly budget allows.
- Section 9. Team fees will be charged each year according to the West Coast Conference.
- Section 10. Participation trophies will be awarded to all football players, and cheerleaders only if they have completed the entire football season. Any player injured during the season will also receive a trophy. (Players quitting or not eligible to participate will not receive a trophy.)
- Section 11. Any special plaques or awards for volunteers and sponsors will be voted on, obtained, and distributed by the board.

ARTICLE XII

LOGO

- Section 1. Each year an approved logo will be voted on to serve that purpose for San Marcos Pop Warner.
- a. Articles of clothing bought and sold for San Marcos Pop Warner will carry the logo as described in ARTICLE XIV.
 - b. The Executive Board may approve other uses of the San Marcos Pop Warner name, logo and team names, as it deems appropriate.
 - c. The Executive Board may approve other logos it deems appropriate for use by San Marcos Pop Warner. Other logos may include but are not limited to events or activities such as Cheer Competition.

ARTICLE XIII

DRESS CODE

- Section 1. Board members, coaches, cheer coaches and assistant coaches will be required to dress according to San Marcos Pop Warner's dress code

Section 2. FOOTBALL UNIFORMS - GAME

- a. Navy Blue helmet with a Gray facemask. The approved San Marcos Pop Warner logo on each side and player's number (in white) on the back of the helmet.
- b. Navy, Cardinal and or White jersey with complementing team colors, as stripes are optional.
- c. Navy, Cardinal or White pants complementing team colors, as stripes are optional (Navy, Cardinal and / or White) as approved by the Board each year.
- d. Navy, Cardinal, or White outer socks (optional – but the entire team must be the same).
- e. Belt with approved colors
- f. Football cleats
- g. Numbers and names (optional) on jerseys per industry standards.

Section 3. FOOTBALL UNIFORMS-PRACTICE

- a. Practice pants with a belt loop provided by the Member.
- b. Mesh jersey provided by San Marcos Pop Warner.
- c. Numbers optional.
- d. All required equipment as outlined in the official Pop Warner rule book will be worn for each practice.

Section 4. CHEER UNIFORMS/PRACTICE UNIFORMS

- a. Uniform colors are to coincide with colors of football uniforms.
- b. Distasteful practice clothing will not be allowed.

Section 5. BOARD MEMBERS AND COACHES UNIFORMS

Clothing issues are not meant to be all-inclusive, but rather serve as a guideline. Any significant deviations must be approved by the Executive Board.

- a. Shirts; Collared or Non-Collared
 1. Navy, white or cardinal shirt
 2. Logo approved by San Marcos Pop Warner
- b. Hats
 1. Navy, cardinal, or white with approved San Marcos Pop Warner logo.

ARTICLE XIV

AMENDMENTS

Proposed amendments to these Bylaws shall be submitted to the Executive Board in writing. These proposals shall be voted on at the next General Board meeting and must be passed by a majority two-thirds vote.

**Final Notation

San Marcos Pop Warner has incorporated these Bylaws for every member of this association. It is understood that we could not have a successful program without the volunteer commitment of the fine individuals of the San Marcos community. It is understood that these Bylaws are established to create the best possible football and cheer program for the youth of San Marcos. As such, violations of these Bylaws are to be reviewed by the Executive Board and any board member who knowingly violates them will be dismissed from his/her office.

[San Marcos Pop Warner Home](#)