*Notes: Suggested deletions marked as ~~deletion~~; suggested additions in* ***bold red.***

**~~2019~~ EAST BAY WARRIORS POP WARNER**

**FOOTBALL and CHEER ASSOCIATION**

**BY-LAWS**

**Updated Spring 2022**

**ARTICLE I: NAME/AFFILIATION**

The NAME OF THIS ASSOCIATION SHALL BE KNOWN AS THE East Bay Warriors Pop Warner Youth Football and Cheerleading Association (hereafter noted EBW). East Bay Warriors Youth Football and Cheerleading Association shall be affiliated with Pop Warner Little Scholars, Inc. (PWLS) and shall be governed by and comply with the principles, rules and regulations enunciated and decreed by the PWLS and the Highest Local Authority, Rhode Island Southeastern Massachusetts Association (RISMA), as charted by the PWLS, in which EBW is a member.

**ARTICLE II: PURPOSE OF THE LEAGUE**

The general objective of the EBW is to instruct and inspire youth, regardless of race, creed, orientation, or national origin. To bring area youth and adults closer together through means of common interest of sportsmanship, scholastic excellence, physical fitness, fellowship, and athletic competition.

The specific objectives of the program are to familiarize our youth with the fundamentals of football and cheerleading, to provide an opportunity to participate in a supervised, organized, and safety-oriented manner; and to keep the health, well-being, and happiness of the participants in ~~a~~ proper perspective, free of any adult ambition and glory. The game and this conference are operated for the benefit of the children who participate. It must remain a fun experience for the children. Adults come second, adapting to the realities of children.

**ARTICLE III: MEMBERSHIP/ELIGIBLE VOTERS/VOTING MEMBERS**

Membership is open to any person or parent/guardian of a participant in good standing and who sincerely wishes to promote EBW and its activities.

**VOTING MEMBERS**:

Only eligible voting members will be entitled to vote at any general meeting. Members will be eligible to vote at the 4th meeting they are attending within the previous 12-month period. (Example: To vote in January, you must be attending your 4th meeting since the previous February). These members will be here and known as the Board of Directors (BOD). All members of the association are subject to the PWLS Rules and Regulations, New England Region Pop Warner Football and Cheerleading Standard Operating Procedures, in addition to RISMA Operating Rules and Regulations. A constantly updated list of eligible, voting members shall be kept by the Football Secretary and made available at all Board meetings.

**VOTING:**

Voting may be by written ballot, a show of hands, or via anonymous email or anonymous app when necessary. All email and app votes must be completed within a specified timeframe. All proxy votes will be presented to the President prior to the meeting. If a member has to miss a meeting, they must contact one of the officers prior to the meeting to be legally excused by the Executive Board. Voting members must be at least eighteen (18) years of age.

**ARTICLE IV: OFFICERS OF THE LEAGUE AND THEIR DUTIES**

**SECTION 1. OFFICERS OF THE LEAGUE SHALL BE:**

**League Officers:**

A – President

B – Vice President

C - Secretary – Football

D – Secretary – Cheerleading

E – Treasurer

F – Football Coordinator

G – Cheerleading Coordinator

These seven (7) officers will be the League’s Executive Board.

Officers A – G, President, Vice President, Secretaries, Treasurer, Football Coordinator and Cheerleading Coordinator will serve alternating two (2) year terms, with no limit to the amount of terms he/she may serve. The Vice President, Treasurer, Secretary (Football), and Cheerleading Coordinator will be elected on even years with the President, Secretary (Cheerleading) and Football Coordinator being elected on odd years. Should an open position be filled by appointment, said appointment will remain in that position until the next election period.

**Additional League officers:**

H –Equipment Manager

I – Concession Manager

J – Fundraising Coordinator

K –Safety Officer

L – Volunteer Coordinator

M – Scholastic Coordinator

N – Field Manager

O – Administrative Assistant

P – Merchandise Manager

Officers H – P Football Equipment Manager, Concession Manager, Fundraising Coordinator, Safety Officer, Volunteer Coordinator, Field Manager, State Representative and Clothing Manger will serve one (1) year terms. Scholastic Coordinator will serve a two (2) year terms. Should an open position be filled by appointment, said appointment will remain in that position until the next election period.

**SECTION 2. LEAGUE OFFICERS AND EXECTIVE BOARD DUTIES**

**A. President:** The President shall be the Chief Executive Officer and spokesperson of the League. It shall be his/her responsibility to coordinate and oversee the operation of the entire program. This will include fundraising, settlement of disputes, and the appointing of necessary committees to carry these functions. The President shall preside over all meetings. The President shall have the power to appoint committees as he/she deems necessary and to appoint a chairperson of said committees. He/she will also be responsible for re-scheduling games with the Conference Official. The President will have the authority to spend up to $150.00 for emergencies, with the Treasurers approval if possible prior to Board approval. The President must approve all final roster assignments for football and cheerleading.

The President is expected to represent the Association by attending all state meetings, and will act as the league’s voting member. The President cannot hold the position of Head Coach; however, he/she may hold the position of Assistant Coach. The President shall fill**,** by temporary appointment, any elected office that becomes vacant for any reason throughout the season with the voting approval of the Executive Board. The President and/or acting President will not maintain an intimate relationship with the Treasurer. Should this be unavoidable or coincidental, the Vice-President shall assume all monetary responsibilities (check signing, name on accounts, etc.)

The President will partner with Treasurer to ensure that insurance is obtained and paid prior to August 1st. The President will also partner, with every new Treasurer, to make sure that they are added to the league checking accounts.

The President is required to be present at all home games for the duration of each game.

**B. Vice President**: The Vice President**’**s duties are to assist the President in his/her duties and to assume command in his/her absence. He/she will oversee the playing field and be responsible for game support personnel, including set up and break down of the fields. The Vice President will be responsible for publicizing events that will help promote the welfare of the league to the public and the press. The Vice President will oversee all reporting to the local papers, all the league happenings, including game information. The Vice President may fill in as a voting member during the state meetings, if the President is unable to attend. The Vice-President shall assume all monetary responsibilities (check signing, name on accounts, etc.) in the case of the President’s inability to do so (see Section 2A).

When the President is unable to attend any given home game, the Vice President is required to be present.

**C. Secretary (Football and Cheerleading):** The Secretaries duties are to keep records of all league meetings. The Secretary shall issue notices of all meetings at least seven (7) days prior to the monthly meeting and be responsible for correspondence pertaining to the League. Secretary shall maintain a current voting list compiled from the ledger signed at the leagues monthly meetings by members attending and of the members who have asked to be excused. The Secretary shall be responsible for attending book certification of all football players or cheerleaders’ paperwork. The paperwork will be split between the Football and Cheerleading Secretaries. In addition, the Secretary will be responsible along with the Vice President for publicizing all events such as league games, fundraisers, registrations, awards, and anything that will help promote the welfare of the league. Minutes shall be emailed to the body one week prior to the meeting. Attendance shall be on the minutes. The Cheer Secretary shall serve as the Corresponding Secretary and the Football Secretary shall serve as the Recording Secretary.

**D. Treasurer:** The Treasurer shall maintain all financial aspects of the association, and report the association’s financial status at each monthly meeting, including presenting monthly bank statements and receipts. The Treasurer shall maintain a checking account, which is to be used for the paying of all associations bills. All checks are to be signed by either the Treasurer or the President. However, any check over $1000.00 requires both the Treasurer and Presidents signatures. All monies collected in the name of the organization shall be returned to the Treasurer of said association, and shall be recorded on a financial worksheet after each event (to include but not limited to gate, clothing, concession and all fundraisers). At the conclusion of the entire day’s events, all money shall be counted, and tallied by a minimum of 2 board members, with one being a member of the executive board. The Treasurer shall provide a monthly accounting of all income and expenditures for the month and fiscal year (which runs from February 1 to January 31) at the February meeting.

The Treasurer will file income taxes and financial statements for the Association with the State and Federal Government when applicable. The Treasurer should present a budget for the current year, which will include a tentative budget submitted by the Football Coordinator, Cheerleading Coordinator, Equipment Coordinator and Safety Coordinator no later than the May monthly meeting.

The Treasurer will partner with President to ensure that insurance is obtained and paid prior to August 1st. The Treasure will also partner, with every new president, to make sure that they are added to the league checking accounts.

**E. Cheerleading Coordinator:** The Cheerleading Coordinator, under jurisdiction of the Executive Board, shall oversee all decisions pertaining to the Cheerleaders, Cheerleading Coaches, uniforms, training and disputes regarding Cheerleading. The Cheerleading Coordinator will be partner with the Cheerleading Secretary in the certification of paperwork for all cheerleaders. The Cheerleading Coordinator will submit a copy of Cheerleading rules and regulations to the Executive Board prior to the first game of the season. The Cheerleading Coordinator shall have the right to suspend any coach that he/she fells is detrimental to the league. The coaches’ suspension will be upheld until the Executive Board convenes. The suspension will be considered by the Executive Board and acted upon within the guidelines set forth in ARTICLE IX, DISCIPLINARY ACTION.

The Cheerleading Coordinator position shall not prevent said board member from also holding an Assistant Coach position, with the understanding that if the need arises they will step down as the Assistant Coach to assist with another team as Head Coach. In addition, during the first 2 weeks of practices, the Cheerleading Coordinator must be present, as an Executive Board member for 75% of their time to assist were needed. The Cheerleading Coordinator will help the Equipment Manger if necessary, shall submit a budget for the upcoming season at the February meeting. A final budget must be presented no later than the May meeting. The Cheerleading Coordinator or designated assistant, shall attend all RISMA meetings and be the voting power for all cheer decisions.

**F. Football Coordinator:** The Football Coordinator, under the jurisdiction of the Executive Board shall oversee all decisions pertaining to the Football Players, Football Coaches, uniforms, training and disputes regarding Football. The Football Coordinator will partner with the Football Secretary in the certification of paperwork for all players. The Football Coordinator will submit a copy of Football rules and regulations to the Executive Board prior to the first game of the season. The Football Coordinator shall have the right to suspend any coach that he/she feels is detrimental to the league. The coach’s suspension will be upheld until the Executive Board convenes. The suspension will be considered by the Executive Board and acted upon within the guidelines set forth in ARTICLE IX, DISCIPLINARY ACTION. The Football Coordinator will also be responsible for calling in scores for all home games to the State appointed official and mailing MPR sheets within 2 days of the completion of the game.

The Football Coordinator position shall not prevent said board member from also holding an Assistant Coach position, with the understanding that if the need arises they will step down as the Assistant Coach to assist with another team as Head Coach. In addition, during the first 2 weeks of practices, the Football Coordinator must be present as an Executive Board member for 75% of their time to assist were needed. The Football Coordinator, will help the Equipment Manger if necessary, shall submit a budget for the upcoming season at the February meeting. A final budget must be presented no later than the May meeting.

**G. Equipment Manager:** The duties of the Equipment Manager are to maintain, and collect at seasons end all equipment related items. The Equipment Manager shall partner with the Coordinators to issue all equipment. They must also assist the President in keeping a current inventory for the purpose of future purchases. He/she shall present an inventory of all equipment at the annual meeting. The Equipment Manager may make emergency purchases only during the season (August 1 through October 31) not to exceed $200.00. The Equipment Manager will help the Football and Cheerleading Coordinators in the process of coming up with a budget for the next season, if help is necessary. He/she shall also submit a budget for the next season no later than the May meeting. The Equipment Manager must report and provide receipts on expenditures at the monthly meetings.

**H. Concession Manager:** The Concession Manager shall oversee all concession related activities, which are intended to raise funds on behalf of EBW. These activities include but are not limited to training, purchasing, maintaining inventory and setting prices at the discretion of the Treasurer. The President and/or Treasurer must approve any purchases over $500.00. The Concession Manager must report and provide receipts on expenditures at the monthly meetings. The Concession Manager will partner the entire board of directors to assure that the bathrooms are clean and the floors and deck are sprayed clean.

**I. Fundraising Coordinator:** The Fundraising Coordinator is responsible for overseeing the activities needed in order to raise the funds to cover the expected budget for the year. All fundraising is to be reviewed and voted on by the Executive Board. The Fundraising Coordinator shall be responsible for overseeing and forming fundraising committees, which will work with the Volunteer Coordinator and Team Parents. Fundraising Committees will include but are not limited to Catalog Fundraisers, 50/50 raffle (home games) and related events. The Fundraising Coordinator must present a year end summary to the Association.

All money raised will be counted, on the spot, by at least 2 board members. Both board members will sign the envelope.

**J. Safety Officer:** The Safety Officer must hold a valid First Aid Certificate, will be responsible for processing all insurance claims, and will establish an emergency plan of action for each team. He/she will also be responsible for maintaining and issuing all of the First Aid Kit’s and supplies. The Safety Officer has the authority to purchase of to $500.00 of first aid equipment with the Treasurers approval. All other purchases must be approved by the board of directors using competitive buying practices. All medical issues, and safety concerns of participants must be communicated from the Coordinator to the Safety Officer. The Safety Officer will be responsible for assuring that the insurance forms were completed. He/she will be sure that in accordance to RISMA and National Regulations there is an EMT present on home game days.

**K. Volunteer Coordinator:** The Volunteer Coordinator will serve as the liaison between Team Parents and the Board. He/she along with the Team Parents are responsible for the scheduling of volunteer personnel for all home games and special events. The Volunteer Coordinator will also make sure that league handouts and emails make it to the Team Parents for timely disbursement. He/she will work with the Fundraising Coordinator to organize volunteers for selected fundraisers (to include but not limited to dances, tag day, and other events). Game day volunteers will be provided by the Volunteer Coordinator and Team Parents. The Volunteer Coordinator will partner with all event committees for all event needs.

**L. Scholastic Coordinator:** The Scholastic Coordinator is responsible for figuring the grade point average for all participants in EBW as well as filing all necessary paperwork for scholastic at the State, Regional and National level. They will also be responsible for informing all qualified football and cheerleading participants for National Pop Warner Little Scholar Awards. The Scholastic Coordinator will attend necessary training, and add necessary scholastic information (i.e. Grade point average) for each participant through our online software.

The Scholastic Coordinator will attend all scholastic banquets; the cost will be covered by the League.

**M. Merchandise Manager:** The Merchandise Manager is responsible for maintaining an inventory of league items for sale in the “pod” (i.e. clothing, hats, etc.). They will maintain a history of spending and profit to report at meetings. They will be given a board of director approved budget prior to the season. They will also be responsible for the use and training of “Square Stand” for all the volunteers working in merchandise pod. The Manager will also be responsible for ordering all banquet clothing items (service award jackets, championship jackets, etc…)

**N. Executive Board:** The duties of the Executive Board are to conduct all affairs of an emergency nature necessary to the welfare of the league in the absence of the leagues monthly general meeting.

1. No participant may be summarily dismissed without the approval of the Executive Board.

2. The Executive Board will act within seventy-two (72) hours upon documented complaints rendered to the league President or any other member of the Executive Board. These complaints shall be heard at a session conducted by the Executive Board and only those individuals directly involved may attend.

3. Further duties of the Executive Board are specified in Articles VI; IX; XXII and XIV. The Executive Board shall be responsible for carrying out the rules and regulations set forth by National PWLS, New England Region, RISMA and EBW.

4. Executive Board members shall be the only members allowed to participate in all Executive Board meetings. However, if a board/family member of a board member is brought before the Executive Board for any reason, said board member must leave the meeting once all discussion is completed and allow the remaining voting board members to render a decision. This meeting is not open to general members.

5. If an Executive Board member resigns from their position, the President shall call an emergency meeting within seventy-two (72) hours to transfer all duties to other board members until a replacement can be found.

**SECTION 3-REMOVAL OF OFFICE**:

1. Any member of the Executive Board may remove themselves from office at any time and for any reason with just cause. Board members can also be removed with a ¾ majority vote of the Executive Board. In this case, a replacement will be nominated and elected to complete the term of said board member. Reasons for removal shall include, but are not limited to, behavior detrimental to the association, abuse of position, lack of attendance at regular meetings, theft, etc.

2. Any member of the Executive Board who misses two consecutive meetings, without just cause, and/or more than fifty percent of the regular monthly meetings in a year may be subject to disciplinary action by the Executive Board.

3. Any member of the association whom the board of directors feels is negligent in his/her duties and actions may be subject to disciplinary action by the Executive Board. Any member of the association subject to disciplinary action shall be entitled to an Executive Board hearing within seventy two (72) hours.

**SECTION 4- REPLACEMENT OF BOARD MEMBER:** lf a Board Member resigns from office or is removed by the process outlined in Article IV, SECTION 3, nomination and election of a replacement will take place at the next scheduled meeting. In the meantime, The President will assign duties to other members. Such delegation of duties will automatically cease upon the return of the absent position.

**ARTICLE V – GOVERNMENT:**

The EBW will abide by all rules and regulations of the home league association, of which it is a member under the guidelines set forth by the official rules of PWLS, RISMA, and New England Region.

To deal effectively with any problems and or conflicts, EBW will use the following chart of communications:

1) Head Coach

2) Football or Cheerleading Coordinator

3) President of EBW

If the conflict is not resolved within a reasonable amount of time, seven (7) days, a documented compliant or request must be submitted to the Executive Board offering explanation of said issue. No complaint or request shall be acted upon unless all details are given in writing and signed by all those requesting action.

A documented complaint or request submitted to the Board will be acted upon within seventy-two (72) hours with the stipulation that all prior regulations have been followed. The party(s) requesting the action will receive a response within seven (7) days of said meeting.

The President reserves the right to call an Emergency Meeting with the Executive Board if he/she deems the issue to be an urgent matter.

**ARTICLE VI- PROTEST OF DECISIONS BY THE BOARD**:

A formal notice must be submitted to the Executive Board within seven (7) days of the original decision along with a reason for the protest. A final decision will be sent to the parties involved within five (~~5~~**7**) days of receipt of the written protest. However, all decision of the EBW Executive Board is deemed final. The parties do have the option to further file their complaint to the RISMA Executive Board.

**ARTICLE VII - NOMINATING OF BOARD MEMBERS**

All open board positions will be posted immediately following the November meeting. During the December Meeting**,** all the nominees for open board positions will be presented.

**ARTICLE VIII - ELECTION OF OFFICERS**:

Election of officers will take place at the January meeting. Written ballots with all candidates will be used for all positions. Voting members will cast a yes or no vote on their ballots for the nominee(s).

The President or Vice President (whichever is not up for election), will tally the votes with the Football or

Cheerleading Coordinator (whichever is not up for election), will verify the voting. The only results to be given are whether a nominee has received enough votes (the highest number of votes) to be elected. If there are any positions not filled, the President will open nominations to anyone from the floor to fill any unfilled position(s). Voting will be the last order of business prior to the adjournment of the meeting.

**ARTICLE IX - DISCIPLINARY ACTION**:

All rostered individuals, league officers, coaches, participants and parents, will maintain the highest standards as set forth by National PWLS, New England Region, RISMA, and EBW, when on the practice field, playing field, or at any related Pop Warner event. All participants must participate in the majority of practices during the week to play in the next scheduled game, unless approved by the Head Coach. Coaches should make every effort to be fair and equitable with playing time based on the effort of each participant.

Reported violations of these standards are subject to review at a hearing by the Executive Board within seventy - two (72) hours of the reported offense. All Coaches shall abide by ARTICLE XXV: Coaches Code of Conduct.

Any problems or complaints from anyone; including parents, grandparents, or guardians of a participant are to be presented to the Executive Board formally, following the proper chain of command.

**SUSPENSION OR TERMINATION:** Membership may be terminated by resignation or action of the Executive Board. The Executive Board, by a two/thirds vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend or terminate any member when the conduct of such person is considered detrimental to the best interests of EBW and RISMA. The member involved shall be notified of such meeting, informed of the general nature of the charges, and given an opportunity to appear at said meeting to answer to such charges. The member in question will have no vote in the matter. If said member does not appear before the board, he/she will have no other recourse once the board has rendered its decision. Disciplinary action will be based on the severity of the violation and require a two-thirds (2/3) majority vote of the Executive Board.

**ARTICLE X – COACHES:**

Head Coaches, under the jurisdiction of the Executive Board, shall be responsible for the conduct and control of their team, coaching staff, players, and parents. They shall also be responsible for the proper fit, maintenance, and the return of all the equipment. Coaches must abide by all EBW League rulings and/or Executive Board decisions. All coaches, once appointed are subject to a BCI (Bureau of Criminal Investigation) check, per request of our RISMA. All Head Coaches that are given sufficient notice shall be required to attend all of the mandatory coaches meetings that will be held as needed during the year, and as set forth by the Football Coordinator and/or the Cheerleading Coordinator. The (Cheer/Football) Coordinators will be the contact person to all Head Coaches that are required to attend, and also have the right to disciplinary action if a Head coach does not attend. If in the event disciplinary action is necessary, the Executive Board will govern it, and the Executive Boards decision will be final.

All Head Coaches (Cheerleading and Football) will be given a copy of the National Pop Warner Little Scholars Rules and Regulations handbook, Coaches Code of Conduct, and EBW By-La

As of December 15th of the current season all coaches are terminated in accordance with PWLS Rules and Regulations. Off season clinics, camps etc. shall be accepted on an individual case by case basis in accordance with Conference, Regional, and National Rules and Regulations. Anyone interested in a Head Coach position, Cheerleading/Football, shall make his or her intentions formally known and submit the coaching application to the Coordinators no later than the April monthly meeting.

ws. Each Assistant Coach will be given a copy of the PWLS "Coaches Code of Conduct". All coaches (Cheer/Football) will be required to attend a pre-season meeting prior to taking the field. Coaches will sign off on the Code of Conduct attachment given to them at this mandatory meeting held in July, prior to the start of the season, if they have not already done so when filling out the coaching application.

All rostered staff must comply with any conference coaching clinic requirements in order to maintain their eligibility.

**ARTICLE XI- COACH APPROVAL/TEAM APPOINTMENTS**:

It is the objective of EBW to insure equal representation on all individual coaching staffs from all three towns, if there is interest present, from all towns. However, in all situations the best qualified coaches will be selected regardless of their town of origin.

Prior to the vote by the Executive Board all Head Coach Candidates (Football and Cheer) will appear in front of the Executive Board if requested to discuss their qualifications.

The Football/Cheer Coordinators will present to the Executive Board their recommendations at the May monthly meeting, but all candidates will be included on the ballot for the vote. Just prior to the adjournment of the May monthly meeting the Executive Board shall approve Head Coaches. The Executive Board will go into Executive Session following in which the President will announce the names of the Head Coaches that have been approved by team. Choice of team is subject to Executive Board approval.

Head Coaches selection of assistant coaches must be submitted to the Executive Board for approval at the June monthly meeting. Coaches must be approved by the Executive Board in order to participate with any team in any capacity. Prior to the vote of the Executive Board, Assistant Coach Candidates will appear in front of Executive Board, if requested, to discuss their qualifications. If after registration, it appears that EBW may not field all teams, the Executive Board must stay in close contact with the teams, and if necessary merge the all teams as soon as it evident that there is no chance that EBW will be able to field all teams. The decision to merge the teams will be made on the completion of the first week of practice with Executive Board approval.

If a Head Football Coach or Cheer Head Coach resigns and/or is removed for disciplinary actions. The replacement coach may be appointed by the President, for the current season only, and must have a majority vote by the Executive Board.

**ARTICLE XII- MEETINGS:**

**General Meetings:** EBW will hold monthly general meetings.

**When**: The second Tuesday of the Month. Time: 8pm, August through November. 7pm, January through July, unless otherwise noted.

**Place:** To be announced

**Quorum:** There must be at least 7 eligible voting members present to conduct any business. If after a reasonable waiting period, approximately 15 minutes, there is still no quorum the meeting must be adjourned. The President shall have complete control of all meetings in order to expedite matters and get the most out of every meeting. All questions from the floor will be addressed to the presiding officer. The monthly general meeting is the only meeting that shall count toward voting privileges covered in ARTICLE VI.

**Format:** Robert's Rules of Order shall be the authority for this Association and for all matters not specifically covered by the By-Laws and its standing rules.

A. The following format shall be followed at all EBW meetings.

1) Presidents Report

2) Vice Presidents Report

3) Secretaries Report

 i. Football

 ii. Cheerleading

iii. Administrative Assistant

4) Treasurers Report

5) Football Coordinators Report

6) Cheerleading Coordinators Report

7) Equipment Managers Report

8) Fundraising Coordinators Report

9) Concession Managers Report

10) Volunteer Coordinators Report

11) Safety Officer Report

12) Scholastics Coordinator Report

13) Old Business

14) New business

15) Adjournment

B. Any action taken shall be approved by simple majority of the voting members present.

C. Items can be placed on the agenda if the President is notified in writing three days prior to the meeting.

**Special meetings**: A special meeting may be called by the President to conduct business matters that cannot wait until the next general meeting. The only issue(s) that can be discussed at a special meeting are those for which the meeting was called. A 24 hour notice must be given.

**Special voting:** Voting by email or app may occur unless someone does object. Then a special meeting must occur for further discussion. All discussion and votes must be shared by all board members.

**ARTICLE XIII- FUNDRAISING**:

EBW will accept any help in fundraising activities from any outside organization. All fundraisers must have the approval of the Executive Board. All fundraising receipts must be processed through EBW Treasury Account. Fundraising during the season will go into general fund unless specified for specific purpose.

**ARTICLE XIV - PRACTICE SESSIONS:**

All rules pertaining to the number and length of practices to be held will be set forth by the current PWLS rulebook. EBW Executive Board will provide approved practice locations for ALL practices and scrimmages, (Cheerleading/Football). Notification to the Coordinators and League President of all scrimmages must be made prior to any scrimmage. All practice schedules and/or changes in schedules must be made known to the coordinators and League President for approval. No football practice will be held on the main field.

**ARTICLE XV- AUTHORIZED SIDELINE PERSONNEL:**

In addition to the coaching staff, a team may have additional support rostered personnel positioned within a team box during the game. The total number of team support shall coincide with National Pop Warner Rule. All sideline personnel shall be previously approved for said team by the Executive Board.

**ARTICLE XVI - NON RESIDENT RULE:**

In order to be able to participate in our League all boys and girls must be residents of Bristol, Warren or Swansea, with the exception of out of town boys or girls who do not have comparable Pop Warner team in/or adjacent to their town, yet border any of the towns, shall require a RISMA Waiver.

**ARTICLE XVII – LEAGUE FEES & REFUND POLICY:**

All registration fees for regular season must be paid in full no later than August 1.

The following will be the refund policy:

* Prior to Aug 1, 100% refund.
* 1st week of practice 75% refund.
* The second week of practice 50% refund.
* After the second week there will be no refunds.
* Refund request must be received in writing and subject to return of issued equipment.

Any necessary paperwork not received by August 1 will prevent athletes from taking the field for practice. Any individual missing **piece** of paperwork is subject to a fine by the league.

Financial hardship is eligible for participants who meet certain criteria. The criteria will be identified by Executive Board prior to the start of every season. The Executive Board will approve each application individually.

**ARTICLE XVIII – ROSTERS**

Parents/Guardians have no say in their child's placement. Should multiple teams at the same level be created EBW will follow RISMA and National Guidelines. The general policy of EBW is the children will be placed on the lowest level they are able to play on.

After roster certification, the League President with the input from the Head Coaches and Football/Cheerleader Coordinators shall determine a cutoff date(s) regarding the addition of participants to their team rosters who are either on a waiting list or have registered late. Once these dates have been set, there will be NO EXCEPTIONS. These dates will be reviewed annually and may be changed on a year-to-year basis in order to best fill any team opening if necessary.

**ARTICLE XIX- EQUIPMENT**

Head Coaches will be responsible for their own team under the direct supervision of the League President, Cheer/Football Coordinators, and/or Football Equipment Manager, for the issuing, receiving, maintaining, inventory, and general care of equipment and medical supplies. Equipment is to be turned in one (1) week after each team's final game.

Head coaches must notify the Cheer/Football Coordinator of any individual who has not turned in his/her uniform equipment. The League shall notify said individual and attempt to get the uniform/equipment returned. Any individual failing to return any property belonging to EBW shall not be able to take part in any future EBW functions including, but not limited to, the Awards Banquet, playing, and/or cheerleading, until such items are returned to EBW or compensation has been made for said items.

The signature of the participant's parent/guardian on the EQUIPMENT CONTRACT holds them responsible for all uniforms/equipment issued to their child during the season. If any equipment/uniform is lost or damaged beyond normal use, the parent/guardian must reimburse EBW for the current replacement value of the equipment/uniform. Should the equipment not be returned on the date specified a bill will be sent to the parents/guardian for the equipment, and children will forfeit any awards due them at the annual Banquet.

**ARTICLE XX – BANQUET**

**SECTION 1. PARTICIPATION AWARDS:** All awards will be based on competition within RISMA and all participants will be given a suitable award. The EBW League will award a jacket to any player or cheerleader who has played or cheered four (4) years with Pop Warner, and at least 2 w/ EBW. Any player or cheerleader who continues in the program for another (4) years will be entitled to another jacket award. In the event a 4 year player or cheerleader happens to be on a Championship team which could be receiving jackets as a suitable award, these participants will not receive two jackets. Parents will be given the option to purchase one of the two jackets if desired. However, such participants will be recognized denoting their 4 year participation with the League. This may be in the form of an extra patch on their jacket noting them as a fourth year player, a plaque or other suitable award that will give them their due recognition. In the event that a football player or cheerleader who has registered to participate in EBW for a fourth (4th) year and for whom no team is fielded, that person or persons will be considered to be a fourth (4th) year participant and will be eligible to receive a jacket.

Any player who has been rostered on every level possible is eligible for an All Level jacket.

**SECTION 2. FOOTBALL & CHEERLEADING CHAMPIONSHIP:** Any team that wins an RISMA P.W. Championship will be given a suitable award based on the financial stability of the League at that time, (and fundraising done towards these awards). Awards will be given to all rostered personnel.

**SECTION 3. LITTLE SCHOLAR AWARD:** EBW shall present an award to a little scholar from each team, Football Players and Cheerleaders, annually at the League's Banquet/Awards Night. These awards shall be based on the National Pop Warner Little Scholar applications.

The Scholastics Coordinator will select the winners and forward all qualified applicants to the RISMA Little Scholars Committee and to National Pop Warner Little Scholars.

**ARTICLE XXI - ANNUAL LEAGUE REQUESTS:**

The secretary or another appointed league official must contact some or all of the following people or organizations to schedule each year’s activities

**PERMISSION FOR: WHEN TO ASK: CONTACT:**

KMS Football Field & Field House January Warren Recreation Department.

KMS/Mt Hope School Gym January School Department

 (Cheering competition)

Mary V. Quirk January Warren Recreation Department.

Swansea Schools August Swansea School Fields (high school)

**ARTICLE XXII - AMENDMENT PROCEDURES:**

All motions for amendments of these by-laws may be made by members of the association in written form, presented to and discussed with the board of directors for consideration by the May meeting. By the end of June, the by-laws should be voted on and incorporated. A majority of the board of directors in attendance at by-law revision meeting must vote approval for an amendment to be passed

**ARTICLE XXIII- BY-LAWS**

A committee of not less than three (3) no more than five (5) shall be appointed at the January meeting to review the By-laws and suggest any recommended additions or deletions at the May meeting. The draft will be read and voted on for final approval at the June meeting. Members may make suggestions from the floor.

Any additions or deletions to the By-laws can only be made annually at the May meeting and must be ratified by a two-third (2/3)-majority vote of eligible voters present.

In the event any provisions of these By-laws are found to in conflict with Pop Warner rules or any state or federal laws now exist or hereafter enacted, it is agreed that such laws supersede the conflicting provisions without affecting the remainder of the provisions.

**ARTICLE XXIV: CHAIN OF COMMAND**

 Any problems or complaints from anyone shall follow the outlined procedures for resolution. Any issues not resolved prior to the involvement of President must be submitted in writing to the President before continuance of the resolution process.

All coaches, football, cheer participants and parents are expected to read and follow the guidelines below. In order to ensure the reasonable expression of differences that can occur in activities associated with Pop Warner, these procedures have been developed to establish a line of communication between the association, parents, football and cheer participants and coaches.

A member of the Executive Board will review these procedures with all football and cheer participants at the start of the season. Parents should remember that all East Bay Warriors members are required to follow the procedure. Should the need arise, parents are expected to adhere to this process as well.

We ask that parents and guests respect the decisions of the coaches and officials during contests and practice. We realize that you may disagree with these decisions from time to time. In order to teach sportsmanship and fair play, we need adults to be visible role models. Keep your cheering and comments in a positive mode and encourage our players. The following steps shall be taken in order to resolve a problem between the participant and the coaching staff.

1. If the participant or parent has an issue with the coach, whether it is playing time or such, they need to arrange a meeting with the coach to discuss the situation. The events, game sites and practice fields are not appropriate places for conflict or disagreement. This should be the first step in any conflict.

1. If an outside party or member of the organization has an issue with the organization as a whole, a volunteer, or member of the Board of Directors, the party needs to arrange a meeting with the Board Member directly responsible for the area of concern to discuss the situation. This should be the first step in any conflict.
2. If a further meeting is needed, the coach, participant, and/or parent may request a meeting through the President. The President will keep notes on the meeting.
3. If the conflict is still not resolved, the complainant shall submit to the President a written letter detailing the issues. The President shall submit the letter to the Executive Board and apprise them of the steps taken to resolve the situation. The Executive Board will decide how to proceed.

**ARTICLE XXV: COACHES CODE OF CONDUCT**

 All coaches, football and spirit participants will abide by a Code of Conduct which includes the following provisions. If any of these rules are broken, the Association shall have the authority to impose a penalty.

**Coaches Shall**:

1. Not smoke and/or use smokeless tobacco on the field.
2. Not criticize football players/cheer participants in front of spectators, but reserve constructive criticism for later, in private, or in the presence of team/squad members if others might benefit.
3. Accept decisions of the game officials and judges on the field and in competitions as being fair and called to the best ability of said officials.
4. Not criticize an opposing team, its players, spirit participants, coaches, or fans by word of mouth or by gesture.
5. Emphasize that good athletes strive to be good students and that both are physically and mentally alert.
6. Strive to make every football and spirit activity serve as a training ground for life, and a basis for good mental and physical health.
7. Emphasize that winning is the result of good "teamwork."
8. Not engage in excessive sideline coaching and shall not leave the bench area to shout
	1. instructions from the sidelines.
9. Together with team officials, be jointly responsible for the conduct and control of team fans and spectators. Any fan who becomes a nuisance and out of control will be asked to leave.
10. Not use abusive or profane language at any time.
11. Not "pile it on " not encourage their team to get a commanding lead and raise the score as high as it can. ln these instances, every effort shall be made to let all players play.
12. Not receive any payment, in cash or kind, for services as a coach in Pop Warner Football/Spirit. This includes any coach, expert, consultant or choreographer, regardless of his/her roster status.
13. Not recommend or distribute any medication, controlled or over the counter, except as specifically prescribed by participant's physician.
14. Not permit an ineligible player or spirit participant to participate in a game.
15. Not deliberately, incite unsportsmanlike conduct.
16. Abstain from the possession and drinking of alcoholic beverages and the possession or use of any illegal substance on both the game and practice field.
17. Remove from a game or practice any participant when even slightly in doubt about his/her health, whether or not as a result of an injury, until competent medical advice is available.
18. Control their fans. Remember, as a team coach, you're responsible for your team, and fan reaction will usually be in step with your reaction.
19. Abide by current Social Media Policy.
20. Uphold all rules and regulations. National and local, regarding Pop Warner Football, Cheerleading and Dance.

**ARTICLE XXVI: ADULT BEHAVIOR**

1. At any Pop Warner event, practice or competition, any adult who: 1) verbally abuses; 2) attempts to intimidate; 3) is flagrantly rude or, 4) cannot control their language or actions with an official, coach or Pop Warner volunteer will be asked to leave the Pop Warner event. He or she will receive a written warning regarding their behavior. His or her child(ren) will be immediately removed from the Pop Warner event.
2. Any adult that commits a second similar offense will be banned from Pop Warner events for the remainder of that season and their child(ren) will be removed from Pop Warner for the remainder of that season. No refund will be warranted.
3. Abide by current Social Media Policy.
4. Any adult who \*physically assaults an official, coach or Pop Warner volunteer will be banned from Pop Warner and their child removed from the Pop Warner program for one year from the date of the offense. The child(ren) may not participate in another Pop Warner Association during the sanction period. After one year, the parent may apply for re-instatement of his or her child. If the adult commits a second offense, he or she will be permanently banned from Pop Warner and the child(ren) permanently removed from Pop Warner.

\*The term physical assault includes, but it is not limited to: hitting, slapping, pushing, spitting, kicking or striking in any way with any; part of the body or any physical implement.

**ARTICLE XXVII: SOCIAL MEDIA**

Social media has become engrained in today’s society. The wide variety of social networking tools presently available provides people easy access to share important news and events with each other. Social media technologies such as Twitter, Facebook, Internet forums, weblogs, social blogs, micro blogging, Wikis, podcasts, photographs, video rating, social bookmarking and others have many benefits in our world; however, they can also be disruptive when inappropriate social media postings occur. Using these communication tools in an inappropriate manner can have negative consequences, especially if unkind words or threats are used with intent to hurt others.

EBW recognizes and supports its parents, athletes, and coaches’ rights to freedom of speech, expression and association, including the use of social networks. The athlete and coach represent his or her team, league, town, and association, and therefore, they are expected to portray themselves, their teams, and their league in a positive manner at all times. Any online postings must be consistent with federal and state laws, as well as rules set for the by team, league, bylaws (including those listed below).

Specifically prohibited behaviors include but are not limited to:

* Sexually explicit, profane, lewd, indecent, illegal, or defamatory language/actions.
* Derogatory language regarding team, league, or other athletes.
* Comments designed to harass or bully students or league personnel.
* Nude, sexually-oriented, or indecent photos, images or altered pictures.

These By-laws have been read and approved by the general membership on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Number of voting members in attendance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signature of President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signature of Vice President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.