

## **Naugatuck Pop Warner Football and Cheer By-Laws**

### **Article I: Name and Affiliation**

- A) This organization shall be known as Naugatuck Pop Warner, Inc. The outreach of the association will be defined by the geographical borders of Naugatuck, CT, and will accept members from outside these borders providing they do not have a Pop Warner organization in their hometown, or they have a release from their home Pop Warner league in accordance with the Southern CT Pop Warner by-laws.
- B) The association shall be affiliated with Pop Warner Little Scholars, Inc. and shall be governed by, and comply with the principals, rules, and regulations, enunciated, and decreed by Pop Warner Little Scholars, Inc.; National Pop Warner; New England Pop Warner; and Southern Connecticut Pop Warner.

### **Article II: Purpose**

- A) The general purpose of Pop Warner football is to inspire youth, regardless of race, creed, color, or sex, to practice the ideals of sportsmanship and physical fitness, as reflected in the life of the late Glen Scobie “Pop” Warner; to bring closer together through the means of common interest in sportsmanship, fellowship, and athletic competition; to encourage adults to behave in an exemplary manner when supervising youth and to keep the welfare of the youth foremost.

### **Article III: Powers / Authority**

- A) To make and enforce the rules and regulations and to govern itself on a local basis, which are consistent with and not contrary to any rules and regulations promulgated by Pop Warner Little Scholars, National Pop Warner, New England Pop Warner, and Southern Connecticut Pop Warner, to which the league is subject.
- B) Such other powers as the league, Naugatuck Pop Warner Football and Cheer, seeks to include in its constitution such as the power to solicit contributions and raise funds, enter into contracts, hold and own property, etc.
- C) To establish the policies of the organization.
- D) To recommend to the Association such By-Laws as are consistent with the Charter and designed to carry out the purpose of the Association.
- E) To meet at least 7 times per year, the time and day to be set by the President or a majority vote from the Executive Board.

### **Article IV: Membership**

- A) **Player / Cheerleader Class** – Any child meeting the requirements of the National Pop Warner Organization, Southern Connecticut Pop Warner and Naugatuck Pop Warner, Inc., and having paid his/her fees in full, shall be eligible to participate, but have no rights, duties, or obligations in the management of the team. He or she will be placed on a team that matches his/her age, weight, grade (for cheerleaders) and ability, in that order, as prescribed by the rules of the National Pop Warner association. The Board of Directors will determine the final assignment. The only exception with respect to eligibility for a particular child shall be when a particular team, appropriate for such child in conformance to the requirements of the National Pop Warner Organization, exceeds the limits as specified by the National Pop Warner organization. Children entering the program after a particular team reaches the limit of players as specified by the National Pop Warner Organization shall be placed on a waiting list. In the event that space becomes available for a particular team that was previously full, notification of such opening shall be made on a “first-come, first-served” basis.

If a child should leave the program, written notification is required.

B) **Adult Member** – The parent(s) of every child and/or every other adult who actively participates in the Naugatuck Pop Warner, Inc. are considered to be adult members of the Naugatuck Pop Warner, Inc. and as such agree to be bound by the rules and regulations of the association as stipulated herein. All adult members are required to participate in at least one of the following during the calendar year and, in doing so, shall be considered a member in good standing.

a) Adult Member – Voting for Board of Directors, Apply for Head Coach

- Hold elected or appointed office.
- Participate as a coach, assistant coach, or team parent with an 80% attendance rating (to be tracked by head coach and/or Vice president of Football or Cheer).
- Attend five monthly Board meetings within a calendar year, or three-monthly Board meetings after August 1st for a new member.
- Regular service on the field and/or concession crews for 2 home games or 1 full day home games.
- Serve as a mandatory play requirement (MPR) official or chain crew for at least two home and/or away games.
- Other volunteers for the league who donate significant time in a capacity that directly benefits the league, such as but not limited to volunteer fundraising, volunteering at cheer competitions, playoff/championship games, and/or competition preparation events, etc. as voted by the Board of Directors at the first meeting after the completion of the season.

b) Adult Member – Running for Board of Directors

- Hold elected or appointed office.
- Head Coach

Or meet all of the following.

- Attend six monthly Board meetings within a calendar year, or all-monthly Board meetings after August 1st for a new member.
- Regular service on the field and/or concession crews for four hours outside of your athletes scheduled game time during home games.

C) Once earned, member in good standing status shall remain in effect until June 30th of the following year unless that status is removed as prescribed by Article IV: Section D. As of July 1st, member in good standing status shall be removed unless/until it has been earned again by meeting one of the provisions as stated in Article IV-B.

D) Any adult member in good standing, at the sole discretion of the Board of Directors of the Association, could be considered a member not in good standing if such adult member shall breach the Spectator, Parent / Guardian, or Coaches Code of Conduct as stated in the Appendices of these By-Laws.

#### **Article V – Board of Directors / Officers**

A) The management of the property and affairs of the organization shall be vested in the Board of Directors.

B) Annual Elections and Term of Office:

- a) Nominations for the Board of Directors should be conducted during the December monthly meeting for election at the January monthly meeting. Any adult member in good standing may nominate any adult member in good standing that meets the requirements to be

nominated. An adult member in good standing may be nominated for more than one office on the Board of Directors; however, no member shall run for more than one position. The individual nominated must be present at the meeting and agree to his/her nomination in person. If any member cannot be present, an email must be sent to the president prior to the nomination/appointment meeting with the reason of the absence and must be available via phone as a proxy. Nominees must be a resident of Naugatuck at the time of their first election.

- b) Elections shall be held in January for the purpose of electing the Board of Directors for the coming year. Only those nominated may be placed on the ballot. Any nominee who is unchallenged for a position will be declared elected at this meeting without required vote by majority. Any Adult Member in good standing is eligible to vote. The vote shall be conducted by secret ballot. Any Board of Directors position where there is more than one nominee shall be elected by getting the most votes. If any nominated member cannot be present, an email must be sent to the secretary and approved by the president prior to the nomination/appointment meeting with the reason of the absence and must be available via phone as a proxy.
  - c) The following procedures will be followed in the case of a tie among two or more candidates:
    - i. If there is a tie in an election between only two candidates, the existing Board of Directors will vote again by secret ballot, and the individual receiving the majority of votes cast by the Board of Directors will be declared the winner.
    - ii. If among three or more candidates, two or more candidates are tied for the most votes after the initial vote, all other candidates will be removed from the ballot and there will be another vote of the full membership. This procedure will repeat until either someone gets the most votes, or all are tied for the most and no one can be removed from the ballot. At this point the existing Board of Directors will vote again by secret ballot, and the individual receiving the most votes cast by the Board of Directors will be declared the winner.
  - d) The newly elected Board of Directors shall take office at the February meeting following the election and continues to serve until new elections are held in January, and new officers are installed the following February.
  - e) In the event that not all positions on the Board are filled, the new Board may appoint an Adult Member in good standing to fill the available position(s). If any vacancy should occur on the Board of Directors by death, resignation, or otherwise, it may be filled by Appointment of the Board of Directors at any regular meeting, or at any special meeting called for that purpose.
- C) The Board of Directors shall have the power to:
- a) Appoint standing and special committees and delegate such powers to them as the board shall deem advisable and which it shall properly delegate.
  - b) Discipline, suspend, or remove any Director, Officer, Committee Member, Coach, Player member, Cheerleader member, or Adult member by vote of 2/3 of the board when such actions are consistent with the By-Laws of the organization.
  - c) Appoint and supervise coaches in accordance with the procedures that follow:
    - i. Appointment – Head Football and Cheerleader Coaches shall be selected annually by the Board of Directors. Individuals wishing to be a Head Coach must submit their request and resume in writing to the Secretary of the Board of Directors.
    - ii. The Board shall require Head Football and Cheerleading Coach applicants to prepare a coaching resume or a formal letter of interest citing experience and

- attend a meeting for the purpose of interviewing for the position.
  - iii. Assistant Coaches will be selected by the Head Coaches provided they pass a background check. The Head Coaches shall be responsible for the actions of their players, assistant coaches, and adult assistants on the field.
  - iv. All coaches are required to complete a background affidavit form and submit to the President of the Board of Directors. In the event of a questionable background check the President will consult and decide with the Vice Presidents of Football and Cheer.
  - v. Coaches are also required to attend clinics and attain such certifications as necessary in accordance with the rules and regulations of SCPW.
  - vi. In the event that more than one person expresses interest in coaching the same team the board will send a parent survey to the league for input on preference between the candidates to be used as a reference by the board of directors during appointment of head coach.
- d) Appoint and supervise league Travel Administrators as needed.
- D) At the December Annual Meeting, the Board of Directors shall receive the Annual Treasurer's Report and file this report with the records of Naugatuck Pop Warner, Inc. in a location specified by the Board of Directors of Naugatuck Pop Warner and an abstract of the minutes of the annual meeting.
- E) Officers - Executive officers (President, Vice President of Football, Vice President of Cheer, secretary and treasurer) will hold a two year term. The term should end by resignation or after 2 years. After 2 year term, board member must run or be nominated to a new or previously held position.
- a) **President:** It shall be the duty of the President to preside over all meetings of the Association and to oversee all functions and decisions of the Association. He/She along with the Treasurer shall be responsible for signing all checks, forms, and contracts entered into by the Association, in accordance with National Pop Warner. The President should attend all meetings and functions at Southern Connecticut Pop Warner. All information must be relayed back to the Executive Board. The President shall also administer and monitor all policies, rules, and regulations of the Association, such as submitting the mandatory annual background checks of all coaches and volunteers as required by Southern Connecticut Pop Warner. He/She will schedule all post and preseason player participating activities. The President and Treasurer shall not be immediate family members.
  - b) **Vice President of Football:** The Vice President of Football shall perform all of the duties of the President in the event of His/Her absence, resignation, and inability to act or perform his/her assigned duties. The Vice President of Football shall also assume the duties as assigned by the President. He /She will schedule and document all football practice fields for Naugatuck Pop Warner with the Board of Recreation in writing. This said schedule will be presented to the Executive Board in a timely manner for approval and distributed to the head coaches. He/She shall direct and supervise all football activities, football coaches, and assistant coaches. He/She will represent the concerns of coaching staffs to the Executive Board. The Vice President of Football shall assist the Football Equipment Coordinator in the distribution, collection, and documentation of uniforms and equipment.
  - c) **Vice President of Cheer:** The Vice President of Cheer shall direct and supervise all cheerleading head and assistant coaches. He/She shall assist the Cheer Equipment Coordinator in the distribution, collection, and documentation of cheerleading uniforms and equipment. He/She will make recommendations concerning the purchase of new cheerleading uniforms and equipment. The Vice President of Cheer will schedule and

document all cheerleading practice fields with the Board of Recreation in writing. This said schedule will be presented to the Executive Board for approval and distributed to head coaches. He/She or His/Her designated replacement shall attend all Connecticut Pop Warner meetings.

- d) **Secretary:** The Secretary shall keep all minutes of all proceedings and record same. He/She shall give notice of all meetings and notify all officers of their elections. The Secretary shall perform other duties the office may require, including correspondence to local supporters and team parents. The Secretary shall be responsible for the safekeeping of league records and documents.
- e) **Treasurer:** The Treasurer shall receive and safely keep all funds of the Association and pay out the same only on the order of the Executive Board. He/She shall take monthly and annual reports in writing with copies available for the membership. The Treasurer will be available at the end of any home game, practice, or Naugatuck Pop Warner Football and Cheer approved activity to accept proceeds from concessions, merchandise, or fundraising. If the Treasurer is not available, He/She shall advise the President so that they will take over the responsibility.
- f) **Football Equipment Coordinator:** The Equipment Coordinator is responsible for the inventory and written documentation of all football equipment and uniforms. He/She shall also provide the Executive Board with an ending inventory report in writing. The Football Equipment Coordinator will be responsible for field equipment clean-up after home games and practices. The Football Equipment Coordinator will organize and schedule football equipment for reconditioning at the end of the football season. The Football Equipment Coordinator shall be responsible for the distribution, collection, and documentation of uniforms and equipment. He/She shall make recommendations concerning the purchase of football equipment.
- g) **Cheer Equipment Coordinator:** The Equipment Coordinator is responsible for the inventory and written documentation of all Cheer equipment and uniforms. He/She shall also provide the Executive Board with an ending inventory report in writing. The Cheer Equipment Coordinator will be responsible for field equipment clean-up after home games and practices. The Cheer Equipment Coordinator will organize and schedule Cheer equipment for reconditioning at the end of the Cheer season. The Cheer Equipment Coordinator shall be responsible for the distribution, collection, and documentation of uniforms and equipment. He/She shall make recommendations concerning the purchase of Cheer equipment.
- h) **Scholastic Coordinator:** The Scholastic Coordinator is responsible to assure the scholastic fitness of each Naugatuck Pop Warner Football and Cheer, Inc. player. He/She is to determine and obtain proof of satisfactory progress in school of the player as required in article VI of the Pop Warner Regulations. The Scholastic Coordinator shall average said grades of the players and provide Pop Warner Little Scholars the eligible player's applications for submission to the National Pop Warner.
- i) **IT Coordinator:** The IT Coordinator is responsible for the maintenance of the Naugatuck Pop Warner website, Facebook, Instagram, TikTok and all other forms of social media. posting current information and releasing information to the news media in a timely fashion. He/She will assist the Registration Coordinator in the preparation of football and cheer team books and is responsible to ensure all information is accurately uploaded into SCPW database. This shall also include affinity and blue sombrero.
- j) **Fundraising Coordinator:** The Fundraising Coordinator will organize all fundraising and

banquets. All proceeds from the fundraising will be turned over to the Treasurer or the President at the end of the home game, practice, or Naugatuck Pop Warner Football and Cheer approved activity.

- k) **Concessions Coordinator:** The Concessions Coordinator will be primarily responsible for all Naugatuck Pop Warner Football and Cheer, Inc. concessions. He / She will clean and sanitize the concession area as well as stock and purchase the concession products for sale. He/She will also prepare and distribute a schedule for concession duties with the Game Day Volunteer Coordinator. All proceeds from the concessions will be turned over to the Treasurer or the President at the end of the home game, practice, or Naugatuck Pop Warner Football and Cheer approved activity.
- l) **Registration Coordinator:** The Registration Coordinator is responsible for the maintenance and certification of all team books (football and cheer). Maintenance of team books includes ensuring that all required paperwork is collected and properly filled out. He/She shall also organize league registration events as needed. He/She shall retain certified birth certificates until player ages out of the program as well as previous season physical (for 1 year, if being utilized in current seasons book). He/She shall draft rosters with the President, Vice President of Football and Vice President of Cheer.
- m) **Game Day and Volunteer Coordinator:** The Game Day and Volunteer Coordinator will schedule and assign Medical Personnel to all home games as required by Southern Connecticut Pop Warner. He/She will maintain the field refuse clean up and monitor restroom cleanliness. He/She will also prepare a schedule for concession duties with the Concessions Coordinator. He/She will provide the rosters for both teams 20 minutes prior to game start to the booth.
- n) **Merchandise Coordinator:** The Merchandise Coordinator will purchase and sell Naugatuck Pop Warner Football and Cheer merchandise for the Association. He/She will organize and order all end of season trophies and awards. All proceeds from the merchandise will be turned over to the Treasurer or the President at the end of the home game, practice, or Naugatuck Pop Warner Football and Cheer approved activity.

#### Article VI – Committees

- A) **Fundraising/Merchandise** – Under the direction of the Fundraising and Merchandise Coordinators, the Fundraising/Merchandise Committee will have the authority and responsibility to research, select, and implement fundraising activities for the organization. Hounds’ merchandising and non-uniform apparel will be included under the direction of the Fundraising/Merchandise Committee. The committee will meet regularly as necessary to advance the fundraising cause for the Association.
- B) **Concessions** – Under the Direction of the Concessions Coordinator, the Concessions Committee will have the authority and responsibility to run the concession stand at all home events. The committee will meet regularly as necessary.
- C) A By-Law Review Committee may be appointed in accordance with Article X-A.

#### Article VII – Meetings

- A) **Board of Directors Meeting** –The Board of Directors should hold its first meeting prior to the January monthly meeting for the purpose of setting schedules for that year, assigning specific responsibilities to meet those schedules, and for the transaction of such business as may properly come before the meeting.
- B) **Regular Meetings** – Monthly meetings are open to the public and should be held on the first Thursday of each month unless rescheduled in accordance with Article III-E. Absences of a Board member

from 3 consecutive or more than 5 meetings during a calendar year shall be grounds for dismissal from the Board upon a majority vote of the Board of Directors.

- C) Special Meetings – The Board may, whenever it deems it necessary, issue a call for a special meeting. Notice of the special meeting shall be given by the Secretary to each Board member, appropriate party, the date, time, and purpose of the meeting. The Board will determine attendance to the special meeting. No matters not stated may be acted upon at the special meeting.
- D) Quorum – To constitute a quorum (half of the officers plus 1), it shall be necessary to have a majority of the Board of Directors present. No official business can take place in the absence of a quorum, and minutes of such a meeting cannot be entered or accepted. However, in the absence of a quorum, reports, presentations, and discussion can take place at the discretion of the President.
- E) Voting – Only Members of the Board of Directors shall have voting rights at meetings. However, at the election meeting in January, all Adult Members in Good Standing (see Article 4-B, sub-section b) may vote.
- F) Absentee Vote – An absentee vote for the annual elections will be accepted from a Board Member. This vote must be in writing, signed by the Member, and notarized. The vote must be delivered to the secretary in a sealed envelope prior to the meeting. The absent Board member must then be available via phone/video call during the meeting. Absentee votes are not allowed for an Adult Member. Adult members in good standing must be present to vote.
- G) Rules of Order – Roberts Rules of Order shall govern the proceedings of all meetings except where it conflicts with the by-laws of the Organization.

#### **Article VIII – Finances**

- A) The Board of Directors shall decide all matters pertaining to the finances of the Organization and it shall place all income in a common Organization Treasury, directing the expenditure of the same in such manner as will give no individual, team/squad, advantage.
- B) The Board shall not permit the contribution of funds or property to individual teams or squads but shall solicit contributions for the common treasury of the Organization thereby to discourage favoritism among teams or squads and to endeavor to equalize the benefit of the Organization. (See article 9 for exceptions)
- C) The Board shall not permit the solicitation of funds in the name of the Organization unless all of the funds raised are placed in the Organization Treasury.
- D) No Officers or Members of the Board of Directors of the Organization shall receive, directly, or indirectly, any salary or compensation from the Organization for services rendered as Director, Officer, or Member. This is a non-profit Organization.
- E) All monies received shall be deposited to the credit of the Organization in a depository, and all reimbursement shall be made by check and all checks shall be signed by the Organization’s Treasurer and President. No other member shall spend League funds without the consent of the President and/or the Treasurer.
- F) The Fiscal Year of the Organization shall begin on the first day of January and shall end on the last day of December.
- G) The Board of Directors will prepare and approve a Budget at the beginning of each Fiscal Year that outlines the anticipated income and expenditures of the League.
- H) No non-budgeted expenditures over \$100.00 can be spent without a majority approval of the Board of Directors. Budgeted expenditures that are over the budget by \$500 will be voted on by the Board of Directors.
- I) Requests for reimbursement shall be accompanied by an invoice or receipt for the expenditure and must be requested within 90 days of the incurred invoice or receipt. Failure to comply may result in

the refusal by the Board of Directors to reimburse the expense.

- J) Debit card will be used for league expenses after approval by the President, Vice President and/or Treasurer.

### **Article IX – Travel Reimbursement**

- A) In the event that a team travels to Nationals, the Board of Directors shall hold a special meeting to discuss reimbursement. If applicable, the following guidelines shall be used to determine the amount reimbursed:
  - a) All rostered personnel ie.; Head Coaches, Assistant Coaches, Team parents & Dems shall be reimbursed equally contingent upon 80% attendance for the season per discretion of the VP of football/VP of Cheer
    - Attendance less than 80% will have a prorated travel reimbursement and determined by the Board of Directors.
  - b) All traveling athletes will be reimbursed equally as stated above.
  - c) For Cheer, only first and second place will travel to Nationals.
  - d) Each team with the potential to travel for Nationals, may fundraise for their team. No team fundraising will be allowed until after the regular season games/competitions have been completed. All proceeds will be turned over to the Treasurer or the President at the end of the event(s) and deposited into the league account noted as travel for that team.
    - In the event the team does not travel, all funds will be distributed to the general fund for league use.
  - e) In the event that the travel team raises over \$10,000, including the travel reimbursement from Southern Pop Warner, no travel money will be used from the general fund.
  - f) In the event that the travel team raises less than \$10,000, including the travel reimbursement from Southern Pop Warner, the Board of Directors will vote on travel reimbursement from the general fund, if available.
  - g) In the event that there is monies designated for travel that is not used, the remaining monies will be distributed to the general fund.
  - h) The required room deposit will be reflected in the travel reimbursement to those travel rostered staff and/or athletes that received it. If by chance the travel reimbursement from the league does not meet the deposit, the rostered staff and/or athlete will be required to reimburse the league the difference.
  - i) Reimbursement for travel shall not be distributed until uniforms/equipment are turned in.

### **Article X – Amendments**

- A) The president shall appoint a By-Law Review Committee. The By-Law Review Committee shall review and make recommendations to the Board of Directors revisions to the current By-Laws of the Naugatuck Pop Warner Football and Cheer, Inc. The Review Committee shall present the revisions to the Board of Directors in writing. Amendments to the By-Laws shall not be voted upon after August 1st unless the amendments proposed are a safety issue. These by-laws may be amended, or altered in whole, or in part, by a majority vote at any duly organized meeting of the Board of Directors. Notice of the proposed change must be made at the meeting prior to the meeting where the vote of approval takes place. The by-laws may not be amended or altered at any meeting where less than a majority of active directors are present.
- B) The Board of Directors will resolve any problems regarding interpretation of the wording regarding the by-laws.



**Article XI – Dissolution**

- A) A vote must be taken with the Board of Directors to disband or combine with another organization. Upon dissolution of the Organization, and after all outstanding debts and claims have been satisfied, the Directors shall distribute the property of the organization to such organization maintaining an objective similar to that set forth herein, which are or maybe entitled to exemption under Section 501c of the Internal Revenue Code or any future corresponding provision.

These By-Laws have been updated as of March 15, 2023 and are the current, legitimate governing By- Laws of the Association.

Respectfully submitted,

Felisha Newland  
Secretary, Naugatuck Pop Warner Football and Cheer, Inc.  
(Adopted March 2023)

### **Appendix A – Spectator Code of Conduct**

Adult Members, their children, and their guests (“Spectators”) attending practices and games shall adhere and agree to adhere to the following:

- Spectators will manifest to players and cheerleaders, other teams, all coaches, and fellow spectators the highest standards of courtesy, fair play, and sportsmanship.
- Spectators will not smoke or drink alcoholic beverages at any Pop Warner child-attended functions.
- Spectators will abide by the rules of various facilities/fields used.
- Spectators will abide by the written and verbal directions of the coaches and the board of directors.

### **Appendix B – Player Code of Conduct**

As a participant in Southern CT PWFL there are rules and a standard of conduct that must be followed at all times. I understand that my failure to follow these rules may result in my suspension from play or dismissal from participation in Pop Warner.

- Success or failure is not measured in terms of winning or losing. How I conduct myself on the field of play is most important.
- I will respect my coaches, League officials, and referees. My coaches are here to teach me how to play. I will do as I am told.
- I will treat my teammates and opponents with respect. They are here for the same reasons that I am.
- I will make every effort to make all of my practices. I understand that my teammates are counting on me as part of a team.
- I will not use any profanity towards my teammates, opponents, coaches, or officials. I understand that my coaches or league officials may disqualify me from playing.
- I will always show good sportsmanship and not engage in any cheer or chant which is negative in nature.
- I understand that if I am disqualified during a game or competition for inappropriate behavior that I will be suspended from next week’s game or dismissed from my team by League officials.
- I will work hard in school too so that my grades are as high as they can be.
- I will not leave a practice field or game without notification of my coach or permission from my coach.
- I will take care of my equipment and uniform to ensure that it is returned in the same condition with which I received.
- I understand that if I engage in fighting of any kind that I will be disqualified for a minimum of one game.
- I will abide by the decision of the referees and judges. I will not use profanity towards these individuals.
- I understand that cheerleading and football are team sports. Therefore, I will put my personal objectives second to the team’s objectives.
- I will ask my coach and/or League official for a copy of specific team rules.

### **Appendix C – Parent / Guardian Code of Conduct**

As a parent / guardian of a participant of Southern CT PWFL, I understand that there are rules and standards of conduct, which must be followed at all times.

- I have attended a parents meeting or met with League officials and understand the rules and objectives of the League.
- I will pick my child up promptly, within 15 minutes from practice or game. I will notify the coach if my child will be taken home by someone else.
- I/we have read the Participants Code of Conduct and I/we will support and reinforce these objectives.

- I will not use or tolerate the use of alcohol or anyone under the influence of alcohol during a Pop Warner event.
- I agree that the objective of Pop Warner is best met if I participate along with my child. The progress made by my child and other participants is lost without my participation or attendance.
- I am appreciative of the time and energy which coaches and volunteers generously give to this program, and I will support them in their approach and their determination as to the role of each participant.
- I will do all I can to make sure my son or daughter fulfills the commitment he or she is making to the program.
- I will attend as many games as possible, both home and away.
- I understand that depended on the success of my son or daughter's team that the season may extend into November and/or December.
- I will not use profanity towards any participant, coach, or official.
- I have reviewed specific team rules with my son and daughter and will reinforce them.
- I will provide the Association with emergency contact in the event of my unavailability.
- I will do my best to support my local Association and its fund-raiser.
- I will reinforce to my son or daughter the qualities of being part of a team and placing personal objectives second to team objectives.
- I will be responsible for my behavior at games and understand that I may be asked to leave if my behavior is not appropriate.
- I will be responsible for behavior of other family or friends that I bring to games.

#### **Appendix D – Coaches / Travel Administrators Code of Conduct**

- I will place the emotional and physical well-being of the children ahead of a personal desire to win.
- I will treat each player as an individual, remembering that there is a large range of emotional and physical development of the same age group.
- I will do my best to provide a safe playing environment for my participants.
- I will learn and practice the basic first aid principles needed to treat injuries of my participants.
- I will organize practices that are fun and challenging for all team/squad members.
- I will lead by example in demonstrating fair play and sportsmanship to all team/squad members.
- I will be knowledgeable in the rules of the sport that I coach, and I will teach these rules to my team/squad members.
- I will use coaching techniques appropriate for the children that I teach.
- I will remember that I am a youth sports coach, and that the game is for the children.
- I will ensure that each participant participates as mandated by the national Pop Warner Association Rules and Regulations.
- I will adhere to all rules outlined in the Parent/Player Code of Conduct.
- I will not use tobacco, marijuana or vaping during practices or games.
- I will not use illegal substances or alcohol prior to or during practices or games.
- I will communicate directly with the parents/guardians of my team or squad members as a team, keeping them informed of all aspects of team or squad activities.

#### **Appendix E - Board Member Code of Conduct**

- I will attend as many games as possible, both home and away.
- I will not use profanity towards any participant, coach, or official.
- I will place the emotional and physical well-being of the children ahead of a personal desire to win.
- I will do my best to provide a safe playing environment for my participants.

- I will be knowledgeable in the rules of the organization, and I will strive to conform to these rules.
- I will not smoke/vape any substances during practices or games.
- I will not use illegal substances or alcohol prior to or during practices or games.
- I will communicate directly with the parents/guardians of my league, keeping them informed of all aspects of league activities.

### **Appendix F – Coaching Duties and Responsibilities**

In addition to regular on-field coaching duties, The Head Coach shall have the following duties:

- Notify Players of Team Assignment, and Practices.
- Set up Practices and Scrimmages.
- Set up Cheerleading Spotters for Games.
- Appoint player verification individuals for games.
- Attend in-season regular Board Meetings (August through November). In the event that a head coach cannot attend this meeting, the coach will send a designee to attend the meeting.
- Appoint and Supervise a Team Parent -- Each head coach should choose one primary Team Parent to be included on their official roster.
- The team parent duties should include, but are not limited to:
  - a. Distribution of phone lists, game schedules and field directions to all team members.
  - b. Work with the coaches on administrative duties that he may need.
  - c. Arrange for parent volunteers as requested by the board for such positions as chain gang, gate monitor, 50/50, concession stand.
  - d. Direct any parents with a problem or issue to the appropriate person.

### **Appendix G – Resolution of Parent Grievances**

Protocol for a parent grievance will be as follows:

1. In the event of a particular concern or grievance, the chain of communication begins with a team's head coach.
2. If not resolved with the Head coach any and all issues will be presented in writing to the appropriate Board member - i.e., VP of Football for football or VP of Cheer for cheerleading - for investigation and resolution.
3. If not resolved with the appropriate Board member, the issue will be presented to the Board of Directors for review and disposition.
4. Only if a resolution cannot be reached, will a League Representative present the grievance to the Southern Connecticut Pop Warner, Inc. for review.

### **Amendments**

I. For the 2023 Fall Pop Warner Season, the Board of Directors shall be structured as initially organized: President, Vice President of Football, Vice President of Cheer, Treasurer, Secretary, Football Equipment Coordinator, Cheer Equipment Coordinator, IT Coordinator, Fundraising Coordinator, Concessions Coordinator, Registration Coordinator, Game Day and Volunteer Coordinator, Merchandise Coordinator and Scholastics Coordinator. The structure of the Board according to Article V – Section E will take effect with Nominations at the February meeting. (Adopted March 2023).