

HAVELOCK POP WARNER
YOUTH FOOTBALL AND CHEER ASSOCIATION
2010 BY-LAWS

1. NAME

- A. The name of this association shall be Havelock Pop Warner Youth Football and Cheer (HPWYFC).

2. PURPOSE

- A. It is the purpose of Havelock Pop Warner to inspire youth to practice the ideals of sportsmanship, scholarship, and physical fitness. Specifically, our goal is to prepare the student athlete for participation in middle and high school athletic programs, with emphasis on learning lifelong skills. We will strive to be positive role models to the youth entrusted to our care, and to teach each participant the principles of good sportsmanship, teamwork, personal fitness, and mutual respect.

3. ASSOCIATION MEMBERSHIP

- A. The HPWYFC shall be a member in the Eastern North Carolina Pop Warner Youth Football and Cheer League.

4. MEMBERS

- A. Membership is open to student athletes ages 5 (by August 1st) their parents or guardians, coaches, and other interested adults and volunteers, residing in Havelock/Cherry Point and all surrounding areas.

5. VOTING MEMBERS

- A. All parents, guardians, and/or those adults who participate in Havelock Pop Warner Youth Football and Cheer Association shall be considered voting members.
- B. Only current league officers will vote at board meetings (Refer to Sec 10.B).
- C. There must be a quorum of, 51% or more, Board Members to conduct a vote on any issue.
- D. The league president will only vote in the event of a tie.
- E. An associate member is a parent, coach or volunteer which is active in Havelock Pop Warner (HPW) for the current year. They have a vote at all Association meetings but not at board meetings. An associate member's term will run from the day their child participant is registered, or their volunteer application has been processed and will expire at the last HPW Association meeting of that year.

6. LEAGUE OFFICERS (EXECUTIVE BOARD)

- A. The executive board shall consist of the following league members:
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Treasurer
 - 5. Tackle Football Coach Coordinator
 - 6. Tackle Cheerleading Coach Coordinator
 - 7. Equipment Manager
 - 8. Public Relations Coordinator
 - 9. Scholastic and Insurance Coordinator

7. ELECTION OF LEAGUE OFFICERS

- A. Elections will be held the second Monday in December, at the Havelock Recreation Center
- B. No individual will hold more than one executive board position at any one time during any given year.
- C. Should an officer resign during the year, the Executive board shall appoint a replacement of the vacated office, for the remainder of the term for that office.
- D. Should the president resign, the Vice President (or the next in line in according to the listed officers under section 6.A.) shall assume the duties of the president until the Executive Board appoints or elects a replacement.
- E. Any member of the current Executive Board is eligible to be elected to fill a vacant office (see section 7.B.)
- F. To be eligible for nomination to any Executive Board position the nominee must have been present at minimum of four (4) meetings during the year of the election. If there is only one person nominated for an office and that person has not fulfilled the minimum meeting requirement, the current Executive Board can vote to waive the minimum requirement. The meetings of November and December can be used to meet the requirement as long as the nominated person attends those meetings.

8. TERMS OF OFFICE

- A. All officers will serve two-year terms including the elected association president. (An appointed office will serve the remaining term of the position being filled.)
- B. The positions of Vice President, Treasurer, Tackle Football Coach Coordinator, and Equipment Manager will be elected on “odd” numbered years.
- C. The positions of President, Secretary, Tackle Cheerleading Coach Coordinator, Public Relations, and Scholastic and Insurance Coordinator will be elected on “even” numbered years.

- D. A board member is allowed to coach a team.
- E. Board Members may be suspended at any point of the elected term when their conduct or actions are deemed detrimental to the league. A special meeting of the executive board will be called to determine if action should be taken. A vote will be held and recorded as part of the meeting minutes.

9. DUTIES OF EXECUTIVE BOARD MEMBERS

- A. The duties of the **PRESIDENT** shall include, but are not limited to the following:
 - 1. Preside over all meeting of the league.
 - 2. Review secretary and treasure's books monthly
 - 3. Notify the secretary of the date, time, and location of any special meetings that need to be called
- B. The duties of the **VICE PRESIDENT** shall include but are not limited to the following:
 - 1. Assume the duties of the president in his absence
 - 2. Chair all arbitration where conflict might exist within the league
- C. The duties of the **SECRETARY** shall include, but are not limited to the following:
 - 1. Keep all minutes of the meetings held by the league
 - 2. Compile and type all minutes and provide the Executive board members with a copy
 - 3. Keep a case file of all league correspondence
 - 4. Notify all board members, via Text Message, Email, Phone Call or in Writing of the date, time, and location of all meetings
 - 5. Keep minutes at all Board and Association Meetings. The minutes from all meetings will be summarized at the next Association Meeting.
 - 6. Provide minutes of all meetings to the Web Page Administrator to be posted on the HPW web page in one week's time.
- D. The duties of the **TREASURER** shall include, but are not limited to the following:
 - 1. Receive and deposit all funds collected for the league in the designated bank account
 - 2. Maintain an accurate record of all league income and expenditures
 - 3. Deposit all funds within a 48 hour time frame, after receipt of funds
 - 4. The treasurer will have an updated report at teach meeting. This will include the balance and transactions from the last Association Meeting, the amount of income and where it came from since the last meeting, the amount of expenditures and what they were for since the last meeting, and the current account(s) balance
 - 5. Collect or receive all fund raising monies on the day of the fund raiser

- E. The duties of the **TACKLE FOOTBALL COACH COORDINATOR** shall include, but are not limited to the following:
 - 1. Investigate all complaints against any tackle football coach and deliver findings to the Executive Board for action
 - 2. Arbitrate all differences between tackle football coaches if possible, otherwise, differences must be referred to the Vice President for further action
 - 3. Hold and chair the coaches meetings (at least one time monthly during the playing season) and other meetings when deemed necessary or appropriate
 - 4. Co-chair, with the Cheerleading coach Coordinator the Player Agent Committee for assignment of player at the beginning of the season
 - 5. Receive applications for all Tackle Football Coaches and make recommendations for the placement to the Executive board for approval
- F. The duties of the **TACKLE CHEERLEADING COACH COORDINATOR** shall include, but are not limited to the following:
 - 1. Investigate all complaints against any cheerleading coach and deliver findings to the Executive Board for action
 - 2. Arbitrate all differences between coaches if possible, otherwise, differences must be referred to the Vice President for further action
 - 3. Hold and chair the coaches meetings (at least one time monthly during the playing season) and other meetings when deemed necessary or appropriate
 - 4. Co-chair, with the Tackle Football Coach Coordinator the Player Agent Committee for assignment of players at the beginning of the season
 - 5. Receive applications for all Cheerleading Coaches and make recommendations for placement to the Executive board for approval
- G. The duties of the **EQUIPEMENT MANAGER** shall include but are not limited to the following:
 - 1. Inspect all equipment for serviceability prior to the beginning of the league season and report findings to the Executive Board
 - 2. Issue and recover from all Head Coaches all Association needed
 - 3. Inventory, at least annually , all league equipment and give report to the Executive Board
 - 4. Compile and provide to the Executive Board all projected equipment requirements for the current and/or next league season for procurement or budgeting by the March Executive and Association Meetings

- H. The duties of the **PUBLIC RELATIONS COORDINATOR** shall include but are not limited to the following:
1. Contact potential sponsors of the teams and solicit it so that all teams are sponsored when possible
 2. Contact local media to inform and give the widest dissemination of league activities when the least amount of expense to the league
 3. Ensure all meetings of the league and its activities are published in the news media and announced on television whenever feasible
 4. Organize and coordinate activities for the purpose of solicitation of funds to support the league
 5. Design and maintain the association website, and keep it up to date with proper information and forms. Only the web admin will have administrator access to the association website
- I. The duties of the **SCHOLASTIC AND INSURANCE COORDINATOR** shall include but are not limited to the following:
1. Collect and compile injury reports during the season and provide the Executive Board with any reports that may need to be reviewed or discussed
 2. Provide injury reports the League Board as needed, requested, or required
 3. Perform follow ups with the player, parents, and coaches to ensure the physical condition of the player is being is being addressed
 4. Receive, review, and verify all required scholastic fitness forms for all players on team rosters
 5. Responsible for gathering and submitting the associations Pop Warner Little Scholars Inc Program forms

10. MEETINGS

- A. Executive Board officers shall meet regularly in general and open session on the 4th Monday of each calendar month, normally at the Havelock Recreation Center
1. Excluding coaches who are also Association Officers, at least one representative from the coaching staff of each team must be present at each regular monthly Association meeting during the football season (Aug-Nov)
- B. Executive Board may meet in special sessions as deemed necessary by the President or by a majority of the Executive Board members
1. The association President will be responsible for notifying the secretary of the date, time, and location of special meetings

2. The association Secretary shall notify all board members of special meetings
3. Any action taken by a majority (51%) or more of the Executive Board without a formal meeting is never-the-less Board action, consent to the action taken must be voted on by present Executive Board members and filed in the minutes of the next proceedings of the next Executive board meeting, whether done before or after the action has been taken
 - a. Excluding necessary or immediate action(s) to protect a child or a participant within or attending a Pop Warner sponsored event
- C. An member of the Executive Board that misses two (2) consecutive scheduled meetings will be subject to replacement if agreed upon by a majority vote of the remaining Executive Board members
- D. Special committees will meet as necessary and at the discretion of the committee chair but must be published in advanced
- E. League meetings must be attended by at least one(1) Executive Board member, the senior HPW board member present, who is not a member of the ENC League Board of Directors, will have the power of voting when necessary

11. COMMITTEES

- A. The Executive board shall nominate and approve chairperson for the following committees:
 1. Fund Raising/Activities Committee
 - a. Chairman
 - b. (1) Cheerleading Parent Volunteer
 - c. (1) Football Parent Volunteer
 - d. Fund Raising Chairman
 - e. Concession Manager
 - f. Treasurer
 - g. Public Relations
 2. Concession Committee
 - a. Manager/Chairman
 3. Player Agent Committee
 - a. Vice President
 - b. Tackle Football Coordinator
 - c. Tackle Football Coordinator
 4. By-Laws Committee
 - a. Chairman Vice President
 - b. (1) Volunteer
 - c. (1) Executive Board member

5. Audit Committee
 - a. Treasurer
 - b. Secretary
 - c. Two Parent Volunteers
- B. Other Special Committee Chairman can be appointed when necessary, at an Executive Board meeting through the motion and vote procedure
- C. The Vice President will chair committees unless otherwise directed by the Executive Board
- D. Committees will automatically be abolished at the end of the calendar year

12. DUTIES OF THE COMMITTEES

- A. Fund Raising/Activities Committee
 1. Will be Chaired by a volunteer voted by the Executive Board
 2. The Committee will organize and coordinate fundraising and community activities for the association, such as carwashes, bake sales, or parades for the purpose of generating financial support and promote HPW
 3. No individual or group outside HPW shall solicit or accept donations, contributions, funds, etc without prior approval from the Executive Board, and any and all such funds, etc shall be the sole property of the HPW Association and to be distributed according to the association guidelines
 4. All monies raised from fundraisers will be turned into the Treasurer that day, at the conclusion of the fund raiser.
 5. Anyone in charge of a fundraiser will contact the Treasurer for proper accounting procedures. They must also be approved by HPW Executive board
 6. An Association form for all fundraisers to include team doing the fundraisers, date of fundraiser, money collected, expenses, net profit with all receipts to be attached and signature of coach or parent in charge all for Executive Board review
 7. All teams will participate in all fundraisers to be eligible to request or use any association funds
- B. Player Agent Committee
 1. Responsible to the Association and League Coaching Coordinators
 2. Organize, coordinate, and participate in registration and team placement
 3. Committee shall consist of all Executive Board members and one representative from each of the Football and Cheer competitive teams coaching staff
- C. Concession Committee

1. Responsible to the Treasurer and Financial matters and to the President on all other matters
 2. Maintains and runs the concession area
- D. By Laws committee
1. Responsible to the Association to review and make any changes necessary to the by-laws on a yearly basis. These changes should be made available to the league by the March Association meeting
- E. Audit Committee
1. Responsible to the Association to audit the financial records and expenditures over the last calendar year. This will ensure that an accurate account of monies is made and that the league books are balanced at the beginning of each year. The Audit Committee will report to the executive Board by the March Association meeting

13. FISCAL DETAILS

- A. All transactions shall be conducted in the form of recordable checks or the check/debit card. Transactions can only be conducted by the President or the Treasurer
- B. Receipts for all purchases will be turned into the league Treasurer within 24 hours
- C. No cash withdrawals from the Havelock Pop Warner Youth Football and Cheer Association account are permitted. If cash is needed, a check to CASH is to be written, requiring the signature of both President and Treasurer
- D. The concession Manager will turn in all profits of the concession to the Treasurer the same day. No other individual will have access to these funds.
- E. The Fundraising/Activities committee will turn in all moneys collected to the Treasurer within 24 hours. No other individual will have access to these funds. No individual or group shall solicit or accept donations, contributions, funds, etc without prior approval of the HPW Executive Board, and any and all such funds, donations etc shall be the sole property of the HPW Association, to be distributed according to the Executive Boards discretion
- F. Receipts are to be turned in for all purchases and/or expenditures
- G. The President and Treasurer will be those authorized to sign all league checks. The two individual's authorized to sign the league checks will not reside in the same household. In the event of the extended absence of the President or Treasurer, the Vice President will be the temporary alternate co-signer of all league checks
- H. A log is to be kept on all money/checks received. The Treasurer will issue signed receipts for all monies/checks received

14. LEAGUE EQUIPMENT AND PERSONAL EQUIPMENT

- A. The Head Coach assigned to each team shall provide a signed receipt for all issued association equipment to the Equipment Manager
- B. The Head Coach is responsible for collecting all league property issued to his/her team, and turning this property over to the Equipment Manager at the end of the Season.
- C. The Head Coach will assist in the collection of his/her teams player issued equipment at the end of the season by setting a date and notifying the Equipment Manager to be present and properly collect and account for the equipment issued to each player at which time the equipment issued form will be signed as returned
- D. The Equipment Manager is directly responsible to ensure that all league equipment is accounted for at the end of the season
- E. Each tackle football player must have the following required equipment:
 - 1. Athletic supporter/compression shorts *
 - 2. Sneakers or football shoes with non-detachable cleats *
 - 3. Socks *
 - 4. Mouthpiece **
 - 5. Helmet
 - 6. Game jersey
 - 7. Shoulder pads
 - 8. Football pants with appropriate padding

* Player must provide
** Player must provide if orthodontic required with strap
- F. Each cheerleader must have the following required equipment:
 - 1. Comfortable sneakers and socks for pre-season practice *
 - 2. Athletic attire for practice *
 - 3. Cheerleading shoes (determined by Cheerleading Coach Coordinator prior to the beginning of the season) *
 - 4. Uniform socks as instructed by Head Coach **
 - 5. Dance briefs in designated color to match uniform **
 - 6. Game uniform
 - 7. Pom-Poms
 - 8. Cheer Coaches making any items mandatory for their team must first have approval from the HPW Executive Board.
- G. Havelock Pop Warner will use any and all means to obtain equipment that is not returned to the Head Coach or Equipment Manager at the end of the season

15. INSURANCE

- A. All participants shall be covered with accident insurance for recreational activities
- B. All involved volunteers shall be covered by liability insurance
- C. These coverage will be acquired by the Executive Board from whomever it is deemed more beneficial to the league
- D. Insurance coverage will apply to only volunteers who have approved background checks completed

16. ASSOCIATION PROPERTY AND FUNDS

- A. The Association shall be a non-profit, tax exempt organization
- B. No board member or volunteers within the Association will receive any compensation for their services to the Association
- C. No board member, volunteer, or any other person connected in any way with HPW shall receive any type of dividend or compensation/distribution of assets from this association
- D. If the association fails to field a team for a consecutive twenty-four (24) month period, the association officers will cause all assets to be turned over to the Havelock Recreation Department
- E. All trophies won by teams must be turned over to the association president by December 31 of the current year or at the end of season banquet whichever comes first
- F. All monies raised through fund raisers that are to be used for post season events are only allowed to be used for coaches, players, cheerleaders, and designated chaperones that are on the team roster and will stay in the hotel designated by our Association, League, Regional, or National Pop Warner. Individuals receiving compensation will also be in rooms shared by players or cheerleaders with one adult to three players or cheerleaders ratio. Monies can only be distributed for lodging. A gas (stipend) and a meals (stipend) will be based on the total amount raised

17. COACHES

- A. Each team shall have one Head Coach, and a minimum of one, but not more than four Assistant Coach (es). The Head Coach and his/her first Assistant Coach must be at least 21 years of age. All other assistant coaches must be at least 18 years of age
- B. All coaches shall be appointed by a committee consisting of all Executive Board members after the Football or Cheer Coordinator has made a recommendation. This position is for the term of that season, and will automatically terminate at the end of that season
- C. The Head Coach is responsible for the recruitment of his assistant coaches

- D. The Head Coach shall conduct him/herself in a mature manner at all times, and shall also be responsible for the behavior and conduct of his/her assistant coaches and players on the team. He/she shall strive to maintain a good relationship between players, coaches, and parents. Coaches may be suspended at any point of the season when the conduct or actions is deemed detrimental to the league after a fair and timely hearing
- E. All coaches and team moms will have a background check and a coach's applications on file with the HPW association prior to being allowed to participate
- F. All coaches shall be certified through the NATIONAL YOUTH SPORTS COACHES ASSOCIATION certification program, this is online and costs \$25.00
<http://www.nays.org/coaches/>
- G. The coaches will keep an accurate record of absences from practice and games on every team player. This record will be viewed upon request by any Executive Board Member
- H. Head Coaches will maintain copies of registration, physical, report card, and proof of age on every team player and will ensure this paperwork is at all practices and games. These records will be viewed, upon request, by an executive board member. These records will be turned over to the Coach Coordinator at the end of the season
- I. All Head Coaches are required to attend all Association meetings or a rep from the team may attend. If a coach misses two or more league meetings they may be removed

18. REGISTRATION OF PLAYERS

- A. Registration start and end dates will be determined by the Executive Board
- B. The length of registration period shall continue until the beginning of the second scheduled game day
- C. Registration shall consist of the following:
 - 1. Parental consent
 - 2. Proof of age (copy for coaches records)
 - 3. Payment of fees (non-refundable)
 - 4. Physical
 - 5. Final report card from the previous school year or an Alternate Scholastic Form (provided by President)
 - 6. Release of liability wavier
 - 7. Equipment responsibility form
 - 8. ID Card

19. PLAYERS (football and cheerleading)

- A. All Havelock Pop Warner Youth Football Association player will be governed by the rules and regulations set forth by the Havelock Pop Warner Youth Football Association Executive Board
- B. Any football player or cheerleader who quits or becomes suspended for any reason shall forfeit any right to claim reimbursement for any fees paid to HPW
- C. Any disciplinary infractions shall be grounds for being benched. The coaching coordinators must approve all benching of players unless the infraction occurs during a game. The Head Coach must make a full report to the appropriate Coaching Coordinator of all disciplinary infractions that occur during a game, and what actions were taken
- D. All teams will attend all games and post season games, unless previously excused by the Executive Board. Failure to do so may result in being suspended from post season games or cheer competitions
- E. Football players and cheerleaders must attend at least 75% of practices to be eligible to participate in weekly games or competitions

20. PRACTICE SCHEDULE

- A. Practice will not begin prior to the first day of August
- B. Prior to labor Day, practices will be limited to not more than ten (10) hours per week no more than (2) hours per day. Break times are not counted as part of the two hours of practice. After Labor Day, practices will not exceed six (6) hours per week until the end of the season

21. MANDATORY PLAY RULE

- A. See Pop Warner Official Rules

22. PLAYER AGENT COMMITTEE RULES

- A. Returning player will be placed on the team they played for the previous season, provided they are qualified and meet the deadline as set forth by the Executive Board
- B. If any siblings are in the same division, they will be placed on the same team
- C. If a player is moved to a lower division because of weight, he/she is to be considered a returning player when he/she returns to the higher division
- D. The Player Agent Committee will attempt to balance each division or fill a division by age, weight, and experience. In the event an division has more than one team the following will be the guidelines
 - 1. All new players to the division and moving up from a lower division will be divided as evenly as can be done and placed on a team making the teams as equal as can be done
 - 2. The team with the fewest number of players will receive players until both teams are equal

- E. New player to the association, those who did not play with HPW the previous season, will be assigned to divisions by the Player Agent Committee according to age and weight guidelines, without parental, coaching or any other outside interference on such decisions
- F. Football players and Cheerleaders that join HPW after the teams as been designated will be placed on the appropriate Team/Division according to age and weight guidelines. Siblings will be handled in accordance with the HPW By-Laws. Where there is more than one team in a division the Player Agent Committee will place the child on the team with the lowest number of players, if more than one team in the division and the teams are equal, the player will be placed on a team by the Cheer/Football Coordinators and Coaches decision, the next player to join will be placed on the team with the fewest players

23. REGIONAL OR NATIONAL TRAVEL

- A. Football players and cheerleaders of the same gender will stay three (3) to a room with a selected coach or chaperone that must be of the same gender that has the appropriate background check
- B. In a case where a player may have a documented medical condition that requires separate accommodations the players' parent will be responsible for their own lodging, food and travel expenses, the player will still be covered by HPW for the competition. The parent must keep their child with them in the hotel at all times and the same parent code of conduct rules apply. If caught breaking these rules their child may not participate in the regional or national activity
- C. During regional or national activity travel any accommodation changes must be discussed with the onsite HPW authorities (head coach, board member, or ENC league rep) before any changes are made to the players accommodations, doing so by a parent or guardian could result in the removal of the participant from the competition or activity
- D. Chaperones are not authorized any additional guest in their room without prior approval to ensure there is no conflict in performing the duties of a chaperone and safety of the players in the room

24. POST SEASON PLAY

- A. All teams or squads that are in the competitive divisions will not be scheduled in post season events without HPW Executive Board Approval

Reviewed by this date:

Print

Sign

Date