

# Saratoga Springs Pop Warner Football & Cheerleading Inc.

## **Bylaws**

Incorporated October 18, 2017

## **ARTICLE I. GENERAL BY-LAWS**

**A. OBJECTIVE:** The objective of the Saratoga Springs Pop Warner (SSPW) Football and Cheerleading Inc is to teach boys and girls, five to fifteen years old, the physical and mental skills of individual responsibility and teamwork through playing the game of football, cheerleading and their related activities.

### **B. MISSION STATEMENT:**

1. Develop the fundamentals of the game of football and cheerleading.
2. Act as a feeder system for experienced players and cheerleaders to local middle and high schools.
3. Introduce the team concept to children, coaches and parents.

**C. ORGANIZATION:** The association will consist of a governing body called the Board of Directors, administrative staff and coaches, football players and cheerleaders organized into six age divisions.

Purpose: The organization is organized exclusively for charitable, religious, educational, or scientific purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code. The League will operate as a non-profit organization.

Dissolution: Upon dissolution of the Saratoga Pop Warner Football and Cheerleading Inc., assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

### **D. GOVERNMENT:**

#### **ELECTION OF BOARD MEMBERS:**

An annual meeting of the Board of Directors must be held as soon as possible following the end of the season to close out business for that year and to elect the President for the next year. A meeting for the purpose of electing the remaining officers and at-large board positions and conducting business for the upcoming season must be held prior to March 1 of the upcoming season. A member of the Board may nominate a candidate to run against any current member of the Board or to fill a vacant position. All board members, except the Associate President, will hold their positions for a one-year term provided that they meet all requirements of the Board and the By-Laws. The Associate President will hold a two-year term with subsequent terms of one year. The By-laws become permanent on July 1<sup>st</sup> each year and will not change for the remainder of the upcoming season. As an exception, the Board of Directors by a  $\frac{3}{4}$  majority vote may call for a review of an amendment to the By-laws that have already been considered during the current year. Any change must also prevail by a  $\frac{3}{4}$  majority vote. A maximum of two voting sessions may be exercised on any one amendment during the calendar year. Any Board position can be challenged during the year by a majority vote, with dismissal by a two-thirds vote of the Board. Any Board member, who becomes affiliated with another recreational football league or cheerleading program, creates a conflict of interest with and will not be allowed to serve on the Board.

#### **BOARD OF DIRECTORS:**

The Board of Directors, hereafter referred to as the Board, shall be comprised of multiple positions and shall be known as the Saratoga Springs Pop Warner Football and Cheerleading Inc. Board. The Board shall abide by all by-laws and operate under a code of ethics.

Each Board of Director position shall carry one vote. At-Large positions will not carry a vote. The President will be a non-coaching position, either head or assistant coach.

**Board of Director Positions:**

1. **President:** The President shall be the administrative head. The president will:

- Oversee and be in charge of all aspects of SSPW Inc.
- Be responsible for the operation of the league
- Be required to call meetings of the Board and act as Board Chairperson
- Be responsible for assembling the agenda for each meeting of the Board, allowing input from any member of the Board
- Be responsible for the orderly and prompt conduct of business.
- Work in close relationship with Saratoga DPW and East Side Rec. employees to ensure fields are ready and available for game days.
- The President shall have one (1) additional vote in the event of a tie during Board meetings.
- Assuring that referees are paid at home games
- Oversee the clubs general liability insurance certificate including but not limited to, providing additional insured certificates to business that SSPW interacts with as necessary.
- The President shall serve a minimum of one 2 year term with each subsequent term being 1 year in length.

2. **Vice President of Football:** The Vice President of Football shall act as the judicial administrator. He/she shall be responsible for:

- Administrative oversight of the football program
- Establishing player eligibility and initial game day rosters
- Approving team rosters for coaches
- Maintaining the By-laws
- Overseeing all Game day operations
- Chairing Ethics Committee hearings
- Sitting in on other Sub-committees
- Facilitate coaching selection process (including accepting applications, recruiting and monitoring number of coaching applicants for all levels)
- Ensuring that all coaches are properly certified in accordance with the CDPW guidelines
- Conducting background checks on all coaching candidates
- Conducting periodic coaching meetings keeping them apprised of Board's developments and initiatives
- Establishing him/herself as the main contact person for the coaches
- Work closely with varsity liaison in organizing player camps and coaching clinics when necessary.
- Oversee all football medical/injury reports.

He/she will also serve in the capacity of President at the board meetings in case the President is absent. Next to the President he/she shall be the most senior officer at the playing field with jurisdiction over all game day functions concerning football, cheerleading and retail sales in the absence of the President.

3. **Vice President of Cheer:** The Vice President of Cheer shall be responsible for:

- Administrative oversight of the cheerleading program
- Establishing cheerleader eligibility and initial rosters
- Approving team roster for coaches
- Facilitate coaching selection process (including accepting applications, recruiting and monitoring number of coaching applicants for all levels)
- Ensuring that all coaches are properly certified in accordance with the CDPW guidelines
- Conducting background checks on all coaching candidates
- Conducting periodic coaching meetings keeping them apprised of Board's developments and initiatives
- Establishing him/herself as the main contact person for the coaches
- Work closely with varsity liaison in organizing camps and coaching clinics when necessary.
- Overseeing the Competitive Cheerleading program
- Oversee all medical/injury reports.

4. **Secretary:** The Secretary shall be responsible for:

- Scheduling meetings of the Board
- Arranging a meeting place
- Publishing a meeting agenda
- Notifying board members of meetings
- Providing board members with an agenda
- Maintaining a historical record of the current operating season for the league, including all meeting minutes and any other appropriate material.

He/she shall record minutes of the meeting and review the most recent minutes at the start of each meeting. Meeting minutes will be emailed to the board and posted on the league website within 5 days of the board meeting.

5. **Treasurer:** The Treasurer shall be accountable for the administration of the League's financial record keeping. The treasurer shall be responsible for:

- The Accounts Receivables and the Accounts Payables
- Maintaining all financial records to include auditing of accounts receivable and accounts payable, payment of sales taxes, filing of all Federal & State forms and payment of any taxes due
- Reporting to the Board on a monthly basis, usually at Board meetings, the status of all League accounts
- Providing timely financial information to the Board for the purpose of seasonal budgeting and giving guidance in such matters
- Tracking all fundraising profits and losses and advising the Board of the current state of fundraising activities
- Tracking all donations, sponsors and advertising income.

The Treasurer will have all financial records needing signatures, such as taxes, presented to the President for final approval.

## **6. Player Safety Coach:**

The Player Safety Coach does not have a team coaching responsibility and instead takes on the role of coaching mentor and parent liaison, especially for Heads-Up Tackling and other player safety concerns. This is a mandatory position that **MUST** be filled annually in order for the season to begin.

Specifically responsibilities include:

- Ensure that all coaches have completed the USA Football level 1 coach certification;
- Conduct a Heads Up Coaches clinic and player safety clinic for parents and players (includes equipment fitting, proper tackling, reducing helmet contacts, and concussion management);
- Assume responsibility for checking that coaches are using practice plans, teaching Heads Up Tackling and using the levels of conduct approach to reduce helmet contacts in practices;
- Attend on-field practices to provide guidance to coaches and support the teachings from the Heads Up coaches clinic;
- Act as an on-field expert, spot checker and parent liaison for Heads Up Football safety and other player safety issues at games;
- Serve as the local organization expert and point of contact for emerging player health and safety recommendations, particularly from USA Football, NFL, CDC; and
- Communicate organization concerns, questions and successes to club commissioner and USA Football through Player Safety Coach dashboard (provided by USA Football). Football Coordinator is not eligible to act as Head coach for any Tackle Football team but the candidate may be selected to coach on any Flag Football team.

**7. Registration Coordinator:** The Registration Coordinator shall be responsible for:

- Designing and distributing registration information to the community
- The collection and accuracy of all registration information
- Maintaining all registration information
- Entering player/coach information into league software
- Generating a master list of all those who registered to be given to the Vice Presidents of Football and Cheer.
- Ensures all Football and Cheer books are in compliance with CDPW guidelines before initial certification
- Acts as a contact for Team Commissioners – may assist in training as needed

## **At-Large positions:**

**1. Football Equipment Coordinator:** The Football Equipment Coordinator shall be responsible for:

- Selecting all football equipment as approved by the Board for purchase
- Inventory, storage, issuing and collection of all football equipment
- Arranging for the preparation of the playing field (lining) before home games, including the purchase (as approved by the Board) of any items necessary to prepare the field
- Selecting all football uniforms and accessories as approved by the Board for purchase
- Coordinating the distribution and collection of all football uniforms issued during season

The Football Equipment Coordinator will generate a report at the end of the playing season to be presented to the Board that lists all players that have not turned in football equipment and identifying the items that are outstanding for each player.

**2. Cheerleading Equipment Coordinator:** The Cheerleading Equipment Coordinator shall be responsible for

- Selecting all cheerleading equipment as approved by the Board for purchase
- Inventory, storage, issuing and collection of all cheerleading equipment
- Selecting all cheerleading uniforms and accessories as approved by the Board for purchase
- Distributing and collecting all cheerleader uniforms issued during the season.

The Cheerleading Equipment Coordinator will generate a report at the end of the playing season to be presented to the Board that lists all girls that have not turned in cheer equipment and apparel and identifying the items that are outstanding for each player.

**3. Fundraising Coordinator:** The Fundraising Coordinator shall be responsible for:

All fund-raising activities outside of registration revenue and concessions to include:

1. Program ads
2. Corporate and individual sponsors
3. Any other activity designed to create revenue as approved by the Board.

The Fundraising Coordinator is encouraged to have subcommittees to help generate income for the league.

**4. Webmaster:** The Webmaster maintains the official web site. Additionally, he/she is responsible for maintain the on-line apparel store. This position can be held simultaneously with any other board position.

**5. Public Relations Coordinator:** The Public Relations Coordinator shall be responsible for all publicity to include:

- Newspaper reporting and pictures
- All other public relations activities.

**6. Flag Football Coordinator:** The Flag Football Coordinator shall be responsible for the following:

- Making sure coaching guidelines are being followed
- Maintaining player eligibility
- Bringing football coaching applications to the Board for approval
- Assuring all coaches have completed all necessary clinics and certifications as mandated by Capital District Pop Warner
- Overseeing playing/coaching manual for football
- Conducting periodic coaches meetings
- Overseeing coaching certification
- Reporting game scores to the Pop Warner Commissioners per the by-laws
- The Flag Football coordinator may also hold a coaching position

**7. Concession Coordinator:** The Concession Coordinator shall be responsible for the following:

- Establishing Open and Close procedures for volunteers
- Weekly inventory and re-stocking
- Coordination of volunteers to cover home games and practice nights if deemed necessary by the Board.
- Coordination of turnover from baseball in November and July
- Coordination of pre-season and end of season clean up

**8. Little Scholars/Banquet Coordinator:** The Little Scholars/Banquet Coordinator shall be responsible for:

- Planning and implementing year end banquet as approved by the Board of Directors
- Overseeing and executing duties pertaining to the Little Scholars program

**Note:** *The responsibilities of any unfilled board position(s) will be assumed by the sitting board members.*

## **E. Meetings**

1. The President shall schedule meetings throughout the year as necessary. Meetings will be held at convenient times and locations to give the best chance for Board Members to attend. Any Board Member may make a motion for a special meeting with a second. When done, the President will then schedule a special meeting of the Board.

2. Board members absent from three consecutive regularly scheduled meetings without informing the President shall be deemed to have resigned.

3. A quorum consists of at least 2/3 of the voting members of the Board of Directors.

4. Any motion shall pass with a second, and a majority vote of the Board of Directors.

5. Non-voting board and SSPW member's votes do not count at normally scheduled monthly meetings.

6. The meetings of the regular members of SSPW are to be held in the City of Saratoga Springs, unless there is a more convenient place for the board to meet.

7. General membership meetings may be called by the President and any two Board Members. The time and place will be determined by the President.

## **F. Finances**

1. No member of the organization shall commit SSPW to any expense, except as herein provided.
2. No expense shall be incurred by or committed to SSPW without prior approval from the Board, with the following exceptions which shall be considered for approval after the expense is incurred.
3. The President or Vice Presidents are authorized for emergency expenditures not to exceed one hundred dollars per month. Reimbursement will be by check request only and will be reviewed by the Treasurer. Receipts must be provided before monies are reimbursed.
4. The Secretary or Treasurer is authorized for normal recurring administrative expenses not to exceed fifty dollars per month. This would be to cover routine costs of postage, printing, and other similar operating expenses.
5. Approval of the annual operating budget constitutes approval for expenditures of the funds for the budgeted items.
6. The funds of the organization shall be on deposit only in accounts as are authorized by the Board of Directors.
7. Funds of SSPW may be withdrawn from the institution with which they are on deposit by the joint signatures of the Treasurer and the President, Vice President, or a Board Member appointed by a majority vote of the Board of Directors.
8. The Treasurer is responsible for overseeing the timely preparation of required Federal and State tax returns.
9. The fiscal year of the organization shall be the calendar year.

**G. INSURANCE:** The league shall not be responsible for any injuries. All participants shall participate entirely at their own risk. The President will arrange for a combined liability and accident insurance plan to cover each team in the league. Minimum coverage will include \$1,000,000 liability, \$150,000 excess accident medical and dental, \$25,000 paralysis, \$25,000 accidental death and dismemberment and \$2,000 adult disability income. The will also insure all equipment stored at East Side Rec.

## **H. COACHES:**

### **FOOTBALL and CHEERLEADING**

- 1) The board will approve all coaches.
- 2) Article IV, Rules and Regulations of these By-laws will contain coach's rules and regulations. All coaches will be certified by the Pop Warner standards.
- 4) Coaches are to follow the Board guidelines in regards to coaching but are allowed to make up their own coaching philosophies and plays.
- 5) All football teams will have one head coach and maintain a 12 to 1 coach to player ratio as outlined in the Pop Warner Rule Book. Assistant coaches are selected by the head coach, but must also be approved by the Board.



6) All cheerleading squads will have one head coach and a minimum of one assistant coach who will be approved by the board. They must also maintain a 12 to 1 coach to player ratio as outlined in the Pop Warner Rule Book. Other assistant coaches may be added, but each must be certified and approved by the board.

7) All head coaching applications must be received by June 1st of the current year for consideration.

8) The board shall institute a plan for the year for the selection of coaches. This plan shall be captured in meeting minutes and voted upon for approval. A sample plan is as follows:

All coaching candidates will be interviewed by the **Coaching Selection Committee** before selection. Candidates for coaching positions must be nominated by a current Board member who is not a member of the Coaching Selection Committee after the interviews. In the event that more than one person applies for a particular coaching position, the person who receives the majority of the coaching selection committee votes will be nominated to that position. The slate of nominations will be presented to the general board for ratification by majority vote.

### **I. Code of Ethics:**

Members of the Board for the Saratoga Pop Warner Football and Cheerleading Inc. are expected and required to act in the best interests of the Board and the children of the league. Board members will provide positive support to the League and other Board members. Board business will be conducted in a professional and ethical manner. We are here for one common goal, promoting youth football and cheerleading.

### **J. Registration:**

1) Registration will open April 1<sup>st</sup> each year and remain open until August 31<sup>st</sup> or until teams have reached league minimums. Registration will be done on a first come first serve basis

2) Once a team/squad has been filled, anyone that registers for that team/squad will be placed on a waiting list, or given the option to play/cheer in the next age group, if space is available.

3) Notification of registration dates will be sent to returning SSPW members in April. Flyers will be put in all Saratoga County Elementary and Middle Schools once approved by the Saratoga Springs School District.

4) The registration fee will be reviewed annually by the Board and adjusted accordingly.

5) Refund of the registration fee will be granted until July 31. After July 31, refunds will only be considered on a case by case basis. No refunds will be given once the playing season starts on or around the first weekend after Labor Day.

## **ARTICLE II - OPERATIONAL PROCEDURES:**

The league will abide by the operational procedures as defined by the Pop Warner By-laws for the operation of the current year. Everything set forth in the by-laws and all other related rules and regulations will serve two purposes:

1. To teach the children to enjoy the game of football and sport of cheerleading

2. To teach the children correct football and cheerleading techniques through the training of fundamentals for both sports.

## **ARTICLE III - PLAYER ELIGIBILITY:**

The league will abide by the player eligibility rules as defined in the Pop Warner By-Laws for the current year. Ages are determined by the age of the child on July 31 of that year.

## **ARTICLE IV - RULES and REGULATIONS:**

### **A. CHEERLEADING**

#### **Section I – Participation**

Saratoga Springs Pop Warner Football and Cheerleading Inc cheerleaders will be provided the opportunity to participate in sideline cheerleading.

#### **Section II – Squad Make up**

As specified by National Pop Warner

#### **Mascots**

Mascots are not permitted by the league.

#### **Section III – Practices**

##### **Schedule: TBD**

##### **August/Summer**

ALL squads will practice a maximum of 4 nights per week during the month of August not to exceed 10 hours per week. Practice times TBD.

**School Year** - Squads will practice a maximum of three nights per week up to 6 hours per week during the school season. Any squad whose football team moves into the playoff season will continue to practice until the team's final game or until after the Super Bowl, whichever comes first. Practice times TBD.

#### **Section IV – Game Day**

Cheerleaders must arrive in full uniform 60 minutes prior to game time and are expected to stay for the entire game. Failure to do so may result in disciplinary action (please see demerit system).

##### **Uniform consists of:**

Skirt, shell, brief, socks, hair accessory, warm-up suit and bodyguard (cold weather). Coaches must communicate any changes to game attire in advance of game day.

##### **Cheerleading shoe:**

Cheerleaders are required to wear an official cheerleading shoe.

##### **Hair:**

Hair will be pulled back away from the face and secured at all times.

##### **No Jewelry:**

No Jewelry or other accessories may be added to the league uniform.

##### **Break time:**

1. Cheerleaders will be provided with water breaks and a bathroom break after the half-time routine. Cheerleaders will take their bathroom break as a squad and will be accompanied by the coach, assistant coach, or commissioner.
2. Cheerleaders will not purchase items from the concession stands during the game. Snack will be limited to the snack provided by the snack mom/s after the game.

### **B. Football Players**

#### **Section I – Participation: If You Don't Practice, You Don't Play.**

1. Missing practice or showing up and not participating in practice will decrease playing time in games at the discretion of the head coach.
2. Arrive to games as directed by the head coach. The game day starters list must be made out early (60 minutes before the start of the game). Players who are late will not be considered for a starting position that day.

#### **Section II – Team Make up**

As Specified by National Pop Warner

#### **Section III – Respect**

1. Players are expected to respect their coaches and other players. Fighting or picking on other players will not be tolerated.
2. Players are expected to respect league and Pop Warner officials.

#### **Section IV – Other Important Player Guidelines**

1. Players are not allowed to actively practice or play in a game without proper equipment.
2. Players will have their game jerseys tucked in at all times.
4. Let coaches know when you have an equipment problem so it can be repaired.
6. Arrive at practice on time ready for warm-ups.
7. Notify the head coach in advance if you must miss a practice or game. Failure to notify the head coach will result in an unexcused absence being given to the player. Absences due to a school sanctioned event or with a medical note will be considered excused.
8. Three unexcused absences by any player by the third Saturday in August will result in that player losing his roster spot.
9. Any player that is not eligible (proof of age (birth certificate), Pop Warner Ethical Standards form, official Pop Warner weigh-in) by the third Pop Warner Eligibility Day will lose his roster spot. In the event that the player is not eligible because he cannot meet the required weight limit, he will be given the option to play at the next age level.
10. In the event that the league is unable to field a competitive football team (have at least 16 eligible players for a specific team) at any age level by the third Saturday in August, that team will be disbanded for the current season. Refund of the registration fee will be given to each member of the team.

#### **C. Inclement Weather Policy**

##### **Practice Cancellations:**

Cheerleaders and football players are expected to show up for practices unless they receive a notification from their team. Never assume a practice has been canceled because of bad weather. Decisions to cancel or postpone practices will be made by the President, Vice President of Football, or Cheerleading who will notify the coaches. During the month of August brief storms are known to pop up in the early evening. While it might be raining at your house the practice field may be sunny and dry.

##### **Game Cancellations:**

All cheerleaders and football players are expected to arrive on time for every game regardless of weather conditions. For football players, the decision to cancel or postpone a game will be made by the Pop Warner President or Vice Presidents. For cheerleaders, the Vice President will make decisions pertaining to canceling a game day performance at game time.

#### **D. Football Player or Cheerleader Dismissal**

##### **Method of Dismissal:**

1. Dismissal can occur at any time during the season. If a coach has problems with a player/cheerleader, the coach's first action is to address the problem with both the player/cheerleader and his or her parent either verbally or in writing. This serves as the first warning. If the problem persists, the coach will take the issue to the Vice President of Football or Cheer. The Vice President will meet with the player/cheerleader, his or her parent and the coach in an attempt to resolve the matter. This serves as the second warning and can result in the suspension of the player/cheerleader until a Board hearing is held. If the problem persists, the Vice President will bring the issue to the Board along with a recommendation that the player/cheerleader be dismissed from the league. Dismissal can only occur when a majority of the Board votes for a player/cheerleader to be dismissed.
2. The player or cheerleader will have the right to due process (that person will be able to speak on his behalf) at the next league board meeting and before a vote of dismissal is taken.

3. Based on the severity of the offense, the Board reserves the right to impose warnings, suspensions and the dismissal of players/cheerleaders as issues are brought forward.

### **Reasons for Dismissal**

1. Any form of illegal drug use or abuse and use of alcohol at any league function. Being under the influence of any form of illegal drug or alcohol is also a reason for dismissal.
2. Any use of foul language or physical abuse of an adult or another child in any way.
3. Being ejected from a game more than once in a season. The Pop Warner requires a player to be suspended for one week following ejection from a game. The league will dismiss a player after a second ejection.
4. Continued violation of team, league and Pop Warner rules or guidelines.
5. Any parent or child that has been dismissed from the league will NOT be allowed back on the playing field or be able to participate in any Saratoga Pop Warner League functions.

### **E. Equipment Return, End of Season:**

#### **Cheerleaders:**

Shell and skirt and jogging suit will be returned in good condition at the time designated by the Cheer Equipment Coordinator. Please bring a change of clothes on that day. Parents will sign a letter of responsibility that if the uniform is not returned in good condition or at all, they will assume all cost of replacement.

#### **Football:**

Football helmet, chin strap, ear pads, shoulder pads, game pants, 7-piece pad sets, and game socks will be returned in good condition at the at the time designated by the Football Equipment Coordinator. The football player may keep all other equipment (mouth piece). Please bring a change of clothes on that day. Parents will sign a letter of responsibility that if the equipment is not returned in good condition or at all, they will assume all cost of replacement.

### **F. Football and Cheerleading Coaches**

The Saratoga Pop Warner Football & Cheerleading Inc coach must be of good character, have knowledge of the respective discipline (football or cheerleading), and most of all, the ability to communicate and get along with others. Each person selected as a coach must impart appropriate football or cheerleading knowledge and exert a positive influence on every child he or she is charged with, stressing instruction first and winning second.

#### **Section I – Selection of Coaches**

##### **Qualities of the coach – A coach must:**

1. Show commitment to provide well-planned instruction to the team or squad members.
2. Abide by league and Pop Warner policies and rules.
3. Communicate with parents, team or squad members, other coaches, board members and other league officials.
4. Deal effectively in adverse conditions in a fair and impartial way with other coaches, parents, board members and officials. Always maintain a positive attitude with team or squad members and parents.
5. Make practices and games interesting for the team or squad while also providing high quality instruction. If they are having fun, they will want to come back!
6. Be a positive role model for the team or squad members.
7. Have the ability to teach every position on the field or every basic cheerleading position or ensure each child is being taught all basic positions properly.
8. Football coaches will keep the perspective of "Players first, winning second".

## **Method of Selection**

1. All perspective head coaches will file an application with the league by June 1st of the current year.
2. The Vice President of Football and Cheer, along with the respective Head Coach, will interview each assistant coaching applicant. The Vice President of Football or Cheer will then make recommendations to the Board.
3. A majority vote by the Board is required for a coach's approval.
4. Pop Warner requires that all coaches and other persons on the field undergo a background check before they are allowed to interact with the children.

## **Section II – Coaching Responsibilities**

### **To the Player or Cheerleader/Parent/The League**

1. All coaches must complete necessary clinic(s) and certification(s) as mandated by Capital District Pop Warner.
2. Head coaches must make initial contact with team or squad member and parent as soon as the child is selected to the coach's team or squad. The roster for the team or squad will be provided by the Football or Cheerleading Coordinator.
3. Coaches work under the guidance of the Vice President of Football and Cheer. They will ensure that coaches are following all league rules and regulations.
4. Coaches must ensure that each family receives league notices or other information as soon as it is available. Selecting a Team Parent to serve as an assistant and liaison to the other parents of the team or squad is a necessity.
5. Coaches are required to treat all team or squad members equally at both practices and games.
6. Coaches should be up-front and very clear with each child and parent that other sports and activities should not interfere with the teams or squad's practices and games during the season. However, coaches will not demean or belittle a team or squad member because he or she misses a practice for another activity. Coaches have the right to adjust playing time for those players who miss practices and games, or to adjust halftime routines for cheerleading squad members who miss practices and games, for other activities or other reasons, such as discipline or safety, due to missing too many practices. It is the coach's responsibility to determine each child's playing time based on ability and practice.
7. A coach's behavior must reflect leadership and good sportsmanship. Coaches will provide an enjoyable and safe environment for cheerleaders and players during games and practices.
8. Properly plan and supervise practices and games and help the child set realistic and achievable goals.
9. The head coach is required to evaluate team or squad member's injuries and act immediately with regard to the child's safety. The head coach is required to evaluate the ability to perform due to some incapacity.
10. Coaches will check to make sure equipment is proper, fitted correctly and safe at all times.
11. **NO smoking** or use of any tobacco products is permitted on the practice field or sidelines at any time.
12. **Use of alcohol or drugs is NOT permitted** at any SSPW League function. It is also unacceptable for anyone representing the league to appear at any function under the influence of drugs or alcohol.
13. All head coaches are responsible for the behavior of assistant coaches to the extent possible. A head coach must address inappropriate behavior with assistant coaches immediately when the behavior occurs.
14. All coaches must hold organized practices for instruction using the following guide lines:
  - a. 4 (football) or 3 (cheerleading) per week maximum prior to school starting.
  - b. 2 per week minimum after school starts.

c. 2.5-hour maximum time for practices.

15. Head coaches are required to oversee the collection and turn in of all uniforms and league equipment at the end of the season.

16. All coaches need to be at all games and practices to the best of their ability.

17. All coaches must have a signed Coaches Ethics form on file with the league. This form is also required by the Pop Warner and kept on file each year.

18. Coaches must respect their fellow coaches, their team or squad members, and the opposing team's coaches and team or squad members.

19. Head coaches in the league will attend meetings as designated by the Vice President of Football and Cheer at the practice field throughout the season to discuss important information. These meetings will be conducted by the Vice Presidents and/or the League President.

20. Football coaches must follow and understand all playing rules used by the league and the Pop Warner.

21. All head football coaches will be given a copy of the National Pop Warner Rule Book, which then are expected to read and be familiar with.

22. Head football coaches are required to fill out game day rosters no later than 30 minutes before the start of his team's game. If a player is not at the field ready to play at this time, he will not be a starter for the game.

23. The Head football coach must fill out the official Pop Warner form for any player not wearing his assigned jersey for that day's game. If the form is not filled out, the player will not be allowed to play. The form can be obtained from the Tackle Football Coordinator.

### **Section III – Dismissal**

#### **Method of Dismissal**

1. Dismissal can occur at any time during the season or at season's end. This can only occur when a majority of the Board votes for a coach to be dismissed. The recommendation for dismissal will be brought to the Board by any Board member.

2. The coach will have the right to due process (that person will be able to speak on his/her behalf) at the next board meeting and before a vote of dismissal is taken.

3. Based on the severity of the offense, the Board reserves the right to impose warnings, suspensions and the dismissal of coaches as issues are brought forward.

#### **Reasons for Dismissal**

1. Any form of illegal drug use will not be tolerated by the league. Any use of alcohol or tobacco at any league function will also not be tolerated. Being under the influence of any form of illegal drug or alcohol is also a reason for dismissal.

2. Any use of foul language or physical abuse of a child in any way.

3. Inability to work constructively with children, parents, other coaches, or league officials.

4. Failure to comply with or adhere to any of the league rules or policies as determined by the Board.

5. Being ejected from a game more than once in a season. The Pop Warner requires a coach to be suspended for one week following ejection from a game. The league will dismiss a coach of his or her duties after a second ejection.

6. Grabbing or pulling a player by the facemask.

7. Instructing players to participate in cheap shots, taunting or any illegal tactics.

8. Failure to teach or play all football team members or cheerleaders. Every team or squad member deserves the same type of instruction and the right to participate at some level in each game.

## **G. Parent/Guardian Responsibilities:**

Parents have the following responsibilities:

### **General:**

- Sign the Saratoga Pop Warner Football Association Code of Ethics form for the cheerleader/football player as part of the eligibility.
- Provide a copy of the cheerleader's or football player's birth certificate as proof of age for all **NEW** league participants as part of eligibility.
- Ensure that the football player attends the scheduled Pop Warner Eligibility Day to be weighed as the third part of eligibility.

### **Practices:**

- Attend all practices or ensure that the cheerleader or football player has a responsible adult in attendance in case of emergency or cancellation of practice. If a responsible adult is not present for the child, the child will not be allowed to participate in practice.
- Respect the coaches, team or squad members, and other parents.
- Ensure that the cheerleader or football player arrives at practice on time, in proper equipment for practice.

### **Games:**

- Attend all games or make sure that a responsible adult is present for the cheerleader or football player in case of emergency or game cancellation. If a responsible adult is not present for the child, the child will not be allowed to participate in the game.
- Act appropriately toward coaches, the team or squad members, the opposing team's coaches and team or squad members, the officials, and all Board members. The goal of this league is teach the cheerleaders and football players about their respective disciplines. Winning is secondary. Remember this and act accordingly at the games.
- Ensure that the cheerleader or football player arrives at the game on time, in proper game day equipment.

## **H. PLAYING RULES**

The league will abide by the playing rules as defined in the Pop Warner By-laws for the current year. Each child will be subject to the minimum play rule (MPR) as defined in the National Pop Warner Rule Book. It is up to the individual coaches on which position the children play.

## **ARTICLE V - ETHICS**

### **A. POP WARNER ETHICAL STANDARDS:**

All coaches, parents and guardians are to read, sign, and date the appropriate Pop Warner Ethical Standards form that is to be returned to the Pop Warner Commissioner prior to the first Association scheduled game. If the form is not signed and returned, the individual will not be allowed to coach for Pop Warner, or, in case of the parent/guardian, the child will be ineligible for games and practice until such form is signed, dated and returned.

### **B. ETHICAL STANDARDS:**

All parents or guardians of football players and cheerleaders are required to read, sign, and date a league ethical standards form before the start of each season. If the form is not signed and returned to the Vice President, the child will not be allowed to participate in league activities until the signed form is received.

### **C. ETHICS COMMITTEE:**

Any individual shall be subject to corrective action if that person should demonstrate unethical practices, flagrant poor sportsmanship, or personal misconduct unbecoming the best interest of youth football and cheerleading, as defined by the Board. Such corrective action may call for dismissal from association with the league (either as participant, coach, or administrator) for the remainder of that playing season, or longer, as determined by the Board.

The Board will determine if an Ethics Committee hearing is necessary, or if the offending individual can be reprimanded without a hearing. However, if the Board determines that the actions of the party/parties in question are so flagrant (as determined by the Board) to merit immediate intervention, then the President will convene an Ethics Committee to conduct a hearing with the offending member(s). The Ethics Committee will consist of the Vice President and four additional Board members not involved in the dispute who do not stand to benefit from the hearing. The Vice President will act as the committee chairman. The President will have the right to oversee the proceedings. The Vice President will notify all Board members of the time, date, place, and reason for such meetings. Within a week of notifying the offending member, the Ethics committee will meet, allowing the offending member the right to represent himself and present witnesses on his behalf. Speakers allowed at the Ethics Committee hearings will be the accused individual or his representative, the Ethics Committee members, and the President. There will be no abstentions allowed during votes taken within the Ethics Committee. The committee will render a decision immediately and report the findings immediately to the affected parties. The Ethics committee can apply any penalty short of expulsion from the league. If the committee recommends that a person be expelled from the league, that person will be suspended from the league until the next scheduled Board meeting, where the final decision will be made. Anyone found guilty of an ethics violation will have the right to appeal the decision to the Board at the next Board meeting. The committee's findings and related decisions will be presented in writing to the Board at large at the next Board meeting. Findings become effective immediately upon a decision by the Ethics Committee.

### **D. AMENDMENTS**

Amendments of the By-Laws

1. The By-law changes will take effect on January 1 of the next season. Changes must be submitted to our governing organizations prior to December 31 in order for them to take effect for the next season. Any changes must be shown in bold print.
2. The Board reserves the right, by unanimous consensus, to suspend any part of the By-laws as deemed necessary and in the best interest of the organization as a whole. Any suspension of the By-laws may not be contradictory to the rules and regulations of our governing organizations.
3. The members, during a special meeting called for the purpose of amending the By-Laws, may by an affirmative vote, amend; alter any of these By-Laws.

## **ARTICLE VI- CONFLICT OF INTEREST**

### **Article I Purpose**

The purpose of the conflict of interest policy is to protect Saratoga Springs Pop Warner Football and Cheer Inc.'s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.



## **Article II Definitions**

### **1. Interested Person**

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

### **2. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

## **Article III Procedures**

**1. Duty to Disclose** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

### **2. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

### **3. Procedures for Addressing the Conflict of Interest**

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

### **4. Violations of the Conflicts of Interest Policy**

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **Article IV**

### **Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## **Article V**

### **Compensation**

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.
- [d. Physicians who receive compensation from the Organization, whether directly or indirectly or as employees or independent contractors, are precluded from membership on any committee whose jurisdiction includes compensation matters. No physician, either individually or collectively, is prohibited from providing information to any committee regarding physician compensation.]

## **Article VI**

### **Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

## **Article VII**

### **Periodic Reviews**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the

Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

### **Article VIII Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

#### **Certification**

This is to certify that the foregoing is a true and correct copy of the By-Laws of the league in title thereto and such By-Laws were amended and adopted by the General Membership on the 21<sup>st</sup> day of March of the year 2017 in the city of Saratoga Springs, New York. In witness thereof I hereby set my hand.

President: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President of Football: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President of Cheer: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_