



SANTEE RAVENS YOUTH FOOTBALL AND CHEER ASSOCIATION

CONSTITUTION AND BY-LAWS

**INSTITUTED 2010
REVISED FEBRUARY 2024**

THESE BYLAWS ARE TO BE USED AS THE GOVERNING DOCUMENT OF THE ABOVE-NAMED ASSOCIATION. ALL ADDITIONS, DELETIONS, UPDATES, OR AMENDMENTS OF THE ARTICLES CONTAINED WITHIN MUST BE BROUGHT BEFORE, AND APPROVED BY, A MAJORITY OF THE GENERAL BOARD OF DIRECTORS.

ARTICLE 1 - NAME

The name of this association shall be Santee Ravens Youth Football and Cheer Association.

ARTICLE 2 - AFFILIATION

The Santee Ravens Youth Football and Cheer Association shall be affiliated with West Coast Conference. The Association shall keep West Coast Conference informed as to the address of the Association's President.

ARTICLE 3 - PRINCIPAL OFFICE

The principal office of the Association shall be in the County of San Diego and, unless otherwise ordered by the Board of Directors. All association mail, correspondence, and checks shall be directed to the league post office box and not to the home addresses of any board member.

ARTICLE 4 - GENERAL MEMBERSHIP

Section 1 - Certification of Membership

Membership in this Association shall be determined on an annual basis from January 1 through December 31, and shall be comprised of parents, legal guardians, and interested qualified persons who meet the requirements listed below. After which they will be considered a member in good standing with the Santee Ravens Youth Football & Cheer Association.

- a. Have a boy or girl currently enrolled in any football and/or cheerleading program of this Association.
- b. Have paid their annual fees to the Santee Ravens Youth Football & Cheer Association.
- c. Are officers, members of the Board of Directors, head coaches and their approved staff.
- d. Does not owe the Association fees of any type and is not under suspension from any other organized youth sports association.

Section 2 - Removal of Members

The General Board of Directors, by a two-thirds vote, shall have the authority to suspend or remove any member whose conduct is considered detrimental to the best interest of this Association.

ARTICLE 5 - GENERAL MEMBERSHIP MEETING

Section 1 - Notice of General Membership Meetings

At least 48 hours' notice, time allowing, will be given prior to any general membership meeting.

Section 2 - Voting

Each member, as defined in Article 4, Section 1, shall be entitled to one vote. Voting by proxy or cumulative voting is prohibited.

Section 3 - Quorum

All members in attendance shall constitute a quorum for any membership meeting. Majority vote will rule for all purposes except as provided herein.

Section 4 - Board Meeting Guests

Any guest attending a General Board of Directors meeting cannot speak unless they have notified the President or Vice President within 24 hours prior to the scheduled board meeting in order to be added to the agenda.

Section 5 - Closed Board Meeting

Any General Board of Directors meeting can be closed at any time without prior notice with a majority vote of the Board of Directors.

Section 6—General Board Meeting Minutes

General Board Meeting minutes are available for review upon request.

ARTICLE 6 - EXECUTIVE BOARD

Section 1 - Chain of Command

The Executive Board in descending order of chain of command shall consist of the President, Vice-President, Secretary, Treasurer, Football Director, Cheer Director, Concession Manager, Equipment Manager and Team Manager Representative.

Section 2 - General Powers

The Executive Board of Directors is subject to the by-laws and Articles of Incorporation of this Association. The Executive Board of Directors, at regularly scheduled meetings, decides all matters pertaining to the finances of the Association including the designation of a bank into which all Association revenue is to be deposited. The Executive Board decides how Association funds are to be spent and will approve a written budget. Any expenditure cannot give a particular team or individual an advantage over any other team or individual with respect to equipment or gifts.

Section 3 - Voting Rights

Each member of the Executive Board shall be entitled to one vote on each matter submitted. The President may only vote to break a tie. Voting by proxy or cumulative voting is prohibited. Voting can be done via group chat. A first and a second motion are required to put motion up for a vote. The majority wins unless a 2/3 majority is required. A minimum of 12 hours notice will be given prior to commencing to vote via group chat unless the decision is time sensitive as determined by the executive board. The results of the group chat Voting will be added to the last meetings' minutes.

Section 4 - Terms

All members of the Executive Board shall serve a term of two full years from January 1 through December 31 of each term. To qualify for the office of President you must have served at least one year on the executive board AND on the General board for at least a two-year term. President, Secretary, Cheer Director, and Equipment Manager will be elected in odd years. Vice President, Treasurer, Concessions Manager, Football Director, and Team Manager will be elected in even years. If an Executive Board member resigns before the full two-year term is completed that person cannot run for another Board position for one full year.

Example:

ODD YEARS: Elected in 2021, their term is for 2022 and 2023. EVEN YEARS: Elected in 2020, their term is for 2021 and 2022.

Section 5 - Requirements

All members of the Executive Board shall attend all Board Meetings and perform all duties according to signed guidelines, herein.

Section 6 - Vacancies

To qualify for nomination for election to fill a vacancy on the Executive Board a candidate must have served, in good standing, on the General Board of Directors, during the prior calendar year. If this condition is not met, a $\frac{2}{3}$ vote by the executive board is required to fill the vacancy.

ARTICLE 7 - GENERAL BOARD OF DIRECTORS

Section 1 - Members

The General Board of Directors shall consist of the Executive Board, Equipment II, Special Events Chairperson, Concession II, Little Scholars, Football Upper Certification, Football Lower Certification, Cheer Upper Certification, Cheer Lower Certification, Staff Certification, Cheer Staff Certification, Cheer Director II, and Webmaster.

Section 2 - Powers and Authority

- a. The General Board of Directors determines what fundraising activities are to be pursued by the Association and appoints committees to supervise those activities.
- b. The General Board of Directors establishes the Association's Code of Conduct, hears, and adjudicates all allegations of member misconduct, and determines the appropriate level of disciplinary action required.
- c. The General Board of Directors must establish, prior to registration each year, the amount of registration and other fees to be paid by each player and cheerleader and whether any player or cheerleader is exempt from paying those fees.
- d. Any member of Santee Ravens Youth Football & Cheer Association is prohibited from participating in any competitive or non-competitive football or cheer related event that is not

Pop Warner without prior board approval.

Section 3 - Voting Rights

Each member of the Executive Board shall be entitled to one vote on each matter submitted. The President may only vote to break a tie. Voting by proxy or cumulative voting is prohibited. Voting can be done via group chat. A first and a second motion are required to put motion up for a vote. The majority wins unless a 2/3 majority is required. A minimum of 12 hours notice will be given prior to commencing to vote via group chat unless the decision is time sensitive as determined by the executive board. The results of the group chat Voting will be added to the last meetings' minutes.

Section 4 - Terms

All members of the General Board of Directors shall serve a term of 2 year. If you resign your position before your term expires, you may not run for another Board position for 1 full year. Cheer Upper Certification, Football Upper Certification, Staff Certification, Special Events, Equipment II, and Webmaster will run in EVEN numbered years. Football Lower Certification, Little Scholars and Concessions I, Cheer Director 2 and Cheer Lower certification will run in ODD numbered years.

Section 5 - Requirements

All members of the General Board of Directors shall attend all General Board meetings and, at a minimum, perform all duties listed in guidelines herein. Any General Board Member who accumulates more than 4 excused or 2 unexcused absences will be subject to disciplinary action which could include relinquishment of registration fee discounts as decided by the executive board, up to removal from the General Board of Directors per Article 4, Section 2 of this Constitution.

Section 6 - Vacancies

To qualify for election to fill a vacancy on the General Board of Directors a candidate must have served, in good standing, as an Association General Member during the prior calendar year and have no outstanding debts owed to Ravens.

Section 5 - Other Offices

No member of the General Board of Directors shall at any time hold another office consecutively within this Association, unless deemed necessary and approved by 2/3 votes of the executive board.

Section 7 - Quorum

The majority (greater than 50%) of General Board Members holding office constitutes a quorum for the transaction of business. Amending of the bylaws, removing a member from office or membership shall require a two-thirds vote and prior notice. Every act or decision approved by a quorum shall be deemed an act of the entire General Board of Directors. The presence of a quorum shall be noted in the minutes prior to the transaction of any association business. If a quorum is not present, the meeting will automatically be adjourned.

Section 8 - Nomination Committee

The nominating committee consists of no more than four members, appointed by the president, made prior to October 1st. The committee must publish and solicit nominations from the general membership of the league. The committee must honor any nomination of any eligible members for any offices that are subject for vote that season. The nominating committee must provide ballots and oversee the election process. Any member of the General Board of Directors cannot hold a head coaching position due to the demands of those positions unless approved by 2/3 votes of the general board.

Section 9 – Elections

Elections will be after the 1st of October and prior to the 31st of October. The Nominating Committee shall oversee the voting process. The nominations and elections will both remain open for at least 7 days. All nominations and voting will be done in person via paper ballots.

- a. Open board positions will be posted via social media and sent out via email to the General Membership at least one week before the voting period begins.
- b. All General Membership voters must be in good standing and must sign in prior to receiving a ballot.
- c. One voting ballot per registered child (football and/or cheer) will be provided to a legal guardian of the child for voting purposes.
- d. On the final day of voting, all ballots shall be counted, and a report of the results shall be given to the General Board of Directors and the General Membership via social media.
- e. Voting ballots need to be approved by the executive board before publishing.
- f. If there is an unopposed position, that position will not be put on the ballot.

Section 11 – Confidentiality

It is understood and agreed that all General Board Members understand that information discussed within the board must remain confidential and private. These matters include but are not limited to: discussions at board meetings, email exchanges, and conversations. This confidentiality prevents the release of sensitive information involving not only the Association, but also its membership. Failure to adhere to this confidentiality doctrine can result in dismissal from the General Board as well as the association. Each board member will need to sign this agreement and turn it in per term.

ARTICLE 8 - DUTIES OF THE EXECUTIVE BOARD

Section 1 - President

- a. The President will be required to turn in the following items by their specific due dates:
 1. Association Election Form
 2. Association By-Law
 3. Association Monthly Meeting Minutes (Once approved by Association Board)
 4. Association Monthly Financials including monthly bank statements (Once approved by the Association Board)
 5. WCC Administrative Fee
 6. WESCON Regional Fee
 7. National Fees
 8. MPRs - when there is a score differential of more than 28 points and / or when not all

players receive their MPR's and if there were any issues during the game. They will be uploaded to the WCC google drive under MPR's no later than 5pm on Sunday following the game in question.

- b. Report game scores to the conference by telephone or email no later than 6:00 pm on Sunday following any game day. All forfeits MUST be reported at that time.
- c. Ensure payment of team dues to West Coast Conference.
- d. Provide team information to the Conference Scheduler by August 1st.
- e. Communicate all applicable information to his/her association members in a timely manner.
- f. Make certain that all his/her coaches receive a copy of all rule books & policies.
- g. Must inform all coaches and administration of any current policy changes in a timely manner.
- h. Make certain that all his/her coaches and volunteers attend all West Coast Conference mandatory meetings.
- i. Make certain that his/her association has adopted a Mission Statement.
- j. Responsible for obtaining special (D&B) insurance waivers for all league special events held off site.
- k. Responsible for field assignments for both cheer and football practice.
- l. Assigning Sport Connect roles and passwords to those who need access.
- m. Create the snack bar schedule for all board members for home games and distribute by the Wednesday prior to home game.
- n. Will be a signer for the bank and carry a debit card.
- o. Contact facility manager for either West Hills or Santana HS to ensure field usage and set up.
- p. Schedule football fields for home games
- q. Schedule medics to attend all home football games.
- r. Schedule all board meetings.
- s. Set up new user emails via google drive.

Section 2 – Vice-President

- a. In the absence of the President, the Vice-President shall perform all the duties of the President and when so acting, shall have the powers of and shall be subject to all the restrictions upon the office of President.
- b. In case of vacancy in the office of President, the Vice-President shall automatically secede to that office and serve the remaining term.
- c. The Vice-President may not hold a coaching position while holding the position of Vice-President. Unless approved by 2/3 votes of the general board.
- d. The Vice President is responsible for back up for any board position that is vacant.
- e. The Vice President will be responsible for updating any league standard forms and keeping a record of the forms for distribution.
- f. Set up online registration.
- g. The Vice President shall be a signer on the Ravens bank account and have access to a debit card as needed.
- h. Responsible for ordering Board Member shirts

Section 3 – Secretary

- a. The Secretary shall keep a record of all meeting minutes at the principal office, or such a place as designated by the General Board of Directors. Minutes should be sent to the board for review and approval within three (3) days of the meeting.
- b. The Secretary shall also keep an association membership roster showing the names of the Board of Directors, phone numbers, email addresses and the dates they became members.
- c. Upon receipt of any correspondence, communication, or other material, the Secretary shall distribute as necessary.
- d. Responsible for collection of mail and any correspondence from the assigned league post office box. (treasurer)
- e. Responsible for issuing all meeting notices and agendas.

Section 4 – Treasurer

- a. Maintain adequate and correct accounts of the properties and business transactions of this Association, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, and all income of any kind delivered by the Association and source. This information shall be kept in the form of Intuit QuickBooks or other approved method of accounting.
- b. Promptly deposit all monies and other values in the name of and to the credit of the Association, with such depositories designated by the Board of Directors.
- c. Disburse the funds of the Association in such a manner as may be ordered by the President or, in his or her absence, the vice President, and/or the Executive Board of Directors.
- d. The Treasurer must complete an audit of all Association books and accounts and present a profit and loss statement to the Executive Board of Directors prior to December 31 of each year. This statement must include all deposits from all sources to include, but not limited to, registrations, camps, sponsorships, fundraising activity for both the league and individual teams, and concessions. It must also include all withdrawals to include, but not limited to, fees and dues, equipment and uniform purchases, and operating costs. The final report will be accompanied by a bank statement and all receipts.
- e. Maintain all receipts and records and will also be responsible for coordination with the tax consultant to complete the taxes on a yearly basis.
- f. All items ordered on behalf of the Association must be inspected and signed for by the board member responsible for placing the order before any invoices are paid.
- g. Along with the President, and Team Parent manager has final say on any team parent who served and did not fulfill their duties.
- h. Responsible for turning in a profit and loss statement and a copy of all bank statements on the 1st of each month to the West Coast Conference google drive. Failure to do so will result in a fine for the league.
- i. The Treasurer may not hold a coaching position while holding the position of Treasurer. Unless approved by 2/3 votes of the general board.
- j. Treasurer must work with Team Parent Representative to collect monies, reconcile books/ledgers, and complete all necessary paperwork from team parents on a weekly basis (mutually agreed upon day).
- k. Will be a signer on the bank account and carry a debit card.

Section 5 Football Director

- a. Acts as liaison officer and spokesperson between the Board of Directors and the football coaches and will notify Head Coaches of any Board meetings they are required to attend.
- b. Ensures that all head coaches have a valid first aid and CPR certification card.
- c. Responsible for all forms and records pertaining to any football injuries reported to have occurred at any Association activity.
- d. Presents all Head football coaches for General Board approval and ensures all coaches receive the required training and certification. Responsible for scheduling coaches' interviews with the board.
- e. Develops and enforces the coach's code of conduct and has the power to give warning, suspend, or remove a coach for any violation. Suspensions and removals will require a 2/3 vote of the General Board.
- f. Organize and coordinate summer football camp or other football related training.
- g. Hold a meeting for all head coaches to inform them of Pop Warner rules and regulations, staff certification, and to answer any questions coaches may have at the beginning of the season.
- h. Make sure all coaches enforce MPR rules.
- i. Ensure all coaches are following coaches' protocol and guideline by observing team practices.
- j. Must complete Heads Up Training!

Section 6 – Cheer Director

- a. Responsible for all Association cheerleaders.
- b. Advises the General Board of Directors regarding all matters of interest or importance to the cheerleaders, their parents, and coaches.
- c. Provide to all coaches, within a timely manner, any pertinent information as directed by San Diego Pop Warner or the General Board of Directors.
- d. Responsible for all forms and records pertaining to any cheer injuries reported to have occurred at any Association activity.
- e. Attends all cheer related meetings and/or clinics, and relays information obtained to the General Board of Directors and cheer coaches.
- f. Presents all Head Cheer Coaches for General Board approval and ensures all coaches receive the required training and certification.
- g. Responsible for selecting, purchasing, and distributing all cheer uniforms and equipment. A uniform budget is required by General board of directors and any cheer equipment that needs to be purchased (i.e.-cheer mats)
- h. In the event of a head coach vacancy, the Cheer Director shall take over as interim head coach pending the assignment of a qualified replacement.
- i. Develops and enforces the coach's dress code and has the power to give warning, suspend, or remove a coach for any violations. Suspensions and removals will require a 2/3 vote of the General Board of Directors.
- j. Cheer director cannot coach unless approved by 2/3 majority vote.

Section 7 – Concessions Manager

- a. Ensure Food Safety is the priority and that all volunteers are aware of correct food handling procedures.
- b. Prep and purchase all food, beverages and items needed to run the snack bar for the Opening football season.

- c. Create and maintain a common, manageable menu.
- d. Manage purchases for Snack Bar based on a budget provided.
- e. Document all spending on Concessions account and report finances to the Executive Board (treasurer).
- f. Will be a signer on the bank account and carry a debit card.
- g. Manage the move of the snack bar connex box from West Hills to Santana HS and back every other year.

Section 8 – Equipment Manager

- a. Responsible for selecting, purchasing, and distributing all football uniforms, equipment, and Association property with the approval of the General Board of Directors.
- b. At Football fittings, make sure to fit helmets and shoulder pads.
- c. Responsible for scheduling and organizing all football fittings.
- d. Set up dates-to issue and collect gear for players. An adult must sign the gear out and in for all players. Said adult will be responsible for replacement costs of any and all equipment.
- e. Replace or fix any gear that is not functioning properly. Any gear not working properly will need to be replaced with approval of General Board.
- f. Periodically, throughout the season, inventory all team equipment and property of the Association, except for all articles pertaining to Concessions, and report to the General Board of Directors with the status.
- g. Schedule times for each head coach to turn in all equipment/gear issued to them and ensure that all Association property has been returned.
- h. Responsible for taking out and returning all football and cheer equipment needed for practice.
- i. Set up and break down football fields on home games.
- j. Responsible for ordering numbers and decals for football equipment.
- k. Responsible for ensuring all helmets are reconditioned on a 2-year frequency plan.
- l. Make sure first aid kits are replenished every year.
- m. Make sure coaches' bags are completed and ready to hand out by gear hand day.

Section 9 – Team Parent Manager

- a. Act as liaison officer between the Board of Directors and the Team Parents from cheer and football.
- b. Be responsible for organizing and distributing the Team Parent Handbook, scheduling a Team Parent meeting to ensure that all Team Parents understand the content of the handbook, as well as their responsibilities.
- c. Responsible for approving all proposed team fundraisers and ensuring each event has proper insurance in place before the event is scheduled.
- d. Notify all Team Parents of all events of the league and collection of all Team Parent Handbooks at the end of the season.
- e. Be responsible for auditing along with the Treasurer, President, or Vice President to ensure accurate financial records of all monies collected from Team Parents, providing a copy of these

records to the Treasurer, and keeping a copy for themselves.

- f. Represent and be the spokesperson for the Team Parents at all General Board of Directors meetings.
- g. Acts as custodian of all transportation forms from the Team Parent Representative and complete verification that all carpool drivers, including coaches, have valid automobile insurance in force and for maintaining records pertaining to that proof.
- h. May not hold a coaching position while holding the position of Team Parent Representative. Unless approved by 2/3 votes of the general board
- i. Weekly meeting with treasurer down at the fields to collect monies.
- j. Team Parent Handbook
- k. Ensure team parents are abiding by approved team fundraising outline.
- l. Go over what team funds can and CAN NOT pay for with the Team Parents and put in handbook.

ARTICLE 9 – DUTIES OF THE GENERAL BOARD OF DIRECTORS

Section 1 – Football Upper/Lower Certification

- a. Conduct player registration and determine all matters concerning player certification.
- b. Presents all boundary waivers to the President for approval Via spreadsheet.
- c. Verify receipt of completed contract, player's card, copy of birth certificate, sports physical, photo, and copy of final report card.
- d. Verify with the treasurer of payment in full before final certification of any participant.
- e. Enter and or update players into the roster system.
- f. Provide an official roster to the West Coast Conference by the certification date. Rosters shall be submitted to the Executive Board of Directors for approval prior to certifying.
- g. Football Certification may not hold a coaching position while holding the position of Football Certification. Unless approved by 2/3 votes of the general board

Section 2 – Cheer Upper/Lower Certification

- a. Conduct player registration and determine all matters concerning player certification.
- b. Present all waivers to the President for approval.
- c. Verify receipt of completed contract, player's card, copy of birth certificate, sports physical, photo, and copy of final report card.
- d. Verify with the treasurer of payment in full before final certification of participants.
- e. Enter and or update players into the roster system.
- f. Provide an official roster to the West Coast Conference by the certification date. Rosters shall be submitted to the Executive Board of Directors for approval prior to certifying.
- g. Cheer Certification may not hold a coaching position while holding the position of Cheer Certification. Unless approved by 2/3 votes of the general board

Section 3 – Football Staff Certification

- a. Collection and maintenance of all Football Coach's ~~online background checks~~ Life Scan, certifications, and photos.
- b. Distribute all football staff badges and shirts.
- c. Collect and store all required documents in approved Ravens google drive.
- d. Ensure Football certification staff receives or has access to all required documents – Heads Up, CPR and First Aid certificates for Certification books.

Section 4 – Cheer Staff Certification

- a. Collection and maintenance of all Cheer Staff and BOARD MEMBER online background checks, Life Scan, certifications, and photos.
- b. Distribute all Cheer Staff badges and shirts.

- e. Collect and store all required documents in approved Ravens google drive.
- f. Ensure cheer certification staff receives or has access to all required documents – YCADA, CPR and First Aid certificates for Certification books.

Section 5 – Equipment II

- 2. Equipment II shall assist the Equipment Manager in all said duties contained in the above Article 8, Section 8.

Section 6 – Special Events Chairperson

- a. Plans and executes all Board approved fundraisers.
- b. Responsible for coordinating, dispersing, and receiving all products and funds from said fundraisers.
- c. Plans and executes all special events including, but not limited to, Opening day ceremonies and picture day.
- d. Acts as the Chairperson of all committees for the purpose of planning and decorating for all events.

Section 7 – Concessions II

- a. Concessions II shall assist the Concessions Manager in all said duties contained in the above Article 8, Section 7

Section 8 – Little Scholars

- a. Obtains report card copies and ensures the accuracy of all information submitted by players at registration regarding the status of their scholastic standings.
- b. Provide a report to the West Coast Conference on or before the end of the playing season of all athletes with grade point averages of 96% or higher so that they may be appropriately honored.
- c. Fill out forms for scholastic probation and provide copies to Certification and West Coast Conference Little Scholars. Follow up on all players on scholastic probation.
- d. Enter grades into the Sports Connect website.

Section 10 – Web Master

- a. Responsible for the content, design layout, graphics, photos, weekly maintenance of score, emails, and competitions.
- b. Responsible for posting any information as required by the Association and ensuring that the information is accurate, pertinent, and up to date. Modifies existing pages or creates new pages as needed to communicate with members.
- c. Update Facebook and Instagram with all pertinent information.

Section 11 – Cheer Director II

- a. Cheer Director II shall assist the Cheer Director in all said duties contained in the above Article 8, Section 6

Section 12 – Board Member At Large

- a. Assist other board members with various responsibilities as needed.
- b. They cannot vote and are not required to attend board meetings.

ARTICLE 10 – HEAD COACHES

Section 1 – Selection

All General Members interested in a Head Coaching position, for either football or cheer, must have been a Coach for one year unless approved by 2/3 votes of the general board, in this, or a comparable Association, present a completed application, and be interviewed by a Selection Committee consisting of the Executive Board members. Additional committee members can be added at the discretion of the President. If a head coach is a returning coach from the immediate prior year and he is running for the position unopposed – it will be at the discretion of the Football or Cheer Director as to whether that head coach candidate shall have to interview or not. The General Board of Directors reserves the right to review and approve/deny assistant coaches as determined by the Football/Cheer Director.

Section 2 – Duties and Responsibilities

- a. Responsible for the supervision and safety of all players or cheerleaders with their team.
- b. Must maintain control over his/her team, staff, and its parents/guardians according to the Rules and Regulations and the Parent Code of Conduct. Failure to do so can be considered grounds for suspension or removal by the General Board of Directors.
- c. Responsible for collecting and returning all equipment to include helmets, shoulder pads, and all issued training equipment, to the Equipment Manager at the designated time.
- d. Will select a Team Parent and is required to provide the General Board of Directors the name of the Team Parent by the 1st week of June.
- e. The Santee Ravens Board of Directors will not tolerate slander, harassment in person or via social media against the league or any member of the BOD. The first offense will be a verbal warning, the second will be a 1-week suspension. The third offense will be termination of the head coach position.
- f. Accountable for all team communications via email, group chat, and in person meetings. The head coach shall monitor and address any misconduct amongst staff, parents, and players and will report any issues to the Cheer/Football Director.
- g. Is allowed to create a rule book regarding actions for missing practices during the season- must be approved by football/cheer director.
- h. Beware and execute the emergency action plan that is provided by Santee Ravens.
- i. Have organized practices, with scheduled water breaks.
- j. The Head Coach will hold a meeting with all parents for his/her team at the beginning of the season to communicate expectations for team conduct as well as team rules (Ref Para G of this section regarding team rules).

Section 3 - Coaches Dress Code

- a. Only approved Santee Ravens apparel is authorized to be worn on the practice and game fields.
- b. No professional, college, or amateur sports teams' apparel is permitted.
- c. Only appropriate athletic footwear is authorized; no open-toed shoes, shower shoes, or flip flops on practice or game fields.
- d. No iPods, cell phones, headphones or earpieces are to be used during games unless needed to support a disability or an emergency.
- e. The Head Coach shall uphold, and enforce with his or her own staff, the only approved coaching attire as outlined in Article 10, Section 3 Coaches Dress Code

Section 4 - Denial of Coaching Position

Any coach for Flag, Tackle, or Cheer, who is denied a coaching position by an Association, has the right of appeal at the Conference level or at the Conference Hearing Offices.

Section 5 – Team Parent

- a. One team parent per team may be on the roster and handle team funds.
- b. Any team parent who did not fulfill their duties per Team Parent Handbook cannot serve as team parent again unless approved by the Treasurer, Team Parent Manager, and President.
- c. Must organize a Team party no later than 60 days after the last football game or cheer competition or they will forfeit all team funds to Santee Ravens unless special circumstance and approval of 2/3 vote of the board.
- d. Responsible for providing half time snack (fruit only), after game snacks, water for the players. These are to come out of the Snack Bar Check funds issued by the league.
- e. Responsible for providing any other additional items the head coach would like them to bring (ie – ice towels)

ARTICLE 11 - CONDUCT OF ACTIVITIES

Section 1 - Parliamentary Procedures

Robert's Rules of Order, revised, shall govern the proceedings of all meetings where no other provisions are made and when said rules are not consistent with the bylaws of this Association.

Section 2 - Formation of Football & Cheer Teams

Formation of cheer and football teams (tackle and flag) by priority:

- a. All board members will select the teams for their children.
- b. Head Coach and their selected staff will receive priority registration for the child on their team.
- c. Emphasis will be put on assigning players to a team of their league age.
- d. All returning registrants from the year prior will be given priority for team selection.
- e. All returning registrants must register within the grace period set forth by the General Board of Directors for these guidelines to apply.
- f. Sibling clause applies where a new registrant sibling can be pre-registered along with their year prior returning sibling.
- g. All new registrants and returning registrants (who did not register within the grace period) may register for any team they qualify for that has open space available or be wait listed for the potential formation of another team.
- h. In the instant of having 2 tackle football teams in the same division – we will hold evaluations to form a competitive team for National track. The national track team remaining team players spots will be selected by the Black Head Coach and Staff.
- i. In the instance of having 2 or more flag cheer or flag football teams, the returning flag black participants will be given priority to return to that team if using the pre-registration code.

The Cheer team will be rostered to the Black team. Cheer director will decide what cheer squads are rostered to what football team.

Section 3 - Rules of Play

The rules governing play shall comply with the official rules and regulations prescribed by the current West coast Conference Rule Book

Section 4 - Fundraising Activities

Together, each Team Parent and Head Coach are responsible for creating a team Fundraising Outline which will describe their plan for fundraising goals and include a spending plan for all funds raised. Once the Fundraising Outline is approved by the Fundraising Committee, the Team Parent may begin submitting Fundraiser Request Forms.

A Fundraiser Request Form must be submitted to the Team Parent Manager for approval. All team fundraisers are FIRST COME - FIRST SERVE. This will be decided by email time stamp with proper documentation. Only ONE request may be submitted at a time. Additional requests may be submitted after the current request has been approved/denied. No team fundraiser may conflict with any other team or league fundraiser.

All fundraisers must be approved by the Team Parent Manager prior to the start of the fundraiser. Failure to secure prior approval will result in all fundraising monies from the event being forfeited to the Santee Ravens.

Team fundraisers with proper approval may begin starting August 1st.

Each team will donate an amount equal to \$50 per team member to the league to help offset expenses.

Teams will fundraise jointly for all events/expenses and split proceeds evenly among members of said team. Team sponsorships are to be applied to the "team fund" and split evenly among the members of the team.

Any funds raised over, and above approved limits will go to the Santee Ravens organization. No fundraising money will be returned to individuals for any reason. Any funds raised and not utilized will go to the Santee Ravens organization.

Team members cannot be forced to participate in fundraisers nor forced to buy out.

It is the responsibility of the team parent to keep track of team and individual fundraising. They will report amounts to the Ravens treasurer as needed. A Team Funds Ledger must be filled out and always updated.

All monies received by the team must be turned into the Treasurer within one week of completion of the fundraising event with a completed Fundraising Reconciliation Form.

Hotels for competitions must be over 250 miles from Santee to be considered for approval. All team hotel stays approved by the Ravens fundraising committee must be arranged by the team parent/head coach and be approved by the Ravens treasurer for payment. Hotel stays are not mandatory. Please verify participation with team members prior to fundraising and setting hotel blocks. Individuals are not permitted to book their own accommodations and be reimbursed.

ARTICLE 12 - AMENDMENTS TO THE CONSTITUTION

- a. This constitution or portions thereof may be altered, amended, repealed, or suspended by a two-thirds vote of the Board of Directors at any meeting that a quorum is present and approved results become effective immediately.
- b. At least 7 days written notice must be given of intent to alter, amend, repeal, suspend or adopt a new Constitution.

ARTICLE 13 - RETIRED NUMBERS

- a. The number 43 shall be immediately and forevermore be retired in honor of the memory of Anthony Pongracz.
- b. The number 95 shall be immediately and forevermore be retired in honor of the memory of Ryan Reyes.

ARTICLE 14– Maddie McGuire Scholarship

All cheerleaders will be entered into a raffle to receive a scholarship of a full refund in memory of Maddie McGuire. Raffle will take place on opening day to honor her.

ARTICLE 15—Conflict of Interest Statement

Pop Warner Conflict of Interest Statement

As a member of the Board of Directors of Santee Ravens Youth Football and Cheer Pop Warner, all board members, coaches, and staff are committed to Pop Warner Little Scholars, Inc.'s goal to establish and maintain the highest level of public confidence in its accountability. All Staff will need to commit to follow the standards set out below, which are a part of Pop Warner Little Scholars, Inc.'s conflict of interest policies:

I will conduct my activities with my (Association, League/Conference and Region) so that I do not advance or protect my own interests, or the private interests of others with whom I have a relationship in a way that is detrimental to the interests of, or to, the fundamental mission of Pop Warner Little Scholars, Inc. In every instance in which I represent Pop Warner Little Scholars, Inc., I will conduct my activities in a manner to best promote the interests of Pop Warner.

In all matters that come before my Association, League/Conference or Region for a decision that may favorably impact my own financial interests, or the private interests of others with whom I have a financial relationship, I will reveal that relationship and abstain from the decision process. When a conflict of interest arises, or when a potential conflict of interest emerges, I will immediately disclose in writing that conflict, or potential conflict, to the Board Members of my Association/League/Conference. I hereby understand that PWLS shall have the absolute authority to remove me should a conflict of interest arise in accordance with PWLS' policies and procedure.



THE ABOVE LISTED BY-LAWS HAVE BEEN REVIEWED AND RATIFIED AS THE ASSOCIATION'S OFFICIAL GOVERNING DOCUMENT BY A MAJORITY OF THE GENERAL BOARD OF DIRECTORS. NO FURTHER CHANGES OR AMENDMENTS TO THESE BY-LAWS MAY TAKE PLACE AFTER THE OFFICIAL SIGNED DATE SHOWN BELOW WITHOUT A FULL PRESENTATION TO AND A MAJORITY VOTE BY THE GENERAL BOARD OF DIRECTORS.

**Matthew Waider
ASSOCIATION PRESIDENT**

2/22/24

DATE

**Leslee Malesza
ASSOCIATION VICE PRESIDENT**

2/22/24

DATE

**Leah Dunn
ASSOCIATION SECRETARY**

2/22/24

DATE