



SANTEE RAVENS YOUTH FOOTBALL AND CHEER ASSOCIATION

CONSTITUTION AND BY-LAWS

INSTITUTED 2010

REVISED January 2019

THESE BYLAWS ARE TO BE USED AS THE GOVERNING DOCUMENT OF THE ABOVE NAMED ASSOCIATION. ALL ADDITIONS, DELETIONS, UPDATES, OR AMMENDMENTS 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 San Diego Pop Warner. The Association shall keep San Diego Pop Warner informed as to the address of the Association's President.

ARTICLE 3 - PRINCIPAL OFFICE

The principal office of the Association shall be located 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 present 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, ~~Treasurer II~~, 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 Bylaws 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 keeping in mind that 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 of cumulative voting is prohibited.

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 as Vice President or on the executive board for at least a two year term. President, Secretary, ~~Treasurer II~~, Cheer Director, and Equipment Manager will be elected in odd years. Vice President, Treasurer, Concessions Manager, Football Director, 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 2011, their term is for 2012 and 2013.

EVEN YEARS: Elected in 2012, their term is for 2013 and 2014.

Section 5 - Requirements

All members of the Executive Board shall attend all Board Meetings and perform all duties herein.

Section 6 - Vacancies

In order 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.

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 I, ~~Concessions II, Insurance and~~ Little Scholars, ~~Field Director, (Team Parent Representative – MOVED TO EXEC.), Apparel,~~ Football Upper Certification, Football Lower Certification, Cheer ~~Upper~~ Certification, ~~Cheer Lower Certification,~~ Staff Certification, ~~Cheer Staff Certification,~~ 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 interviews and selects all Head Football and Head Cheer Coaches.
- c. 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.
- d. 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.
- e. Any member of Santee Ravens Youth Football & Cheer Association is prohibited from participating in any competitive or non-competitive event without prior board approval.

Section 3 - Voting Rights

Each member of the General Board of Directors shall be entitled to one vote on each matter submitted. Voting by proxy or cumulative voting is prohibited.

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. ~~Field Director~~, Cheer Upper Certification, Football Upper Certification, Staff Certification, Special Events, Equipment II and ~~(Team Parent Representative—moved to exec.)~~ (Little Scholars – move to Odd), Webmaster (~~Concessions - move to odd~~) will run in EVEN numbered years. (~~Football Upper Certification - MOVE TO EVEN YEARS~~), Football Lower Certification, Little Scholars and Concessions I, ~~and Apparel~~, 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 herein. Any General Board Member who misses two ~~consecutive~~ (unexcused) scheduled General Board meetings and/or two Saturday home game shifts (unexcused) may be removed from the General Board of Directors by a two-thirds vote of the Board.

Section 6 - Vacancies

In order 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.

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

A majority of the number 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 ~~three~~ two members, appointed by the president, ~~one of which shall be designated a chairman, and appointment must be~~ 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 is subject for vote that season. The nominating committee must provide ballots and oversee the election process via online. The offices of President, Vice President, Treasurer, Certification, Team Manager Representative, Concessions Manager, Concessions I, ~~and Concessions II~~ cannot hold a 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 31th of October. ~~and shall include at least three practices and at least one Saturday Game Day.~~ The Nominating Committee ~~and an Executive Board Member not currently up for re-election~~ shall oversee the voting process. ~~The nominations and elections will both remain open for 7 days. All nominations and voting will be done online and accessed through social media and league newsletter.~~

- a. All General Membership voters ~~must be~~ in good standing must sign in prior to receiving a ballot.
- b. Write in votes are not permitted and they will not be counted
- ~~c.~~ On the final day of voting, all ballots shall be counted via online and a report of the results shall be given to the General Board of Directors and the General Membership via ~~the official website~~ Social Media and league newsletter. ~~Results may also be posted on the official League Facebook Page.~~
- ~~d. All counted ballots shall be turned kept by Webmaster for no less than two years.~~

Section 11 – Confidentiality

It is understood and agreed to 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.

ARTICLE 8 - DUTIES OF THE EXECUTIVE BOARD

Section 1 - President

- a. The President shall be the Chief Executive of the Association and shall be subject to the control of the General Board of Directors.
- b. The President shall, in general, supervise, direct and control all the business affairs of the Association.
- c. The President shall attend the regular meetings of San Diego Pop Warner and report all actions of that body to the General Board of Directors.
- d. The President may not hold a coaching position while holding the position of President. **unless approved by 2/3 votes of the general board.**
- e. The President may appoint any subcommittees as deemed necessary.
- f. Among other duties the Association President or representatives thereof must follow the requirement of the San Diego Pop Warner Policy and Procedures:
- g. The President will be required to turn in the following items by their specific due dates:
 - a. Association Election Form
 - b. Association By-Laws
 - c. Association Monthly Meeting Minutes (Once approved by Association Board)
 - d. Association Monthly Financials including monthly bank statements (Once approved by the Association Board)
 - e. SDPW Administrative Fee
 - f. WESCON Regional Fee
 - g. National Fees
 - h. San Diego Official Assigner's Fee
 - i. MPRs

- j. Report game scores to the conference by telephone or email no later than 6:00 pm on Sunday following any game day. Any and all forfeits MUST be reported at that time.
- k. Ensure payment of team dues to SDPW Conference.
- l. Provide team information to the Conference Scheduler by August 1st.
- h. Communicate all applicable information to his/her association members in a timely manner.
- i. Make certain that all his/her coaches receive a copy of all rule books & policies.
- j. Must inform all coaches and administrators of any current policy changes in a timely manner.
- k. Make certain that all his/her coaches and volunteers attend all SDPW mandatory meetings.
- l. Make certain that his/her association has adopted a Mission Statement.
- m. Responsible for obtaining general and special insurance waivers for all league and/or team special events held off site.
- ~~n. The president will perform all back ground checks for the league. And maintain confidential information in a secure location for 3 years. All documents will then be shredded and disposed of properly. Move to Staff Certification.~~
- ~~o. Publish weekly work schedules by Wednesday of each week for all Saturday Games. Move to Secretary.~~

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. 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.**

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.

- 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.
- e. Responsible for issuing all meeting notices and agendas.
- f. Responsible for retrieving the phone messages and forwarding them to the appropriate board member.
- g. Publish weekly work schedules by Wednesday of each week for all Saturday Games-

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 maybe ordered by the President or, in his or her absence, the vice President, and/or the Executive Board of Directors.
- ~~d. Permit inspection, by appointment only, of any and all books of account by any general member of the Association. The request must be in writing and the member must be in good standing with the Association. The inspection must take place within 5 days of the initial written request and the Executive Board must be notified of any such requests.~~
- e. 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.
- f. Maintain all receipts and records and will also be responsible for coordination with the tax consultant to complete the taxes on a yearly basis.
- g. 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.

- ~~h. Any invoice over \$500.00 will require two signatures; one from the Treasurer and a second from the President or, in his or her absence, the Vice President.~~
- i. Responsible for turning in a profit and loss statement and a copy of all bank statements on the 1st of each month to SDPW. Failure to do so will result in a fine for the league.
- j. The Treasurer may not hold a coaching position while holding the position of Treasurer. **unless approved by 2/3 votes of the general board**

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.
- e. Develops and enforce 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 trainings.
- g. Hold meeting with all head coaches and staff certification meeting beginning of season.**

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 with the approval of the General Board of Directors.
- h. The Cheer Director shall take over as interim head coach of any division lacking a 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.

Section 7 - Concessions Manager

- a. Ensure Food Safety is the first priority and that all volunteers are aware of correct food handling procedures.
- b. Create and maintain a common, manageable menu
- ~~c. Maintain good relationships with vendors and pay all utilities and bills in a timely manner~~
- ~~d. Coordinate with Town Center and Santana Concessions Leads to ensure both snack bar locations are appropriately staffed.~~
- e. Manage purchases ~~and delivery of goods to Town Center and for~~ Santana Snack Bars
- f. Document all spending on Concessions account and report finances to the Executive Board and San Diego Pop Warner
- ~~g. Responsible for submission of profit loss and monthly bank statements to SDPW.~~

Section 8 - Equipment Manager

- a. Responsible for selecting, purchasing, and distributing of all football uniforms, equipment, and Association property with the approval of the General Board of Directors.
- ~~b. Responsible for scheduling and organizing all football fittings.~~
- c. Work with the Head Coaches and Team Parents in the case of issuing gear.
- d. Periodically, throughout the season, inventory all team equipment and property of the Association, with the exception of all articles pertaining to Concessions, and report to the General Board of Directors with a status.

- e. Schedule times for each team to turn in all of the equipment/gear issued to them and ensure that all Association property has been returned.

ARTICLE 9 - DUTIES OF THE GENERAL BOARD OF DIRECTORS

Section 1 – Football Upper/Lower Certification

- a. Conduct player registration and determines all matters concerning player certification.
- b. Presents all waivers to the President for approval.
- e. Verify receipt of completed contract, player's card, ~~three copies copy~~ of birth certificate, ~~proof of residency~~, sports physical, ~~photo~~, and copy of final report card. ~~Player's card will include legal name, address, age, weight, and photo~~
- d. Verify with treasurer of payment in full before final certification of any participant.
- e. **Enter and or update players into roster system.**
- f. Provide an official roster to San Diego Pop Warner 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.
- e. Verify receipt of completed contract, player's card, ~~three copies copy~~ of birth certificate, ~~proof of residency~~, sports physical, ~~photo~~, and copy of final report card. ~~Player's card will include legal name, address, age, weight, and photo~~
- d. Verify with treasurer of payment in full before final certification of participants.
- e. **Enter and or update players into roster system.**
- f. Provide an official roster to San Diego Pop Warner 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 – Staff Certification

- ~~a. Assists in all duties of football Certification I and Cheer Certification I~~
- b. Collection and maintenance of all Board Members and Football Coach's, and Team Parent's Football staff volunteer applications, certifications, and photos.
- c. ~~Collect Coaches and Team Parent's money for uniforms and work with apparel to distribute.~~ Distribute all Board Member and football staff badges and shirts.
- d. Perform all back ground checks for the league. Maintain confidential information in a secure location for 3 years. All documents will then be shredded and disposed of properly.

Section 4 – Cheer Staff Certification

- ~~a. Assists in all duties of football Certification I and Cheer Certification I~~
- b. Collection and maintenance of all Cheer Staff volunteer applications, certifications, and photos.
- c. Distribute all Cheer Staff badges and shirts.
- d. Perform all back ground checks for the Cheer staff. Maintain confidential information in a secure location for 3 years. All documents will then be shredded and disposed of properly.

Section 5 - Equipment II

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

Section 6 - Special Events Chairperson

- a. Plans and executes all Board approved fundraisers ~~and is responsible for approving all proposed team fundraisers.~~
- ~~b. Sign off on all fundraising events and work with Insurance President to ensure Insurance is in place before event is scheduled.~~
- c. Responsible for coordinating, dispersing, and receiving all products and funds from said fundraisers.
- d. Plans and executes all special events including, but not limited to, Opening day ceremonies and picture day.
- e. Acts as the Chairperson of all committees for the purpose of planning and decorating for all events.
- ~~f. Responsible for obtaining general and special insurance waivers for all league and/or team special events held off site.~~

Section 7 – Concessions ~~I Lead for Town Center or Santana~~

- a. Concessions I shall assist the Concessions Manager in all said duties contained in the above Article 8, Section 7
- ~~b. Concessions I Leads, if not filled, will be rotated through the entire General Board of Directors and will be coordinated by the Concessions Manager.~~
- ~~c. Ensures all volunteers are aware of proper food handling techniques.~~
- ~~d. Works with Concessions Manager to keep menu items, consumables (straws, napkins, etc.), and cleaning supplies in stock.~~
- ~~e. Ensure Snack Bar is clean before, during and at close.~~
- ~~f. In charge of staffing snack bars with at least 2 people at all times while open.~~
- ~~g. Will need two signatures for all deposits, one being any member of the Executive Board of Directors.~~

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 health insurance and scholastic standings.
- b. Provide a report San Diego Pop Warner on or before the end of the playing season of all athletes with grade point averages of 94% or higher so that they may be appropriately honored.
- ~~c. Acts as custodian of all transportation insurance forms and all records pertaining to any injuries reported to have occurred at any Association activity.~~
- ~~d. Responsible for obtaining from the Team Parent Representative verification that any and all car pool drivers, including coaches, have valid automobile insurance in force and for maintaining records pertaining to that proof.~~

Section 8 -- Field Director

- ~~a. Responsible for setting up and breaking down of the fields prior to and after the day's events. Including score board and sound systems. Will also be responsible for lights and field related equipment and facilities.~~
- ~~b. Responsible for the maintenance of the Association's general equipment, i.e. snack bar barbeque, field markers, etc.~~
- ~~c. Responsible for picking up score board equipment from Santana on Friday and returning equipment in same working order by Monday.~~
- ~~d. Responsible for field assignments, and scheduling of scrimmages.~~

Section 9 - Team Parent Representative

- 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 weekly 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 ensure each even has proper insurance is in place before event is scheduled.
- ~~d. Work with Concessions Manager to coordinate a snack bar schedule for the Team Parents~~
- e. Notify all Team Parents of all events of the league and collection of all Team Parent Handbooks at the end of the season.
- f. Be responsible for auditing along with Treasurer, President or Vice President to ensure accurate financial record of all monies collected from Team Parents, providing a copy of these records to the Treasurer and keeping a copy for themselves.
- g. Represent and be the spokesperson for the Team Parents at all General Board of Directors meetings.
- e. Acts as custodian of all transportation forms from the Team Parent Representative and complete verification that any and all car pool 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. Be responsible for scheduling team Parent interviews with the General Board of Directors.~~

~~Section 10 - Apparel~~

- ~~a. Responsible for selecting and ordering all league apparel with the approval of the General Board of Directors.~~
- ~~b. Coordinate the sale of apparel on game days, special events, and some practices.~~
- ~~c. Maintain an accurate inventory of all league apparel and upon request issue a report to the General Board of Directors.~~

Section 10 - Web Master

- a. Responsible for the content, design layout, graphics, photos, weekly maintenance of score, emails, and newsletter updates.
- 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. Monitors the Association's social networks ~~such as Facebook and Twitter.~~
- ~~d. Creates email addresses and blog logins.~~

- ~~e. Ensures that the any invoices generated from having the Association's official website are turned into the treasurer for prompt payment.~~

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 the General Board of Directors.

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 August.
- 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 offence will be termination of the head coach position.

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. Hats will be worn with the bill facing forward, pulled down, and will sit squarely on the head.

- e. No iPods, cell phones, headphones or ear pieces are to be used during practices or games unless needed to support a disability or an emergency.
- f. 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

One team parent per a team may be on the roster and handle team funds.

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 Teams

The following are guidelines to be followed and/or discretion of the board with approval of 2/3 votes

Team Black will consist of a minimum of 20 players and will cap at 32 players. After the first 20 players are registered any further registrants will be placed on second team. Team Purple will consist of a minimum of 20 players including registrants #20 through #32. In the event that there are not enough registrants to field Team Purple the first 7 registrants will be added to Team Black's roster and the remaining players, where possible, will be offered a roster position on a team competing at a different level. If needed, Team Silver will consist of a minimum of 20 players. In the event that there are not enough registrants to field Team Silver the first 7 registrants will be added to Team Purple's roster and

the remaining players, where possible, will be offered a roster position on a team competing at a different level. If movement to another level and team is not possible, or is refused, then the player will not be able to register for the current season.

Amendment added: The Black team will have first priority returners by date of sign up. This team will also include coaching staff, board members, and any cheer siblings.

The cheer team will be rostered to the Black team.

The Purple team will consist of the remainder of the players after the team is split equally.

Any new players after such said date will be placed on the purple team and the first returning, by date of sign up will move up to the Black team.

Flag is the exception to this process. A flag team must have a minimum of 10 with a maximum of 16 players. This means that the first 10 flag registrants will be rostered on the black team. Registrants #17 through #27 will be placed on the Purple team. In the event that there are not enough registrants to fill the Purple team, then registrants #17 through #27 will be placed on the black team and any registrant outside of this range will be placed on a waiting list. If there are more than 32 registrants than a third Silver team will begin to form. If not enough players register to fill that third team then the first 32 registrants will be rostered on the Black and Purple teams respectively and according to registration date and time. All others remaining after this process will be placed on a waiting list.

Section 3 - Rules of Play

The rules governing play shall comply with the official rules and regulations prescribed by the current San Diego Pop Warner Rule Book.

Section 4 - Fundraising Activities

No team fundraiser may be in conflict with any Association fundraiser. All members of the Association are required to participate in the league fundraiser. This includes all Board members, coaches, and anyone that has registered a participant. All monies received by the team must be turned into the Team Parent Representative or the Treasurer within one week of completion of the fundraising event.

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–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 procedures.

ARTICLE 15– 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 at opening day in order to honor her.



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.

Jason Diveley

Jason Diveley

ASSOCIATION PRESIDENT

DATE

Jennifer Young

Jennifer Young

ASSOCIATION VICE PRESIDENT

DATE

Amy Darling

Amy Darling

ASSOCIATION SECRETARY

DATE