



LAKESIDE YOUTH FOOTBALL AND CHEER

POLICIES & PROCEDURES 2023

Overview

It is the intent of Lakeside Youth Football and Cheer (LYFC), a member of Pop Warner Little Scholars, to provide this document to help the organization provide a level of continuity between teams and across seasons.

This document has been prepared solely for the benefit of ALL volunteers in order that they may better and clearly understand the policies & procedures and required rules that shall be enforced during the current and upcoming seasons.

The foregoing "Policies & Procedures" has been adopted and approved by LYFC Board of Directors, and its Members.

These LYFC rules are intended to be a supplement to the Pop Warner Little Scholars Rules and Regulations, West Coast Conference (WCC) rules and LYFC By-Laws, not replace them. When an LYFC rule is more stringent than an WCC or National Rule, the LYFC rule shall take precedence. LYFC Pop Warner membership, including but not limited to the Corporate Officers, shall be bound to abide by the Policies & Procedures contained herein.

The layout and format of this document has been formatted in an effort to make it easier to understand, reference, and find pertinent rules as they may apply to situations that may arise. We hope that these efforts have been successful and welcome any feedback from you, the users that have to use it the most.

Every member within the LYFC organization is expected to read, understand, and agree to abide by all the stated rules in this document, as well as know where to locate rules and regulations stated within the WCC P&P's and Pop Warner Little Scholars Rules and Regulations handbook.

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Definitions

Lakeside Youth Football and Cheer shall also be known as LYFC. The Executive Board and the Board of Directors(B.O.D), shall also be known as the Board. The word participant shall mean any player, cheerleader, coach trainee, or student demonstrator. Team staff or staff, shall be any head football coach, assistant football coach, trainee, team mom, head cheer coach, assistant cheer coach, business manager, equipment manager, or volunteer for a specific team.

Goals and Objectives

The objective of this organization is to promote among the youth of the community the high ideal of sportsmanship exemplified by the late Glen Scobie "Pop Warner." We strive to instill in the youth, life-long values of teamwork, dedication and superior work ethic in the classroom and on the playing field. We are committed to inspiring the ideals of health, citizenship and character by developing skills in sportsmanship, fair play, and fellowship. It is our duty to make the welfare of the children of the utmost importance and to maintain a program of service to the youth entirely free of adult ambition and personal glory.

Governing Rules

All members of LYFC, as a condition of their membership, are obligated to abide by the decisions of the Board and the following:

1. The rules, policies, procedures, and by-laws set forth by the Lakeside Youth Football and Cheer Board.
2. The rules, policies, procedures, and decisions set forth by the West Coast Conference
3. The rules, policies, and procedures set forth by Pop Warner Little Scholars, Inc

All policies shall be in effect with perpetuity unless changed by a two-thirds vote of a quorum of the Board. Any Policy or Procedure shall be null and void if it is in violation of any Federal, State, Local Law and/or Ordinance or Pop Warner Little Scholars, West Coast Conference and/or Lakeside Youth Football and Cheer Rule or Regulation.

Mandatory Meetings and Clinics

1. The following LYFC Meetings/Clinics and WCC Meetings/Clinics are classified as Mandatory:
 - o Regular board meetings (starting in January)
 - o Certifications- Football and Cheer
 - o Head Football Coach Meetings
 - o Football Coach Clinic
 - o Cheer Coach Clinic
 - o Business Manager Meeting

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- Team Parent Meeting
- Player Agent Meeting
- Little Scholars Meeting
- MPR/Spotter Clinic

Or any other mandated by LYFC or WCC.

2. It is Mandatory that all Head Football Coaches, Cheer Coaches and/or Business Managers (or alternate approved staff members) attend the appropriate meetings stated above. Failure to have representation at any mandated meeting or for continuous absences to regular board meetings may result in disciplinary actions set forth by the Board.

Membership

1. LYFC reserves the right to refuse membership. (Calif. Corp. Code §5330, 5340- 5342, 5610).
2. Your membership commences the date you properly submit the registration material with any fee to LYFC. Membership terminates on midnight of July 31st of the following calendar year, unless you voluntarily resign or are expelled because of disciplinary action. To be approved to engage in cheer activities after Dec. 31st, you must be approved to be a Year-Round Cheer Squad by LYFC and WCC.
3. Family members listed on the "League Membership Agreement" shall be considered members of LYFC. Family members not listed on the "League Membership Agreement" are not members of LYFC but are subject to the same rules as members of LYFC.
4. Adult members have the right to vote for the Officers of the Board as specified in the LYFC Bylaws (Article IX, Section 8).
5. The Board, by two-thirds (2/3) vote, at any duly constituted meeting shall have the authority to terminate the membership of any member when said member is conducting themselves in a manner that is in conflict of governing rule, including owing any money or property to LYFC or Pop Warner Little Scholars. Any suspension or termination may be appealed in writing as stated in the Hearing and Appeals section of this document.
6. At the Board's discretion, team functions shall be extended on a temporary basis for teams who are participating in end of the season banquets, post-season play or competition, which may last beyond December 31st of the current year.
7. Any member that wishes to transfer to another organization legally associated with Pop Warner Lil Scholars Inc, and said transfer is within the permissible guidelines of the WCC, said member may transfer to the other organization. Said member shall not be entitled to any registration fees

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unless a refund is given under the current guidelines. Fundraising fees are not refundable. Transfer of funds is solely at the discretion of the Board of Directors and is not mandatory.

8. Should any member fail to meet their responsibility in supporting the organization, said member shall be subject to suspension up to and including termination.
9. LYFC Board members holding a board position are eligible to receive a 20% discount on registration up to three (3) participants while serving on the LYFC Board.

Registration

1. LYFC has the legal right to require a charge for registration/membership fees for participation in its program (California Code of Corporations Section 5311 and Section 5351). Once obtained, LYFC is under no legal obligation to refund such fees even if the participant resigns, is injured prior or during the season, is suspended or expelled (California Code of Corporations, Section 5340(b) and Section 5341(g)).
2. It shall be mandatory at the time of registration for every participant choosing to participate in the "Payment Installment Plan" must provide a minimum of \$150 fee towards registration/membership to LYFC. Any and all remaining fees owed, must be paid prior to July 1st. Any Participant s with outstanding balance registration fees after August 1st, will not be allowed to participate in any practice, scrimmage, camp, or clinic until all fees are paid in full.
3. There is no guarantee that any specific participant will be assigned to any specific coach, team, or division.
4. LYFC is a Public-benefit nonprofit organization, not a philanthropic organization. This distinguishes LYFC as an organization which provides a service to the community in a manner that does not financially profit the organization. Since LYFC is not a philanthropic organization, each member is expected to provide their own financial means for participation. LYFC shall not accept money from any government agency upon which there are any terms, conditions, or stipulations that shall inhibit LYFC from governing its membership as it sees fit.
5. Person requesting membership, with an outstanding account balance with LYFC or any other WCC Pop Warner affiliates, must pay all past due balances at the time of registration. Including the initial \$150 for the current registration fee. This shall include, but not be limited to: registration/membership fees, league fundraising monies, league duty deposits, and uniform or accessories.
 - A. Any member not fulfilling an obligation from a prior season, including the return of equipment, shall not be eligible to register in any subsequent season until said obligation has been fulfilled.

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6. Any money given to sponsor a participant is only refundable to the sponsor based upon the refund policy, and shall not be utilized for the purpose of registering any other participant unless said sponsorship approval.
 - A. It shall be mandatory for all participants and parents/guardians thereof to complete and execute a membership agreement with LYFC. The nature and content of which shall be as approved by the Board in accordance with the LYFC By-Laws and Policies & Procedures contained herein. The Board shall have the authority to terminate the membership of members who breach said agreement.

Proof of Scholastic Fitness Required

1. Proof of Scholastic Fitness (Report Card or Similar) is required by the Pop Warner Little Scholars.
 - A. For use herein “Scholastic Fitness” must meet the current Pop Warner Little Scholars standard (utilizing the methodology provided in the national “Multi- Purpose Scholastic Form”).
 - B. A letter from the school administration (containing the school stamp thereon) indicating “Satisfactory Progress” is also an acceptable method of documenting scholastic fitness.

2. As per Pop Warner Little Scholars National Rules and as per the Pop Warner Administrative Manual regarding the divulging of academic achievement at school:

“If the parent wants to retain the right to privacy, the member waives the child’s privilege of participating in Pop Warner.”

Therefore, any participant who does not provide the required “Proof of Scholastic Fitness” by August 1st is subject to expulsion and forfeits all fees paid to the league and/or team.

Scholarships Applicants

Members seeking “scholarship” status for a participant shall submit a scholarship application at the time of registration. The President and Treasurer shall review applications. Applicants shall be interviewed and may be asked to present their request to justify their application. A missed interview appointment could result in disqualification from the scholarship program. The President and Treasurer may determine if the scholarship is awarded or denied. They shall also determine scholarship criteria. The award of a scholarship does not excuse a participant from team fees, league shift deposit, uniform costs, or participation in league or team fundraisers. The total number of scholarships shall not exceed five percent (5%) of registered participants annually provided the league has sufficient funds to absorb the applicant’s registration fees. Scholarships are limited and will be considered on a first come, first served basis.

Refunds

Lakeside Youth Football and Cheer is under no obligation to provide a refund policy pursuant to the California Corporations Code (sections 5351 & 5340). However, LYFC will grant refunds, according to

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what is stated on the posted LYFC refund policy. All refund requests are subject to the approval of the Board and must be submitted in writing to the Board and are contingent upon return of all league equipment. LYFC will not refund any credit card processing fees, merchandise fees, or any other non-registration fee incurred.

Resignations

Resignations of any participant or staff are considered received and effective when any of the following occur:

1. The resignation is verbally given by the member to a member of the Board or the team's head coach. Said resignation must be accepted by the Board, or President.
2. A written resignation is given to a member of the Board or the team's head coach. Said resignation must be accepted by the Board, or President.
3. A staff member may also be considered resigned when they discontinue the duties of their position. The said resignation must be declared by the Board, or President.
4. Participants shall be considered resigned if they discontinue attending games and practices without notice for more than (2) weeks or as otherwise indicated in this document. Said resignation must be declared by the Board or President.

League Fundraisers

1. Participation in League Level Fundraisers is highly recommended. Failure to participate in League Level Fundraisers is frowned upon, and it may be a factor when running for a coaching or Board Member position in the future.
2. The Fundraising Coordinator shall determine the league fundraisers and present a plan and schedule to the Board for approval.
3. As money comes in from the participant, the team parent shall keep records identifying the money received for each individual. Said money will then be given directly to the League Treasurer.
4. Record of transactions per team is to be noted by the team parent, team parent representative and the treasurer if there are incentives given to the team who raise the most funds.

Team Shift Duty

Team shift duties for members may consist of the following but not limited to:

- LYFC snack bar at practice, scrimmages and home games, there is an optional \$30 per player "Snack Bar Opt-out Fee" if you choose not to participate in snack bar duties; this amount can change upon a $\frac{2}{3}$ vote of the board.

- No shows for snack bar shifts may be deducted from team funds

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- Game field duty during home games (spotter/checker, time clock, chain gang, announcer, cheer mats, videographer, trash pickup, etc)
 - Some of these duties are required to prevent a team from forfeiting.

Assignment

1. When a team is assigned shift duties, that team is responsible for providing sufficient volunteers to cover team shift duties that are 14 years of age or older, to perform work at the team shift during their entire duty schedule. The person working the BBQ/ Fryer is recommended to be at least 18 years of age.
 - A. Members may designate anyone who is willing to work for them and meets the requirements in Item 1 in this said section of Assignment.
2. The Concessions and Team Parent Rep will assign scheduling teams for duty.
 - A. Teams will be scheduled for league duty on a "Shift" basis.
 - B. The Concessions Coordinator and Team Parent Rep shall determine the method of the duty schedule.
 - C. Each Parent/member is required to work any and all shifts assigned to them, unless they find a replacement.
 - D. Coaches and said family members are exempt from being scheduled for shifts, unless they volunteer to cover a shift.
3. Teams and/or parents will be scheduled to work prior to their child's home scheduled game. A shift shall constitute 2 hours of continuous work, prior to the start of their child's game.
4. It shall be the Team Parent's responsibility to identify when individuals on said team will work and to provide a schedule including the names, phone numbers, and hours scheduled to the League Concession Manager.
5. During each shift all monies will be monitored and counted by at least two (2) Board members and the money shall be placed in a sealed envelope signed by both individuals who counted the money and placed in a secure location approved by the board.
6. Members of the Board are exempt from working snack bar duty for a team's scheduled shift.

If the required shifts are not covered their game may be forfeited.

Penalties

1. The penalty for a no show or late arrival, more than once or more than one member on a scheduled shift may result in a \$30 deduction of team funds, per shift duty needing to be covered.
 - The Monday following a league shift, the Concessions Manager will send an email to the Team Parent and LYFC Treasurer specifying who on their team was a no show or late arrival.
2. In the event of no-shows, the "Team Parent" may be held responsible for finding people to work the shift or the entire team may be held responsible.

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Team Book

A team book is required by all football and cheer teams to be present at all team events as required by WCC and Pop Warner Little Scholars rule books. The team book is required to be submitted to the Player Agent at the end of the season.

Team Money

1. Team money will be distributed as noted below:
 - A. General Team Sponsorship Funds- 70% Team Funds and 30% League Funds.
 - B. General Team Fundraiser Funds- 85% Team Funds and 15% League Funds
 - C. Travel Team Funds- 100% Team Funds
2. Team Parent shall keep an accurate accounting of all financial transactions for their team and are NOT allowed to open a personal or business bank account for the team money or place team money in an existing bank account.
3. Team financial ledgers will be kept by the Team Parent Rep, Team Parent and league treasurer accounted for at all times.
 - A. Team financial reports can be reviewed by any member, at any time.
4. All money collected by a team shall be rendered to the league Treasurer within 3 business days.
5. Receipts must be kept and provided for all team transactions seeking reimbursement and turned in to the league Treasurer.
6. If the Team Parent cannot account for the monies, the Board will take disciplinary action, which can result in relieving him/her of said duties or criminal prosecution.
7. All fundraisers for a team must include participation of players and/or cheerleaders. Team fundraisers may not interfere with League fundraisers. This includes, but is not limited to, the sale of wearables
8. Teams are not permitted to limit football players or cheerleaders participation due to any outstanding team fees, including but not limited to fundraising, start-up fees and/or team snack bar money.
9. Team fundraising must have a purpose designated up front in the Event Request form and approved by the Board prior to the event.
10. Team travel funds are to be used for transportation, lodging and remaining travel funds can be used for team meals for said trip. All unused travel funds will revert to general team funds.
11. Any team staff member who violates league rules, policies, or direction from Board Members regarding the handling of team funds shall be removed from their position.
12. No team or individual will make any representation, for the purpose of soliciting funds, using the name of LYFC without the prior written approval of the Board.

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13. A team may not expend funds on one group of its members to the exclusion of another. It is not mandatory for expenditures to be exactly equal; however they must be relatively equitable on a per person basis.

14. Team Parent may organize a one time team startup fee to cover team startup funds and shall not be made mandatory.

15. The Team Parent will advise the Parents on how all team monies will be spent and the final decision will be made by the Team Parent.

16. Team funds can be used to purchase coaches/staff gifts. It is recommended that the Team Parent work with the Parents, to agree on gifts for Coaches and staff.

NOTE: See “Team Party” section below regarding team money pertaining to end of year expenses.

Team Functions

1. The Board must approve team functions and fundraisers prior to the event. Dates will be approved on a first come, first served basis. For requests made by more than one team for the same date, it will be handled on a case to case basis to avoid conflicts (ex. No 2 teams will have food nights at the same park on the same night).
2. All team functions must be approved by the Board in advance with a Team Event Request form other than practices and regular season/playoffs games. The Event Request form must state the event's purpose and must be submitted to the Fundraising Coordinator, President or Cheer Director for review/approval at least two weeks prior to the event by the Team Parent.

Team Parties

Every team must make an effort to host a team party at the end of the season to present memento and the costs associated with the team party come from team funds.

Awards

1. No participant may be “singled out” for ANY specific award.
 - a. The only exception to this rule is for those awards presented in recognition of scholastic achievement by the Association, Conference, and National Pop Warner. (See National Rules Part III, Article 14, S1)
2. Each team must submit a Team Party approval at least two weeks prior to, and include the date, time, purpose and location.
 - a. The Board shall approve team party requests.
3. No cash gifts are permitted.

League Advertising and Sponsorship

Advertising is sold on behalf of the league itself and shall not be split with a team, please refer to current Sponsorships form.

Practice & Game Rules

General

LYFC shall adhere to all national and conference rules and regulations regarding practice times, these include all divisions.

1. Practice times and places shall be established by the Board.
2. Practice may be canceled by the association President/Cheer Director, Vice President (in the absence of the President), or by the Head Coach of a team. Please note the Head Coach must notify the Board if practice is canceled. Rain is not necessarily a reason for cancellation.
3. All practice for a team shall terminate for a season only after the last game of the season (including bowl games and cheer competitions). Exceptions to this rule are cheer teams declared to be year round.
4. Any variation from established practice times and locations must be approved by the Board or LYFC league level administration.

Scrimmages

1. All scrimmages with an outside league, must be coordinated through the local conference (WCC) and approved by the President or the Vice President in writing.

Absences

1. Any participant who has missed two (2) or more practices the week prior to a game can be considered ineligible from participating in that game or cheer activity, for that week, at the discretion of the Head Coach.
 - A. It is strongly recommended participants attend games or activities for support of the team.
2. Any participant with excessive absences (excused or unexcused) can be considered a voluntary cut (see National Rules Part III, Article 9) from the team and their membership terminated for the current year (including any post games, competitions, team activities, etc.)
 - A. Refunds for any league/team fees or fundraising will not be granted for membership termination (California Code of Corporations, Section 5340(b) and section 5341(g)).
3. Any participant with excessive absences from practice or misses any game(s) after the last regular season game, last postseason game or competition may have their membership revoked.

Cheer Competition

1. All teams must present their Competition Cheer music mix for approval by the Cheer Director, and the music must be approved prior to use at practice. The Head Cheer coach must obtain and keep a record of Music License.
2. All Cheer Squads are required to perform/compete at the WCC Local Cheer Competition.

Equipment/Uniform

1. Any equipment issued to players is the property of LYFC. This shall include the use of said items at both practices and games.
2. All participants will only wear the league issued game or cheer coordinated uniform established by LYFC.
 - A. Conflict jerseys/uniforms will only be worn at home or playoff games when a true conflict is determined. Home and Away jerseys will be determined by the board prior to the start of the season.
 - B. Violation of any equipment or uniform, by a sole participant or team, is grounds for the head football or cheer coach being suspended.
 - C. Only exceptions to this rule can only be approved by the President and/or board.
3. Only League provided stickers, outside of manufacturer warning and/or recondition stickers, are allowed on the helmet. A team may request to add stickers upon approval of the Board.
4. Participants may use their own personal uniform or equipment, which must be approved by the League Equipment Manager on or before the League Equipment Handout date.

This shall include the following for players:

- A. Helmet & Face Guard and related equipment.
- B. Shoulder Pads
- C. Helmet Visor/Facemask (tinted is strictly prohibited)

This shall explicitly exclude the following:

- A. Game Jersey
 - B. Socks
 - C. Cleats/Shoes
 - D. Gloves
 - E. Undershirts
 - F. All other undergarments not readily seen by the casual observer that are worn next to the body.
5. All participants are required to be uniformed on game day.
 - A. Football: jersey, pants, socks
 - B. Cheer: shell, sleeves, skirt, bow, socks, all white cheer shoes

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6. The parent/guardian of a participant assumes full and complete responsibility for the proper care and maintenance of all equipment loaned by LYFC to said participant. All equipment shall be used for LYFC activities ONLY, and all equipment remains the legal property of LYFC.

7. Parent/Guardian shall reimburse LYFC for any and all equipment that is lost, damaged, or stolen for the full replacement cost of said equipment. Payment will be due when equipment is requested by LYFC or immediately upon the withdrawal of said participant from LYFC. Participants/Members who do not return their equipment on the designated date may be refused membership in subsequent seasons until the equipment is returned or paid for.

Board of Directors Responsibilities

All Board Members must adhere to all codes of conduct as well all rules and guidelines set forth in the LYFC Bylaws, LYFC Policy and Procedures, WCC Rules and Regulations, and Pop Warner Little Scholars Official Rule Book. Board members will also be required to attend and work all of the following events:

- A. Paperwork Turn-in
- B. Fitting Days
- C. Equipment handout Days
- D. Practices
- E. Game Days
- F. Equipment Turn-in Days
- G. League Fundraising Days
- H. Any Other Days Deemed Necessary by the Executive Board

Schedules for each event will be determined by the Board a week prior to the event, and home game days will require a four (4) hour minimum responsibility as a Board Member.

Head Coach Responsibilities

General

1. Reading, understanding, and following the instruction from these documents:

- A. The LYFC By-Laws
- B. The LYFC Policies & Procedures Manual
- C. The WCC Rules and Policies and Procedures
- D. The Official National Pop Warner Little Scholars Rule Book.

2. Head Coaches agree to attend any and all pre-season, mid-season, or post season meetings or clinics ordered by the Board for information, rules, policies, or directives to be given to Head Coaches.

Football

The Head Football Coach of a team is responsible for ALL aspects of their assigned team. This includes but is not limited to, the following:

- A. Selecting each of their staff members.

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- B. The behavior of all assistant football coaches.
- C. The behavior of team staff, parents, spectators, and participants at any LYFC function, WCC function, or team function. This includes, but is not limited to, games, practices, and meetings.
- D. All team staff volunteers are approved by the Head Football Coach and are presented by the Head Football Coach to the board for approval.
- E. Arrive on time and attend all practice and games.
 - i. In the event of the Head Coach not present at games or practice, a CPR certified Assistant Coach must be present. Absence of a Certified Coach is grounds for practice or game not to be completed.
 - ii. Excessive absence or tardiness of a Head Coach is grounds for suspension and/or termination of the Head Coach position by the President and/or Board.
- F. Obtaining required personnel (staff). This includes, but is not limited to, Assistant Coaches, Business Manager, and Team Parents.
- G. Ensuring that the Team Book is on the field at all times.
- H. Ensuring that first aid kits are on the field at all times. It is the responsibility of the Head Coach to advise the League Coach's Rep once supplies are low.
- I. To ensure that the children are free from the burden of a "win-at-any-cost" environment.
- J. Coordination of efforts between both football and cheer.
- K. All team finances and fundraisers. The Head Coach, along with the Team Parent, must approve all expenditures.
- L. Disputes involving LYFC parents, spectators, and children.
- M. The Head Coach is responsible for ensuring that their team attends fittings and equipment hand-out at the start of the season. They are also responsible for ensuring that all issued equipment is returned at the end of the season.
- N. The football coaches rep will be the liaison between coaches and BOD.

Cheer

The Head Cheer Coach of a squad is responsible for ALL aspects of the cheer squad and staff. This includes but is not limited to the following:

- A. Selecting each of their staff members.
- B. The behavior of all Assistant Cheer Coaches.
- C. The behavior of cheer staff, parents, spectators, and cheerleaders at any LYFC function, WCC function, or team function. This includes, but is not limited to, games, practices, and meetings.
- D. Arrive on time and attend all practice and games.
 - i. In the event of the Head Coach not present at games or practice, a CPR certified Assistant Coach must be present. Absence of a Certified Coach is grounds for practice or game not to be completed.

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- ii. Excessive absence or tardiness of a Head Coach is grounds for suspension and/or termination of the Head Coach position by the President and/or Board.
- E. Obtaining required personnel (staff). This includes, but is not limited to, Assistant Coaches and Student Demonstrators.
- F. Ensuring that the team book is on the field at all times.
- G. Ensuring that the first aid kits are on the field at all times. It's the responsibility of the Head Cheer Coach to advise the Cheer Coach's Rep when supplies are low.
- H. All team finances and fundraisers. The Head Coach, along with the Team Parent, must approve all expenditures.
- I. Disputes involving LYFC parents, spectators, and children.
- J. The Cheer Coaches Rep will be the liaison between coaches and BOD.

Investigations

From time to time, the Board may find it necessary to investigate incidents involving participants, team staff, parents, or spectators of LYFC. In any instance where an investigation is deemed necessary, a special committee will be appointed to investigate. All incidents will be documented and kept by the league secretary. The investigative committee will adhere to the following:

- A. The President/Vice President/Parliamentarian will appoint a committee consisting of no less than two (2) and no more than four (4) members.
- B. The committee shall have no more than seven (7) days to complete an investigation. At which time, they will gather verbal and written statements along with any recordings, physical evidence, or any additional evidence that aids in the completion of the investigation.
- C. The committee shall bring all findings of their investigation to the Board of Directors (B.O.D.) at the conclusion of the seventh day.
- D. The B.O.D will take no longer than fourteen (14) days, from the initial date of incident, to vote upon, or change, the recommendations of the appointed committee's plan of action and impose any disciplinary action if necessary.

There is a statute of limitations of thirty (30) days, from the date in which the incident occurred, to submit a complaint or incident in writing to the Board. After thirty (30) days, it will take a majority vote of the board to address any complaint or incident.

THE B.O.D. RESERVES THE RIGHT TO TEMPORARILY SUSPEND ANY ACCUSED OFFENDER FOR THE DURATION OF AN INVESTIGATION.

Offenses

Offenses are actions by one or more persons against another person or persons, which are in some manner injurious to the offended party.

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1. Any member of LYFC may be suspended or terminated from their position for behavior that causes loss or places in jeopardy any of the following:

- A. Lives
- B. Health of Members
- C. Property
- D. Money
- E. The reputation of LYFC

Lesser infractions may result in the following progressive discipline:

- A. a. Verbal or Written Warning
- B. b. Suspension
- C. c. Termination

2. If an appeal is made, the Vice President and two (2) additional board members (selected by the President) shall investigate any termination or suspension of the appeal.

3. Any offenses committed by non-members may result in the suspension or termination of member(s) affiliated with non-member(s) or party.

Juvenile Offenses

Juvenile offenses will be based on, but not limited to, the Pop Warner Little Scholars Official Rule Book and the discretion of the B.O.D.

Minimum Penalties

Any juvenile offense committed while participating in any LYFC practice, game, or event will be subject to the following penalties:

1st offense: suspension from the team for the remainder of the game or practice.

2nd offense: suspension from the team for one week, including the next scheduled game.

3rd offense: suspension from the team for the remainder of the season for the same recurring offense.

Mandatory Cuts

In the event that there is a recommendation for a participant to be cut, please see the Pop Warner Little Scholars Official Rule Book.

Adult Offenses

Adult offenses will be based on, but not limited to, the Pop Warner Little Scholars Official Rule Book and the discretion of the B.O.D.

Minimum Penalties

Any adult offense committed while participating in any LYFC practice, game, or event will be subject to the following penalties:

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1st offense: suspension from the team for the remainder of the game or practice.

2nd offense: suspension from the team for one week, including the next scheduled game.

3rd offense: suspension from the team for the remainder of the season for the same recurring offense.

Hearings and Appeals

If a person or persons feels that a decision in which they were a party was not just, that person or persons may request a hearing. Hearings shall be conducted in the following manner:

1. All disciplinary actions may be appealed in writing
2. All hearings/appeals shall be requested with status and delivered to the Secretary and President of LYFC within 48 hours of disciplinary action, suspension or termination.
3. If an appeal is made, an investigation shall take place following the process and rules set forth in this document (See Investigations).
4. The Executive Board shall preside over the hearing. The President shall fix the time and place of the hearing. The hearing must take place within 7 calendar days of the request unless it is determined by one of the parties that an extension is necessary to prepare for their presentation.
5. The person or persons requesting the hearing (plaintiff) shall present their case to the board members. Evidence may be submitted by the plaintiff at this time (Experts and witnesses may be present).
6. If appropriate, persons in opposition to those in item #4 (defendant) may also be heard by the board members.
7. A hearing/appeal is not an environment for discussion; it is a fact-finding endeavor. All comments, statements, and questions shall be directed to the board member placed in charge of the hearing. Each person, in turn, will be asked to tell their side of the story. Board members may ask questions of those present.
8. Once all parties have "spoken their peace", or at the discretion of the board member in charge, the hearing will be declared closed by the board member in charge of the hearing.
9. Once the hearing is declared closed, the board members will deliberate the issue in private and render a decision at a later time. If, at the discretion of the president, the issue should be taken up with the entire Board, the case shall be presented to the entire Board, which will render the decision.
10. Once an appeal is dispatched by the Board, the decision shall be determined final. Only the entire Board (in very rare cases) may overturn such a decision. No further appeals may be made to the LYFC Board.

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11. Hearings are private, and therefore not open to the general public, media, or LYFC members that the opinion of the chair is likely to impede the hearing process. The chair may, at his sole discretion, remove or add persons from the hearing/appeal.

12. Hearings/appeals shall follow Robert's Rules of Order, revised edition, except as noted herein or by the LYFC By- Laws. The Parliamentarian, alone, shall determine the proper application of all procedural guidelines including precedence.

Returned Checks

Any returned checks will be subject to a fee each time a check is returned for any reason, including but not limited to, insufficient funds.

Payment for Services Rendered

No person who is a member of LYFC shall receive monetary compensation in any manner for their time spent or services rendered to LYFC.

NOTE: Referees are not members of LYFC and are the only people associated with Pop Warner who may be paid for their services. The only exception to this rule is compensation for concession buyout coverage.

Record Keeping & General Administration

All records of the company shall be kept in a manner and place as directed by the President. This shall include, but not limited to, the following: all documents relating to the company's membership agreements; transactions (electronic or otherwise) relating to members and vendors; the storage of electronic information; the storage of paper documents.

All administrative functions shall be directed, administered, and delegated by the President. When the Board is not in session, board members shall answer to the President for their administrative duties.

Any policy, procedure, or rule not specified in this document or WCC or Pop Warner Little Scholars Rule book, shall be decided by the President with the consultation of the Board as long as it's not in violation of any Federal, State, or Local law.

Amendment

The policies and procedures, once approved for the current season, shall not be amended or altered during the current year.