



## **LAKESIDE YOUTH FOOTBALL AND CHEER**

### **POLICIES & PROCEDURES 2026**

# LAKESIDE YOUTH FOOTBALL AND CHEER POLICIES & PROCEDURES 2026

## **Overview**

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

This document has been prepared solely for the benefit of ALL volunteers in order that they may clearly understand the policies & procedures formed from the rules that shall be enforced during the current season.

The foregoing Policies & Procedures (P&P's) have been adopted and approved by LYFC Board of Directors and its Members.

These P&P's are intended to be a supplement to the Pop Warner National Little Scholars Rule Book, West Coast Conference (WCC) regulations, and the LYFC By-Laws. When a LYFC bylaw is more stringent than a WCC regulation or a rule within the National Rule Book, the LYFC bylaw shall take precedence. LYFC Pop Warner membership shall be bound to abide by the Policies & Procedures contained herein.

Every member within the LYFC organization is expected to read, understand, and agree to abide by all the stated rules in this document.

## **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 shall mean any rostered member of a team or squad.

## **Goals and Objectives**

The objective of this organization is to promote the high ideal of sportsmanship exemplified by the late Glen Scobie Warner ("Pop" Warner) to the youth in our community. We strive to instill life-long values of teamwork, dedication, and superior work ethic in both the classroom and 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. LYFC Bylaws and Policies and Procedures

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2. West Coast Conference Regulations
3. Pop Warner Little Scholars Nationals Rule Book

All P&P's shall be in effect permanently unless changed by a 2/3 vote of a quorum of the Board. Any changes made throughout the year will be notated in red.

### **Mandatory Meetings and Clinics**

1. The listed meetings/clinics are mandatory but are not limited to the following;
  - Any scheduled board meetings (starting in January)
  - Certifications- Football and Cheer
  - Head Football/Cheer Coach Meetings
  - All Coaches Clinic
  - Business Manager Meeting
  - Team Parent Meeting
  - Player Agent Meeting
  - Little Scholars Meeting
  - Admin Convention
2. It is mandatory that a team staff member or board member attend the appropriate meetings stated above. Failure to have representation at any mandated meeting, or continuous absences to regular board meetings, may result in disciplinary action set forth by the Board.

### **Membership**

1. LYFC reserves the right to refuse membership. (Calif. Corp. Code §5330, 5340- 5342, 5610).
2. Membership is automatically terminated on December 31st of each year or upon completion of your team events, and is renewed annually upon application for participation in either the cheer or football program and payment of the registration fees are paid in full. Members must not be under suspension from any other organized youth sports association.
3. Family members listed on the Participant Contract form or registration program shall be considered members of LYFC. Family members not listed are not considered members of LYFC but are subject to the same rules as members of LYFC.
4. Adult members have the right to vote for the Board of Director positions as specified in the LYFC Bylaws.

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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 rules, including owing any money or property to LYFC. 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 31<sup>st</sup> of the current year.
7. Any member that wishes to transfer to another organization legally associated with Pop Warner Little Scholars Inc., and said transfer is within the permissible guidelines of WCC, said member may transfer to the other organization. Said member shall not be entitled to any registration fee reimbursement unless it falls within the guideline of the refund policy or otherwise voted on by the BOD. It must be noted that any team funds generated by fundraising are not refundable.
8. Should any member fail to meet their responsibility in supporting the organization, said member shall be subject to suspension or termination.
9. LYFC Board members holding a board position for the entirety of the season will receive an automatic reimbursement of registration costs less the uniform (including bow and camp wear) and equipment rental fees if funds allow.

### **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 unless it falls under the guidelines of the refund policy.
2. If a registration is submitted for an upcoming season, while there is still an open balance or unreturned equipment on file, the registration will be cancelled until the account is brought into good standing.
3. It is required that every participant choosing the "Payment Installment Plan" at the time of registration must provide at least the minimum required payment towards registration/membership to LYFC. Any and all remaining fees owed must be paid prior to July 15th of the current season.
4. Any participant with an outstanding balance after July 15th, will not be allowed to participate in any practice, scrimmage, camp, or clinic until all fees are paid in full. Uniforms will not be distributed until registration is paid in full.

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5. There is no guarantee that any specific participant will be assigned to any specific coach, team, or division.
6. 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.

### **SCHOLASTIC FITNESS - NATIONAL POLICY:**

1. Proof of Scholastic Fitness (Report Card or Equivalent) is required by 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 July 15th is subject to expulsion and forfeits all fees paid to the league and/or team.

### **Scholarships Applicants**

Members requesting financial assistance must contact the Treasurer to obtain a scholarship application. As part of the review process, applicants may be required to participate in an interview to assist with evaluating their request. Scholarship determinations will be made by the Vice President and Treasurer.

Scholarship applications must be submitted to the Treasurer by the deadline listed on the application form. Requests received after the stated deadline will not be considered.

Receiving a scholarship does not waive or eliminate a participant's financial responsibilities, including but not limited to: team fees, association shift deposits, uniform costs, equipment deposits, cheer camp registration and gear, or required participation in association or team fundraising activities.

Scholarships will not be applied until the participant's remaining balance has been paid in full. Failure to satisfy the required balance may affect the participant's ability to take the practice field and/or receive their uniform.

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The number of scholarships awarded each season will be determined based on available funds. Scholarships are limited and will be granted based on demonstrated financial need. Applicants must not have any outstanding balances with the association in order to be considered.

### **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 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 and are contingent upon return of all association 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.

### **Association and Team Fundraisers**

1. Participation in association level fundraisers is highly recommended. Failure to participate in association 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 association fundraisers and present a plan and schedule to the Board for approval.
3. The Team Parent Rep shall be in charge of schedule and approval of team fundraisers, fundraisers will be on a first come first serve basis.
4. 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 association Treasurer.
5. Record of transactions per team is to be noted by the team parent and the treasurer if there are incentives given to the teams who raise the most funds.
6. No team fundraiser may be in conflict with any Association fundraiser.

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7. All monies received by the team must be turned into the Team Parent Rep or the Treasurer within 3 business days of completion of the fundraising event.
8. An Event Request form must be submitted for every team fundraiser no later than two (2) weeks in advance of the desired date of event. The form must contain a description and a purpose for the event, and be submitted to the Team Parent Rep.. If said fundraiser or event will be held off site, the event request must be forwarded to the appropriate chain of command.
  - A. Please reference "Team Money" for the breakdown and distribution of team funds for fundraising.

### Team Shift Duty

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

1. Home game snack bar shifts/spirit wear. There is an optional \$50 "snack bar buy-out fee" if you choose not to participate in snack bar duties. Please note that a \$50 fee will be deducted from team funds for any no-shows.
  - A. The Concessions Rep will schedule teams for snack bar duty, and the Team Parent will be responsible for gathering individuals for the shift.
  - B. Any person working the BBQ is recommended to be at least 18 years of age.
  - C. Shifts will be the two (2) hour time frame before a team's scheduled game time.
  - D. During each shift all monies will be monitored and counted by at least two (2) Board members, one of which must be the Treasurer. The money shall be placed in a sealed envelope with a copy of the signed carbon copy deposit slip by both individuals who counted the money and placed in a secure location approved by the board. Note: if the treasurer is unavailable an Executive Board Member must be the alternate 2nd signature.
2. Game field duties during home games are as follows: spotter/checker, time clock, chain gang, announcer, videographer, and cheer mats. Please note that these duties are required to prevent a team from forfeiting.
  - A. These shifts will be held during a team's scheduled game time.
  - B. Help with the cheer mats will only be required from the team that's scheduled for the first game of the day within the 2 hours prior to the scheduled game time.
3. Team staff and their family members, and Board Members, are exempt from being scheduled for any team duty shifts. They may, however, volunteer to cover a shift.

### Vendors

Any outside vendors will be charged accordingly:

Game Day: 0-4 hours= \$50

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4+ hours= \$100

Practice: \$25

Board Hosted Events: up to the discretion of event committee with no less than \$100

Any team bringing in a vendor for fundraising will be responsible for the vendor fee.

All teams are responsible for negotiating the fundraiser percentage with vendors. The negotiated percentage will remain with the team.

### **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 National rule book. The team book is required to be submitted to the Player Agent at the end of the season.

### **Team Money**

1. All Team money, including sponsorships, will be distributed in the following:
  - A. 80% Team Funds and 20% Association Funds
  - B. The association may, at its discretion, distribute proceeds from optional fundraisers in varying ratios.
2. Team Parents 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 Treasurer and shall be 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 Treasurer within **3** business days or the board may take disciplinary action
5. Receipts must be kept and provided for all team transactions seeking reimbursement and turned in to the Treasurer. All reimbursement requests must be made within **30** days of the date of receipt.
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.
8. Team travel funds are to be used for transportation, lodging, team meals, and team events during said trip.
9. Any team staff member who violates association rules, policies, or direction from Board Members regarding the handling of team funds shall be removed from their position.
10. No team or individual will make any representation, for the purpose of soliciting funds, using the name of LYFC, Vaqueros, or any other variation that refers to the association without the prior written approval of the Board.
11. Team funds may be distributed based on fundraising involvement by parents.

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

13. 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 and Head Coach.

14. Team funds can be used to purchase coach/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 a dinner fundraiser on the same night selling the same items).
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 Team Parent Rep 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 any gifts that the team parent and coaches have provided. The costs associated with the team party shall 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, or National Pop Warner. (See National Rules Part III, Article 14, S1)
2. Each team must submit an event request form at least two weeks prior to the date of the requested event.
3. No cash gifts are permitted.

### **League Advertising and Sponsorship**

1. Advertising is on behalf of the league itself and shall not be split with a team. Please refer to the current Sponsorships form on the website for league sponsorship details.
2. Each team with the exception of JTM cheer is required to obtain 2 sponsorships at the minimum tier of \$250.
3. Each team that does not meet the minimum sponsorships will be charged a \$500 fee.

## Practice & Game Rules

### **General**

LYFC shall adhere to all national and conference rules and regulations regarding practice times for 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 only after the last game of the season (including bowl games and cheer competitions) has completed. 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 and an event request must be submitted.

### **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.
2. An event request form must be submitted for all scrimmages.
3. If scrimmages were to happen, only players who have met their 20 minimum hours can participate.

### **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's game, 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 Pop Warner National Rule Book) from the team, and their membership may be terminated for the current year.
3. Refunds for any association/team funds will not be granted for membership termination (California Code of Corporations, Section 5340(b) and section 5341(g)).

## Cheer Competition

1. The Head Cheer coach must obtain and keep a record of Music License in the team book.

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2. All cheer squads are required to perform/compete at the WCC Local Cheer Competition and then continue on through the Pop Warner competition path shall they qualify; otherwise, their season will be considered finished.

3. All cheer squads may continue on with competitions through outside organizations so long as they've completed the Pop Warner track as far as they've qualified for.

### **Equipment/Uniform**

1. Any equipment issued to players to use for both practice and games is the property of LYFC. 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

2. All participants will only wear the issued game or cheer coordinated uniform established by LYFC.

- A. Any uniform or equipment violation during game day check-in may result in ineligibility for that game.

3. Only association 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 equipment which must be approved by the association Equipment Manager on or before the association equipment handout date.

This shall include the following:

- A. Helmet & Face Guard
- B. Shoulder Pads
- C. A tinted helmet visor/facemask is strictly prohibited.

This shall explicitly exclude the following:

- A. Game Jersey
- B. Socks
- C. Cleats
- 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 with the issued association uniform.

6. 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.

- A. If rented equipment is not returned on time, an additional fee will incur.

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### **Board of Directors Responsibilities**

All Board Members must adhere to all codes of conduct as well as 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

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

### **Head Coach Responsibilities**

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 team staff members and all team staff must be approved by the Board.
- 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. Arrive on time and attend all practice and games.
  - 1. 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 cancellation of practices or games.
  - 2. 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.

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- E. Ensuring that the Team Book is on the field at all times.
- F. Ensuring that first aid kits are on the field at all times. It is the responsibility of the Head Coach to advise the association's Coach's Rep once supplies are low.
- G. Coordination of interaction between football and cheer.
- 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 Head Coach shall assist the Equipment Manager to ensure that their team attends fittings and equipment hand-out at the start of the season. They are also responsible for assisting with equipment return at the end of the season.
- K. The football coaches rep will be the liaison between coaches and the B.O.D.

### 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 team staff members and all team staff must be approved by the Board.
- 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.
  - 1. 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 cancellation of practices or games.
  - 2. 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. Ensuring that the team book is on the field at all times.
- F. 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.
- G. Coordination of interaction between football and cheer.
- 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 Head Coach shall assist the Cheer Director to ensure that their team attends fittings and equipment hand-out at the start of the season.
- K. The Cheer Coaches Rep will be the liaison between coaches and the B.O.D.

### 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

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special committee will be appointed to investigate. All incidents will be documented and kept by the association 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 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.

1. Any member of LYFC may be suspended or terminated from their position for behavior that causes loss or jeopardizes 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. Verbal warning (followed by a written summary of the conversation)
- B. Suspension
- 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**

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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 practices, games, or events 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:

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/s feels that a decision in which they were a part of was not dealt with justly, that person/s 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, another committee will be formed in order to conduct a secondary investigation if needed.
4. The Executive Board shall preside over the hearing, and the President shall designate the time and place of the hearing. The hearing must take place within seven (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.

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5. The person/s requesting the hearing (plaintiff) shall present their case to the committee of 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 #5 (defendant) may also be heard by the committee of 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. Committee 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 deemed final. Only the entire Board (in very rare cases) may overturn such a decision. No further appeals may be made to the LYFC Board.
11. Hearings are private and therefore not open to the general public, media, or LYFC members.
12. Hearings/appeals shall follow Robert's Rules of Order, revised edition, except as noted herein or by the LYFC By- Laws. The Parliamentarian 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 and EMT's 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 association 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 association's membership agreements; transactions (electronic or otherwise) relating to members and vendors; the storage of electronic information; the storage of paper documents.

## LAKESIDE YOUTH FOOTBALL AND CHEER POLICIES & PROCEDURES 2026

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, WCC rules and regulations, 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, may be adopted, amended, or repealed by a  $\frac{2}{3}$  vote of the directors then in office once approved for the current season

THE ABOVE LISTED POLICIES AND PROCEDURES HAVE BEEN REVIEWED AND RATIFIED AS THE LYFC ASSOCIATION'S OFFICIAL GOVERNING DOCUMENT BY A  $\frac{2}{3}$  VOTE OF THE 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  $\frac{2}{3}$  VOTE BY THE BOARD OF DIRECTORS. ANY AMENDMENTS MADE AFTER THE DATE SHOWN BELOW WILL BE NOTATED IN RED.

Official Policies and Procedures Ratification Date: April 3rd, 2026