

**New Egypt Warriors**

**Pop Warner**

**Football, Dance & Cheer**

**By-Laws**

**2018**



**NEW EGYPT FOOTBALL, DANCE & CHEER**

**Board of Directors**

**2018**

League President

Anette Potts

Cheer & Dance Commissioner

Tracy Kowalski

Football Commissioner

Mike Girard

Cheer & Dance Asst. Commissioner

Laura Madia

Football Asst. Commissioner

Warren Parker

Football Equipment Manager

Pat Sanders

Cheer & Dance Equipment Manager

Angie Grimes

League Treasurer

Bonnie Negron

League Secretary

Jodie Kowaleski

Media Director

Candice Sanders

**NEW EGYPT FOOTBALL, DANCE AND CHEER BY-LAWS**

# Article I Mission Statement

The objective of the New Egypt Pop Warner Football, Dance and Cheer League is to familiarize young participants with the fundamentals of football, dance and cheer. To provide participants with the opportunity to play in an organized and supervised environment and to teach them that academics and athletics should be joint communal efforts.

To achieve this NEFDC will provide a supervised program under the Rules and Regulations incorporated herein and referenced in any addendum to the document. All Board of Directors (herein known as BOD) and members shall bear in mind that the attainment of exceptional athletic skill or winning of games and competition is secondary and molding of future citizens is of prime importance.

# Article II Board of Directors

The Executive Board of NEFDC will consist of the following Officers

President of NEFDC (no voting privileges)

Commissioner of Football

Asst Commissioner Football/Flag

Commissioner of Dance and Cheer

Asst Commissioner of Dance and Cheer

Secretary

Treasurer

Equipment Manager Football

Equipment Manager Dance and Cheer

Concession Manager

\*All elected executive members serve terms as listed below.

 FOOTBALL COMMISSIONER: 2 YEARS Odd Years

 CHEER & DANCE COMMISSIONER: 2 YEAR Even Years

 PRESIDENT NEFDC: 2 YEAR Even Years

Asst Commissioner CHEER & DANCE: 2 YEARS Odd Years

 Asst Commissioner FOOTBALL: 2 YEARS Even Years

SECRETARY: 2 YEARS Odd Years

|  |  |
| --- | --- |
| TREASURER: 2 YEAR  | Even Years  |
| FOOTBALL EQUIPMENT: 2 YEAR  | Even Years  |
| CHEER & DANCE EQUIPMENT: 2 YEARS  | Odd Years  |
| Concession Manager 1 YEAR Fundraising/Scholastic Manager 2 TEAR | Even Years​ Odd Years​  |

# NEW EGYPT FOOTBALL, DANCE AND CHEER BY-LAWS

 

# Article III Nomination and Elections Procedures

1. Any nominee and their immediate family members must be members in good standing with the organization and be a minimum of 18 years of age at the time of the nomination.
2. All said nominees will be contacted by the NEFDC Secretary to accept or decline a nomination time of nomination. If the Secretary is running for a position then it will be duty of the president of either football or cheer depending on who is not running.
3. Naming of the nominees for office will be in the month of Oct/Nov for the upcoming season.
4. Elections of said nominees would be in the month of November for the upcoming season.
5. All nominees accepting must be listed on the NEFDC WEBSITE with the date and times and location for voting.
6. All nominees will be allowed to submit a letter to be sent via email to the league however, use of team or league communications media and distribution lists is forbidden for the purpose of tendering votes. This shall be considered misconduct and the person(s) sending such a message will have their and their family status as a member of NEFDC changed to st​ meeting in the month of December. In person voting willnot in good standing (see definition of​ .)​ *g.* Voting will be held prior to the 1​ ​ take place from 6 – 8 pm on date determined by Board of Directors. Votes will be tallied at the meeting and the new board will be announced during the meeting.
7. Names of each nominee will be on each ballot. Voting will be by secret ballot.
8. Each family gets two votes the legal guardians for the child(ren) are the only ones that will have voting privileges. Only registered competitors’ (Student Athletes) families have the privilege to vote.
9. All current members in good standing of NEFDC that are registered competitors (Student

Athletes) will be eligible to vote, two votes per family/household only. ​*Football Tackle,*

*Dance & Cheer and Warrior Flag Football are the only registered competitors (Student*

*Athletes)*​. Adult coaches may vote Student instructors cannot cast a vote

1. All ballots will be tallied, with the nominee carrying the most votes to occupy that specific office for the upcoming season(s).
2. Newly elected officers will attend the next scheduled NEFDC Board meeting that shall be known as the “Transition Meeting”. Reviews of season to be completed.
3. All Executive Board members assume their new position at the close of the “transitional meeting”.
4. NEFDC should make every attempt to have Township Recreation board members present during any directors voting sessions.
5. In the event of a Tie the acting NEFDC President must cast a vote secretly to break the tie.

# Article IV Removal of an Officer

An elected officer can be removed from their position at any time for but not inclusive of:

Misappropriation of league funds for any reason.

His/her health prohibits completion of their term.

Negligence or non- fulfillment of Pop Warner Members Code of Conduct or delinquency of assigned duties as listed in Duties of League officers.

Endangering the health of a child in his/her care.

Missing 25% of scheduled board meetings.

Conduct that would discredit the league.

1. Officers in question shall be given opportunity to present their case.
2. A motion for removal of an officer must come from a board member.
3. Removal of an officer would require 2/3 vote from present board members.
4. Existing board members will temporarily fill all vacancies.
5. Vacancy options must be voted upon during the next scheduled meeting.

**Article V Duties of League Officers –BOD-by Title:**

 

# President of NEFDC

1. Preside at and Run meetings for NEFDC
2. Handle all communication (email, website) for Football, Dance and Cheer to parents and board members for all league activities.
3. Make sure that all insurances, forms, and paperwork are sent in by Secretary for any league involvement
4. Review budgets from both football and Dance/Cheer commissioners so that the board can vote and approve, deny or change budgets for the season. All budgets should be in place by June 30.
5. Setup and follow with assignments for sign-ups for Football, Dance and cheer.
6. No voting privileges unless there is a tie

# FOOTBALL COMMISSIONER

1. Preside at all meetings PWFLBC and NEFDC and perform all duties usually pertaining to his or her office.
2. Personally hold or nominate an NEFDC BOD to hold a position on the Plumsted Township Recreation Committee and attend all meetings of the PTRC representing NEFDC. Representative shall be the liaison between NEFDC and the Recreation Committee for supported conflict resolution.
3. Conduct the affairs of NEFDC and execute the policies established by NEFDC BOD.
4. Communicate and make recommendations that promote the welfare of NEFDC.
5. Investigate complaints, irregularities and conditions detrimental to NEFDC. Report all concerns to the BOD as circumstances warrant.
6. Receive weekly reports of game scores and forward copies to the football presidents.
7. Represent each level of play for all football teams within their respective level.
8. Provide football coaches with information to effectively organize and manage their teams for practices and games for the well being of the children.
9. Remain responsible for completion of all National and Regional Football forms.
10. Represent NEFDC at all home games and away games when possible and makes sure that all members are following the codes of conduct.

# FOOTBALL Asst Commissioner

1. Responsible for issues or problems that arises at the team level. Concerns should be immediately brought to the BOD should no easy resolution be possible.
2. Preside at all NEFDC league meetings.
3. Remain the liaison between the football coaches the participants and the BOD.
4. Maintain files of rosters with updated adds or drops as provided by coaches.
5. Receive and retain team files with weekly mandatory play sheets from the coaches.
6. Report to commissioners any coach in violation of play rules.
7. Review any violation of Pop Warner playing rules.

 

# CHEER & DANCE COMMISSIONER

1. Preside at all meetings of PWFLBC and NEFDC and perform all duties pertaining to his or her office.
2. Attend or nominate to attend all meetings of the Plumsted Township Recreation committee to represent NEFDC. Remain the liaison between the Dance and Cheer leagues and the township committee.
3. Report to the Regional Cheer and Dance coordinator and the National Cheer and Dance Commissioner. Attend all regular scheduled meetings. The Dance and Cheer Commissioner shall remain the liaison between the Dance and Cheer leagues and the Regional and National coordinators.
4. Remain responsible for counseling NEFDC on rules and regulations, directing successful registrations, coach’s clinics, competitions and NEFDC operations.
5. Ensure all national regulations, regional and league policies relating to Dance and Cheer are being enforced.
6. Provide Dance and Cheer coaches with information about effectively organizing and managing their squads to competitions.
7. Responsible for completing the National and Regional Spirit Forms.

# CHEER & DANCE ASST. COMMISSIONER

1. Remain responsible for issues that arise at the team level. Report to the BOD if a concern cannot easily be resolved.
2. Preside at all league meetings.
3. Remain the liaison between Cheer and Dance coaches, participants and the BOD.
4. In the event the Cheer and Dance Commissioner cannot continue to perform the position duties the Cheer and Dance President will be authorized to act as the Commissioner until the seat can be appointed or the next election.
5. Review any coaches concerns of violation of Pap Warner playing rules. Investigate and file complaints from the coaches to the BOD.

# EQUIPMENT MANAGERS FOOTBALL, DANCE, AND CHEER

1. Preside at all NEFDC meetings.
2. Remain responsible for all owned equipment of NEFDC.
3. Set-up dates and times to distribute and document all equipment and uniforms loaned to participants and coaches beginning the season.
4. Set-up and collect all loaned equipment at conclusion of the season.
5. Inventory all equipment and uniforms at the conclusion of each season.
6. Remain responsible for equipment/uniform report and the estimated equipment costs for upcoming season. Estimate a budget for current season

#  SECRETARY

1. Preside at all NEFDC meetings.
2. Record and maintain the minutes of all the proceedings. Provide copies of the minutes to all requesting BOD. All meeting minutes must be BOD approved in content.
3. Give notice of all upcoming meetings to BOD.
4. Remain responsible to obtain and file copies of all current season licenses.
5. Complete and ensure NEFDC has adequate insurance coverage required to participate in the Pop Warner Little Scholars, Inc and prepare application to bind for the current season.
6. Remain responsible for handling medical and liability claims paperwork for NEFDC.
7. Prepare Contracts with parks, recreation areas, schools and other facilities for use for NEFDC practice facilities.
8. Remain responsible for NEFDC mailbox deliveries and distribute as needed.
9. Notification of all election nominations, and commitments. Notification of BOD seat attainment.
10. Maintain upcoming meeting agenda.
11. Open session Meeting Minutes will be made available to general members at monthly meetings.

# TREASURER

1. Preside at all NEFDC meetings.
2. Receive all monies and securities. Accurate deposits into BOD League Bank account
3. Keep detailed records for incoming and outgoing League funds. Maintain receipts.
4. Maintain BOD approval for all reductions to league funds.
5. All checks written from league funds must have two approved signatures. (Approved signing officers Treasurer, Cheer Commissioner, Football Asst. Comm. & President) *6.* Prepare monthly reports as well as the annual report of all funds transactions.

*7.* Direct and conduct accurate Pop Warner or State or Federal laws of compliance with handling league funds.

# Article VI Executive Board of Directors Privileges

1. Only Officers of NEFDC may make a motion, second a motion or make an amendment to a motion.
2. Only Officers of NEFDC may vote on league business.
3. Each Officer of NEFDC is authorized one vote, President votes only in case of a tie.

#  Article VII Meetings and Quorums

1. NEFDC Board will have two meetings per month, they will be held every second and fourth Tuesday of the month at 8:00 PM at the New Egypt Recreation Bldg/Township Hall. The first Tuesday of the month will be an open session. The fourth Tuesday will be a closed session, with only board members in attendance. Closed Workshop Meetings/Executive Sessions will be at the conclusion of each open session as required. Agendas for all meetings are set forth prior to meetings and any item recommended by any board member might be place on either open or closed meeting agenda.
2. Emergency and closed door BOD meeting may be scheduled as needed.
3. Robert’s Rules of Order will be the Parliamentary Authority on all matters not covered by these by-laws.
4. Meetings order of business:
	* Meeting called to order
	* Attendance
	* Reading, approval of previous meeting minutes
	* Member reports
	* Commissioner FB
	* Commissioner DC
	* Fundraising
	* Secretary
	* Rec. Meeting Update
	* Flag
	* Equipment Report
	* Treasurer Report
	* Old business (shown on agenda)
	* New business/Open Floor (shown on agenda)
	* Announcements
	* Adjournment
5. A quorum will exist when there is one more than one half of the BOD present for the meeting.

# Article VIII Financial and Accounting

1. League funds will be used solely for the benefit of the NEFDC program. Upon dissolution of the program any remaining funds will be used to benefit the youth community through recreation programs.
2. Board Members of NEFDC will have a limited expenditure of $250.00 between regular scheduled meetings for emergency purchases. All normal expenditures must be BOD approved.
3. Three written estimates for similar/like services shall be required for all expenditures in excess of $250.00. (This excludes an emergency purchase that requires a Commissioner or Presidential approval and kitchen stock requirements)

# Article IX General

1. The rules and regulations as set forth by the National Headquarters for Pop Warner constitute the basis of rules for the NEFDC league. Exceptions or additions to these rules are noted herein.
2. The rules and regulations as set forth in the NEFDC Football Code of Conduct, NEFDC Dance & Cheer Code of Conduct, NEFDC Parents Code of Conduct and the NEFDC Grievance Policy shall be upheld by NEFDC BOD.

# Article X Committee Appointments

The Executive board shall have the power to appoint committees to assist NEFDC.

Work bond requirements will be satisfied for appointed committee members. The following committee(s) may be appointed by the Executive Board.

1. FUNDRAISING/SCHOLASTIC (Reports to President)

This committee will consist of one chairperson to lead the committee and consist of no more than five (5) additional members. The chairperson shall conduct meetings with the committee. The chairperson will preside at all regular scheduled meeting of the NEFDC board and will maintain the liaison between the committee and the BOD.

 Fundraising committee is one of the most challenging, yet critical, aspects of the youth sports program. The fundraising committee will plan and execute approved fundraising programs to supplement financial needs of the league. The fundraising committee shall propose a season’s available options to be approved and supported by the BOD.

1. FINANCE /GRANTS COMMITTEE (Reports to President)

This committee will consist of one chairperson with no more than one (1) additional member. The chairperson shall conduct meetings with the committee. The chairperson will preside at all regular scheduled meeting of the NEFDC board and will maintain the liaison between the committee and the BOD. This committee shall investigate options and financing for various projects including, but not limited to team sponsorships, equipment and facilities and purchases for both the immediate and future investments options.

1. BUILDING AND GROUNDS COMMITTEE (Reports to Equipment Manager)

This committee shall consist of two chairpersons. The chairpersons shall conduct meetings with the committee. The Chairperson will preside at all regular scheduled meeting of the NEFDC board and will maintain the liaison between the committee and the Board. This committee shall recommend available sites and plans for development. The committee shall be responsible for building and grounds repairs, and make improvement recommendations. This committee shall be responsible for the care and maintenance of the playing fields and grounds. This committee shall operate within the budget appropriated by the BOD for this purpose. The chairperson shall conduct meetings with the committee. The chairperson will preside at all regular scheduled meeting of the NEFDC BOD and will maintain the liaison between the committee and the BOD.

1. SCHOLASTIC COMMITTEE (Reports to President)

Refer to Fundraising/Scholastic

1. EQUIPMENT COMMITTEE (Reports to each Equipment Manager)

 This committee will consist of one chairperson with no more than one (1) additional member to assist the board equipment managers. This committee will recommend equipment purchases and needed supplies to efficiently assist in proper training for all participants. The committee will assist the equipment managers with inventory, repair, cleaning, distribution and return of all NEFDC loaned equipment and supplies.

1. MEDIA /PUBLIC RELATIONS COMMITTEE (Reports to President)

This committee shall consist of one (1) chairperson. This committee shall maintain the community interest in the league for successful public relations. The committee shall be responsible to maintain current/consistent community updates through local newspaper reports and web site. This committee shall ensure all

 proper parental approvals for publication of children’s achievements are maintained. This committee shall also be responsible to update and communicate submissions to the NEFDC web site. This committee shall be

 active in positive image to enhance current and future participants and volunteers for the league. All local, regional and national rules and regulations shall be explicitly followed. \*\* The chairperson may be requested to attend regularly schedule board meetings.

1. WORK BOND COMMITTEE (Reports to Concession Manager)

 This committee shall consist of one (1) chairperson with no more than one (1) additional member. The committee shall be responsible for maintenance of all work bond information. The committee shall keep records of all service hours performed. The committee shall be responsible to assist committee chairpersons to contact and scheduling needed service hours for the league.

 \*\*The chairperson may be requested to attend regular scheduled board meetings.

1. LEAGUE KITCHEN COMMITTEE (Reports to Concession Manager)

This committee shall consist of one (1) chairperson and no more than three (3) additional committee members. This committee shall develop a menu for the league kitchen. This committee shall develop an inventory requirement and vendors to supply and deliver needed supplies. All supplies will have detailed invoice for league payment. The committee members shall be responsible for maintaining the inventory, kitchen preparations, and kitchen scheduling and clean up scheduling. The committee shall be responsible for a balance bank of $200 in small change for the kitchen. The bank shall be balanced after each event and profits deposit to the league treasurer at the end of each business day.



**NEW EGYPT FOOTBALL, DANCE & CHEER BY-LAWS**

# Internet/Social Media Policy

**No Parent, Coach Child or Board Member of NEFDC, shall post ANY derogatory, negative or harmful content anywhere on social media, email or any other internet outlet. There shall be no posting of child information, or comments made about a team, child or coach on the internet or a public email. Any action that breaks this internet policy will be considered an act of breaking the code of conduct and will be given swift and immediate attention. Such actions can result in probation, suspension, or complete expulsion from the league.**

# NEW EGYPT FOOTBALL, DANCE & CHEER Football Players Code of Conduct

1. Be on time, fully suited and ready for practice at the designated time.
2. You must wear your jockstrap, cup and mouth piece to every practice and every game. Failure to wear any of these items will result in removal from the game by league officials.
3. Every day prepare yourself both mentally and physically for each and every practice. Stay focused on your responsibilities from start to finish.
4. No fighting, profane language, disrespect or negative gestures will be tolerated at any time.
5. Remember that you represent your parents, coaches, yourselves and your team. Be smart and use common sense.
6. Horse playing, talking back to coaches or parents will not be tolerated. It is recommended that you respect your fellow players, coaches and parents at all times without question.
7. Be disciplined and responsible on every occasion at school, at home and at practice. Be responsible and you will see the positive results for many years to come.
8. Poor academic performance and poor citizenship in school will result in suspension from games and practice until improvement is made and the standards have been met.
9. Cursing and bad language will not be tolerated or permitted in practice, games or at any Pop Warner function. Any violation will result in immediate suspension from games and practices.
10. We have a very positive and reputable football program with great coaching and administrative staff. We also have positive and supportive parents. Let’s dedicate ourselves from start to finish, day-in day out-making the NEW EGYPT FOOTBALL, DANCE & CHEER Program the best in our league. With willing spirit and teamwork we can accomplish any goal.

#  A. Refreshments

1. Gum, Candy or Soda is not permitted at any practice.
2. Staying hydrated is a very important issue and should be treated seriously. All players should bring a water bottle to practice with them. Should your child have specific dietary needs, please discuss this with his/her coach.

#  B. Equipment

1. All participants will arrive at practice and games wearing the proper clothing and equipment. If any of the below listed equipment is not worn, the participant will not be allowed to practice or participate in games.

Items supplied by New Egypt Football, Dance & Cheer

Helmet



Shoulder pads

Practice pants

Game pants

Knee Pads

Practice jersey

Game jersey

Mouth guard

\*Note; only one mouth guard will be supplied-it is recommended to obtain a second as equipment. An additional mouth guard may be purchased from the Equipment manager.

All equipment items must be returned to New Egypt Pop Warner at the time and place specified by the Equipment manager in reasonable condition or you will be billed for replacement. If any equipment is not returned, the participant will not be allowed to register for the upcoming year.

|  |  |
| --- | --- |
| Replacement Cost(s)  |  |
| Shoulder pads  | $50.00 - $100.00  |
| Helmets | $100.00 - $200.00  |
| Game pants | $40.00 - $60.00  |
| Jerseys  | $75.00 - $90.00  |
| All leg pads | $25.00 - $40.00 ​(If you lose one or all-same replacement cost.)  |

Items to be supplied by the participant

Athletic supporter

Cup

Cleats (molded rubber cleats not to exceed ½” in length)

Mouth Guard (1 supplied by the league)

Socks (Style may be suggested by coach for all team members.)

Integrated Girdle/Practice Pants

\*No jewelry may be worn at any time of practice or games.

#  C. Attendance

The following are acceptable reasons for missing or being late for practice or game.

1. Illness
2. Injury-if verified by Doctor that you may not attend.
3. School activities-with prior arrangements/notification 4. Family obligations-with prior arrangements/notification.

* 1. No participant shall have personal friends attend practices with him/her. Should you bring a friend and that person interferes with the practice in any way, the participant would receive disciplinary action. No more than two (2) unexcused absences will be allowed or participant will be subject to disciplinary process.
	2. Participants who are late in excess of ten minutes will be counted as an unexcused absence and will be subject to further disciplinary action if it continues to occur throughout the season.
	3. It is the responsibility of each participant to notify the cheer coach when he/she will miss or be late for practice. Notification will be done in the following manner:
		1. Telephone the coach a minimum of two (2) hours prior to the scheduled practice time.
		2. Give the reason, in detail, as to why you are unable to attend practice.
1. The following methods are UNACCEPTABLE methods of notifying your coach:
	* 1. Telling another member of the team.
		2. Leaving a message with anyone other than the adult staff.
2. The following are UNACCEPTABLE reasons for being late to practice:
	* 1. Social plans
		2. Work obligations (i.e. babysitting)
		3. Other sports participation
		4. Not “feeling like it”
		5. Not able to locate proper clothing

#  D. Manners/Rules of Conduct



Respect

All participants will remain QUIET when receiving instructions from any adult staff.

The participant raising his/her hand and waiting to be identified will indicate questions. Participants will not be disruptive to other participants receiving instruction.

Failure to pay attention to instructions or discussions led by an adult staff member will be subject to the disciplinary process.

No abusive or foul language or obscene gestures will be tolerated at any Pop Warner function.



All adult staff members have full authority to have complete cooperation of each participant. Each adult staff member has the authority to enforce disciplinary process.

Confrontation

1. If any participant is experiencing any difficulties with another team member, you should report the problem to the head coach. If he/she cannot solve the problem, it should be reported to the Football President of Players and Coaches or the Football Commissioner. Should the problem remain unresolved, it should be reported to the Board of Directors.

1. Verbal confrontation. No participant will verbally berate or antagonize any other participant, whether they are from an opposing team of someone within their own team/city or league. Should there be an occurrence; a one-week suspension from the league will be immediate. A second offense would result in total suspension from the league program with full Board of Directors review prior to any re-entry into the program for other seasons.

1. Physical confrontation (i.e. pushing shoving, hitting, etc) WILL NOT be tolerated for any reason. No participant or staff member shall physically accost or harm another participant or member in any way. Should there be an occurrence. Immediate suspension from the league will result. Re-entry into the program will require review by the Board of Directors.

#  E. Disciplinary Process

1. First Offense ​\*

 The participant will be warned immediately and asked to cease whatever activity/ action he/she is engaging in.

1. Second offense ​\*

The participant has been previously warned regarding the offense. Parents will be advised of the offense. The participant will be benched for a period of time as decided by the head coach. Bench time will require the participant to attend all scheduled practices to observe training and activities from the bench. Should bench time include a schedule game, participant will dress for the game without pads or helmet and attend with his/her team, however observe the game from the bench.

1. Third Offense ​\*

One full week of suspension with further review of offense by the NEFDC Board of Directors. Player will not be permitted to attend any practice or game within the suspension time. Player may not attend any practice or game as a spectator. Failure to follow the suspension time, participant would be removed from the program.

1. Fourth offense

Participant will be suspended for the balance of the season with further review of the offense by the NEFDC Board of Directors. Approval from the Board of Directors will be required for the participant to re enter the league program in future seasons.

\* Based on the severity of the offense committed, NEFDC may by-pass any or all of the First three offense procedures, upon review of the Board of Directors​.

\*\*Should any participant be suspended for the balance of the season, all equipment will be returned within (10) ten days or forfeiture of all bonds will apply.

#  F. Transportation

1. Transportation to and from practices and games or any Pop Warner function is the responsibility of the participant.
2. Review practice schedule with head coach for changes in scheduling. All participants should be picked up immediate upon completion of practice.

*Please note all coaches and staff volunteer their time and have families and obligations of their own, it is not their responsibility to take care of you child after practices.*

 

**NEW EGYPT FOOTBALL, DANCE & CHEER** **Cheer & Dance Code of Conduct**

 **A. Refreshments**

 1. Gum, Candy, Soda and/or Sunflower seeds are not permitted at any practice.

#  B. Clothing

1. All participants will arrive at practice and games wearing the proper clothing and equipment as requested by the coach.

1. The following clothing items are NOT to be worn to any practices:
	1. Short-shorts
	2. Jeans
	3. High-top tennis shoes
	4. Short or crop tops
	5. Bathing suit tops
	6. Jewelry of any kind
	7. Any portion of your game uniform
	8. No personal electronic devices are allowed during practice, games and competitions.

#  C. Equipment

1. Items supplied by NEFDC vary with assigned team
	1. Shell
	2. Skirt
	3. Unifit
	4. Warm-up suit (Cheer)
	5. Pom-poms
2. Equipment items must be returned to NEFDC at the time and place specified by the Equipment Manager in clean condition or you will be billed for cleaning. If any equipment item(s) are not returned by the participant he/she will not be allowed to register for the upcoming season and the equipment bond will not be returned.
3. Replacement Costs

|  |  |  |
| --- | --- | --- |
|  a. Skirt | $60.00  | Old  |
|  b. Shell | $60.00 | Old  |
|  a. Skirt | $100.00  | New  |
|  b. Shell | $100.00 | New  |
|  c. Unifit | $120.00  |  |
|  d. Warm-ups | $50.00  |  |
|  e. Pom-poms | $8.00  |  |

1. Participants Responsibility
	1. Bloomers
	2. Sneakers
	3. Game socks
	4. Hair bows

 

\* No items should be purchased before checking with the team coach. Other items may need to be purchased at the team’s discretion.

# D. Hair

1. Hair MUST be worn pulled back from the eyes and off the neck. A ponytail at the crown of the head or French braid is the best.
2. The following items WILL NOT be worn in the hair:
	1. Large barrettes
	2. Butterfly barrettes or anything hanging
	3. Large bobby pins

#  E. Game/ Practice Attendance

1. No more than two (2) unexcused absences will be allowed or participant will be subject to disciplinary process.
2. Participants who are late in excess of ten minutes will be counted as an unexcused absence and will be subject to further disciplinary action if it continues to occur throughout the season.
3. It is the responsibility of each participant to notify the cheer coach when he/she will miss or be late for practice. Notification will be done in the following manner:
	1. Telephone the cheer coach a minimum of two (2) hours prior to the scheduled practice time.
	2. Give the reason, in detail, as to why you are unable to attend practice.
4. The following methods are UNACCEPTABLE methods of notifying your coach:
	1. Telling another member of the squad.
	2. Leaving a message with anyone other than the adult cheer staff.
5. The following are UNACCEPTABLE reasons for being late to practice:
	1. Social plans
	2. Work obligations (i.e. babysitting)
	3. Other sports participation
	4. Not “feeling like it”
	5. Not able to locate proper clothing
6. The following are ACCEPTABLE reasons for missing or being late for practice: a. Illness
	1. Injury (it is suggested you attend if possible, but not participate)
	2. School Activities (with prior arrangements/ notification)
	3. Family Obligations (with prior arrangements/ notification)
7. No participant shall have personal friends attend practices with them. Should anyone bring a friend to practice, they will be asked by the cheer coach to leave. Failure to do so could result in disciplinary action to the participant.

#  F. Warm ups

1. All squads are to warm-up and stretch not less than ten (10) minutes prior to, and following, beginning a practice or start of a game.
2. No participant will be subject to running laps as a disciplinary measure.

# G. Game Appearance Rules

1. All participants should arrive for their regularly scheduled games at the appointed time in the approved uniform and in possession of all required equipment.
2. All participants shall arrive for their regularly scheduled game with their hair in one of the following manners, as agreed on by the individual cheer coach/ squad.
	1. Ponytail
	2. Bun
	3. French Braid
3. Participants WILL NOT be allowed to wear the following items to any game:
	1. Heavy make-up
	2. Jewelry of any kind (do not have ears pierced during the season, you will not be allowed to wear your earrings to any game or Pop Warner function)
	3. Nylons, stockings, or tights (unless approved by your cheer coach)
	4. Hats (unless it is part of your uniform)
	5. Unauthorized items; such as artificial nails, (real nails must be an acceptable length as indicated by NEFDC), inappropriate t-shirts and jackets

# H. Manners/ Rules of Conduct

1. Respect

* 1. All participants will remain QUIET when receiving instructions from any adult staff. The participant raising his/her hand and waiting to be identified will indicate questions. Participants will not be disruptive to other participants receiving instruction.
	2. Failure to pay attention to instructions or discussions led by an adult staff member will be subject to the disciplinary process.
	3. No abusive or foul language or obscene gestures will be tolerated at any Pop Warner function.
	4. All adult staff members have full authority to have complete cooperation of each participant. Each adult staff member has the authority to enforce disciplinary process.

1. Confrontation

* 1. If any participant is experiencing any difficulties with another team member, you should report the problem to the head coach. If he/she cannot solve the problem, it should be reported to the Football President of Players and Coaches or the Football Commissioner. Should the problem remain unresolved, it should be reported to the Board of Directors.
	2. Verbal confrontation. No participant will verbally berate or antagonize any other participant, whether they are from an opposing team of someone within their own team/city or league. Should there be an occurrence; a one-week suspension from the league will be immediate. A second offense would result in total suspension from the league program with full Board of Directors review prior to any re entry into the program for other seasons.
	3. Physical confrontation (i.e. pushing shoving, hitting, etc) WILL NOT be tolerated for any reason. No participant or staff member shall physically accost or harm another participant or member in any way. Should there be an occurrence. Immediate suspension from the league will result. Re-entry into the program will require review by the Board of Directors.

#  I. Disciplinary Process

1. First Offense ​\*

The participant will be warned immediately and asked to cease whatever activity/ action he/she is engaging in.

1. Second offense ​\*

The participant has been previously warned by ANY staff member regarding the offense. Parents will be advised of the offense. The participant will be removed from participation with the squad for the next regularly scheduled game/ event and all practice prior to that game. The participant will however, as part of the disciplinary process, attend all scheduled practices to observe training and activities from the bench. The participant will also attend the game/ event for which she has been benched, in full uniform, and observe it from the bench.

1. Third Offense ​\*

One full week of suspension, upon NEFDC Board and coaches’ review. While on suspension, the participant will not be allowed to attend any practices, games or events. If the participant attends any game or event in her uniform following her suspension, she will immediately be suspended for the remainder of the season.

1. Fourth offense 

Participant will be suspended for the balance of the season with further review of the offense by the NEFDC Board of Directors and coaches. A fourth offense of any nature will result in immediate suspension for the remainder of the season. Additionally, the participant will be subject to prior approval before re-entry into the program for the following season.

\* Based on the severity of the offense committed, NEFDC may by-pass any or all of the four offense procedures, upon review of the Board of Directors​.

\*\*Should any participant be suspended for the balance of the season, all equipment will be returned within (10) ten days or forfeiture of all bonds will apply.

#  J. Transportation

1. Transportation to and from practices and games or any Pop Warner function is the responsibility of the participant and/ or the parents of the participant.
2. Review practice schedule with head coach for changes in scheduling. All participants should be picked up immediate upon completion of practice.

*Please note all coaches and staff volunteer their time and have families and obligations of their own, it is not their responsibility to take care of you child after practices.*



# NEW EGYPT FOOTBALL, DANCE & CHEER Parents Code of Conduct

*All parents/guardians who have children participating within the New Egypt Warrior Pop Warner Program must abide by a Code of Conduct, which includes the provisions that follow. Any violation of these rules may result in the revocation of privileges in the New Egypt Warrior Pop Warner program for season or seasons. .*

1. I/We agree to be financially responsible for League/Pop Warner equipment issued to player/cheerleader other than the normal wear and breakage during games or practice. Further, I/We will reimburse the League/Pop Warner for the loss or damage to league owned equipment.

1. I/We agree to not smoke on the practice or playing fields in the presence of a gathering of team/squad. (Ex. After games, meetings, group activities, etc.)

1. I/We agree to abstain from the possession and drinking of alcoholic beverages and the possession or use of any illegal substance at any Pop Warner function.

1. I/We agree not to deliberately incite or participate in “unsportsmanlike” conduct at any Pop Warner function. Action will be taken for violations of any verbal, physical assault, intimidation and or “unsportsmanlike” conduct.

● The term physical assault includes but is not limited to: hitting, slapping, pushing, spitting, kicking, or striking in any way with any part of the body or physical implement.

1. I/We agree not to use abusive or profane language at any time during any Pop Warner Function.

1. I/We agree not to criticize, belittle, antagonize, berate or otherwise incite the coaches, players, cheerleaders or fans and or opposing teams, its players, coaches, cheerleaders or fans by word of mouth or gesture.

1. I/We agree to accept all decisions of the game officials, judges, or conference Officials as being fair and call to the best of their ability.

1. I/We if at any point have concern for my child’s well-being will follow the grievance procedure as outlined by the NEFDC Board of Directors.

1. I/We agree not to interfere nor be in the area of the Pre Game check in area or “scale area” on the football fields.

1. All Registration fees will be paid in full on or before October 1​st​. Failure to comply with this may result in the suspension of play for the participant until such fees are paid in full.

1. I/We agree to take responsibility for any actions that violate this Code of Conduct by a guest or relative of attending parent/guardian.

1. Work bond/Equipment bond fees will be paid by September 15​th​. Failure to comply may result in suspension of play for participant until such fees are paid in full.



Disciplinary Process

First offense: Verbal Warning.\*\*

Second offense: Parent/Guardian and Children will be removed from the practice or game.\*\* the NE Board of Directors will issue A Written Warning.

Third offense: Parent/Guardian and child(ren)- all teams- will be removed for the season. After one year, the parent/guardian may apply to be reinstated. Upon review by the NE Board of Directors, the child(ren) will be allowed to participate.

A probation period of one year with no offenses will apply. If during the probation time, the parent/guardian does not comply with the “Parents Code of Conduct” he or she will be have self and child(ren) permanently removed from the New Egypt Pop Warner program.

\*\*Depending upon the severity of the offense committed by a parent/guardian, the NE Board of Directors have the authority to by-pass the first and second offense procedures and act to use the third offense guidelines if necessary.

***At any time the local authorities may be contacted. The parent/guardian offense would be viewed by those local officials for further actions to be taken to the full extent of the law.***

# NEW EGYPT FOOTBALL, DANCE & CHEER Grievance Procedure



Any parent/guardian with a child(ren) participating within the New Egypt Warrior Pop Warner Football, Warrior Flag and Dance & Cheer program should follow this grievance procedure. This grievance procedure is designed to provide parent/guardian with prompt response to their concern. If you have a grievance, please follow the steps listed.

1. Discuss the concern with your child and if possible, observe the situation yourself. Be certain you have all the facts correct.
2. Discuss the concern with the Head Coach after practice or the game. Never discuss the concern with other participants present. (If the concern is regarding the head coach, please follow the chain of command.)

**If you are not satisfied that the concern has been resolved with above steps:**

1. Discuss the concern or grievance with the Commissioners of Cheer/Dance or Football. Documentation will be taken and grievance will be review by the full board of directors.

**If you are not satisfied that the concern has been resolved at that time:**

1. Forward a letter to the New Egypt Warrior Pop Warner Football, Dance & Cheer Board of Directors and request a meeting with the complete Board of Directors. The correspondence should contain all facts and listing the individuals to whom you have spoken about the concern or grievance. A meeting will be scheduled at a time mutually convenient for all parties.

This is the final step in the process and all efforts will be made to amicably resolve any concern. New Egypt Pop Warner Football, Dance & Cheer Board of Directors follow the league by-laws, as well as those of Burlington County and Eastern Region Pop Warner.

**BOD Chain of Command:**

President NEFDC

Football Commissioner

Assistant Commissioner Football

Dance/Cheer Commissioner

Assistant Commissioner Dance/Cheer Treasurer

 Secretary

**For Cheer or Dance Contact:**

Dance and Cheer Commissioner

Dance and Cheer Assistant Commissioner Dance and Cheer Equipment Manager **For Football Contact:**

Football Commissioner

Football Assistant Commissioner

Football Equipment Manager

**\* Please allow the process time to work before elevating your concern. Our Board of Directors consists of volunteers and parents.**

Adopted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, League President Signature

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Print Name

Adopted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Football Commissioner

 Signature

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 Print Name​

Adopted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Cheer & Dance Commissioner

 Signature

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 Print Name

Revised 1/2018