

BY-LAWS OF THE

SAN MARCOS POP WARNER
FOOTBALL ASSOCIATION

Established 1977

ARTICLE I

NAME

This Association shall be known as the SAN MARCOS POP WARNER FOOTBALL ASSOCIATION (SMPW), deriving its charter from Palomar Conference, Pop Warner Football, Inc.

ARTICLE II

ENTITIES AND PRINCIPLE OFFICE

Section 1. The entities of the association shall be:

- A. The Executive Board (Directors)
- B. The Appointed Members
- C. Other Officers
- D. General Members

Section 2. The principal office of this association shall be in the county of San Diego, California and unless otherwise directed by the executive board, shall be at the mailing address of San Marcos Pop Warner and/or the residing President's home address.

ARTICLE III

MISSION STATEMENT

To provide for the youth of the San Marcos community a competitive football and cheer program that encourages and promotes the values of sportsmanship, dedication, discipline and scholastic achievement.

OBJECTIVE

Section 1. The objective of the San Marcos Pop Warner Association shall be to implant in the youth of the community by incorporating into their scholastic experience, the ideals of sportsmanship, honesty, loyalty, courage and reverence, so that they may be finer, stronger, healthier, happier youths that reflect credit on themselves, their parents and the community. This objective will be achieved by providing a supervised, safety oriented, competitive football program. All adult supervisors shall bear in mind that the molding of the whole person is of prime importance.

Section 2. An equally important objective is to stress scholastic achievement according to the abilities of the individual. The proven correlation between scholastic achievement and athletic participation will be strenuously conveyed at every level of this association.

ARTICLE IV

COMPOSITION AND GENERAL RESPONSIBILITIES OF ENTITIES LISTED IN ARTICLE II

Section 1. The EXECUTIVE BOARD

Shall be comprised of the persons who live within the SMPW boundaries elected as described in these by-laws, and shall be responsible for the general oversight of the operations of the association. Persons outside of the community with experience may also be elected to the executive board.

Section 2. APPOINTED MEMBERS

Shall be comprised of members as described in Section 1, Article IV.

Section 3. OTHER OFFICERS

Shall be coaches, assistant coaches, business managers and other volunteers as selected and recognized by the executive board with no voting rights.

Section 4. GENERAL MEMBERS

- a. All elected or appointed officials of the association.
- b. All parents of participants by right of paying required fees, including hardship cases as recognized by the executive board.

Section 5. TERMINATION OF MEMBERSHIP

- a. Upon written request of member.
- b. When the member no longer meets eligibility requirements.

Section 6. The executive board, by unanimous vote of the total board of officers at any duly constituted meeting, shall have the authority to suspend or remove any member or officer whose conduct is considered detrimental to the best interest of this association under the rules and in accordance with the procedures outlined in the National Administrative Manual.

Section 7. A member of the executive board may be removed from office by unanimous vote of the executive board, whose conduct is considered to be detrimental to the best interest of the association in accordance with the procedures listed above.

Section 8. A member of the appointed board may be removed from office by a unanimous vote of the executive board present at a properly called and duly constituted meeting, for the reasons and in accordance with the procedures as listed in Section 6 above.

Section 9. Directors, Officers and Members of this association attending any San Marcos Pop Warner Football Association sponsored event in which players or cheerleaders participate in any way, shall not, at any time during such function use profanity or obscene language, use any type of tobacco product, consume alcoholic beverages, engage in any illegal activity, or engage in using any illegal substance or drug.

ARTICLE V

MEETINGS

Section 1. BOARD MEETINGS

- a. The executive board and appointed board members shall meet at least once a month at a place and time to be publicized, in open session to discuss and arrive at decisions pertinent to the running of the association. This is not to preclude meetings being held more frequently as the business of the association dictates. Executive sessions of the board of officers may be held in order to discuss matters of a disciplinary or personal nature, such as appointment or selection of coaches, and arrive at decisions concerning such matters. Major problems will also be handled privately by the executive board only.
- b. The executive board by a two-thirds vote may elect to exclude anyone they may feel has a conflict of interest in any given situation.

- c. In the event of a tie during any voting process of a regular board meeting, the president shall vote to break a tie.

Section 2. GENERAL MEMBERSHIP MEETINGS

- a. A general membership meeting, for the purpose of the elections, shall be held the last month of the regular season in order to elect executive board members. Additionally, appointed board member positions may be filled at that time for the positions that the new board may deem necessary. Additional general membership meetings may be called from time to time at the direction of the executive board with a minimum seven day notice to general membership.
- b. Every member of this association shall be entitled to a vote at any general meeting and shall have only one vote. Voting by proxy and cumulative voting is expressly prohibited.
- c. In the event of a tie during any voting process of a general membership meeting, the president shall vote to break a tie.

Section 3. GENERAL ELECTIONS

In any general election, the majority of the elected executive board members must be parents of participating football players and cheerleaders.

ARTICLE VI

GOVERNMENT

Section 1. Governance shall be under the supervision and direction of the executive board.

Section 2. THE BOARD

- a. The Executive Board shall be comprised of people as outlined in ARTICLE IV, SECTION 1 and shall include the following Elected positions: President, First Vice President, Second Vice President, Secretary, and Treasurer (designated Directors) and the following Executive Appointed Board positions (by vote of the elected executive board): Coach Coordinator (Player Representative/Agent), Cheer Coordinator (Cheer Representative/Agent).

- b. The Past President is invited to hold a position on the board as long as that president vacated the position in good standing – a vote by the five Elected Board Members shall dictate.
- c. The Appointed Board shall be: Fields Director, Football Equipment Manager, Concession Stand Coordinator, Media/Sponsorship Coordinator, Football and Cheer Team Parent Coordinators, Business Manager Coordinator, Cheer Equipment Manager, Inventory Coordinator, and Safety Coordinator.

Section 3. The Directors shall serve a term of two years while the Executive Appointed and Appointed members of the board shall serve a term of one calendar year starting January 1 through December 31, with the only exception being that of the office of the Treasurer. His/her term will be February 15 to February 14 for the purpose of filing the corporate tax return.

Section 4. ELECTIONS

- a. Elections will be held publicly.
- b. Nominations for all appointed board positions will be held the night of the elections and will also be open to the public (see ARTICLE VI, SECTION 2)
- c. There will be two weeks notice given as to election place, time and date.
- d. Nominees for all board positions should state their name and experience. There will be absolutely no debating or discrediting any board member or nominee at any time. If such actions take place, the president will adjourn such meeting immediately until further notice.
- e. Nominations and elections for each office will be voted on separately.
- f. The Elected positions of President, First Vice President, Second Vice President, Secretary, and Treasurer (the Directors) and Executive Appointed positions of Coach Coordinator and Cheer Coordinator shall constitute the EXECUTIVE BOARD.
- g. Football Team Parent Coordinator, Fields Director, Football Equipment Manager, Business Manager Coordinator, lead by the Coach Coordinator will constitute the Appointed Football Board.
- h. Concession Stand Coordinator, Media/Sponsorship Coordinator and Inventory Coordinator, lead by the Second Vice President will constitute the Appointed General Board.

- i. Cheer Team Parent Coordinator, Cheer Equipment Manager lead by the Cheer Coordinator will constitute the Appointed Cheer Board.
- j. In the event of a tie the existing board will forward the written vote to the president, who will then vote to break the tie.

Section 5. It will be at the determination of the Executive Board, by vote, whether a member of the Executive Board or Appointed Board may accept a position as Head Coach of a football team or cheerleading squad. A vote will be conducted by the Executive Board (less the Head Coach candidate). A unanimous vote is required. In the event that the Executive Board member is voted into a Head Coach position, he/she will be excluded from making any board level decisions or voting on any specific issues regarding that specific team. The Executive Board member who is a Head Coach will be governed as any other SMPW Head Coach in accordance with Article VII of these by-laws regarding his/her team.

Section 6. Members of the executive board may serve in an appointed position or on a sub committee or booster club. In the event of a vacancy on the executive board, the remaining executives shall vote on a successor to fill the unexpired term.

Section 7. OFFICERS

- a. A Board of Officers shall be appointed by the executive board to run the day to day and seasonal business of the association.
- b. All association powers and business shall be exercised by and conducted by the executive board. The executive board shall collectively decide all matters pertaining to the finances of the association and it shall place all income in a common treasury, directing the expenditures of same in such a manner as will give no individual or team an advantage over the others. Any contributions will be approved by the Board of Officers.

Section 8. Any money making venture, including those of individual teams, must have the sanction of the executive board. Income from these ventures must be handled in accordance with Section 7 of this article. Under no circumstances may any member or non-member of San

Marcos Pop Warner have a separate bank account for moneys raised and/or used in conjunction with San Marcos Pop Warner.

- Section 9. The executive board, upon evidence of the misconduct of any youth participant, shall handle the incident in accordance with the applicable section of the National Administrative Manual.
- Section 10. Decisions of the executive board which are of a continuing or sustaining nature shall be ASSOCIATION POLICY. The policy folder shall be kept by the secretary and it shall be present at all meetings of the executive board.
- Section 11. The numbers and titles of the officers necessary to properly carry out the business of the association are to be determined by the executive board.
- a. Telephone voting rights are restricted to the executive board members only.
 - b. The President will make a phone vote on issues that need immediate attention when it has been approved by the President, First Vice President and/or Secretary. A reasonable attempt to contact all executive board members must be made and a majority in agreement must be reached to pass. If a majority is not attained, then the issue will be introduced at the next scheduled meeting.
 - c. No proxy votes will be allowed.
 - d. In the event of a tie during any voting process, the President shall vote to break the tie.
- Section 12. A majority of the number of officers holding an executive position, with the President or First Vice President presiding, constitutes a quorum for transaction of business (one over half). Every act or decision done or made by a majority of the officers present at a duly held meeting, at which a quorum is present, shall be regarded as an act of the entire board.

ARTICLE VII

FOOTBALL AND CHEERLEADING COACHES

Section 1. HEAD COACHES

Applications for Head Coaching positions shall be made available to the general public by the executive board.

- Section 2. Coaches are automatically terminated at the end of the season. Vacancies will be filled the following season after the new executive board has been selected.

- Section 3. All coaches' applications shall be reviewed by the executive board at a duly constituted meeting, at which time selections will be made to fill the head coach positions.
- a. Head Coaches will be interviewed by the Palomar Conference Board of Directors and must be approved by said board.
- Section 4. The executive board will make available and provide up to date copies of the association by-laws and policies, Coaches Code of Ethics, Parents Code of Ethics, as well as conference policies to all selected Head Coaches.
- Section 5. Head Coaches, by their signature, will be held responsible for conducting themselves and their teams in accordance with the letter and spirit of the above mentioned by-laws as well as the National Rule Book and the SMPW Coaches Code of Ethics.
- Section 6. Disciplinary action will be administered on report or observation of any head coach, assistant coach or member of team staff, not complying with the provisions as defined in the forgoing mentioned by-laws.
- Section 7. When the by-laws are provided to the head coach, an executive board member will obtain a signed receipt, itemizing publications provided. He/She then will be accountable for any violation.

ARTICLE VIII

OFFICERS AND THEIR DUTIES

Section 1. PRESIDENT

The President shall preside at all membership meetings and all meetings of the executive board.

- a. The president shall be chief executive of the organization and shall, subject to the control of the executive board, have general supervision, direction and control of the business and affairs of the association.
- b. The President shall have one vote only in case of a tie.

- c. The president or his duly appointed representative should attend all Palomar Conference Pop Warner, Incorporated meetings and provide a written report for the expressed use of the executive board.
- d. The president shall be responsible for arranging all executive board meetings, providing the executive board with date, place, and time of such meetings.
- e. The president shall take ultimate responsibility for the actions of any board member or person on a SMPW coaching staff.
- f. The president shall liaison any problem between coaches, parents and conference. Any contact with conference shall go directly through the president.
- g. The president shall be responsible for getting all information to coaching staffs. Overall, the president shall lead and govern.
- h. The president will be responsible for and pursue corporate sponsorships and work with the Treasurer in coordinating fund raising events.
- i. The President will be responsible for following these by-laws and the National Rules provided by conference.

Section 2.

FIRST VICE PRESIDENT

The First Vice President shall attend all executive board meetings.

- a. In the absence of the president, the first vice president shall perform all duties of the president as explained in Article VIII, section 1.
- b. The first vice president shall work in conjunction with the president in carrying out the operational business of the association.
- c. The first vice president will handle insurance/medical claims for the league.

- d. The first vice president shall ensure each team's Business Manager and Team Parent is trained and fully understand their roles.
- e. The first vice president, in case of a vacancy in the office of the president, shall automatically succeed to that office and serve the unexpired term.

Section 3. SECOND VICE PRESIDENT

The Second Vice President shall attend all executive board meetings.

- a. In the absence of the president and first vice president, the second vice president shall perform all duties of the president as explained in Article VIII, section 1.
- b. The second vice president shall work in conjunction with the Secretary in carrying out the administrative business of the association.
- c. The second vice president shall head the Registration Committee.
- d. The second vice president shall ensure all first aid and safety related business is conducted according to applicable directives of Palomar Conference and SMPW.
- e. The second vice president will fill any needed requirement in conducting the associations business as directed by the executive board.
- f. The second vice president shall head the Little Scholars Committee, ensuring compliance and completion of all requirements to ensure SMPW participation in this vitally important program.

Section 4. SECRETARY

The secretary shall attend all executive board meetings.

- a. The secretary shall keep a binder that includes: minutes of all meetings of the board of officers, association by-laws, all letters designating individuals to specific board positions, and articles and policies directing the association under Palomar Conference.

- b. The secretary shall work in conjunction with the second vice president in carrying out the administrative business of the association.
- c. The secretary shall keep a register showing the names, addresses and telephone numbers of the executive and appointed board members.
- d. The secretary shall be custodian of the by-laws and articles of incorporation of the association and shall have said documents at all meetings.
- e. The secretary shall conduct and direct the correspondence of the association.
- f. Upon receipt by the secretary of any correspondence, communication or other material from National Pop Warner Conference, the secretary shall expeditiously route same to the person having cognizance there of.
- g. Copies of the minutes of the previous meetings shall be made available to the board of officers and head coaches by or before the next scheduled meeting.
- h. The secretary shall collect, disperse and log all incoming correspondence.

Section 5.

TREASURER

The treasurer shall attend all executive board meetings and maintain adequate and correct accounts of the business transactions of this association.

- a. The treasurer shall promptly deposit all moneys and other valuables into the appropriate accounts of the association with such depositories as shall be designated by the executive board members. He or She shall disburse the funds of this association in such a manner as may be ordered by the executive board members and account for all his or her transactions as treasurer.
- b. The treasurer shall present a written financial statement on a monthly basis showing the financial status of the association, specifically a profit and loss statement and asset and liability statement. These statements will be passed to each respective team's Business Manager for their records.
- c. A written account shall be made following each event and provided to the executive board in report form on a weekly basis, or as required or assigned by the executive board – i.e. concession stand moneys, fund raisers and registration fees collected, etc.
- d. An audit shall be conducted along with the association tax preparation before the end of his or her term.
- e. He or she will ensure that all checks drawn on SMPW association shall be given to the Secretary for log-in and signature, and then co-signed by the President or First Vice President.

- f. The treasurer shall occupy a seat on the registration committee.
- g. The treasurer shall attend all executive and general meetings.

Section 6. COACH COORDINATOR (Player Representative/Agent)

The Coach Coordinator shall attend all appointed football board and general meetings.

- a. The coach coordinator is responsible for registration, physical examinations, the preparation of official team rosters and subsequent roster corrections and appropriate notifications thereof and assigns late registrants to teams directed by the executive board.
- b. The coach coordinator will handle all contracts and see to it that they are completed in their entirety.
- c. The coach coordinator will field all problems between player, parent and coach and present them to the board for further action.
- d. In the event of an emergency or the need of a doctor's care, the coach coordinator will provide those involved with proper documents.
- e. The coach coordinator will be responsible for the promotion, distribution, and collection of the Little Scholars Program applications and report to the Second Vice President on progress.
- f. The coach coordinator will attend all conference meetings required of him or her, or will send a representative in his or her place.
- g. The coach coordinator will be responsible for the football program.
- h. The coach coordinator will oversee the appointed football board, which includes the Football Equipment Manager, Business Manager/Team Parent Coordinator, and Field's Director.
- i. The coach coordinator will be responsible for organizing and planning football board meetings, practices, fundraising events and training clinics in concurrence with the executive board.
- j. He or She will solicit, take applications and set up interviews of prospective coaches.
- k. He or She will be the liaison between the executive board and the head coaches.
- l. He or She will relate all pertinent information from the executive board to the head coaches.

Section 7. CHEER COORDINATOR (Cheerleader Agent)

The Cheer Coordinator will attend all executive appointed cheer board and general meetings.

- a. The cheer coordinator will be responsible for the cheerleading program.
- b. The cheer coordinator will oversee the appointed cheer board. These people will be the Cheer Equipment Manager and Cheer Team Parent Coordinator.

- c. The cheer coordinator will be responsible for organizing and planning cheer board meetings, cheerleading registration, practices, fundraising events, training clinics, uniforms and competition in concurrence with the executive board.
- d. The cheer coordinator will attend all conference meetings required of him or her, or will send a representative in his or her place.
- e. The cheer coordinator is responsible for registration, physical examinations, the preparation of official team rosters, subsequent roster corrections and appropriate notifications thereof, and assigns late registrants to teams directed by the executive board.
- f. The cheer coordinator will handle all contracts and see to it that they are completed in their entirety.
- g. The cheer coordinator will field all problems between player, parent and coach, and present them to the board for further action.
- h. In the event of an emergency or the need of a doctor's care, the cheer coordinator will provide those involved with proper documents.
- i. The cheer coordinator will be responsible for the promotion, distribution and collection of the Little Scholar Program applications and report directly to the Second Vice President as to progress.

Section 8.

FIELD'S DIRECTOR

The field's director will attend all appointed football board and general meetings.

- a. The field's director is responsible for negotiating field use with all agencies.
- b. The field's director is responsible for providing all agencies with the proper insurance documents.
- c. The field's director will obtain from conference and hold the insurance documents providing names of agencies concerned (field liability insurance).
- d. The field's director will arrange for all use of facilities permits whenever requested by executive board members unless he or she makes arrangements for this to be done by others.
- e. He or she will set up home game field on Saturdays, (marker, scale, timer etc.) or find a suitable substitute. He or she will maintain all fields required by the association such that they are adequate for all required practices and games.

Section 9.

FOOTBALL EQUIPMENT MANAGER

The equipment manager will attend all appointed football board and general meetings.

- a. The football equipment manager shall be responsible for selecting, purchasing and disbursing all association equipment and property with the approval of the executive board members.

- b. The football equipment manager shall advise the head coaches of the proper care and maintenance of all uniforms and equipment.
- c. The football equipment manager must attend all practices or assign an assistant to be present. He or She will also provide equipment managers from each team with all necessary replacement equipment or have an assistant present to do so (helmet, chin straps, pads, mouth pieces, etc.).
- d. The football equipment manager will organize distribution of uniforms and provide coaches with date, place and time in concurrence with executive board.

Section 10. CONCESSION STAND COORDINATOR

The concession stand coordinator will attend all appointed general board and general meetings.

- a. He or She will in conjunction with the Inventory Coordinator, inventory and purchase all needed equipment and food used to stock the concession stand.
- b. He or She will assign work schedules for practices.
- c. He or She will be in charge of all concessions at any/all San Marcos Pop Warner events.
- d. He or She will work closely with the Second Vice President and Treasurer to ensure proper accounting of inventory and money management. All monies collected will be deposited after each event and on the same day.

Section 11. PAST PRESIDENT (if applicable)

The past president shall serve as president advisor if so desired.

Section 12. MEDIA/SPONSORSHIP COORDINATOR

The media/sponsorship coordinator will attend all appointed general board and general meetings.

- a. The media coordinator will make sure that all media are informed of Pop Warner sign-ups.
- b. The media coordinator will work hand-in-hand with President concerning sponsorships/web page coordination/administration.
- c. He or She will inform the newspapers of all fundraisers and special events sponsored by San Marcos Pop Warner. He or she will help in the distribution of such leaflets and flyers having to do with such events.
- d. He or She will collect and deliver to the head of the sports departments of all local newspapers all information regarding games played and results.

- e. He or She will publish a periodic newsletter or provide updated information on a bulletin board at the practice/playing field to keep the parents informed about league events.
- f. He or She will head the fundraising committee and be responsible for coordinating all fund raising events and Homecoming events.

Section 13. TEAM PARENT COORDINATOR

The team parent coordinator will attend all appointed football, cheer and general meetings and report directly to the Second Vice President.

- a. He or She will make sure all teams have a team parent.
- b. He or She will relate all pertinent information from the executive board to the team parents.
- c. He or She will provide team parents with rosters and instructions of their responsibilities as a team parent.
- d. He or She will hold team parent meetings throughout the season as needed.
- e. He or She will assist the Second Vice President with the end of season award banquet and that the banquet is planned in accordance with these by-laws.
- f. He or She will be the liaison between the concession stand coordinator and the team parents.
- g. He or She will be responsible for organizing team pictures, including obtaining bids, seeking board approval, scheduling and organizing the event.

Section 14. BUSINESS MANAGER COORDINATOR

The business manager coordinator will attend all appointed football board and general meetings.

- a. Will organize and liaison all business aspects of the association to each individual team business manager.
- b. He or She will relate all pertinent information from the appointed football board to the head coaches and business managers.
- c. He or She will provide all head coaches with official rosters and instructions of their responsibilities as coaches.
- d. He or She will hold meetings during the season to inform the coaches and business managers of current and upcoming events and coordinate team business manager training.
- e. He or She will work closely with the coach coordinator and treasurer in the promotion, distribution and collection of the Little Scholars program applications.

- f. He or She will be the liaison between the teams and the board for insurance claims and policy coordination.

Section 15. CHEER EQUIPMENT MANAGER

The cheer equipment manager will attend all appointed cheer board and general meetings.

- a. The cheer equipment manager shall coordinate with and assist the Cheer Coordinator in the selection, purchase and distribution of all association cheer equipment and property with the approval of the executive board members.
- b. The cheer equipment manager shall inventory all equipment and property of the corporation at the beginning and the end of the playing season, and submit a written report to the executive board.
- c. The cheer equipment manager shall advise the head coaches of the proper care and maintenance of all uniforms and equipment.
- d. The cheer equipment manager will organize distribution of uniforms and provide coaches with date, place and time in concurrence with the executive board.
- e. The cheer equipment manager will collect or delegate the collection of all issued uniforms and equipment at the end of the final game. He or She will notify all head coaches for assistance and for them to notify their teams to provide a change of clothes at their last game to make collection possible. No individual trophies will be given until issued uniforms and equipment has been collected and accounted for.

Section 16. INVENTORY COORDINATOR

The inventory coordinator will attend all appointed general board and general meetings.

- a. He or She will inventory all football and cheer equipment at the beginning and end of each season and ensure said equipment is accurately disbursed and collected in a timely fashion at the beginning and end of each season.
- b. He or She shall inventory all equipment and property of the association at the beginning and end of the playing season, and submit a written report to the executive board.
- c. He or She will assist the Concession Stand Coordinator in purchasing all needed equipment and food used to stock the concession stand and maintaining an inventory.
- d. He or She will be will be responsible for maintaining an accurate inventory of all assets, spirit items, and such other items that hold value to the association.

Section 17. SAFETY COORDINATOR

The safety coordinator will assist the executive board in coordination, maintaining and executing the association's safety policy.

- a. He or She will be responsible for ensuring the safety of each member of the association.
- b. He or She will acquire and distribute a First Aid Kit, approved by the executive board, to each team and have readily available at each event, a safety and emergency plan, and any special needs requirements.
- c. Schedule, monitor and ensure Red Cross training and certification for each Head Coach, team designated First Aid volunteer and all executive board members.

Section 18. HONORARY BOARD MEMBERS

The San Marcos High School Football Head Football and San Marcos High School Cheer Head Coach will hold honorary positions on the SMPW Board with full voting rights on any and all pertinent issues. A strong relationship between SMPW and the High School Football and Cheer programs of the community will be vehemently pursued and nurtured. As the community grows, the head coach of football and head coach of cheer of any new high school that is within the San Marcos boundary will be afforded the same privilege.

ARTICLE IX

REGISTRATION

Section 1. There will be at least one-week notice given to the public prior to registration.

Section 2. All individuals will be taken on a first come first served basis. However, children of board members will be placed as a priority. The son (s) or daughter (s) of coaches will be placed according to Palomar Conference Pop Warner Policies. Any participant registering for San Marcos Pop Warner and not paying the registration fee will be placed on a waiting list until a hardship application is filed and approved or said fees are paid. No equipment will be issued until all requirements are met, however their registration number will be maintained.

Section 3. To be eligible to participate in the San Marcos Pop Warner program, the applicant must comply with the following requirements:

- a. A Parent or Guardian must be present at registration.

- b. Provide proof of age (birth certificate or other appropriate identification as approved by Palomar Conference Pop Warner Policies) must be provided.
- c. Pay the current registration fee – or plan to fulfill financial obligation under any program approved by the executive board.
- d. Applicant must meet age and weight requirements as stated in the National Rule Book.
- e. Provide proof of medical insurance.

Section 4. Any applicant who is in a hardship situation has the right to come before the executive board or to apply in writing for approval of hardship request/sponsorship/scholarship. It is the intent of San Marcos Pop Warner to not turn away any child and to provide all youth in the community the opportunity to participate.

Section 5. Football and Cheerleading registration will be held at the same time, date and place.

Section 6. CHEER REGISTRATION

- a. All registration requirements will apply to cheerleaders.
- b. Sign ups shall be held on a first come first served basis.
Cheerleader sign ups will be held at the same time as football sign ups.
- c. A parent or guardian shall be present at registration.
- d. Proof of age is required at the time of registration (see ARTICLE IX, SECTION 3B above).
- e. There will be no “OFFICIAL MASCOTS”.
- f. Ages within cheerleading squads shall correspond with the ages of football players as follows:

- | | |
|----------------|---------|
| 1) Flag | 5 - 7 |
| 2) Mitey Mites | 7 - 10 |
| 3) Jr. Pee Wee | 8 - 11 |
| 4) Pee Wee | 9 - 12 |
| 5) Jr. Midget | 10 - 13 |
| 6) Midget | 11 - 15 |

- g. Each age level shall have one cheerleading squad consisting of no more than 35 members providing that the Palomar Conference Rule regarding one coach to every twelve members is followed. The appointed cheer board may put a maximum limit on a team, or create more than one team for any age level, if deemed appropriate.

Section 7. Registration fees shall be set each year by the executive board, based upon “per child” costs including:

- a. conference insurance
- b. competition fees
- c. field fees
- d. referee fees
- e. uniform and equipment costs

Section 8. Registration for individual squads may not be taken until a coach has been designated (volunteered). If there is no volunteer coach, a waiting list will be started. No fees will be accepted from those placed on a waiting list.

Section 9. Parents shall be informed prior to registering a child of the REQUIRED time commitment, financial responsibility, as well as parental time commitment.

Section 10. A girl who has a brother in the program may request to be a cheerleader on her brother’s team provided the following applies:

- a. Her age falls within the eligibility requirements.
- b. An opening exists on the squad at the time.

Section 11. CHEERLEADING UNIFORMS

- a. All squads will be required to dress alike. San Marcos Pop Warner will determine colors, style and types of all articles the cheerleader will wear.
- b. The Cheer Coordinator will be responsible for and coordinate with the Inventory Coordinator an inventory and final written report on all equipment collected at the end of the season.

Section 12. ORGANIZING COMMITTEE

Up to four additional individuals, knowledgeable of the cheer program, may be selected by the appointed cheer board to assist the cheer coordinator in planning the cheer leading program and events.

ARTICLE X

FUNDRAISING

- a. All moneys from sponsors and fundraisers will be turned over to San Marcos Pop Warner's treasury in a timely manner for accounting, disbursement, and acknowledgement.
- b. Cheerleaders shall be able to hold fund raisers to earn funds to enrich the cheerleading program (i.e. cheer clinic, dance or tumbling lessons, travel expenses, motivational incentives, uniform replacement, refreshments at games, gift at the end of a season).

ARTICLE XI

RULES

Section 1. The official playing rules and regulations as well as these by-laws as adopted by the local and national conference shall be observed.

Section 2. "Robert's Rules of Order", revised, shall govern the proceedings of all meetings, except where conflict arises with these by-laws applies. In such cases, these by-laws will supercede

Section 3. Football players and/or Cheerleaders may find their own sponsors to purchase jackets, bags or other items as long as the executive board is aware and approves such request first (These items must have a San Marcos Pop Warner logo on them). They must purchase enough to complete a full team of either football players or cheerleaders. Note – Sponsor is not obligated to purchase for both team and cheer squad.

Section 4. All executive, appointed and assistant members should be able and available to participate in all work, functions and events in order to operate the football and cheer program.

- Section 5. Executive board members, appointed and their assistants shall work closely on their particular jobs, outside of regular meetings, so as to carry out all requirements.
- Section 6. If any executive, appointed or assistant board member is absent for three consecutive meetings, or ill for a long period of time, he or she will be contacted by the president, or acting president, and asked if they wish to resign their position. If it appears that it is in the best interest of the association to have someone else fill that position, a vote may take place by the executive board, requiring a unanimous decision, to terminate that board member's services unless excused for vacation, family illness, or any other matter that is deemed appropriate.
- Section 7. The executive board and or appointed members should not attend any outside meeting themselves without first contacting the executive board for approval. There must be two or more members present at any such meeting except at Conference meetings.
- Section 8. High School students, age 16 and older, in order to help promote community involvement and to help students complete their community service credit requirements, may assist in the concession stand. At least one parent or adult must be present. Children are prohibited from working the concession stand.
- Section 9. All board members and Coaches will receive an embroidered shirt and hat/visor at no charge if the yearly budget allows. They may also purchase their own jackets (All San Marcos Pop Warner jackets and clothing will have a board approved logo).
- Section 10. Team fees will be charged each year according to Palomar Conference. Football players will be required pay two-thirds and cheerleaders will be required to pay one-third of the team fee. The team fees will be paid from collected registration fees.
- Section 11. The San Marcos Pop Warner Football and Cheer Banquet will be held on or before December 20 at a suitable banquet facility, but

should be held prior to Regional and National Championships. A combined association banquet including all teams will be conducted to promote unity within the association and to bid the competing regional and national teams a fond farewell. The Banquet event and location will be decided on by the executive board and head coaches, and coordinated by the Second Vice President and Concession Stand Coordinator.

Section 12. Participation trophies will be awarded to all football players, cheerleaders and head coaches, only if they have completed the entire football season. Any player injured during the season will also receive a trophy. (Players and head coaches quitting or not eligible to participate will not receive a trophy.) It is up to each team to purchase trophies for assistant coaches, business managers and team parents.

Section 13. Plaques will be awarded to each executive board member and appointed board members and will be paid for by San Marcos Pop Warner. Any special plaques or awards for volunteers and sponsors will be voted on, attained, and distributed by the board.

ARTICLE XII

LOGO

- Section 1. Each year an approved logo and official letterhead will be voted on to serve that purpose for San Marcos Pop Warner.
- a. Articles of clothing bought and sold for San Marcos Pop Warner will carry the logo as described in ARTICLE XIV.
 - b. The executive board may approve other uses of the San Marcos Pop Warner name, logo and team names, as it deems appropriate.
 - c. The executive board may approve other logos it deems appropriate for use by San Marcos Pop Warner. Other logos may include but are not limited to events or activities such as Cheer Competition, Avocado Bowl and Chocolate Festival.

ARTICLE XIII

DRESS CODE

- Section 1. Board members, coaches, cheer coaches and assistant coaches will be required to dress according to San Marcos Pop Warner's dress code.
- a. A kit will be made available with a shirt and hat for purchase.
 - b. Executive Board members and appointed board members will receive an embroidered shirt and hat/visor at no charge provided association funds are available and budgeted. Jackets will also be made available for purchase with San Marcos Pop Warner's logo.
- Section 2. FOOTBALL UNIFORMS-GAME
- a. Blue helmet with a grey facemask. The approved SMPW logo on each side and players number (in white) on back of helmet.
 - b. Blue, Silver, Black and or White jersey with complementing team colors, as stripes are optional.
 - c. Dark blue pants with complementing team colors, as stripes are optional (silver, grey, or white) as approved by the board each year.
 - d. Blue socks with white outer socks (optional – but entire team must be the same).
 - e. Blue belt
 - f. Black cleats (preferred).
 - g. Numbers are 10" high, 6 ¼" wide, with pin stripe included. (1 ½" wide number, 3/8" wide pin stripe). Stripes (if applicable) are ¾" wide; pin stripe is 1/8" wide and in silver/blue.
- Section 3. FOOTBALL UNIFORMS-PRACTICE
- a. White pants with belt loop, white mesh jersey, and blue belt.
 - b. Blue numbers optional. If used they are to be 10" high, 6 ¼".
 - c. No stripes on uniforms.
 - d. All required equipment as outlined in the official Pop Warner rule book will be worn for each practice.
- Section 4. CHEER UNIFORMS/PRACTICE UNIFORMS
- a. Uniform colors are to coincide with colors of football uniforms.
 - b. Distasteful practice clothing will not be allowed.
- Section 5. BOARD MEMBERS AND COACHES UNIFORMS

Clothing issues are not meant to be all-inclusive, but rather serve as a guideline. Any significant deviations must be approved by the Executive Board.

- a. Jackets
 1. Blue jacket with white or grey stripes on collar and sleeve cuffs.
 2. Right side: Board Member or Coaching Staff
 3. Left side: Name
 4. Back side: Logo - embroidered outline with grey and blue letters
- b. Golf Shirts
 1. Blue, white or grey shirt with pocket, all embroidered
 2. Front in blue, grey or white letters
 3. Right side: logo
 4. Left side: Coaching Staff
- c. Hats
 1. Blue, Grey, or White, embroidered.
- d. Pants
 1. All coaches must wear blue, grey, or white shorts or pants to all games. Coaching staff to determine white, blue or grey shirt. All coaches per team must wear same color.

Section 6. ARTICLES FOR FUND RAISERS - ALL SCREEN PRINTING

- a. Golf Shirts
 1. blue with/without pocket
 - front, left side with logo and name in grey
 2. grey or white with/without pocket
 - front, left side with logo and name in blue
- b. T-Shirts
 1. blue with pocket
 - front, left side with logo and name in grey
 - back with logo and name in grey and white
 2. grey with/without pocket
 - front, left side with logo and name in blue
 - back with logo and name in blue
 3. white with/without pocket

- front, left side with logo and name in blue or grey
 - back with logo and name in blue or grey
- c. Hats
1. blue or grey or white cap
 - logo and name in blue or grey

ARTICLE XIV

AMENDMENTS

Proposed amendments to these by-laws shall be submitted to the executive board in writing. These proposals shall be voted on at the next general membership meeting and must be passed by a majority two-thirds vote.

**Final Notation

[San Marcos Pop Warner](#) has incorporated these by-laws for every member of this association. It is understood that we could not have a successful program without the volunteer commitment of the fine individuals of the San Marcos community. It is understood that these by-laws are established to create the best possible football and cheer program for the youth of San Marcos. As such, violations of these by-laws are to be reviewed by the executive board and any board member who knowingly violates them will be dismissed from his/her office.

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