

# **POP WARNER PANTHERS FOOTBALL BYLAWS WILMINGTON, NC**

## **1. PURPOSE:**

The purpose of the Panthers Football Organization is to use football and cheerleading to develop well rounded young men and women; to promote the ideals of academics, sportsmanship, fair play, teamwork, respect for authority, and physical fitness.

It is the goal of the Panthers Organization to ensure that all of the children will have fun, learn correct football and cheerleading techniques and strategies, and to put competitive teams on the field every Saturday.

## **2. AFFILIATION**

The Panthers shall be a member of the Coastal Pop Warner League in Wilmington, NC.

## **3. MEMBERS**

Membership is open to student athletes who live in the geographic boundaries approved by Coastal Pop Warner and who meet the national Pop Warner eligibility guidelines.

## **4. VOTING MEMBERS (Associate Members)**

- a. All parents, guardians, and/or those adults who participate in the Panthers Organization shall be considered Associate Members and have the right to vote for or nominate future league officers, provided they have met the requirements listed below.
- b. An Associate Member is a parent, coach, or volunteer who is active in the Panthers Organization for the current year and have met the membership requirements that have been set by the Executive Board. Associate Members do not have a vote at board meetings; this duty will be reserved for current league officers. An Associate Member's term will begin on the date of the first general meeting and expire on December 31<sup>st</sup> of the current calendar year.
- c. Associate Members shall have voting rights provided they have met the following requirements:
  1. Attend at least two-thirds of the general meetings during the previous fiscal year.
  2. They have read, signed and agreed to abide by the Parental Code of Conduct.

## **5. ORGANIZATION OFFICERS (EXECUTIVE BOARD)**

- a. The Executive Board shall consist of the following members:
  1. President
  2. Vice President
  3. Compliance Officer
  4. Equipment Manager / Football Commissioner
  5. Secretary
  6. Cheerleading Commissioner
  7. Treasurer
  8. Fundraising Commissioner

## **6. ELECTION OF OFFICERS**

- a. Elections will be held by the first Monday in January at the time and place designated by the current Board. Elections will start with the 2010 season.
- b. Any person interested in running for a position on the Executive Board must be an Associate Member in good standing for one full year before becoming eligible to run for an Executive Board position.
- c. Any member interested in running for a particular office must submit in writing their name and desired office to the Secretary of the Board not later than 2 weeks before the election.
- d. No person shall hold more than one office at any one time unless it is approved by a 2/3 vote of the current board.
- e. A board member is allowed to coach a team.
- f. Should an officer resign during the year, the Executive Board shall vote on and appoint a replacement to fill the unexpired term.
- g. Should the President resign, the Vice President (or the next in line in accordance with officers listed in section 5a) shall assume the duties of the President until the Executive Board elects a President.
- h. To be eligible for nomination to any Board position, the nominee must have been present at a minimum of two (2) general meetings during the previous year. If there is only one person nominated for an office and that person has not fulfilled the minimum meeting requirement, the current Executive Board can vote (by simple majority), to waive the minimum meeting requirement.

## **7. TERMS OF OFFICE**

- a. All officers will serve two-year terms, including the elected League President. The positions of Vice President, Treasurer, Cheerleading Commissioner, and Equipment Manager will be elected to two-year term on “odd” numbered years.
- b. The positions of President, Secretary, Fundraising Commissioner, and Compliance Commissioner will be elected to a two year term on “even” numbered years.

- c. Members of the Executive Board may hold office for consecutive terms.
- d. Board members may be removed from office at any point when their conduct or actions are deemed detrimental to the organization. A special meeting of the Executive Board may be called by any Board member and a vote will be taken to remove the officer. A 2/3 vote of the current Executive Board is required for removal of one of the officers.

## **8. DUTIES OF EXECUTIVE BOARD MEMBERS**

- a. The duties of the PRESIDENT shall include, but are not limited to the following:
  - 1. Preside over all organization meetings.
  - 2. Review secretary and treasurer's books monthly.
  - 3. Notify the secretary of the date, time, and location of organization meetings.
  - 4. Attend and represent the Panthers at Coastal Pop Warner Meetings.
  - 5. Deal with parent concerns or complaints.
  - 6. Plan and prepare, with the cooperation of the Executive board, an operating budget by January 31<sup>st</sup> of each year.
  - 7. Secure practice facilities for all Panthers teams.
  - 8. Make recommendations to the Executive Board regarding the number and size of tackle and flag football teams.
  
- b. The duties of the VICE-PRESIDENT shall include, but are not limited to:
  - 1. Assume the duties of the president in his absence.
  - 2. Chair all arbitration when conflict might arise within the league.
  - 3. Set up, conduct, and coordinate with the Equipment Manager / Football Commissioner the player draft.
  - 4. Schedule and chair at least two Coaches meetings (one meeting must be held prior to the start of practice and another meeting to be held prior to the first game).
  
- c. The duties of the SECRETARY shall include, but are not limited to:
  - 1. Keep minutes of all general meetings held by the organization.
  - 2. Keep a case file of Coastal Pop Warner correspondence.
  - 3. Notify all board members, in writing, of date, time, and location of meetings.
  - 4. Keep minutes of all Board Meetings.
  - 5. Keep attendance record of all meetings.
  - 6. Maintain the organization's website.
  
- d. The duties of the TREASURER shall include, but are not limited to:

1. Receive and deposit funds collected for the league in a designated bank.
  2. Maintain an accurate record of all league income and expenditures.
  3. Report the fiscal status of the league at all meetings.
  4. Deposit all funds within two business days of receipt.
  5. The treasurer will present an updated financial report at each meeting. This will include the balance of funds at the previous meeting, amount and source of income since last meeting, amount and reason for expenditures since last meeting, and current balance of funds.
  6. Prepare a year-end financial statement to be completed on or before January 31<sup>st</sup> of each year.
- e. The duties of the CHEERLEADING COMMISSIONER shall include, but are not limited to:
1. Receive applications for all cheerleading Coaches and make recommendations for placement to the Executive Board.
  2. Make recommendations to Board regarding the number and size of cheerleading teams.
  3. Make recommendation to the Executive Board regarding the placement of cheerleaders on teams.
  4. Investigate all complaints about cheerleading coaches and deliver the findings to the Executive Board.
  5. Conduct the cheerleading coaches meetings (at least one meeting before the season starts) and other meetings when deemed necessary or appropriate.
  6. Make financial recommendations to the Executive Board regarding the operating budget for the cheerleading division.
- f. The duties of the EQUIPMENT MANAGER / FOOTBALL COMMISSIONER shall include, but are not limited to:
1. Inspect all equipment for safety and serviceability prior to the league season and report findings to the Executive Board.
  2. Coordinate the reconditioning of helmets as needed.
  3. Make recommendations to the Executive Board by January 31<sup>st</sup> for new equipment purchases for the coming season.
  4. Inventory all league equipment after the season and give report to the Executive Board.
  5. Issue and recover from all Head Coaches all league equipment.
  6. Explore possibility and make recommendations for setting up an equipment exchange for parents to donate used equipment and shoes.
  7. Make recommendations to the Executive Board regarding the number and size of football teams.
  8. Assist the Vice President in the tackle and flag football drafts.

9. Investigate all complaints against any football coach and deliver findings to the Executive Board for action.
  10. Arbitrate all disputes between football coaches, if possible. Otherwise, disputes will be referred to the Vice President for further actions.
  11. Schedule and chair, in cooperation with the Vice President, at least two coaches meetings (one must be held prior to the start of practice and another meeting will be held prior to the first game of the season).
- i. The duties of the COMPLIANCE OFFICER shall include, but are not limited to:
1. Ensure that background checks are completed on all volunteers BEFORE THEY ARE ALLOWED TO PARTICIPATE. Volunteers include any persons who will be in contact with the athletes and their families; to include, but not limited to Executive Board members, all coaches, team parents, etc.
  2. Prepare the team books for Coastal Pop Warner.
  3. Ensure that every child has all required documents (i.e., physical, report card, payment of fees, etc.) PRIOR TO PARTICIPATION.
  4. Report to the Executive Board any violation of compliance rules.
- j. The duties of the FUNDRAISING COMMISSIONER shall include, but are not limited to:
1. Organize and coordinate activities for the purpose of solicitation of potential sponsors for the organization.
  2. Organize and coordinate other fundraising activities such as T-shirt sales.
  3. Maintain control over funds received and make sure the funds are turned over to Treasurer in accordance with established guidelines.
  4. No individual group shall solicit or accept donations, contributions, funds, etc., without prior approval of the Executive Board. Any and all such funds, etc., shall be the sole property of the Panther Organization and will be distributed according to organization guidelines.

## 9. MEETINGS

- a. The Executive Board will establish a regular time and place and meet at least once a month in general/open session beginning in August and continue meeting throughout the season.
- b. No Board action may be taken without a quorum of six Executive Board members.
- c. Excluding coaches who are also League Officers, at least one representative from the coaching staff must be present at each regular Panthers Organization meeting.
- d. Executive Board may meet in special sessions as deemed necessary by

- President or majority of Executive Board members.
- e. Action taken by a majority of Executive Board without a formal meeting is still considered Board action and will be filed with the minutes of the Board.
  - f. Any member of the Executive Board that misses two (2) consecutive scheduled meetings will be subject to replacement if agreed upon by a majority vote of the remaining Executive Board members.
  - g. Coastal Pop Warner meetings must be attended by at least one (1) Executive Board member. Senior board member present will have the power of voting when necessary.

**10. FISCAL DETAILS**

- a. All monies collected should be by check or money order. If possible, cash should not be collected. If it is necessary to collect cash, a written receipt will be issued from a duplicate receipt book. All cash and receipts must be turned in to the Treasurer within 24 hours of receipt.
- b. The Treasurer will keep a log of all money/checks received. The Treasurer will issue receipts for all money/checks received.
- c. Only the President and the Treasurer will be authorized to sign checks. The two individuals authorized to sign checks cannot live in the same household.
- d. Ledger and account statements will be made available for review at all times at the request of any Executive Board member.
- e. All expenditures must be approved IN ADVANCE by the Executive Board.

**11. LEAGUE EQUIPMENT AND PERSONAL EQUIPMENT**

- a. The Head Coach assigned to each team shall provide a signed receipt for all Panthers organization equipment issued to his/her team members by the Equipment Manager.
- b. The Head Coach is responsible for collecting all league property issued to his/her team and for turning over the property to the Equipment Manager at the end of the season. The Head Coach who is unsuccessful in retrieving issued equipment will turn in the signed receipt by the player's parent/guardian, name of player, list of unreturned equipment, and a letter stating what attempts have been made to recover the equipment.
- c. The Equipment Manager is directly responsible to ensure that all league equipment is accounted for at the end of the season.
- d. Any player who has not turned in any equipment from a previous season will not be allowed to register until they return or pay the replacement cost for the equipment. If equipment is turned in after the set deadline, a LATE FEE must be paid before the player can participate.

e. Each tackle football player must have the following required equipment:

1. Athletic supporter/compression shorts (\*)
2. Sneakers or football shoes – NO METAL CLEATS (\*)
3. Socks (\*)
4. Mouthpiece – COLORED – NOT CLEAR (\*)
5. Football pants with appropriate padding (\*)
6. Shoulder Pads (\*)
7. Helmet
8. Game Jersey

\*player must provide

f. Each flag football player must have the following required equipment:

1. Athletic supporter/compression shorts (\*)
2. Sneakers or football shoes – NO METAL CLEATS (\*)
3. Socks (\*)
4. Mouthpiece – COLORED – NOT CLEAR (\*)
5. Shirt or jersey for practices (\*)
6. Game Jersey
7. Set of flags with belt

\*player must provide

g. Each cheerleader must have the following required equipment:

1. Comfortable sneakers & socks for practice (\*)
2. Cheerleading Shoes (determined by Cheerleading Commissioner) (\*)
3. Uniform Socks as instructed by Head Coach (\*)
4. Game Uniform
5. Pom-poms
6. Cheer Coaches who make any additional items mandatory for their team must first have approval from the Cheerleading Commissioner and the Executive Board. The additional expenses cannot exceed the out-of-pocket expense limit currently set at \$125 by the Coastal Pop Warner Board.

\*player must provide

## 12. ORGANIZATION PROPERTY AND FUNDS

- a. The Panthers organization shall be a non-profit, tax exempt organization.
- b. No board member or league officer will receive any compensation for their services on behalf of the organization.

- c. No board member, or any other person in any way connected with the organization, shall receive any type of dividend or compensation/distribution of assets from the organization.
- d. All monies raised from fundraisers that are to be used for post season events are only allowed to be used for rostered coaches, players, cheerleaders, and designated chaperones who stay in the hotel designated by the Panthers Organization, Coastal Pop Warner, or National Pop Warner. Individuals receiving compensation will also be in rooms shared by players or cheerleaders with a one adult to three players or cheerleaders ratio. Monies can only be distributed for lodging, gas, and meals based on total amount raised.

### 13. **COACHES**

- a. Each football team shall have one Head Coach and at least two Assistant Coaches. Coaches must meet Pop Warner minimum requirements.
- b. All Coaches must submit a Panthers Coaches application, a Pop Warner Coaches application and a copy of their driver's license by March 31<sup>st</sup> in order to be considered for a Head Coaching position.
- c. All Coaches will have a background check completed by the Panther's Compliance Officer or designee.
- d. Head Football Coaches will be selected by a committee consisting of the President, Vice-President, Secretary, Equipment Manager, and Compliance Officer.
- e. Head Football Coaches will be allowed to select two (2) Assistant Coaches prior to the draft. Assistant Coaches must be approved by the Executive board.
- f. All Coaches must be certified by NATIONAL YOUTH SPORTS COACHES ASSOCIATION prior to working with the athletes.
- g. Head Cheer Coaches will be approved by the Executive Board.
- h. The Head Coach will conduct himself/herself in a civil manner at all times, and shall be responsible for the behavior and conduct of his assistant coaches, players, and parents/guardians. Coaches may be suspended at any time if his/her behavior is deemed detrimental to the organization by the Executive Board.
- i. The Head Coach will maintain a copy of player registration, physical, report card, and birth certificate on every player. This paperwork will be kept at every practice and every game and made available for review by any member of the Executive Board or Coastal Pop Warner Board Member.
- j. Each Coach's term expires at the end of the season. Coaches must reapply each season.

### 14. **REGISTRATION OF PLAYERS**

- a. Registration start dates and end dates will be determined by the Executive Board.
- b. The following information is required to register a participant:
  - 1. Pop Warner registration form with signed parental consent.

2. Copy of birth certificate.
  3. Payment of fees (non-refundable).
  4. Physical.
  5. Copy of Report Card.
  6. Release of Liability Waiver.
- c. NO PLAYER OR CHEERLEADER WILL BE ALLOWED TO BEGIN PRACTICE UNLESS ALL THE ABOVE DOCUMENTS HAVE BEEN RECEIVED AND APPROVED BY COMPLIANCE OFFICER.

## 15. PRACTICE SCHEDULE

- a. Practice will not begin prior to the first day of August, unless otherwise designated by Coastal Pop Warner or National Pop Warner.
- b. Prior to Labor Day, practices will be limited to not more than ten (10) hours per week and no more than two (2) hours per day. After Labor Day, practices will not exceed six (6) hours per week and no more than two (2) hours per day.

## 16. FOOTBALL TEAM ASSIGNMENTS

- a. Returning football players will play on the same team as the previous year (if they are playing in the same age/weight division as the previous year) when the number of teams within that division remains the same from one season to the next.
- b. If any siblings are in the same division, they will be placed on the same team.
- c. All new players and all players who are moving up in age/weight will enter the draft, which will be held after the completion of ten (10) hours of conditioning.
- d. The child of the Head Coach is protected in the draft and automatically goes to his father's team. Additionally, each Head Coach can select two (2) Assistant Coaches prior to the draft and their sons will also be protected.
- e. All other players will enter the draft and go to the team that selects them.
- f. A returning player may re-enter the draft (if staying within the same age/weight division) if he/she wishes to attempt to play on a different team.
  1. The player's parent/guardian must notify the compliance officer of the player's intent before the draft begins.
  2. The player and their parent/guardian understands that the outcome of the draft is final.
  3. No refund will be granted if the player chooses not to participate in the remainder of the season.
- g. The team with the fewest number of players will draft first. The coaches will alternate picks until all players are selected.
- h. Only Board Members, Head Coaches, and their two designated assistants will be allowed at the draft.
- i. Players will not be allowed to switch teams after the draft is completed without approval of the Executive Board. No provisions will be made for car pools or similar concerns. The only way a player will be able to switch teams is by the following steps:

1. The player's parents or guardians submit in writing to the Executive Board the reason for the request.
  2. The Board may discuss the request with the player's parent/guardian, with the Coach of the team they are seeking a release from, and the other Coaches in the age group.
  3. The Board will grant or deny the request. The Board's decision will be final and no refund will be given if player decides not to participate.
- j. Players who register late (after the teams are drafted) will be placed on the team that has the lowest number in that age/weight division. If the teams have an equal number, the player goes to the team that has the next pick in the draft.
  - k. All players who register late will go through the Compliance Officer, who will place them on the appropriate team based on approved bylaws.
  - l. New players, who did not play in the Panthers Organization the previous season, will be assigned to divisions by the Board according to age and weight guidelines set by the Executive Board, Coastal Pop Warner, and National Pop Warner; without parental, coaching or other outside influences.
  - m. Returning players who don't make weight by the end of the conditioning week will be placed in the appropriate division by the Board according to the guidelines set by the Executive Board, Coastal Pop Warner, and National Pop Warner; without parental, coach, or other outside influences.
  - n. Any player who lives within the Panthers geographical boundaries and wants to play for another organization must receive approval from the Panthers Executive Board. Approval requires a majority vote of the Board.

## **17. REGIONAL OR NATIONAL TRAVEL**

- c. If expense money is provided by the Panther's Organization, all players/cheerleaders will stay 3 to a room with a selected coach or chaperone that has the appropriate background check, unless for a medical condition. If the parents refuse, they will not receive any reimbursement for the hotel. They must keep their child with them in the hotel at all times, and the parents must follow the same code of conduct as the Coaches. If the parents are caught breaking these rules, their child may not participate in the regional or national activity.
- d. All players, coaches, families and volunteers are responsible for their own expenses. When funds are available, the Panthers Organization will try to help the teams offset some of the costs for travel. This assistance, however, is not guaranteed and will be addressed on a case by case basis by the Executive Board.

## **18. CHANGES TO BYLAWS**

- a. These bylaws can be changed or amended by the following procedure:
  1. Proposed changes must be presented in writing to the Executive Board at a regular scheduled meeting.

2. The proposed changes will be discussed and then must “lay on the table” for 30 days before being voted on by the Executive Board.
3. A 2/3 vote of the Executive Board is required to approve the change in Bylaws.