



Rancho Bernardo

Pop Warner

Policies and Procedures

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Section 1 – Mission Statement & Goals

Rancho Bernardo Pop Warner (RBPW) is committed to provide each participant, both football and cheer, with an enjoyable learning experience. We are dedicated to improving the skills of each participant through good coaching, practice and competition. We understand that the primary reason young athletes participate in sports is to have fun while competing with each other. We believe every athlete matters, and our mission is to provide the opportunities and training necessary for all to learn and compete at his or her greatest ability. We also will strive for academic achievement for every participant, believing that academics and sports are equal in shaping our participants. Finally, we believe that while competing to win is important, the greater value lies in competing with honor, practicing good sportsmanship and being gracious in victory and defeat.

The general objectives of Pop Warner are to inspire youth regardless of race, creed, religion or national origin, to practice the ideals of sportsmanship, scholarship, and physical fitness. Pop Warner strives to make the game fun for all participants. The program stresses learning lessons of value beyond playing or cheering, such as: self-discipline, teamwork, concentration, friendship, leadership, and good sportsmanship. With such goals in mind, and providing an opportunity to participate in an organized, supervised environment with emphasis on maximum safety and participation, Pop Warner hopes to provide a memorable experience for all participants.

Section 2 – Introduction to the Rules

National Pop Warner has established one (1) set of football and cheer rules for all participants published in the Pop Warner Little Scholars Official Rules Book. This manual has been prepared solely for the benefit of ALL staff volunteers in order that they may better understand the playing conditions and rules which will be enforced during the season. These rules have been adopted to make football

and cheer participation within the league competitive, safe, and enjoyable for all participants. These policies are intended to be a supplement to the National Pop Warner Rules and Regulations and the West Coast Conference Policies and Procedures. Each board member, head coach, staff members, and cheer coordinators are expected to read, understand, and abide by all policies in this manual, as well as all rules and regulations stated within the aforementioned regulations and procedures.

Section 3 – Structure, Operation, and Personnel

A. Defined Pop Warner season: For all purposes, the Pop Warner playing season shall be defined as August 1st through January 31st or the last Pop Warner game/competition, whichever comes first. RBPW personnel, board members, coaches, players, and cheer participants are subject to disciplinary action for violations of Pop Warner rules and regulations at any time during the stated playing season.

B. Association Board of Directors: The governing of this association shall be under the supervision of the Board of Directors for RBPW, as well as the West Coast Conference. It shall be the duty of the board to conduct all business of the association under the direction and approval of the President. Note: Please refer to the RBPW by-laws for detailed information on the Board of Directors.

C. Duties of the Association: Among other duties, the RBPW association must:

1. Have representation at all conference meetings.
2. Turn in paperwork, board lists, by-laws, financial statements, rosters, insurance information when requested.
3. Report game scores to the conference via phone or email no later than 12 noon on Sunday following any game day.
4. Pay team dues to West Coast conference, in addition to any incurred fines of the association or association teams.
5. Provide team information to the Conference Scheduling Commissioner when requested
6. Communicate all applicable information to association members in a timely fashion, using our website, our mass email program or via direct

email/mail to specific members (all direct communication must be approved by the Board)

7. Make sure that all coaches receive a copy of the rulebooks & policies
8. Inform all members of any policy change in a timely manner (as approved by Board)
9. Have a specific set of association by-laws.
10. Keep a set of detailed financial records, prepare tax returns, and keep information updated and pay annual fees
11. Keep team rosters, contracts and volunteer applications for a minimum of two (2) years

D. Insurance: RBPW will submit to the conference, in writing, a list of all practice and game fields/facilities including the name and address. The association must have minimum insurance limits as established by National Pop Warner. The association must have received a certificate of insurance from West Coast Conference prior to intended use of the field or facility.

E. RBPW Documents & Forms: All RBPW forms/documents shared or used by participants must be reviewed and approved by the board to ensure all are accurate, consistent and written in accordance with both West Coast Conference and National Pop Warner policies.

F. General regulations: Any member of RBPW who transports youth participants to any game, practice, or event must have a valid driver's license and a current and valid certificate of insurance. Due to potential liability issues, RBPW board members, general members, coaches and volunteers are NOT permitted to transport a child other than their own to any Pop Warner event without written permission from the parent/guardian of the child being transported. Drinking of alcohol or use of any tobacco or drug product at any team event is prohibited.

G. Mandatory meetings/clinics: All association cheer coordinators/representatives are required to attend meetings which are classified as mandatory. All association head football coaches/representatives are required to attend meetings which are classified as mandatory. One mandatory meeting will be scheduled for the association's Little Scholar Representative and Player

agent and must be attended by each. One mandatory meeting for Business Managers will be scheduled and must be attended by each team's business manager.

H. Mandatory Background Checks: ALL adult volunteers MUST fill out a volunteer application and submit a cleared background check. No person shall participate in any manner, if a background check reveals a conviction for, or guilty plea to, any crime involving or against a minor. In addition, other charges and convictions may be an indication of an unfit volunteer, and RBPW may prohibit any individual from participating as a volunteer if deemed unfit to work with minors. If RBPW becomes aware of any information, by any means, that an individual has been accused or convicted of any crime involving, or against a minor, the board of RBPW must contact any applicable government agency to confirm the information. The said individual shall be suspended during this time of investigation. If the information is confirmed, RBPW will prohibit that individual from participating in any manner.

I. ID Badges: RBPW will issue ID badges for all association volunteers for entry onto the sideline area. All ID badges are the property of RBPW and should be returned at the end of the Pop Warner season. Any volunteer without a valid ID badge will be removed from the sidelines and not be allowed to participate.

J. Conflict of Interest Policy: It is considered critical that any board member, volunteer and general membership shall not engage in any activity which gives rise to an appearance of claim or self dealing, divided loyalty or conflict of interest by reason of such person's position with RBPW. In addition, any person violating the RBPW, West Coast Conference or National Pop Warner policy will be subject to disciplinary action, including but not restricted to removal or suspension.

K. Team Name & Team Colors Policy: All team names must be submitted in advance of team formation to the board and/or West Coast conference for approval. Any proposed changes to the association's team colors must be submitted to the board and/or West Coast conference for approval.

Section 4 – Refund/Financial Aid policy

A. Refund policy: Participation fees will be reviewed and assessed by the RBPW board prior to season start based on the associations operating budgetary requirements. All registrants, both football and cheer, may apply for a refund of up to 50% of the paid registration fee **prior to the equipment fittings** date benchmark. 50% of the registration fee is non-refundable. A \$25 processing fee will apply. No refunds shall be authorized/issued on or after the equipment issue date benchmark.

The equipment fittings date benchmark identifies the point in time in the season's fiscal year when the organization has financially invested significantly in the materials required to sufficiently organize a successful youth sports season. The language 'Equipment Fittings Date' should not be attributed to or confused with whether or not any specific player or players is in physical receipt of RBPW youth sports equipment (i.e., uniforms, pads, etc.). For questions regarding RBPW financial management policies and practices, please contact the RBPW Treasurer.

B. Scholarship Guidelines:

1. Financial Aid/Scholarship requests must be made in writing at the time of registration. All scholarship requests are subject to RBPW Board review and approval

Section 5 – Code of Conduct/Sportsmanship

All Coaches, board members, adults, football and cheer participants will abide by a Code of Conduct which includes the following provisions. Failure to abide by these rules will result in disciplinary action by the RBPW board of directors. If a Board member, volunteer, or coach is removed from their position, or resigns from their position due to disciplinary actions, they shall not be permitted to serve as a Board member, volunteer or coach for a period of two consecutive years.

Exceptions may be made at the discretion of the remaining board members.

Coaches Code of Conduct: At ANY Pop Warner event, practice or competition, any coach who verbally abuses, attempts to intimidate, is flagrantly rude, or cannot control their language or action with an official, coach, parent or board member will be asked to immediately leave the Pop Warner event.

A. Coaches shall:

S1 Not smoke and/or use smokeless tobacco on the field

S2 Not criticize players/cheer participants in front of spectators, but reserve constructive criticism for later, in private, or in the presence of team/squad members if others might benefit

S3 Accept decisions of the game officials and judges on the field and in competitions as being fair and called to the best ability of said officials

S4 Not criticize an opposing team, its players, cheer participants, coaches or fans by word of mouth or by gesture

S5 Emphasize that good athletes strive to be good students and that both are physically and mentally alert

S6 Strive to make every football and cheer activity serve as a training ground for life, and a basis for good mental and physical health

S7 Emphasize that winning is the result of good “teamwork”

S8 Not engage in excessive sideline coaching and shall not leave the bench area to shout instructions from the sidelines

S9 Together with team officials, be jointly responsible for the conduct and

control of team fans and spectators. Any fan who becomes a nuisance and out of control will be asked to leave

S10 Not use abusive or profane language at any time

S11 Not “pile it on”, not encourage their team to get a commanding lead and raise the score as high as it can. In these instances, every effort shall be made to let all players play.

S12 Not receive any payment, in cash or kind, for services as a coach in Pop Warner Football and Cheer. This includes any coach, expert, consultant or choreographer, regardless of his/her roster status.

S13 Not recommend or distribute any medication, controlled or over the counter, except as specifically prescribed by the participant's physician.

S14 Not permit an ineligible player or cheer participant to participate in a game

S15 Not deliberately incite unsportsmanlike conduct

S16 Abstain from the possession and drinking of alcoholic beverages and the possession or use of any illegal substance on both the game and practice fields

S17 Remove from a game or practice any participant when even slightly in doubt about his/her health, whether or not as a result of injury, until competent medical advice is available.

S18 Control their fans. Remember, as a team coach, you're responsible for your team, and fan reaction will usually be in step with your reaction.

S19 Uphold all rules and regulations, National and local, regarding Pop Warner Football and Cheer.

General Regulations

The Coaches Code of Conduct applies to all volunteers, both coaches and board members, of football and cheer programs. 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 any physical implement. Grabbing the face mask is also included within this term. The possession and/or use of alcoholic beverages and/or drugs shall be strictly prohibited at all games or practices and all team/association/conference organized functions where the participants are present. Parents shall be notified of this, in writing, prior to their child participating in any team function. Ejection of an adult from a game will result in

an automatic one (1) week suspension from practice, including the following game.

B. Violations

For violation of ANY part of the Coaches Code of Conduct, the penalty shall be:

- First offense – a one (1) week suspension from practice and the following game
- Second offense – suspension from RBPW for the remainder of the season
- Third offense – minimum one (1) year suspension from the date of notification

C. Adult Code of Conduct

1. At ANY Pop Warner event, practice or competition, any adult who verbally abuses, attempts to intimidate, is flagrantly rude, or cannot control their language or action with an official, coach, or board member will be asked to immediately leave the Pop Warner event. His/her child(ren) may be immediately removed from the Pop Warner event.
2. He or she will receive a written warning regarding their behavior and be suspended from the next week's practice and game.
3. Any adult that commits a second offense will be banned from RBPW events for the remainder of the season and their child(ren) may be removed from RBPW for the remainder of the season.
4. Any adult who physically assaults an official, coach or RBPW board member will be banned from RBPW and their child will be removed from the Pop Warner program for one (1) year from the date of the offense. After one (1) year, the parent may apply for reinstatement of his or her child. If the adult commits a second, similar offense, he or she will be banned from Pop Warner and the child(ren) may be permanently removed from Pop Warner.
5. Any adult engaging in any action which reflects negatively on, or causes embarrassment to, the RBPW program is subject to disciplinary actions of the association and/or conference.

Section 6 - Coaching/staff requirements (Football)

A. Eligibility

A Head Coach must be at least 21 years of age. A rostered adult representative (21 years and older) must be present for practices, games and functions. An assistant coach must be at least 18 years of age or a high school graduate. The minimum age requirement of the “additional support personnel” (i.e. Business manager, equipment manager and trainer) should comply with the requirement for assistant coaches. Teams are permitted to carry a Coach-trainee, who must be a minimum of 16 years of age and a maximum of 17 years of age. They MUST also comply with player requirements, supplying all of the appropriate paperwork required for anyone under the age of 18. Head coaches and assistants must have some knowledge of football.

B. Staff

The Head Coach will determine the assignments of the assistant coaches. A football team may have a maximum of four (4) assistant coaches, plus a maximum of one (1) coach-trainee, one(1) equipment manager, one (1) trainer, one (1) team parent, and one (1) business manager. A maximum of ten (10) are allowed on the team’s roster. All staff choices may be subject to approval by the RBPW Board. All rostered staff members must have an issued RBPW ID badge.

C. CPR and First aid

Even if there is a physician, registered nurse, paramedic or EMT affiliated with the team, two (2) of the staff members on the team must be the holder of a valid Red Cross certificate in community CPR and first aid, or its equivalent before practice starts. Each team is responsible for the attendance of a least one (1) person qualified and marked with an * on the roster at every practice and game. The Head coach must be one of the two staff members possessing a CPR/first aid certificate.

D. General regulations

A team’s coaching staff is in complete charge of the team whenever it is together on the practice or playing field. The coaching staff is under the direction of the head coach. Coaches do not make team or league policy, but rather, carry it out. However, on the playing and practice fields, the coaching staff is in complete charge and shall not be interfered with except in cases of rules violations or other conduct deemed by higher authority to be contrary to the welfare of youth. The

head football coach has final responsibility for his/her actions, those of the assistant coaches, players, staff and parents. Coaches within RBPW will set an example at all times to the players, parents and fans. As a representative of RBPW, coaching attire should be neat and clean for all practices and games. Each head coach shall attend a Conference organized head coach clinic. The head coaches and staff members are expected to read and understand all stated rules of this association, all rules and regulations of West Coast Conference, and all rules and regulations of National Pop Warner.

E. Coach interviews/selection

All adult volunteers (over the age of 18) MUST fill out a volunteer application and submit a cleared background check. Any applicant found to have been convicted of a crime involving or against a minor will be barred from coaching. Any coach charged during the season with a crime involving or against a minor will be suspended temporarily pending the outcome of that charge. Head coach applicants may be required to appear in front of the board for an interview during a board meeting. Each head coach must be approved by the board before the registration process begins. Once approved for coaching, a coach is automatically terminated at the close of that season. To coach the following year, the same association approval is required. To be a coach in RBPW is a privilege, not a lifetime job, and previous coaching experience does not guarantee a coaching position for the upcoming season. If an applicant is denied a head coaching position, he/she can be reconsidered for another volunteer position.

Section 7 – Registration

Player and cheerleader registration dates will be determined by the board, posted on the RBPW website and/or using electronic communication at least 45 days prior to the first registration date. Players and cheer participants cannot begin practice with a team or squad until they have been registered. The following registration requirements MUST be met for a participant to be considered fully registered:

A. Parental Consent

A written statement from either parent or the legal guardian, stating that the

child has his or her permission to play or cheer. RBPW provides a standard form for this.

B. Medical Examination

A signed statement from any licensed state examiner that the candidate is physically fit and there are no observable conditions which would contraindicate him playing football or her for cheer. If regular school medical examination was performed after January 1 of the current year, and the results are releasable to parents, a copy of such a report may be used in lieu of a new examination. The National Pop Warner physical form is provided.

C. Proof of Age

A certified copy of the birth certificate on file bearing the seal of the issuing office of the state of birth is the best guarantee of reliability of claimed date of birth and is the form of proof most recommended. Passports and military ID cards are also acceptable. Photocopies of originals may be accepted, as deemed acceptable by the board.

D. Scholastic fitness

Proof of satisfactory progress in school is required. A 2.0/70% shall be the minimum grade point average acceptable to participate. Copies of the previous school year "Final report card" documenting satisfactory progress MUST be provided to the board's Little Scholar Representative prior to the first day of practice, or the participant will not be allowed to begin practice. No RBPW team/squad may be allowed to participate in regional/national sponsored championships or bowl games if it has not met the nationally published scholastic requirements.

E. Participant contract/code of conduct

A completed and signed participant contract must be provided upon registration. A signed copy of the Adult code of conduct must also be signed by both parents or legal guardians of each participant. Both forms will be provided as part of the registration packet.

F. Registration/fee requirements

All registration and other fee requirements must be satisfied prior to start of practice for a participant to be allowed to practice.

G. Priority numbers

At the time of registration, a priority number will be assigned to each applicant. All applicants will receive their priority number on a "FIRST COME, FIRST SERVE" basis. Returning participants who were on a certified roster in the prior year will have priority over newly registered participants. Returning participant status will NOT be a choice if the returning participant does not register within the first 30 days of RBPW's first sign-up date.

The priority number shall be assigned at the time of registration and recorded by the RBPW Board. If the applicant fails to complete the original registration process or no longer desires to be registered, the assigned priority number shall NOT be re-used. RBPW will keep a record of all "dropper" participants. RBPW will keep a master priority list containing the following information:

- Priority Number
- Date of Registration
- Participants Name

H. Age

RBPW shall determine the age eligibility of each applicant using the National Pop Warner age chart provided in the National Rule Book. The participant's age on July 31st of the current year shall be the participant's age for the coming season.

Section 8 – Team Formation

A. Preliminary Assignments of Players to a Division

At the time of registration all players will be assigned to a particular division, not a team. RBPW will not determine the number of teams formed in a division until after a majority of the registration process has been completed. RBPW will attempt to assign ALL first time players to the LOWEST age division for which they qualify. However, if a guardian chooses to register their first time player in a higher division than their player's appropriate age division, priority will be given to players that are of age to play in that division. All team assignments are considered preliminary until after certification.

B. General regulations:

RBPW will not draft teams until a majority of player registration is accomplished. No more than 35 players may be assigned to a single team. A minimum of 16 players is required for a team to form and play. Exceptions for maximum and minimum players may be recognized in specific divisions, i.e. maximum of 18 players assigned to each Flag team and a minimum of 15. Players on a waiting list ARE NOT eligible for ANY team activity. In the event a space becomes available the players on the waiting list shall be notified, beginning with the lowest priority number. The priority number is the number assigned at the time of registration.

C. One team per division:

If RBPW has only one team in a division, each eligible player shall be placed on the appropriate team using ONLY the player's priority number (lowest to highest) and the Returning Player Status of any registered player until the maximum number of players is reached. Any remaining players will be notified that they will be placed on a waiting list. There will be NO waiting list until the maximum number of players has been reached.

D. Multiple/expansion teams:

If RBPW registration has generated enough players within a single division to form multiple teams, any means necessary to form additional teams may be used as long as the rules of registration (per guidelines outlined in Section 7-G) are followed and the participant's priority number and returning participant status ALWAYS takes precedence when forming teams or placing players on a waiting list. If a player is not placed upon a team after being on a wait list, a full refund will be issued.

Section 9 – Certification

RBPW will supply a complete roster of players/participants for the regular season schedule. The certification process will include a typed numerical order roster for each team within RBPW, including the player contracts, the adult volunteer applications that will be associated with the team (head coach, assistant coaches, coach trainee, team parent, business manager, etc) and the I.D. picture. Certification must be completed prior to the opening game of the regular Conference schedule. West Coast conference will schedule a Final Certification day which will coincide with the Make-up certification date. Once certified, a participant must meet the following requirement to maintain eligibility:

- Transfer policy in case of change of residence will be decided by West Coast conference
- Retain parental consent
- Maintain sound physical condition
- Continue to maintain sound scholastic standards. In case of doubt, RBPW, or any head coach, has the right to require a written statement by school administration, which shall be deemed final

All cuts to any roster must be made by the board of directors and will follow guidelines set forth by both West Coast Conference, as well as the National Pop Warner standards. Prior to certification, a participant may be cut from the roster if he/she misses more than 7 consecutive days of practice, or are absent for more than 50% of all scheduled practice days during the month of August. Refunds will not be issued.

Section 10 – Practice

NO Saturday or Sunday practices are allowed, unless specific approval has been obtained from the conference commissioner for a specific event. Pre-season practice shall not begin prior to August 1st. The first week of practice shall be devoted entirely to and exclusively to conditioning (no pads and no player to player contact), however helmets shall be permitted. If helmets are to be used, ALL players must wear them or none at all. All players shall complete 5 days of conditioning in order to be eligible to start full contact practice in pads. The

following items shall be worn by players beginning physical contact in practice sessions:

- Helmet: only those bearing the NOCSAE seal or certification from the previous or current year may be worn. All helmets must bear the current NOCSAE approved a “warning label” in a visible position on the outside of the helmets.
- Shoulder pads
- Pants
- Hip pads
- Tail pads
- Thigh guards
- Knee pads
- Jerseys
- Mouth guards: All mouth guards must have a keeper strap and be attached to the helmet face mask at all times. Clear or white guards are not permitted to be used.
- Athletic supporters
- Shoes: sneakers, molded rubber cleats (soccer style) or detachable rubber or plastic (football style) cleats are permitted. No metal cleats are permitted. Cleats may not exceed 1/2” in length.
- The official authorized Pop Warner patch MUST be displayed on every uniform for games and competitions. Patches may only be placed on designated areas on the uniforms as determined by National Pop Warner.

No team or squad may schedule more than 10 hours of practice per week before Labor Day. No more than 2.5 hours of practice may be scheduled on any one day. Practices after Labor Day weekend are limited to 6 hours per week and are not to exceed two (2) hours per day (mandatory break time is not included in this hourly total). After the first week of practice (10 hrs of conditioning) and the second week of practice in pads (10 hrs) in which contact has occurred, teams may engage in joint practice sessions with other pop warner team(s) in controlled inter-squad scrimmages. These 20 hours of practice is required before any inter-

squad scrimmage may occur. A maximum of two (2) controlled scrimmages are permitted each tackle team prior to the start of the regular season. Scrimmages are considered practices and are subject to all of the previously mentioned practice rules so as not to exceed the weekly practice hours allowed. ALL inter-squad scrimmages MUST be approved by the RBPW President prior to occurrence.

Participation in a non-approved inter-squad scrimmage will result in a one (1) week suspension of BOTH participating head coaches beginning the Monday prior to the first scheduled game, regardless of the reason.

Section 11 – Equipment policy

Equipment distribution will be held on a specified date prior to the start of practice. Players and AT LEAST one parent MUST attend. It is the player's responsibility to maintain all equipment once issued in good condition.

Equipment abuse will not be tolerated and the player may be subject to fines to replace damaged equipment upon return. At the end of the season, a date will be set for equipment return. Failure to return equipment and/or uniforms will result in a \$275.00 charge.

RBPW equipment can only be used during sanctioned Pop Warner events. Football camps, private lessons and parties are not sanctioned events and are not covered under the Pop Warner insurance policy. We will not, and can not, supply any equipment for football camps, private lessons, parties or any other non-sanctioned Pop Warner event. ANY individual who uses RBPW equipment in such a fashion shall be held 100% liable for any and all injuries and damages.

Section 12 – Team meetings/disciplinary actions

It is required that all head coaches schedule and conduct a "team meeting" as soon as possible after all players have been assigned to a specific team, applicable to players and their parents. The RBPW Coaches representative must be notified, in advance, to all meeting dates, times and locations. An RBPW Board member may be present at all team meetings to answer any questions and to facilitate the

accurate sharing of all information. RBPW requires that the following information be addressed by all head coaches during their team meeting:

- Team staff introduction and responsibilities
- General coaching philosophy, background, years in RBPW, etc
- Team policy regarding discipline, including but not limited to, penalties for misbehavior, penalties for missing practices/games or tardiness to same
- Team practice times/locations
- What players should and should not bring to practice
- Rules behind conditioning week/start of contact and what should be worn during each
- Minimum play rules for all players per both National and West Coast conference standards
- Adult code of conduct by all parents
- Introduction of board member present at meeting

RBPW requires that each board member present at team meetings shall address the following:

- RBPW policy on financials required prior to equipment issue or non-practice by participant
- Equipment care and abuse and possible remuneration for damaged property
- Need for league sponsorship from business entities, etc.
- Appropriate chain of command and how parental issues and concerns will be handled.

Coaches and team staff do not make or modify policy. They are to carry out and actively support all rules, policies and procedures, decisions and fundraisers of RBPW, West Coast conference, and National Pop Warner. If coaches, team staff, or parents have any questions or concerns, they can bring them to the RBPW Board of Directors through the coach's representative for review and consideration.

Section 13 – Fundraising/Sponsorship

A. Sponsorship: Funding provided outright by any person, service organization, or business entity for the sole purpose of supporting/benefiting the RBPW association, its programs (football & cheer teams), and its policies is defined as sponsorship. Sponsorships received annually by the association prior to a designated due date will receive advertising at all “home” events. One hundred percent (100%) of sponsorship funds received will be allocated to the association unless sponsorship of a team (either football or cheer) is identified by the sponsor donating the funds. If a team is identified, seventy percent (70%) of funds received will be allocated to the association, whereas thirty percent (30%) of funds will be allocated to the identified team.

B. Fundraiser: Funding provided for the sole purpose of supporting RBPW association/team requirements/events from a specific fundraiser effort. Fundraiser examples include, but are not limited to, social functions (walk a thon, bake sale, concessions days), item sales (jewelry, poms, spirit wear), or raffles held for the purposes of raising funds to support RBPW. One hundred percent (100%) of all monies collected will be allocated to the team hosting the event. All fundraising events must be presented to the RBPW Board of Directors and receive approval before scheduling/hosting.

B1. Rancho Bernardo Pop Warner Fundraiser

Rules/Process Any team who wishes to conduct a fundraiser must:

- 1) Schedule time to come before the board to request board approval to conduct a Fundraising Event IN ADVANCE to obtain Board approval and initiate the fundraiser documentation process.

2) Be prepared to disclose all of the details of your Fundraiser Event (i.e., What your idea is, what your up-front costs are, what your planned profit is, how you will document sales transactions, period of the event, etc.).

For example, the idea is to sell wristbands for a small profit to pay for a team building event we wish to hold on MM/DD/YY. We plan to buy 10 wristbands at \$10 ea and sell them for \$12 ea, yielding a profit of \$2 each. Team Mom will manage the effort, fundraiser will be held from MM/DD/YY to MM/DD/YY during all scheduled games, etc.

3) Record/Maintain a log of all sales that reflects the date, description of product purchased (i.e., wristband), quantity purchased, and amount paid.

4) Issue receipts to consumers for sales made that reflects the date, description of product purchased (i.e., wristband), quantity purchased, and amount paid.

5) Advise people who buy products of the value of the goods they are purchasing, and explain that the value of the goods received in exchange for a contribution (i.e., \$10 of the \$12) is not tax-deductible to them.

6) Provide all fundraiser monies earned, receipt for any outgoing expense/investment in goods/services sold, and the supporting records/log of sales made to the Treasurer within 1 week of the end of the Fundraiser Event.

7) Submit a written request to the Treasurer to request and receive the Fundraiser monies earned to spend.

8) Understand that fundraiser monies earned can only be used to benefit the organization.

9) Provide receipts for ALL fundraiser monies spent to the Treasurer within 1 week of expenditure.

C. General regulations: End of year team parties/team travel may be funded by monies collected by each team during sponsorship and/or fundraising activities, with those funds coded for these events. All funds MUST go into the budget code as designated. All team funds must be requested by the head coach, and presented to the treasurer of the board for disbursement. The head coach may authorize other staff members to receive funds for team use. Teams must provide receipts from all expenditures, for both travel and/or team parties. Receipts must be submitted to the treasurer prior to reimbursement of funds. Any monies not spent will be reallocated to the RBPW financial aid budget. Should a team have funds coded for travel that are not used, those funds will be reallocated to a general travel fund that might be accessed by other teams, as approved by the board of directors.

D. Concessions Sales: The following hierarchy will be assigned to teams wanting to participate in the RBPW home concessions days.

1. First priority will be given to those teams, both football and cheer, who have the ability to qualify for the national Pop Warner event (s) in Florida.

2. After the above teams have selected their concession time slots, RBPW teams will be allowed to choose their concession as follows: Competition teams, Non-competition teams.

E. Process for funds raised: All monies raised MUST be turned into the RBPW treasurer, regardless of reason. All concession money will be collected at the end of concession day and double counted by the treasurer or board member on duty. Any other money raised from all other fundraiser events (i.e. spirit wear, bake sales, car washes, etc) must be given to the RBPW treasurer within 5 days of the event. Any violation of this policy will result in a forfeiture of funds raised.

Section 14 – RBPW Cheer

National Pop Warner has established a specific set of rules for all cheer participants. In addition to the general regulations previously addressed, all RBPW Cheer teams shall also follow the rules outlined in this section. Again, this section is designed to supplement those policies already discussed in this manual, in addition to the rules of West Coast conference and National Pop Warner, not specifically discussed herein.

- A. Cheer Staff Requirements: A cheer squad's coaching staff is in complete charge of the squad whenever it is together at practice or on the playing field, traveling as a group to and from practice sessions, games and competitions or together for any squad function, such as a banquet. The coaching staff is under the direction of the Head Coach. The following applies to all coaches:
1. The Head cheer coach has final responsibility for his/her actions, those of his/her assistant coaches, cheer participants, staff and parents. The chain of command must be followed when dealing with concerns or issues, and the Head Cheer coach is the voice of the squad. All cheer head coaches will follow the same guidelines as the football head coaches.
 2. The Head cheer coach will determine the assignments of the assistant coaches and will be responsible for conducting a team meeting with the same expectations of the meeting conducted by football head coaches.
 3. Every squad shall have at least one adult volunteer as head coach, aged twenty one (21) or older. After the first 12 participants, there must be an assistant volunteer coach, aged eighteen (18) years or older for every 12

participants. The number of adult volunteers shall, therefore, determine the maximum squad size.

4. The Head cheer coach must be certified in a valid Pop Warner Nationally Approved Coaches Education Training program (YCADA) and CDC Concussion trained to be eligible to coach. Any head coach that fails to attend will be ineligible to coach until successful completion of the program. Successful completion of such programs is valid for two (2) years or as otherwise noted.

5. A squad may have a maximum of four (4) assistant coaches. It is required that all assistant coaches and rostered staff be certified in a valid Pop Warner endorsed Cheer Coaches Education Training Program (YCADA) and CDC Concussion training. Two of the coaches must be the holder of a current Red Cross Certificate in CPR and First Aid or its equivalent. It is highly recommended that one of the assistant coaches be designated as the team business manager and one of the assistant coaches be designated as the team parent.

6. The cheer team business manager must adhere to all of the requirements of the football business manager and will be responsible for working with the Cheer Coordinator and the Business Manager representative to maintain the cheer team book prior to and following certification. The cheer team business manager will be required to attend any and all meetings of the football business managers and adhere to the guidelines as applicable to cheer.

7. The cheer team parent must adhere to the requirements of the football team parents. The cheer team parent will be required to attend any and all meetings of the football team parents and adhere to the guidelines as applicable to cheer.

8. Squads are permitted to carry a maximum of 3 coach-trainees who must be a minimum of 16 years of age and a maximum of 17 years of age. All coach trainees must be certified in the same manner as all other minors in the RBPW football and cheer organization. Coach trainees must also follow the guidelines for a student demonstrator listed below.

9. Each squad is permitted to carry up to four (4) student demonstrators and must adhere to the follow guidelines:

- a. Student demonstrators must be at least 15 years of age
- b. Student demonstrators must have had at least two (2) seasons prior cheer experience.
- c. Student demonstrators must only work with squads that are younger than his/her current age. The oldest girl on the squad that the student is assisting must be at least two (2) years younger.
- d. A student can participate as a student demonstrator but may not be involved with any other cheer program with the exception of their high school cheer squad.
- e. A rostered cheerleader may not also serve as a student demonstrator.
- f. Student demonstrators are under the direct supervision of the Head Cheer coach.
- g. Student demonstrators MUST be rostered as part of the coaching staff of the squad with which they are volunteering.
- h. All student demonstrators, under the age of 18, must be certified in the same manner as all other minors participating in the RBPW football and cheer organization. The Student demonstrator may be used to demonstrate moves, techniques and may teach words to cheers, but is not allowed to coach or conduct a practice.
- i. A squad is allotted a total of 4 student demonstrators/coach trainees combined (i.e. 1 coach trainee and 3 student demonstrators; 2 coach trainees and 2 student demonstrators, etc)
- j. Coaches and staff do not make squad policy but carry it out. All coaches shall abide by the coaches code of conduct and are subject to disciplinary actions if violations occur.

B. Types of cheer divisions – Traditional and Year Round: RBPW has two types of cheer squads as follows:

- c. Traditional – season from August 1st to January 31st
- b. Year Round – season January 1st to July 31st
- c. All traditional and year round squads will follow the same procedures and calendar as the traditional program for registration, insurance and roster submission. Although rosters for each program are due at different times, it will be the expectation that any RBPW cheer squad qualifying as a year round squad will be certified at the beginning of the season as expected for traditional squads.
- d. A traditional squad continuing on to the Year round program must have participated in the Pop Warner league, Region and National Traditional Cheer Championships in order to be approved for the year round season and must have approval by the board of directors to participate as a year round squad.
- e. Year round staff must follow the cheer requirements listed under Traditional season guidelines.
- f. The year round squad declaration form must be approved in the same manner as the Traditional season under the guidance of the Conference Coordinators upon certification of the Year Round Squad Roster.
- g. Year Round squads are only rostered from January 1st to July 31st of each year. There will be no Year Round squads during the Traditional Pop Warner season.
- h. Year Round participants must have participated in the traditional season (8/1 to 12/31) in order to participate in the year round program in the following divisions: Junior Pee Wee, PeeWee, Junior Varsity and Varsity.
- i. A Year Round squad must compete in one competition during the year round season, January 1 to July 31. Only those squads that are rostered year round will be permitted to compete in competitions from 1/1 to 7/31. All year round squads must comply with all rules and guidelines in the Official PWLS Rulebook.

- j. All non- Pop Warner competitions must adhere to the same guidelines and groups as Pop Warner.
- k. The squad that is competing must submit a copy of the competition guidelines to the conference cheer coordinator for review and approval by the appropriate persons.
- l. All Year Round squads must register and identify themselves as a Pop Warner Squad in all non-Pop Warner competitions/events. It is also required that all squad members wear the official Pop Warner patch for these competitions/events.
- m. Year round squads will be covered under Conference Pop Warner insurance and will need to submit the names of preferred practice facilities to the board of directors for conclusive coverage under the insurance policy.
- n. Each year round squad, although covered under Conference insurance, will be responsible for procuring and paying for their practice facilities and competitions/events during the year round season.
- o. All fundraising subsidies during the traditional season will be first coded into each squad's specific team fund to be used as described for end of season party or travel and will be valid through the traditional season (8/1-12/31). If funds remain after the traditional season, the remaining funds will then be moved into a general cheer fund to be shared by all cheer squads, as approved by the board of directors.

C. General regulations: It will be the responsibility of the Cheer Coordinator, the Cheer Coaches representative, the Cheer equipment/uniform manager, the Cheer registration coordinator and the head cheer coaches to be familiar with all rules and regulations as set forth by National Pop Warner as documented in the Pop

Warner Little Scholars Official Rules, updated each year. These rules identify, but are not limited to coaching responsibilities, age/registration requirements, practice, camps, safety guidelines, participant apparel, props and signs, stunts, tumbling, and competition/event guidelines specific to cheer. All cheer squads will also adhere to the same policies and procedures previously identified for all participants in the Rancho Bernardo Pop Warner football and cheer program with regards to registration, financial aid, and code of conduct.

D. Cheer Competitions: Regardless of auto-bid status, all RBPW cheer teams will be required by the RBPW Board of Directors to attain a specific minimum score, or scoring percentage, per division to be eligible to move forward in competition. These minimums will be specifically discussed at board meetings immediately before or after cheer competitions to account for scoring changes per competition. No auto-bid will be accepted for any RBPW cheer squad below what is decided by the board of directors.