



BY-LAWS OF THE CHULA VISTA EAGLES FOOTBALL AND CHEER, A NON-PROFIT ORGANIZATION

Article 1: The name of this organization shall be the Chula Vista Eagles Football and Cheer (hereinafter called "CV Eagles").

Article 2 – Principle Address: The principal address of this organization must remain in the city of Chula Vista, California, and unless otherwise ordered by the Board of Directors, shall be P O Box 211962 Chula Vista CA 91921

Article 3 – Objective: CV Eagles is committed to providing each football player, cheerleader, and their families a rewarding experience grounded in safety, fundamentals, positive coaching, and competition to instill the ideals of sportsmanship, scholarship, and physical fitness that will last a lifetime.

Article 4 – General Membership:

Section 1 – General Membership Criteria: The membership of CV Eagles shall be defined as:

- A. All elected or appointed board members of the association.
- B. Parents or legal guardians with players or cheerleaders have satisfied all registration requirements and have reached the age of eighteen (18) years or older, who is a parent or legal guardian of a child participating in any CV Eagles sport activity within the past twelve (12) months, and who lives within the geographical boundaries of CV Eagles as defined by Pop Warner Football shall be qualified to be an active voting member of CV Eagles ("Voting Member") during CV Eagles annual general meetings.
- C. Coaches and staff members without children in the program who have served and completed the most recent season of play.
- D. No member will exercise more than one vote at any general meeting.

Section 2 – General Membership Termination: Membership in the Chula Vista Eagles Football & Cheer league shall terminate:

- A. Upon written request by the member.
- B. When a member no longer meets eligibility requirements, as defined in Section 1 of this article.

C. When any individual falls under Section 4 of this article.

Section 3 – General Membership List: The President/Secretary shall maintain a current and active membership contact list including phone, home address and email contact information. Email contact information will be used as part of CV Eagles mass email campaign to communicate openly with its members.

Section 4 – Suspension/Removal of General Members: The Board of Directors, by a two-thirds majority vote of the full Board of Directors at any duly constituted meeting, shall have the authority to suspend or remove any member (parent, player, cheerleader, family member, volunteer, coach, or board member) whose conduct is considered detrimental to the organization in general, any violation of CV Eagles policy or dereliction of his or her duties. If a volunteer, coach, or board member is removed or resigns from their position; they shall not be permitted to serve as a volunteer, coach, or board member for a period of two consecutive seasons. Special circumstances can be reviewed and changed at the discretion of the Board of Directors. Any Board Member who fails to attend 75% of the meetings without notice during his term shall automatically forfeit his right to sit on the Board for the following term.

Section 5 – Nonuse of Alcohol/Tobacco: Board members and active members of this organization attending any CV Eagles Pop Warner sponsored function in which the youth of this organization participate, shall not consume alcoholic beverages or smoke (cigarettes and/or e-cigarettes/vaping) or chew tobacco in the presence of children.

Article 5 – Annual Meeting

The Board Members may hold monthly meetings as determined by the President.

Section 1 – Meeting Objective: An annual meeting shall be held each year, between the close of the season and March 1, for the sole purpose of nominating and appointing any vacant/open Board member positions and such other business as may come before the meeting. The Secretary, or other designee, shall send proper notification to the membership.

Section 2 – Other Meetings: Other general meetings may be called throughout the year, as the Board of Directors feels necessary.

Section 3 – General Meeting Notices: A reasonable notice of all membership meetings shall be disseminated through various means as deemed appropriate by the Board of Directors. These may include, but are not limited to web site postings, social media, and mass email communication. Reasonable notice shall be considered not less than 48 hours.

Section 4 - Quorum: A quorum shall consist of active voting members present, after proper notification of a meeting to the membership by the Secretary.

Section 5- Notice of Resignation: Any Board Member intending to resign from CV Eagles can do so by written or verbal consent of his/her intention to resign to the Secretary at least ten (10) days prior to resignation unless two-thirds members approves the resignation then the 10-day prior notice is forfeited, and the member(s) will be removed immediately.

Section 6- Amendments to the By-Laws: A written proposal must be submitted to the members not less than thirty (30) days prior to the meeting on which the amendment will be voted. The Secretary will provide a written notification by electronic notification to all members advising of the upcoming vote on the proposed amendment to the By-Laws.

Article 6 – Administration:

Section 1 – Board of Directors: The administration of this corporation shall be under the supervision of the Board of Directors. Directors of this corporation shall serve as officers. Qualified directors of this corporation (where open positions exist) shall be nominated by the board and/or general membership, discussed, and appointed by the board.

Section 2 – Officers: The officers of this corporation are responsible for the daily operations under the supervision of the President. The officers of the board shall be made up of both executive and appointed members.

A. Executive board positions include the following officers:

1. President
2. Vice – President
3. Secretary
4. Treasurer
5. Cheer Coordinator

To be qualified as an executive member of the board, nominees must have served as a board member for at least one year in the immediately preceding season. Nominees for President must have served at least two consecutive years in the last two previous seasons. In the event of a vacant Executive Board position, the Board of Directors has the option of filling the position with a candidate that may or may not meet all the qualifications set forth in the current bylaws. This option will not be available for the position of President or Treasurer.

B. Appointed board positions may include the following officers:

1. Operations Manager
2. Little Scholars Coordinator
3. Player Agent/Registration Coordinator (football & cheer)
4. Sales Manager (football & cheer)
5. Social Media Coordinator (football & cheer)
6. Cheer Equipment/Uniform Manager
7. Team Parent Coordinator (football & cheer)
8. Cheer Coach Representative
9. Business Manager

C. Additional appointed positions may be *added, deleted, or merged* by the Board of Directors, as required, to conduct the business of the association more effectively.

D. Each member of the Board of Directors (executive or appointed) shall have one vote except for the President who will only vote in the event of a tie vote. Except for the President, any

executive or appointed board member may also perform one or more of the above-named appointed positions when necessary but shall still have only one vote in all board matters. Any board member may solicit additional help from the general membership with performing his/her job responsibilities as long as the board member alone makes the final decisions and is the one who reports directly to the board. No member of the Board of Directors (executive or appointed) shall be allowed to coach any division, nor shall there be any spouses or household members residing at the same location allowed to serve on the board.

Section 3 – Nominations and Appointment to the Board:

A. Open/available board positions shall be made available to the general membership by mass email and/or posting to the website. Interested individuals must notify the President.

The Board of Directors has the option to nominate and vote-in existing board members prior to the general meeting.

B. The President at the general meeting at which time shall announce nominations, additional nominations from the floor may be made for any open Board position, as qualified. The nominee must give his/her consent before being placed in nomination. All nominees should be cognizant of the job responsibilities for each position and the time commitment required of each position before consenting.

C. All appointed board positions may be nominated by the general membership.

D. Each nomination shall be discussed, and questions may be posed to each candidate prior to appointment.

E. Existing Board members shall vote to appoint each nominated position. The nominee, if already a Board member, may not vote on his or her own appointment. Board members may vote by proxy in the form of video/facetime, email, or letter to the Executive Board.

F. All board positions including the Executive Board and appointed positions will require a majority vote to confirm appointment.

Section 4 – Service Terms:

A. Executive board members shall serve for a term of two years.

B. Appointed board members shall serve for a term of two years.

C. In the event of an unexpected vacancy on the Board, the directors may solicit and appoint qualified candidates to serve out the unexpired portion of the vacated term. If this situation applies to an Executive Board position, the one-year board member prior service requirement may be waived.

D. The following Executive members shall be elected or re-elected during odd years:

1. President
2. Treasurer

E. The following executive members shall be elected or re-elected during even years:

1. Vice President
2. Secretary
3. Cheer Coordinator

Section 5- Election and Term: The Board of CV Eagles (“Board”) shall consist of the Executive officers and appointed officers deemed necessary to formulate policy, provide administrative and program responsibility, and shall consist of not less than nine and no more than fourteen members (“Board Members”).

A. A Nominating Committee, if appointed, shall present a slate of candidates for the Board. The slate shall consist of candidates nominated by the Board or general membership.

B. The Board shall be elected at the annual general membership meeting. Each member shall have one vote.

C. The term of office shall be two years. Each term will begin at the February Meeting. Half of the board members will be elected in even numbered years and the other half of the board members will be elected in odd numbered years. There shall be no limit on the number of terms a Board Member may serve.

D. Committee chairmen serving on the Board shall be appointed by the incoming President with the assistance of the outgoing President.

F. The Outgoing President and Treasurer shall serve in an advisory capacity on the Board for a period of one year following their term of office.

Section 5 – Removal from Office: A. The Board of Directors, by a two-thirds majority vote at any constituted meeting, shall have the authority to suspend or remove any board member who is determined by the board as not satisfactorily performing his/her job responsibilities. The Board of Directors, by a two thirds majority vote of the full Board of Directors at any constituted meeting, shall have the authority to suspend or remove any board member who misses two consecutive scheduled board meetings without previously informing the President as to the reason for missing such meetings (job requirements, family issues, medical reasons, etc.).

B. If any board member is removed or chooses to resign from his/her position, he/she may not be permitted to serve as a board member, coach, or support staff on a team for a period of two consecutive seasons, following their resignation.

C. The board member in question may petition the sitting Board of Directors to appeal this decision. The Board of Directors reserves the right to uphold or rescind the decision with a two-third majority vote.

Article 7 – Financial Responsibility: The Board of Directors shall decide and approve all matters pertaining to the annual budget and financial status of the organization. It is the responsibility of the Treasurer to place all income in a common treasury, directing the expenditures in such a manner as to give no individual or team any unfair advantage over another

as to equipment, uniforms, etc. The financial status of the organization will be provided at regularly scheduled board meetings.

Section 1- Checking Account: CV Eagles shall maintain a checking account at a financial institution designated by the Board, and all checks, drafts, or other orders for the payment of money, and notes or other evidence of indebtedness, issued in the name of CV Eagles, shall be signed by two board members: (1) Treasurer and (1) Vice President.

Section 2- Division Accounts: Each division may NOT have their own checking/saving account at any financial institution. The CV Eagles are only authorized to have one shared account that will be operated by the Treasurer.

Section 3- Savings Account: CV Eagles can opt to maintain a savings account at a financial institution designated by the Board, and all checks, drafts, transfers, or other orders for the payment of money, and notes or other evidence of indebtedness, issued in the name of CV eagles, shall be signed by two board members: (1) Treasurer and (1) Vice President.

Section 4- Debt/Credit Card: Must be checked in and out by the Treasurer only unless the position is vacant. If the seat is vacant, the responsibility of the Treasurer falls upon the President.

A. Purchases can only be made by the Treasurer or a designated person by the Treasurer in writing (board members). All purchases must be itemized with receipt and presented to the board for review.

B. All payout must be completed by the Treasurer or a designated person by the Treasurer in writing (board member). A receipt will be required and presented to the board for review.

C. CV Eagles cashbox and cell phone with access to the funds will only be kept with the Treasurer or a designated person by the Treasurer in writing (board members).

Section 5 – Refunds:

Since we forecast our costs and plan our operations as well as book venues and purchase equipment well in advance before the start of the season, there will be a **NO REFUND** policy.

The **NO REFUND** policy includes the following:

- **New Team**
- **Failed Payment**
- **Moving**
- **Injury**
- **Grades**
- **ETC.**

The **ONLY** circumstance for a refund will be if the team is dissolved **BEFORE** the start of the season and there is no season for that division.

All athletes who plan to participate will need to be paid in **FULL** by the start of the season or they will not be able to participate. Any partial payments will be **FORFEITED** unless a written contract payment plan in arranged with the Eagles organization as your partial payment will be holding a roster sport

Anyone that registers after June 1, 2024, will be considered late, and may incur additional fees for uniform items. Registration will be closed after July 1,2024.

Article 8 – Fundraising: All football and/or cheer fundraising activities **MUST** be presented to and approved by the Board prior to said activity and shall comply with CV Eagles Policies and Procedures.

Section 1- Organization: All football and/or cheer will hold one mandatory fundraising event organized by the board to cover operating expenses for the seasons. Alternatively, football player may opt out of fundraising by paying \$125 dollars due by the first Friday of the official game. Cheerleaders will need to fundraise \$500.

Section 2- Teams: Each team may fundraise for their end of season banquet/party only and no other.

Section 3 -Fundraising: All fundraising money or donations must be turned into the Treasurer immediately for deposit.

Article 9 – Misconduct:

Section 1 – Player/Cheerleader Misconduct: The Board of Directors, specifically the Coaches Representatives, Player Agent, and/or Cheer Coordinator shall, upon evidence presented/observed/reported of the misconduct of any player or cheerleader, notify the Head Coach of the player or cheerleader within 24 hours of the incident or as soon as possible thereafter. If the misconduct cannot be resolved, the Head Coach(s), Coaches Representatives, Player Agent, and/or Cheer Coordinator shall notify the parent(s) of the misconduct, in detail. If the misconduct cannot be resolved, the parent(s) of the player or cheerleader may be requested to appear before the Board and/or Executive committee. After hearing all testimony, the board and/or executive committee shall have the full power to suspend or revoke the child’s privilege of current and/or future participation in CV Eagles.

Section 2 – Staff Misconduct: The Board of Directors, specifically the Player Agent, and/or the Cheer Coordinator shall, upon evidence presented/observed/reported of misconduct by any board member, staff member (football and/or cheer), including all coaching and support staff, notify the Board of Directors within 24 hours of the incident or as soon as possible thereafter. The staff members may be required to appear before the Board of Directors and/or the Executive committee. After hearing all testimony, the Board of Directors and/or the Executive committee shall have the full power to suspend or revoke the privilege of current and/or future participation in CV Eagles.

Section 3 – Parent/Guardian/Family Misconduct: The Board of Directors, specifically the President and/or Vice President shall, upon evidence presented/observed/reported of misconduct

by a parent/guardian/family of any player/cheerleader, notify the individual(s) of the misconduct within 24 hours of the incident or as soon as possible thereafter. If the misconduct cannot be resolved, the individual(s) may be required to appear before the Board of Directors and/or Executive committee. After hearing all testimony, the Board and/or executive committee shall have the full power to suspend or revoke the individual(s) privilege of current and/or future participation in CV Eagles and may remove the individual(s) player or cheerleader from the program immediately.

Section 4 – Chain of Command: All players/cheerleaders, parents/guardians, volunteers, coaches, and board members must follow the specific chain of command to address any grievances or concerns. Players/cheerleaders and/or parents/guardians must report any grievances to their Head Coach, even if the grievance is with the Head Coach. If grievance remains unresolved, the Cheer Coordinator and/or President or Vice President may be contacted for assistance. Any grievance still unresolved will be brought to the Board of Directors for discussion and resolution. Any violation in the chain of command may result in disciplinary action.

Article 10 – Policies and Procedures: Decisions of the board, which are of a continuing or sustained nature, shall be written and approved by the board and placed in a separate document known as the Chula Vista Pop Warner Policies & Procedures. This document will be used to augment West Coast Conference and National Pop Warner rules, regulations and procedures not otherwise mentioned. The CV Eagles Pop Warner Policies and Procedures can be locally more restrictive than West Coast Conference or National Pop Warner, however they cannot refute or otherwise be less restrictive. This document shall be present at all board meetings and kept by the Secretary. Additions, deletions, or revisions in the policies and procedures shall be approved by the Board and incorporated into the document and/or the bylaws as necessary. The Policies and Procedures shall be made available to all active members as requested. Both CV Eagles Pop Warner’s Policies and Procedures and Bylaws shall be posted on the association website after yearly approval.

Article 11 – Officers of the Board and Job Responsibilities: It is the expectation for all board members to be aware and respectful of specific time commitments required of each member as noted within the job responsibility. If a board member is unable or unwilling to provide that commitment, they should reconsider their position on the board.

ALL board members must be present at each home game to assist before and after game duties. Failure to complete these tasks will result in removal from the board. If a member is unable to complete his/her duty on game day, they should notify the President or Vice President for absentee approval. Board members may come and go as they please while games are being played as long as their duties and responsibilities are covered.

Executive Board Members:

Article 12 – President: The position of President is an executive position and typically a **VOTING** member who shall be responsible for, but not limited to:

- A. The President is the chief executive of the association and shall have general supervision, direction and control of the business and affairs of the organization.
- B. He/She shall preside over all membership meetings and all meetings of the board of directors.
- C. He/She shall be a member ex-officio of all committees and have the power to appoint such committees as necessary.
- D. He/She shall vote only in the case of a tie.
- E. He/She shall facilitate and moderate discussions following motions made and seconded by the board but shall not unduly influence the Board of Directors.
- F. He/She or their duly appointed representative shall attend all West Coast Conference and WESCON regional meetings as required.
- G. He/She shall work at CV Eagles events such as, but not limited to registrations, assigned team meetings and/or authorized CV Eagles fundraising/sponsorship events.
- H. He/She shall work with the VP on creating and implementing policies and procedures of the CV Eagles.
- I. He/She shall attend all regularly scheduled board meetings.

Section 2 – Vice President: The position of Vice President is an executive position and a **VOTING** member who shall be responsible for, but not limited to:

- A. He/She shall function in the role of President when the President is absent or unavailable to serve. If serving in this capacity, He/She shall vote only in the case of a tie.
- B. He/She shall attend any required West Coast Conference or WESCON regional meetings or functions when the President cannot attend.
- C. In the case of a vacancy in the office of President, He/She shall automatically assume that office and serve the remainder of the unexpired term.
- D. He/She shall organize, coordinate, and work with the Registration Coordinator to ensure that all football participants have been entered into a Registration Database and that all rosters are accurate and ready for presentation for certification prior to certification date.
- E. He/She shall coordinate and work with the operation manager to ensure that all participants have the necessary equipment/uniform to participate in the Pop Warner season and beyond.
- F. He/She shall coordinate with Head Coaches (football/cheer) and support staff to complete all mandatory training requirements and have appropriate documentation related to coaching certification, first aid, CPR training, and background checks.
- G. He/She shall coordinate, in conjunction with the Business Manager Representative, to ensure the organization and maintenance of all team books are ready for presentation at conference certification.

H. He/She shall work at CV Eagles events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising/sponsorship events.

Section 3 – Secretary: The position of Secretary is an executive position and **VOTING** member who shall be responsible for:

A. He/She shall be the custodian of the association CV Eagles Bylaws and Policies and Procedures and have a copy of both available at all meetings.

B. He/She shall record minutes for each meeting and distribute them to all board members following the meeting.

C. He/She shall review previous meeting minutes as the first order of business at all regularly scheduled board meetings. He/She shall also prepare the agenda for all meetings and schedule meetings by the direction of the President and/or Vice President.

D. He/She shall be responsible for all Board approved correspondence to all members, vendors, and interested parties as required.

E. He/She shall be responsible for all “constant contact” communication to general membership or may appoint someone else to act in this capacity.

F. He/She shall work at Pop Warner events such as, but not limited to registrations, assigned team meetings and/or authorized Pop Warner fundraising/sponsorship events.

G. He/She shall attend all regularly scheduled board meetings.

Section 4 – Treasurer: The position of Treasurer is an executive position and **VOTING** member who shall be responsible for:

A. He/She shall use Quickbooks (or any to other approved board financing tool) to record, track and reconcile all association financials on a routine basis.

B. He/She shall have access to the post office box and be responsible for bringing forth all correspondence before the board.

C. He/She shall prepare and mail all checks to vendors on a timely basis.

D. He/She shall reconcile all bank statements monthly as required.

E. He/She shall review all reconciliations with an executive board member monthly. He/She shall track and distribute funds for year-end team parties and/or travel expenses.

G. He/She shall prepare and make all cash deposits to the bank.

H. He/She shall coordinate receipt and deposit of funds for all board approved events and activities.

I. He/She shall track, follow up and process all accounts receivable.

J. He/She shall ensure proper control over all board assets and spending.

K. He/She shall provide appropriate summary reports to the board, at least monthly, regarding the financial status of the association.

L. He/She shall ensure that budget committees are formed to accurately forecast and assess annual expenses and anticipated income prior to each season's registration.

M. He/She shall ensure all income and expenses are assigned to the appropriate accounting codes.

N. He/She shall work at CV Eagles events such as, but not limited to registrations, assigned team meetings and/or authorized CV Eagles fundraising/sponsorship events.

O. He/She shall attend all regularly scheduled board meetings.

Section 5 – Cheer Coordinator: The position of Cheer Director is an executive position and a **VOTING** member who shall be responsible for:

A. He/She shall coordinate and organize all matters pertaining to cheer and report to the board.

B. He/She shall organize, coordinate, and work with the Registration Coordinator to ensure that all cheer participants have been entered into a Registration Database and that all rosters are accurate and ready for presentation for certification prior to certification date.

C. He/She shall coordinate and work with the cheer equipment/uniform manager to ensure that all participants have the necessary equipment/uniform to participate in the Pop Warner season and beyond.

D. He/She shall coordinate and work with the Cheer Coach Representative to ensure that all cheer Head Coaches and support staff have completed all mandatory training requirements and have appropriate documentation related to coaching certification, first aid, CPR training, and background checks.

E. He/She shall attend all conference meetings related to cheer as the liaison between conference and the association and report back to the board.

F. He/She shall be prepared to attend all associated Pop Warner cheer events/competitions to provide support as needed by the teams or directed by the board.

G. He/She shall coordinate and attend cheer Head Coach training.

H. He/She, in coordination with Coaches Representative and Player Agent, shall be involved with all parental concerns/issues, and make recommendations through the chain of command to the Board of Directors.

I. He/She will coordinate and provide recommendations to the Board for cheer team roster player placement.

J. He/She shall coordinate, in conjunction with the Business Manager Representative, ensure the organization and maintenance of all team books for are ready for presentation at conference certification.

K. He/She shall, in conjunction with the Fields Coordinator, research and recommend appropriate indoor/outdoor cheer practice facility needs and report to the board.

L. He/She shall work at CV Eagles events such as, but not limited to registrations, assigned team meetings and/or authorized Pop Warner fundraising/ sponsorship events.

M. He/She shall attend all regularly scheduled board meetings.

Section 6 – Operations Manager: The position of Operation Manager is an appointed position and **VOTING** member who shall be responsible for:

A. He/She shall represent the board at all city/school field meetings and report to the board.

B. He/She shall represent the board at all Pop Warner Sports meetings and report to the board.

C. He/She shall research and submit to the board for approval all required/desired fields for practice and game use for football.

D. He/She shall submit all field requests in accordance with schedules and procedures set by the City of Chula Vista and Chula Vista Elementary School District.

E. He/She shall prepare and communicate all practice and game field assignments and schedules to all Head Coaches, football & cheer.

F. He/She shall manage and direct or perform all field maintenance and preparation activities for the board.

G. He/She shall be responsible for the inspecting and lining, as necessary for all football playing fields in accordance with National Pop Warner rules, ensuring that all fields are clearly and properly marked prior to each week's games.

H. He/She shall be responsible for inspecting, or assigning the inspection, of the sidelines/stands and removing all debris following the last games on the fields.

I. He/She shall work at CV Eagles events such as, but not limited to registrations, assigned team meetings and/or authorized CV Eagles fundraising/sponsorship events.

J. He/She shall attend all regularly scheduled board meetings.

K. He/She shall be responsible for yearly safety inspections of all football equipment.

L. He/She shall research and request vendor's bids for all required football uniform/clothing and/or equipment purchases.

M. He/She shall present bids and recommendations to the board for review and approval for inclusion into the budget.

N. He/She shall maintain accurate inventories for all equipment.

O. He/She shall implement and manage all equipment/uniform issue and return activities including the accurate sizing for all issued equipment and uniforms during registration.

P. He/She shall be responsible for inspecting and recommending replacement of all field equipment such as first down markers, chains, pylons, etc.

Q. He/She shall attend all regularly scheduled board meetings.

R. He/She shall develop and present equipment/uniform issue and return procedures to the board for review and approval.

S. He/She shall work at events such as, but not limited to registrations, assigned team meeting, game day (setup/clean-up) and/or authorized fundraising/sponsorship events.

T. He/She shall represent the board for a minimum of 2 hours at each home game.

U. He/She shall attend all regularly scheduled board meetings.

V. He/She shall be responsible for Uniforms, Clothing and Equipment which includes designing, ordering of any uniform/clothing item needed, maintaining equipment, inventorying equipment/supplies, repairing, replacing, cleaning, and storing of equipment at the end of season within the connex boxes.

No other person or board member may PURCHASE or NEGOTIATE as the Operations manager. If the seat is VACANT then all equipment related issues must go through the Board.

THIS DOES NOT INCLUDE CHEER

Section 8 – Cheer Equipment/Uniform Manager: The position of Cheer Equipment/Uniform manager is an appointed position and a **VOTING** member who shall be responsible for:

A. He/She shall be responsible for yearly safety inspections of all qualified cheer equipment/uniforms.

B. He/She shall research and request vendor bids for all required cheer uniform and/or equipment purchases or the reconditioning of the same.

C. He/She shall present bids and recommendations to the board for review and approval for inclusion into the budget.

D. He/She shall organize, clean, and maintain the cheer storage area within the connex boxes.

E. He/She shall maintain accurate inventories for all equipment/uniforms.

F. He/She shall develop and present equipment /uniform issue and return procedures to the cheer coordinator for review and approval.

G. He/She shall implement and manage all equipment/uniform issue and return activities including the accurate sizing for all issued equipment and uniforms during registration.

H. He/She shall coordinate the sale of any previous year's uniform/equipment to current year's cheer participants.

I. He/She shall represent the board for a minimum of 2 hours at each home game.

J. He/She shall work at events such as, but not limited to registrations, assigned team meeting, game day (setup/clean-up) and/or authorized fundraising/sponsorship events.

K. He/She shall attend all regularly scheduled board meetings and occasional cheer coordinator meetings.

Only the Cheer Equipment Manager may PURCHASE or NEGOTIATE for cheer. However, if the seat is VACANT then all equipment/uniform items will go through the Operations Manager. If the Operations Manager seat is VACANT then all Cheer equipment/uniform items will go through the Board.

Section 9-Team Parent Coordinator (football & cheer) The position of Team Parent Coordinator is an appointed position and a **VOTING** member who shall be responsible for:

A. He/She shall organize and provide consistent, required training to team parents for both football and cheer prior to the start of the season, including but not limited to, their responsibilities as determined by the board and the team Head Coach.

B. He/She shall research and requests bids and samples from sports photographers and trophy vendors and submit recommendations to the board for approval.

C. He/She shall schedule and coordinate picture day activities with all teams and photographer.

D. He/She shall coordinate distribution of picture packages in a timely manner to all team parents.

E. He/She shall coordinate and schedule all teams who desire to operate concessions during the Pop Warner season for all home games. Scheduling guidelines are outlined in the Pop Warner Policy & Procedures.

F. He/She shall coordinate the acquisition of all team rosters from team parents, to ensure verification of all player/cheerleader name spelling.

G. He/She shall provide accurate names/teams to the approved trophy provider.

H. He/She shall verify the names/rosters when trophies are received. He/She shall distribute trophies to all team parents in a timely manner. Trophies are ordered for non-competitive teams only unless competition teams place at a national level at the end of the season.

I. He/She shall represent the board for a minimum of 2 hours at each CV Eagles home game.

J. He/She shall work at CV Eagles events such as, but not limited to registrations, assigned team meetings and/or authorized CV Eagles fundraising/sponsorship events.

K. He/She shall attend all regularly scheduled board meetings.

Section 10 – Little Scholars Coordinator: The position of Little Scholars Coordinator is an appointed position and a **VOTING** member who shall be responsible for

- A. He/She shall gather all required academic documents from the parents/guardians of all players and cheerleaders to complete registration requirements.
- B. He/She shall process Little Scholar documentation and submit it to conference.
- C. He/She shall ensure, for those players/cheerleaders not eligible for Little Scholar consideration, that the player/cheerleader is maintaining a C average, or 2.0 GPA or “satisfactory progress” to continue his/her participation. If this standard is not met,
- D. He/She shall provide parents/guardians with all required forms that must be completed documenting acceptable progress to continue participation in CV Eagles.
- E. He/She shall work with the conference to compile documentation of Little Scholar status at both the local and national level and report to the board.
- F. He/She shall work at CV Eagles events such as, but not limited to registrations, assigned team meetings and/or authorized CV Eagles fundraising/sponsorship events.
- G. He/She shall attend all regularly scheduled board meetings.

Section 11 – Sales Manager: The position of Sales Manager is an appointed position and a **VOTING** member who shall be responsible for:

- A. He/She will maintain a list of previous sponsors to maintain an accurate historical understanding of long-term sponsors.
- B. He/She will develop “target” list sponsors that the association and teams have or will contact to prevent multiple requests of the same sponsor.
- C. He/She shall solicit in person, or by letter, returning as well as new potential sponsorships for the league, including telephone, email and/or letter follow-up. Letters shall be drafted to local as well as San Diego County businesses and corporations.
- D. He/She shall achieve or exceed annual, budgeted financial sponsorship goals of the association.
- E. He/She shall encourage all football and cheer teams to solicit and obtain team sponsorships and maintain a record of contacted businesses or individuals.
- F. He/She shall track sponsors obtained and develop a recognition program to announce sponsors at all home games (banners, advertisements, announcement, etc.).
- G. He/She shall also coordinate the procurement and delivery of all sponsorship plaques provided to each sponsor at the end of the season.
- H. He/She shall take responsibility for coordinating all fundraising efforts for teams and the

league, ensuring that all fundraising ideas/concepts are brought before the board for approval prior to implementation.

I. He/She shall implement, with help from the Board's Treasurer, financial control methods associated with the distribution and retention of major association fundraising efforts including but not limited to, raffles, walk-a-thon, spirit wear, etc.

J. He/She shall attend and report efforts to the board on a routine basis, as determined by the board.

K. He/She shall represent the board for a minimum of 2 hours at each CV Eagles home game.

L. He/She shall work at CV Eagles events such as, but not limited to registrations, assigned team meetings and/or authorized CV Eagles fundraising/sponsorship events.

M. He/She shall attend all regularly scheduled board meetings.

N. Perform opening and closing procedure for events.

O. Greet guests and taking orders for food and beverage products.

P. Ensure Concession team members follow proper policy and procedure in accordance with Food Service & Hospitality standards.

Q. Verifies inventory prior to and after the event for accuracy as required.

R. Responsible for overseeing Concession Cashiers and food handlers.

S. Responsible for accepting payment from guests.

T. Responsible for keeping the work area and surroundings clean using sanitation standards.

U. Assist in cleaning up and breakdown of the concession area at the end of the event.

V. Cooking and packaging food products which are prepared to order or kept warm until sold.

W. Responsible for maintaining quality and production standards on all menu items. Food must be fresh and of high quality when served to the guests.

X. Assist in other areas in the concession department as directed.

Y. Assist the Treasurer with keeping the financial books.

Section 12 – Football/Cheer Coaches: The position of coaches is an appointed position and a **NON-VOTING** member who shall be responsible for

A. Create a positive, safe, and healthy environment, free of abuse and harassment, for all athletes and their families.

- B. Not criticize athletes in front of spectators, but reserve constructive criticism for later, in private, or in the presence of team members if others might benefit.
- C. 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.
- D. Not criticize an opposing team, its athletes, coaches, or fans by word of mouth or by gesture.
- F. Emphasize that good athletes strive to be good students and that both are physically and mentally alert.
- E. Strive to make every athletic activity serve as a training ground for life, and a basis for good mental and physical health.
- F. Remove from a game, competition or practice any athlete when even slightly in doubt about his/her health, whether or not as a result of injury, until competent medical advice is available.
- G. Emphasize that winning is the result of good teamwork.
- H. Not engage in excessive sideline coaching and shall not leave the bench area/coaches' designated seating area to shout instructions from the sidelines or competition mat.
- I. Together with team officials, be jointly responsible for the conduct and control of team fans and spectators at all times. Any fan who becomes a nuisance and out of control will be asked to leave.
- J. Not use abusive or profane language at any time.
- K. May not receive any payment, in cash, check or electronic payment, for products or services as a volunteer involved in Pop Warner. This includes any coach, expert, consultant, or choreographer, regardless of his/her roster status.
- L. Not recommend or distribute any medication, controlled or over the counter, except as specifically prescribed by the athlete's physician.
- M. Not permit an ineligible athlete to participate in a game/ competition.
- N. Not deliberately incite unsportsmanlike conduct.
- O. Shall not solicit a team or division to another league of any sort without board approval.
- P. Coaches are not allowed to be board members.

Section 13 – Team Parent (football & cheer): The position of Team Parent Coordinator is an appointed position and a **NON-VOTING** member who shall be responsible for:

A. He/She shall organize and provide consistent, required training to team parents for both football and cheer prior to the start of the season, including but not limited to, their responsibilities as determined by the board and the team Head Coach.

C. He/She shall Manages team communications along with the Business Manager.

D. He/She shall Coordinate communications between the coach and parents.

E. He/She shall coordinate with the Team Parent Coordinator and schedule all teams who desire to operate concessions during the Pop Warner season for all home games.

F. He/She shall coordinate with the Team Parent Coordinator the acquisition of all team rosters from team parents, to ensure verification of all player/cheerleader name spelling.

G. Coordinates game day volunteers (Chain crew *Home games only*) (Spotter and Checker *Every game*).

H. Coordinate snack schedules half time and after game.

I. Coordinate fundraising for the team, plans team party.

Section 14 - Player Agent/Registration Coordinator: The position of Player agent is an appointed position and a **VOTING** member who shall be responsible for

A. He/She shall determine suitable location(s) for conducting multiple registrations on dates determined by the Board of Directors.

B. He/She shall determine physical layout and individual responsibilities during the registration process.

C. He/She shall coordinate with the Treasurer to procure all necessary office supplies to conduct the registration process.

D. He/She shall coordinate with the Social Media Coordinator to ensure widest dissemination of registration information to the entire community.

E. He/She shall, in coordination with the Vice President review, compile, and maintain all registration paperwork prior to team formation.

F. He/She shall ensure all registration information is entered into an appropriate "Registration Database" as determined by West Coast Conference. He/She shall coordinate and work with the Vice President and Cheer Coordinator to ensure that all rosters are accurate and ready for presentation for certification prior to certification date.

G. He/She shall train all business managers, both football and cheer, on how to organize and

maintain team books for presentation at conference certification.

H. He/She shall attend all regularly scheduled board meetings.

Section 15 – Social Media Coordinator: The position of Social Media Coordinator is an appointed position and a **VOTING** member who shall be responsible for

A. He/She shall coordinate design, management, and maintenance of the CV Eagles association’s website as required and/or directed by the board.

B. He/She shall ensure the website is updated and kept current as needed.

C. He/She is responsible for posting and updating league Social Media sites with appropriate and current information pertaining to League updates and information.

D. He/She shall attend all regularly scheduled board meetings.

Section 16 – Business Manager: The position of Business Manager is an appointed position and a **NON-VOTING** member who shall be responsible for:

A. Attend mandatory conference Business Managers Pop Warner meetings.

B. Help collect, maintain, and organize team paperwork and books (Big & Little book) “THE BOOK”.

C. Work with Little Scholars rep to collect report cards and applications for players eligible for Little Scholars.

D. Set up chain gang and spotter schedule (this is a shared responsibility with the Team Parent).

E. Attend conference weigh in.

F. Conduct paper check before EVERY game, including play offs, and Bowl games.

G. Complete MPR (Minimum Play Rule) form for each game. At the end of each game have the opposing team “checker” sign the MPR. If there were any issues before, during or after the game, have coach make notes on the MPR and turn in to League President. If no issues file, the MPR form in the book (little book) for future reference.

H. Maintain sideline to ensure only rostered staff and players are allowed on the side-line along with a photographer OR videographer.

I. With the help of Team parent gather chain gang on the field 15 minutes before so they can meet with the referees (Home games only).

J. Prep the checker (volunteer to go to opponents' sideline) on their responsibility for the day. If there are any issues, contact your coach or a board member.

K. Last, but never least, be there to assist the coach however possible. Ultimately the coach is responsible for the working of the team. COMMUNICATION IS KEY

Article 17 – Taxes:

The association will prepare or have prepared any, and all tax returns or statements required by law. This shall be the primary responsibility of the Treasurer to coordinate and report to the board.

Article 18 – Meeting Conduct:

The rules and regulations, as set forth by the National Pop Warner organization, as well as West Coast Conference, of which the Poway Pop Warner football and cheer is a member, shall be adhered to. CV Eagles football and cheer should remain a member in good standing of both organizations. “Roberts Rules of Order” shall govern the proceedings for all meetings. All votes require a quorum majority to pass.

Article 19 – Amendments:

Proposed amendments to these by-laws shall be presented, in writing, at any official meeting of the Board of Directors. Upon review and discussion by the board, ratification shall be made by a simple majority of the board members present, including executive and appointed board members. Approved amendments will then become incorporated into the bylaws and go into effect immediately.

Article 20 – Committees:

Section 1- Appointment of Committees: The Board shall be vested with the authority to appoint all Committees, Coordinators, Agents, or other positions deemed necessary by the Board to achieve fair and equitable youth sports activities.

Section 2- Nominating Committee: A standing committee may be appointed by the Board on or before the annual membership meeting. The committee shall find at least one (1) nominee for each position to be elected at the annual meeting. They must provide a ballot at the annual meeting listing the nominees, as well as providing nominations from the floor, and for write-in votes.

Section 3 - Disciplinary Committee: The Disciplinary Committee shall be the Executive Board and if applicable, the Commissioner for the sport of the incident under review.

Section 4- Chairman: Each committee chairman shall report at the regular Board meetings. Each committee shall elect its own chairman, unless otherwise specified by the Board.

Article 21 - Disciplinary Procedures:

A. Accusation or Complaint: This stage is where a person (coach, player, parent, administrator) is charged with the commission of a specific behavior. The complaint may be either written or verbal.

B. Investigation: The Disciplinary Committee shall conduct a preliminary investigation.

C. Suspension pending hearing: If the committee finds in the preliminary investigation that the complaint has at least some basis in fact, the person will be suspended, pending an open hearing.

D. Open Hearing: Within 10 days of the suspension, the person shall have the right to confront his accuser in an open hearing before the Board. If the person does not desire an open hearing, the suspension will stand for an appropriate time. Judgment will be rendered by most of the quorum of the Board. If found guilty of the incident, the person may be suspended. For serious infractions, suspension may be for life.

E. Types of disciplinary actions invoked by the Board of Directors may include but are not limited to the following: 1. Verbal warning. 2. Games/practices suspension. 3. Game ejection. 4. Termination of coaching privileges.

F. Permanent suspension or dismissal cannot occur without a two thirds (2/3rds) vote of the Board of Directors.

Article 22 - Types of Disciplinary Complaints:

Grounds for disciplinary complaint shall include but not be limited to the following:

A. Physical or verbal abuse of players and any inappropriate contact, including threats.

B. Physical or profound verbal abuse of parents, game officials or other coaches.

C. Encouraging or condoning unsportsmanlike behavior in players.

D. Cursing at children, officials, or parents on the field of play or at practice.

E. Intoxication or loss of personal self- control to the detriment of the players at a field of play or practice.

F. Failure to uphold the goals, principles, and objectives of CV Eagles

G. Violation of the CV Eagles Parental Code of Conduct Encouraging or condoning violent behavior by players outside of the scope of the game being played.

H. Soliciting a team or division to/from another league of any sort.

I. Using or misrepresenting the CV Eagles Brand.

J. Accepting any form of payment, cash gifts, or favors.

K. Acting as a liaison for the CV Eagles.

Article 23 - MISCELLANEOUS PROVISIONS:

A. All other sports activities not included in the above CV Eagles bylaws will be referenced in the POP Warner Policy and Procedures rule book.

B. The fiscal year of CV Eagles shall end on November 30th of each year.

C. These by-laws may be supplemented by reference to other sets of rules or guidelines. For example, CV Eagles may utilize Pop Warner Football rules and various guide notes, or policies adopted by the CV Eagles.

We, the undersigned, are the initial directors of this organization, and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of the 22 preceding pages, as the bylaws of this organization.

ADOPTED AND APPROVED by the Board of Directors on this 30th day of November 2023.

