

MANCHESTER HAWKS POP WARNER ASSOCIATION, INC.
CONSTITUTION, BY-LAWS AND ADMINISTRATIVE POLICIES

ARTICLE 1 - CONSTITUTION

1.1 NAME

The name of this organization shall be "The Manchester Hawks Pop Warner Association, Inc." (hereinafter referred to as the "Hawks").

1.2 COLORS

The organization colors shall be blue and gold with a white alternate.

1.3 OBJECTIVES

The Hawks' purpose is to provide the youth of this area, regardless of race, creed, or national origin, the opportunity to participate in controlled athletic competition; to familiarize boys and girls with the fundamentals of football and cheerleading; to provide the opportunity to play games in a supervised, organized and safety-oriented manner; to keep the welfare of the participants free of any adult ambition and personal glory; and to emphasize self discipline, team work, fun and sportsmanship.

1.4 AFFILIATIONS

The Manchester Hawks Pop Warner Association, Inc. is affiliated with:

- a. Jersey Shore Pop Warner Football League, Inc. (JSPWFL)
- b. Eastern Region
- c. Pop Warner Little Scholars, Inc. (PWLS)

The Hawks must abide by the governing rules and regulations of the above named affiliations.

1.5 FISCAL YEAR

The fiscal year of the Hawks will run from February 1 to January 31.

1.6 MEMBERSHIP

There are two types of membership: Regular Membership and Associate Membership.

Regular Membership shall be described as any adult who resides in the Franchise Area, which is designated by Jersey Shore Pop Warner Football League, Inc., and has at least one youth registered in the organization.

Associate Membership, shall include any adult wishing to participate in this organization for the betterment of our children.

All members, Regular and Associate, must be background checked if they will have interaction with children, other than their own.

1.7 GENERAL MEMBERSHIP

The General Membership shall be comprised of Regular and Associate members. The Regular Membership will comprise the voting membership of this organization. The Associate Membership will have voting rights only if they are an active member with at least twenty-five (25) verifiable volunteer hours within the preceding fiscal year and live within the franchise area.

1.8 TERMS OF MEMBERSHIP

The term will run concurrent to the fiscal year (see 1.5 above).

1.9 REGISTRATION FEES

The Executive Board will determine an annual dollar amount to be collected as registration fees from Regular Members. All registration fees are due at the time of registration, unless approved by the President using the criteria established by the Executive Board.

1.10 QUORUM

Shall consist of at least five (5) Executive Board Members and five (5) Regular Members, not elected or appointed officers.

1.11 EXECUTIVE BOARD

- A. The Executive Board shall consist of the following officers: President, First, Second and Third Vice-Presidents, Secretary, Treasurer, Football Commissioner, Cheerleading Commissioner and JSPWFL League Representative. All members of the Executive Board have voting privileges on matters before the Board.
- B. The elected officers shall be President, First, Second and Third Vice-Presidents, Secretary, Treasurer and JSPWFL League Representative.
- C. The appointed officers of the Executive Board shall be the Football Commissioner and Cheerleading Commissioner. These officers shall be appointed by the President after the conclusion of elections at the January General Membership Meeting. In the absence of the Football Commissioner and Cheerleading Commissioner, the President may appoint Assistant Commissioners to serve on the board. Assistant Commissioners are not allowed to vote on matters before the Board.
- D. The Executive Board may also appoint a Business Administrator, Scholastic Chairman(s), Sergeant of Arms, Parliamentarian, Insurance Coordinator, Public Relations Representative and Webmaster to serve as members of the Board, however, they shall not be allowed to vote on matters before the Board. These appointed officers will be appointed by the Executive Board at an Executive Board Meeting held prior to February's General Membership Meeting and announced at the February General Membership meeting.

1.12 QUALIFICATIONS FOR ELECTED AND APPOINTED POSITIONS

All officers, elected or appointed, must be Regular or Associate Members in good standing of the Manchester Hawks Pop Warner Association. A Member is not in good standing if fees are owing to the Hawks and/or a disciplinary action has been taken against said Member. In order to run for office, they must have attended a minimum of six (6) General Meetings during the fiscal year prior to their election or appointment and must have donated a minimum of one hundred (100) verifiable volunteer hours to the projects and programs of the Hawks.

A waiver of the qualifications for office may be approved by a majority vote of the General Membership, only if no one has been nominated for that position that meets the criteria.

1.13 TERM OF OFFICE

- A. President: Two (2) years from February 1 to January 31 of the second year.
- B. All other elected and appointed officers shall serve for one year concurrent with the fiscal year, which is defined as February 1 to January 31. However, all elected officers shall remain in their positions until their successors are named. All appointed officers shall serve at the will of the Executive Board, however, their term of service ends on January 31. After that time, the responsibilities of the appointed officers are assumed by the President, until their successors are appointed.
- C. All officers, elected or appointed, may succeed themselves in office for an indeterminate number of terms.

1.14 RESTRICTIONS

- A. No officer, elected or appointed, may have two (2) votes on the Executive Board.
- B. No person shall be elected to more than one office on the Executive Board.
- C. An officer, elected or appointed, must be in good standing to be eligible to vote. An officer is not in good standing if fees are owing to the Hawks and/or a disciplinary action has been taken against said officer.

1.15 NOMINATIONS AND ELECTIONS

The nominating committee, consisting of four (4) Regular Members, shall be appointed by the President at the November meeting.

The Treasurer must notify all members who are not in good standing because money is owed to the organization, in writing no later than December 14th, of the amount they owe and advising them that they have until December 30th to pay all amounts due. The Treasurer must then provide a list of all members not in good standing to the Nominations Committee and President no later than December 31st. If a member is not in good standing as of December 31st, he/she will not be permitted to run for the position.

The committee should present a slate of two or less for each office at the conclusion of the officer's reports at the January General Meeting. Following the nominations committee presentation, nominations will be open from the floor. After nominations are taken from the floor for each position, nominations will then be closed. Should there be one (1) person running for each proposed office, that person will be elected to that position. If two (2) or more people are running for the same office, elections will follow at that General Meeting. At the conclusion of the elections, the President will appoint the Football Commissioner and Cheerleading Commissioner. The new officers will assume their duties on February 1st.

1.16 VACANCIES

If a vacancy arises in the Presidency of this Association, the First Vice President shall become the President. If there are vacancies in any other Executive Board positions, they will be replaced by appointment of the President and require a majority vote of the Executive Board at an Executive Board meeting. All other vacant positions will be filled in accordance with the By-Laws.

1.17 IMPEACHMENT

Any officer, elected or appointed, can be removed from their office for conducting themselves in a manner inimical to the organization. Impeachment may only be done by the Executive Board with a 2/3 vote of the full Executive Board. Any vacancies created by the impeachment will be filled under the guidelines of 1.16.

1.18 OFFICER'S DUTIES

President

Responsible for the day to day operations of this organization, will preside over all Executive Board Meetings and General Membership Meetings, as well as serve as an ex-officio member of all committees, excluding the nominating committee, and shall have absolute power to appoint chairperson and committee members, the power or authority to co-sign approved checks, review and accept all applications for coaching positions of the organization. May only vote when necessary to break a dead lock in voting. The President may be required to make executive decisions which they feel is in the best interest of the organization. The President will conduct two meetings as President-elect with the outgoing President and Executive Board, and the newly elected Executive Board to coordinate the upcoming calendar of events and budget. Upon completion of their term, they will submit a written report describing the current situation of the organization and any future goals.

First Vice President

Perform all the duties of the President in his/her absence. Chair the following committees: Membership, Fund Raising and Budget. Submit and maintain a social calendar to include dates when possible. Has the power or authority to co-sign approved checks. Obtains all raffle licenses and school use forms. Inventories and orders all merchandise. Obtains all liability insurance certificates.

Second Vice President

Perform all the duties of the President and First Vice President in their absence. Has the power or authority to co-sign approved checks. Responsible for concession stand, and food and beverage preparations for all events.

Third Vice President

Perform all the duties of First Vice President and Second Vice President in their absence. The Third Vice President shall work closely with the Football Commissioner, Cheerleading Commissioner and Team Parents to find volunteers for fund raising, game day activities and team functions. The Third Vice President shall work with Coaches and Team Parents to find parents to assist in the items listed below:

- a. Work concession stand;
- b. Merchandise sales;
- c. 50/50;
- d. Chain Crew;
- e. Monitors;
- f. Clean-up; and
- g. Any other job required to keep the games moving and leaving the field at the end of the day in good condition.

The Third Vice President also prepares and maintains the Work Bond Schedule and Game Day Schedule for Board Members.

Secretary

Shall keep an accurate account of all meetings: Executive, Special and General Meetings of Manchester Hawks Pop Warner Association, Inc.. Prepare copies of monthly minutes for membership review at General Meetings. Maintain a current, accurate list of the General Membership in good standing from which voting eligibility will be determined. Responsible for all incoming and outgoing correspondence. All outgoing correspondence must be approved by the President before they are mailed.

Treasurer

Shall collect all monies due this organization. Deposit all monies within a seventy-two (72) hour period. Keep an accurate record of all transactions and shall report all transactions at the next General Meeting. Responsible to co-sign checks with President or First Vice President/Second Vice President and all checks require two (2) signatures. The books shall be audited monthly by the President. Be an active member of the Budget Committee. Pay all approved bills as money is available. The Treasurer must notify all members who are not in good standing, because money is owed to the organization, in writing of the amount they owe and that they have until December 30th to pay all amounts due. The Treasurer must then provide a list of all members not in good standing to the Nominations Committee and President no later than December 31st.

Football Commissioner and Cheerleading Commissioner

The Manchester Hawks Pop Warner Association, Inc. shall sponsor two program activities annually: football and cheerleading. Direct control over these programs shall be charged to the Football Commissioner and Cheerleading Commissioner.

They shall perform whatever duties are charged to them either by this Constitution and By-Laws and the Executive Board. They shall be afforded administrative charge over their respective programs and shall serve at the will of the President. They may, at their choosing, request for and recommend the appointment of Assistant Commissioners by the President. Assistant Commissioners shall be afforded all rights and be charged with all duties of the Commissioners in their absence.

The Football Commissioner shall coordinate play development among all franchise coaches and program continuity with and between area high school programs. The Cheerleading Commissioner shall be charged with the same tasks, however, she shall also be charged with bringing the Cheerleader Program in continuity with other programs in the Jersey Shore Pop Warner Football League. The Cheerleading Commissioner shall represent the Hawks at all meetings of the JSPWFL Cheerleader Coordinators' Council.

Commissioners must recommend all coaching assignments to the Executive Board, at which time the Executive Board will vote on the assignments, however, the Executive Board will rely on the advice of the Commissioners and will not unreasonably object to recommended placements. Commissioners may remove coaches utilizing the provisions of Summary Authority, as outlined in the "National Administrative Manual," pending a full hearing before the Executive Board.

Commissioners are also charged with Property Inventory, which shall include assuring that we have ample equipment and uniforms for the programs that we offer and that said equipment and uniforms are clean, in good repair, and safe. To these ends, it shall also be their responsibility to give reports in writing to the Executive Board in December and March of each year.

Commissioners shall maintain a strict vigilance over their respective programs. Commissioners, along with the Head Coach of each team, insure that each participant is eligible to participate.

League Representative

League Representative will attend all JSPWFL meetings and functions on behalf of this organization. They will vote on matters discussed at the meeting, as reviewed and approved by the Executive Board or in the best interest of this organization. They will present at the monthly General Membership meeting all copies of correspondence from the Jersey Shore League Meeting. They will present any issues being voted on by the League for discussion at the monthly Executive Board meetings. They shall arrange all scrimmages prior to the regular season.

Business Administrator

This person shall work closely with the President, Treasurer, Executive Board and Program Administrators, to insure that the daily operations of the Hawks are being conducted in a timely manner. This person shall also be charged with the task of seeing that the organization files all necessary reports and data with its accountants. This office does not have voting privileges.

Scholastics Chairman(s)

Coordinates scholastic program in accordance with JSPWFL and National Pop Warner Scholastic Program. This office does not have voting privileges.

Sergeant of Arms

Maintains order at meetings. This office does not have voting privileges.

Parliamentarian

Shall be responsible to sit in on all meetings to advise the presiding officer on questions of procedure in transacting business in an efficient and impartial manner. To be knowledgeable of these and all Constitutions and By-Laws of our respective leagues, as well as other rules and regulations. This office does not have voting privileges.

Public Relations Representative

Public Relations Representative will be required to attend all monthly General Membership meetings in order to obtain information for monthly newsletter. They will publish in the paper any happenings in our organization that they deem necessary after approval of the President. They will prepare and distribute all flyers for the organization's events. This office does not have voting privileges.

Insurance Coordinator

Coordinates all injury insurance. This office does not have voting privileges.

Webmaster

Maintains organization web site. This office does not have voting privileges.

1.19 AUTHORITY

The Executive Board, subject to review of the General Membership, will make rules and regulations, administrative policies and finalize decisions as they feel necessary to operate the business and control the assets of this organization. They shall perform in a manner as to provide for the purposes and objectives as stated herein. They shall have the authority to secure funds to insure the success of the organization.

1.20 MEETINGS AND PROCEEDINGS

General Membership Meetings will be held monthly, except during the month of December due to the holidays. All meetings will begin at 7:30 p.m. in the off-season (January through July) and at 8:30 p.m. during the regular season (August through November). When meetings are canceled or re-scheduled, it will be posted on our web site, posted on the door of the scheduled meeting place and e-mail notifications will be sent to our members.

If there is not a Quorum, as set forth under Section 1.10, at the General Membership Meeting, all matters must be tabled until the next General Meeting when a Quorum is present. Voiced votes can only be cast after a motion and a second is made on issues at a General Membership Meeting. The meeting will still be held, even if there is not a Quorum, and the member will still receive credit for meeting attendance. Head Coaches are required to attend monthly General Membership Meetings to participate in discussion for the overall good of the organization. Each Head Coach shall bring all information back to their teams. All Assistant Coaches are encouraged to attend General Membership Meetings.

Executive Board Meetings will be held one week prior to the General Membership Meeting, with the time and place to be set by the President. The President may call special meetings as deemed necessary.

1.21 GENERAL MEMBERSHIP ATTENDANCE AT EXECUTIVE BOARD MEETINGS

General Membership will not be permitted to attend Executive Board Meetings. All issues discussed at Executive Board Meetings, with the exception of issues of a personal, sensitive nature regarding our individual members, will be disclosed at our monthly General Membership Meetings.

1.22 MEETING AGENDA

The President will follow the procedure below when conducting a meeting. There will be no public participation in the meeting until the end.

- Call to Order
- Circulate Sign-in Sheet
- Acceptance of Last Month's Minutes
- Secretary's Report
- Treasurer's Report
- Football Commissioner's Report
- Cheerleading Commissioner's Report
- League Representative's Report
- Third Vice-President's Report
- Second Vice-President's Report
- First Vice President's Report
- President's Report
- Committee Reports, as needed
- Old Business (Public can participate)
- New Business (Public can participate)
- General Discussion/Public Participation
- Adjournment

1.23 PARLIAMENTARY AUTHORITY

All meetings will be governed by our Constitution and By-Laws, Administrative Polices and Roberts Rules of Order.

1.24 BALLOTS AND VOTING

At the January General Membership Meeting, should there be more than one person seeking office, the nominating committee shall provide paper ballots for voting. At the end of the balloting, the nominating committee shall total all ballots, excluding any member of such committee who may be seeking office. Upon completion, results will be announced to the General Membership by the Nominating Committee. Ballots shall then be placed in a sealed envelope and given to the Secretary to include in the filed minutes.

1.25 AMENDMENTS

Any amendment, change, be additions or deletions to the Constitution and/or the By-Laws, Administrative Policies of this Association shall be submitted by the By-Laws Committee to the Executive Board for their consideration prior to presentation to the membership at a General Membership Meeting. At least thirty (30) days prior to the proposed adoption at the monthly General Membership Meeting, the proposed amendments will be posted on our web site and forwarded to our members via e-mail. The Constitution, By-Laws and Administrative Policies will stand to be amended or changed by a 2/3 vote of the General Membership in attendance at the Meeting, provided a Quorum is present.

Nothing in the Constitution, By-Laws and Administrative Policies of the Manchester Hawks Pop Warner Association shall conflict with any Civil Laws, By-Laws or Rules in which this organization maintains a membership. In the case of a question arising not covered in the JSPWFL or this Association's Constitution and By-Laws or Rules, the Executive Board shall refer to Roberts Rules of Order as a guide.

1.26 EFFECTIVE DATES

The Executive Board shall act at their first General Membership Meeting after an amendment, change, addition or deletion of the Constitution or By-Laws is approved by both the General Membership, as set forth under Section 1.25, and Jersey Shore Pop Warner Football League.

1.27 CALENDAR OF EVENTS AND BUDGET

The calendar of events will serve as a flexible guideline during the fiscal year. The Board has the responsibility to set a calendar of events in a timely fashion.

JANUARY

- Nomination and Election of Officers
- Cheer Commissioner and Football Commissioner appointed by President after elections at January General Membership Meeting

FEBRUARY

- Installation of Officers
- Preparation for registration, letters and flyers sent out for notification
- Equipment status is reviewed
- All other appointed positions shall be announced by President at the February General Membership Meeting, after being appointed by the Executive Board
- Budget drawn for current year
- President-elect conducts meeting with outgoing and incoming Board and President

MARCH

- Head Coaching staff to be appointed
- Grandfather Registration held
- Order any equipment needed for upcoming year
- Medical exams scheduled for June
- Franchise payment due in April/May, review with Budget Committee

APRIL

- Registration held
- Conduct background checks
- Pay Franchise fees

MAY

- Registration held
- League Representative to start to arrange scrimmages
- Insurance premium due to JSPWFL in July, arrange payment through League Representative

JUNE

- Coaching staff finalizes all plans for August
- Pay insurance premium

JULY

- League Representative finalizes arrangements for scrimmages
- Organization holds mandatory parent meetings

AUGUST

- Practice Begins
- All game schedules and directions given to General Membership and placed on web site, provided information has been supplied to organization by JSPWFL

SEPTEMBER

- First game of the season

OCTOBER

- Cheerleading and Dance Competitions

NOVEMBER

- Cheerleading and Dance Competitions
- Football Playoffs and Championships
- Nominating Committee appointed

DECEMBER

- Cheerleading and Dance Competitions
- Football Playoffs and Championships
- Equipment returned by all participant
- Equipment status is reviewed

MANCHESTER HAWKS POP WARNER ASSOCIATION, INC.
CONSTITUTION, BY-LAWS AND ADMINISTRATIVE POLICIES

ARTICLE 2 - BY-LAWS

2.1 PROGRAMS

There will be two programs offered by the Manchester Hawks Pop Warner Association: Football and Cheerleading, including but not limited to flag squads, twirlers, pom-pom squads and dance squads.

2.2 PROGRAM RULES

All rules of Manchester Hawks Pop Warner Association will be in accordance with the JSPWFL rules and regulations and administrative policies.

Annual program rules will be comprised and distributed to every family in the organization. They should consist of, but not be limited to the following list:

- Introduction
- Objectives
- Membership
- Affiliations
- Registration
- Meetings
- Scholastic Policy
- Insurance
- Parental Participation
- Dress Code: Uniforms, Safety Equipment
- Refunds
- Return Check Policy
- Practice and Game Schedules
- Directions to away games
- Medical Exams
- Injured Participants
- Attendance
- Ages and Weights
- Mandatory Play Rule
- Awards and Recognition

2.3 SCHOLASTIC REQUIREMENTS

Shall be in accordance with JSPWFL requirements.

2.4 TEAM SIZES

Shall be in accordance with JSPWFL requirements.

2.5 APPLICATION

All persons desirous of a coaching position with the Hawks must complete all documentation required by PWLS and JSPWFL, including but not limited to a background check.

Any falsification of information on the application will result in immediate dismissal.

2.6 REQUIREMENTS

1. Head Coaches must be at least 21 years of age. Assistant Coaches must be at least 18 years of age. Coach-Trainees must have attained the age of 16. The use of Student Demonstrators is allowed, however, they must be two years older than the oldest participant on the senior most team or squad, in accordance with Pop Warner age requirements.
2. Coach-Trainees and Student Demonstrators under the age of 18 must have Parental Permission to serve in these capacities.
3. All coaches, trainees and demonstrators must be able to read, write, communicate and understand the English language and must have a valid driver's license or other valid form of photo identification.
4. Any applicant shall not have been convicted of a crime that would pose a threat to the safety and general welfare of Hawks program participants if allowed to coach. All applicants are subject to background checks.
5. All coaches, trainees and demonstrators shall be required to take a Safety Orientation and Training Course and must be certified every year or as often as may be required by the JSPWFL. Further, coaches shall be required to attend all Rules Clinics or seminars as may be required by the Hawks' Executive Board or JSPWFL.

2.7 APPOINTMENT

1. All Applications/Records for coaching positions with the Hawks shall be reviewed and investigated by the Board.
2. The number of coaches assigned to each team should be in accordance with JSPWFL and PWLS Guidelines.
3. Each cheerleader squad must have one certified coach for every twelve (12) participants or part thereof and squads with two (2) or more coaches must have one (1) person designated as the Head Coach.
4. All coaches shall serve in that capacity from the official start of the season through December 31st annually and must be re-appointed annually.

2.8 TEAM OR SQUAD PLACEMENT

1. It shall be the ultimate responsibility of the Football Commissioner and the Cheerleading Commissioner to place participants on teams or squads in accordance with the Age and/or Weight Requirements, as specified by the JSPWFL.
2. The Commissioners shall attempt to keep inexperienced participants in the Age and/or Weight Division that will allow them to have more participation time and that will enable them to gain the fundamentals necessary to advance to the next highest division of play. The goal of the Manchester Hawks program shall be to give every participant at least two (2) years in each Age and/or Weight Division, if at all possible.
3. Program Administrators shall attempt to take into consideration siblings playing in other Age and/or Weight Divisions. Whenever possible, the Manchester Hawks shall make every effort to accommodate these situations, however, the main responsibility shall be to the team or squad as a whole.

MANCHESTER HAWKS POP WARNER ASSOCIATION, INC.
CONSTITUTION, BY-LAWS AND ADMINISTRATIVE POLICIES

ARTICLE 3 - ADMINISTRATIVE POLICIES

3.0 RECORD KEEPING

All Officers, League Representatives, Football Commissioners, Cheerleading Commissioners and Coaches shall keep adequate records of occurrences. All original records shall be on file with the President and a copy with the Secretary.

3.1 MAILING ADDRESS

P.O. Box 582, Lakehurst, New Jersey 08733

3.2 BANKING INSTITUTION

A bank that is federally insured.

3.3 RETURNED CHECKS

If any check is returned, the Treasurer will be responsible to notify the party and recoup funds in cash from the involved party, as well as any funds charged to the organization for the returned check. Any payments thereafter must be made in cash or cash equivalent during their tenure with the organization.

3.4 REFUND POLICY

Full refunds of registration fees (this does not include any rebate of fund raising monies) will be granted if the organization is notified prior to August 15th, that the child will not be participating in either football or cheer. If a child does not meet weight and certification requirements set by JSPWFL, a full refund will be granted.

3.5 REGISTRATION

Registration shall be accepted as stated by the JSPWFL, unless a full roster is obtained prior to that date.

3.6 PRACTICES

Practice will be in accordance with Jersey Shore Rules and Regulations. All participants must have all required documentation in order before they are allowed to practice.

3.7 MEDICAL EXAMS

Medical Exams are mandatory for all participants in the League. The Executive Board will attempt to arrange for a physician to provide physicals at a minimal fee. If arranged and a child does not attend on the scheduled day, they will be responsible to obtain, by start of practice, a certification from a private physician on the approved Pop Warner issued form.

3.8 INJURED PARTICIPANTS

If a child is injured, the coaching staff will complete an incident report describing the occurrence within a reasonable amount of time. Parents will be given a copy of the report, and original filed with the President, with a copy to the Insurance Coordinator for permanent record.

3.9 ATTENDANCE POLICY

Attendance must be in accordance with the Rules and Regulations set forth by the Football and Cheerleading Commissioners.

3.10 REPLACEMENT OF POP WARNER LOANED PROPERTY

At equipment distribution, parents will be given the equipment and uniforms that are being loaned to their child with instructions for the care of the equipment and uniforms. All uniforms and equipment must be returned by December 14th. If equipment and/or uniforms are not returned by that date, an invoice for replacement of same will be forwarded to the child's parent. If the equipment and/or uniforms are not returned, the family will be deemed to not be in good standing until return of the equipment and/or uniform or the invoice for replacement be paid in full. Manchester Hawks Pop Warner reserves the right to proceed with legal action to recover sums due and owing for failure to return Pop Warner loaned property.

3.11 SCHOLAR FOOTBALL PLAYER AND SCHOLAR CHEERLEADER

Participants meeting the criteria established by PWLS will be contacted regarding any scholarship monies available, if any.

3.12 SUSPENSION, HEARINGS AND APPEALS

Participants of the program can only be suspended by the President and the Football Commissioner or Cheer Commissioner for violation of program rules or discipline problems. The organization requests all measures be taken to avoid suspension. Children, coaches and parents should openly discuss the situation and attempt to reach an attainable goal in order to resolve the situation. If this does not rectify the problem, suspension will be initiated after parents are notified by certified mail of the action to be taken.

Appeal process is available to the child and their parents. Appeals must be sent in writing within seven (7) days of notification to the President and the Secretary. It will then be reviewed and discussed by the Executive Board within fourteen (14) days of receipt of the Appeal.

3.13 INSURANCE

Manchester Hawks Pop Warner Association is covered under insurance through JSPWFL. The child's insurance is the primary carrier and Manchester Hawks Pop Warner Association's is secondary. In the absence of a primary insurance Manchester Hawks Pop Warner Association becomes primary.