

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

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 a 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:

- Jersey Shore Pop Warner Football League, Inc.
- Eastern Region
- Pop Warner Little Scholars, Inc.

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 1st to January 31st.

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 the organization. All parties interested in Associate Membership will serve a 6 month probationary period pending Board approval. (These individuals will serve the organization as a Probationary Member).

Regular Members must be background checked if they will have interaction with children other than their own. Background checks and Board approval are required for all Associate Members.

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 (one year after their probationary period has ended) only if they are an active member with at least fifty (50) verifiable volunteer hours with 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 and dues will be collected from all Probationary and Associate Members. All registration fees are due at the time of registration, unless approved by the President using 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 Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, JSPWFL League Representative, Cheer Commissioner and Football Commissioner. All members 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 and Cheerleading Commissioners. These officers shall be appointed by the President and have voting privileges except regarding the league's budget. In the absence of the Football and Cheerleading Commissioners, the President may appoint Assistant Commissioners, to serve on the Board. Assistant Commissioners are not allowed to vote on matters before the Executive Board.
- D. The President appoints the Business Administrator, Scholastics Chairman(s), Sergeant of Arms, Parliamentarian, Insurance Coordinator, Public Relations Representative and Webmaster to serve as members of the Board, however shall not be allowed to vote on matters before the Executive Board.

1.12 QUALIFICATIONS FOR ELECTED AND APPOINTED POSITIONS

All officers, elected or appointed, must be a Regular or Associate Members in good standing of the Manchester Hawks Pop Warner Association, Inc. A Member is not in good standing if fees are owing to the Hawks' and/or a disciplinary action has ever been taken against said Member. In order to run for office, they must have attended a minimum of six (6) General Membership 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 the office may be approved by a majority vote of the General Membership, only if no one else has been nominated for that position meets the criteria set forth.

1.13 TERMS OF OFFICE

- A. President: Two (2) years from February 1st to January 31st 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 1st to January 31st. However, all elected officers shall remain in their positions until successors are named. All appointed officers shall serve at the will of the President, however, their term of service ends January 31st. There will be a transition period for all officers, elected or appointed, from elections to Feb. 1st. Officers' duties are not complete until after the transition period. Any officer who does not complete their specified duties will be deemed in bad standing for an undetermined period of time to be determined by executive board

C. All officers, elected or appointed, may succeed themselves in office for an indeterminate number of terms.

1.14 RESTRICTIONS

No officer, elected or appointed, may have two (2) votes on the Executive Board.

No person shall be elected to more than one office on the Executive Board.

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 ever been taken against said officer. However, a nominee may appeal to the Grievance/Hearing committee regarding a disciplinary action. The committees' recommendation will then be forwarded to the Executive Board for a final decision. Refer to **Sec. 1.23** for procedures on hearings.

1.15 NOMINATION AND ELECTIONS

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

The Secretary must notify all members in writing who are not in good standing. Members will have until November 15th to regain their membership status. The Secretary must then provide a list of all members not in good standing to the Nominations Committee no later than November 30th. If a member is not in good standing as of November 30th, he/she will not be permitted to run for a position.

The committee shall present all nominees for each office at the December Nomination Meeting. Should there be one (1) person running for each proposed office, that person will be elected to that position with 1 ballot cast by the Secretary. If two (2) or more people are running for the same office, elections will follow at the January General Membership Meeting. The new officers will assume their duties on February 1st. If you are to serve on the nominating committee; you may not run for a position.

1.16 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. After all votes have been cast the nominating committee shall total all ballots, (if you are on the nominating committee this excludes you from running for any elected position.) 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 be included in the filed minutes.

Only members in good standing are eligible to vote. A sign in sheet of eligible members will be made available at election meeting. Upon signing in all members will receive a ballot to cast one vote for each position.

1.20 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 all appointed board positions chairperson and committee members, the power or authority to co-sign checks, review and accept all applications for coaching positions of the organization. May only vote when necessary to break a dead lock in voting (unless in an impeachment hearing, then the President has a vote). The President may be required to make executive decisions which they feel are 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

Performs all duties of the President in his/her absence. Chairs Fundraising committee. Submits and maintains

social calendar to include dates when possible. Has 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. This Office will be up for election on even number years.

Second Vice President

Performs all duties of the President and First Vice President in their absence. Has power or authority to co-sign approved checks. Responsible for concession stand, food and beverage preparations for all events. This Office will be up for election on odd number years.

Third Vice President

Performs all duties of the President, First Vice President and Second Vice President in their absence. The Third Vice President shall work closely with the Football and Cheerleading Commissioners and team Parents to schedule volunteers for fundraising, 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:

- Work concession stand;
- Merchandise Sales;
- 50/50 Sales;
- Chain Crew;
- Monitors;
- Clean-up; and
- Any other job required to keep the games moving and leaving the field at the end of the day in good condition.
- Maintain accurate log books for all parent work bond fulfillments.
- Supply books to coaches for any associate members duties to justify verifiable volunteer hours.

The Third Vice President also prepares and maintains the Work Bond Schedule and Game Day Schedule for the Executive Board Members. This Office will be up for election on even number years,

Secretary

Shall keep an accurate account of all meetings; Executive, Special and General Membership Meetings of Manchester Hawks Pop Warner Association, Inc. Prepares copies of the monthly minutes for membership review at the General Membership Meetings. Maintains a current accurate list of all 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. The Secretary will be responsible to get all monthly minutes to each Executive Board member one (1) week prior to the Board and General Membership Meetings. This Office will be up for election on odd number years.

Treasurer

Shall collect all monies due to the 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 Membership 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. Shall Chair the Budget Committee. Pay all approved bills as money is available. The Treasurer must notify the secretary of all members who are not in good standings due to outstanding balances. The Secretary must notify member in writing of the amount owed to the organization and they will have until November 15th to pay all amounts due. The Treasurer must then provide a list of all members not in good standing to the Secretary and President no later than October 30th. This Office will be up for election on even number years.

League Representative

League Representative will attend all JSPWFL meetings and functions on behalf of this organization. They will vote on matters discussed at the meetings, as reviewed and approved by the Executive Board or in the best interest of this organization. They will present at the monthly General Membership Meetings all copies of correspondence from the Jersey Shore Pop Warner Football League, Inc. 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. This Office will be up for election on odd number years.

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 and Cheerleading Commissioners.

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. Except for voting privileges.

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 Cheerleading Program in continuity with other programs in Jersey Shore Pop Warner Football League, Inc. The Cheerleading Commissioner shall represent the Hawks' at all meetings of the JSPWFL Cheerleader Coordinator's 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 set forth in the hearing process Section 1.20 until a full hearing is complete.

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 are responsible for maintaining their respective areas until their term and transition period are complete.

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

Scholastics Chairman(s)

Coordinates scholastic programs in accordance with JSPWFL and National Pop Warner Scholastic Program. This office does not have voting privileges. This office is appointed by the President.

Sergeant of Arms

Maintains order at meetings. This office does not have voting privileges. This office is appointed by the President.

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 accountant. This office does not have voting privileges. This office is appointed by the President. Will advise 1st Vice President in the absence of the President. This position is not required.

Parliamentarian

Shall be responsible to sit in on all meetings to advise the presiding officer (President) 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. This office is appointed by the President. This position is not required.

Public Relations Representative

Public Relations Representative will be required to attend all monthly General Membership and Executive Board 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 from the President. They will prepare and distribute all flyers for the organization's events. They will receive approval from the schools for distribution of the flyers and information from the organization. This office does not have voting privileges. This office is appointed by the President.

Insurance Coordinator

Coordinates all injury insurance. This office does not have voting privileges. This office is appointed by the

President.

Webmaster

Maintains organization web site. This office does not have voting privileges. This office is appointed by the President.

1.18 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. The Constitution, By-Laws and Administrative Policies will stand to be amended or changed by a majority 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.

1.19 EFFECTIVE DATES

The Executive Board shall act as 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 1.26**, and Jersey Shore Pop Warner Football League.

1.20 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

- Election of Officers

FEBRUARY

- Cheer Commissioner and Football Commissioner appointed by President
- 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 President
- 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 season

OCTOBER

- Cheerleading and Dance Competitions
- Nominating Committee appointed

NOVEMBER

- Cheerleading and Dance Competitions
- Football Playoffs and Championships

DECEMBER

- Cheerleading and Dance Competitions
- Football Playoffs and Championships
- Equipment returned by all participants
- Equipment status is reviewed
- Nominations for Officers are accepted at the General Membership Meeting and closed that night

1.21 AUTHORITY

The Executive Board, subject to review of the General Membership, will make rules and regulations, administrative polices and finalize decisions as they feel necessary to operate the business and control 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 that organization.

1.22 VACANCIES

If a vacancy arises in the Presidency of this Association, the First Vice President (under the advisement of the Business Administrator) 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.

1.23 GRIEVANCES AND HEARINGS

Any grievance or dispute which may arise between the parties, including the application, meaning or interpretation of this Agreement, or established past practice, shall be settled in the following manner:

***** All grievances must be only filed by a Regular Member along with a \$100 filing fee (i.e. work bond can be used (1) one time).**

Step One:

Within (15) fifteen days of the occurrence the complainant must go through the proper party in the chain of command (the head coach must be notified of any grievance prior to a written complaint). Within (5) five days the Program Commissioner shall respond to the individual as to the validity or non-validity of the grievance. The response shall be in writing. In the event the grievance is within the Board of Directors, the complaint is heard by the Grievance/Hearing Committee the resolution will be forwarded to the Executive Board to determine a final decision. All grievances must follow the Chain of Command, any violations of this policy will void the grievance and the filing fee will be charged. The chain of command is as follows: Head Coach, Program Commissioners, Chair of Grievance/Hearing Committee, Executive Board and then Jersey Shore. In the event that a complaint is filed directly with Jersey Shore a fine will be issued (i.e. Work Bond Forfeiture) and will be subject to a disciplinary hearing by the Grievance/Hearing Committee.

****If your grievance is found to be meritorious your \$100 filing fee will be refunded at the end of the entire hearing process.

Step Two:

If the Member is not satisfied with the Head Coach/Program Commissioner's response, within (5) five days thereafter, he/she may then take written notice of the grievance to the Business Administrator or the Chair of the Grievance/Hearing Committee who will conduct a grievance hearing. A notice of decision from the Grievance/Hearing Committee shall be provided to the Member in writing within (15) days of that date. The Grievance/Hearing Committee will be comprised of a non-executive Board Member, Football Coach, Cheer Coach and two Regular Members in good standing (whom will pick at random).

Step Three:

If, in the opinion of the Executive Board the grievance is unresolved, then the Executive Board may request to hear the complaint. The decision of the Grievance/Hearing Committee will be reviewed by the Executive Board for a final decision. The Executive Board has the right to amend or modify decision of the Grievance/Hearing Committee. All decisions by the Executive Board are final. The complainant has the right to appeal the final decision of the Executive Board to Jersey Shore.

1.24 HEARING PROCESS

- 1) Written Notification of Date will be issued to the Accused (15) days prior to the Hearing by the Chair of the Grievance/Hearing Committee.
- 2) The person filing the complaint will pick (3) three numbers within (7) seven days of the meeting. (This applies to all Grievances except Impeachments where the remainder of the Executive Board will serve as the Committee.
- 3) A Letter will be sent out to the accused of the Grievance procedures.
 - a. Up to (3) witnesses are allowed by all parties involved.
- 4) Questions must be submitted by the Grievance/Hearing Committee to the Chair (3) days prior to the Hearing.
- 5) The Grievance/Hearing Committee will convene and make a decision and present it to the Executive Board.
- 6) The Executive Board will review the decision to make sure it's a just decision.

Postponement of the Hearing must be given in writing to the Chair of the Grievance/Hearing Committee, no later than (10) days prior to the Hearing Date. One postponement per complaint will be allowed.

1.25 IMPEACHMENT

Any officer, elected, can be removed from their office for conducting themselves in a detrimental manner to the

organization following the Hearing Process. See **Section 1.24**.

A Board Member makes a motion in a Board Meeting and 2nd by another Board Member and then the complaint is turned over to the Grievance/Hearing Committee for review. An Impeachment will follow the same procedures as set forth in the Grievance & Hearing Process with the exception that the officer will be eliminated from the vote along with the Board Member who made the motion against the said officer (when it gets to the final step). There must be a 4 to 1 vote by the Grievance/Hearing Committee to forward the motion of impeachment to the Executive Board for a Full Hearing of the said Officer. The Executive Board shall follow the said procedures as set forth in **Section 1.24** Hearing Process.

Any member in Good Standing can make a motion and can be seconded by another Member in good standing at a general meeting after 100 signatures of current members in good standing are obtained for an impeachment of an elected officer.

Any vacancies by the impeachment will be filled under the guidelines of **Section 1.22**.

1.26 MEETINGS AND PROCEDURES

General Membership Meetings will be held monthly, the meeting in December will only consist of nominations. Nominations will be accepted and closed at that meeting. Nominations will not be permitted at January's meeting. All meetings will begin at 7:30p.m. in the off-season (December through July) and at 8:30p.m. during the regular season (August through November). When meetings are canceled or re-scheduled, it will be posted on our website. A phone call notification will be sent out to all of 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 Membership 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 & Executive Board Meetings. A discussion will still be held and members will still receive credit for attending the meeting. 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. Only the President has the right to cancel or change a meeting with out cause. All information discussed at Executive Board Meetings will remain within the Executive Board. It is the policy of this organization that any and all information discussed at Board Meetings will remain confidential. Any Board Member violating this policy will be issued a written warning for the first offense, after that they will be asked to step down from their position.

1.27 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.

1.28 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. ***A Motion can be made from the floor to adjust the agenda if needed.

- Sign-in Sheet
- Call to Order
- Elections/Nominations (when necessary)
- 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

1.29 PARLIAMENTARY AUTHORITY

All Meetings will be governed by our Constitution and By-Laws, Administrative Polices, Roberts Rules of Order and Standard Operating Guidelines.

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

ARTICLE 2 – BY-LAWS

2.1 PROGRAMS

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

2.2 PROGRAM RULES

All rules of Manchester Hawks Pop Warner Association, Inc. 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
- Code Of Conduct

2.3 SCHOLASTICS REQUIREMENTS

Shall be in accordance with JSPWFL requirements.

2.4 TEAM SIZES

Shall be in accordance with JSPWFL requirements.

2.5 APPLICATION

All persons seeking a coaching position with the organization 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.

2.7 APPOINTMENT

- 1) All Applications/Records. (with the exception of background checks) for coaching positions with the Hawks' shall be reviewed 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 the 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/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 POLICES**

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 the tenure with the organization.

3.4 REFUND POLICY

Full refunds of registration fees (this does not include any rebate of fundraising monies or any monies for the purchase of jerseys or practice packs) will be granted if the organization is notified in writing 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 in accordance as stated by the JSPWFL, unless a full roster is obtained prior to that date.

3.6 PRACTICES

Practice will be in accordance with (JSPWFL and PWLS). All participants must have all required documentation 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 a physician to provide physicals at a minimal fee. If a child does not attend on the scheduled day, they will be responsible to obtain a certification from a private physician on the approved Pop Warner issued form, by start of practice,.

3.8 INJURED PARTICIPANTS

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

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, Inc. is covered under insurance through JSPWFL. The child's insurance is the primary carrier. Any medical Bills not covered by the participants insurance must be paid by the participants & can be submitted to the Insurance Coordinator of the Hawks for reimbursement which will be submitted to the Jersey Shore Insurance Coordinator. After submitting to Jersey Shore the Manchester Hawks are no longer responsible, at that point all information should be handled with Jersey Shore and their contact.