

Sparks Nevada Pop Warner Football League, Inc.



Standard Operating Procedures

Note: These Standard Operating Procedures were updated April, 2018. These S.O.P's supersede all previous Standard Operating Procedures

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Purpose

The purpose of this document is to standardize the operating policies and procedures of Sparks Pop Warner (SPW). The Executive Board believes that setting standards will help alleviate unnecessary controversy between association personnel, team personnel, and parents. Any proposed changes to the Standard Operating Procedures (SOP's) must be presented to the Board of Directors in written form. The Board of Directors will discuss and vote upon proposed changes. A simple majority is needed for change and this document will be updated prior to the next board meeting where the change will take effect.

Association Code of Conduct

- Adults and youth affiliated with Sparks Pop Warner will abide by the "Pacific Northwest Region" and "Sagebrush Code of Conduct" to not criticize, taunt or degrade the opposing team, game officials, coaches or fans by improper comment or gestures, nor will they incite unsportsmanlike conduct, or use abusive language. Nor will they strike or threaten to strike any coach, manager, game official, board member of any association or league (regional or national), booster club, parent, guardian or spectator. There is no alcohol, e-cigarettes/vape, or tobacco products and/or non-prescription drug, use allowed on or near the fields. Any adult who appears intoxicated will be asked to leave.

All activities will be conducted for the youth, not the adults. All participants, parents, coaches and board members are required to read, sign, and agree to the Code of Conduct form.

Any violation from the Code of Conduct may lead to discipline up to and including removal from SPW.

100 STANDARD OPERATING PROCEDURE

100.01 Executive Board

The Executive Board is an elected body that is charged with running the day to day operations of SPW. All Executive Board members must have served as a General Board member, or higher, with SPW for two (2) years within the previous three (3) years, prior to becoming an Executive Board Member.

The subsequent year's Executive Board/Board of Directors will be elected by the outgoing Executive Board/Board of Directors and General Board members that have met the minimum attendance requirements and who are in good standing with SPW. (See SOP 100.04 – Elections). The Executive Board will include the following positions:

- President
- 1st Vice President
- 2nd Vice President
- Secretary
- Treasurer
- Scholastic Coordinator

100.02 Board of Directors

In addition to the Executive Board, there will be seven more elected positions. These seven positions however are not part of the Executive Board. The Executive board along with these seven elected position will constitute the Board of Directors. All applicants must have served as a General Board member, or higher, with SPW for one (1) year within the last two (2) years prior to becoming a member of the Board of Directors

- Football Commissioner

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- Football Liaison (Tiny Mite thru Junior Pee Wee)
- Football Liaison (Pee Wee thru Unlimited)
- Cheer Coordinator
- Cheer Liaison
- Equipment Manager
- Snack Shack Coordinator

100.03 General Board

To become a General Board member you must first have served as a SPW member for one (1) season, must be nominated by a current member of the Board of Directors, attend 3 consecutive board meetings, interview with the Board of Directors and be voted upon by the Board of Directors. General Board applications will be available as soon as they are received from the National Organization. Applicants will submit completed applications to the Board of Directors once nominated, at which time a closed door interview will take place by the Board of Directors. Following the interview the applicant shall leave the room and must receive 51% or higher vote from the Board of Directors for approval.

There shall be no more than seven (7) General Board members. The function of General Board members is to support the Board of Directors by helping make decisions on day to day operations and to fill committee roles. The General Board will have duties as assigned by the Executive Board.

100.04 Nominations/Elections

Starting November 1st, nominations for next year's Board of Director positions may be submitted via email or text message to the Secretary, as well as at the time of the election meeting. Anonymous nominations will not be accepted. Nominations may be made by any current Board of Directors or General Board member. The election of the Board of Directors shall be held during the November General Board Meeting of each year. Eligible voters for elections include current Board of Directors and General Board members, in good standing with SPW, who have attended at least 51% of General Board Meetings since the time they were elected into their current position. The night of elections, Executive Board Members have the right to nominate someone for a Board of Directors position that does not meet the normal requirements (see 100.01 and 100.02) only if no other qualified candidates have been nominated or accepted nominations. Voting is done confidentially via written ballot and shall be tallied by at least two members who are running unopposed, are not running for a position, and/or HLA official(s). Results shall be announced by the current President.

The following officers will be elected to the Board of Directors for the following year.

- President
- 1st Vice President
- 2nd Vice President
- Secretary
- Treasurer
- Scholastic Coordinator
- Football Commissioner
- Football Liaison (Tiny Mite thru Junior Pee Wee)
- Football Liaison (Pee Wee thru Unlimited)
- Cheer Coordinator
- Cheer Liaison

- Equipment Manager
- Snack Shack Coordinator

Current Board of Directors members will finish their term through December 31st. Newly elected members will take office beginning January 1st.

100.05 Duties

All Board Members are expected to perform the following duties and not wait to be called by the Board of Directors.

- Participate in the sign-up process for football players and cheerleaders.
- Set up and take down the playing facilities before and after each home game and/or any other SPW function held at any location SPW is involved with.
- Assist weigh-master or act as weigh-master when needed.
- Assist with the Snack House at home games and all other SPW functions (i.e. Jamboree, Cheer Competition, selling of items, League Orientation Day, Scholastics Banquet, playoff games, etc.)
- Adhere to Association Code of Ethics.
- Immediately report any SPW football or cheer coach not upholding.
- Assist other board members in their duties as needed.

100.06 Removal

Any board member missing three (3) cumulative unexcused board meetings within one (1) calendar year shall be notified in writing by the Secretary that they will be removed from the board. Board members shall notify an executive officer if he/she cannot attend a board meeting prior to the beginning of that meeting so that the executive officer can advise the Secretary during roll call.

A board member may be removed, with cause, by a vote of 51% percent of a quorum.

200.01 Meetings

Board meetings are necessary to maintain appropriate oversight of the daily operations of SPW. These meetings are open to the public and all are encouraged to attend.

200.02 General Board Meetings

General board meetings will be held monthly, with date and locations to be determined by the newly elected Executive Board for the upcoming year. Once determined, the location and time will be published via the association website or other mass communication platform. These public board meetings will be limited to ninety (90) minutes and will address board business only. Board business includes daily operations, fiscal management, policies and procedures, SYF, HLA, regional and national league information in addition to any concerns and/or complaints regarding association operations. The board has the ability to terminate or extend a meeting at any time by majority vote of the board. Board members and head coaches (head coaches may designate a team representative to attend a meeting if the head coach is not present) must attend a minimum of 51% of the board meetings, and not be absent for two or more in a row to remain in good standing with SPW. This percentage is from the time the applicant is approved, not the beginning of the year.

200.03 Executive Board Meetings / Board of Directors Meetings

All meetings of the Executive Board / Board of Directors are private and closed to the public. The decisions that are made at these meetings are to be addressed at the next General Board

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meeting as new business, if appropriate. All coach selections are to be discussed and made at closed Board of Directors meetings only.

All members of the Board of Directors must respect all confidential information presented in any closed meeting of the Board, failure to comply may result in removal from board position.

200.04 Coaches Meetings

Special meetings of the coaches may be called by the Cheer Coordinator, Football Commissioner and/or a member of the Board of Directors to discuss issues related specifically to coaching staffs; football and cheer. This includes information regarding equipment, uniforms, clinics, coaching policies and procedures, schedules, practice fields, concerns, and other business that may be determined appropriate.

200.05 Team Business Managers Meeting (Football and Cheer)

Special meetings of team business managers can be called by any member of the Board of Directors to discuss issues related specifically to the business matters of the football and cheerleading teams. (Examples: Team binders, paperwork, deposits, team accounts, etc.)

300.01 Registration

Registration dates and locations shall be selected by the Board of Directors. A fee structure for registration dates will be established by the Board of Directors each year prior to the first registration date. Registration dates shall be advertised where ever the board deems necessary.

The cut-off date for all registrations will be the third Wednesday of August. Extenuating circumstances may allow for further registrations, including but not limited to filling of a team or high school players wishing to play. High school players wishing to play must be added to rosters in accordance with National, Regional, and League guidelines and rules. Sparks Pop Warner will conform to all such guidelines.

300.02 Payment of Registration Fees

Registration fees must be paid in full by August 1st of the year in which a player is registered. No equipment and/or uniforms will be issued to the player until the balance due is paid in full. Exceptions must be brought to the Executive Board and a payment schedule will be agreed upon.

300.03 Financial Assistance

It is the policy of Sparks Pop Warner and that of Sagebrush not to turn away any participants because of lack of funds. The philosophy of granting financial assistance is on an "as needed" basis. A "Scholarship/Financial Aid Application" must be submitted to the Executive Board for consideration. Applicants must show financial hardship in writing (20 words or more). Applications that give a sole reason of "Single Parent" will not be accepted. Applications will be reviewed by the Executive Board in a closed session and decision of the financial assistance will be provided to the applicant in writing.

A budget shall be established before the first registration to determine the number of financial assistance applications. Sparks has set this budget at 10 accepted applicants worth 100 dollars each.

A requirement for accepting any financial aid will be donating service hours. The parent or guardian of the player who receives financial aid will be responsible for them, or finding others to fill ten (10) hours of donated time. Time can be filled through field directing, snack house work, setup/cleanup of fields or other association needs.

300.04 Refund Policy

There are no refunds for registration fees. However, in some extenuating medical circumstances or if participant is moving out of area an exception can be made. The refund request procedure is to have the parent submit a written request explaining the reason for refund request. The Board of Directors will review the request. Upon board approval, a check will be mailed to the address on the registration form unless a different address is requested. There is always a \$50.00 dollar non-refundable processing fee. There may also be non-refundable portions of the registration fee (e.g. cheer bows or personalized jersey which was already purchased for the athlete). Absolutely no refunds will be issued after July 31. No refunds will be issued until all equipment and uniforms have been returned. SPW will not process the request for refunds for registration paid by check for a period of thirty (30) days, to ensure that the check has sufficiently cleared the bank.

400.01 Team Selection

All football participants shall be weighed to aid in the determination of their division of play. The President, 1st and 2nd V.P. along with the Football Commissioner may also make suggestions as to division of play based on experience, weight and age. All cheerleading participants are to be categorized by age only. The Cheer Coordinator will determine the choice of division by the age of the participant. Placement of participants for both Football and Cheerleading must abide by the League, Regional, and National Rules.

400.02 Team Zoning

Teams will be formed per elementary schools and their zoning toward said high school. If an elementary school is zoned for multiple high schools the Executive board will assign the team/school that best serves the interest of SPW and its participants. This will go into effect starting in the 2017 season.

400.03 Grandfathering

All participants that were part of SPW in 2016 will be grandfathered in and will be allowed to follow their head coach or remain with their team from the previous year. Any player that wishes to switch to a team that follows their future high school will be allowed as long as there is available room on the other team and the team being left will not be affected by low participants. This will only take place for the 2017 season.

400.04 New Participants

All new SPW participants will be placed on teams per SOP 400.01 – Team Zoning

400.05 Team Member Selection

The team member selection process outlined here makes several assumptions: 1. Coaches will be encouraged to work their way through the age/weight divisions beginning at Mitey Mite and moving up through Unlimited. This will allow a group of youth athletes to work with the same coaching staff for a prolonged period in an attempt to maximize their learning through continuity of approach over time. 2. Since teams once formed with this approach to be outlined below will create a “core group” of athletes who will remain together throughout their Pop Warner football

experience. This approach is intended to allow a “core group” of players to stay together for the sake of coaching continuity, friendship development, and to enhance skill-building efforts across the entire Pop Warner Football career.

Returning participants will return to their team from the previous year only provided they meet the zoning requirements, but no other team assignment may be given to them (regardless of a division change).

If returning participants or their parents desire a different team/coach, they will be placed in a hat pick to be drafted by someone other than their former team/coach. Returning registrants are on a first come first serve basis until a football roster is considered full. (A football roster can only be determined and considered full by the governing board in the instance that a participant wishes to return to their previous team/coach and that roster has already been considered full, that participant will go directly to the hat pick. Unassigned participants who are zoned for a team that is considered full, will go directly to the hat pick. All none returning participant who are zoned for a team that we do not currently have in their division will be placed in the hat pick automatically.

The hat pick is designed to ensure parity in numbers on all rosters. The hat pick will be executed in a two –step fashion in this particular:

1. All participants placed in the hat pick that have special considerations (see below) will be assigned to a roster first.
2. The balance of the new participants in the hat pick will be distributed to each roster to equalize the number of participants in that division for each team. This will occur by first identifying and distributing older/lighter players randomly to teams in each weight division and then subsequently the balance of the hat pick players will be distributed randomly to teams in each weight division.

All preliminary rosters are to be given to the coaches by July 1st. Registrations for all divisions will continue until the third Wednesday in August or until the division is full. The division is full when the maximum number of participants is on each team has been reached. National rule book has determined size of teams; however Sparks builds teams as follows:

Tiny Mites to 22

Mitey Mites thru Junior Pee Wee at 25

Pee Wee thru Unlimited at 28

Sparks will not turn players away; we will fall back on National rules if we need to place more players on teams.

The board of directors will bring all new registrants after the hat pick to the team selection committee for proper allocation to the appropriate roster. Each time a football player, is added to a football roster, the board of directors is to inform the coach of the roster change.

The Secretary will give a revised roster to the head coach prior to the Jamboree.

Final rosters are to be prepared by the Secretary and given to the head coaches with time to ensure national guidelines are met and approvals are received by the guidelines set forth by nationals. Upon any revisions, they are to be forwarded to the Sagebrush President for approval. This is done thru Affinity Sports. Keep in mind that all documents must reach Pacific Northwest region by the first Monday in October unless the League or Region has specified otherwise.

400.06 SPECIAL CONSIDERATION

Special Considerations should be in the best interest of the player with regards to fairness within the league. Any unexpected deviation from the assignment process will be done solely for the benefit of the child, keeping in mind the “It’s about the kids” mentality.

Special consideration for team selection:

1. Personality conflicts between the player /parents and coach/staff.
2. Logistical considerations (e.g. ride sharing, practice field locations, sibling's team assignment, SYFL Buddy, etc.)
3. Children of coaching staff—A Head Coach is allowed to bring his First Assistant from the previous year even if they don't meet the required zoning.

In the event of an unforeseen expansion or elimination of a team, the Board of Directors will meet and assign participants to a new team using the above rules as a guideline

500.01 Team Names and Colors

All team names in a division are to be decided by the Board of Directors based on equipment and uniform on hand for that particular division. The preferred team names for each division shall be Reed Raiders, Spanish Springs Cougars, and Sparks Railroaders. Teams will be built per SOP 400.05.

Primary Jersey Colors:

Raiders – Royal Blue and/or White, Gold

Railroaders – Burgundy and/or White, Gold

Cougars – Black and/or White, Purple

The cheer uniforms are to follow the same color scheme as the football teams.

600.01 Coaches

Coaching is an extension of the SPW Board and Association. Coaches represent the integrity of the program being conducted and must support program objectives and policies. Coaches must be aware of the positive and negative impact they can have on participants, parents and members of the Association. Coaches must maintain an atmosphere which promotes and supports the philosophy of the Association. Coaches must be responsible to young athletes, parents, officials, and other coaches by being knowledgeable of the policies and procedures pertaining to the Pop Warner program, to include:

1. Providing a safe environment during practices, games and related functions.
2. Acquiring necessary training to coach young athletes.
3. Being knowledgeable of the rules (Pop Warner Rules, High School Rules, Regional/HLA Rules and Association Rules).
4. Communicating with parents.
5. Serving as a role model.
6. Reporting any suspected child abuse or neglect.
7. Adhering to the National Rules for Pop Warner Football and Cheerleading.
8. Completing current SPW Coach's Application, Coach's Contract and National Volunteer Application. Passing a background check.
9. Attending, or ensuring that a representative attends, all Association general board meetings to ensure adequate knowledge on the workings of SPW, and supporting the needs of the Association.
10. Ensure proper behavior and sportsmanship of all team/family members during periods of competition.
11. Attending all equipment related events in coordination with the Equipment Manager, i.e. equipment shed organization, equipment safety checks, equipment handout, equipment return, etc.

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12. Turning in all players and coaches' equipment and books at the end of the season, at the appropriate time and place designated by the Board of Directors.
13. Not have an outstanding balance charged to your team account at the end of the season.
14. Notify the Football Liaison, Cheer Liaison, and Executive Board of any parental complaints.
15. Attend and help at the fields for the Jamboree, and any designated playoff games.
16. Set-up and teardown fields when playing on home fields in Sparks.
17. Picking up garbage after a game.
18. Attending HLA and Association sponsored Coaches Clinic and First Aid Class.
19. Maintain team book ensuring all player information up to date and accurate.
20. Completing online coach's clinics and training.

600.02 Coaches' Training

All rostered Head coaches and one Assistant coach from each team (football and Cheer) must attend the annual Coaches' Clinic sponsored by Sagebrush Pop Warner. In addition the head coach and team manager must attend the Association sponsored clinic, assistant coaches' are encouraged to come.

All rostered football staff from each team must complete the USA Football on-line training as well as any other training required by National Pop Warner. All rostered cheer staff are required to complete the YCADA certification as well as any other training required by National, Regional, or League Pop Warner rules. In addition the Head Coach and one Assistant Coach from each team (Football and Cheer) team must have a current First Aid and CPR Certification that runs through December 31st of the season. The Board of Directors must ensure coaches' training is completed before the volunteers work with the children.

600.03 Coaches' Assignment Restrictions

A coach in one division or team is normally not permitted to manage or coach in a second division or team during the same season. The Executive Board will decide on any exceptions to this policy.

600.04 Evaluation of Coaches

The Board of Directors has developed an evaluation program to identify those coaches who are able and willing to support the purposes of the football/cheer program. The Board of Directors has also established and implemented procedures to identify those whose services should not be continued because they are not fulfilling the objectives of the program. The coach selection procedure is outlined in the Standard Operating Procedures. The Board of Directors should observe each coach's performance within the first month of volunteer service. Coaches must be able to present evidence of competency in coaching football/cheer and must be judged by the Association administrators to be among the most qualified to serve as youth coaches. The results of the evaluation program for youth coaches should be used to determine the most qualified. The Executive board will keep a file on all head coaches and staff for the year. Complaints and/or problems, good or bad will be kept on file for the following coaches' selection. Assistant coaches of the head coach will go in the same file.

600.05 Removal of Coaches

The Board of Directors is authorized to remove any coach, at any time, for failure to adhere to the guidelines for coaches' duties in the football or cheer program, and/or not being a proper fit for SPW. A coach may also be removed for failure to adhere to acceptable behavior for coaches as outlined in National Pop Warner, Sagebrush Pop Warner and Sparks Pop Warner Rules.

Any Coach may be removed, by the Board of Directors without cause, by a vote of 51% percent of a quorum.

600.06 Trainee Coaches

When new coaches without experience enter football/cheer program, it is desirable to place them with experienced coaches with proven abilities. Those abilities include use of proper teaching techniques, skill in communicating with participants, parents, other coaches, and presenting a positive self-image at all times.

600.07 Number of Coaches and/or Staff

Each team should have, as a minimum, a ratio of authorized and designated managers, coaches, or assistants to participant. The ratio of participants to coaches is 12:1 or better. Refer to National rule book for the amount of Coaches and positions. Head coach must assign assistant coaches position, 1st assistant etc.

600.08 Coaches Code of Conduct

Each coach within the SPW program is required to sign a Coaches Code of Conduct and Coaches Contract. A copy of the Code of Conduct and Coaches Contract is included in the SOP's as Exhibit A.

Any person approved to volunteer as a head coach, for football or cheer, is required to attend a mandatory coach's orientation meeting prior to the beginning of the season, to go over the Coaches Code of Conduct, the Coaches Contract, and any other information deemed pertinent by the Executive Board.

600.09 Coaches Code of Ethics

I hereby pledge to live up to my responsibilities as Coach by following the Association Coaches' Code of Ethics:

- I will place the emotional and physical well-being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will promise to review and practice basic first aid principles needed to treat injuries of my players.
- I will follow all concussion rules for my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will be knowledgeable in the rules of the sport that I coach, and I will teach these rules to my players.

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- I will use those coaching techniques appropriate for all of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game/competition is for children and not adults.
- I will treat the athletes, families, and other volunteers with respect.

700.01 Head Coach Selection

The following criteria (in no particular order) will be used when evaluating all head coaches: head coaching experience, assistant coaching experience, supportive of the association, regularly attends the general board meeting, provides regular assistance throughout the year, able to accept positive and negative feedback, has children in the program., and any other criteria may be determined by the Executive Board. A prospective head coach must submit the proper paperwork in order to be considered for a head coaching position with SPW. This paperwork includes, but is not limited to, (1) Coach's Application, (2) Coach's Contract, (3) Volunteer Application required for the mandatory background check, (4) Copy of Driver's License, (5) Copies of First Aid and CPR Certification, (6) Preseason and in-season detailed practice plans.

Coaches will be selected as follows. Prospective applicant will submit all required paperwork. All coaches will participate in group interviews, per sport, with all other applicants for that division and sport. The Board of Directors will then assign each coach applicant with a ranking number 1-3 or 4 (total number depending on applicants) with number 1 being the highest ranking. The coach that ranked the highest will be allowed to select the team he wishes to coach in the division applied for. Head Coaches will be allowed to coach outside of their zoned school. Coaches 2-4 will follow in order of selection. The same method will be used in choosing cheer coaches. Coaches may request to be placed with a particular team/division, but the SPW Board of Directors reserves the right to approve or deny such requests. The Board of Directors holds the right to step in and suggest or change coaches and teams as necessary for the betterment of SPW.

700.02 Assistant Coach Selection

All assistant coaches are selected by the Head Coach, subject to the approval by the Board of Directors. A person approved to volunteer as an assistant coach for football or cheer is required to attend a mandatory coaches' orientation meeting prior to the beginning of the season to go over the Coaches Code of Conduct, Coaches Contract, and any other information deemed pertinent by the Board of Directors.

800.01 Certification

Certification is the process whereby the association files with HLA (Sagebrush), a complete roster of participants for the regular season schedule. All required paperwork must be included in the team binder, in the proper order for each participant. The Player ID Card must include a photograph of the participant, (showing their number - football only). All football participants are required to have their weight certified per league rules.

900.01 Equipment and Uniforms

The following procedures regarding equipment and uniforms are hereby effective for the SPW football and cheerleading program.

900.02 Football Equipment and Uniforms

The Equipment Manager will be in charge of football equipment distribution, along with the coaches for that particular team. The Equipment Manager will recruit help from Board Members, and coaches. Each parent/guardian must sign an equipment agreement, (which will include the cost of each item) requiring them to return the equipment at the end of the season and to maintain it in its existing condition. Each parent/guardian must also submit a \$150 deposit check payable to Sparks Pop Warner ("SPW") and postdated December 15th of the current year or submit a completed Credit Card Authorization Form, before they will be issued equipment and a uniform. The check will be held until the end of the season and will be returned to you upon turn-in of the player's equipment and uniform. Equipment and uniform must be returned to a SPW representative within 14 days of the last event or by December 31st of the current year or whichever is sooner. If the equipment and uniform are not returned within the requested time, or any items are missing or destroyed, the check will be cashed for purchase of replacement equipment.

The Equipment Manager will be in charge of football equipment return along with the coaches for that particular team. They will recruit help from Board Members and coaches. As the equipment is returned, the equipment must be inspected. The agreement and deposit are then given to the head coach to return to the parent/guardian. The head coach will collect all equipment and turn into the equipment manager. The head coach will also sign an equipment agreement for the coach's bag and its content. The head coach will receive only the pictures for the players who have turned in their equipment. All others are to be held until the equipment is returned or paid for.

A complete inventory by the Equipment Manager is to be submitted to the Executive Board by the April board meeting along with a proposed budget for the current year's equipment needs.

Football helmets are to be certified and/or purchased as needed and new purchases for pants and other equipment are to be made as needed, subject to the approval of the Executive Board.

Only equipment distributed by the association shall be allowed in use. This is to include jerseys, helmets, decals, shoulder pads, and knee pads. Any additional equipment used by participants must conform to league rules. Participants may bring their own helmets, shoulder pads, etc. to equipment handouts for the Equipment Manager or Board Member to inspect. All equipment must be certified and reconditioned appropriately.

900.03 CHEER

The Cheer Coordinator will be in charge of cheerleading equipment distribution. The head coach must sign a cheer equipment agreement requiring them to return the equipment at the end of the season and to maintain in its existing condition.

A complete inventory by the Cheer Coordinator is to be submitted to the Executive Board by the January board meeting along with a proposed budget for the current year's cheer needs.

1000.01 Recruiting of Participants

All board members, coaches, and parents may recruit participants to the SPW program, but they may not at any time, recruit them to a particular team. **This is grounds for removal from the program.**

1100.01 Parent/Guardian Communication

It is the intent of the Board of Directors to utilize the SPW website, www.sparkspopwarner.com, as well as SPW Facebook, www.facebook.com/SparksPopWarner/, and SPW Team App as methods of communication with parents/guardians, volunteers, coaches team managers, and the general public. The website is required to be kept up to date with the most current information including but not limited to, all upcoming SPW events, requests for volunteers, upcoming game schedules and any other information deemed necessary by the Board of Directors.

During the season, it is the intent; the primary method of communication is e-mail. Information will be sent to all Head Coaches and Team Managers and they will forward to their teams/squads.

1200.01 Fundraising

The Executive Board shall be in charge of association fundraising and sponsors. The Board of Directors shall form a committee to actively recruit association sponsors and manage all association fundraisers. All association fundraising and sponsorship money is to be used in the general budget in order to keep registration fees as low as possible. The Executive Board may elect to set aside funds for a specific goal. As a general rule, all SPW fundraisers must be sanctioned through the Executive Board.

1200.02 Team Fundraising

Individual teams may offer fundraising opportunities to offset the cost of items such as team bags, uniform items, sponsor appreciation gifts, or travel. Travel is subject to the approval of the Executive Board. Any team that chooses to participate in a bowl game or in regional, state or national playoff games must provide documentation to the Executive Board. Team fundraising may not begin until August 1st. All team fundraisers must have prior approval from the Executive Board unless they are already listed below as approved fundraisers. Team sponsors can be sought at any time. All items purchased with fundraising and sponsors money must be approved by the board prior to purchasing. Team fundraising cannot be made mandatory. Team fundraising is to be used for the whole team and cannot be individualized to one child, it is for the team.

Approved Team Fundraisers: Bake Sale, Beef Jerky, Candles, Candy, Cookie Dough, Coupon Books, Car Wash, Discount Cards, Donut Cards, Hot Chocolate, coin drive, Pizza, Rummage Sale, Scratch Cards, clothing/garment sales, sticker sales, and garment logo sponsorships.

1200.03 Association Raffle Ticket Fundraiser

The raffle fundraiser shall be used to generate money for the association. Each Football team will be issued 500 raffle tickets. Each Cheer team will be issued 400 raffle tickets. Each team will be required to sell their entire amount of tickets. It is preferred that the coaching staff sell the raffle tickets, however in the event the coaching staff does not completely sell all of their tickets, the athletes may sell the remaining amount.

1300.01 League Orientation Day

League Orientation Day will be a day where teams will meet their coaches and other players. This is a day for coaches to get appropriate paper work from participants/parents. Coaches shall go over policies, rules, and requirements of the players and parents. This day is also a good time for coaches to inform participants of schedules, practice details, what will be taught, etc. League Orientation Day is held in early July Time and location TBD. League Orientation Day will

have onsite registration, with possible physical exams and vendors. Coaches are encouraged to keep the day fun but most of all make a good first impression while informing participants/parents of what to expect.

1300.02 Pop Warner Day

The association shall sponsor a Pop Warner Day, which will be held on the last Friday practice of the Mandatory two-week conditioning period. This event is usually held the weekend prior to the jamboree in August. Athlete attendance should be taken as this event does count as practice hours. This event shall consist of opening ceremony where all teams are introduced. The association should try and get a speaker and announcer, D.J., color guard for the opening ceremony. The association should supply food for sale, games, bounce houses etc. The raffle fundraiser shall be used to generate money for the association. The Board of Directors shall appoint a chairperson and the chairperson shall form a committee to plan and organize the event.

1400.01 Scholastics

Each Team Manager will be responsible for compiling the correct grade point average (GPA) for all participants of their respective teams/squads, and turn the scholastic information over to the Scholastics Coordinator for verification. The scholastics coordinator will submit all participants receiving a scholastics percentage of 98.5% to National Pop Warner to be considered for First Team All-American status. SPW shall offer its own scholastic program where all athletes with a scholastics percentage of 90% are recognized for their scholastic achievements.

1500.01 Team Binders

The Executive Board will hold a mandatory coaches meeting prior to the start of the season to go over the proper order of paperwork to be included in the team binder. This process must be in accordance with Sagebrush, Pacific Northwest Region and National Pop Warner rules. It is the responsibility of the Head Coach and Team Manager to hold a parent/guardian meeting before equipment handout to receive ALL required paperwork from the parent/guardian. The paperwork will be checked by an Executive Board Member, Football Commissioner or Cheer Coordinator prior to the issuance of equipment and uniforms, and before the first day of practice.

Failure to do so can result in, but is not limited to, head coach suspension, player suspension or forfeiture of games.

1600.01 Insurance

In accordance with HLA, Pacific Northwest Region and National Pop Warner rules, the following procedures regarding insurance must be in place.

1600.02 Team Liability Insurance

SPW shall carry team insurance on each certified football and cheer team. This General Liability insurance covers claims for bodily injury, property damage, and personal injury liability for each participant and coach. It may be purchased through Pop Warner or through another agent but must cover everything the Pop Warner policy covers. Policy must be a \$2 million liability policy per the Sparks Rec. and must list the youth foundation and City of Sparks, as well as Sagebrush, Washoe County Schools, University of Nevada, and any other location deemed necessary by the Executive Board.

1600.03 Director's Liability Insurance

SPW shall also carry General Liability insurance with a minimum \$1 million limit. This covers all volunteers such as Board of Directors, coaches, scorekeepers, agents, committee personnel for their error and omissions. It covers not only damages, judgments, and settlement costs arising from legal liability suits but also the cost of defense. This may be purchased through Pop Warner or through another agent.

1600.04 Equipment & Property Insurance

SPW shall also carry equipment and property insurance on all football and cheer equipment and uniforms, field equipment, the snack house and its contents, and other property owned by SPW. The policy may be purchased through Pop Warner or through another agent.

1700.01 Fiscal Responsibilities

The Executive Board is accountable for the financial affairs of the SPW based on its role of stewardship and administration. In this role the board requires assurances that financial management is responsible and supports the SPW program.

1700.02 Fiscal Year

The fiscal year of the SPW shall be January 1 through December 31, the calendar year.

1700.03 Assets

An inventory list will be maintained and updated annually, for all SPW assets. Included in this inventory will be the location of said assets. This must be given to the president no later than the last day of February.

1700.04 Financial Reimbursement

No Board Member, associate member, head coach, assistant coach, volunteer or another individual is authorized to charge anything, personally or on behalf of a team, to SPW. No Board Member, associate member, head coach, assistant coach, volunteer or another individual is authorized to charge or purchase any item or service, personally or on behalf of a team without prior authorization from the Executive Board.

1700.05 Travel, Lodging & Per Diem

Any Board Member requesting pre-travel financial assistance from SPW for business related to Pop Warner must submit a written request in writing the proposed travel and lodging costs in addition to a per diem rate of \$50 per day. The written request must be presented to the Executive Board at least thirty (30) days prior to the date of travel, when applicable, and upon the approval of the Executive Board. Those individuals requesting reimbursements for travel, lodging and per diem may submit their request in writing to the Executive Board for approval. Mileage reimbursement will follow IRS standards. SPW will not be financially responsible for the entertainment of any individual said travel.

1700.06 Communication Devices

There will be absolutely no reimbursement for the use of cellular phones, pager, and/or other communication devices used by a representative of SPW. Additionally SPW will not reimburse for long distance telephone calls.

1700.07 Distribution of checks/reimbursement

Absolutely no checks will be issued for any purpose other than those purchases that have been authorized by the President and Treasurer. Supporting documentation i.e. a receipt for the expenditure, purpose of the expenditure and any other information that may be deemed appropriate will be required upon the conclusion of the purchase. There will be no reimbursement if these items are not submitted to the treasurer. All expenditure of SPW monies for any reasons other than to directly benefit the children of the program will require a vote and approval by the Board of Directors. The said proposed expenditure will be placed on the agenda of the next regularly scheduled Board Meeting, noted in the official minutes and open for public input.

1700.08 Individual Team Purchases

Any representative of a SPW football and/or cheerleading team to include head/assistant coaches, team manager and parents, who purchase additional items for a specific team (i.e. sweats, sport bags, tights, etc.) will be personally responsible for the payment of such items. Reimbursement will only be made for items approved by the Board of Directors. If payment for said item is charged to an individual team account, it is the responsibility of the head coach and business manager to assure the monies are in the team account. No check will be issued from a team account without sufficient funds for said expenditures. Coaches whose accounts are overdrawn or owe money to a vendor will be immediately suspended from his/her coaching position until such deficits are brought current. SPW is not responsible for any coach's debt.

1700.09 Snack House

An accounting system will be developed and implemented by the Executive Board and Snack House Coordinator for the snack house. All money collected and removed from the snack house at any time during any SPW event will be done so under double custody, preferably by the snack house manager and an authorized Board of Directors member. In the event one or the other is absent, any other designated Board of Directors members will be authorized to collect the money. Money will be counted before removal and a receipt signed by both custodians will be placed in the cash drawer. Money will be placed in a secure, locked environment. At the end of the event all money will be counted and a receipt signed by both custodians documenting the total amount to be turned over to the treasurer for. If the treasurer is not present at the end of the event, the money will be turned over to the treasurer no later than the first Monday following the event. Upon receiving, the treasurer will count all money and sign the receipt as evidence of accuracy. A copy of the receipt signed by both custodians will be included in the treasurer's report at each board meeting. This includes all events the snack house is used at including, cheer competition, snow bowl, etc.

The contract for the snack house must be renewed each year at Red's Golden Eagle Grill. Babe Ruth has the snack house until the end of July, at that time the sitting President and/or Snack House Coordinator will need to contact Babe Ruth and give them notice when to be out. SPW has the Snack House from August thru December. It is strongly suggested that at the end of our football season in November that the snack house is cleaned and given back to Red's for contract sign off. Rent for the snack house has been \$300 dollars.

1700.10 Referee Fees

A separate check envelope and referee log will be maintained at the snack house. The referee fees envelope will contain referee checks for the current day games. A designated member of the Board of Directors in charge of field operations for the evening will be the only authorized person to disburse referee funds. The referee must sign the complete log, detailing the fee for officiating the game and mileage, when applicable. The authorized Board member will pay the

referee from the envelope, and verify and acknowledge that the referee received the correct amount of money. The completed referee log will be sent weekly to HLA to verify referee fees paid from SPW.

1700.11 Budget

In the first quarter of each year the President with the help of the Treasurer will produce the current year's budget based on the previous year's expenditures and the estimated needs of the upcoming season. Figures for the budget shall be compiled from the equipment inventory completed by the Equipment Manager and the Cheer Coordinator, as well as the Snack House Coordinator. The budget shall include estimated fundraising goals, as will assist the Executive Board in determining needs for the following season. The budget shall be a combined effort of the Executive Board.

1700.12 Competitive Bids

Competing bids for all purchases made by SPW shall be sought in the spring of each year for equipment and/or uniform purchases. The Board of Directors shall attempt to receive three (3) competitive bids. Decisions on competitive bids will be made by a majority vote of the Executive Board at its regularly scheduled meeting.

1700.13 Pictures, Trophies, Team Parties and Plaques

It is policy of SPW to purchase one 3"x5" individual photograph and one 5"x7" team photograph (Memory Mate) for each participant in the SPW program. The price paid for the photograph package provided to each participant shall be negotiated in the competitive bid process described in SOP 1007.12 (Competitive Bids).

SPW has been using Nevada School and Sports Photography who gives a great deal and provides all volunteer badges for free.

Each team is responsible for organizing any team parties, and purchasing plaques or trophies at the end of each season if they choose to. With the exception of certain fundraising incentive parties sanctioned by the Executive Board, it is not the policy of SPW to purchase and/or reimburse expenses associated with team parties and trophy costs.

1700.14 Non-Sufficient Funds Checks

Any check presented to SPW that is returned for non-sufficient funds (NSF) is subject to a service fee of \$25.00 per item. The maker of the check is responsible for paying the full amount of the check, plus the service fee, be either cash or money order within ten (10) working days of the notice of the returned check. If a person refuses to honor the NSF check, SPW reserves the right to file an official complaint with the Sparks Police Department.

SPW will no longer accept checks from any person passing a NSF check. All future transactions with SPW will need to be conducted by either cash or money order.

1800.01 Snack House Operating Procedures

The Snack House Coordinator will be elected each year. In the event that SPW does not have a Snack House Coordinator; the responsibility for snack house operations will be overseen by the Board of Directors designee.

1800.02 Snack House Coordinator Responsibilities

The Snack House Coordinator will be responsible for overseeing the daily operations of the snack house. Prior to the start of the season, the Snack House Coordinator shall conduct an

inventory of snack house provisions, and provide a list of necessary items to be presented to the Executive Board. The Executive Board will authorize an amount (to be determined) to stock the snack house for the duration of the season. Each week, the Snack House Coordinator will verify that the stock is adequate enough for the upcoming week. All purchases made for the snack house must be documented and receipts must be turned into the treasurer upon any purchases made. Snack House Coordinator should document and post worker shift procedures, current item pricing for worker reference, end-of-shift closing procedure, and a menu/list of available items and prices for customer viewing.

1800.03 Snack House Days/Hours of Operation

The snack house shall be open at select scheduled practices and all game days. During practices, the snack house shall be open from 5:30 pm to 8:00 pm. On game days, the snack house shall be open no later than one half-hour prior to the start of the first scheduled game and will close after the conclusion of the last scheduled game.

1800.04 Snack House Staffing

The snack house shall be staffed by no less than two (2) persons during practice hours, and no less than four (4) persons during game hours.

The Snack House Coordinator shall make out a schedule of working times in accordance with the practice and game schedules. During games, if your team plays the first game, that team will be responsible for the late coverage (closing of snack house), and if your team plays the second game, that team will be responsible for opening the snack house. The snack house coverage for practices will be submitted to each Head Coach and Business Manager prior to the first day of practice. Snack house coverage for games will be submitted to Head Coaches and Business Managers within 48 hours of receiving the game schedule. A complete calendar of snack house coverage will be posted in the snack house.

Snack house coverage is covered by both football and cheer parents. No one under the age of 16 is to work the snack house, and should not loiter within, without prior approval by the Snack House Coordinator or Executive Board.

Failure to provide adequate staffing for your team assigned coverage will result in a fine and/or forfeiture of game.

1800.05 Meals for Volunteers and Referees

Each referee officiating games at Golden Eagle Regional Park is entitled to one meal and all they can drink (water) for each night of work. Referees will be given the allotted number of meal/drink tickets to use.

Each volunteer in the snack house shall receive one (1) drink for every 60 minutes of work in the snack house and one (1) meal for every two hours of work.

A "meal" is defined as... [to be discussed]

1900.01 Golden Eagle Regional Park

Golden Eagle Regional Park – GERP shall be home practice and game field for SPW. No animals (except licensed service (not companion) dogs which are providing their trained service, Tabaco/nicotine (or e-cigarettes/vape), shelled seeds/nuts, no alcohol, or food coolers shall be allowed at ANY Pop Warner event at GERP. The field director and /or Board of Directors shall be responsible in making sure the home football team with the 6pm game sets up the fields with

yard markers, cones and sideline rope. The home football team with the 8pm game is responsible for putting away field equipment under the supervision of the field director and/or Board of Directors. All teams are responsible for picking up trash on all fields after the game and depositing it in the trash cans on the fields. Trash bags can be found in the snack house.

2000.01 Association Penalties

Any and all association penalties that are the direct result of a particular team shall be reimbursed to SPW by the Head Coach and/or Assistant Coaches of the teams. The team in question will be issued a warning. If the action continues, the Executive Board reserves the right to implement disciplinary action as deemed necessary.

2000.02 Legal Liabilities

The Executive board has a moral and legal duty to protect the assets of the SPW program and must conduct its business with due care. SPW defines exercising due care as demonstrating reasonable, prudent behavior.

2000.03 SELF-DEALING

Members of the Board of Directors who vote on decisions in which they or their associates will realize personal or financial gain are involved in self-dealing; for example, authorizing a contract for a paid service owned by a Board Member or Board Member's family.

2000.04 CONFLICT OF INTEREST

A conflict of interest is determined to exist when the interests or concerns of any member of the Executive board, or any member of his or her family, or any party, group, or organization in which the individual is actively involved, may be seen as competing with the interest of or violating the ethical integrity of SPW .

A Board Member or any member of his or her immediate family shall in no way realize any personal gain from his board position. Acceptance of any gifts, entertainment, services, loans, or promises of future benefits from any person who might benefit from said individual's relationship to the board.

A Board Member or any member of his or her immediate family shall not use for personal advantage or for the advantage of any other group, organization, or business to which he or she has allegiance any confidential information or material acquired in the discharge of the individual's responsibilities, such as roster, mailing lists, financial information, and telephone directories.

2000.05 Disclosure Statement

Any potential conflict of interest shall be disclosed by the individual concerned, in writing to the President of the Executive board prior to engaging in a conflict-of-interest action. When any such conflict of interest is relevant to a matter requiring action by the Executive Board, the interested person shall call it to the attention of the President, and such person shall not vote on the matter. Moreover, the person having the conflict shall leave the room in which the meeting is held and not participate in the final deliberations or decision regarding the matter under consideration.

The minutes of the meeting shall reflect that a conflict of interest was disclosed and that the interested party was not present during the final discussion or vote, and did not vote on the

matter at hand. When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the body, excluding that individual.

In the event that a potential conflict of interest is not disclosed, the matter shall be referred to the Executive Board for determination of continued membership of the individual concerned.

2000.06 Disciplinary Action

The Executive Board shall function as the disciplinary board that reviews all complaints against players, cheerleaders, coaches, board members and parents/guardians. Note that all complaints must be filed in writing and addressed to the President. Written complaints must contain all details, i.e. dates, times, and location regarding the incident in question.

All complaints will be addressed within 72 hours of the time the written complaint is received by the Executive Board. The Board will act on all complaints and will respond in writing with the results of the review.

The Executive Board has the right to refuse service to any parent, coach, or volunteer based on problems with them in any previous or current season.

2000.07 Hearings and Appeals

Within ten (10) working days after the effective date of dismissal, a person who has been dismissed by the Executive Board may request, in writing, a hearing before the Executive Board to determine the reasonableness of the action. This request must be made in writing to the President and postmarked within ten (10) working days after the effective date of dismissal.

The Executive Board shall grant a hearing with a hearing officer within twenty (20) working days after receipt of the written request unless the time limitation is waived, in writing, by the person dismissed. After the hearing, the hearing officer shall render the decision in writing, setting forth the reasons therefore. If the hearing officer determines that the dismissal was without just cause, the action must be set aside and the person reinstated. The final decision of the hearing office is binding on all parties.

2000.08 Discrimination

SPW will not tolerate or condone discrimination with its participants, coaches, board members, volunteers, or parents/guardians. We are all equal regardless of race, ethnicity, religion, color, gender, education, etc.

2000.09 Appropriate Appearance

All SPW Board Members, players, families, friends or anyone attending SPW practices, games or events where children are present shall appear without vulgar or obscene clothing, hats, body art and piercings. In addition appropriate attire will be mandated for all practices, games and events where children are present. Appropriate attire is as follows: no see through, low cut, promiscuous clothing or any attire that can be viewed as creating an uncomfortable environment for children participating or attendees. If there is a complaint made regarding a participant or attendees appearance, SPW Executive Board will immediately evaluate the complaint for validity. If the appearance is deemed inappropriate for the environment the participant or attendee will be asked to change, remove or cover-up the violation. If the participant or attendee refuses to comply with the request the participant or attendee will be asked to leave the premises and not to return until the violation has been appropriately addressed. For any attendee or participant who refuses to comply with the request will be removed by the Park

Ranger or Sparks Police. These are family events where participants and attendees should feel welcome and comfortable with the environment they are in.

2100.01 Team Account Rollover

Any funds left in team accounts as of December 31st of the season will be rolled into the general SPW account. The Exception to this is for those teams that go to Regionals they will have until January 31st following the season. At that time the funds will be rolled into SPW account. Other exceptions may be made for special circumstance by the E-Board (for example a Cheer Team participating in JAMZ Nationals on January 25th would need extra time).