



Carson City Pop Warner Little Scholars, Inc. By-Laws
Last Approved: January 2024

Article 1 – Name:

This association shall be known as Carson City Pop Warner Little Scholars, Incorporated. Or, also referred to as “CCPW”

Article 2 – Principle Address:

The principle address of CCPW must remain in Carson City, Nevada, and unless otherwise ordered by the Board of Directors, shall be P.O. Box 1170, Carson City, NV 89702. CCPW principle operating address will be Governors Field located at 500 Evelyn Drive Carson City, NV 89701.

Article 3 – Mission:

Carson City Pop Warner (CCPW) is committed to providing each football player, cheerleader and their families a rewarding experience grounded in safety, fundamentals, positive coaching, and competition in order to instill the ideals of academics, sportsmanship, scholarship, and physical fitness that will last a lifetime.

Article 4- Affiliation National Pop Warner/Pacific Northwest Pop Warner/Sage Brush Pop Warner :

Carson City Pop Warner Little Scholar’s Incorporated shall act in accordance with all National Rules and Regulations of Pop Warner Little Scholar’s Incorporated.

The rules and regulations, as set forth by the National Pop Warner organization, as well as the Sagebrush Pop Warner and the Pacific Northwest Pop Warner of which the Carson City Pop Warner football and cheer is a member, shall be adhered to. CCPW football and cheer should remain a member in good standing of both associations.

Article 5– General Membership:

Section 1 – General Membership Criteria:

The membership of CCPW shall be defined as:

- A. All elected or appointed board members of the association.
- B. Those parents or legal guardians with players or cheerleaders who have satisfied all registration requirements and whose son (s) or daughter (s) completed the most recent season of play.
- C. Coaches and staff members without children in the program who have served and completed the most recent season of play.
- D. No member will exercise more than one (1) vote at any general meeting.

Section 2 – General Membership Termination:

Membership in the CCPW football & cheer league shall terminate:

- A. Upon written request by the member.
- B. When a member no longer meets eligibility requirements, as defined in Section 1 of this article.
- C. When any individual falls under Section 4 of this article.

Section 3 – General Membership List:

The Registration Coordinator shall maintain a current and active membership contact list

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including phone, home address and email contact information. Email contact information will be used as part of CCPW's mass email campaign to communicate openly with its members.

Section 4 – Suspension/Removal of General Members/Parents/Spectators:

The Board of Directors, by a two-thirds majority vote at any duly constituted meeting, shall have the authority to suspend or remove any member (parent, player, cheerleader, family member, volunteer, coach, or board member) whose conduct is considered detrimental to the association in general or has violated the CCPW Code of Conduct (See Exhibit) If a volunteer, coach, or board member is removed or resigns from their position, they shall not be permitted to serve as a volunteer, coach, or board member for a period (1) one playing season.

Section 5 – Nonuse of Alcohol/Tobacco/Illegal Drugs/Marijuana:

Board members and active members of this association attending any Carson City Pop Warner sponsored function in which the youth of this association participate, shall not consume alcoholic beverages or smoke (tobacco, marijuana or vape) or chew tobacco in the presence of children.

Article 6 – Administration

Section 1 – Board of Directors:

The administration of CCPW shall be under the supervision of the Board of Directors. Directors of this association shall serve as officers. Qualified directors of this corporation (where open positions exist) shall be nominated by the board and/or general membership, discussed, and appointed by the board. The Board of Directors should consist of no more than 18 members.

Section 2 – Officers:

The officers of CCPW are responsible for the daily operations under the supervision of the President or delegated Vice President. The officers of the board shall be made up of both executive and appointed members.

A. Executive Board positions include the following officers:

1. President (votes only in the event of a tie)
2. 1st Vice President
3. 2nd Vice President
4. Football Commissioner/Equipment Coordinator
5. Secretary
6. Treasurer
7. Cheer Coordinator
8. Team Business Manager Coordinator

B. To be qualified as an executive member of the board, nominees must have served as a board member for at least one (1) year in the immediately preceding season. Nominees for President must have served at least two (2) consecutive years in the last two (2) previous seasons.

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- C. Appointed board positions may include the following officers:
1. Player Safety Coordinator
 2. Apparel Coordinator
 3. Snack Bar Coordinator
 4. Fundraising Coordinator
 5. Registration and Scholastics Coordinator
 6. Communications Coordinator
 7. General Board (up to 3 positions)
- D. Appointed positions may be added or deleted by the Executive Board, as required, to more effectively conduct the business of the association.
- E. Each member of the Board of Directors (executive or appointed) shall have one (1) vote. Apart from the President, any executive or appointed board member may also perform one or more of the above-named appointed positions when necessary but shall still have only one (1) vote in all board matters. Any board member may solicit additional help from the general membership with performing his/her job responsibilities as long as the board member alone makes the final decisions and is the one who reports directly to the board.

Section 3 – Nominations and appointment to the Board:

- A. Open/available board positions shall publicly be made available by posting to the CCPW website and/or social media outlets. Interested individuals MUST attend the first the meetings where nominations are to be conducted.
- B. Nominations shall be announced by the President at the general meeting at which time, additional nominations from the floor may be made for any open Board position, as qualified. The nominee must give his/her consent before being placed in nomination. All nominees should be cognizant of the job responsibilities for each position and the time commitment required of each position before consenting.
- C. All appointed board positions may be nominated by any member of the general membership.
- D. Each nomination shall be discussed, and questions may be posed to each candidate prior to appointment.
- E. Existing Board members shall vote to appoint each nominated position. The nominee, if already a Board member, may not vote on his or her own appointment. Board members may vote by proxy in the form of email or letter to the Executive Board.
- F. All board positions including Executive Board and appointed positions will require a majority vote to confirm appointment.

Section 4 – Service terms:

- A. Executive board members shall serve for a term of two (2) years.
- B. Appointed board members shall serve for a term of one (1) year
- C. In the event of an unexpected vacancy on the Board, the directors may solicit and appoint qualified candidates to serve the unexpired portion of the vacated term. If this

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situation applies to an Executive Board position, the one (1) year board member prior service requirement may be waived.

D. The following Executive Board positions shall be elected or re-elected during even years:

1. President
2. 1st Vice President
3. Treasurer
4. Football Commissioner
5. Team Business Manager Coordinator

E. The following Executive Board positions shall be elected or re-elected during odd years:

1. 2nd Vice President
2. Equipment Coordinator
3. Secretary
4. Cheer Coordinator

Section 5 – Removal from office:

- A. The Board of Directors, by a two-thirds majority vote at any constituted meeting, shall have the authority to suspend or remove any board member who is determined by the board as not satisfactorily performing his/her job responsibilities. The Board of Directors, by a two-thirds majority vote at any constituted meeting, shall have the authority to suspend or remove any Board member who misses two (2) consecutive scheduled board meetings without previously informing the President as to the reason for missing such meetings (job requirements, family issues, medical reasons, etc.).
- B. If any board member is removed or chooses to resign from his/her position, he/she may not be permitted to serve as a board member for a period of two (2) consecutive years, following their resignation.

Section 6 – Financial Responsibility:

The Board of Directors shall decide and approve all matters pertaining to the annual budget and financial status of the association. It is the responsibility of the Treasurer to place all income in a common treasury, directing the expenditures in such a manner as to give no individual or team any unfair advantage over another as to equipment, uniforms, etc. The financial status of the association will be provided at regularly scheduled board meetings.

Section 7 – Fundraising:

All football and/or cheer fundraising activities MUST be presented to and approved by the Board prior to said activity and shall comply with CCPW Policies and Procedures, *See Section 13.*

Article 7 – Misconduct

Section 1 – Player/cheerleader misconduct:

The Executive Board shall, upon evidence presented/observed/reported of misconduct by any

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player or cheerleader, notify the head coach of the player or cheerleader within twenty-four (24) hours of the incident or as soon as possible thereafter. If the misconduct cannot be resolved, the head coach(s) and Team Business Manager shall notify the parent(s) of the misconduct, in detail. If the misconduct cannot be resolved, the parent(s) of the player or cheerleader may be requested to appear before the Executive Board. After hearing all testimony, the Executive Board shall have the full power to suspend or revoke the child's privilege of current and/or future participation in CCPW.

Section 2 – Staff misconduct:

The Executive Board shall, upon evidence presented/observed/reported of misconduct by any staff member, notify the staff member within twenty-four (24) hours of the incident or as soon as possible thereafter. If the misconduct cannot be resolved, the staff member may be required to appear before the Executive Board. After hearing all testimony, the Executive Board shall have the full power to suspend or revoke the privilege of current and/or future participation in CCPW.

Section 3 – Parent/Guardian/Family misconduct:

The Executive Board shall, upon evidence presented/observed/reported of misconduct by a parent/guardian/family of any player/cheerleader, notify the individual(s) of the misconduct within twenty-four (24) hours of the incident or as soon as possible thereafter. If the misconduct cannot be resolved, the individual(s) may be required to appear before the Executive Board. After hearing all testimony, the Executive Board shall have the full power to suspend or revoke the individual(s) privilege of current and/or future participation in CCPW and may remove the individual(s) player or cheerleader from the program immediately.

Section 4 – Chain of command:

All players/cheerleaders, parents/guardians, volunteers, coaches, and board members must follow the specific chain of command to address any grievances or concerns. Players/cheerleaders and/or parents/guardians must report any grievances to their head coach or team business manager. If a grievance is unresolved in this manner, the coach's representatives may be contacted for assistance. If grievance remains unresolved, the association President or Vice President(s) may be contacted for assistance. Any grievance still unresolved will be brought to the Executive Board for discussion and resolution. Any violation in the chain of command may result in disciplinary action.

Article 8 – Standard Operating Procedures

Decisions of the board, which are of a continuing or sustained nature, shall be written and approved by the board and placed in a separate document known as the Carson City Pop Warner Standard Operating Procedures. This document should be used in conjunction with Sagebrush Pop Warner and National Pop Warner rules, regulations and procedures not otherwise mentioned. This document should be present at all board meetings and kept by the Secretary. Additions, deletions, or revisions in the standard operating procedures shall be approved by the Board and incorporated into the document and/or the bylaws as necessary. The standard operating procedures shall be made available to any and all active members as requested.

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Article 9 – Board meetings

Section 1 – Regular Meetings:

The Board of Directors shall establish no less than one (1) regularly scheduled meetings of the general membership per month and on a date/time approved by a majority vote of the Board of Directors. It is required for the Head Coach and Team Business Manager, or designee(s), to attend the meetings starting in July through November of the current season.

Section 2 – Special Meetings:

The Board of Directors may call a special meeting as business needs dictate.

Section 3 – Meeting Objective:

Any regular meeting of the general membership is to discuss all matters pertinent to the operational functions of the CCPW season. The meetings in November and January shall include an agenda item specific to the nominations for all vacant Board positions.

Section 4 – Meeting Notices:

A reasonable notice of all membership meetings shall be disseminated through various means as deemed appropriate by the Board of Directors. These may include, but are not limited to, social media and/or web site postings and mass email communication. Reasonable notice shall be considered not less than one (1) week for regular meetings or seventy-two (72) hours for special meetings, prior to the meeting. A reasonable effort shall be made to notify all board members.

Section 5 – Quorum:

When at least half of the full board of directors is present, this will constitute a quorum. When a quorum is present, a simple majority vote of board members present will be acceptable for execution of board and association business and regarded as an act of the entire board.

Section 6- Action Without a Meeting:

Any action required by law to be taken at a meeting of the Executive Board of Directors or Board of Directors, or any other action which may be taken at a meeting of Directors, or any committee thereof; may be taken without a meeting; if consent in writing, setting forth the action so taken, is signed by all of the Board members. Consent may be signed in counterparts.

Section 7- Participation by Telephone and/or Email or Teleconference:

To the extent permitted by law, any member of the Board of Directors, or committee thereof, may participate in a meeting of such Board or committee by means of a conference telephone network or similar communications method i.e Zoom. All people participating in the meeting must be able to hear each other clearly. Any member that would like to participate in the meeting by means of the above communication must request in writing more than five (5) days prior to meeting for permission from the CCPW President.

Section 8- Public Forum:

Thirty minutes will be set aside at the end of each regular meeting for the public to address the Board of Directors. Each person will be given three minutes to address the board. The Board of Directors will not take action or discuss the matter at that time but will discuss the matter at a later date and decide the appropriate action to be taken, with the exception of financial matters

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or matters that could result in harm to a participant of CCPW. All person wishing to address the board must notify the President (3) three day prior to the Regular Board meeting.

Article 10 – Officers of the Board and Job responsibilities

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

Section 1 – President:

The position of President is an executive position and typically a NON- VOTING member who shall be responsible for, but not limited to:

- A. The President is the chief executive officer of the association and shall have general supervision, direction and control of the business and affairs of the association.
- B. Shall preside over all membership meetings and all meetings of the board of directors.
- C. Shall be a member ex-officio of all committees and have the power to appoint such committees as necessary.
- D. Shall vote only in the case of a tie.
- E. Shall facilitate and moderate discussions following motions made and seconded by the board but shall not unduly influence the Board of Directors.
- F. They or their duly appointed representative shall attend all Sagebrush Pop Warner/Higher League Authority (HLA) conference and applicable regional meetings as required.
- G. Shall represent the board for a minimum of 4 hours at each CCPW home game.
- H. Shall work at CCPW events such as, but not limited to registrations, assigned team meetings and/or authorized CCPW fundraising events.

Section 2 – 1st Vice President:

The position of 1st Vice President is an executive position and a VOTING member who shall be responsible for, but not limited to:

- A. Shall function in the role of President when the President is absent or unavailable to serve. If serving in this capacity, he/she shall vote only in the case of a tie.
- B. Shall attend any required Sagebrush/HLA conference meetings.
- C. In the case of a vacancy in the office of President, he/she shall automatically assume that office and serve the remainder of the unexpired term.
- D. Shall represent the board for a minimum of 4 hours at each CCPW home game.
- E. Shall work at CCPW events such as, but not limited to registrations, assigned team meetings and/or authorized CCPW fundraising events.
- F. Shall attend all regularly scheduled board meetings.
- G. Shall have oversight of football player eligibility and football coach certifications.
- H. Shall have direct general oversight of the Player Safety Coordinator, Equipment Coordinator, Team Business Manager Coordinator, Registration Coordinator and Communications Coordinator.

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Section 3 – 2nd Vice President:

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

- A. Shall function in the role of President when the President & 1st Vice President are absent or unavailable to serve. If serving in this capacity, he/she shall vote only in the case of a tie.
- B. Shall attend any local Youth Sports Association meetings.
- C. Shall represent the board for a minimum of 4 hours at each CCPW home game.
- D. Shall work at CCPW events such as, but not limited to, registrations, assigned team meetings and/or authorized CCPW fundraising events.
- E. Shall attend all regularly scheduled board meetings.
- F. Shall have direct general oversight of the Apparel Coordinator, Snack Bar Coordinator, Fundraising Coordinator, Cheer Coordinator and any assigned General Board Members.

Section 4-Football Commissioner:

The position of Football Commissioner is an executive position and VOTING member who shall be responsible for:

- A. The football commissioner will be responsible for overseeing all aspects of the football equipment coordinator.
- B. Shall lead and facilitate the football coach's interviews.
- C. Shall provide communication to and from the football coaches and the board.
- D. Shall coordinate with the Player Safety Coordinator to ensure that all players are cleared to play.
- E. Shall develop and facilitate football coaches training as needed/required.
- F. Shall work closely with the President and safety Director to ensure all First aid/CPR and background checks are met.
- G. Shall be responsible for scheduling and facilitating football coach's meetings as necessary.
- H. Shall attend all YSA/City meetings and report back to the board.
- I. Shall be responsible for field assignments for team practices.
- J. Shall be informed of any issues pertaining to field maintenance issues.
- K. Shall be responsible for inspecting and recommending replacement of all field equipment such as chains, pylons and markers.
- L. Shall be responsible for field set up on game days and/or coordinating with head coaches for field set up.
- M. Shall represent the board for a minimum of 4 hours at each CCPW home game.
- N. Shall work at CCPW events such as, but not limited to, registrations, assigned team meetings and/or authorized CCPW fundraising events.
- O. Shall attend all regularly scheduled board meetings.

Section 5 – Secretary: The position of Secretary is an executive position and VOTING member who shall be responsible for:

- A. The secretary shall be the custodian of the association CCPW Bylaws and Standard Operating Procedures and have a copy of both available at all meetings.
- B. Shall assist the president as needed.
- C. Shall keep a list of all board members and contact information.

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- D. Shall record the minutes for each meeting and distribute to all board members following the meeting.
- E. Shall review previous meeting minutes as the first order of business at all regularly scheduled board meetings.
- F. Shall prepare sign in sheet for each meeting and will be responsible to prepare all copies needed for each meeting.
- G. Shall be responsible for all Board approved correspondence to all members, vendors, and interested parties as required.
- H. Shall be responsible for and track communication to general membership or may appoint someone else to act in this capacity.
- I. Shall be responsible for all background checks for the association.
- J. Shall prepare and make all cash deposits to the bank.
- K. Shall coordinate with the treasure, receipt, and deposit of funds for all board approved events and activities.
- L. Shall have access to the post office box and be responsible for bringing forth any and all correspondence before the board.
- M. Shall be responsible for maintaining the Nevada Secretary of state.
- N. Shall represent the board for a minimum of 4 hours at each CCPW home game.
- O. Shall work at CCPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising events.
- P. Shall attend all regularly scheduled board meetings.

Section 6 – Treasurer:

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

- A. Shall use “Quick Books” or a closely related system to record, track and reconcile all association financials on a routine basis.
- B. Shall prepare and mail all checks to vendors on a timely basis.
- C. Shall reconcile all bank statements routinely as required.
- D. Shall track and distribute funds for year-end team parties and/or travel expenses, as applicable.
- E. Shall coordinate with the secretary receipt and deposit of funds for all board approved events and activities.
- F. Shall track, follow up and process all accounts receivable.
- G. Shall ensure proper financial control over the board, assets and spending.
- H. Shall provide appropriate summary reports to the board, at least monthly, regarding the financial status of the association.
- I. Shall ensure that budget committees are formed to accurately forecast and assess annual expenses and anticipated income prior to each season’s registration.
- J. Shall ensure all income and expenses are assigned to the appropriate accounting codes.
- K. Shall represent the board for a minimum of 4 hours at each CCPW home game.
- L. Shall attend all regularly scheduled board meetings.
- M. Shall work at CCPW events such as, but not limited to registrations, assigned team meetings and/or authorized CCPW fundraising events.

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Section 7 – Cheer Coordinator:

The position of Cheer Coordinator is an executive position and a VOTING member who shall be responsible for:

- A. Shall coordinate and organize, under direct supervision of the president, all matters pertaining to the CCPW cheer program and report to the board.
- B. Shall facilitate the recruitment of all cheer head coaches for interviews with the board of directors. Should the Cheer Coordinator also be a candidate for head coaching position, he/she shall not have a vote on his/her own division.
- C. Shall organize, coordinate and work with the Registration Coordinator to ensure that all participants have been entered into Affinity, or any related system and that all rosters are accurate and ready for presentation for certification prior to certification date.
- D. Shall coordinate and work with the Equipment Director to ensure that all participants have the necessary equipment.
- E. Shall prepare three uniform packages and quotes to be presented to the board for selection and approval.
- F. Will be responsible for holding Uniform Fittings for all Cheerleading participants and prepare and order the cheer uniform order.
- G. Shall research and request three (3) vendor bids for all required cheer uniform and/or equipment purchases or the reconditioning of the same.
- H. Shall present bids and recommendations to the board for review and approval for inclusion into the budget.
- I. Shall be responsible for yearly safety inspections of all qualified cheer equipment/uniforms.
- J. Shall organize, clean, and maintain the cheer storage area within the conex boxes.
- K. Shall maintain accurate inventories for all equipment/uniforms.
- L. Shall develop and present equipment /uniform issue and return procedures.
- M. Shall coordinate and work with each cheer head coach to ensure all mandatory training requirements have been completed and have appropriate documentation related to coaching certification, first aid, CPR training, and background checks. This also pertains to each assistant cheer coach.
- N. Shall attend all Sagebrush/HLA meetings related to cheer as the liaison between Sagebrush/HLA and the association and report back to the board.
- O. Shall be prepared to attend all associated Pop Warner cheer events/competitions to provide support as needed by the teams or directed by the board.
- P. Shall coordinate and attend cheer head coach training.
- Q. Shall coordinate with the Executive Board, and shall be involved with all parental concerns/issues and make recommendations through the chain of command to the Board of Directors.
- R. Shall coordinate, in conjunction with the Team Business Manager Coordinator and Registration Coordinator, the association and maintenance of all team books for presentation at HLA certification.
- S. Shall present requested vendor bids and recommendations to the board and ensure compliance with the established budget determined by the board.
- T. Shall, in the event of the normal daily use fields are not available, research and recommend appropriate indoor/outdoor cheer practice facility needs and report to the

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board.

- U. Shall represent the board for a minimum of 4 hours at each CCPW home game.
- V. Shall work at CCPW events such as, but not limited to registrations, assigned team meetings and/or authorized CCPW fundraising events.
- W. Shall attend all regularly scheduled board meetings.

Section 8 – Equipment Coordinator:

The position of Equipment Coordinator is an executive position and VOTING member who shall be responsible for:

- A. Shall be responsible for yearly safety inspections of all football equipment.
- B. Shall research and request vendor bids for all required football uniform and/or equipment purchases or the reconditioning of the same.
- C. Shall present bids and recommendations to the board for review and approval for inclusion into the budget.
- D. Shall organize, clean, and maintain the equipment storage.
- E. Shall maintain accurate inventories for all equipment.
- F. Shall develop and present reports for equipment/uniform issue and return procedures to the board for review. These reports include, but are not limited to, inventory, status of reconditioning of existing equipment, project equipment needs/purchased, lost equipment, and any other equipment related information.
- G. Shall implement and manage all equipment/uniform issues and return activities including the accurate sizing for all issued equipment and uniforms during registration.
- H. Shall work with the Football Commissioner & Cheer Coordinator to implement and manage all equipment/uniform issue and return activities including the accurate sizing for all issued equipment and uniforms during registration.
- I. They will work with the President to order all Football Uniforms.
- J. Shall represent the board for a minimum of 4 hours at each CCPW home game and be responsible for delegating field set up and field tear down on home game days.
- K. Shall work at CCPW events such as, but not limited to registrations, assigned team meetings and/or authorized CCPW fundraising events.
- L. Shall attend all regularly scheduled board meetings.

Section 9– Team Business Manager Coordinator:

The position of Team Business Manager Coordinator is an Executive position and a VOTING member who shall be responsible for:

- A. Shall coordinate with the Treasurer to procure all necessary “office” supplies to conduct registration process.
- B. Shall coordinate with Communications Coordinator to ensure the widest dissemination of registration information to the entire Carson City community.
- C. Shall, in coordination with the Registration Coordinator review, compile, and maintain all registration paperwork prior to team formation.
- D. Shall train all business managers from both football and cheer teams on how to organize and maintain team books for presentation at HLA certifications.
- E. Shall field all problems between coaches/players and parents and will present those

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problems to the Executive Board for resolution. They will resolve issues in coordination with the head coach when possible. Whether the issue is resolved through the process with the constituents or requires Executive Board involvement, the issue(s) are to be brought before the Board.

- F. Shall gather all required academic documents from the parents of all players and cheerleaders to complete registration requirements. Shall process Little Scholar documentation and submit to HLA.
- G. Shall ensure, for those players/cheerleaders not eligible for Little Scholar consideration, that the player/cheerleader is maintaining a C average, or 2.0 GPA or “satisfactory progress” in order to continue his/her participation. If this standard is not met, he/she shall provide parents with all required forms that must be completed documenting acceptable progress in order to continue participation in CCPW.
- H. Shall work with Team Managers to compile documentation of Little Scholar status at both the local and national level and report to the board.
- I. Shall create a spreadsheet of all Scholar Athletes and supply it to HLA for the Scholastics Banquet.
- J. Shall be responsible for, (should CCPW hold their own scholastic banquet) creating a committee to plan the CCPW Scholastic Banquet and oversee all aspects of the event.
- K. Shall attend all HLA sanctioned business manager training and required meetings and report to the board.
- L. Shall schedule and coordinate Book, Badge and picture day activities with all teams and photographer.
- M. Shall coordinate and schedule all teams who desire to operate concessions during the Pop Warner season for all home games. Scheduling shall be based on field availability and shall be offered to all teams, from the oldest to youngest divisions.
- N. Shall be responsible for overseeing all actives related to the Raffle ticket fundraiser which includes, handing out all raffle tickets to head coaches, having all head coaches sign for raffle tickets, training all team managers in tracking of raffle tickets, receiving raffle ticket funds and tracking the sale for the association.
- O. Shall train all team business managers, both football and cheer, regarding game day requirements that will include:
 - a. Check-in and equipment/uniform certification.
 - b. Documentation of minimum play requirements (MPR's),
 - c. Game score and discrepancy/issue reporting.
 - d. Ensure all Game Reports are sent to HLA.
- P. Shall represent the board for a minimum of 4 hours at each CCPW home game.
- Q. Shall work at CCPW events such as, but not limited to registrations, assigned team meetings and/or authorized CCPW fundraising events.
- R. Shall attend all regularly scheduled board meetings.

Section 10 – Snack Bar Coordinator:

The position of Snack Bar Coordinator is an appointed position and VOTING member who shall be responsible for:

- A. Shall be responsible for the oversight of the snack bar.
- B. Shall develop and submit to the Executive Board for approval an inventory of snack bar

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- resources and expenses needed to effectively operate the snack bar.
- C. Shall utilize the amount approved by the Board for purchasing goods to fulfill snack bar inventory needs.
 - D. Shall attend the inspection and transfer of responsibility from Carson City Little League, YSA and Carson City to CCPW.
 - E. Shall be responsible for the end of season cleaning and inspection of the snack prior to handing responsibility of snack bar back over to Carson City Parks and Recreation.
 - F. Shall be responsible for neatly storing all snack bar inventory.
 - G. Shall represent the board for a minimum of 4 hours at each CCPW home game.
 - H. Shall work at CCPW events such as, but not limited to registrations, assigned team meetings and/or authorized CCPW fundraising events.
 - I. Shall attend all regularly scheduled board meetings.

Section II – Fundraiser Coordinator:

The position of Fundraiser Coordinator is an appointed position and a VOTING member who shall be responsible for:

- A. Shall maintain a list of previous sponsors to maintain an accurate historical understanding of long term sponsors.
- B. Shall develop “target” list sponsors that the association and teams have or will contact in order to prevent multiple requests of the same sponsor.
- C. Shall solicit in person, or by letter, returning as well as new potential sponsorships for the league, including telephone, email and/or letter follow-up. Letters shall be drafted to local businesses and corporations.
- D. Shall achieve or exceed annual, budgeted financial sponsorship goals of the association.
- E. Shall encourage all football and cheer teams to solicit and obtain team sponsorships and maintain a record of contacted businesses or individuals.
- F. Shall track sponsors obtained and develop a recognition program to announce sponsors at all home games (banners, advertisements, announcement, etc.). He/She shall also coordinate the procurement and delivery of all sponsorship plaques provided to each sponsor at the end of the season.
- G. Shall take responsibility for coordinating all fundraising efforts for teams and the league, ensuring that all fundraising ideas/concepts are brought before the board for approval prior to implementation.
- H. Shall implement, with help from the Board’s treasurer, financial control methods associated with the distribution and retention of major association fundraising efforts including but not limited to, raffles, walk-a-thon, spirit wear, etc.
- I. Shall attend and report efforts to the board on a routine basis, as determined by the board.
- J. Shall represent the board for a minimum of 4 hours at each PPW home game.
- K. Shall work at PPW events such as, but not limited to registrations, assigned team meetings and/or authorized PPW fundraising events.
- L. Shall attend all regularly scheduled board meetings.

Section 12 – Registration Coordinator:

The position of Registration and Scholastics Coordinator is an appointed position and a VOTING

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member who shall be responsible for:

- A. Shall organize and provide consistent, required training to team parents for both football and cheer prior to the start of the season, including but not limited to, their responsibilities as determined by the board and the team head coach.
- B. Shall coordinate the acquisition of all team rosters from team parents, to ensure verification of all player/cheerleader name spelling.
- C. Shall be responsible for uploading all player documents to Afinty for HLA Certification.
- D. Shall be responsible for creating and organizing all teams and team information in sports engine.
- E. Shall will have direct control over all sports engine communication and present any issues to the Executive Board.
- F. Shall provide accurate names/teams to the head coaches and team business managers.
- G. Shall represent the board for a minimum of 4 hours at each CCPW home game.
- H. Shall work at CCPW events such as, but not limited to registrations, assigned team meetings and/or authorized CCPW fundraising events.
- I. Shall attend all regularly scheduled board meetings.

Section 13 – Communications Coordinator:

The position of Communications Coordinator is an appointed position and a VOTING member who shall be responsible for:

- A. Shall coordinate design, management and maintenance of the CCPW website as required and/or directed by the board.
- B. Shall ensure the website is updated and kept current as needed.
- C. Shall post updates to the CCPW social media pages as needed.
- D. Shall monitor the CCPW social media chat platform and respond to inquiries as directed.
- E. Shall create flyers as needed for
- F. Shall represent the board for a minimum of 4 hours at each CCPW home game.
- G. Shall work at CCPW events such as, but not limited to registrations, assigned team meetings and/or authorized CCPW fundraising events.
- H. Shall attend all regularly scheduled board meetings.

Section 14 – Apparel Coordinator:

The position of Apparel Coordinator is an appointed position and a VOTING member who shall be responsible for:

- A. Shall be responsible for presenting all current year CCPW swag to the board for selection.
- B. Shall be responsible for presenting vendors and pricing for CCPW swag to the board.
- C. Shall be responsible for ordering all CCPW swag and keeping track of all special order items.
- D. Shall be responsible for keeping an inventory of all CCPW swag.
- E. Shall coordinate the sales of all CCPW swag.

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- F. Shall be responsible for setting up Apparel booths at select practices and games.
- G. Shall represent the board for a minimum of 4 hours at each CCPW home game.
- H. Shall work at CCPW events such as, but not limited to registrations, assigned team meetings and/or authorized CCPW fundraising events.
- I. Shall attend all regularly scheduled board meetings and occasional cheer coordinator meetings.

Section 15 – General Board Member:

The position of General Board member is an appointed position and a VOTING member who shall be responsible for:

- A. There will be no more than four (4) appointed General Board member positions during any CCPW season.
- B. Shall be available for general duties associated with the daily operations of CCPW functions.
- C. Shall represent the board for a minimum of 2 hours at each CCPW home game.
- D. Shall work at CCPW events such as, but not limited to registrations, assigned team meetings and/or authorized CCPW fundraising events.
- E. Shall attend all regularly scheduled board meetings.

Section 16- Committees:

The Board of Directors may designate from among its members, by resolution adopted by a majority of the entire Board of Directors, a volunteer committee, a community committee, an academic committee and one or more other committees. Each committee shall consist of three (3) or more Board of Directors and shall have and may exercise such authority in the management of these committees with the approval of the Board of Directors and/or the Executive Board of Directors of Corporation. All committee decisions are to be presented and approved by a resolution of the Board of Directors or the Executive Board of Directors.

Article II – Taxes

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

Article 12 – Rules

- A. All votes require a quorum majority to pass.
- B. **Loans** : No loan shall be contracted on behalf of the Corporation and no evidence of indebtedness shall be issued in the name of the Corporation unless authorized by a resolution of the Board of Trustees. Such authority shall be confined to specific instances. No loan shall be made to any Officer or Director of the Corporation.
- C. **Checks, Drafts, and Notes** : All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the Corporation shall be signed by the President, 1st Vice President, Treasurer, Past President and agent or agents, of the Corporation and in such manner as shall, from time to time, be determined by

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resolution of the Board of Directors.

D. **Fiscal Year:** The Fiscal year of CCPW will begin on February 1st and end on January 31st.

Article 13= Indemnification:

The Board of Directors may authorize the Corporation to pay, or cause to be paid by insurance or otherwise, any judgment of fine rendered or levied against a present or former director, officer, employee, or agent of the Corporation in an action brought against such person to impose a liability or penalty for an act of omission alleged to have been committed by such person while a director, officer, employee, or agent of the Corporation, provided that the Board of Directors shall determine, in good faith, that such a person acted in good faith and without willful misconduct or gross negligence for a purpose which he/she reasonably believed to be in the best interest of the Corporation. Payments authorized hereunder include amounts paid and expenses incurred (including attorney's fees) in satisfaction of any liability or penalty or in settling any action or threatened action, but in no event, shall this Article permit payment of any amount, payment of which would give rise to any liability for taxes or penalties under Chapter 42 of the Internal Revenue Code of 1986, if the Corporation is at such time a private foundation.

Article 14 – Amendments

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