



# Southwest Washington Pop Warner Association Bylaws and Rules & Regulations

(Issued – Jan, 2003)  
 (Revised and Re-Issued – Apr, 2005)  
 (Revised and Re-Issued – May, 2008)  
 (Revised and Re-Issued – Jan, 2010)  
 (Revised and Re-issued – Mar, 2011)

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# **Southwest Washington Pop Warner League Inc.,**

## **Part I - Bylaws**

### **Article 1: NAME**

The official name of this organization shall be Southwest Washington Pop Warner League Inc. (hereafter referred to as the League or SWWA).

### **Article 2: MISSION STATEMENT / OBJECTIVE**

The League's mission is to allow boys and girls the opportunity to participate in the activities of Pop Warner Little Scholars youth football and cheer programs, regardless of race, creed, national origin or religion. To provide an affordable program by utilizing neighborhood and community sponsors, while practicing the ideals of sportsmanship, physical fitness and team play.

The specific objectives of the League shall be:

Section 1: To provide a program that familiarizes all youth with the fundamentals of football and cheerleading, and to provide an opportunity to play and cheer the game in a supervised, organized and safe manner, and to keep the welfare of participants free of any adult ambition or personal glory.

Section 2: To provide for scheduled, supervised football games for all member association's registered teams. To provide for a scheduled, supervised cheerleading competition for all member association's registered squads.

Section 3: To provide qualified officials at all scheduled League football games. To provide qualified judges at all scheduled League Cheer Competitions.

Section 4: To ensure that all member associations and their teams/squads abide by the Bylaws and the Rules & Regulations of this League, as well as the Rules of Pop Warner Little Scholars.

### **Article 3: AREA & MEMBERSHIP**

Section 1: This League's boundaries shall be set to the following area:

#### **Southwestern Washington to include Clark, Cowlitz, and Skamania Counties**

Section 2: Membership is open to all associations within the League that are capable of fulfilling the objectives and responsibilities of the League.

Section 3: This League shall be composed of associations that will have football teams and corresponding cheerleading squads registered with Pop Warner Little Scholars and are members in this League. In lieu of associations, the league will operate the teams until associations are formed, as is the case in the first year of operation.

Section 4: Member associations shall service a defined area within the League in accordance with Section 1 as approved by the Board of Directors.

Section 5: All member associations must field at least two teams in two separate divisions other than Tiny Mite & Mitey Mite. An association has the option to field teams in additional divisions if it so desires.

Section 6: Any Association requesting to become a member of the League and Pop Warner Little Scholars must submit the following to the League Board of Directors for review two weeks prior to being considered for membership:

- a. A list of Executive Board members (i.e. President, Vice-President, Athletic Director, Cheer Coordinator, Treasurer, Secretary, and Scholastic Director);
- b. Copy of Association's by-laws and Articles of Incorporation;
- c. Annual dues will be set after the association's number of participants is determined.

Section 7: A new association shall become a member of this League after receiving two-thirds of the votes of the league board of directors.

Section 8: A member association may be expelled for violations of the League Bylaws, Rules and Regulations or the Pop Warner Little Scholars Rules and Regulations, by two-thirds of the votes of the League Board of Directors.

#### **Article 4: BOARD OF DIRECTORS**

Section 1: A Board of Directors shall govern The League. The Board of Directors shall consist of the following officers and representatives if all positions are applicable:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Cheer Director
- f. Scholastics Director
- g. Athletic Director
- h. The President from each member association.

Section 2: The board of directors shall hold regular quarterly meetings, schedule to be determined by the board. At least seven days notice of regular or special meetings shall be given to members. Said notice may be waived if agreed to by two-thirds of the board.

Section 3: At any regular or special meeting of the board, at least 2/3 of the board of directors must be present to constitute a quorum.

Section 4: No business may be transacted at any meeting unless a quorum is present. A quorum, once established, shall be deemed present throughout the meeting until adjournment.

Section 5: The Executive Board of Director's shall consist of the following seven (7) board members:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Cheer Director
- f. Scholastic Director
- g: Athletic Director

Section 6:

Section 6: The executive board shall certify the weights and ages of all players/cheerleaders on all rosters prior to the start of the season before a team may be certified to play/cheer in the League. The executive board shall forward to Regional and National Pop Warner Little Scholars, a certified copy of all League rosters and scholastic fitness eligibility forms, as required. Upon any question of eligibility the vote of the executive board shall be final.

#### **Article 5: DUTIES OF BOARD MEMBERS**

Section 1: The President shall preside at all meetings of the League and shall oversee the general management of the League for his/her elected term of office. The President shall be Chairman Ex-Officio of all committees. He/She will act as the representative to resolve disputes between official's, coaches, and organizations, as well as provide for the enforcement of National and Federation rules & regulations. The President shall be responsible for providing qualified officials. His/Her duties will be to arrange a clinic between teams and officials to discuss High School Federation and Pop Warner playing rules. In the event the President cannot fulfill the remainder of his/her elected term of office, a special election will be held within seven (7) days to elect a new President. If no President is elected, the Vice President shall take the responsibilities of the office.

Section 2: The Vice President shall act in the President's absence, and share responsibilities as designated by the President. The Vice President is in charge of coordinating volunteers as needed and is the Chair of the grievance committee. The Vice President is also responsible for submitting and processing background checks for league volunteers.

Section 3: The Secretary shall keep accurate minutes of all League meetings, submit the minutes for approval at subsequent meetings, and maintain all records of the League including hearings and special

meetings. The Secretary shall provide all Board of Directors a written agenda and minutes, if applicable, seven days before the scheduled meeting in writing or via email.

Section 4: The Treasurer shall be responsible for the collection of all monies received by the League. He/She shall maintain proper records and perform all other duties in connection with the position, to include preparing the annual January budget for approval by the Board of Directors. The Treasurer shall also submit current financial report at all regular meetings.

Section 5: The Scholastic director will be in charge of all scholastic fitness reports as well as ensuring that the league is recognizing scholar athletes. The Director will also coordinate and setup annual scholastic banquet.

Section 6: Cheer Director shall preside at all cheer meetings of the League and shall oversee the general management of the League Cheerleading program for her/his elected term of office. The Director will also coordinate and setup spirit camps and competitions.

Section 7: The League Athletic Director is first and foremost the liaison between the Board of Directors and the Association Athletic Directors. The Director must be aware of and communicate (without prejudice to either) the needs, requests and information needed to both parties. The AD must know all of the rules and procedures pertaining to coaches and players and relay and enforce same. The AD should be capable of providing guidance to coaches regarding football and coaching. Will also arrange and coordinate the post-season playoff schedule and acquire fields and other required items.

#### **Article 6: ELECTIONS**

Section 1: The executive board of directors of the League shall be elected at the annual meeting in January by the entire board of directors.

Section 2: The officers shall serve for a period of three (3) years. Elections will be held on the following schedule:

Year 1: President & Scholastics Coordinator

Year 2: VP & Secretary

Year 3: Treasurer, Cheer Coordinator & Football Commissioner

The member associations' representatives shall serve a one (1) year term.

Henceforth, January 2011 will be designated as "Year 1".

Section 3: Present elected officials may have their names placed in nomination automatically by making their intentions known that they are interested in being re-elected before December 15<sup>th</sup> at any regular or special meeting.

Section 4: Each director will be elected separately for office.

Section 5: Any individual may apply before December 15<sup>th</sup> by making their intentions known to the League. All interested parties must complete a volunteer application and background check and fill out a Washington State Patrol background check form by the above mentioned date to be considered for election.

Section 6: No Association executive board member shall serve concurrently on League executive board and Association executive board with the exception of Association President who shall serve as Association Representative.

Section 7: No individual may hold more than one League Executive Officer or Director position at any given time. Should a nominee win more than one office, said nominee shall choose which office said nominee shall occupy and the remaining offices that the said nominee won shall be declared vacant until such time as the Board of Directors approves an appointment for the vacant offices.

Section 8: In the event that an Executive board position is vacated mid-term, an elected replacement may only serve the remainder of the term until the next election cycle where they can be re-elected.

#### **Article 7: MEETINGS**

Section 1: One meeting will be held in October at which time nominations will be opened for the upcoming election in January. One meeting will be held in January at which time elections of officers and any other appointments will be made. These meetings may be regular meetings at which other business may be discussed or they may be special meetings. These meetings will consist of the league board which includes the association representatives. The league executive board members will be elected as described in Article 6 above.

Section 2: Regular meetings will be held by the league board to be scheduled at the discretion of the board for the purpose of setting certain league policy and reviewing rules as well as all other regular business. These meetings will be held at least quarterly beginning in January.

Section 3: The League executive board shall meet semi annually or any other time deemed necessary by the board in order to ensure that the league is continuing to fulfill its mission.

Section 4: Notice for any meeting shall be given at least 7 days in advance.

#### **Article 8: RULES OF ORDER**

Section 1: All SWWA meetings are governed by *Robert's Rules of Order* (copy to be retained by the secretary)

#### **Article 9: ORDER OF BUSINESS**

Section 1: The following is the official order of business at all SWWA meetings:

- a. Attendance
- b. Financial report
- c. Read minutes from last meeting and approve.
- d. Old business
- e. New business
- f. Motions & Voting

#### **Article 10: AMENDMENTS TO BYLAWS**

Section 1: Proposed amendments to the Bylaws shall be submitted in writing by a board member to the executive board of directors at any scheduled meeting between January and May, providing, however that no proposed amendment shall be considered or acted upon during the playing season.

Section 2: Proposed amendments will be given to each executive board member for review. Said amendments will be voted upon at the subsequent regularly scheduled board meeting.

Section 3: Two-thirds of the votes of the board of directors shall be required to approve any amendment.

## **Southwest Washington Pop Warner League Inc., Part II - Rules & Regulations (Revised March 2011)**

### **Article 1: Rules structure & overview**

Section 1: The rules & regulations adopted by the League are in addition to all PWLS Official Rules as listed in the Administrative Manual and the Official Rules book. When determining a question of rule, the PWLS Official rules will be reviewed, then the League rules.

Section 2: All member association, coaches, referees, and board members will be familiar with the Pop Warner Little Scholars rules and regulations, as well as the National Federation of State High School playing rules and regulations.

### **Article 2: Team/Association Boundaries**

Section 1: Association boundaries are determined by the executive board of directors and are reviewed each year to ensure fair coverage.

Section 2: Associations with more than one team in the same playing division must roster those teams based on a clearly defined, readily recognizable format such as geographical or school boundaries within the association's boundaries.

### **Article 3: Sponsors**

Section 1: Team and League sponsors are welcomed. However, the executive board will make the final determination of acceptance of a sponsor to an association or the league.

Section 2: All proposed league fundraising plans must be approved by the executive board of the league.

### **Article 4: Coaches Requirements**

In addition to the requirements outlined in the Official Pop Warner Rules, the following requirements apply:

Section 1: A Head Coach must be at least 25 years of age, and have some type of prior head coaching experience.

Section 2: An Assistant Coach must be at least 21 years of age, and have some type of prior coaching experience.

Section 3: All Coaches must pass a criminal background check and complete a volunteer application

Section 4: All coaches must complete a board approved training program .

Section 5: All Coaches must be approved by the league executive board.

Section 6:

### **Article 5: Referee Requirements**

Section 1: A Referee, **if not a member of a local referee association**, must be at least 25 years old.

Section 2: Must have some prior refereeing or coaching experience.

Section 3: Must pass a Criminal Background check and complete a volunteer application.

Section 4: Must complete a board approved training program.

Section 5: Must be must be approved by the league executive board.

### **Article 6: Player Registration**

Section 1: In accordance with PWLS Official Rules, the Association shall supply the required forms.

Section 2 Player registration is open to all youth in the league area of operation (Bylaws Article 3), and will be conducted by each individual association within their boundaries between January 1<sup>st</sup> and August 30<sup>th</sup>. A fitting and registration location must be held on at least 3 dates by each association. On-line registration must be accompanied by supporting documents and participants must be weighed, fitted and cleared prior for participation. All advertising media must be approved by the executive board.

Section 3: After player registration, an initial weigh-in will be held no later than August 1<sup>st</sup>

