

## A. YOUTH FOOTBALL AND CHEERLEADING PROGRAM

1. **Charter.** The football and cheer program at NHPW shall apply annually for a charter from Pop Warner Little Scholars, Inc. and shall do all things necessary to obtain and maintain such charter. The program shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other program or organization nor operate any other program.
2. **Rules and Regulations.** The program shall comply with the principals, rules, and regulations enunciated and decreed by Pop Warner Little Scholars, Inc. Except as herein provided, the National Rules and Regulations and the playing rules of Central Texas Pop Warner Youth Football League are accepted and here after shall be part of these by-laws.
3. **Program Rules.** The Local Rules of this program shall in no way conflict with the Rules and Regulations of Pop Warner Little Scholars, Inc. nor the playing rules of Central Texas Pop Warner Youth Football League.
4. **Boundaries.** The principal operation of the football and cheer program at NHPW shall be in Hays County in the State of Texas, including the following School Districts; Hays Consolidated ISD, San Marcos ISD, Wimberley ISD and Dripping Springs ISD, but may extend into such areas as are permitted by the Pop Warner Rules and Regulations. A map of Hays County is below. Note: The Swamp is the NHPW site.
5. **Release Form Signature.** The Football Program President should sign all “Player Release” forms submitted to NHPW in accordance with section 5.2 of the Central Texas Pop Warner Youth Football League by-laws. Any player that wishes to participate in another Pop Warner Little Scholars, Inc. sanctioned association besides NHPW, but resides in the NHPW boundaries, shall be granted their waiver with the following exceptions:
  - A. If the parties requesting the waiver owes NHPW money or property, including but not limited to; registration fees, helmet, shoulder pads or uniforms.
  - B. If the waiver which is being signed is deemed as being a liability to NHPW.
  - C. If said player requesting the waiver is found out to have been actively and illegally “recruited” by the accepting association.

North Hays Pop Warner Boundary Map:



## 6. Team/Player Make-up.

### A. Definitions of player status:

- i. **“New”** player applies to players whom have never been on an official Pop Warner roster as a player either at NHPW or at any other Pop Warner association.
- ii. **“Returnee”** player applies to a player that has been listed on an official Pop Warner roster as a player. Players returning to NHPW, but who will no longer have the same Head Coach as the previous season will automatically become a returnee.
- iii. **“Tracker”** player applies to a player moving up one level. A player is only allowed to be a tracker if they were on a certified NHPW roster the previous season. It will be assumed that players moving up a level will track with their Head Coach (who is also moving up one level) unless their legal guardian requests otherwise in writing.
- iv. **“Grandfathering”** player applies to a player staying at the same level as the previous season. A player is only allowed to grandfather if they were on a certified NHPW roster the previous year. It will be assumed that players remaining at the same level as the previous season will be grandfathered with their Head Coach (if the Head Coach is also remaining in the same level as the previous season) unless their legal guardian requests otherwise in writing.
- v. **“Protected”** player applies to a player whose legal guardian has requested their player play for a particular NHPW Head Coach in writing for the upcoming season. Signing a NHPW Request Protection form should be utilized when possible. The player can be a “new” player to NHPW or a “returnee” from another Head Coach at NHPW, or other organization. Note that “Returnees” cannot be recruited from other Pop Warner organizations

(local and National rules apply) or from another Head Coach at NHPW. Players choosing to go from one NHPW Head Coach to another shall be at the player's legal guardian's request ONLY. Head Coaches can "protect" fifteen (15) players including coaches.

- vi. **"Tracker" and "Grandfathered"** players are in addition to the protected players and are not included within the fifteen "protects." Siblings on the same team are counted as however many siblings there are towards your protected players, unless one of the siblings are counted in the "Tracker" and/or "Grandfathered" players. All protects will have to be approved by the gaining Head Coach and Football President prior to the date of the draft. A coach found to have recruited a player from another NHPW Head Coach or another Pop Warner association will face disciplinary actions outlined in these bylaws.

### **B. Single team in a division.**

Players will first be placed on teams that they fit the age weight matrix of Pop Warner Little Scholars as old and heavy as possible. If teams become full, then the Football President and Vice President will determine if moving a player up or down is available.

### **C. Multiple teams in an age level.**

Players at NHPW will be placed on a team dependent on the following procedures.

- i. A player will be classified as new, returnee, tracker, grandfathered or protected as they register for the season. A player's classification may evolve or change once they have registered. The final classification will be determined prior to the player draft.
- ii. All "new" players and "returnee" players, whom have not been protected, will be placed into a pool for the player draft. Tryouts and evaluation of players for the purpose of a player draft are not permitted by Pop Warner National rule. Drafts will be executed prior to the first day of practice. Acceptable exception is if the number of players needed to make multiple teams becomes clear after practices have started. A swift decision by the Football President to split a team or not will be made, if the numbers increase after practices have started, but before the CTPW player certification.
- iii. All NHPW teams will be known as the "Gators." Playing Levels that warrant two teams being generated due to the number of participants may be designated Division I team and a designated Division II team. Or there may be multiple teams in the same level and division. For instance two Division II teams. (They will be given color names/jerseys to differentiate them) Such as "Gators Blue, Gators White etc..."

- iv. When Determining Division I and Division II teams, NHPW shall follow the guidelines established by Pop Warner Little Scholars Inc. and Central Texas Pop Warner (CTPW).
7. **Football Board Positions.** These positions are created and appointed by the Football President to assist him with the functions and operations of NHPW Football and Cheer. The Football Program Board shall consist of:
- A. Football President** - The Football President shall:
- i. Attain membership to the North Hays Optimist Group and be in good standing. Dues for such will be covered by NHPW.
  - ii. Conduct the affairs of the Football Program and execute the policies established by the Optimist Board and Pop Warner Little Scholars.
  - iii. Present a report of the condition of the Football Program at the monthly Optimist Board meetings.
  - iv. Communicate to the Optimist Board, such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the football program.
  - v. Be responsible for the conduct of the Football Program Board in strict conformity to the policies, principles, Rules and Regulations of Pop Warner Little Scholars and Central Texas Pop Warner, as agreed to under the conditions of the charter.
  - vi. Investigate complaints, irregularities, and conditions detrimental to the Football Program and report thereon to the Optimist Board President as circumstances warrant.
  - vii. Submit and assist the NHPW Board Treasurer with the preparation of the Football Programs annual (season) budget.
  - viii. Football President and/or Vice President will approve all head coaches for football and cheer.
  - ix. The Football President does not have a vote on the Football Board, unless the vote is tied and then the Football President shall cast the deciding vote. If another board member is acting as the Football President in his absence, this rule applies to them while they are acting as the Football President.
  - x. Ensure Coaches and volunteers perform the required field duties.
  - xi. Coordinate or approve all Football and Cheer practice locations, change in practice locations, and participation in any events.
  - xii. Record all player transactions and maintain an accurate and up to date record thereof.
- B. Football Vice President** - The Football Vice President shall:
- i. Receive and review applications for player candidates and assist the Football President in checking eligibility for certification ensuring that all paperwork is in order for team assignment.
  - ii. Football President and/or Vice President will approve all head coaches for football and cheer.

- iii. Conduct the Player draft per the Mandatory Drafting Rules included in the Central Texas Pop Warner Youth Football League By-Laws, NHPW By-Laws and all other player transaction or selection meetings.
- iv. Shall act as the Football President in his absence.
- v. Assist with the collection and turn-in of all Mandatory Play Rosters and other required league documentation.

**C. Treasurer** - The Treasurer shall:

- i. Serve as Chairperson of the Budget and Finance Committee.
- ii. Shall have oversight of all funds of the NHPW.
- iii. Shall present financial reports to the President at each regularly scheduled meeting. (d) Shall cause an annual audit of all financial operations of NHPW during the past year to be made and approved by the NHO Board of Directors.
- iv. Shall prepare and present an annual report of the financial conditions of NHPW to the NHPW President, at its first board meeting of the year, or as soon as possible thereafter.
- v. The treasurer shall receive all monies of the organization. When monies are received, the treasurer shall present a receipt for amount of monies received and for what purposes. All monies received must be deposited in a timely manner, two to three days. The treasurer shall keep an accurate record of the receipts and expenditures, and shall pay out funds as authorized by the Association. All bills shall be sent to the President for approval before payment by the Treasurer.

**D. Cheer Coordinator** - The Cheer Coordinator shall:

- i. Attain membership to the North Hays Optimist Group and be in good standing. Dues for such will be covered by NHPW.
- ii. Record all cheerleader transactions and maintain an accurate and up to date record thereof.
- iii. Receive and review applications for cheerleader candidates, that all paperwork is in order for team assignment.
- iv. Selects all head coaches as deemed necessary with approval from President.
- v. Conduct cheerleader meetings and assist with cheerleader draft per the Mandatory Drafting Rules included in the Central Texas Pop Warner Youth Football League By-Laws.
- vi. Prepare cheerleader roster forms for Football President approval and submission for certification of teams.
- vii. Notify the Football President of any roster movement.
- viii. Coordinate and supervise coaches and cheerleaders with rules, regulations, and policies of the programs.
- ix. Monitor teams to insure safety procedures are being followed.

**E. Coaches Coordinator** - The Coaches Coordinator shall:

- i. Coordinate and supervise coaches and properly brief on all phases of the rules, regulations, and policies of the programs.
- ii. Coordinate NHPW's Football Coaches Clinics
- iii. Coordinate the collection and turn-in of all Mandatory Play Rosters and other required league documentation.

- iv. Assists the Field and Grounds Coordinator to ensure the football field is maintained consistently and is ready for all practices and games.
- v. Supervise the control and care of playing equipment/materials.
- vi. Responsible for weigh-ins at home games, including the certification of scales to be used. If not present at home games, then responsible for seeking another board member to conduct weigh-ins.
- vii. Submit list of equipment to the President and Vice President issued out to players for the season and retrieve said issued equipment.

**F. Field and Grounds Coordinator** - The Field and Grounds Coordinator shall:

- i. Oversee the care and maintenance of the football field, practice field, and any immediate surrounding grounds.
- ii. Be responsible for pre game field set up and prep which includes mowing and striping the game field prior to game days. Ensure game clock is operational and necessary equipment is available for operation prior to game days. Ensure yard-line and end-zone markers are in good condition prior to game days.
- iii. Shall coordinate with the President and Treasurer any and all expenditures related to the maintenance and care of the football field, practice field, and any and all immediate surrounding grounds including yard-line and end-zone markers, chain equipment, and game clock.
- iv. Be responsible for the safety of persons on the field at game time and practices.

**G. Concession Coordinator** - The Concessions Manager shall:

- i. Be responsible for staffing, maintaining, directing and approving the management of the NHPW concessions operations.
- ii. The Concession Manager shall provide the NHPW Board with a monthly report of profit or loss and provide a beginning inventory and an ending inventory of all supplies needed to operate.
- iii. It shall be the duty of the Concession Coordinator to oversee the operations of the concessions for home games, securing the necessary goods and materials, turning all moneys received for concessions over to the Treasurer.
- iv. Shall further set up concession duty scheduling while working in conjunction with the Team Parent Coordinator.
- v. The Concession Manager must obtain the majority vote of the Board of Directors to purchase any permanent equipment and shall see that it is secure when not in use.
- vi. Other duties may be assigned by the President or the Board of Directors as necessary.

**H. Football Secretary** - The Secretary shall:

- i. Must be available for all walk-up registrations.
- ii. Keep minutes, for all Football Board meetings.
- iii. Assist the Team Parent Coordinator and Liaison.
- iv. Know and keep up to date with the NHPW Bylaws, CTPW Bylaws and PWLS Rules and Regulations

**I. Team Parent Coordinator** - The Team Parent shall:

- i. Coordinate and supervise all activities between the Football Board and each team parent representative.
- ii. Coordinate fund raising efforts with direction from President and assistance from Treasurer.
- iii. Provide an initial calendar of events at the parent meeting to include times and dates of events.
- iv. Conduct weekly Team Parent meetings
- v. Prepare and submit all required paperwork for Pop Warner Little Scholars.
- vi. Coordinate and facilitate football/cheer registrations, including being available for walk up registrations.
- vii. Prepare player roster forms for Football/Cheer for the Presidents approval and submission for certification of teams.
- viii. Notify the Football President of any roster movement.
- ix. Assist President and Cheer Coordinator with recording of all football and cheer player transactions.

**J. Team Parent Liaison** - The Team Parent Liaison shall:

- i. Support and assist the Team Parent Coordinator with their responsibilities, including but not limited to:
- ii. Little Scholars
- iii. Annual Fund Raising effort
- iv. Registrations
- v. Assist the Concessions Coordinator with scheduling volunteers during the fall football season

**K. Football and Cheer Coaches** - The football President will present the names of the Head Football and Cheer coaches to the Optimist Board for informative purposes only. Assistant coaches will be selected by each Head Coach and approved by the Football President and Vice President or Cheer Coordinator as applicable. All Coaching positions start as soon as selected and end on December 31st of each year.

- i. **Head Coach** - The head coach shall:
  - a. Be responsible to ensure that the rules, regulations, and policies of NHPW, CTPW and Pop Warner Little Scholars are followed for the safety and enjoyment of the players involved.
  - b. Be responsible for the submitting his/her assistant coaches names to the Football President and Vice President or Cheer Coordinator (as applicable) for approval.
  - c. Is responsible for getting chain crew and time clock personnel for home games.
  - d. Is responsible for the storage of yard-line and end-zone markers, and time clock if they are the last home game of the day.
  - e. Must attend all coaching clinics, practices and games as scheduled unless approved by President.
  - f. Be a role model for the players, cheerleaders and spectators both on and off the field.
  - g. Employee a “united NHPW” attitude when dealing with parents and players.
  - h. Must be an overall “NHPW team” player

- i. Must gain at least one (1) team sponsorship at the minimum amount set by the Football Board prior to the first practice of the season. If it is not secured, then they shall not participate until it is secured or approved by the football President.