

**PENDER COUNTY PARKS AND RECREATION
RECREATION PARTNERS PROGRAM
2016-2017 GRANT APPLICATION**

**PLEASE COMPLETELY ADDRESS ALL ITEMS IN THE SPACE PROVIDED. IF NECESSARY,
USE ADDITIONAL SHEET(S).**

Organization: Eastern Pender County Pop Warner Association-Topsail Jr. Pirates Football and Cheer

Mailing Address: PO Box 1355 Hampstead, NC 28443

Contact Person: Jackie Whitmarsh

Title: Fundraising Coordinator

Email: jwhitmarshnci@aol.com

Phone #: 910-200-3529

Organization's Website address (if applicable) Topsailpirates.org

1. Provide a brief description of the organization's mission, goals and programs.

Our association provides a recreational football and cheer program to all youth individuals that are willing to participate with major emphasis on fun, enjoyment, and character development including sportsmanship, positive attitude, and equality to all players.

2. What geographic area(s) do you serve? Eastern Pender County including Hampstead, Surf City, Topsail Beach and Scotts Hill.

3. Amount of County funds being requested for program(s) to be held **July 2016- June 2017:**
\$ 5,000.00

4. Describe specifically how these County funds will be used within your organization. ***(Must meet eligibility requirements and match the detailed budget in Question 22).***

This coming year our biggest need is football helmets and cheer mat's to ensure safety. All helmets have to be recertified or replaced depending on the helmets year (helmets have to be recertified every two years and after 10 years must be retired). We also do not have enough cheer mats for all the cheer squads. Cheer mats are essential for the safety when learning tumbling and stunts.

5. Does the organization have 501(c)3 status? Yes No *If yes, please attach a copy of your designation letter.*

See Attached

6. List or attach the organization's current board (officers or principal leaders' names, phone numbers and term lengths; *please place an * by the contact name for Pender County Parks and Recreation purposes and include his/her e-mail address*). **Please note on the last page, there is a place for ALL officers/principal leaders to sign this grant form as to the content.**

See Attached

7. Are the organization's board members elected and/or appointed? Elected
Are elections held annually? Yes No If any board members are appointed, how are the appointments made; i.e. by entire Board, only the President/Chairperson, etc.

8. How many Board meetings were held January 2015 through December 2015? 10

9. Does the organization have By-Laws? Yes No
If yes, are the By-Laws reviewed and updated annually? Yes No
When is the last time the By-Laws were reviewed and updated? May 2015
(Please attach a copy of the most recent By-Laws)

Attached

10. Does the organization do background checks on its board members, volunteers, paid staff, etc.?
Yes No If yes, what agency/company is used First Advantage
What is the cost? 2.00 If no, why not?

11. What recreational programs/activities does the organization provide? What ages, gender, etc. do these programs/activities serve?

We provide flag football, tackle football and cheer programs for boys and girls ages 5-14.

12. What are the organization's participation policies?

Our organization does not discriminate against race, sex, creed, or national origin. We follow the requirements set forth by National Pop Warner Rules and Regulations with strict controls over age and weight for the safety of the participants. In addition Pop Warner promotes academic excellence through their little scholar program. Every child must provide proof of satisfactory progress in school with a report card or school transcripts showing a minimum grade point average of 2.0/70% or equivalent.

13. Actual number of participants served January 2015 – December 2015 160

Were any of these participants out-of-county? Yes No If yes, how many? 9

14. Projected number of participants to be served July 2016 – June 2017? 175

Do you anticipate any of these participants out-of-county? Yes No If yes, how many? 7

If your participant numbers increased or decreased significantly from last year/last season, please explain why this happened.

15. Does the organization charge a registration/program fee to participants? Yes No

If so, how much is the fee for this year/season? \$ 110.00 early bird, 130.00 regular and 150.00 late registration.

Do you discount for multiple family members within the same household? Yes No

If yes, what is the discount? \$ 10.00

How much did you charge last year/season? \$100.00 early bird, 115.00 regular and 125.00 late fee

Reason for increase/decrease:

In order to keep fees lower than other local Pop Warner organization we do uniform rentals instead of uniform purchase for participants. This past season we had many participants in football and cheer not turn in their Jerseys, football helmets and cheer uniforms.

If the organization does not charge a fee to participants, why not?

16. How does the organization handle the situation when a participant is not financially able to pay the fee?

When a family comes to us and is not financially able for their child(ren) to participate, we offer different options for them such as partial scholarship (they pay insurance only of 50.00) or a full scholarship (we waive the entire registration fee). We also encourage all of our families to donate their used/out grown equipment to families who may not have the means to afford to purchase new and we collect and distribute the donated equipment.

17. Does the organization have a written procedure/policy for the receiving and depositing money? Yes _____ No (Please attach if applicable). If no, what procedures are used to ensure that monies are handled appropriately?

All checks received are made payable to EPCPWA TJP and are for deposit only, receipts are given for all cash received, deposits should be performed weekly with any monies that have been collected, and a financial statement is provided at each board meeting. In addition, receipts or invoices are required for all purchases and every registration form, spirit wear order, or other fundraising money received is marked with payment type, amount and check number.

18. Does the organization have a written procedure/policy for spending money (i.e. over X amount, the board must approve the expenditure)? Yes No _____ (Please attach if applicable). If no, what procedures are used to ensure that monies are spent appropriately?

Within our by-laws (attached), we stipulate that any purchase over 150.00 has to be approved by the board.

19. Is the organization audited annually? Yes _____ No

If yes, by whom? _____

*Please attach a copy of your most recent audit or financial report. (If no, the organization **must** bring its financial records to the meeting with the Recreation Advisory Board and Staff for their review).*

20. What is the organization's amount of cash on hand (including **ALL** monies; checking, savings, CDs, etc.) \$ 1,811.60 (Please attach a copy of the most current bank statement(s)). List any and all intended uses of these funds.

The funds currently in our bank account will be used to pay our storage building fee, prepay insurance premiums due before season starts, and cover the cost of preseason expense's we incur prior to receiving registration fees from participants. (such as advertising, first aid kits, chin straps, mouth guards, footballs and new equipment if needed).

21. Describe any program development issues and/or trends that the organization has faced in the past couple of years and/or anticipates facing in the upcoming years.

Our organization is always faced with issues of safety. Concussions, other head injuries and dehydration are always a great concern. We strive to always promote a safety first environment and ensure that our equipment is up to date, our helmets are certified and reconditioned professionally, the required conditioning is completed for every child, that each child is wearing all of their required safety equipment, and that age and weight restrictions are enforced. As of 2013 at least one coach or team trainer must be with the team at all times who is CPR, First Aid and AED certified. As of 2015 we have a strict concussion policy that all parents sign at the beginning of the season.

22. The organization needs to *attach a detailed* (line-item) proposed budget for the fiscal year **July 2016 – June 2017**. It needs to include **all** anticipated sources of revenue (including County funds, Municipal funds, grants, donations, sponsorships, concessions, membership/participation fees, fundraising, etc.) and **all** anticipated expenditures. *You may use the attached form if needed.*

See Attached

23. Does the organization have any paid staff other than umpires/referees (i.e. administrative, concession supervisor, scorekeeper, etc.)? Yes _____ No If yes, please list what position(s) is (are) paid and the salary paid.

24. If there is any information that you feel the Parks and Recreation Advisory Board and staff needs to know that was not addressed in the above items, please discuss below.

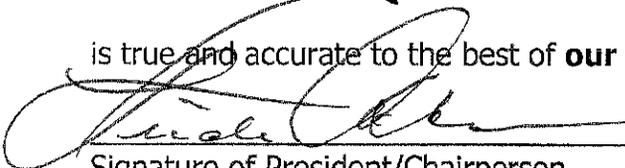
Eastern Pender County Pop Warner Association- Topsail Jr Pirates Football and Cheer is entirely run by volunteers that want to share their love, enjoyment and experience of football and cheerleading with all of the youth in our area. In addition to yearly background checks, our volunteers also have to wear ID cards while on the field for practices, games and post season advancement participation. They attend risk management and CPR/First Aid and AED training. Their certifications have to be kept up to date. Football coaches have to pass an USA Football Coaching education course and recertify every year.

On behalf of the Eastern Pender County Pop Warner Association- Topsail Jr. Pirates Football and Cheer I would like to thank Pender County for its time, consideration and continued support for our organization. I would like to proudly announce our 2015 post season accomplishments. Our Mighty Might team played in the Pirates post season Bowl. Two of our cheer teams place first in local competition and advanced to regionals in Raleigh NC. Jr Pee Wee placed 5th for the Mid-south Pop Warner region and Pee Wee placed first to advance to National Pop Warner competition in Disney World where they placed 8th in the nation for their division. Also our Tiny Might Head Coach was the NFL Carolina Panthers coach of the week.

The information on the Recreation Partners Program Grant Application submitted to Pender County Parks and Recreation on behalf of

(Organization's Name)

is true and accurate to the best of **our** knowledge.



Signature of President/Chairperson

3/1/14
Date



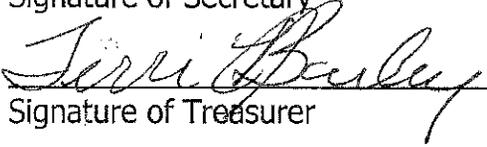
Signature of Vice President/Vice Chairperson

3/1/14
Date



Signature of Secretary

3/3/14
Date



Signature of Treasurer

3/3/14
Date

This must be signed by all of the above Board members!

If this signed affidavit is not turned in with your grant application then it must be turned in at your budget request review with the Recreation Advisory Board on March 10, 2016!!

TOPSAIL JUNIOR PIRATES

BUDGET 2015 / 2016

ITEM	EXPENSES 2015	BUDGET FOR 2016
Advertising	\$24.85	
Background Checks	\$120.90	
Concessions	\$2,836.72	
Equipment	\$7,021.26	
Equipment Rental	\$551.83	
Field Supplies	\$989.03	
First Aid	\$476.19	
Fund Raising Supplies	\$1,348.30	
Insurance	\$3,800.00	
Office Equipment	\$128.90	
Office Supplies	\$586.44	
Promotional Items	\$479.35	
Referree Fees	\$3,355.00	
Spirit Supplies	\$68.46	
Storage Unit	\$630.00	
Trophies	\$1,800.08	
Uniforms	\$15,238.85	
	\$39,456.16	

**Projected Budget
July 2016-June 2017**

Organization Name: Eastern Pender County Pop Warner Association- Topsail Jr. Pirates

REVENUE SOURCES *	BUDGETED TOTAL
County Funds:	\$ 5,000.00
Municipal Funds:	
Grants:	\$ 2,000.00
Donations:	
Sponsorships:	\$ 500.00
Participation Fees:	\$ 18,000.00
Fundraising:	\$ 2,500.00
Concessions:	\$ 600.00
Other:	
Total Revenues	\$ 28,600
EXPENSES**	Total
Insurance	\$ 3,800
Referees	\$ 4,000
spirit Wear Pre-pay	\$ 1,500
Helmets	\$ 3,000
Supplies (first aid kits, footballs, chin straps and mouth guards)	\$ 4,500
Storage Building	\$ 1,000
Storage Pod at Kawanis park	\$ 550
Background Checks	\$ 125
Coaches Shirts	\$ 700
Bank fees/checks	\$ 50
Trophies/closing ceremony supplies	\$ 1,800
Cleaning supplies	\$ 200
office supplies	\$ 200
Bowl fees/ cheer competition	\$ 1,750
Football Jerseys	\$ 3,500
Cheer Mats	\$ 1,500
Total Expenses	\$ 28,175



Bank

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STATEMENT OF ACCOUNT

EASTERN PENDER COUNTY POP WARNER ASSOC
[REDACTED]

Page: 1 of 2
Statement Period: Jan 01 2016-Jan 31 2016
Cust Ref #: [REDACTED]
Primary Account #: [REDACTED]

TD Business Convenience Plus

EASTERN PENDER COUNTY POP WARNER ASSOC
[REDACTED]

ACCOUNT SUMMARY

Beginning Balance	2,787.81	Average Collected Balance	2,838.07
Deposits	527.85	Annual Percentage Yield Earned	0.00%
		Days in Period	31
Checks Paid	150.00		
Electronic Payments	7.46		
Ending Balance	3,158.20		

DAILY ACCOUNT ACTIVITY

Deposits

POSTING DATE	DESCRIPTION	AMOUNT
1/25	DEPOSIT	527.85
	Subtotal:	527.85

Checks Paid

No. Checks: 1

*Indicates break in serial sequence or check processed electronically and listed under Electronic Payments

DATE	SERIAL NO.	AMOUNT
1/22	195	150.00
	Subtotal:	150.00

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
1/4	TDBANK BILL PAY CHECK, BRAY TRAILERS CHECK# 995011	7.46
	Subtotal:	7.46

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
12/31	2,787.81	1/22	2,630.35
1/4	2,780.35	1/25	3,158.20

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to www.tdbank.com



ASSOCIATION NAME: TOPSAIL JR PIRATES EPCPWA

KEY PERSONNEL LISTING – 2016 ASSOCIATION REGISTRATION

ONLY BOARD MEMBERS of the Association MUST be listed below. Coaches are covered by roster forms sent to PWLS, Inc. by your league.

Title	Name	Street Address	City	State	Zip	Phone #	Email
*President	Heidi Ackermann	160 Spring Garden Rd	Hampstead	NC	28443	(910) 386-6997	h.ackermann76@gmail.com
*Vice President	Bob Ackermann	160 Spring Garden Rd	Hampstead	NC	28443	(910) 386-8338	r.ackermann74@gmail.com
*Secretary	Rebekah Rochelle	199 AMBERLEIGH DR. #101	Wilmington	NC	28411	(910) 442-7743	rebekah.rochelle@gmail.com
*Treasurer	Terri Bailey	134 Preswick Dr	Rocky Point	NC	28457	(304) 964-1130	
*Fundraising Chair	Jackie Whitmarsh	113 Bay Tree Circle	Hampstead	NC	28443	(910) 200-3529	jwhitmarshnc@aol.com
*Football Comsrr.	David Willcox	103 Low Country Ct	Hampstead	NC	28443	(813) 997-2812	david@tylerandroth.com
*Cheer Comsrr.	Tia Barnett	134 Preswick Dr	Rocky Point	NC	28457	(304) 964-1129	tia.barnett@yahoo.com
**Roster Software Cord.	Vanessa Martinez	49 E Brenda Lee Dr	Hampstead	NC	28443	(619) 729-1188	junior.is.a.mamas.boy@gmail.com
*Web Master							
*Scholastics Comsrr.	Amber Allison	108 Lumis Ct	Hampstead	NC	28443	(910) 467-6835	allisonar1@gmail.com
Insur. Cord.							
Bowl Comsrr.							
Equip/Uniform Mgr.							
Other:							

* Mandatory Information

**Note: Roster Software Contact - Necessary to Receive User Access to the Roster System.

Email completed form to your League/Conference President

Internal Revenue Service
District Director

Department of the Treasury

11 HOPKINS PLAZA
BALTIMORE, MD 21201

Date: FEB 27 1990

Employer Identification Number:

23-1582287

Contact Person:

R RENNICKS

POP WARNER LITTLE SCHOLARS INC

Contact Telephone Number:

(301) 962-7423

Pop Warner Little Scholars, Inc
286 Middletown Blvd.
Suite C-100
Langhorne, PA 19047

Addendum Applicant:

Yes

Dear Applicant:

We have considered your application for a group exemption letter recognizing your subordinates as exempt from Federal income tax under section 501(c) of the Internal Revenue Code as organizations of the type described in section 501(c)(13).

Our records show that you were recognized as exempt from Federal income tax under section 501(c)(13) of the Code. Your exemption letter remains in effect.

Based on the information supplied, we recognize your subordinates whose names appear on the list you submitted as exempt from Federal income tax under section 501(c)(13) of the Code.

Additionally, we have classified the organizations you operate, supervise, or control, and which are covered by your notification to us, as organizations that are not private foundations because they are organizations of the type described in sections 509(a)(2) and 170(b)(1)(A)(vi) of the Code.

Donors may deduct contributions to your subordinates as provided in section 170 of the Code. Bequester legacies, devises, transfers, or gifts to your subordinates or for their use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of section 2055, 2104, and 2522 of the Code.

Your subordinates whose gross receipts each year are normally more than \$25,000 are each required to file Form 990, Return of Organizations Exempt From Income Tax, by the 15th day of the fifth month after the end of their annual accounting period. If you prefer, you may file a group return for those subordinates that authorize you in writing to include them in that return. If you are required to file Form 990 for your own activities, you must file a separate return and may not be included on any group return that you file for your subordinates. The law imposes a penalty of \$10 a day when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty imposed cannot exceed \$1,000 or 5 percent of gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so your subordinates should make sure their returns are complete before filing them. Please advise your subordinates that, if they receive a Form 990 package in the mail, they should file the return even if their gross

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POP WARNER LITTLE SCHOLARS INC

receipts do not exceed the \$25,000 minimum. If not required to file, a subordinate should simply attach the label provided; check the box in the heading to indicate that its annual gross receipts are normally \$25,000 or less, and sign the return. This will allow us to update our records to show that the subordinate is not required to file and to delete that subordinate from the list of organizations that will receive Form 990 packages in future years.

Your subordinates are not required to file Federal income tax returns unless subject to the tax on unrelated business income under section 511 of the Code. Each organization subject to this tax must file Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your subordinates present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

As of January 1, 1984, each of your subordinates is liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more they pay to each of their employees during a calendar year. Your subordinates are not liable for the tax imposed under Federal Unemployment Tax Act (FUTA).

Each year, at least 90 days before the end of your annual accounting period, please send the items listed below to the Internal Revenue Service Center at the address shown below.

1. A statement describing any changes during the year in the purposes, character, or method of operation of your subordinates;
2. A list showing the names, mailing addresses (including Postal ZIP codes), street addresses if different, and employer identification numbers of subordinates that since your previous report:
 - a. Changed names or address;
 - b. Were deleted from your roster; or
 - c. Were added to your roster;
3. For subordinates to be added, attach:
 - a. A statement that the information on which your present group exemption letter is based applies to the new subordinates;
 - b. A statement that each has given you written authorization to add its name to the roster;
 - c. A list of those to which the Service previously issued exemption rulings or determination letters;
 - d. A statement that none of the subordinates is a private foundation as defined in section 509(a) of the Code if the group exemption letter covers organizations described in section 501(c)(3);
 - e. The street address of each subordinate whose mailing address is a P. O. Box; and
 - f. The information required by Revenue Procedure 75-50, 1975-2 C.B. 587, for each subordinate that is a school claiming exemption under section 501(c)(3). Also include any other information necessary to establish that the school is complying with the requirements of Revenue Ruling 71-447, 1971-2 C.B. 286.

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POP WARNER LITTLE SCHOLARS INC

This is the same information required by Schedule A, Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code.

4. If applicable, a statement that your group exemption roster did not change since your previous report.

The service center that processes your returns will send you a Group Exemption Number. Your subordinates are required to include this number on each Form 990, Return of Organization Exempt from Income Tax, and Form 990-E, Except Organization Business Income Tax Return that they file. Please advise your subordinates of this requirement and provide them with the Group Exemption Number.

If the heading of this letter indicates that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



District Director

Enclosure(s):
Addendum

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POP WARNER LITTLE SCHOLARS INC

The effective date of your group exemption is as of November 17, 1989. Contributions made to your subordinates on or after this date are tax deductible.

This determination supersedes the ruling or determination letters issued to any of the named subordinates on the list you submitted and any subordinates later added to the group exemption letter. You should advise each of your exempt subordinates of the exception and the pertinent provisions of this determination.

Adopted 05/01/15



Eastern
Pender County
Pop Warner
Association
Bylaws

Eastern Pender County Pop Warner Association (EPCPWA) Bylaws

Article I – Name and Association Status

This organization shall be known as Eastern Pender County Pop Warner Association (EPCPWA), a non-profit organization. This Association shall operate in accordance with NC State Non-Profit laws, by these by laws, the National Pop Warner Rulebook and local Association rules. The Executive board will establish and implement local rules.

Article II – Purpose

1. The purpose of the Association shall be to provide a recreational football and cheer program to all youth individuals that are willing to participate with major emphasis on fun, enjoyment and character development including sportsmanship, positive attitude and equality to all participants.

This organization does not discriminate against race, sex, creed or national origin.

2. This Association shall enforce the requirements set forth by National Pop Warner Rules and Regulations with strict controls over age and weight, equipment and behavior of the participants, coaches and spectators. EPCPWA agrees to promote a “Safety First” environment for our youth to learn and enjoy participation in the sport of football and cheer.

Article III – Highest Local Authority (HLA)

1. The HLA of the Association, as defined in the National Pop Warner Rule Book, shall be the Board of Directors of the EPCPWA. Although playing under the Coastal Pop Warner (CPW) Association HLA, the EPCPWA Board of Directors is its own HLA for the following purposes:
 - a. Governing its own program;
 - b. Establish structure of authority, holding elections, and implementing terms;
 - c. Establish monthly meetings and scheduling of annual meeting;
 - d. Receiving income from registration, fundraising and sponsorship programs;
 - e. Maintaining financial records and providing an annual report to CPW;
 - f. Oversees all participant and volunteer registration;
 - g. Provide a single vote at CPW meetings (a rotation schedule will be used to aide in attendance);
 - h. Marketing both the football and cheer programs.

Article IV – Operating and Administrative Structure

For all purposes, the EPCPWA operating year shall follow a calendar year January 1st – December 31st.

1. Board member positions will be a one year minimum term. Nominations for the proceeding season will be done the last week of the practice in September. Voting will take place no later than the second week of practice in October. Voting will take place on site with team moms and non-executive board members not running for an executive position. Team moms will record votes and report results to the President, Vice President, Secretary and Compliance Officer. Results will be posted as soon as possible. The following Board Positions shall be minimum 2 year terms effective election fall of 2014:
President, Vice President, Secretary, Compliance Officer, Treasurer, Football Commissioner and Cheer Commissioner
2. The structure shall be comprised of an executive committee and board members that will hold a voting position in all aspects of Association business operation. Board members will be selected by a nomination vote of the general membership. Once elected, the executive committee or board of directors will continue to hold that position until such a time they resign their position and/or are terminated due to an Association violation. At which time, the Executive Board will elect or appoint an individual to fill the vacancy.
 - a. The Executive Board will be comprised of the President, Vice President, Secretary, Treasurer and specific Member at Large.
 - b. The Board of Directors will elect a Compliance Officer, Football Commissioner and a Cheer Commissioner. These will be voting positions.
 - c. All members of the Executive Board, members of the Board of Directors and the Commissioners must be present at every board meeting. If a member of the Board misses two consecutive meetings and/or has three unexcused absences throughout the year, the Board may ask for the member's resignation.
 - d. Board meetings will be held monthly.
 - e. The Association Vice President will appoint members for committees consisting of not less than one Director and other appointed Regular Members. Committee members also fall under the attendance rules stated in Article IV, 2C. These chairpersons can be members of the Board of Directors. They will not be granted voting privileges.
4. The Board of Directors reserves the right to refuse and/or dismiss any individual (Board member and/or member-at-large) if said individual has violated any of the rules established within these bylaws, the EPCPWA rules and regulations book, CPW rules and regulations or the National Pop Warner policies and procedures as set forth in the National Pop Warner Rule Book. This also applies to the Board of Directors Code of Conduct.

Board members, coaches, assistant coaches, team coordinators, committee members, volunteers and/or any individual that considers themselves a part of this association shall and can be dismissed of their post should their conduct, behavior and/or actions be deemed detrimental to the league, its coaches and especially the players. This matter shall be addressed and voted upon at an emergency meeting containing fifty percent or more of the Board of Directors with the majority rules. One of those members must be the President.

Article V – Association Membership

1. The EPCPWA bases general membership in the Association upon acceptance of registration and dues.
2. The Association membership fee and program registration fee will be set annually by the EPCPWA Board. The Board reserves the right to waive membership fees in any given year.
3. Membership in the association is valid during the calendar year January 1st – December 31st.

Article VI – Voting Privileges

1. Each member of the Executive Committee and each Board member are entitled to one vote. The President can only vote in case of a tie.
2. Each member of the Board of Directors is entitled to one vote. A member of the Board of Directors is considered paid when all dues and registration fees have been collected (if applicable).

Article VII – Administrative Duties

Section 1

Election

Immediately following the annual meeting, the Directors present, provided there is a quorum, shall meet for the purpose of electing a Compliance Officer, Football Commissioner, Cheer Commissioner and appointing committees for the ensuing year if applicable.

Section 2

Officers

The Officers of “EPCPWA” shall consist of a President, Vice President, Compliance Officer, Secretary, Treasurer, Football Commissioner, Cheer Commissioner and a Scholastics Coordinator; all who shall hold office for the ensuing year or until their successors are duly elected.

The Board of Directors may appoint such other Officers as it may deem necessary or desirable, and may prescribe the powers and duties of each and may fill any vacancy which may occur in any office. Appointed Officers shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board by the Membership or have been elected to fill a vacancy on the Board.

Section 3

The Association President shall

- a. Attend all meetings.
- b. Be the Executive Officer who, along with the Board of Directors, shall conduct the affairs of the Association. The duties shall include, but not limited to, the following:
- c. Serves as Chief Volunteer of the Association and provides for the Board of Directors.
- d. Chairs all meetings of the Board of Directors.
- e. Responsible to maintain the Official Articles of Incorporation and the most recent copy of the EPCWA bylaws.
- f. Give final approval on all purchases and review ALL expenditures. Any purchase EXCEEDING \$150.00 must be approved by the Board of Directors.
- g. Assist Treasurer in preparing operating budget.
- h. Evaluates annually the performance of the Association in achieving its mission.
- i. Attends, in rotation with the Vice President, the meetings of the Coastal Pop Warner Board of Directors.
- j. Serves as volunteer to Coastal Pop Warner cheer off and shall appoint assistants to the same.
- k. Approve ALL checks issued by the Association in conjunction with the Treasurer. If the President and the Treasurer RESIDE IN THE SAME HOUSEHOLD, the President shall relinquish signing authority to the Secretary.

The Association Vice President shall

- a. Attend all meetings and in the absence of the President, shall perform the duties of the President as listed in Article VII, 1.A-L and when so acting have all powers of that office. In addition to, but not limited to, the following:
- b. Oversee all Committees. Chairpersons to those committees will report directly to the Vice President.
- c. Be responsible to see that the Association remains in compliance with the National Pop Warner established rules, new rules, policy changes and memos.
- d. Attend, in rotation with the President, the meetings of the Coastal Pop Warner Board of Directors.

The Association Compliance Officer Shall

- a. Attend all meetings.
- b. Enforce all rules and regulations.
- c. Verify and interpret rules pertaining to specific situations both verbally and in writing.
- d. Document situations, rules cited, and decisions made in (b,c) above to keep the association Directors informed for future reference,
- e. Recommend rule/bylaw changes based on experiences of past season.
- f. See that the association remains in compliance with National, Regional and Local established rules, new rules, policy changes and memos.

The Association Secretary shall

- a. Attend all meetings
- b. Record all minutes of the Board of Directors and of the Executive Committee and shall cause them to be recorded in a book kept for that purpose.
- c. Keep records of all votes to be stored with meeting minutes.
- d. Is responsible to provide to the members of the Association all notices and correspondence as directed by the Board of Directors in person or by phone, email and/or text messaging.
- e. Is responsible to maintain the original copy of all votes and minutes for the Associations operating year and turn in at the end of the year to be filed.

The Association Treasurer shall

- a. Attend all meetings
- b. Be responsible for all record keeping of the financial activity of the Association. In addition, but not limited to, the following:
- c. Provide a budget for each operating year no later than the February Board of Directors meeting.
- d. Provide a copy of the monthly financial statement at each board meeting.
- e. Sign all checks issued by the Association in conjunction with the President. If the President and Treasurer reside in the same household, the President shall relinquish signing authority to the Secretary.
- f. Balance the bank statement accordingly.
- g. Provide at each meeting the purchases, estimates and expenditures incurred during the previous month for discussion and Board decision.
- h. Record all registration, sponsorship and county income. Maintain those records for public viewing.
- i. Provide financial year-end reports to the Board.
- j. Compile all financial records to be stored with the administrative records for each operating year. These records are to be kept for a period of **seven** years.

The Association Football Commissioners shall

- a. Attend all meetings
- b. Represent each level of play for all contact football teams in their respective districts.
- c. Be the liaison for the coaches to the Board.
- d. Review and approve ALL team binders before submitting them to the Association President for final approval, prior to the deadline set by Coastal. Maintain file of rosters with an update of adds and drops as provided by Associations.
- e. Receive weekly report of scores and forward to the President and retain copies of such reports.
- f. Distribute, collect and maintain coaches' contracts receive and retain in the files, weekly mandatory play sheets from the coaches. Report to the Board any coach in violation of the mandatory play rules.
- g. Investigate weekly any lopsided scores of games per Pop Warner guidelines. Report any such findings to the Board with recommendation of sanctions if any are required.
- h. Field from coaches any violation of Pop Warner playing rules, investigate and file complaints from coaches to the appropriate league/association party. If you are unable to resolve the problem, send a written recommendation to the Board for investigation.

i. Ensure ALL required training and certifications have been completed for EVERY Head Coach, Assistant Coach, Team Coordinators, Trainer, Chain Gang member and/or any volunteers assisting their teams prior to allowing them on the field including all required documentation for each player and volunteer, as well as ID cards for said players and volunteers.

The Association Cheer Commissioners shall

- a. Report to the League Director, Regional Cheer and Dance Coordinator and National Cheer and Dance
- b. Be responsible for counseling the association on rules and regulations, directing successful registrations, coaches' clinics, competitions and other association operations.
- c. Coordinating the Associations Championship Program and assisting the Region Cheer and Dance Commissioner with Region Events and Camps.
- d. Advise local Pop Warner programs, ensuring that all national regulations, region and league policies relating to cheer and dance are being enforced, that the education of coaches and children is being advanced and that safe and fair competition is available wherever desired. Also, the League Cheer and Dance Coordinator is responsible for acting as a liaison between the Region Cheer and Dance Coordinator and Pop Warner field personnel.
- e. Assist associations in developing the most appropriate methods for their cheer and dance operations by: Evaluating cheer programs of the leagues and based on review of annual reports and proposing changes where needed.
- f. Offer and organize camps and clinics for associations
- g. Provide Association Cheer Coordinators with information about effectively organizing and managing their squads to competitions. Pertinent information includes: current score sheets, scoring system, securing judging officials and competition spotters, reporting timely results, advancement procedures and eligibility, etc.
- h. Maintaining an index of resource material available for particular needs of and for advisors, coaches and coordinators.
- i. File Absentee Form (Send to Region Cheer & Dance Coordinator for Region/National Championship)
- j. Prop Approval Form (Send to Region Cheer & Dance Coordinator prior to Region/National Championship)
- k. Event Request Form (Complete forms for events) other than the League/Region/National Playoff Competition System. Permission to participate in an event (i.e., Tournament, Bowl Game, Competition, Parade, NFL Halftime participation, etc.) is granted only if it is in writing, in advance and approved by the League, Region and National Office.
- l. Competition Report Forms - Finalists and Advancing Squads (Send to the National Office by the Wednesday immediately following your League Competition Date.)
- m. NSG Official Judge Request Form

All leagues/conferences must submit the forms by the deadlines provided during the year whether or not the squad(s) participate in league/region or national competition.

Article VIII – Program Operation Period

1. The Program period for all purposes will begin operation on August 1st of any given year and ending December 31st of any given year.
2. Players in both football and cheer must be at least 5 years of age as of July 31st of any given year.
3. This is the period in which all players are considered covered under the Pop Warner insurance policy period.
4. This is the period in which all coaches, assistant coaches, team coordinators and volunteers, if valid National Youth Sports Coaching Association (NYSCA) is considered covered under the NYSCA insurance policy.

Article IX – Program Responsibilities

The President shall:

- a. Sign and approve all certified binders.
- b. Oversee direction of the Cheer Commissioner
- c. Work with the Vice President to insure that the association is in compliance.
- d. Have final approval over all Coaching Staff and Team Volunteers.
- e. Review the completion of all forms to be used in any given operating year.
- f. Be responsible to maintain the certified rosters for each team in each division. The rosters are to be kept for seven years.

The Vice President shall:

- a. Oversee the Football and Cheer Commissioners.
- b. Insure that the Association is in compliance.
- c. Oversee and assist the progress of all committees.

The Association Compliance Officer Shall

- a. Oversee all investigations
- b. Be the liaison between the parents and the Board of Directors
- c. Notify the Board of Directors of complaints and findings if any in conjunction with all matters prescribed to that office.

The Secretary shall:

- a. Work with the team coordinators on each team in each division to insure the proper completion of the certified binder.
- b. Address the coordinator's issues and report them to the Board.

The Treasurer shall:

- a. Collect all monies with regard to registration, sponsors and donations.
- b. Prepare all refunds.
- c. Assist in obtaining sponsors and securing donations.

The Football and Cheer Commissioners shall:

- a. Oversee all Head Coaches.
- b. Insure that all teams are in compliance.
- c. Address the coach's issues and report them to the Board.
- d. Ensure water is provided to teams during games, both home and away.
- e. Work with equipment manager to ensure all teams have proper uniforms for each player and proper equipment.

Article X – Amendments

This Constitution and By-Laws may be amended, repealed or altered in whole or in part by a majority vote at any duly organized Meeting of the Members, provided notice of the proposed change is included in the notice of such meeting

1. Changes recommended by the Board of Directors shall be adopted once the amendment receives majority vote by the Board of Directors. Notice of the changes to be considered and the date of the meeting shall be given to the Board of Directors no less than 48 hrs in advance.
2. Changes in the bylaws must come from the Board of Directors after having received a majority vote. The Quorum rule applies (Article VI).

Article XI – Local Association Rules

ROBERT'S RULES OF PARLIAMENTARY PROCEDURE

Robert's Rules govern the conduct of meetings at all levels of Pop Warner. At least one member of an organization should be designated Parliamentarian, or the interpreter and reader of the Rules and that person should be knowledgeable of and proficient in explaining and carrying out Robert's Rules. This Parliamentary position is an appointed position, and does not need to be specified in the Organization's By-Laws. The position may NOT be filled by the President or Commissioner(s), but is open to all other individuals.

To obtain a current copy of Robert's Rules of Order, please visit
www.robertsrules.com

1. Under no circumstances shall local rules be less strict than National Pop Warner rules.
2. All coaches, assistant coaches and team coordinators shall be certified annually for their respective sport as required by Coastal Pop Warner.
3. All Representatives of EPCPWA shall have complete knowledge of the rules and abide by them.
4. All equipment shall be turned in to the head coach immediately following the team's last home game (helmets and jerseys or cheer uniforms, if necessary).

Article XII – Disciplinary Action

1. Members of the Executive Committee or Board members witnessing a violation shall notify the President immediately either in person or by phone. They shall explain the nature of the violation and may be instructed to stop the activity, address the individual and/or remove, if necessary, the individual from the premises.
2. In the event that the individual may disagree with the violation, an emergency Board meeting can be held with written request from the individual. If the situation was a direct violation of these bylaws, EPCPWA rules and regulations, Coastal Pop Warner rules and regulations, or the National Pop Warner rulebook and witnessed, the individual will be placed on suspension from all activity until further investigation can be conducted. Upon dismissal, no refunds are given and property of EPCPWA shall be returned immediately, not to exceed 48 hours.
3. Head Coaches shall be responsible for the behavior and activity of everyone on their sidelines: Assistant Coaches, Trainers, Team Coordinators and/or any volunteers assisting their teams.
4. Should a member on a team's sidelines commit a violation during a game or on the field at practice, the following disciplinary action will occur.
 - a. 1st offense: a one game suspension for the violator AND the Head Coach (the Commissioner or President will coach the team in the Head Coach's absence).
 - b. 2nd offense: a three game suspension for the violator AND the Head Coach (the Commissioner or President will coach the team in the Head Coach's absence).
 - c. 3rd offense: the violator AND the Head Coach will be suspended for the remainder of the season.

Article XIII – Registration

1. The Board shall place all players on the team in which the Board feels is appropriate for each child who registers. This will be done after registration. All parents, coaches, commissioners and Board of Directors must agree on the placement of participants. As per Pop Warner rulebook. Players should be placed at their lowest possible level.
2. The registration fee for a family of three or more children participating in EPCPWA may be discounted by a Board vote under special circumstances.
3. No child will be permitted to practice or play unless all paperwork and fees have been collected.

Adopted 05/01/15

4. Any player who fails to turn in any equipment or uniform from the previous season will not be allowed to play the next year until all equipment/uniforms are returned.
5. Returned Check Policy - a \$25.00 fee will be applied to all returned checks. The child will not be allowed to practice or play until check amount and fee are paid in full.
6. Refund Policy –50% refund will be given **ONLY** during the first 10 hour conditioning week. Our organization is required to cover the cost of insurance for every registered player as of August 1st.

NO registration refunds will be given after the first week of conditioning (unless extenuating circumstances exist as approved by Association Board of Directors.