

# APPENDIX I

## **Discipline of Executive Board members, Coaches, Participants, Parents and Personnel**

- (A) Code of Conduct – All participants and parents are required to sign a Code of Conduct at registration or the beginning of every season. The Code of Conduct will be strictly enforced. Any discipline resulting in a Code of Conduct violation will be voted on by the Executive Board and carried out by Appendix I (C) & (D).
- (B) Ethics – The CVLW Organization has a zero-tolerance policy against bullying, racism, and discrimination on and off the field. Any member of the Organization who is found to be discriminating against another for their race, color, gender, national origin or disability will be disciplined according with this Appendix.
- (C) Right to Discipline - The CVLW Executive Board reserves the right to discipline and expel any Executive Board members, coaches, participants, parents and personnel as the need may arise after review of all facts, behavior, pertinent By-laws and Appendices and a majority vote.
- (D) Appeal - If the Executive Board approves discipline or expulsion of any member of the Organization, the Executive Board will write a letter explaining the violation and discipline approved. The person(s) being disciplined reserve the right to request a meeting with the entire Executive Board to appeal and discuss the disciplinary action. The requested meeting shall take place no longer than seven (7) calendar days from the request.
- (E) Executive Board Members - Executive Board members are expected to represent the CVLW Organization in a professional manner. If at any time an Executive Board member is deemed to be behaving in a way that places their own personal agenda over that of the best interests of the organization, behaves in a way that causes an interruption of business as usual or behaves in a way that is bullying or harassing to another member, the remaining board members need to be notified immediately. The Executive Board will be entrusted to take the steps necessary to resolve the issue. The Executive Board reserves the right to remove any member if deemed necessary after an investigation and with a majority vote and shall be carried out by Appendix I, (C) & (D).

## **APPENDIX II**

**2023**

### **Rules and Regulations**

#### **Article I - Board Members**

##### **Section 1- Clearances**

- (A.) All executive board members, coaches and team parents are required to have Child Abuse History Clearance (Act 151), Pennsylvania's Criminal History Record (Act 34), and BCYFL Act 153 Volunteer Affidavit or FBI fingerprinting (Act 114), prior to any interaction with CVLW players and cheerleaders. Clearances are to be completed every 5 years (or as required by the BCYFL) and copies kept on file. (Fingerprinting Act allows for a notarized affidavit for those who have resided in PA for the last 10 years)
- (B.) Any volunteer (executive board member, coach or team parent) arrested or convicted of a crime listed in the law, or identified as a perpetrator on the State's database must submit written notice to the Executive Board within 72 hours of the arrest, conviction, or being named a perpetrator. The written notice should be sent to [centralvalleylilwarriors@gmail.com](mailto:centralvalleylilwarriors@gmail.com)
- (C.) It will be the volunteer's responsibility to obtain and pay for all clearances and turn into the Secretary. The Secretary will keep the original clearances on file with the Organization and will make copies for any coach needing a BCYFL card. The head coach of each team will then take the clearances to the BCYFL for a league coach's card.

##### **Section 2 - Financial Procedures**

- (A.) Only Executive Board members, coaches or team parents are permitted to handle money in the concession stand and events. The Executive Board may vote to allow other persons to handle money. Votes to allow other persons to handle money must reoccur each year. Any person handling money must have the proper clearances on file with the Organization.
- (B.) All money will be counted and documented on an income tracking sheet (Attachment #3) with at least 2 board members present.
- (C.) Any person requesting reimbursement from the Organization must complete a reimbursement form (Attachment #4).
- (D.) Any returned/bounced checks are subject to a fee of \$30. Any payments not rectified after 30 days will be turned over to the County District Attorney. CVLW will not accept checks from anyone who previously submitted a returned/bounced check.
- (E.) The President, Treasurer, and Head of Concessions will keep an organization debit/credit card to be used for purchases. They may delegate cards to other board members only. All receipts must be turned in to the treasurer on a weekly basis for reimbursement.
- (F.) The Organization may choose to accept payments via Venmo, Square or PayPal. A \$1 convenience fee will be charged on any debit/credit cards.
- (G.) All online payments will be subject to a processing fee to compensate for the fees charged to the Organization.

#### **Article II - Meetings**

- (A.) In the event that the monthly organization meeting falls on or is close to a holiday the meeting date may be changed.

- (B.) The President may call for an Executive Board meeting at any time if needed. An Executive Board meeting may also be called by a written request of 3 Executive Board members.
- (C.) The Head Coach or a representative (if they cannot be present) for each division must attend all regular organization meetings during the active season (July-November).
- (D.) The Executive Board shall hold an Executive Board meeting/dinner in lieu of a regular monthly meeting for budget and planning purposes at the expense of the Organization not to exceed \$700.

## **Article III - Waivers, Forms, Handbooks**

### **Section 1 - Code of Conduct**

- (A.) All participants in the CVLW organization will sign the Code of Conduct form included as Attachment #1 to this Appendix.
- (B.) Any violations to the Code of Conduct will be reviewed and documented by the Executive Board. The Executive Board will make a decision on what action to take based on the CVLW Discipline Policy included as Attachment #2 to this Appendix.
- (C.) In the event that there is any parent or family member misconduct the procedures outlined in Appendix I will apply.
- (D.) All CVLW Cheerleaders will follow the Cheerleading Handbook and the Demerit System (Attachment #6).

### **Section 2 - Document Approvals**

All forms, waivers, handbooks to be approved by the Executive Board prior to the first season practice.

### **Section 3 - Insurance/Medical Release/Injuries**

- (A.) All participants are required to fill out insurance information and sign a medical release form prior to attending any organization practices.
- (B.) All participants must notify the Organization in writing of any medical conditions that the participant may have. If the condition may influence the participants ability to perform any of the activities required a medical release from the participant's physician may be required.
- (C.) The Head Coach of each team or his/her designee, shall report to the President and Head of Football on any child who was injured during a CVLW game or practice. An injury form must be filled out and kept as record for insurance liability purposes. In order for said child to return to practices/games, a Physician's written permission allowing said child to return to the program is required. CVLW will keep both the injury form and Physician's permission to return on file for at least 2 years.
- (D.) Proof of insurance is to be sent to the BCYFL before the start of the season (1<sup>st</sup> regular season game).

## **Article IV - Participation**

### **Section 1 - Fees**

- (A.) All participants for Twerps, Termites and Mighty Mites will pay a \$75 Registration fee. Family discounts will apply when registering more than one child in the Organization. The discounted fee is \$65 for the second child, \$55 for the third child and any additional participants are fee. No refunds (including volunteer fees) will be given after mandatory pads/mandatory cheer camp weeks are complete unless approved by the Executive Board.
- (B.) Each family is required to participate in fundraising activities as determined by the organization.
- (C.) Each Family is required to sell five (5) Lottery Calendar tickets..

- (D.) Though discouraged, late registrations can be taken until the players' cards are completed with the BCYFL. In the event that a participant registers after the fundraiser takes place, the participant could be charged a late fee equivalent to that fundraiser amount.
- (E.) Cheerleaders will follow additional fees outlined in the Cheerleading Handbook.
- (F.) No football participants may be accepted after the Friday prior to the BCYFL card day.
- (G.) Each player, cheerleader, football/cheer coach, youth coach, team parent and Executive Board member will receive a registration t-shirt at the end of camp at the expense of the organization.

## **Section 2 - Volunteer Responsibilities**

- (A.) Each family is required to participate in 2 volunteer activities (4 hours). Stick holders, field set up or clean up, and concession stand work are examples of those activities. Each family will write a \$200 check prior to receiving equipment which will be held until those activities have been completed. If a family does not complete all required volunteer hours, the check will be cashed and used to pay community volunteers as a donation.
- (B.) Volunteer checks of families of football/cheer coaches and team parents or who have a child in the organization will be assessed annually based on registration numbers.
- (C.) If families of a football/cheer coach and team parents are required to participate, they will give a volunteer check in the amount of \$100 and participate in 1 volunteer activity (2 hours) prior to receiving equipment which will be held until their volunteer activity is completed. Football/cheer coaches, team parents who do not have a child in the organization are exempt from additional volunteer requirements. Executive Board members are exempt from additional volunteer requirements.
- (D.) The Organization will utilize an online volunteer sign up form for stick crew, concession stand and all other volunteers. A running list will also be kept in the concession stand. When a family member completes a volunteer activity, they will sign off on the running list after completion.
- (E.) In the event that the Organization does not have enough volunteers for an event, the Organization may reach out to volunteers outside of the Organization and use the volunteer funds to make a donation to that volunteer or group.
- (F.) CVLW may make a donation of no more than \$150 per game day to an outside organization for field and ground clean up after each game.
- (G.) The Treasurer will handle the tracking of the volunteer deposits, volunteer activities, and deposit refunds.

## **Section 3 - Equipment/Uniforms**

- (A.) Equipment distribution will be logged on a tracking sheet for each participant by the equipment manager or coach for each child.
- (B.) No equipment will be distributed without a completed registration, full payment of all fees, and a volunteer check, if applicable.
- (C.) All participants agree to follow the care instructions given for their uniforms. When equipment is returned it should be in clean condition or a fine of \$25 will be applicable.
- (D.) Head football coaches will distribute game jerseys prior to picture day. Senior players of each group will be given the 1<sup>st</sup> choice of jersey number. A senior player can choose to keep the jersey number they had the previous year. If the senior player chooses a new number, the new number cannot be one that was assigned to a younger player the previous year. No game jerseys will be distributed prior to that distribution day.
- (E.) Any player or cheerleader who does not return their equipment/uniform at one of the return dates, a \$50 cash deposit will be assessed for the distribution of equipment the following year.
- (F.) Every football player parent will be required to sign Equipment Sign Out Form (Attachment #7) which outlines the cost of all equipment loaned to our football players. If said equipment is not returned or

returned in poor condition, the family will be responsible for the full cost of the equipment. If the cost is not paid within 60 days of receipt of the letter, the Organization reserves the right to file legal action.

## **Article V - Scholarship Program**

### **Section 1 - Eligibility**

- (A.) Applicant must have been an organization participant their graduating year and/or completed at least 3 years at the Executive Board's discretion.
- (B.) Applicant must maintain at least a 3.0 GPA
- (C.) Applicant must be a current senior and resident of Center, Monaca, or Potter.
- (D.) Applicant must be currently enrolled in one of Central Valley's Athletic programs, Band, Majorettes, or Color Guard.

### **Section 2 - Selection Process**

- (A.) Two participants (one former CVLW cheerleader and one former CVLW football player) will be awarded a plaque and \$1,000 each for college expenses. In the event that there is not an eligible applicant from each group, both awards may be given to one group.
- (B.) The secretary will ask the school guidance office to post the application and forward to the coaches of athletic programs, Band, Majorettes and Color Guard. The secretary will also post the application on our website and post on social media.
- (C.) The secretary will verify eligibility with the school administration. Scholarship applications will be given to the school administration(s) prior to the December break. All applications must be turned into the school by the end of January.
- (D.) The secretary will remove any names on the essays and provide the essays to the Executive Board for a vote. No other part of the application should be provided to the Executive Board besides the essay.
- (E.) The two applicants with the most votes will be awarded the scholarships.

## **Article VI - Flowers, Cards, Gifts**

- (A.) In the event that an immediate family member of a player, cheerleader, coach, Executive Board member or other volunteer to the Organization should pass away, the Organization will send flowers, gift, or a donation not to exceed \$75.
- (B.) In the event a player, cheerleader, coach, Executive Board member or other volunteer to the Organization should become hospitalized, the Organization will send a card and gift not to exceed \$75.
- (C.) In the event that an immediate family member of a player, cheerleader, coach, Executive Board member or other volunteer to the Organization should become hospitalized the Organization will send a card.

## **Article VII - Sponsorship**

- (A.) Warrior Sponsor - \$500 donation – Includes Registration T-Shirt Sponsor, Field Banner and Website Banner
- (B.) Field Banner Sponsor - \$300 donation – Business to provide banner of their choice to be hung at the field from July to November or the end of the season.
- (C.) Registration T-Shirt Sponsors - \$250 - Logo/Business Information to appear on our football and cheer registration t-shirts. Only 4-6 Sponsorships are available.
- (D.) Individual Child Sponsorship – cost of child's registration - Sponsor may donate registration fees to be given to an individual in need based on Board discretion.

- (E.) Website Banner Sponsor - \$50 - Any of the above sponsors will also get a website banner. This can be given alone for \$50.

### **Article VIII - Participant Hardship**

- (A.) The Executive Board may choose to waive a participant's registration fee on a case by case basis. In the event that the fee is waived, the participant's family must still complete the fundraiser and volunteering hours required.
- (B.) Additional fundraisers may be set up to help participants with their costs. (Hoagie sales, candy sales, merchandise sales, etc., which the participant would keep any profits made for themselves not to exceed the costs associated with this years participation.)

### **Article IX - Concession Stand Discounts**

Any volunteer who is working for multiple games is entitled to \$5 of free product. Any free product must still be tracked.

### **Article X - Banquet Gifts/Awards**

- (A.) An Academic Achievement Plaque will be given to the graduating Mighty Mite football player and cheerleader with the highest GPA. A Certificate of Achievement will be given to all other graduating Mighty Mites with highest honors.
- (B.) A gift will be given to any graduating Mighty Mite cheerleader or football player not to exceed \$125.
- (C.)
  - 1.) A football player who is a member of a championship winning team will receive a Certificate of Achievement and a recognition gift (sweatshirt/lightweight jacket) not to exceed \$50.
  - 2.) A cheerleader who is a member of a squad who wins 1st place at a competition team will receive a Certificate of Achievement and recognition gift (sweatshirt/lightweight jacket) not to exceed \$50.
- (D.) All other cheerleading and football participants will receive a Certificate of Achievement and a recognition gift not to exceed \$20.
- (E.) Recognition gifts and trophies to be chosen by the Head of Cheer and Head of Football and approved by the Executive Board. No other participant gifts/trophies of value will be passed out at the banquet. All gifts will be paid for by the Organization.
- (F.) A Warrior Award Plaque will be given to a member of each football and cheer team. Head coaches of each football and cheer team will pick the recipient with final approval by Head of Football and Head of Cheer.
- (G.) The Organization may hold specific fundraisers for the Banquet Gifts/Awards to increase the amounts contained above. The Executive Board will decide how the proceeds from the fundraiser will be divided among the gifts.

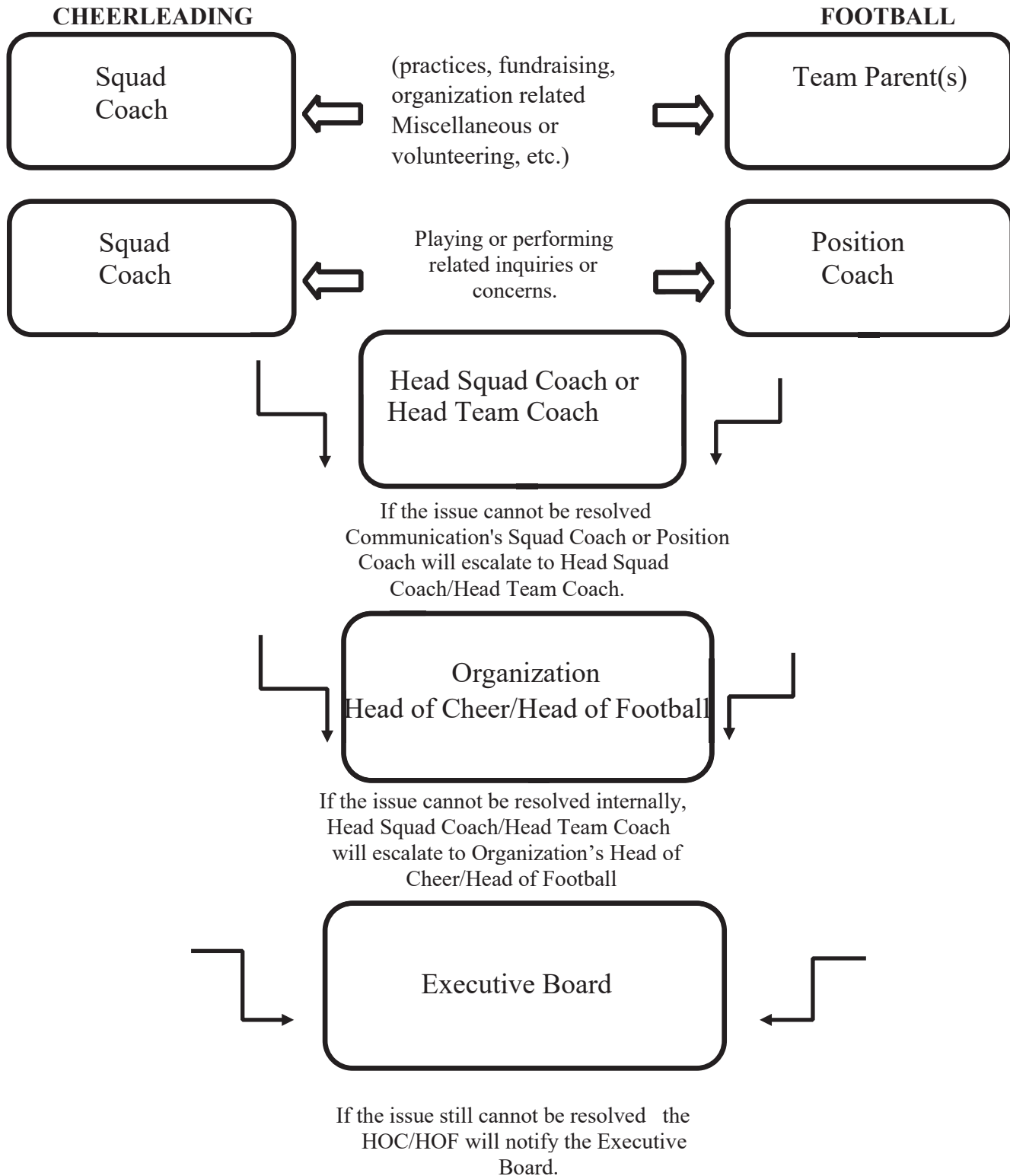
### **Article XI - Field Usage**

- (A.) Any outside organization who wishes to use the field must complete a Field Usage Form and obtain approval from the school district. The district requires insurance.



## Article XII - Chain of Command

- (A) For any issues, concerns or questions, the Organization will utilize the following chain of command:



## Article XIII - Committees

- (A.) All Committees to give a report as needed during the general membership meetings. All budgets, spending and events must be approved by the Executive Board. Each committee shall have a chairperson appointed by the President and additional committee may be appointed by the President as needed throughout the year.
- (B.) Committee Descriptions:
1. **Fundraising:** To enlist a committee that will handle all of the organizational fundraising throughout the year including but not limited to spirit wear, lottery tickets, wing bash, and event auctions.  
\*(Co-Chairs: Jennifer Checketts & Jenny Fink)
  2. **Community Sponsor:** Responsible for soliciting local businesses for sponsorships.  
\*(Co-Chairs: Mitchel Javens & Lara Leonard)
  3. **Volunteer:** To enlist a committee who will organize and maintain volunteer checks. Responsible for posting volunteer activities on the online sign up site. Responsible for ensuring each family has completed each of their required fundraising activities.  
\*(Co-Chairs: Jennifer Checketts & Jenny Fink)
  4. **Homecoming/Program:** Responsible for coordinating a committee that will handle our Homecoming game and festivities. The Homecoming committee will be responsible for creating and collecting family ads for the program that will be sold during our Homecoming game. Will coordinate house and field decorating.  
\*(Co-Chairs: Bill Guntrum & Michael Leonard)
  5. **Community Service:** Responsible for coordinating a committee that will handle the organizing and planning of our Community Service Game or other community service opportunities for the organization as they see fit.  
\*(Chair: Kayla Eller)
  6. **Spirit:** To enlist volunteers for a committee from both cheer and football to help with the following:
    - a) Making/hanging/removal of spirit signs for home games.
    - b) Coordination and distribution of treats for all cheerleading squads before 1<sup>st</sup> game and first competition.
    - c) Coordination and distribution of treats for all football players before 1<sup>st</sup> game and 1<sup>st</sup> playoff game.
    - d) Coordination/Creation of Spirit Boards for all teams and squads to be hung during home games.
    - e) Coordination of making noise makers for competitions and games.\*(Chair: Ashley Leheny)
  7. **Banquet:** To enlist volunteers for a committee to organize the end of year banquet/party. The Chairperson and his/her delegates will be responsible for but not limited to coordinating the academic awards, guest speaker, banquet programs, decorations, ticket sales, banquet fundraising and activities (i.e. Chinese auction, 50/50, door prizes, etc)  
\*(Chair: Jennifer Checketts)
  8. **Concession Stand:** To enlist volunteers for a committee (if chairperson chooses). The Concession Stand Chairperson will work directly with the treasurer to report income and expenditures. Duties shall include but not be limited to ensuring the correct monetary handing process is followed as adopted by the board, scheduling resources such as volunteers/openers/closers, purchasing of cost-



effective products for resale, preparing and cooking products for sale and reporting maintenance issues to grounds personnel in a timely manner.

\*(Chair: Jessica Rapisardi)

9. **Grounds:** To enlist volunteers for a committee (if chairperson chooses) to help with the following duties:

- a) Maintaining the field and surrounding areas
- b) Line painting
- c) Coordinating with lawn services, dumpster rental & porta johns (1 must be handicap)
- d) Providing maintenance to organizational buildings
- e) Winterizing buildings
- f) Coordination of game day checklist

\*(Chair: Bill Guntrum)

Updated 4/24/2023