

# Central Valley Li'l Warriors

Formerly as Center Li'l Trojans

ESTABLISHED 1968 – RENAMED 2010

CONSTITUTION

AND

BY-LAWS



Revised April 24, 2023

The following revised Constitution and By-Laws are hereby adopted by the general membership in April of 2023, following review and recommendation by the following Officers & Executive Board members:

**Officers:**

Kayla Eller, President

Michael Leonard, Vice President

Jennifer Checketts, Secretary

Jenny Fink, Treasurer

**Executive Board Members:**

Jaycen McKenzie, Head of Football

Ashley Leheny, Head of Cheer

Jessica Rapisardi, Head of Concessions

Bill Guntrum, Head of Grounds

DJ Fink, Equipment Manager

Brandon Checketts, Executive Board Member

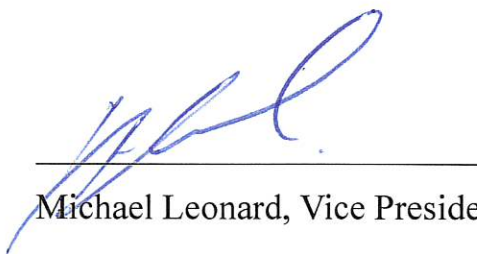
Mitchel Javens, Executive Board Member

Lara Leonard, Executive Board Member

Justin Saunders, Executive Board Member



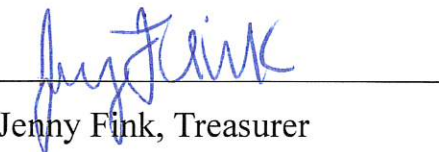
Kayla Eller, President



Michael Leonard, Vice President



Jennifer Checketts, Secretary



Jenny Fink, Treasurer

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## **ATTACHMENTS**

**APPENDIX I – DISCIPLINE OF EXECUTIVE BOARD MEMBERS, COACHES,  
PARTICIPANTS, PARENTS AND PERSONNEL**

**APPENDIX II – RULES AND REGULATIONS**

**ATTACHMENT #1 – CODE OF CONDUCT POLICY**

**ATTACHMENT #2 – DISCIPLINE POLICY**

**ATTACHMENT #3 – INCOME TRACKING SHEET**

**ATTACHMENT #4 – REIMBURSEMENT FORM**

**ATTACHMENT #5 – ACKNOWLEDGMENT OF INJURY & RETURN FORM**

**ATTACHMENT #6 – CHEER HANDBOOK & DEMERIT SYSTEM**

**ATTACHMENT #7 – EQUIPMENT SIGN OUT SHEET**

## **ARTICLE I – NAME AND PURPOSE**

### **Section 1 – Name and Status**

The name of this Organization shall be the Central Valley Li'l Warriors (hereinafter "CLVW" or "the Organization"). CVLW was incorporated under the laws of the Commonwealth of Pennsylvania on July 4, 2014. CVLW is a tax-exempt organization pursuant to Section 501(c)(3) of the Internal Revenue Code.

### **Section 2 - Objective**

It is the mission of the Central Valley Li'l Warriors Organization to promote and finance the Central Valley Li'l Warriors Football Team, Cheerleaders and its affiliates as prescribed in the ensuing Constitution and By-laws in a continuing effort to provide a supervised football and cheer program for the children in Center Township, Potter Township, and Monaca Borough. The goal of our organization is to provide a safe and productive environment that enables children to learn and apply the principles of teamwork, discipline, dedication, and sportsmanship. We also strive to provide a service to our community by providing a healthy outlet for children and opportunities for the community to gather together.

## **ARTICLE II – MEMBERSHIP**

Membership in the Central Valley Li'l Warriors Organization shall be based upon the following requirements:

### **Section 1 – Qualifications**

- (A) Attendance at the regular monthly meetings shall qualify the potential member for immediate membership in the Organization.
- (B) Membership dues of \$1.00 will be assessed annually.
- (C) Only those members who have attended at least six (6) regular monthly meetings during the preceding twelve (12) months and satisfied Article II, Section 1 (A) & (B) shall be eligible to vote (hereinafter "General Board").
- (D) The General Board shall vote on any matters brought up at a General Board meeting with the exception of items needing further review by the Executive Board.
- (E) The Executive Board shall vote on any confidential matters and any matters that may arise between meetings. Any items voted on between meetings, with the exception of confidential matters, will be discussed at the next regular monthly meeting.
- (F) Any member who does not adhere to the Constitution and By-Laws and Appendix II - Rules and Regulations, set forth by the Organization can be dismissed after their name has been presented to the Organization in accordance with Appendix I to these by-laws.

### **Section 2 – Obligation**

- (A) Abide by these By-Laws and Appendix II - Rules and Regulations of the Organization.
- (B) Carry out final decisions of the Organization.
- (C) Participate fully in meetings and projects.

- (D) Beaver County Youth Football League (hereinafter “BCYFL”) By-Laws and Rules and Regulations, or other league affiliate as applicable, shall take precedence if conflicts arise between their rules and those contained herein.
- (E) Any items not addressed in these by-laws will be addressed according to the latest version of Robert’s Rules of Order.

### **Section 3 – Child Residency Requirement**

- (A) Participation in the CLVW Organization is open to children that reside or attend school within the Central Valley School District (Center, Monaca, and Potter). If school enrollment cannot be verified (i.e.: private or home school students), proof of residency will be required.
- (B) If a team cannot be fielded by child residents, then consideration will be given to a participant wishing to transfer into the CVLW Organization from outside of the Central Valley School District area. A release form must be signed by the current coach, receiving coach, parent, and both organization Presidents. Team moves and Transferee requirements are followed as outlined in the BCYFL by-laws.

## **ARTICLE III – MEETINGS**

- (A) During the off season, November through May, meetings shall be conducted on the 4<sup>th</sup> MONDAY of each month at Center Stage.
- (B) During the season, June through October, meetings shall be conducted on the 2<sup>nd</sup> and 4<sup>th</sup> TUESDAY of the month at the Todd Lane Concession Stand.
- (C) Meeting dates are subject to change based upon extenuating circumstances and Executive Board approval. In the event of a date change, the public will be notified.
- (D) Meetings shall be announced by being listed on the website ([www.centralvalleylilwarriors.org](http://www.centralvalleylilwarriors.org)), emailed to current participants and posted to social media in advance of the meeting date.
- (E) Regular monthly meetings and Executive Board meetings may be held via videoconference in extenuating circumstances with Executive Board approval.
- (F) Proposed minutes of the previous meeting shall be posted on our website before each regular monthly meeting. Approved minutes of our regular monthly meetings shall be signed by the President and Secretary and be posted on the website.
- (G) Special meetings may be called by the President or by written request of at least 3 Executive Board members.
- (H) Robert’s Rules of Order shall be the prescribed method of conduct for all regular meetings.

## **ARTICLE IV – OFFICERS AND EXECUTIVE BOARD**

### **Section 1 – Eligibility**

- (A) The Executive Board shall consist of thirteen (13) members. They shall include the President, Vice President, Secretary, Treasurer, Past President, Head of Football, Head of Cheer, Head of Concessions and five (5) elected Executive Board members. However, should the Past President choose to decline the position, or there is no Past President, the position will become an elected position and six (6) Executive Board members will be elected.
- (B) To be eligible for nomination of the Executive Board, the candidate must have attended at least six (6) regular monthly meetings during the preceding twelve (12) months and satisfied Article II, Section 1, (A) & (B).
- (C) Executive Board members must maintain the requirements in Article II, Section 1 – (A) & (B) or they may be removed from the Executive Board according to Appendix I of these by-laws.
- (D) Any vacancy that should arise due to illness, resignation or disciplinary action shall be filled at the discretion of the Executive Board as soon as possible. The Executive Board shall nominate potential new board members and select one (1) by a majority vote. The Executive Board may also decide to leave the position vacant until the following calendar year.

### **Section 2 – Election Procedure for Officers and Executive Board**

- (A) The elected Officers and Executive Board members of the CVLW Organization shall hold one (1) year terms beginning from their initial instatement.
- (B) Nominations of Officers and Executive Board members:
  - 1. The Secretary shall present a packet with what positions are available, who is eligible to be nominated and who has voting rights at each nomination meeting.
  - 2. Nominations can be made by any member within the Organization, so long as the person being nominated has met the criteria outlined in Article IV, Section 1.
  - 3. Open nominations of the Officers and Executive Board shall take place after all regular monthly business concludes at both October meetings (2) and the November meeting (1) for a total of three (3) meetings.
  - 4. Officers and Executive Board members may also be nominated by a member emailing a written letter to the President and Secretary due one week (7 calendar days) prior to the nomination meetings. The email must include your name and the person you're nominating. Any electronic nominations will be read at the next monthly meeting.
  - 5. Any person who has not accepted their nomination prior to the end of the last nomination meeting will not be included on the election ballot. All acceptances must be in person. No one other than the person being nominated can accept their nomination.
- (C) Election Process of Officers and Executive Board members:
  - 1. The election of Officers and Executive Board members shall take place after all regular monthly business concludes at the December meeting.

2. All members meeting the criteria outlined in Article II, Section 1, (A) & (B), shall elect Officers and Executive Board members to serve during the following year, taking their positions on February 1<sup>st</sup>.
3. Voting shall be done by a secret ballot with nine (9) members constituting a quorum.
4. Electronic voting is permitted if necessary by using a secure voting site approved by the Executive Board.
5. Absentee voting is permitted by submitting a sealed and signed ballot to an Officer prior to the meeting. The outside envelope on an absentee ballot must have the members name written on it to confirm eligibility to vote.
6. Proxy voting is not permitted for elections.
7. The Executive Board will elect two (2) Tellers to be present at the December meeting to tally votes. Tellers cannot be nominated or vote for any positions. The Tellers will give their findings to the President for presentation to the membership.
8. After the vote concludes and the results are read, all ballots will be destroyed.

### **Section 3 – Duties of Officers and Executive Board**

- (A) President – The President shall chair the Executive Board. The President shall conduct all meetings in accordance with Roberts Rules of Order and shall serve as Chairperson of all related club activities unless otherwise designated by the President. The President will represent the Organization as spokesperson and shall bear responsibility of representing the Organization in the community. The President shall appoint three (3) Trustees from the Executive Board to audit the financial records of the Organization on an annual basis. Such audit should be completed in February and presented at the March meeting. The President shall appoint all other committee chairs as needed.
- (B) Vice President – The Vice President shall, in the event of the absence or inability of the President to exercise their office, become acting President of the Organization. The Vice President shall assist in managing and aiding other Executive Board members in their duties as needed. The Vice President shall perform other duties and functions as directed by the President.
- (C) Secretary – The Secretary shall be responsible for recording concise and accurate minutes and attendance of each regular monthly meeting, posting minutes to the Organizational website, and making the minutes of each meeting available to the general membership at the following regular monthly meeting, subject to approval by a majority vote of all members present at the meeting. Approved minutes are to be signed by the President and Secretary and kept in a file for records. The Secretary shall assume the responsibility of Organization correspondence. The Secretary shall be responsible for maintaining and organizing clearances for BCYFL and CVLW field cards. The Secretary shall perform other duties and functions as directed by the President.
- (D) Treasurer – The Treasurer shall maintain accurate and comprehensive bookkeeping concerning the financial affairs of the Organization and pay all bills as approved by the majority of all members present at a regular monthly meeting. The Treasurer duties shall include but not be limited to making all deposits within a timely manner



(5 business days of close), providing accurate monthly spreadsheets of all transactions to include deposits, withdrawals and expenditures to the Executive Board, providing a written report at each monthly meeting to include with the monthly minutes, providing copies of bank activity at each regular monthly meeting and assisting the Trustees with documentation and support needed for the annual audit. The Treasurer will be responsible for completing and filing any necessary tax documentation. A copy of any financial and tax documentation will be kept on file with the Organization for 7 years. The Treasurer shall perform other duties and functions as directed by the President.

- (E) Head of Football – Duties outlined in Article V.
- (F) Head of Cheer – Duties outlined in Article VI.
- (G) Head of Concessions – The Head of Concessions will work directly with the Treasurer to report income and expenditures. Duties shall include but not be limited to ensuring the correct monetary handling process is followed as outlined in Article VIII, scheduling resources such as volunteers/openers/closers with assistance from other Executive Board members as needed, purchasing cost-effective products for resale, preparing and cooking products for sale and reporting maintenance issues to the Head of Grounds in a timely manner.
- (H) Executive Board Members

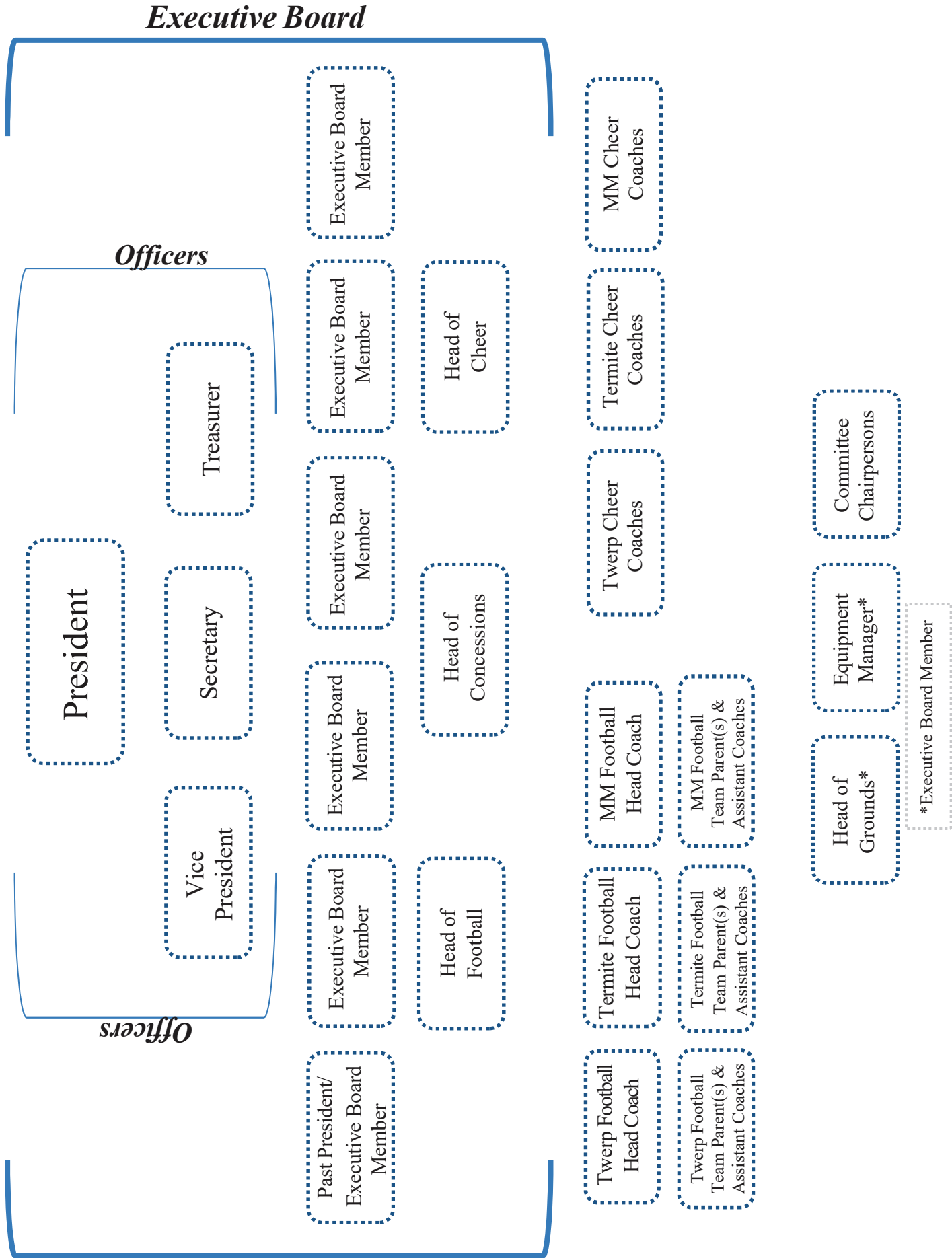
#### **Section 4 – Responsibilities and Expectations of the Executive Board**

- (A) The Executive Board shall rule on all matters regarding the football and cheerleading programs, taking into consideration the feedback we receive from our participants and the community.
- (B) The Executive Board will conduct all disciplinary hearings in accordance with Appendix I of these by-laws.
- (C) 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 the amount outlined in Appendix II, Article II.
- (D) Executive Board members are expected to attend regular monthly meetings, Executive Board meetings, and be available as needed during practices, games and organizational events.
- (E) If an Executive Board member needs to miss a meeting, they must provide prior notice with good reason (i.e. death in the family, illness, work, planned vacation) and must forward their written report to the President and Secretary.
- (F) An Executive Board member who misses more than two (2) consecutive regular monthly meetings or more than three (3) regular monthly meetings in one (1) calendar year without good reason and prior notice can be removed from the Executive Board according to Appendix I of these by-laws.
- (G) Executive Board members are expected to represent the organization in a professional manner. If at any time an Executive Board member acts in any way detrimental to the Organization, disciplinary action may be taken according to Appendix I of these by-laws.
- (H) All Executive Board members 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) 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)

- (I) Any volunteer 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).

**Section 5 – Diagram - Continued on page 7**



## **ARTICLE V – FOOTBALL AND COACHING STAFF**

### **Section 1 - Obligation**

- (A) The Head of Football shall oversee the football program and associated responsibilities, delegating responsibilities as they deem necessary. Any discrepancies must be voted on by the Executive Board.

### **Section 2 - Head of Football and Team Coaches**

- (A) The organization Head of Football shall be elected in accordance with Article IV.
- (B) The Head of Football, when initially chosen, may select any team in the Organization to be Head Coach of and shall nominate the Head Coaches for the other organizational teams. Selections for Head Coaches shall be presented to the Executive Board for final approval. Head coaches selected may retain their respective positions so long as the Head of Football maintains their position, or until such time as a resignation, illness or disciplinary action is brought against them. The Head of Football and affiliate Head Coaches, may choose to become Head Coach of other teams within the organization, should a vacancy arise. Any discrepancies must be voted on by the Executive Board.
- (C) Head Coaches of each team shall select up to nine (9) assistant coaches. The maximum number of coaches for each team shall be ten (10) unless determined otherwise by the BCYFL or affiliate league. Each team will consist of a Head Coach, backfields coach, line coach, and assistant coaches as they deem necessary.
- (D) Coaches who did not coach the prior year are required to submit an application detailing their expertise, credentials and availability to the President and Secretary. Coach applications will be forwarded to each team's Head Coach or to the Head of Football if the application is for a Head Coach position. Coach applications are to be used as a tool to make informed decisions and will be kept on file with the Organization so long as they are coaching. Head Coaches retain the right to pick their assistant coaches. If any discrepancies arise, they will be voted on by the Executive Board.
- (E) Coaches shall maintain discipline for their individual teams during practices and games.
- (F) The Head of Football or affiliate teams Head Coaches or assistant coaches can be removed from their positions as outlined in Appendix I of these by-laws.
- (G) All coaches, head and assistant, 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) completed every 5 years (or as required by the BCYFL) and copies kept on file with the Organization. (Fingerprinting Act allows for a notarized affidavit for those who have resided in PA for the last 10 years). Only individuals with proper clearances are permitted on the practice and game fields with the exception of the game day stick crews (who are not permitted to speak or interact with the coaching staff or players during games).
- (H) Any volunteer 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)

### **Section 3 – Vacancies**

- (A) If the Head of Football position needs to be filled, it shall be filled in accordance with Article IV, Section 1.
- (B) If a Head Coach position needs to be filled, the Head of Football shall recommend a replacement to be approved by the Executive Board.
- (C) If an Assistant Coach position vacancy arises, that team's Head Coach may only fill the position if it is before the BCYFL (or affiliate league) Field Cards are due or the prospective new Assistant Coach has an active BCYFL Field Card and has their clearances on file with the Organization.
- (D) Any discrepancies must be voted on by the Executive Committee.

### **Section 4 – League Representatives**

- (A) The Head of Football shall be a League Representative while in their position. The second League Representative shall be voted on by the Executive Board at the January Executive meeting.
- (B) The League Representatives shall go to each league meeting. If they are unable to attend, they shall inform the President in a timely manner so an alternate can attend.
- (C) The League Representatives will be responsible for taking accurate meeting notes and informing the Executive Board on any urgent matters. They will report any important league information to the general membership at regular monthly meetings.
- (D) The League Representative will bring any voting matters from the league meeting back to the Executive Board. The Executive Board will vote on these matters and the League Representatives will take the Executive Board's vote back to the league.
- (E) If either League Representative is not fulfilling the duties outlined above, they can be removed from their position by the Executive Board according to Appendix I of these by-laws. In the event of a vacancy, the Executive Board will vote for a replacement immediately.

### **Section 5 – Reporting**

- (A) The Head of Football, or designee, shall submit a monthly report summarizing the highlights of the Organization and BCYFL meeting, or other league affiliate, as applicable at the regular monthly meetings.
- (B) During the season, the Head Football Coach or their designee of each team, shall report to the regular monthly meetings.
- (C) The Head Coach of each team or their 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 (Attachment #5) 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) The Head Coach of each team or their designee shall inform an Executive Board member of any football player or parent who is violating the Code of Conduct Policy (Attachment #1) along with any discipline said player may have already received.
- (E) No child may wear a hard cast to practice or a game unless the cast is properly wrapped. All wrapped casts must be approved by the Game or League official before the start of any game.

#### **Section 6 – League Senior Bowl and All Star Games**

- (A) If the Organization participates in league Senior Bowl, All Star Games or similar activity, the Head Coach of the Mighty Mites and Head of Football shall separately present to the Executive Board a list of their recommendations, taking in to account their years of service, performance, skill, attendance and attitude. The Executive Board shall vote on who will participate.
- (B) The Organization shall pay for four (4) participants to attend said games. If more are recommended, the Executive Board shall vote to determine if the extra(s) are allowed and if the Organization will pay for those players so long as the BCYFL or affiliate league approves the added players.

#### **Section 7 – Responsibilities of Football Players and Parents**

- (A) Football players are required to attend all scheduled practices and games. Any player missing a scheduled practice or game must inform either the Head Coach or Team Parent of an absence. Each football player must pay a registration fee set by CVLW and participate in all fundraisers sponsored by the Organization. Each football player/parent must sign a Code of Conduct Policy (Attachment #1), be paid in full and submit a volunteer check in accordance with Appendix II prior to receiving any uniforms or equipment. All players will be provided with a uniform and safety equipment. Each football player will be required to purchase their own cleats and mouth guards. Parents are responsible for the cleaning and care of the uniform and safety equipment. Parents will also be responsible for turning said uniform and equipment back into the Organization at the end of the season in accordance with Article VII, Section 1.
- (B) Any football player who is showing misconduct on the field will refrain from participating for the remainder of the practice or game. Such member will be reprimanded at the discretion of the coach. All football players shall abide by the rules of the Organization and all coaches shall enforce them.

### **ARTICLE VI – CHEERLEADING AND COACHING STAFF**

#### **Section 1 – Obligation**

- (A) The Head of Cheer shall oversee the cheer program and associated responsibilities, delegating responsibilities as they deem necessary. Any discrepancies must be voted on by the Executive Board.

#### **Section 2 - Head of Cheer and Squad Coaches**

- (A) The organization Head of Cheer shall be elected in accordance with Article IV.

- (B) The Head of Cheer may select any team in the Organization to be a coach of and shall select the coaches for the other organizational squads. Selections for coaches shall be presented to the Executive Board for final approval. Any discrepancies must be voted on by the Executive Board.
- (C) Coaches who did not coach the prior year are required to submit an application detailing their expertise, credentials and availability to the Head of Cheer, President and Secretary. Coach applications are to be used as a tool to make informed decisions and will be kept on file with the Organization so long as they are coaching. The Head of Cheer retains the right to pick their coaches. If any discrepancies arise, they will be voted on by the Executive Board.
- (D) Coaches shall maintain discipline for their individual squads during practices and games.
- (E) The Head of Cheer or affiliate teams coaches can be removed from their positions as outlined in Appendix I of these by-laws.
- (F) All coaches 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) completed every 5 years (or as required by the BCYFL) and copies kept on file with the Organization. (Fingerprinting Act allows for a notarized affidavit for those who have resided in PA for the last 10 years). Only individuals with proper clearances are permitted on the practice and game fields.
- (G) Any volunteer 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).
- (E) If the Head of Cheer position needs to be filled, it shall be filled in accordance with Article IV, Section 1.

### **Section 3 – Tryouts**

- (A) Tryouts for CVLW Cheerleaders will be held during the spring months, pending use of school facilities. Any child in grades K-5 (rising grades 1-6), and a resident of Center Township, Potter Township or Monaca Borough shall be eligible to participate in tryouts.
- (B) Tryouts shall consist of three (3) practice sessions and one (1) judged session. Each child must attend a minimum of two (2) practice sessions in order to be eligible for the judged session. Exceptions are to be cleared through the Head of Cheer. Judged sessions are only necessary for squads that have a greater number of children trying out than spots on the squad. The Executive Board reserves the right to make exceptions regarding the need for a tryout.
- (C) Selection of cheerleaders will be made by professional judges outside the Center, Potter or Monaca area. Up to four (4) judges will be used for tryouts. There will not be any representative from CVLW on the judging panel.
- (D) Scores will be added up by at least three (3) Executive Board members (auditors). One (1) additional Executive Board member will input the scores and participant number on to the ranking sheet (ranker). If sufficient Executive Board members are not available to assist, the Executive Board may vote to allow persons not on the

Executive Board to audit and rank. Auditors and ranker must not have a child trying out.

#### **Section 4 – Cheerleader Selection**

- (A) CVLW cheerleading will consist of a maximum of seven (7) squads. Three (3) Twerp squads, two (2) Termite squads, and two (2) Mighty Mite squads.
- (B) Twerp squads – The Twerp squads will be split into a Competition squad of twenty (20) participants, a Gameday squad of twenty-five (25) participants and a Pep squad (no limit). Tryouts are required according to Article VI, Section 3.
  - 1. Competition Squad - The top twenty (20) scores will be the Competition squad cheerleaders. The Competition squad will compete in all competitions as determined by the Head of Cheer, will cheer on the sidelines for all Twerp football games and will perform a half-time routine.
  - 2. Gameday Squad – Scores 21-45 will be the Gameday squad cheerleaders. Gameday squad cheerleaders will not compete in any competitions but will cheer on the sidelines for all Twerp football games and perform a half-time routine. A minimum of ten (10) participants are required to field a Gameday squad.
  - 3. Pep Squad – Any child not making either Competition or Gameday squads may cheer on the Pep squad. Pep squad cheerleaders will not compete in any competitions but will cheer on the sidelines for all HOME Twerp football games and perform a half-time routine. A minimum of ten (10) participants are required to field a Pep squad.
- (C) Termite & Mighty Mite Squads – The Termite and Mighty Mite squads will be split into a Competition squad of twenty (20) participants and a Gameday squad of twenty-five (25) participants. Tryouts are required according to Article VI, Section 3.
  - 1. Competition Squad - The top twenty (20) scores will be the Competition squad cheerleaders. The Competition squad will compete in all competitions determined by the Head of Cheer, will cheer on the sidelines for all Termite or Mighty Mite football games and will perform a half-time routine.
  - 2. Gameday Squad – Scores 21-45 will be the Gameday squad cheerleaders. The Gameday squad will not compete in any competitions but will cheer on the sidelines for all Termite or Mighty Mite football games and will perform a half-time routine. A minimum of ten (10) participants are required to field a Gameday squad.
- (D) All Competition squad cheerleaders will attend a mandatory stunt camp and a mandatory choreography camp. All Gameday cheerleaders will attend a mandatory choreography camp.
- (E) All squads must have an adequate number of committed coaches volunteer to field a squad.
- (F) The Executive Board reserves the right to make exceptions and changes as they see fit based on registration numbers and volunteers. Any exceptions and changes must be passed by a two-thirds vote of the Executive Board.



## **Section 5 – Reporting**

- (A) The Head of Cheer, or designee, shall submit a monthly report summarizing the highlights of the Organization at the regular monthly meeting.
- (B) During the season, a coach from each squad shall report to the monthly meetings.
- (C) A coach of each squad shall report to the President and Head of Cheer on any child who was injured during a CVLW game or practice. An injury form (Attachment #5) 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) A coach shall inform an Executive Board member of any cheerleader or parent who is violating the Code of Conduct Policy (Attachment #1) along with any discipline said cheerleader may have already received.
- (E) No child may wear a hard cast to practice, a competition or a game unless the cast is properly wrapped.

## **Section 6 – League Senior Bowl and All Star Games**

- (A) If the organization participates in a league Senior Bowl, All Star Games or similar activity, the Coaches of the Mighty Mites and Head of Cheer shall separately present to the Executive Board a list of their recommendations, taking in to account their years of service, performance, skill, attendance and attitude. The Executive Board shall vote on who will participate.
- (B) The Organization shall pay for four (4) participants to attend said games. If more are recommended, the Executive Board shall vote to determine if the extra(s) are allowed and if the organization will pay for those players so long as the BCYFL or affiliate league approves the added players.

## **Section 7 - Responsibilities of Cheerleaders and Parents**

- (A) Cheerleaders are required to attend all scheduled practices and games. All exceptions must be approved by the squad's coach(s). Each cheerleader must pay a registration fee set by CVLW and participate in all fundraisers sponsored by the Organization. Each cheerleader/parent must sign a Code of Conduct Policy (Attachment #1), be paid in full and submit a volunteer check in accordance with Appendix II prior to receiving a uniform. All cheerleaders will be provided with a uniform. However, each cheerleader will be required to purchase tennis shoes, socks, bloomers, turtleneck, bows, and pom-poms. Parents are responsible for the cleaning and care of the uniform and turning it back in to the Organization at the end of the season.
- (B) Any cheerleader who is showing misconduct on the field will refrain from participating for the remainder of the game. Such member will be reprimanded at the discretion of the coach. All cheerleaders shall abide by the rules of the demerit system (Attachment #6) and all coaches shall enforce the demerit system. All cheerleaders are also required to abide by the rules set forth by the Organization.
- (C) The primary function of the CVLW Cheerleaders is to cheer and provide half-time entertainment at the regularly scheduled CVLW football games and at all playoff games involving their associated team. Cheerleader activities outside of this core responsibility may be engaged in at the discretion and approval of the Head of

Cheer. However, these activities must not conflict with the Cheerleaders' obligation to the aforementioned football responsibilities.

- (D) The CVLW Organization recognizes that cheerleader competitions have evolved into an important and exciting part of the Cheerleader experience. The Head of Cheer will select the competitions for the squads to participate in and will make all reasonable attempts to select competitions that do not interfere with the football season. However, due to unexpected football schedule changes, it may be permitted, at the discretion of the Executive Board, for a squad to miss a football game if the original date of the game changes after the squads have been registered for the competition.

## **ARTICLE VII – SUPPORT STAFF**

### **Section 1 – Equipment Manager**

- (A) The Equipment Manager shall be responsible for maintaining and accounting for all equipment and football uniforms. The Equipment Manager shall provide an inventory of football equipment and list of required equipment purchases at the February meeting. The Equipment Manager shall be responsible, upon approval by the Executive Board, for the purchase of additional replacement or new equipment.
- (B) The Equipment Manager shall have a \$100.00 per month operating budget during the months of August through November, to be used for normal recurring equipment expenditures. A running account of these expenditures will be kept for a monthly summary of expenditures to be submitted to the Treasurer. Major equipment purchases, whether new or replacement, of over \$100.00, must be approved by the Executive Board. Any uniform or equipment changes for football or cheer must be approved by the Executive Board prior to purchase.
- (C) Football Equipment shall be turned in no longer than 2 weeks after the last game played.
- (D) All equipment distributions shall comply with the rules set forth in Appendix II, Article IV.
- (E) The Equipment Manager must be a member of the Executive Board unless otherwise approved by the Executive Board.

### **Section 2 – Head of Grounds**

- (A) The Head of Grounds duties shall include but not be limited to maintaining and providing maintenance to the field, surrounding areas and all buildings of the Organization, line painting, coordinating lawn services or mowing the lawn, winterizing buildings and coordination of gameday checklist.
- (B) The Head of Grounds must be a member of the Executive Board unless otherwise approved by the Executive Board.

### **Section 3 – Team Parents**

Team parents are to be chosen by the Head Coach of each team prior to the season. The team parent(s) for each team will coordinate with the Secretary, fundraising committee and coaches to keep parents informed about any new information the Organization has to relay as needed. The team parent(s) for each team is responsible for various administrative duties

including but not limited to gathering clearances for coaches' cards, rosters, and direct communication with parents on behalf of the coach(es). Any discrepancies regarding the choosing of team parent(s) shall be voted on by the Executive Committee.

#### **Section 4 – Standing Committees**

The Standing Committees are outlined in Appendix II, Article XIII. All budgets, spending and events must be approved by the Executive Board. Each Committee shall have a chairperson(s) to be appointed by the President. All Committees are to report as needed during the regular monthly meetings. Additional committees may be appointed by the President as needed throughout the year.

### **ARTICLE VIII – BUDGET AND PURCHASING**

#### **Section 1 – Operations and Financial Procedures**

- (A) The fiscal year of the CVLW Organization shall run from February 1<sup>st</sup> through January 31<sup>st</sup>.
- (B) The checking account will be registered under three (3) signatures of the Executive Board consisting of the President, Treasurer and Head of Concessions. No members of the same household can be on the checking account together.
- (C) The President, Treasurer and Head of Concessions will keep an organizational debit card to be used for purchases. They may delegate cards to other Executive Board members only.
- (D) All receipts must be turned in to the Treasurer on a weekly basis from debit cards and for reimbursements. Any person requesting reimbursement from the Organization must complete a reimbursement form (Attachment #4).
- (E) All incoming checks are to be made payable to Central Valley Li'l Warriors or CVLW.
- (F) All money from the concession stand and events will be counted and documented on an the income tracking sheet (Attachment #3) with at least two (2) Executive Board members present.
- (G) Only Executive Board members, football/cheer coaches and 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. Any person handling money must have the proper clearances on file with the Organization.
- (H) Any returned/bounced checks are subject to a fee of \$30. Any payments not rectified after thirty (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.
- (I) Online payments will be subject to a processing fee to compensate for fees charged to the Organization.

#### **Section 2 – Approvals**

- (A) Specific purchases that are approved at the January budget meeting do not need reapproval. However, budgets set at the January budget meeting do not exempt getting approval from the Executive Board prior to making purchases.

- (B) Expenditures exceeding \$100.00, with the exception of concession stand restock items, must be approved by the Executive Board.
- (C) Purchases that are not approved in the proper manner may be declined for reimbursement or if paid by debit card, you risk being required to repay the Organization for unapproved purchases. Improper use of the Organizational debit card may result in being taken off the checking account and turn in of the debit card.
- (D) The Treasurer shall affix their signature to all checks issued by the Organization unless outlined otherwise in this Article.
- (E) A check reimbursing an Executive Board member or any check made out to “cash” must have two (2) signatures.
- (F) No member of the Executive Board shall write themselves, a family member or any member of their household a check. If the Treasurer needs to reimburse themselves, a family member or any member of their household a check, the President and Head of Concessions shall affix their signatures to said check.
- (G) Any uniform or equipment changes from Football or Cheerleading must be approved by the majority of the Executive Board.
- (H) All football players and cheerleaders in good standing shall receive a gift at the year-end banquet. All graduating Mighty Mite Football and Cheer participants will receive a senior gift from the organization outlined in Appendix II, Article X.
- (I) Football players and cheerleaders may receive jackets only when the team they are a member of wins a league championship. The jacket embroidery will include but not be limited to their name, football/cheer designation, along with the division championship won.

## **ARTICLE IX – AMENDMENTS**

### **Section 1 – Revisions and Deletions**

- (A) Revisions to these Constitutions and By-laws may be proposed by any General Board member, meeting the criteria outlined in Article II, Section 1, by presenting such revisions at a regularly scheduled monthly meeting. Any proposed revisions, deletions or amendments to this Constitution and By-laws by a General Board member must be read at three (3) consecutive regular meetings, starting with the meeting at which it was proposed and seconded. The General and Executive Board shall vote after the third reading. If approved, the change will take effect immediately.
- (B) The Executive Board members may present proposed revisions, deletions or amendments at Executive Board meetings. Following any discussion regarding the proposed changes, approval by the Executive Board shall be by 2/3<sup>rd</sup>'s vote. Approval may occur at the same meeting in which the proposal is made. If approved, the change will take effect immediately. The Executive Board shall inform the general membership of the approved change at the next regular monthly meeting.
- (C) All by-law revisions, deletions or amendments must be passed by a 2/3<sup>rd</sup>'s vote.
- (D) Any situation or issue that is not covered specifically in these by-laws, would be reviewed and voted on by the Executive Board. The decision of the board is final.

The decision would be implemented immediately and considered a “running rule” until the by-laws can be amended to cover this situation.

## **Section 2 – Rules and Regulations**

- (A) Appendix II to this Constitution and By-laws shall be reviewed annually by the Executive Board prior to registrations opening. It is intended to be a living document and may evolve as deemed necessary by the Executive Board. Changes to Appendix II proposed by the General Board are the same as outlined in Section #1 of this Article. All changes to Appendix II must be passed by a 2/3<sup>rd</sup>s vote.

## **ARTICLE X – DISPOSITION OF CLUB ASSETS**

### **Section 1 – Discontinuance**

- (A) In the event the Central Valley Li'l Warriors Organization and Football/Cheer programs are discontinued, all assets and equipment will become property of the Central Valley School District for use or disposition as seen fit, after all outstanding debts of the Organization have been satisfied.
- (B) Central Valley Li'l Warriors, formerly known as Center Li'l Trojans, still reserves all rights and privileges associated with and to the title of “Center Li'l Trojans”.

# **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**

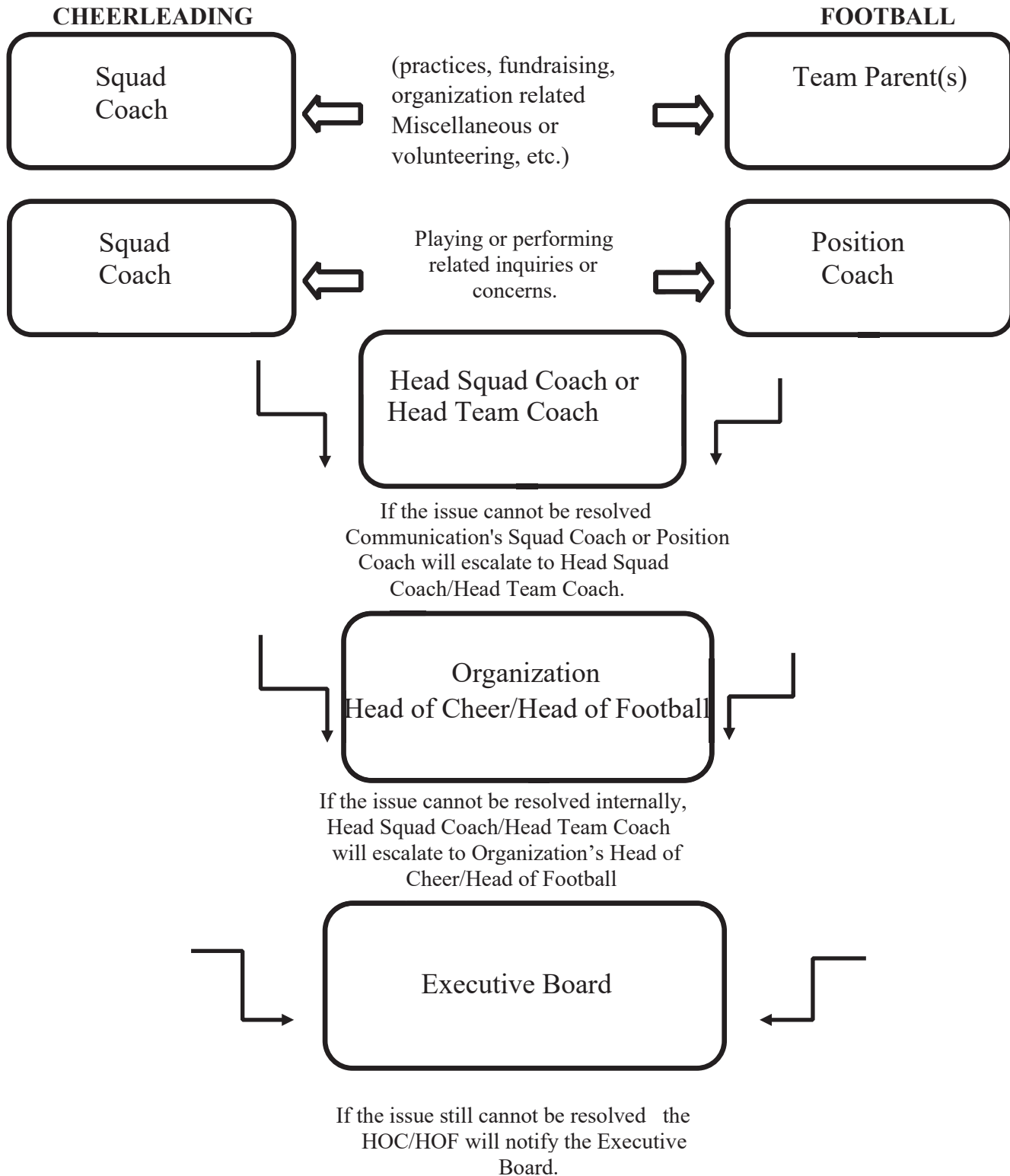
- (A.) An Academic Achievement Plaque will be given to the graduating Mighty Mite football player and cheerleader with the highest GPA. A Certificate of Achievement will be given to all other graduating Mighty Mites with highest honors.
- (B.) A gift will be given to any graduating Mighty Mite cheerleader 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 1st 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

# CENTRAL VALLEY LIL WARRIORS FOOTBALL

## CODE OF CONDUCT POLICY

In an effort to promote good sportsmanship, CVLW has adopted a Code of Conduct Policy. The purpose of the Code of Conduct Policy is to promote and ensure an instructional and rewarding experience for all involved (players, cheerleaders, football/cheer coaches, board members, parents, spectators). This policy is being enforced in an attempt to eliminate all unacceptable behavior.

- Players, cheerleaders, coaches, sponsors, parents, and spectators are expected to demonstrate good sportsmanship and respect. Any misconduct will not be tolerated and will be considered a violation to the Code of Conduct Policy.
- **Players, cheerleaders, coaches, sponsors and parents must not speak ill of, belittle, bully, intimidate or gossip about another player, cheerleader, coach, parent, or sponsor verbally or in any written or technical format (text, email, blogging, social media)**
- 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 Appendix I.
- Parents, players, and cheerleaders will support the coaches and sponsors. They will refrain from excessive 'sideline coaching'.
- Parents are not permitted on the field and will remain in control at games, practices, and all CVLW functions in order to set a good example.
- Parents must have their child at every scheduled practice and game on time, unless they have notified the Team Parent or Coach.
- Parents are responsible for all equipment issued to their child. Parents will be charged for any loss of equipment or unnecessary damage to the equipment according to Appendix II.
- Every parent is required to volunteer in some way whether it be coaching, assistant coaching, concession stand volunteer, stick crew, set up or clean up after home games, or tag team volunteer. A Refundable deposit of \$200 will be collected at equipment distribution. Upon completion of your 2 time slots, your check will be returned to you. If you do not volunteer, your check will be cashed. Documentation of volunteer hours will be kept to assure compliance.
- Any child leaving our program during the season must return all issued equipment within 5 (five) days.
- I authorize the use of player photos on the league's website, Facebook site and any other media releases for the organization.
- I will abide by all CVLW by-laws, guidelines and rules indicated here, as well as the by-laws of the BCYFL.

Failure to follow this policy will result in a written warning to the participant or parent. Any further incidents will be brought to the attention of the Executive Board for possible suspension or dismissal as per the CVLW Discipline Policy of that participant from the program. In some instances, depending on the gravity of the incident, dismissal may be immediate. The CVLW Board will hold accountable any individual who fails to adhere to the Code of Conduct Policy.

This Agreement will serve as an acknowledgement by you (parent/guardian) that, by choosing to enroll your child in the CVLW program, you will abide by all CVLW by-laws, guidelines and rules indicated here, as well as the by-laws of the CVLW.

Participant Name \_\_\_\_\_

Print/Guardian Names Printed \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



# CENTRAL VALLEY LIL WARRIORS

## MEDICAL RELEASE AND SIGNATURE FORMS

Please sign the hospital release form below. This will only be used if you are not present when and if treatment for an injury is needed.

**I HEREBY AUTHORIZE THE HOSPITAL AND DOCTOR TO ADMINISTER THE NECESSARY TREATMENT FOR INJURIES TO MY SON/DAUGHTER**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Insurance Carrier	Policy#	Group #
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As Parents/Guardian of the above-mentioned child, I hereby give my approval for participation in any and all Central Valley Lil Warriors (herein called CVLW) activities during the current season.

I hereby waive, release, indemnify, and agree to forever hold harmless CVLW; Sponsors, Directors, Coaches, Participants and other CVLW officials from responsibility including but not limited to any injuries to my child, and/or myself, while participating in any and all CVLW activities. Furthermore, I will inform any guests and/or family members that they are entering any and all CVLW activities at their own risk. I give my permission for CVLW and their designated officials to seek such medical assistance as required in the event of injury to my child while participating in any activity.

I will provide a copy of the child's birth certificate and proof of residence (if needed) to CVLW for identification and insurance purposes prior to the season commencing.

If there are any special or preexisting conditions or requirements the head coach or league should be aware of, indicate in writing on the space indicated below.

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Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CVLW DISCIPLINE POLICY

## Parents/Coaches

## ALL INCIDENTS WILL BE REVIEWED BY THE BOARD

Level 1 Violations (Severe)	
Rule Violation	Infraction
CV1	Physically violent actions toward anyone at a CVLW function
CV2	Police called to CVLW function as a result of behavior
CV3	Actions, language, or gestures that may be interpreted as hostile, humiliating, or intimidating. (Name calling, threats, face to face confrontation, email, text, phone call, social media)
CV4	Failure to control his/her emotions (using profanity, trash talk, taunting, harassing, out of control behavior, uncooperative with league officials, etc)
CV5	2 Severe infractions during lifetime involvement with CVLW
Level 2 Violations (Major)	
Rule Violation	Infraction
CV6	Disrespect towards any player/cheerleader, coach, referee, spectator, parent, and board member.
CV7	Challenging a referee's decision on the field in an inappropriate manner
CV8	Deliberate violation of football/cheer rules & regulations
CV9	Conduct at any CVLW function involving players, coaches, referees, parents, spectators, or league officials which is deemed to be detrimental to the best interest of CVLW
CV10	2 Major infractions during lifetime involvement of CVLW
Level 3 Violations (Minor)	
Rule Violation	Infraction
CV11	Disrupting the flow of any game for any reason other than situational emergency
CV12	Disrespect or disregard to field or equipment
CV13	Failure to maintain integrity of the game (failure to assist league officials in maintaining control of parents, players, cheerleaders, spectators) during, before, and after a game
CV14	2 Minor infractions during lifetime involvement with CVLW

# Central Valley Li'l Warriors

## Cash Out Record

**Purpose of Cash Out** \_\_\_\_\_

**Date** \_\_\_\_\_

<u>Cash</u>	<u>Remaining in Drawer</u>	<u>Deposit</u>
\$100's _____	\$100's _____	\$100's _____
\$50's _____	\$50's _____	\$50's _____
\$20's _____	\$20's _____	\$20's _____
\$10's _____	\$10's _____	\$10's _____
\$5's _____	\$5's _____	\$5's _____
\$1's _____	\$1's _____	\$1's _____
Coins _____	Coins _____	Coins _____

**Total Cash:** \_\_\_\_\_

**Venmo** \_\_\_\_\_ **Paypal** \_\_\_\_\_

**Total Electronic Payments:** \_\_\_\_\_ **Total Deposit:** \_\_\_\_\_

*(Cash + Venmo / Paypal)*

**\*\*TWO BOARD MEMBERS MUST SIGN OFF ON EVERY CASH OUT DEPOSIT.**

1. \_\_\_\_\_

2. \_\_\_\_\_

# Central Valley Li'l Warriors

## Event Cash Record

- Volunteer(s) must count all cash and sign below.
- The CVLW Treasurer and another CVLW executive board member will verify and additionally sign below.
- In the event that the initial volunteer is a member of the executive board, they are not allowed to be the second board member that verifies with the CVLW Treasurer.

Event \_\_\_\_\_

Date \_\_\_\_\_

**Cash**

**Venmo** \_\_\_\_\_

\$100's \_\_\_\_\_

\$50's \_\_\_\_\_

\$20's \_\_\_\_\_

\$10's \_\_\_\_\_

\$5's \_\_\_\_\_

\$1's \_\_\_\_\_

Coins \_\_\_\_\_

**Pay Pal** \_\_\_\_\_

**Total Cash:** \_\_\_\_\_

**Initial Volunteer:** \_\_\_\_\_

**Signature**

**Print Name**

**Initial Volunteer:** \_\_\_\_\_

**Signature**

**Print Name**

**CVLW Treasurer** \_\_\_\_\_

**CVLW Executive Board Member** \_\_\_\_\_

CENTRAL VALLEY L'L  
WARRIORS



YOUTH FOOTBALL &  
CHEER

Reimbursement Form

DATE \_\_\_\_\_

NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

ARE YOU AN EXECUTIVE BOARD MEMEMBER?

YES

NO

NUMBER OF RECIEPTS \_\_\_\_\_

TOTAL COST \_\_\_\_\_

BUDGET CATEGORY \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

PRINT NAME

\_\_\_\_\_  
SIGNATURE

CHECK # \_\_\_\_\_ DATE CHECK WRITTEN \_\_\_\_\_

## CENTRAL VALLEY LIL WARRIORS

### ACKNOWLEDGMENT OF INJURY

I, \_\_\_\_\_, hereby acknowledge that \_\_\_\_\_.  
Your name Participant's name

was injured during a practice/scrimmage/game on \_\_\_\_\_. The  
Circle one Date

estimated return date of my player/cheerleader is \_\_\_\_\_. This was a  
Date

minor/major injury described as: \_\_\_\_\_. The participant  
Circle One

does/does not need a medical excuse to return.  
Circle one

\_\_\_\_\_  
Parent/Guardian print

\_\_\_\_\_  
Relationship to participant

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Football/Head of Cheer

\_\_\_\_\_  
Date

### ACKNOWLEDGMENT OF RETURN

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_.  
Your name Participant's name

to return to practice on \_\_\_\_\_. I have given the CVLW Executive Board  
Date

a copy of the medical release consenting for my players/cheerleaders return (if  
required).

\_\_\_\_\_  
Parent/Guardian print

\_\_\_\_\_  
Relationship to participant

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Football/Head of Cheer

\_\_\_\_\_  
Date



***Central Valley Lil Warriors  
Cheer Handbook  
2023***

## Welcome

Thank you for considering the Central Valley Lil Warriors Cheerleading for your daughter. Our cheerleaders grow in so many ways from their experiences and have a great time being part of the Central Valley Lil Warriors program.

This handbook will outline for you all the financial, uniform, and schedule information you need to know. I want to provide you with all the information up front so there are no surprises.

## Tryouts

All girls who are residents of Center Twp., Monaca Borough, or Potter Twp and will be in -grades 1 through 6 in the 2023-2024 school year are eligible to try out for CVLW Cheer squads.

### **ALL GIRLS REQUIRED TO TRY-OUT**

The competition cheer numbers will be as follows:

**20 Twerp Competition**  
**20 Termite Competition**  
**20 Mighty Mite Competition**

The Gameday cheer numbers will be as follows (Minimum of 10 girls per squad):

**20 Twerp Gameday**  
**20 Termite Gameday**  
**20 Mighty Mite Gameday**

**The Pep squad (Twerp only) is unlimited with a minimum of 10 participants.**

**\*Adequate volunteers to field all squads\***

**\*Both competition and gameday squads cheer together at all games.\***

Pep squad will cheer at ALL home games

Sign ups will be online using the cheerleading tab on the Lil Warriors website.

[www.centralvalleylilwarriors.org](http://www.centralvalleylilwarriors.org)

For tryouts girls are to wear a solid white shirt, solid colored shorts (black or Navy blue), white socks, and white tennis shoes. Hair needs to be pulled up away from the face. No large cheer bows are to be worn for tryouts, however a small ribbon is acceptable. No jewelry or make up.

All girls trying out must be registered on the website for us to have a count of cheerleaders. Payment and full registration will be held after tryouts.

## Camps

Any girl who makes a squad must attend mandatory cheer choreography and stunt camps. The camps will give the girls the basic skills and the routines they will be using for football halftime entertainment and cheer competitions.

**Mandatory cheer weeks will be held May 23rd - 25th and August 7th-10<sup>th</sup> for competition squads**

**Mandatory cheer week will be held August 7th-10<sup>th</sup> for gameday squads**

**\*\*These weeks of cheer camp are mandatory, and no vacation or sports days can be taken during these weeks. NO EXCEPTIONS\*\***



## Summer Practices

Sponsors of each squad will create and distribute practice schedules for the summer months. These practice schedules will be distributed in a variety of ways (paper, text, email, or Facebook groups). Your squad sponsors will inform you of their communication methods at the beginning of the season.

Summer practices will be on a tiered practice schedule for all squads. For example, 1 practice per week in June, 2 practices per week in July and 3 practices per week after mandatory weeks in August. This is subject to change based on squad needs. Practices are usually at least 2 hours for all competition squads. Practices may be scheduled during the day or in the evening and vary per squad based on coaches and location availability.

Gameday squads will practice a minimum of one day per week throughout the summer. Two practices per week may be necessary depending on squad needs.

Practices will be held at various locations throughout the seasons. We will make every effort to practice indoors on mats as frequently as possible for competition squads as routines are performed on competition mats, but there are times when outdoor practices will be necessary as well. Sponsors will clearly communicate location of all practices on their practice schedules. Gameday practices will primarily take place outdoors.

Practice attire is comfortable gym clothes. A t-shirt and shorts is acceptable, no jewelry including earrings, tennis shoes.

**\*\*All practices are mandatory however you can take up to 1 consecutive week of vacation and 3 floating days to be used during these summer practices and for the season exhibition game if you so choose. Any misses after that will fall under the demerit system which is described in the demerit system part of this handbook. \*\***

## Games

Competition and gameday girls cheer at all home and away games for all regular season and playoff games. PEP squad will cheer at all HOME game. As soon as the final schedule is available it will be posted on the organizations website and distributed via team sponsors. Parents are responsible for arranging transportation for your daughter to and from games.

Girls are expected to arrive 30 minutes prior to the scheduled start of their game in the appropriate uniform attire decided by the sponsors. **There is no eating during the game so please do not bring your child snacks from the refreshment stand.** Girls are to bring a water bottle with them that contains water only. Sweet liquids attract bees during warm months and are a hazard to the girls.

At the end of the game you must come and pick your daughter up from the sideline. Sponsors will only release the girls if they see you or your designated proxy. This is for the girl's safety.

Hair is to be pulled up away from the face and no jewelry is to be worn (small studs ok).

**\*\*All regular season and playoff games are mandatory, and no vacation or floating days can be used for games. Any missing of games will fall under the demerit system which is described in the demerit section of this handbook. \*\***

## **Competitions**

Girls on the competition squads attend two mandatory competitions, depending on the football game schedule, that are paid for by the organization. We will try everything to schedule 2 competitions but it is not a guarantee. Depending on football game schedules we will try our best to schedule competitions. A third competition is optional and will be attended and decided upon by the squad(s). The third competition, if attended, is the financial responsibility of the parent(s). No competitions are to conflict with regularly scheduled football games.

The Saturday before each competition is a Mandatory practice that will be scheduled around our football games. No vacation or sports days are permitted to be taken.

You should plan on arriving at least an hour before the doors open and staying until all CVLW cheer squads have competed. We understand this can be a long day for the girls, however CVLW support each other regardless of their individual squad. Therefore, we expect all cheerleaders to be there to cheer on the first of our squads who competes all the way through the last squad who competes. If you have a previous commitment (i.e. special occasion party or illness) you may request permission from the head sponsor to leave early.

Upon arrival girls are to meet up with their squad. Girls will remain with their squad and their sponsors from the time they arrive until their awards session is complete. After awards girls are released to the parents. At that time parents are free to take their daughter for refreshments and the girls may stay with them to watch the other squads compete. Please do not bring refreshments while she is sitting with her squad. You may pack small snack (pretzels, chips, etc.) that will not stain the uniform and a bottle of water. Girls should not bring their large cheer bags as they take up too much space in the stands.

## **Uniforms**

All girls will be required to wear a uniform to games and competitions. Sponsors will inform the girls what specific pieces of their uniform they are to wear to each game.

Squad sponsors will fit the girls for uniforms in the summer. Please understand the uniforms have not been specifically ordered for your daughter, so sizing may not be 100% ideal. Sponsors will do their absolute best to ensure your daughter has a uniform that fits appropriately.

If alterations are required, they must be temporary and be removed before the uniform is returned at the end of the season. Do NOT cut any material on the uniform. If any uniforms require significant alterations please contact the head cheer sponsor.

## **Cost**

Each cheerleader/football player will incur personal costs.

<b>Organization Registration Fee</b>	<b>\$75.00 1<sup>st</sup> Child</b>
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	<b>\$65.00 2<sup>nd</sup> Child</b>
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	<b>\$55.00 3<sup>rd</sup> Child</b>
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**Lottery Tickets** \$100.00 (5 lottery tickets @\$20)

**Volunteer Fee** \$200.00\*\*

The registration fee is paid per child to the CVLW organization. The fundraiser is a mandatory fundraiser for all members of the organization (cheer and football). The volunteer fee is to be paid in a separate \$200 check made out to CVLW and is refunded if you volunteer for posted volunteer hours. For example, you work 2 games in the concession stand and/or stick crew. If you choose not to complete your volunteer hours, the check will be cashed at the end of the regular football season.

**All fees must be paid within 2 weeks after tryouts. Date to be posted by Head of Cheer at the tryouts are**

**Uniform Fees (prices subject to change) First year cheerleaders should expect all costs.**

<b>Required purchases</b>	Briefs (boy cut)** \$15.00
Turtlenecks** \$25.00	Socks (Navy Stripe)** \$8.00
Socks (Pink Out)** \$9.00	Competition Bow** \$20.00
Navy Blue Bow** \$8.00	Pink Out Bow** \$11.00
Shoes** \$74.00	Pom Poms** \$47.00
Warm Up* \$102.00 includes embroidery	Cheer Back pack* \$45.00

\*Gameday squads can purchase any PLAIN white tennis shoe they choose. Returning cheerleaders MAY NOT need all items within this pack and may order Items separately\*

**Optional Purchases – Selection and availability may vary depending on**

Optional items presented by a chosen vendor are parental decisions. Please note that cheerleaders do cheer when the boys are playing this includes rain, sleet and snow. Girls should have gear for all these possibilities.

Items ordered through other vendors are payable to them. Payment in full for all accessories will be at the time of accessory ordering in June.

#### **Other Fees**

**Camp Fees** \$65.00 (Competition squads) \*price may change

\$25.00 (Gameday squad) \*price may change

Camp fees include choreography camp. We contract out camps to instruct the girls on proper stunting, technique, and teach them their routines for competition.

Throughout the summer sponsors will schedule some practices that will be held at an inside facility to practice on our competition sized mats.

#### **Attendance Policy**

Cheerleaders are expected to attend all scheduled practices throughout the season...from Tryouts

thru the final competition.

However, it is understood conflicts may arise. Therefore, cheerleaders can take up to 1 consecutive week of vacation and 3 floating days to be used during summer practices and for the season exhibition game if you so choose. These days may not be used during cheer camp week or any other mandatory practice as noted in the handbook. If you plan on missing any days, please complete the Vacation Intent Form and turn it in to your squad sponsor as soon as possible so they can review.

After football season starts, **all games are mandatory**. Special or unforeseen events (weddings, funerals, and sickness) are excused, but you must give the sponsor notice prior to the game. All excuses will be reviewed by the sponsors with the head sponsor.

If punctuality or attendance becomes an issue, demerits will be issued according to the demerit system.

Cheerleading practices and games take precedence over all other sports and activities. This includes commitments made to other cheer squads or sports. Your first commitment is to the Central Valley Lil Warriors.

In cheerleading, each girl is important in every practice, game and competition. Unlike football we have no substitutes reserved on the bench.

**\*\*Vacation Intent Forms MAY excuse from obligations up to 1 consecutive week and 3 floating days, this does not include mandatory practices unless you are willing to forfeit your competition spot.**

## **Demerit System**

**Demerits for all Cheerleaders falls under a 3 strike rule.**

**Demerits will be given for the following reasons:**

**1<sup>st</sup> Offense = 1 demerit**

**2<sup>nd</sup> offense = 2 demerits**

**A TOTAL OF 3 DEMERITS WILL RESULT IN REMOVAL FROM THE CHEER SQUAD AND THE GIRL WILL NOT BE ALLOWED TO TRYOUT THE FOLLOWING YEAR.**

**\*\*Missing any mandatory practice or football game(s) = 2 demerits per occurrence\*\***

**\*\*2 DEMERITS WILL DISMISS A GIRL FROM THE COMPETITION SQUAD.\*\***

**Examples of what would warrant a demerit:**

- Not wearing complete selected uniform to a game (this includes hair not being done, socks, wrong uniform pieces worn) or wearing uniform without sponsor approval.
- Wearing jewelry (bracelets, necklaces, or earrings). Small studs are ok.
- Eating during the game, this includes gum chewing.
- Inappropriate behavior or defiance to coaches and sponsors.
- No parent is to verbally or physically threaten/abuse coaches or sponsors.
- Inappropriate use of social networking websites (Facebook, snapchat, Instagram, etc.) to discuss issues related to the organization or members in a negative way.
- Not showing up to practices without proper notification.
- Missing any regular season or playoff games.
- Accumulate 60 minutes Late

**\*\*As mentioned above all regular season, playoff games and cheer camp and practices are mandatory. For competition cheerleaders if any games or mandatory practices are missed before competition those cheerleaders will not be able to compete and will accrue the appropriate demerits. Gameday cheerleaders will accrue only demerits.**

If all girls are not present for all mandatory practices the squad(s) may not go to competition or absent girls will not be able to compete. Competition fees and camp fees are not refundable. Please remember the girls are participating in a team sport; each girl plays an integral part of the squad to which they made a commitment. Absences reflect the performance of the entire squad.

As a representative of the Lil Warriors organization, cheerleaders are expected to exude the qualities of a good student and member of the community. Therefore, cheerleaders are to conduct themselves in a respectable and appropriate manner always. Foul or inappropriate language is unacceptable. Additionally, cheerleaders must act respectfully toward cheer coaches and sponsor and intentional defiance and disregard for rules will not be tolerated.

Cheerleaders must not speak ill of, belittle, bully, intimidate or gossip about another cheerleader, coach, parent, or sponsor verbally or in any written or technical format (text, email, blogging, social media) All parents must sign the Code of Conduct that addresses these issues.

### **Volunteers**

Every year we try to involve parents as volunteers in our program. There are various areas of need. Please read the information below and contact the Head Cheer Sponsor (Ashley Leheny @ [ashley.leheny12@gmail.com](mailto:ashley.leheny12@gmail.com) or the CVLW Secretary, Jennifer Checketts @ [secretary@centralvalleylilwarriors.org](mailto:secretary@centralvalleylilwarriors.org) if you are willing to volunteer for one or more of the roles outlined below. Some roles require a lot of volunteer hours while others may only require limited volunteer time. Please take that into consideration when volunteering.

### ***Volunteer roles that you can get involved with.***

**Fundraising Committee:** a committee that will handle all of the organizational fundraising throughout the year including but not limited to spirit wear, lottery tickets, individual fundraisers and auction baskets.

**Homecoming Committee:** a committee that will handle our Homecoming game and festivities. Will coordinate with the Spirit Committee regarding house and field decorating.

**Community Sponsor Committee:** a committee that will solicit local businesses for sponsorships, banner, website, and program ads as well as creating and collecting ads for the programs that will be sold during our Homecoming game.

**Community Service Committee:** 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.

**Spirit Committee:** a committee from both cheer and football to help with the following: Making/hanging/removal of spirit signs for home games. Organization of balloons for fundraiser game/homecoming. Coordination and distribution of treats for all cheerleading squads before competition. Coordination and distribution of treats for all football players before 1st game and playoffs.

Coordination/Creation of Spirit Boards for all teams and squads to be hung during home games. Coordination of decorating houses for Mighty Mite Seniors and for any Championship games for both cheerleaders and football players. Coordination of making noise makers for competitions and game.

### **Cheer Sponsor**

There will be a maximum of 4 sponsors per squad. One head sponsor, one sponsor that is responsible for communication (email, texts, facebook posts) to the parents, and the third and fourth sponsor to assist as needed. This role will require a considerable amount of volunteer time. There will be 2 practices a week throughout the season and 5 per week for the mandatory week in August. Sponsors are required to make the practice schedule for their squads. Also take care of any questions that may arise during the season. If in doubt of anything ask your Head of Cheer. There should also be one squad sponsor representing each level present at each board meeting.

**\*\*We all know how much social media comes into play these days, so if any squads are planning on a Facebook page the Head of Cheer must be included as a member of these squad(s) social pages.**

**\*\*There must be at least 2 Sponsors present at every football game and practice.**

### **Contact Information**

The Head of Cheer, Ashley Leheny, can be reached via email at

[Ashley.leheny12@yahoo.com](mailto:Ashley.leheny12@yahoo.com)

**VACATION INTENT/SPORTS EXEMPTION FORM**

Please fill out this form and return to your squad sponsor as soon as you know your scheduled vacation dates. This does not excuse your daughter from any MANDATORY practices, games or competitions.

**Cheerleader Name**

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**Parent Name**

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**Parent Signature**

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**Parent Phone Number**

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**Vacation Dates**

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**Game/Practice Date**

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**HANDBOOK ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_, PARENT/GUARDIAN OF  
\_\_\_\_\_

**ACKNOWLEDGE THAT I HAVE RECEIVED AND READ THE CENTRAL VALLEY LIL WARRIORS  
CHEERLEADING HANDBOOK. I UNDERSTAND THE INFORMATION CONTAINED WITHIN  
EXPLAINS MY ROLE AND MY CHILDS ROLE IN THE CENTRAL VALLEY LIL WARRIORS  
CHEERLEADING ORGANIZATION AND SHOULD I HAVE ANY QUESTIONS REGARDING  
INFORMATION PRESENTED IN THIS HANDBOOK, I WILL CONTACT THE HEAD CHEERLEADING  
SPONSOR USING THE INFORMATION PROVIDED IN THIS DOCUMENT.**

**DATE:** \_\_\_\_\_



**Attachment #7 - Equipment Sign Out Form**