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Mission Statement

It is the mission of the Quakertown Midget Football association to teach the fundamentals of football and cheerleading in a safe, fun-learning atmosphere, stressing the importance of education over athletics, good sportsmanship, respect, teamwork, discipline and integrity. We believe the youth's participation in football and cheer programs will teach them life skills, which will far outweigh their athletic achievements. All decisions made concerning our programs will keep the youths we serve as the guiding principles of our decisions.

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This organization shall be known as
“Quakertown Midget Football Association”
of Quakertown, Pennsylvania and is hereinafter
referred to as the “Association”.

1.0 Objectives

- 1.1 QMFA is a non-profit association for the purpose promoting the great game of football to the youths in our surrounding communities in accordance with National Pop Warner Little Scholars Inc.
- 1.2 QMFA will provide a workable youth football program to all eligible youth participants in accordance with the National Pop Warner Little Scholars Inc. rules and regulations regardless of race, creed, religion, gender, or origin of birth.
- 1.3 QMFA programs will enhance the lives of all our participants by teaching football in a safe, fun-learning environment.
- 1.4 QMFA programs will stress the importance of education over athletic achievements.

2.0 Government

- 2.1 The governing body of this Association shall consist of a Board of Directors, who shall be elected to office for a period of (1) one—year by the active members of the Association. Nominations and elections are subject to the rules and regulations as specified in Article IV, Section 8, and Article VI.
- 2.2 The Board of Directors shall consist of (15) fifteen persons. With one seat assigned to the Cheering Coordinator (by Pop—Warner rules), which will be elected by active members of the association and selected in the December Meeting. After the election of these (15) they will elect a Chairperson of the Board. Alternate board members will be assigned as the need arises. but they will have no voting privileges in Board decisions.
 - 2.2.1 If a board member misses three (3) consecutive meetings, for any reason, he/she will be approached by the Chairperson to determine if he/she wishes to continue to be a part of the Board as a full time member. He/ she can be asked to take on an alternate status until such time he/she is able to conduct normal board attendance. The alternate would then have voting rights for that person.

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- 2.2.2 If a board member has three (3) consecutive unexcused absences from board meetings, by vote of the board he/she will be replaced with an alternate board member who will assume voting privileges for that member for the duration of the term. The absentee board member will be asked to resign from the board.
- 2.3 The Board of Directors shall have management and control of the affairs, funds and property of the association subject to the articles and paragraphs of this Constitution.
- 2.3.1 The Board shall have the authority to:
- Remove any of its members, any officer of the Association, any coach and abolish any committee.
 - To incur indebtedness in the name of the Association and issue promissory notes or other evidence of indebtedness thereof.
 - The Board shall exercise its influence and powers at all times to see that all rules and policies of the Midget Football League, Inc. are carried out.
- 2.4 Vacancies created on the Board due to sickness, death or resignation during the year shall be filled by the remaining members to complete the unexpired term of office. First choice will go to alternate Board Members and will be done at the next Board Meeting following the creation of such vacancies. The board must vote on the placement of the new position. If the description of the position, as worded in the sections below, “cannot be a head coach”, the powers of a position and that position become vacant. For the duration of the current term, the verbiage is not binding for any member filling that vacancy. This is considered appropriate for both board and association leadership
- 2.5 The Board of Directors shall, following the general meeting in December, elect from nominated board members a: President, Vice President, Secretary, Treasurer, Athletic Director, League Representative, Cheerleading Coordinator. Who shall all hold office until the next annual meeting and until their successors is elected.
- 2.6 The Board of Directors shall meet monthly or a minimum of (6) six times yearly. The date and place designated and called to order by the President. Special Board Meetings may be called by the Chairperson or by (4) four members of the Board, by request to the Chairperson verbally or in writing (5) five days before such meeting. Eleven (11) members of the Board shall constitute a quorum. On any programs requiring a Board of Directors vote the Chairperson shall determine the method of voting ballot- “VOICE, SHOW OF HANDS, OR CLOSED BALLOT” and he /she shall act as tiebreaker. **At no other time does the Chairperson have voting rights for Board decisions.**
Note: Any special board meetings, unless combined with the Association Meeting, will be closed to non-board members.

3.0 Duties and Powers of Officers

- 3.1 **President**
- 3.1.1 The new Board of Directors will elect the President when they are selected at the December meeting.

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- 3.1.2 Preside at all monthly meetings and special meetings of the Association.
- 3.1.3 Enforce the Constitution and it's by—laws.
- 3.1.4 Direct the calling of the next Association meeting.
- 3.1.5 Call special Association meetings when he/she considers them of vital interest to the Association.
- 3.1.6 Control the business of the Association during his/her term.
- 3.1.7 Make full report of league matters brought to his/her attention.
- 3.1.8 Appoint any committees deemed necessary in the event of the by- laws do not cover a specific situation, which may arise.
- 3.1.9 Be ex—officio of all committees
- 3.1.10 This position shall be part of the Executive Committee.
- 3.1.11 He/she is not authorized to sign checks for the Association when and if he/she accepts the chairmanship of a committee making or spending Association funds.
- 3.1.12 It is recommended that he/she not hold the position of Head Coach of any team.*

3.2 Vice President

- 3.2.1 The new board will elect the Vice—President when the new board is elected at the December meeting.
- 3.2.2 Preside at all meetings and conduct all Association business in the absence of the President.
- 3.2.3 Conduct all business as the President may direct.
- 3.2.4 Reviews situations and/or events that arise throughout the year that may be impacted by the guidelines of the Article of Constitution and Bi—Laws of the Quakertown Midget Football Association, Inc.
- 3.2.5 In the event of the resignation of the President, the Vice— President will succeed to the President's position.
- 3.2.6 This position is part of the Executive Committee.

3.3 Secretary

- 3.3.1 The new Board will elect the Secretary when the new Board is selected at the December meeting.
- 3.3.2 Take minutes at all meetings.
- 3.3.3 Keep records for all Board, Association and special meetings.
- 3.3.4 Act as correspondent for the Association.
- 3.3.5 Keep the official roll call of the Association and notify all members of the meetings.
- 3.3.6 Carry out other such duties incidental to this office.
- 3.3.7 He/she is responsible to provide minutes, from the previous meeting, to each Board member prior to the next Association Meeting.
- 3.3.8 This position is part of the Executive Committee and shall keep all records of said committee.

3.4 Treasurer

- 3.4.1 The new Board will elect the Treasurer when the new Board is selected at the December meeting.
- 3.4.2 Keep all funds in proper bank accounts and holdings.
- 3.4.3 Has signing authority up to \$500.00. Checks exceeding that amount will require two signatures.
- 3.4.4 He/She will assign two members of the Executive Committee to be co-signers on checks exceeding \$500.00. This must be conducted at QNB to be official

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- 3.4.5 Financial records for said accounts and holdings.
- 3.4.6 Give and take receipt for all monetary transactions as directed by the Board of Directors.
- 3.4.7 Prepare a written financial report to be presented at each annual meeting.
- 3.4.8 Provide a budget report to each committee head as well as the Board at annual meeting.
- 3.4.9 Prepare and report on budgets for the upcoming year at the first association meeting of the year.
- 3.4.10 This position is part of the Executive Committee.
- 3.4.11 He/she is authorized to sign checks for the Association and may not be the chairperson of any committee making or spending funds for the Association.

3.5 **Chairperson**

- 3.5.1 The New Board will elect the Chairman of the Board when the new Board is selected at the December meeting.
- 3.5.2 Preside at all monthly Board meetings.
- 3.5.3 Preside at all special Board meetings.
- 3.5.4 Preside at the annual Budget Committee meeting.
- 3.5.5 Enforce the Constitution and its by-laws.
- 3.5.6 Direct the call of the annual budget meeting.
- 3.5.7 Direct the calling Special Board meetings, as deemed necessary.
- 3.5.8 Accept for vote all proposals and amendments to the constitution, when presented in the manner prescribed in Amendments below.
- 3.5.9 Have the power to review all recommended by-law changes and refer them to the Executive Committee prior to vote by the board.
- 3.5.10 Will be the Chair of the Executive Committee.
- 3.5.11 Not be the Chairperson of any committee making or spending the Association funds.
- 3.5.12 He/she is authorized to sign checks in the absence of the Treasurer.

3.6 **Cheerleading Coordinator**

- 3.6.1 Pop Warner mandates that Cheer Coordinator is assigned to the Board of Directors as an active member. He/She will be "ELECTED BY ACTIVE MEMBERS OF THE ASSOCIATION WHEN SELECTED AT THE DECEMBER MEETING". **He/She is responsible for:**
- 3.6.2 All activities of the Cheerleading population.
- 3.6.3 Organizing all activities related to the league, game and practice schedules.
- 3.6.4 Assisting the registration committee in cheerleader roster preparation for submittal to the league.
- 3.6.5 Obtain names for Head and Assistant Coaches for each cheering squads.
- 3.6.6 Assign an Assistant Coordinator no later than the FIRST meeting.
- 3.6.7 He/she will assume the position of Cheering Coordinator in the absence or resignation of the Cheering Coordinator.
- 3.6.8 Present all coaches to the Board of Directors for approval per the directive in section 8.12.
- 3.6.9 Insure all coaches become certified prior to the first game of the season.
- 3.6.10 Act as liaison between players', members, parents, coaches, and the Board of Directors.
- 3.6.11 Oversee all training programs for youths and coaches.

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3.6.12 Representing the equipment needs of the cheerleaders as part of the Equipment Committee.

3.6.13 This position is a standing Executive Committee appointee.

3.7 League Representative

3.7.1 The new Board of Directors will elect the League Representative when the new board is chosen in December. **The Board may choose to combine rolls of League Representative and Athletic Director as they see fit.**

3.7.2 Will provide as liaison for all matters between the League and the Association. He/She will report all matters of interest during the monthly meetings.

3.7.3 Will assume the position of Assistant Athletic Director. In the absence or resignation of the Athletic Director, he/she will take over the Athletic Director position.

3.7.4 Responsible for providing and overseeing the certification program for coaches and team parents.

3.7.5 This is **not** standing Executive Committee appointee if the positions are not combined.

3.8 Athletic Director

3.8.1 The new Board of Directors will elect the Athletic Director when the board is chosen in December. **The Board may choose to combine rolls of Athletic Director and League Representative as they see fit.**

3.8.2 His/her purpose will be to unify the coaching program and to recruit Head Coaches.

3.8.3 To present all football Head Coaches and Assistants to the Board of Directors for approval per the directive in section 8.12 below.

3.8.4 To insure all coaches become certified before the first game of the season.

3.8.5 To act as liaison between player members, parents, coaches and the board of directors.

3.8.6 He/she is also responsible for all training programs for youths and coaches.

3.8.7 Communicates all decisions related to cancellation of practice or games due to inclement weather with the League Representative and informs all Head Coaches of this decision.

3.8.8 He/she is to perform the duties of the Assistant League Representative and upon resignation/termination of the League Representative shall assume this position.

3.8.9 This position is part of the Executive Committee regardless if 3.7 and 3.8 are combined.

3.9 Executive Board

3.9.1 The above listed Officer Positions, with the exceptions to 3.7, comprise the Executive Board.

3.9.2 Those not listed above as having authority to sign checks or do banking transactions in the name of the Association, are hereby denied such authority.

3.9.3 The power of this committee shall be limited to:

- The review and recommendation on problems effecting the Association.
- The review and recommendation on amendments to the Constitution.
- The review and recommendation on policies effecting the Association.
- The interview and recommendation on All Coaching candidates for the Association per the directive in ARTICLE 8.

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3.9.4 **It does not have the power to eliminate proposed amendments from appearing before the Board; it will evaluate these amendments and make any recommendation prior to presenting the proposals to the Board for a vote.**

4.0 Committees

4.1 Registration Committee

- 4.1.1 The individual volunteering to Chair this committee will take charge immediately upon his/her choice to do so and will direct the Registration Committee as they see fit.
- 4.1.2 The group will suggest registration dates for board approval by January meeting.
- 4.1.3 They will issue all necessary registration forms to be posted on website and have copies available for the agreed upon dates.
- 4.1.4 To assist the League Representative, Cheerleading Coordinator, and Athletic Director in the preparation and verification of player rosters, by team, alphabetically and numerically (for submission to the league as per their request)
- 4.1.5 To collect and sort all registration and fundraiser monies by cash, check or credit card.
- 4.1.6 Record check numbers and credit card information as needed for Treasurer.
- 4.1.7 Report number of registrants at Flag, Football and Cheer to Treasurer so they can track the budget.

4.2 Equipment Manager and Committee

- 4.2.1 The individual volunteering to Chair this committee will take charge immediately upon his/her choice to do so and will direct the Equipment Committee as they see fit.
- 4.2.2 The Equipment Committee is responsible for the purchase, inventory, maintenance, storage and disposition of all Association football and field equipment.
- 4.2.3 This group will establish equipment issue and return dates for all football teams. Committee representatives shall be present at all such events to ensure proper distribution and reclaim.
- 4.2.4 The committee shall maintain all football, cheer and field gear. All sleds, pads, mats, cones, yard markers, chains, goal pads and tarps.
- 4.2.5 The Chair will submit all requests to replace worn equipment for Board approval.
- 4.2.6 The Equipment Manager(s), or his/her assistant, will be responsible for the maintenance of all equipment before and after practices and home games.

4.3 Panther Pit and Awards Committee

- 4.3.1 The individual volunteering to Chair this committee will take charge immediately upon his/her choice to do so and direct the Panther Pit and Awards Committee as they see fit.
- 4.3.2 Selecting and obtaining all annual awards, trophies, certificates, patches, etc. for the Association.
- 4.3.3 Present to the Association all requests for special recognition or merit awards.
- 4.3.4 Selecting a date and place for an Awards Ceremony if the Board so chooses to do so.
- 4.3.5 Non-Competitive Cheer and Football teams all get trophies. (Support local vendors)
- 4.3.6 Competitive Teams only get trophies/awards if they WIN a football league title (regardless of Division) or cheer title (regardless of Division). *Since a league title is a major accomplishment,

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- the value of the award can be greater than a normal trophy if the current Board votes to do so.
- 4.3.7 Winning of an elected event, such as a bowl game, does not merit an award from the Association.
 - 4.3.8 Order and maintain apparel for the Association.
 - 4.3.9 Purchase quality products and set prices to best profit margins.
 - 4.3.10 Operate within budgets set by the board.
 - 4.3.11 Order Coaching shirts for new coaches if Board chooses to do so.
 - 4.3.12 The Board of Directors will approve all purchases for competitive team awards prior to placement with a vendor for supply.
 - 4.3.13 Will coordinate with Scholastics Rep. regarding any merit awards for those who qualify for Scholastic accomplishments.

4.4 Building and Field Committee

- 4.4.1 The individual volunteering to Chair this committee will take charge immediately upon his/her choice to do so and direct the Building and Field Committee as they see fit.
- 4.4.2 They are responsible for preparation and maintenance of the playing and practice fields prior to and after games and practices.
- 4.4.3 Organizes “tower training” for the announcers booth for all team parents.
- 4.4.4 Obtaining and inventory of all necessary equipment for the proper maintenance of the building and grounds.
- 4.4.5 Repair and maintain building and all equipment year round.
- 4.4.6 Communicate with Quakertown Borough on repairs needed to parking lot, practice fields and game field.
- 4.4.7 Inspect scoreboard, game and practice lights. Report to Quakertown Borough for repairs.
- 4.4.8 Maintain Alarm system and all Board Members Codes.
- 4.4.9 Communicate with all outside inspectors for the kitchen and Fire inspections.
- 4.4.10 Set clean up dates for a spring and end of season cleaning.
- 4.4.11 Operate within budgets set by the board.

4.5 Website and League One Committee

- 4.5.1 The individual volunteering to Chair this committee will take charge immediately upon his/her choice to do so and direct the Website and League One Committee as they see fit.
- 4.5.2 Maintain the Associations website <http://www.QMFA.Org>
- 4.5.3 Maintain the web domain name and rights.
- 4.5.4 Use the website to broadcast all association news in a professional manner.
- 4.5.5 Use the website and League One to assist Cheer and Football Coordinator communicate to parents and coaches pertinent information.
- 4.5.6 A representative must attend “League One” training class that is offered by the League.
- 4.5.7 Work with registration committee to input all registrants into the League One software. POP Warner currently uses League One as its official record keeping package.
- 4.5.8 Every child must be entered on a team and in the system in order to play.
- 4.5.9 At least one member of this committee must be a board member to update the website after meetings.

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4.6 Association Fundraising and Sponsorship Committee

- 4.6.1 The individual volunteering to Chair this committee will take charge immediately upon his/her choice to do so and direct the Fundraising Committee as they see fit.
- 4.6.2 The Committee will be formed in January and submit "Association Fund Raising" ideas to the Board by the February meeting.
- 4.6.3 The Board must vote and set dates for the nominated events.
- 4.6.4 All funds collected from Association Fund Raising will go to the general fund. Events such as QMFA Raffle, QMFA Golf outing and Beef and Beer are examples of "Association Fund Raising"
- 4.6.5 The committee must provide all bills and income to the treasurer for accountability purposes.
- 4.6.6 The committee is responsible for obtaining sponsorship for the association and any events that the association will host. Example- golf outing.
- 4.6.7 Each year the new committee needs to review and set sponsorship amounts at time of budget meeting. The projected amount for sponsorships is needed for the fiscal budget.

4.7 Kitchen Committee

- 4.7.1 The individual volunteering to Chair this committee will take charge immediately upon his/her choice to do so and direct the Kitchen Committee as they see fit.
- 4.7.2 The committee will be responsible for all aspects of operating the kitchen; inventory, cooking during practice and games, price optimization, and equipment.
- 4.7.3 This group shall work closely with the Treasurer to maximize profitability.
- 4.7.4 This group shall work closely with the building committee to ensure equipment and services are operating safe and efficient manner.

4.8 Audit Committee

- 4.8.1 The Audit committee Consisting of the Chairman, President, and two volunteering Non-Board Members will conduct an audit of the Associations records as the current board sees fit.
- 4.8.2 This audit is to be completed prior to the close of the November meeting with a report provided at the December meeting.
- 4.8.3 The volunteers for said committee shall be requested at the October Meeting.
- 4.8.4 Committee should prepare a proposed budget at the annual budget meeting if an outside audit is needed.

The Chairperson of any committee making or spending funds of the Association is responsible for all funds received or issued due to the actions of their respective committee and he/she shall be a member of the Budget Committee. He/she will do all within their power to stay within the budgeted amount and report any deviations to the Board of Directors.

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5.0 Board Meetings

5.1 Dates, Location and Frequency

- 5.1.1 The Association meetings will be held monthly on the second Wednesday of each month: Unless change agreed upon by board.
- 5.1.2 The President, Vice President or Chairman of the Board may call special association meetings with due notice to entire board or executive board.
- 5.1.3 All meetings will be held in the QMFA board room unless otherwise specified.
- 5.1.4 Winter monthly meetings, September through April start at 7:00.
Summer monthly meetings, May through August start at 8:30
- 5.1.5 E – Votes can be conducted in case of emergency by the Chairman of the Board. All board members have an active E-mail account.

5.2 Meeting Protocol

- 5.2.1 The procedure for the meetings shall be as follows:
 - A. Meeting Opened
 - B. Roll Call
 - C. Secretary’s Report – Approve previous minutes
 - D. Open Session for visitors
 - E. Treasurer’s Report
 - F. Report of the President
 - G. Report of the Vice-President
 - H. Report of the Chairperson
 - I. Report of the Cheering Coordinator
 - J. Report of the Athletic Director
 - K. Report of the League Rep.
 - L. Report of the Committees (4.1 - 4.8 listed above)
 - N. Election of Board Members (Annual meeting only)
 - O. OLD Business
 - P. New Business
 - Q. Adjournment
 - R. Closed board session.
- 5.2.2 The President, at his/her discretion, may recommend a combined Association and Board Meeting. If so done, no decisions involving Personnel will be presented for vote in the open session. All sensitive issues need to be voted on in the closed board time.
- 5.2.3 The Annual Meeting will be held in December.
- 5.2.4 The current board will vote on the new nominees to join the board.

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5.2.5 The Fiscal Year shall end on December 31 and the new Fiscal Year will commence Jan. 1.

6.0 Membership

6.1 Volunteer - Enrollment

- 6.1.1 Except as here in after noted any person over the age of (18) eighteen who has helped the Association or expresses and earnest desire to do so is eligible for Active Adult Membership – volunteer.
- 6.1.2 Any youth meeting the requirements as to age, weight, and residence as set forth in the Rules of Pop Warner shall be eligible for player/cheerleader membership. Youths enrolled on the official roster shall be known as players.
- 6.1.3 Eligibility to Vote at the Annual Meeting is limited to active Adult Members who have attended 50% of the monthly meetings of the year preceding the election of officers.
(Any vote on distribution of the assets or policies of Association shall be limited to the Board of Directors.)

7.0 Team Participation, Awards and Fundraising

7.1 Participation

- 7.1.1 Youths of Quakertown and the surrounding communities (within the Boundaries specified by Pop Warner Football) who qualify under the rules of Pop Warner Football are eligible to participate.
- 7.1.2 Upon registration, each participant will be assigned to a team under the guidance of Pop Warner Football Rules. Once assigned to a team he/she will become a member of that team.
- 7.1.3 The Athletic Director or Cheer Coordinator shall review and approve transfers between teams.

7.2 Practice Hours

- 7.2.1 The first scheduled practice for any one team in the Association shall not be before August 1st.
- 7.2.2 Under guidelines of Pop Warner Football and this constitution, the Head Coach will determine the frequency of practices.
- 7.2.3 Practice can be held a maximum of:
 - * Four (4) nights per week prior to the start of the school year (**a maximum of ten (10) hours of practice per week**)
 - * Three (3) nights per week once school starts (**a maximum of six (6) hours per week**)

7.3 Team and Individual Awards

- 7.3.1 The Board of Directors will determine the type and magnitude of awards, if any, at the conclusion of the playing year for each participant who is eligible for an award.
- 7.3.2 It is recommended that all Non-Competitive Cheer and Football teams receive a participation award at the conclusion of the season.

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- 7.3.3 It is recommended that all Competitive Cheer and Football teams that WIN a league Championship receive an award. The type and cost can be of greater value because of the significant of accomplishment.
- 7.3.4 Competitive Teams that do not win a championship are not eligible for awards from the Association.
- 7.3.5 Pop Warner Football specifically forbids any awards for performance by individual participants at any time.

7.4 Team Fundraising

- 7.4.1 QMFA shall allow Competitive Cheer and Football teams the opportunity to fundraise for post season competitions and games using the “QMFA” name.
- 7.4.2 Fundraising is a means of reducing cost associated with travel; such as lodging, food and gas.
- 7.4.2 Teams soliciting funds shall disclose all fundraising events to the board prior to scheduling events. The Board of Directors has the power to deny any event deemed in conflict of QMFA’s beliefs.
- 7.4.3 The Association shall hold all funds collected by each team.
- 7.4.4 The Treasurer will record and deposit all monies into the QMFA bank account and distribute funds at time of payment to the teams.
- 7.4.5 A team must fundraise together. Individuals within a team may not deviate from the teams planned events nor pick and choose which events they want to participate. Once a team has chosen an event all families must work said event.
- 7.4.6 All families participating with the team fundraising efforts are entitled to a share of the funds.
- 7.4.7 Families on a team may decline to fundraise. Any family that declines to participate in the fundraising events chosen by the team will forfeit all rights to monies collected.
- 7.4.8 The cost associated with all events until the season is over will be on the individual families who chose not to participate in fundraising.
- 7.4.9 If a child does not participate in post season or elected competitions (i.e. bowl games) that child forfeits all awards associated with said event.
- 7.4.10 QMFA cannot reimburse without receipts for post season activities. Teams should be kept by all parties for accountability.
- 7.4.11 All monies not reimbursed to the team will be claimed by the Association and placed into the general fund.
- 7.4.12 If funds remain the teams may purchase a specialty item, such as jacket, with the Boards approval. The reward must fit the accomplishment.

8.0 Coaches

8.1 Responsibilities

- 8.1.1 All Head Coaches and coaching staffs shall be automatically terminated at the beginning of each fiscal year (January 1).

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- 8.1.2 The Board of Directors shall interview all prospective Coaches. Head Coaches returning from the previous year can be waived from the interview process if no competition for same position by another candidate.
- 8.1.3 Upon completion of the interview process, the prospective coaches will be presented, in person, by the Athletic Director and Cheering Coordinator, at the next board meeting for the Board's approval.
- 8.1.4 The Athletic Director, subject to the approval of the Board of Directors shall assign Head Coaches to age/weight divisions. The Cheering Coordinator, subject to the approval of the Board of Directors shall assign Head Coaches to age/weight divisions.
- 8.1.5 Head Coaches must be at least (21) twenty—one years of age. Assistant coaches must be at least (18) eighteen years of age. Each team may have one coach trainee who must be at least (14) fourteen years of age.
- 8.1.6 No person shall be Head Coach for more than one team per season.
- 8.1.7 Head Coaches have responsibility for:
 - His/her own actions.
 - The actions of his/her assistants.
 - The actions of player members on the roster of his/her team.
 - The actions of adults attending practice or games.
- 8.1.8 He/she shall be in complete charge on the playing and practice fields and shall not be interfered with except in cases of rules violations or any conduct deemed by the Athletic Director/Board of Directors to be a detriment to the welfare of the player members.
- 8.1.9 Coaches and staffs must agree to abide by the Associations' ideals and objectives as stated in this Constitution as well as the Coaches Code of Conduct as presented in the Pop Warner Football Handbook.
- 8.1.10 The Head Coach is responsible for selecting assistant coaches. At no time is an assistant coach to be selected /assigned to a particular team without the approval of the Head Coach.
- 8.1.11 All head coaches, both cheer and football will be selected no later than the May Association meeting.
- 8.1.12 Should all head coaches not be assigned by the registration dates the Athletic Director (Football) and Cheering Coordinator (Cheer) will assume their responsibilities until such a time as the selection process is completed.
- 8.1.13 If more than one individual expresses the desire to be the Head Coach of a particular weight class, the Board of Directors will vote on the candidates for the position.
- 8.1.14 The candidate receiving the most votes will be awarded the Head Coaching position for the first team in that weight class. The other candidates, it is hoped, will be assistants for the first team.
- 8.1.15 Should there be more than enough player members registered for one team the individual receiving the second highest number of votes will be awarded the second team, etc. until all teams have head coaches.
- 8.1.16 All Head Coaches for the various teams are requested to select their assistant coaches no later than the June Association meeting and submitting the assistants' names to the Athletic Director.
- 8.1.17 A coach must turn in a list of his or her assistants to the Athletic Director and Cheer

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Coordinator. The board has the right to deny any assistant for past violations that might have occurred.

- 8.1.18 The Athletic Director will inform the head coach when the interview, for his assistants is scheduled with the Board of Directors if needed.
- 8.1.19 It is the Head Coaches and Athletic Directors combined responsibility to insure the assistant coaches are at the scheduled interview.
- 8.1.20 The Head Coach and staff will be selected using the following criteria:
 - They must possess a working knowledge of football and/or cheerleading fundamentals.
 - They must possess patience and the ability to teach.
 - They must agree to strictly abide by the leagues playing rules, with special emphasis being placed on the Mandatory Play Rule.
 - They must complete, as a minimum, a coaching certification course, which may be held locally as determined by the Board of Directors.
 - They must agree to conduct themselves properly at all times and set a good example for the youth to follow as shown by attitude, speech, and appearance.
 - They must agree to stress the importance of schoolwork, maintaining a good scholastic average and good attendance records.
 - They must agree to place the physical wellbeing of the player members above that of the team.
- 8.1.21 Head Coaches will be responsible to gather all required paperwork from Player Members or their parents and present it to the Registration Committee at equipment handouts.
Equipment will be withheld if all required paperwork; such as report cards, is not presented at time of equipment handout.

8.2 Selection Process

- 8.2.1 Each candidate wishing to become a head coach will provide his/her name to the Athletic Director/cheering coordinator prior to the February Association meeting.
- 8.2.2 The Athletic Director and cheering coordinator will compile a list of candidates.
- 8.2.3 The Athletic director will set up, with the Board of Directors, a time and place to conduct the interviews.
- 8.2.4 If, during the interview, the Board of Directors should find some reason to question the aptitude or attitude of a candidate they must present the question to the candidate at that interview. If the question(s) are not resolved to the Board of Directors satisfaction they must recommend that the individual serve a one— year apprenticeship under another head coach prior to becoming a head coach for our association.
- 8.2.5 If one of the individuals, on the Board of Directors, is in the pool of candidates, he/she is to remove themselves from the interview process until their designated group is completed.
- 8.2.6 Upon completion of the “excused” committee member’s interview, they may reconvene with the panel.
- 8.2.7 It is strongly recommended that any Head coach of a competitive team, be it cheer or football, and always have a one-year tutorship under another head coach.

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- 8.2.8 At the next association meeting, the Athletic Director will submit all candidates, who have gone through the interview process, to the Board of Directors for their approval.
- 8.2.9 All assistant coaches should be recruited and interviewed prior to the first game of the season, for the expressed purpose of having the interview process, board approval and participation in a certification program prior to that first game.

8.3 Interview Process

- 8.3.1 The Board of Directors, upon having the candidates presented to them, will interview candidates (individually or as a group).
- 8.3.2 **They are reminded that the individuals selected during this process will attain a position that will provide them the opportunity to be the single most direct influence on our player members for that year. CHOOSE THEM WISELY!**
- 8.3.3 During the interview process, the Committee MUST make certain that:
- The candidates receive verbally or in writing the PREAMBLE contained in this constitution.
 - The candidates receive a copy of the Pop Warner Coaches Code of Conduct.
 - The candidates receive verbally or in writing the information contained in ARTICLE 7.
 - The candidates receive verbally or in writing the rules as defined in ARTICLE 4.
 - The candidates acknowledge receiving and understanding the information presented above and that they agree to abide by these guidelines.
 - The candidates acknowledge the commitment they are making through Q.M.F.A. to the player members.

9.0 Rules

- 9.1 The Official Playing Rules and Regulations of Pop Warner Football as amended and modified by the Bux-Mont League shall be considered binding on this Association.
- 9.2 Any Player Member, Parent, or coach thrown out of a game or asked to leave the field of play by an official will not be allowed to participate at three (3) additional games.
- 9.3 This rule may be waived if the coach, parent or player member comes before the Board of Directors and presents his/her case (A coach may present the case of a player member but the player member must be present.) and the board, after due deliberation, votes to rescind the mandatory suspension.
- 9.4 Any Player Member missing (1) one game or more due to an injury occurring associated with Midget Football, at practice, or at a game or during the time immediately prior to or after such, and that injury requires medical assistance at a hospital or doctors office, he/she shall not be allowed to return to the team without a release statement from the doctor.
- 9.5 In addition, any injury, occurring outside of football/cheering that will be further damaged by participation in football/cheering, in the belief of the coach, shall require a doctor's release form.

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9.5.1 Any deliberations on this shall be directed to the Athletic Director, Cheering Coordinator and/or Board of Directors for final disposition.

9.6 Per Pop Warner and Association rule the use of tobacco or smoking by Certified Members of the Association is banned on the practice or game fields. Precautions are used to insure we, as adult members of the association and role models, do not lead the player members to think of smoking or the use of tobacco as worthwhile

9.7 Coaches, Administrators and representatives of Q.M.F.A. are directed to abstain from the possession of and drinking of ALCOHOLIC beverages and the possession of or use of any ILLEGAL SUBSTANCE when participating in or attending any Q.M.F.A. function in which player members are present.

The punishment(s) for failure to comply with this requirement are:

- First offense: Three (3) game suspension. If the incident occurs at or near the end of a season the punishment will continue to the first season game(s) of the next year (any preseason games are not included in the punishment but participation is prohibited).
- Second offense: One (1) year suspension from date of infraction.
- Third offense: Life suspension from Q.M.F.A. and Pop Warner this activity must be observed by two or more Board members, with mutual agreement of the cause, prior to any action being taken.

9.7.1 The observing Board members will report, in writing, to the Chairman of this activity prior to the next Board meeting. The odor of alcohol on an individual's breath shall constitute grounds for the above action. Once this penalty has been imposed, the perpetrator has one (1) opportunity to appear before the board to present his/her case and may be awarded a second chance, if deemed appropriate by the board. A third chance will not be allowed under any circumstances. Certified members of the association caught smoking on the practice or game fields will be presented to the board of directors for disciplinary action to be determined that time.

9.8 Any group, in which player members are involved, wishing to travel as a representative of the Association or Pop Warner Football, and the player member's parent or legal guardian is not providing the transportation, must have on file, with the Association, proof of Automobile Liability Insurance for each vehicle and driver participating in the travel arrangements. No individual is allowed in the vehicle, which will exceed the legal capacity for that vehicle, and if seat belts are provided, they must be worn.

If a Bus or Mini-van is provided as the means of transportation the Head Coach for that team must accompany the Player Members. For every (10) ten player members there must be at least (1) one Coach or Association representative on the vehicle (the Head Coach is sufficient supervision for the first ten player members)

Overnight travel must be adequately supervised by Association Members (age 21 or older) with no player member or groups of player members left on their own. Adult supervision is required at all times pursuant to the bus or mini-van verbiage above.

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- 9.9 Chain of Command
- 9.9.1 Any Parent, Player Member, or Coach questioning a coach's decision, actions or knowledge must first discuss the situation with the Head Coach of the respective team.
- 9.9.2 If, upon this discussion, the Parent, Player Member or Coach does not feel the situation has been resolved properly they may present the situation to the Athletic Director/Cheering Coordinator.
- 9.9.3 Subsequent to this discussion, if the Parent, Player Member, or Coach feels the situation has not been properly resolved, they may present it to an Executive Officer of the Association.
- 9.9.4 If this answer is unsatisfactory, the disposition on this matter can be presented to and handled by the Board of Directors at the next Association Meeting.

Upon presentation to the Board, their decision will be considered binding and final.

10.0 Dissolution Clause

“Upon the dissolution of the organization, the Board of Directors or governing staff shall, after paying or making provision for the payment of all of the liabilities of the corporation or organization, dispose of all the assets of the organization in such manner, or to such organization(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under section 501©(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors or governing staff shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purposes.”

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