

RED OAK PEE WEE FOOTBALL
ASSOCIATION BY LAWS 2020

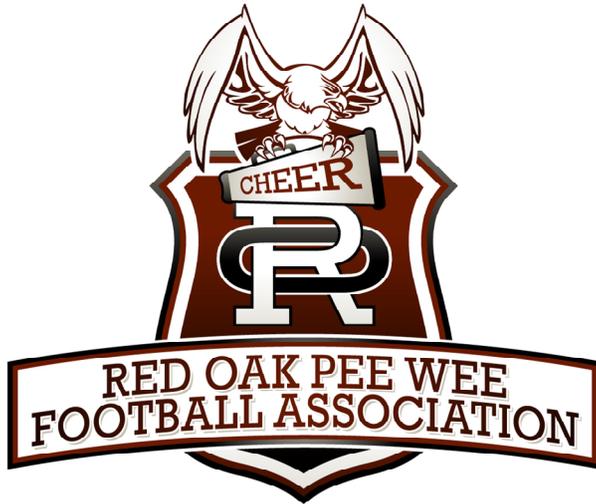


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BOARD OF DIRECTORS AND ASSOCIATION BY-LAWS

ARTICLE I

Name

The name of this association shall be RED OAK PEE WEE FOOTBALL ASSOCIATION (ROPWFA) doing business previously as RED OAK YOUTH FOOTBALL ASSOCIATION (ROPYFA).

ARTICLE II

Nature and purpose: Mission Statement

The Association shall be non-profit in nature. The purpose of this Association shall be to provide charitable and educational activities which promote physical fitness, good sportsmanship, academic excellence, teamwork and participation in recreation group activities by the youth of Red Oak (Ellis County) area. All time and effort expended by elected Board Members, coaches or others with the organizations are expected to be donated by the individuals and, as such, be non-compensated in neither monetary nor material means.

ARTICLE III

Participation

The Association encourages participation by all youth in Red Oak and surrounding areas in the Ellis County in accordance with the age, grade and weight guidelines (football player only). The guidelines may be changed from time to time by the Board of Directors, so long as there is no conflict created with other organizations or institutions.

ARTICLE IV

Participation in other organizations

The Association may participate in other organizations formed for similar purposes to its own when the Board of Directors deems it beneficial to this Association.

ARTICLE V

Changes to the by-laws / voting

The by-laws of this Association may be amended upon a formal request, presented to the Board of Directors in writing at a regular board meeting. There will be a discussion on the change at the time; however, the Board of Directors will not vote on the issue. There will be a 5-day minimum consideration period before the Board of Directors can act, which will ensure that the request to change the bylaws have been thoroughly considered. The Board can vote electronically on issues or requests.

For an official vote/referendum to pass or take effect, 80% of the Board Members holding officer position must participate in the vote and 50% of the general board members must participate in the vote

ARTICLE VI

Governing body

The Association shall be governed by the Board of Directors defined in Article VI.

SECTION A

Composition

The Board of Directors shall consist of the following elected Board Members: President, Vice President, Secretary, Treasurer, Head Football Director, Equipment Manager, Head Cheerleader Director, Football Team Parent Coordinator, Concession Director, Cheer Team Parent Coordinator and Football/Cheer Directors for Flag, Bantam, Minor, and Major Divisions.

Eligibility for president or Vice President

1. A member of the Red Oak Pee Wee Football Association is only eligible to run for the offices of President or Vice President if that member has held an office for at least two years on the ROPWFA Board of Directors.
2. The ROPWFA Board of Directors has the authority to overrule the above condition if deemed necessary by the Board.

SECTION B

Responsibilities

1. Manage the activities of the Association.
2. Vote on matters brought before the Board at Association meetings.
3. Attend meetings as scheduled (Article VI. Section C).
4. Fulfill individual responsibilities (Article VII)
5. Each member will be responsible for opening and closing of the field when games are scheduled in Red Oak.
6. Board Members may not personally profit off the league for any reason. Board members may take part in fundraising for their team as long as they are not profiting off it
7. All Board Members that meet the responsibilities outlined in Section B, #8 will have the registration fees waived for the football season. Each Board Member is allowed 1 player or cheerleader registration waived per season. Each Board Member will be issued a code for registration to override the registration fees, but in exchange must write a check to ROPWFA. In the event that the Board Member is not able to meet the outlined responsibilities, the check will be cashed to cover associated registration fees.
8. All Board Members must complete the following:
 - Attend 5 of the 7 regularly scheduled Board Meetings (February – July).
 - Must serve/volunteer 5 hours pre-season (February- July).
 - Must serve/volunteer 10 working hours at football field (i.e. Concessions, Gate Entry, Press Box, Clean Up duty)

SECTION C

Meetings

1. All meetings of the Board of Directors shall be open to parents or other visitors for the first 30 minutes to allow concerns or share ideas. After this time, the Board of Directors shall have authority to have a closed meeting or may continue with open session.
2. Any interested party may make a request to any Director/Board Member, who then will contact the President and the item may be placed on the agenda for the next board meeting.
3. Only Board Members shall have a vote on matters brought before the Board.
4. Regular Board meetings shall be scheduled with a minimum of 48 hours advance notice to each of the Directors.
5. Emergency Board meetings are based on situations. If any Board Member believes that an emergency meeting is necessary that Board Member will contact the President as soon as possible, subsequently, it may not be possible to notify everyone as specified in Article IV, Section C, and No.4 above for all emergency actions.
6. Meetings will generally be held on a Monthly basis during the active part of the year (January-November). If the President or Vice President can't be present at the scheduled meeting the meeting will have to be rescheduled.
7. Meetings may be canceled if the President of Board of Directors has no business that needs to be discussed by any member of the Board.
8. Board Member through notification of the President or Vice President can request a special meeting.

SECTION D

Incapacity / Resignation / Unwilling / Recall

Should any Board Member be unable or unwilling to fulfill the responsibilities of his/her office through incapacity or resignation, the remaining Board Members shall fill the position through a majority vote; unless it is determined by the Board of Directors, that the vacant position will not be harmful to the operation of the Association for the remainder of the year. For an official vote/referendum to pass or take effect, 80% of the Board Members holding officer position must participate in the vote and 50% of the general board members must participate in the vote

If the President's position becomes vacant, the Vice President shall assume the President's Position and the Vice President's position becomes available. Should any Board Member miss more than three (3) consecutive meetings without contacting the President, Vice President or Secretary, the Board Member will be considered unwilling to fulfill the responsibilities of his/her office. A majority vote of the Board of Directors will be required to reassign the Board Member of His/her duties. The President will delegate responsibilities until a replacement can be found.

Any director-who willingly neglects his /her duties to the detriment of the Association, may be brought to a hearing by the board, and a formal vote is required to take any action. Any vacancy of the board shall be fulfilled by a designated board member (designation determined by formal voting process with the remaining Board of Directors).

Any Board Member can be recalled during the year by presentation of a petition signed by the parents of at least 30% of the participants in the Association. Participants of the Association will be the total number of participants on the final roster submitted by each team ("Official Roster") without reduction for multiple children of the same family participating. If a qualified recall petition is presented to the President: a recall election shall be called by the President with a general assembly meeting with at least seven (7) days advanced notice given before the election.

Each Board member must sign a Code of Ethics. Removal of Board members for violation of the board member Code of Ethics requires 2/3 vote.

No person who is a member of or who is any way connected with ROPWFA shall receive any personal financial benefit beyond the reasonable value of services in carrying out the purpose for which ROPWFA has been organized and approved by the Board.

SECTION E

Nominating Committee

The Board of Directors shall approve a minimum of three (3) People to serve on a nominating Committee no later than three weeks after the first season game. The Nominating Committee shall be selected by three (3) of the Board of Directors, which shall be voted on. The Nominating Committee duties will be the following.

1. Contact current Board of Directors concerning their desire to remain on the Board.
2. Nominate candidates for the next year's ROPWFA Board positions.
3. Contact each person who has been nominated: in order to obtain his/her acceptance of nomination. This will ensure that he/she will serve in the specified office if elected.
4. The Nominating Committee will attempt to have a minimum of two (2) nominees for each position.
5. The Nominating Committee will start the nomination process prior to the last season game being played. Nominating Committee will establish the nomination time frame to accept nominations for the following year (opening and closing of nominations). The Board of Directors positions and responsibilities will be made available for review. No nominations will be accepted outside of the established timeframe. There will be no

nominations from the floor at the time of elections. Post explanation of the Board of Director duties.

6. The current ROPWFA Board of Directors will vote on the list of nominees for Board approval.
7. Voting for nominations will be tracked electronically and validated by the nomination committee.
8. Post the election results and contact the new ROPWFA Board of Directors.

SECTION F

Election/Acceptance

If there is no more than one person on a ballot for each Board position, then there will be an ACCEPTANCE of this board due to no opposing candidates. There will be an election for all positions although some positions may be unopposed. The election process for new board members will be completed and posted by December 15th of each year.

The "Official" roster will be used to determine verification of votes, Children will not be allowed to vote. There shall be two (2) voters PER HOUSEHOLD with a child or children in the organization. Divorced or Single parents, whose spouses will not be voting due to circumstances, will be allowed two (2) votes, such as, child or children parents that are living together. Coaches and Board Members without children in the organization will be allowed one (1) vote. If there are more than two (2) candidates on the ballot for an office, the candidate receiving the largest number of votes cast shall be declared the winner (plurality). If an individual is listed on the ballot for more than one office and receives a majority or plurality of votes for more than one office, the candidate shall be declared the winner of the highest listed office (in the order of the listing in the by-laws and that candidate's vote count shall be disregarded for the lower listed office(s) in determining the winner of the other office.

SECTION G

Assumption of Office

1. New Board Members shall be elected during the season but will not officially take their position until January 1 of the following year.
2. Each Board Member's term shall be from January 1 to December 31 of the year for which they are elected.
3. All outgoing Board Members will close out any unfinished business, pay all bills, and audit their books by January 31 and turn over any records or pertaining documents to their successor.
4. The incoming Board Members must approve the outgoing Board Members audit. Once approved, it is final.
5. If there are any pending matters from the previous Board, it shall be in such state that it can be turned over to the new Board without any disruption or lack of continuity from one Board to the next.

ARTICLE VII

Board Member Duties

President:

1. Holds an officer position.
2. Preside over all meetings.
3. Represent the Association at meetings of other organizations in which this Association may participate.
4. Appoint all committees.
5. Cast the deciding vote on matters before the Board on which there is a split vote.
6. Be present on days that games are held in Red Oak to settle disputes or rule on questions that may arise.
7. Sign all official correspondences for the Association.
8. Ensure that Nominating Committee is following all directions of order.
9. Ensure that the Association insurance is current and agreement with the City of Red Oak as required.
10. Attend and/or appoint Directors to attend Draft Day of other associations participating in the Red Oak Pee Wee Football Association (ROPWFA).
11. Ensure that all teams have an Official Roster. Official Rosters are to be given to the Board of Directors.

Vice President:

1. Holds an officer position.
2. Preside over all meetings in the absence of the President.
3. Will assume Football Directors position in his/her absence if another Division Football Director is not available.
4. Will oversee that the Secretary is properly handling the ordering of the letter jackets for eligible sixth grade Football Players and Cheerleaders.
5. Attend scheduled board meetings and if unable to attend, advise the President of any pending business.
6. Will be responsible for opening and closing of the field when games are scheduled in Red Oak.
7. Other duties as assigned by the President.

Secretary:

1. Holds an officer position.
2. Keep minutes of all meetings and provide each Board Member with a COPY of the minutes of the prior meeting.
3. Collect and/or prepare all forms of correspondence required of the Association.
4. Reserve a copy of minutes from each meeting to be turned in at the end of the season.
5. Will be responsible for opening and closing of field when games are scheduled at Red Oak.
6. Will be responsible for ordering letter jackets for eligible sixth grade football players and cheerleaders.
7. Attend scheduled board meetings and if unable to attend, advise the President or Vice President of any pending business.
8. Preside over all meetings in the absence of the President and/or Vice President.
9. Retain at least one (1) original copy of all ROPWFA forms.
10. Responsible for retaining board meeting minutes and associated documents for a running 7 years.

Treasurer:

1. Holds an officer position.
2. Collect and account for all money taken in by the Association.
3. Maintain the records of all funds deposited and disbursed.
4. Provide current financial statements at each board meeting.
5. Will be responsible for opening or closing of the field when games are scheduled in Red Oak.
6. Attend scheduled meetings and if unable to attend, advise the President or Vice President of any pending business.
7. Maintain a copy of all receipts, bank statements, etc., in an organized system.
8. Oversee all football players and cheerleaders accounts to maintain accuracy.
9. Assists in collecting money from the concession stands and gate.
10. Other duties assigned by the President or Vice President.
11. Responsible for regularly checking /picking up ROPWFA mail.
12. Pay all bills necessary to maintain the functionality of the Football Association. Ex: Utilities, Storage, Referees.

Head Cheer and Football Director:

1. Holds an officer position.
2. Direct the selection, training, and presentation of their respective football division teams for the Association.
3. Maintains enough supply of appropriate equipment through cost effective purchasing and prudent maintenance, for issuance to participants in the Association.
4. Assist in maintaining documentation of equipment that is issued to each player.
5. Assist the Equipment Director in maintaining and tracking the return of equipment during and at the end of the season.
6. Cheer and Football Directors will be voting Board Members.
7. Will be responsible for the opening or closing of field when games are scheduled in Red Oak.
8. Attend scheduled meetings and if unable to attend, advise the President, Vice President of any pending business.
9. Other duties assigned by the President or Vice President.
10. Advise coaches of responsibility to provide spotters competent Clock workers and assist the press box director for each game.
11. Act as liaison between the coaches and the Board of Directors.
12. Coordinate the "Football Play Day" and "Draft" activities.
13. Advise coaches of their responsibilities of ensuring players obtain appropriate playing times during season games.
14. Ensure the football field is striped and set up for games played in Red Oak.

Cheer and Football Team Parent Coordinator:

1. Holds a general board member position.
2. Direct the selection, training, and presentation of Team Parent for the football teams in the Association.
3. Act as the liaison between the parents and the Board of Directors.
4. Football/Cheer Team Parent Coordinators are voting members of the board.
5. Assist the Football/Cheer Directors as needed with registration and draft.
6. Other duties assigned by the President or Vice President.
7. Attend scheduled meetings and if unable to attend, advise the President, Vice President of any pending business.
8. Will be responsible for opening and closing of field when games are scheduled at Red Oak.
9. Must not act as a Team parent for any individual football/cheer team.

Equipment Manager:

1. Holds a general board member position.
2. Ensure proper maintenance of all football equipment.

3. Distribute football equipment to participants in the association.
4. Assist Football Director in the procurement of equipment through cost-effective purchasing and prudent maintenance.
5. Maintain documentation of equipment during and at the end of the season.
6. Will assist in opening and closing of field when games are scheduled in Red Oak.
7. Attend scheduled meetings and if unable to attend. Advise the President Vice President of any pending business.
8. Will be a voting member.
9. Other duties assigned by the President or Vice President.
10. Assist in coordinating the "Draft Day" activities.
11. Assist in striping and setting up of the field for scheduled games in Rea Oak.

Concession/Fundraising Director:

1. Holds a general board member position.
2. Arrange for a full variety of concessions to be sold when games are scheduled in Red Oak.
3. Purchase in a most cost-effective manner, supplies for the concession stand.
4. Collect all proceeds from concession stand sales and turn same over to the Treasurer promptly.
5. Will be responsible for opening and closing of the concession stand when games are scheduled in Red Oak.
6. Attend scheduled meetings and if unable to attend, advise the President, Vice President of any pending business.
7. Provide the Board with a weekly income report from the concession stand and gate.
8. Make sure that monies from concession and gate are counted at least twice by Board Members and initialed.
9. Other duties as assigned by tile President or Vice President.
10. Will be a voting Board Member.

Football/Cheerleader Directors:

1. Holds a general board member position.
2. The Football/Cheer Director will organize all forms, for preparation of the upcoming season. Forms include: Information Sheet, Flyers for handout, Team Mom/Dad, Coach Application & Agreement, Parent Meeting Notes, Uniform Fitting Forms, Camp Registration, and any other forms. These duties maybe delegated to other Directors but should be agreed upon as a unit.
3. The Football/Cheer Director will organize the uniform purchase and camp gear. By getting the vendor catalogs, meeting with the board of directors and to make decisions on the uniform and camp gear organizes the bid for the vendor and finalizing the cost. All the board members must agree upon the final decision of a new uniform or any changes to an existing uniform. These duties may be delegated to other directors but should be agreed upon as a unit.
4. All directors will oversee all other duties such as scheduling Fitting Times, Trade Days, Cheerleading Camp, Pictures.
5. Direct the selection, training, and presentation of their respective cheerleader division squads for the Association.
6. Will be responsible for the opening or closing of the field when games are scheduled in Red Oak.
7. Attend scheduled Board Meetings and if unable to attend, advise the President or Vice President of any pending business.
8. All Cheerleader Directors will be voting member.
9. Direct the selection and training of Cheerleader Coaches and Team Moms/Dads.
10. Other duties assigned by the President or Vice President.

ARTICLE VIII

Handling of Funds

All funds collected by the Association shall be maintained in a local banking institution.

1. The Treasurer shall maintain the records of all funds deposited and disbursed.
2. The Board of Directors shall authorize all disbursements and the Board MUST approve any expenditure over \$100.00 including but not limited to any cheerleader uniforms, supplies, football uniforms, donations, etc.
3. The Board of Directors shall further authorize all concession stand supplies disbursements and the Board MUST pre-approve concession stand expenditures over \$500.00 that does not pertain to food supplies for the concession stand.
4. The minimum of four authorized signers shall be maintained on the account. Individuals will be determined by the Board of Directors.
5. All cash money taken in by the Association shall be double counted and documented prior to leaving the field of the event that brought in the money, and funds shall be properly secured until they can be deposited in the banking institution. The count documentation MUST be signed by at least two board members.

ARTICLE IX

Other Financial Obligations

SECTION A

Letter Jackets

Youth participation in the sixth grade, which completes their eligibility with the Association, is eligible to receive a "letter jacket" to commemorate their participation in the Association. Eligibility completion is dependent on the sixth grader's participation throughout their entire sixth grade season. The "letter jacket" shall have the Red Oak (R) emblem with one "hash mark" for each year of participation in the ROPWFA. If the participant will attend another School District, Private School or Charter School, other than Red Oak the Board of Directors will offer the alternative school's jacket if the selected vendor can provide the alternate jacket at the same cost and the parents properly indicates their desire to deviate from the standard Red Oak Jacket at the time of sizing. The Vice President will be responsible for over seeing that the Secretary has secured orders for letter jackets for the qualified participants. The eligibility requirements are as follows.

1. If participant has been a part of the Association for five (5) consecutive years, the Association will bear full cost of the Jacket.
2. If participant has not been in the Association for five (5) consecutive years, then the amount paid by ROPWFA will be prorated by 25% increments for each year participated after the first year. (Example: 1 year = Nothing paid by ROPWFA, 2 years = 25% Paid, 3 years = 50% Paid and 4 years = 75% Paid)
3. Participant must have completed his/her sixth-grade year in the Association to be eligible for letter jacket. Unless the Board is aware of medical conditions or other special circumstances that may hinder him/her to complete their sixth-grade season.

All football and cheerleaders as of 2018 and prior football seasons are eligible to receive letter jackets as stated above. Section B: Letter Jackets will be retired after the last qualifying players/ cheer leaders have received their jackets.

Section B

Dissolution

Upon dissolution of ROPWFA, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the country in which the principal office of the corporation is then located exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE X

Health Concerns

Concussions

A bump, blow, or jolt to the head can cause a concussion, a type of traumatic brain injury. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth—literally causing the brain to bounce around or twist within the skull. This sudden movement of the brain causes stretching, damaging the cells and creating chemical changes in the brain. Once these changes occur, the brain is more vulnerable to further injury and sensitive to any increased stress until it fully recovers.

If a coach witnesses any signs of a possible concussion:

1. The player is to be immediately removed from all activity, not to be returned until parent provides medical proof that the player is eligible to return.
2. Immediately inform the athlete's parents or guardians about the possible concussion and give them information on concussions.
3. Fill out and submit ROPWFA injury report form to ROPWFA board of directors.
4. Keep the athlete out of play the day of the injury and until an appropriate health care professional says they are symptom-free and it's OK to return to play.

Blood Rule

If a member of the Association is bleeding or has blood showing on his/her clothing during practices or games, he/she must be removed from participation until all bleeding is stopped. This is a SAFETY RULE.

Head Lice / Scabies / Body Lice

If any member of the Association has head lice, he/she will not be allowed to participate until the infestation is no longer present. Notification of prevention and treatment must be presented to all team members as needed.

Cleaning of Equipment

It is the parent's responsibility to make sure that all equipment is returned. It is the responsibility of the ROPWFA to have all equipment cleaned and ready for the next season.

ARTICLE XI

Parents

1. All parents of participating children MUST obey the field rules at each game.
2. No Profanity, tobacco use, or drinking alcohol beverages at games or practices.
3. Parents must not threaten a coach, a fan, a referee or anyone else while at any game or practice.
4. Any violation of these parental rules may lead to the removal of the parent from the league for no less than one year.
5. Head Coaches are responsible for notifying a Board Member as soon as he or she recognizes a Parent that has been removed from the fields.
6. Any Head Coach not notifying the Board of the removed parent may be subject to a forfeited game.

7. All money collected will be turned into the Team Mom Coordinator for each team. Coaches will not be allowed to collect any money.

ARTICLE XII

SEASON

Section A:

Practices

1. Practices are limited to four (4) times per week or a total of eight (8) hours per week before the beginning of school.
2. After school starts, practices will be limited to six (6) hours per week.
3. Team meetings can take place before the official NWTX start date, but all conditioning and full pad practices dates are determined by the NWTX official schedule.

SECTION B

Rescheduled Games

Games will be played as scheduled unless officially rained out or cancelled due to other events beyond our control. The Board of Directors will be responsible for notifying the Head Coaches of the rescheduled games.

SECTION C

Super Bowl Championship- Hosted by North West Texas Youth Football Association (NWTX)

Each city will host the NWTX Super Bowl in accordance to the schedule listed in NWTX Football Rules and Regulations.

SECTION D

Admissions

1. See NWTX Rules

SECTION E

Officials

Number of officials required for each age division game shall be determined by NWTX Football Rules and Regulations.

ARTICLE XIII

Coaches and Team Representative

This section will apply toward all football Coaches along with Team Mom/Dad coordinators for football.

SECTION A

Responsibilities

1. In keeping with Association's stated purpose, Coaches and Team Parent representatives should demonstrate the highest moral values and be an exemplary role model for the youth of Red Oak and NWTX.

2. Coaches and team parents should be sure that their rules and personal conduct encourage our youth on the following: good sportsmanship, pride, manners, personal excellence and a sense of fair play.
3. The Association WILL NOT TOLERATE coaches or team parents using vulgarity, profanity, drugs, alcohol, tobacco or any intent of bodily harm to anyone. If this is a problem then the Football Directors, Vice President and/ or President have the right and responsibility to take corrective action immediately.
4. The Head Coach is responsible for the conduct of all persons affiliated with his/her team, including, but not limited to Assistant Coaches, Junior Coaches, Player Parents, etc.
5. Coaches and Team Parents will stress the importance of academics to all players.
6. Coaches and Team Parents will abide by all decisions made by the Board of Directors.
7. The Board of Directors has the authority to relieve coaches and/or Team Parents of their duties if they are not abiding by the rules of the organization.

SECTION B

Selection of Coaches

Head coaches and the Division Director will select assistant coaches, pending the approval of the Board of Directors. If more than one individual indicates the desire to be the Head Coach for a team, Preferences will be given to individuals in the following order:

1. Returning Head Coach from the prior year with the majority of his/her players from last year requesting to return to his/her team with approval of the Board of Directors.
2. Head Coach from prior year moving to the next division with his/her child and the majority of his/her players from last year requesting to return to his/her team.
3. Assistant Coach replacing a Head Coach that decided not to coach anymore and majority of the players from last year requesting to return back to team and play for the assistant
4. Assistant Coach starting a new team from the draft.
5. New Coach starting a team from the draft.

Because the number of teams in each age division is directly related to the total number of age appropriate kids registered to play in each age group, should the total number of kids registered in a particular age group fail to satisfy the minimal requirements to form or maintain a team, the Head coaches will be selected by the following criteria.

1. The Head Coach with the largest number of returning players requesting to play with him/her.
2. Any problems that may have developed. (The Board should take all circumstances into consideration.)
3. Number of years as Head Coach.
4. Number of years as Assistant Coach.
5. Assistant coach from prior year moving to a new team with his/her child.
6. Returning Assistant Coach from that team from the prior year.
7. The ROPWFA Board of Directors has the authority to overrule any of the above conditions if deemed necessary by the Board.

SECTION: C

Returning Head Coach

A returning head coach that is moving up a division and is going to be head coach in that division. The same rules apply to that are written in ARTICLE XIII, SECTION B of the by-laws.

SECTION D

Prospective Head Coaches

Each year the position of head coach will be filled based on the following prioritization.

1. The prospective head coach will be a parent of a child in the same division, with prior confirmed coaching experience.
2. The prospective head coach will be a parent of a child in any division, with prior confirmed coaching experience.
3. The prospective head coach will be selected based on qualifications, seniority, and the approval of ROPWFA Board of Directors.
4. The ROPWFA Board of Directors has the authority to overrule any of the above conditions if deemed necessary by the Board.

SECTION E

New Head Coaches / Assistant Coaches

Coaches must be ROPWFA Board approved. Each Head Coach must turn in an "official" roster of Assistant Coaches for the Board of Directors to approve.

A new Head Coach taking over an existing team can select his/her own child. Each head coach shall be allowed up to 4 assistant coaches. Head Coaches and all assistant coaches contact information must be listed on the official NWTX roster when submitted for player certification and weigh-in.

SECTION F

Number of coaches

Each head coach shall be allowed up to 4 assistant coaches. Head Coaches and all assistant coaches contact information must be listed on the official NWTX roster when submitted for player certification and weigh-in.

The official sideline personnel for each team shall consist of no more than 8 NWTX approved individuals.

SELECTION G

Selection of Team Parent Representative (Team Mom/Dad)

Team Moms / Dads will be selected by their Coaches pending the approval of the Board of Directors.

1. Coaches will submit the names of the selected Team mom/dad to the Team Parent Coordinator.
2. Team mom/dads can only be team parent for one team. (, i.e. cheerleading and/or football)
3. Team Mom/Dad can't be the Coach or Assistant Coaches.
4. Team moms/dads will attend mandatory meetings.
5. Football Team moms/dads will be under the direction of the Team mom/dad Director.

SECTION H

Contract / Dismissal Guidelines

The Coaches, Assistant Coaches and Team Mom/Dads shall read and sign a contract indicating their agreement with stated goals of the Association. All new prospective coaches, wishing to coach in the ROPWFA must fill out a coaching application and MUST also furnish ROPWFA with personal and coaching references that will be checked out and confirmed by a member of the Board of Directors in the ROPWFA. Head Coaches must also agree to a criminal background check prior to being Accepted as a Head Coach. The ROPVFA Board will hire an outside agency to complete criminal background checks. This is for the safety and protection of our children and Board of Directors decision for determining "Head Coach" status. The contract will state that failure to follow these guidelines will lead to their dismissal by the following:

1. First (1) offense will be a verbal warning with written documentation to the Board from the appropriate Division Director.
2. Second (2) offense will be a written warning presented to the offender by the appropriate Division Director at a board meeting, placing the offender "on probation".

Coaches/Team Representatives not appearing before the Board will be suspended until he/she appears.

3. Third (3) offense will be DISMISSAL from the Association, unless the first (1) and/or second (2) violations are of such severity that requires immediate dismissal. The dismissal period will be for one (1) calendar year (a 12-month period) NO EXCEPTIONS!
4. These actions will be followed unless the Division Director or a member of the Board of Directors see fit that other actions are needed. The Board of Directors has the right and responsibility to administer other disciplinary actions as needed.

SECTION I

Notification of Disciplinary Action

1. Two-third of the Board must sign all disciplinary letters.
2. The letter will be presented to the disciplined party at a board meeting.
3. The President does not have the right to veto.
4. Disciplinary actions may be reversed by a two-thirds board vote.
5. All original signed disciplinary documents shall be kept by the following directors:
 - a. The "Head" Football Director shall keep all papers related to football players, coaches and/or Team Representative.
 - b. The "Head" Cheer Director shall keep all papers related to Cheerleaders, Coaches and/or Team Representatives.
6. All copies will be turned over to the new Board of Directors the following year.

ARTICLE XIV

Football Teams

Any game rules, age requirements, weight limits will be in the NWTX League Rules and Regulations.

SECTION A

Selection of Teams/Returning Players

1. All players returning from the previous year will automatically be assigned to the same team that he/she played the previous year IF the team is still in the ROPWFA.
2. If the player does not wish to return to the same team, he/she may state so at the time of registration. The waiver request MUST be documented on the original registration form. In this case, the player will be placed in the "open draft". Player may only waive ONE team. The player MAY NOT choose the team he/she will play for but may request a specific team and become an eligible "free agent" for purposes of the draft.
3. Any player who quits during the season will not be eligible for a refund nor will they be eligible to be used as a free pick the following season if they desire to play. They will be placed in the "open draft."
4. Any player once assigned to a team is property of that team for the entire season. IF a problem should develop than the Board of Directors involved shall discuss the issue and solve the problem with the child's best interest in mind.

SECTION B

Free Picks

Each returning Head Coach can recruit three (3) players and use a free pick to protect him/her. Returning Head Coaches are only permitted to use their three (3) free picks on players who did not play on any team playing in the ROPWFA the previous year. Free picks must be designated on the original registration form and the Division Director needs to be notified so that the free pick automatically will be assigned to that team. Once a child is signed up on a team as a free pick at no point can a coach contact that child.

SECTION C

Player Evaluation Day

Any new player participating in the play day activities is participating as a player eligible only in the draft.

1. The purpose of the Player Evaluation Day is to give coaches an idea of players' abilities that are in the Open Draft.
2. The football Directors with the assistance of the football coaches will conduct an evaluation sheet for all players that have not played in the Association the prior year or player moving to a different division.
3. Players in the Open Draft will need to be evaluated on their overall abilities, which will be enumerated one (1), which needs work, to five (5) being excellent.
4. No Coach may pick a FREE PICK from Player Evaluation Day.

SECTION D

Open Draft (per NWTX Regulations)

1. Any player, who plays in the ROPWFA and does not wish to play for the team he/she played for the previous year, must be placed in the open draft. He/she can, however, request to play for a specific team and become an eligible "free agent" for purposes of the draft.
2. The morning of Play Day, the Coaches will be given a list containing free picks, and players in the draft along with players evaluation information (age, weight and number of years previous experience) when applicable.
3. Draft order is based on each team's record in the previous season, as in the NFL. The team with the worst record will pick first, except that any expansion (new) teams will be placed at the top of the draft order. If there are multiple expansion teams or teams with the same record from the prior year, those coaches will draw numbers to determine draft order.
4. Each team will receive a first-round draft choice, which can be any player in the open draft. After the first round, any coach who wishes to protect a "free agent" player requesting to play with his team, must select those players with his subsequent picks in the following rounds. The coach must identify which free agents he does not wish to protect prior to the draft.
5. In the second round, each team picks again in the same order (NFL style) and must begin selecting "free agents" to protect them from other teams in the draft. [For example, if a team has 3 free agents that wish to play for said team, those players must be taken with the team's 2nd, 3rd, and 4th round picks].
6. Should there be an uneven number of players for each team, younger teams in the division and/or expansion teams should be given preference for the extra player.
7. An appointed "Player Agent" does the placement of all players after Draft Day and up until the last day of sign ups.
8. A "Player Agent" is a representative of the Association who is not a coach and is not a current member of the Board of Directors unless that Board Member does NOT have a child in the Association.
9. There will be no Assistant Coach option.
10. Sibling picks will count as two picks.
11. There will be no cousin and/or friend option for any Division.
12. When all players have been selected from that Division, the Coaches will have a limited time in which will be set by the Football Directors that allows for the trading of any players with another team, Coaches should take into consideration any documentation that is noted on registration form. For example; transportation needs, friends, relatives, etc.
13. ROPWFA will cap all football teams at 30 players maximum. Once a team is capped and additional players sign up, they will be placed on a standby roster and once filled with an approved number decided by the Board, it will be considered an official team.
 - (B) FLAG football teams will be capped at 15 maximum players.

SECTION E

Late Registration for Football Players

Players, who registered after the draft, will be placed on a team at the discretion of the Board. The priority will be placed on, maintaining an equal number of players on each team. After that it is up to the Board to place late sign ups in the order of the draft.

SECTION F

Player Resignations

When a Coach is notified of a player quitting, the Coach must present the player paper work and equipment in to the Board to receive a new player. All equipment must be turned in at the time of resignation or the deposit for the equipment will be processed.

SECTION G

Playing Time

1. See NWTX minimum play rule

SECTION H

Rosters

1. The Board of Directors shall provide each team with a copy of their "Official" roster. This "official" roster will also be kept in an "Association Notebook" with a copy of all team rosters, registration forms and birth certificates.
2. The Coaches and/or Team Representative must provide the Board of Directors with a roster of player's name and jersey number.
3. Any player that has missing paper work (birth certificate, physical., etc.) when the "official" Roster is given, it is the responsibility of the Coach and/or Team Representatives to make sure that the Association has a copy of all forms turned into them. It is mandatory that the Association Notebook have a copy of all forms for all players.
4. Any changes turned into the Coaches, Team Representatives or Board Member must be submitted twenty-four (24) hours prior to the scheduled regular season game.

SECTION I

Weigh-In

There will be two (2) "official" weigh in days for all players that are registered to play in the ROPWFA. The weigh in dates will be announced by the board. It is MANDATORY that all players be weighed in on this day to ensure no advantages to any other player. The weigh in will be done by a member of the NWTX Board or ROPWFA Board.

SECTION J

Team Notebooks / Rosters

1. See NWTX Rules

SECTION K

Player Contracts

1. See NWTX Rules resident/non-resident

SECTION L

Equipment

1. Tackle teams must be completely uniformed, which includes pants, jersey, helmet, shoulder pads, hip pads, thigh pads, shoes and mouthpiece.

2. Flag uniform includes shorts, number jersey and mouthpiece. Flags must NOT be altered in any way.
3. All snap-in pads must be designed to fit the pants.
4. Shoes may be tennis, football or soccer shoes with rubber soles, and rounded non-detachable cleats, not over ½ inch long. No rubber cleats baseball shoes will be allowed due to the toe cleat.
5. All football players will not be allowed to wear any type of jewelry during a game or practice.
6. JERSEY.NUMBERS- Exceptions to normal rules pertaining to jersey numbers and positions played are acceptable.
7. All Division players WILL NOT be permitted to use a clear mouthpiece. Preferably the color the Association provides; Mouthpiece shall not be altered and must always be attached to the shirt/helmet.
8. Only clear face shields are allowed per UIL rules. Tinted face shields are not allowed unless prescribed by an ophthalmologist. A copy of the prescription must be submitted to the Equipment Manager before a player can use it.

SECTION M

Field Rules

1. All coaches and players must stay within the two (2) twenty-five (25) yards lines or the team may be penalized fifteen (15) yards.
2. Any mechanical or electrical equipment used must stay on the side of the field of the team using the equipment and within the 25-yard line.
3. Coaches are not allowed on the field during the games except for the following;
 - a. Authorized time outs
 - b. Injury
 - c. One Flag Coach
 - d. NWTX League Rules

SECTION N

General Modifications

The ROPWFA will play under the NWTX Except as amended herein, any violation of the amendments herein, except those amendments with specifically stated penalties shall require 15- yard penalty against the offending team.

EXTRA POINT / OVERTIME

Half- time /Overtime- See NWTX Football Rules and Regulations

SECTION O

Team Names

All teams will be named "Hawks".

SECTION P

Protest

Protests on any interpretation or violation of the by-laws or playing rules (NWTX) may be made, but not on the judgment of the officials or fields assigned by the schedule. A protest a team for any violation of the by-laws will result in the loser of the protest forfeiting the game, at the Board of Directors discretion. A letter of protest, sent by Certified Mail, must be filed with the President postmarked by midnight the Monday following the game being protested, and a copy mailed to the opposing coach. A fee of \$50.00 (non-refundable) payable to the ROPWFA must accompany the letter of protest.

ARTICLE XV

ROPWFA Cheer

Article I

Name

The name of this organization shall be Red Oak Pee Wee Football Association (Hereinafter referred to as ROPWFA) –Cheerleading Division.

Article II

Purpose

The objective of this program is to inspire youth to practice fitness, character development, and sportsmanship through active participation in the activity of cheerleading.

Specific Purpose

- A. To acquaint participants with the fundamentals of cheerleading.
- B. To acquaint participants with a knowledge of the game of football.
- C. To promote teamwork by encouraging participants to work as one harmonious unit.
- D. To teach participants how to achieve their goals in a safe and healthy way.

Article III

Organization

- A. The activities of cheerleaders will be governed by the ROPWFA cheerleading directors, which will consist of a Flag Director, a Bantam Director, a Minor Director, an Major Director and a team Mom Coordinator.
- B. The cheerleading directors and team mom coordinator shall determine and enforce all rules and regulations concerning cheerleaders. These directors will work in harmony with the ROPWFA board.
- C. The cheerleading directors and team mom coordinator are elected members of the ROPWFA Board and are subject to its By-Laws.

Article IV

General Coaches Rules

- A. All coaches must sign and abide by the Code of Conduct and Ethics.
- B. A coach will not be permitted to use profanity, abusive language, alcohol, tobacco of any kind or conduct himself/herself in a manner that could be deemed offensive. This rule will apply to all practices, games, camps, competitions and other ROPWFA functions.
- C. A child's health and wellbeing will be first objective for any coach.
- D. Coaches should have goals and practice schedules available by the first day of practice.
- E. Coaches are expected to instill in cheerleaders the fundamentals of cheerleading using cheers, chants, jumps, and stunts.
- F. Coaches will notify the Cheerleading Directors if a problem or situation arises. A coach will rationally discuss with the team mom any problem or situation that may arise.
- G. Coaches oversee all practices, lining up the cheerleaders on the field, the selection of sideline cheers and chants, and half-time cheers and stunts.
- H. Coaches are required to be present at the football field 30 minutes prior to the start of scheduled games.
- I. Coaches should not accept any money or merchandise turned in by participants during any fundraisers or for team fund. All fundraising and team fund transactions must be referred to the team mom, unless there is no team mom for the team.

- J. Coaches must have a background check completed before start of season. ROWPFA will provide the vendor information to have this completed. Coaches will be responsible for paying fee for background check.
- K. A coach will have the authority to discipline a player during practice for reasons felt necessary by the coach in the following manner.
 - 2. A cheerleader may be directed to sit on the sideline during games.
 - 3. A cheerleader may be directed to do calisthenics within reason.
 - 4. A cheerleader may be directed to sit out an entire practice.
- L. Violation of these rules will result in one or more of the following:
 - 1. Verbal Warning
 - 2. Written Warning
 - 3. Suspension (limited or lifetime)

Article V

General Team Mom Rules

- A. All team moms must sign and abide by the Code of Conduct and Ethics
- B. Team moms must have a background check completed before start of season. ROWPFA will provide the vendor information to have this completed. Team moms will be responsible for paying for background check.
- C. Team moms are responsible for managing the team and parents.
- D. Team moms are expected to keep the lines of communication open and keeping the parents / guardians informed of events and situations that may arise.
- E. A team mom will rationally discuss with the coach and/or parent/guardian any problems or situations which may arise. The team mom is expected to resolve any parents/guardian grievance. If a solution is not reached, the team mom is expected to direct the grievance to the Team Mom Coordinator.
- F. Team moms are responsible for collecting all money owed by a cheerleader for team funds and or fundraisers.
- G. A team fund may not exceed \$125.00 per cheerleader. A team mom may not require any cheerleader to pay over that amount, including expenses deemed non-mandatory or optional. All expenditures must be worked in to the team budget.
- H. Team moms will be required to submit an initial team budget and team fund receipts twice a month on 1st and 3rd Thursdays to the team mom coordinator during the active football season.
- I. Violation of these rules will result in one or more of the following:
 - 1. Verbal Warning
 - 2. Written Warning
 - 3. Suspension (limited or lifetime) after three written warnings.

Article VI

Team Meetings

- A. All coaches and team moms shall hold a team meeting after receiving their teams. The purpose is to introduce the coaching staff, team moms, team members and parents as well as establish a foundation for your squad. Parents and cheerleaders are to be informed of expectations in writing.

Article VII

Practice Regulations

- A. Practices may begin after July 1st or as determined by the cheerleading directors and the ROPWFA Board.
- B. Practices for Bantam, Minor, and Major teams are limited to no more than 3 days per week not lasting more than 2 hours per day before the first day of school. After the first day of school, practices are limited to no more than 2 days a week not lasting more than 2 hours per day. One month prior to competition practice schedules may be increased to no more than 3 days per week not lasting more than 2 hours per day. Flag teams are limited to no more than 3 days per week not lasting more than 1.5 hours per day before the first day of school.

- C. Dress code for practice will be established and communicated to each cheerleader and parent.
 - a. No spandex shorts
 - b. Full-length shirts must always be worn.
 - c. Closed toed shoes are required for practices and games.
 - d. Game Day shoes must be white in color and closed toed unless specifically indicated by the coach (i.e. rain boots for rainy weather).
- D. Team Gym time, Team Clinics, Team Camps are considered practice.
- E. Sunday practice is allowed if most of the team agrees. A cheerleader may not be punished for missing a Sunday practice.
- F. A parent or guardian must be at the practice or game for the duration of the time.
 - a. If a child is left without a parent or responsible adult, the cheer coach is to remain with the child and attempts are made to contact the parent or emergency contact.
 - b. If a child is left longer than 10 minutes after practice or game, the coach and/or board member reserves the right to notify the local police department to assist with locating the parent or responsible adult for the child.
- G. Coaches are to emphasize the importance of attendance of all practices. However, a coach may designate a mandatory practice night. Sunday may not be a mandatory practice day. If a cheerleader misses a mandatory practice, it is up to the coach's discretion to have that cheerleader sit out of the half time performance for the game on the upcoming Saturday. A cheerleader that is unable to attend a mandatory practice due to school function, illness, church activity, or a family emergency may not be disciplined.

Article VIII

Safety Regulations

- A. ROPWFA Cheerleading Division will follow AACCA cheerleading safety guidelines as distributed by the cheer directors.
- B. No stunting is allowed without a coach or assistant coach present.
- C. No stunting in wet conditions.
- D. GOLDEN RULE: WHEN IN DOUBT-DON'T STUNT.

Article IX

Fundraising and Team Funds

- A. Participation in all ROPWFA fundraisers is mandatory.
- B. Team moms are responsible for collecting all money owed by their team and deliver it to the cheerleading directors or team mom coordinator for ROPWFA fundraisers.
- C. There will be no credit extended for money not collected by individuals or teams for league fundraisers.
- D. Team moms are responsible for collecting all money owed for team fundraisers. All collected team fundraising money is required to stay in team fund.
- E. Team donations and sponsorships must be utilized by the team in a fair and equitable manner.
- F. All funds must be used for cheerleading team activities.
- G. Teams are not required to refund any team fund money after the first scheduled game. If the team moms have already made purchases before the first game, the amount spent on the cheerleader requesting the refund will be subtracted from the amount of the refund.

Article X

Games

- A. All cheerleading teams must attend and perform at all regularly scheduled football games including postseason events. The cheerleading directors and ROPWFA board may make exceptions under special circumstances.
- B. During a game with inclement weather, the team is required to stay on the field unless the game has been suspended.
- C. The ROPWFA designated cheerleading uniform and white tennis shoes must be worn at all games. However, each team will have the option to wear a team wind suit when cold weather conditions warrant. Otherwise, no shorts, t-shirts, tank tops, or alternate uniform will be allowed unless approved by the board of directors.

- D. Only Coaches and cheerleaders are permitted on the sidelines during games. Team moms may be permitted on the sidelines if needed by the coaches, but all must have NWTX approved badges on to be allowed on sideline during game.

Article XI

Half-Time Performances

- A. Half-time performances are limited to 1 cheer and 1 chant and can include a stunt. A short dance can be performed in place of a cheer and chant.
- B. The team mom or an appointed individual must be in the press box 2 minutes before the end of the second quarter. His/her responsibility will be to announce each team member's name as well as start or stop any music.
- C. Half-time performances may not go over three minutes long.
- D. The visiting team shall go first for the half time performances. This rule also applies to away games. If you are not permitted to perform a half-time performance in another city, the coach must notify a cheerleading director immediately.
- E. Suggestive or inappropriate movements are prohibited. Please keep performance age appropriate.
- F. Coaches should give spirit sticks or spirit awards during half-time. Every cheerleader shall receive a spirit stick award at least once throughout the season. Please be fair in this matter.

Article XII

Music

- A. Music is permitted for the team introductions and for a dance during half-time performances.
- B. Music will be permitted for the half-time performance in the team's scheduled homecoming game.
- C. Music with profane or suggestive language is prohibited.

Article XIII

Homecoming Celebrations

- A. All cheerleaders will receive a homecoming mum for the ROPWFA for homecoming celebrations. Teams are encouraged to purchase mums for their homecoming celebrations. The purchase of mums and any homecoming gifts will be the responsibility of the cheer team and would be paid by the team fund.
- B. The visiting team will conduct their team's homecoming celebration first.
- C. Teams can exchange homecoming gifts with their football team. Every player is expected to receive a homecoming gift.
- D. Cheerleaders are permitted to conduct a dance routine in the half time performance
- E. The homecoming half-time performance should not exceed three minutes, 2minutes and 30 seconds in time.
- F. Music with profane or suggestive language is prohibited.
- G. Suggestive or inappropriate movements are prohibited. Please keep performances age appropriate.

Article XV

Rule Changes

Rule changes may be amended, adopted, or repealed each season by the ROPWFA cheerleading directors before the start of the season. All changes will be made and voted upon by the ROPWFA board.