

2018

**BILLERICA POP WARNER FOOTBALL LEAGUE
CONSTITUTION
AND
BY-LAWS**

Rocco Magliozzi, President

Jay Caceres, First Vice President

Franck Malandain, Second Vice-President

Michelle Melaragni, Cheering Coordinator

Melissa Malandain, Secretary

Patti Burris, Treasurer

2018

**ARTICLE I
GENERAL LEAGUE STRUCTURE**

- 1.1 The Billerica Pop Warner Football League (BPWFL) is a nonprofit corporation registered in the Commonwealth of Massachusetts. The charter for the organization will be kept by the President of the corporation. The purpose of the league is to conduct a season of football and

cheerleading play for Billerica youth between the ages of five (5) and fifteen (15) as directed by Pop Warner Little Scholars, Inc. and regulated by Pop Warner Football Conference Eastern Mass.

1.2 Elections will be held annually in accordance with ARTICLE XVIII.

1.3 The voting privileges are as outlined in ARTICLE XIV (Executive Board) and XV (General Membership).

1.4 The Executive Board responsibilities are as follows:

A. ***President***

1. President presides as Chairperson at all meetings.
2. Shall be Chief Administrative Officer of BPWFL and it shall be his/her duty to see that all laws of BPWFL are enforced.
3. Check the financial records of the BPWFL and be co-signer of all amounts above that which shall be determined by the Executive Board membership.
4. Will schedule and chair meetings with the BPWFL Head Coaches and their staff to discuss league matters and training on an as needed basis.
5. Be responsible for registration and sign-ups.
6. Be responsible for all League Rosters and records.
7. Shall not hold any head coaching position in our league during their tenure.
8. Will oversee all day to day operations for all head coaches, their staff, and all Executive Board Members.
9. Will attend any meetings in the town that pertain to the league.

B. ***First Vice-President***

1. Presides at meetings when the President is unable to attend and assume all responsibilities until the President returns.
2. Will be responsible for arranging scrimmages for all teams.
3. Will be Chairperson of Investigation Committee of all candidates for BPWFL officers and chair Disciplinary Committee.
4. Will be responsible for the safety of all the children at all fields and the clubhouse area.
5. Will be responsible to check conditions of opponent's fields and ensure EMT and emergency access.

6. Will be responsible to provide and coordinate EMT coverage at all home scrimmages and games.
7. Will be co-signer on primary checking accounts.
8. Will make the schedule for Football team coaching staffs in assisting the lining of the field.
9. Will assist Bingo President to notify parents and teams to work bingo.

C. *Second Vice-President*

1. Will be responsible to represent BPW for Merrimack II League (alternative league) for day to day operation of teams and reports directly to the president.
2. Presides as First Vice-President when First Vice-President is acting as President.
3. Will be responsible for the safety of all the children at all fields and the clubhouse area.
4. Will be responsible to check conditions of opponent's fields and ensure EMT and emergency access.

D. *Treasurer*

1. Before entering office, be given the opportunity to be bond in such amount which shall be determined by the Executive Board and request an audit of BPW books.
2. Receive, account for, and deposit all monies in the name of BPWFL.
3. Meeting to meeting acquisition and expenditure reports of League funds on format approved by the Executive Board.
4. At expiration of his/her term of office, or in case of his/her removal, pay and deliver to his/her successor in office, all monies, books and property of the BPWFL; or in the absence of a successor, to the League President.
5. Pay all bills as so directed and approved by the Executive Board.
6. Executive Board has the option to get an outside source for auditing the books as of fiscal year ending on December 31st and reviewed by the Executive Board.
7. Responsible for receiving detail financial report from the Fund Raising Coordinator.
8. Prepare annual budget for Executive Board
9. Responsible for filing the taxes for the League Annually.
10. Responsible for receiving detailed Financial Report from the Booster President

E. *Secretary*

1. Record minutes of official meetings.

2. Generate meeting agenda and have it printed for BPW General Meetings.
3. Handle correspondence of League as so directed by the Executive Board.
4. All outgoing correspondence, including email, relating to the BPWFL, shall be handled by the League Secretary regardless of addressee.
5. Report all Executive Board decisions at next regular meeting as part of the minutes.
6. All approved minutes to previous meeting will be available at the clubhouse upon request.
7. Arrange and keep in order all League Football Team Books.
8. Is responsible to make sure Cheering League Books are in order and under his or her control from League Cheering Coordinator.
9. May have one (1) assistant – non E-Board chosen by Secretary and approved by President

F. ***Booster Club President***

1. Provide meeting to meeting reports of all Booster Club activities.
2. Provide meeting to meeting financial report on format approved by the Executive Board.
3. Booster Club finances shall not be turned over to the League until the end of the playing season or at such time as directed by the Executive Board.
4. Is totally responsible for ordering as needed.
5. May have assistants – non E-Board positions.
6. Responsible for the safety and maintenance for all equipment used for cooking and refrigeration and report any and all conditions to Second Vice-President.
7. Will be responsible for keeping all Booster areas clean and sanitized.
8. Will be responsible for cash in register at all times.
9. Booster Credit Card is to be used only for Booster purposes/expenses.
10. Booster President is the only person to authorize another to use the Booster credit card for Booster purposes.

G. ***Football and Cheerleading Coaches***

1. The prime responsibility of all Head Coaches is to develop a responsible program intended to enhance the individual, team, organization and town.
2. The prime responsibility of all Assistant Coaches and Coaches in Training is to carry out the program.
3. Should attend seminars, training courses on safety, how to coach youth sports, as required by the program enrolled and directed by the Executive Board.

4. All Head Coaches must be certified by Eastern MA required certificates. All coaches must keep these certifications up to date in order to coach. All Head Cheering Coaches must complete their required clinics.
5. All head coaches, both leagues, football and cheering, A – F, are elected yearly.
6. All Football Head Coaches and their staff shall assist in lining the field on their designated day or as directed by First Vice-President.
7. All Football and Cheering Head Coaches shall make sure their staff works their scheduled team bingo.
8. All Cheering Coaches shall assist the league in fundraising for any and all Competitions.
5. Any Head Coach who does not complete their required number of bingos and attend the required number of general meetings can not run for a position the following season.

H. ***Equipment Manager***

1. Send out bids on all purchases (number of bids to be approved by the Executive Board), control inventory and may also request an assistant equipment manager.
2. Maintain current records of what equipment was issued to the player/coach.
3. Verify that the player/coach returns all issued equipment upon completion of the current season.
4. Notify the Head Coach and the President of any equipment not returned by a player/coach.
5. Can have two (2) assistants, not E-Board positions.

I. ***Cheerleading Coordinator***

1. The prime responsibility is to oversee and assist in the development of a responsible program intended to enhance the individual, team, organization and town.
2. Is responsible for all Cheerleading Coaches and Team Parent.
3. Is responsible for maintaining, distributing and inventory control of all cheerleading uniforms and equipment.
4. Can have two (2) league assistants, 1 for each league, not E-Board positions.
5. Shall not hold any Coaching position in our league during their tenure.
6. Shall be responsible to arrange and maintain all Cheering Books and report to the League Secretary.

7. Shall be responsible to arrange any and all information for all Cheering Competitions.
8. Shall coordinate all fundraising activities.

J. ***Bingo President***

1. Conduct a weekly Bingo abiding under the rules and regulations required by the Massachusetts State Lottery Commission.
2. Provide monthly financial report on format approved by the Executive Board.
3. Responsible to notify parents and teams to work bingo.

K. ***Public Relations***

1. The prime responsibility of the Public Relations Officer is to promote the well being of the League using the local print and electronic media.
2. Responsible for obtaining Team reporters for all teams, collecting the articles and submitting them to the media.
4. Responsible for publishing weekly BPW Newsletter during season.
5. Publishing any and all pictures to help promote the League.
6. Shall work with the Webmaster to help promote any and all league activity.

L. ***Fund Raising Coordinator***

1. Will be responsible for all fund raising activities as warranted by the Executive Board.
2. Will provide the Executive Board with a Financial Report on format approved by the Executive Board at the first monthly meeting following the event.
3. Will be responsible to turning the collected funds with a detailed report outlining the income and expenses, of any fund raising activity, to the Treasurer within 30 days of the activity.
4. Can have two (2) assistants, not an E-Board positions.
5. Shall be responsible for all Fundraising activities during home games.

M. ***Weightmaster***

1. The prime responsibility of the Weight Master is to be present at all official weigh-ins prior to all games played by BPWFL and assure that the games are played using PWFCM rules and regulations.
2. Is responsible for the maintenance of the scale used by BPWFL according to the standards set up by PWFCM.

3. Shall represent the League during Official State Eastern Mass weigh-in for all teams.

N. *Field Coordinator*

1. Assure the field is properly lined for all home games.
2. Fields are kept up with regards to watering, cutting, fertilizing, etc.
3. The clubhouse is maintained and kept clean on a nightly basis.
4. The bathroom facilities are properly maintained.
5. Fields are properly lit for a safe practice.
6. May have Assistants - non E-Board positions.
7. Make sure field is set-up with proper equipment before each game and stored after each game
8. Shall make sure all trash receptacles are set in place and dumped in a timely manner.

O. *Scholastic Coordinator*

1. Obtain Scholastic forms from each parent.
2. Compute the average of each participate.
3. Compute the team average.
4. Obtain additional information from parents as required for further advancement.
5. Submit for Billerica Pop Warner nominations for qualified individual and teams.
6. Report progress and results of program to the Board of Directors.

P. *Webmaster*

1. Will be responsible to set up and maintain web site for BPW.
2. Will be responsible for web pages for the association supporting both football and cheerleading, association business and league needs to promote the best interest of the association.
3. Shall be in charge of BPW's Facebook page at all times and responsible for any and all activity presented.
4. Will work in conjunction with Publicity Coordinator to make sure all league activities are properly presented.
5. Notify parents of bingo responsibilities and post them to the BPW website and Facebook website.

Q. *Director of Player Safety*

1. Assure that all fields played on by BPW Teams are safe for use.

2. Will work with First Vice-President to ensure all games and scrimmages have an EMT present.
3. Will make sure all first aid kits and equipment are maintained and in order.
4. Will take all necessary certifications and report to League Officials and Coaches.
5. Will work with all Coaches to league tackling skills and techniques at beginning of season.
6. Will work with all Head Coaches to ensure proper and safe techniques are being applied.
7. Will organize and run any and all meetings necessary to promote proper safety within the league according to the USA Football Standards.
8. Will organize and oversee any and all equipment fittings for all teams.
9. Will work with Equipment Manager to ensure all equipment is certified and safe to use.
10. Will report to League President and First Vice-President on conditions.

1.5 General Membership responsibilities:

A. Committee Chairperson

1. Elected by committee members.
2. Shall be responsible to set time and dates of meetings.
3. Shall be responsible to report to the President and Executive Board all findings and decisions at next regular scheduled meeting.

B. Team Parent

1. Football Team Parents are to assist in any paperwork deemed necessary by the Team Head Coach.
2. Cheerleader Team Parents see Article XX.3.
3. Shall be properly Certified by League Rules and maintain certifications.
4. Shall work with the League Secretary to arrange and maintain Team Books.

**ARTICLE II
VOTING MEMBERSHIP**

2.1 The voting membership of the Billerica Pop Warner Football League (BPWFL) will be divided into groups:

- A. Executive Board (Elected Offices).
- B. General Membership (application and Executive Board approval).

2.2 The basic difference between the two (2) is discussed in ARTICLES XIV, XV.

2.3 The position/responsibility structure is as follows:

A. Executive Board

1. President (2 year term elected in odd years)
2. First Vice President (2 year term elected in even years)
3. Second Vice President (2 year term elected in odd years)
4. Secretary (2 year term elected in odd years)
5. Treasurer (2 year term elected in even years)
6. Cheerleading Coordinator (2 year term elected in even years)
7. Director of Player Safety (2 year term elected in even years)
8. All Team Head Coaches (maximum of 10) (elected yearly)
Who have three (3) consecutive years as a head coach, regardless of which league, provided the maximum of 10 has not been reached.
- 8a. All appointed Head Coaches who have three (3) consecutive years as a head coach, provided the maximum of 10 has not been reached.
9. Booster Club President (2 year term elected in even years)
10. Equipment Manager (2 year term elected in even years)
11. Bingo President (2 year term elected in odd years)
12. Web Master (2 year term elected in odd year)
13. Public Relations Officer (2 year term elected in odd years)
14. Fund Raising Coordinator (2 year term elected in even years)
15. Weight Master (2 year term elected in odd years)
16. Field Coordinator (2 year term elected in odd years)
17. Scholastic Coordinator (2 year term elected in odd years)

B. General Membership

1. Anyone who attends two thirds (2/3) of the meetings held from February 1st thru January 31st shall be extended voting privileges for the election of BPWFL officers and By-Laws.

**ARTICLE III
TEAMS**

3.1 All team Coaches shall abide by Pop Warner Official rules and regulations. All team Coaches are also subject to the Executive Board as applicable for the betterment of the League.

- 3.2 All team Coaches Football and Cheering shall have all proper certification and require Cori Forms completed and into League Secretary before the start of seasons first official practice.

**ARTICLE IV
PRACTICE AND SCRIMMAGE HOURS**

- 4.1 All teams shall not practice or scrimmage beyond two and a half (2.5) hours per night prior to Labor Day with a maximum of ten (10) hours per week and two (2) hours per night after Labor Day with a maximum of six (6) hours per week. Ten (10) minute breaks will be required every hour which will not count against the total practice time. All practices (when possible) shall begin between 5:00 P.M. and 6:00 P.M. per week night.

**ARTICLE V
GAMES**

- 5.1 All teams will be under the Eastern Mass. Pop Warner Football Conference.
- 5.2 All mandatory equipment used in the conduct of the game shall be provided by the League except for shoes. Shoes will be provided by the individual players and will be limited to rubber cleated football shoes or those approved by the Pop Warner Football Association. Specifically excluded are any shoes having metal or plastic cleats.

**ARTICLE VI
POST SEASON PLAY (BOWL GAMES)**

- 6.1 All post season play (including bowl games) shall be at the discretion and approval of the Executive Board and the Eastern Mass. Board.

**ARTICLE VII
BOARD OF TRUSTEES**

- 7.1 This position is an advisory position to the Executive Board. It is an automatic position to past Presidents of the League. The term will be equal to the number of years as President but not to exceed three (3) years.

**ARTICLE VIII
REGISTRATION**

- 8.1 Registration period
 - A.1 A minimum of two (2) registration periods will be held prior to the beginning of any season. No player may be registered after the official weigh-in, or date deemed by E-Board.
- 8.2 A registration fee must be paid and a valid birth certificate turned in at sign-up. The fee may be waived or modified as determined by the President or his/her delegate.
- 8.3 The registration process shall be under the direction of the League President.

**ARTICLE IX
INSURANCE/FIELD MEDICAL ATTENTION**

- 9.1 Insurance
 - A. Insurance is instituted under the Eastern Mass. Pop Warner Football Conference.
- 9.2 Insurance Policy
 - A. The policy shall be in the custody of the League Secretary.
- 9.3 Medical Attention
 - A. It shall be the policy of the league to require that a qualified EMT be present at all home games. First aid kits shall be provided for each team. A ready phone system to insure a quick medical alert if the need arises.

**ARTICLE X
WEIGH-INS**

- 10.1 The weigh-ins for all teams are as directed by Pop Warner Football and regulated (time and place) by Eastern Mass. Pop Warner Football.

**ARTICLE XI
PURCHASES**

11.1 PURCHASES

- A. Miscellaneous purchases made in the name of the League will be made only with the authorization of the President or Vice-Presidents of the League.
- B. Any amount exceeding \$500 will be voted on by E-Board only.
- C. It is required to have 3 signers on the BPW General Account – Treasurer, President, and 1st Vice President. It is required to have at least 2 signatures on every check given from the BPW General Account.
- D. Annual Banquet will be payed for out of the General Account- i.e., jackets, trophies, as approved by the Executive Board.

**ARTICLE XII
FUND RAISING**

- 12.1 Fund raising will be conducted in accordance with the needs of the League as determined by the voting membership of the League. All fund raising methods and procedures are subject to the Executive Board's approval.

**ARTICLE XIII
MEETINGS**

- 13.1 During Season

- A. Meetings shall be held once monthly or as needed by the League President.

13.2 Off Season

- A. The Billerica Pop Warner Football League (BPWFL) membership shall meet at an interval and at such time and place as notified by the Secretary.

13.3 General Meeting Conduct

- A. All business should be conducted at the open meeting except personal matters, which will be taken up in closed Executive Session. All other discussion will be open to all members present. However, any vote taken on issues regarding League operations, financial or enforcement of the rules will be voted on by only the Executive Board members per President's discretion. Any protest decisions will also be made in closed Executive Session.
- B. The meeting will be conducted in a parliamentary manner.
- C. An agenda for each meeting will be maintained and if time permits, distributed to the membership prior to the meeting. In any case, the agenda shall be read as the first order of things at each meeting.
- D. A quorum shall consist of at least fifty (50%) percent of the Executive Board membership.
- E. It is IMPERATIVE that each team and function is represented at each meeting. If any team or function is not represented at two (2) consecutive meetings, a letter will be sent. If any team or function is not represented at three (3) consecutive meetings, it shall be the responsibility of the Executive Board to take the necessary corrective measures which could at worst be replacement of said representatives. All Head Coaches and Executive Board members cannot miss more than three (3) consecutive meetings or the above applies unless excused by the President and at least one Vice President.

ARTICLE XIV EXECUTIVE BOARD

- 14.1 The membership is comprised of those positions listed in ARTICLE II and defined in ARTICLE I.

- 14.2 All Executive Board voting positions are made up of elective offices and appointed positions, as well as all head coaches with three (3) consecutive years as a head coach, provided they attend 2/3 of previous fiscal year meetings and maximum of 10 head coaches has not been reached.
- 14.3 Is the governing body of the League in all matters pertaining to administration, League operation, and enforcement of rules and to be the deciding body for all controversies.
- 14.4 Will be the deciding body of all protests.
- 14.5 Shall review all applicants for all positions and shall give evidence of acceptance or non-acceptance by a majority vote conducted in closed Executive Session.
- 14.6 Open Executive Session will be conducted during the regularly scheduled meeting. This meeting will be chaired by the President and any vote taken will be by Executive Board members only.
- 14.7 All elected positions (Executive Board) shall be required to attend two thirds (2/3) of all meetings held to maintain voting privileges for the election of BPWFL officers and to maintain Executive Board position. Failure to comply will result in this position becoming an open position.
- 14.8 All outgoing correspondence of any kind must have approval of the Executive Board or President.

**ARTICLE XV
GENERAL MEMBERSHIP**

- 15.1 The General Membership is comprised of those individuals selected and approved by the Executive Board and those listed in ARTICLE II.
- 15.2 The General Membership shall vote on all matters except for those in Executive Session.

**ARTICLE XVI
APPOINTMENT AND RESIGNATIONS**

- 16.1 Appointments

- A. To be appointed to either a General Membership or existing Executive Board function, it is necessary that the intended individuals name be nominated and seconded from the membership. The Executive Board, by majority vote, will determine the outcome.
- B. Once appointment has been made the appointee will finish the term of that position until reelection year is due.

16.2 Resignations

- A. All resignations must be presented in writing to the President or First Vice-President.

ARTICLE XVII GENERAL CODE OF CONDUCT

17.1 The following is a code of conduct which must be adhered to by all Coaches, Coordinators and Executive Board members.

- A. Reserve adult constructive criticism for a private moment.
- B. Refrain from using profanity.
- C. Refrain from smoking on the field.
- D. Refrain from partaking of any alcoholic beverages within the sight of minors.
- E. During games, conduct all coaching from the bench area.
- F. Within the confines of good coaching technique, refrain from running up a score against a weaker opponent.
- G. Do not permit "sweating down" tactics, so that a player will make team weight.
"Sweating down" shall include, but not limited to the following:
 - a. Use of steam rooms or cabinets
 - b. Use of rubber sweat suits
 - c. Enemas
- H. No Coach shall go out on the field of play except for time outs (one (1) coach only), or to assist an injured player. This rule will be strictly enforced. The injured player must leave the field of play for at least one (1) play.
- I. The Head Coach shall be responsible for all actions involving himself, his staff and all players from the time the team arrives at a playing field until the time the team departs.
- J. Abide by the doctor's or qualified individual's decision in all matters of a player's health, injuries and physical ability to play.
- K. Strive always to make every football activity serve as a training ground for life.

- L. A Coach from each team is responsible for seeing that all children are safely home from all games and practices.
- M. All members of our organization shall refrain from speaking negatively about the organization or other members.
- N. Will refrain from using social media as a way to speak about the League, the Executive Board, and other Coaches in any negative manner.
- O. Any and all Coaches, Coordinators, and Executive Board Members who violate any of the General Code of Conduct Rules in Article XVII will be written up and either suspended or terminated from the league. If determined to have not fulfilled their obligations and duties as decided by the Disciplinary Committee, will be subject to disciplinary action ranging from verbal reprimand to dismissal, at the discretion of the First Vice-President.

ARTICLE XVIII ELECTIONS

18.1 Nominating committee

- A. A nominating committee (of at least three (3) individuals) shall be selected by the membership at the first meeting in November.
- B. All current officers shall be required to submit their letters of intention to the nominating committee at the in December meeting. Failure to submit letter of intent will result in an open election of this position.
- C. The nominating committee shall present the results during the January meeting.
- D. The nominating committee is responsible for finding qualified applicants to run for the open positions. They are also responsible for contacting the Public Relation Coordinator and having the position(s) advertised in the local newspaper/cable TV until the nominations are closed.
- E. Nomination Committee shall close the ballots at the beginning of official meeting at which the nominees shall be announced.
- F. The Nomination Committee shall, during an official meeting in January, present to the membership the nominees.

18.2 Tenure

- A. All Head Coaches shall hold tenure after completing 3 years of consecutive years with the same team (level). Head Coach will then have the team for 5 years. After 5 years the position will be up for election. If same Head Coach is elected again, then they will remain as Head Coach for another 5 years. (Every 5 years the position will be up for election), (Current Head Coaches holding tenure will have 5 years from the 2016 season before position is up for election), or until such time that they officially resign or are requested to leave the League. Therefore, all Head Coaches willing to return shall run for Executive Board position unopposed if they submit a letter of intent by the December meeting and have attended 2/3 of the previous year's meetings from February through January. Failure to attend 2/3 of the meetings will result in review by E-Board for possible disciplinary action and could result in an open election for this position.

18.3 Elections shall be held in the third week of January. The voting shall be conducted by the total voting membership. If electee is the only name on the ballot, 1/4 of the voting assembly must submit a "yes" vote in order to be elected.

ARTICLE XIX

BILLERICA POP WARNER FOOTBALL LEAGUE BY-LAW CHANGE PROPOSALS

19.1 All proposed By-Law changes are subject to the following regulations:

- A. Notice of meeting must have been posted in a local media outlets for two (2) consecutive weeks.
- B. An official By-Law committee must present the recommendations to the voting membership.
- C. It shall take two thirds (2/3) of the voting membership present to approve the By-Law changes and defined in Article 2.3.
- D. The master copy of the By-Laws shall be maintained by the League Secretary and the following positions shall have in their possession a suitable copy which may substitute for the master copy.

- 1. President
- 2. First Vice-President
- 3. Second Vice-President
- 4. Cheering Coordinantor
- 5. Treasurer

6. Secretary

ARTICLE XX CHEERLEADING

- 20.1 Ages of all cheerleaders are governed by Eastern Mass. Red Book Team age requirement.
- A. If a girl is signing up and her age is comparable with the same age of the boys, she goes on that team as directed by Pop Warner Little Scholars, Inc. and regulated by PWFCEM.
- 20.2 Assistant Coaches Responsibilities:
- A. To teach cheers.
- B. To set examples; appearance, enthusiasm, personal hygiene, friendliness, cooperation, etc.
- C. To insure good conduct.
- D. To be present at ALL games and practices.
- E. To enforce the girls attendance.
- 20.3 Team Parents are there for the sole purpose of assisting the Team Head Coach in supervising the welfare of the children, distribute and collect all paperwork. Any and all problems pertaining to Assisting Coach's conduct should be brought to the attention of the Head Coach at the time the problem occurs. This organization suggests that all teams should have at least one adult at least twenty-one years old for every 12 girls. In charge of League Book for Team.
- 20.4 All girls will practice August through November, not less than one (1) times a week and not more than five (5) times a week.
- 20.5 A ten (10) minute warm-up is required before each practice.
- 20.6 Sneakers and bodysuits, sweatpants, etc., are allowed as long as the parents purchase the articles.

ARTICLE XXI SCHOLARSHIP

- 21.1 The membership will vote yearly (January meeting) on the number and amount of Scholarships to be awarded to High School Seniors who have participated with BPWFL. These awards will be given on applicants participation, recognition of the work put in by applicant's parents and the applicant's High School grades. It will not be based on financial need.
- 21.2 The Applications will be delivered to the High Schools in Billerica by February 1st.
- 21.3 All applications should be returned to BPWFL no later than April 1st. The committee will be responsible for contacting the High Schools within Billerica prior to the deadline to collect all applications that are with the guidance counselors.
- 21.4 The committee will be responsible for awarding the Scholarships based on a point system. The judgement of the committee will be final.
- 21.5 The funds will be transferred to an escrow account until proof of successfully completing the first (1st) semester with a grade point average of at least 2.0. At that time the Scholarship shall be paid to the applicant or school.
- 21.6 Any Scholarship unclaimed will be given to the next qualified applicant of that year. In the event there are no other candidates the money will be returned to the General Account of BPWFL.
- 21.7 All accepted applications shall be kept by BPWFL for at least three (3) years.
- 21.8 Guidelines to be followed by the Nomination Committee are:
- A. Grades (Jr. year): Award 25 points for all A's + B's. Award 20 points for all others. Deduct one (1) point for each failure in a required course.
 - B. Applicant's participation: Award 5 points for each year.
 - C. Parent's participation: Award 5 points for each year. Must be registered or recorded position.
 - D. Tiebreakers:
 - 1. Second parent working for the league.
 - 2. Summary letter of applicant.
 - 3. Five (5) points awarded (once) for E-Board parent

involvement.

4. Final tiebreaker subject to the decision of the current scholarship committee.

21.9 The above points shall be totaled and the highest point totals will be awarded the approved Scholarships. The use of the tiebreakers will be used only when the last position is tied.

ARTICLE XXII STANDARDS OF PARTICPATION

22.1 A person may be disqualified and prohibited from serving as an employee or volunteer of Billerica Pop Warner Football League if:

- A. The person has been convicted (including crimes the record of which has been expunged and pleas of 'No Contest') of any crime of violence against minors or any crime which indicates the person may pose a risk to the safety and well-being of children under his/her direction and/or stewardship, including but not limited to:
1. Indecent assault and battery on a child under fourteen (14).
 2. Indecent assault and battery on a mentally retarded person.
 3. Indecent assault and battery on a person who has obtained the age of fourteen (14).
 4. Rape
 5. Rape of a child under the age of sixteen (16) under force.
 6. Rape and abuse of a child under the provisions of MGLA Chapter 265 Section 23.
 7. Assault with the intent to commit rape.
 8. Assault of a child under the age of sixteen (16) with the intent to commit rape..
 9. Kidnapping of a child under the age of sixteen (16).
 10. Open and Gross lewdness and lascivious behavior.
 11. Unnatural and lascivious acts with a child under sixteen (16).
 12. Distribution and trafficking of narcotics or other controlled substances.
 13. Possession of a narcotic or controlled substance with the intent to sell.
 14. Possession of a narcotic or controlled substance.
 15. Driving under the influence (within six (6) years).
 16. Intent to commit any of the above crimes; or
- B. It is determined that: He/She has been adjudged liable for civil penalties or damages involving sexual or physical abuse of children, is subject to any court order involving

sexual abuse or physical abuse of a minor, including, but not limited to domestic order or protection, has had his/her parental rights terminated for reasons involving sexual or physical abuse of children; or

- C. If Billerica Pop Warner Football League comes into possession of verified information that he/she has: a history with another organization (volunteer, employee, etc.) of complaints of physical or sexual abuse of minors, resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual or physical abuse of minors.

For the purposes of these rules, personnel shall include, but not necessarily limited to, Officers, Board members, Coaches, Team Parents, Referees, Concession workers, instructors and staffs whether or not they receive compensation for the performance of their duties.

Any individual required under these rules to be screened who does not consent to be subject to the application of these rules shall NOT be allowed to participate in activities of Billerica Pop Warner Football League. Consent forms are attached hereto and made a part of hereof.

At the direction of Billerica Pop Warner Football League, the screening process will be a Criminal Offender Record Inquiry (CORI) and a sex offender's registry check in accordance with MGLA Chapter 6 Section 178C.

22.2 Administration

- A. The association President will administrate the screening process. The information will be obtained by the association President and reviewed for standards violations. The association President will then make a determination as to the status of each applicant. Any applicant denied approval will be informed by the association President and will be told of his/her opportunity to appeal that decision.
- B. A committee (PWFCM KID-SAFE), formed by the conference and consisting of three league presidents, not from the league the appeal originated from, and alternatives from the conference board, to be named by the conference President will act as an appeal board.
- C. Individuals who are prohibited from participation in the Billerica Pop Warner Football League pursuant to the provisions of this article may appeal this action to the above mentioned committee in writing within ten (10) days of receipt of notice of such prohibition. The committee or a designed subcommittee thereof shall hear all appeals

within thirty (30) days of receipt of the request at a place and time in a manner determined by the committee. A decision shall be rendered in writing within ten (10) days of the completion of the hearing.

22.3 Complaint Process

- A. Complaints concerning violations of the provisions of this article and/or of Billerica Pop Warner Football League's sexual and physical abuse policy statements shall be in writing addressed to the association's President and shall be signed by the individual making the complaint. The complaint shall state in full and complete details the basis of the complaint concerning the alleged violations.
- B. Upon receipt of such a written complaint, the President shall refer the matter to the above mentioned committee for its review. All creditable complaints of sexual and/or physical abuse shall be referred to the appropriate governmental authorities by the President after the committee's review.
- C. The committee or a designed subcommittee may, in its discretion, recommend administrative action against the individual complained of and that individual shall have the right to appeal that action as outlined above.

Revised: February 3, 2018