



CPWA Board Meeting Minutes May 28, 2014

Attendees: Tim & Jennifer, Tommy, Billy Ray & Teresa P, April, Shane, Curtis, Van, Veronica, Chuck, Christy & Denny, Alicia

Meeting began: 6:41pm

1. **Approval of minutes:** April minutes approved
2. **Approval of budget:** Balance: \$13673.23 + \$780.16 to be deposited;
need to discuss Bolt---Budget Approved
There is a \$1486 outstanding balance to Bolt. Haven't paid it d/t letters falling off.
Collections agency has contacted us. Talk to rep and try to settle out of collections. Both jerseys for season were ruined and we want to pay little to nothing out of pocket.
3. **Voting of photographers:** Peylan Photography-unanimous
4. **Voting of football uniform vendor:**
Riddell prices: we get samples of everything; will make decision by end of May
\$50 sublimated jersey; \$58 Tackle twill jersey; \$40 Tackle twill-poor quality
Pants: \$13 integrated; \$10 for pants and we have 7 piece pad sets
Budgeted for 180 participants; have 130 signed up
Approved Riddell
Approved \$58 jerseys and \$10 pants
5. **CFE:** Van:
FVAA was welcomed to CFE at meeting
Release forms have to be in by August 1st – no one can leave after that
Camps or clinics CFE needs to know. Event Request Form
Certification weights: topic became lengthy—August 11-15 with make up date
TBD enforce within weight 3 under and 6 over; penalizing association at official weigh in and they show up outside of 6 over and 3 under
Book Check August 16th 9-3 no practice that day
Head Coaches meeting: July 19th 9-12
Second Meeting August 3rd 1:30-4:30
Preliminary Team Counts and declarations due July 11th
First Aid and Certifications need to be on roster
Request to host jamboree due June 30th
USA certifications live clinic June 14th (Panthers host) reimburse up to \$150 if you're staying in a Marriott. 1 person per association (Primary Safety Coach PSC)
Denny to be our PSC
If 20 people sign up for Huddle USA Football will give 20% discount
CvHS wants to pass out camp flyer at next registration

6. SOP additions/changes: (See attached sheet of SOP approved changes)

4.0 Disciplinary Rule: according to National guidelines Approved

5.0 Team Selection: Cheer selection: Approved as written

Football selection: Approved

6.0 Fundraising: Take out 35% statement

\$100 is due at uniform distribution

6.1 Have to meet \$100 and anything over will be used toward Post season

6.1 con'td Certain expenses need to be paid for. Unused funds: stays in account for use next season

Approved

7.0 Take out Approved

7.1 Take out discarded ...

8.0 CORI checks

12.2 Coaches Certifications: approve line 2: **VAN TO WORK ON THIS SECTION**

14.0 Will be listed as General Handling of Money number 2 approved

14.1 Fundraising: Approved to be as read

14.2 Concessions/Merchandise

Approved as read

14.3 Game Day

As read with "executive board members" taken out VC/Comm approved

14.5 Referees

Approved as read

15.0 Budget

Keep as read and add what's written

16.0 Volunteers

Approved

17.0 Website:

Personnel needs to be spelled correctly

Read as outlined

18.0 Cpw board descriptions: add approved

7. Open Floor

Camps NO-per Alicia d/t insurance and CFF liability rules

Pelicans: will give back 25% of sales at practice- Shane to take care of

Updated registration sent to Van 70 cheer 130 football

Denny presents status on numbers at next meeting

Van will split teams with coaches

Adjourned: 8:05pm

SOP CHANGES

At April 16th and May 28th Board Meetings

Approved at April Meeting:

- 1.0 as-is
- 3.1 as-is
- 3.2 Take out “First year coaches” line. Add “The Football Director **and a select panel** will select Head Coaches...keep rest as-is stated.
- 3.3 Take out “by March 1st” Add “Qualified applicants will be interviewed by the Football Director **and selected panel**.”

Approved at May Meeting:

- 4.0 Add: Follow the National Guidelines as listed in Part IV of the PWLS Official Rule Book and The CFF Football Manual.
- 5.0 Add: It is the position of CPWA to group athletes according to experience, ability, and within the age/weight matrix. The placement of athletes will be determined after a minimum 4 days of practice by the Football/Cheer Directors and Head Coaches.
- 6.0 Add: Each player is responsible for raising \$100 prior to uniform distribution. Take out 35% statement
- 6.1 Delete and have it read: All football and cheer teams must meet their \$100 fundraising requirement to be eligible for post-season funding. For the purpose of funding only, “Post-season” is to be classified as anything above and beyond the 8 regular season games for football and any competition past the Local CFF competition for cheer. The following rules apply to post season funding: -Post-season funding will be applied directly toward the participant’s expenses by the Treasurer, Board member, or Coach responsible for payments. -Only approved expenses will be applied toward an athlete’s post-season balance. -Excess in post-season funds will be kept separately in a post-season account. Any excess in funds will be divided by future teams participating in post-season travel.
- 7.0 Take out

7.1 Take out “is discarded or given to the Head Coach” Keep rest as-is

8.0 Keep CORI Checks in SOP as-is

12.2 **VAN TO WORK ON THIS SECTION.** Change CPR/First Aid lines to read: CPR/First Aid certification-At least 1 rostered adult on each team must be First Aid/CPR certified and submit copies of certifications. National Pop Warner acknowledges the completion of PREPARE in lieu of a First Aid/CPR certification.

14.0 General Handling of Money to Read as follows:: The following is a guideline of how CPWA will operate its financial obligations: 2 signatures will be required on all deposits and checks; The Treasurer, Commissioner, and Vice Commissioner have the authority to sign checks, make deposits, and use debit card; All receipts, invoices, and deposit slips must be given to the Treasurer within 72 hours of purchase; All financial activity will be documented on the monthly budget spreadsheet. An updated spreadsheet will be presented at each monthly board meeting as well as updated monthly and listed on the CPW website; It is the responsibility of the Treasurer, Commissioner, and/or Vice Commissioner to complete the appropriate tax documentation to be filed yearly with the IRS prior to April 15th; Any one transaction resulting in an amount over \$2500 must be submitted in writing to the Board of Directors; Any purchase regarding merchandise, equipment, uniforms, awards, and rentals must have a minimum of 2 quotes from separate vendors to ensure a competitive price.

14.1 Fundraising to read as follows: Fundraising money is to be collected by the Team Parent or Head Coach and given to the Fundraising Director weekly. At the time the money is exchanged, all funds must be counted under dual control with 1 witness. All 3 parties must sign-off on a receipt of exchange. Once money has been collected, it is the responsibility of the Fundraising Director to track those funds for each participant. Money will then be given to the Treasurer for deposit.

14.2 Concessions/Merchandise to read as follows: The Treasurer will supply the Concessions/Merchandise personnel with \$50 change on practice days and \$200 change on game days. A receipt will be kept in the moneybox, which must be signed under dual control at the opening of the cash box and any time money is withdrawn from the box. At the close of each practice and/or game, the Treasurer or **executive** Board member will collect all funds from the box. Again, money must be counted and a receipt

written under dual control with 2 signatures. The purchasing of concession items will be done by the Concessions and/or Assistant Concessions Director on an as needed basis. The purchaser will have access to the debit card to make these purchases. A receipt must be given within 72 hours of all purchases. The purchaser should not spend over \$200 at one time without written approval from the Treasurer, Commissioner or Vice Commissioner.

14.3 Game Day to read as follows: The Treasurer, **Commissioner, or Vice Commissioner** will withdraw the required amount of money needed to start Game days on the Friday before the game(s) is played. The following amounts will be withdrawn; Concessions- \$200; Merchandise- \$50; Gate- \$100; Referees- \$45/referee/game

14.5 Referees to be read as follows: Referee's will be paid in cash at a rate of \$45/game. Referee's will obtain payment at the concessions table where envelopes will be pre-arranged for pick-up by the treasurer or executive board. Envelopes will contain the rate of pay (\$45) and must be signed under dual control. The referee must initial the envelope once payment has been given to ensure the proper personel has been paid and paid at the correct rate.

15.0 Budget Add "Budget shall be displayed on website and be available in written form upon request." Keep rest as-is stated.

16.0 Delete this section

17.0 Website to read as follows: The Cleveland Pop Warner website is to be used as the official web communication for our association. Athletes and family should refer to the website first before seeking other methods of web communication (ie. Facebook pages, Twitter, Instagram). The following personnel have access to updating website pages;

- a. Commissioner- All pages
- b. Vice Commissioner- All pages
- c. Treasurer- Budget
- d. Secretary- Welcome, About CPW, Board Members, Contact us, Meeting Minutes, Calendar, Forms
- e. Fundraising Dir.- Home page, Fundraising Page, Sponsors, Dibs
- f. Football Dir.- Football page(s), Home page, Registration, Forms, Photos

- g. Cheer Dir.- Cheer page(s), Home page, Registration, Forms, Photos
- h. Head Coaches/Team parent- Team page

18.0 CPW Board Member Descriptions to be read as outlined in each of the duties given to Board Members when positions were assigned. A list and description of each member's duties will be listed in SOP. **ALICIA TO ADD DESCRIPTIONS TO SOP.**



CFF

CONSOLIDATED FOOTBALL FEDERATION



April 15, 2014

CFF Meeting Minutes

In Attendance:

CFF: Ken Hall, Mike Tett, Julie Sandford, Bo McCormick, Tony Minori,
Diane Smith

Apex: Janice Patriss, Mark Priest

Cary: Craig Stevens,

Capital City: Mitch Smith

Cleveland: Van Waters, April Honeycutt

Durham: Don Jones

Garner: Mark Massey

Knightdale: Doug Taylor, Michelle Marina,

North Raleigh: Kyle King, Gabrielle Brown

Orange County: Kimberly Wood

Sanford: Ed Burgess

South Johnston: Christine Henley, Amy Parrish

Tri-County: Walter Parker, Miguel McCoy, Robert Robinson

Wake County: Kevin Blue, Tamara Mitchell

Wake Forest: Sean Crean

Wilders Grove: William White

Agenda

1. Welcome- Meeting opened up at 7:30 pm by Ken Hall
2. Vendor Presentations
Team Cheer – Stephanie Wilson Team Sales Rep
3. Approval of March Minutes
Motion to Approve –Wake Forest
Approve – Tri County
4. New Association Vote-FVAA Sports
Motion to accept new Association for discussion – Wake Forest
2nd - South Johnston

Discussion points - Media announcements in Apex Area, Boundaries questions in Holly springs,
Should concentrate in areas of Town of Fuquay Varina and Harnett counties south.
Review of Boundaries
Review of

Vote to Accept FVAA into the CFF as a new member for the 2014 season -

Yes Votes – 22

No Votes - 0

Absent - 8

Results - Unanimous vote to accept FVAA to CFF for the 2014 season

5. General Update
 - a) League One Access - Clean up team access of old members - Send Ken an email to request access if you do not current have access
 - b) ID Cards for Coaches/Players - Discussion of new template for coaches that are different from player ID cards - 10 out 15 associations use the template that the CFF provides. Need to have them be different than the players for better recognition of who is allowed to be on the sidelines.
Would like other suggestions to prevent badge misuse
 - c) Book Check – Move Book Check up to Saturday August 16
6. Scholastics
Please have your scholastics coordinator contact Mike Tett ASAP
7. Challenger
8. Cheer & Dance
 - a. Local venue – Locals on 10/19 or 10/26
 - b. Possible early venue for exhibition or prejudging
 - c. Feedback from last year's cheer events
9. Football
 - a) Certification Weights Week of August 4-8.
Cut down on sweat downs of players
Allows teams to have players in t-shirts and shorts during that first week.
Will still have make up weights on 8 /13

Will need to go back and re do schedule for weigh ins – Major Concerns with proposed dates for weigh ins

b.B USA Football – Certifications

c. TM/MM Rankings - new questions /criteria to be discussed this year to set strength levels for t teams for the upcoming season for jamboree and bowls games

d. 8 week schedule over 9 week

d. Jamboree will be scheduled for 10/25

f. Championship games will begin 10/235

Open Discussion

Several new league popping up in the Raleigh area, AYF, YFL, copperheads, Holt Brothers that are giving pop warner competition.

Motion to Adjourn Wilders Grove

2nd Cary

Next May 20, 2014

2014 CFF Key Dates

(All dates are tentative and are subject to change)

January 15	Deadline to submit All American Applications to National office
January 15	CFF Monthly Meeting
February 3	Year Round Spirit rosters due to National office
February 15	Deadline to submit VOY to Region
February 15	Deadline to submit Rule Change to region
February 18	CFF Monthly Meeting
February 20-21	National Pop Warner Meeting
March 3	Deadline to submit application to join the CFF
March 7-8	Mid South Regional Meeting
March 9	Mid South Regional Scholastic Tribute
March 18	CFF Monthly Meeting
April 2	National All Americans announced
April 15	CFF Monthly Meeting
May 20	CFF Monthly Meeting
May 23-24	National Scholar Tribute
June 17	CFF Monthly Meeting
June 30	Deadline to request to host Jamboree game
July 11	Deadline for submitting football team counts and comp level division declarations
July 15	CFF Monthly Meeting
July 19	Coaches Training, Raleigh
July 19	Head Football Coaches Meeting
August 01	Begin Season
August 03	Head Football Coaches Make up Meeting
August 10	Final team counts and home field availability due to CFF
August 11-15	Football Weight Certification
August 16	Deadline for submitting dues to CFF
August 16	Team Book Check
August 19	CFF Monthly Meeting
August 20	Reweigh/Book Check Make up
August 23	Jamboree
August 30	First Game
September 01	Cheer & Dance Declarations
September 08	Background Check Association Affidavit due to CFF
September 16	CFF Monthly Meeting
October 1	Last day to make roster change
October 5	Deadline to submit copies of all report cards and eligibility forms to the CFF
October 21	CFF Monthly Meeting
October 16	Deadline to submit Scholastic Progress Reports
October 26	CFF Cheer & Dance Competition
October 25	CFF Football Championships
October 25	CFF Flag, Tiny Mite, Mitey Mites Bowl Games
November 08	Regional Football Playoffs – Round 1
November 15	Regional Football Playoffs – Round 2
November 28	Regional Cheer & Dance Competition
November 29	Regional Football Championships
December 6–13	National Football Championships and Cheer & Dance Competition