

# 2026 Parent Handbook Policy and Procedures



## San Carlos Patriots Football & Cheer

7183 Navajo Road, Suite M

San Diego, CA 92119

[www.sancarlostriots.com](http://www.sancarlostriots.com)

Email: [president@sancarlostriots.com](mailto:president@sancarlostriots.com)

“Like” us on Facebook & Instagram: San Carlos Pop Warner

Dear Patriot Families –

This 2026 season is our 55th year in Pop Warner. I first want to thank you for allowing your children to be a part of our association. The San Carlos Patriots Pop Warner (SCPPW) Board of Directors has been diligently working all year to create a positive and memorable season.

Our Little Scholar Program has already identified some very outstanding players for academic achievement. We will make every effort to get each and every player that qualifies to be specially recognized by Pop Warner. Every Head Coach and Board Member promote, encourage and emphasize the #1 importance of obtaining good grades. Teamwork, hard work and discipline follow as our core principles in teaching every player.

San Carlos Patriots Pop Warner is an organization that is run 100% by volunteers. There are many opportunities to volunteer, ranging from working concessions to helping on the sidelines as a team parent. Our success depends on your involvement!

If there is any way that I can assist you please feel free to contact me at your convenience. I am available via email at [president@sancarlospatriots.com](mailto:president@sancarlospatriots.com) or at the practice field.

Sincerely,

Justin Bronaugh  
SCPPW President

## 2026 SPCPW BOARD OF DIRECTORS:

Name	Board Email	Phone Number	Position
Justin Bronaugh	president@sancarlosspatriots.com	314-898-7366	President Vice-President Field Coordinator Equipment Director Team Parent Rep Coach Rep Player Agent San Carlos Rec Center Rep
Lisa Quenga-Guerrero	secretary@sancarlosspatriots.com	619-742-9374	Secretary Treasurer Little Scholars Director Concessions Coordinator
Matt Hopkins	matt@arguswest.com	619-861-6556	Board Member Webmaster Fundraising Coordinator
TBD	treasurer@sancarlosspatriots.com	TBD	Treasurer
TBD	cheerdirector@sancarlosspatriots.com	TBD	Cheer Director
TBD	asstcheerdirector@sancarlosspatriots.com	TBD	Asst. Cheer Director
TBD	webmaster@sancarlosspatriots.com	TBD	Webmaster
TBD	reccenterrepresentative@sancarlosspatriots.com	TBD	San Carlos Rec Center Rep
TBD	equipmentdirector@sancarlosspatriots.com	TBD	Equipment Director
TBD	littlescholars@sancarlosspatriots.com	TBD	Little Scholars Director
TBD	playeragent@sancarlosspatriots.com	TBD	Player Agent
TBD	tackledirector@sancarlosspatriots.com	TBD	Tackle Director
TBD	concessionscoordinator@sancarlosspatriots.com	TBD	Concessions Coordinator
TBD	fundraisingcoordinator@sancarlosspatriots.com	TBD	Fundraising Coordinator
Teshawn Johnson	teshawn.johnson74@yahoo.com	619-761-6409	Member At Large

### **BOARD MEETINGS**

Board meetings are held the first Sunday after the WCC Presidents Meeting, each month via zoom or at the following locations:

San Carlos Recreation Center located at 6445 Lake Badin Avenue, San Diego, CA 92119, or Mountain Mike's Pizza located at 7377 Jackson Drive, San Diego, CA 92119.

WCC Presidents Meetings are typically held the first Wednesday of every month.

All board meetings are open to all members of San Carlos Patriots Pop Warner. Inquire with the President if you wish to be included on a board meeting.

## **VOUNTEER OPPORTUNITIES**

Pop Warner is a 100% run volunteer organization. Without volunteers we would not exist, that is why it is vital to have parent participation. All parents are required to participate as a volunteer to avoid future MANDATORY volunteer hours. Volunteer field positions are scheduled during your child's game: Chain gang, spotter, field staff, etc. Specific details discussed below.

## **CHAIN OF COMMAND**

If any problems or concerns should arise please use the proper chain of command:

- Business Manager
- Head Coach
- Any Available Board Member

**Please respect other parents and do not send mass emails unless they are a team communication to help facilitate a request by the Head Coach or Business Manager.**

Any parent wishing to ask questions, make suggestions or talk about an incident should first seek their Business Manager for discussion. Every Head Coach will make themselves available at the beginning of each practice for parents and after practice. Please know the Head Coach only has a limited amount of time to address any issues before getting back to teaching your children, or heading home. Coaches should not be approached during practices for any reason.

**REMEMBER THAT ALL COACHES ARE VOLUNTEERS AND ARE NOT PAID TO DEDICATE THEIR TIME TO YOUR CHILD!!! ALWAYS TREAT EACH VOLUNTEER WITH THE UTMOST RESPECT FOR THEIR TIME AND DEDICATION THAT THEY ARE WILLING TO GO ABOVE AND BEYOND TO MAKE SAN CARLOS PATRIOTS A LEAGUE TO BE PROUD OF!!!!**

## **TEAM NEEDS**

Each team has different needs. Some of the volunteer positions include Assistant Coaches, Team Parents, Scholastic Assistants and Equipment Assistants. Without them, a team couldn't even step foot on the field. Please remember some teams may need more assistance. Please contact the Head Coach or any Board Member if you are interested in volunteering for a team. The Head Coach has the right to choose his badged field staff. According to National Pop Warner rules, the Head Coach is responsible for his/her staff. San Carlos Patriots Pop Warner will not force any Head Coach to have someone on the coaching staff that he/she is not willing to be responsible for.

## **All games will need the following volunteers:**

### **Business Manager (MANDATORY FOR ALL TEAMS)**

One person needs to be the Business Manager for the team all season. This person is the Project Manager for the team and coordinates all activities for the team in collaboration with the Head Coach. The Business Manager will plan team parties, create a game snack volunteer schedule, create team fundraising ideas, and delegate specific needs on game days to Team Parents. This is a badged position.

This person is also responsible for maintaining the Team Book and the Player Book, both which will be provided to the Business Manager by the SCPPW Board. The Business Manager uses those books to check players in before every game. These check in procedures will be discussed at the WCC Business Manager meetings which occur every year before the season begins.

### **Team Parent**

The Team Parent serves as a liaison between the Business Manager and parents of the team. This is a badged position. You will be assisting the Business Manager by performing delegated duties such as planning team parties, putting together the snack schedule for each game, assisting the coaches on game day with players head counts, hydration of the players, etc.

### **Checker**

One person is needed to keep track of minimum play requirements on the Away teams sideline. You will be on the opposing teams sideline assisting the other teams Spotter to make sure they are accurately counting the minimum play requirements. Each football participant must play a minimum amount of plays; the number of plays is dependent upon the size of the team. This is a badged position and must be someone who can be at all games throughout the season! However, it is best if this position rotates amongst several parents on the team.

### **Spotter**

One person is needed to keep track of minimum play requirements on the SCP sideline. You will be on our side of the field assisting the other teams Checker to make sure they are accurately counting the minimum play requirements. Each football participant must play a minimum amount of plays; the number of plays is dependent upon the size of the team. This is a badged position and must be someone who can be at all games throughout the season! However, it is best if this position rotates amongst several parents on the team.

## **Each home game we will need the following volunteers:**

### **Announcer**

An individual must be comfortable speaking to the crowd with a microphone and should have strong football knowledge with the ability to read referee signals. This individual will receive a roster from the Business Managers of both teams so that he/she can perform the announcing duties effectively.

**Timekeeper/Scorekeeper**

An individual must be willing to learn the scoreboard apparatus on the home field (Patrick Henry High School) and should have strong football knowledge on when to start and stop the clock, as well as have the ability to watch the refs for specific game cues.

**Concession Stand**

There are many duties in the snack shack, from barbecuing, dishes, food preparation, clean-up, and contact with the public. Also, assistance is needed with selling Spirit Gear. It is vital that 2 people from each team volunteer to work the concession stand for every home game. Concession stand volunteers will not be scheduled during your child's game, but will be expected at games of other age groups, i.e, if your child plays 10U, it will be expected that you volunteer at either a 9U game or an 11U game.

**Each away game we will need the following volunteers:****Chain Gang**

Three people are needed to hold the chains and the field marker on the visitors sideline during every game. They move chains when instructed by the Referee. While on the field, you may not coach, or interact with opposing teams' staff or cheer while being on the field. You do not need any knowledge of football to perform this duty. As stated, the referees will instruct you when to move the chains.

**FUNDRAISING**

San Carlos Pop Warner is a non-profit organization run entirely by volunteers. We rely on the generous donations of local businesses as well as strong support during our fundraising events. It is vital to have parent participation and to continue to promote fan wear/spirit gear.

Several fundraising events will be hosted throughout the year and you will be informed of the specifics of those events well in advance of them occurring.

All money raised will go directly to either a team or individual athlete to pay for travel, end of year team party, uniforms or other Pop Warner related expenses. If a fundraiser is specific to an athlete for travel, reimbursement of those funds will occur when the athlete departs for their event. If the athlete does not use the individual money raised for the fundraising event, the athlete can elect to use that money towards other future Pop Warner related expenses only. All money raised from fundraising for either team events or individual expenses are being raised under San Carlos Pop Warner Football & Cheer non-profit organization 501(c)(3) Corporation status.

**SPONSORSHIP**

See Sponsorship letter and form at the end of the handbook.

## **SEASON DATES**

The season begins on July 15th and will end approximately mid-November. Specific dates for practices will be decided by each team's Head Coach.

### **Flag Football**

Typically, flag football teams practice 2-3 days per week all season

### **Tackle Teams**

Parents should note that teams will practice 5 days per week for the first few weeks of the season. Teams will go down to 4 practice days per week, when scrimmages and games begin (in mid-August). Ultimately moving to 3 practice days per week after the Labor Day holiday.

### **Games**

All games, tackle and flag, will be held on Saturday and will start in mid-August, stretching through mid-November. Game times can be as early as 8am and as late as 7pm. Please note the length of the season when planning family vacations or other commitments. Dates and times can be changed and may vary considering what team your child is on!

**DO NOT PLAN ANY FAMILY VACATIONS ONCE THE FOOTBALL SEASON HAS BEGUN AS POP WARNER IS A TRULY DEMANDING TIME COMMITMENT!!**

## **REFUND POLICY**

Refunds requested, at any time after equipment and uniforms have been ordered will not be issued.

Refunds requested after the season begins, July 15th, will not be issued.

Full refunds can be accommodated if the withdrawal request from the team has occurred prior to the season starting, July 15th, and the team does not meet the minimum number of players required by Pop Warner (16).

If a withdrawal request is made, at any time, after the team has already met the minimum number of players required by Pop Warner (16), and the request does not enable the team to meet the minimum players required by Pop Warner (16), no refund will be provided. Meaning, if the team meets the 16 player minimum on May 1st, and you request a withdrawal from the team on May 15th, therefore dropping the team count to 15, no refund will be given.

Special considerations: Written requests for refunds, after the season begins, July 15th, may be considered and submitted to the Board of Directors if emergency situations exist. It is at the Boards discretion to consider the refund. There will be an administrative fee of \$100.00 deducted from fees paid if the special consideration refund is granted.

## **PRACTICES AND CONDITIONING**

Beginning July 15<sup>th</sup>, practice is 5 days a week between the hours of 4:30 - 7:30 pm. All teams can only practice for 2 hours per day within that time range. Starting in mid-August, the same week as the first scrimmage is scheduled, practice will shift to 4 days per week. After Labor Day, practices will be reduced to 3 days per week.

Each Head Coach will notify their team of the practice schedule. All practices are determined by the Head Coach, and may change as needed. Please arrive at all practices early and ready to walk on the field at the specified start time. If you cannot make practice please notify your Head Coach and/or Business Manager as soon as possible. If your child misses practice regularly it will be at the discretion of the Head Coach if the child will be able to play and/or cheer in that week's game. When players/cheerleaders miss too many practices, they may not know changes that have occurred during the week and could become a safety issue. It is at the coaches discretion to sit a player for a game, depending on practices missed that week.

All football and cheer participants are required to complete conditioning as a requirement stated by National Pop Warner. If conditioning requirements are not met the child will not be permitted to play in games until completed. Because of the Pop Warner conditioning requirement, youth football has 12% fewer injuries per capita among 5-15 year olds more than organized soccer in the same age range (U.S. Consumer Product Safety Commission, NEISS).

## **INJURIES**

Although Pop Warner injuries are less than  $\frac{1}{3}$  the injury rate in high school football, they can occur. All injuries will be documented by coaching staff and/or the team parent. A doctor's release will be required to practice and/or play in games for all serious injuries (including, but not limited to: broken bones, fractures, concussions etc.). If a participant has an injury during a game and is removed from the game they will be required to sit out at least one down, and may not re-enter the game without approval of the Head Coach and EMT who is required to be at every game. If a player is assisted off the field during a game, they will not be allowed to return to that game and will need a doctor's release to return to practice the following week.

## **FOOTBALL EQUIPMENT**

All football participants should come to practice fully dressed, hydrated and ready to practice. Participants should bring a water bottle to every practice.

### **San Carlos Patriots Provide:**

- Flag
  - Belt with flags (return at end of season)
  - Game day jersey (keep at end of season)
  - Game day pants (return at end of season)
  - Footballs (return at end of season)
  
- Tackle
  - Helmet with chin strap (return at end of season)
  - Shoulder Pads (return at end of season)
  - Game day jersey (keep at end of season)
  - Game day pants (return at end of season)
  - Practice jersey (keep at end of season)
  - Knee pads (return at end of season)
  - Footballs (return at end of season)

### Player Provides (Tackle Only):

- 5 or 7 piece pad girdle which is worn at practice and games
- Practice pants with belt
- Games socks (determined by coach)
- Cleats (no metal)
- Receiver or linemen gloves
- Mouth piece (extra mouthpiece should be provided to the Business Manager)
- Players can purchase their own helmets and shoulder pads as long as they are approved by the SCPPW Board. Helmets need to be painted the team colors which can be facilitated by the SCPPW Board for all personal helmets.

### **EQUIPMENT RETURN**

All football equipment must be returned after the last game or the participant's parent will be billed based on the equipment that was not returned. Your team Parent/Head Coach will notify you of the return process before the season ends.

### **CHEERLEADER UNIFORMS**

All cheerleader participants should come to practice fully dressed in their camp shorts, shirts and cheer shoes. Jewelry is not allowed. Hair should be pulled away from the face. Hair ties, bobby pins and flat

Barrettes are acceptable. Make sure they are hydrated and ready to practice. Participants should bring a water bottle to every practice.

Any type of clothing displaying profanity or revealing clothing (showing of mid-drifts or other inappropriate body parts) will not be permitted and may be cause for benching at practice and/or games at the coach's discretion.

Uniforms will be purchased by the cheerleader (price varies by season) and are yours to keep.

Each coach will provide their team will specifics and the above is subject to change.

### **PICTURE DAY**

Please arrive in full uniform for picture day. Football players should wear game pants, game jersey, game socks and cleats. Cheerleaders should wear shell, skirt, socks and game shoes.

Buddy Pictures will be available if you have siblings and/or friends in multiple divisions. Please refer to the form that your Team Parent provides for Buddy Pictures.

Picture day will be coordinated by the SCPPW Board. Date and time will be disseminated to all teams once it is finalized.

## **GAMES**

Games are held throughout San Diego County depending on field availability. Our home field is at Patrick Henry High School located at 6702 Wandermere Drive, San Diego, CA 92120. Participants are expected to arrive early (as determined by your Head Coach). **Parents are not allowed on the field at any time during practice or games.** Only individuals with a badge will be allowed on the field. All volunteers must go through a background check to be allowed on the field by the players/cheerleaders. If a parent goes on the field during a game, they will be escorted out of the stadium and not allowed back in..

## **ADULT CODE OF CONDUCT**

Any adult who is using alcohol, tobacco or non-prescription drugs and/or appears intoxicated at Pop Warner event, and/or who is flagrantly rude, attempts to intimidate, verbally abuse, heckles, taunts, ridicules, boos, throws objects and/or uses vulgarity or profane language/gestures with an official, coach, volunteer, staff member, participant or other event attendee, must receive a verbal warning and/or be asked to leave a Pop Warner event. The member organization may also provide a written warning to the individual regarding the misbehavior. The adult's children may also be removed from the event. Any adult, who commits one of the above stated offenses a second time, will be banned from any and all Pop Warner events for a period of one year from the date of the second offense, and their children may also be removed from the program (s) for that time period.

Any adult who physically assaults an official, coach, volunteer, staff member or participant or threatens grave bodily harm may be banned from any and all Pop Warner events at a minimum for one year from the date of the offense, and their children may also be removed from any and all Pop Warner programs for that same period of time. After the ban has expired, if the individual commits another offense of the adult code of conduct, the individual will be permanently banned from any and all Pop Warner events and the individual's children can also be permanently removed from any and all Pop Warner programs.

## **MANDATORY PLAY RULE**

The mandatory play rule is established by National Pop Warner and requires a minimum number of plays to be met by each football player per game. The number of plays is determined by the size of the team and level of play.

## **LITTLE SCHOLARS**

Pop Warner requires that all football and cheer participants have a minimum of 2.0 GPA to participate. A full year report card is required before the child can participate. Each season Pop Warner recognizes those individuals that achieve academic excellence. Your team may require a weekly progress report to be turned in to help players/cheerleaders to understand the importance of school in relation to playing and sports!!