

# Clearview Youth Football & Cheerleading



## **Head Football Coaches Handbook, Responsibilities, and Code of Conduct.**

### **MISSION**

The mission of the Clearview Youth Football & Cheerleading organization is to teach football and cheerleading skills to children between the ages of 4 and 14, while implementing the ideals of good sportsmanship, honesty, courage, loyalty and respect for oneself and others.

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## Introduction

This document is for use by all CYFC coaching staff as a guideline on how to conduct themselves as members of the CYFC organization. The document will detail expectations for all coaches, misconduct and associated actions, responsibilities of all coaches, practice and team organization, and some football fundamentals.

An introduction to safety issues is provided, however all coaches will receive a safety manual which must be referenced for detailed safety information. In addition, a playbook and sample drills are available from the organization upon request.

## Safety

This section is not meant to be comprehensive with regard to safety, rather it is meant as an introduction to on-field safety. The coaches are referred to the CYFC Safety Director for more comprehensive discussions on safety related issues.

With regard to injuries and illness, the following guidelines are prescribed:

- In the event of an injury, contact the Safety Director, or if this person is not available contact the medical person of one of the other teams in your practice area.
- Stay calm, and try to keep the child calm. For most, this is the first time that they have been hurt, and will be scared by this.
- **DO NOT MOVE THE CHILD IF THEY ARE UNABLE TO MOVE UNDER THEIR OWN POWER.** If this situation occurs, contact emergency medical services immediately. If the child's parent(s) is/are at practice, call them over, and appraise them to the situation. If the parent(s) is/are not available, have another coach or parent contact them as soon as possible.
- In the event that a child has to be transported to the hospital, Inspira medical center is the hospital that the child will most likely be taken to for home games. Hospitals for away games will be listed in the CYFC Official Season Schedule. If the parent is not at practice, a coach or team parent shall accompany the child.
- When a child says that they are hurt, believe them. Do not attempt to get them to practice or play in a game if they are physically or emotionally not prepared to do so. Doing so leaves you and the CYFC organization liable for any problems, which may arise. Get to know your players early, and better equip yourself to recognize when the player requires medical attention.
- Be alert to children trying to hide an injury. This puts the child at greater risk and also other children on the team.

- Talk to your athletes to assess anything out of the ordinary with a player's demeanor or usual physical conduct. An injury may not become apparent until after the practice or game, specifically a concussion injury.

## Team/Parent Meetings

At least one team/parent meeting should be held by the head coach for all players and their families during the first week of practice. This is in addition to the orientation meeting that the CYFC organization holds prior to the start of the season. It is recommended that additional meetings be held throughout the season to foster a good relationship between the coaching staff and the player and their families.

Coaches at a pre-season Team/Parent Meeting should discuss:

- Their philosophy and rules on:
  1. Sideline behavior
  2. Practices
  3. Picking up and dropping off players
  4. Minimum Playing Time Rules (OPEN FOR DISCUSSION)
  5. Procedures for grievances within the Team
  6. Disciplinary issues and actions
  7. Communications with team via Bonzi Team (Mandatory)
- Coaches should work on improving their coaching skills by:
  1. Getting the appropriate certification (s)
  2. Watch competitions
  3. Reading instruction books
  4. Talking to other coaches
  5. Ask a Knowledgeable Board Member for help with problem areas
  6. Learn the league rules at our level of the game

## Dealing with Parents

Parents can be the coach's greatest ally or their worst enemy. Keep in mind the following when dealing with parents.

- Parents often believe that their child may deserve more playing time. To them, their child is a star, and the best player on the team. When approached by this, try to encourage the parent(s) to attend a practice; this gives them the opportunity to observe their child's progress as compared to others on the team.
- Inform parents that any conduct that becomes disruptive to either practice or competitions will not be tolerated, and may result in the parent being asked to leave the event. If the problem becomes excessive, their behavior could result in their child being dropped from the team.

- Parent complaints should be directed to the head coach of the team. The team parent should only be utilized to facilitate the initial parents' interaction with the head coach if the parent initiates the complaint. Any complaints that cannot be handled by the coaches should be directed to the President. If the situation involves multiple parties, their situation may be more appropriately handled through the entire CYFC Board of Directors.
- It is the parent's responsibility to have their child at practice on time. Explain to the parents that it is disruptive to have children arriving late, or not at all. This behavior affects every member of the team, not just their child. Also, parents should be aware of the time practices are scheduled to end, and be available to pick their child up at this time.

It is important to explain the goals and objectives of CYFC to the parents at Team/Parent Meetings.

- You are the link between CYFC, and the community that we serve. Parents and children will look to you for information regarding our association, so be prepared; stay knowledgeable about association activities.
  - If there are questions or concerns from parents or participants, bring them to the attention of the Board in a timely fashion.

## Expectations of Coaches

The coach's calling is something we all need to take very seriously. To this end, CYFC has adopted the following guidelines:

**The coach** must be aware that he will have a tremendous influence, for good or bad, in the life of the player, and thus shall never place the value of winning above the value of the individual player -- his health, character, and development are paramount.

**The coach** must constantly uphold the honor and dignity of the profession. In all personal contact with players, officials, parents, the media, and the public, the coach shall strive to set an example of the highest moral and ethical conduct. This includes never "playing favorites" in practice or in games, never favoring one's own child above others, and being as fair as possible in assigning positions and playing time. Players need to earn their positions every week, and the efforts and contributions of all players must be recognized.

**The coach** will always look sharp on the field, whether in practice or in games. You are representing CYFC to the community.

**The coach** shall promote academic achievement, always emphasizing that school comes before sports. Where appropriate, the coach shall take an active role in the prevention of drug, alcohol, and tobacco abuse, and shall under no circumstances condone or promote their use.

**The coach** shall be fully aware of safety issues pertaining to preparing for and playing the game, including but not limited to stretching and warming up, fitting and using equipment, and playing in a safe manner. If you have questions, see the board.

**The coach** shall be well acquainted with current rules and is responsible for their interpretation to players. Coaches who are relatively inexperienced should feel comfortable approaching experienced coaches to ask for help in this and other regards. Coaches shall always be open to helping each other.

**The coach** shall be fully prepared for every practice and game, and will see that his assistants are prepared as well. You should have written plans and a schedule for each practice.

**The coach** will encourage respect and support for officials. Inciting players and/or spectators against officials is prohibited.

**The coach** should always emphasize sportsmanship by players and spectators, and with his assistants should greet and exchange greetings with rival coaches before and after the game.

**The coach** shall refrain from using profanity. Disagreements with parents or other coaches should never occur in front of players. Let it go or take it somewhere else.

**The coach** shall emphasize positive discipline, such as encouragement and praise, over negative discipline. In the long term, ignoring a negative behavior is far more effective than punishing it. A player can NEVER be summarily dismissed from his team without due process.

## **Exceptional Misconduct**

The following are grounds for temporary or permanent dismissal of either coaches or players from CYFC:

1. Illegal use of prescribed drugs or narcotics;
2. Use of alcohol during a sanctioned event (practice/game);
3. Stealing, or the sale or purchase of stolen property;
4. Use of profane or obscene language and/or acts of vulgarity-;
5. Fighting;
6. Vandalism;
7. Acts found to be in violation of the law.

In the event of exceptional misconduct, one of three consequences may occur:

1. Temporary or permanent dismissal from the program after consulting with the board;
2. A probationary period;
3. Other appropriate action, as determined by the individual circumstances.

The coach, player, or parent may appeal any ruling to the CYFC Executive Board.

## General Coaches Rules

A coach will not be permitted to use profanity, abusive language, tobacco products (including chewing tobacco or electronic tobacco products), alcohol or conduct him/herself in a manner that could be deemed offensive. This rule will apply to all organizational sanctioned practices and games or organizational events.

A coach will not transport any participant to or from practices or games, unless approved by the parent.

Coaches will notify the CYFC Executive Board of Directors if a problem or situation arises. A coach will rationally discuss with a parent/guardian any problem or situation which may arise. A coach is expected to resolve any grievance in a civil manner. If a solution is not reached, the coach is expected to direct the grievance to the CYFC Executive Board of Directors.

All head coaches or their direct designee must participate in any and all CYFC fundraisers. Failure to do so may result in the dismissal of a coach, coaches, and/or the violating participants.

A coach will adhere to all rules and regulations as set forth by CYFC and the SJUFL with which CYFC is affiliated.

A child's health and well-being shall be the first objective for any coach.

Violation of these rules by a coach of CYFC may result in one or more of the following, according to the Exceptional Misconduct section:

- a. Warning
- b. Probation
- c. Suspension limited to a lifetime
- d. Fine

## General Notes

*Care of equipment/fields:* All equipment must be used and cared for in a responsible manner. Coaches and/or parents may be held financially responsible for the loss of equipment.

*Attendance:* If players are not practicing they will have a greater risk of injury and they put extra pressure on the team and coaching staff as well. Keep a daily record of who is at practice and who is missing. If you have a player who is suited up and is consistently missing practice, then the Board of Directors needs to know. We cannot risk the chance of losing several hundred dollars of gear to a family that is not being responsible. Please report all drops right away and collect the gear and return it to the league. If you cannot get the gear try to seek help from the other team parents and or the Board.

*Equipment:* The player must always have their practice and game Jerseys tucked inside their waist belt. Anyone caught damaging the gear or field equipment will first be warned and if continued will be removed from the team and league.

*Field Responsibilities:* As a coach you always need to make sure the field is safe for competition. Coaches should walk down the field prior to play for holes, glass or other debris in which players may be injured. After every practice or game each individual team is responsible for policing the general field areas for garbage left behind by players, e.g. water bottles.

*Forms:* There is always a lot of paper work involved in being the coach. You must always have your official roster on you with the appropriate emergency and medical release forms attached.

## **Discipline and Good Sportsmanship**

It is the coach's responsibility to instill discipline and good sportsmanship in their players. Remember, these kids look up to you. They will remember you for a long time. How you are remembered is up to you.

### **Discipline**

- Football requires more discipline than most other sports
  - Coordinating effort of 11 children
  - Controlling high levels of physical exertion
  - Instilling mental concentration
  - Football players must control and focus their emotions – which is particularly difficult for young men
- Practices are designed for the good of the entire team
  - Distractions by individuals slow the team's progress
  - Undisciplined behavior can erode team chemistry
- As coaches we must teach how to focus energy in a positive and safe manner
  - Acknowledge the role of emotion in football
  - Positively reinforce desired behavior
- If one child cannot follow instructions, corrective action should and will be taken
  - Pull the child aside and explain the negative behavior
  - Pull the child out of the drill until he is ready to participate positively
  - Some physical activity can also be used
    - Burn off extra energy
    - Refocus team and individual on the task at hand
- If a child cannot control his behavior he will be removed from practice and his parents will be called
- Discipline will NOT involve
  - Degrading the child
  - Public embarrassment
  - Physically grabbing the child (facemask)
  - Excessive physical activity

### **Good Sportsmanship**

- Poor sportsmanship will not be tolerated in any form

- Poor sportsmanship will be grounds for dismissal for a coach
- Poor sportsmanship will be grounds for removal from games/practice for players
- Coaches should always be a positive role model
  - Reinforce positive behavior for all athletes to follow
- Examples of good sportsmanship
  - Shaking hands with opponents after a game.
  - Helping an opponent up after a play.
  - Showing concern for injured opponents.
  - Accepting all decisions of the referees
  - Encouraging less skilled teammates
  - Congratulating an excellent effort by opponents
- Examples of poor sportsmanship
  - Trash talking
  - Causing injury to an opponent on purpose
  - Cheating
  - Blaming losses on others
  - Running up the score against opponents

## Developmental Differences in Athletes

Coaches will observe developmental differences inherent to young athletes. This includes:

- Put athletes in positions and situations in which their development will let them succeed.
  - Match athletes based on size, skill and aggressiveness
  - Slow down drills as needed to encourage proper technique
- Recognize some athletes mature at different speeds
  - Provide instruction appropriate to the player and their physical skills
  - Encourage the late-maturing athlete
- Involve parents
  - Identify each athlete's future potential
  - Recognize that physical changes occur over time

## Practice Regulations

The practice field location will be determined by CYFC. Practice is not permitted anywhere except your assigned field unless permission obtained from CYFC. The CYFC Board of Directors must be notified of any changes in days, times, and location via the director of football or the VP of football.

Practices may not start until the official start date assigned by the CYFC board of directors prior to the start of the season. Each squad is limited to five organized practices per week, prior to the start of the school year. After the start of the school year, practices are limited to four (preferably three) organized practices per week, plus any scheduled games. Violation of these rules *will* result in coach's suspension or dismissal.

Never leave a child waiting on their parents/guardians by themselves. Never take a child anywhere by yourself. Always have another adult accompany you.



## Coach/Referee Communication

Just as much as the playbook, game plan, and defensive schemes are a part of the game of football, so is the relationship between the officials and the coaches. The most important aspect of this relationship is how we communicate with each other. The old adage of “treat others as you would want to be treated” applies. A coach who constantly yells, berates, and argues with every call, made or not made, loses credibility and respect in the eyes of the officials. In the same way coaches do not respect officials who ignore them, refuse to listen to what they say, or are just plain unapproachable. These types of attitudes foster and maintain an adversarial relationship, which makes the sidelines an unpleasant place for coaches and officials alike. How do we move past that type of relationship towards one based upon mutual respect of the jobs each other is doing? The key is effective communication. Some of the major points are as follows:

*Speak to the officials in calm tone:* This is hard considering that football is an emotional game and people get caught up in the moment. You would not yell at a police officer in the heat of a traffic stop. Officials are not a police officer, but they are responsible for enforcing the rules of the game equitably for all sides. Officials do not care who wins or loses the game. They do not see teams in terms “Clearview” vs “Other” but in terms of offense vs defense. Ask your side official for an explanation of the call or the rule. If he doesn’t have all the information, he should be able to get it for you. Remember there is a game going on and the explanation may come a few plays later. If you really feel the rule has been misinterpreted, you have the option for a referee/coach conference. This is an official’s timeout and if the rule has been misapplied, it can be corrected. If the rule has not been misapplied, then your team will be charged for a time out. If you are out of timeouts, then you will be assessed a five yard delay of game penalty. Ask your questions in a respectful and calm tone and listen to the answers. Do not interrupt the officials when they are trying to answer your question.

*Know the Rules:* Nothing will destroy your credibility faster than arguing a basic rule or is applying a college or NFL rule to the game governed by High School rules. An example, “that ball was uncatchable” on a pass interference call does not apply in High School rules. Officials spend a lot of time studying and learning the rules, so they have a good grasp of what the rules are and how to apply them to the junior program. Officials, like other humans, make mistakes and may on occasion misinterpret the rules. But just like a player misses the snap count or commits a foul, these are not done on purpose.

*Never argue a judgment call:* This again is difficult because the call may have gone the other way. The ruling official, in his/her opinion, had a foul or didn’t have a foul and calls it like he/she sees it. Remember each official works a specific zone and the other officials may not have even seen what another official sees or doesn’t see because they are catching their respective area on the field. Before any foul is administered, the crew gets together and discusses what happened and if anyone saw the play differently, that is the opportunity for other officials to provide input. Remember the officials are not out to “get anyone”. Some other common sense basics are don’t call the officials names, attack

their integrity, or try to intimidate the officials. These tactics will get you nowhere except possibly tossed out of the game. The officials are out there for the same reason you are, for the kids. This is a youth football game and the players and fans are watching and learning from the adult actions and interaction on the field. What type of example will you be? As human nature would have it, how you treat the officials is likely to directly influence the respect and treatment you receive.



## 2019 HEAD COACHES RESPONSIBILITIES

The role of Head Coach is a large responsibility. Thank you for taking on such an important role in the life of a child. The following is just an overview of some hot topics and important notes to help you through the season. Most of it relates to organizational aspects and how they relate to the League and administration of the season.

1. Once you have been provided with a roster, please be aware that **every child on your roster should receive at least one phone call** from you prior to the season. This is a By-Law and CYFC requirement. It also takes a long time so it is important to get started early. Email is a great tool, but nothing can replace a live conversation. If you so choose to delegate this responsibility please make sure you review the necessary requirements of the phone call with whomever you assign to do it.
2. **Meet with your staff.** Practice plans, philosophy etc. Remember they cannot coach practice without an official Background Check and CYFC Safety clinic attendance, and they can't be on the field for games, nor get an ID Card without or USA Football Certification.
3. **Request your team parent and get them to apply early. Remember, the coach can only suggest a team parent. The Board ratifies and certifies Team Parent appointments just like coaches.** Review roster info. Correct name spelling, age, birthdates, address and contact info. Players must be from Clearview HS sending district. Review that often.
4. **Prepare a Parent handout for your parent meeting.** Parent meetings should be conducted within the first week of practice, after orientation. Your letter should cover a welcome to the team, basic practice schedule, small blurb concerning Varsity and Junior Varsity playing time. You should also reiterate that league registration is 8/23/14, and that they need their original birth certificate. Remind parents in your letter they can not be on the practice field for any reason unless they are a coach, and to coach they must A. Fill out the volunteer application B. Complete the CYFC Background check. To be inside the fence for a varsity game, they must also have the League coaching certification. (Doesn't apply to pee wees). Remind Parents in your letter that all children must live and attend school in the Clearview Regional Sending District OR acquire the appropriate waiver when applicable.
5. Be aware of the CYFC and SJUFL By-Laws regarding Head Coaches duties. It is a lot.
6. **Required Attendance:** **SJUFL coaching required events. I will pull this from their by-laws**
7. **Waivers.** Although the SJUFL special release document requires the Head Coaches signature, CYFC By-Laws supersede that process. Head Coaches can not waiver children without CYFC Board Approval and will be required to waiver any child directed by the CYFC Board (pee wees do not need waivers and can come from any district).
8. Information Policy. Pertinent to team moms and coaches. **(mandated use of Bonzi Team for all communications).** Please make sure you copy in the corresponding Cheerleading Coach and Team Mom of you divisions cheer team. This is very important for JV game schedule and schedule changes. When rescheduling games, copy the director of field operations, and concessions manager as notice of the change.
- 9.. Start your season timely. Be aware, our By-Laws state you must start practices no later than the week of August 1<sup>st</sup>, 2019. **Open for discussion**
- 10.. The coach does not have the authority to overrule CYFC Policy.

11. **2019 Practice blackout dates.**

12. Recruiting practices. You may not offer families free registration, and you cannot promise them a starting position to come play football for us. CYFC premiers it's athletes from the CRHS Sending District. **Initials**

13. Coaching is not a right, it's a privilege. Keep your staff in line. Watch your sideline demeanor, no matter what. **There is to be no profanity at anytime while in contact with players.** This is a 100% no tolerance rule for 2019. **ALL AGES.**  
**Initials**

14. ANY **Contact information** you are provided with is the sole property of CYFC, as well as any information you gather while performing duties for CYFC. Email lists, phone lists, and contact info, whether provided to you, or gathered by you can be used for CYFC purposes only. It is our own property just like a football helmet or cheerleading outfit. If you leave CYFC, the list may not be used again. These lists and contact information cannot be used for personal, public, or political reasons. Please do not provide this info to anyone who would use it to sell a product or service, or solicit from our membership. CYFC does not endorse any political candidates or parties. Contact lists cannot be used or provided to individuals to send political messages of any kind. Any use of this information outside of CYFC purposes' is forbidden and must be approved by the CYFC Executive Board. Always use "Blind Copy" (BCC) when sending out emails when possible. It will keep people from stealing your distribution lists. Emails sent for ANY reason outside of CYFC activities social, professional or otherwise must be approved by the Executive Board. **Initials**

15. **PII Personally Identifiable Information.** Lots of information these days is private. Birthdates, addresses, schools attended, and everything else should be considered private and only handled by the minimum number of staff members. Team Rosters when disseminated should only include basic info. Please hide and delete any columns that are unnecessary to see. Divorce and Financial Data are especially private. If a family is participating under a "special financial waiver" or "scholarship program", only the Board and Treasurer should know. If for some reason that info trickles its way out please remember it is delicate and private. Use Blind copy or BCC anytime you email large groups of people.

16. Off Site practices, team meetings, parties, get together, team building activities, etc. are forbidden unless the activity is submitted in writing and approved by the board. All activities in a personal residence are discouraged. All activities should include the entire team. A few examples of offsite activities would include:

- Any practice for any reason held elsewhere besides Pleasant Valley Field.
- Offsite Film review for football.
- Inviting the whole team to a non football event (i.e. Chuck E Cheese, birthday party, Halloween party, Movies, Creamy Acres, Amusement parks, pizza party, end-of year party, skating party, etc.)
- Pre-game warm ups, practices, etc. (doing hair and make up for cheer at your house).

17. Financial Benefits. You may not ask parents for any additional money for any activity outside of the official fees to play or cheer. Any additional requests for funds to pay for extra activities events, or uniforms must be approved first.

18. Awards. CYF&C has an official award policy for it's players and cheerleaders.

**You are not allowed to supplement any awards outside of the official awards program.**

19. You may not do any fundraisers that have not been approved by CYFC. Outside fundraisers and solicitation during CYFC activities is expressly forbidden. We understand that there are lots of great charities out there, however, we are a non-profit self funded organization, and a registered charity in the State of NJ. Any activity such as bake sales, apparel sales, or any other fundraising that takes place using CYFC distribution lists, CYFC Personnel, during CYFC activities must be brought before the board prior to the start of the activity 21. Coaches may not collect or accept Money (Checks or Cash) for any reason. No cash or checks will be accepted by CYF&C at any time unless a Board Member and receipt book are present. Coaches cannot accept uniforms or equipment that belongs to CYF&C.

20. NO one is permitted to drive in the park for any reason. Please help police this issue. **NO DRIVING IN THE PARK!!**

21. Coaches do not have the authority to change policy set by the board and its by-laws. Individual team attendance policies must be presented to the board for approval. Coaches may not bench a player or refuse them participation from any activity practice, game or otherwise, without prior permission from the board. There is a big difference between a child “losing a spot” for missing a practice to attend a party, and a child being benched in a game. They are two totally different things. This applies to a child missing a scheduled event for illness, for another sport or activity, such as a birthday party, school event, etc. It doesn’t matter what the event may be. CYFC does not discern between other sporting activities, like dance, Karate, or Soccer, to social events like a grandparents 60<sup>th</sup> anniversary, to CCD or an outside church activity. They are all the same, and as long as the coach is informed of the absence ahead of time, the absence is excused. You can take away his starting position, you can adjust playing time accordingly, but you cannot “bench” him. Minimum playing time rules are to be followed for invited players. This also applies to disciplining a child for profanity or bad behavior. Coaches must understand that any backlash from these situations goes right to the top of the Executive Board, and if a coach fails to handle these situations in the right way, regardless of how good a coach, he/she can and will be suspended. Bottom line, please cover yourself, and help make it easy on the staff. Watch what you say at all times, there are always people listening. Individual situations like difficult families, child behavior, missed practices; poor performance, lack of participation, cursing, lack of effort should be handled at the lowest level possible, and should be between the fewest members of the coaching staff and the parent of the child, or the child itself. If any disciplinary action such as forfeiture of game time, prohibition from practice, or any extra punishment that need to be administered, it must be submitted to the VP of Football or Cheer Operations for approval. Again, there is a big difference between a player being asked to run laps, do push-ups, stay an extra 10 minutes after practice, or even write an essay, and a player being told he can’t practice or come to game. When communicating who plays up and/or down, (Varsity or JV) it’s a good idea to only communicate to those necessary. Emailing every parent or announcing to whole team as to who is relegated to permanent “C” team doesn’t make anyone feel good. Head Coaches have the final say in who plays what and where. No exceptions.

22. Do a very good job early, and often, to make sure your parents understand the Varsity/JV situation and playing time. It is YOUR responsibility as a head coach to communicate, and set up proper expectations. It is your responsibility to make sure the parents know the schedule, where their kids are supposed to be and when. This is as important as knowing how to teach a child to throw and catch.

23. Understood that not everyone gets along. Football is a passionate sport. Personalities sometimes don’t go together well, and that’s OK. However, even the perception of dissention among a coaching staff weakens the team, and takes away from true spirit of this game. Keep your individual conflicts off the field. Confrontation among staff cannot ever take place in front of players and families. Should a verbal confrontation take place in an inappropriate setting, you’ll be suspended at the discretion of the President for the safety and well being of the children and team until you can appear before the Board. It goes without saying that any physical confrontation will result in an immediate suspension.

24. You are all volunteers. However, when you are on the field, during practice or games, at team events, or in the parking lots before and after practice, you are at work. You are expected to act like a professional at all times.

### **THINGS TO BE AWARE OF FOR THE SEASON**

Mercy rules-gentlemen’s agreement. This is important. Although one actually doesn’t exist, and the unwritten rule is never broken by us, folks call us on it all the time. Remember, once you get your comfortable lead, 4 touchdowns, you have to do what you can to minimize a lopsided score. Try to run inside the tackles. No trick plays, counters or reverses. Keep passing to a minimum etc. On defense, obviously no blitzes. Try to keep as many JV and B players on hand to replace starters if things are out of hand, and at a minimum, play starters out of position. **DO THE RIGHT THING EVEN THOUGH NO ONE ELSE DOES.**

- **Only the Head Coach can speak to a referee.** Breaking this rule can get your Head Coach ejected. If a Coach gets ejected he/she is responsible for the fine.
- **Go-live rules.** SJUFL has a rule of no contact until **two weeks after the first practice**. Contact really means live scrimmage and tackling. You can still hit the sled and mild blocking drills

- Keep you and your staff behind the OOB line and inside the coaching box. No one on the field ever. This is important but we always continue to encroach.
- Make sure Team Moms have your volunteer slots filled, including field lining for your designated date. If you have no scoreboard or announcer ultimately it's the coach and kids that suffer. Stay in touch with your team mom on this issue.
- Clock operator school.
- Rutgers courses. USA Football is Mandatory for all CYFC Football Coaches.
- If you get tossed from a game it is two game suspension and appearing before the board. You pay the fine.
- Minimize your game day staff. You don't need all 20 coaches on the sideline for a game.
- Your job to ensure your certified assistants attend practice, assist in CYFC functions, and do their part off the game field to ensure they have a spot on the game field. If a parent can't make most practices, then they should not be afforded the best seat, even if a coach isn't a problem.
- Keep the daddy ball out of the game. If you find a coach is mostly concerned with his child and where his child plays, get him off the field. Assistant coaches must coach all children equally, without exception. No tolerance for daddy ball.
- Just because you coach does not mean your family doesn't volunteer. Coaches put in a lot of time and effort, however, if 20 of the families on a team have a parent coaching, and no other volunteering is done, then we don't have enough volunteers. The only way to fix this is either limit coaching staffs, or Coaches spouses MUST put time in concessions and volunteering as well. As Head Coach you must monitor this. If your team mom can't fill the stand duties, and you have an assistant who's spouse can't find time in concessions, contact the VP of Football and Team Mom coordinator and report the issue.

**Prior to the season starting each child needs a live phone call from the coach. Please review the following with that child's parents.**

1. Date Practice starts/intended practice schedule. This will vary on each team, however please be aware.
2. League Registration Date Aug 23<sup>th</sup>. (only applies to Fresh thru Sr Football, not pee wee FB or any cheer). If that child can not make that date, please put them on a list and communicate to the League Rep. Make the child aware that for the registration, they need their **Original Birth Certificate**. Find last year's cards early. Kids who are not moving up to a new division and have last years card are not required to attend.
3. Verify your roster info. Birth date, address, and school. **Make sure that all of your players live in the Clearview regional Sending District. If you get burnt on this the league comes after you!**
4. Parent meeting date. You need to conduct a parent meeting. Please do so within 1 week of orientation.
5. Accepting volunteers however all coaches must pass safety clinic and Background Check. Coaches are not allowed on the field during games without League certification. This requires attending USA Football, Rutgers or NYSCA.
6. Remaining equipment hand-out dates, times, location.

**2019 SJUFL League Registration. Sat. Aug. ??<sup>th</sup> 2019**

- Must have a pre-approval to miss.
- ALL Coaches must attend.

- All Coaches must sign code of conduct.
- Paperwork and original B/C in order alphabetically.
- Must have jersey numbers on roster
- No uniforms or cleats, jerseys are OK.

Only 10 sideline passes per team. Cheerleaders get 2. Team Parents are NOT carded. They don't need a league certification. They shouldn't be on the sideline for Varsity or JV game unless attending to need (hurt player etc.). The coaches and staff are responsible for the behavior and safety of children on the sideline, not Team Moms. Coaches please ensure you have a Rutgers certified, TCMFL carded coach to handle this. Again, Team Moms should only be inside the fence for emergencies and for brief periods of time. Team Moms don't need to come to League Reg Aug. 24<sup>h</sup>.