



# **Chardon Youth Football**

## **Operating Procedures**

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### Revision History

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## Summary

The purpose of this document is to serve as a point of reference for all coaches, parents, and players for the operational aspects of the Chardon Youth Football (CYF) program. If there should ever be an unintended conflict between this document and the CYF by-laws, the ratified by-laws will always prevail.

It is not the intention of the board to solve for any and all contingencies that may arise, but rather document those decisions that have been made by the board during the course of operations for a season. Should a condition arise that has not been previously voted on or contained in this document the board will vote on the matter, publish the decision to the membership, and update this document.

## Board Positions and Terms of Service

The CYF Board consists of (4) members including the President, Vice President, Secretary, and Treasurer. The board members are all volunteer positions and are voted on by the membership annually at the first membership meeting of a calendar year, typically January. Although a (4) member board, only (3) members vote in order to ensure there are no ties in decision-making. The President, Vice President, and Secretary are the voting members.

Each position is a (2) year term of service. When possible the President and Secretary will serve their terms together, the Vice President and Treasurer will serve theirs together. In the event a sitting member can no longer participate an interim member will serve until the next election cycle for the position.

Currently the President and Secretary are serving for 2015 and 2016, the Vice President and Treasurer are serving for 2014 and 2015.

## Membership Meetings

Membership meetings will be held monthly at the Chardon Community Conference Room, meeting day and time will be published on the CYF website and email announcements will be made as well. Meeting days, times, and locations are subject to change at the agreement of the board and membership.

## Fundraising Activities

Each season the CYF program will look to host a fundraising activity to support the financial operations of the program. Events such as golf outings and reverse raffles have proven successful, though each year the event may change.

Given the nature of these events and the coordination required the board will ask for a committee to be developed for each seasons event with one member acting as the chair. The chair will work with the board on the event selection, venue, and all financial aspects. The Treasurer will provide up front funding for the event via the CYF bank account. All events and associated costs must be approved by the board prior to commitment with any venue.

## Player, Coach, and Parent Conduct

The very nature of this sport that we all love so much creates a lot of energy, on the field, on the sidelines, and in the stands. There is an expectation of conduct by all those associated with the CYF program. We are all representatives of the community of Chardon and we must remember to treat others with respect and courtesy at all times. As a reminder, referees may penalize the on-field team for the conduct of players, coaches, and fans, and have the right to eject each from a game as necessary to ensure a safe and respectful playing environment.

### Players

Players will always act in a sportsman-like way, treating team members, coaches, referees, opposing team players, and opposing team coaches with respect. Any player who exhibits disrespect to anyone else for any reason may be removed from the program, based on the severity of the incident, at the recommendation of the head coach to the board. The board will review all player incidents and make decisions according to the information available.

### Coaches

Coaches are expected to conduct themselves in a respectful manner at all times. Verbal arguments with parents, opposing team coaches, and referees will not be tolerated. Coaches found to be in violation may be subject to coaching credential revocation by the CYF board and/or the Great Lakes Youth Football League depending on the severity of an incident. Suspension terms by CYF and GLYFL may range from a single game, the remainder of a season, and possibly future seasons.

### Parents

Parents are expected to conduct themselves in a respectful manner at all times regardless of any on-field activity. Parents who are found to be in violation of this expectation may be removed from the practice and/or game location at the discretion of the head coach and/or referee. Depending on the severity of any incident a parent may be banned from attending future practices or games by the CYF board and/or the GLYFL board.

## Player Participation

Players participating in the CYF program must register via the process in place for the current season, at this time the CYF program uses Sports Sign Up. Payments may be made via online credit card or via check. If paying via check payment must be received prior to players picking up equipment.

### Equipment

Players will be issued the following standard equipment:

- Helmet
- (1) Mouth guard
- Shoulder pads
- Practice jersey
- Girdle with high and tail bone pads
- Pants with belt, thigh, and knee pads

Players may choose to use their own equipment such as custom mouth guards, personal chinstraps, integrated pad pants, etc. No financial provisions will be made for any personal or custom equipment a player chooses to utilize. Any personal such as mouth guards, helmets, and shoulder pads must be league-approved equipment and the player will require proper fitting of the equipment by a certified coach.

The board will provide dates for equipment pick up and turn in; these will be the only dates available for access to the storage shed for equipment. If a player requires pick up or drop off outside of these dates then they must make arrangements with their head coach who must then work with the board and/or the equipment committee for access to the shed.

If a player has not returned all issued equipment by the final equipment turn in date then the player will be issued an invoice in the amount required to financially replace the non-returned equipment.

### Player Team Assignment

Players cannot be guaranteed assignment to a team except in the following conditions:

(A) Siblings playing in the program will always be assigned to the same team either via returning core and/or the draft process. Siblings will be considered CYF participants residing full or part time in the same home.

(B) Protected coaches players will be assigned to the team under which the coach is protected.

Unfortunately due to the nature of the sport, team selection, and drafting process we cannot guarantee a players participation on any given team. We understand the logistics of practices and carpooling, however these are not conditions which can be considered for team selection. If a player does not wish to be on a particular coaches team these wishes can be communicated to the board for consideration by all coaches during the draft process.

### Coaching

All coaches are required to have a completed coaching application on file with the board prior to being able to participate as either a head or assistant coach. All coaches must have a valid CPR certification, background check, completed USA Football certification, and complete the State of Ohio concussion awareness training. Any coach who has not completed these requirements prior beginning of the season may not participate in any on-field activity until all the requirements are satisfied. There is a maximum of (6) coaches allowed on the field for a game.

### Coaching Applications

Coaching applications for a season are due to the board prior to the draft unless otherwise stated. This will help ensure that a parent who is willing to coach may be considered at the time of the draft for the division.

### Head Coaches

Applications for head coaches are due to the board by the 31<sup>st</sup> of March of year. The board will review the applications of each candidate in the month of April and those selected to be head coaches will be notified in May with announcements to the membership prior to the draft.

Consideration for head coaching positions will include the number of years' experience coaching, the number of year's participation in CYF, number of available teams requiring a head coach, and final selection is based on board vote. The board may wish to meet with a candidate head coach prior to either voting on the selection or awarding the coach a team.

Head coaches will have overall responsibilities for player documentation, team equipment, ensuring that all players play a minimum of 10 plays in each game, and communication of information from the board and league to their team.

### Protected Coaches

If a coach was protected in a previous season, and is returning to the same team under the same head coach, he or she must be protected again in the current season. If the coach does not wish to be protected then the player (and coach) must be returned to the draft for selection to a team in the new season.

If a player and previously protected coach wish to change teams, the player must be returned to the draft for selection to a new team. A player and coach may not be protected by Team A in the 2010 season and protected by Team B in the 2011 season.

### Assistant Coaches

Each team may have up to (5) game day assistant coaches. Each team will decide for themselves the responsibility and role of each assistant. At least (1) assistant coach is expected to track all players in the course of game to ensure that each player has at least 10 plays.

### Practice Assistants

While only (6) coaches may be allowed on the field for games, there is no limitation on the number of practice assistants allowed. However, practice assistants must have a coach's application on file with the board and must satisfy all of the same requirements as a head or assistant coach in order to participate in any on-field activities. It is the responsibility of the team's head coach to ensure that anyone participating in coaching activities has satisfied these requirements.

### Team Names

The head coach of each team may select the name of their team for each season. The same name may be chosen for each division (i.e. Chardon B Tigers and Chardon A Tigers) although when possible the board would like to avoid the same team name across divisions.

Only NCAA team names are eligible for the CYF program. There are (2) team names that will not be considered for any team in any division – The Buckeyes and The Wolverines, for obvious reasons.



## Draft

The ultimate goal of the CYF program is to develop “cores” of players that will play their (2) years in a division together. For example, a player will be drafted to a team as a first year B player and will return to the same team the following year.

### “Core” of Players

A core of players is intended to be those players who enter into a division via draft for their first season, and remain together for the subsequent season on the same team. For example, if Walter Hagen and Bobby Jones enter the B division in 2010 on Team A, they should return to Team A in 2011 as a member of the 2010 core. If a player does not wish to return to the team for a subsequent season that player must be returned to the draft for selection to a new team.

### Draft with Division Expansion or Contraction

In the event that a division must expand or contract by one team or more due to the number of registered players, the following process will apply. Based on the number of registered players the board will determine the number of teams appropriate for a division. The ideal number of players per team is 18 – 23 players for all divisions; these target numbers will be used to determine expansion or contraction requirements.

All team “cores” in the affected division only from the previous season will be considered disbanded. Head coaches returning to the division will have the option to retain the previous season’s team name. Additional head coaches will be assigned by the board based on the factors of selection as previously stated and will have the option of naming their team.

Head coaches returning to the division will protect any returning protected coaches from the previous season up to (2) returning coaches. Once coaches have been selected for all teams the draft will commence as outlined in the Draft Day Process

### Draft with Imbalance of Returning Players to a Division

In the event that there is an imbalance of players in a core returning to teams in a division the board will review the condition and consider implementing a redraft of the division. For example, if Team A has 8 players returning in their core and Teams B and C only have 3 each returning then a redraft would be required. If a division is redrafted then the process outlined in Division Expansion or Contraction will be leveraged.

### Draft Day Process

Only the head coach and protected coaches are allowed to participate in the draft day process. There are to be no communications during the draft process; this includes texting, emails, phone calls, or otherwise to those not directly involved in the draft. Any coach found to be in violation of this rule will be immediately removed from the draft process and may face revocation of coaching privileges for the remainder of that season.

Team announcements should be made formally by the head coach as described in the Team Announcements section and no communications should be made to any player until the board has provided approval for formal team announcements.

Assuming a division is not in an expansion or contraction draft condition the players of protected coaches and returning players in a core for each team will be identified by age and accounted for in the registration process.

A coach from each team will randomly select a card to determine the order of player selection for each round of the draft and will be applicable to both age groups. The draft will start with the youngest age in the division; each age will be balanced across all teams and rounds will skip team selection accordingly to ensure a balanced number of ages in team across the division, although every team will get a selection in the first round. Selection skipping will begin in the second round of the draft for each age.

### Player Trading Following the Draft

Coaches may wish to consider trading players following the completion of a division's draft. Provided that both head coaches are in agreement, players may be traded from one team to another as desired within the trade period defined for draft. This period may change year over year and for each division based on the draft specifics each year and will be formally communicated to the coaches before the draft starts so that proper planning may take place.

Following the cutoff period no trades may be made between teams, any exceptions to this will be reviewed by the board and decided on by vote by sitting board members. Any trades requested must be submitted to all sitting board members via email and include the head coaches of the teams involved in the trade.

### Team Announcements

Teams will be announced and introduced by the board within a reasonable amount of time following both the draft and the trade period. Head coaches will be able to follow-up directly with their teams once the announcements have been made. No team announcements should be made before this time to ensure no miscommunications are unintentionally made. Coaches will receive a roster and access to the parent emails in Sports Sign Up following the completion of the draft and team announcements.

### Combine

CYF will host an annual combine generally while registration is still open though this is subject to the dates for school and the start of the season. The board will work to provide multiple dates for attendance as the baseball season is typically underway at the time of the combine.

While not mandatory, attendance is encouraged for all players as the individual results of the combine are provided to all head coaches and their protected coaches for consideration during the draft process. Players may participate in one or all of the combine dates scheduled.

The combine will consist of the 10 yard dash, 40 yard dash, sled push, 3 cone agility, and 4 cone agility events. Each player will complete each event at least twice though based on the timing and attendance there may be up to 3 rounds of each event.

Any parent considering to participate in the season as a coach is encouraged to support the combine event. Each combine day requires 15 – 20 adult volunteers to manage events and complete the day. Volunteers do not need to be coaches, all adult volunteers able to assist are welcome and appreciated.

## Orientation Day

Orientation Day will be held on the Sunday afternoon prior to the first official practice of the season at Chardon Memorial Stadium. The times for the event will be published on the CYF website and an email announcement will be sent by the board. This purpose of the event is provide general communication from the board to all players, coaches, and parents at the start of the season. Head coaches will be introduced and following address by the board each team will break out into their respective locations for introductory meeting.

The event is intended to be social in nature, our season runs 12 – 14 weeks long and this is great opportunity to meet others on the team who you will likely be talking with throughout the season. Head coaches are encouraged to use this day to set expectations for the season regarding schedules, practice agendas, player participation, and coaching styles.

A Punt-Pass-Kick competition will be held in the first part of the Orientation Day providing an opportunity for players to engage with one another while parents are able to socialize. Prizes will be awarded in each of the A, B, and C divisions for best cumulative score in the Punt-Pass-Kick competition.

Light food and refreshments will be provided for all attendees and players will receive a season starter gift. Adult volunteers are welcomed and appreciated to assist with the logistics of the day and the Punt-Pass-Kick competition.

## Practices

The Great Lakes Youth Football League governs the number of practices and duration of each practice based on the start of the school year. GLYFL and CYF allow for (5) practices per week for the (4) weeks prior to the start of the school season. Once school is in session GLFYL and CYF allow for (3) practices each week plus one game.

Each practice has a scheduled duration of (2) hours plus (15) minutes before and after practice for player and parent address for a total of (2.5) hours each practice. Coaches are encouraged to keep practice to a total of (2) hours as much as possible though weather and other factors may impact the total amount of practice time.

Practices prior to the start of the school season are generally Monday – Friday or Monday – Thursday and Saturday AM. Once school is in session practice days are Tuesday, Thursday, and Saturday AM, though the Saturday AM practice may be moved to Wednesdays for teams with games on Saturday. Practice times will be the responsibility of, and communicated by, the head coach of each team. Players and parents are asked to be at practice (15) minutes to start time to allow for equipment adjustment and to help ensure an on-time start of practice.

The head coach of each team is responsible for the development of a daily practice plan. Parents who wish to volunteer to be a practice participant must go through the same process as a coach in order to assist with practices. No other parents or adults may participate or support any portion of practice as per the GLYFL bylaws.

No other practices outside of the regularly scheduled practices and locations are permitted. Coaches found to be in violation of this rule may be subject to revocation of coaching credentials.

### Practice Locations

The A Division teams will generally practice on the field within the high school track, lovingly referred to as The Goat Patch, or the soccer fields located adjacent to the high school.

The B Division teams will practice on the fields behind St. Mary's.

The C Division teams will practice on the field directly across from Chardon Memorial Stadium also known as Butala Field.

The head coaches of each team will identify the area where they would like to practice and communicate to the board, other head coaches, players, and parents.

### Practice Equipment

Coaches will be provided the necessary equipment to conduct a practice such as player practice jerseys, tackling dummies, blocking shields, cones, and (4) practice footballs. It is the responsibility of each head coach to maintain this equipment for the duration of the season. All equipment must be returned at the end of the season. Players MUST have all equipment specified for the practice in order to participate, and no player will be allowed to participate in any practice without a properly fitted mouth guard.

### First Aid

Each coach must be trained and certified by the Red Cross for first aid and CPR. Head coaches will be issued a First Aid kit at the start of each season and replenishments will be made as necessary throughout the season.

If a First Aid event occurs during a practice the head coach must stop all player activity and will be responsible for directing all First Aid activity until the event is over. If a First Aid event occurs during the course of a game the head coach of the team and the referees for the game will be responsible for management of the event until the event is over.

Only the coaching staff, parents of the player involved in the event, and properly trained medical staff may be on the field during a First Aid event. All other players and parents are asked to stay off the field until the event is over.

### Game Day

The Great Lakes Youth Football League will announce the schedule for the season, typically the week before the first game. Scrimmages may be scheduled in the weeks before the actual season starts based on the availability of fields and team participation. It is the goal for each team to have (3) home games and (3) away games, however this is based on availability of fields and the number of teams.

Based on the total number of teams in a division within the GLYFL a by week may be added to the schedule for each team. This will be communicated to the CYF by GLYFL at the time of the season schedule release.

Parents and players should expect to be at the designated field (1.5) hours prior to the start of the game to allow for walk through, warm-ups, and weigh-ins. The actual time will be communicated prior to each game by the head coach of the team.

### Referees

Each game will be officiated by (3) referees at all locations. The head referee has responsibility for the schedule of all games at the field for that day. The referee also has responsibility for ensuring a safe and respectful environment for all participants and may remove anyone found to be creating an unhealthy environment. Referees will officiate games based on the rules for the league published prior to the start of each season by the Great Lakes Youth Football League.

### Announcers

For CYF games held at Chardon Memorial Stadium an adult will be allowed to announce the game from the press box. Only the announcer, spotter, and scorekeeper are allowed to be in the press box during regulation play. All others are asked to stay in the stands.

### Scorekeepers

Scorekeepers are asked to be adult volunteers who will update the scoreboard following each play. The referee on the field will have responsibility for the actual time, yardage, down, and possession on the field. The scorekeeper is responsible for a best effort to keep the board updated at all times including starting and stopping of the game clock.

### Chain Crew

At the start of each game (3) adult volunteers are asked to support as the chain crew consisting of the down marker and the first down chains. The chain crew will work with and at the direction of the referee staff at all times.

### Field Usage and Cleanup

CYF has been given access to Chardon Memorial Stadium to host games for the regular and post-season. In return for this access CYF is required to provide cleanup of the stadium on the Saturday morning following each home game hosted by the high school. Each team is required to participate in stadium cleanup at least once in the season. The schedule for each team's required cleanup day will be provided to the head coaches at the start of the regular season.