



CAPE YOUTH FOOTBALL ASSOCIATION, INC.

Standard Operating Procedures **Practice Cancellation Procedure**

Purpose

The purpose of this procedure is to outline how Cape Youth Football Association (CYFA) manages cancellations of Pop Warner practices and communicate these changes effectively to parents. Ensuring clear and timely communication helps maintain trust and allows parents to plan accordingly.

Procedure

1. **Decision to Cancel:** The Athletic Director, Cheer Director and President will evaluate weather conditions or other factors (such as field conditions) that may lead to practice cancellation.
2. **Inform Coaching Staff:** Notify all coaching staff of the cancellation decision immediately and the Red Light will be turned on.
3. **Update Communication Platforms:** Post updates on official social media and the organization's website regarding the cancellation.
4. **Direct Parent Communication:** Each head coach or team mom will share this information to all parents, using the band platform, detailing the cancellation and any rescheduled dates.
5. **Confirm Receipt of Notification:** Add a request for parents to acknowledge the receipt of the cancellation notice.