

# CYFA POLICIES AND PROCEDURES



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Website: [www.centennialyouthfootball.com](http://www.centennialyouthfootball.com)

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## **BEGIN**

your season with Centennial Youth Football

## **BELIEVE**

in having fun, developing fundamentals, and improving life skills

## **BELONG**

to a team that values honesty, teamwork, and sportsmanship

## **BECOME**

the Future of Centennial Cougar Football...

## **CYFA MISSION STATEMENT**

The primary Mission of Centennial Youth Football Association will be to assist in the development of all student-athletes and their growth not only as football players but also as young citizens. This will be accomplished by improving their life skills as well as their football abilities. All participants will be afforded the opportunity to improve these life skills through education, friendships, teamwork and football. The purpose of this program is to provide safe, supervised football activities for youth of the Centennial High School district.

## **CYFA OBJECTIVES**

1. To have fun.
2. To build healthy bodies and minds.
3. To develop skills and proficiency in the game of football and related activities.
4. To teach the concepts of teamwork, commitment, accountability, sportsmanship, loyalty, honesty, and pride.
5. To accomplish all of these things with the welfare of these student-athletes first and foremost, without adult ambition for personal glory.

The primary goal of the Centennial Youth Football Association is to develop young student-athletes. Participation in CYFA will provide continuity and support as players naturally progress into the Centennial Cougar High School Football program. A program that has not only developed many good football players, but also successful community contributors in leadership roles.

## **CYFA BOARD OF DIRECTORS**

The business and affairs of the Corporation shall be managed by the Board of Directors in accordance with the by-laws. Directors shall be elected from among the voting-class members by the members at the Annual Meeting. Each director shall have the right to be re-elected to succeeding terms. The Board of Directors may from time to time delegate such authority and responsibility as it may determine to one or more committees and/or officers.

The Centennial Youth Football Association's Board of Directors currently consists of nine members:

For information concerning the names of each Officer check out our website at [www.centennialyouthfootball.com](http://www.centennialyouthfootball.com)

## HEALTH & SAFETY POLICIES & PROCEDURES

### Substance Abuse

Regardless of the quantity, a player shall not: 1) use a beverage containing alcohol; 2) use tobacco (smokeless or otherwise); or 3) use or consume, have in possession, buy, sell or give away any other controlled substance. The rule applies to any portion of an activity season. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use by his/her doctor. If a player is found breaking this policy, the following penalties will be assessed:

- First Violation: After confirmation of the first violation, the player shall lose eligibility for the next two (2) consecutive games or two (2) weeks of a season whichever is greater. No exception is permitted for a player who becomes a participant in a treatment program.
- Subsequent Violations: After confirmation of a subsequent violation, the player shall lose eligibility for the next six (6) consecutive games in which the player is a participant. If after the subsequent violation, the player on his/her own volition, becomes a participant in chemical dependency or treatment program, the player may be certified for reinstatement in CYFA activities after a minimum period of six (6) weeks. The director or counselor of a chemical dependency treatment center must issue such certification.
- Penalties shall be cumulative throughout the player's participation on CYFA teams.
- Coach may implement stricter penalties, but must at least be in minimum compliance with CYFA policies.

### Sexual Harassment

Sexual harassment is any unwanted, or in the case of minors, ANY attention of a sexual nature. Sexual abuse is a physical act that includes a sexual act or purpose. CYFA is committed to maintaining a safe environment that is free from sexual harassment and sexual abuse, where all members can play and exist together comfortably. CYFA prohibits any form of sexual harassment or sexual abuse. It shall be a violation of this policy for any player or member of CYFA to sexually harass, through conduct or communication of sexual nature, any child or member of CYFA. It shall be a violation of this policy for any player or member of CYFA to sexually abuse any child or member of CYFA. The Board of Directors of CYFA will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual abuse and to discipline any member or player who sexually harasses or sexually abuses a child or other member of this association.

#### Definition of Sexual Harassment and Sexual Abuse

- Sexual abuse consists of any sexual physical contact with a minor.
- Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. In the case of minors, any sexual advances or sexual conduct.
- Written contact constitutes sexually suggestive or obscene notes, drawings or letters.
- Verbal contact constitutes sexually suggestive or obscene comments, jokes or comments about a member's body or sexual characteristics.
- Physical contact constitutes any intentional pats, squeezes, touches, and pinches, repeatedly brushing up against another's body, assault, blocking movement or coercing sexual acts.
- Sexual blackmail constitutes sexual behavior to control another member's placement on a team or to a coaching position.

## **Physical Abuse**

Physical abuse is the physical contact with a member that intentionally causes the member to sustain bodily harm or personal injury. This also includes physical contact with a player that intentionally creates a threat of immediate bodily harm or personal injury. Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate football skills. Permitted physical conduct may include, but is not necessarily limited to, teaching blocking techniques, demonstrating proper tackling methods, and communicating with or directing players, during the course of a game or practice, by touching them in a non-threatening manner.

## **Reporting Procedures for Victims of Sexual, Physical or Verbal Abuse**

Any person who believes that he or she has been the victim of sexual, physical or verbal abuse by any member of CYFA, or any person with the knowledge or belief of conduct which may constitute sexual, physical or verbal abuse, should report the alleged act(s) immediately to the President of CYFA or any other board member they would be more comfortable reporting to. The Board of CYFA shall discipline any member who fails to report, immediately, to the President, any act(s) brought to their attention. In addition, the Board of Directors will take immediate steps, at its discretion, to protect the complainant, children, or members of CYFA pending the completion of an investigation of an alleged sexual, physical or verbal abuse. Upon receipt of a report of a sexual, physical or verbal abuse, the President shall immediately authorize an investigation of the incident. CYFA Board members or a third party designated by the CYFA Board of Directors may conduct the investigation. The investigating party shall provide a written report on the status of the investigation within ten (10) days to the President of CYFA. Upon proof of violation of this policy, the violator will be permanently banned or suspended from all CYFA programs.

## **Injuries**

In case of serious injury such as a broken bone, concussion, laceration requiring stitches, or any other injury requiring help from medical professionals, the CYFA President must be notified immediately and appropriate forms must be filed. If the player has suffered a loss of consciousness during a game or practice, they must have a doctor's slip to return to any team activities.

## **Infectious Diseases**

CYFA subscribes to the policy put forth by the Minnesota State High School League that reads:

A player who is bleeding or has an open wound or who has any blood on his uniform shall be considered an injured player and must immediately leave the game for appropriate treatment. After bleeding is under control (clean and sterilized as appropriate) and after all blood on the uniform is treated appropriately with alcohol, the player may return. If the uniform is saturated with blood, the athlete may not return to the game without a clean uniform.

## **Weapons**

The possession, use and/or transmission of a weapon(s) or any object that can reasonably be considered a weapon(s) {weapons means a knife, firearm or any item which looks like a firearm, whether loaded or unloaded, in working or nonworking condition, explosives, any incendiary device or instrument which is utilized in such a manner so as to threaten} will result in immediate suspension from all team activities. The suspension must be immediately reported to the appropriate CYFA Board of Directors. The Board of Directors will review the incident at the next (or special) Board meeting and has the option to lift the suspension or to disqualify the player from participation in the CYFA program.

## **TEAM DEFINITIONS: LEVELS OF PLAY AND TEAM SELECTION**

**FLAG** – The flag football level is designed to provide a fun non-contact football experience for boys and girls in the Centennial area ages 4-14.

**Grades K-1** – Centennial Youth Football Association offers flag football to K-1st grade athletes in a non-contact setting. This is an instructional and developmental league with a secondary emphasis on competition. The non-contact rule will be strictly enforced by the coaches/referees. Centennial Youth Football will be a part of league play with Blaine and Spring Lake Park.

**Grades 2-7** - CYFA offers flag football through the National Flag Football (NFF) program and is involved in promoting and monitoring the experience, but not the day to day operations of the league. All operational aspects are run through NFF.

### **TACKLE**

This league is for boys and girls entering 2nd grade through 8th grade in the Centennial area. This full contact level is primarily intended to provide a uniform competitive experience for players while still providing a high level of instructional training. This level provides the player with the skills to advance to the high school if they so desire.

**2<sup>nd</sup> and 3<sup>rd</sup> Grade** - Team selection is done by the CYFA board and is based on geographic location/school, player weight and years of experience. We do our best to balance the teams with an equal number of players. At this level each team can have two official coaches, one Head Coach and one Assistant Coach with their kids being protected. The rest of the team will be formed by the CYFA board.

**4<sup>th</sup> – 7<sup>th</sup> Grade** - Teams will be formed with the intent to keep the players from the previous year's teams together. The number of teams may be reduced due to lower registration numbers and an increase in the goal minimum roster size.

Players in the following categories will be placed into a draft:

- Players new to Centennial Youth Football 4th thru 8th grade.
- Players from a dissolved team.
- Players that wish to try and play for a different team.

Note for athletes: Entering the draft does not guarantee that you will be drafted by a new team. If there is a problem between the player and the current coach that will be addressed by the board.

Note for coaches: because a player enters the draft is not a reflection on you as a coach and this should not be held against the player.

The intent of the draft is to provide a method for establishing teams through equitable selection process by coaches with oversight by the grade level commissioners and board members. Players entering the draft are not allowed to request a specific coach.

8th Grade – The selection process in 8th grade will be controlled by the Centennial High School Varsity staff and their selected 8th grade coaches. Goal is to form teams that are balanced in terms of experience and skill level. Number of teams will depend on total number of registered players.

### **DRAFT PROCESS: 4th - 7th Grade**

Purpose of the draft is to provide a platform that equality distributes experience and skill levels throughout the teams at each grade level. Players are not able to request specific coaches.

Players in the following categories will be placed into a draft:

- Players new to Centennial Youth Football 4th thru 8th grade.
- Players from a dissolved team.
- Players that wish to try and play for a different team.

### **DRAFT PROCESS**

1. The draft will be facilitated by the grade level commissioner and board members.
2. Only grade level specific head coaches and their 1 declared assistant will be allowed in the draft.
3. No parents or spectators will be allowed to view the draft.
4. Based on team records, the team with the worst record from the previous year will start selecting players until they have the same number of players on their roster as another team.
5. The team with the next lowest record and roster size will join the draft.
6. This will continue until all teams have entered the draft and all teams have an equal number of players with a difference of 0 to 1 player per team. For example, four teams drafting may end up with 18, 18, 17, 17.

## **PLAYER POLICIES & PROCEDURES**

### **Player Eligibility**

The age groups for all players participating in the CYFA program will be set forth by the CYFA board. All players will be asked to play at the grade level they will be entering in the upcoming school year. No player will be allowed to play up or down in grade levels without board approval. If a parent wishes to have their son/daughter play up a grade level, the Playing UP Procedure and Form contained in this document should be used to make that request to the CYFA Board.

A player's weight measured at the time of registration will be considered their playing weight for the entire season. If a player's weight classifies them to be red striped (over the ball carrier weight limit) at registration, the player must remain a red striped player even if they experience weight loss over the course of the season.

### **Players Responsibilities:**

Players who participate in CYFA should consider it an honor and a privilege. With this privilege comes responsibility to teammates, coaches, parents and to the entire CYFA football program which you represent to other teams and communities. Among these responsibilities are:

- 1) Show respect towards opposing coaches and players and to the game officials at all times.
- 2) Understand the spirit of discipline and adhere to it.
- 3) The use of profanity and/or gestures toward referees, players, spectators or coaches will not be tolerated.
- 4) Follow the directions of your coach and be willing to accept instruction towards improvement.
- 5) Exhibit good sportsmanship at all times.
- 6) Attend all scheduled team events except when properly excused. Excused absences must be communicated to the Head Coach prior to the team event and include one of the following:

- A. Illness. If a player misses two consecutive practices due to illness, a Doctor's note stating the player is ready to return to football is required.
- B. Doctor or Dentist Appointment
- C. School Educational or Religious Event
- D. Family Emergency

- 7) Be a competitor. You are expected to give your best at all times. Play hard but fairly.
- 8) Line up and shake hands with the opposing team after all games.
- 9) Maintain good citizenship (i.e., grades, attendance and conduct.)
- 10) Support the coaching staff concerning the instructions and assignments they have provided to the players.

**Players Rights and Privileges**

- 1. For 2<sup>nd</sup>-6<sup>th</sup> grade to expect a starting position on offense or defense and/or to have equal playing time as teammates (barring attendance/behavior issues). For 7<sup>th</sup> grade to play at least 20 plays in a game with 15 of those at a position on either Offense or Defense – 5 can count from special teams (barring attendance/behavior issues).
- 2. To be treated fair and coached by qualified individuals.

**Equipment**

Required equipment is outlined below based on level of play, but may not be limited to the following:

**Flag football:**

Designated league issued uniform and athletic shoes or cleats.

**Tackle football:**

All players are required to have a white football helmet with facemask, football shoulder pads, mouth guard, black football pants, and cleats. Athletic supporter and cup are recommended, but not required.

**COACHES POLICIES & PROCEDURES**

**Coaches Selection**

The number of coaches will be determined yearly based on registration and team size. Coaches will be chosen by the CYFA Coaching Director based on the following selection criteria:

- 1) Coaching application must be submitted.
- 2) Background Check
- 3) Completed Online Training
- 4) Experience
- 5) Results of previous coaching surveys
- 6) Personal knowledge of the applicant
- 7) The number of coaches required.

In the situation there are more equally qualified candidates then positions we will first attempt to work out an acceptable arrangement for all qualified candidates. If that does not happen then the following steps will take place:

- 1) Request for feedback from parents who have been coached by more than one of the candidates in the past or coaches who have worked with more than one of the candidates in the past (if applicable)
- 2) Meeting involving the candidates with the CYFA board and Centennial Varsity Coach. If one of the candidates is on the CYFA board or if a board member's son or daughter will be coached at that grade level, that person will not be allowed to participate in the decision of the CYFA board.

The selection will be based solely on the feedback collected (if an option) and the meeting involving the board. We will not take into account personal relationships or board member service when making this selection.

Selection made by the CYFA Board will be final and not subject to appeal.

### **Coaches Responsibilities**

A coach is responsible for the operation and conduct of his/her team. He/she is the teacher of skills and a developer of players; socially, and physically. The coach is responsible to the CYFA Board of Directors. These responsibilities include:

1. Complete all necessary training prior to beginning practice (USA Football certification).
2. Complete player evaluations at season end in a timely manner.
3. Hold a parent-coach meeting no later than two (2) weeks after the team has been formed. Have written team rules and discuss them with the parents at the meeting. Review with the parents and players the CYFA policies and procedures.
4. Keep practices to less than 2 hours (1.5 hours ideal) and limit the amount of full contact.
5. Respect, encourage and complement players. Use constructive criticism only.
6. Develop each player as much as possible within the limits of their physical and mental abilities.
7. Use proper control at all times because the coach is the steward for the program. This includes restrained conduct with all game officials.
8. Enforce rules fairly, without prejudice toward any one player.
9. Be enthusiastic and make football fun.
10. Maintain team discipline. When a player is disciplined, the coach should fairly inform the player of the reasons for the punishment before leaving the field. Matters of discipline should be discussed privately between the player and the coach.
11. Support the Centennial football philosophy and terminology.
12. Subject to player effort and/or attendance, coaches should insure that playing time requirements are met. Reasonable efforts should be made to communicate to players and parents when their playing time is less than the requirements state.
13. Communicate regularly with individual players and parents. If a player has a serious discipline problem, the head coach should meet with the player, their parent(s) or guardians and at least one assistant and/or the team manager.
14. Problems between coaches and players or parents should be handled according to the following escalation whenever possible:
  - a) Parent and Player, Coach and Assistant and/or Team Manager meeting;
  - b) All of the above plus the Coaching Director and CYFA President;
  - c) All of the above in a meeting with the entire CYFA Board. Decisions by the board are final.

15. Coaches have the authority to bypass playing time guidelines if they see a need to discipline. In these cases, the coach is expected to meet with the parent and the player and explain the cause of the discipline as soon as possible. If the coach needs to take extensive action (suspension beyond one game), he/she should review their recommendation with the CYFA Board.
16. Any player who is injured, or appears to be injured in the head, neck or back regions, must sit out at least 15 running minutes for observation.
17. Assure that all players line up and shake hands after every game.
18. Each team will maintain a minimal medical supplies inventory. If no emergency medical personnel are available, the coach or his/her assistant should follow recommended medical procedures. However in any and all situations, the parent has the ultimate responsibility.
19. Coaches will refrain from the use of alcoholic beverages and tobacco prior to and during games and practice situations.
20. A coach who continually violates the CYFA guidelines shall;
  - a) first meet with the Coaching Director;
  - b) if no improvements, the coach personally meets with the Coaching Director and the CYFA Board;
  - c) if steps one and two fail, the coach may be dismissed by the CYFA Board and a suitable replacement named.

### **Coaches Rights and Privileges**

1. To expect team members to show up on time and ready to listen.
2. The right to exercise reasonable discipline over the team and for the team to respond to that discipline without any verbal or physical abuse.
3. The right to penalize player's game time depending on the severity of the offense.
4. The right to expect team members to be responsive to his/her instructions.
5. The right to sit a player for ½ game per unexcused absence from team scheduled event.

## **PARENTS POLICIES & PROCEDURES**

### **Parent(s)/Guardian(s) Responsibilities**

Being involved in CYFA demands time and effort on the part of the parent. Parents, in no small measure, contribute to the success of the football program by understanding the requirements of team participation. Some of the things that parents can do to help their child and the team are:

- 1) Put the welfare of the team ahead of personal reflected glory.

- 2) Make sure your player knows that whether they win or lose, you appreciate the effort made. Praise them, don't criticize.
- 3) Accept disappointment gracefully; don't pass it along to the player or team members.
- 4) Learn to know the coach. Discuss your problems or the progress of your player with him at the proper time. The proper time is RARELY right after a difficult defeat or in the company of players and/or other parents.
- 5) Appreciate the fact that the coach has the responsibility of an entire team.
- 6) Don't be a chronic complainer. If you are convinced something is wrong on your player's team, follow the grievance procedure mentioned in this policy manual.
- 7) Parents are asked to conduct themselves in a sportsmanship like manner and instill in their players the desire to reflect such sportsmanship.
- 8) Parents are responsible for providing or arranging transportation for their players.
- 9) Parents are to support the CYFA philosophy of encouraging players to enjoy football as a sport and to have fun. Parents that place undue expectations on their players minimize the player's enjoyment and development in the game of football.
- 10) Parents are expected to assist the team where needed. This includes field help, or help with other requests made by the coach.
- 11) The safety of the player is ultimately the responsibility of the parents. If a parent fears injury or witness's poor sportsmanship, he/she has the right and responsibility to remove their child from playing under those conditions.
- 12) Parents whose conduct reflects negatively on CYFA may be referred to the CYFA Board for discussion and appropriate consequences.
- 13) Complete the year-end survey providing feedback on the CYFA experience.

## **CYFA OPERATIONAL POLICIES & PROCEDURES**

### **Criminal Background Checks**

Each year, CYFA shall authorize a designee to perform a background check on all individuals involved with CYFA to determine whether the signer is the subject of any reported criminal conviction. Such forms shall be signed each year. The President of CYFA shall compile a list of names of all members to be screened (including coaches and team officials) and certify in writing that the list of names is complete. The certified list of names and signed consent forms for members other than coaches and team officials shall be delivered to the appropriate Director on or before September 1st of each year.

### **Enforcement**

As elected members of Centennial Youth Football Association Board, we as a board will uphold, enforce, and comply with all of the policies, procedures and guidelines that are contained in this manual. If a situation

occurs, we will follow the appropriate procedures and take the necessary disciplinary actions abiding by the Centennial Youth Football Association Policy & Procedure Manual. The membership has put faith in each of us, by electing us to hold a position on the board. We have taken a vow to represent the Centennial Youth Football Association in the best manner we possibly can. The best way is to follow the policies, procedures and guidelines that enable our association to function as a whole. As elected board members, we are obligated to report any type of situation, good or bad, which has occurred within our association. Each month that a regular board meeting is held, each board member is asked to provide a report to the members of the Board. Under no undue circumstances will the board member NOT BE allowed to submit a report. This is to keep every board member aware of what is happening within each area of the association and also gives them a chance to prepare for any rebuttals on the said reports.

### **Equal Opportunity**

CYFA seeks to provide an equal competitive opportunity taking into account ability, physical size and other athletic criteria, to amateur athletes, coaches, administrators and officials consistent with the requirements of the Amateur Sports Act of 1978. AFA does not discriminate on the basis of race, color, religion, sex, age or national origin.

### **Discipline**

Any player, coach, or parent who during the season engages in fighting, violence or abusive language or who receives an ejection could be subject to the following:

First Offense: Player, coach, or parent is suspended for two games. An Executive Board meeting will be held to further discuss repercussions and discipline. Based on the circumstances of the incident, the player, coach or parent may receive further suspensions.

Second Offense: Player, coach or parent is suspended until a meeting is held with the Director and President. This request must be made within 24 hours of the offense to the CYFA Board and the meeting must take place within 5 working days. Based upon the seriousness of the offense, the player, coach or parent could receive further suspensions.

Third Offense: Player, coach or parent is suspended until a meeting with the Director, President, and entire CYFA Board is held. This request must be made within 24 hours of the offense and the meeting must take place within five working days. A third offense may result in permanent suspension. If a player, coach, or parent is suspended, an appeal may be made to the CYFA Board and if the circumstances are warranted, the Board may reinstate them. The coach and level director are the individuals responsible for informing the player of the violation and penalty. The CYFA Board is responsible for informing the coach of the violation or penalty. All CYFA players and coaches will be governed by CYFA rules. If the use of alcohol, tobacco products or drugs is found to be a contributing factor in the misconduct of the players or coaches, the penalties can be compounded. If an incident is determined by the meeting to be too severe, it will be brought directly to the CYFA Board and more severe penalties may be administered up to and possibly including permanent removal from CYFA.

### **Formal Grievances**

If you or your player have a complaint regarding an incident, or have been violated according to one of CYFA's policies, you may file a complaint for the appropriate action to be taken.

- 1) All parties should wait 24 hours after a problem occurs to allow for a cooling period. (Except in cases of harassment and/or substance abuse).
- 2) After waiting the said time, determine if issue can be resolved by following steps under item #10 in Coaches section of this manual
- 3) If you are still not satisfied after these steps have been taken or you do not feel these steps are appropriate, you must put your complaint in writing and submit it to your grade level Director.
- 4) The Director that you have submitted your complaint to will then bring it to the CYFA Board's attention at the next regular board meeting (or sooner if appropriate).
- 5) The Board will investigate and discuss the complaint.

- 6) The Board will then issue the proper disciplinary action(s).
- 7) A letter will be issued to all persons involved outlining the resolution that was decided upon by the Board.
- 8) Decisions made by the Board will be final.

If you have any questions regarding any step in the grievance procedure, please contact any of the board members presiding on the current CYFA Board.

### **Fundraising**

CYFA will operate the concession stand at game days and CFYA events as a source of fundraising. Every parent within the association is expected to volunteer to work the concession stand at some point throughout the season. CYFA may have other fundraiser opportunities as well. These fundraisers help to maintain or reduce the amount of our registration fees.

### **Refunds**

Registration fees will be refunded with the following stipulations: A \$30.00 administration fee and the cost of the jersey will be kept with ALL refund requests given prior to September 1st and NO refunds will be given after September 1st.



## CYFA CODE OF CONDUCT FOR PLAYERS

1. I will treat my parents, coaches, teammates, opponents, property of others and game officials with the same respect that I would like to be treated.
2. I will practice and play to the best of my ability.
3. I will be on time (as assigned by my coach) to team events.
4. I will recognize football as a team sport and will put the interests of the team over my own individual interests.
5. I will not criticize another teammate's play.
6. I will not criticize officials, coaches or opposing players.
7. I will conduct myself in a respectful manner. (Destructive or inappropriate behavior, during or after a game or practice, will not be tolerated.)
8. I will not attempt to deliberately injure another player(s).
9. I will wear my team uniform with pride and treat it with respect.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## CYFA CODE OF CONDUCT FOR PARENTS/GUARDIANS/SPECTATORS

1. I will enforce and support the Code of Conduct for players.
2. I will refrain from publicly ridiculing or verbally abusing any player from either team. I will not embarrass my child or others by yelling negative comments at players, coaches or officials.
3. I will refrain from publicly ridiculing or verbally abusing any coach or official.
4. I will set a positive example and encourage good sportsmanship at all games.
5. I will place the emotional and physical well-being of my child and the team ahead of any personal desire to win.
6. I will insist that my child play in a safe and healthy environment.
7. I will help her/him be on time for team events.
8. I will demand a drug, alcohol and tobacco-free sports environment for my child and agree to assist by refraining from their use at all sports events.
9. I will do my very best to make youth sports fun for my child.
10. I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
11. I will read the CYFA Policies and do everything in my power to assist the CYFA organization to implement and enforce them.

I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this Code of Conduct.

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## CYFA CODE OF CONDUCT FOR COACHES

1. I will enforce the Code of Conduct for the players.
2. I will teach character and sportsmanship to the players.
3. I will not intimidate, ridicule or verbally or physically abuse any of the players.
4. I will teach and demonstrate respect for teammates, opposing players, coaches, parents, spectators and officials.
5. I will be on time to games and practices.
6. I will teach playing by the rules.
7. I will set a good example at all times.
8. I will never instruct a player to deliberately injure another player(s).
9. I will speak privately with a player whenever a problem arises.
10. I will play all players at least as equal as the policy of the board stipulates.
11. I will not use alcohol for three hours before a practice, scrimmage or game.
12. I will not use any tobacco products while attending any practice or game functions.
13. I have never and will never have sexual contact with any of the association's players.
14. I will place the emotional and physical well being of my players ahead of any personal desire to win.
15. I will remember to treat each player as an individual, remembering the large spread of emotional and physical development for the same age group.
16. I will supervise the arrival and departure of all team members or make sure a qualified person does so at all practices, games and team events.
17. I will do my very best to provide a safe playing situation for my players.
18. I will do my best to organize practices that are fun and challenging for all my players.
19. I will lead by example in demonstrating fair play and sportsmanship to all my players.
20. I will insure that I am knowledgeable in the rules of the sport and that I will teach these rules to my players.
21. I will use appropriate coaching techniques for each of the skills that I teach.
22. I will remember that I am a youth coach, and that the game is for the children.
23. I will follow and abide by the CYFA Policies and Procedures.

I \_\_\_\_\_ certify that I will abide by the stipulations listed above for this \_\_\_\_\_ season and understand that I can be removed from the appointed position if I falter in any of these responsibilities. I will also make sure that my assistant coaches are informed of these responsibilities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Playing 'UP' Procedure and Form**

If you wish to make a request to have your child play up a grade level, this form must be completed and submitted to the CYFA Board prior to the end of registration.

**Requirements:**

This request can only be made by 3<sup>rd</sup> – 7<sup>th</sup> graders wishing to play up one grade level.  
Players must have participated for at least one year in tackle football before requesting to play up to the next grade level.  
This request must be made each year prior to each season (request to play up or to continue to play up).  
Players must weigh at least 90% of their current grade level red-stripe weight class in order to make request to play up.  
6<sup>th</sup> Grade players may not play up to the 7<sup>th</sup>/8<sup>th</sup> grade light weight division.  
7<sup>th</sup> graders requesting to play up to the 8<sup>th</sup> grade level must weigh at least 135#.  
Upon submission of this form and presentation to the CYFA Board, the board will provide the parent/player with a decision after player registrations are complete. Players should register for their existing grade level. Additional fees, if any, will be requested if request is granted.

**Players Information:**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Current Weight \_\_\_\_\_ Height \_\_\_\_\_

Grade Entering (fall) \_\_\_\_\_ Requested Grade Level to play \_\_\_\_\_ Birth date \_\_\_\_\_ Age \_\_\_\_\_

**Parents Request:**

Please explain below why you feel your child is ready to play up to the next grade level.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Coaches Recommendation:**

Please have last year’s coach sign the recommendation that the registrant plays at a level above and beyond the majority of players in the registrant grade level and should be considered by the CYFA board to play up to the next grade level. I, \_\_\_\_\_ (This players coach last season) recommend allowing this player to play up one grade level and that by doing so will improve this players overall experience and development.

**Parent/Guardian Consent Agreement:**

We, the parent/guardians of the registrant, a minor, agree that all the information on this form is correct. We knowingly are given our consent to have our son/daughter to play up to the next grade level in football, and recognize the possibility of physical injury associated with football and in consideration for CYFA accepting this application for its football programs and activities, we hereby release, discharge and/or otherwise indemnify CYFA, its affiliated organizations, and sponsors, their employees and associated personnel, including the owners of fields and facilities utilized for the Programs against any claim by or on behalf of the registrant as a result of the registrant’s participation in the programs. We understand this form must be completed each year, and that the CYFA has the final say in whether my son/daughter will be able to play up each year.

Legal Guardian/Father \_\_\_\_\_ Date \_\_\_\_\_

Legal Guardian/Mother \_\_\_\_\_