

# Howell American Youth Football and Cheer Policy Handbook

Howell American Youth Football and Cheer (Howell AYFC) is a member of the Jersey Shore American Youth Football League, Inc. referred to herein as the "NJAYF." The purpose of these Franchise policies and rules is not to contradict any NJAYF Rule, but to reinforce them, and to give to each member of the Howell AYFC Franchise a "Guide" as to the day to day operation of the Local Franchise, not covered in the NJAYF Rules.

Howell AYFC strictly abides by, and enforces NJAYF TITLE 3, RULES AND REGULATIONS. These rules govern all American Youth Football and Cheer programs within the Jersey Shore Conference. All Franchises, their offices, coaches and members are expected to be fully knowledgeable of these titles and regulations, and are expected to enforce them within their organization. Title 3 of NJAYF contains information on, but is not limited to: registration; certification; appointment of coaches; practice activities; scrimmages; equipment; game day activities, including pre-game game officials, mandatory play rule, lopsided rule, and special mitey-mite rules; spirit game day rules; spirit competition rules; scholastic programming; and insurance claims.

Copies of the NJAYF Rules and Regulations, as well as Howell AYFC By-laws, are available to any member upon request from the Board of Directors. In the event that any of these policies and rules are found to be in conflict with any NJAYF rules, the NJAYF will have precedence, and the conflicting rule should be brought to the attention of the Howell AYFC Board of Directors immediately.

The NJAYF is comprised of a 9 member Board of Directors, 36 Member Franchises, broken down into 4 Divisions, A and B, North and South. Each Division has 2 Division Commissioners each, who are also known as the NJAYF Trustees.

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## **SECTION 1: BOARD OF DIRECTORS, MEETINGS, ETC.**

Howell AYFC is a non-profit organization and is run by a Board of Directors which is comprised of elected and appointed officers.

The Board of Directors shall also, at their discretion, select “special” committees from time to time to serve as specific needs arise. Parents of participants are welcome to serve on these committees.

Howell AYFC holds its General Membership meeting every month. Dates and times may be changed and properly announced, due to unforeseen circumstances. It is at these meetings that the business of Howell AYFC is conducted. Various issues are brought to the floor and discussed, voted on and either approved or disapproved resulting in policies and rules that dictate the operation of the franchise.

## **SECTION 2: REGISTRATION - TEAM SQUAD PLACEMENT**

1) Registrants wishing to participate in the Howell AYFC program must reside within their Assigned Boundary/Territory, as per NJAYF Title 3:3.2. Those wishing to participate outside their assigned territory may only do so with an administrative waiver from the NJAYF. An assigned territory is generally defined as where they would normally attend public school in relationship to where they live.

2) Howell AYFC conducts a “closed” or early registration specifically to “re-new” the previous year’s participant’s registration per NJAYF Title 3. This early registration shall be held prior to the first planned “open” registration each year. Should a previous year’s participant fail to make this early registration, that participant must be signed up on a “first come” basis during one of the “open” registration(s).

3) All registrations, whether “closed” or “open” to the public or on-line shall be on a “first come” basis and all registrations taken shall be placed on a team or squad as open spaces permit.

a) The Board of Directors will make every effort to place a registrant on the team/squad of their choosing providing they meet the age/weight criteria for that division. HOWEVER, the Board of Directors reserves the right to place any participant on any team/squad that meets their age/weight criteria, to give balance to the total number of divisions wherein the Franchise, resulting in the good of the entire Franchise. If the Football-Cheer Director feels that he/she needs to move a participant(s) from one team/squad to another, with consent of

the Board of Directors, he/she is also obligated to give an explanation to the parent/guardian as to the reason why.

b) The Football/Cheer Director shall take into consideration siblings playing in other divisions, parent's coaching assignments, and other major concerns as they are brought to the franchise's attention however, while every effort shall be made to try to accommodate these situations, the Board of Directors main concern shall be the PROGRAM and TEAM AS A WHOLE.

c) Parents/members who object to their child's team or squad placement may request a hearing before the franchises' Executive Board. At that time, they may state the reason(s) for their objections and the Executive Board may either continue with the team or squad assignment or may refer the matter back to the Football/Cheer Directors for further review and disposition; in which case the decision of the Director shall be final.

4) Excess registrants will be placed on "stand by" status (waiting list), if no open slots are available on any team/squad for their age/weight criteria. If no positions become available by August 10th, these registrants are eligible to enter the NJAYF Player Pool as per NJAYF Titles.

5) In keeping with the NJAYF Rules and Regulations Howell AYFC will not approve any by-law, rule, or policy that threatens, discriminates, discourages, or precludes any participant from registering, or being placed on any teams or squad, due to their athletic ability, or financial ability to pay registration fees. Individuals, who feel that they may not be able to pay registration fees, may contact any member of the Executive Board in confidence to request a waiver from registration fees due to a financial "hardship." The Executive Board will decide to grant such waiver. All those requesting such as request will be kept in strict confidentiality. However, all participants receiving such a waiver must still participate in fund-raisers, etc.

6) **RETURNED CHECKS:** If a check is returned dishonored by a bank for any reason, the Treasurer shall notify the payer. All costs incurred by the Franchise shall be charged to the payer in addition to the amount of the returned check.

7) **REFUND POLICY:** There will no refunds after July 15 unless a participant is considered to be a mandatory cut, as per NJAYF Rules.

8) Prior to registration, any member family in financial arrears must meet their obligation or have made arrangements to do so. If any fees are due (such as registration fees, returned checks, damaged uniforms, etc.) the member family will not be able to re-register for the following season, unless extenuating circumstances exist and then only with the approval of a majority vote of the Executive Board.

### **SECTION 3: UNIFORM – EQUIPMENT FOOTBALL**

Howell AYFC places a large emphasis and expense, each and every year, ensuring that every player has the best youth football equipment available. Quality football equipment equals quality safety for your child. Each off season all football equipment is inspected. Helmets are sent out to be professionally inspected, refurbished, and re-certified. A large portion of all equipment is replaced with new equipment each year. Defective, worn, and broken equipment is thrown out.

- 1) The following football equipment is issued (loaned) to each tackle player each year: helmet, shoulder pads, thigh pads, knee pads, rib guards, practice pants, game pants, mouth piece, chin strap and belts.
- 2) Each participant is required to furnish the following on their own: athletic cup protector, girdle with hip & butt pads, appropriate footwear and socks.
- 3) Optional equipment that may be worn, but not supplied by Howell AYFC would include, but not limited to: forearm, wrist and hand pads, cervical support pads, elbow pads, gloves, etc. All optional equipment, or any equipment owned by an individual, must be inspected and approved by the VP of Football and/or the Equipment Manager before the participant may use in practice or games.
- 4) Due to the large inventory and expense involved in purchasing and maintaining football equipment, the following policies shall be adhered to: All equipment is to be stored in the equipment trailer. NO ONE is authorized in the trailer to issue equipment other than the Equipment Manager, VP of Football, and anyone else who he/she designate as helpers. A security deposit could be required on the day of equipment issue. This deposit will not be used in any way, but held by the Board of Directors and returned to the participant upon the return of all equipment. The amount of deposit required will be determined by the Board of Directors prior to the start of each season.
- 5) It is understood, and expected, that football gear and apparel will wear and sometimes break. Safety is the number one issue when it comes to football. Therefore, Howell AYFC asks that you inspect all issued equipment and apparel regularly. If any defect is found or suspected, return the item ASAP to the Equipment Manager for exchange.
- 6) It is the participant's responsibility to keep all loaned equipment and uniforms clean and in good condition. Washing of uniforms requires only detergent in a normal wash cycle. DO NOT USE BLEACH: The materials used in making athletic apparel make it easy for cleaning. Bleach will destroy these fabrics.

7) Parents are asked to make minor sewing/stitching of small holes or seams, to prevent these from becoming large, rendering the jersey and/or pant useless.

8) Altering of any equipment in any fashion strictly prohibited. (NJAYF Titles). This includes, but not limited to, unauthorized painting, sewing, sanding, marking, or bending of ANY issued and previously Inspected equipment. Any ill fitting or damaged equipment should be returned to the Equipment Manager.

9) Parents should be aware of the fact that they are responsible for all loaned uniforms and equipment.

**SECTION 4:** Please refer to the Howell AYFC Cheerleading Rules and Regulations for the policy on cheer uniforms.

### **SECTION 5: APPOINTMENT OF FRANCHISE COACHES**

1) Head coach must be at least 21 years of age. Howell AYFC will maintain on file proof of the certification of each coach. (NJAYF 3:7.0)

2) All prospective coaches MUST fill out a Volunteer Coaches Application and have background verification performed.

3) No coach or trainee shall have been convicted of a crime or offenses involving moral turpitude or one of such a nature as would furnish a reasonable basis for a determination that a coaching applicant would pose a treat to the safety and general welfare of NJAYF program participants if allowed to coach. (NJAYF 3:8.0-B)

4) Head Coaches are recommended by the Directors of Football/Cheer with the advice of the President, and a 2/3 majority vote by the Executive Board for final approval.

5) Assistant coaches are recommended by the Head Coach, with the consent of the President, Directors of Cheer/Football, and a 2/3 majority vote by the Executive Board for final approval.

6) All coaches, whether Head Coaches, assistants coaches, football or cheer, are to be fully knowledgeable of the NJAYF Title Three Rules and Regulations, The National American Youth Rules, The Coach Code of Conduct (Sec. 6), The Howell AYFC Policy Handbook and the National Federation of High School Sports . All coaching candidates must also agree to abide by the Rules and Policies (ie. Competition Attendance and Notice Policy and Coach Code of

Conduct) set for Coaches by the Directors of Football/Cheer, and approved by the Board of Directors.

7) All Coaching candidates must not object to background checks and fingerprinting, if so required.

8) All Coaching candidates must read, fully understand, sign and abide by the terms of the Coaches Code of Conduct. (Sec. 6)

## **SECTION 6: COACHES CODE OF CONDUCT**

All coaches, football and cheerleading, will abide by a Code of Conduct which includes the following provisions. If any of these rules are broken, Howell AYFC shall have the authority to impose a penalty.

Coaches shall:

- 1) Not smoke and or use smokeless tobacco on the field.
- 2) Not excessively criticize players/cheerleaders in front of spectators, but reserve constructive feedback for later, in private, or in the presence of team/squad members if others might benefit.
- 3) Accept decisions of the game officials and judges on the field and in competitions as being fair and called to the best ability of said officials.
- 4) Not criticize opposing teams, its players, coaches, cheerleaders or fans by word of mouth or by gesture.
- 5) Emphasize that good athletes strive to be good students and that both are physically and mentally alert.
- 6) Strive to make every football/cheerleading activity serve as a training ground for life and a basis for good mental and physical health.
- 7) Emphasize that winning is the result of good "Teamwork".
- 8) Together with team officials, be jointly responsible for the conduct and control of team fans and spectators. Any fan who becomes a nuisance and out of control will be asked to leave.
- 9) Not use abusive or profane language at any time.
- 10) Not "pile it on" or encourage their team to get a commanding lead and raise the score as high as it can. In these instances, every effort shall be made to let all players play.
- 11) Not receive any payment in cash or kind, for services as a coach in American Youth Football/Cheerleading.
- 12) Not permit or encourage "sweating down" tactics in order for a player to make the team weight.
- 13) Not recommend or distribute any medication, controlled or over the counter, except as specifically prescribed by participant's physician.
- 14) Not permit an ineligible player to participate in a game.
- 15) Not deliberately incite unsportsmanlike conduct.

- 16) Abstain from the possession and drinking of alcoholic beverages and the possession or use of any illegal substance on both the game and practice fields.
- 17) Remove from a game or practice a participant even when slightly in doubt about his/her health, whether or not as a result of injury, until competent medical advice is available.
- 18) Control fans. Remember, as a coach, you're responsible for your team, and fan reaction will usually be in step with your reaction.
- 19) uphold all rules and regulations, National and local, regarding American Youth Football/Cheerleading.
- 20) All coaches must sign and adhere to this policy.

## **SECTION 7: SCHOLASTIC PROGRAMMING**

- 1) Howell AYFC is required to conduct Scholastic Programming as well as Football and Spirit programs (NJAYF Titles).
- 2) All participants are required to give 2 copies of last June's completed report card.
- 3) All Participants, Football and Cheer must show an overall grade average of 70% or better to be "Scholastically Fit" in order to participate in the season. Any participant not "Scholastically Fit" will be considered a "Mandatory Cut," UNLESS proper documentation giving permission to participate is received by his/her school's Principal – Guidance Office. This report card as well as any other documentation will be attached to the registration card and carried by the Coach.
- 4) The Scholastic Director for Howell AYFC will enter as many participants as possible in League, Regional, and National Scholastic Competitions.

## **SECTION 8: PRACTICES, ATTENDANCE**

### **PRIOR TO LABOR DAY:**

- 1) Practices for the Howell AYFC season will begin on the fourth Monday in July, annually.
- 2) All participants, Football and Cheer, MUST present proof of medical exam (physical) dated not earlier than January 1st. The Physician's release must indicate that the youth/ patient is physically approved to participate in Football or Cheerleading. Medical Examinations are the sole responsibility of the Participants.



**NO FOOTBALL OR CHEER PARTICIPANT WILL BE ALLOWED ON THE PRACTICE FIELD WITHOUT A DOCTORS RELEASE. NO EXCEPTIONS!**

3) Parents are asked to advise the Head Coach if their child has any notable medical condition, i.e.: asthma, diabetes, allergies, etc, and if their child need to have any medications on hand.

4) All participants must also bring two (2) copies of their final complete report card from prior academic year. (Section 6, scholastics).

5) Pre-season practices (prior to Labor Day) will be ten (10) hours per week,) . Practices are generally Monday through Friday, however, the VP of Football/Cheer may grant Saturday practices, especially if weather conditions prohibited a practice session during that week.

6) Pre-season practice sessions can be extremely hot. All parents are instructed to be sure all participants bring an ample supply of water to practice.

**PRE SEASON FOOTBALL:**

a) All tackle football players must complete ten (10) hours of non-contact conditioning. During this time, football players are not permitted to wear equipment other than helmets. (NJAYF)

b) Contact sessions, in which players may wear full equipment, begins after ten (10) hours of conditioning.

c) On or after annually, Howell AYFC shall be permitted to engage in joint practice sessions with other franchises (scrimmages). (NJAYF)

**PRACTICE SESSIONS AFTER LABOR DAY:**

1) Practice sessions after Labor Day will be reduced to a maximum of (8) hours per week. The exact days of practice will be determined prior to the start of the season by the Directors of Football and Cheerleading, with the approval of the Board of Directors.

2) The order of days and times for cheerleaders to practice may differ from football, due to the availability of gymnasiums for the cheer squads to practice indoors, with mats.

**ATTENDANCE POLICIES**

During the month of August, participants shall be required to attend a minimum of 75% or thirty (30) hours of all practice sessions.

#### AFTER LABOR DAY:

- 1) There will be three (3) per week.
- 2) Unexcused missed practice may result in the participant not being permitted to participate in Cheer/Football at the following Sunday's game.
- 3) Habitual unexcused tardiness will be treated as an unexcused absence.
- 4) Two unexcused missed games by a cheerleader may result in elimination of that Cheerleader from competition.
- 5) Commitment for competition (The Cheerleading Competition Attendance Notice and Policy)
- 6) Missed practices will be considered excused for the following reasons only: Religious obligation, medical w/ doctor's note, death in the family, or extenuating circumstances deemed by the Board of Directors, or the Directors of Football/Cheer.

#### **INJURED PARTICIPANTS**

- 1) If a child is injured, the coaching staff will complete an incident report describing the occurrence. Parents will be given a copy of the report, and one will be filed with the Board of Directors (Insurance Rep) for permanent record.
- 2) The coaching staff has the right to "sit out" any participant during the remainder of the practice session/game/competition, if he/she feels that the participant will further aggravate the injury by continuing to participate.
- 3) It will be the judgment of the Head Coach, after conferring with the Director of Football/Cheer, whether permission from a competent medical examiner will be required in order to return to participation either during practice sessions or games. An addendum showing medical release will be attached to the original incident report.
- 4) Further, the Howell AYFC Board of Directors may require that the participant be examined by the corporation's team doctor prior to being allowed to continue.

#### **SECTION 9: GAME DAY**

- 1) Howell AYFC is considered a "Traveling" team, and many games are played on the road. It is the responsibility of the participant to arrange his/her own travel arrangements to each game. Howell AYFC is not responsible for traveling to and from games, practices, scrimmages, etc.

2) All game scheduling is carried out by the NJAYF and not Howell AYFC. Most games are traditionally scheduled to be played on Saturday and Sundays; HOWEVER, due to the growth of the Jersey Shore Conference and the growing number of teams, it is not uncommon to have games scheduled on other days of the week depending upon logistics, availability of officials and game sites. (NJAYF 3:14.C)

3) Season schedules will be distributed to Head Coaches and Team Parents for further distribution to participant prior to the start of the regular season. Howell AYFC will make every effort to notify every participant, Football and Cheer, regarding the confirmation of each scheduled game, location, along with detailed game site directions, any other pertinent information, and each week prior to a scheduled game.

**4) Cheerleaders must cheer at all games including playoff games, midweek games and make-up games. If the football team plays in the rain, the Spirit teams shall cheer in the rain. (NJAYF 3:21.5)**

5) Football players are instructed to be at the game site at a time the coach sees fit prior to the kick-off time. This will ensure ample time to carry out pre-game warm ups, weigh INS and other pre-game activities.

6) Dress Code: Football players are only to wear apparel and equipment issued and authorized by the Board of Directors.

7) Cheerleaders are to adhere to the Game Day Rules regarding dress code and Game day rules, specifically those listed in NJAYF 3:21:5 A-AA, which the Director(s) of Cheerleading will copy and distribute to all Spirit Coaches, and Spirit participants.

8) Howell AYFC will supply ample water during its games. Players may bring their own water or other acceptable drink if so desired.

9) Sideline personnel shall be limited to one (1) Head coach, 9 Assistant Coaches, Coach-Trainee, if applicable, and franchise officials (i.e. franchise president, football commissioner or officer). Under no circumstances shall more than ten (10) persons be authorized or permitted to occupy the sideline. This section shall not apply to any NJAYF officers, or division identification for all persons authorized on the sidelines. (NJAYF 3:12.2)

10) Field support personnel shall be permitted on the sidelines during a scheduled game. This includes home team chain crew, ambulance attendants, and law enforcement or security personnel. No other individuals (i.e., parents, siblings, Coaches from other divisions, etc.) are authorized to be on the sidelines.

11) At the immediate conclusions of each game, both teams will “Line Up” to shake hands, then immediately vacate the area to allow the next game to proceed uninterrupted.

12) Game Officials have the authority to eject coaches and/or participants for unsportsmanlike conduct, or for belittlement or berating of game participants. Officials also have the authority to stop a game if it appears the health and safety of the participants or themselves is in the least amount of danger, due to the inability to control a situation. (NJAYF 3:15.1). Furthermore, the NJAYF holds Howell AYFC liable for failure to control participants, coaching staffs, support personnel, and fans, and/or discredits the NJAYF at any GAME, PRACTICE, or OTHER ACTIVITY. (NJAYF 2:10.4) Parents and other spectators are reminded to act and behave in a sportsmanlike behavior, or immediate action will be taken by the Howell AYFC Board of Directors in order to control a situation, and to avoid the above rule infraction.

13) **Mandatory Play Rule:** Every player eligible to participate at game time must participate in the game and specifically must participate in a minimum of six (6) plays from the line of scrimmage; except for the Mite-Mite division whose participants must have a minimum of twelve (12) plays from the line of scrimmage. (NJAYF3:18.0)

14) All players must have their mandatory plays by the end of the 3rd quarter or they must be inserted into the game at the beginning of the 4th quarter and remain on the field until they have received their minimum mandated plays. (NJAYF 3:18.1)

15) If a parent believes that their child has not received his or her guaranteed playing time, they must have an opportunity to be heard and register their complaint with the Head Coach and the Executive Board. If the matter cannot be remedied at the franchise level, parents shall be directed to send a letter to the JSAYF for their investigation and disposition of the matter as per NJAYF 3:18.3.C.

16) “NJAYF Officers and Division Commissioners are duly authorized to utilize Summary Authority and to in any manner requiring the interpretation and enforcement of league Rules and Laws. NJAYF Officers are also authorized on any Game Site or American Youth Activity of any member franchise of the NJAYF”.

## **SECTION 10: POST SEASON PLAY**

1) The regular playing season begins before/or about Labor Day weekend, and extends to/or about the last weekend in October.

- 2) Football teams may play additional games after the last weekend of October for reasons of play-off games and post season Invitational Bowl games.
- 3) Spirit squads, compete during the regular season in The NJAYF conference competition, and can continue to advance through the month of November towards the National American Youth Competition if qualified.
- 4) Mite-Mite Division is designed to be a non-competitive “instructional” division; therefore any post season play is prohibited by the NJAYF.
- 5) The parents of the participants involved in any post-season activity shall be responsible solely for incidents relating to their child’s participation which may include, but shall not be limited to transportation to and from the activity, lodging, meals, and monetary “out of pocket” expenses, any costs relating to any planned team squad activity and other expense that is not provided by Howell AYFC.

## **SECTION 11: PARENTAL PARTICIPATION**

1) As previously described, Howell AYFC is operated by a Board of Directors, Trustees, and volunteers who serve as coaches, team parents, and other vital functions within the franchise. Although the season lasts 3-4 months, volunteers work year round keeping Howell AYFC a top-notch franchise within the NJAYF Conference.

However, due to the size of Howell AYFC, and the scope of all the functions thereof, Howell AYFC still relies upon the parents of the participants to step up and help with other tasks needed to help throughout the franchise. Areas that volunteers may help the organization include, but not limited to: field set up on game days, field break down and clean-up on game days, public address announcing, MPR monitors, team parents, score keeping, concessions, maintenance, etc.

2) Howell AYFC Board of Directors may at their discretion, charge a “Participation Fee” at the time of registration. This fee is to be returned to the parent after a minimum of two (2) hours of Volunteer service, out of a four (4) month season, is completed

3) **Participation Fee:** The Board of Directors will decide at a general membership meeting prior to the first registration annually, whether or not to implement a Participation Fee and the amount thereof.

4) PARENTS shall be responsible for the care and custody of their children except during those times when a child is actually participating either in practice, regular season game/competition, post season game/competition, or program activity.

## **SECTION 12: GENERAL FRANCHISE RULES**

1) Parental – Spectator field restrictions: As is the case restricting spectators from being on the sidelines during games, (see section 8) the same restriction is enforced regarding parents – spectators being on the practice field during practice sessions. All parents – spectators, unless carrying out franchise business, are asked to remain behind the marked lines dividing the viewing area from the practice area. This rule is to avoid any interference, whether intentional or not, with the coaching staff from carrying out their assigned duties.

2) Participants:

- a) Are not to climb or sit on any of the fences in the area
- b) No horse play, climbing on sloped areas, climbing, jumping, or hanging from the bleachers
- c) Are not to wander from the practice – game areas.
- e) Are not permitted to leave the fenced area after practice until their ride has arrived. (Not including those who live in close proximity and walk or ride bikes home). Children are not to wait for their ride in the parking lot area.

3) No pets are permitted on the practice or game field.

4) There will be no use of any controlled substances including alcohol.

5) No Smoking is permitted on the practice or game fields.

6) No littering.

7) The use of profane language or gestures will not be tolerated, nor will derogatory statements to Coaches, participants, franchise officials, game officials, and NJAYF Officers.

8) Vandalism or defacing any structure, practice equipment (sleds, dummies, etc.), issued equipment such as helmets, etc., and any other items on Howell AYFC property will not be tolerated.

9) The coaching staff, and/or the Board of Directors reserves the right to “Sit out” any participant from any American Youth activity, in the event he/she feels the participant is behaving in a disruptive manner, including fighting, foul or abusive language, or “bullying” another participant either by word or action, for the best interests of the team as whole. The coach will make every effort to talk privately with the individual and re-enter him/her as soon as possible. HOWEVER, repeated offenses will not be tolerated!

10) The coaching staff, and/or the Board of Directors also reserve the right, for safety reasons, to “Sit out” or restrict the activity of any individual he/she feels is too injured to participate, or that he/she feels an individual is acting in a way consistent with that of being ill.

11) The coach is directed by the VP of Football/Cheer to speak with the parent/guardian as soon as possible, concerning any of the above situations, and to report their actions to the Directors as soon as possible.

### **SECTION 13: PARENT CODE OF CONDUCT**

Preamble: The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: ***Trustworthiness, respect, responsibility, fairness, caring and good citizenship***. The highest potential of sports is achieved when competition reflects these “six pillars of character.”

I therefore agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability of ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice, or other sporting events.
6. I (any my guests) will not engage in any kind of unsportsmanshiplike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands, or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.

9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, sex or ability.
10. I will teach my child that doing one's best is more important than winning so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
14. I will promote the emotional and physical well being of the athletes ahead of any person desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol, and I will refrain from their use at all sports events.
17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.
18. If at any point I have a concern for my child's well being, or if I have a complaint, I will follow the Grievance Procedure as outlines in the Howell AYFC Policy Handbook, Section 15.
19. All parents and guardians of Howell AYFC participants are expected to adhere to this Parent Code of Conduct. Failure to comply with the above may result in removal from an event, probation, suspension or expulsion from the program.

#### **SECTION 14: COMPLAINTS, HEARINGS, AND SUSPENSIONS**

Howell AYFC and it's Officers, coaches and members, operates under rules and regulations listed under the NJAYF Titles, and the National Rule Book and Howell AYFC By-Laws, and Howell AYFC Policy Handbook.



Coaches are briefed each year by the VP's of Football/Cheer regarding these and any other pertinent rules at their annual Coaches Meeting held prior to the start of each season.

Howell AYFC Franchise, as a member of the Jersey Shore American Youth Football Leagues, Inc., is expected to enforce all rules and regulations, otherwise facing still penalties and sanctions. It is for this reason that the Howell AYFC Board of Directors must "Police" the operations of the organization.

### **PROBATION, SUSPENSION OR EXPULSION OF MEMBERS**

Failure to comply with the Parents/coaches Code of Conduct (Policy Handbook Section 14), violations of same, or any inappropriate or harmful behavior, may result in the imposing of probation, suspension, or expulsion of the member or members involved in such conduct. When information or facts indicate or suggest that such conduct has occurred, this information shall be brought to the attention of any Executive Board member, who shall then be required to advise the President of the issue. The President shall then bring the issue before the Executive Board for discussion and action at the next scheduled meeting. The President shall have the authority and power to convene a meeting of the Executive Board prior to the next scheduled meeting.

A quorum of the Executive Board shall discuss and investigate the matter, and by a majority vote may take one or more of the following actions:

1. Take no action.
2. Request additional information or investigation and review the matter further at the next meeting.
3. Issue a letter placing the member(s) involved on probation with the terms and specifics of said probation with the terms and specifics of said probation set forth in the letter.
4. Issue a letter of suspension, setting forth the specifics of said suspension in the letter.
5. Issue a letter of permanent expulsion from the program.

All letters referenced above shall be sent regular and certified mail, return receipt requested. If the certified mail is unclaimed, service shall be deemed to have occurred five days after the mailing date where the regular mail is not returned by the United States Postal Service.

## **HEARINGS**

The member or members who receive one of the above letters of probation, suspension, or expulsion shall have ten (10) days from receipt of service of same to request an appeal hearing of the Executive Board where the member disagrees or objects to the action taken. Said request shall be in writing and must be received by the President, either through the United States mail or personally, within ten (10) days of receipt of the letter of probation, suspension, or expulsion. If no letter requesting an appeal hearing is received in accordance with the pursuant to the above, the Executive Board decision and action shall be final and no hearing or appeal will be allowed. In the event a hearing is requested in accordance with the above rules and deadlines, the President shall convene a special meeting of the Executive Board to conduct same. The appeal hearing shall be held before a quorum of the Executive Board, which can consider any new information, evidence, or testimony the appellant introduces. The appeal hearing shall be held in closed session, and all evidence, testimony or information arising out of said hearing is confidential and is not to be divulged to the public.

After the appeal hearing has been completed, the Executive Board shall meet in closed session and, after discussion and consideration, shall take one of the following actions by a majority vote:

1. Reaffirm the prior action taken.
2. Dismiss and cancel the prior action taken.
3. Impose a lesser or grater punishment than initially taken.

The member shall be notified in writing within ten (10) days of the appeal hearing of the Executive Board's decision. Notification shall be in accordance with the notice and mailing procedures set forth above.

## **GRIEVANCE PROCEDURE**

Any parent/guardian or coach with a concern or grievance should follow this procedure. This procedure is designed to provide parents/guardians and coaches with prompt responses to their concerns. If you have a concern or grievance, please follow the steps below:

1. Discuss the concern with your child and if possible observe the situation yourself. Be certain that you have all the facts correct.
2. Discuss concern with the Head Coach. Do not discuss concern with any other member of the coaching staff, team mother or student trainer. They are not authorized to provide a resolution to the problem.

3. If not satisfied that the concern has been resolved, discuss the concern or grievance with the Director of Football/Cheer who in turn must document the complaint and notify all members of the Executive Board immediately.

4. Lastly, a letter may be sent to Howell AYFC requesting a meeting with the Executive Board. The correspondence should contain all pertinent facts and a listing of the individuals to whom you have spoken about the problem. (A meeting will be schedule at a time mutually convenient for the parent/guardian, coach and the Executive Board.) This is the final step in the process and all efforts will be made to amicably resolve the situation, keeping in mind the bylaws and the procedures of Howell AYFC as well as the good of all children participating in Howell AYFC.

All concerns and grievances must be handled in this manner and in this order.

### **SECTION 15: PARTICIPANTS BILL OF RIGHTS**

*(The following is copied directly from NJAYF Title 3)*

#### **BILL OF RIGHTS – FRANCHISE PARTICIPANTS**

All children that are registered in Franchise programs, in addition to the provisions found within this Title, shall be afforded the following rights;

- 1) Right to participate, as long as all registration and eligibility requirements are met.
- 2) Right to participate at an age and/or weight level that is commensurate with their maturity and ability.
- 3) Right to have qualified and dedicated adult supervision.
- 4) Right to participate as a child, and not as an adult.
- 5) Right to participate in safe, healthy and wholesome environments.
- 6) Right to proper preparation for participation in their chosen sport.
- 7) Right to an equal opportunity to strive for success.
- 8) Right to be treated with dignity and respect.
- 9) Right to have fun.

Franchises and Franchise personnel that do not recognize these rights, or fail to assure that these rights are upheld, shall be charged with “Failure to Keep Faith with Juveniles and their parents”, and judged accordingly. Notice is hereby given that the provisions of this Title, entitled, “Howell AYFC, Policy Handbook” was approved by the Howell AYFC Board on 8-23-2012.