



Massabesic Area Youth Football & Cheering - General League Rules



Massabesic Area Youth Football and Cheering General League Rules

I. Introduction

- A. Coaching can be a rewarding and enjoyable, yet daunting and frustrating experience rolled together. This handout is for you to use in navigating your way through the MAYFC coaching experience.
- B. As a Head or Assistant Coach, your first concern should always be the kids. They want to learn and they want to participate. It is the coach who must ensure this happens and make it fun during the process.
- C. This handout and the football/cheering specific handouts will help you through the entire season. Feel free to ask questions. There are a lot of talented and experienced people in the league to help you when needed.

II. League and Board Member Organization

- A. The Massabesic Area Youth Football and Cheering Organization is a non-profit organization, formed and operated according to a set of By-Laws.
- B. The Board of Members shall consist of no less than 19 members. Elections are held each March to elect/re-elect members to the board.
- C. Members of the Board will elect or appoint eligible members to the following positions for a period of 2 years:
 1. Chairperson:
 - a. Maintain Master File of all Players (Current and prior years)
 - b. Oversee Scholarship Committee
 - c. Schedule, confirm and pay Sport Trainer for Game Days
 - d. Coordinate Board of Directors Dinner
 - e. Insurances
 - f. Arrange and lead Draft
 - g. Compile team lists
 - h. Ensure all coaches attain NYSCA Certification
 2. President:
 - a. Coordinate Coaches Clinic's with football coaches
 - b. Participate on Scholarship Committee
 - c. Participate in screening of new coaches
 - d. Assist Chairperson as needed
 - e. Available on game days
 3. Vice President:
 - a. Participate in screening of new coaches
 - b. Participate on Scholarship Committee
 - c. Conduct/assist with football player weigh-ins
 - d. Assist with equipment hand-out when needed
 - e. Available on game days
 4. Treasurer:
 - a. Maintain all financial records
 - b. Available on game days

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- 5. Secretary:**
 - a. Maintain all Minutes**
 - b. Available on game days**

- 6. President Cheering:**
 - a. Collect sizes and order Uniforms through Chairperson**
 - b. Locate Volunteers for Team Squad Mothers**
 - c. Arrange for Cheering Clinic's**
 - d. Communication with Senior and Junior Division Squad Mothers and Board**
 - e. Responsible for Senior and Junior Division "Allowed Cheers" & Guidelines**
 - f. Available on game days**

- 7. V. President Cheering:**
 - a. Assist with all President's duties (see above)**
 - b. Order Jackets & Football Jerseys for the 6 graders**
 - c. Available on game days**

- 8. Head Official:**
 - a. Conduct coaches & officials meetings**
 - b. Obtain coverage for game days**
 - c. Confirm that all coaches know the rules**
 - d. Available on game days**

- 9. Concession Manager:**
 - a. Supply and stock concession stand**
 - b. Maintain list of helpers**
 - c. Order needed items / equipment**
 - d. Available on game days**

- 10. General Member 1:**
 - a. Program Ads**
 - b. Maintain Database of all players**
 - c. Available on game days**

- 11. General Member 2:**
 - a. Purchaser for Concession Stand**
 - b. Available on game days**

- 12. General Member 3:**
 - a. Code-of-Ethics**
 - b. Scholarship Committee**
 - c. Available on game days**

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13. Equipment Manager:

- a. Equipment Handout
- b. Medical Kit's w/list of items
- c. Equipment Kits
- d. Clean Uniforms / count / check for replacements
- e. Equipment return at end of season
- f. Available on game days

14. The Head Coach for each football team is considered a board member with full voting rights.

15. In addition to coaching duties, it is expected coaches and squad mothers will assist with registrations, equipment issue and return, field preparation and disassembly, and other miscellaneous activities as requested by the Board.

III. Monthly Operations for the League

January: No Meeting

February: Board of Directors Dinner
Flyers for Registration
Confirm with Towns/Schools for Registration dates & times
New Members Recommendations

March: Registration
Prepare teams / squads
Make copies of all Registration forms
File Tax Returns

April: Prepare list of outstanding prior years non-registered players
Order any needed equipment and medical supplies

May: Scholarship Review
Prepare for Draft
Check Registration forms for brothers / sisters

June: Draft
Prepare master list of all kids per teams
Prepare outstanding fees list
Game schedule
Conduct Draft
Insurance's are due
Weight in for necessary 10 year olds
Program ads

July: Photo's / pricing
Certification Date for New Coaches
Fund-raiser / incentive items
Medical boxes

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Contact Players and Cheerleaders

- August: Sport trainers
Equipment hand out
Order Soda/Drinks for Concession Stand
Prepare Opening Day Program and get to printer
- September: Teams for Program
Stock concession stand
Order Trophies
Order jackets / jersey's for 6th graders
- October: Return equipment
Clean equipment
Close concession stand
Follow up on outstanding Advertisements and equipment
- November: Follow up on outstanding equipment
- December: Begin to close books for accountant

IV. General Rules

- A.** Rules may be changed by the request of a Special Board of Director's Meeting. Changes will be made based on a majority vote.
- B.** All Board Members are expected to attend all Board Meetings and be present during Game Days.
- C.** All Head Football Coaches and Cheering Squad Mothers, or their designated representative, must be present at all Board Meetings. This is your opportunity to clarify questions about the season and upcoming events.
1. If you can not attend, you must send someone that can represent your team.
 2. If no representative from your team can attend the meeting, it is the Head Coach or Squad Mothers responsibility to call the League Chairperson or Cheering President about the meeting.
- D.** There must be two meetings with the football coaches and game officials before the season begins to review the Game Rules.
- E. Sign Ups**
1. No player or cheerleader will be permitted to play in the league from outside SAD #57 District.
 2. Annual Spring Sign Ups will be held in the month of March for all football players and cheerleaders between the ages of 8 and 12 who meet the following criteria:
 - a. Must be age 8 on or before October 15 for the new league year.
 - b. Cannot turn age 13 on or before October 15 for the new league year.
 - c. Must show birth certificate before the first practice.
- F. Football Player Age and Weight Brackets**
- Junior Division**
1. League age 8 to league age 10.
 2. Players age 10 who will not turn 11 before Oct 15 and will be 85 pounds or less at weigh-in may remain in the Junior Division. (Player ability and coach's recommendation will play a factor if they are in 5th grade.)

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Senior Division

1. League age 10 to league age 12.
2. Players age 10 and will be 86 pounds or more at weigh-in.

G. League Weigh-ins – Each football player in MAYFC League must be weighed in. This will be done in the following manner:

1. At the time of equipment handout, each player will be weighed by a league official who is not a coach.
2. Once weight is determined, that becomes the official playing weight for that player for the entire season.
3. There will not be any re-weights.

H. Cheerleader Team Assignment

1. Cheerleaders will be assigned to a team from the town they live in, on a first come, first assigned basis, if registration numbers support.
2. Cheerleading Teams are limited to 15 girls per team. The League Chairperson will coordinate with the Cheering President for assignment of cheerleaders if registration numbers exceed this limit, or are insufficient to support a full cheering squad.

I. League Draft For Football Players

1. Draft Day will be decided by a Board vote each season. The draft will be conducted as follows:
 - a. Each team will determine returning players by age group (i.e., eights, nines, tens, elevens and twelves).
 - b. Each Division of applications are broken up into age groups and are numbered sequentially on the back until each application is numbered.
 - c. A deck of cards is used for each player selection. The number of applications in the draft will determine the number of cards used (i.e., seven applications will use seven cards). The cards are shuffled and placed face down. The first team will to pick will randomly choose a card. The player's application number and card are matched and the player is placed on the selecting team. The next team will then pick and so on, until all players are assigned.
 - (1) The League will try to accommodate players and cheerleaders who have brothers or sisters already in the program by assigning them to the same teams. Cheerleader's placement determined by the draft.
 - (2) If two players or cheerleaders are first year participants, the team selecting the one of the participants will have the brother/sister placed on the same team.
 - (3) Junior Division participants advancing to the Senior Division with an older brother/sister in the Senior Division will be placed on the same team.
 - d. The team with the least amount of players for that age group will pick first. For example, one team has 4 nine year olds and the other has five. The first nine year old will go to the team with 4 nine year olds, and so on, until all nine year old players are selected.
 - e. Once a player is selected for a team, he/she will remain on that team until they reach an age bracket change or are too old to play.
 - f. Changes to Football Team or Cheering Squad:
 - (1) All requests for changes need to be submitted, in writing, to the league chairperson for football or the president for cheering. They will then submit the request to the League Board for review and disposition.

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- (2) Change requests must be legitimate and reasonable. (i.e.; transportation, same age siblings that cheer or play football in the same division is considered reasonable.) Changes are not approved for children to be with friends. We encourage children to meet new friends that they will go to school with in Middle School.

V. Head Coach/Squad Mother Responsibilities

- A.** The Head Coach/Squad Mother for each team is responsible to be at all League meetings or to have an assistant coach attend in his place.
- B.** The Head Coach/Squad Mother is responsible for the recruitment of his/her coaching staff, which must be approved by the Board of Directors. This recruitment does not allow a coach to recruit assistants (i.e., no recruiting of Johnny's father for the purpose of having Johnny on the team). Football Head Coaches cannot pick assistant coaches until the draft is completed.
- C.** It is the Head Coach's/Squad Mother's responsibility to make sure all League rules are followed.
- D.** Head Football Coaches and Squad Mothers need to review their squad Registration Forms, obtain any missing information, and keep those forms up to date. (This includes current phone numbers for both day and night).
- E.** All registration fees not collected by the time practices begin will need to be collected by the Head Coach/Squad Mother before the first game. Players/cheerleaders will not be permitted to participate on game day until all outstanding fees are dispositioned.
- F.** All Head Coaches/Squad Mothers and assistants are responsible for their behavior on the practice field and on the playing field. A Watch Dog Committee will present any complaints in writing against any coach at a Board of Directors meeting.
- G.** Head Coaches/Squad Mothers will direct any problems with players or parents to the League President or Chairperson.
- H.** Each team must have one coach at the annual league banquet.
- I.** The Head Coach will handle any misconduct situation caused by one of his/her players.
- J.** Coaches/Squad Mothers are responsible to make sure that all equipment fits and all players wear only League approved equipment.
- K.** Head Coaches/Squad Mothers are to inform players and cheerleaders parents of the following:
 - 1.** Parents are to stay off the playing field at all times. If a child is injured, the league trainer will care for the child. If the parent is needed, a Board member will ask the parent to accompany them on the field.
 - 2.** Coaches need to stress to parents that the officials are volunteers and parents are not to be verbal or disrespectful with them.
 - 3.** Encourage parents to volunteer in the concession stand, down marker, etc.

VI. Attendance for Practices and Games:

- A.** Attendance: Coaches and Squad mothers need to keep attendance for all games and practices. Inform parents they should call you if their son or daughter will not be able to attend a practice or a game. Being notified ahead of time helps to avoid last minute changes in half- time routines.
 - 1.** Absences without notification will be considered as unexcused.
 - 2.** Obviously, there may be an occasional family emergency that does not allow a timely call. This absence will be excused if explained to the coach.

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B. Absences:

1. If a player or cheerleader has an unexcused absence the following actions may be taken:
 - a. The cheerleader may cheer during the side line cheering, but she will not be allowed to participate in the half-time routine.
 - b. The football player may be required to sit out a quarter for each unexcused absence.
 - c. Please notify the league chairperson for football players or president of cheering for cheerleaders with parent concerns regarding these rules.
2. If a football player or cheerleader has 3 unexcused absences, he or she can be dismissed from the league.

VII. Certification

- A. MAYFC uses the National Youth Sports Coaches Association for certification.
- B. All active football and cheering coaches must be certified. Each coach must attend the certification course by the NYSCA before he/she can coach in the program. Certification must be completed prior to the first practice.
- C. MAYFC will pay for the cost of successful certification through NYSCA, as well as annual renewal fees.

VIII. Assistant Coaches

- A. Rules pertaining to Assistant Coaches
 1. Assistant Coaches must formally apply for their positions through the League.
 2. Each team is allowed a maximum of four (4) Assistant Coaches.
 3. The Head Coach/Squad Mother may designate an Assistant Coach to stand-in for him/her at League meetings and functions. This assignment includes the privilege to vote on League matters (football coaches only).
 4. *Expected Role(s) of Assistant Coaches*

IX. Preparation for Season

- A. Pre-season meeting with Parents and Players and Cheerleaders
 1. The Head Coach and Squad Mothers are encouraged to hold a pre-season meeting with the players/cheerleaders and parents.
 - a. This should occur after the draft, but before the Youth Camp is held for football players.
 - b. All parents and players/cheerleaders should be encouraged to attend this meeting, regardless of whether they are new or returning from last year's team.
 - c. A handout may be given out at this time at the option of the coach.
- B. Highpoints of Meet and Greet Topics of Discussion – While not an all inclusive list, these are some of the things you should consider discussing at your first meeting with players and parents. Expect questions, especially from 1st year parents.
 1. Dates and schedules
 - a. Equipment pass out dates and times
 - b. Youth Camp dates
 - c. Practice Schedules and locations

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- (1) Preseason Practice Schedule
 - (i) The first two practices a player attends are with helmets/mouthpieces/ear pads only! (Insurance Purposes.)
- (2) Regular season practice schedule
 - d. Game Schedule
 - e. MHS Homecoming – more information later
2. Equipment rental fee (\$30) is due at time of equipment pickup. If necessary, other arrangements can be made.
 - a. If a piece of equipment is ill fitting or broken, let the coaches know ASAP so they can get it changed out. SAFETY FIRST!
 - b. Boil the mouthpieces to soften them up and then cut them to size.
3. Short notice practice/game cancellation procedures:
 - a. Consider setting up a phone tree
4. Assigning Player Positions Philosophy
 - a. Stress Every Player will Play!
5. Fundraiser and its importance.
6. Team and individual pictures.
7. Desire to involve all parents willing to participate during practice – opposing player positioning, pretend blocking, etc.
8. Coach's Expectations of players
9. Introduce Assistant Coaches or ask for some if none already on team
10. Team Mom(s)/Dad(s)
 - a. Look for a Team Mom/Dad to help with parents and co-ordination of team activities/administrative details.
 - b. Look for 1st year player's mom/dad to volunteer to assist.
11. End of year banquet.
12. Contact Information for yourself and assistants.

X. Practices

- A. Cheering and Football practices start the third week of August.
- B. Pre-Season lasts three (3) weeks.
- C. No more than twelve (12) total practices can be held during the Pre-Season for both football and cheering.
- D. Coaches will schedule no more than four (4) practices per week, and no less than three practices per week, during the Pre-Season prior to the first game. The maximum duration for each practice shall not exceed 2 ½ hours.
- E. For football teams, no more than two (2) of the Pre-Season practices can consist of a scrimmage game.
 1. A Round Robin will be conducted amongst the Junior Division teams and Senior Division teams, as scheduled during a regular board meeting. The Round Robin will count as a practice/scrimmage for the Pre-Season total practices.
- F. Coaches will schedule no more than 2 practices per week during the Regular Season following the first game. The maximum duration for each practice shall not exceed 2 hours.

XI. Medical Emergencies

- A.** All football player and cheerleader registration forms must be kept in the team medical box for medical and emergency information.
- B.** The Head Coach and parents of the player should handle injuries during practice. If the parents are not immediately available, the Head Coach assumes the responsibility for handling the situation, including calling an ambulance if necessary.
- C.** Inform the League Chairperson as soon as possible of any injuries that occur during practices that require the player to see a doctor or keeps the player from playing.
- D.** During the game, the League Trainer will tend to all injuries.

XII. Game Days

- A.** The dates and times of the games will be decided on by a Board vote prior to the beginning of each season.
- B.** Prior to the first game, picture schedules for the teams will be announced. Football and Cheering Squads are taken at the same time, with individual pictures first, then the team picture.
 - 1.** Parents need to have their order forms and payment in-hand.
 - 2.** Head Coaches/Squad Mothers receive a complimentary copy of the team picture.
- C.** Opening Day Ceremonies are held prior to the first game. All teams will participate in Opening Day Ceremonies.
 - 1.** All teams will be lined up at least 10 minutes in advance of the start time.
 - 2.** Each team will be introduced and led forward by the Cheerleading Squad for that team.
 - 3.** Following the ceremonies, prepare your team as necessary depending on when you are scheduled to play – early or late game.
 - 4.** All children must be accompanied by an adult. Coaches and Squad Mothers are not responsible for the care or transportation of children before or after the Opening Ceremonies.
- D.** Inclement Weather
 - 1.** If inclement weather occurs on Game Day, the League Chairperson will inform all coaches early enough to contact all players if the games are cancelled. Cancelled games will be added after the originally scheduled final game week.
 - 2.** If inclement weather occurs while the games are in progress, it will be the League Chairperson’s decision as to whether the games will continue or not.
 - 3.** If a thunderstorm occurs during a game, the coaches will gather their players and cheerleaders in the “Mustang Corral” until the storm passes.
- E.** Sideline Conduct
 - 1.** All Coaches need to maintain “professionalism” while on the sideline. When the game gets going and emotions get high, coaches must resist the urge to get “too involved”. Yelling at the referees, other coaches and the players for mistakes or missed penalties (real and perceived) **WILL NOT BE TOLERATED!**

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F. Parent Involvement

1. This organization is all volunteer. To make it work, we need to involve the parents in our activities. These activities range from helping their children for the league fund raiser to helping setup and cleanup during game day.
2. The League provides a parent volunteer form to get parents to help in the concession stand and act as the chain gang during the games. Each Head Coach and Squad Mother is responsible for ensuring this form is filled out and turned in to the league chairperson prior the start of their game.

G. Final Game Day Activities

1. Upon completion of the final game of the season, all teams are required to turn in uniforms, equipment, medical boxes, etc. that were provided by the league.
2. Coaches and Squad Mothers will be requested to solicit assistant coaches and parents for the following:
 - a. Additional assistance needed in the concession stand for final clean up.
 - b. Additional assistance needed in the equipment shed for equipment storage.
3. The football and cheering coaches handout will detail the requirements for turning in uniforms and other equipment.

XIII. Miscellaneous Topics

- A. Fund Raiser:** At the beginning of the season all children participate in the annual fund raiser. Please encourage all players and cheerleaders to make an attempt to help the team with this fund raiser. Coaches and Squad Mothers need to be aware of how each player and cheerleader is doing with the fund raising. Within your squad, help each other to sell all candy. Each Coach and Squad Mother is responsible to: hand out candy, collect and account for fund raiser monies. When returning money, all money must be in large bills, a check or money order made out to MAYFC. We can not take change or large numbers of ones.
- B. Homecoming Parade: (If we are invited to participate):** The League will decide during a Board Meeting whether or not to participate in the MHS Homecoming Parade. If the League decides to participate, Coaches and Squad Mothers are to encourage the players and cheerleaders to attend and march in the Homecoming Parade. You will receive a flyer with all the important information to deliver to parents, players and cheerleaders.