



Swartz Creek Youth Football Cheerleading and Poms



**Policies and
Procedures
2009 Season**

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2009 SWARTZ CREEK
YOUTH FOOTBALL
CHEERLEADING/POMS
 Schedule of Events

DATE	TIME	PLACE	AGENDA
JAN 09	7:00 PM	Mary Crapo	Parent/Board Meeting
FEB 15	7:00 PM	Mary Crapo	Parent/ Board Meeting
MAR 11	7:00 PM	Mary Crapo	Parent/Board Meeting
APR 1	7:00 PM	Mary Crapo	Parent/Board Meeting
APR 22	6:30 PM	Mary Crapo	Parent/Board Meeting
MAY 14	6 – 8 PM	Middle School	FOOTBALL/CHEER/POM REGISTRATION
MAY 18	6 – 8 PM	Middle School	FOOTBALL/CHEER/POM REGISTRATION
JUNE 3	7:00 PM	Mary Crapo	Parent/Board Meeting
JULY 14	6:00PM	Elms Park	Team Splits
AUG 5 & 6	6 – 8 PM	Elms Park	Equipment Handout
AUG 13	6:00 PM	Elms Park	Coaches Meeting
AUG 17-21	5:30 PM	Elms Park	Conditioning Week
AUG 17	6:00 PM	Elms Park	Parents Meeting
AUG 18	6:00 PM	Elms Park	Coach/Team Mom Meeting
SEPT 1	8-10 PM		MMRFL Mandatory Coaches Mtg-BENDLE
SEPT 12	To Be Announced		FIRST GAME

2009 Board Members

PRESIDENT

Paul M. Ray III – paul@pmrsales.net.....(810)496-2964

VICE-PRESIDENT

Kevin Jones(810)635-8659

SECRETARY

Lori Milbrot – crowandboys@comcast.net.....(810)655-6228

TREASURER

Jim Grady – JGrady@PatriotAmbulance.net.....(810) 691-2985

CHEERLEADING COMMISIONER

Tammy Carr – tcarr906@yahoo.com.....(810)423-8515

CHEERLEADING SECRETARY

Becki Goodyear - brccreg@aol.com.....(989)277-9509

FIELD COMMISIONER

Brian Whitson - swartzwolf2@yahoo.com.....(810)210-7637

CONCESSIONS COMMISIONER

Buffy Whitson – swartzwolf2@yahoo.com.....(810)210-8783

ASSISTANT CONCESSIONS

Wendy Wallis.....(810)287-7333

POMS COMMISIONER/SECRETARY

Vicki Adams – adams595@aol.com.....(810)635-8760

VISION STATEMENT

The Swartz Creek Youth Football, Cheerleading and Poms Program, run in conjunction with the Mid-Michigan rural football league is an instructional league coordinated and ran strictly by volunteers. The focus of this league is to promote physical fitness and instill the values of good sportsmanship, teamwork and responsibility in our area youth. The coaching staff emphasizes physical conditioning, basic game techniques and team play. To minimize the risk of injury to our children, age and weight restrictions are imposed on team divisions. It is our vision, that with your assistance this program will offer the children of this area the benefits of maintaining a healthy physical and mental outlook as they learn and grow through group participation.

SPORTSMANSHIP: *The Michigan High School Athletics Association provides this definition of sportsmanship: Sportsmanship is the practice of playing fair, of taking defeat without complaint, or victory without gloating and treating opponents with respect, generosity and courtesy.*

Dear Parents,

I would like to take this opportunity to welcome you and thank you for your interest and support of the Swartz Creek Youth Football/Cheerleading/Pom program. Through this program, your children are given the opportunity to participate within a team environment and learn the important values of teamwork and self-discipline.

Our coaching staff consists of a group of parents volunteering many hours of their time and energy to teach the fundamentals of the game and set a good example in the area of sportsmanship. The coaching staff is required to conduct themselves in an appropriate manner and serve as role models for the children that are under their guidance. This conduct is expected of parents and spectators as well.

I do have one request to make. This is to ask you that you arrive in a timely manner to games and practices. This is very important so that we may make the best use of our time, and teach the children about responsibility that is associated with TEAM sports. The success of this program can be attributed to many volunteers and parents who willingly give their time and encouragement to the youth's participating. With your assistance, I am certain that this will be another great season!

Sincerely,

**Paul M. Ray III,
SCYF League President**

REGISTRATION POLICY

Registration of participants is conducted on a first-come/first-serve basis. Your child is NOT considered registered until payment is received in full. Because the SCYF is self-supported, we limit memberships to one hundred and fifty football players, one hundred cheerleaders and twenty pom- poms. **ALL PARTICIPANTS MUST BE AGE 8 ON OR BEFORE DECEMBER 31, 2009.**

Freshman - Limited to players who turn 8 by Dec 31st 2009 and 9 year olds on August 15th, 2009, who weigh 90.5 lbs or less.

If a player meets age guidelines but weighs more than 90.5 lbs, the player **HAS TO BE PLACED IN THE DIVISION WHERE THE PLAYERS WEIGHT IS WITHIN GUIDELINES.**

JV - 11 years old and under on August 15th 2009, who weigh 120.5 lbs or less.

If a player meets age guidelines but weighs more than 120.5 lbs , the player **HAS TO BE PLACED IN THE DIVISION WHERE THE PLAYERS WEIGHT IS WITHIN GUIDELINES.**

Varsity - 12 years old and under on June 1st, 2009 who weigh 160 lbs or less.

If a player meets age guidelines but weighs more than 160 lbs, the player is not eligible to play.

Registration is offered in May. Those individuals interested in the program are encouraged to take advantage of one of the offered dates. Registration dates are posted on the marquee in front of Mary Crapo School and advertised in the area school newsletters.

Registration forms and fees must be provided at the time of registering. Registration fees are based upon the cost of uniforms, league & field fees, and equipment replacement costs. The SCYF offers discounts of \$10 to families with more than one child participating in the program. A discount of one-half (1/2) the registration fee is offered to the 3rd child. These costs vary from season to season. **A Player/Cheerleader will not be able to receive equipment/uniforms or be able to practice without prompt payment.**

REFUND POLICY

All refunds are subject to board approval. A refund form, signed and dated by the coach verifying that all equipment has been returned by the required date must be presented before a refund will be considered. If equipment is not returned, a \$250.00 replacement fee will be assessed. After July 1st cost of the jersey, insurance and any other incurred fees will be taken out of the refund. Jerseys are ordered before practice starts so we are not able to refund that part of your registration fee but you will be able to keep the jersey. **A refund check will be issued to the individual whose signature is on the original registration form.**

This excludes any/all funds raised through fund raising event.

Refunds must be submitted prior to the start of the 3rd week of practice, no refunds will be given after this date.

NSF FEES

A \$25.00 NSF fee is assessed for any returned checks. If your check bounced last year we will request that you pay with Cash/Certified check/Money order.

UNIFORM POLICY

****All Uniforms must be returned prior to banquet in order to be eligible to receive awards or attend banquets.** If equipment is returned abused beyond repair and is not normal wear and tear, a replacement cost will be assessed.

FOOTBALL: Equipment issued to each football player will be as follows:

Helmet/Shoulder Pads/Tailbone Pads (1each)

Hip Pads/Knee Pads (2)

Thigh Pads (2)

BLACK Practice Pants (1 Pair)

RED Game Pants (1 Pair)

****NOTE:** Do not use bleach on pants – follow proper washing instructions.

Parents are responsible for athletic supporter, mouth piece and football cleats.

****Mouth piece can *not* be Clear or White and they must be able to attach to the helmet.**

SHOE DONATION BOX – A donation box has been set up to provide football players access to like new football shoes. If you would like to donate or borrow from the box, feel free to do so.

CHEERLEADING/POMS

Equipment issued to each cheerleader/pom will be as follows:

Cheerleading (1) Two-Piece Uniform

Poms (1) One-Piece Uniform and (1) Set Poms

Parents to provide white tennis shoes/white turtleneck/red dance briefs/red sweat pants.

PRACTICES

In order for all our children to benefit from this program, practices are necessary. When a child misses practice, it affects the entire team. Therefore, the following rule will apply to all participants.

FOOTBALL

All players **MUST** attend a minimum of three (3) practices per week in order to be eligible to participate in that week's game.

CHEERLEADING AND POMS

All players **MUST** attend a minimum of one (1) practice per week in order to be eligible to participate in that week's game.

****All players must be in full uniform to cheer at any/all games.**

****This rule will be subject to coaches' discretion.**

PARENT PARTICIPATION

Please remember that the coaches are volunteers and have families too. *Do not leave your child unattended at practice.* Too many times coaches sit at the practice field waiting for a parent to pick up their child. Michigan weather can turn on a dime, important information may be missed, accidents DO and WILL happen, or worst of all, you might have just missed the GREATEST move your child will ever make. If it is necessary to leave during practice, make arrangements with another parent to watch/pick up your child.

Since the youth football program is operated strictly by volunteers, we need to ask all parents to volunteer their time or resources at some point during the season. Please take this into consideration when a coach or team mom asks for your help with snacks or assistance at a home game.

*******Parents are NOT permitted on the field during games and/or practices unless given permission by your coach. Parent must also leave players alone during games. Parents are also required to stay out of the press box at all times. The Field Commissioner has full control of the field, coaches and fans during an ongoing game. Your cooperation in this matter is greatly appreciated.**

Volunteers Job Descriptions

Football Coaches and Assistants

- All head coaches must complete Field Commissioner training **-*NO EXCEPTIONS***
- Demonstrates leadership, a positive attitude and sportsmanship
- Instruct on the basic fundamentals of football
- Oversee the functions of practices and games
- Assistant coaches work under the discretion of the head coach
- The numbers of plays involving a child are at the discretion of the head coach, to meet MMRFL guidelines – To view these guideline please go to www.mmrfl.org
- Assist team mom with game volunteers
- Must adhere to 30-point rule and be able to present burden of proof
- The head football coach must maintain control of his/her fans
- NO VULGAR LANGUAGE WILL BE TOLERATED!**
- Must have one (1) year minimum assisting under SCYF head coach

Cheerleading and Pom Coaches

- Must be a minimum of 18 years of age
- Demonstrates leadership, a positive attitude, and sportsmanship
- Choreograph and instruct girls in chants, cheers and formations
- Accompany squad to all game performances and events (BRING ROSTERS)
- Provide squad members with schedules and information updates
- Cheer coaches work with team mom regarding volunteers.
- Oversee the functions of practices and games
- Actively participate.

ALL COACHES SUBJECT TO DISCIPLINARY ACTION AS DETERMINED BY BOARD MEMBERS UP TO AND INCLUDING DISMISSAL.

CRITERIA

COACHES

Head coaches must possess a minimum of one year experience as an assistant coach in the SCYF league. Head coaches should reside in the Swartz Creek school district. Coaches must attend all SCYF league meetings or have a representative present.

Selection Process

- 1 Head coaches are selected by the President and Vice-President and voted upon by the board.
- 2 Selection of Head coaches is based upon a point system related to prior experience (2 points for being a head coach and 1 point for being an assistant) and other criteria (board participation and attending winter meetings).
- 3 The SCYF governing board reserves the right to discharge any coach, assistant coach, or team mom.
- 4 Head coaches select their own assistant coaches, (limited to three).

FOOTBALL TEAM MOM

- 5 Maintain registrations, birth certificates and physical forms for team
- 6 Collect money for team (banquet, pictures, etc.)
- 7 Parent/Coach liaison
- 8 Organize/ensure volunteers for home games (chain gang, announcer, concession workers, 50/50 sales) in coordination with cheerleading team mom.
- 9 Assist Coaching staff (if required)

CHEERLEADING TEAM MOM

- 12 Parent/Coach liaison
- 13 Assist coaching staff (if required)
- 14 Collect money for team (banquet, pictures, etc.)
- 15 Provide game announcer with updated team roster
- 16 Present at all practices; stay until all girls have been picked up.
- 17 Organize volunteers for home games (chain gang, announcer, concessions workers, and 50/50 sales) in coordination with football team mom.
- 18 Present volunteer form to concession commissioner

BOARD MEETINGS AND ELECTIONS

Board Meetings – SCYF meetings are held on a semi-monthly basis beginning the month of January and continuing through May. Various meeting dates will also be established for the months of July and August. The first meeting of the season will be held in January. Remaining meeting dates and times will be determined at these preliminary meetings. All community members are welcome to attend.

Board Elections – Election of the SCYF League members is held at the first meeting of the new season. Individuals are nominated, or may nominate themselves for a position on the board. Elections are conducted as follows:

1. Eligible voters present at the meeting may nominate themselves or another individual for a particular position.
2. Motions are initiated and seconded.
3. In the event that more than one individual is nominated for the same position, nominees are voted for by ballot.

VOTING ELIGIBILITY: Must be a member of the Swartz Creek Community and/or a legal guardian of a child participating in the SCYF program.

ELECTED POSITIONS INCLUDE –

President/Head Commissioner (2 Year Term Odd Year)

Vice President/Football Commissioner (2 Year term Even Year)

Football Secretary (2 Year Term Odd Year)

Cheerleading/Poms Commissioner (2 Year term Even Year)

Cheerleading/Poms Secretary (2 Year Term Odd Year)

Field Commissioner

Field Commissioner

Treasurer (2 Year Term Even Year)

Concessions Commissioner (2 Year Term Odd Year)

In the event a member resigns, the remaining board members will vote to elect a new member for the position until the next season's vote.

BOARD MEMBERS JOB DESCRIPTIONS

Upon election as a SCYF Board Member, you will be required to become a member of the Swartz Creek Booster Club. A membership fee may be applicable.

Head Co-President

- Coordinate and oversee all activities of SCYF organization
- Conduct meetings
- Parent/Staff liaison and intervention for all areas
- SCYF representative to league (MMRFL)
- Oversee disciplinary action (if required)
- Oversee purchases of equipment and supplies
- Represent Youth Football with Swartz Creek Youth Athletics
- Function as alternate Field Commissioner if required

Football Commissioner/Vice-President

- Coordinate and oversee football activities
- Parent/Staff liaison & intervention for football squads
- Oversee disciplinary action (if required) for football squads
- Oversee football equipment maintenance and storage
- Assume responsibilities of President in his/her absence
- Function as alternate Field Commissioner if required
- Represent Youth Football with Swartz Creek Youth Athletics

Cheerleading/Poms Commissioner

- Coordinate and oversee Cheerleading and Poms activities
- Parent/Staff liaison & intervention for Cheerleading and Pom squads
- Oversee disciplinary action (if required) for Cheerleading and Pom squads
- Oversee Cheerleading and Poms equipment maintenance and storage
- Oversee purchases of equipment and supplies
- Function as alternate Field Commissioner if required

Head Field Commissioner

- Primary SCYF representative to league (MMRFL) and attend league meetings
- Oversee all home field responsibilities per league requirements; (i.e. field setup, chain crews, Timekeeper, liaison w/officials, announcer, etc.)
- Maintain home field equipment and supplies (i.e. medical box, chains, down/yard markers, etc.)
- Represent Youth Football with Swartz Creek Athletics

Field Commissioner

- Oversee all home field responsibilities per league requirements; (i.e. field setup, chain crews, Timekeeper, liaison w/officials, announcer, etc.)
- Maintain home field equipment and supplies (i.e. medical box, chains, down/yard markers, etc.)
- Represent Youth Football with Swartz Creek Athletics

Treasurer

- Maintain financial records of organization
- Oversee collections and distribution of money
- Prepare annual report
- Work in conjunction with Concessions Coordinator

Secretary

- Maintain meeting minutes, team rosters, registration forms/records
- Oversee flyers/information distribution as required
- Oversee collection of money
- Fills in during absence of Cheerleading Secretary

Concessions Coordinator

- Ensure Boosters are paid
- Coordinate purchase/storage of all supplies
- Familiar with health codes

Cheerleading Secretary

- Maintain meeting minutes, team rosters, registration forms/records
- Oversee flyers/information distribution as required
- Oversee collection of money
- Fills in during absence of league secretary

BUDGET

Registration Fees

The SCYF League is a non-profit organization. Registration fees are based solely upon the costs to suit the players, maintain safety requirements, and cover expenses related to the league.

Average Breakdown of Registration Fees:

Uniforms	47%
Equipment Maintenance and Replacement	18%
Field Dues, League Fees, Officials	18%
Concessions Operation, Fundraising	14%
Administrative, Operational Expenses	<u>3%</u>
	100%

Yearly Budget

The following budget breakdown is based upon prior year's expenses.

Administrative Expenses	\$1,000
Concessions	5,500
Uniforms (including coaches gifts)	11,000
Equipment	2,000
High School Field Use (Donation)	500
Announcer/Clock Operator	730
League Officials Expenses	2,900
Fundraisers	200
Insurance	2,125
	\$25,955

GRIEVANCE PROCEDURE

FOOTBALL:

The following grievance procedure is enforced in order to give the children quality time during practice and game time. In the past, parents have had questions, and in some situations, disagreements with coaches. We ask that you follow the procedures set up for these situations, so that the intended focus of the program, “the children”, receive the coach’s full attention and get the most out of this experience.

PROCEDURE

If you have questions or need to talk to a coach, he/she will be more than happy to speak with you after practice or game. Coaches need to concentrate on the team prior to and during practices and games. Please give coaches a cool down period after a game. Coaches get into games as much as the players and parents. Both parents and coaches will benefit from this and the problem can be handled less confrontationally. If a situation arises that you feel needs to be recognized, please follow this three-step process:

STEP 1: Approach the coach to discuss the situation. Most situations are easily settled.

STEP 2: If you feel that the situation was not handled effectively, approach the Vice-President. He/she will gladly listen to your grievance and act as a liaison between you and the coach.

STEP 3: At this point, if you still feel that a problem exists, submit your grievance, in written form, to the SCYF League President. He/she will review the problem and is required to rule on it within 48 hours.

CHEERLEADING:

STEP 1: Approach the team mom to discuss the situation. Most situations are easily settled at this level.

STEP 2: If you feel that the situation was not handled effectively, approach the Cheerleading Secretary or Cheerleading Commissioner. He/she will gladly listen to your grievance and act as liaison between you and the coach.

STEP 3: At this point, if you still feel that a problem exists, you may submit your grievance, in written form, to the SCYF League President. He/she will review the problem and is required to rule on it within 48 hours.

See Organizational Chart for Details

DISCIPLINARY ACTIONS INCLUDE

- A verbal warning
- A written warning
- Expulsion from the premises