

Federal Way Junior Football Association Parent's Guide

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1. Introduction

Welcome to the Federal Way Hawks football program! We sincerely hope that you and your child(ren) will thoroughly enjoy your experience with us this year and return in the years to come. The Hawks are an all-volunteer organization dedicated to providing our kids a safe place to play, learn, grow and develop as young athletes and young adults. We are aware of the alternatives that exist for our kids if the Hawks weren't here, so our goal is to run our program in a way that allows them to do their best in a fun and fair, structured environment, that provides a positive, memory-filled experience for all. We now invite you to help us make this a great season in any way you can.

This guide is a culmination of over two years of work by dozens of board members, coaches, parents and children. We have produced it in the hope that it will answer most, if not all of your questions regarding the way the organization runs the football and Cheer programs. We have tried to address most of the commonly asked questions about the program, and have expanded on what were previously only unwritten rules that governed the program. The guidelines contained here are the result of long hours of discussion and debate, always with an eye towards fairness for all involved - the player/cheerleader, the parents, the coaches and the board. While some portions of this guide may seem to be overly concerned with the potentially negative aspects of the program, they were included so we could outline our commitments to players and parents should things not go as smoothly as we all would like. We think you deserve to know what to expect from the Hawks.

By signing for this guide, we ask that you and your child abide by the rules and guidelines contained in it. We sincerely hope and anticipate our guidelines will meet your expectations of how the organization should respond to any specific circumstance. It is, of course, impossible to outline everything that may happen during the season, and there will be situations that arise that we have not covered. We will try to act as fairly and with as much common sense as we can muster in our attempts to resolve whatever situations arise. Our responsibility toward you and your player or cheerleader will be to do our best to enforce the rules set by the Federal Way Junior Football Association and the Puget Sound Junior Football League fairly and equally, without deviating from what you read in this manual. Your responsibility as a parent of a player or cheerleader is to read this guide, ***discuss the rules with your child***, and refer to it if you have any questions about the program. If you have any concerns that are not addressed in this manual, please feel free to contact a Coach or Board member for clarification. We welcome constructive criticism directed toward improving this guide and our organization.

As a member of the Puget Sound Junior Football League the league charter and rules bind us. We will have a copy of the league rules in the Hawk Trailer at all times for your examination. We strongly suggest that all parents read them, as they will apply at all league games in addition to spelling out the responsibilities of the volunteers, players, coaching staffs, board members, and member franchises of the Association. The guidelines contained in this manual are meant to apply only to the operations of the Federal Way Junior Football Association. They are not meant to replace or modify existing league rules, nor apply to any other franchise. In no case will the response by the FWJFA to any rules violation be less than what the league specifies.

The Hawks have approximately 175 football players and 50-100 cheerleaders in our programs. While girls may play on the football team and boys may go out for cheer, the programs will usually be naturally segregated by sex. The gender-specific wording used in this manual is not meant to reflect any bias toward/against the participation of a boy or girl in either the football or cheer program. It is simply used to make the reading of the manual a little easier and reflect the majority of participants in the specific program being discussed. Please feel free to substitute "boy" and "girl" or "him" and "her" in any place that specifies gender. FWJFA stands for Federal Way Junior Football Association and PSJFL stands for Puget Sound Junior Football League.

2. Hawks History

The Federal Way Hawks have been in continuous operation since 1970, providing the only non-school football program in the Federal Way area. The Hawks originally were part of the South King County Junior Football League, with 14 member franchises, and in 1996 became one of the six founding franchises that make up the Puget Sound Junior Football League; the other members being the Benson Bruins (Renton), S.W.A.C. Cougars (West Seattle), Kent Knights and Auburn Panthers

3. Refund Policy

The Hawks believe that to minimize any misunderstandings, we want to be very clear about the amounts and time limits of any refunds that will be given after your child or children has registered with our program. Our organization has to acquire and maintain some very expensive gear for over 250 football and cheerleaders each season, and to do that, we have some fixed costs that must be borne by all participants, regardless of the amount of time they spend in our program. In other words, to be ready with the proper gear for each participant at the start of the season, we base our needs on the amount of children registered in May, and purchase supplies and equipment based on that turnout. This means that each child has an expense that has been paid by the Hawks in anticipation of their participation in the season, regardless of whether they eventually play or not. Once our season gets underway, more expenses are incurred and refunds will gradually be refused. While we do not want to unduly penalize any family or individual, we feel the following policy is fair to both the player and the organization:

- ***If we cannot satisfactorily address your concerns about our program, or if you are not comfortable with the rules***
- ***that govern the organization, you may withdraw your child(ren) and receive a full refund of your registration, including deposit, as long as the withdrawal occurs before the child(ren) participates in the first day of practice. If the player(s) starts practice, we will consider it an acceptance of these rules and no refund of the deposit will be due.***
- ***If Withdrawal occurs prior to August 1, a 100% refund will be given***
- ***If withdrawal occurs between registration and gear issuance (the end of the first week of practice), we will refund the entire registration fee less the \$25 non-refundable deposit for each player.***
- ***If withdrawal occurs between gear issuance and the sixth (e) day of scheduled practice only 50% of the refundable portion of the registration fee will be refunded, upon return of equipment.***
- ***If withdrawal occurs after the sixth (6th) scheduled day of practice no refund of the registration fee will be due.***
- ***If a child signs up late, (after scheduled practices have started) the above rules will apply with scheduled practices from children start date. Paragraph one above will not apply!***
- ***The only exceptions to these guidelines will be in cases of injury, which will be subject to review by the FWJFA Board of Directors.***

4. How We Use Your Fees

The Federal Way Hawks have always been financially independent, not relying on any national, regional or local group for support of any kind, instead depending upon registration fees, fundraisers and sponsors to continue operating year to year. With costs always increasing for insurance, league fees, user fees, lights, office, printing, and equipment - we have tried to make the burden on you the parents as reasonable as possible. We have tried to keep the fees for registration to a minimum, relying on them for the bulk of the operating budget for the organization, but by no means completely covering the cost of a child to play football or cheer.

In past years, we have asked for additional funds on top of the registration fees to provide treats and trophies for each child's team only *after* the season had started. This method turned out to be a tremendous hassle to regulate and led to some hard feelings from some parents who felt the organization was not being "up front" in letting them know the total commitment they were expected to pay. For the season, your registration fees will be applied as follows:

- \$130 - Basic Registration Fee (covers equipment, insurance, league fees, fields, expenses)
- \$50 - Refundable Volunteer Fee.
- \$10 - Treats for eight games, playoffs & championships
- \$10 - Trophy at end of the season
- \$5 - Black Socks & Mouth Guard (Football Players) Socks & Hair Piece (Cheerleaders)
-

As we all know, running an organization like the Hawks requires a large commitment of time and money. The members of the Board try very hard to be as efficient as possible and spend our resources where they will do the most good. Unfortunately, there never seems to be enough money in the bank to do as much as we would like... Therefore, we are putting out a plea to our parents and other friends and businesses in the community to lend a helping hand where possible by passing savings (or donations of time or money) on to the Hawks if at all possible in the following g areas that will require attention soon:

- Snack Food - Does anyone work for a distributor that may be able to give us a better deal?
- Office Supplies - Specifically paper. We use thousands of sheets per season!

We would not ask for any help if in the long run it did not directly benefit our children. Any donation of time, products or money will be sincerely appreciated by our organization and will be that much less we will have to buy.

The FWJFA relies on our parents to honor their commitments to the organization as we honor our commitments to our players and parents. If there is a problem with payment, we ask that you be honest with us. NSF checks are a drain on our organization by taking valuable time from our volunteers that could be better spent on many other projects. Consequently, we may charge \$25 for all NSF checks. We are sorry for any inconvenience caused by this policy.

5. Sponsorships

As we discussed in the previous paragraph, the costs of running the Federal Way Junior Football Association increase every year, and short of increasing the fees to entirely cover these costs, we use various means to raise money. One of the most important ways is through sponsorships of either the FWJFA or of an individual player or cheerleader. We produce a high quality program each year, and accept advertising to help offset some of our costs. Ads may take the form of a simple business card or regular business type ad, on up to a full-page ad using your business logo or artwork. Parents or relatives may "sponsor" their children with a business card size ad as well. Ad space is priced according to the following schedule:

Level Recognition		
	\$25.00	1/8 page (business card size) individual child sponsorship
	\$50.00	1/8 page (business card size) business ad
	\$100.00	1/4 page business ad
	\$200.00	1/2 page business ad
	\$350.00	Full-page ad (inside pages)
	\$500.00	Full-page ad (inside front & rear covers, outside rear covers)

For other levels of participation, please contact a Board Member.

6. Board of Directors & Coaching Staff

Our association is made up of a Board of Directors and coaching staff, consisting primarily of parent volunteers, following a set of bylaws that were drawn up and accepted by previous board members. These bylaws are posted in the Hawk Trailer and are available for any parent to read and copy at any time. The Board and coaches are dedicated to seeing that the program is a positive, safe activity for our children, and is self-sustaining financially.

Every one of the people who take a position in this organization is a volunteer. No one claims to be an expert or professional at these jobs - we are just people who believe this program has something positive to offer our children. We have offered to help the organization run as smoothly as possible and we are dedicated to using our efforts to try to make a positive contribution to our community.

We understand there can be frustrations with the program and the people that run it, and things may not always run as smoothly as planned. We value your suggestions and ideas that are intended to improve the program, but please take care in how you offer them. Volunteers are people with feelings just like you, so please present your suggestions in the manner that you would like them offered to you. If a volunteer becomes offended and leaves, we lose a valuable asset to this association.

All members of our Board of Directors, our Head Coaches, assistant coaching staffs and on field volunteers are required by the FWJFA and PSJFL to undergo a Washington State Patrol background check and receive a satisfactory report before they will be allowed to take their place on the Board, coach a team, or have any contact with the children. This is mandatory and non-negotiable. We reserve the right to remove any person from any position at any time that has not had a satisfactory State Patrol review, or whose clearance has not been renewed. All Head Coaches are required to have served at least one season as an assistant coach in the Hawks organization prior to becoming Head Coach. Assistant coaches will be added to each team only with the approval of the Head Coach.

If you want to positively affect this program in the long term for all of our children's benefit, you may consider running for a Board position when they open up. They are all two year positions. Candidates must be:

- A parent or guardian of a child enrolled in football or cheer, or involved volunteer
- Dedicated to seeing the program continue as a positive alternative for our children
- Willing to be involved with the Hawks program almost year-round
- Very organized and self-motivated
- Willing to give and accept constructive criticism
- Pass a Washington State Patrol background check
- Applications for assistant coaching positions with the Hawks for the season are now being accepted. All candidates must:
- Accept that the Hawks are primarily a teaching organization, and believe that winning games is a valuable, but secondary

consideration that will be a natural byproduct of the quality of teaching done...

Have a willingness to accept that every child has a different level of ability and adjust their coaching style to reflect this

Preferably have a background in coaching football or other youth sports

Pass a Washington State Patrol background check

The members of the Board and Coaching Staffs have given many, many hours of their time during g the off-season to help p us this year's program together. There were a great many obstacles to overcome in order to be ready for the season. Working together, this team pulled together and accomplished all their goals.

7. Medical Issues and Insurance

In our experience, the *overwhelming* majority of injuries that occur in football are minor, and include bruises, sprains, scrapes, turf burns, and small cuts. We have first aid kits at each team's practice area to handle most of these injuries. However, football is a contact sport and in the normal course of events, major injuries *can* occur.

ALL PLAYERS PLAY AT THEIR OWN RISK!

Football and cheer are physically demanding sports and require all participants to be in good physical shape. If you have *any* questions about your child's ability to play football or cheer, please consult a physician. The FWJFA reserves the right to demand a physician's approval for any child to participate in our football or cheer program.

If at any time during the season your child incurs an injury that may affect his or her ability to practice or play in a game, you must inform his or her coach as soon as possible after the injury. We will never knowingly allow a player to practice or play if there is a chance of aggravating any injury they may have. The Head Coach has the option to force a player to sit out any practice or game if he or she feels the player is not physically capable of safely participating *due to injury*. *If the Head Coach exercises this option, the injured player will be required to provide a signed "Parent/Guardian Release Form" before participating in any future FWJFA activities. Players who incur injuries necessitating immediate medical attention will be required to provide a signed "Physician's Release Form" before participating in any future FWJFA activities. Both of these forms may be obtained from the Head Coach before or after practice.*

At registration, you filled out a form that informed us of any medical conditions that may affect your son or daughter. We ask that you keep us informed if there is a change in the medical condition of your child, **ESPECIALLY** if it involves taking any prescribed medication or the use of inhalers. It is very important that we receive this in a timely manner, as the information we have on file will help determine the treatment options for your child in case of emergency. We strongly suggest that all parents attend practice so that any medical decisions made regarding your child will be your own.

Our charter with the Puget Sound Junior Football League specifies that we are to have insurance covering your child while he or she is involved in activities in our program. **This is strictly secondary coverage to your own Primary medical coverage.** All injuries to your child should be covered by your medical coverage **FIRST**. If you do not have any medical insurance, please see our insurance representative if your child is injured and incurs a medical claim.

The FWJFA has a no tolerance policy concerning non-prescription drugs in our program. All medications to be administered either at practice or at games, or while participating in any FWJFA sponsored activity, **MUST BE PRESCRIBED BY A DOCTOR.** Any player or cheerleader found in possession of non-prescribed medication *and/or any player* observed offering **ANY** medication or drugs to another player, cheerleader, or any other person *will be reported to the authorities and dismissed from the program without warning.*

8. Parents Code of Ethics

The Hawks believe that for our children to be successful, they need a strong example of proper conduct to follow. Our children learn more from their parent's behavior than anyone else in their lives, so we ask that you interact with all participants in a positive way while you are on FWJFA property and attending any activity associated with FWJFA. Consequently, we offer the following Parents Code of Ethics that we believe every parent should read and follow:

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sports event.
- I will place the emotional and physical well being of my child ahead of any personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all.
- 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 youth sports events.
- I will remember the game is for children and not for adults.
- I will do my very best to make youth sports enjoyable for my child.
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- I will promise to help my child enjoy the youth sports experience within my personal constraints by assisting with coaching, being a respectful fan, providing transportation or whatever I am capable of doing.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach agrees to the Youth Sports Coaches Code of Ethics.
- I will read the NYSCA National Standards for Youth Sports and do everything in my power to assist all youth sports organizations
- to implement and enforce them.

(Courtesy National Youth Sports Coaches Association)

9. Volunteers

As an organization that relies on volunteers for its existence, we will accept any help that is offered us! We can never have too many people for all the jobs available. If you feel you have something positive to offer the association, please consider volunteering. We expect all volunteers to be of a like mind, with a positive attitude and lots of energy.

We ask that if you are interested in volunteering your help in any specific area, please coordinate your activities with our Volunteer Coordinator. This will help us make the most of what you have to offer.

Full-time volunteers that are needed include: Most of the recurring volunteer needs that parents will be asked to help with will come on home game days when we need the following:

- **Team Moms:** Attend practices, help IN/ first aid, coordinate snacks.
- **Concession workers:** Working in the concession stand at the beginning and end of practice and during games.
- **Equipment Repair:** Help with repair and refitting of football equipment in the Hawk Trailer.
- **Hawk Talk Contributor:** Write articles for weekly newsletter.
- **Team Manager:** Organizes team equipment, first aid, fill out insurance forms, accompany players to equipment room during practice.
- **CONCESSIONS:** Working inside the trailer, serving or taking food orders. Working outside on the BBQ or at the Bake Sale table.
- **PRESS BOX ANNOUNCER:** Someone to announce throughout the games. Call out plays and penalties, identify players, and do special announcements.
- **SPOTTER:** Watch the game and help the announcer identify plays and players, penalties and such.
- **TIME CLOCK/SCOREBOARD:** Work the time clock and scoreboard from the press box.
- **CHAINS:** Down on the side lines working the chains or flag.
- **SECURITY:** Assist in patrolling the area and maintaining stadium rules.
- **CLEAN UP:** Help pick up after games or help with total clean up at the end of the day.
- **TEAM REPORTERS:** Write a brief descriptive paragraph about the game for the weekly newsletter.

On registration day, you paid a \$50.00 refundable volunteer fee. Please sign up with the Volunteer Coordinator for a position. We can never have too many volunteers. Please sign up for the game before your child's game or the game After if that works better. Remember, the success of our program depends on our parents volunteering. Please step up and Do your part!

10. Weekly Newsletter - The Hawk Talk

During the course of preseason practice and continuing throughout the season, we will publish a weekly newsletter called the Hawk Talk. This will be published and passed out to the players on the practice field at the end of practice on Wednesdays or Thursdays. It will also be distributed to all coaches, volunteers and board members and will serve as the official voice of the organization. The newsletter will contain up-to-date information on game scheduling, game results, standings, fundraiser announcements, volunteer requests, volunteer rosters and thanks, staffing changes, league news, and just about anything else that affects the running of the organization. This is our only way of communicating with all of our parents on a regular basis, so we strongly suggest that you communicate to your player or cheerleader the importance of returning this newsletter to you! Many times during the rainy season we have seen the newsletter not even make it to the parking lot in one piece!

You may also consider the newsletter a chronicle of your player's season with the Hawks and as such, be invaluable as a keepsake. While we will endeavor to keep limited extra copies of the newsletter in the office, we cannot reprint any copies except by special arrangement with the publisher. To get an idea of the information distributed during the season, you can see the entire archive of the 1997, 1998 & 1999 Hawk Talks online at WWW.FWJFA.ORG .

If you are interested in helping with the newsletter, please contact the board of directors for more formation.

11. Hawks Website - WWW.FWJFA.ORG

We will present all of our official franchise information on the site, as well as announcements, updates to schedules, photos, copies of the Hawk Talk, and other franchise and league documents. We will include links to other franchises, e-mail addresses for all of our board and coaching staffs, and other individuals. We ask that you visit the site, leave us feedback on its design and content, then sign up for our mailing list, so that we have a current e-mail address for as many people as possible. We will announce important events via the mailing list.

If you have something you would like to see on the site, or are fluent in HTML and would like to contribute your expertise, please contact the Board of Directors.

12. Cheer Program

Cheerleaders are an integral part of any football program and our cheer program is equally important to the FWJFA as the football teams. We believe that our cheerleaders deserve the same dedicated coaching staffs and support network as do the football players. We are pleased and proud to have the strong support and dedication of a number of adult and young adult volunteers to make our cheerleaders one of the best squads in the PSJFL!

The FWJFA Cheer Program is made up of the Cheer Director, Head Coaches, Cheer Coaches, Team Managers and Team Moms who are volunteers and have contributed countless hours in preparation for this season. Please try to remember this when addressing anyone concerning the program and try to keep all comments offered of a positive and constructive nature. There will always be a place for anyone that wants to make a positive impact on the program by volunteering. The responsibilities of the volunteers that support the cheer organization are as follows:

CHEER DIRECTOR: The Cheer Director is a member of the Board of Directors and represents the interests of the FWJFA cheerleaders to both the Board and the PSJFL. They are responsible for budgets, equipment, coaches, squad members and rules. Any questions or issues that the Head Coach or Team Manager are not able to resolve should be directed to the Cheer Director.

HEAD COACH: The Head Coach works with Cheer Coaches to determine appropriate (safe) routines and helps to teach them to team members. She is a go-between for Board Members, Team Managers and Team Moms. Questions regarding activities or incidents at either practice or games should be directed to the Head Coach only before or after practice or the game.

CHEER COACHES: Cheer Coaches are young ladies from local schools who are participating in cheer or drill team activity at the high school level. They donate their time to design and teach cheer routines to our children. Without their participation, our ratio of coaches to girls would be unacceptable. We ask that all questions or comments regarding Cheer Coaches be directed to the Head Coach or Cheer Director.

TEAM MANAGER: The Team Manager organizes team equipment, first aid, events, Team Moms and communication to parents. Questions regarding uniforms, pictures, practice/game schedules, championships, insurance and flyer information should be directed to the Team Manager or Cheer Director.

TEAM MOMS: Team Moms assist in maintaining appropriate etiquette during practice and games, provide support to coaches and squad members, recruit parent volunteers to support FWJFA activities, communicate information to parents, coordinate snacks for games, and are the focal point for team parties.

According to PSJFL rules, cheerleaders are limited to a maximum of fifteen (15) years of age, with the minimum age to be at the discretion of each franchise. FWJFA reserves the right to restrict registration to those children of at least seven (7) years of age. Anyone interested in registering a child younger than seven (7) years should contact the Cheer Director or FWJFA Board of Directors.

CHEER RULES AND DISCIPLINARY PROCEDURES

Due to the nature of the cheer program and because some issues that will occur in cheer may be different than those in football, there will be slightly differing rules governing our cheerleaders than our football players. We expect our cheerleaders to present themselves as clean, respectful, well-mannered, and positive young ladies who will represent the FWJFA successfully at all cheer functions. We expect them to come to practice and games well prepared and ready to cheer. To address these expectations, we have prepared the following rules that will apply to all members of our cheer staffs:

PRACTICE RULES:

- Come ready to learn and to have fun
- Be on time: Attendance will be taken every day.
- No talking while coaches are talking or teaching.
- Do not bring friends to practice.
- No inappropriate comments or behavior.
- No gum chewing, seeds or food.
- Water only, no soda or juice.
- Coaches will only ask twice for attention. If no response, disciplinary action will be taken.

Appropriate Attire: Dress must be appropriate for every weather condition: Tennis shoes \tied laces are required, sox, hair must be tied back out of lace and off of shoulders. No jewelry anywhere on the body. No pockets, drawstrings. or zippers on clothing. No glitter or lotion. Nails short and no polish.

If a cheerleader comes to practice with inappropriate attire after the second week she/he will sit out and be counted as Un-excused absence. Practice.

Pockets, drawstrings, zippers or jeans-	Will sit out
Jewelry, Makeup, Glitter or Lotion-	If asked Three (3) times to remove, will sit out.
Eating or gum chewing-	If asked Three (3) times to stop will sit out
Leaving line or Squad-	will be asked to leave that practice.
Late to practice-	will run laps or stand at a "T".
Two (2) unexcused Absence in one week-	Will not cheer at die 1011owing

GAME RULES:

- All cheerleaders must provide their own transportation.
- All cheerleaders must arrive 1 HR prior to game time. This allows time for warm-ups (required for safety) and uniform check.
- Uniforms must be neat, clean and complete or cheerleader will not cheer at that game.
- Appropriate Attire: Game uniform, No jewelry, leggings, pants, sweats or tights. No glitters, lotion, nail polish or fake nails. Nails must be short.
- Hair must be tied back off of face and shoulders.
- No gum chewing or eating with uniform on. Bring water bottles, no soda or juices.
- Hands must be placed behind back when not cheering when interring or leaving die field.
- No talking between cheers.
- When a football player is injured, all cheerleaders are to kneel down and stay quiet until the player gets up.
- Coaches must approve all cheers.
- All cheerleaders must stay with their squad during the game that includes half time.
- All cheerleaders must return promptly from half-time break.
- If a cheerleader cannot attend a game she\he is scheduled to cheer, she\he MUST contact one of the cheer coaches or team moms.

GAME DISCIPLINE:

- | | |
|---|--|
| Late - | May cheer second half, Depends on arrival time? |
| No Cheer socks - | Will not cheer. |
| Dirty shoes- | will not cheer. |
| Makeup, glitter or lotion on- | will not cheer. |
| Stained or dirty uniform- | will not cheer. |
| No Briefs or Porn Poms- | will not cheer. |
| Hair not off of face or shoulders- | will not cheer. |

GENERAL RULES:

- Disrespectful behavior directed towards teammates, coaches, volunteers or competing cheer clubs will NOT be tolerated.
- Suspension and\or dismissal from squad may result if behavior continues after repeated warnings.
- Parent or guardian must notify Team Mom or manager in advance if a cheerleader will not attend practice or game.
- Talking out of line or goofing around will be a right up.
- late three (3) times will equal one (1) absence.
- Three (3) right ups may result in dismissal.
- If you have a mascot on the. squad a parent or guardian must be present at all practices and games for their own safety.
- Unexcused absence will be reported to parent or guardian.
- If three (3) games are missed in any order it may result in a dismissal from the squad.
- If a cheerleader or parents decides that they are or arc not going to participate in die Exhibition, a signed statement indicating their decision to or not to participate will be required to be submitted to the Cheer director prior to die competition

12. Stadium Locations

The locations of each franchise's official playing fields are presented for reference. **DUE TO SCHEDULING CONFLICTS, IT IS POSSIBLE THE GAME(S) MAY BE HELD AT A LOCATION DIFFERENT FROM THOSE LISTED!** Always consult the latest issue of the Hawk Talk or the website for up to date game locations! **(I) Designates interleague opponents**

Auburn Panthers	Auburn Memorial Stadium 800 4th Ave. NE, Auburn
Benson Bruins	Renton Memorial High School Stadium No. 4th St. & Logan Ave. No., Renton
Enumclaw Wolverines (I)	King County Fairgrounds SE 456th St & 284th Av SE, Enumclaw
Federal Way Hawks	Federal Way Memorial Stadium 30611 16th So., Federal Way
Maple Valley Raiders (I)	Tahoma High School 18200 SE 240th St, Ma p le Valley
Puyallup Roughriders (I)	Sparks Stadium 601 7th Ave. SW, Puyallup
Sumner Valley Wolfpack (I)	Orting High School 320 Washington Av No. Orting
SWAC Cougars	Chief Sealth Stadium 2600 S.W. Thistle

13. Player Eligibility and Team Assignments

Pursuant to PSJFL rules, there are no geographical boundaries concerning player sign ups. The FWJFA has players from the greater Federal Way area, Tacoma, Auburn, Kent, Des Moines, Gig Harbor and Milton. While the majority of players are from Federal Way, we welcome all players, regardless of where they live, if they can make it to the practices and games.

If a player or cheerleader was a member of another league franchise last year, he or she must obtain a signed release from that franchise before signing up with the Hawks. If they have not played in the league for one year, they are free to play wherever they want, but they may not move to another franchise if there are any moneys owing to their original franchise.

PSJFL rules direct that teams will be made up of children between the ages of seven (7) and fourteen (14) years of age on or before July 31'. League age will be the player's age on July 31 51, . PSJFL rules dictate a minimum of 14 (fourteen) players on a team by the date of the Jamboree game. **Team assignments are made strictly on the basis of the player's age and weight. Unfortunately, there is no consideration given for previous experience, siblings or friends, or player/parent preferences.**

14. Player Weights

The PSJFL rules governing player weight are intended to keep a maximum 30 lb. spread between the lightest and heaviest players on each team. This is a safety issue and is non-negotiable. Each player is assigned to a team based on his age and weight. Once a player is assigned to a team, and the roster is certified with the league, he cannot be re-assigned during the season to another team within the same franchise. In other words, if, after the season starts, the player exceeds the minimum or maximum weights in this table, he **MUST** remain on the team to which he was assigned rather than move up or down to a team that allows his age/weight combination.

There is a minimum and maximum weight for each team and age group. However, **a player may weigh more than the stated maximum by no more than 5% and still practice with his team**, but he will not be allowed to play in a league game until he either loses the weight that brings him back into range, or the maximum increases to accommodate him. Additionally, if he exceeds the stated maximum by no more than 10%, **and has no team to advance to due to age**, he may still practice with his team. He will not be allowed to play in a league game until he either loses the weight that brings him back into range, or the maximum increases to accommodate him. If he loses weight and falls under the minimum, he will not be allowed to play until he reaches the minimum weight for his team. As you can see, there is a generous allowance for growth over the course of the season, which allows the child a lot of leeway without jeopardizing his status on his team.

We assigned your player to the team that is most appropriate to his age and weight when you registered, but that may change by the time he reports to practice. For example: Say your player is 8 years old and weighs 80 lbs. in May, and we assign him to the Sweet Peas team in the anticipation that he will gain, rather than lose weight by the time practice starts in August. If he reports to practice weighing less than he did at sign up, or is within the 5% overweight allowance for the next lower team (the 89er's), he may be re-assigned to the 89er's team instead of staying on the Sweet Peas. Depending on his experience and physical abilities, it may be advantageous for the child to be on the team that allows him to be at the upper end of the lower team's weight scale rather than be at the lower end of the upper team. Please try to track your child's weight between registration and the beginning of practice, and communicate any concerns you may have BEFORE he is permanently assigned to a team.

Our coaches will keep close track of your child's weight during the season, and if it grows close to the maximum, the Head Coach may suggest ways to bring the player into compliance. These recommendations will be of a general nature, will be advisory only and will **NEVER BE MANDATORY**. While our coaches are familiar with methods that will lead to weight loss in a majority of cases, they are not physicians and cannot anticipate how any weight loss regimen will affect any particular player. If you have ANY questions about the advice given to your child regarding weight loss, **CONSULT YOUR PHYSICIAN. FWJFA cannot be held responsible for any side effects resulting from advice given by our staff regarding weight loss.**

To find the maximum allowable playing weight for any particular game, use the following table to find the player's age and team in the left column, then find the game date. The weight listed is the maximum the player can weigh WITH ALL OF HIS GEAR. If the player's equipment weighs less than the allowed 8-10 lbs., then the player can be heavier by the difference between the gear weight allowed and the actual weight of the gear, which will usually be no more than 1-2 lbs.

15. Attendance

Parents/Guardians must attend the mandatory Parents Meeting on August 3rd at 6:30 p.m. at Lakota Jr. High or a subsequently scheduled meeting. Failure to attend a Parent Meeting will result in you not getting the information you need to help make this season a success for your child.

Attendance at practice and games is critical to your child's success with the Hawks. Our coaches will track attendance daily and will rely on each player to attend practice and games when scheduled. **If your child will be late or will not be able to attend, we ask that you call their coach or leave a message at the Hawk Trailer (253-946-2920) if at all possible.** Since none of our children are old enough to drive, it is your responsibility to have your child to practice and games on time. If you are having problems with transportation, PLEASE let us know in advance so that we can help arrange ride-share or explore other options.

If a player misses two or more practices in any week previous to a game due to injury, illness or unexcused absences, he may not be allowed to participate in that week's game. School and religious activities will be counted as excused absences. If a player attends practice but does not physically participate due to injury or other circumstances, it counts as an excused absence and the Head Coach will have the option to have the player participate in that week's game.

Practices will always be held on their regularly scheduled day, **REGARDLESS OF WEATHER**. The **ONLY** time we will suspend practice is in the case of local thunderstorms. Be prepared to return for your player if thunder and lightning develop after you have dropped him or her off. Cheerleaders may be able to continue their practice in the Lakota Jr. High gym.

We reward perfect practice and game attendance with a medallion presented at the end of the year trophy party. It is a highly prized symbol of your child's outstanding dedication throughout the year. Please encourage your child to do his best to try to achieve perfect attendance!

17. Playing Time & Position Assignments

Our program is first and foremost a teaching organization. Our coaches are dedicated to doing their best to teach their players good work habits, self-discipline, teamwork, sportsmanship and commitment. Winning football games is a byproduct of doing these things right - it is **NOT** our primary focus.

We are very privileged to have a wonderful coaching staff returning to the Hawks this year. To a man, they all return with a true love of the game of football and a love for the kids they coach. They have decades of football coaching experience between them, and have a good idea of what they want to see in a player that will earn that player a regular spot in each game. Their goal in this program is to give every child the best coaching experience they are capable of and to be fair in their evaluations of each individual. One of the biggest issues that our organization deals with year in and year out is the question of playing time. Ideally, we would like to have every player play an equal amount of time in every game, but with an average of 40+ players on each team, balanced playing time for everyone is, in most cases, practically impossible.

We will follow PSJFL Article XVI rules that state that every franchise should insure that all players receive adequate playing time throughout the season. As in any youth sports program that relies on experienced coaches to make decisions about player strengths and weaknesses, we will rely solely on our Head Coaches judgment to determine how much time is an adequate amount for each player on his team. **No member of the PSJFL, the FWJFA Board of Directors, assistants, volunteers nor any other member of our organization will have any input on playing time and are strictly forbidden from interfering in the playing roster decisions of the Head Coach, except where disciplinary or safety issues dictate.**

WE DO NOT HAVE A MINIMUM REQUIREMENT FOR PLAYING TIME. THE COACHES WILL NOT PROMISE OR GUARANTEE PLAYING TIME. THE PLAYING TIME DECISIONS OF THE HEAD COACHES ARE FINAL.

Our coaches will try as much as possible to allow each player to play to his or her full potential. This demands a strong commitment on the part of each player. Our coaches aren't psychic, and cannot be expected to read any player's mind to know what they are capable of - the only way they can know what your child is capable of is by what he shows them on the practice field with his attitude and performance. The player needs to work hard at practice and have a **positive attitude** both on the field and off. Playing time is earned by attending every practice and meeting called by his coach, but just showing up for practice is not enough to guarantee that he'll play in the games. It calls for a commitment to learning the game and improving those parts of his game that may be weak. It takes a commitment by the player to his teammates to do his best so they can do their best. Playing time is earned through an understanding of the plays being called and the demands of the position he is assigned. He must understand and adhere to all safety procedures dictated to him by his coaches, as our coaches are always concerned with the safety of their players, and will not allow a player into a game if they are not confident the player can perform at a level that will prevent him from being injured in a game situation.

The Hawks do not conduct formal tryouts for positions. The child may ask the coach to play any position he chooses, but the coaching staffs are free to assign players to any position, based on their observations of the player's physical abilities and his knowledge of the position. Prior experience at a particular position may determine whether or not the player will play the same position on the current team.

First year players are welcome in the Hawks program. The 89er's (and Sweet Peas, at coaches option) have a team, usually made up of first year players, that will play a "fifth quarter", consisting of equal parts offense and defense, either prior to the game or during halftime. These teams provide a great opportunity for the less experienced players to receive instruction from their coaches on the field during a game situation. We encourage all parents to be as supportive of these teams as they are of the rest of the team during the other four quarters.

On the other hand, first year players may face challenges in earning playing time on the regular squad. Unfortunately, it's difficult for most first year players to possess the skills of a more advanced player. A first year player has a lot to learn about football, both physically and mentally, and must remember that every player on the field was a first-year player at one time. If your child is a first year player, he will be on a team that has players in their second or third, even up to their sixth or seventh year in organized football. If he is going to try for a starting spot that is occupied by a more advanced player, he will most likely find the competition to be intense. That is not to say he will not play, just that his expectations should be realistic. If your child plays at a higher level, GREAT! If not, he will still have a fantastic time learning football and making new friends.

If you have concerns about the playing time your child receives, please discuss it with your child **first**. There may be legitimate reasons for the decisions his coach makes that your child has not communicated to you. **He** may not want to play as much as **you** think he should, but he may be afraid to tell you. He may be afraid of getting hurt. He may be fearful of failing in his position assignment. He may be anxious about doing as well as siblings or friends that have preceded him in the program. There are many, many things that may affect a player's performance that have nothing at all to do with his physical ability. Do your best to listen to your player's thoughts and feelings about his place in the team and don't be afraid to talk to his coach about any specific areas where the coach may be able to help.

If there are game-day issues that you feel need to be communicated to the coach, **please wait until the following week's practice to discuss it with him**. Nothing is more frustrating to a coach than to be swamped with questions or criticism after a game, whether it was a win OR a loss.

Our experience has shown that the kids will have a great time with the Hawks even if they aren't starting or playing every minute of every game - where stress may develop for the player is when too much pressure to play is added by family and friends. We know that some parents want their child to be a star player at all costs, but please don't fall into this trap! Let your child advance at his own rate and our coaches will do their very best to evaluate your child's progress and assign him to the most appropriate role within the team.

18. Team Rules

Each Head Coach is free to employ a set of team rules to govern any particular issues that he deems necessary for the benefit of his team. Team rules will allow a coach to more tightly tailor his style of coaching to the age group of the kids on the team and will generally address practice attendance, attitudes, teamwork issues, and any other areas not specifically addressed in this guide. These will be specific to each team and will not extend to any other team in the franchise. They are subject to review by the Board of Directors.

19. Player Discipline & Dispute Resolution

This section deals with player safety, and the courtesy and respect we expect each participant in the program to show to others. We believe that to help our children grow and develop, and learn that positive attitudes and teamwork are critical to becoming successful both at football and in life, discipline will be one of the most fundamental parts of a successful program.

We all want your child's experience with the Hawks to be safe and enjoyable, and the following rules are designed to handle only the extreme cases that may occasionally occur. With over 500 players, cheerleaders, coaches, board members and parents involved

in the program, conflicts will inevitably occur, but our experience has shown us that the *overwhelming* majority are minor and can be effectively handled by the child's coach on the field. For those that overstep the limits, we think it is prudent that we explain our regulations in advance so that all participants are aware of the response to any unacceptable behavior. These rules will be effective from the time the player arrives for any practice, game, or activity sponsored by FWJFA, and will remain in effect until he leaves the practice, game, or activity. If a problem occurs outside of the practice or game area, and away from the coach's view or area of responsibility, any member of the FWJFA Board of Directors will be authorized to enforce any part of this section. We cannot be responsible for and we will not take action based on player conduct **after** the player leaves our activities (i.e. when players are at school or walking home, etc.)

Please remember that each of our coaches is an individual and each will have a slightly different way of dealing with the kids on their team. The approach that works for an eight-year-old may not work, as effectively for a 14-year-old, so we will not force any particular disciplinary style upon any particular coach. All situations will be handled a little differently, but they will always try to resolve them quickly and fairly. Our coaches are on the field to coach, not to be policemen, and so cannot be expected to see all that goes on during every practice and game. They will do their best to determine the cause of any problems that arise, but they are not perfect.

Young men and women can be very adept at hiding the things that will get them in hot water with the coaching staff. There may be things that happen outside the view/hearing of the coaching staff that may be worthy of a coach's intervention if he would have seen or heard it happen. Parents can help with discipline by being another set of eyes and ears on our practice fields. If you see or hear something on the practice field that in your **reasonable** opinion is detrimental to safety or team morale and is not handled by the coaching staff (fighting, foul language, etc.), we ask that you approach the Head Coach **ONLY, AFTER PRACTICE**, to discuss it. He will accept your input and will decide the appropriate course of action to take, if any.

The following are the guidelines that we will follow in response to the named offenses. This is not an all-encompassing list of potential problems and responses, but will cover the majority of things that will happen in practice and game situations. If there are specific situations that occur that do not fall in these categories, we promise to use common sense and our best *judgment* to deal with them, always considering our children's safety first. In no case will our response to any incident be less than those outlined in the Puget Sound Junior Football League rules, Section XVII.

We believe that one of the goals of our program is to prepare our children for the behavior they will be held accountable for later in their lives. With this goal in mind, we expect and demand that our players and cheerleaders show courtesy and respect not only to each other, but to the coaching staff, to the parents in attendance at practice and the games, to our volunteers, to the staff in the Hawk Trailer and to the other teams and their staffs that they play during the season. They deserve and will receive the same respect in return.

The Hawks program is about allowing each and every person the opportunity to do their best while they are here, and that is not possible if they have to listen to offensive, abusive or profane language. While the nature of football is competitive and players will naturally engage in various forms of verbal sparring, we will not allow ongoing "trash talking", or taunting other players, the use of foul or profane language, racial or ethnic slurs, or any other form of verbal abuse directed towards other players. These behaviors are unacceptable on our practice fields and in our games and will not be tolerated. These situations will almost always be handled by the individual Head Coach assigned to the player(s) at the time of the incident. Our coaches will make their own determination of what the violation was, who is responsible and how best to handle it. The Board of Directors however, may elect to conduct a parallel investigation of the matter. Furthermore, the Board of Directors may make a determination based upon the findings of their investigation that: no discipline is appropriate, the discipline imposed is sufficient, further discipline is appropriate or dismissal from FWJFA is appropriate. Determinations made by the Board of Directors shall supersede any and all disciplinary decisions made by the Head Coach in regards to the matter under investigation.

Options for a first offense (or minor subsequent offenses) may include separating the players involved, have one or more of them run laps or do exercises; have him/them sit quietly on the sidelines or "time out area" for a time frame chosen by the coach, or other, more creative solutions. It will be up to the individual Head Coach to choose the most effective resolution. This type of discipline shall be considered a verbal warning.

Options for second offenses and/or multiple infractions shall include, but not be limited to: players losing playing time in the games or any starting assignments earned. This type of discipline shall be considered a written warning and documentation will be provided to the player's parent/guardian.

Options for repeated offenses and/or serious offenses (example: threats of physical violence to other players or coaches, or other especially egregious violations), shall include the player being excused from practice immediately by the Head Coach, and allowed to return only after a parent/guardian conference with the Head Coach and Coaches Representative. This may take the form of a personal meeting or a phone call, but a conference **MUST** occur before the player will be allowed to practice with the team again. The player and parent will be informed of what will constitute a future violation and a Conduct Agreement Sheet will be signed, informing all parties of what will be expected of the player in the future. If there are further violations after reinstatement to the team, the Head Coach shall refer the matter to the Board of Directors. The Board of Directors shall conduct a hearing to determine if the player shall be dismissed from the team. The player or his representative will be given the opportunity to testify at the hearing and/or bring witnesses on the player's behalf to testify at the hearing. The player must provide the Board of Directors a written list of names, addresses and phone numbers of any and all witnesses the player or his representative intends to offer testimony there from at the hearing at least 48 hours in advance of the scheduled time of the hearing. If the dismissal occurs before the regular season starts, the player will be entitled to a full refund of his registration fees less the \$25 deposit. If the dismissal occurs after the regular season starts, there will be no refund due. The Board of Directors reserves the right to refuse applications for membership from any player having a history of behavior rule violations during previous seasons with the FWJFA. Furthermore the Board of Directors reserves the right to dismiss players at any time during the season if information is discovered that shows the player presents a danger to other children.

When you signed your child up for the Federal Way Hawks football program, you entrusted us with his safety as well as teaching him football. Every member of the organization takes this responsibility very seriously. Although the sport of football is aggressive and physical by its very nature, our children are as prepared as possible (with pads, helmets, etc.) to handle the normal physical activity associated with the game. We do not prepare them to be assaulted by other players! Physical abuse by any player towards another, or fighting between players that occurs either on or off the practice field has no place in our program. Incidents of physical violence will be considered a serious matter and will not be tolerated. We will aggressively deal with any player that strikes another player or coach.

The very nature of football makes these types of incidents harder to police and more open to interpretation, so a large proportion of physical incidents will be left to the discretion of the coach to interpret and decide to what level the players involved need to be punished, but for the purposes of as clearly as possible defining what is 'unacceptable behavior, physical abuse or fighting will be classified as **ASSAULTING ANOTHER PLAYER WITH MALICIOUS INTENT. REGARDLESS OF PROVOCATION AND REGARDLESS OF THE OUTCOME OF THE ATTACK.** This means that a physical response to a verbal attack will fall under these guidelines. That is not to say the person provoking the situation will not be dealt with, just that we will not tolerate an escalation of any incident to a physical level. For instance, if a player attacks another with his helmet or other "weapon", even if he does not connect or the other player is not injured the Head Coach and/or the Board of Directors will look at the intent of the attack, rather than the actual damage done. This will include behavior that occurs on the practice field, parking lot, and Hawk Trailer. These types of incidents will be handled by the Head Coach (see above disciplinary procedure).

We believe that no problem is too big to handle when it occurs, but will only grow and become much harder to resolve if it's not addressed promptly. To solve our problems fairly requires the input and cooperation of everyone involved in the dispute. If you have concerns about player discipline, or disputes with other players or our coaches, we ask that they be communicated as soon after the incident as possible so that the facts are still fresh in everyone's mind and aren't open as much to individual interpretation. Please feel free to approach the coach only, before or after practice. If there is a problem that needs to be resolved, **PLEASE DO NOT COME TO THE PRACTICE FIELD TO SCREAM AT THE COACH!** We expect our parents to be responsible for their actions in front of our children and we reserve the right to limit practice field access to anyone who adversely affects the coaching experience.

We have two Board members assigned to help mediate any conflicts that may arise on the fields: the player representative, assigned to help mediate disputes involving individual players, and the coaches representative, assigned as a go-between for the coaching staffs, parents and Board of Directors. They will use the preceding guidelines and remedies to help resolve the problems that arise during the season. If these guidelines do not cover a specific situation, or the player and coaches representatives are not effective in resolving the problem, the matter may be brought before the Board of Directors. The Board of Directors will be the arbiter of all disputes that cannot be resolved by any other means. The Board must have a quorum present to hear evidence and deliver a decision that will be binding on all parties. In your meeting with the Board, you may present witnesses that support your views. The other parties will be allowed to present their witnesses as well.

Additionally, the head coach may request that a player be dismissed from the roster at any time, including any time before practice begins, if the coach feels that the presence of the player on the team is in any way detrimental to the best interests of the team. The player is entitled to a full refund of any monies paid if dismissed from the roster before practice begins. Otherwise, the player will receive a refund in accordance with the refund policy found on page 1.

Any player dismissed from the team by the head coach may appeal the dismissal to the Board of Directors by delivering written notice of the appeal to the President within seven calendar days of being notified of dismissal from the team. Failure to appeal will make the decision of the head coach final and binding. The hearing on the appeal will be heard at the next available board meeting unless otherwise requested by the board. The terms and conditions of the player's dismissal or reinstatement shall be determined by a majority vote of the board. The decision of the board is final and binding. Provided, that the player may still be dismissed from the team for non-compliance with the conditions set forth by the board and/or for any other violation of other rules set forth in this booklet.

-REMEMBER —

Let's be positive at all times in front of our youth. Parent's attitudes and actions should always be positive to help our players learn the correct way to solve their disputes. Please help us make this a great season for all.

- One of the best ways for a parent to understand a coaches policies and procedures is to **ATTEND PRACTICES!** You will gain valuable insight into how the practices run and what our coaches deal with on a daily basis.
- Direct your concerns to the Head Coach **ONLY**, not to an assistant coach. **DO NOT** approach the Head Coach during practice or during a game! The coaches are there for **ALL** of the kids, not just yours. He must stay focused on the practice or game and is not allowed to resolve parent complaints on the field. Please limit your contacts to the time before and after practice.
- If your concerns cannot be resolved with the coach, we ask that you see the Players and/or Coaches Representative, who will do his or her best to mediate. They will review both sides and give suggestions.

If it still cannot be resolved, the Board of Directors will take up the dispute and make a ruling keeping in mind player safety first.

20. FWJFA Coaches and Volunteer Guidelines

The FWJFA Board of Directors believes that our association exists to promote sportsmanship, teamwork, fair play and self esteem in the children that take part in our cheer and football programs. We believe that every adult in our organization is a role model for the children we come into contact with on a daily basis and as such, all adults must act in a manner that positively impacts those children in our program. We believe that every child is a young person deserving of respect and fair treatment from every adult volunteer and that every child deserves a chance to showcase his or her best efforts in a fair manner, free from pressure or ridicule from players and coaches.

The Board of Directors has a responsibility to the parents, players, adult volunteers and coaching staffs to be fair and consistent in what we ask of everyone who is associated with the FWJFA. This section outlines the expectations and responsibilities of our adult volunteers and coaching staffs.

These guidelines should be considered the minimum requirements we will ask of our coaching staffs and adult volunteers, with some items specific to only coaching staffs. These guidelines shall apply on the practice and game fields as well as the Hawk Trailer, and all extracurricular activities where any adult volunteer or coach and any players associated with FWJFA are gathered, if the primary purpose of the gathering is to promote FWJFA business (such as at unofficial practices, car washes, fundraisers, etc.).

1. Coaching staffs must have a "game plan" drawn up before the start of the season. The outline should explain in as clear and concise manner as possible what their individual team policies are in the following key areas:
 - A listing of names and addresses of all assistant coaching personnel and their respective responsibilities (i.e. who is responsible for each team's offense, defense, special teams, etc.; player discipline, injuries, emergencies, parent involvement and overall organization of practice).
 - Game day coaching assignments and responsibilities if different from practice assignments listed above.
 - Practice attendance policies (and how they will affect that player's game time), if different in any way from that of the FWJFA.
 - Player discipline policies if different in any way from that of the FWJFA.
 - Policies regarding game playing time (if different in any way from those listed below).
 - Policies regarding player promotions and assignments to first string and second string and how positions are earned (i.e. through challenges, practice effort or arbitrary assignment, etc).
 - A reasonable game day player substitution policy that covers the majority of game day situations.
 - A depth chart covering player substitution (the list must contain all current team members)
2. Each coach, prior to the season, should consider the coaching style he or she will follow and encourage his or her assistant coaches to follow. Each coach should set goals for their team, not only regarding a win-loss record, but also player development, player retention, parent involvement and other related areas. Game scores between FW Hawks and opposing teams that reach a point spread of 21 (whether winning or losing) require second-string players substitution for first-string players. **The policy of the FWJFA is that emphasis be placed upon player learning and participation over winning a football game. It is commonly understood that winning a game is the goal of every team in the FWJFA, but not to the exclusion of full participation by each of its members.**
3. It is the head coaches' responsibility to see that any injuries requiring immediate medical attention be reported to 911. Players sustaining such injuries must provide a written release from a medical doctor before participating in any future FWJFA activities. Injuries not requiring immediate medical attention but necessitating the withdrawal of a player from a practice or game require a parent/guardian's written release before the player is allowed to participate in any future FWJFA activities. The coaching staff must notify the FWJFA Insurance Representative of any injuries meeting the above criteria. Head coaches shall provide parents/guardians with both a parent/guardian release form and a medical doctor release form at the time of injury notification or as soon as practical thereafter.
4. The use of inappropriate language by any member of the FWJFA (including players) is strictly prohibited. Comments about ethnicity, physical characteristics or medical conditions as well as the use of profane, vulgar language are considered inappropriate language and will be subject to discipline. FWJFA members are leaders, mentors and models for young impressionable children and as such carry the inherent responsibility of such positions.
5. Malicious taunting, harassment or making fun of players or other FWJFA members is strictly prohibited and will be subject to discipline.
6. Physical contact between players and coaches considered by law to constitute an assault (i.e. the intended act of an unwanted touching) will be reported to 911 and will result in immediate suspension from FWJFA activities upon verification of facts. When in doubt, don't do it, remember these are children according to law.
7. **Positive reinforcement always works better than negative reinforcement!** While negative reinforcement can be an effective coaching tool, it should be held to an extreme minimum, and all coaches should strive to do as much positive reinforcement of their player's abilities as possible. Be aware of the level of influence you have on these children.
8. Coaches must strive to be as consistent as possible in their dealings with all the players on their team. Showing favoritism to certain players or excusing prohibited behavior by a favorite player is strictly prohibited and will be subject to discipline.
9. Any verbal or physical confrontations with parents or other spectators on practice or game fields, stands or other areas should be avoided at all costs. Assistance from Board members or other coaches should always be sought before any situation escalates to the point of verbal or physical attacks. Any and all members of FWJFA face immediate suspension and possible dismissal, upon verification of facts, if any situation with a parent or spectator results in physical violence that is perpetrated by the coach or volunteer.

22. Practice Field Rules

The practice fields have been reserved and scheduled as follows:

- AUGUST - Mondays through Thursdays 6:00 p.m. to 8:00 p.m.
- SEPT. - Tuesdays through Thursdays 6:00 p.m. to 8:00 p.m.
- OCT. - Tuesdays through Thursdays 6:00 p.m. to 8:00 p.m.
- NOV. - Tuesdays through Thursdays 6:00 p.m. to 8:00 p.m.—As needed.
- Practices will not start before 6:00 p.m. or run after 8:00 p.m.

Please remember that there are other youth organizations scheduled on the fields before and after F.W. Junior Football. There can be no tackle football played anywhere but in our designated practice fields at Lakota middle school. This means no practicing in the grassy area south of the parking lot. We are especially concerned about injuries that may occur when kids get together and play without supervision and without all of their gear. Please convey this to your child. Thank you.

For the purposes of safety and in consideration of others please observe the following:

- Do not cut through any other teams practice, going onto the field or coming off of the field.
- Coaches will instruct the players and cheerleaders to show the same courtesy when running their laps.
- Players and cheerleaders will meet with their coaches in the upper parking lot, then proceed to the field together and shall accompany their coaches back to the upper parking lot, before being dismissed.
- Parents and siblings are not to be in the active practice field area. There will be designated areas for observation.
- Smoking on the practice fields is prohibited. You must be at least 30 feet away from the participants.
- Alcohol, drugs and firearms are **strictly prohibited** and will result in police action.
- Littering is prohibited. Please pick up your trash.

As Lakota Park is the only field with lights big enough for our association, it is imperative that we maintain a good relationship with Federal Way Parks and Recreation, as well as with other local youth organizations.

Please be aware that there is no guarantee that anyone associated with the Hawks will be at the trailer any sooner than 5:30 p.m. nor stay any later than 8:15 p.m. While we will try to accommodate special circumstances when possible, we cannot and will not be responsible for anyone dropped off sooner than 5:30 p.m. or left after 8:15 p.m. If a child is not picked up by 8:30 p.m., and we cannot reach a parent or guardian, we may call 911 and have him picked up by the Federal Way Police. Please make sure that we have current emergency phone numbers in your file! While this is not a large problem, it is something we all need to keep in mind for the safety of our children. Please respect our staff by not putting them in the position of babysitting as well as running our organization. Please remember to drop off and pick up your children in the upper parking lot.

23. Game Rules

Please remember that all of the participants you will watch play football, coach and officiate this season are amateurs. Not one of them is paid to do what they do, and none of them are perfect. They are entitled to make mistakes, as we all are, free from criticism and ridicule from spectators.

- Every player on the field deserves your support and encouragement for their efforts, not scorn for a dropped ball or missed tackle. Remember-without him or her, there would be no game to watch.
- Every coach on the sidelines deserves your thanks for dedicating their time and talents to your child, not reproach for calling what you may consider to be the wrong play. Remember-without him or her, there would be no game to watch.
- Every official deserves your praise for being on the field and calling it as they see it, not contempt and scorn for missing what looked like a penalty from your seat 150 feet away. Remember-without him or her, there would be no game to watch.
- The rule of thumb for all spectators is that nothing in their actions should interfere with any child's enjoyment of the sport.

Please exercise common sense and good sportsmanship while attending the games and remember-we are here for our children, let's set a good example! We expect all who attend our games will conduct themselves in a way that reflects positively on themselves and our organization, specifically refraining from any rude gestures, profane language, fighting, unsportsmanlike signs or posters, or heckling of the other teams players, coaches or officials. We encourage all who attend our games to remind others nearby who may be unaware of our expectations to behave themselves at our games, as the Federal Way Hawks are responsible for the behavior of our players, parents, coaches and volunteers at all games, whether home or away. PSJFL rules dictate that if any of the above activities take place, or any unauthorized individual from any franchise enters the field for any reason or harasses a game official before, during or after a game, the official can call a forfeiture of the game AND subject the franchise to a \$500 fine. The individual may also be excluded from all future P.S.J.F.L. games. ***If anyone associated with the Hawks incurs a fine that is to be paid by the franchise, we will bill the individual causing the fine for the full amount.***

We also run the risk of forfeiting games if we allow any of our players to use or play on restricted portions of the stadium or field where we are playing, whether before, during, or after the game he or she participates in. This is a safety and liability issue that is not negotiable. There will be no climbing fences, chasing, wrestling, running, passing, or otherwise playing in areas that the coach or franchise official has not specifically given the players permission to be in. If they are caught in a restricted area doing a restricted activity, the **team** will pay the price!

While at Federal Way Memorial Stadium, the Hawks will use the home side of the stadium only (on the left as you enter the Stadium from the south parking lot). We will be sharing the stands with the visiting team. We ask that the Hawk fans sit on the far side, to the north of the press box. The visiting team will sit on the near side, to the south of the press box, close to the concessions and restrooms.

The above stated situations, while not complete by any means, will not be tolerated and may result in immediate suspension or dismissal from the program. Punishment for violations of any of the above rules not specified in the rule itself will result in a verbal warning for the first offense. Second offenses will result in a written warning. Third offenses will result in suspension pending a FWJFA board meeting that may result in a FWJFA board imposed probation or dismissal.

It is imperative that all head coaches accept responsibility for their assistants, which will help insure that each head coach has a strong set of team guidelines in place before the start of the season. We suggest that all coaching staffs conduct regular team meetings to foster greater communication as the season progresses.

21. Getting along with your child's coach

Many problems that arise in youth sports involve the relationship between parents and coaches. Any time another significant adult enters your child's world; it may require an adjustment on your part. First of all, you must be able to put up with another potential hero. You must also be willing to give up some control and influence in an important area of your child's life. Taking a back seat to another adult even temporarily isn't always easy. But things can get even more complicated if you find yourself at odds with coaching decisions that affect your young athlete.

Your responsibility does not end when he or she enters a sports program or joins a team. As a parent you have every right to be involved in and look out for your child's welfare. The tricky part is deciding how and to what extent it is for you to be involved. When does appropriate concern become interfering and meddling? At what point must your understandable concern with the happiness and well being of your child be tempered by respect and understanding for the role of the coach? What should you do if concerns like the following crop up?

- Your child isn't getting to play enough during games.
- Your child is not playing the position you would like him or her to play.
- The coach is mistreating youngsters either verbally or physically.
- The coach is using technically incorrect, questionable, or possibly dangerous coaching methods.
- The coach is demanding too much time or commitment from the youngsters, such that the sport is interfering with other activities.
- The coach is losing perspective of the purpose of youth sports and seems preoccupied with winning, thus putting additional stress on players.
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These are just a few of the many different situations that may arise within a youth sports program that may cause concern to the parents. Each situation is unique; there are no cut and dried answers that apply to each situation, yet there are some general guidelines that can be helpful in approaching and resolving such problems.

The best starting point is for you to view each situation as a concern that you and the coach must work together to resolve. The key to doing so is establishing communication and then keeping the lines of exchange open.

Many parents first become aware of problems when their children complain about the coach. If this happens, the first thing to do is to sit down with your youngster and discuss the problem to get his or her point of view. You should listen and express concern, but do not form a judgment or make condemning statements about the coach. After listening you may decide that the issue does not warrant your involvement and that your youngster and the coach might best work it out. You can help your child by giving suggestions on how to approach the coach and express concerns. If you can help resolve the issue without your direct involvement your child may learn some very important interpersonal skills and gain confidence in his or her problem solving ability.

If the situation should warrant it, you should contact the coach and indicate you would like to have a conference. Such discussions should never occur during practices or games and should never include the child. Having your child there may put the coach on the defensive and create an adversarial relationship between you and the coach.

When you meet with the coach, you can help create a positive atmosphere by telling the coach that you appreciate his or her interest in the children and contributions to the program. You might also tell him or her that you understand the demanding role of the coach. Try and create an open and receptive atmosphere for discussion. Next, indicate that there is an issue that you would like to discuss with the coach and that if there is a problem, you would like to work with the coach in resolving it.

After expressing your concern, you might once again acknowledge what a difficult job coaching is, but that you thought the coach would like to hear about your concern because he or she has the best interests of the kids at heart. Then tell the coach that you would like to hear his or her view of the situation. Again, the emphasis should be on resolving the problem together.

Communication is a two way street. You will need to be prepared to listen honestly and openly to the coach's point of view. For example, his opinion of your child's ability and deserved playing time may be different from your own. And the coach's role requires that he or she make a judgment about playing time.

Fortunately, most coaches are firmly committed to providing the best possible experiences for youngsters. When approached properly, they will usually be open to parent's concerns and motivated to deal effectively with the problem.

If you feel that the coach is not addressing your concerns, you may approach the Board of Directors with them. We will do our best to effect a compromise.

When things are going well, please remember that it is important for you to offer your support, encouragement, and appreciation to the coach. This adult is playing an important role in your child's life. All too often, the only feedback the coaches get from parents is negative. It is important to let them know when they are doing a good job, they deserve it.

(Courtesy Auburn Parks and Recreation)

The following rules are to be observed in the stadium:

1. Smoking is prohibited on all Federal Way School District property.
2. Running, jumping and playing on the bleachers and in the stadium area is prohibited due to the risk of injury.
3. The visitors' side of the stadium and the grassy hills on the East Side - ARE OFF LIMITS.
4. Spectators are to be in the bleachers and not standing in the area in front of the fence.
- 5. SPECTATORS MAY NOT ENTER THE FENCE ONTO THE FIELD-YOU WILL BE REMOVED AND FINED!**
6. Sideline personnel will be limited to coaches and their staff, as they are listed on the official rosters. No unauthorized persons shall be allowed.
7. Alcohol, tobacco, drugs, and firearms are strictly prohibited on all Federal Way School District Property.
8. Animals are prohibited.
9. Sunflower seeds and gum are prohibited in the stadium.
0. Water is the only liquid allowed beyond the fence and on the turf.
11. Please pick up your own trash.

*The Federal Way Hawks reserve **the right to limit stadium and practice field access to anyone deemed to unreasonably interrupt the enjoyment of our games through inappropriate behavior, which includes, but is not limited to: violation of the rules listed in this Guide or at any of our practice or game fields; displays of violence directed toward any official, coach, board member, volunteer, player or fan at any practice session or game conducted by the Hawks; heckling or verbally harassing officials, coaches, board members, volunteers, players or other fans at any practice session or game conducted by the Hawks; use of inappropriate language, signals or signs, or any other grossly inappropriate behavior as determined by the FWJFA Board of Directors. Access may only be restored after a meeting with the FWJFA Board of Directors, and a signed agreement on future standards of conduct by the individual(s) affected.***

24. Equipment Requirements, Replacement Costs & Safety

We supply all of the major equipment items for each player to play the game. This will include:

- Helmet
- Chin Strap (may be substituted with player purchased item)
- Cheek Pads
- Mouth guard (may be substituted with player purchased item)
- Shoulder Pads
- Rib Pads (optional-Coach assigned, or may be purchased by player)
- Hip pads
- Thigh Pads
- Knee Pads
- Tail Pad
- Girdle Game Pants
- Game Jersey
- Game Socks
- Practice Pants
- Practice Jersey

All items will be worn as issued. There will be no substitution of any items at any time. In other words, players may not swap gear, and may not substitute items on this list with other, player supplied items, except as noted. Each player is responsible for purchasing those items of a personal nature or items not absolutely required to play the game. These items may include, but are not limited to:

- Cup (Required) • Wrist Sweat Bands (Optional)
- Cleats (Required) (Astroturf shoes optional) • Gloves (Optional, but recommended for some position)
- Elbow pads (Optional, but highly recommended) players)
- Horse Collar (Optional for linemen) • Eye Guards for helmet (**strictly limited** - see coach before purchase)

Equipment that is **NOT ALLOWED** includes: bandannas that are worn under helmet, glasses without head strap, cleats with metal or removable spikes, tape on uniforms other than required to hold pads in position, or any equipment with obvious defects that affect player safety.

Football Equipment Replacement Costs and Responsibility

PLEASE INSPECT YOUR EQUIPMENT THOROUGHLY WHEN IT IS ISSUED! Although we inspect all of our equipment during the off-season and try to issue only game-ready, serviceable equipment to our players, we may miss defective or questionable equipment and issue it by mistake. If you are issued any questionable equipment, see the Coach or Athletic Director immediately! ***If you do not bring the condition of the equipment to the attention of the Athletic Director at issuance or shortly thereafter, you assume responsibility for the condition of the equipment and any costs associated with its replacement.***

Each and every player and parent signs out the equipment for the season. The player and parent are responsible for returning this gear at the end of the season. If at that time or any time during the season an item is lost or misplaced, or abused beyond repair, you are responsible for the replacement costs. Unfortunately, the replacement prices for equipment supplied by the Hawks are non-negotiable. The organization doesn't want to unduly penalize any player or parent, but in the past, we have seen players leave equipment around the practice field, Hawk Trailer, and at games and have observed players swinging helmets together and even kicking them across the parking lot! The responsibility of replacement falls on the players and parents to replace abused equipment. The Athletic Director or Equipment Manager will determine whether the equipment is damaged beyond repair and whether the damage occurred as a result of abuse or normal wear and tear. Parents should review with each player the importance of taking care of their equipment and the replacement costs shown below:

Helmet \$150	Game Jersey \$90	Game Pants \$50
Air Bladder \$40	Girdle & Pads \$30	Practice Pants \$20
Shoulder Pads \$100	Rib Pads \$30	Game/Practice Belts \$5
Knee Pads \$10	Chin Strap \$5	Cheek Pads (set) \$10
Thigh Pads \$15	Practice Jersey \$20	Socks \$5

We are not going to be offering the game jerseys for sale this year so please do not mark them in any way!

After the equipment is issued and practice starts, we expect each player and parent to inspect all pieces on a regular basis. This will ensure your player's safety as well as the safety of the other players he comes into contact with at practice and in games. On at least a weekly basis, the following should be checked:

- Inspect all pads for proper fit and insure pads stay in girdle and pant pockets.
- Inspect shoulder pads for any torn straps and insure the straps fit tight.
- Helmets should be inspected for any worn pads, loose snaps, and facemasks with metal exposed.
- Make sure there are no sharp points, loose rivets or cracks on any part of the helmet.
- Check the condition of the mouth guard before each practice and game - if the coach determines that it is too worn out, the player will not be allowed to play until it is replaced.
- If any part of the equipment is worn out or doesn't feel right, make sure the player tells his or her coach as soon as possible.
- Other safety concerns to be aware of:
- Make sure all fingernails are trimmed close and cleanly
- Long hair should be tucked into helmet - **NOT LOOSE!**
- Elbow pads are recommended for play on Astroturf fields - it is VERY painful!
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Cheer Equipment Costs and Responsibility

The cheerleaders sign out a cheer sweater and dress from the Hawks for use during the season. These are to be maintained properly (cleaned according to instructions) and are to be turned in at the end of the season. If they are lost or damaged, the costs to replace them are: Sweater- \$85.00 Dress- \$50.00. Each cheerleader is required to supply the following personal items:

Shoes: \$40-50 Briefs: \$5-10

25. Single Parent/Guardian issues

The organization is aware that a significant number of our players are from single-parent/guardian families. This presents some unique challenges for the players as well as the parent/guardians. We make no special exceptions or allowances for home or family issues. All players and cheerleaders have the same responsibilities and will receive the same benefits regardless of family status. However, the organization will do everything possible to make your load a little lighter, including trying to arrange ride-share for those who find it difficult to get their players to practice or the games due to work or other constraints. Please inquire at the Hawk Trailer to sign up. If there are other issues that will affect your player, please let us know if we can help.

To help make your players experience with the Hawks as enjoyable as possible, and to help our Coaching Staff make the most of your player, we ask that if you have an arrangement wherein a different parent/guardian is involved with transporting your player to games and/or practices, that you make an effort to inform the other parent/guardian of anything that may affect the playing time or status of your player on the team. In other words, if a coach relays information to a parent regarding the player's status either at practice or a game, **PLEASE** communicate the information to the other parent so the player isn't affected. This will help your player by allowing each parent a consistent line of communication with his coach, hopefully eliminating any miscues that may cost your child playing time or slow his or her progress in the program.

26. End Of The Year Party

At the end of the season, there will be a trophy party for each team. The party may take the form of a daylong function that is held at a common venue, with each team having 30 minutes, or each team may do their own party at a location and time of their choosing. This decision is usually made before the halfway point of the season due to the lead-time in scheduling of large halls at the end of the season. If you would like to volunteer to help with the trophy party, or have a preference for the venue, please see your Team Mom or a Board member. Depending on the venue and the amenities chosen by each team, you may be asked for a donation of time and/or money for the party. Considering it is the last time your child will be with their teammates, and is a celebration of his or her efforts during the season please make every effort to attend the party and support those that put on the party in any way you can.