

# POLICIES AND PROCEDURES FOR PLAYERS AND COACHES

Policies and Procedures are established and maintained by the Greenwood Bantam Football League, Inc.  
Board of Directors.

## 1. HEAD / OFFICAL ASST. / ASST. COACH / SQUAD COACHES REQUIREMENTS

- a) Complete and return Coaching Application including a completed Indiana State Police Full Criminal History background check (\$10.00 check).
- b) Approval from Board of Directors for all coaches.
- c) Membership to League, (head coach and official assistant coach only).
- d) NYSCA Certification (held by Greenwood Parks and Recreation Dept.) required for all head coaches and official assistant coaches (not required for Squad Coaches). Any coach that mails in his/her Continuing Member certification directly to NYSCA, must show their certification card to the Older League Vice President upon request. Each coach is responsible for the certification cost.
- e) Attendance at Mandatory Meetings: Parent's Information & Coaches and Squad Coaches)
- f) **MUST** pass an Indiana State Police Full Criminal History background check. Each coach is responsible for the cost of the background check.

## 2. COACHING PLACEMENT

All coaches, (head coach, official assistant coach or any assistant coach) must be approved by the Greenwood Bantam Football League, Inc. Board of Directors. Only returning head coaches must have their application received by the next years Board of Directors by the deadline of on or before March 31<sup>st</sup>. All returning head coaching applications **MUST** be mailed to the league P.O. Box. Those returning head coaches that turn in their application for a head coaching position after the deadline of March 31<sup>st</sup> will not be considered for that teams head coaching position. After coaches have been approved by application, the head coach will be placed with his/her last year's team unless otherwise requested. If the head coach is not returning to the team, the head coaching position is then offered to the last year's official assistant coach. If the official assistant refuses the position, the team is then offered to any assistant coach from the previous year's team. If there are no coaches or it no assistant coach from the previous year's team accepts the position, the head coaching position is then open to other applicants.

## 3. ASSISTANT COACHES

As Head Coach, you may select assistant coaches as you deem necessary to help with your team, with coaching application approval from the Board of Directors. Assistant Coaches are not required to be NYSCA certified and cannot conduct practice without either the Head or Official Assistant Coach present. Coaches in any capacity must complete and return a coaching application, include a completed Indiana State Police Full Criminal History background check and must be Board Approved. All coaching applications must be returned no later than three (3) days prior to the first game. Exception: applications will be accepted by the Board of Directors for approval for new coaches if:

- A coach (official assistant or head coach) is asked by the head coach or Board of directors to step down.
- Coaches quit.

This will be considered on a case by case situation.

#### 4. SQUAD COACHES

A Squad Coach (usually a mother) will be responsible for your teams' cheerleaders. The Squad Coach and Cheerleaders are an important part of your team and will be included in all team events. All Squad Coaches must be approved by the Greenwood Bantam League, Inc. Board of Directors and have an Indiana State Police Full Criminal History background check.

#### 5. COACHES CONDUCT

a) The National Youth Sports Coaches Association (NYSCA) Coaches Code of Ethics should serve as your example for conduct. You will find this in your NYSCA Members Handbook received at certification.

b) Any of the following will result in a review by the Board of Directors with any disciplinary action to follow the review:

1. Use of profanity toward or around players or cheerleaders.
2. Verbal Abuse – absolutely WILL NOT be tolerated.
3. Unsportsmanlike conduct directed at a player, cheerleader, parent, coach, game official, league official or spectator.
4. Use of alcohol or under the influence of alcohol during any team or league event.
5. Use of tobacco products while the team/squad is present.
6. Anyone physically assaulting or striking a player, cheerleader, parent, spectator, refer, coach, or league official will be suspended for the remainder of the season. (Exception – person attempting to break up a fight or disturbance in progress).

The Board of Directors will take disciplinary action at its discretion after a review of any incident described above. (Disciplinary action may range from a warning up to an including suspension based on the incidents severity).

#### 6. TEAM PARENT

A team mom or dad is appointed by the Head Coach as early as possible. The team parent will assist with team parties, Picture Day, Fund Raisers, Concession Duty sign-ups and post game snack sign-ups if your team has snacks. Fund Raising is an extremely important part of the league. It helps keep cost down and replaces equipment. The team parent must be available to pass out candy, raffle tickets, collect money, etc. A team parent cannot refuse to give out extra of the fund raiser. If the team parent is refusing, the Board of Directors will notify the head coach to replace the team parent.

#### 7. PLAYER WEIGH IN

a. All players must be measured and weighed. A returning frozen player cannot be weighed by any coach of the team that he/she is frozen to. Registration measurements will be used for selection purposes and considered official for the entire season. The initials of the person doing the weigh-in MUST be written next to the weight on the record form and equipment card. Instructions for height, weight, and scales are as follows:

1. Height will be rounded off to the nearest inch according to the rules of mathematics (example: 56.49 inches or less, round down to 56 inches; 56.50 inches or higher, round up to 57 inches).
2. Weight limit for ball carriers: Rookie Division = 70 pounds, Younger Division = 90 pounds and Older Division = 115 pounds.
3. Any scale used for official weigh-ins must be checked with calibration weights before the weigh-ins begin. The calibration shall be witnessed by one coach from the Younger Division, and one coach from the Older Division. Once the scale is set in place and calibrated, the scale may not be moved until the registration day has ended.
4. There will be no pre weigh-in done at any time before the regular registration day. The only pre weigh-in weights that shall be done on the GBFL scale(s) will be before the Saturday of regular registration. The pre weigh-in times are from 8:00AM to 9:00AM. Players MUST sign up for the pre weigh-in, and that weight will be the player's official weight for the season. Players may remove their shoes, shirts, etc. before weighing in. Players may not weigh in naked or in underwear.
5. If a parent interferes with the weigh-in, the weigh-in stops until the parent is under control. If the parent continues interfering, the player will not play in the GBFL.
6. X-Men (Players over the running weight) must play interior linemen on the line of scrimmage in a non-eligible position and must be covered up by a weight eligible player on offense and may play any position on defense

#### 8. PRACTICE

- a) You as the Head Coach, Official Assistant or Squad Coach must be present to conduct practice.
- b) A list of your players/cheerleaders with incomplete paperwork will be given to you. Players with incomplete paperwork may not have player to player contact. Cheerleaders are only required to fill out and signed by parent or guardian an Emergency Treatment Release Form.
- c) Practice Area: Older Division – (Behind High School), Younger Division – (Northeast Park) and Rookie Division – (Craig Park). Check the area for potentially unsafe items prior to practice. Each squad should practice around the same time and location as their team and be kept informed of team activities.
- d) Drop-Off/Pick-Up – Caution parents or guardians against dropping off a player/cheerleader prior to the coaches' arrival. Have parent or guardian inform you of any special arrangement for pick-up.
- e) Scrimmages – Any scrimmage between two (2) different teams must follow league and National Federation rules.
- f) No practices are to be held on nights of General Membership meetings and special league events (i.e. Skating Party, etc.). Infraction: Head coach will be suspended for one game.
- g) A player may have no player to player contact for his/her first two practices. Player to player contact means any drill conducted at any speed: less than half, half, or full speed in which the player is and/or simulates blocking, tackling, and/or defending another player. Player to player contact does not mean taking snaps from the Center, hand-offs, etc.
- h) Before any player can participate in any player to player physical contact, the league must have on file:

1. A doctor's statement permitting him/her to participate in athletics.
2. An Emergency Treatment Release Form signed by the player's parent or guardian.
3. A Parent Agreement and Release of Liability signed and dated by a parent or guardian.
4. A League Safety list signed and dated by a parent or guardian. These statements must be dated within this calendar year and must be handed –in prior to player-to-player contact.

**NO EXCEPTIONS**

- i) Practices will be a maximum of two hours in length. A maximum of four practices will be held in one week. When school starts, a maximum of three practices may be held in one week for all divisions. After the first game of the season, the maximum number of practices held in one week will be two for all divisions. There may be no practices on Sunday at any time. Practices will last no later than 8:00 PM on Monday through Friday. Saturday practices may not begin prior to 8:00 AM and shall last no later than 5:00 PM. No Saturday Practices will be held after the first game of the regular season.
- j) Each team should devote at least 5 minutes of practice to the merits of good citizenship and scholarship.

**9. ADVERSE WEATHER CONDITIONS**

a) GBFL will adopt the NFHS guidelines for lightning safety. GBFL requires that each Head coach (or official assistant coach if head coach is not present) appoint a coach and/or player or parent to watch out for lightning in the area on practice days when such weather occurs or is expected to occur.

1. Each coach will follow the 30/30 rule as outlined in the NFHS guidelines, however a 30 second or less flash to bank count shall require the removal of the athletes from the field to a safe shelter.

2. Once lightning had been recognized, each team will wait at least 30 minutes after the last lightning is witnessed or thunder is heard. Any subsequent lightning or thunder after the beginning of the 30 minute count shall reset the clock, and another count shall begin.

3. Any practice cancelled or suspended before 1 hour due to lightning or thunder will not count as a practice and will be allowed to be made up within the general GBFL guidelines.

b) Our heat policy is designed to protect student-athletes from having heat related illnesses or problems. This is a guide for coaches and administrators to use and refer to when making decisions or modifying and/or suspending athletic practices. At 5:30 p.m. each day in August and continuing into the warmer days in September, Head Coaches will designate a person to monitor the **heat index**. The heat index combines air temperature and relative humidity to determine an apparent temperature - how hot it actually feels. The GBFL Board will then make a decision using the guide below on whether to make modifications for football practices to be held that afternoon. Head Coaches will then make the necessary modifications and notify the parents and players.

## GUIDELINES FOR PRACTICE/MODIFICATIONS

1. If the **heat index** is **80-89**, athletes should be watched closely for any heat distress and frequent water breaks should be taken.
2. If the **heat index** is **90-94**, 10 minute rest breaks should be taken every hour, water breaks every 10 minutes, and athletes should be under careful supervision from coaches. Practice time must be kept to 100 minutes or less.
3. If the **heat index** is **95-99**, athletic practices should be modified such as football practice in shorts, shoulder pads and helmets only. Frequent water every 10 minutes and rest breaks must be held, athletes should be able to get water at any time, and athletes should be under extreme supervision from coaches. Practice time must be kept to 90 minutes or less.
4. If the **heat index** is **100-104**, further modifications must be made, such as football practice in shorts, T-shirts and helmets only. Water breaks should be taken every 10 minutes and athletes should be allowed to get water at any time, frequent rest breaks must be taken and athletes should be monitored at all times for heat distress. Practice time must be kept to 90 minutes or less.
5. If the **heat index** is **105 or greater**, then practice **will be suspended, postponed until later in the evening, or held indoors** at the coach's discretion. Practice could also be rescheduled or postponed, when the heat index has reached this level. When a practice or event is "**BLACK FLAGGED**" (which means the heat index is at the 105 level or higher that day), no outdoor practice may begin until League V.P.'s or GBFL Board Representative communicates to the head coach that the conditions are acceptable that the heat index is below 105. Practice may be postponed to a later time the same day if the heat index lowers. All appropriate guidelines should be followed based on the reading at the time.

It is the responsibility of all coaches of the Greenwood Bantam Football League to provide ample supplies of water and appropriate care to our athletes. It is recommended that all guidelines be followed in such a way that the best interests of our students be made our number one priority. It is also recommended that coaches constantly teach our students about proper hydration throughout each day. It is important that student-athletes be allowed to carry water with them during the day and hydrate themselves, on days of practice and games, while the weather has the possibility of reaching critical levels in relation to the heat and humidity.

### 10. SPONSORS

Each team has one sponsor. The name of the sponsor is applied to the front of the jersey. Coaches should feel free to contact their sponsor to invite them to their games, give them a schedule and deliver sponsor plaques. The sponsor is responsible for the sponsorship fee only. A coach may not approach and solicit the sponsor for additional funds for the team. If a sponsor offers extra, (e.g.: t-shirts, hats, pizza party, decals, etc.) a coach may accept the offer.

League sponsors are always needed. The league sponsors help cover the cost of players and cheerleaders that cannot afford the registration fee, pants & pads, cleats and cheerleader uniform. Feel free to solicit for these league sponsors.

### 11. SPONSORED PLAYERS AND/OR CHEERLEADERS

We generally accept sponsored players and cheerleaders whose families cannot afford the registration fee. Upon such a request, the parent/guardian must fill out the Sponsored Participant Request Form. This form is a contract between the parent/guardian and the league stating that it

is required that each participant that is sponsored sell one (1) box of fundraising items during the fundraising season. If the participant does not sell the fundraiser, they may not be considered for sponsorship the following season(s) and may be required to pay the registration fee for the season.

## 12. EQUIPMENT

### a) Replacement

The Greenwood Bantam Football League, Inc. Board of Directors has adopted the following policy on the replacement of equipment.

#### Helmets

Helmets shall be replaced after eight (8) seasons of service or at any time before the mandatory retirement of eight (8) seasons that upon inspection by the Equipment Manager(s) it is determined that helmet is damaged or should be scrapped due to cut or torn pads, broken hardware, hard pads, etc. or any condition which cannot be repaired or rectified by the Equipment Manager(s).

Helmets shall be etched according to current practice to identify league identification, code letter "H" to distinguish serial number as a helmet serial number, year placed in service using last two (2) digits of year, serial number and size.

Example: GBFL  
H03-001  
XXS

This helmet belongs to the Greenwood Bantam Football League, was purchased and put into service during the 2003 season, has a serial number 001 and is an xx-small and is a non-air (Schutt) helmet. (Air helmets not size as: AS, AM, AL for air small, air medium and air large to help Equipment Manager(s) to determine which teams need air equipment in their bag such as air bladder inflator and jaw pads for air helmets.) This helmet will be retired after the 2010 season regardless whether it has been used for one (1) season or all eight (8) seasons. When retired, helmets will be made unusable by at least one (1) of the following: Cutting out pads, webbing, drilling a large hole in the shell, crushing shell, etc., whatever will make it unusable. The face guard will also be removed and scrapped.

### b) Equipment for Coaches

You will be asked to sign for and be responsible for league equipment assigned to your team. All league equipment is due back at the Equipment Shed on or before the last day of games. Coaches that do not return the equipment may jeopardize future coaching in the Greenwood Bantam Football League.

### c) Players Equipment – League Supplied

It is very important to frequently check the condition, fit and use of each player's helmet and shoulder pad. Check for loose items. Make sure the mouthpiece is attached to the face mask. Check to make sure all pads are in the pants. Strongly suggest the use of a protective cup. If you have any problems with equipment, contact one of the Equipment Managers. If a player quits, contact the Player Agent. **The parents are to return the equipment to one of the Equipment**

**Managers within 48 hours. NOT TO THE COACH. DO NOT CLEAN THE EQUIPMENT WITH ANY INDUSTRIAL SOLVENT. THIS WILL SOFTEN THE PLASTIC AND IT WILL BE RUINED.** If this occurs, you will be billed for the cost of a replacement helmet.

**DO NOT cut or remove any pads in the helmet, result: helmet ruined.** If this occurs, you will be billed for the cost of a replacement helmet.

**DO NOT PAINT THE HELMET OR FACE MASK.** This voids any manufactures warranty. Result: helmet/face mask ruined and you will be billed for the cost of replacement helmet/face mask.

**DO NOT** cover the size, number or warning statement of the helmet or shoulder pads. **DO NOT** use permanent marker to write the players name on the helmet or shoulder pads.

**DO NOT REMOVE THE FACE MASK.** If stripes are being put on the helmet, place the end of the stripe at the top end of the face mask. **ONLY THE EQUIPMENT MANAGERS ARE TO REMOVE FACE MASKS.**

**DO NOT** pull the pads of the helmet up to tuck the end of the stripe inside the helmet. Cut it off at the edge. Bending the pads up could crack or break the pad.

**ALL** equipment is to be returned to the Equipment Shed on the last day of games **DO NOT RETURN EQUIPMENT TO THE COACH.** If players are not going to be at the last game, contact one of the Equipment Managers to arrange the return.

d) Uniforms

As far as uniforms for players: The league supplies the equipment and jersey. Teams may only use league provided jerseys for game purposes, unless during special situations with board approval, (e.g.: jersey lost, forgotten, destroyed, etc.). If time constraints prevent board approval, the officer of the day may approve use of alternate jersey for that game only. This may only be done on an individual basis and not the entire team. **ONLY** the player last name and first initial with last name may be put on the jersey. **NO NICKNAMES** may be used. Letters to be of block design and two (2) inches in height.

Parents usually provide the white pants, pads, cleats. If a team wants to purchase game pants, socks, decals, etc., this must be approved on cost and type by a simple majority of the player parents. If a player(s) cannot afford these extras, the coach and/or other parents may contribute on their behalf.

e) Equipment – Parent Supplied

Any equipment that is supplied by the players parents, (helmet and/or shoulder pad), as a safety issue, **MUST** be inspected by the Equipment Managers to check for proper fit. If the equipment passes inspection by the Equipment Managers, the player may use the equipment. However, if the helmet and/or shoulder pad does not fit properly, it must be replaced by the parent with the equipment of the proper size or the player must use equipment supplied by the Greenwood Bantam Football League, Inc. If the equipment is replaced by the parent, that equipment must also be inspected by the Equipment Managers for proper fit. If a parent refuses to allow the Equipment Managers to inspect their equipment, or refused to replace the rejected and/or use equipment supplied by the league, the player, will not be allowed to participate in the Greenwood

Bantam Football League, Inc. If a player is supplied equipment by the Greenwood Bantam Football League, Inc. and the parent replaces it with the rejected equipment for use during practices or games, that player may be subject to suspension until the supplied equipment is in use again. If the rejected equipment is used during practices or games a second time, the player may be removed permanently from the team for the remainder of the season.

13. FACILITIES

GBFL has been given the use of the Greenwood Middle School Football Field and Old Park football field. We are guests of the Greenwood Community School system and the Greenwood Parks and Recreation Department. Our continued use of these facilities is dependent on our cleanliness and respect. After each game, **YOU ARE RESPONSIBLE** to instruct your team to clean up the grounds.

14. CONCESSION DUTY

Your team (parents & coaches) will be responsible to work concession duty as scheduled. A one game forfeit will be imposed if your team cannot staff the concession stands as scheduled.

15. PLAYER/CHEERLEADER REFUND

Some players for whatever reason may decide to quit. If a player returns his/her equipment to an Equipment Manager and jersey to his/her coach three (3) days prior to the first game, he/she is eligible for a full refund of registration fee (not including physical or late fee). Cheerleaders will be given a full refund **ONLY IF** another person wants to cheer in their place and can wear the uniform.

16. AWARDS

The President will be introducing your team at the annual awards ceremony. Please include all players, cheerleaders, team mom/dad, Squad Coach, assistant coaches on stage.

a. Individual Awards

- Sportsmanship – Coach
- Sportsmanship - Player
- Best Blocker - OL
- Best Defensive Linemen
- Best Back – Offense
- Big Hit Award
- Perfect Attendance – Practice
- “Rudy” Award

17. CHEERLEADER DEADLINE

**NO REGISTRATION** of cheerleaders will be taken after July 31<sup>st</sup> of the current season. **NO EXCEPTIONS.**

18. COACH OF THE DAY

**ALL HEAD COACHES** will be assigned one (1) day to run the scoreboard(s). Each Coach of the Day will have the first games of the day. The Officer of the Day will run the scoreboard during your game. If your scheduled day is during the week, your team will not be playing. The Younger League coaches will run the scoreboard on the younger league field, and the Older League coaches will run the scoreboard on the Older League field when both fields are being used. You may split your day with your Official Assistant coach. The coach of the day will run the scoreboard(s) until the last game has been completed. Even though Head Coaches are only required to be coach of the day once, this does not cover all days of games, please volunteer if needed for other days.

19. OFFICER OF THE DAY

Officer of the day has the authority to stop a game, during a dead ball, to clear the sidelines if it becomes necessary. Only persons listed on the team roster and performing an official function for the team is to be on the sidelines. No person will be authorized to be on the sidelines for the sole purpose of being a spectator.

20. Chain gang volunteers must be adults only.

21. MANDATORY MEETINGS

Each team will be represented at the mandatory meetings. The representative will be the Head Coach, Official Assistant Coach, or an adult over the age of eighteen. If a team is not represented at a mandatory meeting and the meeting is before the draft, that team will lose its first open round draft pick and may pick up that lost draft pick in the last open round. If a team is unable to attend a mandatory meeting, the coach must notify the President or one of the leagues' Vice Presidents, and gives a valid reason for not attending the meeting. The first Saturday after draft is to be the Parent Information Meeting. It is required that ALL Head Coaches are to attend the meeting, and all Head Squad Coaches are to attend the Cheerleading Parent Meeting-barring an emergency discussed with the Board of Directors. Head Coaches/Head Squad Coaches not attending the meeting will no longer coach in the Greenwood Bantam Football League. Practices may begin on the next day, Monday.

22. ROSTERS

All rosters are due three days prior to the first game. Rosters are to include all coaches, team Parents, squad coaches, players, cheerleaders, managers, videographers, statisticians, water boys, etc. No changes may be made to the roster after the first game. Exceptions: changes to the roster may only happen if:

1. Someone quits (coaches, players, etc.)
2. Someone is added (coaches, etc.)

This will be done on a case by case situation.

23. If the head coach, any assistant coach, game official, or league official is threatened, or physically assaulted by a participant's parent, the participant may be pulled from the game, practice, or league event and suspended from participating in the next game, or suspended from the league.

The head coach may make the determination to pull the participant from the game in progress. All incidents will be reviewed by the Board of Directors within 24 hours of the incident to make the final determination whether the participant will be suspended from the next game or from the league.

24. Players, parents, or coaches that have been ejected from any game (depending on the severity of the infraction) the ejected player, parent or coach must meet with the Board of Directors at the end of that day of games. If they do not show up at this meeting, they face a possibility of suspension from the league.

25. DRAFT/SELECTION PROCEDURES

a) TRY-OUTS

Each Team is to have an adult representative at each try-out night of the opposite division (e.g.: Younger League team coaches must be at the Older League try-outs and the Older League team coaches must be at the Younger League try-outs). If a team is not represented at a try-out, that team shall lose its 1<sup>st</sup> open round draft pick and may pick up that lost draft pick in the last open draft round. Squad coaches are not required to attend try-outs.

b) NUMBER OF COACHES

Each team will have one Head Coach and may have one Official Assistant coach. The Head Coach may have as many unofficial assistant coaches as wanted. You must be a Head Coach or an Official Assistant to be in the draft. The Official Assistant coach must either be the father of a frozen player from the previous year's team or not have a player on the team. Head coaches moving to the older division from the younger division may retain his Official Assistant from the previous year. The Head Coach may not recruit a father as his Official Assistant coach in order to be assured receiving a particular player by circumventing the draft procedure.

c) FREEZING OF PLAYERS

All head coaches of a team from the previous year may freeze all returning players prior to the draft/Rookies Selection. This includes any player from your previous year's team and/or your official assistant coach's family (see section C) including your own. If more players are returning than the eight freeze rounds allowed, those players will be entered on the draft/Rookie Selection sheet in the team's middle open rounds (rounds 1,3,5,7,9,11,15). If a coach chooses not to freeze a returning player, the coach will contact the parents regarding his decision prior to the first night of try-outs of that division. A written list of each coach's frozen players will be given to the League Vice President prior to the draft. If a player is not on the freeze list, and has not participated in one try-out, he/she will be randomly picked from "the hat". A coach may pick from the hat in any open round.

d) FREEZING OF HEAD COACH OR OFFICIAL ASSISTANT COACH FAMILY

A head coach and official assistant coach may freeze a relative: son/daughter, step-son/step-daughter, grandson/grand-daughter, or nephew/niece to the team. The other coaches for proof of relationship can challenge this.

It is not mandatory that you freeze your family or your official assistant's family. However, if you do not freeze them, you cannot draft them unless all coaches pass them in the draft.

e) COACHING MORE THAN ONE TEAM

Any head coach and/or official assistant coach may not hold the position of head coach, official assistant, or assistant coach for any other team. Exception: All-Star coaching positions. A head coach/official assistant and/or assistant coach can be on the staff of the All-Star teams.

f) DRAFTING ORDER

The draft will be open. The head coach or the official assistant coach may pick at random. Each round of the draft will follow the order of the previous year's record (last place picks First, first place picks last). To determine team standings, including conference champions and/or co-champions, the following procedure will be used:

1. Win and loss record
2. Head to head competition
3. Coin toss

The final standings after all games have been played will be used to determine League Champions and/or Co-Champions (or Conference Champions, if there are two conferences), and will be used to determine the drafting order for the next season's draft.

g) FREEZE AND OPEN ROUNDS

1. The first round and every odd numbered round will be an open draft round.
2. The second round and every even numbered round will be a freeze round. Each team could possibly have a different number of freeze rounds, depending on the number of players frozen, (example: team A has three frozen players. Rounds #2, 4, 6, would be that team's freeze rounds. Team B has five frozen players. Rounds #2, 4, 6, 8, 10 would be that team's freeze rounds. All other even numbered rounds would be open draft rounds.
3. Any player not frozen on the draft sheet must have participated in at least one clinic or try-out session. Players who fail to participate in one try-out session will not be eligible to draft. Those players will be assigned to a team by picking their names from "the hat". Players must be marked as "present" on the attendance sheet to be drafted. NO EXCEPTIONS

h) No sign-ups will be taken after three days prior to the first game of the season. New sign-ups must have a minimum of four practices before competition.

i) Birth certificates, or other official proof of age and date of birth must be presented at the time of registration.

j) All players are required to maintain adequate grades in school. A parent may remove his/her child from play/practice until the parent considers the grades to be adequate

k) BROTHER OPTION

1. GBFL only makes provisions for brothers/sisters.

2. If a player drafted has a brother, the brother will be taken automatically in that team's last open round (round 15,13 etc.) . If both players played on the previous year's team, then both players must be counted in your initial freeze list prior to the draft.
3. You must take the brother as a "brother option" unless the parents request a separation in writing.
4. In order to draft a brother combination, all brothers must participate in try-outs. If one or more are missing, they will all go into the hat.

l) PARENT REQUEST

Boys whose parents have requested that their player(s) not play for a specific coach will be given this consideration by the league: The request must be made in writing and in duplicate on the league's Parental Request Form, prior to the draft/Rookie Selection. This request must be for only one specific coach and the player or parent must have had exposure to the coach previously. An explanation of such request must be included on said form. The original form will be turned in to the President of the league, and the duplicate will be given to the Player Agent. A list will be given to the coach prior to the draft/Rookies Selection and he must not draft a player on the list. This list will be confidential. This player will not be a part of the regular draft. The player will be put into a blind draw at Draft/Rookies Selection. The player can be put into the regular draft with board approval.

m) Trading of players is prohibited!

n) UNFILLED POSITIONS

Once the draft/Rookies Selection is completed, the remaining unfilled team names will go into a hat for any late sign-ups. Teams short players, after the draft, will be randomly drawn and filled from the hat to create equality in numbers. The exception is: if a team loses a player(s) due to injuries or resignations, then that team will be filled to match the remaining unfilled teams. The Player Agent will fill these vacant spots by the order of resignation (first in, first assigned). The drawing is to be done by the Player Agent with at least two head coaches from that division present. The Player Agent will maintain a "waiting list" for filling vacant spots due to injury or resignations. This list will be kept three days prior to the first game.

o) TEAM PLAYER AMOUNT

All teams must consist of a minimum of 14 players prior to the beginning of the draft. If this is not possible, teams will be dropped from the respective division. The players on these teams that have been dropped will be placed in the open draft and must attend one try-out to be eligible for the draft. Those not attending will be placed in the hat per normal draft procedure.

26. UNEXCUSED ABSENCES FROM PRACTICE

During the pre-season (first three weeks of the season)

The first three weeks of practice are critical to team formation and player conditioning for the football season. Unexcused absences during this period put a team at a disadvantage in preparing for

game play. In addition, players who are not willing to meet practice expectations put themselves at risk physically and prevent players on the waiting list from being able to join a team. Head coaches are to adhere to the following process when confronted with a player who has unexcused absences during the first three weeks of practice.

1st absence - Coach calls the player's parent/guardian to determine cause of absence. If unexcused, coach warns player's parent/guardian that two additional unexcused absences will result in being dismissed from the team. Coach also informs League VP of the absence. Coach and League VP document in their personal notes the details of the absence and the call to include date of call and name of person to whom they spoke. League VP call to parent/guardian is at the VP's discretion for the first absence.

2nd absence - Coach calls the player's parent/guardian to determine cause of absence. If unexcused, warns player's parent/guardian that one additional unexcused absence will result in dismissal from the team. Coach also informs the League VP of the second unexcused absence. League VP MUST call the player's parent/guardian to validate the situation and warn them that a third unexcused absence will result in dismissal from the team. Both coach and League VP document the details of the call and discussion to include date of call and name of person to whom they spoke.

3rd absence - Coach calls the player's parent/guardian to determine cause of absence. If the absence is unexcused, and it is the third unexcused absence, tell the parent/guardian that the League VP will contact them with instructions for returning equipment and receiving a refund of their league fee. The League VP MUST call the player's parent/guardian to validate the situation and if valid, provide them with instructions as noted previously. The League VP will then be responsible for selecting a replacement player from the waiting list and providing the head coach with information needed to contact the replacement player. The head coach will be responsible for contacting the replacement player with practice information, arranging equipment fitting and collecting appropriate league fees and documentation from the player.

Valid excused absences - vacation or camp time about which the parent informs the head coach at the outset of the season. Illness (if recurring it is valid to ask for a doctor's excuse), death in the family. All other absences may be considered "unexcused" unless deemed "excused" by the head coach or the League VP. The League VP can overrule a head coach's decision that an absence is unexcused. If a head coach wishes to challenge such an over rule, he can appeal the decision to the GBFL Board. The Board will consider both sides and make a final ruling. The parent/guardian of a dismissed player may only appeal a player dismissal to the League VP as the official representative of the Board.

Unexcused absences after games begin are also problematic. It is difficult to prepare a team for game day when all the players are not present for practice during the week leading up to the game. After school starts, teams are only allowed to practice twice a week so it is important that players make all scheduled practices. At the coach's discretion, any player who misses practice during a given week may be held out of game play if the absence was unexcused. Before game day, the head coach must contact the League VP via phone or email to inform him that a player is going to be held out of play, why the player is being held out and how many quarters he will be held out. The League VP will provide the OD for that game day an email with a list of players, by team name and Head Coach, to

be held out of play for that day. The OD will ensure that the league appropriate scorer's table is given a list of these players for reference in the event someone questions player rotation.

A general guideline for holding a player out of practice is:

In a given week due to unexcused absences the player misses:

- a) 1 practice - can be held out up to 2 quarters
- b) 2 practices - can be held out up to 4 quarters

In a given week due to excused absences the player misses:

- a) 1 practice - can be held out up to 1 quarter
- b) 2 practices - can be held out up to 4 quarters

League VPs should track these game hold outs by team and coach to ensure no coach abuses the guideline. Any coach suspected of abusing the hold out guideline by the League VP, OD, or any Board member will be brought before the Board and can be suspended for a period of time as deemed appropriate by the Board. Repeated abuse of this guideline by a head coach will result in dismissal from his coaching position and a ban from serving on the staff of any GBFL team.

## 27. ELGIBILITY

- a. \*Rookie Division – All players must be in the first or second grade during the current season and be six (6) years of age before November 1<sup>st</sup> and not yet nine (9) years of age before August 1<sup>st</sup>.
- b. \*Younger Division – All players must be in the third or fourth grade during the current season, and be eight (8) years of age before November 1<sup>st</sup> and not yet eleven (11) years of age before August 1<sup>st</sup>.
- c. Older Division – All players must be in the fifth or sixth grade during the current season and be ten (10) years of age before November 1<sup>st</sup> and not yet thirteen (13) years of age before August 1<sup>st</sup>.

\*Players too old for their respective grade divisions may be allowed to play in the next consecutive division

## 28. ALL-STAR TEAM AND COACH SELECTION

- a) **Coaches:** Head Coaches must be coaches or official assistant coaches from the prior year. Each coach must fill out an application and have turned in by March 31st with their initial coaching application. Applications are awarded by the following point system with board approval.

Tournament Champs = 5pts.      League Champs = 5pts.      Most points scored = 4pts.

Fewest points given up = 4pts.      Previous Head All-Star coach = 5pts.

Previous Assistant All-Star coach = 4pts.      Years of coaching = 1/year

- b) **Try Outs:** Try outs will be the 3rd and 4th week of games. First try out is for players that are recommended by their Head Coach. There will be 3 individual coaches per station with a maximum of 5 stations. Each Head Coach will select own stations. Each station is scored individually by coaches with no group effort. The second try out is by All Star Head Coach invite only.
- c) **Team Selection:** There will be 3 teams: a 3<sup>rd</sup> – 4<sup>th</sup> grade team, a 5<sup>th</sup> grade team and a 6<sup>th</sup> grade team. The 3<sup>rd</sup> – 4<sup>th</sup> grade team will consist of 22 – 25 players, Head Coach Discretion. The 5<sup>th</sup> and 6<sup>th</sup> grade team will consist of 18 – 25 players, Head Coach Discretion.
- d) **Jersey:** Color is Vegas Gold with Green Letters. We will sell the jerseys at the end of the All Star season for a profit of \$10 – \$15.
- e) **Practices:** Practice will start the 5<sup>th</sup> week of games. Only one practice will be allowed during the intramural season and only 6 – 8 hours of practice will be allowed after the award ceremony. Practices will be conducted at the Head Coaches' discretion.
- f) **Sponsorship:** Head Coaches with the assistance of the Executive Vice President will raise \$1,000 - \$2,000 per team.