

FAIRFIELD FOOTBALL, INC.
POLICY AND PROCEDURE MANUAL
(Revised January 2009)

Changes to the Policy and Procedure Manual may be generated by submitting a draft copy to the Executive Committee to be placed on the agenda for the next board meeting where it will be discussed and voted on. Changes will be passed by a majority vote.

1. Size of Each Squad and Time Limit to End Registration

Youth Football

Youth football players are governed by KYFL bylaws. The desired number of football players per squad is fifty (50); however, FF Inc. will accommodate any number that signs up on registration day. If under the desired number, players must sign up prior to the first game unless the squad is under twenty-five (25). Only then can sign ups be extended into the first three (3) weeks of the season. If a team has twenty-five (25) or more by the first game, new players cannot be signed up.

Youth Cheerleaders

The maximum numbers of cheerleaders are twenty-five (25) on the Varsity, twenty-five (25) on the Mid Varsity, and twenty-five (25) on the Junior Varsity squads. At registration if twenty-five (25) cheerleaders, sign up on each squad, children will be placed on a waiting list to be contacted in sequence if the number falls below twenty-five (25). If the number is under twenty-five (25) or falls below twenty-five (25) after registration, we will take on new cheerleaders up till the third game not to exceed twenty-five (25).

Any cheerleader that misses ten (10) practices, where there are not any extenuating circumstances, will be removed from the team.

Mascots are limited to two (2) on the J.V. Squad. Any child under age 7, who wishes to be a mascot must submit their request to the Youth Cheerleading Coordinator on or before the registration date. If more than two applications are received the following method of selection will be used:

- (1) First preference will be given to the child whose siblings are currently in the football or cheerleading program.
- (2) If there are more than two (2) requests who have siblings in program, a lottery will be held of those applications
- (3) There will be a lottery of all remaining requests if the two slots have not been filled.

Dance Squad

There will be two dance squads as follows: ages 7-9 year olds (mid varsity); ages 10-13 years old (varsity) with maximum number of twenty-five on each squad. At registration if twenty-five (25) sign up on each squad, children will be placed on a waiting list to be contacted in sequence if the number falls below twenty-five (25). If the number is under twenty-five (25) or falls below twenty-five (25) after registration, we will take on new dance squad members up till the third

game not to exceed twenty-five (25).

When a participant registers with a cheerleading or dance squad, she is committed to stay with that squad for the duration of the season.

2. Practice Time

Youth Program

- Youth practice time is governed by KYFL bylaws. Practice for youth football players and cheerleaders shall not exceed a total of 4 sessions per week and not more than 2 hours per session. Organized practices start prior to the Monday immediately preceding August 15th of each current season. Must have one week of conditioning before wearing equipment. May start conditioning 1-2 weeks before start of practice, but cannot run plays or have any contact. Players will attend **all** practices; authorized absences will be determined/authorized by the team head coach. If players have an unauthorized absence from practice during the week prior to a game, they will not play in that game. Players will actively participate while at practice
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3. Playing Time

Youth playing time is governed by KYFL bylaws. The KYFL has a mandatory must play rule of 6 plays, inclusive of the special teams. The Football Director will have the responsibility for implementation of this policy.

4. Schedules

All schedules or schedule changes must be approved by the Board.

5. Weight and Playing Age

Weight and playing age are governed by KYFL bylaws.

Junior Varsity: 100 lbs maximum; 101-110 lbs red striped; 7-9 years old by August 15

Midvarsity: 120 lbs maximum; 121-130 red striped; 10-11 years old by August 15

Varsity: 150 lbs maximum; 151-160 lbs red striped; 12-13 years old by August 15.

Weigh-ins will take place one-half hour before each game. No football player shall be permitted to participate in any scheduled KYFL games who exceeds the 160 lbs weigh-in weight at the official pre-game weigh-in.

No 9th grade students may participate in the KYFL Youth program.

Red Stripe:

- 2" red stripe, (tape), will be applied to the helmet from front to back after completion of second weigh-in.
- These players will only play DOWN LINEMEN POSITIONS ONLY as follows:

<u>OFFENSE</u>	<u>DEFENSE</u>
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Tackles
Guards
Center

Tackles
Guards
Nose-Guard

- Cannot advance ball at any time.
- When a fumble, interception, or completion occurs ball will be ruled down at point of recovery.
- Cannot play SPECIAL TEAMS :
 1. Kick-Offs
 2. Kick-Off Return
 3. Punts
- Can play during Field Goals or P.A.T. (Point after touchdown).

“PENALTIES”

OFFENSE
Minus 15 yards
&
Loss of Down

DEFENSE
Automatic First Down
&
+15 yards

- These penalties will be after the snap penalties.
- All penalties will be from the spot of the ball.
- Any player with two offenses during same game WILL BE REMOVED from game for ONE COMPLETE SERIES. KYFL Grievance Committee will review for additional action to be taken.

6. **Awards**

Homecoming

Homecoming will be an informal dance for the cheerleaders and players. No awards will be presented at this time.

Year End Party

The Year End Party will be an informal covered dish supper at which medals and recognitions will be presented.

Medals will be given to all junior varsity football players and cheerleaders who are moving up to mid varsity; and midvarsity to varsity. Trophies will be given to varsity football players and cheerleaders who are moving up to high school program.

The Athletic Director, Cheerleading Coordinator and Coaches of the Youth teams must meet before year end party to determine what awards will be given to provide consistency. All awards must be approved by the Board.

Coach Recognition

Coach recognition will be coordinated between the Athletic Director and Cheerleading Coordinator.

7. Fund Raising

All fund raisers will be a part of the overall fund-raising effort of the organization to show a unified budget. Should special fund raisers be necessary the request must be submitted to the Board for approval. The Cheerleader flower sale will be exempt from this policy with its proceeds going towards the purchase of their shoes with any remaining balance going into the treasury of FF Inc.

8. Registration

It will be the responsibility of the President to approach the parent of a child that has not paid. If case is made for financial hardship, President may excuse parent from paying registration fee.

Each child must have a KYFL physical form signed by their physician. This form contains a release for the child to play football or cheer. No child may participate in either practices or games until Fairfield Football Inc. has their approved physical form signed by a doctor and birth certificate.

A breakdown of expenses per child will be given out at registration.

A list of areas where we need help will be distributed at registration for volunteers.

Registration fees will not be collected for cheerleaders on waiting list until contacted.

Registration fees are nonrefundable. In cases of financial hardship, President may refund the registration fee. In cases where participant fails their physical, it will be a Board decision to refund the registration fee. Under any other circumstances, the registration fee is nonrefundable.

9. Admissions

Admission prices for Youth Program are as follows: \$2 for adult; \$1 student and senior citizens; under school age free. All coaches must pay; may be reimbursed upon request to Board.

A board displaying prices should be at the gate.

10. Injuries

If in the opinion of the team EMT (or in his/her absence the head coach), an athlete is sufficiently injured to warrant a doctor's examination, that athlete may not return to practice or play in a game until he/she is released, in writing, by the examining physician.

11. Use of Tobacco Products by Coaches and Players

Tobacco products are not permitted around any child while participating in the Fairfield Football or Cheerleading Program. Violators of this policy will be given one warning in person by the President and/or designee of FFI, Board of Directors. If a second violation occurs, the person will

be suspended.

Use of tobacco products during practice and/or games and/or activities sponsored by FF Inc. during the Fairfield Football season by any player or cheerleader is not permitted. Violators will be suspended from the team.

12. Use of Any Alcoholic Beverage or Illegal Drug by Coaches and Players

Same as # 11, except violators will be dealt with by immediate **removal**.

13. Reconciliation Process

Any person with a concern may discuss it with the individual concerned. If satisfaction is not met or if the individual is not comfortable discussing it with person concerned, concern may be brought to the attention of the Football Director or Cheer Coordinator respective of what part of the program the concern originated from. If necessary, the concern may then be brought to the attention of the Vice President. If resolution is still not met, a special Board meeting may be called as outlined in the Bylaws.