

Wappingers Indians

Standard Operating Procedures

Effective 9/3/2014

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1 Introduction

1.1 Purpose

This document will provide the guidelines for the day to day activities of the *Wappingers Indians Youth Football and Cheer, Inc.*

1.2 Scope

This document is meant as a clarification to our By-laws and the rulebooks given to us by American Youth Football, and not a replacement for them. Where there is a conflict, the By-laws of the Corporation take precedent, after that the stricter of the rules apply. For example, we can increase the number of plays a player must have, but not decrease them. The only rule that cannot be made stricter is the scholastic rule. It is meant to be used by the members of the Corporation to guide them in the day to day activities of the Corporation.

1.3 Reference Documents

- (1) Definitions and Acronyms
- (2) Roles and Responsibilities
- (3) Operations
- (4) Athletic Affairs
- (5) Rules

1.4 Definitions and Acronyms

There are several definitions and acronyms that apply to this document and a full listing of them here would add unnecessary bulk to this document. Definitions and Acronyms will be added later as an appendix to this document

2 Roles and Responsibilities

Roles and Responsibilities

1. Responsible for ordering and maintaining inventory for all football equipment, including, but not limited to, uniforms, practice equipment and field equipment
2. The Football Commissioner will set up a sled usage schedule wherein each team will have equal practice time on the sleds. Coaches may discuss with the Football Commissioner specific needs for the use of the sleds.
3. Responsible for ordering necessary coaching equipment, including, but not limited to, shirts, hats, whistles, lanyards, and first aid supplies.
4. Responsible for home field set up and take down for all regular season games as well as any play-off and championship games. The equipment manager may delegate to each head coach the responsibility of picking up the field at the end of game day.
5. Field Set up for the first game. The last team to play will be responsible for breaking down the field.
6. The Football Commissioner responsibility to contact the other teams to verify when all the games are to be played ninety-six (96) hours in advance of the game. Call by Tuesday before the game. If no contact is made by Friday, contact the League President or Commissioner.

3 Operations

3.1 Financial

The budget will be presented in a line item format by each part of the organization seeking funds. This means that each group will list their requests as items no larger than \$250, unless it is a recurring cost like helmet reconditioning or insurance.

Anyone who commits funds by purchasing goods, accepting goods, requesting services, etc. must report those commitments to the Treasurer within seven (7) days. Any moneys received and/or deposited by a person must be reported to the Treasurer, along with a description of what the deposit was for, within seven days.

The report of the budget should show estimates, actual, and committed with the difference between actual income and actual spent always equal to the balance in our account(s). Although the final format is a decision left to the Treasurer, an example format would be:

All fundraising activities must be presented to, and approved by the board prior to the start of that fundraising activity. It is a responsibility of the board to ensure that the activity does not violate any laws or rules and is safe. The board must protect the liability and public image of the organization. The board should approve any public mailings or other statements pertaining to fundraising.

In general, fundraising proceeds should be for the benefit of the entire organization. Fundraising proceeds should be deposited into the "general fund" and distributed as the board sees fit. Exceptions might include contributions targeted by the contributor for special purposes (i.e. Sons of American Legion wish to fund the Scholarship fund specifically) Exceptions are at the discretion of the board.

A separate fundraising committee should be organized. The members of that committee should elect a committee chairperson. The chairperson's role is to facilitate the committee meetings and report the recommendations/status of that committee to the board.

All fundraising activities should be coordinated with or through the fundraising committee to ensure that we as an organization are not approaching possible contributors many times with different offers and being "pests".

Required fundraising activities should ensure that the budgeted required fundraising targets are met.

Any item or money that is owed, by a participant or parent, to the organization must be given directly to a member of the appropriate committee, or sent through the mail to our Post Office Box.

Registration and Mandatory Fundraising Payments are due at the time a child is registered, unless other arrangements are made (i.e. payment book, financial aid). Any payment more than two weeks late may result in fines, and/or the child being moved to a wait list or removed from the squad until final payment is made. Additional paperwork, such as copies of the report card is due by July 1 of that year. If July 1 falls on a weekend, items are due on the first Monday after July 1 (the postmark on the envelope will define when the paperwork was received). If any registrations are not complete by that time, we will not guarantee when the child will be allowed to participate.

All items after the walk-in registration and before the first practice must be delivered to our Post Office Box in Wappingers Falls (PO Box 693). No paperwork that is handed in will be accepted, and may further delay the start of participation for the child.

Payment for other services (i.e. sportswear purchases, bus fare, hotels) are due at the time services are rendered, or as otherwise specified by the Board of Directors for a particular event. Payment not made in a timely manner as specified by the Board of Directors, may result in fines and/or cancellation of services.

Payments that are rejected by a bank (i.e. bad check) will result in a fine at least equal to that levied on Wappinger Falls Youth Football and Cheer Inc. by the bank. The original payment plus the fine are payable immediately to Wappinger Falls Indians. Any payment not received within two weeks after notification may result in additional fines and/or all of the violator's children moving to the wait list or removal from the squad until payment is made.

Any child moved to the wait list or removed from a squad because of any of the above reasons, may not be moved back to a squad if another child has taken their spot before the problem is remedied.

All travel fund-raising activities are done for the sole purpose of travel to offset the cost of travel as our teams advance in the playoffs and tournaments, which will help defer the cost to parents.

1. Certain monies and fund-raisers will be declared by the Wappingers Falls Youth Football and Cheer Board to apply to the entire organization, and will be distributed evenly and only to the squads that travel.

If a fund-raiser is approved by the Wappingers Falls Indians Board and declared as a squad fund-raiser, it is done by the individual not by the whole squad. All squad-approved fund-raisers are for each individual and only the participants get credit for the monies raised, not the whole squad.

2. If a fund-raiser is declared an individual fund-raiser, the person participating will keep 100% of the money they earn for travel. The following stipulations will apply:

- Monies raised will be put into the participant's individual travel expense account with his/her ID #. Any participant that is roistered and or any person on the roster will have the ability to have funds in a travel expense account.
- Funds will be utilized for that participant's travel expenses.
- Money is allocated once the regular season ends and travel begins.
- Monies raised can be used by a sibling who is traveling with either his/her own team or another team (travel expenses only).
- A parent who is traveling as a chaperone can also use monies accrued from their child(ren's) account.

At season end, the following applies:

- If the child continues in the Wappingers Falls Indians Program the following year
 - All monies will roll over into his or her travel account
 - Monies can be used to offset the registration fee, mandatory fundraising payments, any items necessary to complete uniforms (including sneakers/cleats) or that years travel expenses.
- If the child does not participate in the Wappingers Falls Indians Program the following year for any reason (i.e. aging out, lack of interest) either of the following two options will apply:
 - If the child has a **sibling(s)** who is still ap kpf kcp, the monies in his/her individual travel expense account will roll over into a sibling's individual travel expense account.
 - If the child does not have a sibling in the Wappingers Falls Indians program, the monies will become part of the General Travel Fund for future traveling of Wappingers Falls Indians

3.2 Training

This is the responsibility of the Football Coaches and Cheer Coaches.

3.3 Records

The Treasurer or their designee will keep financial records. The Secretary or their designee will keep all other records. At no time will these records be kept in a place that is not accessible to them.

3.4 Logistics

There are many areas that need to be covered by the organization. To do this effectively, keys to certain areas and communications between different areas are essentials. However, the proliferation of keys and the inappropriate assignment of communication equipment can be to our detriment.

Keys will be assigned as follows:

1. The President will have a copy of all keys.
2. Keys to Equipment Building/Restrooms"- Equipment Manager, Football Head Coach, Football Commissioner, Cheer President and Secretary.
3. Keys to Concession Areas"- Head of Concession and their assistant (1)
4. Keys to lighting"- Equipment Manager, Football Commissioner and Cheer President
5. Key to Mailbox"- Treasurer

3.5 Committees

3.5.1 REGISTRATION COMMITTEE: This group has the responsibility for seeing that information is sent out to the community informing everyone of when and how to register their child in Wappingers Eggen School District. They then are responsible for gathering information that the participants hand in. There are three major tasks for this committee.

1. Put together the forms that have been approved by the Board for registration so that they are available at the Year-end banquet.
2. Prepare everything that will be needed for the Walk-in registration.
3. Collect all of the registration material and make sure that it is up to date before it is handed over to the Scholastic Committee and the Certification Committee after the second week of practice.

3.5.2 CERTIFICATION COMMITTEE: This committee collects all of the registration material from the Registration Committee that applies to certification. Work with the Parents and participants to assure that all of the paperwork is in proper order for certification. Obtain the necessary scholastic information from the scholastic committee.

3.5.3 SCHOLASTIC COMMITTEE: This Committee is responsible for obtaining report card from all of the participants and completing all of the scholastic paperwork that, first is needed for certification, and, second, is needed for applying for AYF scholarship awards.

3.5.4 CORPORATE FUNDRAISING COMMITTEE: This committee will request financial and/or product donations and sell advertising from area businesses and organizations. They will form in January (or as early in the year as possible) and request donations until August (or until ad copy is needed for game programs, yearbook, etc.). It will consist of a chairperson and donation canvassers and any committee positions they deem necessary (such as treasurer or secretary).

3.5.5 REQUIRED FUNDRAISING COMMITTEE: This committee will oversee any fund-raisers required of all participants.

The committee will also make the choice (or choices) of the "second" required fundraiser, subject to Board approval. Work will begin before open registration and will attempt to end before the first game in September. It will consist of a chairperson and volunteers to help distribute fundraising materials and collection of the money and any committee positions they deem necessary (such as treasurer or secretary)

3.5.6 VOLUNTEER COMMITTEE: This committee will assist in filling major volunteer needs of the organization, including, but not limited to, concession stand workers, game day spotters and monitors, and committee members. It will also coordinate training for team-parents, spotters and monitors. The committee will consist of a chairperson, volunteers, and a team-parent for each squad during the season. It will also need to consult with liaisons from the Concession Stand and the committees, who may or may not be committee members. While the committee may address some needs before the season, work will generally be done during the practice and game season.

3.5.7 OPTIONAL FUNDRAISING: This committee will recommend and oversee additional fundraising activities, such as, but not limited to, 50/50 raffles, Coaches Game donations and/or activities, and special-purpose fundraising. Work should begin no later than the beginning of August and may continue through the rest of the year. It will consist of a chairperson and volunteers and any committee positions they deem necessary.

4 Athletic Affairs

4.1 Organization

Outside of the normal operation of the Board of Directors, the President, Commissioner, Cheer President will handle athletic affairs of the teams. The teams will be structured as follows:

- a. Head Coach
Will be selected by the people named above and approved by the Board of Directors and should meet the Wappingers Falls Indians “Head Coach Guidelines” per American Youth Football Official Rule Book. The Head Coach will have the responsibility for directing his/her team and will have final responsibility for his/her actions as well as the assistant coaches, staff and participants. There shall be only one Head Coach for each team. He/she shall be at least Twenty-one (21) years of age and serve without compensation.
 - b. Assistant Coach
See current AYF Rulebook.
 - c. Coach Trainee
See current AYF Rulebook.
 - d. Medical
See current AYF Rulebook.
 - e. Coach Registration
See current AYF Rulebook.
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4.2 Registration

All player squads will be limited to 26 players for football. At registration, only 26 will be officially placed on the roster until the situation is discussed with the coaches. The coaches, along with the Commissioner will place additional players on a waiting list and make the final decision provided it does not cause the budget to be overrun or put a strain on equipment that cannot be ordered in time. In that case it will come back to the Board for a decision.

A child will not be allowed to practice until **the day after** all paperwork is received and all debts are paid to the organization. The Board of Directors reserves the right to vote on the merits of allowing the participation of players or families that might be detrimental to the overall creditability of the organization. This vote will take into consideration past actions taken by the individual and or their family members.

5 Rules

5.1 General

If a person forgets equipment or part of a uniform, at the discretion of the coach or Director they will not be allowed to borrow replacements for the day and may be required to sit out part or all of the practice/game.

All children must be picked up at the playing field, NOT in the parking lot.

If someone other than the parent will be picking up the child, or the child is returning home on their own (i.e. on a bicycle), the coach must have a note from the parent or guardian stating such.

Any child not picked up within 15 minutes of the end of practice will be turned over to the police as an abandoned child.

We will NOT practice in lightning.

The intent of this organization is to teach the fundamentals of football, good sportsmanship and team concept through practice. They will learn conditioning, techniques, how to execute plays, work as a team, respect each other and maintain proper behavior as a representative of Wappingers Falls Indians, to mention just a few.

The players will be instructed in groups. Individual help may occur but it is not always possible due to limits of time and staff. Not all players are equal in the game of football. Some will be naturals. Some may play for years but never grasp the game. Some will have no fear. Some will be timid, which may cause them to be injured. Only time will tell.

On Game Day we follow American Youth Football All American Rules and Procedure, we will have no weight limit on our players. From Flag to 8th will play against their respective grades. Mandatory play rule. Depending on the size of a squad, each player will be in six to ten plays. Every player will play but some may play more. The Head Coach determines Paying/Cheer time. Factors that are used to determine play time include, but are not limited to: understanding of the game and its rules, attendance, participation, attitude, ability, physical preparedness, and dedication to the team.

The main playing field on Game Day and practice is off limits to parents and family members unless there is an injury and at that time, the coach or EMT will call for you. The field is limited to Coaches, players, Board personnel, EMTs, referees, monitors, spotters, chain gang and security only.

During a game, all players are to stay on the field with their coaches for the entire game. They shall stand in the center of the sidelines between the thirty-yard markers and not crossing the sideline. Failure to do so may cause a penalty from the referee. While on the sidelines at games the players' attention should always be on the Game. They should be listening and ready to go on the field as soon as they are called. No disruptions will be tolerated.

If an injury occurs on the playing field all players will immediately get away from the injured player and follow the referee or coach's instructions.

We do practice in all kinds of weather. In rainy weather, please stand nearby. We will cancel practice or a game at the first sign of lightning. Please have your player dress appropriately.

Players are encouraged to attend practice even with an injury. They may be asked to watch and learn rather than participate. All injuries need to be reported immediately to The Coach. We are required to fill out an accident report each time. Any injury requiring doctors or hospital visit will need a signed Doctors note to return to practice or game.

An absence of any kind requires notification to the Coach before that absence. A player should not miss practice for any reason other than sickness, school function or family emergency. If the player attends school that day they should be at practice that night. Excessive absences will constitute no playing on Game Day. In general, a participant missing more than half of the required practices would be considered excessive, at the discretion of the Head Coach. The Head Coach has the authority to use his best judgment in whether or not to bench that player for any portion of the game.

If the board approves of sending a letter out for something that is owed to the Wappingers Falls Indians, and two certified letter have been sent without the issue being resolved, legal action would be allowed to take place

5.1.1 Disciplinary Action

A. General

We do not deliberately set out to penalize or single out any one person. If someone is consistently breaking the rules, then the coach should have some form of disciplinary action at their disposal or else they will not be respected by the squad and parents, and lose effectiveness. Therefore, the following are set forth for clarification of the reasons why a person maybe sitting out a portion of the game or is asked to leave the field.

Vulgar language/gestures will not be tolerated. Any incidents will be reviewed and appropriate disciplinary action taken.

B. Expulsion from the Wappingers Falls Indians

No person will be expelled from Wappingers Falls Indians without a hearing by the Board of Director. The person involved may be asked not to participate or be near the field until a hearing

is held. The child and their parent or guardian has the right to appear before the Board at the hearing so that they can defend themselves.

1. There is no smoking, use of any alcohol or drugs at anytime by any child, or any person near the field. Use of any of the above will result in the immediate dismissal from the squad, or, in the case of an adult, dismissal from the field, with review by the Director and/or the Executive Board.
2. Immediate dismissal will happen should a person be found destroying or defacing school or team property while being used for practice.

5.2 Players

Player's attitude should be positive and give 100% at every practice and game. Dedication to team effort should be number one.

Practice is at 6:00 PM. (See Parent Manual Calendar) Be on the field and ready to start by that time with required equipment.

First week: helmet, cleats, athletic supporter and water

Second week: practice uniform with helmet, full pads, cleats, athletic supporter and water

Proper warm up is necessary. Disciplinary action may be taken for tardiness.

Player are expected to demonstrate respect and control physically and verbally toward referees, coaches, players, volunteers and spectators of Wappingers Falls Indians and opposing teams. Should a player do otherwise, disciplinary action or dismissal may follow. Striking an official constitutes immediate dismissal from American Youth Football for LIFE.

No jewelry is allowed except medical alert or religious. Bracelets should be covered by athletic tape. Necklaces should be taped to chest. No Earrings!

No metal cleats.

No gum, candy or food is allowed during practice or games. This could cause choking during exercise.

Bandanas may be used during practice but NOT during scrimmage or games. This violates Section V High School rules and National Rules.

Water breaks will be frequent and designated by the head coach.

Full equipment is required to participate. Missing equipment at practice or games will require non-participation at that time. Equipment is issued for the safety of the player

5.3 Cheerleaders

See Cheer Presidents for Cheer requirements

5.4 Coaches

A Football or Cheer Coordinator may not coach an individual team unless there are two or more co-coordinators. In that case all but one of the co-coordinators may coach.

5.5 Parents and Fans

Should always demonstrate good sportsmanship towards officials, field crews, players/cheerleaders and other personnel from our team and other league teams.

No Smoking! No Alcohol! No Gambling! No Foul language!

Concerns about the conduct of any person should be brought to the attention of a The Commissioner of Football in a private setting. We will attempt to remedy the situation per our rules and guidelines to protect everyone's liabilities.

A parent must follow the chain of command in a grievance. They must first try to work it out in the organization, then Eastern NY, then regional, then National.

5.6 Board Members

Any Board Member who intentionally violates a rule, based on the seriousness of the violation, would receive the following penalties:

First offense – Suspension of Board rights until after the monthly meeting following the penalty.

Second offense – Suspension of Board rights for the remainder of the year.

Third offense – Removal from the Board.

5.7 Games

In a two conference schematic “Each team will have one preseason game and 7 regular season games (where needed, attempts will be made to fill games from the other conference). Crossover games will be played in week 8. The top four (4) teams from each conference will play crossover games to determine seeding for the playoffs and Orange Bowl games. The remaining teams from each conference will play crossover games to determine seeding for the remaining bowl games

Any game ending with a point differential of 41 or more points will result in the winning coach being automatically suspended for 1 week, which includes all practices, “chalk” sessions and the next scheduled game. No appeals or special circumstances will be considered. It is the firm belief of TYF (Taconic Youth Football & Cheer) that the outcome can and will be controlled by the coach. A second violation within the current season could result in fines, suspensions; up to and including permanent suspension and ineligibility for playoffs for both the coach and the organization.

“Games, captain’s practices and chalkboard sessions are considered to be a form of practice and are strictly forbidden prior to the 1st Monday of August of the current year. Prior to the 1st Monday of August of the current year, “Parent Meetings” are allowed provided no players are in attendance. If found that members of a team were involved in any form of practice or game prior to the 1st Monday of August of the current year, the Head Coach and any other coaches present will be suspended for the month of August and the organization will be fined and declared ineligible for post-season play. The Head Coach does not have to be present to be held accountable.