| **Herndon Optimist Flag Football (HOYFF) Activities Checklist** |
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| **Time Period** | **Activity** | **Coaches** | **HOYFF Board** |
| Spring Season:Early December – Late FebruaryFall Season:Early June – Late August | **Field/Meeting Space Permits and Other Pre-Season Preparation*** Submit request for field permit by December 1 for spring season (June 1 for fall season) to Fairfax County NCS using online AFAR System
* If planning to use Haley Smith Park, submit request for field permit in early January for spring season (June for fall season) to Town of Herndon via email
* If requesting Town of Herndon center board space to post HOYFF sign for next year, send email in early January for spring season (June for fall season) to Town of Herndon
* Develop and post season schedule on league website by January 1 for spring season (July 1 for fall season)
* Setup and open by January 1 online registration programs for players, volunteers (adult and youth), and game officials (adult and youth)
* Update league website welcome message, forms/documents, links, events calendar, and season/divisions by January 1 for spring season (July 1 for fall season)
* Reserve meeting space for pre-season meeting and team draft using online FCPS Community Use Website or Herndon Library online reservation system
* Order player evaluation number stickers and markers if needed
* Order coach equipment/supplies if needed: bags, footballs (Official Size-Grade 9-12; TDJ/Junior-Grades 5-6, 7-8; TDK2/PeeWee-Grades K-2, 3-4), ball pumps, mouthpieces, flag belts, first aid supplies
* Order game official supplies if needed: shirts, stopwatches, whistles/lanyards, yellow flags (add golf balls for weight), red beanbag markers
* Order field equipment/supplies if needed: white/red/yellow field paint, paint machine, measuring wheel, string/stakes, pylons, red cones
* Receive Fairfax County NCS / Town of Herndon field permit and post “black-out” dates on league website
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| Spring Season: Early January – Mid-MarchFall Season:Early July – Late August | **Registrations and Certifications\**** Complete HOYFF volunteer registration
* Complete background check (18 yrs old or over)
* Complete abuse prevention training/exam (18 yrs old or over)
* Complete Fairfax County Volunteer Field Director (VFD) online training and exam
* Review Flag Football Rules, HOYFF Code of Conduct, and HOYFF Emergency Action Plan and Injury Report

\* Documents are available on League website under “Links” and “FAQs, Forms, Documents” | X XXXX | XXXXX |
| Spring Season: Early MarchFall Season:Early August | **[Optional] League Pre-Season Meeting*** Attend pre-season meeting to discuss league activities and season schedule, changes in player evaluation and team draft procedures, changes in Code of Conduct, Flag Football Rules, use of game officials, and changes in uniforms/coach and field equipment
 | X | X |
| Spring Season:Mid-MarchFall Season:Late August (weekend before school starts) | **Player Combine (Skills Evaluation)*** Decide on drills to be used, schedule a neutral evaluator, and arrange for footballs, stopwatches, cones, etc.
* Print player list for check-in, verify player’s registration information (including grade, jersey/shorts size, and practice night restrictions, if any) and payment status, and issue player their evaluation number sticker
* Manage rotation of groups of players into/out of evaluation area
* Assess player skills and rate players ABCD
* Ensure field is clear of debris/equipment before leaving
 | XX | XXXX |
| Spring Season:Mid-MarchFall Season:Late August | **Team Draft, Equipment Distribution, and Practice Scheduling*** Distribute updated player listing with neutral evaluator ratings and updated player practice night restrictions to coaches prior to team draft
* Attend team draft meeting
* Manage team draft process and record team assignments
* Review with Coaches their responsibilities (Activity Checklist), season schedule, sponsor requirements (if any), EAP and Injury Rpt, and changes to Flag Football Rules and Code of Conduct Agreement
* Provide coaches information on available practice locations/nights
* Select team’s practice location/night and players
* Pick up Coach’s bag, footballs, ball pump, mouthpieces, flag belts, first aid supplies
* Enter players’ team assignment into online sports management system
* Contact parent/guardian within 5 days of draft using the team website email capability and/or by phone to inform them of player’s team assignment and first practice date/time/location and provide Code of Conduct for review before first practice
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| Spring Season:Mid-Late MarchFall Season:Late August – Early September | **[Optional] Team Sponsors**\** Collect completed sponsorship agreement and funds from sponsor(s); Team Sponsorship Agreement form is available on league website under “FAQs, Forms, Documents”
* Turn in sponsorship agreement and funds to HOYFF Board Member prior to first regular season game date

\*Funds collected in excess of the league-specified team sponsor amount can be used by team for spirit wear and/or end-of-season event | XX |  |
| Spring Season:Mid-Late MarchFall Season:Late August | **Game Jersey/Shorts Order and Distribution*** Order game jerseys/shorts and distribute to Coaches who have turned in completed Code of Conduct Agreement Form (and sponsorship agreement/funds if required)
* Distribute game jerseys/shorts to players who have completed registration payment/scholarship; report any game jersey/shorts issues to HOYFF Board Member
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| Spring Season:Late March – Early AprilFall Season:Late August - Early September | **Game Scheduling*** Generate regular season game schedule and post on league and team websites
	+ Spring: No games weekends at start-end of Spring Break or Memorial Day Weekend; Playoff/Championship games must complete before June 15
	+ Fall: No games Labor Day Weekend or HHS Homecoming Saturday; Playoff/Championship games must complete before November 15
* Set up Game Officials list and game schedule in Game Official Availability/Activity Reports in the online sports management system
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| Spring Season:Late March – Early AprilFall Season:Late August - Early September | **Game Official Training*** Conduct Game Official training/evaluations and online Availability/Activity Reports training
* Distribute Game Official shirts and whistles/lanyards
* Review field set-up/take-down procedures
* Identify Game Officials who want extra pay to help paint fields
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| Spring Season:Late March – Early AprilFall Season:Late August - Early September | **[OPTIONAL] Concessions*** Prepare and submit request for use and revenue sharing waiver to Town of Herndon for Haley Smith Park concession stand -or- identify/contract with mobile food vendor and ensure they have required Town of Herndon permit
* If needed, purchase any supplies and equipment
* If needed, arrange for volunteers to operate concession
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| Spring Season:Late March – Early AprilFall Season:Late August - Early September | **Practices – First Practice*** Review HOYFF Code of Conduct with players and parents/guardians; complete Code of Conduct Agreement Form, including all coaches’, players’, and parents/guardians’ signatures; submit Code of Conduct Agreement Form to HOYFF Board Member
* Ensure coaches’ and parents’/players’ contact information displayed on team website roster is up-to-date (team website access instructions will be provided to Head Coach/Team Manager by HOYFF Registrar); if updates are needed, instruct coach/parent to log on to website and perform updates using “Access Your Account” menu option
* Download player healthcare forms from team site and ensure healthcare and emergency contact information on their healthcare form is up-to-date (instructions for downloading player healthcare forms will be provided to Head Coach/Team Manager by HOYFF Registrar); if updates are needed, instruct coach/parent to email Registrar the new/changed information; discuss any significant health condition(s) and/or emergency care medication(s) with player’s parent/guardian
* Discuss practice and game participation expectations/concerns with players’ parents/guardians
* Discuss any team assignment issues/changes with the HOYFF Commissioner - players cannot be re-assigned to another team without HOYFF Commissioner approval
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| Spring Season:Late March – Mid-JuneFall Season:Late August – Mid-November | **Practices – Every Practice*** Ensure Head Coach has with them at the field player healthcare forms, emergency medication(s) specified on player healthcare forms, and each medication is clearly labeled with player name
* Check Fairfax County NCS website on inclement weather days for field closings; Inform parents promptly of changes to practice schedule using the team website email-text message capability and/or a phone tree
* Ensure an adult Coach is present from the stated practice start time until the last player is picked up by parent/guardian
* If lightening is seen during practice, even in the distance, immediately pull team off the field, take them to a covered area of the school, and call parents not present at the field to come pick up their player
* Ensure team practice area is clear of debris/equipment before leaving
* Complete HOYFF Injury Report, if needed
* Report any coach/player injuries or issues and/or field issues to a HOYFF Board Member within 24 hours of the practice ending
* Submit requests to HOYFF Board Member for additional team coaching/medical supplies if needed

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| Spring Season:Early April – Mid-JuneFall Season:Mid-September – Mid-November | **Games – Pre-Game:*** Prior to game day, schedule Game Officials to referee
* Prior to game day, measure and paint/re-paint fields (white: borders; yellow: end zone; red: mid-field line and no-run zone tick marks)
* Prior to game day, inform HOYFF Commissioner of any player participation issues that will affect compliance with player participation rules
* Check League website for last minute game schedule changes and Fairfax County NCS website for inclement weather field closings; Inform parents promptly of changes to schedule/location using the team email-text message capability and/or a phone tree
* Prior to game day, determine which parents will provide half-time and post-game drinks/snacks
* Ensure Head Coach has with them at the field player healthcare forms, emergency medication(s) specified on player healthcare forms, and each medication is clearly labeled with player name
* Ensure an adult Coach will be present from the stated game warm-up time until the last player is picked up by parent/guardian
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| Spring Season:Early April – Mid-JuneFall Season:Mid-September – Mid-November | **Games – Post-Game:*** Ensure team and spectator areas are clear of debris/equipment before leaving
* Submit reports of any coach/player injuries and coach/player conduct, player participation, and/or field issues to the HOYFF Commissioner within 24 hours of the game ending
* Submit Game Official feedback using the League website “Contact Us” menu option, if needed (Note: no action will be taken unless report has constructive recommendations for improvement)
* Review Game Official Activity Reports, enter game scores into online sports management system, and address any conduct, field, or other issues identified by Game Officials
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| Spring Season:Mid-MayFall Season:Mid-October | **[OPTIONAL] Picture Day\**** Develop team picture schedule, post team picture schedule on league and team websites, email electronic picture order forms to coaches and player parents, and send team picture schedule and count of coaches and sponsors to picture company
* Inform parents of where and when to meet Coaches
* Chaperone players during event and until parent picks up player after the event ends
* Ensure team waiting area is clear of debris before leaving
* When picture packages arrive, distribute them to Coaches
* Distribute picture packages to players/parents and sponsor picture plaque to team sponsor

\*Teams with a Team Sponsor must participate to ensure Team Sponsors receive team picture | XXXX | XX |
| Spring Season:Mid-AprilFall Season:Mid-September | **Fairfax County NCS Information Submissions*** Prepare and submit electronic roster file to HOC Treasurer who calculates fees and submits file to Fairfax County NCS
* Prepare and submit electronic scholarship applications file to HOC Treasurer who submits Fairfax County NCS
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| Spring Season:Early – Mid-JuneFall Season:Early – Mid-November | **Playoff/Championship Games*** After last regular season game, develop playoff game schedule and post to website
* Order trophies (Champion, Runner-Up, MVPs)
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| Spring Season:Mid-JuneFall Season:Mid-November | **[OPTIONAL] Team End-of-Season Event*** Make arrangements for event location and food/beverage service
* Make arrangements for team awards
* Inform parents of where and when to meet Coaches
* Chaperone players during event and until parent picks up player after the event ends
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| Spring Season:Mid-JuneFall Season:Mid-November | **End-of-Season Close-Out*** Collect Coach bags, footballs, ball pumps, and flag belts after last games of the season
* Securely store equipment/supplies in HOYFF storage unit
* Setup and open end-of-season survey in the online sports management system; after survey period closes (usually 2-3 weeks after last games of the season), review survey results
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