

Revised March 2010

## **RULES OF ARVADA MIDGET FOOTBALL**

The rules and regulations contained herein apply only to Arvada Midget Football Association (hereinafter known as AMFA). They are supplement to the rules of the Jeffco Midget Football Association (hereinafter known as JMFA) which shall rule in case of conflicting rules.

The basic organization is described as below. It shall consist of a Board of Directors and Team Managers representing the parents and players.

### **SECTION 1 -- Organization**

A. Organizing structure—On or about November 1<sup>st</sup>, of each year, a nomination committee, made up of two (2) members of the Board of Directors and one (1) active Team Member, shall select the following officers to direct them for the coming year and accept any other names who the Team Managers suggest:

1. President
2. 1<sup>st</sup> Vice President
3. 2<sup>nd</sup> Vice President
4. Treasurer



These individuals will act as the Board of Directors (elected). In addition to these individuals, the immediate Past President shall also be a member of the Board of Directors.

The President shall appoint, with the approval of the ELECTED Board of Directors, a Secretary, Field Management, Equipment Manager, and other Members pertinent to the times and situations.

B. Elected Officer's Responsibilities:

1. PRESIDENT –
  - a. Conduct and coordinate all meetings of AMFA
  - b. Act with the County Representative in matters of JMFA
  - c. To acquire and interview coaching candidates
  - d. Govern over the actions of any individual acting in an official capacity<sup>1</sup> within AMFA
  - e. Act with Equipment Manager in purchasing field, team, and player equipment
  - f. Coordinate registration, team draft, and general AMFA business
  - g. Sign checks in the absence of the Treasurer
  - h. To appoint committees, as necessary

<sup>1</sup> Official capacity is defined as a Coach, Assistant Coach, Team Manager and Team Parent.

2. VICE PRESIDENTS –

- a. Act in the absence of the President
- b. Handle AMFA Insurance
- c. Head registration – 1<sup>st</sup> Vice President
- d. Head weigh-in – 2<sup>nd</sup> Vice President

3. TREASURER –

- a. Handle and account for all financial transactions of AMFA
- b. Assist the audit committee with all its functions

C. Appointed Directors and Responsibilities:

 1. EQUIPMENT MANAGER –

- a. Maintain yearly inventory of all equipment
- b. Maintain all equipment and conduct equipment sales
- c. Acquire competitive bids for equipment replacement as necessary, for non-county related equipment
- d. Designate person or persons to distribute and clean all jerseys throughout the year
- e. Distribute and collect ALL team equipment

 2. SECRETARY –

- a. Shall keep all minutes of meeting of this organization
- b. Handle all AMFA correspondence
- c. Coordinate all Team Mothers
- d. Arrange AMFA meeting places
- e. Maintain files, team rosters, records, etc.

 3. FIELD MANAGER –

- a. Secure playing and practice fields
- b. Mark and line all fields during the playing season as required
- c. Maintain, distribute and collect ALL field equipment
- d. Maintain yearly inventory
- e. Acquire competitive bids for equipment replacement, as necessary

 4. NORTH JEFFCO COUNTY REPRESENTATIVE –

- a. To represent AMFA and assist the President at all JMFA meetings
- b. Maintain liaison between North Jeffco Recreation and AMFA
- c. Attend all Jeffco meetings and report to AMFA at all regular monthly meetings

5. SPONSOR/PUBLICITY –

- a. Acquire and coordinate all team sponsors
- b. Maintain liaison with past, present and potential future sponsors
- c. Insure that all publicity matters, as recommended by the Board of Directors, is fulfilled

6. AGE GROUP COORDINATORS –

- a. Maintain contact with Coaches and Team Managers through team meetings, practices and games and keep in close contact with the President
- b. Act with the President in the draft, late player placement, etc.

## **SECTION II – PLACEMENT OF PLAYERS**

### 2<sup>nd</sup> and 3<sup>rd</sup> Grade:

After registration, each player will be assigned to a team in his general neighborhood.

### 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade:

They will be assigned to the team they placed on the previous year. If a player is new to the program, he/she will be placed in the common draft (Section II – Rule F). If a returning player wishes to be placed in the common draft, a letter of explanation must accompany registration blank, as to a reason by parent or guardian.

### Grades:

All age groups are determined by what age the player has attained by July 31<sup>st</sup> of the playing year.

### Common draft:

A player will have his application submitted to the pool and numbered with his weight (to the nearest five (5) pounds), designated by B-back and L-lineman and on a selected date, all coaches of that age group will select the drafts by number and designation according to the DRAFT PROCEDURE.

## **SECTION III – THE PLAYER AND THE COACH:**

### Registration:

It shall be the responsibility of AMFA to make Public Notice of registration. Registration will be held on two (2) weekends as selected by AMFA, approximately two (2) weeks prior to the first practice. The registration fee will be set by the Board of Directors yearly.

### Requirements:

- 1. The player must live within the assigned Arvada area or have permission, in writing, from the two (2) area Presidents involved to play in an area other than the resident area

- 2. All registration fees MUST be paid in advance of the first practice
- 3. Each player MUST have an approved fitness to play. A certificate signed by a Doctor prior to this first practice
  - a. This certificate and physical shall have been conducted and signed between June 1<sup>st</sup> and the first practice of the playing year

### Equipment

1. It is the responsibility of each player to furnish his/her own equipment with the exception of the game jersey, which will be furnished by AMFA. Shoes will be of an athletic nature, and if they have cleats, they must be rubber molded and non-detachable.
  - a. The game jersey will be AMFA assigned colors (red and white) and shall be furnished by AMFA.

### Equipment Purchase:

Any equipment purchased from a source other than AMFA must have the approval of the AMFA Equipment Manager before the player is permitted to compete in that equipment.

### Coaches:

They are directly responsible to the President and Coaches Committee and shall be reviewed with the Past President on a yearly basis.

1. He is responsible to follow the direction of AMFA and JMFA. Guidelines should be followed as stated in the Coaches Conduct, attached hereto.
2. He is to teach the fundamentals of football (i.e. talking, blocking, teamwork, etc.)
3. Instill in the players the type of competitive spirit which makes it important to be a winner, but yet, when necessary, to be a graceful loser.
4. Offer each player an equal opportunity and show no favors toward the more talented players.
5. He may select his own assistants, with the approval of the Coaches Committee, and should conduct the 1<sup>st</sup> team meeting to select the following:
  - a. Team Manger
  - b. Team Parent
6. The coach shall check each player's equipment prior to the first practice to ensure that it is AMFA approved.



## SECTION IV – TEAMS

Each team will hold a parent meeting prior to the first practice of each year. From those parents present, the following positions will be selected:

- Team Manager -- To represent the team at the monthly AMFA meeting and serve as the liaison of communication between the coach and parents and must be a parent of a player on the team. Team Manager may not be a member of the coaching staff he/she represents. The Team Manager may also not be a spouse, child, or near relative of the Head Coach of the team they represent.
- Team Parent -- To assist the Coach and Team Manager in making necessary telephone calls.
- Parents -- They shall conduct themselves in an orderly manner and shall, at the request of the Team Manager, operate down-markers, play counters or clocks, and the yardage chain.

## COACHES CODE OF CONDUCT

---

- Coaches must keep in mind at all times that the safety, health and well-being of all participants is their paramount responsibility.
- Football is meant to be rewarding, learning, and confidence building experience for all the participants. This should be strived for by all.
- Winning is what is strived for, however, should be not the ultimate goal.
- Coaches should always remember that they are setting the example for their players. As such, their conduct, actions, and deeds should always be above reproach.
- Coaches should realize that by virtue of their position they are going to receive criticism. If a coach is unable to cope with criticism, they should not accept a coaching position.
- Parents and family and friends of the players are the supporters of the program. Their financial support, volunteer services and participation as fans are the backbone of the program and as such they should be treated accordingly.
- Coaches should **never** resort to actions that degrade the player, such as name calling, threaten the player's well being/health or subject the participants to any inappropriate pressures that may negatively affect them.

- Coaches should make a maximum effort to be present at all team activities such as practices, games, and any informal or formal activities planned for the team.
- Coaches are financially responsible for all football equipment issued to them and should do whatever is required in order to safe guard the equipment and return it in a timely manner, in a condition that will allow it to be used in-succeeding years.
- Coaches should support the aims, objectives, and activities of the parent organization.
- Any coach (or assistant coach) who feels that he/she cannot abide with the above, should not continue coaching.

Everyone associated with the **ARVADA MIDGET FOOTBALL ASSOCIATION (AMFA)**, whether as a parent, a coach, a manager, a board member or volunteer, has an obligation to report, in writing, to the President of the association, any continuing violations of these guidelines. This report should include all details of the observed violation(s). In accordance with the AMFA by-laws, this report can be cause of an administrative board of review.

## **COACHES CODE OF CONDUCT**

- 1) THE BEST COACHES ARE THOSE WHO:
  - a) Give individual help and are interested in young athletes' development.
  - b) Contributes to the development of young people.
  - c) Teaches skills that young people can use later in life.
  
- 2) FOOTBALL is meant to be a rewarding, learning, and confidence-building experience for all participants. Coaches should have three major objectives when coaching in sports:
  - a) PHYSICALLY, by learning sport skills, improving physical conditioning, developing good health habits, and avoiding injuries.
  - b) PSYCHOLOGICALLY, by learning to control their emotions and developing feelings of self-worth.
  - c) SOCIALLY, by learning cooperation in a competitive context and appropriate standards of behavior (sportsmanship).
  
- 3) ATHLETES FIRST, WINNING SECOND! Does it make sense that the emphasis on winning should not be on the winning itself, but on the striving to win? It is the pursuit of the victor, the dream of achieving the goal more than the goal itself that yields the joy of sports. Many outstanding athletes candidly say that their best memories of sports are not the victories themselves, but the months of preparation and anticipation as well as the self-revelation before and during the competition. In short, WINNING ISN'T EVERYTHING, BUT STRIVING TO WIN IS.

- 4) **CREDIBILITY.** Your credibility is probably the single most important element in communicating effectively with your athletes. Your communication credibility is reflected in your athlete's attitudes about how much they can trust what you say. At the outset, youngsters will give you credibility simply because you occupy the prestigious role of coach. From then on, however, it is up to you whether you maintain and build this credibility or diminish it. You can build credibility in a number of ways:
- a) By being a cooperative-style coach.
  - b) By being knowledgeable about the sport, or at least honest about whatever knowledge you possess.
  - c) By being reliable, fair, and consistent.
  - d) By expressing warmth, spontaneous, and open, also using a positive approach with the athletes.
- 5) **COACHES SHOULD RECOGNIZE** that parents and family and friends of the players are the supports of the program. Their volunteer services and participation as fans is the backbone of the program.