



**BEDFORD FOOTBALL AND SPIRIT ASSOCIATION
JR. BULLDOGS
www.juniorbulldogs.org**

PROCEDURES AND POLICIES MANUAL

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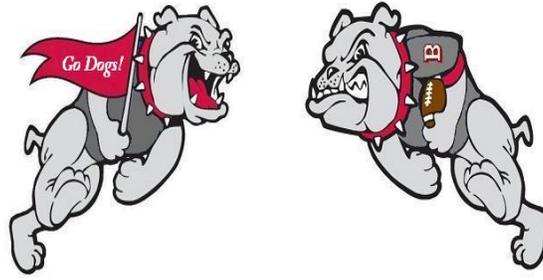
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Bedford Football and Spirit Association Bedford Jr. Bulldogs

Mission Statement

The mission of the Bedford Football and Spirit Association (BFSA) is to develop the ideals of sportsmanship, teamwork, honesty, integrity, courage, loyalty and scholastic excellence in all of our participants, regardless of race, creed, religion, or national origin, so that they may grow to become solid adult citizens in their respective communities. The children of the BFSA will be taught the fundamentals of the sports of football and cheer in a safe and respectful environment.

Policy Administration

The intent of this manual is to define the procedures and processes of the Bedford Football and Spirit Association (BFSA). The BFSA places the highest value on the safety and well-being of the children forming the BFSA. This manual is a "living" document. It can be changed upon the approval of the Board of Directors, as needed, in order to provide the best experience for all children and/or members within the organization. Changes and additions would need to be approved by a quorum of Board members. In certain circumstances, a vote by the membership may be required to make changes and/or additions based on the by-laws of the BFSA.

The adults that administer the processes found within this manual need to always remember that the primary focus of changes and additions must be made with the mission statement, and more importantly, the safety and wellbeing of the children, in mind.

VOTING PROCESS

- 1) The president will notify the membership of Board positions that are up for election 60 days prior to the yearly membership meeting. The notification will advise the membership of the Duties for each open position and solicit a response from any potential candidate. Potential candidates will be given 14 days from the date of notification to advise the President of their interest in the Board position. Once the candidates are known an email will go out to all members advising of the candidates and directing the membership to view information about the candidates on the Junior Bulldog web site.
- 2) A TAB will be created on the web site entitled CANDIDATES. Each candidate will have the option of posting an open letter to the membership. In the letter the candidate can discuss the issues that interest them, their qualifications for the position, and their thoughts or opinions on the direction of the organization. The CANDIDATE tab will be created no later than 30 days before the election. A HEADLINE on the web site will be maintained advising the membership of the existence of the CANDIDATE tab. This will be the only allowable use of the web-site for promotion of a candidate(s). Those with access to the administration of the web-site may not use the site for the promotion of themselves or any potential candidate that they may endorse (i.e. President's Message, Coaching Coordinator(s) Message, and Sponsor Advertisements).
- 3) Two weeks before the yearly meeting the open letter that each candidate has posted on the web site will be bound into a PDF document and sent to the membership via email. This will be the only allowable use of the organization's e-mail, presently bedfordjrbulldogs@yahoo.com, to promote candidates. Those with access to the administration of the organization's e-mail may not use it for the promotion of themselves or any potential candidate that they may endorse.
- 4) The Registration coordinator will prepare a list of eligible voters. Eligible voters are the Mother and Father or legal guardian(s) of a

registered football player or cheerleader. Each parent and/or legal guardian is eligible to vote in an election. An eligible voter can also be a Board member or Coach of the BFSA. The list of voters will be utilized as a voter check list during the election. When ballots are created they will be numbered.

- 5) Ballots will be provided to the membership at the yearly meeting. Candidates will be listed in alphabetical order. A box will be provided for the completed ballots. The President will appoint at least one disinterested Board member to monitor the box and distribution of ballots at all times during the yearly meeting. Disinterested Board members can take shifts during the meeting. If there is more than one team meeting occurring at any given time than a ballot box can be maintained in each meeting with a disinterested Board member present. Candidates will not loiter near the ballots or ballot box. Head coaches will be encouraged to direct members to the ballots when giving their speeches. The President or in a Presidential election year the Vice President will be responsible for the election process.

- 6) When the yearly meetings are concluded the ballot boxes will be removed by three disinterested Board members. These Board members will be directed in this duty by the Board prior to the yearly meeting. The three Board members will count and tabulate the ballots. The winners of the election will be notified within 24 hours. Election results will be posted on the web site within 24 hours.

Head Coach Selection Process

- 1) The organization will allow interested candidates to apply at a date deemed appropriate by the Board and Coaching Coordinator. Notice of openings for Head Coach will be made to the membership in a timely manner so as to allow interested candidates to notify the Coaching Coordinator or President.
- 2) The Coaching coordinator will interview each candidate.
- 3) The CC then notifies the Board that he will be bringing candidates before a closed session of the Board. Each candidate is notified of the meeting.
- 4) Candidates leave the room while the CC reviews the information generated in his interviews. The Board discusses the information and asks questions of the CC.
- 5) Each candidate is then interviewed by the Board members if a majority of the members vote to conduct such interviews. If a candidate is not at the meeting any candidate that is at the meeting can be interviewed.
- 6) A secret vote is taken of the Board members once the interview process is completed.
- 7) If there is only one candidate the Board members can register a vote of no confidence and instruct the CC to attempt identify other candidates if they feel the current candidate is not suitable.
- 8) The Secretary and President then leave the room to count the votes. The candidate that obtains a majority of the votes is named Head Coach. The exact vote count is not revealed by the President or Secretary unless there is a tie. If there is a tie the President then votes to break the tie.
- 9) There must be a 60% quorum present for the Head Coach closed session to occur.

ASSISTANT COACHES

At a date to be determined after the Head Coaches are approved by the Board the Assistant Coaches will be assigned to a Head Coach.

If there is only one team at a level than the Head Coach and the Coaching Coordinator will meet to review the Assistant Coach applicants. If needed the two will interview the Assistant Coach applicants. If the two are familiar with a candidate a interview is not required.

If there is more than one team at a level the Head Coaches and the Coaching Coordinator will meet to review the Assistant Coach applicants. Interviews of the applicants will be conducted if needed. The Head Coaches and the Coaching Coordinator will assign the Assistant Coaches to a Head Coach. The primary goal will be to evenly divide the coaching talent between the teams. While we as an organization recognize that individuals may have a preference for the Coach they are assigned to the needs of the children in the organization is our primary consideration.

The Coaching Coordinator has the final decision with respect to Assistant Coach Assignments.

REGISTRATION

It is the philosophy of the Bedford Football and Spirit Association that children should be placed onto teams at the lowest level for which they qualify based on their weight and age. Following the Registration nights the Registration Coordinator will proceed to divide the registered players into levels based on their age and weight. Each player will be assigned to a playing level. The playing level to which they are assigned will be based on the lowest level for which they are qualified to play.

Parents may request that their child play at a higher level. Such a request will be brought to the attention of the Football Coordinator by the Registration Coordinator. The FC will contact the parents to discuss the merits of such a move. The FC can approve or deny the request based on the safety and welfare of the player. If the parent does not agree with the finding of the FC the parent can petition for a three person panel to be created by the FC. The panel will be created from Board members or members with coaching experience. The parents can discuss the move with the panel members. The FC can explain his decision. The three person panel will enter its decision based on two of the panel members agreeing. The decision of the panel is final. Within 7 days of the panel decision, Parent's who do not agree with the panels decision are welcome to withdraw their Child from the program and receive a full refund.

Children in the BFSA from a prior year will have priority for registration thru the last registration night. After that new registrations will be given priority based on the date of their pre-registration.

Children in sixth, seventh, and eighth grade have the option of playing for the Pop Warner team they are qualified to play for or they can chose to play for the North East Junior High League teams. Priority will be given to eighth graders over Pop Warner qualified seventh or sixth graders. Priority will be given to seventh graders over Pop Warner qualified sixth graders with respect to the NEJHL.

In the event of a team being filled every effort will be made to establish a second team at any filled level. If a wait list must be established the order of the registration and the order of the wait list will be based on the order of pre-registration.

CREATION OF MULTIPLE TEAMS-PLAYER DRAFTS

The policy of the Bedford Junior Bulldogs with respect to dividing players into two or more teams at the same level is to create teams of equal ability. To that end we will utilize the following draft process:

- 1) An impartial three person panel will be established by the Coaching Coordinator. The purpose of the panel will be to evaluate and assign a draft position to the children of coaches prior to the draft. The panel will also assign draft positions to any brothers so that when the first brother is picked in the draft the second brothers position in the draft has already been set by the panel.
- 2) Team Coaches will not divide up players outside of the draft process.
- 3) Head coaches may bring one coach or advisor to the draft.
- 4) The draft will begin with a coin toss. The winner of the toss will decide to either draft the first player or surrender the first pick. The coach picking second will also pick the third player in the draft. The coach picking first will then pick the fourth player in the draft. Picks will then alternate between coaches. Coaches have a maximum of five minutes between picks. Picks will continue until all players are drafted.
- 5) In the event of three teams. Each team will get one first round pick decided by coin toss. In the second round of drafts the team that picked second will pick first. The team that picked third will pick second. The team that picked first will pick third. In the following rounds the teams will continue to rotate their picks in this manner.
- 6) Coaches will be provided with a list of eligible players by the registration coordinator. This list will include all relevant information available to the Registration Coordinator such as weight, years of experience, age, ect. Coaches are encouraged to discuss the players with former coaches so as to be best prepared for the draft process.
- 7) Disputes will be adjudicated by the Coaching Coordinator. If the CC has a child in the draft the President will adjudicate. If the President also has a child in the draft the Vice-President will adjudicate disputes. Decisions by the adjudicating party are final and will be accepted with the understanding they are being made in the best interest of the organization.
- 8) Following the draft the head coaches may discuss trades between the drafted players while they are in the draft room. Any trade is subject to the review and approval of the Adjudicator. Once the coaches leave the draft room the draft is final.

- 9) In the event of extreme circumstances to one or more of the top ten players drafted by a team, the head coach can petition the Adjudicator to assemble the three person panel to review the equality of each team. Extreme circumstances could include a player moving from the area, a season ending injury, or a player withdrawing before the season begins. The panel can elect to move a player between teams to rebalance the teams or assign a newly registered player to the team if they deem it appropriate.
- 10) Players that register after the draft will be divided in a supplemental draft held between 2 and 4 days before the start of the practice season. The team that drafted second in the original draft will draft first. The other team will get the second and third picks in the supplemental draft.
- 11) Any player that registers after the supplemental draft will be assigned to a team by the Coaching Coordinator upon the direction of the three person panel.

GIFT POLICY

It is the policy of the Bedford Football and Spirit Association that any gift to the Association or Members of the Association valued in excess of \$100 must be approved by the Board of Directors. The value of the gift would be considered as the total value of all components of the gift combined. (As an example: Jackets donated to a team would not be viewed at the cost per jacket but rather as the total value of the donation.)

The gift proposal can be brought before the Board by any member of the Association. If the gift is time sensitive and a meeting of the Board is not scheduled then the President can present the Gift Proposal by email and solicit a discussion of the proposal. A vote can occur via email.

Gifts can include physical items or services. In general it is the policy of the BFSA that gifts that provide a benefit for the overall organization are desirable. Gifts that benefit a few or select members of the organization are less desirable. (As an example: a blocking sled donated for the use and benefit of one team would not be accepted. The same sled donated for the use of any team wanting to use the sled would be accepted.) All accepted gifts become the property of the BFSA. The BFSA can utilize the gift in whatever manner the Board feels is in the best interest of the organization.

REFUND POLICY

Once a child is registered in the Bedford Football and Spirit Association the organization proceeds to order equipment for that child. The costs to properly outfit and provide training equipment for each child far out-weighs the registration fees and therefore is refunded on a limited basis only:

- Medical issues that prevent a player or cheerleader from safely participating in the program.
- The family moves from the local area.
- A player can not be placed on a BFSFA team at their respective level.

Requests for refunds can be made to the President of the BFSFA or the Registration Coordinator. All requests must be in writing to bedfordjrbulldogs@yahoo.com or sent to

Bedford Jr. Bulldogs
172 Rt. 101
Bedford, NH 03110

The request will then be brought before the Board for a determination of merit. If the President believes that it is clear per the Refund Policy that a refund is owed he/she can, at his/her discretion, advise the Treasurer to issue the refund without bringing the matter before the Board.

Bedford Junior Bulldogs Code of Conduct

The Bedford Junior Bulldogs want to promote an environment of learning, competition, sportsmanship and fun throughout our organization. We support a zero tolerance policy on unsportsmanlike behavior for its participants, coaches and parents. Membership is a privilege and we ask that you support and accept the responsibilities as outlined in this document.

All Players and Cheerleaders will:

- Treat coaches, Officials and Fans with respect
- Practice good sportsmanship at all games and practices
- Taunting, swearing, and profane gestures are prohibited at all times
- Remember it is a game, enjoy the spirit of competition and have fun doing it

All Parents will:

- Encourage players and cheerleaders to treat coaches, officials and fans with respect
- Encourage good sportsmanship for all games and practices through positive support
- Consult with coaches and league officers in a respectful manner when an issue arises
- Not coach or manipulate players or cheerleaders while on the field or at practice
- Not verbally or physically abuse any players, coaches, officials or fans at any time

All Coaches will:

- Encourage and exhibit good sportsmanship through positive support and actions in all practices and games
- Teach participants to show respect to coaches, officials, opponents and fans
- Not verbally or physically harass or abuse any player, coach, fan, or official at any time
- Will treat all concerns of players, parents and officials with respect and confidentiality and notify league officers when necessary

Coaches are empowered to enforce and hold players, parents and other coaches accountable and may take necessary action. This can be as simple as a verbal warning up to a disciplinary hearing before the Board of Directors, which could lead to suspension or expulsion from the league

EMERGENCY PLAN 2008

Team: All Teams - Football and Cheerleading

Bedford rescue/Ambulance unit:	911
Bedford Fire Department:	911
Bedford Police Department:	911
Elliot Hospital:	669-5300
Catholic Medical Center:	668-3545

PROCEDURES/RESPONSIBILITIES

Responsible in assessing the injury:	Head Coach and/or CPR Certified Coach or EMT
Remove all players from the area:	Assistant Coach
Call local ambulance or dial 911:	2nd Assist Coach
Contact Parents:	Assistant Coach/Team Mom

At the beginning of the season, the coaching staff should determine the primary and alternate responsibilities of each member of the staff in the event of an emergency.

One of the assistant coaches should always accompany the injured player to the hospital if the player's parents are unavailable.

An incident report must be filled out by the head coach and submitted to the football/cheer coordinator or the president of the league.

Travel Plan

All Practices and Games

Parents provide transportation for their child to all practices and home games during the regular season.

For away games, head coaches set the expected arrival time for each game. Parents are given directions to the appropriate playing field and are instructed to their child's expected arrival time for warm-up prior to the game. In some cases, the coaches may set an appropriate departure time and location to meet for carpooling to the game.

Playoff Games-Cheer Competition

Whenever possible, buses may be provided to transport the football players and/or cheerleaders and their coaches to the event as complete teams/squads ensuring the arrival of everyone together.

Prior to boarding the bus, all parents must sign a permission slip outlining the trip in order for his/her child to board the bus for the event.

Parents are given directions to the event and have the option to follow the bus, if desired.

All bus trips are adequately chaperoned by the coaches and team parent – no exceptions.