

RAPTORS ATHLETICS	Policy and Procedures
Specific Policy	P&P – ADMIN
Raptors Football Board	2 pages

PURPOSE

To establish a governing body for the Raptors Football Program made up of (5) voting members and (4) non-voting coordinators.

POLICY

These members will be selected by senior members of either Executive Boards or their designees.

PROCEDURE:

The Football Board will meet at a minimum of once a month to conduct football business. The board can be called to meet more often based on the discretion of the Board Director.

DEFINITIONS:

RAPTORS ATHLETICS EXECUTIVE BOARD: The entity that oversees all Raptors Athletics Programs. This group handles all of the programs budgets and interacts directly with the Director of Football to assist with program needs. This board directs fund raising efforts and the overall direction of all programs.

DIRECTOR OF FOOTBALL: This person is the head of the football program. They are tasked with setting the direction of the program and overseeing the daily operations. Tasks for this position include budgeting, administering discipline upon appeal, running board meetings, reporting to the master board and overall communication to the public. This member is a voting position.

ASSISTANT DIRECTOR OF FOOTBALL: This person works directly with the Director of Football and is tasked with assisting them with completing the daily tasks for football. Tasks for this position include coach’s liaison / training, investigating possible rules violations, conducting coaches meetings, administer discipline if a violation of program rules has occurred and any other tasks as directed by the Director of Football. This member is a voting position.

HIGH SCHOOL ADVISORS: These members main task is to be the voice of their schools at the board. They should be giving input into what their schools would like Raptors to instruct to assist them with placement of players in their programs. This member is a **ONE** voting position so if multiple are in attendance they will need to come to an accord.

AYL DELEGATE: This person is the board member who is the delegate to AYL board and attends its meetings. This member's task is to report to the board what is happening in the AYL and how it effects Raptors Football. Duties of this member include organizing Super Bowl activities and reporting weekly fines or suspensions during the season. The member also reports back to the AYL the wishes of the Raptors Football Board. This position is a voting member position.

COORDINATORS: These members are tasked with an essential task needed for Raptors Football to be successful. These positions are non-voting members.

COMMUNICATIONS COORDINATOR: This person is in charge of putting out communications to the public at the direction of the board through email or website.

PARENT / PLAYER COORDINATOR: This person task is to be the liaison for the parents and players to the board. They will be in charge of bringing matters to the board and to work directly with the Assistant Director of Football in matters when a coaching component is present.

EQUIPMENT / FIELDS COORDINATOR: This person is in charge of inventory of all Raptor owned football equipment. They are in charge of handing out / receiving / replacing equipment to head coaches. They should work directly with the Director of Football for the purchasing of new equipment. This person in conjunction with the director of football is also in charge of scheduling fields for the season for both practice and game play. This person is also tasked with making sure field equipment is present on game day.

*All positions on the Raptors Football Board may or may not be filled. This is at the discretion of the Football Director.

RAPTORS ATHLETICS	Policy and Procedures
Specific Policy	P&P – A-100
Hiring of Head Coaches	1 page

PURPOSE

To hire and retain the most qualified individuals to be head football coaches and role models for the youth that enter the program.

POLICY

The Raptors are committed to hiring the most qualified volunteer individuals for the youth football program. This will be achieved by the following:

- Application process
- Interview with at least (3) board members
- Background checks

APPLICATION

All individuals who wish to become a Head Coach with the Raptors must complete an application which can be found on the Raptors Athletics website. This application should then submitted on the Raptors website for review. All information must be completed truthfully on the application. Any candidate who is found to be untruthful or withholding information on the application will be disqualified.

INTERVIEW

All candidates once their application has been reviewed will be contacted by the Assistant Director of Football for an interview time. All candidates must be interviewed by minimum of (3) board members.

Returning coaches should be prepared to discuss their review from parents from the end of year Raptors survey.

BACKGROUND CHECKS

Once the interviews are concluded and a candidate has accepted his position with Raptors a background check will be completed. This will be conducted by a company the Raptors have contracted with. Automatic disqualifying crimes are any sex offense involving minors or violence. The Raptors reserve the right to disqualify a person for any criminal offense committed in the past, present or future.

RAPTORS ATHLETICS	Policy and Procedures
Specific Policy	P&P – A-200
Coaches Definitions / Responsibilities	2 pages

PURPOSE

To provide definitions and certain responsibilities for coaches in the Raptors Football Program

DEFINITIONS

HEAD COACH: Person on the team that has been hired by Raptors Football after completing the hiring process. This person is charged with coaching his team to the best of their abilities with integrity. They also conduct the following:

- Charged with setting the direction of their team and communicating with all members
- Responsible for knowing AYL and Raptors Football rules and staying within compliance
- Is required to work / communicate with the age group leader in all matters
- MUST attend all Raptors required meetings or send his assistant head coach for him
- Selection of assistant coaches and training them

ASSISTANT HEAD COACH: As soon as possible head coaches need to select an assistant head coach who is able to act in their place. This coach would be part of head coach email communications and would act in the place of the head coach in his absence at required meetings.

Assistant Coaches: Adults that have been selected by the head coach to coach on his/her staff. These individuals are held to the same standard as head coaches. These coaches should answer to the head coach and follow instructions given by the head coach.

AGE GROUP LEADERS: Age group leaders are selected by the Raptors Football Board and usually are returning experienced coaches. They are responsible for conducting spring workouts, evaluation camp and the draft. They are charged with reporting to the football board what is happening within their age group.

COACHES PER TEAM: The total number of coaches allowed to be listed with Raptors is (4). If a head coach elects to have more parents involved then they may choose to have more. But the Raptors will only provide gear for (1) head coach and (3) assistant coaches. ALL coaches are required to be trained in concussion awareness and pass a background check. Coaches may elect to buy additional gear for coaches through Raptors.

COACHING CHECKLIST: The Head Coach is responsible for reviewing the Coaches Checklist and knowing their required responsibilities with Raptors Football. This list will be signed at the coaches meeting and returned to Raptors. A digital copy will be sent out to each coach. (See below)

RAPTORS COACHING CHECKLIST

We thank you for volunteering your time to coach the great game of football to the youth of our area. As a volunteer in our program we have the below list of tasks and requirements that the organization needs you to commit to as part of coaching for the Raptors. These items are a collection of tasks we need completed to have a successful football season. Please read and initial by each task, by initialing you understand that the completion of these tasks are required for you to coach for the Raptors.

- _____ Received and read PROCEDURES paperwork
- _____ Select an Assistant Head Coach and provide contact information to Raptors
- _____ Self or your Assistant Head Coach must attend **ALL** club scheduled coaches meetings
- _____ Participate in Club Community Projects
- _____ Promote club fundraising efforts
- _____ Attend AYL weigh in day
- _____ Self or (1) assistant to assist with AYL Super Bowls unless team is in the Super Bowl
- _____ Go over code of conduct and team philosophy with parents
- _____ Attend all the evaluation camps and **MUST** attend age group draft
- _____ Complete the required criminal background check
- _____ Complete State of Colorado mandated concussion certification by May 1st
- _____ Assist Raptors staff with collecting birth certificates as required by the AYL
- _____ Be truthful and honest in all interactions with the program
- _____ Complete the end of year Coaches review questionnaire

Signature of coach: _____ Date: _____

Staff: _____ Date: _____

RAPTORS ATHLETICS	Policy and Procedures
Specific Policy	P&P – B-100
Team Cohesion / Leaving Teams	Associated P&P -200
	2 pages

PURPOSE:

Raptors recognize that the ultimate goal of the program should be to keep teams together to promote cohesion with teammates, parents, football schemes and coaches

POLICY:

To promote this philosophy once a player is selected by a coach they will remain with that coach throughout their time in Raptors unless one of the following occurs:

1. The player and parent decide they would like to leave a team for any reason. This can be accomplished by contacting the Assistant Director of Football and submitting the request. It's recommended that the parents let the head coach of the team know they are exiting the team for planning purposes.
 - *These players will automatically be placed in the draft pool and for spring workouts **MUST** attend with the group leader of that age group only.*

2. The head coach decides that the player in question can no longer safely play at the division the team is currently placed at. The **HEAD COACH** is responsible for letting the player and family know that this decision has been made. The head coach then must notify the Age Group leader and the Assistant Director of Football so all parties know the player is in the draft pool. This decision should be made at the earliest time to be fair for the player and the other coaches.
 - *These players will automatically be placed in the draft pool and for spring workouts **MUST** attend with the group leader of that age group only.*
 - **Coaches may only release a maximum of (3) players back to the pool per season no matter what division they are coaching in.**

3. The team breaks up either by the head coach leaving or the Raptors football board / AYL dissolves a team under a variety of circumstances
 - *These players will automatically be placed in the draft pool and for spring workouts **MUST** attend with the group leader of that age group only.*

4. In you are an 8th grader you are **NOT** allowed to play down a grade and **MUST** play within an 8th grade age group. Raptors Football has done this to ensure that our players are as equipped as possible to play High School Football. This rule only applies to the 8th grade age group, if you are a 7th grader or below you are still allowed to play down a grade as long as you are within the guidelines of the AYL Football Rules.

RAPTORS ATHLETICS	Policy and Procedures
Specific Policy	P&P – C-100
NFC Tryouts	1 page

PURPOSE

To establish procedure for NFC tryouts under AYL guidelines

POLICY

AYL 5.2 Voluntary NFC Team Tryouts Each team at the 3rd grade and above NFC Division in the upcoming new season may have voluntary Try-outs during the months of February, March, and April each year. If a team opts for Try-outs, that team will be committed to be placed in the NFC Division of play for the upcoming season. The Try-outs can be on a team by team basis or on a Club basis at the individual Club’s discretion. The Try-outs must be posted in advance on the Club’s website. Try-outs can include full contact and can involve other members, players and coaches, of the team if desired. Individual team Try-outs can have two different dates each month during the months of February, March, and April to ensure completion. Club based Try-outs can have six different dates during the months of February, March, and April to ensure the successful completion of the Tryouts. Try-outs can be held at outdoor fields or other locations at the Club’s direction and at the Club’s discretion as to costs to accomplish these Try-outs. Clubs/Teams are strongly encouraged to provide formal feedback to players trying out so that the players not selected can have closure. (Rev 03/14)

PROCEDURE:

Raptors will notify all NFC teams within the organization the date window for them to conduct NFC tryouts. Raptors will communicate with the NFC Age Group Leader who will organize these tryouts with the NFC coach if they are not one in the same.

If there is more than one team in the NFC from the same age group these teams **MUST** conduct NFC tryouts together, no exceptions.

All NFC coaches will follow the AYL guidelines or will be subject to sanction from both the Raptors and AYL.

Once the Age Group Leader is made aware of NFC tryouts dates and locations they will notify the Assistant Director of Football with this information.

Raptors will place the information of these tryouts on the website.

RAPTORS ATHLETICS	Policy and Procedures
Specific Policy	P&P – C-200
Spring Workouts	1 page

PURPOSE

To establish guidelines for AYL Spring Workouts starting May 1st.

AYL Rule 5.1

5.1 Offseason Conditioning All AYL teams may conduct voluntary workouts starting May 1st and continuing until the official practice start date. Teams may have four (4) workouts per month (1 per week). **Teams will not be allowed to wear pads, and workout must be non-contact during this period.**
(Rev 03/14)

POLICY

Spring workouts are conducted starting May 1st and consist of (1) practice a week until evaluation camp once given the approval by the Raptors Football Board. The purpose of these practices should be football conditioning and familiarization. The Age Group Leader will be in charge of organizing spring workouts within his age group. It is **STRONGLY** encouraged that entire age groups conduct these workouts together to encourage cohesion. Existing teams may conduct their own workout BUT they must notify the age group leader of when and where these will be conducted. These teams must only practice with players from their previous season’s roster or players they have recruited to Raptors during the offseason. ANY team, parent or coach found to be violating this policy is subject to sanction.

RAPTORS ATHLETICS	Policy and Procedures
Specific Policy	P&P – D-100
Pool Player	Associated P&P: B-100 1 page

PURPOSE

To define what a pool player is and what their role is in the spring workouts.

POLICY

The pool players are made up of the players that are new to Raptors with exception of recruited player’s situations in (P&P B-100). This pool is not based strictly in anyway on the performance of a player but situational based. This pool is established so the players can be evaluated and drafted safely onto a team within their appropriate age and skill level.

POOL PLAYERS SPRING WORKOUTS: Pool players as defined above will be assigned to work out with the group leaders ONLY during the spring workouts. Pool players cannot work out with existing teams. Pool players cannot be promised positions on existing teams they were not part of the previous year. Coaches or teams found to have violated this rule will be subject to sanction.

COACHES RETURNING EXISTING PLAYERS TO THE POOL: Coaches who are returning players to the pool must have notified the player, parent and group leader by a minimum of 2 weeks before evaluation camp begins. This is considered the drop dead date to release a player back to the pool. If a player is not returned to the pool by this date then the player will remain on the team for the season. Raptors encourage coaches to notify the parent and player ASAP when they know they are returning a player to the pool.

RAPTORS ATHLETICS	Policy and Procedures
Specific Policy	P&P – D-200
Recruiting	Associated P&P: G-100 2 pages

PURPOSE

To establish a criteria for recruitment of players in and out of Raptors Football

POLICY

Within Raptors: Recruiting players off existing Raptors teams in the same division is **STRICTLY FORBIDDEN!** Any coach, parent, player proven by preponderance of evidence to have recruited a player from an existing Raptors team from the SAME division can be removed from the Raptor Football Program.

Higher Divisions: Higher division teams may **recruit** (not just select) from lower division teams within their age group during the off season or evaluation process. It is the head coach’s responsibility to have a conversation with the parent, player and current head coach during this recruitment.

Recruitment from other football programs / new players: If you recruit or bring in a player that did **NOT** play with Raptors the previous season that player belongs to the head coach that brought them to Raptors.

- *Coaches **must** advise the Age Group Leader and Assistant Director of Football of this player when spring workouts begin or at the time they bring this player to Raptors*
- *If the Assistant director is not notified of the recruited player then that recruitment is considered null void and the player will be placed in the pool*

Recruiting Violations:

Recruiting from current Raptors, ex Dolphins or ex Cougars teams against established protocols hurts all of Raptors and ruins cohesion within the organization. Recruiting violations are taken very seriously and thus have harsher sanctions.

1. Coach removal from spring workouts for (X) amount of weeks
2. Coach removal from the spring workouts completely
3. Cannot coach (X) amount of practices in a week
4. Cannot coach (X) amount of games in the season
5. Unable to coach in (X) amount of playoff games

6. Loss of draft picks or draft order
7. Removal as a coach from the program for a season
8. Unable to coach in the program entirely

Appeal Process:

After a sanction is given by the Assistant Director of Football a coach has 48 hours to email an appeal to the Director of Football. The Director can choose to uphold, reduce or add to the sanction. The coach will be notified by the Director of Football of his decision within 24 hours of the appeal. If no appeal is made before the 48 hours then the decision of the Assistant Director is final.

RAPTORS ATHLETICS	Policy and Procedures
Specific Policy	P&P – E-100
Evaluation Process / Camp	4 pages

PURPOSE

To appropriately place players based on a players experience, ability and safety first.

Example of considerations:

- SAFETY FIRST : Can the player safely play at the division selected, IE : age, height and weight
- ABILITY: Does the player have the ability to play at the division selected, able to run, tackle and execute correctly
- PLAYERS EXPERIENCE: In general new players 1-2 years tackle football should be placed in AFC South / North. Players with 3+ years of experience should play at AFC North or NFC levels

HOW: By taking into consideration a players experience in tackle football, age, size and ultimately their performance in the evaluation camp process

POLICY

The evaluation process will happen before official practices start usually at the end of July over (3) days. This is a necessary process to get all new players and existing players released back to the pool a chance to be placed appropriately at the correct division. The age group leader will be in charge of conducting the evaluation camps on the days designated by the Raptors Football Board.

The group leader will be given general instructions on how to conduct the evaluation process but ultimately are responsible for the conditioning and drills conducted to properly evaluate players.

EVALUATION CAMP

The following is the suggested way to conduct the evaluation camp process based on several successful camps. Following the process will allow existing teams to both practice and participate in evaluating the pool players for possible placement.

Coach responsibilities: All head coaches are required to participate in the evaluation of the pool players. Assistant coaches may help with evaluations or run existing teams through a practice in a separate area of the field.

Pre Camp: Group leaders should meet with all head coaches no later than (1) week before camp to finalize plans including:

- Color of stickers for each team to use for existing returning players. This identifies players that are not part of the pool. Pool players will wear **RED** stickers at all camps
- Who will run the weigh in station
- Who will run the check in registration station
- Who will bring equipment
- Group leader will determine what drills will be run for the pool players
- Which area each existing team will go to practice while pool players get evaluated

All coaches / teams must submit **two weeks** ahead of camp to the group leader any players they are returning to the pool from their existing team. The group leader will send a complete list of pool players of existing teams to the Assistant Director to be documented.

Day 1:

The following is who should attend Day 1:

- **ALL** players who are signed up for the age group

Procedure: All players will sign in and be weighed. The following should then happen:

- Names on helmet with athletic tape
- Pool players should be given **RED** stickers
- Existing team coaches will place colored stickers on the helmets of their returning players identifying them as being on their team
- The group leader should have players come together and explain to them the purpose of the evaluation process and what the different color stickers mean
- Have assistant coaches or volunteer high school players take the players away and conduct warm ups and equipment checks
- Group leader with NFC coach (if not group leader) conduct a parent meeting explaining the process
- After the parent meeting and warm ups the existing teams will go to different areas of the field and conduct a practice

- Pool players will be then placed with the group leader and head coaches to conduct a full battery of drills. It is **VERY important that all players are given a fair shot to make a good impression and all efforts should be made to assure this. NO 30 minutes of drills and done. Use the full amount of time allotted please**
- If a coach likes a particular pool player and would like to run them against his existing players then he should take the player to where his team is practicing. This should be done in a timely matter so all coaches can assess the player.
- It will be the group leaders discretion on how he uses existing NFC players to tryout pool players
- SAFETY needs to be priority as there will be various levels of skill and experience on the field
- Consideration for NFC of a pool player should almost always involve a discussion with the parents so they understand what level their player will be at
- Group leader ends the night bringing all players together for dismissal

If the NFC wants a pool player after the first day they may select those players that night. Those players will be added to the NFC roster at that point.

Day 2:

Who should attend?

- ALL players signed up for the age group

Procedure: All players will sign in and be weighed once they arrive *unless* they were weighed on day 1. The following then should happen:

- Existing team coaches will place colored stickers on the helmets of their returning players identifying them as being on their team
- Pool players will be tagged with **RED** stickers so to be more visible
- The group leader should have ALL players come together and explain to them the purpose of the evaluation process and what the different color stickers mean
- Have assistant coaches or volunteer high school players take the players away and conduct warm ups and equipment checks
- Group leader with head coaches conduct a parent meeting explaining the process and when they may expect to hear what team they are on
- After the parent meeting and warm ups the existing teams will go to different areas of the field and conduct a practice

- Pool players will be then placed with the group leader and head coaches to conduct a full battery of drills. It is **VERY important that all players are given a fair shot to make a good impression and all efforts should be made to assure this. NO 30 minutes of drills and done. Use the full amount of time allotted please**
- If a coach likes a particular pool player and would like to run them against his existing players then he should take the player to where his team is practicing. This should be done in a timely matter so all coaches can assess the player.
- After drills have concluded the group leader should end the camp bringing all players together for dismissal
- Group leader should let everyone know when they might expect to hear what team the pool player was selected for

DAY 3: (If needed or weather make up day)

Procedure: Should be followed as stated above if make up for weather. If further evaluation is needed it will fall upon the group leader to schedule what else the group would like to see.

It is the goal of the program to have camp done in 2 days barring weather delays. The goal is to draft on the 3rd day and to have teams set that night.

IF A PLAYER MISSES EVALUATION CAMP: If a pool player misses evaluation camp they must do the following:

1. First attend the highest division teams practice for evaluation as soon as possible
2. If passed on then they will attend the other teams practices according to draft order until placed on a team's roster

**** No coach will try to circumvent the neither camp or evaluation process nor will they advise players / parents on how to try and to circumvent the evaluation process. Any coach that is found to be doing such activities is subject to sanction. This main purpose of this process is for the SAFE placement of the players.**

RAPTORS ATHLETICS	Policy and Procedures
Specific Policy	P&P – F-100
Draft Process	4 pages

PURPOSE

The draft process is essential to placing players in appropriate divisions and to building successful teams. This process can be difficult to execute for various reasons so the Raptors Football Board has established the following criteria for conducting the draft.

POLICY

As a matter of order the group leader will direct the draft and be the recorder of the proceedings. At the end of the draft the group leader will submit the names of the players to the Director of Football.

Number of players per team: In general an age group will be split up evenly among the teams. IE: 80 players with 4 teams equates to 20 players per team. IF coaches agree **PRIOR** to the draft that one wants to carry 18 and one wants to carry 22 this is acceptable but **MUST** be agreed upon by all parties.

Draft Order by division:

1. NFC
2. AFC North
3. AFC Central
4. AFC SOUTH (old CFC)

The NFC is to be the first team that will be filled at all age groups. If there is no NFC then it goes to the AFC North.

Draft Order within a division is determined by:

1. **NEW** TEAM added to division / NOT teams transferred in from other leagues
2. Compensatory picks (if applicable, see below)
3. **Regular** season records / NO playoff games
4. If tied then head to head results. The losing team would pick before the winning team
5. If they did not play head to head and have identical regular season records a coin toss will be conducted
6. If not resolved then the Assistant Director of Football will review and decide

7. **Order of picks:** Once the draft order is established then picks will be conducted one at a time. **The draft is no longer a catch up draft.** If TEAM A has 15 returning players and TEAM B has 10 returning players, TEAM B does **NOT** get to pick the first 5 players. Team A and B would still pick one at a time back in forth. If the team limits are 20 players then obviously TEAM A will reach 20 first. At that point TEAM B gets to pick until it reaches 20.

The reasoning for this draft process is the following:

1. Allows **ALL** teams a chance to improve by selecting top pool players and is modeled after the NFL draft (results based).
2. This process dissuades coaches from blowing teams up in hopes of picking all the best pool players
3. Encourages coaches to develop current players as there is no advantage to releasing players to gain an advantage in the draft.
4. NEW teams are given the number 1 pick as they are starting from scratch

Compensatory Picks: Raptors want to encourage coaches and players to always strive to compete at the highest levels. To encourage this Raptors reward compensatory draft picks to coaches / teams that develop and send players to the next division.

Procedure: Once the draft order is established compensatory picks will be awarded to the coaches that send players to the next level. If a coach sends a player or players to a HIGHER division they will be awarded equal top picks.

If the AFC North order draft looks like this because of record:

1. TEAM A (4-4)
2. TEAM B (6-2)
3. TEAM A
4. TEAM B
5. TEAM A
6. TEAM B

But TEAM B sends two players to the NFC then the draft would look like this:

1. TEAM B
2. TEAM B
3. TEAM A
4. TEAM B
5. TEAM A
6. TEAM B

The reasoning is the following:

- TEAM B is not punished for losing its best players to a higher division and is less affected by their loss
- TEAM B is rewarded for developing players that can make the next division
- Encourages coaches to NOT hold on to players in the lower division that belong in a higher division because they get a chance to replace the player lost with top picks

COACH PICKS: Raptors recognize that coaches / players develop relationships and wish to coach / play together. To assist with coaches and kids to play together each team is allowed (4) coaches picks. These can be used to secure players and assure they are on the same team.

Procedure: Before evaluation camp head coaches must declare who their (4) coaches are. This number **INCLUDES** themselves and their own child if they have a child playing. So they may have their child and 3 others declared as coaches kids. These coaches' players cannot be selected by another team. These coaches' kids MAY come from existing teams in their division.

These coaches' picks will count against the coach / team for the period of (2) years whether the parent helps coach the following year or not. A team cannot switch coaches every year to gain advantage in picking up pool players. This procedure also encourages coaches to remain loyal to parents they selected to coach with and develop players.

Tracking of this policy will be the responsibility of the Assistant Director of Football.

AGE GROUP DISMANTLED: The Raptors Board can decide to dismantle or “blow up” an age group for various reasons, but will try to avoid that if possible. This means the removal of all or some of the coaches or the restructuring of the coaches within the division. If this occurs then all players in that division will be put into a pool, minus coaches picks. The age group will NOT field an NFC team the first year. If there are two teams then one will be created for the AFC North and one for the AFC South. The draft order for this first year will then be the following:

AFC North: Picks 1-4

AFC South Pick 5

Teams then will go pick for pick until all players are chosen.

FINAL ROSTERS: Once the group leader has sent the finalized rosters to the Raptors Director of Football the rosters are finalized and the placement of the player is officially concluded. The only change that can be made after this time is if there was a clerical error made and the change **MUST** come from the group leader.

RAPTORS ATHLETICS	Policy and Procedures
Specific Policy	P&P – F-200
Force Up or Down	1 page

PURPOSE

Establishment of a procedure in the rare case of a force up or down of level of competition within an age group.

POLICY

The program believes in the evaluation process to safely place players in the correct division of competition. It is hoped that coaches, parents and the players can agree with the correct level of play is best for the player from a safety and competition standard.

If an agreement cannot be made with the parties above on what level of play a player should compete then a coach or parent can email the Assistant Director and ask to have them intervene. The Assistant Director will do the following:

- Notify the Director of Football of the request
- Meet with all the parties involved in person or by phone
- Make a decision based on what is learned
- Inform the parties involved and the Director of Football

An appeal can be made by email to the Director of Football within **48** hours of the decision. The Director will make a decision within **48** hours and email it to the involved parties.

This should only occur if there is an obvious case to be made for a player to be moved up or down. Force ups or downs are **very** rare and should be asked for only in the **MOST** extreme circumstances. *IE:* A player staying at a level will pose a danger to himself or others.

In you are an 8th grader you are **NOT** allowed to play down a grade and **MUST** play within an 8th grade age group. Raptors Football has done this to ensure that our players are as equipped as possible to play High School Football. This rule only applies to the 8th grade age group, if you are a 7th grader or below you are still allowed to play down a grade as long as you are within the guidelines of the AYL Football Rules.

RAPTORS ATHLETICS	Policy and Procedures
Specific Policy	P&P – G-100
Sanctions	2 pages

PURPOSE

To establish a list of sanctions to correct the behavior of coaches, parents or players when their actions have been found to warrant sanction by the Football Program.

POLICY

Below is a list of possible sanctions that can be levied against any coach, parent or player in the Raptors Football Program.

PROCESS: These sanctions will be levied by the Assistant Director of Football with an appeal process to the Director of Raptors Football Program. These sanctions can be brought after a *preponderance* of evidence shows that a violation of Raptor Football Program rules or AYL rules has been violated. Depending on the seriousness of the violation one to multiple sanctions can be brought upon a coach per incident.

Appeal Process:

After a sanction is given by the Assistant Director of Football a coach has 48 hours to email an appeal to the Director of Football. The Director can choose to uphold, reduce or add to the sanction. The coach will be notified by the Director of Football of his decision within 24 hours of the appeal.

General Rules Violations:

- Verbal warning from Raptors
- Written warning explaining the violation from Raptors
- Address his team explaining the violation and a plan on how to not repeat the mistake
- Write a letter of apology to his team and organization and email to all
- Cannot coach /attend (X) amount of practices in a week
- Cannot coach /attend (X) amount of games
- Cannot coach / attend (X) amount of playoff games

Recruiting Violations:

Recruiting from current Raptors teams against established protocols hurts all of Raptors and ruins cohesion within the organization. Recruiting violations are taken very seriously and thus have harsher sanctions.

- Removal from spring workouts for (X) amount of weeks
- Removal from the spring workouts completely
- Cannot coach (X) amount of games in the season
- Unable to coach in (X) amount of playoff games
- Removal as a coach from the program for a season
- Unable to coach in the program entirely

RAPTORS ATHLETICS	Policy and Procedures
Specific Policy	P&P – H-100
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PURPOSE

The Raptors understand that the game of football can be cost prohibitive for some families and wants to assist children who would like to play. Therefore Raptors Football established a procedure for parents or guardians to obtain a scholarship for football registrations. The scholarship will only be for the registration fees of the player for one season in Raptors Football.

POLICY

Each season the Raptors Football Board will offer four (4) football scholarships to persons wanting to play football for the Raptors. These scholarships are intended to be given to families having difficulty paying the registration fees.

PROCESS

Persons wanting to apply for a Raptors football scholarships should go to the Raptors website and complete the scholarship application found in the FORMS (copy of application is at bottom of this policy) Please email the completed application to parent coordinator Kelly at: raptorsathletics.football@gmail.com Please complete ALL of the application as leaving sections incomplete could result in your application being rejected.

The Raptors Football Board will look over all applications and vote on approval /disapproval at a monthly board meeting.

Raptors Football will award no more than two scholarships per family. The Raptors Board can award others to a family based on the total number of scholarship applications received.

Scholarship Awardee Obligation (per application)

I understand that the Raptors Athletics are a non-profit organization and that if they approve my request, I agree to the following terms: I agree to volunteer my time to help the club recover the expenses and that I can be asked to work in any one of many different areas. I also understand that my commitment will consist of four (5) hours of volunteer time for every \$ 50.00 that the Raptors Athletics scholarship offers to my child. This volunteer time will be for the club or sport, not directly for my child’s team. I understand and agree that this commitment must be fulfilled prior to the next season. If I fail to fulfill my commitment then I will be billed for the entire Scholarship amount and my child/children will not be eligible for future scholarships for the Raptors Athletics.

Raptors Athletics Scholarship Request Form

Parent's Name: _____ Player's Name: _____

Address: _____ Player's Age: _____

City: _____ Zip: _____

Phone (Home): _____ Phone (Cell): _____

E-Mail Address: _____ To which sport does this request pertain? _____

Did your child play with the Raptors last season? _____ If so, which team? _____

Did your child receive a Scholarship from the Raptors last season? _____

Please describe the circumstances that create the need for Scholarship assistance: _____

Monthly Income: _____ Monthly Debt: _____

Signature: _____ Date: _____

IMPORTANT:

I understand that the Raptors Athletics are a non-profit organization and that if they approve my request, I agree to the following terms: I agree to volunteer my time to help the club recover the expenses and that I can be asked to work in any one of many different areas. I also understand that my commitment will consist of four (5) hours of volunteer time for every \$ 50.00 that the Raptors Athletics scholarship offers to my child. This volunteer time will be for the club or sport, not directly for my child's team. I understand and agree that this commitment must be fulfilled prior to the next season. If I fail to fulfill my commitment then I will be billed for the entire Scholarship amount and my child/children will not be eligible for future scholarships for the Raptors Athletics.

Signature: _____ Date: _____

REQUIRED: To be considered for a scholarship, please submit a copy of your most recent 1040 form.

Raptors Athletics use only:

Approved by Board: ____ Yes or ____ No Amount of Scholarship: _____

Board Member Signature: _____ Date: _____