

# Dulles Youth Football



Current as of 30 June 2018

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## **■ Purpose**

The purpose of this program guide is to explain the general organization, rules and procedures of the Dulles Youth Sports Football program.

## **■ Organization**

DYS participates in the Fairfax County Youth Football League (FCYFL) and as such, the DYS Football Program must operate within the rules of the FCYFL. The FCYFL rules or any changes to those rules shall take precedence if in conflict with DYS rules. In order for the DYS Football Program to accomplish its purpose and operate within the FCYFL guidelines, the following responsibilities are set forth:

### **2.1 Football Commissioner**

The football commissioner is a member of the DYS Board of Directors and is charged with the overall responsibility and authority to organize and operate a youth football program in accordance with the general policies of both DYS and FCYFL.

### **2.2 Football Board of Governors (FBOG)**

The FBOG shall act as an advisory body to the football commissioner. Specifically, the FBOG shall recommend coaches, monitor the progress of the program and provide information and recommendations to the football commissioner for enhancing the success of the football program. The football commissioner appoints members of the FBOG. Membership is principally based on service commitment, time available, previous youth football experience, and a desire to support the betterment of the DYS Football Program as a whole. The commissioner shall be the chairman of the FBOG and specific members of the FBOG have the responsibilities as detailed below.

#### **2.2.1 Assistant Commissioner**

The Assistant Commissioner assists the commissioner in the overall day-to-day operations of the program. The Assistant Commissioner will assume the duties of the commissioner in his absence and will, along with the commissioner, represent the DYS Football Program at various FCYFL and other meetings.

#### **2.2.2 Registration Coordinator**

The Registration Coordinator is responsible for the maintaining registrations and rosters for DYS football. This includes the required maintenance and submission of reports to FCYFL.

#### **2.2.3 Financial Manager**

The Financial Manager monitors the day-to-day financial status of the program. This can be a separate position or fall under the duties of the commissioner. Duties include:

- Develop the annual budget for approval by the FBOG.
- Interface with the DYS treasurer.
- Provide a monthly statement to the FBOG of disbursements, outstanding obligations and progression to budget goals.

### **2.2.4 Equipment Manager**

The Equipment Manager will keep the inventory on all items related to the football program. Duties include:

- Issue and receive equipment from program participants.
- Order (in coordination with the FBOG and approval by the commissioner) supplies and equipment
- Insure the repair of broken equipment
- Handle all other matters pertaining to the management of DYS's football equipment

### **2.2.5 Field Manager**

The Field Director will organize the work efforts necessary to acquire and maintain the game fields. Duties include:

- Working with county and other officials to arrange field use for practice and games.
- Arranging for maintenance (mowing, watering etc.)
- Set up and tear down of the Field prior to the weekend games
- Develop and prepare the schedule for field painting/maintenance each week during the season, if required.

### **2.2.6 Concessions Manager**

The Concession Stand Manager is responsible for all Concession Stand Operations. Duties include:

- Ordering food and supplies, setting prices
- Supervision of the volunteer work force in the concession stand

### **2.2.7 Spirit ware Manager**

The Spirit ware Manager is responsible for all Spirit ware Operations. Duties include:

- Coordinating with suppliers
- Ordering supplies
- Setting prices
- Setting up online store and distributing

### **2.2.8 Communications and Marketing**

The Secretary assumes the role of initiating and tracking all correspondence to and from the FBOG. Duties Include:

- Notifying board members/coaches of all scheduled meetings
- Keep the minutes of FBOG meetings
- Assist the FBOG members with administrative functions on an as required basis

### **2.2.9 Fundraising and Sponsor Coordinator**

The Fundraising and Sponsor coordinator is responsible for interfacing with all sponsors and coordinating any fundraising activities.

- Organize yearly Raffle

- Create sponsorship form and coordinate any interactions with said sponsors.
- Identify and organize any additional fundraising activities

### **2.2.10 Members at Large**

Members at Large service on the board at the benefit for other duties not detailed above. They are often members in transition out of their former role or fill non-reoccurring responsibilities.

## **2.3 Coaches**

### **2.3.1 General**

Aside from the players themselves, the most important people in the program are the coaches. These are the people who have volunteered to spend a minimum of ten hours a week conducting practices, constructing plays, teaching players, supervising a team, and attending mandatory coaches' meetings. They work very closely with the children and deal with parents on a daily basis. Coaches must provide the fundamental instructions of the game and positive leadership in the areas of sportsmanship, team spirit, self-discipline and integrity.

### **2.3.2 Responsibilities:**

The coaches shall operate within the parameters of the rules below and are responsible to the FBOG. Specific responsibilities for coaches and their staffs shall include:

- Leadership and instruction in the fundamentals of the sport.
- Physical conditioning of their players.
- Ensure maximum participation of players as required by the Participation Policy.
- Treat each player as an individual and ensure all criticism is constructive.
- Provide for the safety of all players and exercise good judgment and common sense in contact situations.
- Instill a winning spirit and show how to win with grace and lose with dignity.
- Teach teamwork and instill a personal sense of responsibility in each player.
- Encourage a spirit of cooperation and communication with the players' parents.
- Participate in the various administrative functions (to include fund raising, field maintenance, equipment issue and maintenance etc.) to ensure a successful program
- Perform as the liaison with team parents to communicate the FBOG's policies and procedures.
- Participate in training and policy formulation activities as directed by the FBOG. This includes attending a minimum of one football coaches' clinic each year.
- Set an example for youth players on the practice and playing fields by not engaging in activities, which promote physical or psychological harm. This includes the use of tobacco products, alcohol, or inappropriate language.
- Insure end-of-season requirements are promptly met such as:
  - Turning in all-star player names,
  - Submitting hall of fame nominations for deserving players,
  - Insuring all players' and coach's equipment is returned

- Meeting fundraising requirements

### **2.3.3 Weight Class Coordinator**

The commissioner will appoint a weight class coordinator for each weight class. Normally this will be the lead ankle biter coach and the American coaches for all other weight classes. Responsibilities include:

- Organizing and running evaluation week for their weight class.
- Maintaining an accurate roster for all players in the weight class until player selection is completed.
- Collecting and turning in equipment for all players that quit prior to being drafted.
- Insuring all head coaches in their weight class are prepared for the FCYFL weigh-in.
- Other duties as the commissioner may direct.

## **Coach Selection Process**

For our league to thrive it is critical that we select the correct personnel to be our coaches. All coaches will file a coaching application with the Commissioner. Before being allowed to coach they will be approved by the Coaches Selection Committee (CSC) as described below. Additionally, DYS requires all coaches to submit a background check form. A third party will conduct the background check for DYS. Failure to submit this form will exclude the individual from consideration for coaching for DYS. The background checks are good for three years and are applicable to all DYS sports. For more information on the background check process/policy please contact DYS directly.

The Coaches' Selection Committee (CSC) consisting of the Commissioner, Assistant Commissioner and selected members from the FBOG. They will meet on the last week of June each year to select the head coaches for the upcoming season. Coach selection involves multifaceted decision factors. Win/loss record alone is not sufficient to be a head coach at DYS. The CSC will review the following factors when selecting coaches:

- 1) Coaching Ability and Desire: This is an objective and subjective assessment of the coach's ability and desire. Factors considered include win/loss record at DYS, total coaching experience, the coach's' meeting attendance, the coach's' clinic attendance and the CSC's observation of the coaches on field performance both in practice and games.
- 2) Volunteerism: This is an objective assessment of how much volunteering the coach does. It includes equipment maintenance and issue, game field set up and tear down, game day field commissioner, routine field maintenance, lining and painting, etc.
- 3) Fund Raising: This is an objective assessment of how much money the coach raised with his team sponsorship program.
- 4) Organization Ability and Parental Relations: This is a subjective assessment that looks at Weigh-In execution, try-out/draft execution, practice efficiency and organization, end of season equipment return, quality of Hall of Fame Nomination write-up, parental feedback, and direct CSC observation.
- 5) Seniority: Coaches with many years of support to DYS Football rightfully get preferential treatment when making team assignments. However, merit and

qualification will outweigh seniority. Seniority alone will not guarantee a coach the team of their choice.

**Note: Coaches chosen as assistants by the head coach must provide coaching assistance. The practice of naming coaches for the sole purpose of obtaining a particularly gifted athlete, without receiving assistance from that coach, is strictly forbidden. To prevent this practice the draft procedures (see below) only allows head coaches' children to be protected from the draft.**

## **■ Fairfax County Youth Football League (FCYFL) Divisions**

The FCYFL is structured to establish various levels of competition based upon a player's ability, age, and weight. Players are assigned to the weight classes based upon the age/weight matrix found at fcyfl.com. As of 2018, there are currently 7 Weight Classes and 3 Skill Divisions per weight class.

### **4.1 Anklebiters**

The Anklebiter Instructional Group is one conference. It is divided into several divisions, dependent on the number of teams enrolled. Since these are the youngest players and considered an instructional group with special competition rules, no distinction between levels of experience is warranted.

For the remainder of the weight classes there are three established conferences to provide three different levels of ability and experience for the players.

### **4.2 American Conference**

The American Conference is structured with players of the greatest ability and most experience in comparison to their peers. Usually if DYS does field an American Conference team there will only be one in each weight class.

### **4.3 Central Conference**

The Central Conference is a mid-level competition group structured to include both single entry Club teams which may not be able to compete equally in the American Conference and multiple entry Club teams with players that have some degree of ability and experience.

### **4.4 National Conference**

The National Conference is designated as a conference for multi-entry teams whose players have generally less ability and experience in comparison to the other conference players.

**Note that there will be many factors that go into how DYS splits up a particular weight class. As such the final determination will not be made until tryouts are completed and we have had some time evaluating the players.**

## **Equipment**

### **5.1 Required Equipment**

The following is a list of required and recommended equipment. Parents and players will not modify this equipment in any way. Uniforms and equipment will be provided by DYS, except as noted.

#### **5.1.1 Mandatory**

- Helmet (with approved face guard and chin strap).
- Shoulder Pads.
- Game Pants (with thigh, Hip, Tail & knee pads).
- Game Jersey.
- Shoes - either molded or removable cleats are allowed - (provided by the player).
- Tooth and Mouth Protector (intraoral/fitted) - (provided by the player).
- Athletic Supporter (with cup insert) - (provided by the player).

#### **5.1.2 Optional**

- Practice Jersey. (provided by the player).
- Practice Pants. (provided by the player).
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### **5.2 Additional Equipment (Provided by the Player)**

Other personal protection devices can be worn by the player, but must be in compliance with the National Federation of State High Schools Associations (NHFS) Rules. If there is doubt about the wear of certain additional equipment, players and parents should check with a Head Coach or Commissioner prior to purchasing optional equipment.

### **5.3 Equipment Issue**

Equipment issue takes place at an announced date, time, and location in accordance with Football Calendar published online at [www.dullesyouth.com](http://www.dullesyouth.com). Every effort is made to insure proper fitting during equipment issue, but it is the responsibility of the head coach to see that players have all the required equipment and that the equipment fits properly. Parents who are unsure of the fit of their child's equipment are encouraged to talk to their head coach.

### **5.4 Equipment Turn In**

The Equipment Manager will announce turn in dates/times, by team, well in advance. Head coaches will insure accountability of all their players' equipment and that it is ready for turn-in on the assigned date.

Unless otherwise directed by the Equipment Manager, any decals put on the helmets during the season will be removed before the helmet is turned in.

Game jerseys (not practice jerseys) are not included in the registration fee and are to be turned in along with all other issued equipment at assigned turn in dates.

**Parents/Legal Guardians will be charged for any equipment items missing at equipment turn in. Failure to promptly return equipment will result in the elimination of the player's eligibility to participate in any DYS activity until this obligation is satisfied and may result in refusal to accept registration for subsequent sport seasons and even legal action.**

**Individuals that have a history of late equipment return may be levied with CASH equipment deposit equivalent to the cost of a complete uniform.**

## ■ Injuries

Safety of the players takes precedence over all other situations, including continuation of a scheduled game or practice. Medical release forms are required for each participant and will be present at all practices, scrimmages and games.

The head coach is responsible for ensuring that, an injured player receives immediate medical attention and to report all injuries (requiring a doctor's visit) to the football commissioner as soon as circumstances permit but never more than 2 hours after the occurrence.

If the parents are not present when an injury occurs; the player's parents will be notified as soon as possible; however, immediate medical attention for the injured player takes priority.

Coaches will become familiar with the injuries (and appropriate treatment), which most likely occur from football play. When any doubt exists relative to the nature or extent of the injury, immediate medical assistance shall be obtained.

## ■ Player Evaluation Week

Player evaluation is conducted during the first week of practice and will be organized by weight class. The designated weight group coordinator oversees evaluation week for the weight class.

**It is critical that all players attend the player evaluation** - this week will greatly affect their football experience for the entire year. All players will be evaluated to determine their conference placement based on their skills and abilities in relation to their peers. Players must have three (3) days of non-contact drills before they may engage in hitting drills. For most players this will begin on Thursday of evaluation week (first week of the season). Once hitting drills start, this will be the primary focus for coaches'. As a result, players who do not have the required three days of non-contact drills may end up doing a

lot of “watching.” The coaches will do their best to limit this, but that is why it is particularly important that players do not miss any of the practices during evaluation week.

Note: If there is a rain-out day during this week it will be made up on the immediate Saturday.

## **Player Draft**

A draft will be conducted at each weight class to place players in the most appropriate conference. We believe that it is best for the child (and for the club) to play at the highest level of competition that they are able and further require that players play on the team to which they are drafted.

### **8.1 Draft Supervision**

The Commissioner, Assistant Commissioner and/or the Registration Coordinator, will be designated as the Draft Supervisor and supervise the initial and any supplemental draft. Not all situations can be predicted in these Draft Procedures, therefore, the Draft Supervisor has the authority to modify or establish procedures, when required, due to an unanticipated situation.

### **8.2 Draft Eligibility**

All players are eligible to be drafted unless they are a head coach’s child (see below). A request for a player not to play for a specific coach or team must be submitted, in writing, to the commissioner prior to the draft. These requests will be dealt with on case-by-case bases. Carpooling, playing with friends, being next-door neighbors, etc., is not reason enough to place a player on a specific team with a specific coach.

Head coaches are allowed to “freeze” their child for the draft. If a head coach does not have a child in his weight class he will not have a coach’s freeze. **We will not tolerate the practice of selecting fathers as assistant coaches for the sole purpose of trying to obtain a particularly gifted athlete.** Fathers serving as assistant coaches will follow their player to the team that selects their child. The proper placement of the player will always take precedence. Additionally, players must have completed 5 practices to be eligible for the draft. The weight group coordinator will determine draft eligible players. The Draft Supervisor will approve the draft eligibility prior to the draft.

### **8.3 Team Size**

The number of players on each team in a weight class is a function of the number of players available and the number of teams that are fielded in that weight class. In accordance with FCYFL Rules, teams must have at least 14 and no more than 22 players. At DYS, every effort will be made to insure teams have between 16-20 players. Team size within a weight class will be as even as possible with no team having more than two greater players than any other team. The weight group coordinator will recommend team size for the draft. The Draft Supervisor will approve the team size prior to the draft.

## **8.4 Draft Execution**

The draft will occur on the Saturday following the first week of practice. A supplemental draft will occur on Friday evening after the second week of practice for any players not yet drafted. The initial order of selection will be maintained for the supplement draft. For example, if the 3<sup>rd</sup> team had the last pick in the initial draft, the 4<sup>th</sup> team will get the first pick in the supplemental draft and the original order will then continue. The initial and supplemental draft will proceed as set forth below.

### **8.4.1 Anklebiter Draft**

In accordance with Fairfax County rules, the Anklebiter team draft must ensure a balance of talent and abilities between the teams. Therefore, an “equitable” draft will be conducted.

- a. The Anklebiter weight group coordinator will provide a roster of players not eligible for the draft (less than 5 days practice). The draft supervisor will randomly determine the order of the draft. Coaches will select players in a serpentine draft (1, 2, 3, 3, 2, 1, 1, 2, 3 etc.) until the roster is filled. The head coach’s freeze, if used, will occur in the 3<sup>rd</sup> round.
- b. Players not eligible for the draft will continue to be evaluated by all the Head Anklebiter coaches during subsequent practices and drafted during the supplemental draft.

### **8.4.2 American Conference Selections.**

- a. The weight group coordinator will provide a roster of players not eligible for the draft (less than 5 days practice). The American Conference head coach will then select players for his team. The only players exempt from being selected by the American Conference coach are the Central and National Head coaches’ freeze as explained above.
- b. Players not eligible for the draft will continue to be evaluated by the American coach during subsequent practices after the initial evaluation week. Following their 5<sup>th</sup> day of subsequent practice the American Coach must select these players or release them to the Central Coach for evaluation. Note: the American Coach can release a player to the Central coach prior to the 5<sup>th</sup> practice if it is obvious that the player will not be competitive at the American level.

### **8.4.3 Central Conference Selection/Draft.**

- a. If there is only one Central team in the weight class, the head coach shall provide a roster of the players he wants on his team. The only players exempt from being selected for the Central Conference are the players selected for the American Conference and the National Head coach’s freeze as explained above.

- b. If two or more teams exist at this level, the draft supervisor will randomly determine the order of the draft. Coaches will select players in turn until the roster is filled. The head coach's freeze, if used, will be the 3<sup>rd</sup> round choice.
- c. Players not eligible for the draft will be drafted or released by the American coach following their 5<sup>th</sup> day of subsequent practice or sooner. After which the Central Coach will have two days to either select or release the player. In the case of two Central teams each coach will evaluate the player for one day. Note: the Central Coach can release a player to the National Coach earlier than required if it is obvious that the player will not be competitive at the Central Level. If there are two (or more) Central teams, previously draft ineligible players will be drafted during the supplemental draft.

#### **8.4.4 National Conference Draft.**

- a. After the draft/selection of the American and Central Conference teams, the National Conference head coach will receive all remaining draft eligible players. If more than one National Conference team exists, they will draft players exactly as described for the Central Conference teams above. If there are three or more national teams a serpentine draft order (1,2,3,3,2,1,1,2,3 etc.) will be used.
- b. Players that were not eligible for the draft will be evaluated in turn by the American and Central Coaches as described above. In the case of two or more National teams each coach will evaluate the player for one day. If there are two (or more) National teams previous draft ineligible players will be drafted during the supplemental draft.

**NOTE: Any situation where there are ineligible players for the first draft will be brought to the attention of the commissioner. The goal is to NOT have kids bounced around for 4 days. The evaluating coaches will be encouraged to resolve the placement quickly.**

#### **8.4.5 Assistant Coach and Veteran Player Selection**

There are no "protected" picks for assistant coaches' children or players who have previously played on a Head Coach's Team. However, at the Anklebiter, Central (when there are two teams) and National conferences (when there are two or more teams) the Head Coaches may make a "pre-draft" agreement on selection of assistant coaches' children and/or veteran players for a maximum of four players. The pre-draft agreement, including the specific rounds (for example: 1<sup>st</sup>, 3<sup>rd</sup>, 7<sup>th</sup> & 10<sup>th</sup> rounds) that the "protected" players will be drafted, must be announced prior to the beginning of the draft and must be agreed to by all Head Coaches in the conference and approved by the draft supervisor. The pre-draft agreement cannot be used to "protect" a player from being selected by a head coach at a higher level (American or Central) and should never be used to knowingly disadvantage a new

coach. If an agreement cannot be reached or if in the judgment of the draft supervisor the pre-draft agreement would disadvantage one of the coaches, the draft will be conducted in strict accordance to the procedure described above.

#### **8.4.6 Late Registrations**

Late registrants shall be made available to the American, Central and National coaches, in that order, and will be drafted as per the above rules. A late registrant may displace a player previously selected by an American or Central coach to insure that team size rules are maintained.

### **■ Practices**

Practice fields are assigned by weigh class and will be assigned at the beginning of each season. A maximum of five practices and one scrimmage per week are allowed prior to the start of the school year. Once school starts, a maximum of three practices and one scrimmage/game are allowed. Practices are limited to two hours with water breaks every 15-40 minutes, depending on the level of activity and climate conditions. The level of activity during the summer months may be limited by the commissioner supervising practice because of the temperature and humidity conditions. Helmets and shoulder pads may be removed, and practice may be stopped until conditions improve. Practices will conclude no later than dusk except for practice held on lighted fields.

**UNDER NO CIRCUMSTANCES WILL CONTACT BE ALLOWED WITHOUT ALL EQUIPMENT BEING WORN.**

**ANY ADULTS ON THE PRACTICE FIELD ARE NOT ALLOWED TO MAKE PHYSICAL CONTACT WITH THE PLAYERS EXCEPT WHEN USING PRACTICE EQUIPMENT SUCH AS BLOCKING PADS.**

**ANY COACHES OR ADULTS THAT FAIL TO COMPLY WILL NOT BE ALLOWED TO ATTEND ANY DYS FOOTBALL PRACTICES OR GAMES.**

### **■ Player Participation Rule**

**FCYFL Player Participation Rule:** Players who attend practices and expend a sincere effort, regardless of talent, deserve to have their efforts recognized by participation in scrimmages and games. We expect DYS coaches to follow the spirit and letter of the participation rule. The DYS Football Program shall conform to the FCYFL Player Participation rule, which states:

“The player participation policy of the American Division is that each player shall participate in every game for a significant portion of the total game time. Although specific play numbers or time requirements are not required in this division, it is the spirit and intent of the League that all Players participate fully. Teams participating in this Conference shall not select players that will not play a significant portion of each game”

“The player participation policy of the Central and National Divisions as well as the Anklebiter Group is that each player shall play the entire game, either on

offense or defense, except in case of an injury. The purpose of this rule is to allow every rostered participant to play the entire game. The basics of the rule are:

- (a) The maximum number of player per team is 22.
- (b) Should a team (other than Anklebiter) apply for a waiver on roster size, they will automatically be placed in the American Conference.
- (c) The offense team may choose to play 12 players while running their offense, using the 11<sup>th</sup> and 12<sup>th</sup> players to shuttle plays to the huddle. Only 2 players may be used to shuttle offensive plays into the huddle, each play alternating on subsequent downs. If a coach chooses to use this method; then those players used to shuttle plays must play defense and can not be substituted unless injured or sick.  
**DYS discourages the use of shuttling plays into the game.**
- (d) At the change of any possession, all players on the sideline must enter the game.

**Participation Rule Exception:** A player may lose their right to play based on poor behavior or absences. Examples of conduct that will not be tolerated include:

- a. Excessive tardiness or unexcused missing of practices or games.
- b. Refusal to play in their assigned position or repeatedly failing to follow the coach's instruction.
- c. Failure to fully participate in practice - loafing, quitting during drills etc.
- d. Inappropriate behavior such as disrespect towards coaches, poor sportsmanship, and fighting with teammates.

In the event of any of the above conduct the coach shall advise the player and discuss the matter with the player's parents/guardian. If the coach feels the offense is deserving of reduced playing time the matter will be brought to the commissioner to determine a course of action.

## ■ Games

As a member of the Fairfax County Youth Football League (FCYFL), DYS is one of 24 clubs participating in this League. To make the year's football season a positive experience, the following information is provided concerning FCYFL game schedules so that there is a full understanding of League expectations prior to registering and making the commitment to participate in DYS and in the FCYFL.

- 1) Game schedules are NOT finalized until after the last weigh-in. The League needs to first understand how many teams are participating before a schedule can be completed.
- 2) Approximately 70% of FCYFL games are scheduled on Saturdays.
- 3) Approximately 25% of FCYFL games are scheduled on Sundays.
- 4) Approximately 5% of FCYFL games are scheduled on weeknights (Mon-Fri).
- 5) All game scheduling is done independent of outside factors such as community events; the Washington Redskins home game schedule, etc.
- 6) Weekend games are scheduled without deference to religious denominations. The potential exists that conflicts may occur. Regardless, the FCYFL will go ahead

- and play scheduled games. In these circumstances , the family must make personal decisions whether to participate or not.
- 7) All game scheduling is done by the FCYFL based upon field allocated space available to each individual member club.
  - 8) When games are postponed due to inclement weather, they must be made up as soon as possible because of the limited facilities (fields) available, the short seven-week regular season, further weather unpredictability, play-off and championship games, and the Thanksgiving Holiday. This means games could be rescheduled as quickly as the day after a postponement!
  - 9) With the introduction of the new turf fields coming on line around the county, FCYFL will schedule and reschedule games on these weatherproof sites in the best interests of finishing the season on time and not canceling any games! This scheduling pattern takes precedent over the “home” game concept. When possible, home games will be scheduled but “playing the game” is the most important goal desired.
  - 10) The availability of game officials and the weather are the primary factors considered for the initial schedule and subsequent schedule changes.

Please keep in mind that the FCYFL has (24) member clubs from Gainesville to Alexandria, from Woodbridge to Loudoun County and each club has between 8 and 30 teams. The FCYFL tries to “look” at weekly match-ups, time and location of games when schedules are developed. However, the availability of facilities (lighted) or lack of lighted fields, significantly impacts “convenient” geographical scheduling. Teams are matched by draw, not by geography, so the possibility exists in each weight class that all clubs may play any other club, anywhere in the county. It is recognized that traffic, early morning, and late night games, are contribute to inconvenience in our area. However, FCYFL is an organization that has almost 7,000 players, a limited number of officials, and limited number of lighted and turf fields. Scheduling over 200 games a week in a 7-week regular season is a challenge, to say the least and patience on the part of parents, players, and coaches when inclement weather causes everyone’s schedule to change is greatly required and appreciated.

### **11.1 Field Set up/Tear Down**

For home games the first team scheduled to play will arrive at the field at least 60 minutes early to set up the field. The team scheduled to play the last game of the day will “tear down” the field, which includes picking up all litter and emptying all trash receptacles.

### **11.2 Sideline Personnel**

Unauthorized personnel are not allowed on the playing field sidelines during the game. The FCYFL rules shall apply to the number of coaches and support personnel allowed on the designated field sidelines. Game tapers/photographers are specifically prohibited from filming inside the designated sideline area. The head coach is charged with the responsibility of enforcing this rule.

### **11.3 Field Marshal**

All games will have an assigned Field Marshal (generally a head coach who does not have a game at the same time). The Field Marshal is responsible for maintaining the official score book, insuring the pickup of litter and the emptying of trash cans as needed, and resolving any disputes that may occur.

### **11.4 Chain Gang**

The home team must provide three operators for the ten-yard and down markers. In accordance with FCYFL rules the minimum age for manning these markers is eighteen (18). The visiting team may provide one member for the chain crew if they so desire.

### **11.5 Game Rosters**

FCYFL rules require that coaches provide two rosters prior to each league game. The roster will be the “official” team roster from the FCYFL web site annotated with any changes. Rosters will be given to the opposing coach and the game day field marshal.

### **11.6 Game Results**

Home field Coaches will report their game results on the FCYFL web site no later than 24 hours after the game. The field marshal with duty on Sunday will ensure the weekend’s official results are reported to FCYFL in accordance with the instructions located in the field marshal’s notebook.

### **11.7 Post Season Games**

Post-season games (Turkey Bowls etc.) will not be scheduled without prior approval of the football commissioner.

### **11.8 Spectator Behavior**

DYS will not tolerate ANY disrespectful behavior toward the referees, players and coaches. Field marshals have the authority to remove any problem spectator from the fields and parking lots in the name of DYS. DYS holds the field permits from the county and as such will decide who can be on the county fields. DYS takes spectator behavior very seriously and, if needed, will request the aid of the sheriff if their assistance is deemed necessary.

## **Volunteers**

The volunteer efforts of family and friends are the heart of the DYS football program and feed its success. These volunteers act in a variety of roles year round and are the football programs most valuable resource. Football needs a minimum of four hours to fulfill the volunteer participation requirement. Many volunteers provide much more, but all should strive to meet the minimum noted. Quality football volunteer activities include (but are not limited to):

- 1) Coaching Positions (Head coaches, Assistant coaches, etc.)
- 2) Football Board of Governors Positions
- 3) Team Parents

- 4) Game Day Activities
- 5) Field Maintenance and Preparation
- 6) Activity Registration
- 7) Automation/Computer Support/Input
- 8) Publicity and Signage Maintenance
- 9) Board of Directors Positions
- 10) Concession stand work

If you really do not want to volunteer then you will be able to opt out at registration for a fee. The fee will be determined prior to the opening of registration. If the volunteer obligations are not met, then the opt out fee will be assessed to the participants registration.

## ■ Raffle

DYS will be conducting a raffle. The raffle allows DYS to lower the cost of registration and still generate money for maintaining equipment, set asides for future fields, as well as, allows the teams to raise money for equipment, practice gear and end of season awards. This year there is going to be a restructuring of how much the teams will have to spend and acceptable expenditures. Families will be able to opt out of the raffle sales for a fee of \$150 per player.

## ■ Complaint Process

This section provides the guidance for DYS Football Program Members who wish to voice or file a complaint related to DYS football operations. This section is not intended to address issues related to DYS Refund Policy.

It is the philosophy of the DYS Football program that every effort should be made to address any complaints related to the DYS Football Program at the lowest level possible. Head coaches should be the focal point for the majority of complaints. Complaints should be brought to the coach after practice is complete - they are extremely busy before and during practice. If the head coach is unable to satisfactorily resolve the issue then it should be elevated to the Weight Group Coordinator, then to Assistant Commissioner or Commissioner. Complaints that cannot be satisfactorily addressed by the Commissioner will be processed in accordance with the DYS complaint procedure explained in the DYS bylaws.

Note: Under extenuating circumstances, the individual sport commissioners and/or members of the Executive Committee of the Board of Directors may approve any deviations to the official DYS refund policy.

## ■ Amendments to this Guide

All recommendations for changes or additions to this guide shall be made in writing to the commissioner. The recommended change should be concise and clearly written with reasons supporting the proposed change or addition. These shall be reviewed by the Football BOG and recommendations made to the football commissioner. The requestor

shall be advised of the disposition of the request, and, if approved, the addition or change shall be distributed to all pertinent parties.