

WELLS OGUNQUIT YOUTH FOOTBALL AND CHEERING ASSOCIATION
Official Policies & Procedures
(Effective September 9, 2014)

1. Behavior Standards for Directors/Officers and Coaches:

At the first monthly meeting of each calendar year, the President shall provide the membership with specific guidelines that establish the “behavior standards” for Directors/Officers and Coaches (including the coaching requirement form). In the event that the previous year’s guidelines are acceptable to the membership without amendment then the membership shall vote to accept those guidelines for the current year. In the event that the membership determines that the guidelines should be amended, then the membership shall amend the guidelines and then vote to accept the amended guidelines. The behavior standards shall conform to the following Code of Ethics:

- i. The Directors/Officers and Coaches of W.O.Y.F.C.A. shall abide by and sign the following Code of Ethics:
- ii. The Coach or Director/Officer will place the emotional and physical well-being of the players ahead of personal desire to win.
- iii. The Coach or Director/Officer will treat each player as an individual remembering the large range of emotional and physical development for the same age group.
- iv. The Coach or Director/Officer will do their best to provide a safe playing situation for the players.
- v. The Coach or Director/Officer will promise to review and practice the basic first aid principles needed to treat injuries of the players.
- vi. The Coach or Directors/Officer will do his or her best to organize practices that are fun and challenging for all the players.
- vii. The Coach or Director/Officer will provide a sports environment for the team that is free of drugs, tobacco and alcohol and they will refrain from their use at all youth sports events.
- viii. The Coach will be knowledgeable of the rules of each sport that he or she coaches and will teach these rules to the players.
- ix. The Coach will use those coaching techniques appropriate for each of the skills that they teach.
- x. The Coach or Director/Officer will remember that the game is for children and not adults.

xi. All Football Coaches will be bound by the Southern Maine Youth Football League Coaches Code of Conduct

xii. The Coach or Director/Officer is subject to a criminal background check as well as be free of the National and State sexual offender's list. The WOYFCA Board of Directors shall contract an outside organization to ensure that each Coach or Director/Officer is free of said sexual offender's list, as well as, but not limited to, convicted felony charges and crimes against children. The results of a pass/fail background check shall be archived by the Secretary in the event a member wishes to confirm the results. A Coach may not be approved by the Board or represent W.O.Y.F.C.A. in any capacity until said background checks are complete. Directors/Officers shall have a background check within sixty (60) days of election.

2. Behavior Standard for Parents/Guardians of Program Participants:

Parents/guardians will review and acknowledge the Parents code of Ethics as part of their child(ren)'s registration documentation. Parents/guardians will receive and be expected to follow the W.O.Y.F.C.A. Parents Code of Ethics.

i. Parents/guardians shall abide by the following Code of Ethics: Program participants shall be expected to represent W.O.Y.F.C.A. in a positive manner by displaying good sportsmanship and respect towards coaches, peers and opponents at all times.

ii. Parents/guardians will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice, or other youth sports event.

iii. Parents/guardians will place the emotional and physical well-being of their child ahead of a personal desire to win.

iv. Parents/guardians will insist that their child's Head Coach be trained in the responsibilities of being a youth sports coach and that their coach upholds the Coaching Code of Ethics.

v. Parents/guardians will support coaches and officials working with their child in order to encourage a positive and enjoyable experience for all.

vi. Parents/guardians will demand a sports environment for their child that is free from drugs, tobacco, and alcohol and will refrain from their use at all youth sports events.

vii. Parents/guardians will remember that the game is for the children and not the adults.

viii. Parents/guardians will do their very best to make youth sports fun for the child.

ix. Parents/guardians will help their child enjoy the youth sports experience by doing whatever they can, such as being a respectful fan, assisting with coaching, or providing transportation.

x. Parents/guardians will ask their child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.

xi. Parents/guardians will read the National Standards for Youth Sports and do what they can to help all youth sports organizations implement and enforce them.

3. Behavior Standard for Program Participants:

Participants will review and acknowledge the Participant Code of Ethics as part of their registration documentation.

i. Participants shall abide by the following Code of Ethics. Specifically, the participant will:

1. Treat officials, coaches, opponents and teammates with respect.
2. Accept victory with modesty, defeat gracefully and never quit.
3. Control his/her emotions at all times and never argue with officials.
4. Accept decisions as they are made and abide by them.
5. Never swear, cheat, or “grandstand”.
6. Keep physically and mentally fit and observe training rules set by his/her coach.
7. Use one’s influence on and off the field to help develop good spectator sportsmanship.

ii. In the event a participant is suspended from school, he/she will not be allowed to participate in any W.O.Y.F.C.A. sanctioned event, including practices and games, following the suspension. If a participant is suspended more than once in a calendar school year, the W.O.Y.F.C.A. Board of Directors and Head Coach retain the right to revoke the membership of the participant.

4. Program Eligibility

a. Program policy and procedure dictates:

i. W.O.Y.F.C.A. will follow S.M.Y.F.L. player eligibility guidelines, pertaining to age and weight, for all football players. Except in cases where S.M.Y.F. L. bylaws take precedence:

a. X

b. X

- c. All third and fourth grade football players will play for the Mighty Might football team.
- d. All fifth and sixth grade football players will play for the Peewee football team.
- e. All seventh and eighth grade football players will play for the Jr. High football team.

ii. All third and fourth grade cheerleaders will cheer at the Mighty Mite program.

iii. All fifth and sixth grade cheerleaders will cheer at the Peewee program.

iv. All seventh and eighth grade cheerleaders will cheer in the Junior High Program.

v. Prior to the 1st practice, all program participants shall be required to have their full registration form, medical release form, emergency medical card and payment in full received by a Board member. **NO ONE WILL BE ALLOWED TO PARTICIPATE UNTIL ALL REQUIRED DOCUMENTS HAVE BEEN RECEIVED BY THE BOARD AND ALL FEES PAID.**

b. Football and Cheerleading representation:

It is mandatory that the respective teams will be at all games including all jamborees and the Nantucket experience (if approved by the membership) and additional W.O.Y.F.C.A sanctioned events to represent the Wells Peewee and Junior High Warriors.

5. Fund Raising

a. Each of the four W.O.Y.F.C.A. programs may each hold two (2) or more fundraisers. The funds raised may be used, as each Head Coach deems necessary and fit. The funds shall be used in the best interest of each program, and the best interest of the student athletes in each program. All funds shall be deposited in the W.O.Y.F.C.A. account and disbursed through the W.O.Y.F.C.A. checking account. All other fundraising and revenues will go into the general account of W.O.Y.F.C.A and disbursed as needed.

b. All fundraising money should be turned over to an officer of the Board immediately following that function or fundraiser and a receipt given on acceptance.

6. Board Responsibilities to review complaints against, or alleged behavior of, Directors/Officers, Coaching Staff and Parents/Guardians that is not consistent with the Code of Ethics

- a. In the event that W.O.Y.F.C.A. receives a written formal complaint that raises a question of the Directors/Officers or Coach's or Parent/Guardian's compliance with the Code of Ethics, the President or Vice Presidents shall be responsible for gathering all information pertaining to the alleged event or activity. It is W.O.Y.F.C.A.'s policy to handle all complaints discretely so that the privacy of the involved Director/Officer, Coach or Parent/Guardian is protected.
- b. The President shall appoint a review committee comprised of three to five impartial, uninvolved individuals who understand the Code of Ethics within thirty (30) days of receiving the written complaint. This committee may include the President, Association members, uninvolved community members or league administrators.
- c. Once sufficient information has been gathered, the President or Vice Presidents must share all pertinent information with the review committee members (excluding an involved individual).
- d. Once the review committee members have familiarized themselves with all gathered facts, the review committee will meet or communicate with the involved director/officer, coach or parent/guardian to discuss all information within 5 days of receiving a complaint or becoming aware of a possible violation.
- e. It is the responsibility of the review committee to determine whether the Director's/Officer's, Coach's, or parent/guardian's behavior is in conflict with the Code of Ethics. Following the review committee meeting, the committee will provide the director/officer or coach with a written finding of fact within one day of meeting with involved director/officer or coach. The written finding of fact shall be provided privately to the involved director/officer or coach.
- f. Based on the written finding of fact, the Board shall have the latitude to take any of the following actions:
 - i. Issue a warning to and/or require an apology from the director/officer, coach, child or parent/guardian.
 - ii. Probation.
 - iii. One game suspension.
 - iv. Multiple game suspensions.
 - v. Season suspension.
 - vi. Permanent expulsion from the program.
- g. The findings and sanctions of the Board are final.

7. Concussion Management Protocol

- a. Any athlete suspected of sustaining a concussion will not return to play that day.

- b. Parents of any athlete suspected of sustaining a concussion will be notified by attending athletic trainer or coach. Attending athletic trainer or coach must defer the next assistant coach in line should their own child sustain an injury.
- c. Any athlete suspected of sustaining a concussion will be referred to a physician.
- d. Athlete must be cleared by written permission of physician prior to return to athletic participation.
- e. WOYFCA will follow recommendations of player's physician with regard to return to play protocol.