



2017

BIG LAKE YOUTH FOOTBALL ASSOCIATION

**PARENT/PLAYER HANDBOOK
FLAG FOOTBALL**

The information contained in this Big Lake Youth Football Association Player Handbook will provide our football players, Coaches and Parents/Guardians with a general outline of the rules under which the program is structured. It is the Parents/Guardians responsibility to become familiar with this information. We are happy to welcome all Players, Coaches and Parents/Guardians to the 2017 Big Lake Youth Football program.

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2017 CONTACT INFORMATION
BIG LAKE YOUTH FOOTBALL BOARD OF DIRECTORS

Board Position	Name	e-mail	Cell Phone
President	Maggie Hoeg	maggieh@biglakefootball.org	612-280-8883
Vice President	Brady Bagne	bbagne@biglakefootball.org	612-616-9629
Secretary	Liz Fagen	lizf@biglakefootball.org	612-834-4339
Treasurer	Kim Dailey	kdailey@biglakefootball.org	763-458-3174
Intro (2 nd – 3 rd Grade) & Flag Director	Jason Hoeg	jhoeg@biglakefootball.org	612-750-7673
4 th Grade Director	Jon Duchene	jduchene@biglakefootball.org	763-760-0520
5 th - 6 th Grade Director	Ray Anderson	randerson@biglakefootball.org	612-490-7922
Tournament Director	Maggie Hoeg	maggieh@biglakefootball.org	612-280-8883
Registration Co-Coordinator	Heather Anderson	handerson@biglakefootball.org	763-670-8578
Registration/Volunteer Coordinator	Amy Kvilhaug	akvilhaug@biglakefootball.org	612-978-8337
Equipment Coordinator	Josh Cremers	jcremers@biglakefootball.org	763-607-7250
Apparel/Fundraiser Coordinator	Tiffany Caswell	tcaswell@biglakefootball.org	763-269-1097
Communications/Website Coordinator	Noel Krebs	nkrebs@biglakefootball.org	763-442-2367
Concessions Coordinator	Liz Fagen	lizf@biglakefootball.org	612-834-4339
Safety Coordinator	Maggie Hoeg	maggieh@biglakefootball.org	612-280-8883

BLYFA VISION STATEMENT

Developing our youth to achieve individual success through teamwork, sportsmanship and character building that will guide them both on and off the field and into our community.

BLYFA MISSION STATEMENT

The Big Lake Football Association's mission is to foster a program that is dedicated to providing the youth of Big Lake an environment that is fun, safe and educational to learn and succeed in the game of football. We will achieve this through:

- Providing a safe and nurturing environment for the players
- Coaching to help them develop the skills needed to succeed
- Fostering an environment where respect to ones-self, teammates, opponents, officials and coaches are demanded.
- Providing our coaches with the tools, resources and support they need to succeed
- Embracing the diversity of our community and the communities around us
- Encouraging the continued involvement of the parents

BLYFA FLAG FOOTBALL DIVISION RULES & KEY INFORMATION

Division Specifics

The BLYFA Flag Football Division is for kids going into Kindergarten and first grade. Players will receive a T-shirt to wear to practices. Practices will be on Tuesday's and Thursday's beginning on August 9 and run through October 6, skipping the week of Labor day. Practices will run from 6-7pm.

This Division is meant to teach the players basic football skills such as how to line up, catch and throw the ball properly, basic football terminology, etc. Players will be broken up into groups each practice and put through basic football drills. After the first couple of practices they will play some games for half of the practice.

Registration

Player Registration & Payment for the BLYFA Program should be done online at <http://www.biglakefootball.org> via Sports NGIN

2017 Registrations dates are as follows:

Online Registration April 20th - June 21st

Open Registration & Uniform Ordering:

(You will be required to enter your registration information online so please do so prior if at all possible)

Open Registration Dates:

Sunday, June 4th from 2-6pm in the Independence Elementary Community Room

Monday, June 5th from 5:30-8pm in the Independence Elementary Community Room

Wednesday, June 21st from 5:30-8pm in the Friendly Buffalo Party Room

Registration Fees for this Division for 2017 are **\$50.00**

Any registrations submitted after June 21st will be considered late registrations and enrollment will be strictly at the discretion of the Board of Directors & will be subject to a \$50 late registration fee. Any registration payments that are being made offline must be done at one of the three open registration dates.

Refund Policy

There will be no Uniform Refunds issued after the Uniform order has been placed with our Supplier-NO EXCEPTIONS! Registrations can be cancelled up to June 21st, please contact the BLYFA Registration Coordinator. Any requests for registration cancellations & subsequent refunds after June 21st are strictly at the discretion of the Board of Directors. Any refunds that are issued will be net of any administrative costs incurred by the BLYFA.

Scholarships

The BLYFA Board has a limited number of Scholarships available that Parents may apply for based on needs. You will be required to submit a Scholarship application by the scholarship deadline describing your specific situation. Scholarships will be awarded based on needs and funds availability. If awarded, you agree to work an additional 4 hours (per family) All Scholarship application information will be kept strictly confidential.

Code of Conduct

All Players registering to play in the BLYFA Association are required to read, understand & sign a Player Code of Conduct (see below). All Parents/Guardians of registered players are required to read, understand and sign a Parent/Spectator Code of Conduct (see below), in addition they are also responsible for advising all invited visitors/spectators of this Code of Conduct and ensuring that they adhere to it as well. All Code of Conduct Forms will be collected at the Mandatory Parent Meeting before the beginning of the Season.

Practices

Practices for the Flag Football are on Tuesday & Thursday Nights at Field 5, which is just north of the 4-plex, the field with its own parking lot. The fundamental skills taught at practice each week may vary. New skills are learned, problem areas are corrected. Your child will be at a disadvantage by not regularly attending practice or not arriving on time. Additionally, we encourage parents to stay and watch their child in this age group, if you do not make sure you are there to pick up your child on time, the coaches are volunteers and want to get home after practice.

Coaching

All Coaches in the BLYFA are strictly Volunteers. Parents/Guardians interested in Coaching for the BLYFA are required to submit a Coaching application & will be required to submit a background screening every two years. Coaching assignments are strictly at the discretion of the BLYFA Board & decisions are based on information provided on their application and background check. All Coaches that are appointed by the BLYFA Board, must attend and receive certification from Heads-Up Football training, as well as sign and agree to abide by the Coaches Code of Conduct.

Player Playtime

It is the Associations intention to have Player Playtime in this Division be equal as much as reasonably possible, to ensure that all players participate in the game. This is a beginner program to introduce the kids to the game of football and to teach them the fundamentals and as such it is expected that all players will have an equal opportunity to learn these basics. Parents can assist coaches in this by making sure players are sitting together on the side line ready to enter play as soon as they are called. It is recommended that an Assistant Coach or Parent Helper assist the Head Coach by helping to keep track of rotating players into the game in a fair & equitably manner.

Player Positions

To be successful, the player must begin to gain and understanding of the positions and responsibilities of the football team. During the first few weeks of practice the coaches will assess the most appropriate positions for each player. A player's attitude, effort, and ability play a large role in the position that they are assigned. This will be an ongoing process with the goal of making the team more effective.

Tournaments

BLYFA Intro Players are guaranteed play at one Association sponsored Tournament which will be Minnesota King of the Gridiron Tournament MEA weekend in October. The Tournament will take place at the 4-plex fields unless other field accommodations have been approved by Community Education & the High School. This is subject to change.

Playoffs

There are no Playoffs for this division.

Parent Volunteer Hours

All Parents/Guardians of registered Players will be required to complete 4 hours of volunteer time per Family. Volunteers completing the hours must be at least 16 years of age. A deposit check of \$150 will be required per Family & will be collected at the Parent Meeting/Equipment hand-out & will be returned at the end of the Season upon successful completion of hours. NO Player will be allowed to start practice without a Volunteer Deposit check being turned in. NO EXCEPTIONS! Any Parent/Guardian wishing to opt out of doing their Volunteer Hours may choose to do so & will need to designate this on their volunteer check or send a written communication to the Volunteer Coordinator of the association. Any Families not completing their volunteer hours by the end of the Season will have their deposit checks cashed. If you have been assigned a volunteer shift that you do not show up for without express permission from the Volunteer Coordinator beforehand your check will be cashed.

The BLYFA is a strictly volunteer organization & without the volunteer assistance of our Parents/Guardians the Board of Directors would not be able to successfully run our Association or Events. Any Parents/Guardians that are willing to donate additional volunteer hours are encouraged & greatly appreciated; inquiries should be made with the Volunteer Coordinator or any Board Member. An e-mail communication will be sent out to all registered Parents from the Volunteer Coordinator notifying them of volunteer hours that they may sign up for once they become available. All Parents/Guardians of registered Players will be required to complete 4 hours of volunteer time per Family from these volunteer shifts. The only Exceptions to this are Board Members, Registered Coaches & Parent Reps. (Parent Volunteers that help at practices & Volunteer to Run the Chains at Games are required by the League & while these volunteers are greatly appreciated by the Association, this will not count towards your volunteer hours unless they are listed on the volunteer site & you have specifically signed up to work them.)

Equipment

All BLYFA Players are required to wear an Athletic Supporter with protective cup, a mouth guard that is attached to their helmet (a basic one will be provided by the Association, but it is highly recommend that a back-up one be purchased for each player), rubber cleated shoes (no metal cleats will be allowed), Helmet, Shoulders Pads & each player will need to provide a practice jersey. Parents/Guardians of registered Players that would like to use BLYFA helmets & shoulder pads will be required to complete an equipment deposit form. A deposit check of \$200 will be required per Player & will be collected at equipment hand-out & will be returned at the end of the Season upon return of equipment in good condition. Any Families not turning in their equipment by the end of the Season will have their deposit checks cashed. All equipment will be handed out at the Mandatory Parent Meeting before the beginning of the Season. You will be notified by the BLYFA's Intro Director of the meeting date & time. No equipment will be handed out with a signed equipment deposit form & a deposit check being received-NO EXCEPTIONS!

Due to Insurance Requirements, BLYFA Player Equipment may not be utilized by Players for events that are not specifically specified in this handbook and/or approved by the BLYFA Board of Directors.

Uniforms

Each player will be given a BLYFA Flag Football T-shirt. Along with this T-Shirt, Please have your players wear athletic pants and Cleats or Tennis shoes. A protective Cup is always recommended but is not necessary in this division.

Fundraising

Association, Team & Individual Fundraising opportunities will be presented by our Fundraiser Coordinator via an e-mail blast or to each Teams Parent Rep Liaison throughout the season. Player participation in these programs is strictly voluntary. Any Fundraising that is done in the name of the Big

Lake Youth Football Association must be approved ahead of time by the BLYFA Board of Directors & all funds along with the corresponding documentation collected during this fundraiser must be turned into the Fundraiser Coordinator & the BLYFA Treasurer for distribution to the Teams and/or individuals. Individual funds raised will be logged by the Treasurer & will be paid out on behalf of the Player to reimburse for any football related expenses. Ex. BLYFA Registration & Uniform fees, Out of town tournament expenses related to travel, lodging, meals, fees, & player purchased equipment. If you are requesting reimbursement on personal football related purchases, detailed receipts of the appropriate item will need to be submitted to the BLYFA Treasurer for approval and reimbursement. Individual balances that have not been paid out in full in a given season will be carried over to the following season.

Mandatory Parent Meeting

A Mandatory Parent Meeting will be scheduled for late July/early August by the BLYFA's Flag Football Director. He will discuss all BLYFA policies, procedures & rules & answer and questions that you may have. If you have any questions prior to this meeting please contact the appropriate board member listed above.

Questions

If you have any questions that were not answered in this document, or not available on our website <http://www.biglakefootball.org> please feel free to contact the appropriate board member listed above. If you are unsure whom to contact please check with your Teams Parent Rep & they can assist you.

Concerns/Complaints

If you have a Concern or Complaint, please contact your Teams Parent Rep liaison first & then your Team's Head Coach to resolve. If you are not satisfied with the resolution of the issue, please discuss the complaint with the BLYFA Intro Grade Director listed above who will work with you to resolve when possible, otherwise he will bring the concern to the attention of the BLYFA President &/or Board of Directors. If you would like to bring an unresolved issue before the entire Board, you may do so at our Monthly Board Membership Meeting. Please notify the President of the Association listed above in writing of the issue you would like to discuss at least one week prior to the scheduled Board meeting so that it may be placed on the Board Meeting Agenda. BLYFA Monthly Board Membership Meetings take place the first Sunday of the month @ 6:00 in the Back room of the Friendly Buffalo unless otherwise specified on our website. <http://www.biglakefootball.org>.

Rules

All BLYFA Registered Intro Players will adhere to the 2017 BLYFA INTRO GENERAL RULES AND PROCEDURES as spelled out in Part 3

BIG LAKE YOUTH FOOTBALL ASSOCIATION PARENT/GUARDIAN/SPECTATOR CODE OF CONDUCT

I hereby pledge to provide positive support, care and encouragement for my player and their team participating in youth sports with the Big Lake Youth Football Association by following this Parents code of conduct:

1. I will understand, support and help enforce the Player Code of Conduct for my player.
2. I will refrain from publicly ridiculing or verbally abusing any player from either team.
3. I will not embarrass my player or others by publicly ridiculing or verbally abusing any player, parent, coach or official.
4. I will not participate in or allow my player to participate in any actions that intimidate, ridicule, or verbally and/or physically abuse any player, parent, coach or official.
5. I will ask my child to treat other players, parents, coaches, fans and officials with respect.
6. I will set a positive example and encourage good sportsmanship at all games.
7. I will place the emotional and physical well-being of my player and their team ahead of any personal desire to win.
8. I will insist that my child play in a safe and healthy environment.
9. I will demand a sports environment that is free from profanity, drugs, alcohol and tobacco and refrain from their use at all games, practices and tournaments sponsored by the Big Lake Youth Football Association.
10. I will ensure that my player is dropped and picked up on time for team events. I understand that if my player misses practices it may affect their game playtime.
11. I will promote the emotional, physical, academic and athletic dimensions of my player.
12. I will do my very best to make youth sports fun for my child.
13. I will do my best to remember that the game is intended to be fun and the game is for children and not adults.
14. I will treat all players, parents, coaches, fans and officials with respect regardless of race, gender, creed or ability.
15. I will practice open communication with coaches, players, parents, team parent reps & Big Lake Youth Football Association Board of Directors. I will show discretion when speaking with my player, another player, the coach or another parent with regards to any problems that may arise.
16. I will make an effort to be aware of the Big Lake Youth Football Association & League rules, for every game and event that my player participates in, and will respect and adhere to these rules and require my player to do the same.
17. I agree that I have read and fully understand the Big Lake Youth Football Association Parent Handbook Policy and that I will follow the guidelines spelled out in it to bring up any concerns through the proper channels and will do so in a dignified manner.
18. I will read the Big Lake Youth Football Association Policies and do everything in my power to assist the organization to implement and enforce them.

All Big Lake Youth Football Association Parents/Guardians/Spectators are expected to adhere to the code of conduct and display good sportsmanship. Failure to adhere to the code of conduct may include, but are not limited to removal of the Parents/Guardians/Spectators from a practice(s), game(s), league/tournament suspension, or possible expulsion from Big Lake Youth Football. I acknowledge that I have read and understand this code of conduct policy and that I and all other Parent/Guardians/Spectators of the Big Lake Youth Football Association listed below will abide by this code of conduct.

BIG LAKE YOUTH FOOTBALL ASSOCIATION COACHES' CODE OF CONDUCT

I hereby pledge to provide positive support, care and encouragement for my team participating in youth sports with the BLYFA by following this Coaches' code of ethics:

1. I will be a consistent role model. I will maintain personal and professional integrity both on and off the field.
2. I will promote the emotional, physical, academic and athletic dimensions of the player. I will not participate in or allow any players to participate in actions that intimidate, ridicule, or verbally and/or physically abuse any player.
3. I will place the emotional and physical well-being of the player ahead of any personal desire to win.
4. I promise to win and lose with dignity and integrity.
5. I will practice open communication with players, parents, team parent reps and the Big Lake Youth Football Association Board of Directors. I will show discretion when speaking with a player or parent with regards to any problems that may arise.
6. I will keep the game and practices fun as well as challenging and provide a positive athletic experience.
7. I will practice good sportsmanship by demonstrating fair play, comply with Big Lake Youth Football Association player playtime guidelines appropriate for the grade I am coaching, and provide positive support for the players, parents, coaches, volunteers and officials at every game.
8. I will demand a sports environment that is free from profanity, drugs, alcohol and tobacco and refrain from their use prior to and at all games, practices and tournaments sponsored by the Big Lake Youth Football Association.
9. I will do my best to remember that I am a youth coach, and that the game is intended to be fun and the game is for children and not adults.
10. I will be knowledgeable in the Big Lake Youth Football Association and League rules, for every game and event that I coach, and will respect and adhere to these rules & require my team to do the same.
11. I will not verbally abuse coaches, parents, team parent reps, players, volunteers or officials and I will not tolerate verbal abuse by coaches, parents, players or officials.
12. I will treat all players, parents, coaches, fans & officials with respect regardless of race, gender, creed or ability.
13. I will be on time to all games and practices, or I will communicate to another coach or Team Parent Rep my delay or absence in a timely manner to allow for other coaching arrangements to be made.
14. I will supervise the arrival and departure of all players or ensure that another qualified person does so.
15. I agree to act as representative of the Big Lake Youth Football Association and in doing so I acknowledge that I have read the Big Lake Youth Football Association Parent/Player Handbook, by-laws, conflict of Interest Policy and the League Rules and guidelines and I agree to abide by them.
16. I agree that under the Big Lake Youth Football Association Parent Handbook Policy that I will bring my concerns to the proper board member and will do so in a dignified manner.
17. I agree that I, or another fellow Team Coach or Team Parent Rep will represent my Team and our interests at all monthly Big Lake Youth Football Association Board meetings.

All Big Lake Youth Football Association coaches are expected to adhere to the code of conduct and display good sportsmanship. Failure to adhere to the code of conduct or failure to disclose any other legal violations that occur after back ground screening but during their coaching assignment may include, but are not limited to removal of the Coach from a game(s), league/tournament suspension, or possible expulsion from Big Lake Youth Football. I acknowledge that I have read and understand this code of conduct policy and that I will abide by it.

BIG LAKE YOUTH FOOTBALL ASSOCIATION PLAYER CODE OF CONDUCT

1. I will treat my parents, coaches, teammates, opponents, property of others and game officials with the same respect that I would like to be treated regardless of race, gender, creed or ability.
2. I will practice good sportsmanship by demonstrating respect both on and off the field. Destructive or inappropriate behavior, during or after a game or practice, will not be tolerated & may affect game playtime.
3. I will demand a sports environment that is free from profanity, drugs, alcohol and tobacco and I will refrain from their use at all times.
4. I will practice and play to the best of my ability at all times.
5. I will be on time (as assigned by my coach) to all team events. I understand that missing practices may affect my game playtime.
6. I will recognize football as a team sport and will put the interests of the team over my own individual interests and personal desire to win.
7. I will not intimidate, ridicule, or verbally and/or physically abuse any player.
8. I will not criticize officials, coaches, parents, teammates or opposing players.
9. I will not attempt to deliberately injure another player(s).
10. I will agree to abide by all Association, League, & Tournament rules.
11. I will wear my team uniform and equipment with pride and treat it with respect.
12. I will keep up with my schoolwork by balancing my time and school assignments with games and practice schedules.
13. I will follow the Hornet Way both in the classroom, on the playground and on the field.

All Big Lake Youth Football Association players are expected to adhere to the code of conduct and display good sportsmanship. Failure to adhere to the code of conduct may include, but are not limited to removal of the player from a practice(s), game(s), league/tournament suspension, or possible expulsion from Big Lake Youth Football. I acknowledge that I have read and understand this code of conduct policy & that I will abide by it.