



**PAWNEE JUNIOR
FOOTBALL LEAGUE**
2008 Season Coaches Covenant:

The Purpose of the Pawnee Junior Football League is to:.

- Teach fundamentals of football.
- Teach and promote good sportsmanship.
- Build Character.
- Provide a safe environment for participants.
- To give all participants the opportunity to play no matter their race, color, religion, sex or national origin.
- To help participants develop into successful adults.

As a Coach for the Pawnee Junior Football League (PJFL), I accept the responsibility of coaching according to the NYSCA Code of Ethics Pledge and the By-laws of the PJFL. I attest I have read all of the COACHING PROCEDURES. I understand and will work within the guidelines stated above and covenant with the coaching staff of the Pawnee Junior Football League to give the kids the very best of my efforts in helping them to learn the game of football.

Print Name: _____ Date: _____

Signature: _____

SECTION 2: COACHING PROCEDURES

COACHING SELECTION, REQUIREMENTS & TRAINING:

1. Head Coaches must be 21 years old by Aug. 1st.
2. Assistant Coaches must be 18 years old by Aug. 1st or a high school graduate.
3. All Coaches are required annually to complete a PJFL Coaches application.
4. Head Coaches will be selected from those Coaches' applications by the PJFL Board of Directors in consultation with the Coaching Committee and its chair.
5. Assistant Coaches are reviewed and approved by the PJFL Board of Directors after receiving approval and recommendation from the Coaching Committee and affirmation from the Head Coach of the team. A team may have no more than four (4) Assistant Coaches.
6. The Head Coach will determine the assignments of the Assistant Coaches.
7. Both the 4th and 5th grade teams will also be allowed 1 mentoring coach. This coach must be a seasoned PJFL veteran coach. This coach must meet all the necessary criteria of a regular coach, for example: CPR Certified, NYSCA certified, attendance of necessary meetings, etc. His or her job will be to act as an advisor for the team, but the head coach will have the final say. The mentoring coach can be on the sidelines during games but will only be on the field at the head coach's discretion. Where there is a mentoring coach, a team may have a maximum of 6 coaches in the box. In all other cases, a maximum of 5 coaches is allowed.
8. All perspective Coaches will be subject to a background check prior to joining the PJFL coaching staff.
9. National Youth Sports Coaches Association (NYSCA) certification shall be required for all coaches and assistants for football. New Coaches must attend the NYSCA coaches' clinic and receive a card that will be their pass to be allowed onto the field during a game. New coaches must sign the NYSCA Code of Ethics Pledge. Returning Coaches must maintain their NYSCA certification. No person other than NYSCA coaches, officials, chain gang members, or ballboy/waterboy shall be allowed in the designated boundary areas around the playing field. In the case of an injury, parents of the injured player and, if required, an EMT will be allowed on the field unless approved by PJFL Board of Directors. NYSCA certification can be done online and your renewals can be made on line at www.nysca.org.
10. All coaches must be the holder of a current Certificate in CPR.
11. All coaches must also sign the PJFL Coaches Covenant each year affirming their understanding of the organizations COACHING PROCEDURES.
12. The use of alcohol, tobacco or profane language will not be acceptable on the practice or game field. This is both a club and NYSCA rule. (If you need to smoke, utilize the team break and step off the practice field.)

13. Conflict Resolution- Coaching conflicts that take place during a game or practice between officials, coaches or parents in front of the kids will not be tolerated. If the issue cannot be resolved through reasonable conversation and discussion, the issue should be brought to the coaching committee chair's attention where all parties can sit down and work out an agreed resolution. We have got to be mature enough to understand, teach, control and demonstrate good conflict resolution skills to our players.
14. Coaches are approved annually. To coach the following year, the same approval process as noted in items 1-11 above is required.

GENERAL COACHING RESPONSIBILITIES & PROCEDURES

1. A team's coaching staff is in complete charge of the team or squad whenever it is together on the practice or playing field. The coaching staff is under the direction of the Head Coach. The Head Coach is under the direction of the President of the PJFL.
2. All coaches should remember that this program is for the kids, **NOT TO FEED YOUR OWN EGO.**
3. Coaches are required to attend two annual meetings during the year, starting with the pre-season coaches meeting every July and the annual club meeting ever November.
4. Coaches are expected to be at practices and games. Excessive coaching absences will result in a coach's status being reviewed by the PJFL Board.
5. All Coaches are responsible for their actions, but the Head Coach has final responsibility for his/her actions, those of his assistant coaches, players and staff.
6. Club practice will be on Monday, Tuesday, Thursday and Friday nights. Some special Saturday practice may be added. We do not practice on Wednesday nights.
7. Coaches do have a uniform dress code for games in our league and for our club. Our goal is to promote the club and to offer a professional look to the team, parents and community.
8. Equipment of the participants is to be checked on a regular basis, and anytime any equipment is found to be in need of repair or replacement, any coach should notify the Equipment Coach. **Do Not** let your player participate in contact drills without the proper equipment. Any equipment purchased or used by the participants that was not issued by the PJFL must be approved by the President or, in his absence, the Head Coach. Equipment must meet IHSA standards.
9. Each team's coaching staff will handle equipment check-in immediately after the last game of the season. The coaching staff will be supplied an equipment checklist by the Equipment Coach or President on which they will record each individuals equipment as it is turned in. Each participant's equipment should be placed in a plastic bag (supplied by the Equipment Coach or President) with his or her name on it. The equipment and completed checklist is then turned in to the Equipment Coach or President.

10. Coaches will observe and follow all age and weight regulations determining divisional classifications of their players and shall insure that their players numbers are in agreement with the CJFL requirements.
11. Regarding playing an injured player or dealing with a player who complains of an injury, the coaching staff is responsible to determine whether this player can continue. If the player is in pain and not injured then continuing is appropriate. If the player is injured in such a way that they cannot compete, protect, defend or would bring further harm to themselves, then the coach is responsible to bench and work to bringing medical assistance to the player.

SPECIFIC RESPONSIBILITIES OF THE HEAD COACH:

1. The Head Coach's ultimate responsibility is to educate our youngsters in the sport of tackle football, provide a safe environment, and create a positive and fun experience for every child regardless of their ability. Because of the high level of competition in high school, many of these kids will never get to play football beyond JFL. SO LET'S MAKE IT A GOOD EXPERIENCE FOR THEM ALL.
2. The Head Coach will determine the assignments of the Assistant Coaches.
3. All Coaches are responsible for their actions, but the Head Coach has final responsibility for his/her actions, those of his assistant coaches, players and staff.
4. The Head Coach must have validation rosters, inherent risk forms, parent consent forms, medical histories of all participants and a PJFL stocked first-aid box at all times. All these items are to be provided by the President of the PJFL.
5. The Head Coach is required to keep a daily record of attendance and participation in practice, which is to be available for review, by the PJFL President at any time.
6. The Head Coach is responsible for seeing that the warning stickers on the helmets are read aloud to the players during practice up to the first game and remind the players at least weekly of the risks of using the helmet improperly.
7. Each Head Coach will be responsible for preparing a complete first aid and equipment repair kit.
8. The Head Coach will be responsible for developing their practice and game plan. When they cannot be at practice or a game, they will assign an assistant coach to be responsible for that task.
9. The Head Coach is responsible for certain game day activities as listed below:
 - a. Head Coach of the first team playing on any given day is responsible to get at least two (2) volunteers to help set up the field. This includes goal post pads, goal

line cones, yard markers, and chains. They are to report to the Head Coach or other appointed person who is in charge of the field.

- b. Head Coach of the last team playing on any given day is responsible to get at least two (2) volunteers to help tear down the field equipment as listed in item 1 above. In addition, they must pickup the grounds and empty the garbage cans into the dumpster provided by the School. They are to report to the President or other appointed person who is in charge of the field.
 - c. Head Coach of the team playing shall furnish three (3) volunteers for the chain gang. The CJFL recommends an 18-year age minimum due to past conflicts. Volunteers on the chain gang do not have to be badged. Also, chain gang volunteers are not allowed to coach the players or cheer. This is to avoid conflict with the visiting team.
10. The Head Coach is responsible to make sure that the score is not run up beyond a 32-point differential. If the score, in some unforeseen way, goes beyond a 32-point differential level, the head coach is required to provide an explanation in writing of the circumstances that caused such an event by the next scheduled practice day to the PJFL Board. The Club reserves the right to discipline such a coaching action.

COACHES CONDUCT & MINIMUM MANDATED PENALTIES:

1. A Coaching Ethics committee of five (5) will be established to deal with coaching issues when violation occurs. The Coaching Committee Chair will act as the Chair. This group shall initiate, hear and review all coaching complaints, and will make their recommendations to the Board of Directors for action. The Board of Directors will not hear or act on coaching issues without first receiving a recommendation from the Coaching Ethics Committee. The Coaching Ethics committee will consist of the Chair, and if the Chair is in question, the President shall serve as the Chair, along with four other coaches selected from the uninvolved teams of the accused offense.
2. **COACHING OFFENSES** Minimum mandated penalties for specific offenses are required by the rules to assure that punishment for the most serious infractions will occur on a uniform basis.
 - a. **INTENTIONAL RUN-UP OF SCORE** : A suspension of one game and placed on probation.
 - b. **TEACHING ILLEGAL OFFENSIVE AND DEFENSIVE TECHNIQUES**: Includes but not limited to: spearing, chop blocking outside the designated free blocking zone, head slap, leg whipping, clipping, and facemask. A suspension of one game and placed on probation.
 - c. **FIGHTING/RIOTING/INCITEMENT TO RIOT**: A suspension for one (1) year. If any laws are broken, situation will be handled as a criminal matter by Police. Any situation not resulting in civil action or Police involvement will require an emergency board meeting.
 - d. **LACK OF COOPERATION, OBSTRUCTION, MISCONDUCT, and/or ENDANGERMENT**: Will result in a suspension pending emergency board meeting.

- e. EJECTION BY AN OFFICIAL - Any coach
 - 1) First offense - one game suspension
 - 2) Second offense - two game suspensions
 - 3) Third offense - one-year suspension
 - 4) Fourth offense - lifetime suspension
 - f.. EJECTION BY AN OFFICIAL - Spectator
 - 1) First offense - suspension pending emergency board meeting
 - 2) PJFL membership will conform to the School Policy in regards to Alcohol, Tobacco and Drugs.
 - 3) COACHES WITHHOLDING INFORMATION: Any Coach knowingly withholding information from the Board regarding one of his/her players engaging in any activity as outlined in section JUVENILE OFFENSES, is subject to a one game suspension and ultimately removal of that Coaching position.
3. The PJFL Board of Directors shall have discretionary authority to suspend or remove a coach or assistant coach or any person in an authority position for actions deemed severely inappropriate or detrimental to the organization or its participants.
- a. Complaints or problems will be investigated by the Chair of the Coaching Committee and the President of the Board.
 - b. The Coaching Ethics Committee will review the case and make their recommendations to the Board of Directors, who will make the final decision on action to be taken which can include restriction, suspension and dismissal.