



El Centro Trojans Youth Football & Cheer
Policy & Procedures Manual

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Mission Statement

The mission of the El Centro Trojans Youth Football & Cheer Association (ECTYFC) is to develop a character-building program that enhances teamwork, good sportsmanship, and good citizenship by providing every player with lifelong skills that will encourage them to be a positive example in society.

A secondary objective is to successfully be the premiere high school feeder program for both El Centro High Schools by efficiently and effectively teaching our youth the proper football fundamentals to prepare them for high school play.

Thirdly, the intent is to develop student athletes by focusing on the importance of education. The outreach program we will focus on is implementing and maintaining an effective school academic achievement recognition award program for our youth.



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1. Purpose

(a) Introduction: The purpose of this manual is to provide a resource for the El Centro Trojans Youth Football & Cheer Association volunteer staff, coaching staff, parents, players guide, and a reference for the operation of the association in day-to-day operations. The manual is not intended to detract from the power and effect of the by-laws and in all matters where there is a conflict, the by-laws shall prevail.

(b) Subject to Change without prior Notice: Also, this manual is designed to be changed as frequently as is necessary to be an accurate reflection of the manner in which the El Centro Trojans Youth Football & Cheer Association is managing its operations. This manual is a living document that reflects a combination of the documentation of proper and best practices operations of the association combined with appropriate governance. Any member of the association may make recommendations for changes to the manual by submitting those to the association President and/or Secretary. Typically those changes would come from parents and/ or coaches with changing situations that need matters of policy addressed. All are encouraged to make recommendations they think would assist the association's success or protect the association. Change recommendations will be submitted along with an explanation for the requested change. The association will then do its due diligence and conclude the matter which is based on the needs and best practice for the association. The President can use its executive privilege if deemed necessary for the protection of the organization from subversion by callous individuals and/or groups.

2. Behavior and Sportsmanship

(a) Introduction: El Centro Trojans Youth Football & Cheer Association participants represent the association, whether they are players, parents, or coaches. All association participants must conduct themselves in a way that properly represents the association and honors the game of football. Violations of the codes of conduct will be dealt with by the President. The intent is to use progressive discipline where possible but will have available actions ranging from verbal counseling and up to termination of association participation.

(b) Code of Conduct: The ECTYFC Code of Conduct applies to all players, coaches, parents and their guests. The purpose of the ECTYFC Code of Conduct, is to be followed by every participant that emphasizes good sportsmanship, proper conduct, and full compliance with the rules and policies of ECTYFC, and current youth Football Conference we are part of.

(1) Fans' Code of Conduct: Fans will abide by a Code of Conduct which includes the provisions which follow. If any of these rules are broken ECTYFC shall have the authority to impose penalty.

(a) Not criticize the players/cheerleaders or coaches in front of other spectators in the stands, but reserve criticism for later, in private.



- (b) Accept decisions of the game officials (including referees and coaches) on the field as being fair and called to the best ability of said officials.
- (c) Not criticize an opposing team, its players, coaches, or fans by work of mouth or by gesture.
- (d) Refrain from using physical or verbal abuse or profane language at any time at the game, practice field, or other organizational functions.
- (e) Abstain from being under the influence of or in possession of and/or drinking alcoholic beverages and the possession or use of any illegal substance on both the game and practice fields.
- (f) Not be allowed on the sidelines during a game.
- (g) Not interfere/interrupt the coaching staff before, during or after games or at practice.
- (h) Not express complaints about coaches in stands or to coaches in front of or around the children (i.e. right after a game or practice).

(2) Violation: Any parent or fan who violates the Code of Conduct risks the further participation of the child in the program. The procedure is as follows:

- (a) Any fan who violates the code of conduct or becomes a nuisance will be asked to leave by the head coach and can be suspended from all team activities.
- (b) If the fan fails to leave upon request, the child may be suspended from further participation in team activities by the head coach.
- (c) The head coach along with the President will decide if the duration of the suspension is to be longer than one to four weeks or if the child will be dropped from the program. That decision will depend on the attitude of the parents.
- (d) Any parent or fan who violates the code of conduct risks the future participation of his/her children in the program. Depending on the severity of the incident the President may decide to ban future participation in the program indefinitely.

(3) Conduct of all Parents and Players:

(a) Athlete's Code: I will emphasis the ideals of sportsmanship, ethical conduct and fair play. Show courtesy to my opponents and officials. Recognize athletic contests are serious educational endeavors. Give complete allegiance to my coaches who are the instructional authority for my team. Discourage fans, fellow players and parents from undercutting my coach's authority. I will not: Use profanity or talk "trash" before, during or after any game. Use drugs, alcohol, or tobacco. Criticize my teammates. Act in any way that may incite spectators.

(b) Parent's Code: I will support my child's team/squad and teach the value of commitment to the team/squad - emphasis the ideals of sportsmanship, ethical conduct and fair play. Help my child make athletic contests a positive educational experience. Show courtesy to opponents and officials. Direct constructive criticism of my child's athletic program to the athletic director or association officials and work toward a positive result for all concerned. I will not criticize officials, direct abuse or profane language toward them, or otherwise subvert their authority. Undermine, in work or deed, the authority of the coach or administration.



Intrude onto the field, stand on the sideline, or yell from the bleachers at or to the coaches, referees or administration.

(c) Coach Conduct: The El Centro Trojans Youth Football & Cheer Association Code of Conduct for Coaches is the most extensive because coaches must provide leadership at all times. This code has been developed to clarify and distinguish approved and accepted professional, ethical and moral behavior from that which is detrimental to the development of the sport of football. The term “coach” includes, but is not limited to Coach of Coaches, Head Coach, and Assistant Coach(es).

(d) Child Abuse Avoidance: It is the strict and unequivocal policy of the El Centro Trojans Youth Football & Cheer Association that this association will strongly condemn the abuse of children, both mentally, physically, and sexually. In addition through such policy, the ECTYFC will direct all association parents and volunteers to behave in such a manner that there will not be circumstances where such abuse will occur. If such abuse is discovered to have occurred, the ECTYFC association will provide full cooperation to law enforcement. After reporting has been conducted with law enforcement, the association president must be notified as soon as possible.

(1) The ECTYFC Association members and volunteers will affirmatively act to prevent all acts of hazing. Hazing is prohibited and hazing will not be tolerated. Hazing can lead to abuse and this prohibition is part of the abuse avoidance policy.

(2) The ECTYFC Association members and volunteers will ensure that they are not alone with a child and isolated in any manner. There is no circumstance where any ECTYFC volunteer is alone except in the immediate vicinity of a practice or game, and in plain view. Parent(s) and/or legal guardian(s) are the exception.

(3) The ECTYFC Association members and volunteers will not develop relationships with children they coach outside of coaching, to include special friendships or dating. Inappropriate relationships will result in termination of the member or volunteer and reporting to law enforcement. For the purposes of the issue “inappropriate relationships” has its normal meaning and generally is a relationship which might lead to a violation of this association policy.

(e) Reporting of Child Abuse: Many of the association’s volunteers are mandatory reporters. Those mandatory reporters should act in compliance with federal, state, county, and local statutes. Association members or volunteers will report child abuse or neglect in order to protect our players consistent with the California law. The El Centro Police Department telephone is 760-352-2111.

(f) Criminal Histories of Volunteer and Staff: ECTYFC association will conduct criminal background checks for all volunteers, and coaches. If during the course of a background check there is a discrepancy between the responses to the questionnaire and the check, the association will suspend the volunteer and/or



coach until the discrepancy can be resolved by further investigation or action by the President or appointees. If volunteer and/or Coach is found to have failed to disclose a criminal conviction as required they will be banned from the association.

(e) Parenting Issues: The ECTYFC association is a youth football organization that puts the welfare of children as the highest value. The vast majority of parents, regardless of their marital status, are cognizant of this at all times. However, it is important to remind every member that placing the child's welfare first must happen with every child and parents must share information with each other about their child's participation in football. Where possible coaches and staff will send e-mails and similar communication to both parents, but this is a courtesy, and the association should not be placed in the middle of custody situations. In extreme cases representing a possibility of danger to a child or parent where there has been domestic violence with the release order, restraining order or a protective order the association shall be notified immediately in writing with copies of documentation to the association President. Consultation with local law enforcement should be considered in such situations.

(f) Social Media/ Email/ Other Electronic Means of Behavior: These types of communication platforms represent an ever-increasing part of intra-association communication. It is critical that this communication method be a positive in addition to mail or direct phone calls. Parents and players are reminded that they should not send "reply all" emails that are inappropriate or critical of coaches, players or the association. Issues of significant concern should be dealt with in person or by phone.

(3) Administrative Management

(a) Phone Calls: Whenever possible the association will ensure that no phone message, email, and/or social media message goes more than three business days without being answered

(b) Web Site/ Social Media Pages: The ECTYFC association website and social media sites are the primary tool to advertise and/or disseminate information through postings.

(c) Chain of Command: With regard to administrative matters, volunteers and coaches should begin communication with the lowest level authority whenever possible. If that does not work, the Commissioner and President shall have an open-door policy where you can communicate and discuss the situation, and seek a final conclusion. However, it is the duty for each Coach and Team Business Manager to effectively and respectfully communicate with their parents so as to prevent overwhelming demands from the President.

(d) Privacy and Identity Theft Protection: As a matter of conducting the business of the association, the ECTYFC association shall gather personal and financial information



of the parents and their respective children. It is critical that the association act to prevent the unauthorized disclosure of this information.

- (1) The association will implement measures to ensure the physical and electronic security of the records.
- (2) The association will implement measures to secure the financial information from the parents from unauthorized access to a standard that is accepted throughout the industry.
- (3) The association will use either an in-house shredding capability or contract with an outside vendor to the shredding of all documents containing personal information.

(e) Sale of Personal Information: The ECTYFC association will never sell email databases or other personal and/or financial information.

4. Fiscal Controls

(a) Purpose: This portion of the policy manual describes the fiscal controls of the ECTYFC association. This document provides details not covered in the bylaws about financial operation and management of the association. Let it be known that the parent organization “IV at Risk Youth Betterment Foundation Incorporated” which is the official legal IRS recognized 501(c) non-profit organization has its own separate bank account and financial information which shall not be mixed with and/or financial information be shared with any of the volunteers from the ECTYFC.

(b) Bank Account: The association shall maintain a business non-profit ECTYFC checking account. The account’s purpose is for the financial management and operation of the association and all of its fiscal responsibilities.

(c) Operational Expenses: All association expenses must have a paper trail for transparency purposes. Check or electronic means of payment is preferred but, cash payments can be made if the other two previous methods are not deemed prudent.

- (1) Checks shall only be written for the documented amount on the receipt or invoice.
- (2) Cash may be used for association business purposes but must be documented and stored for end of year fiscal reporting and transparency.
- (3) All expense reimbursements must be accompanied by a documented transaction.

(d) Payroll Expenses: Persons paid to carry out duties on behalf of the association shall be treated as employees. This does not apply to personal who are viewed to be independent contractors and/or volunteers.

(e) Deposits: Currently, the ECTYFC does not require for parents to leave equipment deposits. If such a need ever arises, here are the stipulations:



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- (a) Deposit monies shall not be used for any association transactions whatsoever.
- (b) All deposit monies must be documented, and a receipt must be given to the parent, and a copy must be kept by the association for record keeping.

(f) Check Cashing Policies: In the event a deposited check should be returned for insufficient funds, the association respectfully shall contact the debtor within a reasonable time from the date of notice from the association's bank. **There will also be a \$35 fee for each bounced check.** In the event that funds are not received from the debtor, the association may approve secondary legal measures so as to recover the lost funds.

(e) Fundraisers: All fundraiser revenues shall be documented and accounted for via the association's financial management software and reconciled via its accounting transparency policy.

(f) Reports:

- (1) The association shall have a method of storing all association financial data via electronic means for the purpose of generating financial reports.
- (2) The association shall reconcile monthly bank statements.
- (3) The association shall email financial reports to the parents.
- (4) **End of Season Report:** The association shall have sixty (60) calendar days from the last game played by any of its teams to provide and post an end of season financial report.

(g) Fiscal Oversight:

- (1) The association finances shall be maintained by using an accounting software purchased by the association.
- (2) **Certified Public Accountant:** If funds are available, the hiring of a Certified Public Accountant for the association's end of year financial report shall take place.

5. Financial Policies

(a) Registration: Online registration opens on or near 2nd or 3rd weekend of March of the current playing season. The President can start registrations before March if deemed necessary. See website and/or the association's social media sites for the most up to date information regarding registration dates, fees, deadlines, and more.

(b) Arrears/ Debt: Participants will not be issued uniforms, equipment, and/ or placed on a team until all player fees have been paid. Exception shall be when the parent enters into a payment plan contract.

(c) Prior Year Association Debt: No player shall participate in any game, be issued any uniform or gear until all debt(s) have been paid in full.

(d) Equipment Deposit: The ECTYFC association does not charge a deposit.



(e) Refund/ Cancellation Policy:

(1) Fundraised Monies: Any monies generated by the association's raffle ticket event, and/or any other fundraiser revenues are NON-REFUNDABLE and NON-TRANSFERABLE.

(a) Any fundraised monies can't be transferred and/or credited onto the next following year for any division (tackle, flag, or cheer).

(b) No fundraised monies for the current playing year shall be used to cover a prior year debt.

(c) No fundraised monies can be used for the player fees, any other fee, and/or debt for another association.

(d) Any fundraised revenues are considered donations and are considered property of the ECTYFC

(e) Any fundraised monies shall go to the general association account and be applied where the association sees fit.

(2) Tackle Division: No refunds and or transferring of monies to the parent and/or onto another individual, or organization.

(3) Flag Division: No refunds and or transferring of monies to the parent and/or onto another individual, or organization.

(4) Cheer Division: No refunds and or transferring of monies to the parent and/or onto another individual, or organization.

(f) Player Fee Scholarship Assistance: As an association, the ECTYFC believes that no player shall be turned away due to financial hardship. However, we have a limited number of yearly allocated player fee scholarship funds therefore it limits the association's ability to grant every child a scholarship. Here are the following requirements:

(1) Business/ Individual Donation: The participant can get their very own business or personal donor. The association will facilitate the parent with that opportunity by providing him/her with a tax donation letter.

(2) Raffle Ticket Program: Parents have the opportunity to pay for their entire fees by selling the organization's raffle tickets. and signing out an allotted amount of raffle tickets that will cover the entire player's fees.

6. Fundraising Requirements

Each year the ECTYFC has fundraising activities to help offset the cost of operating the association. Without it the association would have to pass on the costs to the parents and that is not realistic. The goal is to help save out of pockets costs for our parents as much as possible.

(a) There shall be only one (1) mandatory individual parent fundraiser per season.

(b) The President can decide to hosts more fundraisers if need be.



- (c) All fundraising revenues must be documented and incorporated into the transparent financial reports that are emailed and posted to the ECTYFC Parents.
- (d) Any monies generated for ECTYFC are considered legal donations and thus are not refundable and/or transferable to any other organization, entity, and/or private person(s).

7. Volunteer Duties

(a) Background Checks: Official association and/or team volunteers are required to complete a live scan once while they are with the organization.

(b) Association Volunteer Positions:

- (1) Business Manager:** The volunteer position reports directly to the President and consist of coordinating all duties such as certification documentation and all other administrative association affairs.
- (2) Equipment Manager:** The volunteer position reports directly to the President and consist of managing all association equipment and maintenance responsibilities.
- (3) Safety Manager:** The volunteer position reports directly to the President and consist of managing all safety measures within the association. Such duties consist of having a heat cool off area for both practice and home games, monitoring and communicating the weather, monitor the first aid/ cpr/ and AED requirements, responsible for making sure the association paramedic bag has ample supplies for home games, coordinates with the home game paramedic, and all other safety measures.
- (4) Home Game Assistants:** The association will need a gate monitor and a trash picker for all home games. This position ideally is volunteer but because we are required to secure the gate and pick up trash, these positions can be authorized a stipend.

(c) Team Volunteer Positions:

- (1) Team Business Manager:** The volunteer reports directly to the Head Coach and consist of being responsible for all team administrative matters, and to also coordinate with the association business manager so as to certify all the coaches', players, and other volunteers on the team. She/ He is also responsible to create, maintain, and be the physical custodian of the team certification book, and also field book. Those completed and certified books are property of the association and must be turned in after the season is over. Another important responsibility is to conduct pre-game check-ins for the team with the opposing team by coordinating with their team business manager.
- (2) Game Assistants:** The team business manager shall coordinate with the team parents in seeking ***required game volunteers***. For ***home tackle team games***, five people are needed which consists of a first down marker, two people for chains, a minimum play reporter (MPR), and a spotter to assist the opposing MRP person. ***For away tackle games***, only an MPR and spotter are needed. The exception is



for playoffs where depending if our team is home then we might have to provide one or two chain crews in addition to our MRP and spotter duties. *For flag home games*, the team only needs a first down marker, MPR and spotter. *For flag away games* only a MPR and spotter are needed.

(3) Extra Team Game Duties: Head coaches and/or the team business manager can also assign volunteer duties such as water bearers, cool off assistants, and other important support team duties.

(4) Abuse: It is the intent to have specific volunteers for support team functions that will help the team but at the same time not abuse the situation by having small children in the team areas during practice the game where control can be difficult, or just too many volunteers who take up seating space for the team players and/or cause distraction from the game. Head coaches and/or team business managers have the authority to remove any such person who is NOT a conference or association official, an official law enforcement officer on duty, and/or an official medical personal on duty that does not belong in the team area.

(5) The President has the authority to admonish, suspend, and/or remove any volunteer from a team, a team's area, practice field area and boundaries, a game and its boundaries, and any other area where the association has an official function and that person disturbs the peace and/or trespasses.

8. Coaching

(a) Coaching Responsibilities: Coaches are responsible for conducting themselves in an appropriate manner on and off the field and around the playing area. This shall include attendance at all ECTYFC games and other meetings or functions at which the Coach formally or informally represents ECTYFC, or is recognized as being a member of ECTYFC. Inappropriate actions shall include but not be limited to the use of alcohol, tobacco products, illegal drugs, poor sportsmanship, inappropriate language, inappropriate physical contact or verbal abuse of players or officials, or any other actions or behavior determined to be injurious or hostile to the interests of ECTYFC. Specific responsibilities of Coaches shall include as a minimum the following tasks:

- (1) Attend all coaches' clinics, as well as encourage Assistant Coaches to attend, and agree to work closely with the Coach of Coaches to ensure consistency with the High School football program and playbook.
- (2) Schedule, organize and conduct practices according to allowed hours per week prior to the start of the regularly scheduled season and during the season, weather permitting and dependent upon field availability.
- (3) Attend all games and practices or appoint an assistant coach or other qualified individual to function as Head Coach for any game or practice the Head Coach is not able to attend.
- (4) Promote and participate in ECTYFC fundraising events and encourage player and parent participation in these events.
- (5) Be responsible for the safety and well-being of all players, ensuring that they wear appropriate equipment at all times.
- (6) Supervise the activities of all players at association practices, games and other ECTYFC functions. This includes such things as ensuring that all players are



picked up by the parents or other responsible individuals after such activities. Do not leave until all players are picked up.

(7) Complete mandatory coaches training, and become First Aid, CPR, and AED certified as required.

(8) Adhere to the ECTYFC Code of Conduct.

(9) Responsible for providing leadership to players during practice, games, and other ECTYFC activities.

(10) Participate in ECTYFC association meetings.

(11) Attend regularly scheduled coaches meetings. If a Head Coach cannot attend a meeting, arrange for an assistant coach or other qualified individual to attend in the Head Coach's absence.

(12) Attend assessments and participate in player drafts.

(13) Be responsible for all ECTYFC equipment that is issued. Any equipment lost during the season shall be reported as soon as possible but no later than the end of the season.

(14) Coaches are responsible for the actions and behavior of players and parents. This shall include the time immediately before, during and immediately after games and practices, on and off the field, and in the field area.

(15) Responsible for teaching and demonstrating sportsmanship whether winning or losing to all players.

(16) Require appropriate behavior and good sportsmanship from player's parents and fans.

(17) All Head Coaches are responsible for their official Team Book (player's identification & weigh in). All Team Books must be returned to the President and/or the association business manager immediately at the end of the season.

(b) Head Coach Selection Process

(1) President: If no other candidate is applying as the head coach for a team, then the President shall have the authority and discretion of personally recruiting, vetting, and selecting such person.

(2) President: At his/her discretion has the authority to appoint himself regardless if there are applicants as head coach for a team within the ECTYFC association.

(3) President: Has the authority to interview all head coach applicants. If a returning ECTYFC coach is applying then President can bypass procedure and name that applicant head coach.

(4) Process: Evaluate all applicants based on ECTYFC criteria.

(a) Expertise

(b) Prior playing experience

(c) Prior coaching experience

(1) Youth football

(2) Other youth sports

(3) Head coach vs. assistant coach

(d) Agreement with coaching expectations

(1) Time commitment

(2) Teach fundamentals



- (3) Take direction as needed from Coach of Coaches
- (e) Player/parent considerations
 - (1) Direct input (based on prior experience with coach)
 - (2) Relationship with kids
- (f) Other (could include things such as involvement with community, history with other organizations, both positive and negative).
- (g) Game Records such as wins and losses
- (5) Communication:** Inform all parties involved of tentative choices and allow for comments.
- (6) Selection:** Only one head coach shall be selected per team
- (7) Notification of applicants:**
 - (a) Notify applicants chosen to coach. Make sure they are agreeable before notifying applicants not chosen. Explain basis for selection.
 - (b) Notify applicants not chosen. Explain basis for selection.
- (8)** The President has the authority to admonish, suspend, and/or remove any head coach from a team, a team's area, practice field area and boundaries, a game and its boundaries, and any other area where the association has an official function, and that person disturbs the peace and/or trespasses.

(c) Assistant Coaches Selection Process

- (1) Each team can have a maximum of *five* official rostered assistant coaches.
- (2) They are selected by the head coach but must be vetted and authorized by the President before team coaching duties commence.
- (3) Are required to complete an online registration ECTYFC form, and also complete all applicable forms required by the association, Pop Warner, and/or other governing bodies.
- (4) Must complete a criminal background check.
- (5) The President has the authority to admonish, suspend, and/or remove any assistant coach from a team, a team's area, practice field area and boundaries, a game and its boundaries, and any other area where the association has an official function and that person disturbs the peace and/or trespasses.

(d) Coaches Requirements

- (1) The head coach must be at least 21 years of age. All assistant coaches are appointed by the head coach of each team and must be at least 18 years of age.
- (2) Coach trainees will be allowed if age 16 or over, with the consent of the association president. These persons must conduct all coaching under the eyes of at least one of the assistant coaches and may not have unsupervised contact with players.



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- (3) The head coach is responsible for the actions of the assistant coaches, parents and team players, prior to, during and after each game, practice and league event.
- (4) If a head coach or one of his assistants is penalized for un-sportsman like behavior, the head coach will be put on probation for the remainder of the season and is subject to further action taken by the president. Action could result in being relieved of all coaching duties.
- (5) A head coach or assistant coach can be removed from their duties if the President determines that his actions are detrimental to the welfare of ECTYFC association.
- (6) **Team Certification and Field Book:** Each head coach is required to maintain accurate records of all player rosters, equipment issues, player contracts, medical release, parent/guardian information such as street address, phone numbers, general comments and emergency information. This book will be made available at games for a pre-game check in with the opposing team.
- (7) All coaching staff must carry verification of First Aid, CPR, AED, Concussion, and other certification requirements set by Pop Warner and/or association.
- (8) If an injured player cannot get up on his/her own power, emergency medical aid will be summoned.
- (9) **Game Protest / Grievance Process:** A head coach must write his/her report in digital writing format and email it to the association President no later than 48 hours after the incident. The President within a reasonable time shall review the report and determine if there is enough probable cause for the report to be given to Conference. However, the head coach must be aware that the President has the authority to conduct his own due diligence and determine if he can resolve it at the association level. If that is the case, final adjudication shall stay at the association level. If it is moved up to conference, they shall determine what course of action to take whether they elect to review it or not. If they do, they will have final adjudication.
- (10) Team rosters submitted to the league at verification will be final and no additions will be accepted. Failure to comply with this rule will result in a forfeiture of all games said player participated in, and disciplinary action to head coach of said team.
- (11) The bench area is reserved for players and coaches. Sidelines are specifically for medical personnel, chain crews only, and selected volunteers. The team box is between the 25-yard lines and a minimum of 2 yards from the playing surface.
- (12) Foul and abusive language used by any coach or player will not be tolerated.



(13) Per Pop Warner rules, each rostered player must play their minimum plays.

(14) If a player is ineligible to play in a game due to injury or disciplinary reasons, they must be on a list that is given to the opposing business team manager during pre-game check-in. If a player appears on that list they must not play in the game at all.

(15) *Intentional running up of scores* will not be tolerated. Once you reach 35-0 or five touchdowns (whichever is first) then the head coach must follow all stipulations that are under the 35-0 lopsided rule under both the Pop Warner and Conference rules. If in violation of these rules, conference will fine the association \$100 for the first incident. The association will pay the first fine but place that head coach under probation. If a second offense occurs, that head coach shall be suspended for one week of practice which also includes a game, and can't be reinstated until he reimburses the association for all fines associated with the incident(s).

(16) The head coach is responsible for knowledge of the rules as defined by the National Federation of High Schools, Pop Warner, and all local state and federal laws, and all ECTYFC rules. The very notion of a head coach, assistant coaches, and/or volunteers in violation but then claim "I didn't know," or "show me in writing" is both an invalid excuse and irresponsible. Due process will go forward.

(17) The coaches will commit to all training sessions, meetings and clinics specified by the association President.

(18) The head coach is responsible for proper use of equipment. The required equipment consists of game jerseys, pants, appropriate pads, shoulder pads, mouthpieces, and NOCSAE approved helmet. Players are limited to the same gear and clothing that they were wearing at the time of pre-game check-in.

(19) All Coaches must submit to a criminal background check.

9. Practice

(a) Pre-Conditioning: This is a non-mandatory, non- full gear tackle type of practice. The intent is to engage in heat acclimatization, conditioning, and other types of core physical conditioning for the participants. Off-site practice parks is authorized but must formal notification and approval must go through the President.

(b) Mandatory Practice: This is required for all players and ten hours (10) of conditioning must be met before participants are allowed to suit up in full gear. Helmets are allowed for the ten (10) hour conditioning. Per the President's ruling, all teams must practice at the selected site.



(c) **Heat Index:** If the temperature reaches 110 or higher, or if the temperature is lower than 100 degrees but has a 80% humidity rate, the President shall have the authority to cancel, or move up practice to a later time.

(d) **Mandatory Full Water Jug with Ice:** Teams will be issued a water jug(s). It is a requirement for coaches to have at least one full water jug filled with some ice. In addition, head coaches must make it mandatory for participants to bring their own water source.

(e) **First Aid Box:** Each team is assigned a fully stocked first aid kit and they must have it on site. We as the association issue it and place it in the team's equipment bag, side pocket.

(f) **Heat Casualty /Central Cool Off Point:** If during pre-conditioning your team has been authorized to practice off site meaning onto another field, it is the responsibility of the head coach to make sure he has a cooling off point in case of a heat casualty. If the team practices at the selected site during this period, the association will provide the cool off area. During the mandatory practice where all teams must practice at the selected site then the association shall be responsible for the site as well.

(g) **Hazards:** All coaches, volunteers, parents, and executive association personal are authorized to be safety managers in regard to the physical practice locations. One must either take proactive action and/or report to the either the President, law enforcement, park officials, medical, or any other pertinent official if one sees a hazardous situation such as but not limited to hypodermic needles, weapons, drugs, smoking, and/ or alcoholic activity, and/or any other thing that a reasonable person will consider detrimental to our children.

(e) **Lighting or Thunderstorms:** Per NFHS guidelines, the safety manager, coaches, association volunteers, and the President shall monitor the local weather conditions before and during practices. Here is the criteria for suspension or resumption of practice:

(1) When thunder is heard or lighting is seen, the leading edge of the thunderstorm is close enough to strike your location with lighting. Seek shelter, and suspend practice for at least 30 minutes.

(2) 30 minute rule: Once practice has been suspended, wait at least 30 minutes after the last thunder is heard or lighting is witnessed prior to resuming practice.

(3) Any subsequent thunder or lighting after beginning the 30 minute count will reset the clock for another 30 minute suspension with the participants back under shelter.

(4) When lighting detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lighting strike is noted to be within 10 miles of the event location. However, you



should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning should always take precedence over information from a mobile app or lightning detection device.

(f) Equipment: Head coaches are required to take all issued gear to practice for the utilization of the team.

10. Tackle Teams

(a) Team Formation: To be competitive with fellow teams, establish an environment where quality of coaching is facilitated, and where participants will have more playing time. It is our intent to have twenty-eight (26) players as a maximum per tackle team. This number can be adjusted and/or increased based on a review process with the head coach.

(b) Minimum Plays: Per National Pop Warner rules.

(c) Definition of Minimum Plays: “all minimum plays must be active plays (punt and punt return are active plays from the line of scrimmage (LOS) and DO COUNT. All other special team plays do not count as MPR plays. All plays must be from the LOS. Any penalties resulting in the replay of the down, do not count as plays. Plays that result in a quarterback dropping to his knee with the sole purpose of playing it safe will not count as plays.”

(d) Timing of Minimum Plays: “All participants must receive their minimum mandatory number of plays by the *end of the 3rd quarter*. Any participant that has not received their minimum plays by the end of the 3rd quarter must enter the game and remain in the game *UNTIL* they have received their required number of plays.” This means that a once the player has his minimum plays completed, they can be rotated out. In other words he does not have to play the entire 4th quarter.

(e) Intact Teams: The ECTYFC believes in the hard work that a head coach has put into his team by personally recruiting them and coaching them up. The association has no intention of breaking up that team. In order to qualify as a complete intact team, it must have a minimum of 16 players which per national Pop Warner rules make up a certified team. Returning players are also considered to be kept intact as well.

f) Recruitment of Players: It is the organization’s intent to foster an environment of protecting existing intact teams as they move up the age brackets, but at the same time leave some flexibility on a case-by-case basis. Below are the following criteria:

- 1) **Leadership and Coaches Communication:** Any moment when an existing player from within the organization is wanting to move up onto another team and once the President has been officially notified by either the parent of that child and/or the Head Coach of either the losing and/or gaining team, the first step is for the President to tell the Parent that no move will be processed at this moment until the President sets up a meeting (telephone, zoom, or in-



person ONLY) between both Head Coaches, and the President so a discussion can take place. ***If both Head Coaches can come to an agreement and that situation does not violate the Pop Warner Rulebook, or our criteria then a transfer can take place without going through the criteria process.***

- 2) ***Pop Warner Rule Book:*** The President will then look at the rule book and make sure the child falls under the legal tackle division age gap. The ruling falls under “Part V – 11-man tackle playing rules, Rule 1: Ages and weights, Section 5: Age based schematics.” It allows for each age division to have a three-age difference.
- 3) ***Priority of Players:*** Each team that has had a player for one complete season the previous season shall have priority rights for that player.
- 4) ***Roster for Current Season:*** Once the rosters are closed and kids are assigned to teams, the gaining team gains rights to that player.
- 5) ***Age Matrix within teams:*** Priority and team assignment shall go to the older players that fall within a team in comparison to younger players that are playing within an older aged team, and does not violate the twenty- eight max players per team.
- 6) ***Waiver 1: Main Coaches:*** If a Coach which qualifies ONLY as the Head Coach, Offensive Coordinator, and Defensive Coordinator is on an older team, and coach wants to take his younger son onto that team, and if it don’t violate the Pop Warner Rules, and if it is not a safety hazard such as child being significantly being in constant fear, child being way to small in height and/or weight that suites that division, and/or child is consistently being injured because of the intensity and physicality of the older division then that child will be allowed to move up with his Coach dad onto the older team.
- 7) ***Waiver 2: Advanced Skills:*** If a child demonstrates ADVANCED athleticism by actual playing skills and NOT just because of height and/ or weight but although a very important contributing set of decision making factors, and can demonstrate the ability to be HIGHLY competitive, and be classified as a STARTER among that older age division team, then that child may qualify for being processed onto the older age division team.
- 8) ***Waiver 3: Direct Recruitment:*** If a Head Coach personally recruits a child, and does not violate the Pop Warner rules, and has not been part of the organization the previous season then retains the right to that player.
- 9) ***Poaching:*** It is illegal for any Coach from the organization to personally recruit a younger player from one of our existing teams. Consequences can cause for that potential gaining team from having any opportunity in going through the transfer process.
- 10) ***Final Decision:*** The President will have the final executive authority on this matter but can’t violate any of the criteria set within this policy manual for recruitment of players. It is the intent for the organization via it’s President to have a philosophy of balance and make decisions based on what is best for the ENTIRE organization.

(g) Team Draft Process: If the association has two teams within the same division and the intact team policy does not apply, then a draft must take place so as to divide the



teams evenly per national Pop Warner rules. Each team will be allowed to start with 11 players. From the 12th player and on, the draft will take place. If there won't be enough players to make two teams with at least 23-25 players, then priority would go to building a team for that division.

(h) Full Practice Tackle Limitations: Chapter 4 of part 2 of division 106 of the California Health and Safety Code, statute 124241, paragraph (a) stipulates that “a tackle football team shall not conduct more than two full-contact practices per week during the preseason and regular season. Paragraph (b) a tackle football team shall not hold a full-contact practice during the off-season. Paragraph (c) the full contact portion of a practice shall not exceed 30 minutes in a single day.”

(i) Spirit Days: If the school district and/or school allows it, Spirit Days are each Friday at school before our games on Saturdays. At school on Spirit Fridays, ECTYF Tackle Football Players are invited to wear their game jersey to school to show their spirit and support of the El Centro Trojans. You do not have to participate in Spirit Days. However, if you do, you must wear your game jersey as outlined above. We encourage ECTYF players to participate and show their team spirit but it is not required.

(j) Parent Designation Seating Area: The association through consultation with its head coaches shall establish an area where parents are authorized to sit and/or congregate while practice is live. The head coach also has the authority to establish his teams parent area if he feels that he needs to change it based on parent and player dynamics.

(k) Sportsmanship: Last but not least is the topic of sportsmanship. Sportsmanship is defined as the conduct and attitude considered appropriate for participants in sports especially fair play, courtesy, striving spirit and grace in losing. At ECTYFC, demonstrating great sportsmanship is definitely expected of you and a great characteristic to practice and learn from that will take you far in your life. ECTYFC operates on the core fact that we are a family. All players are treated equally, regardless of your age or experience. We're excited that you've chosen to play for ECTYFC and having great spirit about ourselves, our teammates, our organization and our town is very important. We are always in support of one another. A constant positive attitude is required to get the most out of your experience as an ECTYFC player. Behavior such as not participating completely at practices/games, gossiping, being mean to one another, using inappropriate language, demonstrating behavior that isn't safe, respectful nor kind, showing disrespect to teammates and/or coaches etc., will clearly indicate that you are not making good choices nor exercising great sportsmanship. If this happens, you will be spoken to and disciplinary action will be taken to correct your choice. We will begin with a meeting with you, followed by a meeting with you and your parents, and you will sit out at the next game(s) for the entire game, or any portion thereof, depending on the severity of your behavior.

11. Flag Division

(a) Flag Team Formation: Per Pop Warner rules.



(b) Minimum Plays: Per Pop Warner rules.

(c) Definition of Minimum Plays: Only plays from the line of scrimmage are considered legitimate plays. Extra point tries do not count as plays.

(d) Timing of Minimum Plays: “All participants must receive their minimum mandatory number of plays by the *end of the 3rd quarter*. Any participant that has not received their minimum plays by the end of the 3rd quarter must enter the game and remain in the game *UNTIL* they have received their required number of plays.” This means that a once the player has his minimum plays completed, they can be rotated out. In other words he does not have to play the entire 4th quarter.

(e) Intact Teams: The ECTYFC believes in the hard work that a head coach has put into his team by personally recruiting them and coaching them up. The association has no intention of breaking up that team. In order to qualify as a complete intact team, it must have a minimum of 8 players which per national Pop Warner rules make up a certified team. Returning players are also considered to be kept intact as well.

(f) Team Draft Process: In the event that the association has two teams within a same division and the intact team policy does not apply, then a draft must take place so as to divide the teams evenly per national Pop Warner rules. Each team will be allowed to start with 8 players. From the 9th player and on, the draft will take place. In the event that there won't be enough players to make two teams with at least 12 players, then priority would go to building a team for that division.

(g) Spirit Days: If the school district and/or school allows it, Spirit Days are each Friday at school before our games on Saturdays. At school on Spirit Fridays, ECTYFC Flag Football Players are invited to wear their game jersey to school to show their spirit and support of the El Centro Trojans. You do not have to participate in Spirit Days. However, if you do, you must wear your game jersey as outlined above. We encourage ECTYFC flag players to participate and show their team spirit but it is not required.

(h) Sportsmanship: Last but not least is the topic of sportsmanship. Sportsmanship is defined as the conduct and attitude considered appropriate for participants in sports especially fair play, courtesy, striving spirit and grace in losing. At ECTYFC, demonstrating great sportsmanship is definitely expected of you and a great characteristic to practice and learn from that will take you far in your life. ECTYFC operates on the core fact that we are a family. All flag players are treated equally, regardless of your age or experience. We're excited that you've chosen to play for ECTYFC and having great spirit about ourselves, our teammates, our organization and our town is very important. We are always in support of one another. A constant positive attitude is required to get the most out of your experience as an ECTYFC flag player. Behavior such as not participating completely at practices/games, gossiping, being mean to one another, using inappropriate language, demonstrating behavior that isn't safe, respectful nor kind, showing disrespect to teammates and/or coaches etc., will clearly indicate that you are



not making good choices nor exercising great sportsmanship. If this happens, you will be spoken to and disciplinary action will be taken to correct your choice. We will begin with a meeting with you, followed by a meeting with you and your parents, and you will sit out at the next game(s) for the entire game, or any portion thereof, depending on the severity of your behavior.

12. Cheer Division

(a) Introduction: Cheerleading is a sport that requires participation just like in any other sport you may play such as soccer, basketball, gymnastics, softball, volleyball etc. You will learn cheers, chants, jumps, dances and stunting and have opportunities of performing all of what you learn during a season. Cheerleading involves strength and endurance and you will definitely work hard! There are rules in place, to make sure that at all times you are representing yourself, your team, our organization and our community with the highest level of respect & responsibility. These rules are for you, please read and understand them and know what is expected of you at all times. Our rules represent your commitment to the El Centro Trojans Youth Cheer Program and association. We thank you for being an important part of our cheer organization.

(b) Time Commitment: Participating in El Centro Trojans Cheer Program (ECTCP) program will require your time. At a minimum, but can be extended by the Cheer Coordinator we will practice twice a week and will have a minimum of one football game to cheer at during our season on Saturdays. Practices will begin in mid-July and games will run through October, with playoffs into November. You will be expected to attend all practices and games. Practices will run 1.5 – 2 hours per practice, and games are usually 2 – 2.5 hours.

(c) Season: ECTCP holds registration March – June of each year. Cheerleaders will report to practices in mid- July and will continue through October. Older age groups will continue through mid- November as the playoffs dictate. ECTCP's cheer season ends completely by mid-November.

(d) Practices: Practices will be held at a minimum twice per week, for 1.5 – 2 hours per practice, depending on your grade level but can be extended per the Cheer Coordinator. You should arrive to practice 5-10 minutes ahead of time so that you can put your things to the side, take care of visiting with friends prior to start of practice, use the restroom etc., etc. Practice will begin on time and you being ready to go on time is your responsibility to your team. For practice, you should be in practice attire: t-shirt/tank top, shorts, socks, tennis shoes, hair in high pony, and all jewelry off. Shorts should be of appropriate length, they should come down past your thumbs if hands are at your sides. All cheerleaders are welcome to wear their spankies under their shorts as we begin stunting at practice, if that makes you feel more comfortable. Poms are required at all practices unless directed otherwise. A water bottle should be brought to every practice. Excellent behavior at practice is important and your responsibility as an El Centro



Trojans Cheerleader. Expected behavior includes, but is not limited to, the following ideal characteristics:

- 1) Pay attention/ follow directions
- 2) Be a team player, respectful of yourself, your teammates and coaches
- 3) No arguing with each other or your coaches
- 4) No excessive talking with other cheerleaders, friends & family
- 5) Be on your “mark” at all times ready to listen and learn
- 6) Goofing off / inappropriate behavior at practice will not be tolerated.

Practice is very important and something we take very seriously. We always have work to do at practice, cheers to review and new material each week to learn. Cheerleaders not respecting our need to listen and learn will have consequences which could include but are not limited to: extra laps (running), wall sits, sit ups, pushups, etc.

(e) Stunting: Stunting is a privilege that is earned after learning a serious of progressions for technique and expertise. Although it looks fun and everyone feels like they can try to do it all, it can be dangerous and must be taken very seriously to prevent injury. Our ECTYCP rule is that no stunting is to take place anywhere but at practice or at a game when your coach(es) are present. No exceptions.

(f) Games: Games take place on Saturdays throughout late August and onto October. Playoff games for older teams will run into early November. We ask that all cheerleaders arrive 30 minutes prior to the start time of their scheduled game. At each game, you should arrive in your complete uniform, have water bottle, your poms, and your warm-ups / warm jacket in the event of inclement weather. Game behavior is no different than practice behavior. We will be on our marks in our squad formations on the track, paying attention to the game, voices will be off between cheers while we watch and understand the game, sportsmanship will be a must, you’ll be listening for each cheer to be called, etc. We are proud to be ECTYCP Cheerleaders and any behavior that does not demonstrate being respectful, responsible and safe at all times will require discipline/consequences.

(g) Game Day: You will arrive to your scheduled game, already stretched out at home and ready to go as the kickoff occurs. We’ve mentioned being on your mark, which means all cheerleaders will be on their “mark”, lined up on the track in their squad’s formation, at all times while cheering at a game. You won’t move from your mark and visit with your fellow cheerleaders, friends & family at all. Your responsibility is to cheer, dance, stunt and perform for the entire game, start to finish. Our squads will be in the same formation each game, and will stand with their eyes on the game, hands and/or poms behind their backs while we watch the game and understand what's happening. Cheers will be called by our captains, and we cheer to the crowd. After a cheer is complete, you will spirit (cheer/jump/kick) and then go back to watching the game. Stunting and performances at halftime will be brought/added to our sideline cheering as technique & appropriate progression are perfected at practices. Again, your safety is our # 1 responsibility to you as a member of our cheer team. Most games are approximately 2 hours long. At the end of each quarter, you will be allowed to approach the sidelines for



water breaks. At halftime we will be having a light snack/drink that is brought by one of our teammates. If you need to use the restroom, you will do so in groups, again for your safety. After the game, if you are leaving the game/field without your parents, by yourself or with another family, your parents will have to notify us via email or in writing, prior to the game, so we have everyone accounted for at the conclusion of each game. There are no exceptions about departure, and this is for your safety.

(h) Absences: On occasion, it is necessary to miss practice and / or games. We understand that issues do arise and we ask that you notify your coach(es) if you need to be absent for any reason, to either practices or games. Excused absence: A written note, email or phone call is received from your parents prior to practices/games of your absence. Unexcused absence: Being absent without any prior notification to your coach will be considered unexcused. Each missed practice due to an unexcused absence will result in your sitting on the bench for the first half of the next game. If you miss both practices in a week, and both are unexcused, you will be required to attend the next game but sit on the bench in uniform, with your coach(es), the entire game. Your team needs you and we hope everyone will be conscious of attending all practices & games.

(i) Uniforms: The term complete uniform will be referred to often at ECTYFC. The complete uniform consists of the entire uniform as outlined below:

- 1) Skirt Shoes
- 2) Spankies/Briefs Socks
- 3) Shell/Vest Hair Bow (w/high pony)
- 4) T – Neck/Midriff Poms (when at practice/games)

No Jewelry this includes jewelry in any ear/facial/body piercings. Anytime that an ECTYCP cheerleader is in uniform, she is in her complete uniform. No exceptions. Wearing only a portion of your complete uniform and not following the rules is a sign of disrespect to your team and the ECTYFC. Consequences for not wearing the correct complete uniform when in uniform will result in sitting on the bench for one quarter of the next game. Any inappropriate behavior when in uniform will result in being suspended from one quarter to a full game depending on the severity of the act, at the coach's discretion. This includes any and all negative behavior including but not limited to: roughhousing, inappropriate language, physical contact with other people, rude or disrespectful acts towards others etc. etc. At all times we ask that you represent the ECTYFC with pride & spirit by being respectful, responsible and safe.

(j) Spirit Days: If the school district and/or school allows it, Spirit Days are each Friday at school before our games on Saturdays. At school on Spirit Fridays, ECTYCP cheerleaders are invited to wear their uniform to school to show their spirit and support of the El Centro Trojans. You do not have to participate in Spirit Days. However, if you do, you must wear your complete uniform as outlined above. We encourage ECTYCP cheerleaders to participate and show their team spirit but it is not required.

(k) Sportsmanship: Last but not least is the topic of sportsmanship. Sportsmanship is defined as the conduct and attitude considered appropriate for participants in sports



especially fair play, courtesy, striving spirit and grace in losing. At ECTYFC, demonstrating great sportsmanship is definitely expected of you and a great characteristic to practice and learn from that will take you far in your life. ECTYFC operates on the core fact that we are a cheer family. All cheerleaders are treated equally, regardless of your age or experience. We're excited that you've chosen to cheer for ECTYFC and having great cheer spirit about ourselves, our teammates, our organization and our town is very important. We are always in support of one another. A constant positive attitude is required to get the most out of your experience as an ECTYFC youth cheerleader. Behavior such as not participating completely at practices/games, gossiping, being mean to one another, using inappropriate language, demonstrating behavior that isn't safe, respectful nor kind, showing disrespect to teammates and/or coaches etc., will clearly indicate that you are not making good choices nor exercising great sportsmanship. If this happens, you will be spoken to and disciplinary action will be taken to correct your choice. We will begin with a meeting with you, followed by a meeting with you and your parents, and you will sit out at the next game(s) for the entire game, or any portion thereof, depending on the severity of your behavior.

13. Uniforms & Equipment

(a) Tackle Team Individual Uniforms: The El Centro Trojans Football program prides itself in having top quality uniforms. The association allows for the players to keep their game jerseys and issued game socks on a yearly basis. However, both the game and practice pants must be washed and turned in within two weeks from the last game played of the current season. Currently the uniforms consists of the following:

- 1) **Game Jersey:** Riddell, computer sublimated printed, reversible (2 jerseys in one, home and away), with a durable nylon type of stretch material
- 2) **Game Pants:** Riddell, computer sublimated printed with side stripe, wording, logo, and integrated padding meaning they stitched inside pants
- 3) **Practice Pants:** Riddell, integrated padding meaning they stitched inside pants
- 4) **Socks:** Black all sport game socks, and pink for October in recognition of breast and other types of cancers

(b) Tackle Team Individual Equipment: The El Centro Trojans Football program prides itself in having top quality and safe youth football equipment. It is issued out during the season but must be returned to the association at the end of the season within two weeks from the last game played of the current season. Currently, the issued equipment consist of the following:

- 1) **Helmet with chin strap:** Youth Victor-i, with customized black matt color, and Riddell chin strap. Parents are allowed to purchase their own customized chip strap but must return the original one with the helmet at the end of the season
- 2) **Helmet Stickers:** Grey Left and Right customized Trojans logo stickers, grey stripe placed on middle of helmet, American Flag placed on hack of helmet, and jersey number sticker placed on back of helmet



(c) Tackle Team Individual Player Turn in: The ECTYF Policy is that parents must turn in both the practice and game pants washed, helmet with supplied chin strap, all attached association stickers (logos, stripe, American Flag, and jersey number), and shoulder pads within two weeks from the last game played of the current season. Parents will sign a return of uniform and equipment contract which stipulates you are financially responsible for them. The turn in must be the exact equipment and brand issued at the beginning of the season. Failure to turn in can cause for legal action and ban from re-joining the association and/or conference.

(d) Tackle Team Equipment Bag: The association issues an equipment bag with a first aid kit, conditioning equipment, footballs, sled, and other types of relevant gear for a tackle football team. The head coach will sign out a per line item equipment sign out sheet at the beginning of the season. He must turn it all in within two weeks from the last game played of the current season.

(e) Flag Division

(1) Uniforms: Game Jersey, Shorts, Black Socks, Pink Socks for Cancer awareness month in October.

(2) Equipment: Flag Belt, and two pairs of flags

(3) Turn in: Parents only have to turn in the issued flag belt and two pairs of flags.

(4) Team Issued Equipment Bag: The association issues an equipment bag with a first aid kit, conditioning equipment, footballs, sled, and other types of relevant gear for a flag football team. The head coach will sign out a per line item equipment sign out sheet at the beginning of the season. He must turn it all in within two weeks from the last game played of the current season.

(f) Cheer Division:

(1) Uniforms: The cheer leader keeps all of the issued uniform and accessories.

(2) Issued Gear: All issued Cheer equipment will be signed out via a line item sheet at the beginning of the season. The Cheer coordinator and along with the coaches must turn it in all within two weeks from the last game played of the current season.

14. Grievance Process

(a) Due Process Philosophy: It is the association's intent when informed of problematic situations for the President and his assigned staff to investigate, collect evidence, speak to all involved parties, and conclude the matter based on the above-mentioned variables.

(b) Process: We ask for you to first try and resolve the situation with your head coach in the case of the cheer division with your cheer coordinator as your first attempt. If that does not work, you can then inform the President where he will start the inquiry process. That fair and impartial process shall consist of the following steps:



- (1) **Head Coach or Cheer Coordinator:** Inform them via a digital written format so as to create a “paper trail.”
- (2) **Appeal:** Inform the association President in writing as well
- (3) **Inquiry:** President shall gather evidence, and statements from involved parties
- (4) **Conclusion:** President shall make an objective and impartial conclusion based on the evidence, rules, and policies.
- (5) **Final Adjudication:** The association retains the legal rights to have final adjudication for association matters. In the event that the President needs guidance from conference, he and not the appellant shall determine that.
- (6) **President:** The President can exercise executive privilege if deemed necessary for the sovereignty of the organization.

(c) **Game Protests:** Only a Head Coach has authorization to file a game protest with his association’s President which then takes it to conference for final adjudication if it gets to that point.

- (1) **Process:** An actual Pop Warner and/or conference rule must be violated and not a Referees judgment call. If that is the case, ONLY the head coach can initiate such as request through the proper chain of command which is his association President.
- (2) **Association Inquiry:** The President shall then investigate by obtaining evidence, statements, and speaking with all parties involved to include the referees.
- (3) **Determination:** If the President after doing his due diligence and based on facts sees that the head coach has a strong case then he shall file a formal protest with Conference if he/she decides to do.
- (4) **Conference:** They have their own procedure which consists of the conference Commissioner conducting his own investigation and if he feels there is strong evidence to proceed, he shall then conduct a discipline committee where final adjudication will take place. There are no more appeals if it gets to this point.
- (5) The President can exercise executive privilege in deciding to keep it at the association level.

15. End of Season Team Parties

(a) **End of Year Team or Cheer Parties:** The policy for the El Centro Trojans Football and Cheer Association is that each team or cheer squad is responsible for their own end of season party.

- (1) **Financial:** Each team or Cheer squad head coach shall be responsible for the raising of funds for their end of season party. Those funds can be used for the renting of a space, equipment, food, non-alcoholic drinks, and trophies. The association requires you to be transparent by documenting all end of season party transactions, and then showing the parents a financial report of all expenditures. The association shall not be responsible for the end of year team party. However,



it will facilitate the team by providing them with a non-profit tax write off donation letter so they can attempt in fundraising monies for their end of season party.

(b) Association End of Season Awards Banquet: Contingent upon available funds, it is the association's intent in having an end of season awards dinner banquet.

(1) Event: The association wants to recognize student athletes with recognition award certificates for players that received academic award at their school. The association business manager and the team business managers shall work collaboratively in acquiring the necessary information for such awards. The association also wants to recognize its coaches and volunteers by giving them a recognition awards certificate based on their volunteer work within the association, any conference super bowl winners, regional, or national winners. The event shall take place after all Pop Warner official games have been played to include cheer.

(2) Financials: Contingent upon available funds, the association shall budget for such an event.

16. Disciplinary Actions and Penalties

(a) Philosophy: It is the intent of the association to resolve all detrimental actions through the means of impartial justice via effective communicative and conflict resolution means. However there shall be times where actual penalties must be given out so as to stop and/or remove problematic individuals. There are Pop Warner National Rule consequences and those shall take priority over any association penalties. The association does retain the right to add additional penalties.

(b) Penalties:

(1) Felony actions/ Physical Altercations/ Criminal Threats with Bodily Harm: Indefinite banishment from any volunteer position, any attendance for both practice and games, and any association social hosted function. If there is probable cause where if the child remains in the program but the threat from the parent(s) and/or relevant individual is repeated then the child shall be removed from the program. If the association feels it needs to get a restraining order on such belligerent person or persons, it shall do so and also pursue criminal charges and/or civil torts.

(2) Profanity/ Anger based Irrational Behavior: 1st Offense From a verbal or written warning, probation, suspension, to permanent banishment. It depends on the severity of the action(s).

(3) Toxic Problematic Person(s): The association intent is to treat all parents, coaches, volunteers, officials, and spectators with the utmost respect and civility. However, the same respect and civility must also come from the above mentioned towards association staff and most importantly the players and cheer girls. We will try our very best in trying to resolve the issue(s) at hand via a civil and non-



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confrontational way. However, if any individual decides to engage in belligerent, disrespectful, and/or unlawful behavior the association will protect its staff to the fullest extent of the law.

(c) Process: The President is the highest authority within the association and shall retain the lawful right to have final say on all matters so as long as they fall within the association bylaws, the association policy and procedures manual, and all local, state, and federal laws.