

2017 Damascus Cougar Football Policies and Procedures

Cougar Football Timeline

Regularly check DSA email for questions and information. Attend monthly CCFL league meeting.

January:

- DSA concession food permit must be renewed by 1-31.
- Attend monthly CCFL league meeting.
- Complete a shed inventory

February:

- Place ad for head coaches on web site, social media and send out in mass email. Coaches will be selected in the month of April.
- Have planning meeting for CowPie Bingo Fundraiser, select date and book venue

March:

- Select dates and send mass email for open registration in May.
- Prep flyers for all schools in the DSA cluster for football registration distribution flyers/prepare signs for posting around town.
- Hold coaches interview panel last week of March.
- Set date for mini-camp.

April:

- Update web site with any new league information and advertisements for coaches.
- Send email to previous season's scholarship recipients to send requests as soon as possible. Scholarships are limited and given on a first-come, first-served basis to those eligible.
- Schedule head coaches' selection approval at 1st board meeting in April.
- Finalize coach selection process and announce positions by April 15th
- Distribute prepared flyers through schools on designated mass flyer distribution dates and/or post signs around town.
- Post flyers around town at local establishments.

May:

- Open online registration to the public.
- Update and have paper registration as needed
- Schedule a meeting/by email with field coordinator to secure practice and game field permits for the upcoming season. Always pull one extra week at the end of the season for the high school field for first round of playoff games.
- Send mass email out about upcoming summer football camps.
- Schedule meeting with all special assignment coordinators (concessions, merchandise, fundraising, etc.)
- Check all coaches bags to see what is needed, order as needed. Order coaches bag items football, water bottles, kicking block/tee, tape, wrap, etc. Finalize equipment needed, pads and uniforms and place orders.
- Order supplies (ice packs, etc.)
- Schedule helmet fitting for June (before school gets out) and confirm 2-3 vendors in attendance

June:

- Pull high school permit for lower baseball outfield for minicamp, the two weeks prior to pad practice start.
- Schedule a meeting with selected trainer for minicamp to confirm minicamp dates with company.
- Review registration numbers, weights and ages for amount of players DSA will have for the league. Each year will be different amount of players.
- Discuss and get board approval for scholarships. Candidates must submit an email request for assistance. Scholarships are awarded based on the amount of funding approved and the number of families requesting assistance.
- Helmet fitting

July:

- Book Classic Photo for opening night team pictures; secure venue for picture date.
- Send out mass email to all registered players about minicamp dates. Equipment hand out will take place the same three nights of minicamp. Parents are to have a \$150.00 deposit check post-dated for November 30th of the current year.
- Hand out team uniform bins to head coach or team mom for their team. All team bins have inventoried and the head coach is responsible with his team mom to return bin as it was handed out. All coach bags will be inventoried at handout and return as well.
- Schedule scrimmages in August for all teams

August:

- Season practice starts July 24th
- Only selected head coaches and pre-approved assistants who do not have players of interest (relations, etc.) involved in the selection process are permitted during evaluations. Selected head coaches will conduct all evaluations at designated age levels. This evaluation/selection process can take up to two weeks.
- As teams are selected, the head coach is to submit names and resumes of assistants for approval by the DSA board. Head coach will also pick a team mom. All coaches, assistant coaches and team moms are required to register in system.
- Concussion certificates must also be provided to commissioner each season. All new head coaches must also complete USA Football training. Returning head coaches are to complete the USA Football recertification training.
- Review with team mom completed certified team roster for submission on designated dates in addition to the completion of other documents needed for certification.
- Update web site with season information and game schedules.
- Practice can be 6 days a week unlimited time until school begins. The season starts at the end of August. After school begins, game practice time is limited to 6 hours per week and 8 hours per week if a bye week is scheduled.
- Coordinate with CCFL for league schedule and high school field schedule.

September:

- Update web site as needed.
- Coordinate to get light towers at practice fields beginning early/mid October
- Sell Shout Outs and Organize Memory Book with Classic Photography

October:

- Season is coming to an end for teams not in playoffs. Begin the process of ordering team trophies and coaches and sponsor plaques.
- Work with CCFL for playoff schedule and field permits.
- Work with team mom to secure locations for team banquets with field coordinator.

November:

- Schedule equipment return and uniform return.

State Championship Game Policy:

Per the CCFL SOP, all teams that play in Super Bowl games, win or lose, will be invited to participate in State Championship games. The DSA Football program will only provide financial support to teams that win Super Bowl games. Teams that do not win Super Bowl games must have approval from the Commissioner to participate in the State Championship. Financial support for those teams is at the discretion of the commissioner, on a season-to-season basis, based on the financial standings of the DSA football program each year.

Additional Football Policy Information:

Coaches

- Applications for coaches will be solicited via the usual DSA communication vehicles. Coaches may apply for one head coaching position, and may indicate a willingness to consider placement with a different team if they aren't selected for their first choice.
- Coach applications are to consist of a resume of the coach's experience working in sports, especially youth sports, and other experience working with youth. We will not accept co-coach applications, nor will we entertain suggestions of who may or may not assist the coach. The selection is made solely on the experience and team management ability of the coach applying, ability of the coach to dedicate appropriate time to coaching, and past performance as indicated by parent evaluations.
- Specifically regarding a coach who may have a son or daughter on the team they intend to coach, applicants are requested to apply to coach the level of team at which it would be appropriate for that player to play. A coach who has an immediate relative MAY NOT automatically select them. They need to be evaluated with the rest of the players. If the coach or coaches deem that their immediate relative shouldn't be on the Division 1 team then we will allow that head coach to step down and reopen the coaching position. These players must still attend evaluations. Coaches may NOT select players other than their relations, and coaches without relations are not entitled to any such pick. All of these selections are subject to approval by the commissioner. To be clear, it is not the intention of this rule to accommodate players wishing to play at a level inappropriate to their skill. Additionally, the boundary rules takes precedence over such a selection.
- The coach selection committee will then screen the applications and identify the best candidates for each position. Coaches not given their first selection of team may be offered other open coaching positions if they have indicated a willingness to accept that position. Once selected for a team, coaches may begin to assemble their coaching staff, however no announcements of such selections will be made until team are set in August, except where the staff is NOT connected in any way with players who may be trying out for the team.

- Coaches will be required to attend mandatory meetings prior to the beginning of the start of training camp. There will be an initial meeting shortly after coaching assignments are announced, and a series of meetings throughout the summer with staff from the high school program.
- As teams are selected, head coaches will submit their assistant coaches for approval. Coaches who are new or did not coach the prior year must submit resume to be approved by the DSA selection committee. Head coach will also pick a team mom. All coaches, assistant coaches and team moms are required to register in system. Concussion certificate must also be provided to commissioner each season. All new head coaches must also complete USA Football training, while returning head coaches must complete the USA Football recertification training.

Player selection and placement

- Players will automatically be registered and placed at his or her max age group, i.e. an 8 year old will be placed on 6-8 teams, and a 9 year old will be placed on a 7-9 teams. Modifications will be considered on basis of weight, size and level of skill by the commissioner, and final placement will be made during evaluations, which are overseen by the commissioner and undertaken by the approved head coaches and others approved individuals. Players will very likely move age and level groups at this time.
- Players who cannot attend evaluations due to travel or other obligations will be evaluated upon their return. Their performance will then be considered as teams are selected and every effort will be made to judge them on a level playing field. Once players are selected and placed on teams, there will be no movement of players.
- Our ability to allow players to play in an older-but-lighter capacity will be determined by the number and makeup of player's who register, with a goal of protecting player safety and maximizing the opportunities for play for all players in the program. Additionally, in accordance with the CCFL we must field one team at every age level. If there is only one team within an age group, that team must play Division 1. The commissioner will make the determination how many available OBL positions and where they may be based on these factors.
- Within those constraints, precedence for OBL status will be given to players who are smaller and less experienced, and will be determined by head coaches and the commissioner at tryouts. DSA football does not use the OBL rules to pack teams with large numbers of highly skilled older players in order to gain strategic advantage. We view this as an abuse of the rule.

Officials

CCFL secures all field officials for the entire league. At all regular season home games referee fees are paid by DSA football. Home playoff games all referee fees are also paid for by DSA football. Once play-off games shift to a neutral location all referee fees are a 50/50 split between opposing teams.

Boundary Policy

Upon registration, any player who attends a school outside of the DSA cluster will be notified by commissioner for further information. Participation in the program will follow the boundary policy set and approved by the DSA board.

Volunteer Coordinators

All Cougar Football volunteers are expected to volunteer during the season. If a volunteer is unable to fulfill a scheduled assignment, he or she must find a replacement to handle the position. Volunteers must abide by DSA Volunteer Policy located in detail on the DSA website.

Concessions Coordinator(s)

- Create volunteer schedule by teams for football and cheer at concessions. Each time slot, football has 4 volunteers at concessions and 2 volunteers at merchandise. Cheer as 2 volunteers at concessions only for each time slot.
- A concession coordinator will oversee the daily operation of the concession stand at all home games to include the following:
 - purchase of all food/drink items
 - organization of all food/drink items on game days
 - management of all volunteers on all game days
 - preparation/clean-up of concession stand on all game days
 - handles all monies and cash box
 - communicates with football commissioner and DSA book keeper to be sure all funds are properly accounted for and deposited

Merchandise Coordinator(s)

- The DSA Football Merchandise Coordinator(s) are responsible for all merchandise throughout the season.
- Ordering Categories:
 - Personalized items
 - Camp wear
 - Season/Table merchandise
 - Breast Cancer
 - Merchandise to sell in October
 - Socks for teams
 - End of season coaches and team mom gift ideas
- Duties include:
 - Order Coach shirts/team mom shirts
 - Design season merchandise (online store and table merchandise)
 - Manage merchandise finances/budget
 - Collecting money throughout home games
 - Handing money to Commissioner with receipt to deposit
 - Get 2-3 quotes from different vendors
 - Order merchandise
 - Set up/take down at all home games
 - Manage inventory
 - Post merchandise on website, social media, DSA weekly emails

See Merchandise P&P for more details.

Equipment Coordinator(s)

- A coordinator(s) will be selected who will be in charge of all football equipment, uniforms, including inventory.
- Works directly with vendors to replace items as needed
- Works with team moms to issue uniforms and equipment to team
- Keeps inventory of items and in charge of all return of items
- In charge of equipment/uniform pick up and returns

Site Coordinator(s)

- Assist commissioner at all home games with various duties

Team Mom Coordinator(s)

- Coordinates all team mom duties
- Holds team mom meeting at beginning of season
- Distributes team mom notebook and goes over time line, important documents, ID cards, etc.
- Organizes trophy ordering for pitbull team and Superbowl winners including coaching plaques
- Schedules end of season banquet dates if needed at county schools
- Assists throughout the season on getting schedule changes/updates, and any important information out to team moms to distribute back to their teams.

Accountant/Bookkeeper

- Manage finances/budget
- Weekly reports to commissioner on budget status (expenses, income, budget balance)