



# Code of Conduct Handbook

Welcome to the Swartz Creek Youth Football, Cheerleading and POMS (SCYF). This handbook was developed to help our adult and youth members understand how our organization operates and what is expected of all parents/participants and volunteers. While we cannot cover every contingency in this handbook, you are asked to follow the spirit of what is outlined here, and allow common sense to prevail. While 99% of the adults in the program will abide by this code without being told, this code is being published to protect the children and volunteers (which includes all coaches and board members) from the 1%. SCYF is organized and operated by volunteer members- your input is always welcome.

## **Conduct & Code of Ethics**

SCYF board members, coaches, assistant coaches, referees, coordinators, participants, parents and volunteers will:

- Exhibit and maintain appropriate conduct supporting the SCYF program philosophy and rules at all times.
- Maintain a commitment to the highest levels of personal and public integrity.
- Encourage a positive impression for the game of football.

Unethical or inappropriate conduct or actions are unacceptable and should be reported to the SCYF board, a coach or a referee. The Coaches/Officials' Coordinator and other selected SCYF Board Officers will review the situation and determine if the incident is subject to disciplinary action.

Any SCYF Board Member, Coach and/or Referee receiving a complaint of unethical or inappropriate conduct must notify the SCYF Board President in writing of such Complaint within 5 business days.

SCYF parents and participants must agree to abide by the overall philosophy of SCYF and parent/participant conduct policy. Violations of this policy will be brought to the board's attention for review by the board and possible disciplinary action, including expulsion from the program may result

## **Mission:**

The Swartz Creek Youth Football and Cheerleading Programs are set up for the purpose of teaching our youth how to be a part of a team, as well as, how to play the game of football or learn new cheers. We focus on teaching self-respect and self-discipline, pride, teamwork, and good sportsmanship. We believe that every child should have the opportunity to play during practices and games. This does not however insure that all children will play every game or practice the same amount of time or in a preferred position.

Our program consists of all volunteers who want to make the football and cheer seasons as enjoyable for the children and parents as possible. We have a very large organization and our success is dependent upon obtaining as much participation and cooperation as possible from everyone involved!

## **Organization:**

Swartz Creek Youth Football (SCYF) is a non-profit organization founded by Swartz Creek residents with the intention of teaching league-based tackle football and cheerleading to area youth participants. Swartz Creek Youth Football, Cheer, and Pom are not affiliated with the school district. We are funded entirely by registration fees, fundraising, sponsorships, and donations from members of our community.



**Rules and Policies:**

Every parent/participant is required to read this handbook and abide by the policies outlined here. All parent/participants are then required to return a signed parent/participant contract signed by both parents and participant certifying that they have read, understand, and will comply with the Code of Conduct described herein.

**Roles and Responsibilities:**

SCYF is operated entirely by volunteers. What this means is that every activity from concessions to game officials occurs through the efforts of volunteers. Because the SCYF Programs are operated entirely through volunteer efforts and because part of our goal is to instill positive behaviors in children through a competitive activity, it is critical that every volunteer be treated with courtesy and respect at all times.

There are a variety of levels of involvement within our program. Here are some examples:

**Board of Directors:** These volunteers are elected to a one to two-year term by the general membership. They are responsible for the management of all operations in the program, including oversight of all volunteer networks. Other Trustee members are appointed, as needed for one-year terms as per the By-Laws.

**Coaches:** These volunteers manage all practices and games for SCYF. Coaches are the primary instructors for the players. They are responsible for the supervision, teaching of plays, running drills, discipline on the field as well as management of parent relations and communications. All issues should be directed at the head coach or one of their assistants for resolution.

**Parent Volunteers:** We need at least 20 volunteers for each home game to set up, staff, and closing up the concession stand, chain gang, admissions, and field crew. Every parent is required to volunteer in some shape or form unless he/she/they pay the "Opt out" fee at registration. Documentation of volunteer hours will be kept to assure compliance.

**Football Players:** Every child is expected to put forth their best effort, both on and off the field, and to abide by the rules and regulations in this handbook and the players code of ethics.

**Guests and fans:** Our games are well attended by parents, grandparents, friends and many other individuals simply interested in football. All guests and fans are expected to behavior with respect and courtesy towards all other individuals at the events. Inappropriate behavior and/ or comments will not be tolerated by anyone attending our events. **WE RESERVE THE RIGHT TO EXPELL INDIVIDUALS FROM OUR EVENTS IN THE EVENT ANY OF THE RULES OR REGULATIONS IN THIS CODE OF CONDUCT ARE VIOLATED.**

**CITIZENSHIP:**

SCYF is known for pride and respect – towards each other, other MYFL programs from their leadership to coaches, parents, teachers, and fellow classmates. Any derogatory comments, making fun of others, gossiping, or criticism that is not constructive in nature will not be tolerated.



## **POLICY AGAINST HARASSMENT, INTIMIDATION, AND BULLYING**

We ask that all families to review this SCYF Policy against Harassment, Intimidation and Bullying with their children. Together we can ensure that all of our children, guests, and SCYF participants have a better understanding of these issues and can help make all SCYF programs enjoyable for everyone.

Swartz Creek Youth Football, Inc. prohibits and will not tolerate acts of harassment, intimidation, or bullying (including cyber-bullying). For our purposes “harassment, intimidation, or bullying” means any gesture, any written, verbal, or physical act, or any electronic communication, whether it is a single incident or a series of incidents that:

- Is reasonably perceived as being motivated by either an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, age, height, weight, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
- and that takes place in relation to any program function or team; and
- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a and individual or damaging the individual’s property, or placing a individual in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- Has the effect of insulting or demeaning any individual or group of individuals; or creates a hostile environment for the individual.

Notification of any alleged harassment, intimidation, or bullying shall be made to the affiliated Coach, Field Commissioner or Board Member. Reported allegations of harassment, intimidation, and bullying will be promptly investigated by SCYF. If the allegation(s) is substantiated then SCYF will promptly remedy the situation though appropriate means, up to and including expulsion from the league and referral to appropriate legal authorities. Any member of the SCYF Board will have the authority to remove any person from any SCYF event at their discretion.

Anyone involved with an allegation of harassment, intimidation or bullying is asked to confine their complaints to a Coach, Field Commissioner or Board member. Keeping allegations and the ensuing investigation confidential prevents gossiping and rumors from interfering with the purpose of the league.

### **Required Adult Conduct:**

The support of parents is essential to the success of any youth program. This support should, however, be of the “off the field” variety in such activities as fundraising, promotion, equipment maintenance, team sponsorship, and other volunteer activities. On occasion, well-meaning parents can become overzealous and cause unwarranted problems. For the safety and well-being of everyone, involved SCYF provides these rules concerning parent conduct:

- A. Parents should clearly understand that the purpose of this program is to teach children teamwork, good sportsmanship, fair play, and the love of the game.
- B. Alcohol, smoking, and drugs will not be permitted at the practices or games or at any other SCYF activity.
- C. Parents must stay in the areas designated by the local programs during all practices and games, nor are they to approach the coaches or officials during a game.
- D. Parents are expected to cheer loudly for your team, but always in good taste and never in a way that is disparaging to the opposing team. Un-sportsmanlike conduct is prohibited at all times, and can result in penalties to the team on the field.



- E. Derogatory statements toward game officials or the opposing team is prohibited and can result in the forfeiture of the game.
- F. A positive mental attitude is an important ingredient for the success of any youth program. Adults will refrain from open criticisms, especially in the presence of children of the program, coaches, or any personnel connected with the program.
- G. Parents should encourage attendance at all practice sessions. Absences impede progress for the rest of the team as well as for the child who is absent. Missing practices can lead to limited playing time during the game. Missing practice should be limited to illness or serious injury. Children with minor injuries or mild illness can still benefit from observing at a practice session. You must notify your coach if an absence occurs.
- H. Parents are responsible for getting all players to and from all games and practices, on time. Please have players there 15 minutes prior to the start of practice and 60 minutes prior to the start of a game. Parents are required to arrive 15 minutes prior to the end of practice. It is not the responsibility of the coaching staff to wait for parents to show up to pick their children up.
- I. SCYF cannot be held responsible for the health and welfare of unattended children. Siblings of players should not be left unattended.

### **Required Youth Conduct**

Hard work and dedication will be required before you can wear the uniform of the team. Being a member of the team requires much more than just learning about playing the game of Football.

- A. Vulgarity, temper tantrums, taunting and fighting are absolutely prohibited. Any player observed displaying improper conduct below the acceptable standards of SCYF will result in disciplinary action or dismissal.
- B. If you are going to miss a practice or a game, you must notify one of your coaches. You are expected to arrive at games and practices on time, or to alert your coach if you are going to be late or have to leave early.
- C. Report all problems to your coaches immediately. It is your responsibility, not your parents, to keep your uniform and equipment clean and in good repair. Football uniforms must be clean before every game.

Should violations of the required conduct or other policies outlined in this handbook occur, they will be handled in the following manner.

1. First incident: The head coach will take the player aside and speak with them privately about the behavior and consequences. The incident will be documented.
2. Second incident: The head coach will meet with the player's parents and the player privately, again documenting the incident.
3. Third incident: The incident will be reported to the President or Vice President of SCYF. The player will be suspended one game. The incident will be documented.
4. Fourth incident: The incident will be documented and the player will be dropped from the team roster.

### **Adults:**

The SCYF board of directors has established a NO TOLERANCE POLICY FOR IMPROPER ADULT BEHAVIOR. Each adult will be required to sign an Adult Code of Ethics. Violation of the Adult Code of Ethics will result in the removal from any practice, game, or function of SCYF for the entire season.



**Communications:**

We welcome your ideas, concerns and input at all times. If you have a question or an insight to share, you should begin with the players head coach. If you do not feel that the situation is resolved, you can speak with the Field Commissioner, Asst. Field Commissioner, President, or Vice President of SCYF. Please remember, if you have a complaint, you must be part of the solution.

**Attendance:**

Attendance at all practices and games is mandatory. Each participant is allowed only 2 unexcused absences from practices. Participants are only allowed 4 unexcused absences total. The only excused absences are:

1. Medical/Injury ( with doctors note excused absences can be extended)
2. Academic ( with proof of field trip or other school activity)
3. Religious ( worship or education)
4. Family emergency ( with note excused absences can be extended)
5. Family obligations (vacations)

Another activity in which the player has been involved for several weeks and in playoff/championship (such as baseball)

**Playing Time:**

Each player should anticipate receiving fair play time according to the MYFL By- Laws.

**Handouts:**

As a player, you are sometimes given handouts at practice. It is your responsibility to bring them home to your parents, make sure that they read them, if there is an announcement at practice please be sure to pass it along to your parents.

**Safety:**

Your Child's Safety is our highest priority. The following measures will be followed at all times:

**Food and water:** It is your responsibility to bring adequate sized water jugs to each practice. Coaches will supply water on game days. Water breaks will be taken as needed, and all players are responsible for picking up their own empty containers.

**Conditioning:** Conditioning exercises will be a part of each practice and game to ensure that the player is able to keep up with the rigors of the sport.

**Equipment:** an outside vendor to ensure quality and safety evaluates Helmets. The SCYF Board inspects all equipment prior to the start of the season, if necessary equipment is replaced.

Players are to wear a complete league approved uniform for games. Current year game jerseys or pants are not to be worn during practices. 1 Helmet, 1 set of shoulder pads, 1 pair of game pants, and 1 pair of practice pants, 1 home games jersey, and 1 away games jersey will be provided by SCYF. Each player is responsible for his or her equipment, keep track of it. The cost of maintaining and replacing football equipment is the largest expense for the league. Each player is responsible for the equipment issued to him or her. All equipment must be returned to the league at the end of the season.

Treat your equipment in a responsible manner. Equipment maintained properly and in good condition is critical for your safety.



## Swartz Creek Youth Football, Cheer and Poms

PO Box 484  
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[www.swartzcreekyouthfootball.org](http://www.swartzcreekyouthfootball.org)

If a player separates from their team before the end of the season, it is the player and parents responsibility to return all equipment issued after it has been cleaned.

**Certification:** All coaches are USA Football Certified. CDC Concussion Certified and have passed a Background Check.

**Registration:**

A player will not be permitted to play or attend practice without the proper registration forms filled out and returned to the league. A copy of the player's birth certificate is mandatory to complete the registration process.

**Parent Meeting:**

A mandatory parent meeting will be held at the beginning of the season. All players' parents new and returning are required to attend. It will be held at Elms Park practice field and it is imperative that all parents attend. The meeting will give you a chance to hear from the coaches, board members and to get vital information regarding the program and schedule.



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### **Board Meetings:**

Board meetings are held monthly.

If there is a compliance infraction of the above Code of Conduct, the procedure for remediation will be as follows:

The Head Field Commissioner, Board President, or Vice-President will contact the player, parent, or board member.

The Head Field Commissioner or board member will schedule a time to meet with the coach, player, and board member to discuss the infraction. The meeting will take place as soon as possible after the infraction is incurred.

The Executive Board will evaluate and offer an opinion to the SCYF Board for a Vote – this could result in penalties, expulsion, or suspension from the program depending upon the infraction.

Upon a vote from the SCYF Executive Board, the coach, player, parent or board member will be notified of the Board's position and the appropriate action will be followed.

Continued non-compliance to any of the above stated rules can also result in the suspension and/or permanent expulsion from the league.

Swartz Creek Youth Football, Cheerleading, and Poms ("SCYF") is proud of its tradition of offering programs providing activities in which all individuals are treated equally and fairly. To ensure the continuation of this tradition, the SCYF has established a written policy prohibiting discrimination in and guaranteeing access to all programs and activities run, offered, or supported by the SCYF with regard to any individual's race, color, religion, sex, national origin, age, height, weight, or mental and/or physical disability.

Thank you,

2017 SCYF Board of Directors

Swartz Creek Youth Football, Cheerleading and POMS



## **Adult Code of Ethics**

Swartz Creek Youth Football, Cheerleading, and POMS is a non-profit organization, with the sole purpose of promoting youth tackle football, instructional, competitive, and academic excellence.

These goals cannot be attained without the active participation and cooperation of parents/guardians and other adult volunteers. Due to the increasing violence and rising numbers of abuse incidents in our nation's youth football programs during and after games, the SCYF Board of Directors have unanimously approved a "ZERO TOLERANCE POLICY" (Full Policy located at [http://www.swartzcreekyouthfootball.org/forms\\_files](http://www.swartzcreekyouthfootball.org/forms_files)) related to inappropriate behavior at practices, games, and SCYF sponsored activities. The Board feels that league officials, parents, guests and coaches should be proactive in seeking a safe and instructive environment for children without the threat of violence, inappropriate behavior, or vulgar language on the sidelines.

While most inappropriate behavior is obvious, the actions that will not be tolerated include, but are not limited to the following:

- Parents and fans on the field without permission
- Inappropriate language (cussing, swearing, insults, etc.)
- Yelling negative comments at the referees or opposing players
- Antagonizing and/or instigating disagreements with players, parents, or officials
- Trashing fields
- Attending events drunk or smelling of alcohol
- Physical displays of aggression or threats of physical aggression
- Any action that officials or coaches deem to be inappropriate or the individual has previously been asked to stop doing.
- The use of tobacco products, alcohol or drugs at the school, Elms Park or any SCYF function

Any player, coach, official, parent, or fan, participating in inappropriate behavior will be ejected from the game. In cases where the offending party does not leave the area, then the field director in charge will immediately contact the police and request their assistance in having the offender removed. A league report will be filed, and if the same person is ejected twice, they will no longer be allowed to attend SCYF events. Based on the nature of the offense, criminal charges may be filed against the individual. Threats of or physical displays of aggression will be reported to the police. Any ejected person has the right to an appeal hearing by the Board of Directors. All parties involved will be notified and invited to attend the hearing. Every effort will be made to have hearings scheduled within 7-14 days of a written request.

The SCYF hopes these policies will ensure a safe, tolerable environment for your family to be around and your children to play in. Thank you for doing your part to help.



**As Parent or Guardian**

I hereby pledge to provide positive support, care, and encouragement for my child and other children participating with this program by following this Code of Ethics:

I will encourage and demonstrate by example, the importance of good sportsmanship and positive support for all players, coaches, and officials at all practices and games.

I will place the emotional and physical well-being of my child above my personal desire to win.

I will assist in maintaining an Alcohol, Tobacco and Drug free environment.

I will assist in teaching my child that rules are important and must be followed.

I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.

I understand that verbal and physical abuse is not tolerated against anyone in this organization including profanity and foul language.

I understand that racial epithets or negative communications related to a person/player's race, religion, gender, age, height, weight, ethnicity, or mental or physical disability will not be tolerated.

I will show respect for all officials, coaches, parents, guests and volunteers.

I will not create conflict by slander, malicious rumors, or threats, nor will I entice others to do so.

By signing below, I understand that the SCYF has adopted a ZERO TOLERANCE POLICY.

The Full Policy is located at [http://www.swartzcreekyouthfootball.org/forms\\_files](http://www.swartzcreekyouthfootball.org/forms_files)

I agree that by signing the Code of Conduct, I accept its rules as guidelines for my behavior as well as that of my immediate family. I understand this applies to all parents/guardians/step-parents/grandparents/etc. of participants. I also understand that it is my responsibility to convey this information to them. I agree that if I or members of my immediate family/friends/etc. fail to abide by Code of Conduct, I will be subject to disciplinary action that could include, but is not limited to, the following: If I violate any of the Code of Ethics it may result in the expulsion of my child's and/or my/our expulsion from any SCYF activity for not less that the balance of the current season, or as determined by the SCYF Executive Board.

**Every Parent and Coach must abide by this policy.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Player(s)Name(s): \_\_\_\_\_