

OYF POLICIES AND PROCEDURES

Osseo Youth Football

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BEGIN

your season with Osseo Youth Football

BELIEVE

in having fun, developing fundamentals, and improving life skills

BELONG

to a team that values honesty, teamwork, and sportsmanship

BECOME

the Future of Osseo Orioles Football...

OYF MISSION STATEMENT

Osseo Youth Football's mission is to provide physical, mental and character development to all members of our youth community. Our program prioritizes structured activities and equitable competition for every registered participant, regardless of ability or financial status. This mission is demonstrated through the dedication of our coaches and staff to maintaining a positive athletic environment and promoting good sportsmanship among participants and their families.

OYF OBJECTIVES

1. To have fun.
2. To build a strong community.
3. To develop skills and proficiency in the game of football and related activities.
4. To teach the concepts of teamwork, commitment, accountability, sportsmanship, loyalty, honesty, and pride.
5. To accomplish all these things with the welfare of these student-athletes first and foremost, without adult ambition for personal glory.

Our organization is committed to building a strong community through sport. We cultivate a positive environment that enables families to engage and unite around their shared enthusiasm. The dedication of our coaches, the involvement of our families, and the backing of our local community are essential to delivering a meaningful and memorable experience for every player involved.

HEALTH & SAFETY POLICIES & PROCEDURES

SUBSTANCE ABUSE

Regardless of the quantity, a player shall not: 1) use a beverage containing alcohol; 2) use tobacco (smokeless or otherwise); or 3) use or consume, have in possession, buy, sell or give away any other

controlled substance. The rule applies to any portion of an activity season. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use by his/her doctor. If a player is found breaking this policy, the following penalties will be assessed:

1. First Violation: After confirmation of the first violation, the player shall lose eligibility for the next two (2) consecutive games or two (2) weeks of a season whichever is greater. No exception is permitted for a player who becomes a participant in a treatment program.
2. Subsequent Violations: After confirmation of a subsequent violation, the player shall lose eligibility for the next six (6) consecutive games in which the player is a participant. If after the subsequent violation, the player on his/her own volition, becomes a participant in chemical dependency or treatment program, the player may be certified for reinstatement in OYF activities after a minimum period of six (6) weeks. The director or counselor of a chemical dependency treatment center must issue such certification.
3. Penalties shall be cumulative throughout the player's participation on OYF teams.
4. Coach may implement stricter penalties but must at least be in minimum compliance with OYF policies.

SEXUAL HARASSMENT

Sexual harassment is any unwanted, or in the case of minors, ANY attention of a sexual nature. Sexual abuse is a physical act that includes a sexual act or purpose. OYF is committed to maintaining a safe environment that is free from sexual harassment and sexual abuse, where all members can play and exist together comfortably. OYF prohibits any form of sexual harassment or sexual abuse. It shall be a violation of this policy for any player or member of OYF to sexually harass, through conduct or communication of sexual nature, any child or member of OYF. It shall be a violation of this policy for any player or member of OYF to sexually abuse any child or member of OYF. The OYF committee will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual abuse and to discipline any member or player who sexually harasses or sexually abuses a child or other member of this association.

DEFINITION OF SEXUAL HARASSMENT AND SEXUAL ABUSE

1. Sexual abuse consists of any sexual physical contact with a minor.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. In the case of minors, any sexual advances or sexual conduct.
3. Written contact constitutes sexually suggestive or obscene notes, drawings or letters.
4. Verbal contact constitutes sexually suggestive or obscene comments, jokes or comments about a member's body or sexual characteristics.
5. Physical contact constitutes any intentional pats, squeezes, touches, and pinches, repeatedly brushing up against another's body, assault, blocking movement or coercing sexual acts.
6. Sexual blackmail constitutes sexual behavior to control another member's placement on a team or to a coaching position.

ANTI-BULLYING

OYF is committed to providing players with a fun, positive, and safe environment in which to learn and enjoy the game of football. The OYF does not tolerate bullying at any practice, game or other OYF sanctioned event. Anyone aware of bullying is expected to report the incident. Players and parents

should be assured they will be supported when bullying is reported. Bullying is defined as conduct, gestures, or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to a player, group of players and/or teammates. Bullying is any written, verbal or physical act, or electronic communication that results in intentional pain and distress to the victim.

PHYSICAL ABUSE

Physical abuse is physical contact with a member that intentionally causes the member to sustain bodily harm or personal injury. This also includes physical contact with a player that intentionally creates a threat of immediate bodily harm or personal injury. Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate football skills. Permitted physical conduct may include, but is not necessarily limited to, teaching blocking techniques, demonstrating proper tackling methods, and communicating with or directing players, during the course of a game or practice, by touching them in a non-threatening manner.

REPORTING PROCEDURES FOR VICTIMS OF SEXUAL, PHYSICAL OR VERBAL ABUSE

Any person who believes that he or she has been the victim of sexual, physical or verbal abuse by any member of OYF, or any person with the knowledge or belief of conduct which may constitute sexual, physical or verbal abuse, should report the alleged act(s) immediately to the Director of OYF or any other committee member they would be more comfortable reporting to. The OYF committee shall discipline any member who fails to report, immediately, to the Director, any act(s) brought to their attention. In addition, the committee will take immediate steps, at its discretion, to protect the complainant, children, or members of OYF pending the completion of an investigation of an alleged sexual, physical or verbal abuse. Upon receipt of a report of sexual, physical or verbal abuse, the Director shall immediately authorize an investigation of the incident. OYF committee members or a third party designated by the OYF committee may conduct the investigation. The investigating party shall provide a written report on the status of the investigation within ten (10) days to the Director of OYF. Upon proof of violation of this policy, the violator will be permanently banned or suspended from all OYF programs.

INJURIES

In case of serious injury such as a broken bone, concussion, laceration requiring stitches, or any other injury requiring help from medical professionals, the OYF Director must be notified immediately, and appropriate forms must be filed. If the player has suffered a loss of consciousness during a game or practice, they must have a doctor's slip to return to any team activities. Infectious Diseases OYF subscribes to the policy put forth by the Minnesota State High School League that reads: A player who is bleeding or has an open wound or who has any blood on his uniform shall be considered an injured player and must immediately leave the game for appropriate treatment. After bleeding is under control (clean and sterilized as appropriate) and after all blood on the uniform is treated appropriately with alcohol, the player may return. If the uniform is saturated with blood, the athlete may not return to the game without a clean uniform.

WEAPONS

The possession, use and/or transmission of a weapon(s) or any object that can reasonably be considered a weapon(s) {weapons means a knife, firearm or any item which looks like a firearm,

whether loaded or unloaded, in working or nonworking condition, explosives, any incendiary device or instrument which is utilized in such a manner so as to threaten} will result in immediate suspension from all team activities. The suspension must be immediately reported to the appropriate OYF committee. The committee will review the incident at the next (or special) committee meeting and has the option to lift the suspension or to disqualify the player from participation in the OYF program.

TEAM DEFINITIONS: LEVELS OF PLAY AND TEAM SELECTION

FLAG – The flag football level is designed to provide a fun non-contact football experience for boys and girls in the Osseo area.

Grades K-2 – Osseo Youth Football offers flag football to K-2nd grade athletes in a non-contact setting. This is an instructional and developmental league with a secondary emphasis on competition. The non-contact rule will be strictly enforced by the coaches/referees.

TACKLE - This league is for boys and girls entering 3rd grade through 8th grade in the Osseo area. This full contact level is primarily intended to provide a uniform competitive experience for players while still providing a high level of instructional training. This level provides the player with the skills to advance to high school if they desire.

1. **3rd Grade** - Team selection is done by an Equi draft. We do our best to balance the teams with an equal number of players. At this level each team can have three official coaches, one Head Coach and two Assistant Coaches with their kids being protected. The rest of the team will be formed by the OYF committee. Teams will have up to 18 players, more if there are not enough to form additional teams.
2. **4th – 6th Grade** - Teams will be formed with the intent to balance the teams to have similar experience and skill levels throughout all teams at each grade level. The number of teams may be reduced due to lower registration numbers and an increase in the goal minimum roster size. The committee ensure balanced teams for each grade through a full draft (if needed). Teams will have up to 18 players, more if there are not enough to form additional teams.
3. **7th & 8th Grade** - Teams will be formed with the intent to balance the teams to have similar experience and skill levels throughout all teams at each grade level. The number of teams may be reduced due to lower registration numbers and an increase in the goal minimum roster size. The committee ensure balanced teams for each grade through a full draft (if needed). Teams will have up to 24 players, more if there are not enough to form additional teams.

The intent of a full draft is to provide a method for establishing teams through an equitable selection process by coaches with oversight by a committee member. Players entering the draft are not allowed to request a specific coach.

For those grades participating in a full draft:

Players are not able to request specific coaches. All players will be placed into a draft with the exception of the head coach and assistant coach's players.

DRAFT PROCESS

1. The draft will be facilitated by a committee member.
2. Only grade level specific head coaches and their 1 declared assistant will be allowed in the draft.
3. No parents or spectators will be allowed to view the draft.
4. Teams will draw the draft order to determine who will start selecting players, then they will conduct a snake draft until they have the same number of players on their roster as another team. A snake draft (or serpentine draft) is where the draft order reverses every round to ensure fairness, so if you picked first in the first round you will pick last in the second round.
5. This will continue until all teams have entered the draft and all teams have an equal number of players with a difference of 0 to 1 player per team. For example, four teams drafting may end up with 18, 18, 17, 17.

PLAYER POLICIES & PROCEDURES

PLAYER ELIGIBILITY

The age groups for all players participating in the OYF program will be set forth by the OYF committee. All players will be asked to play at the grade level they will be entering in the upcoming school year. No player will be allowed to play up or down in grade levels without committee approval. If a parent wishes to have their son/daughter play up a grade level, the Playing UP Procedure and Form contained in this document should be used to make that request to the OYF committee.

A player's weight measured at the time of one of two weigh-ins will be considered their playing weight for the entire season. If a player's weight classifies them as red striped (over the ball carrier weight limit) at weigh-in, the player must remain a red striped player even if they experience weight loss over the course of the season. Players that weigh in < 5 lbs. to the red stripe weight may be required to weigh in again prior to the season start date.

All players must either live in or attend the Osseo School District in order to play for OYF.

Players who participate in OYF should consider it an honor and a privilege. With this privilege comes responsibility to teammates, coaches, parents and to the entire OYF football program which you represent to other teams and communities. Among these responsibilities are:

1. Show respect towards opposing coaches and players and to the game officials at all times.
2. Understand the spirit of discipline and adhere to it.
3. The use of profanity and/or gestures toward referees, players, spectators or coaches will not be tolerated.
4. Follow the directions of your coach and be willing to accept instruction towards improvement.
5. Exhibit good sportsmanship at all times.
6. Attend all scheduled team events except when properly excused. Excused absences must be communicated to the Head Coach prior to the team event and include one of the following:

- a. Illness. If a player misses two consecutive practices due to illness, a Doctor's note stating the player is ready to return to football is required.
 - b. Doctor or Dentist Appointment
 - c. School Educational or Religious Event
 - d. Family Emergency
7. Be a competitor. You are expected to give your best at all times. Play hard but fairly.
 8. Line up and shake hands with the opposing team after all games.
 9. Maintain good citizenship (i.e., grades, attendance, and conduct.)
 10. Support the coaching staff concerning the instructions and assignments they have provided to the players.

PLAYERS RIGHTS AND PRIVILEGES

1. For 3rd - 6th grade to expect a starting position on offense or defense and/or to have equal playing time as teammates (barring attendance/behavior issues). For 7th/8th grade to play at least 20 plays in a game with 15 of those at a position on either Offense or Defense – 5 can count from special teams (barring attendance/behavior issues).
2. To be treated fairly and coached by qualified individuals.
3. Required equipment is outlined below based on level of play, but may not be limited to the following:
 - a. Flag football: Designated league issued uniform and athletic shoes or cleats.
 - b. Tackle football: All players are required to have a white football helmet with facemask, football shoulder pads, mouth guard, black football pants, and cleats. Athletic supporters and cups are recommended but not required.

COACHES POLICIES & PROCEDURES

COACHES SELECTION

The number of coaches will be determined yearly based on registration and team size. Coaches will be chosen by the OYF Director and Treasurer based on the following selection criteria:

1. Coaching application must be submitted.
2. Background Check
3. Completed Online Training
4. Experience
5. Results of previous coaching surveys
6. Personal knowledge of the applicant
7. The number of coaches required.

In the situation there are more equally qualified candidates than positions we will first attempt to work out an acceptable arrangement for all qualified candidates. If that does not happen then the following steps will take place:

1. Request for feedback from parents who have been coached by more than one of the candidates in the past or coaches who have worked with more than one of the candidates in the past (if applicable)
2. Meeting involving the candidates with the OYF committee. If one of the candidates is on the OYF committee or if a committee member's son or daughter will be coached at that grade level, that person will not be allowed to participate in the decision of the OYF committee.

The selection will be based solely on the feedback collected (if an option) and the meeting involving the committee. We will not take into account personal relationships or committee member service when making this selection. Selection made by the OYF committee will be final and not subject to appeal.

COACHES RESPONSIBILITIES

A coach is responsible for the operation and conduct of his/her team. He/she is the teacher of skills and a developer of players; socially, and physically. The coach is responsible to the OYF committee. These responsibilities include:

1. Complete all necessary training prior to beginning practice (USA Football certification).
2. Complete player evaluations at season end in a timely manner.
3. Hold a parent-coach meeting no later than two (2) weeks after the team has been formed.
4. Have written team rules and discuss them with the parents at the meeting. Review with the parents and players the OYF policies and procedures.
5. Keep practices to less than 2 hours (1.5 hours ideal) and limit the amount of full contact.
6. Respect, encourage and complement players. Use constructive criticism only.
7. Develop each player as much as possible within the limits of their physical and mental abilities. 7. Use proper control at all times because the coach is the steward for the program. This includes restrained conduct with all game officials.
8. Enforce rules fairly, without prejudice toward any one player.
9. Be enthusiastic and make football fun.
10. Maintain team discipline. When a player is disciplined, the coach should fairly inform the player of the reasons for the punishment before leaving the field. Matters of discipline should be discussed privately between the player and the coach.
11. Support the Osseo football philosophy and terminology.
12. Subject to player effort and/or attendance, coaches should ensure that playing time requirements are met. Reasonable efforts should be made to communicate to players and parents when their playing time is less than the requirements state.
13. Communicate regularly with individual players and parents. If a player has a serious discipline problem, the head coach should meet with the player, their parent(s) or guardians and at least one assistant and/or the team manager.
14. Problems between coaches and players or parents should be handled according to the conflict resolution policy. Decisions by the committee are final.
15. Coaches have the authority to bypass playing time guidelines if they see a need to discipline. In these cases, the coach is expected to meet with the parent and the player and explain the cause of the discipline as soon as possible. If the coach needs to take extensive action (suspension beyond one game), he/she should review their recommendation with the OYF committee.
16. Any player who is injured, or appears to be injured in the head, neck or back regions, must sit out at least 15 running minutes for observation.
17. Assure that all players line up and shake hands after every game.

18. Each team will maintain a minimal medical supplies inventory. If no emergency medical personnel are available, the coach or his/her assistant should follow recommended medical procedures. However, in any and all situations, the parent has the ultimate responsibility.
19. Coaches will refrain from the use of alcoholic beverages and tobacco prior to and during games and practice situations.

A coach who continually violates the OYF guidelines shall.

- a) first meet with the Director and Treasurer;
- b) if there are no improvements, the coach personally meets with the Director and the OYF committee;
- c) if steps one and two fail, the coach may be dismissed by the OYF committee and a suitable replacement named.

COACHES RIGHTS AND PRIVILEGES

1. To expect team members to show up on time and be ready to listen.
2. The right to exercise reasonable discipline over the team and for the team to respond to that discipline without any verbal or physical abuse.
3. The right to penalize a player's game time depending on the severity of the offense.
4. The right to expect team members to be responsive to his/her instructions.
5. The right to sit a player for ½ game per unexcused absence from team scheduled event.

PARENTS' POLICIES & PROCEDURES

PARENT(S)/GUARDIAN(S) RESPONSIBILITIES

Being involved in OYF demands time and effort on the part of the parent. Parents, in no small measure, contribute to the success of the football program by understanding the requirements of team participation. Some of the things that parents can do to help their child and the team are:

1. Put the welfare of the team ahead of personal reflected glory.
2. Make sure your player knows that whether they win or lose, you appreciate the effort made. Praise them, do not criticize.
3. Accept disappointment gracefully; do not pass it along to the player or team members.
4. Learn to know the coach. Discuss your problems or the progress of your player with him at the proper time. The proper time is RARELY right after a difficult defeat or in the company of players and/or other parents.
5. Appreciate the fact that the coach has the responsibility of an entire team.
6. Do not be a chronic complainer. If you are convinced something is wrong on your player's team, follow the grievance procedure mentioned in this policy manual.
7. Parents are asked to conduct themselves in a sportsmanship-like manner and instill in their players the desire to reflect such sportsmanship.
8. Parents are responsible for providing or arranging transportation for their players.

9. Parents are to support the OYF philosophy of encouraging players to enjoy football as a sport and to have fun. Parents that place undue expectations on their players minimize the player's enjoyment and development in the game of football.
10. Parents are expected to assist the team where needed. This includes field help or help with other requests made by the coach.
11. The safety of the player is ultimately the responsibility of the parents. If a parent fears injury or witness's poor sportsmanship, he/she has the right and responsibility to remove their child from playing under those conditions.
12. Parents whose conduct reflects negatively on OYF may be referred to the OYF committee for discussion and appropriate consequences.
13. Complete the year-end survey providing feedback on the OYF experience.

OYF OPERATIONAL POLICIES & PROCEDURES

CRIMINAL BACKGROUND CHECKS

Each year, OYF shall authorize a designee to perform a background check on all individuals involved with OYF to determine whether the signer is the subject of any reported criminal conviction. Such forms shall be signed each year. The Director of OYF shall compile a list of names of all members to be screened (including coaches and team officials) and certify in writing that the list of names is complete. The certified list of names and signed consent forms for members other than coaches and team officials shall be delivered to the appropriate Director on or before the first game of each year.

ENFORCEMENT

As committee members of Osseo Youth Football, we as a committee will uphold, enforce, and comply with all of the policies, procedures and guidelines that are contained in this manual. If a situation occurs, we will follow the appropriate procedures and take the necessary disciplinary actions abiding by the Osseo Youth Football Policy & Procedure Manual. The membership has put faith in each of us, by electing us to hold a position on the committee. We have taken a vow to represent the Osseo Youth Football in the best manner we possibly can. The best way is to follow the policies, procedures and guidelines that enable our association to function as a whole. As committee members, we are obligated to report any type of situation, good or bad, which has occurred within our association. Each month that a regular committee meeting is held, each committee member is asked to provide a report to the members of the committee. Under no undue circumstances will the committee member NOT BE allowed to submit a report. This is to keep every committee member aware of what is happening within each area of the association and also gives them a chance to prepare for any rebuttals on the said reports.

EQUAL OPPORTUNITY

OYF seeks to provide an equal competitive opportunity taking into account ability, physical size, and other athletic criteria, to amateur athletes, coaches, administrators, and officials consistent with the requirements of the Amateur Sports Act of 1978. OYF does not discriminate on the basis of race, color, religion, sex, age or national origin.

The OYF is committed to providing a safe environment where players are treated with dignity and respect and are protected from racism and discrimination. The OYF does not tolerate any type of

racism or discrimination. Anyone aware of this behavior is expected to report the incident. All coaches, players, family members, referees, and spectators are responsible for upholding the OYF anti-racism standards.

DISCIPLINE

Any player, coach, or parent who during the season engages in fighting, violence or abusive language or who receives an ejection could be subject to the following:

1. **First Offense:** Player, coach, or parent is suspended for two games. An Executive committee meeting will be held to further discuss repercussions and discipline. Based on the circumstances of the incident, the player, coach, or parent may receive further suspensions.
2. **Second Offense:** Player, coach, or parent is suspended until a meeting is held with the Director and Treasurer. This request must be made within 24 hours of the offense to the OYF committee, and the meeting must take place within 5 working days. Based upon the seriousness of the offense, the player, coach or parent could receive further suspensions.
3. **Third Offense:** Player, coach, or parent is suspended until a meeting with the Director, Treasurer, and entire OYF committee is held. This request must be made within 24 hours of the offense, and the meeting must take place within five working days. A third offense may result in permanent suspension. If a player, coach, or parent is suspended, an appeal may be made to the OYF committee and if the circumstances are warranted, the committee may reinstate them. The coach and director are the individuals responsible for informing the player of the violation and penalty. The OYF committee is responsible for informing the coach of the violation or penalty. All OYF players and coaches will be governed by OYF rules. If the use of alcohol, tobacco products or drugs is found to be a contributing factor in the misconduct of the players or coaches, the penalties can be compounded. If an incident is determined by the meeting to be too severe, it will be brought directly to the OYF committee and more severe penalties may be administered up to and possibly including permanent removal from OYF.

FORMAL GRIEVANCES

If you or your player have a complaint regarding an incident or have been violated according to one of OYF's policies, you may file a complaint for the appropriate action to be taken.

All parties should wait 24 hours after a problem occurs to allow for a cooling period. (Except in cases of harassment and/or substance abuse).

After waiting the said time, determine if issue can be resolved by following steps under item #10 in Coaches section of this manual.

If you are still not satisfied after these steps have been taken or you do not feel these steps are appropriate, you must put your complaint in writing and submit it to the Director.

The Director will then bring it to the OYF committee's attention at the next regular committee meeting (or sooner if appropriate).

The committee will investigate and discuss the complaint.

The committee will then issue the proper disciplinary action(s).

A letter will be issued to all persons involved outlining the resolution that was decided upon by the committee.

Decisions made by the committee will be final. If you have any questions regarding any step in the grievance procedure, please contact any of the committee members presiding on the current OYF committee.

APPENDIX

PLAYING 'UP' PROCEDURE AND FORM

If you wish to make a request to have your child play up a grade level, this form must be completed and submitted to the OYF committee prior to the end of registration.

REQUIREMENTS:

This request can only be made by 3rd – 7th graders wishing to play up one grade level. Players must have participated for at least one year in tackle football before requesting to play up to the next grade level. This request must be made each year prior to each season (request to play up or to continue to play up). Players must weigh at least 90% of their current grade level red-stripe weight class in order to make request to play up. 6th Grade players may not play up to the 7th/8th grade light weight division. 7th graders requesting to play up to the 8th grade level must weigh at least 135#. Upon submission of this form and presentation to the OYF committee, the committee will provide the parent/player with a decision after player registrations are complete. Players should register for their existing grade level. Additional fees, if any, will be requested if request is granted.

Players Information:

First Name _____ Last Name _____
Current Weight _____ Height _____
Grade Entering (fall) _____ Requested Grade Level to play _____ Birth date _____
Age _____

Parents Request: Please explain below why you feel your child is ready to play up to the next grade level. _____

Coaches Recommendation:

Please have last year's coach sign the recommendation that the registrant plays at a level above and beyond the majority of players in the registrant grade level and should be considered by the OYF committee to play up to the next grade level. I, _____
(This players coach last season) recommend allowing this player to play up one grade level and that by doing so will improve this player's overall experience and development.

Parent/Guardian Consent Agreement:

We, the parent/guardians of the registrant, a minor, agree that all the information on this form is correct. We knowingly are given our consent to have our son/daughter to play up to the next grade level in football, and recognize the possibility of physical injury associated with football and in consideration for OYF accepting this application for its football programs and activities, we hereby release, discharge and/or otherwise indemnify OYF, its affiliated organizations, and sponsors, their employees and associated personnel, including the owners of fields and facilities utilized for the Programs against any claim by or on behalf of the registrant as a result of the registrant's participation in the programs. We understand this form must be completed each year, and that the OYF has the final say in whether my son/daughter will be able to play up each year.

Legal Guardian/Father _____ Date _____

Legal Guardian/Mother _____ Date _____