

Raptors Athletics	Policy and Procedures
Specific Policy	P&P - ADMIN
Raptors Football Board	2 Pages

PURPOSE

To establish a governing body for the Raptors Football Program made up of (4) voting members and (2) non-voting coordinators.

POLICY

These members will be selected by senior members of either Executive Boards or their designees.

PROCEDURE:

The Football Board will meet at the direction of the Football Board Director (once per month if need be) to conduct football business. The board can be called to meet more often based on the discretion of the Football Director.

DEFINITIONS:

RAPTORS ATHLETICS EXECUTIVE BOARD: The entity that oversees all Raptors Athletics Programs. This group handles all of the programs budgets and interacts directly with the Director of Football to assist with program needs. This board assists with direction of all programs.

DIRECTOR OF FOOTBALL: This person is the head of the football program. They are tasked with setting the direction of the program and overseeing the daily operations. Tasks for this position include budgeting, administering discipline upon appeal, running board meetings, reporting to the Executive Board and overall communication to the public.

ASSISTANT DIRECTOR OF FOOTBALL: This person works directly with the Director of Football and is tasked with assisting them with completing the daily tasks for football. Tasks for this position include coach’s liaison / training, investigating possible rules violations, conducting coaches’ meetings, administer discipline if a violation of program rules has occurred and any other tasks as directed by the Director of Football.

HIGH SCHOOL ADVISORS: These members main task is to be the voice of their schools at the board. They should be giving input into what their schools would like Raptors to instruct to assist them with placement of players in their programs. These members also assist with scholarship voting.

AYL DELEGATE: This person is the board member who is the delegate to AYL board and attends its meetings. This member’s task is to report to the board what is happening in the AYL and how it effects Raptors Football. Duties of this member include organizing Super Bowl activities and reporting weekly fines or suspensions during the season.

FOOTBALL ADMIN/COMMUNICATIONS COORDINATOR: This person is in charge of putting out communications to the public (with Director approval) through email, social media or website. This person will also help with various other tasks including but not limited to: Helmet Decals, Jersey Distribution, Birth Cert Package Creation, AYL Roster creation, Camps and Tryout registrations, etc.

EQUIPMENT / FIELDS COORDINATOR: This person is in charge of inventory of all Raptor owned football equipment. They are in charge of handing out / receiving / replacing equipment to head coaches. They should work directly with the Director of Football for the purchasing of new equipment. This person in conjunction with the director of football is also in charge of scheduling fields for the season for both practice and game play. This person is also tasked with making sure field equipment is present on game day.

***All positions on the Raptors Football Board may or may not be filled. This is at the discretion of the Football Director. Any position may be terminated at any time at the discretion of the Director with out without reason.**

Raptors Athletics	Policy and Procedures
Specific Policy	P&P - A - 100
Hiring of Head Coaches	1 Page

PURPOSE

To hire and retain the most qualified individuals to be head football coaches and role models for the youth that enter the program.

POLICY

The Raptors are committed to hiring the most qualified volunteer individuals for the youth football program. This will be achieved by the following:

- Application process
- Interview with at least (2) board members
- Background checks

APPLICATION

All individuals who wish to become a Head Coach with the Raptors must complete an application which can be found on the Raptors Athletics website. This application should be submitted on the Raptors website for review. All information must be completed truthfully on the application. Any candidate who is found to be untruthful or withholding information on the application will be disqualified.

INTERVIEW

All candidates once their application has been reviewed will be contacted by the Assistant Director of Football for an interview time. All candidates must be interviewed by minimum of (2) board members.

Returning coaches should be prepared to discuss their review from parents from the end of year Raptors survey.

BACKGROUND CHECKS

Once the interviews are concluded and a candidate has accepted his position with Raptors a background check will be completed. This will be conducted by a company the Raptors have contracted with. Automatic disqualifying crimes are any sex offense involving minors or violence. The Raptors reserve the right to disqualify a person for any criminal offense committed in the past, present or future.

Raptors Athletics	Policy and Procedures
Specific Policy	P&P - A - 200
Coaches Definitions / Responsibilities	2 Pages

PURPOSE

To provide definitions and certain responsibilities for coaches in the Raptors Football Program

DEFINITIONS

HEAD COACH: Person on the team that has been hired by Raptors Football after completing the hiring process. This person is charged with coaching his team to the best of their abilities with integrity. They also conduct the following:

- Charged with setting the direction of their team and communicating with all members
- Responsible for knowing AYL and Raptors Football rules and staying within compliance
- Responsible for their Culture, Sidelines, Parent Behavior, the approach and materials that are being taught to the kids.
- Is required to work / communicate with the age group leader in all matters
- MUST attend all Raptors required meetings or send his assistant head coach for him
- Selection of assistant coaches and training them

ASSISTANT HEAD COACH: As soon as possible head coaches need to select an assistant head coach who is able to act in their place. This coach would be part of head coach email communications and would act in the place of the head coach in his absence at required meetings.

Assistant Coaches: Adults that have been selected by the head coach to coach on his/her staff. These individuals are held to the same standard as head coaches. These coaches should answer to the head coach and follow instructions given by the head coach.

AGE GROUP LEADERS: Age group leaders are selected by the Raptors Football Board and usually are returning experienced coaches. They are responsible for conducting spring workouts, evaluation camp and the draft. They are charged with reporting to the football board what is happening within their age group.

COACHES PER TEAM: The total number of coaches allowed to be listed with Raptors is (4). If a head coach elects to have more parents involved, then they may choose to have more. But the Raptors will only provide gear for (1) head coach and (3) assistant coaches. ALL coaches are required to be trained in concussion awareness and pass a background check. Coaches may elect to buy additional gear for coaches through Raptors.

COACHING CHECKLIST: The Head Coach is responsible for reviewing the Coaches Checklist and knowing their required responsibilities with Raptors Football. This list will be signed at the coaches meeting and returned to Raptors. A digital copy will be sent out to each coach. (See below)

RAPTORS COACHING CHECKLIST

We thank you for volunteering your time to coach the great game of football to the youth of our area. As a volunteer in our program we have the below list of tasks and requirements that the organization needs you to commit to as part of coaching for the Raptors. These items are a collection of tasks we need completed to have a successful football season. Please read and initial by each task, by initialing you understand that the completion of these tasks are required for you to coach for the Raptors.

- _____ Read and understand Raptors Policy and Procedures
- _____ Select an Assistant Head Coach and provide contact information to Raptors
- _____ Self or your Assistant Head Coach must attend **ALL** club scheduled coach’s meetings
- _____ Participate in Club Community Projects
- _____ Promote club fundraising efforts
- _____ Attend AYL weigh in day
- _____ Self or (1) assistant to assist with AYL Super Bowls unless team is in the Super Bowl
- _____ Go over code of conduct and team philosophy with parents
- _____ Attend all the evaluation camps and **MUST** attend age group draft
- _____ Complete the required criminal background check (if required by Raptors)
- _____ Complete State of Colorado mandated concussion certification by date set by Raptors
- _____ Assist Raptors staff with collecting birth certificates as required by the AYL
- _____ Be truthful and honest in all interactions with the program
- _____ Pay all fines issued by AYL (League) or Raptors Football (Club) by required date or risk being removed from the program as a Head Coach and/or sibling removal from all Raptors programs

Signature of coach: _____ Date: _____

Staff: _____ Date: _____

Raptors Athletics	Policy and Procedures
Specific Policy	P&P - B - 100
Team Cohesion / Leaving Teams	Associated P&P - 200 2 Pages

PURPOSE:

Raptors recognize that the ultimate goal of the program should be to keep teams together to promote cohesion with teammates, parents, football schemes and coaches

POLICY:

To promote this philosophy once a player is selected by a coach they will remain with that coach throughout their time in Raptors unless one of the following occurs:

1. The player and parent decide they would like to leave a team for any reason. This can be accomplished by contacting the Assistant Director of Football and submitting the request. It's recommended that the parents let the head coach of the team know they are exiting the team for planning purposes.
 - *These players will automatically be placed in the draft pool and for spring workouts **MUST** attend with the group leader of that age group only.*

2. The head coach decides that the player in question can no longer safely play at the seed number the team is currently placed at. The **HEAD COACH** is responsible for letting the player and family know that this decision has been made. The head coach must notify the Age Group leader and the Assistant Director of Football, **BEFORE ANY** communication to the player or family is made. The Head Coach **MUST receive permission** to drop any kid. For example, if there is only one team in the age group, there is nowhere to drop to this kid down to. In that case, the request would be denied. These requests and decisions should be made at the earliest time to be fair for the player and the other coaches.
 - *These players will automatically be placed in the draft pool and for spring workouts **MUST** attend with the group leader of that age group only.*

 - **Coaches may only release a maximum of (3) players back to the pool per season no matter where they are seeded within their age group. Intent to drop must be communicated to the Assistant Director, Director and Age Group Leader no later than the end of May each year.**

3. The team breaks up either by the head coach leaving or the Raptors football board / AYL dissolves a team under a variety of circumstances
 - *These players will automatically be placed in the draft pool and for spring workouts **MUST** attend with the group leader of that age group only.*
4. If you are bringing a “new” team over to the Raptors Football program, it MUST consist of a minimum of (15) players. These players CANNOT have played or been rostered within Raptors Football the year prior. Any “new” team wishing to play within Raptors Football must gain the approval of the Director of Football. The Director of Football has the sole discretion of allowing a “new” team to play within Raptors Football.
5. If a team has a player that is “re-grading” (i.e. – being held back to repeat the same grade as the year prior), that team's Head Coach or designee shall notify the Raptors Football Director immediately upon notification of this occurrence. Failure to do so, will result in said player not being allowed to participate in Raptors Football for said year of occurrence. In addition, the Head Coach or designee of the effected team will provide all the required documentation from the re-graded player. This will be done immediately so the Raptors Football Board can provide the proper documentation for roster verification to the AYL Board.
6. Under no circumstances will teams be allowed to recruit, lure, or entice other players from Raptors teams to their team. See Recruiting Section Below.

Raptors Athletics	Policy and Procedures
Specific Policy	P&P - C - 100
Club Tryouts	2 Pages

PURPOSE

To establish procedure for Club tryouts under AYL guidelines

POLICY

AYL Rule 5.2 Voluntary Club Evaluations Each club will be allowed voluntary club evaluations during the months of February, March, and April each year. The evaluations must be posted in advance on the Club's website. Evaluations can include full contact and can involve other members, players, and coaches, of the team if desired. Club based evaluations can have six different dates during the months of February, March, and April to ensure the successful completion. Evaluations can be held at outdoor fields or other locations at the Club's direction and at the Club's discretion as to costs to accomplish these evals. Clubs are strongly encouraged to provide formal feedback to players being evaluated so that the players not selected can have closure.

PROCEDURE:

***For purposes of this document the language of **HIGHER SEEDED TEAM** is defined as the following:

- Your team is to be considered as the **HIGHER SEEDED TEAM** from the previous year's seeding in your age group. For example, if there are two Raptors teams in 5th grade with twenty teams total in the age group, the **HIGHER SEEDED TEAM** will be able to fill roster requirements first.
 - Ultimately, the Director of Football will have final determination on who is seeded where within each division. The Director of Football will also have final say in terms of how each age group will draft and how rosters are finalized.
1. Raptors will notify Age Group Leaders within the organization the date window for them to conduct club tryouts. Raptors will communicate with the Age Group Leader who will organize these tryouts with the coaches if they are not one in the same.
 2. If there is more than one team in the age group, the lower seeded teams' coaches are encouraged to attend and collaborate on placement of players. However, scheduling will be performed with the higher seeded teams coaching staff in all cases. If lower seeded teams coaching staff cannot attend for any reason, no scheduling changes will be made to accommodate.
 3. All Raptors coaches will follow the AYL guidelines or will be subject to sanction from both Raptors and the AYL.

4. NO team is allowed to conduct tryouts without communication to and approval from the Director or Football.
5. Raptors will place the information about these tryouts on the website. Any player attending tryouts MUST be registered in advance of the event. This registration is free.
6. All Players in the Tryout age group are encouraged attend. However, this needs to be very clear that players attending a tryout are trying out for a higher seeded team. That higher seeded team may at its discretion decide to add those players to their team or decline to add those players in which case those players would return the team they were previously rostered on.
7. **Coaches may NOT for any reason, discourage players in any way from attending tryouts.** Penalty for discouraging your players to attend a tryout will be an automatic \$250 fine as well as possible suspension, and or removal from your role coaching with the Raptors.

Raptors Athletics	Policy and Procedures
Specific Policy	P&P - C - 200
Spring/Summer Workouts	1 Page

PURPOSE

To establish guidelines for AYL Spring Workouts starting May 1st.

AYL Rule 5.1

5.1 Offseason Conditioning All AYL teams may conduct voluntary workouts starting May 1st and continuing until the official practice start date. Teams may have four (4) workouts per month (1 per week). **Teams will not be allowed to wear pads, and workout must be non-contact during this period.**
(Rev 03/14)

POLICY

Spring workouts are conducted starting May 1st and consist of (1) practice a week until the season starts. The purpose of these practices should be football conditioning and familiarization. The Age Group Leader will be in charge of organizing spring workouts within their age group. It is **STRONGLY** encouraged that entire age group conduct these workouts together to encourage cohesion. Existing teams may conduct their own workout, BUT they must notify the age group leader of when and where these will be conducted. These teams must only practice with players from their previous season's roster or players they have recruited to Raptors during the offseason. ANY team, parent or coach found to be violating this policy is subject to sanction.

Practice fields are not provided by the Raptors. It is the coaches' responsibility to find a suitable location, time, etc.

Raptors Athletics		Policy and Procedures	
Specific Policy		P&P - D - 100	
Pool Players		Associated P&P: B-100 1 Page	

PURPOSE

To define what a pool player is and what their role is in the spring workouts.

POLICY

The pool players are made up of the players that are new to Raptors with exception of recruited player’s situations in (P&P B-100). This pool is not based strictly in anyway on the performance of a player but situational based. This pool is established so the players can be evaluated and drafted safely onto a team within their appropriate age and skill level.

POOL PLAYERS SPRING WORKOUTS: Pool players as defined above will be assigned to work out with the group leaders ONLY during the spring workouts. Pool players cannot work out with existing teams. Pool players cannot be promised positions on existing teams they were not part of the previous year. Coaches or teams found to have violated this rule will be subject to sanction.

COACHES RETURNING EXISTING PLAYERS TO THE POOL: Coaches who are returning players to the pool must notify the Director, Assistant Director and the Age Group Leader prior to communicating this is a player, parent. The deadline for communicating this to all three parties is the end of May.

Age Group Leaders and the Raptors must first ensure enough kids are registered for an age group before giving a team the approval to move forward with notifying the parent(s) and player.

While the end of May is considered the drop-dead date to release a player back to the pool. If no communication occurs with the Director, Assistant Director and Age Group Leader regarding the intent to drop a player by this date, then the player will remain on the team for the season.

The notification to the parent(s) and players may occur after May and up until July 1st to allow more time for additional registration to occur.

Raptors Athletics		Policy and Procedures	
Specific Policy		P&P - D - 200	
Recruiting		Associated P&P: G-100 2 Pages	

PURPOSE

To establish criteria for recruitment of players in and out of Raptors Football

POLICY

Within Raptors: Recruiting players off existing Raptors teams in the same division is **STRICTLY FORBIDDEN!** Any coach, parent, player proven to have recruited a player from an existing Raptors team from ANY AGE GROUP can be removed from the Raptor Football Program.

Higher Seeds (refer to P&P C-100): Higher seeded teams may *recruit* (not just select) from lower seeded teams within their age group during the off season or evaluation process. It is the head coach’s responsibility to have a conversation with the parent, player and current head coach during this recruitment.

Recruitment from other football programs / new players: If you recruit or bring in a player that did **NOT** play with Raptors the previous season that player belongs to the head coach that brought them to Raptors.

- *Coaches **must** advise the Age Group Leader and Assistant Director of Football of this player when spring workouts begin or at the time they bring this player to Raptors*
- *If the Assistant director is not notified of the recruited player, then that recruitment is considered null, and void. The player will then be placed in the pool*

Recruiting Violations:

Recruiting from current Raptors teams against established protocols hurts all of Raptors and ruins cohesion within the organization. Recruiting violations are taken very seriously and thus have harsher sanctions.

1. Loss of draft picks or draft order and a \$250 Fine
2. Removal as a coach from the program for a season and a \$250 Fine
3. Unable to coach in the program entirely

Appeal Process:

After a sanction is given by the Assistant Director of Football a coach has 48 hours to email an appeal to the Director of Football. The Director can choose to uphold, reduce or add to the sanction. The coach will be notified by the Director of Football of his decision within 24 hours of the appeal. If no appeal is made before the 48 hours, then the decision of the Assistant Director is final.

Raptors Athletics	Policy and Procedures
Specific Policy	P&P - E - 100
Evaluation Process	3 Pages

DEFINITIONS

Evaluation process – shall include the tryouts and the time spent with the Age Group Leader during Spring/Summer Work Outs

PURPOSE

To appropriately place players based on a player’s experience, ability and safety first.

Example of considerations:

- **SAFETY FIRST:** Can the player safely play at the seeded teams rank within their respective age group, IE: age, height and weight
- **ABILITY:** Does the player have the ability to play at the seeded teams rank within their respective age group, able to run, tackle and execute correctly
- **PLAYERS EXPERIENCE:** In general, new players, 1-2 years tackle football should be placed on a lower seeded team. Players with 3+ years of experience should play on a higher seeded team

HOW: By taking into consideration a player’s experience and ability in tackle football, age, size and ultimately their performance in the evaluation process

POLICY

The evaluation process will happen before official practices start usually at the end of July over (3) days. This is a necessary process to get all new players and existing players released back to the pool a chance to be placed appropriately at the correct division. The age group leader will be in charge of conducting the evaluation camps on the days designated by the Raptors Football Board.

The group leader will be given general instructions on how to conduct the evaluation process but ultimately are responsible for the conditioning and drills conducted to properly evaluate players.

Tryouts

The following is the suggested way to conduct the tryouts based on several successful past sessions. Following the process will allow existing teams to both practice and participate in evaluating the pool players for possible placement.

Coach responsibilities: All head coaches are required to participate in the evaluation of the pool players. Assistant coaches may help with evaluations or run existing teams through a practice in a separate area of the field.

Pre-Camp: Group leaders should meet with all head coaches no later than (1) week before camp to finalize plans including:

- Color of stickers for each team to use for existing returning players. This identifies players that are not part of the pool. Pool players will wear **RED** stickers at all camps
- Who will run the weigh in station?
- Who will run the check in registration station?
- Who will bring equipment?
- Group leader will determine what drills will be run for the pool players
- Which area each existing team will go to practice while pool players get evaluated

All coaches / teams must submit **two weeks** ahead of camp to the group leader any players they are returning to the pool from their existing team. The group leader will send a complete list of pool players of existing teams to the Assistant Director to be documented.

Day 1:

The following is who should attend Day 1:

- **ALL** players who are signed up for the age group

Procedure:

- All players will sign in and be weighed. The following should then happen:
- Names on helmet with athletic tape
- Pool players should be given **RED** stickers
- Existing team coaches will place colored stickers on the helmets of their returning players identifying them as being on their team
- The group leader should have players come together and explain to them the purpose of the evaluation process and what the different color stickers mean
- Have assistant coaches or volunteer high school players take the players away and conduct warm ups and equipment checks
- Group leader should conduct a parent meeting explaining the process
- After the parent meeting and warm ups, the existing teams will go to different areas of the field and conduct a practice
- Pool players will be then placed with the group leader and head coaches to conduct a full battery of drills. **It is VERY important that all players are given a fair shot to make a good impression and all efforts should be made to assure this. NO 30 minutes of drills and done. Use the full amount of time allotted please**

- If a coach likes a particular pool player and would like to run them against his existing players, then he should take the player to where his team is practicing. This should be done in a timely matter, so all coaches can assess the player.
- It will be the group leader's discretion on how he uses existing higher seeded teams' players to tryout pool players
- SAFETY needs to be priority as there will be various levels of skill and experience on the field
- Consideration for a higher seeded team of a pool player should almost always involve a discussion with the parents, so they understand what level their player will be playing at
- Group leader ends the night bringing all players together for dismissal

DAY 3: (If needed or weather make up day)

Procedure: If further evaluation is needed it will fall upon the group leader to schedule what else the group would like to see.

It is the goal of the program to have camp done in 1 day.

IF A PLAYER MISSES Tryouts: If a pool player misses evaluation camp they must do the following:

1. First attend the highest seeded teams practice for evaluation as soon as possible
2. If passed on, then they will attend the other team's practices according to draft order until placed on a team's roster

**** No coach will try to circumvent the evaluation process, nor will they advise players / parents on how to try and to circumvent the evaluation process. Any coach that is found to be doing such activities is subject to sanction. This main purpose of this process is for the SAFE placement of the players.**

Raptors Athletics	Policy and Procedures
Specific Policy	P&P - F - 100
Draft Process	4 Pages

PURPOSE

The draft process is essential to placing players in appropriate divisions and to building successful teams. This process can be difficult to execute for various reasons, so the Raptors Football Board has established the following criteria for conducting the draft.

POLICY

As a matter of order, the Director of Football or his/her designee will direct the draft and be the recorder of the proceedings.

Number of players per team: In general, an age group will be split up evenly among the teams. IE: 80 players with 4 teams equates to 20 players per team. IF coaches agree **PRIOR** to the draft that one wants to carry 18 and one wants to carry 22 this is acceptable but **MUST** be agreed upon by all parties.

Draft Order by division:

1. Higher seeded teams within their respective age groups will draft first (For example, 3 teams total in an age group. Seed 2 will draft before seed 4. Seed 4 will draft before seed 6 and so on)
2. Refer to P&P C-100

The higher seeded team is to be the first team that will be filled at all age groups. Playing as a higher seeded team means you must field a more competitive team, which means you will fill your team first to have the best chance to compete against the higher seeded teams within your respective age group.

Draft Order within an age group (only applies to teams who are not the highest seeded team within their respective age group. **Higher seeded team MUST be in top 1/3 of their age group**) is determined by:

1. **NEW** TEAM added to division / NOT teams transferred in from other leagues
2. Compensatory picks (if applicable, see below)
3. **Regular** season records / NO playoff games
4. If tied, then head to head results. The losing team would pick before the winning team
5. If they did not play head to head and have identical regular season records a coin toss will be conducted

6. If not resolved, then the Assistant Director of Football will review and decide
7. **Order of picks:** Once the draft order is established then picks will be conducted one at a time. **The draft is no longer a catch-up draft.** If TEAM A has 15 returning players and TEAM B has 10 returning players, TEAM B does **NOT** get to pick the first 5 players. Team A and B would still pick one at a time back in forth. If the team limits are 20 players, then obviously TEAM A will reach 20 first. At that point TEAM B gets to pick until it reaches 20.
8. Teams **MUST** communicate with the Age Group Leader no latter than the end of May of their intent to draft from the pool.

The reasoning for this draft process is the following:

1. Allows **LOWER SEEDED** teams a chance to improve by selecting top pool players and is modeled after the NFL draft (results based).
2. This process dissuades coaches from blowing teams up in hopes of picking all the best pool players
3. Encourages coaches to develop current players as there is no advantage to releasing players to gain an advantage in the draft.
4. NEW teams are given the number 1 pick as they are starting from scratch (from players who remain after top seeded team has made their picks)

Compensatory Picks: Raptors want to encourage coaches and players to always strive to compete at the highest levels. To encourage this Raptors, reward compensatory draft picks to coaches / teams that develop and send players to the highest seeded team within their age group.

Procedure: Once the draft order is established compensatory picks will be awarded to the coaches that send players to the next level. If a coach sends a player or players to a HIGHER seeded team, they will be awarded equal top picks.

If the lower seeded teams draft looks like this because of record:

1. TEAM A (4-4)
2. TEAM B (6-2)
3. TEAM A
4. TEAM B
5. TEAM A
6. TEAM B

But TEAM B sends two players to the highest seeded team then the draft would look like this:

1. TEAM B
2. TEAM B
3. TEAM A
4. TEAM B
5. TEAM A
6. TEAM B

The reasoning is the following:

- TEAM B is not punished for losing its best players to a higher seeded team and is less affected by their loss
- TEAM B is rewarded for developing players that can make the jump to play higher seeded teams
- Encourages coaches to NOT hold on to players in the lower division that belong in a higher division because they get a chance to replace the player lost with top picks

COACHES KIDS PICKS: Raptors recognize that coaches / players develop relationships and wish to coach / play together. To assist with coaches and kids to play together each team is allowed (4) coaches picks. These can be used to secure players and assure they are on the same team.

Procedure: Before evaluation camp head coaches must declare who their (4) coaches are. This number **INCLUDES** themselves and their own child if they have a child playing. So, they may have their child and 3 others declared as coaches kids. These coaches' players cannot be selected by another team. These coaches' kids MAY come from existing teams in their division.

These coaches' picks will count against the coach / team for the period of (2) years whether the parent helps coach the following year or not. A team cannot switch coaches every year to gain advantage in picking up pool players. This procedure also encourages coaches to remain loyal to parents they selected to coach with and develop players.

Tracking of this policy will be the responsibility of the Assistant Director of Football.

AGE GROUP DISMANTLED: The Raptors Board can decide to dismantle or "blow up" an age group for various reasons but will try to avoid that if possible. This means the removal of all or some of the coaches or the restructuring of the coaches within the division. If this occurs then all players in that division will be put into a pool, minus coaches picks. The age group will field teams and seed them according to AYL Rules (this is at the discretion of the Football Director). For example, if there are two teams then one will be created as a higher seed and one as a lower seed. **The higher seeded team must**

be seeded in the top 1/3 of the age group in order to fill their team first (P&P C-100). If not, the draft order for this first year will then be the following:

Higher Seed: Picks 1-6 (does not include coaches' kids). Higher seed gets these first 6 picks due to the fact they are competing with higher seeds (more competitive teams) within the AYL.

Lower Seed: Pick 7

Teams then will go pick for pick until all players are chosen.

Exception(s): If for any reason a new team that was non-existent within the Raptors Football program the year prior joins the age group that has been "dismantled" and brings a minimum of (15) players the coaches of the dismantled teams will fill their rosters to the count of the new team. For example:

- Team A (higher seeded team) has 4 coaches' kids and 2 recruited kids (total of 6)
- Team B (lower seeded team) has 4 coaches' kids and 4 recruited kids (total of 8)
- Team C (New Team) has 15 kids that they have brought over to the Raptors.

Team A since it is a higher division team would have the first two picks of the draft to get to the same number of players that the lower division has (Team B). At this time, teams A and B would go pick for pick until they reach the level of players that Team C has. Once this has been accomplished, AND if there are remaining players all three teams would pick players "pick for pick" until all kids have been selected.

FINAL ROSTERS: Once the group leader has sent the finalized rosters to the Raptors Director of Football the rosters are finalized, and the placement of the player is officially concluded. The only change that can be made after this time is if there was a clerical error made and the change **MUST** come from the group leader.

Raptors Athletics	Policy and Procedures
Specific Policy	P&P - F - 200
Force Up or Down	1 Page

PURPOSE

Establishment of a procedure in the rare case of a force up or down of level of competition within an age group.

POLICY

The program believes in the evaluation process to safely place players in the correct division of competition. It is hoped that coaches, parents and the players can agree with the correct level / seed of play is best for the player from a safety and competition standard.

If an agreement cannot be made with the parties above on what level / seed of play a player should compete then a coach or parent can email the Assistant Director and ask to have them intervene. The Assistant Director will do the following:

- Notify the Director of Football of the request
- Meet with all the parties involved in person or by phone
- Make a decision based on what is learned
- Inform the parties involved and the Director of Football

An appeal can be made by email to the Director of Football within **48** hours of the decision. The Director will make a decision within **48** hours and email it to the involved parties.

This should only occur if there is an obvious case to be made for a player to be moved up or down. Force ups or downs are **very** rare and should be asked for only in the **MOST** extreme circumstances. *IE:* A player staying at a level / seeded team will pose a danger to himself or others.

Raptors Athletics	Policy and Procedures
Specific Policy	P&P - G - 100
Sanctions	2 Pages

PURPOSE

To establish a list of sanctions to correct the behavior of coaches, parents or players when their actions have been found to warrant sanction by the Football Program.

POLICY

Below is a list of possible sanctions that can be levied against any coach, parent or player in the Raptors Football Program.

PROCESS: These sanctions will be levied by the Assistant Director of Football with an appeal process to the Director of Raptors Football Program. These sanctions can be brought evidence shows that a violation of Raptor Football Program rules or AYL rules has been violated. Depending on the seriousness of the violation one to multiple sanctions can be brought per incident.

Appeal Process:

After a sanction is given by the Assistant Director of Football a coach has 48 hours to email an appeal to the Director of Football. The Director can choose to uphold, reduce or add to the sanction. The coach will be notified by the Director of Football of his decision within 24 hours of the appeal.

General Rules Violations:

- Verbal warning from Raptors
- Written warning explaining the violation from Raptors
- Address his team explaining the violation and a plan on how to not repeat the mistake
- Write a letter of apology to his team and organization and email to all
- Cannot coach /attend (X) amount of practices in a week
- Cannot coach /attend (X) amount of games
- Cannot coach / attend (X) amount of playoff games (which can include any championship games)
- Dollar Fine – usually to offset AYL Fines
- Removal from Coaching
- Removal from participating in any Raptors Sport
- Removal from participating in any AYL Sport

Recruiting Violations:

Recruiting from current Raptors teams against established protocols hurts all of Raptors and ruins cohesion within the organization. Recruiting violations are taken very seriously and thus have harsher sanctions.

- Loss of draft picks or draft order and a \$250 Fine
- Removal as a coach from the program for a season and a \$250 Fine
- Unable to coach in the program entirely

Ejections:

Ejections are taken very seriously. In addition, for the past 10 years in the AYL, there have been zero ejections that were overturned by the AYL board.

Ejections can occur at any Raptors event including practices, tryouts, camps or games.

Coaches/Spectator Violations 1st time:

- \$250 fine plus mandatory online anger management class completion. Minimum 1 game (or 1 week) suspension.

Coaches/Spectator Violations 2nd time in one season:

- Complete removal from Raptors Football program OR \$1,000 fine plus mandatory online anger management class completion. Minimum 2 games (or 2 weeks) suspension.

Team multiple/same event:

- This means it does not have to be the same person. If 2 or more people from the same team are ejected in the same contest, event, etc. each additional ejection after the 1st is a \$500 AYL fine. In Addition, everyone involved must serve a 2-game suspension.

Raptors Athletics	Policy and Procedures
Specific Policy	P&P - H - 100
Scholarships	2 Pages

PURPOSE

The Raptors understand that the game of football can be cost prohibitive for some families and wants to assist children who would like to play. Therefore, Raptors Football established a procedure for parents or guardians to obtain a scholarship for football registrations. The scholarship will only be for 50% the registration fees of the player for one season in Raptors Football.

POLICY

Each season the Raptors Football Board will offer three (5) football scholarships to persons wanting to play football for the Raptors. These scholarships are intended to be given to families having difficulty paying the registration fees.

PROCESS

Persons wanting to apply for a Raptors football scholarships should go to the Raptors website and complete the scholarship application found in the FORMS (copy of application is at bottom of this policy) Please email the completed application to the Football Board at: raptorsathletics.football@gmail.com Please complete ALL of the application as leaving sections incomplete could result in your application being rejected.

The Raptors Football Board will look over all applications and vote on approval /disapproval at a monthly board meeting.

Raptors Football will award no more than one scholarship per family. The Raptors Board may award others to additional families based on the total number of scholarship applications received. This is at the discretion of the Football Director. Scholarship deadline is June 1st of every year.

Scholarship Awardee Obligation (per application)

I understand that the Raptors Athletics are a non-profit organization and that if they approve my request, I agree to the following terms: I agree to volunteer my time to help the club recover the expenses and that I can be asked to work in any one of many different areas. I also understand that my commitment will consist of four (5) hours of volunteer time for every \$ 50.00 that the Raptors Athletics scholarship offers to my child. This volunteer time will be for the club or sport, not directly for my child's team. I understand and agree that this commitment must be fulfilled prior to the next season. If I fail to fulfill my commitment, then I will be billed for the entire Scholarship amount and my child/children will not be eligible for future scholarships with Raptors Athletics

Raptors Athletics Scholarship Request Form

Parent's Name: _____ Player's Name: _____

Address: _____ Player's Age: _____

City: _____ Zip: _____

Phone (Home): _____ Phone (Cell): _____

E-Mail Address: _____ To which sport does this request pertain? _____

Did your child play with the Raptors last season? _____ If so, which team? _____

Did your child receive a Scholarship from the Raptors last season? _____

Please describe the circumstances that create the need for Scholarship assistance: _____

Monthly Income: _____ Monthly Debt: _____

Signature: _____ Date: _____

IMPORTANT:

I understand that Raptors Athletics are a non-profit organization and that if they approve my request, I agree to the following terms: I agree to volunteer my time to help the club recover the expenses and that I can be asked to work in any one of many different areas. I also understand that my commitment will consist of four (5) hours of volunteer time for every \$ 50.00 that the Raptors Athletics scholarship offers to my child. This volunteer time will be for the club or sport, not directly for my child's team. I understand and agree that this commitment must be fulfilled prior to the next season. If I fail to fulfill my commitment, then I will be billed for the entire Scholarship amount and my child/children will not be eligible for future scholarships for the Raptors Athletics.

Signature: _____ Date: _____

REQUIRED: To be considered for a scholarship, please submit a copy of your most recent 1040 form.

Raptors Athletics use only:

Approved by Board: ____ Yes or ____ No Amount of Scholarship: _____

Board Member Signature: _____ Date: _____

Raptors Athletics	Policy and Procedures
Specific Policy	P&P - I - 100
Max Kids Per Team / MIN Plays	1 Page

PURPOSE

Establish the maximum number of kids that the Raptors will place on each team at each grade level. This also establishes the maximum amount of kids coaches can voluntarily take on over above the maximum number that Raptors will assign to a Roster.

POLICY

By age group, each team will be assigned a maximum number of players by the Raptors. If a coach wishes to exceed this number, a discussion with both the Director and the Assistant Director must occur. In addition, coaches will be responsible for ensuring their players get their minimum plays as outlined by the AYL Rules. Failure to get all players the minimum plays as outlined in the AYL rules may result in a coach’s suspension, fine, or being removed as a Raptors coach.

Number of Players per Team by Age Group

Grade	AYL Required Minimum Plays	Maximum Number of Players Raptors will Assign to a Team	Max Number of Players Coaches are allowed to have per team
1st & 2nd	24	16	16
3rd Grade	28	16	16
4th Grade	16	22	24
5th Grade	16	22	24
6th Grade	8	22	26
7th Grade	8	22	26
8th Grade	8	24	28