



Andover Football Association Policies and Procedure Manual

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AFA MISSION STATEMENT

The mission of the Andover Football Association is to provide an educational, safe, and fun environment where every athlete is given an opportunity to participate in team play, is coached to become a better football player, and made to feel like an important and contributing part of the team.

AFA PURPOSE STATEMENT

The purpose of the Andover Football Association is to provide an opportunity to participate in the game of football for youth regardless of race, creed, gender, color, nationality or disability. It is further the purpose of AFA to aid youth who participate in this sport:

- 1) In the improvement and development of football skills.
- 2) To teach and promote physical, mental and moral development.
- 3) To teach a sense of fair and honest competition.
- 4) To promote fair play at all levels resulting in good sportsmanship.
- 5) To encourage, aid and support acquisition of facilities and means for the playing of football.

Our goals include:

- Improve and add to our existing football fields and facilities.
- Provide safe/protective equipment.

We believe organized football is more than the footballs, helmets, shoulder pads and uniforms. Our organization wants to avail to our children the opportunity to learn the aspects of teamwork, the virtues of character, courage, loyalty, and the respect for authority. In addition, we strive to promote self-discipline that enables our youth to lead our nation tomorrow. Our organization is made up entirely of volunteers, many of whom work year-round to execute the necessary tasks in the interest of our players. We thank all the parents/ guardians and players for all of their support.

AFA BOARD OF DIRECTORS

The business and affairs of the Corporation shall be managed by the Board of Directors in accordance with the bylaws. The Board of Directors of the Corporation shall consist of an odd number of Officers, the minimum number of which conforms to the laws of the state of Minnesota as now enacted or hereafter amended. See by-laws for election procedures. The Board of Directors may from time to time delegate such authority and responsibility as it may determine to one or more committees and/or officers. The Andover Football Association's Board of Directors currently consists of fifteen members. The fifteen board positions are:

1	Vice President
2	President
3	Treasurer
4	Secretary
5	Registration Director
6	Coach Development \ Age group 7 th and 8 th grade Director
7	Facilities/Field Director
8	Communications \ Social Media Director
9	Concession Director
10	Flag Director
11	Equipment Director
12	Age group (2 nd through 6 th) Grade Director
13	High School Liaison
14	Gambling Manager
15	Assistant Gambling Manager

General Roles and Responsibility for Board of Directors

- President: Oversee AFA, Tackle football operations, League contact
- Vice President: Back-up President, Coaches certification (background check), pictures
- Treasurer: Monthly statements, budgeting
- Secretary: Meeting Minutes (AFA and Gambling)
- Registration Director: Set-up registration, Monitor registration, Team formation
- Facilities/Field Director: Field Painting, Maintain field equipment
- Communications Director\Social Media: AFA outreach and branding
- Concession Director: Maintain the concession at Prairie Knoll
- Flag Director: Schedule Flag league, Team formation
- Equipment Director: Maintain equipment, jersey for Tackle and Flag
- Coach Development & 7th and 8th Grade Director : Coach develop planning and league support
- Age group (2nd through 6th) Grade Director: Coach support and league support
- High School Liaison: communication from High School program
- Gambling Manager: Manage gambling operations and provide monthly reporting
- Assistant Gambling Manager: Backup to Gambling Manager

Typical Season: Schedule

May- Registration opens

June- Registration completes

July – Coach selection, jersey ordered, equipment hand-out

August – Practice starts

September – Games start

October – Season completes

November – Equipment return

December – Survey review

January - Pre-Planning

March - Planning

April – Final Plan for season

Health & Safety Policies and 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 (including steroids.) 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:

- 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. ○
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 AFA activities after a minimum period of six (6) weeks. The director or counselor of a chemical dependency treatment center must issue such certification.
- Penalties shall be cumulative throughout the player's participation on AFA teams. ○
Coach may implement stricter penalties, but must at least be in minimum compliance with AFA 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. AFA 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. AFA prohibits any form of sexual harassment or sexual abuse.

It shall be a violation of this policy for any player or member of AFA to sexually harass, through conduct or communication of sexual nature, any child or member of AFA. It shall be a violation of this policy for any player or member of AFA to sexually abuse any child or member of AFA. The board of Directors of AFA 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

- Sexual abuse consists of any sexual physical contact with a minor.
- 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.
- Written contact constitutes sexually suggestive or obscene notes, drawings or letters.
- Verbal contact constitutes sexually suggestive or obscene comments, jokes or comments about a member's body or sexual characteristics.
- Physical contact constitutes any intentional pats, squeezes, touches, and pinches, repeatedly brushing up against another's body, assault, blocking movement or coercing sexual acts.
- Sexual blackmail constitutes sexual behavior to control another member's placement on a team or to a coaching position.

Physical Abuse

Physical abuse is the 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 AFA, 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 President of AFA or any other board member they would be more comfortable reporting to.

The Board of AFA shall discipline any member who fails to report, immediately, to the President, any act(s) brought to their attention. In addition, the Board of Directors will take immediate steps, at its discretion, to protect the complainant, children, or members of AFA pending the completion of an investigation of an alleged sexual, physical or verbal abuse.

Upon receipt of a report of a sexual, physical or verbal abuse, the President shall immediately authorize an investigation of the incident. AFA Board members or a third party designated by the AFA Board of Directors may conduct the investigation. The investigating party shall provide a written report on the status of the investigation within ten (10) days to the President of AFA.

Upon proof of violation of this policy, the violator will be permanently banned or suspended from all AFA programs and AFA will notify Law Enforcement.

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 AFA President 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

AFA 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.

While risk of an athlete infecting another with HIV/AIDS during competition is close to nonexistent, there is a greater risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as other bodily fluids.

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 AFA Board of Directors. The Board of Directors will review the incident at the next (or special) Board meeting and has the option to lift the suspension or to disqualify the player from participation in the AFA program.

Player & Coach Policies and Procedures

Team Definitions: Levels of Play and Team Selection

- “Flag” - The flag football level is designed to provide a good football experience until the player is ready to advance to the next level of competitive full contact football. It enhances both team and individual skills in a less competitive instructional level of play. This is for grade levels kindergarten through 3rd. Teams are selected by the AFA Board at this age level based on grade level. Years of experience and player/coach request. We do our best to balance teams with an equal amount of players of each grade level. Player and coach requests are accepted at this level, but cannot be guaranteed as teams must still remain as balanced as possible.
- “Tackle”-This full contact level is primarily intended to provide a uniform competitive experience for players or teams while still providing a high level of instructional training. This level provides the player with the skills to advance to the high school if they so desire. This is for grade levels 2nd through 8th.

2nd and 3rd Grade –

Team selection is done by the AFA board and is based on player weight, years of experience, and player/coach requests. We do our best to balance the teams with an equal number of players at each size, grade level, and years of experience. Coaches are allowed to protect four players at this level, and it is recommended to select assistant coaches and not players based solely on talent. Protected players must be contacted and approved by the parents and reside within the Andover area. Player/coach requests are accepted at this grade level but are not guaranteed as team balance must be maintained. It is AFA's goal to have equally competitive teams.

4th through 8th Grade –

Teams will be selected by coaches based on player draft. Players will be drafted based on weight and years of experience. The draft will be monitored by the AFA Board to ensure that every effort is made to balance each team with an equal number of players of each size and experience level. Coaches are allowed to protect up to (4) four players at this level and it is recommended to select assistant coaches and not players based solely on skill level. Player/coach requests are accepted at this grade level but are not guaranteed as team balance must be maintained. It is AFA's goal to have equally competitive teams. AFA reserves the right to adjust teams.

Player Eligibility

The age groups for all players participating in the AFA program will be set forth by the AFA board. 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 board 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 (see Appendix A) should be used to make that request to the AFA Board. A player's weight measured at the time of equipment pickup will be considered their playing weight for the entire season. If a player's weight classifies them to be red striped at registration, the player must remain a red striped player even if they experience weight loss over the course of the season.

Coaches Selection

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

- 1) Coaching application must be submitted.
- 2) Experience
- 3) Results of previous coaching surveys
- 4) Personal knowledge of the applicant
- 5) Back ground check
- 6) The number of couches required.
- 7) Interview

****Selection made by the AFA Board will be final and not subject to appeal.

Coaches

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 AFA Board of Directors.

These recommendations include:

1. Hold a parent-coach meeting no later than two (2) weeks after the team has been formed. Encouraged to have written team rules and discuss them with the parents at the meeting. Review with the parents and players the AFA football players code of ethics and have them signed
2. Respect, encourage and complement players. Use constructive criticism only.
3. Develop each player as much as possible within the limits of their physical and mental abilities.
4. Use proper control at all times because the coach is the steward for the program. This includes restrained conduct with all game officials.
5. Enforce rules fairly, without prejudice toward any one player.
6. Be enthusiastic and make football fun.
7. 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.
8. Support the AFA philosophy.
9. Subject to player effort and/or attendance, coaches should insure that playing time is as equitable as possible with all players playing an equal amount on offense and defense. Reasonable efforts should be made to communicate to players when their playing time is less than others.
10. 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. Full game suspensions cannot be given without the coach discussing it with the appropriate director.
11. Problems between coaches and players or parents should be handled according to the following escalation whenever possible:
 - a) Parent and Player, Coach and Assistant and/or Team Manager meeting;
 - b) All of the above plus the appropriate Board Director and AFA President;
 - c) All of the above in a meeting with the entire AFA Board. Decisions by the board are final.
12. 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 AFA Board.
13. 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. When in doubt sit them out.
14. Assure that all players line up and shake hands after every game.
15. 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.
16. Coaches will refrain from the use of alcoholic beverages and tobacco prior to and during games and practice situations,
17. A coach who continually violates the AFA guidelines shall;
 - a) first meet with the appropriate Director;
 - b) if no improvements, the coach personally meets with the appropriate Director and the AFA Board;
18. If steps one and two fail, the coach may be dismissed by the AFA Board and a suitable replacement named.

Coaches Rights and Privileges

1. To expect team members to show up on time and 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 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.

Equipment

Required equipment is outlined below based on level of play, but may not be limited to the following:

Flag football:

Designated uniform.

Tackle football:

Designated uniform and protective gear. Mouth guard is required. Athletic supporter, cup and cleats are recommended, but not required.

OPERATIONAL POLICIES & PROCEDURES

Criminal Background Checks

Each year, AFA shall authorize a designee to perform a background check on all individuals involved with AFA to determine whether the signer is the subject of any reported criminal conviction. Such forms shall be signed each year. The Vice-President of AFA 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 September 1st of each year. This is to be completed in compliance with associated league policy and procedures.

Enforcement

As elected members of Andover Football Association Board, we as a board 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 Andover Football Association Policy & Procedure Manual. The membership has put faith in each of us, by electing us to hold a position on the board. We have taken a vow to represent Andover Football Association 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 elected board members, we are obligated to report any type of situation, good or bad, which has occurred within our association. Each month that a regular board meeting is held, each board member is asked to provide a report to the members of the Board. Under no undue circumstances will the board member NOT BE allowed to submit a report. This is to keep every board 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

AFA 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. AFA does not discriminate on the basis of race, color, religion, sex, age or national origin.

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:

First Offense:

Player, coach, or parent is suspended for two games. An Executive Board 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.

Second Offense:

Player, coach or parent is suspended until a meeting is held with the Director and President. This request must be made within 24 hours of the offense to the AFA Board 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.

Third Offense:

Player, coach or parent is suspended until a meeting with the Director, President, and entire AFA Board 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 AFA Board and if the circumstances are warranted, the Board may reinstate them. The coach and level director are the individuals responsible for informing the player of the violation and penalty. The AFA Board is responsible for informing the coach of the violation or penalty. All AFA players and coaches will be governed by AFA 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 AFA Board and more severe penalties may be administered up to and possibly including permanent removal from AFA.

Formal Grievances

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

- 1) 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).
- 2) After waiting the said time, determine if issue can be resolved by following steps under item #10 in Coaches section of this manual
- 3) 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 your grade level Director.
- 4) The Director that you have submitted your complaint to will then bring it to the AFA Board's attention at the next regular board meeting (or sooner if appropriate).
- 5) The Board will investigate and discuss the complaint.
- 6) The Board will then issue the proper disciplinary action(s).
- 7) A letter will be issued to all persons involved outlining the resolution that was decided upon by the Board.
- 8) Decisions made by the Board will be final.

If you have any questions regarding any step in the grievance procedure, please contact any of the board members presiding on the current AFA Board.

Refunds

Registration fees will be refunded with the following stipulations: The cost of the jersey will be kept with ALL refund requests given prior to September 1st and No refunds will be given after first game.

Appendix A

Andover Football Association Playing 'UP' Procedure and Form

If you wish to make a request to have your son/daughter play up a grade level, this form must be completed and submitted in person at an AFA Board meeting prior to the beginning of registration; late requests will not be accepted. Note: AFA Board meetings are held on the 4th Sunday of each month (except holiday weekends). Questions regarding board meeting dates should be submitted to the AFA board.

Requirements -

- This request can only be made by 2nd – 7th graders wishing to play up one grade level.
- Players must have participated in the AFA 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). 6th Grade players may not play up to the 7th/8th Grade Light weight division.

Upon submission of this form and presentation to the AFA Board, the board 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

Last Name _____ First Name _____

Current Weight _____ Height _____

Current Grade Level (fall) _____ Birth date _____ Age _____

Requested Grade Level to play _____

Parents Request to Play

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

_____ (use back of form if more room is needed)

Coaches Recommendation

Please have two coaches sign the recommendation that the registrant plays at a level above and beyond the mass majority of players in the registrant grade level and should be considered by the AFA board to play up to the next grade level. One signature must be from the players coach last year, and the other signature must be from a competing Andover head football coach of the same grade level. I, _____ (This players coach last season), and _____ (A competing Andover Coach from last season), recommend allowing this player to play up one grade level and that by doing so will improve this players 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 AFA accepting this application for its football programs and activities (the "programs"), we hereby release, discharge and/or otherwise indemnify AFA, 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 AFA has the final say in whether my son/daughter will be able to play up each year.

Legal Guarding/Father _____ Date _____

Legal Guarding/Mother _____ Date _____