

Zimmerman Youth Football Association



Policies and Procedures

Updated 11/15/2017

**Zimmerman Youth Football Association
ZYFA
Policies and Procedures**

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Zimmerman Youth Football Association (ZYFA) Policies and Procedures

Board of Director Policies and Procedures (Section 1)

1A. Mission Statement

Zimmerman Youth Football Association (ZYFA) Board of Directors will lead and facilitate a Football program which serves the youth of the community by:

1. Coaching the fundamentals of football at each child's playing ability.
2. Encouraging competitive fun.
3. Teaching the value of good sportsmanship.
4. Emphasizing high character.
5. Encourage, aid and support the acquisition of facilities and equipment for playing the game of football.

1B. Organization

The Officers of the Corporation shall consist of a President, a Vice President, a Secretary, and a Treasurer, all of whom shall be elected by the Board of Directors, and such other officers as may be established and elected or appointed from time to time by the Board of Directors. Any number of offices or functions of those offices may be held or exercised by the same person, except the offices of (a) President and Vice President and (b) President and Secretary. All Officers shall be Directors. Each Officer shall hold office for a term as defined in Section 1F below, and until his or her successor is elected and qualified, provided that each Officer shall serve at the pleasure of the Board of Directors and may be removed with or without cause at any time by the Board of Directors.

1C. Board of Director Expectations

The ZYFA Board of Directors is made up of dedicated volunteers who desire to promote, develop, and manage football programs for the youth of the community. Any individual who wishes to join the Board of Directors shall submit an application (see Exhibit A) to the President, who shall then bring the application to the Board. Applicants shall be invited to attend a regular meeting of the Board of Directors and should be prepared to speak briefly regarding their qualifications, background, and motivation to become a Director of the Board. Applicants may be asked to attend a small interview with select officers of the Board. New Directors shall be selected by a majority affirmation of the Board of Directors in attendance at the meeting following the submission of the application. The President shall be authorized to postpone a vote

for a specific applicant by one additional regularly scheduled meeting of the Board of Directors, if he/she determines additional time is required to fully assess an applicant.

All Board Directors are expected to attend regularly scheduled Board of Directors meetings. Each Board Director is expected to carry out the responsibilities of the position they have agreed to fill. Each Board Director is expected to sign-up to assist in official Board sponsored activities such as Registration, Camps, Hosted Tournaments, etc. These events require a significant amount of time and effort and Board participation is required.

All ZYFA communication, whether at Board meetings, via e-mail or on the phone should be treated as corporation business. Blunt and passionate debate is healthy and will lead to sound decisions. Directors need to know that their feedback, opinions and ideas will not be used against them and that they can feel at liberty to speak their mind without repercussions. The means, method and tone of official communication to the public will be determined by the Board and should not be assumed by any single Board Director.

1D. Board Meeting Attendance

Regular Board Meetings will be held monthly. The meetings will typically be held the third Sunday of each month.

Special Board Meetings may be called as needed. The time and date of these meetings, if they occur, will be communicated as far in advance as possible.

If a Director misses three (3) meetings in a row, or a total of four (4) in the year, the member may be terminated from office.

A Board Member who knows in advance that they will not meet the attendance requirement may seek approval from the Board for an exception to this rule. The exception will be granted by a majority vote.

In order for a terminated Director to be reinstated, the individual will need to re-apply to the Board and be voted back on the Board in the same manner as any new candidate for the Board of Directors.

1E. Executive Committee

The Executive Committee of the Board of Directors shall consist of the President, Vice President, Treasurer and Secretary.

The Executive Committee shall have the authority of the Board of Directors in the management of the business of this corporation in the interval between meetings of the Board of Directors, and the Executive Committee shall at all times be subject to the control and direction of the Board of Directors.

1F. Officer Terms

Officers shall be elected by the Board of Directors by a Majority Vote of the Current Board at its Annual January Meeting to serve for the following terms and until their respective successors are chosen and have qualified.

Officer Terms

Office	Term (Years)
President	2
Vice President	2
Treasurer	2
Secretary	2
2 nd & 3 rd Grade Director	2
TRYFL Director	2
North Suburban Director	2
Coaches Coordinator	2
Registration Coordinator	2
Field Coordinator	1
Camp Coordinator	1
Equipment Manager	1

1G. Officer Responsibilities

President

- Serves as overseer of all ZYFA activities and responsible for overall operation of the program.
- Oversees finances of the association.
- Sets up and conducts monthly board meetings.
- Committee assignments, as necessary, shall be made by this position.
- The President shall approve the football calendar as developed by the Secretary with the advice of the Board.
- The President is responsible for disciplinary actions.
- Accepts and presents applications for all prospective Board of Directors.

Vice President

- The Vice President will assist the President with any duties.
- The Vice President will lead the Monthly Board Meeting if the President is absent.
- The Vice President will assist the Treasurer with Scholarship requests.
- The Vice President will take the lead in developing volunteers and recruiting new Board Directors.

Treasurer

- Shall be responsible for funds coming in and going out of the association.
- All deposits, including tournament, registration, fundraising, and miscellaneous monies and keeping accurate records in Quickbooks and in hard copy.
- Track online NGIN deposits in Quickbooks and in hard copy.
- Paying all bills in a timely manner after the appropriate Board Director has approved the invoice and recording the payments in Quickbooks.
- Assists outside auditor/accountant of ZYFA in tax preparation every May.
- Retrieves the mail from the P.O. Box and sorts accordingly.
- File for 990 annually.
- File form 1099 if there are any coaches or other parties that are paid more than \$600 per calendar year.
- Obtain and pay for permits and licenses that are needed for special events.
- Keeps all past financial records and maintains current financial records.
- Maintain monthly bank statements and reconcile all accounts with copies going to the president. Complete general bank account maintenance.
- Produce financial reports upon request and have a current income statement or balance statement for each meeting.
- Working with the Registration Coordinator on NGIN, each player's account needs to be maintained as fees are paid.
- Monitor insurance needs and maintain a relationship with the insurance broker. Shop for the best pricing annually.
- Keep board regularly informed of key financial events and concerns.
- Develop an annual budget and compare the actual revenue and expenses incurred against the budget.
- Shall be custodian of the organization records.
- Overall financial responsibility for the organization.

Secretary

- Shall record the official minutes of all Board Meetings. If the Secretary is absent, the President shall appoint a suitable substitute.
- Responsible for getting meeting minutes approved by the board to post and then getting them to the webmaster within 2 weeks of board meeting.
- In Consultation with the President, the Secretary shall provide advance notice of all regular and special meeting of the Board.
- Keeps track of Director start dates and terms.
- Keeps the Board of Directors contact list up to date
- The Secretary shall develop and maintain the football calendar on behalf of ZYFA.
- Shall be responsible to assist the coaches coordinator and communicate the results of the background checks.

- These positions shall organize coaching clinics with the High School Staff and other activities deemed necessary by the Board for their respective program.
- These positions shall, if required, work with individual coaches to select appropriate tournaments for all grade levels.
- These positions, in conjunction with the President, shall investigate complaints and disciplinary concerns. If any disciplinary action is to be considered, this committee will form a panel to hear the issues and report back to the Board for further action if necessary.

Tournament Director

- Will organize the youth tournament.
- Recruit teams, set schedules.
- Confirm referees & permits.
- A committee as recruited and assigned by the Board of Directors in coordination of the Tournament Director shall be formed to aid the Tournament Director with concessions and multiple building site supervisors. The committee does not have to be a Director of the Board and shall not have voting rights.

Registration Coordinator

- Manages the program's online registration process.
- Ensures that rosters are maintained on the NGIN site
- Assigns administrative rights to the program volunteers (coaches) and teams.
- Ensures that try-out and evaluation dates are communicated to the community.
- Serves as primary contact person for registration issues.

Apparel Coordinator

- Shall be in responsible for the process of fitting players and ordering uniforms.
- The apparel coordinator will work with the other directors to order jerseys and help coordinate the ordering of helmets and shoulder pads.
- The apparel coordinator will order and distribute coaches shirts and hats.
- The apparel coordinator will organize apparel to sell i.e. Nike Lids.

Equipment Manager

- Shall be in charge of keeping an inventory of all the football equipment i.e. footballs, bags, cones, clipboards, first aid kits, air pumps and pinnies.
- The equipment manager will order new equipment within the allocated budget set aside to replace used or missing equipment.
- The equipment manager will prepare all football bags for coaches before the start of the football season and collect all equipment at the end of the season.

1H. At Large Directors

The Board of Directors may permit “At Large” Directors to attend regular meetings and participate in discussions concerning the business of the Board of Directors. The role and purpose of an “At Large” Director shall be to offer expertise and experience to the Board of Directors. Additionally they are expected to provide assistance at select Board sponsored activities. “At Large” Directors are subject to the selection, term, removal and resignation policies of the Board of Directors. “At Large” Directors shall have no voting rights, and shall not be considered when determining a quorum. Said “At Large” Directors shall NOT be held to the attendance and expectation policies of the organization, but shall be bound by all other Board governing principles and policies.

1I. Budget

A budget will be created and approved by the officers of the Board no later than the regular April Board Meeting. At this meeting the budget will be presented to the entire Board for comments and approval.

Final approval will be sought at the May meeting. If questions or concerns remain open, the final approval of the budget will be moved to the June meeting.

Reporting which compares actual spending to budget spending will be presented to the Board at the regularly scheduled Board of Directors Meeting.

1J. Expenditures

No single Board Director can authorize a purchase, or pledge the credit of the corporation, without proper Board approval. If a Board Director makes such a purchase or commits to such expenditure, this purchase will be that individual’s responsibility unless the Board votes to approve the expenditure. If the board approves an expenditure with a dollar limit, no single Board Director can authorize a purchase over the approved limit without proper Board approval. Additionally, no item can be considered approved for purchase as a result of being in the approved budget. The budget is for planning purposes only and is not considered approval for purchases.

The Treasurer shall be authorized to approve all expenditures on behalf of ZYFA for amounts less than \$100.00. With authorization of a minimum of two Directors of the Executive Committee, single expenditures of up to \$500 can be made without formal Board approval. Additionally, with the authorization of a minimum of two Directors of the Executive Committee, a Board-approved expenditure can be increased by \$500 without formal Board approval. Such expenditures will be reported to the Board at the next regularly scheduled Board meeting.

All checks written on the behalf on ZYFA must be signed by two authorized officer signors.

1K. Board of Director Registration Fees

As recognition of the dedication and large number of hours each Director of the Board donates to ZYFA, the registration fee for one player of each Board of Director shall be reduced by the amount up-to the travel registration fee at the age level of their child. If a single Board of Director holds more than one office, that individual shall only be eligible for one Director's benefit. In order to qualify for a reduced registration fee, the Board of Director must have served on the Board for twelve (12) consecutive months. "At Large" Directors are not eligible to receive the discount unless they are an "active mentor," as defined by the current President. Such mentor is only eligible to receive said discount for one season.

Player Policies and Procedures
(Section 2)

2A. Geographic Eligibility

Participants in the ZYFA football programs must be residents of the district within the Zimmerman Area Schools, or attend a Zimmerman Area School attendance area. Exceptions can be made if the youth football association in which the participant lives or attends school signs a “player waiver” as required by MYAS, and is approved by the ZYFA Board of Directors. Participation is by grade level only.

2B. Registration

Registration for all participants shall be completed and paid. No participant shall be permitted to practice or play on a ZYFA team until the appropriate fees have been paid.

- Scholarships: If a family is experiencing a financial hardship, ZYFA will make efforts to provide a scholarship for any player(s) impacted. A request for a scholarship must be made in writing (see Exhibit F) and mailed to ZYFA, PO Box, Zimmerman, MN 55398, or e-mailed to [ZYFA Board](#). Scholarship requests must be made prior to close of registration each year. Scholarship requests will be prioritized and allocated based upon circumstances, need and scholarship availability. No player is guaranteed or owed a scholarship, but the Board of Directors will attempt to make the resources available to ensure that any child who desires to play football is granted that opportunity.

In return for a scholarship, the family of the player will be asked to donate additional (beyond the volunteer shift required by all participating families) volunteer time to partially offset the cost of the scholarship. The volunteer hours required for a scholarship are as follows:

Scholarship	\$ Amount	Volunteer Time Required
Full Scholarship	Equivalent of the In-House registration fee of the player	2 additional shifts of volunteer time (per family).
Half Scholarship	Equivalent of one half the In-House registration fee of the player	1 additional shift of volunteer time (per family).

- Registration Refunds: All refund requests must be made in writing and mailed to ZYFA, PO Box 350, Zimmerman, MN 55398, or e-mailed to [ZYFA Board](#). Refunds will be made as follows:

Program refunds:

- A refund of 100% shall be returned if the request is made prior to the close of registration.

- A refund of 75% will be returned after registration closes, but BEFORE the teams are formed.
- Once teams are formed no refunds will be considered.
- Injury related refunds will be made on a case-by-case basis.
- There are NO exceptions to the Refund Policy

2C. Player Standard of Behavior

During the ZYFA season, a player shall not use, possess, or consume a beverage regardless of quantity, containing alcohol, use or possess tobacco; or use, consume, or have in possession, buy, sell, or give away, or be in the presence of others who are using or possessing any substance defined by law as an illegal drug. If a player is found to be in violation of said mandate, the player shall be suspended for the remainder of the current ZYFA season.

2D. Player Code of Conduct

ZYFA adopts the Three Rivers Youth Football and North Suburban Football League Players Code of Conduct. All players will be required to abide by the code of conduct (see Exhibit B). It is as follows:

- 1) I will not berate the officials or “trash talk” my opponent.
- 2) I will not use profanity.
- 3) I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.
- 4) I will place the emotional and physical well-being of my teammates and opponents ahead of my personal desire to win.
- 5) I will treat other players, coaches, fans and officials with respect regardless of race, gender, creed or ability.
- 6) I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at all ZYFA events.
- 7) I will do my best to remember that youth sports are supposed to be FUN and that winning and losing are part of everyone’s experience.
- 8) I will express my concerns through the proper channels in a dignified manner.
- 9) I will respect the volunteers who are assisting with the conduct of ZYFA events.

- 10) I will respect and adhere to the rules governing eligibility and competition.
- 11) I will refrain from making any negative or disparaging comments regarding Players, Coaches, Referees, ZYFA or its Board Members on any social media platform.

If a player does not abide by the Player Code of Conduct, the ZYFA Board of Directors reserves the right and shall determine the appropriate course of action based upon the nature and severity of the offense. Failure to abide by the Code of Conduct may result in disciplinary action up to and including expulsion from the program.

2E. Social Media

No player shall post or share statements or photos on Social Media regarding the ZYFA Board of Directors, coaches, referees, parents or other players that is, or could be perceived, as negative or derogatory. Should any such post be brought to the attention of the ZYFA Board of Directors, the offending player will be warned and the post must be removed immediately. If it is not removed, the Board of Directors reserves the right to remove the associated player from the ZYFA program and ban them from any ZYFA activity or event. If an offending player has received a warning and repeats the offense a second time, the Board of Directors shall remove the associated player from the ZYFA program, and ban them from any ZYFA activity or event.

Coach Policies and Procedures **(Section 3)**

3A. Team Coach Selection

The appropriate Program Director shall be responsible to recruit and select qualified individuals for each head coaching position. Candidates should be at least 21 years of age, although exceptions can be made for candidates who conduct themselves in a mature manner, exhibit strong leadership skills, and possess a solid understanding of the fundamentals of the game of football. All candidates must complete an on-line application on the ZYFA website. Coaches when selected are selected only for the current season and must reapply for the position each year.

Head coaches are responsible to select their assistant coach(es). One assistant coach shall be exempt from parent volunteer requirements. ZYFA will provide the head coach and one assistant coach with a coaching shirt. If the head coach selects more than one assistant coach, the 2nd assistant shall be named as such, and will be required to meet the coach requirements below, but will be required to purchase a coach shirt if desired, as well as meet the parent volunteer requirements.

The Board has the authority to terminate and replace coaches who exhibit inappropriate behaviors as determined by the Board.

3B. Coach Requirements

Prior to conducting the first ZYFA sponsored practice, each head coach and assistant coach must:

- Pass a background check each year. Any applicant for a coaching position, either head coach or assistant coach, must disclose whether he/she has any history of pedophilia or any criminal record, including but not limited to sexual or physical abuse.
- As per Minnesota State Law, all coaches must complete an accredited concussion course that needs to be renewed every three years.
- Agree to abide by and sign the ZYFA Coaches Code of Conduct.
- Complete USA Football Heads Up Tackling online training.

3C. Coaches' Responsibilities

A coach is responsible for the development and conduct of all players on his/her team. A coach's primary function is to teach skills and develop the players both socially and physically. Coaches are accountable to the ZYFA Board of Directors and will follow the guidelines listed below:

- Hold a parent/coach meeting prior to the first season game to explain the rules, goals, and objectives to the team.
- Clearly state the expectations of the players and parents for the season.
- Communicate regularly with individual players and parents.
- Be positive and use constructive criticism.

- Be enthusiastic and make football fun.
- Encourage team play and values over individual accomplishments.
- Expect team members to show up on time and ready to learn.
- Develop players to play a variety of positions within the player's physical and mental abilities.
- Use proper control at all times. This includes proper conduct with all referees and officials.
- Teach proper sportsmanship by requiring all players line up and shake hands after every game.
- Enforce all rules without prejudice toward any one player.
- Coaches will refrain from the use of alcoholic beverages and tobacco prior to and during games and practice situations.
- Maintain team discipline. Matters of discipline should be discussed privately between the player and the coach (and parent if appropriate).
- Support ZYFA and the Board of Directors.
- Conduct yourself as a role model for the players and the parents.

3D. Filing Complaint Against a Coach

It is the desire of ZYFA to have conflicts and complaints regarding a coach handled and resolved directly between the parents (or legal guardian), player and the coach involved. Our volunteer coaches have a difficult responsibility and often his/her decisions, actions, coaching style, coaching methods, etc. will not make everyone happy. Parents should consider this fact before making a complaint against a coach. Unless the complaint is of a serious nature (see note below), the first step in resolving a complaint should be to have a direct discussion with the coach.

If the direct discussion with the coach regarding his/her behavior and/or coaching philosophy does not yield satisfactory results, and the parent or legal guardian wishes to elevate the complaint, they should then contact the appropriate Program Director. A 24-hour waiting period after an incident occurs is required before issuing a complaint to the Program Director. This 24-hour waiting period is a cooling down period so one does not act out in anger. The complaint against the coach will be reviewed by the Program Director. The Program Director will determine what action, if any, is to be taken. If the League Commissioner desires advice from other Board of Directors, such advice can be sought either formally or informally. The Program Director will communicate back to the parent what actions, if any, will be taken.

Should a parent or legal guardian be unsatisfied with the results or actions of the complaint issued to the Program Director, a "Formal Coach Complaint" form (see Exhibit E) can be submitted to the ZYFA President. A 24-hour waiting period after an incident occurs is required before filing a "Formal Coach Complaint". This 24-hour waiting period is a cooling down period so one does not act out in anger. The Board of Directors will take up the issue at its next regularly scheduled meeting. The coach will be immediately notified of the complaint filed. The Board of Directors will conduct an investigation into the complaint. Upon investigation, the Board will make a final ruling. The actions, if any, to be taken will be communicated to both the

coach and to the parent or legal guardian who filed the complaint. A parent will have no further recourse once the decision of the Board has been made.

A coach's recourse to any disciplinary action will be to notify the appropriate Program Director or the ZYFA President and request to appear before the Board at the next regularly scheduled meeting. Once the appeal is heard, a vote of the Board of Directors will be taken and the decision will be final. If the coach is suspended he/she will not be allowed to coach at games or practices until the appeal is heard. If the suspended coach is present at a game, practice or team activity he/she is not permitted to make contact with players or assistant coaches during the activity. He/she shall at no time provide direction or guidance regarding the team at any time during the suspension. Any attempt while on suspension to coach or direct team play or activities will result in permanent suspension and the individual will be banned from attending any official activity of ZYFA.

Please note: Complaints regarding a coach's behavior that are of a serious nature such as substance use, weapons, physical abuse, physical assault, sexual harassment or other grievous conduct should immediately be reported to the President of Zimmerman Youth Football Association or other Board of Director. The 24-hour wait period does not apply to such issues. An immediate investigation will be ordered. If upon investigation the incident warrants, the appropriate law enforcement agencies will be notified. Grievous issues will be treated seriously and will be handled in an expedient manner.

3E Non-Disparagement

Coaches are expected to refrain from action which is intended, or would reasonably be expected, to harm ZYFA or its reputation or which would reasonably be expected to lead to unwanted or unfavorable publicity to the association. This includes disparagement through verbal, written and/or digital communication. The Board of Directors reserve the right to suspend or ban the offender from ZYFA sponsored activities. Such a decision shall be made by a majority vote of the Board of Directors.

3F. Coach Code of Conduct

ZYFA adopts the Three Rivers Youth Football and North Suburban Football League Coaches' Code of Conduct with slight modifications. All coaches will be required to sign and abide by the code of conduct (see Exhibit C). It is as follows:

- 1) I will not berate the officials or "trash talk" my opponent.
- 2) I will not use profanity.
- 3) I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.
- 4) I will place the emotional and physical well-being of my teammates and opponents ahead of my personal desire to win.
- 5) I will treat other players, coaches, fans and officials with respect regardless of race, gender, creed or ability.
- 6) I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at all ZYFA events.

- 7) I will do my best to remember that youth sports are supposed to be FUN and that winning and losing are part of everyone's experience.
- 8) I will express my concerns through the proper channels in a dignified manner.
- 9) I will respect the volunteers who are assisting with the conduct of ZYFA events.
- 10) I will respect and adhere to the rules governing eligibility and competition.
- 11) I will refrain from making any negative or disparaging comments regarding Players, Coaches, Referees, ZYFA or its Board Members on any social media platform.

If a coach does not abide by the Coaches Code of Conduct, the ZYFA Board of Directors reserves the right and shall determine the appropriate course of action based upon the nature and severity of the offense. Failure to abide by the Code of Conduct may result in disciplinary action up to and including expulsion from the program.

Parent Policies and Procedures **(Section 4)**

4A. Parent Expectations

Being involved in Zimmerman Youth Football 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:

- Put the welfare of the team ahead of personal interest.
- Make sure your player knows that win or lose, you appreciate the effort made. Praise, don't criticize.
- Accept disappointment gracefully; don't pass it along to the player or team members.
- Learn to know the coach. Discuss your problems or the progress of your player with him/her at the proper time. The proper time is RARELY right after a difficult defeat or in the company of players and/or other parents.
- Appreciate the fact that the coach has the responsibility of an entire team.
- Don't be a chronic complainer.
- Parents are asked to conduct themselves in a sportsmanship like manner and instill in their players the desire to reflect such sportsmanship.
- Parents are responsible for providing or arranging transportation for their players.
- Parents are to support the ZYFA 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.
- Parents are expected to assist the team where needed.
- The safety of the player is ultimately the responsibility of the parents. If a parent fears injury or is a witness to poor sportsmanship, he/she has the right and responsibility to remove their child from playing under those conditions.
- Parents whose conduct reflects negatively on Zimmerman Youth Football should be referred to the Program Director for discussion and appropriate consequences.

4B. Non-Disparagement

Parents are expected to refrain from action which is intended, or would reasonably be expected, to harm ZYFA or its reputation or which would reasonably be expected to lead to unwanted or unfavorable publicity to the association. This includes disparagement through verbal, written and/or digital communication. The Board of Directors reserves the right to suspend or ban the offender from ZYFA sponsored activities. Furthermore, the Board of Directors reserves the right to remove the parent's child from a ZYFA team if deemed appropriate by ZYFA Board of Directors. Such a decision shall be made by a majority vote of the Board of Directors.

4C. Social Media

Parents, guardians or associated individual(s) shall not post or share statements or photos on Social Media regarding the ZYFA Board of Directors, coaches, referees, parents or players that is, or could be perceived, as negative or derogatory. Should any such post be brought to the attention of the ZYFA Board of Directors, the offending party will be warned and the post must be removed immediately. If it is not removed, the Board of Directors reserves the right to remove the associated player from the ZYFA program, and ban the offending individual(s) from any ZYFA activity or event. If an offending individual has received a warning and repeats the offense a second time, the Board of Directors shall remove the associated player from the ZYFA program, and ban the offending individual(s) from any ZYFA activity or event.

4D. Parents' Code of Conduct

ZYFA has adopted the Three Rivers Youth Football and North Suburban Football League Parent's Code of Conduct. Each parent will be expected to sign and abide by the code of conduct (see Exhibit D). The code of conduct is as follows:

- 1) I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.
- 2) I will place the emotional and physical well-being of the athletes ahead of my personal desire to win.
- 3) I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at all ZYFA events.
- 4) I will remember that the game is for the kids - not the adults.
- 5) I will do my best to make sure that youth sports are a FUN and POSITIVE experience.
- 6) I will treat other players, coaches, fans, volunteers and officials with respect regardless of race, sex, creed or ability.
- 7) I will not berate the officials!
- 8) I will not undermine the coaches' instructions or directions.
- 9) I will not use profanity!
- 10) I will communicate my concerns through the proper channels in a dignified manner.
- 11) I will refrain from making any negative or disparaging comments regarding Players, Coaches, Referees, ZYFA or its Board Members on any social media platform

If a parent/guardian does not abide by the Parents' Code of Conduct, the ZYFA Board of Directors reserves the right and shall determine the appropriate course of action based upon the nature and severity of the offense. Failure to abide by the Code of Conduct may result in disciplinary action up to and including a player's expulsion from the program.

4E. Inappropriate Conduct

Anyone who feels that a parent is acting in a manner contrary to the Parent's Code of Conduct should report such conduct to the Team Coach or the Program Director. The Coach and/or Director will determine if action needs to be taken.

The Team Coach or Program Director may require a parent who fails to abide by the code of conduct to leave the game or practice. The parent will not be permitted to attend the next game or practice. If a second infraction occurs, the parent will be banned from all ZYFA sponsored events for the remainder of the season.

If the parent wishes to contest the decision of the Team Coach or Program Director, the parent must meet with the ZYFA Board of Directors. The Board will consider the circumstances and make a final determination if the parent's suspension stands for the remainder of the season. The parent may not be present at any practices or games until the Board of Directors has made a final decision on the suspension.

No form of violence, abusive language or intimidation will be tolerated. Any physical violence will result in immediate suspension. Reinstatement can only be made by the Board of Directors.

4F Non-Parent Attendee Expectations

The ZYFA Board reserves the right to censure any attendee of a ZYFA sponsored event, and as determined solely by the Board of Directors, may demand that any attendee who is exhibiting inappropriate behavior, immediately leave said event. The Board of Directors may temporarily, or permanently, suspend the attendee from future events, depending upon the severity of the inappropriate behavior. The attendee has the right to appeal any decisions at a regularly scheduled Board Meeting. The decision of the Board is deemed final.

If attendee does not abide by the Non-Parent Attendee Expectations, the ZYFA Board of Directors reserves the right and shall determine the appropriate course of action based upon the nature and severity of the offense. Failure to abide by the Non-Parent Attendee Expectations may result in disciplinary action up to and including a player's expulsion from the program.

Background Check Policies and Procedures **(Section 5)**

5A. Introduction

Background checks are conducted to ensure the continuing safety of our children, constituencies and community members, and security of our resources. Although this is no guarantee against criminal acts, it does reduce the likelihood.

A check of a final candidate's background is intended to serve as an important part of the selection process when selecting volunteers into critical positions. A background check is the last act in the selection process for "critical" positions.

The background check is also an important part of the classification process when assigning new duties to an individual that would designate their new assignment as a critical position. A background check must be completed prior to the assignment of duties. Exceptions must be approved by the Board of Directors.

The background check policy covers volunteers where the nature of the work meets critical factors.

"Critical positions" are defined as:

- Head and Assistant Coaches of all ZYFA teams.
- ZYFA Board of Directors.
- Other volunteers as determined by the Board of Directors who might have unsupervised contact with children participating in the program.
- Other volunteers as determined by the Board of Directors who has responsibility for approving purchases, committing financial resources, or has direct access to or responsibility for cash and/or checks.

5B. Responsibilities

Background Check responsibilities are as follows:

- Program Directors and ZYFA President properly identify persons subject to a background check.
- Program Directors and ZYFA President provide the Secretary with the names and e-mails of said individuals.
- Secretary shall provide these individual with the internet link in which they shall be directed to provide personal information and grant permission to conduct the background check.

5C. Scope of Background Check

ZYFA retains the services of Trusted Coaches[®] to perform a nationwide criminal background check. This background check will verify the applicant's social security number and address history, and check their criminal conviction history.

Screening content:

- A minor - screening includes but is not limited to crimes such as:
 - Indecent solicitation of a child.
 - Abandon/Endanger of a child.
 - Sexual abuse of a child.
 - Child molestation.
 - Child abuse.
 - Furnishing alcohol to a minor.
 - Sexual conduct with a minor.
 - Aggravated sexual abuse/assault of a child.
 - Indecency with a child.
 - Kidnapping.

- The use, possession, or sale of a controlled substance - screening includes but is not limited to crimes such as:
 - Possession.
 - Possession with intent to distribute.
 - Trafficking.
 - Possession of drug paraphernalia.
 - Drug Manufacturing and Cultivation.

- The use or threatened use of violence against a person or property - screening includes but is not limited to crimes such as:
 - Murder.
 - Theft/Burglary/Armed Robbery/Larceny.
 - Breaking & Entering.
 - Assault (Simple and Aggravated).
 - Disorderly conduct.
 - False Imprisonment.
 - Escape from penitentiary.
 - Domestic violence/abuse.
 - Manslaughter.
 - Harassment.

- A sexual offense - screening includes but is not limited to crimes such as:
 - Prostitution.
 - Rape.
 - Sexual Assault.
 - Solicitation.
 - Indecent Exposure.
 - Statutory Rape.
 - Child Pornography.
 - Pimping and Pandering.

- Illegal gambling and financial crimes - screening includes but is not limited to crimes such as:
 - Embezzlement.
 - Identity Theft.
 - Fraud.

Trusted Coaches[®] Definition of a Felony:

- Any crime that results in the eventual conviction of what was originally a Felony level charge.
 - Includes:
 - Felony level crimes that were “plead down” or conviction of lesser level crime due to acceptance of a plea bargain.
 - Lowering of crime level due to successful completion of terms of probation.

5D. Background Results Process

- Upon obtaining the results of the background check from Trusted Coaches[®], the Secretary or Coaches Coordinator will review the background check results and notify the Program Director and/or President that the individual has “cleared” or “not cleared” the check.
- If the individual does “CLEAR” the background check, the Program Director and/or President will notify the applicant and the process may proceed. Note: an individual must clear a background check before the individual is allowed to have contact with children.
- If the individual does “NOT CLEAR” the background check, the President and Program Director will be notified by the Secretary or Coaches Coordinator that the individual did not clear the check. No specific information or the detail result of the background check will be shared. If an individual receiving a “NOT CLEAR” determination wishes to explain the circumstances behind the “NOT CLEAR” designation they shall have an opportunity to discuss the situation before the board of directors. The ZYFA Board of Directors may consider the circumstances and make a final determination on the individual’s coaching status. If the board deems the candidate not suitable, an alternative candidate will be sought.

5E. Under Review / “Pre-Adverse Action”

Applicants are placed “Under Review” and into a “Pre-Adverse Action” period when the results of the background screen return any violation to the listed criteria below. The preliminary results of the background check will be shared with both the applicant and ZYFA. The applicant will be allowed 15 calendar days to dispute the findings.

Crimes that violate the Trusted Coaches[®] criteria for acceptance include but are not limited to:

- ANY Felony level conviction in last ten (10) years.
- More than one (1) Felony on Lifetime Criminal Record.
- ANY crime of a sexual nature.

- ANY crime resulting in loss of life.
- Multiple violent offenses (minimum of 3) on Lifetime Criminal Record.
- ANY Felony level Domestic Abuse convictions on Lifetime Criminal Record.
 - More than one (1) lesser level domestic abuse convictions in last ten (10) years.
- Three or more DWI/OWI/DUI (alcohol related offenses) in last 10 years.

5F. Denial: Appeal Process and Procedure

Coaches or other Critical Position applicants that have been put into a pre-adverse action period will be required to supply additional LEGAL DOCUMENTATION to Trusted Coaches[®] in order to dispute the background screen results.

- Letters of Reference are NOT accepted.
- Letters of Appeal are NOT accepted.

Crimes of all levels (reckless misconduct, misdemeanor, gross misdemeanor and felonies) will be considered when screening a coach applicant. Upon receipt of information that indicates that an applicant will NOT CLEAR the background check, a pre-adverse action letter will be sent to the applicant. A copy of the screening report will be sent to both the applicant and ZYFA. The applicant will have 15 calendar days in which to dispute any information that is inaccurate or incomplete. If the applicant does not provide adequate LEGAL DOCUMENTATION to dispute the findings in the background screen:

- The information will be deemed true and accurate.
- The applicant will be sent an Adverse Action letter notifying the applicant that their application has been denied.
- ZYFA will be sent notification that the applicant has not met the eligibility standards for the coaching position or the critical position for which the applicant applied.

5G. Additional Reporting

Trusted Coaches[®] will make ZYFA aware of any crimes resulting in conviction that may cause alarm or jeopardize the applicant's ability to execute the critical role within ZYFA. These convictions do not always result in the applicant being placed into the "Pre-Adverse Action" period by Trusted Coaches[®]. Trusted Coaches[®] will report the following crimes to both the applicant and ZYFA. They include but are not limited to:

- ANY Felony conviction on Lifetime Criminal Record.
- Crimes resulting in the conviction of a lesser level offense that may cause harm to minors.

If ZYFA deems any of these convictions to place the youth of our program at any level of risk, the applicant will be sent notification that they have not met the eligibility standards for the critical position for which they applied.

5H. Restrictions on Disclosure and Confidentiality of Information

Within ZYFA, criminal record background checks will be shared ONLY with authorized individuals. Authorized individuals include ZYFA Officers only.

The Secretary shall retain the background check results for thirty days, except where the background check results are relied upon to deny appointment to the position. The results relied upon to deny appointment shall be kept for two years, or until the conclusion of any related grievances/litigation. The Secretary will secure both paper and electronic files from unauthorized access.

Miscellaneous Policies and Procedures
(Section 6)

6A. ZYFA Sponsored Activity or Event

For the purposes of this document, a ZYFA sponsored Activity or Event shall be considered any activity or event in which a ZYFA team is participating, regardless of the event host or event location.

6B. Conflict

In the event of any conflict or inconsistency between the provisions in these Policies and Procedures and the Corporation Bylaws, the provisions of the Bylaws control and govern.

6C. Amendments

These Policies and Procedures may be amended from time to time by the affirmative vote of the majority of the Board of Directors.

These Policies and Procedures were duly adopted by resolution of the Board of Directors of the Corporation effective as of November 19, 2017.

Sheldon Pool, President

Tommy Pardino, Vice President

Missy Swenson, Secretary

Crystal Nordlund, Treasurer

Appendix
(Section 9)

		<u>Exhibit</u>
Board of Director Application	-----	A
Players Code of Conduct Form	-----	B
Coaches Code of Conduct Form	-----	C
Parents Code of Conduct Form	-----	D
Formal Coach Complaint Form	-----	E
Scholarship Application	-----	F

Exhibit A

**Zimmerman Youth Football Association
(ZYFA)**

PO Box 350, Zimmerman MN 55398
<http://www.zimmermanyouthfootball.com>

Board of Director Application

Personal Information:

Name: _____ Date: _____
Address: _____
Home Phone: _____ Work Phone: _____
E-Mail: _____ Cell Phone: _____
Years in Zimmerman Area: _____

Employment Information:

Occupation: _____
Employer: _____ Years Employed: _____
Employer's Address: _____

If less than 2 years:

Previous Occupation: _____
Employer: _____ Years Employed: _____
Employer's Address: _____

Family Information:

Do you have children that participate in Zimmerman Youth Football? Yes _____ No _____

If yes, what age(s) and level (s): _____

Previous/Current youth involvement (coaching, teaching, scouting organizations): _____

Community affiliations (Clubs, Church, Service Organizations, Etc.): _____

Other volunteer experience: _____

Skills:

Please check the skills, education and/or experience that you could contribute to the ZYFA Board (check all that apply):

Accounting/Bookkeeping	Management	Public Relations
Investments	Marketing	Training
Web Development	Database Development	Other Computer Skills
Fundraising	Purchasing/Buying	Planning
Community Relations	Scheduling Work	Knowledge of Football
Other (please specify)		

Involvement:

Are you willing to commit to attending at least 9 of the 12 Board Meetings which will be held the second Sunday of each month (subject to change): Yes _____ No _____

Are you willing to commit to attending and participating at ZYFA sponsored events throughout the year? This includes tournaments, registration, try-outs, house evaluations, etc? (Please note that you will not be expected to attend all activities, as personal schedules and football activities will interfere.)
Yes _____ No _____

Comments: _____

References:

Please list three (3) references and their daytime phone number. All references must have knowledge of your participation in a youth program or your involvement in other organizations. No family members or relatives can be listed as a reference.

	<u>Name</u>	<u>Relationship</u>	<u>Daytime Phone #</u>
1)	_____		
2)	_____		
3)	_____		

Privacy Policy:

Please be advised that the information you provide on this application will be distributed to current and active Zimmerman Youth Football Association Board of Directors only.

Signature:

I hereby swear and attest that all information provided on this application is full and accurate to the fullest extent of my knowledge

Signature

Date

Background Check:

Note: In the event this Zimmerman Youth Football Association (ZYFA) Board of Director Application is accepted and approved, you will be required to provide ZYFA with permission to conduct a background check, which may include a review of database records including but not limited to sex offender registries, as well as child abuse and criminal history records. Your status is conditional until ZYFA receives a "CLEAR" result upon conducting the background check.

<i>For ZYFA Use Only:</i>		
<i>References Checked:</i> 1 _____ 2 _____ 3 _____	<i>Date:</i> _____	<i>Initials</i> _____
<i>Background Check Complete:</i> _____	<i>Date:</i> _____	<i>Initials:</i> _____

Exhibit B

Zimmerman Youth Football Association (ZYFA) CODE OF CONDUCT

For Players

- 1) I will not berate the officials or "trash talk" to my opponent.
- 2) I will not use profanity.
- 3) I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.
- 4) I will place the emotional and physical well-being of my teammates and opponents ahead of my personal desire to win.
- 5) I will treat other players, coaches, fans and officials with respect regardless of race, gender, creed or ability.
- 6) I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at all ZYFA events.
- 7) I will do my best to remember that youth sports are supposed to be FUN and that winning and losing are part of everyone's experience.
- 8) I will express my concerns through the proper channels in a dignified manner.
- 9) I will respect the volunteers that are assisting with the conduct of these events.
- 10) I will respect and adhere to the rules governing eligibility and competition.
- 11) I will refrain from making any negative or disparaging comments regarding Players, Coaches, Referees, ZYFA or its Board Members on any social media platform.

Signed: _____

Dated: _____

Exhibit C

Zimmerman Youth Football Association (ZYFA) CODE OF CONDUCT

For Coaches

- 1) I will not berate the officials or "trash talk" to my opponent.
- 2) I will not use profanity.
- 3) I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.
- 4) I will place the emotional and physical well-being of my teammates and opponents ahead of my personal desire to win.
- 5) I will treat other players, coaches, fans and officials with respect regardless of race, gender, creed or ability.
- 6) I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at all ZYFA events. I will refrain from the use of alcohol until the completion of all coaching duties for the day.
- 7) I will do my best to remember that youth sports are supposed to be FUN and that winning and losing are part of everyone's experience.
- 8) I will express my concerns through the proper channels in a dignified manner.
- 9) I will respect the volunteers that are assisting with the conduct of these events.
- 10) I will respect and adhere to the rules governing eligibility and competition.
- 11) I will refrain from making any negative or disparaging comments regarding Players, Coaches, Referees, ZYFA or its Board Members on any social media platform.

Signed: _____

Dated: _____

Exhibit D

Zimmerman Youth Football Association (ZYFA) CODE OF CONDUCT

For Parents

- 1) I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.
- 2) I will place the emotional and physical well-being of the athletes ahead of my personal desire to win.
- 3) I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at all ZYFA events.
- 4) I will remember that the game is for the kids - not the adults.
- 5) I will do my best to make sure that youth sports are a FUN and POSITIVE experience.
- 6) I will treat other players, coaches, fans, volunteers and officials with respect regardless of race, sex, creed or ability.
- 7) I will not berate the officials!
- 8) I will not undermine the coaches' instructions or directions.
- 9) I will not use profanity!
- 10) I will communicate my concerns through the proper channels in a dignified manner.
- 11) I will refrain from making any negative or disparaging comments regarding Players, Coaches, Referees, ZYFA or its Board Members on any social media platform.

Signed: _____

Dated: _____

Request:

Please explain your request / circumstances. _____

_____ Use back for additional details.

Privacy Policy:

Zimmerman Youth Football Association (ZYFA) is a non-profit organization with a very limited amount of funding available for scholarship athletes. No guarantee of assistance is implied in this application. If the number of applications submitted and approved exceeds the amount available; the scholarships shall be prioritized and allocated based upon circumstances, need and scholarship availability.

Consideration will be given to eligible families meeting one or more of the following criteria: 1) receiving assistance from programs such as: Food Stamps, Medicaid, SSI, Foster Care, WIC 2) receiving assistance for the Free and Reduced-price meals program through the school district 3) extenuating circumstances causing an immediate financial hardship. ZYFA may require documentation which provides evidence that the applicant meets the criteria above. The more information you can provide us the better able we will be to determine hardship. ZYFA does not discriminate based on gender, race, class, economic status, ethnic background, physical ability, or cultural and religious backgrounds.

Consent to Release Information:

I understand that my signature authorizes ZYFA to obtain verification of all the information on this application and that additional information may be necessary for approval of this application. I certify that all of the information on this form is true and correct. I agree to notify ZYFA of any change in my income or ability to pay. I am aware that assistance funds are awarded for a maximum of one year, after which time it is my responsibility to reapply.

Signature

Date

For ZYFA Use Only:
Approved: Yes or No *Assistance Amount \$* _____ *Date:* _____ *Initials* _____
