

Needham Jr. Football, Inc.

Policies & Procedures Handbook 2015

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SEC 1 – REGISTRATION

1.1 ADVERTISING – SETTING EXPECTATIONS

- Annual Open House for younger squads in April
- Parent meetings
- Info Night: For players and parents (some time in April)

1.2 POLICIES AND PROCEDURES

- Registration period for returning players
- Open registration for new players
- Refund Policy – Full refund available up until practice begins. Half refund available until the first game.
- Expectations - Step up or Step Out
- All paperwork must be submitted before player is permitted on practice field – *NO EXCEPTIONS*. Player will be removed from field, and Head Coach will be reprimanded.

1.3 ROSTERING

- Player is placed on squad based on grade and age
- A=8th grade, B=7th, C=6th, D=5th, E1=4th, E2=3rd 2nd.

Pre-registration typically 3/1 to 3/15 for:

- Returning players- a returning player is a child who participated in the program last year
- Siblings- a sibling is defined as a sibling of a current NJF&C participant or child of a current “rostered” coach.
- Returning players take priority over siblings should team size caps be hit

Open Registration typically 4/1-4/31

- Children are placed on a first come first serve basis.

Special rules for entry level E2 squad:

Special rules required because it is a third grade team, with second graders allowed to participate of there is room.

Pre-registration

- Returning third graders (prior year’s second graders)
- Second grade “rostered” coaches children
- Third grade siblings-a sibling is defined as a sibling of a current NJF&C participant or child of a current “rostered” coach

Open registration

- New third graders
- New second graders should there be room after all of the above have registered

2013 team caps/size

- Greater of 32 players or the sum of returning players up to a max of 36
- If returning players is 32 or less:
 - New players up to 32 with a wait list 33-36 (4 players on wait list)
 - Wait listed players can play during pre-season, coaches decision to keep the wait listed players up to 36 (all or none) at end of pre-season
- BSFC requires a minimum of 16 players to field a team.

SEC 2 – TIMELINE

2.1 General Time Line

- March 1 - 15: Returning players/cheerleaders may register.
- April 1 - 30: New players/cheerleaders may register. Please check website in March for further instructions!!
- June 1: Around this time you will have heard from your head coach.
- June 1-20: First Team Meeting and/or meet'n'greet.
- Late July: Equipment Handout, Dates TBD. (If you can't make it, more will follow)
- August 1: Game Schedule for September & October, hopefully distributed
- August 1st Mon.: Most teams begin practices the first Monday of Aug. (Head Coaches will communicate start dates in early June)
- August 1st Mon.: All teams practicing, A, B, & C Team Clinic w/Needham High Football & Coach Duffy
- September: Labor Day Weekend, Opening Day! First games
- Sept / Oct: Weekend Games, Home & Away, on Sat or Sun.

SEC 3 – FOOTBALL OPERATIONS

3.1 ROLE OF FOOTBALL COORDINATORS

- Facilitate monthly meeting
 - X's and O's
 - Current Issues
 - Motivational Techniques

- Reference Librarian
 - Camp info
 - Clinic info
 - Website info
- Help create and review playbooks
 - Work with Head Coach and Coordinator
- Roam Practice Field and analyze skills instruction
 - Consult with Head Coach only
- Aid in recruitment of players
- Coaches Code of Conduct enforcement and discipline

SEC 4 – COACHING

4.1 STAFF STRUCTURE

- Head Coach
- Offensive Coordinator
- Defensive Coordinator
- Special Teams
- Line
- MPR
- Calisthenics

4.2 - EXPECTATIONS OF A HEAD COACH

4.2.1 OVERALL RESPONSIBILITIES

- Organization of:
 - Staff
 - Practices
 - Game day
- Facilitation of:
 - staff meetings
 - clinics
- Communication with:
 - players / parents
 - president / administrator
 - staff

4.2.2 PLAYER RECRUITMENT

- Follow up with returning players
- Start as soon as you are appointed
- Make connections through schools, church, other sports

4.2.3 PRESEASON PREP FOR COACHES

- Initial Meeting with all coach candidates
- Narrow prospects for coordinators
- Coordinate scrimmages
- Meet w/Coordinators - review plan & philosophy
- Meet w/staff 3x before July
- Plenty of e-mails discussing drills and strategy
- Attend monthly coaches meeting with Football Operations

4.2.4 MPR/SUBSTITUTIONS

- Achieve MPR standard
- Exceed MPR standard when game is in control (either direction)
- President's Goal: Spread MPR plays over entire game
- Create substitutions of equally talented lines along with a goal line stand & 30 yd in pkg
- Record MPR's & keep in roster book

4.3 EXPECTATIONS OF COACHING COORDINATORS

4.3.1 ***All NJF Coaches are required to:***

CORI

Provide information and authorization for a Criminal Offender Record Information to be reviewed for approval to coach.

Concussion Education Course

Attend and provide proof of completion of the "Head's Up" online training. The proof of completion must be contained within the official TEAM Book for the respective team.

www.cdc.gov/concussions/HeadsUp/online_training.html .

NJF Coaches Meetings

Attend (2) or more of the NJF coaches meetings.

Coaching Clinic

Provide proof of attendance/completion of (1) or more football coaching clinics.

Live or online options are accepted.

Head Coaches are required to:

CPR & First Aid

Two coaches per team must be certified by Red Cross (or equivalent) and those certified must be present at all practices.

AYF online ASEP Coaches Course or if previously certified must do 2015 refresher course

This course is found at www.ayfcoaching.com , costs \$24.95 and is reimbursable.

4.3.2 OFFENSE

- Limit Playbook- 2 formations, 3 for A & B
- Know your formation in off season
- Teach HS Formation as one of your basic formations
- Teach HS Numbering systems
- Follow playbook through season
- Help create playbook by level with Head Coach & Football Operations
- Help review book w/coordinator
- # of plays by level
 - A -40, B-30, C-20-30, D 20-30, E 12-20
- MUST assign a minimum of 2 QB's and 2 Centers
- Playbook must be ready for print May 15

4.3.3 DEFENSE

- Limit Playbook- 2 formations, 3 for A & B
- Know your formation in off season
- Teach HS Formation as one of your basic formations
- Teach HS Numbering systems
- Follow playbook through season
- Help create playbook by level with Head Coach & Football Operations
- Help review book w/coordinator
- Playbook must be ready for print May 15

4.3.4 MONTHLY COACHES MEETING

- All Levels
- Head Coach/OC/DC (at least one from each team)
- April to Nov.
- Run by Coaches Coordinator
 - Covering motivational technique
 - X's and O's
 - Current issues

4.3.5 RATING PLAYERS

- You have to make an assessment of your players
- HC, OC, DC will rate players individually as "A", a "B" or a "C" player
- HC, OC, DO will collectively rate players as "A", a "B" or a "C" player
- Equal substitution lines with Head Coach

4.3.6 SCOUTING

- Game Day Scouting
 - HC, OC, DC attend an opponent's game in week 1 on Sunday

- Filming ONLY allowed for games your team is playing in, 20-20 (no end zone), from your own sideline back behind the bench (not on the sideline).
- HC suspended for one year if found scout filming games they are not participating in
- See Baystate rule book for full rules

4.3.7 FIRST AID

- Each team must have 2 First Aid/CPR Certified staff members
- First Aid Kit must be present at all practices

SEC 5 – PRACTICE STRUCTURE

5.1 Fundamental Philosophy

1. Focus on Basics
2. Focus on Coaching Up
3. Discipline is a MUST

5.2 PRESEASON

- Conditioning- **10 hours before any live contact** (the 10 hours can be with or with out helmets/pads)
 - Run-based
 - High Tempo
- Pass, Punt, Kick contests
- Time Trials
- Skill position Try-outs
 - Where are kids at?
 - Who can you start season with?
 - What do you need to work on with others?
- M, Tu, Wed, Thu - 6 – 8 pm, A, B, C Teams
- 5:30-7:30, D & E Teams
- All teams at Memorial Park – Needham High, 92 Rosemary St (Across from Sudbury Farms)
- **Pre-season absence policy**
 - Can miss 4 total practices
 - 5/6 missed MPR game 1
 - 7+ no play game 1

5.3 PRACTICE SCHEDULE – AFTER LABOR DAY

- Tu, Wed, Thu - 6 – 8 pm, A, B, C Teams & 5:30-7:30, D & E Teams
- All teams at Memorial with Claxton as a back up
- Divide Offense and Defense practice time evenly
- Special Teams needs a minimum of 2 nights per week, in season (at least 15 min per night)
- Absentee policy –
 - 1 practice, MPR Player
 - 2 practice, no play
 - Missing first 15 minutes is considered late, which can count as missing half a practice

- Excused absences – school event (not homework), religious ed, family illness, wake/funeral
- **If a player is consistently not performing at practice, please bring the issue to president to discuss w/parents**
- If a player misses one practice he is MPR, if he misses 2, he is not eligible to play for the next game.

5.4 WARM UPS

- 10 minutes - Miss them, you're late
- Reference manual with a dozen warm-ups
- Regimen should stay consistent throughout season
- Cals coach should be assigned
- Rotate 2 leaders each week

5.5 DRILLS

- All Kids, All Drills (30-45 per night)
- Keep at high tempo
- One coach overseeing each station
- Match kids up – at least first half of season
- Many Stations, no more than 8 at Station
- Reference Manual with a number of drills for each skill set, to be provided by NJF, Inc.
- Drills may occasionally be placed at end of practice
- One drill station should always have 2 QBs/Centers

SEC 6 - GAME DAY GUIDELINES

Pregame

- ✓ Arrive 1 to 1.5 hrs before game, coaches decision
- ✓ Confirm all players are fully equipped, incl. pads
- ✓ HOME Jerseys, Dark – AWAY Jerseys, White
- ✓ HC may determine if player is fit, and confer with President if he deems player not fit to play, due to participation at another sporting event that day, or to illness.
- ✓ Reference Manual for pre-game warm-up
- ✓ Reference Manual for pre-game drills
- ✓ Review substitution packages/line-ups
- ✓ Allow time for review of key plays

Game

- ✓ Work closely with MPR Coach
- ✓ Keep kids focused and involved in game
- ✓ Keep parents off sidelines

Postgame

- ✓ At end of game, sign off on opposing team's MPR Sheet, and get signature for ours.
- ✓ Keep *every copy* of MPR forms in your roster book.
- ✓ Leave bench area clean at the end of game, Home and Away.