



# Andover Football Association

## Policies and Procedures Manual

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AFA Hotline: 763-754-1610  
Website: [www.andoverfootball.org](http://www.andoverfootball.org)

# **TABLE OF CONTENTS**

AFA MISSION STATEMENT.....	4
AFA PURPOSE STATEMENT .....	4
AFA BOARD OF DIRECTORS DIRECTORY.....	5
HEALTH & SAFETY POLICIES & PROCEDURES .....	6
SUBSTANCE ABUSE.....	6
SEXUAL HARASSMENT.....	6
PHYSICAL ABUSE.....	7
REPORTING PROCEDURES FOR VICTIMS OF SEXUAL, PHYSICAL OR VERBAL ABUSE..	7
INJURIES.....	7
INFECTIOUS DISEASES.....	8
WEAPONS.....	8
PLAYER & COACH POLICIES & PROCEDURES .....	8
TEAM DEFINITIONS: LEVELS OF PLAY .....	8
PLAYER ELIGIBILITY.....	9
COACHES Selection.....	10
COACHES .....	10
COACHES RIGHTS AND PRIVILEGES .....	11
EQUIPMENT.....	11
OPERATIONAL POLICIES & PROCEDURES .....	11

CRIMINAL BACKGROUND CHECKS.....	11
ENFORCEMENT.....	12
EQUAL OPPORTUNITY.....	12
DISCIPLINE.....	12
GRIEVANCE.....	13
FUNDRAISING.....	13
REFUNDS.....	14
PLAYERS AND PARENTS ROLES & RESPONSIBILITIES:.....	14
PLAYERS: .....	14
PARENT(S)/GUARDIAN(S) .....	15
AFA CODE OF CONDUCT FORMS.....	15
FOR ENTIRE TEAM.....	15
FOR PLAYERS .....	16
FOR PARENTS AND SPECTATORS .....	17
FOR COACHES .....	18

## 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.
- Explore new avenues to reduce cost to our participants.

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 by-laws. 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. Directors shall be elected from among the voting-class members by the members at the Annual Meeting to a two year term. Each director shall have the right to be re-elected to succeeding terms. 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:

President	Tackle Football Director
Vice President	Facilities Director
Secretary	Referee Coordinator Director
Treasurer	Fund Raising Director
Equipment Director	Concession Director
Registration Director	Communications Director
Flag Football Director	Gambling Manager
Assistant Gambling Manager	

For information concerning the names of each Officer, contact the AFA hotline at 763.754.1610 or our website at [www.andoverfootball.org](http://www.andoverfootball.org).

## HEALTH & SAFETY POLICIES & PROCEDURES

### Substance Abuse

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

### 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 steristriped 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 & 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 2<sup>nd</sup>. 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 2<sup>nd</sup> through 8<sup>th</sup>.
- 2/3<sup>rd</sup> 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.
- 4<sup>th</sup> – 8<sup>th</sup> 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 insure 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 six 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.
- 7/8<sup>th</sup> Grade Lightweight - Based on the total number of player registrations, the number of heavy weight and mixed light weight teams will be determined. Heavyweight teams will be drafted first and all players 130lbs or greater will be placed on the heavyweight team. Players less than 130lbs may be drafted to either the heavy or lightweight team based on team size and player need. The optimum team size at this grade level is approximately 25 players. Once the heavyweight teams are selected, the remaining players 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 insure 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 six 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 Andover. 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.

### 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 should be used to make that request to the AFA Board.

A player's weight measured at the time of registration 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. For the

7<sup>th</sup>/8<sup>th</sup> grade mixed light weight teams, players may be weighed at any time throughout 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. 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.
- 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;
  - c) 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 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.

### 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.

### Fundraising

AFA will operate the concession stand at Prairie Knoll Park as a source of fundraising. Every parent within the association is expected to volunteer to work the concession stand at some point throughout the season. AFA may have other fundraiser opportunities as well. These fundraisers help to maintain or reduce the amount of our registration fees.

### Refunds

Registration fees will be refunded with the following stipulations: A \$30.00 administration fee and the cost of the jersey will be kept with ALL refund requests given prior to September 1<sup>st</sup> and NO refunds will be given after September 1<sup>st</sup>.

## PLAYERS AND PARENTS ROLES & RESPONSIBILITIES:

### Players:

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

- 1) Show respect towards opposing coaches and players and to the game officials at all times.
- 2) Understand the spirit of discipline and adhere to it.
- 3) The use of profanity and/or gestures toward referees, players, spectators or coaches will not be tolerated.
- 4) Follow the directions of your coach and be willing to accept instruction towards improvement.
- 5) Exhibit good sportsmanship at all times.
- 6) Attend all scheduled team activities except when properly excused.
- 7) Be a competitor. You are expected to give your best at all times. Play hard but fairly.
- 8) Line up and shake hands with the opposing team after all games.
- 9) Maintain good citizenship (i.e., grades, attendance and conduct.)
- 10) Support the coaching staff concerning the instructions and assignments they have provided to the players.

### Parent(s)/Guardian(s)

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

- 1) Put the welfare of the team ahead of personal reflected glory.
- 2) Make sure your player knows that whether they win or lose, you appreciate the effort made. Praise

- them, don't criticize.
- 3) Accept disappointment gracefully; don't pass it along to the player or team members.
  - 4) Learn to know the coach. Discuss your problems or the progress of your player with him at the proper time. The proper time is RARELY right after a difficult defeat or in the company of players and/or other parents.
  - 5) Appreciate the fact that the coach has the responsibility of an entire team.
  - 6) Don't be a chronic complainer. If you are convinced something is wrong on your player's team, follow the grievance procedure mentioned in this policy manual.
  - 7) Parents are asked to conduct themselves in a sportsmanship like manner and instill in their players the desire to reflect such sportsmanship.
  - 8) Parents are responsible for providing or arranging transportation for their players.
  - 9) Parents are to support the AFA philosophy of encouraging players to enjoy football as a sport and to have fun. Parents that place undue expectations on their players minimize the player's enjoyment and development in the game of football.
  - 10) Parents are expected to assist the team where needed. This includes field help, or help with other requests made by the coach.
  - 11) The safety of the player is ultimately the responsibility of the parents. If a parent fears injury or witnesses poor sportsmanship, he/she has the right and responsibility to remove their child from playing under those conditions.
  - 12) Parents whose conduct reflects negatively on AFA may be referred to the AFA Board for discussion and appropriate consequences.



# AFA

## ANDOVER FOOTBALL ASSOCIATION CODE OF ETHICS

1. I will put the emotional and physical well being of my players ahead of my desire to win.
2. I will provide a safe playing environment during practices and games.
3. As a member of the Andover Football Association, I understand that I represent AFA as a coach / parent and I will treat the players, officials and opposing coaches with dignity, respect and good sportsmanship.
4. I understand that no foul language or obscene gestures will be tolerated.
5. I will do my best to understand and follow the rules that apply to my level of play.
6. I will handle the AFA equipment as if it were my own.
7. I understand that playing time will be as fairly balanced among all players as much as possible.
8. I understand that if I break this code, the director will warn me once. If the infraction occurs again, the act will result in a one game suspension. If the infraction is deemed flagrant by the board, the board will determine the appropriate disciplinary action. I will accept the decision of the board that may include the dismissal of an assistant coach, player, parent or myself.
9. **If disciplinary action is necessary because of a player's schoolwork**, the parent will notify the coach and the coach will abide by the collective decision made by the parent(s) and the coach(es).
10. If there is a disagreement between a coach or parent, the coach or parent will follow the guidelines below:
  - Address the issue with the coach/parent
  - If a resolution is not attained, address the issue with the grade level Director
  - If a resolution is not attained, address the issue with the AFA Commissioner
  - The AFA Commissioner has the authority to issue a decision or to bring the matter to the board.

Coaches / Parents signatures

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# AFA

ANDOVER FOOTBALL ASSOCIATION

## CODE OF CONDUCT

### For Players

1. I will treat my parents, coaches, teammates, opponents, property of others and game officials with the same respect that I would like to be treated.
2. I will practice and play to the best of my ability.
3. I will be on time (as assigned by my coach) to team events.
4. I will recognize football as a team sport and will put the interests of the team over my own individual interests.
5. I will not criticize another teammate's play.
6. I will not criticize officials, coaches or opposing players.
7. I will conduct myself in a respectful manner. (Destructive or inappropriate behavior, during or after a game or practice, will not be tolerated.)
8. I will not attempt to deliberately injure another player(s).
9. I will wear my team uniform with pride and treat it with respect.

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_  
Date: \_\_\_\_\_



# AFA

## ANDOVER FOOTBALL ASSOCIATION

### CODE OF CONDUCT

#### For Parents and Spectators

1. I will enforce and support the Code of Conduct for players.
2. I will refrain from publicly ridiculing or verbally abusing any player from either team. I will not embarrass my child(ren) or others by yelling negative comments at players, coaches or officials.
3. I will refrain from publicly ridiculing or verbally abusing any coach or official.
4. I will set a positive example and encourage good sportsmanship at all games.
5. I will place the emotional and physical well being of my child and the team ahead of any personal desire to win.
6. I will insist that my child play in a safe and healthy environment.
7. I will help her/him be on time for team events.
8. I will demand a drug, alcohol and tobacco-free sports environment for my child and agree to assist by refraining from their use at all sports events.
9. I will do my very best to make youth sports fun for my child.
10. I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
11. I will read the AFA Policies and do everything in my power to assist the AFA organization to implement and enforce them.

I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this Code of Conduct.

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_



# AFA

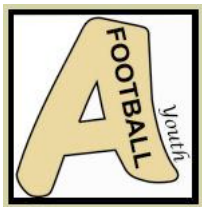
## ANDOVER FOOTBALL ASSOCIATION CODE OF CONDUCT

### For Coaches

1. I will enforce the Code of Conduct for players.
2. I will teach character and sportsmanship to the players.
3. I will not intimidate, ridicule or verbally or physically abuse any of the players.
4. I will not actively recruit players outside of the Andover Community
5. I will teach and demonstrate respect for teammates, opposing players, coaches and officials.
6. I will be on time to games and practices.
7. I will teach playing by the rules.
8. I will set a good example at all times.
9. I will never instruct a player to deliberately injure another player(s).
10. I will speak privately with a player whenever a problem arises.
11. I will play all players at least as equal as the policy of the board stipulates.
12. I will not use alcohol for three hours before a practice, scrimmage or game.
13. I will not use any tobacco products while attending any practice or game functions.
14. I have never and will never have sexual contact with any of the association's players.
15. I will place the emotional and physical well being of my players ahead of any personal desire to win.
16. I will remember to treat each player as an individual, remembering the large spread of emotional and physical development for the same age group.
17. I will supervise the arrival and departure of all team members or make sure a qualified person does so.
18. I will do my very best to provide a safe playing situation for my players.
19. I will do my best to organize practices that are fun and challenging for all my players.
20. I will lead by example in demonstrating fair play and sportsmanship to all my players.
21. I will insure that I am knowledgeable in the rules of each sport that I coach and that I will teach these rules to my players.
22. I will use those coaching techniques appropriate for each of the skills that I teach
23. I will remember that I am a youth coach, and that the game is for the children.
24. I will follow and abide by the AFA Policies and Procedures.

I \_\_\_\_\_ certify that I will abide by the stipulations listed above for this \_\_\_\_\_ season and understand that I can be removed from the appointed position if I falter in any of these responsibilities. I will also make sure that my assistant coaches are informed of these responsibilities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# 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 last 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 3<sup>rd</sup> – 7<sup>th</sup> 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).
- Players must weigh at least 90% of their current grade level red-stripe weight class in order to make request to play up.
- 6<sup>th</sup> Grade players may not play up to the 7<sup>th</sup>/8<sup>th</sup> Grade Light weight division.
- 7<sup>th</sup> graders requesting to play up to the 8<sup>th</sup> grade level must weigh at least 135#.

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.

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### 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.

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(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 \_\_\_\_\_