



SFPAL 49ers Handbook 2018

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SECTION 1

Historical Overview of the SFPAL

SFPAL builds community by organizing youth sports and healthy activities that develop personal character and foster positive relationships among police officers, youth and dedicated volunteers.

Since 1959, thousands of San Francisco youth have participated in PAL activities – kids on every block and every zip code have benefited from the dedication of volunteer adult mentors and role models. From a meager beginning and a handful of kids, SFPAL currently serves almost 1000 youth annually with the help of 100 civilians and police volunteer coaches and mentors through a variety of sports and leadership activities. While many of our volunteers are parent coaches, a significant proportion of our volunteers are PAL alumni themselves who benefited from the program themselves in their youth and choose to give back to the youth in their community with their time, energy and commitment.

The San Francisco PAL 49ers, formerly known as Seahawks, were the first SFPAL youth team in San Francisco. Ironically it is the only remaining PAL Football Team that has continued intact since the inception of the program in 1959. The first head coach was John Finney. He was a volunteer with the football program for nearly 10 years. Finney stated that his motivation was to provide a positive activity for high-risk youth. The program was established in the Western Addition and has remained in the same district for nearly 55 years.

There were cheerleaders sporadically over the years. However, it became an official SFPAL Program in 1983. The Cheerleading Program has obtained national recognition for SFPAL since 1998.

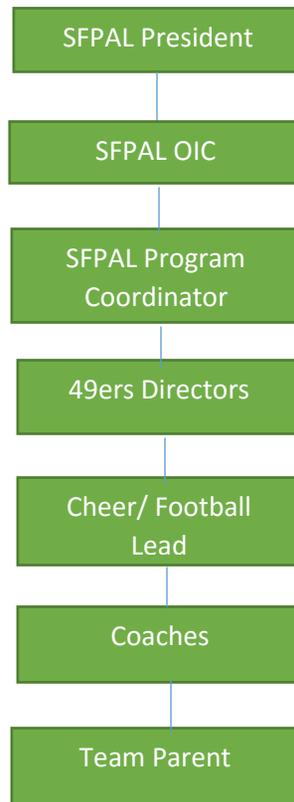
Philosophy of SFPAL 49ers

The philosophy of the SFPAL 49ers is to provide a positive activity for youth. The intent of the program is not only teaching the basic fundamentals of football and cheerleading, but also to teach the importance of self-respect, sportsmanship, and academics. The program has a strong emphasis on scholastic achievement. Members of the SFPAL 49ers program must truly believe that they can make a difference in the lives of youth participants. This is done by leading by example and by being a positive role model at all times.

The SFPAL Board of Directors holds oversight of all SFPAL programs. The Western Addition Committee, which is made up by SFPAL Program Coordinator, 49ers Director(s) and volunteers, oversee the SFPAL 49ers Football and Cheer Program. The

SFPAL Program Coordinator and 49ers Director(s) of the SFPAL 49ers program are appointed by SFPAL’s Board of Directors.

The SFPAL 49ers Program Coordinator and 49ers Director(s), with assistance of the Western Addition volunteers and SFPAL Leadership, manage both football and cheer. The SFPAL 49ers Program Coordinator reports to the SFPAL Board of Directors and directs 49ers Director(s).



Chain of Command

The SFPAL 49ers is one of several programs for the SFPAL. The Board of Directors holds the oversight of the entire program. The SFPAL 49ers program has a SFPAL Program Coordinator, who is appointed by the SFPAL Board of Directors. The majority of the board members are active or retired members of the San Francisco Police Department.

Since SFPAL has an established Board of Directors, the chain of command is different than some of the other Pop Warner football programs in the Peninsula Pop Warner Conference.

The 49ers Director(s) manage both football and cheer. SFPAL uses the term of Director for civilian volunteers. However, in regards to Pop Warner, the Football Director is identified as the President. The SFPAL 49ers Director reports to the SFPAL Program Coordinator and SFPAL Board of Directors. Final approval on budgets, ordering of equipment, hiring, policy, etc. is managed by SFPAL staff and SFPAL Board of Directors.

Pop Warner & Peninsula Pop Warner Partnership

SFPAL 49ers partners with Peninsula Pop Warner as their playing league. SFPAL 49ers is an association within the Peninsula Pop Warner League. Peninsula Pop Warner has over 7,500 participants, ages 5 to 15. Their area of service is from Salinas/Monterey in the South to Oakland in the North, and from Santa Cruz in the West to Pacifica in the East. Peninsula Pop Warner has been providing football and cheerleading activities for the youth in this area for over 45 years.

Members of the executive board in the Pacific North West Conference are listed below:

- National Pop Warner
- Pacific North West Region
- Peninsula Pop Warner League
- SFPAL 49ers Association
- SFPAL 49ers President

Please note: All league, region, and national inquiries are to be brought forward by association presidents, in this case the SFPAL 49ers Director(s). If you would like to submit an inquiry to the league, region or nationals, please contact the SFPAL 49ers Director(s).

Conference, Regional, & National Affiliation (Pop Warner)

The SFPAL 49ers participate in the Pop Warner Conference. A list of each title is listed below:

Title	Description
Association	SFPAL 49ers
League /Conference	Peninsula Pop Warner
Regional Affiliation	Pacific Northwest Region
National Affiliation	Pop Warner Little Scholars

Local League & Conference Complaints

Any inquires or complaint on a regional, national or league level must be issued through the appropriate channels. Coaching staff should not submit any complaints or inquiries to the Pop Warner regional, national or league office without advising and obtaining authorization to do so from the SFPAL Program Coordinator and SFPAL OIC.

If SFPAL 49ers Directors or coaches would like to submit a formal complaint to a higher level, he or she must do so through the SFPAL Chain of Command. Please view the SFPAL 49ers Chain of Command on page 6.

Annual Award Ceremony

All SFPAL 49ers leadership and coaching staff are expected to attend and participate in the SFPAL 49ers Annual Awards Ceremony. The attendance of our leadership and coaching staff are very important to our football players and cheerleaders. This shows the importance of team work, support, and appreciation. This event is held on a Saturday at the end of each season, from 1 – 3pm – around November or December. Depending if team(s) make it to playoffs or championships. This event is hosted in the Western Addition area. Participants will receive a participation medal, playoff/championship trophies, and scholastic certificates.

Head coaches and their coaching staff will be called up to the stage to present their participants with the medal or trophies.

Each team will be asked to select a team parent to be recognized for their outstanding participation and help during the season.

Recruitment

All coaches and leadership are expected to assist with recruitment of participants for the upcoming season. There are various ways to recruit within the SFPAL 49ers organization. The recruitment period usually begins in January and continues through the month of June. SFPAL will provide coaches and leadership with recruitment flyer and information to be handed out. There will be a basic SFPAL 49ers flyer with basic information and contact information for early outreach. A more detailed flyer with registration dates, times, and location will be distributed once Pop Warner forms are available – usual in early April.

If you have recruitment ideas, please submit a recruitment proposal form for approval to the SFPAL 49ers Program Coordinator. Leadership and coaching staff will need approval before one can host or hold a recruitment event. Please be advised that these

provisions are put into place to ensure the safety and welfare of youth. Failure to obtain appropriate authorization and approval will result in your removal from the event, and further consequences.

All recruitment material must have a SFPAL and SFPAL 49ers logo, and be approved by SFPAL OIC before distribution.

San Francisco Unified School District (SFUSD) Recruitment

The primary strategy for recruitment of students in San Francisco Unified School district is to distribute information flyers to students “Wednesday envelopes”. SFUSD flyer distribution is completed by the SFPAL 49ers Director(s) and approved volunteers. This includes creating a flyer, getting the flyer approval by SFUSD, collating flyers and delivering them the SFUSD mailroom.

Flyers will be distributed to elementary and middle schools, as well as 9th graders.

Onsite recruitment will need to be scheduled and approved by SFPAL 49ers Program Coordinator, and permission must be granted by SFUSD and school principal. A proof of authorization form will be given to point person by SFUSD.

Private/Catholic School Recruitment

The same protocol for SFUSD applies to private/catholic school recruitment. The distribution of flyers and request for on-site recruitment must be approved by SFPAL 49ers Program Coordinator and the school’s principal. The same safety concern that applies to children attending SFUSD, also applies to children attending public and private schools.

Recruitment flyers will be distributed at the private/Catholics schools principal’s meetings. Private/catholic school flyer distribution is organized and completed by the SFPAL 49ers Program Coordinator.

SECTION 2

Commitment and Professionalism

Any person actively participating in the SFPAL 49ers program must read, understand and comply with all rules, regulations and expectations mandated by SFPAL 49ers and Pop Warner.

All SFPAL 49ers positions are unpaid, with the exception of the SFPAL Program Coordinator. Director(s) and Coaches are volunteers, and do not receive any compensation to coach or handle the day to day operations of the SFPAL 49ers program. Furthermore, coaches and Director(s) are not allowed to solicit, borrow, or accept money or compensation of any kind from parents, participants, and spectators. In addition, coaches and Director(s) are not allowed to fundraise or accept donations on behalf of SFPAL. See below Fundraising Policy (P.10) for further details.

Fundraising Policy

Coaches and Volunteers are not allowed to solicit, borrow, or accept money or compensation of any kind from parents, participants, and spectators. In addition, coaches, volunteers, parents, or participants are not allowed to fundraise or accept donations on behalf of SFPAL. Coaches, Volunteers, Parents, or Participants are strictly prohibited from using the San Francisco Police Activities League's (SFPAL) name or any variation thereof in any literature or online fundraising campaign to raise funds.

If a fundraising campaign is approved by the SFPAL Board of Directors for a specific program, the SFPAL Office will create an official fundraising letter for distribution to potential donors soliciting funds. Donors may forward a Check (made payable to SFPAL) directly to the SFPAL Office or donate online at sfpal.org. Only an employee of SFPAL may collect the Checks issued by donors and then must promptly submit them to the SFPAL Office for deposit. Funds may be restricted by program, to a specific team, or to a specific player. To receive an official tax deduction letter from SFPAL, donors must submit their donations directly to the SFPAL Office or make an online donation.

If SFPAL collects donations benefiting a specific program, team or a player, those funds will be restricted for that specific purpose. If funds are restricted to a specific player for travel expenses **and** that player participates with the team in travel during the season for a Championship game, the child may be reimbursed for the amount of funds raised by that child/parent and no more. Parents must obtain pre-approval from SFPAL prior to making travel plans in order to be reimbursed. Parents must submit documents; credit card statement showing payment of airfare, verifying that their child participated in the away game in order to be reimbursed. If funds that have been restricted to a specific child have not been utilized during the given year of donation, then those funds will continue to be restricted to that specific child and carried forward to the next season. If the child ages out of the program having never utilized the restricted funds, then the funds will be absorbed by SFPAL for operational expenses for the same program.

If you have any further questions, please feel free to contact the SFPAL Office at any time.

ALL SFPAL 49ers Director(s) and coaches are expected to conduct themselves in a professional and respectful manner at all times. Adult participants are looked up as positive role models for youth and should conduct themselves accordingly at all time.

Violations of rules, regulations, and expectations may result in an immediate suspension or termination from the SFPAL 49ers program and Pop Warner at any time.

All coaches and SFPAL 49ers Director(s) are expected to attend all required meetings, clinics, and other program related activities as mandated by SFPAL and Pop Warner. SFPAL 49ers Director(s) and SFPAL Program Coordinator are required to attend meetings throughout the year as well as before, during and after the season.

Please note: SFPAL 49ers practices are hosted 5 days a weeks, Monday – Friday from August 1st through Labor Day – for 2 hours. Practice will then be held 3 days a week, for 2 hours after Labor Day. Games will be hosted 1 day a week, Saturdays or Sunday.

ALL SFPAL 49ers coaches and Director(s) are required to apply and undergo an application or nominating/voting process prior to the beginning of each season. All coaching positions will be held for one (1) season per Pop Warner rules, which end December 31st.

SFPAL 49ers Responsibilities and Expectations Overview

All volunteers, coaches, 49ers Director(s) and SFPAL staff have important roles and responsibilities within the SFPAL 49ers organization. All individuals participating or assisting in the SFPAL football or cheer program are required to understand and comply with the following expectations:

To understand and comply with rules and regulations mandated by SFPAL and Pop Warner.

- To ensure the safety and wellbeing of all youth participants
- To communicate and work respectfully with members of the SFPAL 49ers staff including but not limited to All Directors, Coordinators, Coaches, Parents, Youth Participants, SFPAL President, SFPAL OIC, League Officials, Team Parents, and other SFPAL Administrators.
- To attend staff meetings on a regular basis before and during the season
- To attend regular parent meetings during the season
- To attend mandatory orientation meetings
- To assist with recruitment of youth participants
- To read, understand, and comply with all rules and regulations mandated by SFPAL and Pop Warner
- To undergo a Criminal Background Check prior to the beginning of the season. Coaches will not be placed on the official team roster nor will they be allowed to begin working with any youth participants until their criminal background clearance has been completed, forwarded, and approved by SFPAL. Detention, arrests or convictions within a 7 year window require SFPAL Board review and

special approval. Any arrests or convictions related to weapons, violence and child abuse/neglect will automatically result in dismissal from SFPAL and the 49ers programs.

- To assist with other task and duties as needed or required by SFPAL and Pop Warner
- To lead by example and be a positive role model for participants, parents, and staff at all times
- To support staff, participants, parents, and spectators are expected to display appropriate conduct at all times
- To work in partnership with the SFPAL OIC, SFPAL Program Coordinator, SFPAL 49ers Director(s), coaches, team parents, and Pop Warner in a respectful manner.
- To comply, understand, and support the effort to standardize practices and policies mandated by SFPAL Board and SFPAL OIC.
- To be willing to support by accepting i.e. coaching assignments, helping out with game activities, assisting with recruitment, and other needed tasks and duties for the program, etc.
- Volunteer at all Peninsula Pop Warner Events

SFPAL 49ers Director – 2 Year Term

The SFPAL Board of Directors appoints someone for the assignment of the SFPAL 49ers Director(s). The Director(s) manages all personnel, tasks, and responsibilities for the SFPAL Youth football and cheer program and reports to SFPAL Program Coordinator. There are several major responsibilities within the SFPAL 49ers organization. The Director must ensure that both Football and Spirit staff understand and comply with rules and regulations mandated by SFPAL and Pop Warner. Furthermore, he or she must make every effort to ensure a safe and meaningful experience for youth football players and cheerleaders. The Football Director is also viewed upon as positive role models and representative in the community.

The task and responsibilities for Football Director are:

- To ensure the safety and wellbeing of all youth participants
- To communicate effectively and report information to the SFPAL Program Coordinator and SFPAL OIC.
- To communicate and work respectfully with members of the SFPAL 49ers volunteers including but not limited to All Directors, Coordinators, Coaches, Parents, Youth Participants, Staff Members, League Officials, Team Parents, and other SFPAL Administrators.
- To communicate effectively and respectfully with Pop Warner Conference officials, association presidents and league officials.
- To ensure that football and spirit staff provide adequate and appropriate supervision, guidance, and support to all youth participants.
- To ensure that staff understands and comply to all rules and regulations mandated by SFPAL and Pop Warner

- To attend all mandatory clinics, meetings, events, and activities as mandated by SFPAL & Pop Warner.
- To ensure that all required deadlines, fees, documents, reports are submitted in a timely manner to SFPAL related but not limited to mandatory paper work, scholastics, registration fees, association fees, fines, etc.
- To complete and submit an annual budget to SFPAL
- To ensure timely certification as mandated by SFPAL and Pop Warner are met.
- To schedule and facilitate staff meetings on a regular basis before and during the season.
- To advise staff of mandatory clinics, meetings and activities mandated by SFPAL and Pop Warner.
- To instruct head coaches to schedule and hold regular parent meetings during the season
- To ensure that all required deadlines, documents, reports are submitted in a timely manner to SFPAL Program Coordinator or SFPAL OIC
- To schedule and facilitate mandatory parent orientation meetings
- To oversee the coordination and implementation of recruitment strategies for youth participants
- To instruct head coaches to educate their staff and ensure that they comply with all required policies, procedures, rules and regulations mandated by SFPAL and Pop Warner.
- To notify staff, parents, participants, and spectators of required documents, policies, and protocols mandated by SFPAL and Pop Warner.
- To delegate or assist SFPAL Administrators with the issuance and collection of equipment and uniforms as mandated by SFPAL & Pop Warner.
- To review and approve the 4-month plan identifying goals and strategies submitted by each Head Football Coach.
- To conduct interviews for all staff to determine official coaching assignment with the SFPAL 49ers organization.
- To ensure that all staff has undergone a Criminal Background Check prior to the beginning of the season
- To ensure that information related to Criminal Background Checks for SFPAL 49ers has been submitted to the Pop Warner Jr. Football Conference.
- To ensure that all required documents are submitted to the SFPAL Program Coordinator by required deadlines.
- To oversee and or delegate the completion of other task and responsibilities mandated by SFPAL and Pop Warner.
- To attend monthly meetings with Peninsula Pop Warner in Mountain View, Ca.
- To attend monthly Western Addition Committee Meetings.
- To attend bi-monthly PAL Board Meeting upon requests and stay in good standing.
- To oversee the coordinate, participate, and implement activities related to scholastics.
- To ensure that only certified coaches and approved personnel are in direct contact with the athletes while on the field during practice sessions and games.

Parents, Relatives, Friends, and the General Community shall remain away and off the playing fields during scheduled practices and games.

SFPAL 49ers Cheer/ Football Lead

The SFPAL 49ers Director appoints the SFPAL 49ers Cheer/ Football Lead, in which the position will be held for 2-years. Cheer/ Football Lead may not hold a head coach or another leadership position, due to conflict of interest. The Cheer/ Football Lead must have a present oversight of the SFPAL 49ers Cheer and Football Program and is set to provide overall support to the cheer program. He or she must ensure that the cheer coaching staff, participants, and all 49ers affiliated person understand and comply with rules and regulations mandated by SFPAL and Pop Warner. Furthermore, he or she must make every effort to ensure a safe and meaningful experience for youth cheerleaders. The Cheer/ Football Lead is also viewed as a positive role model and representative in the community.

The tasks, responsibilities, and expectations for Cheer/ Football Lead are:

- Cheer/ Football Lead reports to SFPAL 49ers Director, SFPAL Program Coordinator and SFPAL OIC.
- Take part and assist with the recruitment and application/interview process for head and assistant coaching positions
- Ensure the safety and wellbeing of all youth participants and coaching staff
- To communicate effectively and work respectfully with all members of the SFPAL 49ers program
- Ensure all SFPAL and Pop Warner requirements are being met by deadlines
- Provide adequate and appropriate supervision, guidance, and support to coaching staff, youth, and families
- To attend all mandatory clinics, meetings, events, and activities as mandated by SFPAL and Pop Warner.
- Schedule and host monthly/regularly basis coaches meetings before and during the season to ensure coaching staff and program needs are being met.
- To ensure that all required deadlines, fees, documents, reports are submitted in a timely manner on behalf of SFPAL related but not limited to mandatory paper work, scholastics, registration fees, association fees, fines, etc.
- Assist with certification as mandated by SFPAL and Pop Warner
- Instruct and ensure coaches to schedule and hold regular parent meetings during the season
- Coordinate, participate, and implement recruitment strategies for youth participants
- Keep inventory and ensure all uniforms and other program materials are accounted for before, during, and after the season.

- To ensure that all head coaches are prepared and in compliance for game day activities and sponsored events
- To review and approve goals and strategies to help improve the organization.
- To oversee and or delegate the completion of other task and responsibilities mandated by SFPAL and Pop Warner.
- Assist and comply with coaching staff and participants disciplinary hearings and actions
- To oversee the coordinate, participate, and implement activities related to scholastics.
- To notify coaches, parents, participants, and spectators of required documents and deadlines related to scholastics.
- To delegate or assist coaches, SFPAL 49ers Directors with the issuance and collection of equipment and uniforms as mandated by SFPAL & Pop Warner.
- To review and submit goals and strategies to help improve the organization.
- To conduct interviews for all coaches to determine official coaching assignment with the SFPAL 49ers Organization.

Please note: Failure to meet expectations during the term of the position may result in disciplinary action or immediate termination.

SFPAL 49ers Football and Cheer Coaches

Coaches have a major responsibility within the SFPAL 49ers organization. They are required to understand and comply with rules and regulations mandated by SFPAL and Pop Warner. Furthermore, they are required to provide a safe and meaningful experience for youth football players and cheerleaders. They are also viewed upon as positive role models and representatives in the community.

The tasks and responsibilities for Coaches are:

- To ensure the safety and wellbeing of all youth participants
- To communicate and work respectfully with members of the SFPAL 49ers staff including but not limited to All Directors, Coaches, Parents, Youth Participants, League Officials, Team Parents, SFPAL Program Coordinators and other SFPAL Administrators.
- To provide adequate and appropriate supervision, guidance, and support to all youth participants.
- To read, understand, and comply to all rules and regulations mandated by SFPAL and Pop Warner
- To attend all mandatory clinics, meetings, events, and activities as mandated by SFPAL & Pop Warner.
- To attend staff meetings on a regular basis before and during the season
- To attend regular parent meetings during the season
- To attend mandatory orientation meetings
- To assist with recruitment of youth participants

- To understand, comply, and implement the SFPAL Emergency Procedures and Game Day Safety Protocol.
- To assist SFPAL Administrators to issue and collect equipment as mandated by SFPAL & Pop Warner.
- To develop and submit a 4 month plan identifying goals and strategies to prepare for the season by March 31st of the year.
- To participate in an interview in order to be assigned an official coaching assignment with the SFPAL 49ers
- To undergo a Criminal Background Check prior to the beginning of the season
- To report weekly attendance and absences to the SFPAL 49ers Director or SFPAL Program Coordinator, or other appointed designee.
- To submit required documents to the SFPAL Program Coordinator by required deadlines.
- To participate and give suggestions in planning sessions related to program development with SFPAL 49ers Program Coordinator or SFPAL OIC.
- To assist with other task and duties as needed or required by SFPAL and Pop Warner
- To read, understand, and comply to all rules and regulations mandated by SFPAL and Pop Warner
- To submit required documents related to scholastics within timelines

SFPAL 49ers Student Demonstrator

Student Demonstrators are youth volunteers between the ages of 16 and 17 years of age. They must undergo mandatory certification as required for any youth participants in Pop Warner and SFPAL. They are also required to understand and comply with rules and regulations mandated by SFPAL and Pop Warner. The primary goal of student demonstrators should be to provide a positive, safe, and meaningful experience for youth football players and cheerleaders. They are also viewed upon as positive role models and representatives in the community.

The tasks and responsibilities for Student Demonstrators are:

- To ensure the safety and wellbeing of all youth participants
- To communicate and work respectfully with members of the SFPAL 49ers organization, including but not limited to Directors, Coaches, Parents, Youth Participants, League Officials, Team Parents, SFPAL Program Coordinator, and other SFPAL Administrators.
- To attend football or cheerleading practice on a regular basis.
- To read, understand, and comply to all rules and regulations mandated by SFPAL and Pop Warner
- To attend mandatory clinics, meetings, events, and activities as mandated by SFPAL & Pop Warner upon request.
- To assist coaches with basic instruction during practice sessions, clinics, training, etc.

- To assist coaches with minor task, i.e. taking attendance, distributing letters, etc.
- To attend staff meetings on a regular basis before and during the season
- To assist with recruitment of youth participants
- To understand and comply with the SFPAL Emergency Procedures and Game Day Safety Protocol.
- To undergo a Criminal Background Check whenever they turn 18 prior or during the season.
- To assist with other task and duties as needed or required by SFPAL and Pop Warner

SFPAL 49ers Team Parent

Adult volunteers have a major responsibility within the SFPAL 49ers Organization. Team Parents for both football teams and cheerleading squads are required to understand and comply with rules and regulations mandated by SFPAL and Pop Warner. Furthermore, they are required to provide a safe and meaningful experience for youth football players and cheerleaders. They are also required to assist the staff with resources and support for youth participants. The Team Parent is viewed upon as positive role models and representatives in the community.

- To assist the coaches with various task and duties such as but not limited to:
- Distribution and collection of equipment, Uniforms, and supplies,
- Taking and tracking attendance
- Making telephone calls to other team parents
- Distributing announcements, memos, emails, etc. upon request of the coach
- Sending or distributing notifications related to meetings and other SFPAL 49ers activities or events
- Assisting the coach with task and duties for Picture Day
- To coordinate assignments and track distribution of Snacks to youth participants
- To assist the coach with the collection of pending paper work upon request
- To undergo a Criminal Background Check prior to being placed on a team roster.
- To read, understand, and comply to all rules and regulations mandated by SFPAL and Pop Warner
- To attend meetings upon request of the coach.
- To assist with other task and duties as requested by the head coach.
- To attend parent and orientation meetings
- To assist with recruitment of youth participants upon request
- To show respect for 49ers organization, participants, parents, League officials, and SFPAL administrators at all times

- To assist and participate in planning sessions with the 49ers organization in preparation for the upcoming season.

SECTION 3

Criminal Clearance Policies and Procedures

FINGERPRINTING/LIVESCANNING IS MANDATORY FOR EVERY ADULT PARTICIPATING IN THE SFPAL 49ERS PROGRAM!

*SECTION 11105.3 of the California Penal Code allows agencies such as SFPAL who have volunteer coaches supervising to request criminal histories through the Department of Justice.

It is mandated by SFPAL 49ers and National Pop Warner that any adult providing supervision, coaching, management, or instruction to a registered SFPAL 49ers participant or team, go through a criminal background check via Live Scan fingerprinting. You will need background clearance **before** you can participate in any SFPAL 49ers activities! SFPAL 49ers will cover the cost of Live Scan for those who get fingerprinted by the organization contractor, ID Solutions.

It is SFPAL 49ers policy that any adult convicted, cited, arrested, or detained for illegal activity within 7 years of application **may not** coach, manage, supervise, or instruct any SFPAL 49ers youth or team or take part in any SFPAL 49ers position. A coach may appeal to the SFPAL Review Committee, and in some cases an exception to this policy may be made at the discretion of the SFPAL Review Committee. Any arrests or convictions related to weapons, violence and child abuse/neglect will automatically result in dismissal from SFPAL and the 49ers programs.

If the volunteer in question is dissatisfied with the decision of the background review committee, then the volunteer coach in question may ask to appeal to the entire SFPAL Board of Directors.

Every effort will be made to notify the volunteer in question, if there is an issue with his or her background check. Please note, SFPAL 49ers Live Scan systems notifies the organization if the volunteer has been convicted, cited, arrested, or detained for illegal activity after the initial fingerprinting – this is considered a wrap-around hit.

Under no circumstances may an adult who has yet to be cleared by SFPAL background check be a substituted in any SFPAL 49ers positions. If this happens, appropriate SFPAL 49ers member will be suspended, at a minimum of one game or week.

Procedures for Live Scan Process

If you have been fingerprinted for SFPAL 49ers or any other SFPAL program, please contact SFPAL OIC at info@sfpal.org to confirm your clearance to date.

The instructions to initiate the Live Scan fingerprint process is listed below:

- Live Scan Form can be found on the SFPAL website, www.SFPAL.org. Print out the Live Scan form and take the form with you to your appointment. You will need government form of identification.
- Make an Appointment: Contact Willie Mah from ID Solutions to request an appointment at 415 661-3665.
- Go to your Appointment: ID Solutions office is located at: 1500 Noriega Street, Suite 100, San Francisco, CA 94122.
- Results: Fingerprinting results will be emailed directly to the SFPAL office. To find out your results, contact our offices at 415 401-4666, 1-2 weeks after your appointment date.

Suspected Child Abuse and/or Neglect

Definition of "child abuse and neglect": Child abuse and neglect are defined by Federal and State laws. The Federal Child Abuse Prevention and Treatment Act (CAPTA) provide minimum standards that States must incorporate in their statutory definitions of child abuse and neglect. The CAPTA definition of "child abuse and neglect," at a minimum, refers to:

"Any recent act or failure to act on the part of a parent or caretaker, which results in death, serious physical or emotional harm, sexual abuse, or exploitation, or an act or failure to act which presents an imminent risk of serious harm"

The CAPTA definition of "sexual abuse" includes: "The employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or simulation of such conduct for the purpose of producing a visual depiction of such conduct; or the rape, and in cases of caretaker or interfamilial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children"

Any staff person that suspects a participant may be a victim of abuse or if they are advised that another parent is youth participant allegations against another parent, coach or staff person must consult with the SFPAL 49ers President. Upon consultation, a report will be made to the Child Protective Services Hotline. The telephone number is 558-2650 OR 1 (800) 856-5553. Reports to the CPS Hotline can be made 24 hours a day, holidays and weekends. An adult that has frequent interaction with children are required to report any concerns of abuse or neglect.

If a parent is making allegations against another parent, their spouse, or another adult please and take the following actions:

Contact and consult with the SFPAL 49ers Director immediately

Efforts will be made to schedule a meeting within the same day a staff person is contacted or approached to discuss any incident involving abuse or neglect.

Please be advised that any incident involving allegation of physical, sexual, emotional, abandonment, or exploitation are serious issues and must be reported. Furthermore, any incident involving child abuse and neglect are confidential and should not be discussed with other staff members, youth participants, spectators, and other people.

SECTION 4

Safety and Emergency Planning

Emergency Safety Protocol

Every head coach is responsible to ensure that a safety plan is updated and filed in his or her certified team books. They are also required to discuss and assign task to each member of their coaching staff to ensure that appropriate actions are taken in the event of an emergency at practice, football games, cheer & dance competitions, and other SFPAL 49ers related events.

Required Actions:

Coach or Designee:

Assess the situation or incident

Determine if medical attention is required

If so, call 911

Call the participants parent or guardian

If the participants have to go to the hospital to seek emergency treatment the head coach or designee should ride in the ambulance with the child if the parent or guardian is not present. The child should never ride alone to the hospital.

Must report the incident to the football director/or spirit director

Should also call the parent & child each day to check on the progress and recovery of the participant

The football director or cheer director will report the incident to the SFPAL office and the GGGC.

Clear the area where the incident occurs

Direct youth participants and spectators away from the incident

Keep other participants calm and safe

Game Day Emergency Services

Each association is required to provide an EMT at each home game. No exceptions can be made. Failure to provide a certified EMT will result in a forfeit for the home team.

CPR/First Aid Training

Per Pop Warner regulations, each associations must ensure that two coaches on the roster (head and one assistant) must be trained and hold a current first Aid/CPR certification. In order to be listed on the roster, coaches must first provide a copy of their current certification. SFPAL 49ers will cover the cost for these certifications, if needed.

Emergency Preparedness: Citywide Emergencies and Disasters

Citywide emergencies or disasters can occur at any time. As an organization we must be prepared to provide adequate supervision and actions during unexpected emergencies to ensure the safety of staff and youth participants. In the event that an emergency please take the following actions:

- Assess your environment to ensure that none of the youth participants or members of the staff are injured or immobile.
- Locate and identifying all of the youth participants and staff members.
- Take roll call to make sure that everyone is accounted for.
- All participants and staff members should remain together as one large group.
- The group should remain at their designated practice site unless the location is determined to be unsafe (i.e. fire, explosions, or excessive damage, etc.) or per the instructions of a certified city official.
- If it becomes necessary to leave the practice site all youth participants and staff should walk to together to Northern Police Station.
- Do not let youth participants leave the premises to go home or to someone house.
- Do not let youth participants wander off alone (i.e., restroom, to get something to eat, etc.) without an adult.
- Do not let any youth participants leave the practice site alone or without an adult that they are authorized to be released to.
- If it becomes necessary to leave your practice site you should leave as a group. Everyone must leave together. No one should ever leave alone or be left alone.
- Parents must come to the practice site to pick up their children. They must also be prepared to show identification in order to have their child released to them.

Practice Sites

Raymond Kimball/Hamilton Field/Western Addition Cultural Center. The nearest police station for Raymond Kimball Field, Hamilton Field, and the Western Addition Cultural Center is Northern Station located at 1125 Fillmore Street.

SECTION 5

Risk Management & Liability

The intent of the SFPAL 49ers is to teach basic fundamentals of youth football and cheerleading. As in any sport or athletic program there are physical risks. Therefore, coaches must adhere to mandated rules and regulations as stated in the Pop Warner national rule book in regards to practice, game day or competition preparation, required documentation and physical examinations, safe equipment, and mandatory conditioning hours.

Every coach must ensure that the safety and welfare of each youth participant is a priority. Therefore, attendance at clinics are required. Furthermore, head coaches must not only attend clinics but must also undergo a mandatory certification of completion. The certification must be on file with Pop Warner and kept in the certified team book at all times.

It is the responsibility of every coach to review and understand the accompanying Pop Warner Coaches' Risk Management Handbook located in the back of this section. This information was obtained from the Pop Warner Website.

Failures to follow, implement, and comply with SFPAL 49ers and Pop Warner rules and regulations may have serious consequences for coaches, organizations, and Pop Warner. Possible actions are suspension, probation, termination, and immediate release from SFPAL 49ers Program and Pop Warner.

SECTION 6

Inquiry Process, Conflict Resolution and Code of Conduct

Parent Responsibilities and Code of Conduct

The parents, guardians, and supporters of the SFPAL 49ers participants represent an impressive cross section of our community. All persons associated with SFPAL 49ers must recognize that the public and our competitors often perceive their actions and behavior as representation of SFPAL 49ers. It is extremely important that all SFPAL 49ers parents, players, and fans act as ambassadors of the SFPAL 49ers organization. One of the main goals in this organization is to provide a fun and rewarding experience for youth participants, coaches, and parents. Respectful and effective communication is important for all involved parties. Therefore it is important for everyone to understand the importance of rules regulations, expectations, appropriate conduct, etc. SFPAL 49ers will provide assistance to distribute information

through email, hard copies, handout, etc. However, coaches are expected to communicate directly with their teams and parents. Coaches are expected to hold monthly parent meetings to keep parents apprised of deadlines, rules and regulations, consequences related to disciplinary action when necessary, disbursement and collection equipment, etc.

SECTION 7

Mandated Certification Process and Required Documents

See official SFPAL 49ers registration packets and documents for football and cheer consent, certification and required forms. The following forms and information are required to be submitted by all participants interested in participating in SFPAL 49ers Football and Cheer Program:

Pop Warner Player and Parents Consent Form 2018

Pop Warner Physical Examination Form

Pop Warner All American Form

Final June Report Card

SFPAL 49ers Equipment/uniform Contract

SFPAL 49ers

Picture

Practice Weight

Aside from all the paperwork and information needed, player will need to take part in Pop Warner's player certification day prior to the first game. This is mandatory for all players!

SECTION 8

Projected Costs for Regional, National, and Post-Season Events

Pop Warner has post-season championships events. These events may require travel outside of the San Francisco Bay Area. During regional and national events representatives of SFPAL will represent the GGGC in the Pacific North West Region. The Pacific North West Region consists of teams from the states of California, Nevada,

Washington, Oregon, and Alaska. There are a total of eight regions across the United States.

Pop Warner Regional Championships

The Pop Warner Regional Championships are usually held in Santa Clara and/or Redwood City, California. The entry fee into the Regional championships ranges from \$300.00 to \$350.00 per team. This fee is covered by SFPAL. However, the other anticipated cost for hotel, meals and transportation must be paid by the parents of SFPAL 49ers participants. The winner of each Regional Championship Football game and the first and second place winners in the cheerleading/dance team competition will advance to the Pop Warner National Championships.

Pop Warner National Championships

The Pop Warner National Championships is held in Orlando, Florida. The cost to attend this event is expensive. SFPAL will offer various fund raising activities. However, the responsibility for the cost of this trip is on the parents. Please be advised that Pop Warner mandates for all youth participants and coaches to reside at the same resort on Walt Disney World property. They must stay at the same hotel as a team. This mandate is non-negotiable. However, parents and other spectators may stay at any hotel they choose.

Projected Cost

Cheerleaders' ranges from: \$850.00 to \$1,100.00

Football Players ranges from: \$1,250.00 to \$1500.00.

These prices do not include food or spending money. It only covers the estimated cost for airfare, hotel, lodging, Hopper Passes, and ground transportation to and from the airport. The actual amount will depend on the final cost for airline tickets and hotel package. Hopper passes provides open admission to several Amusement Parks at Disney World. The use of the hopper passes saves a significant amount of money in lieu of paying separate admission fees at each entry gate. The cost for football players is more expensive because football players are required to stay for a longer period of time than cheer-leaders. Members of Mighty Mite football teams and cheer/dance squads are not eligible to participate in Pop Warner national events.

Travel Arrangements

All travel arrangement for SFPAL Youth participants and coaches will be handled by the parents of the participants. Parents who choose to attend this event may make their own travel arrangements. Please be advised that parents will not be able to make travel arrangements for any youth that will be playing football or competing in a cheerleading or dance team competition in Orlando, Florida. All youth participants and coaches will travel together as a team. Itemized cost and additional

information will be distributed during the month of October. Please be advised that the projected cost is subject to change on short notice.

Post-Season Events

Pop Warner has a series of post season games, competitions, and events. Each team within the Jr. Pee Wee through Midget Division has an opportunity to advance on to post season play. The opportunities are determined by win and loss records and rankings.

Charts of the possible opportunities for post season events will be distributed by the SFPAL 49ers Director, SFPAL Program Coordinator, Cheer/Football leads or coaches at the beginning of the season.

SECTION 9

Equipment, Uniforms and Supplies

It is expensive to fully equip football players and cheerleaders to participate in the SFPAL 49ers Football and Cheerleading program. Equipment must be collected and tracked each season.

It is the responsibility of the coach to ensure equipment and uniforms are being distributed and collected for their team. Failure to collect and track equipment and uniforms may impact head coach's assignments moving forward.

Upon the collection of equipment and uniforms, the coach must make arrangements to submit an inventory and give all of the items to the SFPAL 49ers Director or Cheer/ Football within one week of the completion of the season.

Volunteers are expected to assist with the distribution and collection of all equipment that is required to be returned at the end of the season which include but is not limited to, shoulder pads, helmets, practice & games jerseys & pants, pads, pom-poms, skirts, shell tops, footballs first aid supplies, dance costumes, etc..

A coach or designate is responsible to collect equipment at the end of each season. If a participant quits or fails to show up for practice for over five days the coach or designate must contact the parents to verify their child's future participation. In the event that child no longer plans to participate the coach or designee must make arrangement to collect the equipment/uniforms within five business day.

If a participant quits the team, the coach or designee must make arrangements to collect the equipment/uniform within three business day.

The day of the last football game the coach must make provisions to collect the equipment and uniforms from each participant on the team. If a child does not attend the last game the coach or designee must make arrangements to collect the equipment within five business days.

SECTION 10

Scholastics

Pop Warner Little Scholars, Inc. (PWLS) is the only national youth sports organization in America that requires its participants to perform adequately in the classroom before permitting them to play. We believe that the standards we have set give these children a sense of responsibility and an appreciation for academics and athletics that will help them develop later on in life. Like such organizations as the National Collegiate Athletic Association (NCAA) and National Federation of High Schools (NFHS), PWLS has academic guidelines and criteria that need to be met in order for a child to participate.

Scholastic Fitness: The National Policy

Proof of satisfactory progress in school is required. A 2.0/70% or the equivalent shall be the minimum grade point average acceptable to participate. In cases of doubt, conflict of opinion, or if a valid report card is not submitted, the nationally published scholastic eligibility form shall be used and deemed final.

NOTE: This rule as it relates to scholastic grades may not be made more stringent by any team, association, or league, as other rules may be. No local team/squad may be allowed to participate in Regional/National sponsored championships or bowl games if it has not met the nationally published scholastic requirements.

What If I Don't Have a 2.0/70% GPA?

We understand that not all student-athletes are able to meet our scholastic requirements. If a child does not meet the requirements of scholastic fitness, he/she may fill out and submit a Scholastic Eligibility Form. This form is to be completed by those participants in the Pop Warner program that have not met the National Scholastic Requirement of 70 percent and/or 2.0 Grade Point Average (GPA) at the time of certification. If no progress report or report card is provided within the deadlines as indicated by the SFPAL 49ers coaches, SFPAL Program Coordinator, or SFPAL 49ers Cheer/ Football Lead the player shall be found ineligible for the rest of the year.

Pop Warner All-American Scholar Program

Each year, the most academically accomplished Pop Warner kids compete for Academic All-American status. This process begins at the association level and up through each of the eight Pop Warner regions to the national level.

The PWLS All-American Program requires a minimum 96% grade point average to apply for All-American status. After the applications have been processed, Pop Warner determines National First Team All-Americans (35 football, 35 cheer per

grade), National Second Team All-Americans and National Honorable Mention Scholars.

SECTION 11

SFPAL 49ers Football and Cheer Rules and Regulations

Please see Parent/Player Handbook for SFPAL Rules and Regulations.

Pop Warner Rules

Please see yearly Pop Warner Little Scholars Official Rules for all football and cheer Pop Warner rules and regulations. This will be distributed at Pop Warner's coaches meetings.

SECTION 12

Basic Coaching Fundamentals and Pre-Season Preparation for Football, Cheer and Dance

Early preparation is required if you plan to have a successful season and obtain your goals and objectives for the upcoming season. Every head coach should schedule a meeting with his/her staff in order to prepare for the upcoming season.

Required Actions:

1. Identify Goals and Objectives
2. Identify three personal goals for yourself
3. Identify three goals for your staff
4. Identify three goals for your team
5. Identify and Assign Specific Task and Duties
6. Identify and clarify who is going to do what.

Examples:

Take Attendance

Select Cheers

Teaching Instruction

Choreography for Create Half Time Routine(s)

Choreography for Competition

Work with the official Team Parents

Schedule Parent Meetings

Designate who will work with Official Team Parent and Parents

Create a detailed plan

What activities will be covered the first day of practice?

Who is going to teach?

What do you plan to do (i.e. weekly team meetings, identify team building activities etc.)

How to assess the skills level and talent

Develop a timeframe and plan to teach basic dance techniques

How to support participants that are new to dance

How to push the veterans to do more

What to cover the first 30 days of practice

What will be covered the 60th, 90, 120th, etc. day practice

Expectation of every coach to be involved with instruction and group activities

Planning and Preparation for Competition

Develop a timeline to determine the following:

Theme or type of dance style for the routine

Costumes

Music/ Props

When to start teaching choreography for competition

Develop highlights

Different transitions

Enhance techniques