



# **SFPAL 49ers Handbook 2018**

## Table of Contents

### **SECTION 1**

Historical Overview of the SFPAL  
Philosophy of SFPAL 49ers  
Commitment and Professionalism  
Interaction & Communication  
Local League & Conference Complaints  
Annual Award Ceremony  
Recruitment  
Recruitment with SFUSD  
Recruitment with Private/Catholic Schools

### **SECTION 2**

Chain of Command  
SFPAL Organization Chart  
SFPAL Staff Responsibilities and Expectations  
Fundraising Policy  
Equipment Return Policy  
Job Descriptions and Duties  
Association Director  
Football and Cheer Lead  
Coaches  
Student Demonstrator  
Team Parent  
Conference, Regional, & National Affiliation (Pop Warner)

### **SECTION 3**

Criminal Clearance Policies and Procedures  
Procedures for LIVE Scan Process  
Suspected Child Abuse and/or Neglect  
Definition of “child abuse and neglect”

### **SECTION 4**

Safety and Emergency Planning  
Emergency Safety Protocol  
Required Actions  
Game Day Emergency Services  
CPR/First Aid Training  
Emergency Preparedness: Citywide Emergencies and Disasters  
Practice Sites  
Emergency Action Plan  
Concussion Protocol

### **SECTION 5**

Risk Management & Liability

### **SECTION 6**

Inquiry Process, Conflict Resolution and Code of Conduct  
Parent Responsibilities and Code of Conduct  
Working with Parents  
Respect for the Game and Practice  
Respect for the Coaching Staff  
Commitment to the Team  
Violations  
In Case of Emergency  
San Francisco Residency

## **SECTION 7**

Mandated Certification Process and Required Documents

## **SECTION 8**

Regional, National, and Post-Season Events

Pop Warner Regional Championships

Pop Warner National Championships

Travel Arrangements

Post-Season Events

## **SECTION 9**

Equipment, Uniforms and Supplies

## **SECTION 10**

Scholastics

Scholastic Fitness: The National Policy

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

Pop Warner All-American Scholar Program

## **SECTION 11**

SFPAL Rules and Regulations for Participants

Violations and Consequences

Pop Warner Rules and Regulations

Adult Code of Conduct

## **SECTION 12**

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

# 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:

<b>Title</b>	<b>Description</b>
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](http://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.

## **Equipment Return Policy**

Each year many players fail to return their football equipment which unfortunately increases program expenses. In order to reduce equipment losses and to maintain our FREE registration fees, all parents or guardians of football players and cheerleaders will now be required to:

1. Present a paid receipt in order to receive football or cheer equipment. No exceptions.
2. Submit a mandatory \$100.00 equipment deposit due upon receipt of leased football equipment. A post-dated \$100.00 check or money order, payable to SFPAL post-dated to 12/1/2018 will be held on file and returned to you when the leased equipment is returned.
3. Final equipment return date will be announced.
4. If you fail to return the leased equipment your deposit check will be cashed on 12/31/2018 and you will be billed for the replacement cost of the football or cheer equipment.

### **Football or Cheer Equipment Lease Agreement:**

By registering here, I, the undersigned parent(s) or legal guardian(s), hereby guarantee the safekeeping and timely return or reimbursement of the replacement value of any and all equipment issued to my child by the SFPAL 49ers Youth Football Program. I will not modify or mark the equipment in any manner to make it unusable or undesirable for future participants. I have received in good condition a helmet with chin strap, shoulder pads, football pants and pads, and/or other incidental equipment. Equipment shall be returned as issued, excepting for normal wear and tear, clean and in good condition to SFPAL.

Furthermore, I the undersigned parent(s) or legal guardian(s), understand that failure to return any of the equipment issued at the end of the season or by December 1, 2018 will result in the forfeiture of my \$100.00 equipment deposit and the issuance of a minimum \$200.00 or more invoice for the replacement cost of the leased football or cheer equipment.

Furthermore, I understand that my failure to either return said equipment or reimburse SFPAL for the missing equipment will preclude my player from participating in any future SFPAL activities. Additionally I understand that legal actions may be taken against me to recover either the leased football equipment or the replacement cost of the retail value of said equipment.

**By my signature below**, I hereby stipulate that I have read, fully understand and voluntarily agree to abide by SFPAL 49ers Equipment Return Policy and its content:

Parent / Guardian Name (print): \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Player / Cheerleader Name: \_\_\_\_\_

Team (circle):      TM      MM      JPW

Please attach a \$100 Deposit Check to this form made payable to SFPAL post-dated 12/01/2018.

## **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 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](mailto: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](http://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.



## EMERGENCY ACTION PLAN

- Rely on your First Aid Training and recognize a medical emergency.
- Call 9-1-1 or direct someone else to call 9-1-1 using any available phone.
- Know locations of First Aid Kits and / or AED Machines.
- Stay with Victim...render First Aid or CPR if necessary. Treat for Shock.
- Direct another person to meet with responding Paramedics at Main Entrance and provide an escort to Victim's location.
- Stay with Victim until Parent or Guardian responds to direct care.
- Notify Parent or Guardian of incident (access Program Roster).
- Notify Program Coordinator and document incident.
- If sports related Concussion, refer to CDC's Heads Up Concussion Action Plan (see next page)





**“It’s Better to Miss One Game, Than The Whole Season.”**

<b>If you suspect a CONCUSSION, you should:</b>	<b>CONCUSSION SIGNS AND SYMPTOMS</b>
1. Remove the athlete from play.	Athletes who experience one or more of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.	Symptoms Reported by Athlete: <ul style="list-style-type: none"> <li>- Headache or “pressure” in head</li> <li>- Nausea or vomiting</li> <li>- Balance problems or dizziness</li> <li>- Double or blurry vision</li> <li>- Sensitivity to light</li> <li>- Sensitivity to noise</li> <li>- Feeling sluggish, hazy, foggy, or groggy</li> <li>- Concentration or memory problems</li> <li>- Confusion</li> <li>- Just not “feeling right” or is “feeling down”</li> </ul>
3. Inform the athlete’s parents or guardians about the possible concussion and give them the fact sheet on concussion.	Signs Observed by Coaching Staff: <ul style="list-style-type: none"> <li>- Appears dazed or stunned</li> <li>- Is confused about assignment or position</li> <li>- Forgets an instruction</li> <li>- Is unsure of game, score, or opponent</li> <li>- Moves clumsily</li> <li>- Answers questions slowly</li> <li>- Loses consciousness (even briefly)</li> <li>- Shows mood, behavior, or personality changes</li> <li>- Can’t recall events prior to hit or fall</li> </ul>
4. Keep the athlete out of play the day of the injury. An athlete should only return to play with permission from a health care professional, who is experienced in evaluating for concussion.	



**SFPAL 49ers Football / Cheer Injury Incident Report**

Head Coaches, if a participant on your team suffers an injury during the course of practice or play, then please complete the below Injury Incident Report and forward to the SFPAL Office.

Date of Injury: \_\_\_\_\_ Time of Injury: \_\_\_\_\_ AM / PM

Address where injury occurred: \_\_\_\_\_

Type of Injury: \_\_\_\_\_

Program: Football / Cheer

Team: Tiny Mites / Mitey Mites / Jr. Pee Wee

Participant's Full Name: \_\_\_\_\_

Participant's Date of Birth: \_\_\_\_\_

Participant's Address: \_\_\_\_\_

Parent / Guardian's Full Name that was Notified: \_\_\_\_\_

Parent's Contact Number: \_\_\_\_\_

Describe How the Injury Occurred:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Treatment Received:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate what first aid was provided, if any and if further medical treatment was recommended; to seek further professional evaluation from a doctor.

Name of Head Coach Completing Form: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Date Form Completed: \_\_\_\_\_

## **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*

### **SFPAL 49ers & Pop Warner: ADULT CODE OF CONDUCT**

- In order to uphold the goals of SFPAL and Pop Warner Little Scholars and ensure that all participants have the benefit of a safe and fun learning environment, all parents, guardians and other adults and attendees of Pop Warner events, including but not limited to practices, competitions, and banquets, must behave accordingly in a respectful, courteous and sportsmanlike manner at all times.
- Any adult who is using alcohol, tobacco or non-prescriptive drugs and/or appears intoxicated at a Pop Warner event, and/or who is flagrantly rude, attempts to intimidate, verbally abusive, heckles, taunts, ridicules boos, throws objects and/or uses vulgarity or profane language/gestures with an official, coach, volunteer, staff member, participant or other attendee, will be removed from a Pop Warner event. The member organization may issue a written warning to the individual regarding the misbehavior and the adult's children may also be removed from the event. Any adult who commits one or more of the above stated offenses a second time, will be banned from any and all Pop Warner events for a minimum period of one year from the date of the second offense, and their children may also be removed from the program(s) for that time period.
- An adult who is ejected from the game will receive an automatic one week suspension from practice, including the following game. Any adult who commits one of the above stated offenses a second time, will be banned from any and all Pop Warner events for a period of one year from the date of the second offense, and their children may also be removed from the program(s) for that time period.
- Any adult who physically or verbally assaults an official, coach, volunteer, staff member or participant or threatens grave bodily harm may be banned from any and all Pop Warner events for at a minimum for one year from the date of the offense, and their children may also be removed from any and all Pop Warner programs for the same period of time. After the ban has expired, if the individual commits another offense of the adult code of conduct, the individual will be permanently banned from any and all Pop Warner events and the individual's children may also be permanently removed from any and all Pop Warner programs.
- SFPAL and Pop Warner Little Scholars reserves the right to suspend and/or remove any individuals from the program or it's events in order to ensure the safety of its members and uphold its mission.

### **ADULT OFFENSES & CONSEQUENCES**



- EJECTION FROM GAME - Automatic one week suspension from practice, including the following game.
- RUN-UP SCORE - Probation unless found to be intentional, then suspension for 1 week.
- ENDANGERMENT OF JUVENILES - Suspension for 1 year.
- TEACHING PROHIBITED OFFENSIVE & DEFENSIVE TECHNIQUES - Suspension for 1 year.
- FIGHTING - Suspension for 1 year.
- CHEATING - Suspension for 1 year.
- THREATS - Suspension for 1 year.
- GAMBLING ON GAME OUTCOME - Suspension for 1 year.
- LACK OF COOPERATION/ OBSTRUCTION - Suspension until compliance is achieved.

### JUVENILE OFFENSES & CONSEQUENCES

Fighting, intimidation, or disrespect for authority shall be cause for ejection from a game, practice or competition. Any player/ spirit participant ejected from any game, practice or competition for cause shall be ineligible for participation in their next Pop Warner event. A second ejection during the same season shall be cause for removal from the team for the balance of that season. Any participant charged with criminal activity may be removed at any time to ensure the safety of other participants.

### APPEALS PROCESS

Any incident must be reported to the Conference by the Association. If the penalty for the incident is being challenged then an appeal may be submitted to the Conference through SFPAL 49ers President. There is a definitive "chain of command." Only those appeals following the appeals process will be considered. All appeals should be made in written form.

### SFPAL 49ers: MEMBERS CODE OF CONDUCT

All SFPAL and Pop Warner volunteers and participants will abide by a Code of Conduct which includes the following provisions. If any of these rules are broken, SFPAL, the League, Region and/or National Pop Warner shall have the authority to impose a penalty including permanent removal from the program. Members shall:

S1: Not smoke and/or use smokeless tobacco on the field.

S2: Not criticize players/spirit participants in front of spectators, but reserve constructive criticism for later, in private, or in the presence of team members if others might benefit.

- S3: Accept decisions of the game officials and judges on the field and in competitions as being fair and called to the best ability of said officials.
- S4: Not criticize an opposing team, its players, spirit participants, coaches, or fans by word of mouth or by gesture.
- S5: Emphasize that good athletes strive to be good students and that both are physically and mentally alert.
- S6: Strive to make every football and spirit activity serve as a training ground for life, and a basis for good mental and physical health.
- S7: Emphasize that winning is the result of good teamwork.
- S8: Not engage in excessive sideline coaching and shall not leave the bench area to shout instructions from the sidelines.
- S9: Together with team officials, be jointly responsible for the conduct and control of team fans and spectators at all times. Any fan who becomes a nuisance and out of control will be asked to leave.
- S10: Not use abusive or profane language at any time.
- S11: Not “pile it on;” not encourage their team to get a commanding lead and raise the score as high as it can. In these instances, every effort shall be made to let all players play.
- S12: Not receive any payment, in cash or kind, for services as a volunteer or participant in SFPAL or Pop Warner Football / Spirit. This includes any coach, expert, consultant or choreographer, regardless of his/ her roster status.
- S13: Not permit or encourage “sweating down” tactics in order for a player to make the team weight.
- S14: Not recommend or distribute any medication, controlled or over the counter, except as specifically prescribed by participant’s physician.
- S15: Not permit an ineligible player or spirit participant to participate in a game.
- S16: Not deliberately incite unsportsmanlike conduct.
- S17: Not possess or drink alcoholic beverages and/or use illegal substance(s) on either the game or practice fields.
- S18: Remove from a game or practice any participant when even slightly in doubt about his/her health, whether or not as a result of injury, until competent medical advice is available.
- S19: Uphold all rules and regulations, National, Regional & Local, regarding Pop Warner Football, Cheerleading and Dance.
- S20: Refrain from engaging in any action within or outside SFPAL & Pop Warner which in SFPAL’s or PWLS sole & absolute discretion reflects negatively upon, or causes embarrassment to, the SFPAL or PW program.

The essential elements of character - building and ethics in sports are embodied in the concept of sportsmanship and six core principles: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Good Citizenship. The highest potential of sports is achieved when competition reflects these "Six Pillars of Character".

Therefore, I agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have FUN and that the game is for youth NOT adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies for the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and spectators at every game, practice and other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent, such as booing, taunting, yelling, refusing to shake hands, or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and wellbeing of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game for his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also deemphasize games and completion in the lower age groups.
14. I will promote the emotional and physical wellbeing of the athletes ahead of any personal desire I may have for my child to win.

15. I will respect the coaches and their authority during games. I will never question, discuss, or confront coaches at the game field. I will take time to speak with coaches at an agreed upon time and place.

16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.

17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team. I also agree that if I fail to abide by the above-mentioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach, and/or SFPAL Board
- Written warning
- Parental game suspension with written documentation of incident kept on file by SFPAL 49ers
- Game forfeit through the official or coach
- Parental/Participant season suspension

**By my signature below**, I hereby stipulate that I have read, fully understand and voluntarily agree to abide by SFPAL 49ers Code of Conduct and its content:

Parent Name (print) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Player / Cheerleader Name \_\_\_\_\_

Team (circle one): TM MM JPW

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