

# Section 1: Coaches Code of Conduct and Responsibilities

## 1.1 General Expectations

All Coaches associated with Rogers Youth Football Association (RYFA) shall abide by the following guidelines and responsibilities. The RYFA Board of Directors reserves the right to enforce all policies, with disciplinary actions administered in accordance with the Grievance Process outlined in Section 4 and the RYFA Bylaws.

All individuals involved with RYFA are expected to act in a manner that reflects positively on the organization at all times and in all settings related to team activities.

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## 1.2 Coach Registration and Certification

1. All RYFA coaches shall register and complete the appropriate levels of certification and/or training through RYFA approved courses.
2. Any person taking on the responsibility of a **Head Coach or Assistant Coach** position for Flag, 7v7, or Tackle football must officially register as a coach with RYFA. Any individual not officially registered with RYFA as a coach is not considered a “coach” by definition.
3. All individuals participating in the **Tackle football coach’s box during games** must be officially registered as a coach with RYFA.
4. No RYFA coach may join another RYFA team’s coaching staff unless they are released by the team they originally committed to coach. The RYFA Executive Board will arbitrate any disputes regarding this matter.

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## 1.3 Coaching Responsibilities

1. Head coaches shall hold a team meeting with parents within three (3) days of the first day of the season.
2. During this meeting, the head coach shall clearly explain:
  - The rules and regulations of RYFA
  - The policies and procedures of the league in which RYFA participates
  - Their coaching philosophy and expectations
  - Any additional team rules they wish to implement
3. All coaches shall enforce the rules and regulations of RYFA and the league in which RYFA participates.
4. Coaches shall abide by all decisions made by RYFA and the league governing the football season.
5. If a question or issue arises regarding rules or situations during the season, coaches shall follow the RYFA Chain of Command as outlined in Section 5 of this document.
6. Coaches shall not directly communicate with directors of the league in which RYFA participates without first attempting to resolve the issue through the RYFA Board of Directors.
7. The responsibilities of all RYFA coaches supersede their responsibilities as a parent while acting in their role as a coach.

## 1.4 Sideline and Team Conduct

1. Head coaches are responsible for controlling, to the best of their ability, the actions of their coaches, parents, and player members on their sideline during all RYFA events, including games, scrimmages, and practices.
  2. Coaches shall encourage their players to enjoy the game of football and teach them how to both win and lose with good sportsmanship.
  3. Coaches shall treat their players, all other RYFA teams, RYFA members, parents, opposing coaches and teams, and game officials with respect and dignity at all times.
  4. Coaches shall use constructive criticism when coaching players.
  5. Coaches shall refrain from using abusive or profane language or gestures toward anyone connected with the game.
  6. Coaches shall not intimidate players, call them degrading names, or yell or scream at them in a negative manner. Coaching instruction delivered in a positive and constructive manner is acceptable.
  7. The head coach is responsible for placing players in positions where they can learn, develop skills, and experience success. The goal at this age is to educate players, help them grow their knowledge and skills, and develop a love for the game.
  8. Coaches shall make it clear to players that attendance at practices, meetings, and games is expected. Coaches should communicate rules and consequences regarding missed practices, meetings, or games and enforce these rules equally for all players.
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## 1.5 Player Development and Safety

1. Coaches shall use appropriate methods and drills to develop good physical conditioning and football skills.
  2. Coaches shall utilize offensive and defensive strategies recommended and provided by RYFA when applicable.
  3. Coaches should emphasize that good athletes are also good students both physically and mentally.
  4. Coaches shall not allow a Player Member to participate in practices or games until the player has been approved for participation by RYFA.
  5. Any coach who knowingly allows an ineligible player to participate shall be automatically suspended and may not resume coaching duties without approval from the RYFA Board of Directors or Grievance Committee.
  6. Coaches shall not permit an injured player to reenter a game if further participation could jeopardize the player's health.
  7. Coaches shall remain alert for any signs that may indicate possible health hazards both on and off the field.
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## 1.6 Conduct During RYFA Events

1. Coaches, parents, and player members shall not be under the influence of alcohol, illegal drugs, or tobacco products during any RYFA event, including games, scrimmages, practices, or team activities.
  2. Head coaches shall not terminate game play without reasonable cause unless directed by game officials. Reasonable cause is defined as serious concerns for the safety of players, coaches, or spectators.
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## 1.7 Team Operations

1. Coaches shall not independently organize or conduct practices, workouts, or scrimmages at public parks, school fields, or other facilities without prior approval and reservation through RYFA.
  2. Failure to comply with this requirement may result in disciplinary action, and the coach may be held responsible for any fines, fees, or penalties incurred by RYFA.
  3. Coaches may not borrow players from another RYFA team under any circumstance without first obtaining permission from the League Liaison, who must then receive approval from the league director(s).
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## 1.8 Playing Time Guidelines

The following playing time guidelines apply regardless of any potentially contradictory language in the rules or policies of the league in which RYFA participates.

### Flag Football and 7v7 (Grades 2–8)

Players who attend all or nearly all practices are expected to start and play approximately **50% of each game**.

Playing time is not guaranteed. Players who:

- Do not regularly attend practice
- Do not willingly participate in practice
- Leave practice early
- Demonstrate disciplinary issues

should not expect to start or receive 50% playing time.

### Tackle Football (Grades 2–5)

Players who attend all or nearly all practices are expected to start and play approximately **50% of each game**. Playing time is not guaranteed and may be affected by practice attendance, effort, participation, and disciplinary issues.

### Tackle Football (Grades 6–8)

Players who attend all or nearly all practices are expected to play approximately **one-third (1/3) of each game**. Playing time is not guaranteed and may be affected by attendance, effort, participation, and disciplinary concerns.

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## 1.9 Confidentiality

Coaches may have access to participant, parent, or organizational information through their involvement with RYFA.

This information is considered confidential and shall be used solely for purposes directly related to the operation of the organization. Coaches shall not share, distribute, or use such information for personal, commercial, or non-RYFA purposes.

All confidentiality expectations are further defined in Section 5 of this Policies & Procedures Manual.

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## **1.10 Enforcement**

All Coaches are expected to comply with the policies outlined in this section at all times.

Violations of the Coaches Code of Conduct and Responsibilities may result in disciplinary action, including but not limited to:

- Verbal or written warning
- Temporary suspension from practices, games, or team activities
- Removal from coaching responsibilities
- Ineligibility for future coaching positions within RYFA

All disciplinary actions shall be administered in accordance with the Grievance Process outlined in Section 4 and the RYFA Bylaws.

In situations involving player safety, significant misconduct, or behavior deemed immediately detrimental to the Association, the RYFA Board of Directors or Executive Board may take temporary action, including suspension, pending a formal review through the Grievance Process.

# Section 5: Chain of Command and Communication Policy

## 5.1 Purpose and Expectations

The purpose of this policy is to establish clear lines of communication within Rogers Youth Football Association (RYFA) to ensure that all concerns, questions, and information are addressed in a consistent, respectful, and efficient manner.

All members of RYFA, including Board Members, coaches, parents, and players, are expected to follow the established chain of command and communicate in a manner that reflects positively on the Association.

Failure to follow the communication guidelines outlined in this section may result in delays in resolution and may be subject to disciplinary action if deemed detrimental to the best interest of the players and the Association.

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## 5.2 Chain of Command

All concerns, questions, or issues shall be directed through the following chain of command:

1. **Head Coach (if applicable)**
2. **Age Group Director**
3. **Director of Coaching**
4. **RYFA President**

Each level of the chain of command shall be given a reasonable opportunity to address and resolve the matter before it is escalated.

No member shall bypass the chain of command without reasonable cause.

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## 5.3 Communication Expectations

All communication within RYFA shall be conducted in a respectful, professional, and constructive manner.

Members shall:

- Communicate concerns calmly and respectfully
- Focus on facts and specific situations rather than personal opinions
- Allow adequate time for responses before escalating concerns
- Be open to resolution and feedback

At no time shall communication include:

- Abusive, threatening, or confrontational language
- Public criticism of coaches, players, Board Members, or the Association
- Communication that undermines the authority of coaches or the Board

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## 5.4 24-Hour Rule

Parents and participants shall not address concerns related to games or practices until at least twenty-four (24) hours have passed following the event.

This allows for a more constructive and objective discussion.

All discussions shall take place at an appropriate time and setting and shall not occur immediately before, during, or after games or practices.

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## **5.5 Appropriate Communication Channels**

Concerns shall be addressed through appropriate and direct communication methods, including:

- In-person meetings (preferred when appropriate)
- Phone communication
- Direct email communication

Social media, group messaging platforms, or public forums shall not be used to address or escalate concerns related to RYFA.

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## **5.6 Roles and Responsibilities in Communication**

### **Coaches**

- Serve as the first point of contact for team-related matters
- Communicate expectations, schedules, and updates to parents and players
- Address concerns at the team level when appropriate

### **Age Group Directors**

- Support coaches and assist in resolving concerns within their assigned level
- Serve as the next level of escalation when issues cannot be resolved at the team level

### **Director of Coaching**

- Oversee coaching-related matters and ensure consistency across the program
- Assist in resolving escalated concerns
- Coordinate with the Grievance Process when necessary

### **President**

- Provide final oversight on organizational matters
  - Address concerns that cannot be resolved through prior levels
  - Represent the Association in external communication when required
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## **5.7 Escalation Guidelines**

A concern may be escalated to the next level in the chain of command when:

- A resolution cannot be reached at the current level
- The concern involves a conflict of interest
- The matter involves potential violations of RYFA policies, bylaws, or safety standards

Escalation shall follow the established chain unless immediate attention is required for safety or serious misconduct.

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## **5.8 External Communication**

No member of RYFA shall contact external organizations, including league officials, city representatives, or partner organizations, regarding concerns or complaints without first following the RYFA chain of command.

All external communication on behalf of RYFA shall be coordinated through the President, Vice President, or designated Board representative.

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## **5.9 Social Media and Public Communication**

Members shall not use social media or public platforms to:

- Address grievances or complaints
- Criticize players, coaches, officials, or the Association
- Share confidential or sensitive information

Concerns must be handled through the proper internal communication channels.

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## **5.10 Confidentiality and Data Protection**

Board Members, coaches, parents, volunteers, and all participants may have access to confidential information through their involvement with RYFA. This includes, but is not limited to:

- Player and parent contact information (names, emails, phone numbers)
- Rosters and team assignments
- Internal communications and organizational records

This information is the property of RYFA and shall be used solely for purposes directly related to the operation of the Association.

The unauthorized use, distribution, retention, or external sharing of such information for personal, commercial, or non-RYFA purposes is strictly prohibited.

RYFA member and participant information may not be used for solicitation, marketing, or promotion of non-RYFA programs, teams, or organizations without prior written approval from the RYFA Board of Directors.

This expectation applies both during and after an individual's involvement with RYFA.

Violations of this policy may result in disciplinary action, including removal from participation, in accordance with the Grievance Process outlined in Section 4 and the RYFA Bylaws, and may also subject the individual to further action as permitted by applicable laws.

Access to RYFA information is granted solely for participation in Association activities and may be restricted or revoked at any time by the Board of Directors.

RYFA reserves the right to pursue appropriate remedies, including but not limited to restriction of access, removal from the Association, and referral to governing bodies or legal authorities when warranted.

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## **5.10 Enforcement**

Failure to follow the Chain of Command and Communication Policy may result in disciplinary action, including but not limited to:

- Verbal or written warning
- Suspension from participation or attendance at events
- Removal from the Association

All enforcement decisions shall be made in the best interest of the players and the Association.