



PAL-MAC YOUTH  
FOOTBALL AND  
CHEERLEADING  
LEAGUE

PARENT HANDBOOK

[palmacyouth.com](http://palmacyouth.com)

\*\*revised 4/2018\*\*

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## **WELCOME**

This handbook is intended to provide both parents and participants with information regarding our program. Please review the PMYFCL bylaws for addition information. All information contained herein is subject to change per FLYFCL (Finger Lakes Youth Football and Cheer League) rule changes. Feel free to contact any board member with questions, concerns, ideas, and comments you may have regarding our program.

## **PMYFCL OBJECTIVES**

This organization gives children an opportunity to learn the fundamentals of football and cheerleading with proper adult supervision and adequate equipment in a safe environment. With this constructive program, our objectives are to:

1. Improve the physical health of our children with training, conditioning, and exercise that emphasizes participation and safety.
2. Enhance the psychological well-being of our children by reinforcing positive self-image, fairness, and participation.
3. Use teamwork, sportsmanship, appropriate behavior, and common decency to guide our children in social skills.
4. Help our children to understand and appreciate the value of personal effort and dedication to team effort.

## **CODE OF CONDUCT**

All participants and parents are expected to follow a code of conduct.

### **PARTICIPANT BEHAVIOR**

The Participant expectations include but are not limited to the following:

- Respect to all coaches, assistants, board members, fellow team members, opponents, and officials at all times.
- Poor attitude or uncooperative behavior will not be tolerated in order to ensure the safety and well-being of the players/cheerleaders.
- Must be willing to learn and cooperate with others.
- Good sportsmanship is a must.
- This is a team sport, and participants must learn to work together as a team.
- No smoking, no drugs, no alcohol, and no use of profanity.
- We understand not all players and cheerleaders are of equal athletic ability, but we do expect all participants to give 100% at practices, scrimmages, and games.

**All participants are required to follow the conduct and rules set forth by PMYFCL and laid out in this handbook.**

If the conduct and expectations are not adhered to, the following actions may be taken:

- Written warning
- Parent/Guardian contacted
- Benched from practice/game
- Dismissed from practice/game
- And/Or dismissed from remainder of the season

### **PARENT BEHAVIOR**

We ask that you set a positive example for all children. **Please keep comments positive and encouraging.** We do not try out or cut kids from this program based on skill. For some of the participants, this is the first time participating in a sport. We want them to be successful, but first and foremost, we want them to obtain the necessary skills. We are working with “children,” and they need as much positive reinforcement from us as possible!

**\*\*Parents who are deemed to be threatening or using profanity will be asked to leave the fields immediately\*\***

## **REGISTRATION**

**Contract:** The **contract** includes participant information, parent's signature, participant's signature, copy of child's birth certificate, and a recent photo. This is a signed agreement that the participant is making with Pal-Mac Youth Football and Cheerleading. Please take time to ensure that you understand the obligation you are undertaking and the ramifications if they are not met.

**Physical:** Every participant is required to have a physical, including Flag. All physicals must be dated after August 1st of the current year. Physicals dated August 1st, or prior will NOT be accepted. **NO participant** is allowed to practice without a completed physical form. If you have any questions regarding physicals for your child, it is your responsibility to call the league Registration Director.

**CONTRACTS AND PHYSICALS must be completed before your child can step on the field to practice/play. There are no exceptions to this rule — this is for the safety of your child.**

If your child's registration paperwork, including a completed physical evaluation (dated AFTER August 1st of the current year) has not been completed and turned in by **June 1:**

- Your child will be placed on a waiting list (for the team that your child is assigned to).
- Your child will NOT be allowed to practice with the team.
- Only after ALL required paperwork is completed and handed into the Registration Director will your child be removed from the waiting list and be allowed to practice with the team.

***\*\*IMPORTANT\*\*:*** *At the beginning of each season, all participants will start at the lowest level team (Flag, C, then B) for which they are eligible per the age restrictions outlined in the Parent Handbook. Participation at a higher level will be at the sole discretion and advisement of the coaches, football or cheer director, and the Executive Board.*

## **PAYMENT**

Full payment is due at the time of registration. See **[www.palmacyouth.com](http://www.palmacyouth.com)** for current prices and registration dates.

All checks should be made payable to PMYFCL.

Our league will assist in a limited number of Registration Fee Waivers for children to participate in football or cheerleading due to financial hardship. See the [Registration Fee Waiver Program](#) section below for more details.

***Please Note:** There is a \$25 bounced check fee owed to PMYFCL on top of any bank charges for payment, fundraiser, or other monies. Your child will not play in a regulation game until this fee is paid in full.*

### **FUNDRAISER**

We will run **one** mandatory fundraiser per year — you can either participate in the fundraiser or purchase the buy-out option. We ask that you encourage your child to put as much effort as possible into this event. This is your child's way of contributing to the program.

It is important that money is collected and turned in by the due dates specified each season (**coins will not be accepted**). Failure to turn in the fundraising money will result in your child becoming ineligible to play/cheer in the next game regardless if he/she attends practice. If you have any questions regarding any fundraising activity, please see the leagues Public Relations Director.

***Please Note:** There is a \$25 bounced check fee owed to PMYFCL on top of any bank charges for payment, fundraiser, or other monies. Your child will not play in a regulation game until this fee is paid in full.*

### **REGISTRATION FEE WAIVER PROGRAM**

PMYFCL firmly believes that each child who wishes to participate in football or cheerleading is entitled to do so regardless of skill, gender, or financial circumstances. Our league will assist in a limited number of Registration Fee Waivers for children to participate in football or cheerleading due to financial hardship. This opportunity is on a first-come first-serve basis. Further waivers may be approved under the discretion of the Executive Board.

All required forms and information must be mailed and received by **March 1st of the current year** to:

PMYFCL  
Attention: Registrar  
P.O. BOX 32  
Palmyra, NY 14522

## **REFUND POLICY**

Refunds will be issued at the discretion of the **Executive Board of Directors ONLY**. A signed detailed written request for a refund must be submitted for consideration. Please include the following: participant's name, team/squad, residential address (No PO Box), and telephone number.

Mail refund request to:       PMYFCL  
   P.O. BOX 32  
   Palmyra, NY 14522

Refunds are as follows:

1. A 100% refund will be issued if participant withdraws because of a Medical condition prior to August 1. The player must provide a note from a doctor on official script or letterhead.
2. A 100% refund will be issued if participant moves out of the area prior to August 1. The player must provide forwarding address where the check will be mailed.
3. **NO REFUNDS** will be given on or after the first day of conditioning for any reason.
4. **NO REFUNDS** will be given on any fundraising money.
5. **NO REFUNDS** will be given on Cheerleader uniforms.

**Refunds will be processed within 4 weeks after the submission of the request.** Date of submission shall be determined as to the date received by the Treasurer.

**NOTE:** This refund policy is in place as costs are incurred once a child signs up. These costs can be attributed to:

- Document preparation: processing, handling, copying, securing, and notification.
- Notification of non-participation received **AFTER** registration, preventing the sign-up of a child on the waiting list, therefore resulting in loss of revenue benefits to the league.
- Equipment purchasing additional required attire.
- Additions to: Rosters, Insurance, and Assessment by FLYFCL.

## AGE REQUIREMENTS

### \*AGE LIMITS FOR THE CURRENT YEAR PER FLYFCL\*

Every team has an age and grade limit set by Finger Lakes Youth Football and Cheerleading League. A player will only play on the team where they are certified.

**Please Note: This is subject to change if PMYFCL or FLYFCL makes changes.**

**\*\*IMPORTANT\*\*:** At the beginning of each season, all participants will start at the lowest level team (Flag, C, then B) for which they are eligible per the age restrictions outlined in the Parent Handbook. Participation at a higher level will be at the sole discretion and advisement of the coaches, football or cheer director, and the Executive Board.

A player's age is defined as his/her age as of December 1<sup>st</sup> of the current year. A player shall be placed on the appropriate level based on the higher of age and/or grade. **Grade shall take precedent over age where a player is eligible on more than one level. \*per FLYFCL\***

**Football:** ages 5 to 12 years

Team	Age	Grades
<b>Flag</b>	5, 6, 7, and 8 years	1st and 2nd
<b>C Team</b>	8, 9, and 10 years	3rd and 4th
<b>B Team</b>	10, 11 and 12 years	5th and 6th

**Cheerleaders:** ages 5 to 15 years

Team	Age	(Grades)
<b>Flag</b>	5, 6, and 7 years	1st and 2nd
<b>C Team</b>	7, 8, 9, and 10 years	3rd, 4th, and 5th
<b>B Team</b>	10, 11, 12 and 13 years	6th, 7th, and 8th

**To participate:**

- **Flag participants who are 5 years old must be entering 1<sup>st</sup> grade to be eligible to play.**
- **Football Players (non-Flag) must be 8 years old by August 1st of the current year, and cannot turn 13 years old before August 1st of the current year.**
- **Cheerleaders (non-Flag) must be 7 years old before August 1st of the current year, and cannot turn 14 years old before August 1st of the current.**



## PRACTICES

All practices will be held at the Palmyra-Macedon Intermediate School unless otherwise noted.

\*At times, the Cheerleaders may have alternative practice dates and/or locations. The Cheer director will notify the teams of all changes in the schedule.

PMYFCL is not affiliated with the school district; however, we are allowed to use the fields for practice as well as on game day as a favor. **Do not litter or destroy any property. No smoking, no drugs, no alcohol, and no pets are allowed on school grounds, including the parking lot** during practices or at a game. Please be sure that you pick up after yourselves at all games both home and away. Keeping the fields clean is a direct reflection of our league.

### REQUIREMENTS

**Practices are MANDATORY.** If your child needs to miss a practice, please discuss this with your child's coach as soon as possible. Missed practices may determine how much playing/cheering time your child will receive on game day.

**Vacations will need to be discussed with your child's Coach ahead of time.** If the above practice requirements are not discussed and your child does not show up for practice, your child will be considered a no-show and dropped from the roster.

**\*Participants must attend a minimum of 10 practices before the first game. Organized athletic events in other sports, including practices and games, can substitute for these practices, provided a signed statement from that coach is given to the football/cheer coach).**

**\*\*You must have 10 conditioning hours before physical contact and/or stunting. Two practices a week must be attended to be eligible to participate in that week's game.**

Gum chewing during practice or games is **NOT** acceptable. **NO DOGS** are allowed on school property at any practice. This is a Pal-Mac School rule, and we must enforce this.

### CERTIFICATION

A representative from FLYFCL will come to the practices in August to certify every participant. Certification consists of checking each contract and meeting with every participant.

It is mandatory that your child be present on this night. If the participant is not certified, they do not participate in any scrimmages or games until they are certified. It will be the **PARENT'S** responsibility to get their child certified if they are absent during certification night in August.

The Registration Director will work with you trying to find additional times/places where your child can be certified.

### **PRACTICE DAYS AND TIMES**

Practice for all players and cheerleaders (B, C, Flag) will begin on **August 1<sup>st</sup> at 5:30 p.m.**

#### **August Practices**

	<b>Day</b>	<b>Time</b>
<b>Flag Football</b>	T, W, and TH	5:30 – 7:30 p.m.
<b>Flag Cheer</b>	T, W, and TH	5:30 – 7:30 p.m.
<b>B &amp; C Football</b>	M, T, W, and TH	5:30 – 8:00 p.m.
<b>B &amp; C Cheer</b>	M, T, W, and TH	5:30 – 8:00 p.m.

#### **September and October Practices**

	<b>Day</b>	<b>Time</b>
<b>Flag Football</b>	T and TH	5:30 – TBD by Football Director
<b>Flag Cheer</b>	T and TH	5:30 – TBD by Cheer Director
<b>B &amp; C Football</b>	T, W, and TH	5:30 – TBD by Football Director
<b>B &amp; C Cheer</b>	T, W, and TH	5:30 – TBD by Cheer Director

**As we progress into the year, the practice times will become SHORTER.** Keep updated by visiting our website and communicating with your child's coach. As practices get shorter, Saturday practices may be an option; your child's coach will advise you of this.

**Please be considerate of the Coaches time and be prompt** about dropping off and picking up your children. We encourage you to stay during the practices and watch your child learn. Parents must be sure the coaches know they are here to pick up their child/children before the coaches will let the players/cheerleaders leave at the end of practice. **Parents and or Guardians must contact the coach if you are running late for pick up.**

In the event of an emergency and the parent/emergency contact is not present or available via phone, a decision by the medical staff will be made to have your child taken by ambulance to the hospital. A coach or a board member will accompany this child.

**It is very important to ensure all Contact information is up-to-date.**

**PRACTICE ATTIRE**

Proper practice attire must be worn during all practices:

- No jewelry of any kind (including livestrong bracelets, etc.) is to be worn during practice or games, except medic bracelets, which must be taped; no other jewelry may be taped.
- Football players are required to wear league-issued practice equipment.
- Cheerleaders are required to wear t-shirts, comfortable shorts/pants, and athletic sneakers.
- No denim material of any kind
- No sandals or flat bottom sneakers and no tank tops.
- Polish may be worn during practices, but **NOT** during games and/or competitions. If you are wearing polish at a game, you will be benched.
- Cheerleaders are expected to come to practice with your hair up (away from your face), no barrettes or clips of any kind are permitted, and bobby pins are allowed.

**\*If you are not wearing proper practice attire, you will not participate in practice and will be sent home.**

**INCLEMENT WEATHER, LIGHTNING, AND HEAT INDEX GUIDELINES**

We practice and play in all kinds of weather — please dress your child appropriately. If lightening begins during practice, practice will be cancelled immediately. The league will use an air horn to notify the teams during practice that the children must come off the field immediately.

**If during a game lightening is sighted, the referees will follow the rules set forth by the league, and we must accept the decision of the referee(s).**

**IF YOU ARE NOT AT PRACTICE AND YOU SPOT LIGHTENING, PLEASE COME AND PICK UP YOUR CHILD IMMEDIATELY. MAKE SURE THAT THE PHONE NUMBER(S) ON YOUR PAPERWORK IS KEPT CURRENT.**

## NOAA's National Weather Service

### Heat Index

Temperature (°F)

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

- Caution
  Extreme Caution
  Danger
  Extreme Danger

### Heat Index under 95°

#### All sports:

- Provide ample amounts of water. This means water should always be available and athletes should take in as much water as they desire.
- Optional water breaks every 30 minutes for 10 minutes duration.
- Ice-down towels for cooling
- Watch/monitor athletes carefully for necessary action

### Heat Index 95° to 99°

#### All sports:

- Provide ample amounts of water. This means water should always be available and athletes should take in as much water as they desire.
- Mandatory water breaks every 30 minutes for 10 minutes duration.
- Ice-down towels for cooling
- Watch/monitor athletes carefully for necessary action

#### Contact sports:

- Helmets and other possible equipment removed if not involved in contact
- Reduce time of outside activity. Consider postponing practice to later in the day  
 Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index

**Heat index 100° to 104°****All sports:**

- Provide ample amounts of water. This means water should always be available and athletes should take in as much water as they desire.
- Mandatory water breaks every 30 minutes for 10 minutes duration.
- Ice-down towels for cooling
- Watch/monitor athletes carefully for necessary action
- Alter uniform by removing items if possible
- Reduce time of outside activity as well as indoor activity if air conditioning unavailable
- Postpone practice to later in day if possible

**Contact sports and activities with additional equipment**

- Helmets and other possible equipment removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity.

Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index

**Heat index above 104°****All sports:**

- Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.

**Cold Weather and Snow**

Similar to when the weather is hot, athletes must come prepared to practice and games dressed appropriately when the temperatures cool. As deemed appropriate on game day by your child's coach, in conjunction with the Football and Cheer Directors, they should dress in layers that will allow them to adequately participate.

Should cheerleaders need to dress for cooler temperatures, layered garments should be easily removable and red or black in order to look as a unified group. Appropriate items include but are not limited to: warmup pants, sweatpants or leggings; jackets, coats, sweatshirts; gloves and ear warmers. FLYFCL Game Day Procedure requires that each team must perform a "Hello" cheer at the start of each game as well as a competition routine at halftime of each game. Cheerleaders may be required to remove layered garments in order to safely execute their routines and to avoid becoming excessively dirty or wet from the football field. These decisions for the teams will be made based on weather conditions in the moment by the coach(es) and/or Cheer Director.

## **GAME SCHEDULES**

A game schedule will be given to all participants and will be available on the website once finalized by the league. Home games will be played at the Palmyra-Macedon Varsity Football Field. Parents are responsible for transportation to **BOTH Home and Away games**. An update with a location, date, time, and map will be available on the website: [palmacyouth.com](http://palmacyouth.com)

### **Game Times**

<b>Team</b>	<b>Time</b>
<b>Flag Team</b>	Games will be announced 9 A.M.
<b>C Team</b>	Begin at 10 A.M. SHARP
<b>B Team</b>	Immediately following C Team game *usually around 12pm*

**EXPECTATIONS:** All players/cheerleaders are expected to arrive at all games 1 hour before the game starts for warm ups prior to the game, unless noted different by your child's coach. **IF YOU ARE NOT AT A GAME ON TIME, YOU WILL NOT CHEER/PLAY THE FIRST QUARTER!**

Each football player who is eligible to play in a given game is guaranteed a minimum number of plays per game. This number is determined by the active game day roster. **Minimum number of plays per eligible football player:**

<b>Number on Game Day Roster</b>	<b>Number of Plays per Participant</b>
<b>11 – 20 players</b>	9 plays per half
<b>21 – 30 players</b>	7 plays per half
<b>31+ players</b>	5 plays per half

**Please Note:** All parents are expected to sit in the bleachers and not be on the field during the games. Players, coaches, board members and volunteers (Chains, 10 Play, Medic, etc) having business on the field are the only people allowed on the field before, during, or after the games. If a child is hurt, the coach may ask the parent to come onto the field if needed.

PMYFCL is not affiliated with the school district; however, we are allowed to use the fields for practice as well as on game day as a favor, please keep this in mind. **Do not litter or destroy any property. No smoking, no drugs, no alcohol, and no pets are allowed on school grounds, including the parking lot** during practices or at a game. Please be sure that you pick up after

yourselves at all games both home and away. Keeping the fields clean is a direct reflection of our league.

**LIGHTNING:** If lightning is sighted during a game, the referees will follow the rules set forth by the league and we must accept the decision of the referee(s).

### **Illness Policy**

PMYFCL follows the same guidelines at the Pal-Mac school district. If your child stays home from school then they should not attend practice that day as well.

#### **Guidelines for Keeping Your Child Home**

- **A temperature of 100 degrees or higher** (body temperature tends to be lower in the morning, so a slight elevation may indicate an infection is present).
- **Children should be fever-free for one day, without the aid of a fever-reducing product, before they return to school.**
- Vomiting or diarrhea
- A suspicious rash
- A headache that continues for a day or two, or re-occurs
- A bad cough, or cold symptoms
- A sore throat, especially if exhibiting other symptoms such as nausea, rash or fever.
- Redness of an eye, especially if accompanied with draining or itching.

**\*\*When your child is absent or tardy from practice or a game, please call or email your head coach\*\***

**Please also note that being sick is considered an excused absent and will not affect your child with the mandatory attendance policy that goes into affect the month of September. We would rather your child be healthy and not spread illness whenever possible.**

## **UNIFORM AND EQUIPMENT REQUIREMENTS**

Parents are responsible for equipment and uniforms — you and your child will be signing for them. You are responsible for making sure that **All** signed out uniforms/equipment is receive back in good condition or you will be charged for the replacement cost.

All players/cheerleaders are responsible for bringing all “PIECES” of their uniform to practice and games.

Uniform “try on” dates will be determined close to the start of the season. You will be notified when a date and place has been finalized. This is **MANDATORY** for all players/cheerleaders. Please wear clothing that the uniform/equipment can be tried on over, as we will not be changing in the bathrooms. Selected equipment will be provided for you by the League, and other equipment will need to be purchased by the parent/guardian in order to participate.

**Football Players:** A uniform and one mouth guard is provided by the league. Players are responsible for an athletic supporter cup, proper shoes (cleats are optional), and girdle. **DO NOT CUT THE SLEEVES OF PRACTICE JERSEYS.** Any players with questions on the proper fitting or adjustment of the equipment (shoulder pads, helmet, pads in pants, rib pads, etc.) should direct these to the Equipment Director.

**Cheerleaders:** A uniform is provided (shell and skirt). The Parent/Guardian is responsible for lollies, liners, white no-show socks, league required sneakers (C & B team), Flag requires ANY white TIE sneaker, and hair bow. Selected items that are required will be available to order for purchase at uniform “try on.”

*At the end of the season there will be ONE date set for uniform hand-ins. After that there will be charge for the cost of the uniform. Please make every effort to get your child's uniform handed in.*

***\*\*Please do not use bleach on the uniforms or scrub them with a hard brush; this will definitely damage them. For tough stains, soak them in a bucket with Sunlight Dish Soap before washing. Stain sticks also work well. Cheerleading outfits should be washed in cold water then line dried.***



## **MEDICAL, INSURANCE, AND CERTIFICATION INFORMATION**

### **MEDICAL**

We are required to have individuals trained in first aid at all practices every night and games. The ambulances are volunteer organizations and help us whenever needed. In the event your child becomes injured, all decisions are made by the medical personnel, as to whether they can play, stay, or be transported to the hospital.

**Doctor's Release:** If your child is under doctor's care for sickness, injuries, or allergies, the league will need a doctor's release stating that your child is able to participate. It's the **Parent's Responsibility** to ensure that this paperwork is completed and is on file. Please ensure that if your child requires medication that you and the prescribed medicine are readily available. Children will **NOT** be allowed to play/practice without this information.

### **INSURANCE**

PMYFCL has medical insurance coverage, which is considered to be secondary coverage. Your personal insurance is processed first. After your insurance carrier has paid, you are responsible to pay a \$250 deductible, after which FLYFCL's insurance goes into effect. Please submit the original bill with a copy attached to the Medical Director so that the paperwork can be filed with the league, and keep a copy for yourself. Our insurance pays \$75, so the remainder must be paid by the parents of the player. All injuries need to be reported to the medical director immediately so that an injury form can be filled out.

**Once an injury form is filled out, we will need a Doctor's release statement with a copy of the injury form submitted to the Medical Director of the League permitting the child to practice. If we do not have a release on file, your child will NOT practice or play.**

*All insurance documentation and claims are to be sent to:*

Pal-Mac Youth Football and Cheerleading League

PO Box 32

Palmyra, NY 14522

## **COACHING AND BOARD MEMBER CERTIFICATION**

All Pal-Mac Youth Football/Cheerleading Coaches have attended the mandatory Coaching Clinic, have passed a thorough background check, are certified with the National Youth Sports Coaches Association, (NYSCA) or by USA Football, and are in good standing. This clinic is mandatory in 37 states for youth sports coaching ages 5 – 14 years. All Board Members are also required to successfully pass a thorough background check. Please note there are some fees associated with background checks and certification that the coaches are responsible for paying.

## **PARENT REQUIREMENTS**

We ask that you remember at all times that this is a children's sports league – it's not the NFL, Collegiate, or even High School Football/Cheerleading. Not all plays will work, not all calls will go our way, and not all rules are like the NFL. The Coaches and Board Members have a difficult job, but they do it for the pure enjoyment of teaching **your** children. Remember that we are all on the same team and want what's best for the kids. Parents who are deemed to be threatening or using profanity will be asked to leave the fields immediately.

## **MANDATORY PARENT MEETING**

There will be a Mandatory parent meeting at the start of each season. The date and time will be given out once it has been determined.

## **PARENT PARTICIPATION/WORKER BOARD SHIFTS**

PMYFCL is run entirely by volunteers. Parents of **B and C TEAMS** are required to work **TWICE** for each child involved in the program. **FLAG TEAM** parents are required to work **ONCE** for each child involved in the program. Sign-ups will be available during the first weeks of practice.

You have the option of signing up to work any game regardless of which game your child is playing in. The date and time for Worker Board Shift sign-ups will be announced, but usually occurs during the initial first few days of practice.

**You must work the required number of shifts per child in the league.** Please be considerate and be on time for your scheduled shift. ***IF you fail to sign up for your required number of shifts or are a no show at an assigned shift, you will be charged a \$40/shift fee. If you miss a shift you will have an opportunity to sign up for another shift before being charged the missed shift fee of \$40.***

Worker Board Shift Jobs are defined below:

- **Set Up**

- Concession Stand (see below).
- Field – Setting up markers, cones, chains, and placing trash bags in all trash containers.
- **Concession Stand**
  - Set Up: Prepping foods/beverages, filling coolers, preparing/filling condiment table, cooking, hanging menus, and setting up order tickets.
  - Game Time: Cook, asst. cook, cashier, order taker, beverage preparer, stock person, cleaner/dishwasher, and candy counter.
  - Clean Up: Empty trash/recycles, wash all dishes, wipe down all counters, tables, appliances, empty out all coolers, cleaning the grill, store all unused food and beverages in proper holding areas, and asst. in loading all products in vehicle. After each home game, persons will be responsible for cleaning up the concession stands, stadium stands, and the field of all debris.
- 
- **Chains and Down Marker:** This is a three-person team on the sidelines, 2 people will be responsible for moving the “chains,” and 1 person will be responsible for keeping downs.
- **Spotter:** One person in the announcer’s booth to help the announcer spot the plays and jersey numbers during the home games only.
- **10 Plays:** Those players who are eligible will participate in a minimum of plays per game. This is to be recorded by two people — one on each side of the field will keep track of the plays per player. A team roster and a recording sheet will be provided.
- **50/50 Raffle ticket sales:** Two individuals will walk the grounds selling tickets until half time.
- **Trash/Restrooms:** Monitor/Restock restrooms, empty all trashcans (bathrooms, stands, fields, concessions).
- **Clean Up:** Empty all trash cans/recycles; pick up trash from both set of stands, fields, and restrooms.

***\*\*If you do not sign up for a position, we will assign you a position and notify you of this action.\*\****

**Important:** It is the parent’s responsibility to contact the workers board coordinator 24 hours prior to the game if unable to work and make arrangements to reschedule your shift. Immediately, the parent must sign up for the next available shift/duty to fulfill the obligation set forward by the league. If the parent does not fulfill his/her obligation by the last game of the season then **a \$40/shift fee will be added to registration costs for the following season.** If you serve as a replacement for someone else on a shift, you are still responsible for your original scheduled shifts and duties.

***\*\*The worker board coordinator will handle exceptions and changes to the workers' board, and he/she will assist you in finding another date/time to work.***

## **MISCELLANEOUS**

### **PICTURE DAY**

We will have the team pictures as well as individual pictures taken once during the year. Everyone is included in the team picture, even if you prefer not to order an individual packet. The date and time of pictures will be announced during the season.  
**\*\*Pictures will be rescheduled if inclement weather\*\***

### **BEVERAGES AND EATING**

It is suggested that the participants eat about one hour before practice; this gives the food time to settle. Keep the meals light and your child will be less likely to get a stomachache, especially during the hot weather. **Please ensure that your child has adequate water at every practice.** The league does not supply individual water bottles for the children. Please ensure that your child's name is clearly marked on the container. **Your child is responsible for taking care of their trash at the end of practice. It is not the league/coaches responsibility to pick up after your child.**

Water, Gatorade, snacks, and a limited food menu will be made available for purchase at each practice at the concession stand.

### **QUESTIONS, SUGGESTIONS, OR COMMENTS**

Please bring them to any Board Member's attention. At most practices and games, Board Members are available for discussion. Also, feel free to contact us via email at [palmacyouth@gmail.com](mailto:palmacyouth@gmail.com) or through the website at [www.palmacyouth.com](http://www.palmacyouth.com).

We will do our best to address any comments or concerns you have in a timely manner. If your question or inquiry requires a decision, it will be discussed and voted on by the Board. You may not always like the answer you receive, but we will do our best to explain the rationale behind those decisions and any league rules that may apply. You are always welcome to attend the monthly Board meeting, and we are always open to suggestions.

**Thank you for your support and patience. Please remember that we are a group of volunteers – there is always room and a need for more people to help. Together we will have a safe and successful year.**