

**Countryside Jr. Cougars  
P.O. Box 16934  
Clearwater, FL 33766**

**727-216-6578 Office  
[www.cjcougars.com](http://www.cjcougars.com)**

**CJC Parent Handbook**



# 2010 Countryside Jr. Cougar Executive & General Board Members

## Executive Board Members

President	Rodney Surratt
Vice President	Kelly Stevenson
Athletic Director	Ray Schroeder
Football Player Agent	Brad Adams
Cheerleading Coordinator	Demi Insko
Cheerleading Player Agent	Polly Shefman
Treasurer	Deb Carroll
Secretary	Mary Frenia
Facilities Manager	Blaine Parker
Football Operations Director	Mike Carroll

## General Board Members

Football Team Mom Coordinator	Donna Reynolds
Cheer Team Mom Coordinator	Kris Rawson
Flag Cheer Coordinator	Karen Vance
Flag Football Coordinator	Kaylan Brugh
Equipment Room Manager	Raul Margarejo
Concession Stand Manager	Chino Santos
Security Officer	Kevin Insko
Front Gate Manager	
Communications Manager	John Stevenson
Assistant Cheer Coordinator	Jennifer Vellucci
Cheer Coach Representative	Kyle Thompson
Fundraising Manager	Brian Bechore
Registrar (football)	Liz Tinsley / Marlaina Satcher
Registrar (cheer)	John Marchica
Registrar (flag program)	Kim Cordelo
Field Painter	Tom Ronacher

Welcome Jr. Cougar Families,

By registering your children with the Countryside Jr. Cougars youth football and cheerleading organization you have, as required by Florida State Law, become a member of its organization. We hope that you will take active roles by attending games, practices, parent meetings and CJC events. The CJC Executive Board recognizes that parent input is essential for a successful youth group. Please review this handbook with your child/children. Please also use the Cougar website as an additional information tool.

[www.cjcougars.com](http://www.cjcougars.com)

The Countryside Jr. Cougars is a member of the Suncoast Youth Football Conference (SYFC), which is responsible for game rules, scheduling of all games, and scheduling for approximately 5000 Pinellas County children. We, as Jr. Cougar parents, and specifically the Executive & General Board of Directors are responsible for the enforcement of SYFC regulations and for the governing of our teams in the high standards we require of our participants. Please address any questions or concerns you may have with the proper authority of CJC.

In addition to our traditional contact football and cheerleading programs, we have Flag Football and Cheerleading. This program is a non-competitive instructional program designed to provide an introduction into organized team sports, to teach the basics of football and cheerleading, good sportsmanship, respect and build self-esteem.

It is our very sincere hope that participation in the Countryside Jr. Cougars will be a rewarding family experience. The Jr. Cougars invite you, the parent, to take an active part in watching your child become a more confident, outgoing, and mature individual through a very intensive team effort.

Thank you very much for your time. We're looking forward to an exciting season.

Respectfully,

*Rodney Surratt*

Rodney Surratt

President CJC, Inc.

Countryside Jr. Cougar Board of Directors

## **GENERAL INFORMATION**

This handbook is prepared as a guide for all participants, parents and coaches of the Countryside Jr. Cougars Organization.

By reading this booklet and reviewing it with your child/children, you will acquaint yourself with the rules and regulations established for us by our organization and the Suncoast Youth Football Conference (SYFC). It is your responsibility to understand and ensure your child/children's understanding of these rules and regulations, and to govern yourselves accordingly.

## **HOW TO MAKE YOUR ORGANIZATION A SUCCESS**

Participate beyond paying the registration fee and show your child/children the meaning of "team work"

Read all newsletters your child/children bring home and pay close attention to our website for updates

Participate, attend functions and show your support for the organization and our children

Applaud...Applaud...Applaud... to all the hard working volunteers and a successful season

# **RULES & REGULATIONS FOR COUNTRYSIDE JR. COUGARS**

## **ARTICLE I CODE OF CONDUCT**

This code of conduct is intended to govern the actions of all participants, parents/guardians and coaches of the Countryside Jr. Cougars Organization.

The SYFC has set strict rules for conduct that Countryside Jr. Cougars, as an organization is responsible for the conduct and behavior of all its members. The SYFC REQUIRES that we expel for the period of one year minimum anyone who is found guilty of misconduct. (See Sections B & C: Minor & Major Infractions) It is important all football players, cheerleaders, coaches, and parents/guardians recognize their actions reflect on the entire organization.

Discipline problems will not be tolerated, and shall be brought to the attention of the Athletic Director or Cheerleading Director, or in their absence, any member of the Executive Board Immediately.

### **SECTION A ON & OFF FIELD DISCIPLINE**

“On Field” is defined as any time the children are assembled by the coaches for ANY purpose. The head coaches shall have the full authority to discipline the actions of the children on the field, reporting their actions to the Athletic Director or Cheerleading Coordinator within a reasonable amount of time.

“Off Field” is defined as any time prior to or following any called assembly of children for the purpose of representing the organization in ANY MATTER. Any official of this organization shall have the authority to discipline the actions of the children off the field, reporting their actions to the Athletic Director or Cheerleading Director within a reasonable amount of time.

### **SECTION B MINOR INFRACTIONS**

MINOR INFRACTIONS or disturbances may be dealt with immediately, by any official of this organization. The children involved will be referred to their respective head coach for disciplinary action.

MINOR INFRACTIONS include, but are not limited to, any behaviors deemed inappropriate by any official of this organization, which are not considered a major infraction.

### **SECTION C MAJOR INFRACTIONS**

MAJOR INFRACTIONS or disturbances may be dealt with immediately, by any official of this organization, to stop the trouble before it reaches greater proportions. The children involved will be referred to their respective head coach or Athletic Director for appropriate disciplinary action as soon as possible.

Major Infractions include, but are not limited to, the following:

- Fighting or any form of violence
- Profanity
- Lewd / Obscene behavior
- Use of tobacco or alcohol & use of or possession of non-prescription drugs
- Misuse or abuse of issued equipment or property
- Malicious or destructive acts
- Flagrant disregard of authority
- Possession of a weapon

Major infractions will be dealt with by the appropriate disciplinary action defined as, but not limited to, SUSPENSION from games, game facilities and/or EXPULSION from the CJC organization.

### **SECTION D CONDUCT**

Every child is expected to adhere to the rules set by the organization & coaches.

- Attendance & punctuality at practice and games is mandatory. Either the child or his (her) parent/guardian must call the head coach if the child will be absent/late from practice or a game. Many children are excluded from the program due to shortage of available spots on a team. Therefore, in all fairness, once assigned to a team, you must attend and be on time to all practices and games. Any and all absences must be approved by the Athletic Director (Football) or Cheerleading Director. No Exceptions permitted. A successful

team requires 100% participation by all. Therefore, members are required to be present at all team functions of the organization.

- Attitude towards teammates and coaches must be positive and cooperative at all times. Each child is encouraged to communicate his or her needs and concerns with his or her coach, and most certainly, coaches are encouraged to maintain open lines of communication with his or her team.
- Good behavior must be practiced at all times. Any player or cheerleader who does not follow the rules of good behavior at practices and games will be expelled from the team after proper warning. Inappropriate behavior will not be tolerated.
- There is a non-smoking rule in effect anywhere, at any site, involving the children. If you must smoke and are of legal age to do so, the parking lots are the only areas permitted to allow smoking.
- Parents/Guardians are not permitted on the field for any reason. They must remain within the outlined visitor area. Parents/Guardians are not allowed to walk (or take shortcuts) through the practice fields. Only Coaches & CJC Staff are allowed on the field & must be wearing the CJC Practice Field Pass at all times. The visitor area will be identified by a chalk line that will encompass the perimeter of the fields and appropriate areas for viewing practice during the week.
- No pets are allowed in the Countryside Sports Complex.

## **SECTION E REVIEW PROCEDURE**

Any action may be reviewed by the CJC Executive Board at the written request of any board member, coach, parent/guardian of the child involved.

Conduct report forms provided to the head coaches are to be used for all instances of rules, regulations, conduct, or discipline violations whether minor or major infractions and shall ultimately include the resulting disciplinary action(s). The completed forms are given to the Athletic Director or Cheerleading Director whichever is appropriate, whereupon a copy will be sent to the parents/guardians of the child involved. The forms may also be used to document a report of violations committed by any member of this

organization, as well as, the other organizations. The originals will be kept by the CJC organization for its records.

## **SECTION F UNAUTHORIZED AREAS**

Unauthorized areas are all the immediate areas where games or practices are being held. Access to these areas is limited as indicated in Section D, sub-section e. The head coaches have authority to enforce applicable rules as to all persons within the confines of the immediate playing or practice areas. The ranking Board Member present has authority to enforce applicable rules as to all personnel outside of the immediate playing or practice areas, but within the confines of the Stadium or Field or Complex. Board Member responsibility is defined at the authority for the enforcement of these Rules and Regulations & CJC By-Laws.

Failure to follow the above paragraph falls under Article I, Section C, Major Infractions, sub-section g. (Flagrant Disregard of Authority)

## **SECTION G PARENTS / GUARDIANS RESPONSIBILITY**

Parents/Guardians are reminded that they are also members of this organization and as such, their actions could cause this organization to be penalized or fined the same as any misconduct by a coach or player.

As members of this organization, the Parents/Guardians are responsible for their actions to the Conference through the local organization and are required to abide by the rules and regulations as set forth herein.

## **ARTICLE II REGISTRATION**

### **SECTION A GENERAL**

Membership in this organization is open to all parents/guardians registering their child/children and submitting their annual registration fee (registration fee will be adjusted as inflation demands). Membership is **non-transferable** and **non-refundable**.

Each child must be registered at assigned times and places by at least one parent/guardian. At this time, information is obtained on both child and parent/guardian. Registration fees are due at the time of registration and in accordance with SYFC rules, at all times a copy of each player's and cheerleader's birth certificate must be kept on file. Additionally, two recent photographs of each player/cheerleader clearly showing the facial features are necessary. Picture size shall be a minimum of 3x5. The child's physician/medical insurance information is also required at time of registration.

The refund policy is stated on the registration form. Our fees are **non-transferable** and **non-refundable**. If you feel you are entitled to a refund, you must put it in writing and address it to the CJC Executive Board. The CJC Executive Board has up to 3 weeks to respond to your request.

### **ARTICLE III SYFC CONFERENCE**

#### **SECTION A GENERAL**

This organization shall operate within the structure of the Suncoast Youth Football Conference, or any other youth football conference of which a membership exists.

Players who have previously played on an organized High School football team are ineligible to participate in the Suncoast Youth Football Conference during the same season. However, if a player has tried out for a school team and has failed to make the squad or team, his/her Suncoast Youth Football Conference eligibility is not impaired. If a player appears on the High School team eligibility roster for a game, this shall be interpreted as having previously played on an organized local school team.

Food, beverages and/or containers are not allowed to be brought through the gate on game days whether home or away. Only team containers are allowed and they must be brought through the gate by coaches and or team parent coordinators with the SYFC coaches pass. Everyone is asked to please not embarrass your organization by attempting to bring these items through the gate on game days.

**ARTICLE IV  
SOLICITING**

**SECTION A  
GENERAL**

No unauthorized solicitation of any kind or donation will be permitted at any Countryside Jr. Cougar function. No team sponsors or donations for the purpose of supplying uniforms, jerseys, or T-Shirts, etc. for the individual teams are allowed. No unauthorized letters, posters, bulletins, memos, notes, team information packets, or any other like materials are to be distributed to any team members unless prior approval is explicitly granted by the CJC President or a designated Team Parent Coordinator.

**ARTICLE V  
PLAYERS & CHEERLEADERS**

**SECTION A  
VARSITY & JUNIOR VARSITY**

Suncoast Youth Football Conference requires each organization to field four (4) Varsity teams. There must be one team in each of the following divisions: Flyweight, Mighty-Mite, and Pee-Wee & Midget. It allows a maximum roster for each Varsity team of 30 football players and 20 cheerleaders. Due to the restrictive numbers, to allow each child to participate, most youth football organizations provide a Jr. Varsity classification in addition to the Varsity classification.

Tentative team assignments are adjusted as skill levels and numbers of teams are determined. It is at the Jr. Varsity level where instruction emphasizes the basic skills.

Countryside Jr. Cougars does not differentiate on the time and attention spent on the two skill levels. Each skill level receives the same quality coaching, and is just as competitive as their respective teams in the other classifications.

Determination as to whether a child will participate at the Varsity or Jr. Varsity levels are based on a decision of the varsity head coaches of each division after evaluation of each child's ability. Participants derive the same benefits from participation regardless of skill level.

## **SECTION B INJURIES**

All injuries must be reported to the coach regardless of the severity. It is mandatory that all persons with injuries requiring outside medical attention file a SYFC insurance report after the time of treatment.

The form may be picked up at the Jr. Cougar office. Part “A” will be filled out by an official of this organization. Part “B” must be completed by the injured player’s Parent/Guardian. It’s the responsibility of the Parent/Guardian to file the insurance form not the Countryside Jr. Cougars.

## **SECTION C RAIN**

Because games are usually played rain or shine, it is helpful that the players become accustomed to all types of field conditions. Therefore, practice will not normally be called off due to rain UNLESS severe and potentially damaging to the fields. (Please do not call the CJC Office, Just show up)

Practices and games will be cancelled by a duly authorized Countryside Jr. Cougar official due to lightning determined by the SYFC approved lightning meter. Parents/Guardians are required to pick up their children early in the event practices/games are cancelled due to an electrical storm. Children are required to remain in the designated area during an electrical storm and Parents/Guardians must come to this designated area and escort the child to the vehicle. Children are not permitted to “run to the vehicle” during these occasions. CJC recognizes the challenges of escorting the child from the area, but insists on child safety first and will not waiver on this policy. If it is raining upon the start of practice parents are required to stay with their child/children to see if a CJC official will be canceling practice.

CJC head coaches are required to stay with the children until they are picked up by the Parent/Guardian. If a coach consistently is staying with any particular players/cheerleaders, appropriate disciplinary action can be taken similar to late or absentee issues.

## SECTION D FOOTBALL

### AGES & WEIGHTS

Football players are assigned to team divisions based on age and weight. The ages and weights are determined by the Suncoast Youth Football Conference and are as follows:

Ages as of August 31st of current season

	<b>Flag</b>	<b>Flyweight</b>	<b>Mighty Mite</b>	<b>Pee Wee</b>	<b>Midget</b>
<b>Age</b>	4,5,6	7/8/9*	9/10/11*	11/12/13*	13,14
<b>Weight</b>	n/a	90 70*	110 90*	135 110*	170

**\* Play down rule applies \***

\*If a player is a play down he/she must make weight at the kick-off classic, if they do not they are immediately moved to their proper division by age. All other play downs must stay with the team they are assigned to on the initial roster through out rest of season.

The league will allow a weight increase of 11lb. every two weeks, beginning in week 2. An additional allowance of 5lbs. will be granted for playoffs only if player made their respective weight in week 11.

The same ages apply for cheerleading, although weight limits are not imposed for the cheerleaders.

### PLAYER PARTICIPATION

Each player shall play in each game unless he or she has missed three (3) practices in the prior week without permission. The amount of participation or the number of plays per game shall be determined by the coach based on his or her evaluation of each team member's preparedness and physical condition. In the event the head coach, assistant coaches, and the Athletic Director feel that a child is not ready for contact football by the first game of the season, they shall contact the parents/guardians and work with them to make a decision regarding the child's participation.

Any player missing three practices in one week due to illness or injury must have a written excuse from his or her parent/guardian.

Players at ALL levels must try out and will be placed on a team based on their athletic abilities. Any concerns with the participation policy should be addressed with the respective head coach and, if not resolved, be brought up to the player agent.

## **PRACTICE**

The exact dates and times will be announced by the CJC Executive Board prior to the first practice. Once school starts, practice will be rescheduled and reduced to three nights per week at the discretion of the Executive Board. Practice is generally 2 hours per night from 6:30pm until 8:30pm. Times may be adjusted for various teams depending on school schedules and daylight saving time.

Punctual attendance at every practice is mandatory. The first duty of the coaching staff is to physically condition each team member. Because the “team” aspect of the game is stressed, it is absolutely necessary that each player put forth the same amount of time and effort in order to remain a member of the team.

It is the responsibility of the participant (and ultimately the parents/guardians) to attend all practices and games. Failure to attend practices and games is extremely detrimental to the team. Do not expect a coach or team parent to take the responsibility of transportation.

Parents/Guardians or children who are not certified as cheerleaders, players, coaches, instructors or are otherwise authorized WILL NOT be allowed on the practice field for any reason. Practice field passes or designated uniform must be worn at all times by coaches, instructors, team parent coordinators, and board members.

Team Parents are to assist the coach but will follow the guidelines set by the Team Parent Coordinator.

## **GAMES**

Game schedules are published prior to the first regular game. It is important to the team effort that each child be present for games. Each Child will be informed prior to the game by his coach or team parent where to meet before the game. Parents/Guardians and other family members are encouraged to attend each of the participant’s games and is critical in the event of an injury. General and team conduct rules are strictly enforced both at home and away games.

Parents/Guardians or children who are not certified as cheerleaders, players, coaches, instructors or are otherwise authorized WILL NOT be allowed on the playing field for any reason.

Team Parent is to assist the coach but will follow the guidelines set by the Team Parent Coordinator.

## UNIFORMS & EQUIPMENT

Equipment is issued to football players as early as registration and is ultimately determined by the Executive Board. Players are issued: helmet, shoulder pads, girdle with pads & 1 mouthpiece. Football Players are expected to provide a practice jersey, athletic supporter, practice pants and suitable shoes. Optional equipment may include elbow pads, neck roll, or other coach – approved aids. Additional mouthpieces may be purchased from the concession stand for a nominal fee (\$1.00). Replacement equipment will be paid for at the time of replacement.

Football players will be required to purchase the following: practice pants, practice jersey, shoes. ***No metal cleats are allowed!*** Some of these items may be purchased throughout the year from the Jr. Cougar booster table.

Maintenance of the equipment is the responsibility of each child and parent. Parents/Guardians are responsible for paying for lost, stolen or damaged equipment (excluding normal wear & tear). Equipment & Uniforms shall be used or worn only for practices and games. You are required to launder your own uniform – **NO BLEACH!! NO ALTERATION** of helmet, clear masks, face guards, etc. is allowed.

Uniforms are to be worn only during the game that the player is playing in and the day of school prior to the game. Football Players need to change clothes IMMEDIATELY after their game. Any player participating with water, etc of another team's game must wear their jersey inside out.

## SECTION E CHEERLEADER

### GENERAL

Cheerleaders are assigned to teams using the same guidelines (except for weights) that are set for the football players. Both cheerleaders and football players are governed by the same rules established by both the SYFC and the Countryside Jr. Cougars. Once

cheerleaders are assigned to a team, they are subject to the authority of the coach of that team.

## **PRACTICE, GAMES & COMPETITIONS**

Attendance is mandatory. Notify your coach when you must be absent for a practice or game. It is difficult for a squad to learn cheers and formations properly when girls are absent. Unexcused absences of three times or more will be expelled from the squad. Excused absences are for illness or family emergencies only. Missing a game, unexcused, may result in exclusion from the competition event. The competition event is a privilege earned through participation of the cheerleader; it is not an automatic right.

The exact dates and times will be announced by the Executive Board prior to the first day of practice. Once school starts, practice will be rescheduled and reduced at the discretion of the Executive Board. Practice is generally 2 hours per night from 6:30pm until 8:30pm. Times may be adjusted for various teams depending on school schedules and daylight saving time.

Practice attire is a T-Shirt, Shorts, Sneakers (shoes must be tied, no slip-on shoes)

Parents/Guardians or Children who are not certified as cheerleaders, players, coaches, instructors or are otherwise authorized **WILL NOT** be allowed on the practice field or playing field for any reason.

Team Parent is to assist the coach but will follow the guidelines set by the Cheerleader Director or Team Parent.

## **RULES FOR PRACTICE**

1. No Gum Chewing
2. Girls will be allowed to leave the practice field during break only when excused by the Coach
3. Girls are **ABSOLUTELY FORBIDDEN** to be on the boys practice field during boys practice.
4. No Jewelry allowed including earrings, tongue or belly rings
5. Cheerleaders must wear a full T-Shirt – bellies must be covered
6. No hanging out by the front gate or sitting on the rails
7. Practice will begin **PROMPLTY** at 6:30pm

## **RULES FOR GAMES**

1. Girls will not be allowed to cheer unless they come in full uniform that's neat and clean

2. Hair must be secured off face
3. NO gum chewing
4. No jewelry allowed including earrings, tongue or belly rings
5. No colored fingernail polish, acrylic nails or glitter
6. Cheerleaders will not be allowed to cheer in a game if they haven't attended at least one full practice that week (unless the absence was excused)
7. Girls are not allowed to leave the field at half-time
8. Parents/Guardians are responsible for picking up cheerleaders immediately after their game. Coaches are not responsible for cheerleaders after the game is over.
9. Girls must cheer in the rain unless the officials cancel the game. As long as the boys are playing, the girls must cheer.
10. Uniforms are to be worn only during the game in which the cheerleader is cheering. Girls need to change clothes immediately after their game is over

### **RULES FOR COMPETITION**

1. Practice days and times will be determined by the Cheerleading Coordinator
2. Practices are mandatory
3. Cheerleaders must earn the right to perform in the competition event. This determination will be made by the squad coach, Cheerleading Coordinator or other designated organization representative.

### **CONDUCT**

1. Behavior must be at its' best at all times
2. Any cheerleader who does not wish to follow the rules of good behavior at practice and at games will be expelled from the squad after proper warning. Inappropriate language and behavior will not be tolerated.

### **UNIFORMS**

Skirts & tops are provided for use during the football season. The uniform will be turned into the coach at the last game. Proper care is expected. Please wash uniforms carefully in cold water, NO BLEACH, hand dry only immediately after washing. Parents/Guardians are responsible for paying for any lost, stolen or damaged uniform (excluding normal wear & tear). The replacement cost per uniform is \$250.00

## **SECTION F FLAG FOOTBALL & CHEERLEADING**

### **GENERAL**

Players & Cheerleaders are assigned to teams by random selection & balancing of ages. Both are governed by the same rules established by the Countryside Jr. Cougars. Once a player or cheerleader is assigned to a team or a squad, he or she shall be subject to the authority of the coach of that team.

## **PRATICES & GAMES**

Attendance is very important. You need to notify your coach the day of the practice or game, if you must be absent or tardy. It is difficult for a team and a squad to learn plays, cheers, and formations properly with boys and girls absent.

The exact dates and times for practices will be announced by the Executive Board prior to the first week of practice.

Game schedules are published prior to the first regular season game. It is important to the team each child be present for games. Each child will be informed prior to the game by his/her coach or team parent where to meet before the game. Parents/Guardians and other family members are encouraged to attend each of the participant's games. General team conduct rules are strictly enforced both at home and away games.

Practice attire is the following: T-shirt, shorts & sneakers (shoes must be tied, no slip-on). No cut-off shirts or sports bras.

Parents/Guardians or children who are not certified as cheerleaders, players, coaches, instructors or otherwise authorized WILL NOT be allowed on the practice field or playing field (any grassy areas) for any reason.

## **ARTICLE VI PARENT/GUARDIAN RESPONSIBILITY**

### **SECTION A COMMITMENT UPON REGISTRATION**

Our program requires the input of thousands of parent hours and approximately \$150,000 annually to meet financial obligations. All parent/guardians registering their children are required to contribute to the above efforts. Active volunteers and those missing the

opportunity to actively volunteer, will be assigned time to work various activities such as the following, but not limited to, concession stand, chain crew, field painting, field clean up & fundraisers. Cooperation is what makes any volunteer organization a success. If you cannot work at the assigned time, you must either find yourself a replacement or trade with another person.

Prior to the first game, a team parent coordinator will contact you for your scheduled time to work. This is a mandatory obligation.

## **SECTION B PRACTICE**

Each parent/guardian is required to have their child at practice each day on time. They are expected to see each child has their necessary clothes, equipment, food and lots of WATER for each day of practice. It is also imperative that the children are picked up promptly at the end of practice and games. If a child is left at practice/game more than one time the proper authorities will be notified.

## **SECTION C UNIFORMS & EQUIPMENT**

Parents/Guardians, along with children, are charged with the responsibility for proper care of all CJC issued uniforms and equipment. Problems with the uniforms or equipment should be brought to the attention of the coach or team parent. The parents/guardians are responsible for paying for any lost, stolen, and/or mishandled uniforms or equipment, when said mishandling results in damage. If a player is absent from the organization for longer than a week and/or quits, the parents/guardians are responsible for returning the uniforms and equipment within ten (10) days or paying a \$300 equipment fee per player. After ten days, if equipment is not returned, a complaint for Theft by Conversion, in accordance with Florida Statute 812.014, will be filed with the Clearwater Police Department for full prosecution.

## **SECTION D CONDUCT**

Parents/Guardians are required to conduct themselves in an exemplary manner at both practice and the games. Practice and game can be very taxing on a child's body and appropriate diet and hydration is expected during the season. Each parent/guardian is encouraged to communicate with the coach/team parent coordinator should concerns arise. The organization definitely needs the input of parents/guardians. Should issues regarding money or fees arise, parents/guardians should make arrangements for resolution through the Treasurer of the Countryside Jr. Cougars. No child is excluded

from the organization for inability to pay fees, but is assumed, unless other arrangements are made, that each family will honor their financial obligation to the Jr. Cougars.

Parents/Guardians are asked to help in all fundraising events and activities of the Jr. Cougars. Successful fundraising events lessen the burden on each family. Each parent/guardian is required to participate in volunteer activities, and to meet the pre-arranged schedules they are assigned. Most importantly, parents/guardians are encouraged along with other family members and friends to attend games.

Parents/Guardians and/or unauthorized persons (including photographers) are not allowed on any part of the field (grassy areas) for any reason. You must have a practice field pass to be allowed on the field.

## **SECTION E GAMES**

Parents/Guardians are required to arrange to have their children at the assigned time and place for each game.

Please do not approach a coach during a game. Coaches encourage open lines of communication, but during the actual game, prior to or following a game is neither the time nor the place. Please make arrangements to call your coach or bring your concern to your player agent.

General rules and procedures for parents/guardians and children apply also to coaches and team parent coordinators. Coaches will communicate their team's meeting time and place for each game. Each coach is given full latitude to not play any team member if it is felt the team member is not physically or mentally ready to play or if for disciplinary reasons is not permitted to play.

## **ARTICLE VII COACH & TEAM PARENT COORDINATORS**

### **SECTION A GENERAL**

Coaches are important team members in the organizations. Their impact on the total success of the program cannot be denied. They must have the latitude to perform their jobs. Each coach must be a communications center, a teacher, and above all a leader. Each must be able to encourage every team member to perform to the very best of their ability. At no point will a CJC coach be permitted to talk down to a player.

The Countryside Jr. Cougars organization believes that winning is important but not everything. We are organized to teach young people the fundamentals of their sports, and to help them in their future goals. We ask that all coaches be aware of this fact and approach their coaching tasks accordingly. If the Jr. Cougars Executive Board feels that this doctrine is not being followed, it may process the termination of the coach involved.

General rules and procedures for parents/guardians and children apply to coaches and team parent coordinator. They are expected to communicate, to each of their team members, the team rules and what is expected of each participant. Coaches will strive to see that each child is physically prepared to do what is expected. They are encouraged to make each practice a meaningful experience to include conditioning and training. Each coach must remember that he or she is the standard from which the team operates; he or she sets the example. The coach's attitude reflects the attitude of their teams. The coach is the closest contact the child has with the program, and is the primary determining factor in the child's attitude toward the program. The participant relates to the team and not the league or Conference. He or she is a member of the team.

Additionally, all coaches and team parents are reminded that they must abide by Article I Code of Conduct contained herein, as well as the Jr. Cougars Violence & Drug Policies.

All head coaches shall promote the moral and ethical maturity of their teams.

All head coaches are responsible for the proper control of the uniforms and equipment and their subsequent return at the end of the season.

## **SECTION B SELECTION of CJC COACHES**

The selection committee will be chaired by the Athletic Director, Cheerleading Coordinator, President & Vice President, Player Agent and respective Varsity Head Coach. Anyone interested in coaching with the countryside Jr. Cougars will go through an interview process. Interviews will be conducted in the following manner. The JV football coaches will have the chance to interview in the month of March. Cheerleading Coaches will interview in the month of April. All interviews will be done at the CJC Office. Your coaching application and the background check need to be completed before your interview. Returning and new prospective head coaches are required to write a letter to the CJC Executive Board requesting which level and division they are interested in coaching. Pertinent information that would help the selection process should be included. The letters are required to be received by March 1 for the coming season.

Recommendations for approval for returning, transferred, or new head coach positions are based upon, but not limited to, character, experience, leadership, enthusiasm, devotion, cooperation and previous season review (for returning coaches.) Some other

determining factors are availability of the position, ability to use diplomacy when dealing with parents and others, acceptance and promotion of the goals of this organization and remembering: the players **always** come first.

The selection committee will present its' recommendations for head coach positions to the Executive Board and General Board for final approval. Selection as a head coach does not ensure longevity of the position. The Executive Board has the authority to approve, disapprove, and remove individuals from head coaching positions for any reason at any given time.

All Coaches must submit a signed consent for criminal background checks.

Countryside Jr. Cougars will not accept individuals for coaching positions who have committed the following crimes. Or if any of the following even shows up on a background check:

- Battery
- Child Abuse
- Arson
- Lewd and Lascivious Behavior
- Drug Offenses
- Grand Theft
- Prostitution
- Domestic Offenses
- Other violent crimes, crimes involving moral turpitude, or crimes of a nature related to the work to be performed

## **SECTION C RESPONSIBILITIES**

The Countryside Jr. Cougars policy of allowing coaches the responsibility to govern themselves has proven to be very successful over the years. Please remember – **COACHES VOLUNTEER THEIR TIME**. If a player participates 185 hours over the season, the coaches probably put in triple that amount of time. A coach or team parent coordinator would not be here if they did not have the best interest of the team and children in mind.

Coaches should familiarize themselves with and assist in seeing that administrative rules and procedures are followed. Any challenges that a coach has with a parent/guardian, which they cannot resolve, should be addressed with the player agent.

Coaches are charged with the responsibility of the understanding and strict adherence to the rules of the Suncoast Youth Football Conference. These rules can be found in the

Countryside Jr. Cougars main office. Lack of adherence to these rules may result in severe penalties to the entire organization. Coaches should also familiarize themselves with the organization and duties of the Executive Board. They are further encouraged to support all fundraising activities and any other events supporting the Jr. Cougars.

## SECTION D TEAM PARENT COORDINATORS

Team Parent Coordinator's specific responsibilities are as follows:

- Typing of the weekly team roster which shall be given to the coaches by Thursday evening before Saturday's game (in their hands Thursday night)
- You also must turn in a copy of the roster to the announcer's booth for both home and away games so the team can be announced. Make sure that you have what the player likes to be called vs. their given name
- Attending the weekly team parent meetings
- Getting volunteers from the parents/guardians of their team for working in the concession stand, the chain crew for home games, water crew for games and anywhere else the Executive Board needs coverage
- Handing out weekly newsletters, flyers, etc. to their team
- Maintaining the confidentiality of all contact information (i.e. – address, telephone numbers, etc.) of team members and their parents/guardians
- Player contact information is property of the Countryside Jr. Cougars, if this information is used in any manner other than for CJC; Executive Board has the right to remove a team parent from their duties for any reason at any given time

## PARENTAL ACKNOWLEDGEMENT

I, \_\_\_\_\_ have reviewed the Countryside Jr. Cougars Parent Handbook. I agree to abide by all organizational rules and to set an exemplary example for my child(ren) to follow. I promise to provide my child(ren) and the organization with my full support at all times and will communicate our needs to the appropriate parties.

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Child(ren) Name(s)

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Parent / Guardian Signature

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Date