

RIPON CHIEFS FOOTBALL AND CHEER, INC.

BYLAWS

2020

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RIPON CHIEFS, INC.
BYLAWS

1.0 NAME

Section 1.1 The official name of the corporation shall be RIPON CHIEFS, INC. and will be referred to throughout the bylaws as the RIPON CHIEFS.

Section 1.2 The official colors of the RIPON CHIEFS will be Red, White, and Black in color. The official mascot will be the Chief.

2.0 PURPOSE AND OBJECTIVES

Section 2.1 The RIPON CHIEFS is committed to providing opportunities for community youth to participate in a youth athletic program, striving to inspire youth, regardless of race, creed, or national origin, to practice the ideas of sportsmanship, scholarship, and physical fitness. The RIPON CHIEFS strive to make the game fun for all boys and girls. The program stresses learning lessons of value far beyond the playing or cheering days of the boys and girls involved, such as self-discipline, teamwork, concentration, friendship, leadership and good sportsmanship. We are also firm believers that academics and athletics go hand-in-hand. The RIPON CHIEFS make every effort to work at developing well-rounded young men and women who learn not only the fundamentals of team sports, but also the importance of education, in an atmosphere conducive to developing sound body, mind and character.

Section 2.2 The RIPON CHIEFS will be operated as a non-profit organization and in the event of termination of the RIPON CHIEFS, all assets remaining will be donated to local charities.

3.0 LOCATION AND FUNDS

Section 3.1 The registered office of the corporation is PO Box 572, Ripon, CA 95366.

Section 3.2 All payments for services/ fees shall be made to the league in the way of checks and money orders will be made payable to "RIPON CHIEFS." Under no circumstances will checks or money orders be made out to members of the coaching staff or any other members of the RIPON CHIEFS.

Section 3.3 All cash, checks, and money orders collected by any member associated

with the RIPON CHIEFS will be delivered to the RIPON CHIEFS League Treasurer as soon as possible.

4.0 ORGANIZATION

- Section 4.1 The RIPON CHIEFS will be an organization incorporated, and insured, representing the community of Ripon, California, and having a draw area for the program consisting of children residing in the geographical scope of the Ripon Area School District and the Ripon general area. If the athlete lives outside this area, they must be approved by the CHIEFS board and by the MVFL league board.
- Section 4.2 The RIPON CHIEFS will be responsible for its own assets and liabilities and will provide a non-profit income sufficient for annual operating expenses.
- Section 4.3 The RIPON CHIEFS will maintain and operate a Youth Football and Cheerleading Program which will consist of boys and girls between the ages of 7 through 14. The RIPON CHIEFS will maintain its membership with the MVFL league and shall comply with all MVFL bylaws currently in effect as long as they are lawful and in accordance with Chief's tradition and values.
- Section 4.4 The RIPON CHIEFS may maintain and operate other sports programs if approved by the RIPON CHIEFS Board of Directors provided there is sufficient evidence community support for such other sports programs.

5.0 BOARD OF DIRECTORS

- Section 5.1 The business and affairs of the corporation shall be conducted by a Board of Directors consisting of not more than thirteen (12) directors.

Directors, once elected serve 3-year terms. Terms generally start January 1st and end December 31st of the third year; however, directors may choose to extend their term as long as said director is in good standing with the organization.

Nominations for the Board of Directors will be made during the October meeting with the election of the directors during the November meeting, or as soon thereafter as practical. Directors will be re-elected each year and will commence business at the first RIPON CHIEFS meeting of each calendar year the director positions are as follows: of one (1) President, one (1) Vice President, one (1) Secretary, one (1) Treasurer one (1) Athletic Director, one (1) Cheer Director one (1) Concessions Director, one (1) Merchandise Director, one (1) Equipment Director, one (1) Media Director / Webmaster, one (1) Parent Liaison, (1) Events/Fundraising Director.

Section 5.2 Officers of the RIPON CHIEFS will be elected by the Board of Directors and will generally be chosen from said board. Officers will consist of one (1) President, one (1) Vice President, one (1) Secretary, one (1) Treasurer.

Section 5.3 A director may resign from office at any time by written notice to the President. A director may be removed by the affirmative vote of a least three-fourths (3/4) of a quorum of the directors at any regular or special meeting called for that purpose.

Meetings that have the purpose of permanently removing directors must be attended by at least 3 officers, one of which must be the President or the Vice-President.

Section 5.4 Vacant director positions including officer positions may be filled by a majority vote of the Directors present during the meeting where such vote is taken.

Open director positions should be filled by existing board members that wish to change positions.

Board members must meet the length of service requirements for officer positions as outlined in Section 5.5 of this document.

All new directors must attend two consecutive meetings before they can vote.

Section 5.5 Candidates for the role of President must be in good standing with the organization and have at least 2 years of experience on the board of directors in any capacity.

Candidates for Vice President must have a least 1 year of experience on the board of directors in any capacity. In the case that there are no members that meet the requirements then the board can vote to forgo the experience requirements.

If there are no existing members of the board that wish to run for a vacant officer role, the position will then be posted and applications will be taken from the community and candidates will be voted upon via the normal process.

Section 5.6 The Board of Directors' meetings are to be conducted according to Roberts Rules of Order, unless otherwise dictated in this document differently.

Section 5.7 The Board of Directors shall meet at least once a month, January through November, at such time and place as they determine.

Special meetings of the Board of Directors may be called for any purpose by the President or by any other officer. The meeting must consist of 7 board members, two of which must be officers. A notice consisting of the meeting time, location, scope, purpose and agenda of the meeting must be sent to every board member at least forty-eight (48) hours prior to the meeting. No other business is permitted to be discussed at said meeting and full meeting minutes will be transcribed and distributed to the entire board within 72 hours of the meeting's end.

Board Officers will meet: In January to set and approve budgets. In February to review the bylaws and other static documents for changes and will again meet in March to vote on any changes to the RIPON CHIEFS bylaws. Will hear any bylaw changes or input from Board members at the February board meeting.

Transcripts of all meetings (meeting minutes) shall be transcribed and kept for the period of 2 years or as required by law. Meeting minutes for normal monthly board and officer meetings must be sent out within 72 hours of the close of meeting.

- Section 5.8 At all regular and special meetings of the Board of Directors a quorum shall consist of seven (7) members of the Board of Directors, two of which must be Officers and include either the President or Vice-president. Business may be conducted by the majority vote of the Directors present at any meeting at which a quorum is present unless otherwise provided for in these bylaws.
- Section 5.9 If a director is unable to attend a scheduled meeting of the Board of Directors, he must give the President or Secretary notification of his intended absence prior to the meeting.
- Section 5.9 A director who misses three consecutive meetings of the Board of Directors without notifying the President or Secretary, as per section 5.8, will automatically be removed from the board.
- Section 5.10 All members of the RIPON CHIEFS Board shall abide by and sign the same Code of Conduct as set forth in Section 7 for Coaching Staff.

Furthermore, any board member who conducts himself or herself in an unsportsmanlike, illegal or inappropriate manner which could reflect discredit to RIPON CHIEFS while participating in any capacity or function both on or off the field of play may be immediately suspended from further participation by the President until an investigation by the Board Officers can be completed and a meeting can be convened to vote for permanent dismissal or reinstatement.

- Section 5.11 If the President deems that a vote must take place in between scheduled meeting dates or if an emergency or urgent need arises, electronic proxy

votes via email or the “GroupMe” app are approved as long as the email or messaging system is an individual account. All board members must be present at the regularly scheduled meetings to be able to vote on that particular subject. The board may choose to table an item to discuss at the next meeting.

Section 5.12 All board members SHALL be present at home games and events to help where needed and for set up at the beginning /during and for clean up after the last game. Board members that are not able to attend must inform the president at least 24 hours prior. Board members that miss more than 3 events will automatically be removed from the board.

Section 5.13 All board members, coaches and assistants shall undergo and pass a league approved background check prior to the start of the season. Background checks are good for two years. Any person that will have routine contact with the players must also go through and pass a background check.

6.0 Board of Directors responsibilities: Officers are discussed separately from the remainder of the Board of Directors.

Section 6.1 DIRECTORS (OFFICER) :

Section 6.1.1 President: The President shall have the following duties:

- Supervise business and affairs of the corporation subject to the control of the Board of Directors.
- Act as Chairman during Board of Directors’ meetings.
- Represents RIPON CHIEFS at league board meetings as the league representative.
- Will report updates from league meetings and request a vote for league issues as required by the league.
- Appoint directors to committees.
- Perform all duties incident to such office and such other duties as may from time to time be required of him by action of the Board.
- Authority to authorize the Treasurer to spend up to \$200.00 without Board approval in the event a circumstance may arise that such expenditure is needed.
- Authority to suspend, with the approval of the Officers, (pending investigation) any board member, coach or player if said individual violates provisions set forth in this document and/or those outlined by most recent version of the RIPON CHIEFS code of conduct documents.
- Oversees the actions of the board officers.
- Serves as the tie-breaking vote during all Board of Director meetings.
- Votes on all matters concerning bylaw changes, disciplinary action, and/or budgetary spending and shall withhold his/her vote until all other votes are cast.

Section 6.1.2 Vice President: The Vice President shall in the absence of or during any disability of the President perform the duties of the President and shall perform such other duties and responsibilities as may from time to time be required of him or her by action of the Board. The Vice President shall succeed the President in case of a vacancy in that office and will serve the remainder of the unfinished term.

The Vice President shall have the following duties:

- Reports to the President.
- Responsibility of maintaining the Youth Football and Cheerleading Program.
- Work with the Equipment Director to maintain records of all equipment that has been handed out and will be responsible for the return of such equipment with the assistance of the Athletic Director, the Cheer Director, and the Coaches.
- Assist the Athletic Director and the Cheer Director, ensuring all football players and cheerleaders have the proper forms filled out and turned in, i.e., registration forms, physical forms and birth certificates.
- Oversees the actions of the Athletic Director and Cheer Director.
- Attends league meetings if the President is not available.
- Will be responsible for the Athletic Directors' role if the Athletic Director is not available or if the position is not filled.

Section 6.1.3 Secretary : The Secretary shall have the following duties :

- Reports to the President
- Responsible for all reviewing and approving all correspondence for the organization.
- Keeps minutes of all the meetings of the Board of Directors.
- Give all notices of meetings of the Board of Directors except in the case of special meetings. The responsibility of special meetings would be that of the officers calling for the special meeting.
- Have custody of all records, contracts, and agreements of the corporation.
- Roll call and maintenance of such records.
- Responsible for preparing and submitting all player cards and rosters to the League Rep. at designated MVFL due date.
- Will notify the Athletic Director and Cheer Director of outstanding registration forms, birth certificates and medical forms.
- Prepares all newsletters and correspondence.
- Responsible for maintaining and updating the online registration system.

Section 6.1.4 Treasurer : The Treasurer shall have the following duties :

- Reports to the President.
- Shall be the Chief Financial Officer of the corporation and shall have

- charge of all receipts and disbursements of the corporation.
- Shall be the custodian of the corporation’s funds.
- Shall ensure all directors responsible for a fundraising center submit and adhere to the approved annual budget.
- Shall have full authority to receive and give receipts for all monies due and payable to the corporation and to sign, along with the current or acting President, and endorse checks/drafts in its name and on its behalf.
- Treasurer is to be advised by the Board of Directors before any debt of two hundred dollars (\$200.00) or more is disbursed, however, the President may authorize payment up to two hundred dollars (\$200.00).
- Shall audit all fund-raising centers on an annual basis, informing the Board of Directors of any discrepancies or non-conformities immediately upon discovery.
- Shall deposit the funds of the corporation in its name in such depositories as may be designated by the Board of Directors.
- Shall provide a detailed summary of finances at the monthly Board of Directors meeting.
- All checks over \$200.00 shall require two (2) signatures—the President or the Vice President and the Treasurer.

Section 6.2 DIRECTORS:

Section 6.2.1 Athletic Director: The Athletic Director (“AD”) shall have the following duties:

- Reports directly to the Vice President.
- The Jr. Novice, Novice, Junior Varsity, and Varsity Football Coaches report directly to the Athletic Director.
- Shall ensure all football coaches understand adhere to the rules set forth in this document and/ or the Coaches Code of Conduct document.
- Will act as a liaison between the Board of Directors and the Jr. Novice, Novice, Junior Varsity, and Varsity Football Coaches and also as a liaison between coaches and parents should a problem arise that cannot be handled by the coach and/or parent liaison.
- Will collaborate with the parent liaison to resolve all football grievances them in an appropriate manner if possible. If the problem cannot be resolved by the AD, the Board will be approached to hear the grievance. The Board will notify the parties involved to hear both sides of the issue and if it deems necessary, a meeting will be scheduled to settle the grievance.
- Will be responsible for making sure all paperwork is properly filled out for all football players prior to the first practice. It is his/her responsibility to make sure each football player has a current physical on file along with a copy of their birth certificate and a signed and completed application. The AD will be notified by the Vice President or Secretary of any paperwork or fees that have not been turned in.
- Assist the Vice President and Equipment Director with maintaining

records of all equipment that has been handed out and with the return of such equipment.

- Will be responsible for ensuring that the playing field is in condition for a game as well as selecting the necessary field crews for the games.
- Will call meetings of the coaches and/or parents as he/she deems necessary for planning throughout the season.
- Responsible for all weigh-ins of football players at game time.
- Give a monthly report to the Board regarding the Football program.
- Coordinates the football camp with the Events Director.
- Will be responsible for the ordering & inventory of football bags.
- Will be the representative for Heads Up Certified for RIPON CHIEFS and will be responsible for conducting training for all football coaches.

Section 6.2.2 Cheer Director: The Cheer Director shall have the following duties:

- Reports directly to the Vice President.
- The Jr. Novice, Novice, Junior Varsity, and Varsity Cheer Coaches report directly to the Cheer Director.
- Shall ensure all cheer coaches understand and adhere to the rules set forth in this document and/ or the Coaches Code of Conduct document.
- Will collaborate with the parent liaison to resolve all cheer grievances them in an appropriate manner if possible. If the problem cannot be resolved by the Cheer Director, the Board will be approached to hear the grievance. The Board will notify the parties involved to hear both sides of the issue and if it deems necessary, a meeting will be scheduled to settle the grievance.
- Will be responsible for making sure all paperwork is properly filled out for all cheerleaders prior to the first practice. It is his/her responsibility to make sure each cheerleader has a current physical on file along with a copy of their birth certificate and a signed and completed application. The Cheer Director will be notified by the Secretary or Vice-president of any paperwork or fees that have not been turned in.
- Will act as a liaison between the Board of Directors and the Jr. Novice, Novice, Junior Varsity, and Varsity Cheer Coaches and also as a liaison between coaches and parents should a problem arise that cannot be handled by the coach.
- Assist the Equipment Director and Vice President with maintaining records of all equipment that has been handed out and with the return of such equipment.
- Will be responsible for making sure her coaches are prepared for the season, and that uniforms are in good repair prior to the season.
- Will approach the Board of Directors prior to preparation of the annual budget with a written request for any purchases that will be needed for the upcoming season. He/she will be responsible for ordering uniforms, jamboree shirts & cheer bags. Final selection and approval will come

- from the Board of Directors.
- Coordinates the cheer camp with the Ripon High School and is in charge of ordering camp shirts.
- Will call meetings of the coaches and or parents as she/he deems necessary for planning throughout the season.
- Give a monthly report to the Board regarding the Cheerleading program.
- Will attend the league cheer committee meetings to represent the organizations interests.
- Reports back information from league meetings to the board and will request a board vote for all league issues requiring a vote.

Section 6.2.3 Equipment Director. The Equipment Director shall have the following duties:

- Reports to the Treasurer.
- Maintain an inventory of football equipment.
- Maintain and organize storage units and trailers housing the football and cheer equipment.
- Maintain records for certification and reconditioning or equipment.
- Will seek board approval and adhere to budget when ordering equipment or equipment maintenance.
- Will order football uniforms. Final selection and approval will come from the Board of Directors.

Section 6.2.4 Parent Liaison. The Parent Liaison shall have the following duties:

- Reports to the Vice President.
- Will handle all communication from parent complaints according to the parent/player handbook.
- Will maintain a log of oral and written complaints.
- Will report all written complaints to the Board during the scheduled Board meeting.
- Will direct complaints about coaches to the Athletic and/or Cheer Directors.
- Will maintain the Volunteer Sign-Up website and coordinate with the Concessions Director to ensure notification of volunteers so that all shifts are covered.

Section 6.2.5 Media Director. The Media Director shall have the following duties:

- Reports to the Secretary.
- Will maintain the website with current information at all times, including names of the Board of Directors, as well as, dates and times for registration, events, and the season schedule.
- Will email all communications from the RIPON CHIEFS to the participants.
- Will maintain all RIPON CHIEFS media sites.
- Ensure that pictures are taken at each level posting them via social

- media or submitting them to local media outlets.
- Send out an annual survey to parents to ensure that the organization is meeting their needs and expectations.
- Shall ensure that all events, accomplishments, etc. are publicized in the local and social media outlets.
- Will be responsible for all advertising, promotion, and outreach of any RIPON CHIEFS sponsored activities.
- Will organize Almond Blossom booth and parade and other community outreach opportunities as designated by the board.

Section 6.2.6 Merchandise Director. The Merchandise Director shall have the following duties:

- Report to the Board Treasurer.
- Maintain inventory of all merchandise for sale.
- Order Board and Coaches shirts and hats for the season. Final selection will be approved by the Board.
- Will receive approval from the Board before placing any orders and adhere to the yearly budget.
- Will maintain a log of profits and may authorize a “sale” on items as inventory ages.
- Will Maintain the Merchandise trailer and bring it to and from games back to its place of storage.

Section 6.2.7 Events/Fundraising Director. The Events/Fundraising Director shall have the following duties:

- Report to Board Treasurer.
- Identify fundraising opportunities and provide a proposal with budget to Board.
- Oversee and coordinate each fundraiser. The main fundraiser will be the Annual Dinner and Dance held in August each year.
- Coordinates the football camp with the Activities Director and is in charge of ordering camp shirts.
- Oversee and coordinate the 8th Grade Ceremony and Awards Ceremony, ensuring that awards include athletic, cheer and academic excellence awards.
- Can appoint a committee to assist in fundraising efforts. Committee members can consist of player’s parents, approved members of the community, and board members (past and present).

Section 6.2.8 Concessions Director. The Concessions Director shall have the following duties:

- Report to Board Treasurer.
- Will order, pick-up, and maintain inventory of food for all home games.
- Will coordinate ice delivery for all home games.
- Coordinate volunteers for each home game, along with Parent Liaison.
- Will notify Parent Liaison & Treasurer of all volunteers that failed to report for their shift.
- Responsible for food & drinks for football camp.

- Responsible for bringing concessions trailer to and from home games.

7.0 COACHING STAFF OR OTHER VOLUNTEERS THAT FREQUENTLY INTERACT WITH PLAYERS

- Section 7.1 All head coaches must be approved by the Board of Directors each season. Assistant coaches will be chosen by the head coach. All assistants must be in good standing with the RIPON CHIEFS.
- Section 7.2 Advertising for all head coach positions will begin in November and all names will be presented to the Board of Directors for a vote during the March board meeting. All initial applicants will be voted on in March, but applications will be accepted until positions are filled. All applicants must turn in all the proper forms such as the coach application, the code of conduct form and the criminal history background check (Attachment 2) prior to the May meeting if all positions are filled, allowing the Athletic / Cheer Directors and Secretary to ensure that all proper checks and paperwork on each applicant has been completed.
- Section 7.3 Any person who volunteers as a coach, assistant coach, or who volunteers time in a formal or informal capacity performing any of the aforementioned activities must comply with the MVFL Criminal Background Policy. In addition to the above, any such person who has complied with the foregoing and has been approved by the RIPON CHIEFS to so perform, must comply with the RIPON CHIEFS Code of Conduct (see Attachment 2) and sign this document agreeing to the said conditions. The intent of this policy is to ensure that every child's experience is rewarding and free from any unwarranted influences.
- Section 7.4 No RIPON CHIEFS' child shall be placed in a condition where such child is alone for any period of time with a coach, assistant coach, trainer or person who volunteers time in a formal or informal capacity performing any of the aforementioned activities. It is the head coach's responsibility to ensure that any child within their area of responsibility will not be placed in such a condition. In the event a parent requests that their child be given a ride home from a practice or game or any activity sponsored by the RIPON CHIEFS, the parent must sign a release holding harmless (see Attachment 3) the RIPON CHIEFS, its coaches, officers and Board of Directors from such requests.
- Section 7.5 Any Coach or member of a coaching staff who conducts himself or herself in an unsportsmanlike, inappropriate manner which could reflect discredit to RIPON CHIEFS while participating in any capacity or function both on or off the field of play may be immediately suspended from further participation by the President and/or designee of the RIPON CHIEFS Board

of Directors.

- Section 7.6 No member of the coaching staff or adult associated with the RIPON CHIEFS shall harass, abuse, or heckle any opposing player, coach, or official. Violation of this provision may result in immediate suspension by the President and/or designee of the RIPON CHIEFS Board of Directors.
- Section 7.7 Under no circumstances will foul or offensive language be permitted in the presence of any child while participating in the RIPON CHIEFS or Cheerleading Program. Violators of this section of the by-laws will be given one warning in person from the President and/or designee of the RIPON CHIEFS Board of Directors. If a second violation occurs, the coach will be indefinitely suspended as a member of the coaching staff.
- Section 7.8 Any member of the coaching staff whose coaching duties have been indefinitely suspended by the President and/or designee of the RIPON CHIEFS Board of Directors shall have the right to grieve the decision with the RIPON CHIEFS Board of Directors. The RIPON CHIEFS Board of Directors will meet within seven (7) days of said suspension. During this time, the coach, shall not participate in any manner either during practices or games. The decision of the RIPON CHIEFS Board of Directors is final.
- Section 7.9 Tobacco products are not permitted in the presence of any child while participating in the RIPON CHIEFS Football or Cheerleading Program. Violators of this policy will be given one warning in person by the President and/or designee of the RIPON CHIEFS Board of Directors. If a second violation occurs, the person will be suspended. Use of tobacco products during practice and/or games during the RIPON CHIEFS season by any player or cheerleader is not permitted. Violators will be suspended from the team.
- Section 7.10 Alcoholic Beverages or Illegal Drugs are not permitted to be used or displayed in the presence of any child while participating in official team or squad events. Violators will be dealt with by removal by the President and/or designee of the RIPON CHIEFS Board of Directors. Consumption of alcohol or use of illegal drugs is not permitted by any player or cheerleader. Violators will be suspended from the team.
- Section 7.11 It is mandatory that any board member, coach or assistant reports to the board and/ or proper authorities any and all instances of the above actions or any other incident that jeopardizes the health of well-being of a player or cheerleader.

8.0 ALLSTARS

Section 8.1 Coaches shall decide how to choose their all-star players. Allstars should have regular attendance at practice and games. Allstars must have been on the roster at the start of the season and played in at least 50% of games. All other MVFL rules for Allstars will be followed.

9.0 BYLAWS

Section 9.1 THE RIPON CHIEFS Officers shall review this document on an annual basis during the February monthly meeting to ensure that it aligns with the federal/ state/ local regulations as well as league rules. Any proposed changes will be shared with the Board of Directors at the February monthly meeting. Any proposed changes will be reviewed and voted upon during the March, Board Officer meeting. Proposed changes must pass by a 3/4 majority to be enacted. Only those bylaw changes proposed by the board of directors will be considered during the officer meeting.

Section 9.2 Bylaws will only be amended once per year during the March Officers meeting, with the exception emergencies such as player safety or to ensure compliance to the law or league rules.

Ripon Chiefs Youth Football and Cheer Parent Player / Cheerleader

Participation Handbook

PO Box 572 Ripon CA 95366



WWW.RIPONCHIEFSFOOTBALL.ORG

WELCOME

Welcome to Ripon Chiefs Youth Football and Cheer. This handbook was created to help our adult and youth members understand how our organization operates and what is expected of all players, parents, and volunteers. While we cannot cover every

contingency in this handbook, you are asked to follow the spirit of what is outlined here and allow common sense to prevail. The Ripon Chiefs are organized by and operated entirely by volunteer members - your input is always welcome.

MISSION:

Our mission is to teach football and cheer to children between the ages of 7 and 14. The training will take place in an environment based on the ideals of good sportsmanship, honesty, courage, loyalty and respect for oneself and others.

PHILOSOPHY AND OBJECTIVES

The primary aim of this program is the positive development and personal growth of each participant while learning football and cheer. The program endeavors to promote a sense of pride and loyalty within the participants, as well as providing opportunities for wholesome school/community relations. The objectives of the program are:

- * To foster a positive self-image of all participants involved in the program.
- * To develop an appreciation for athletics and for competition in sports.
- * To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
- * To instill a sense of fair play and adherence to the rules which govern athletic competition.
- * To develop concepts of goal attainment through hard work and self-discipline.
- * To promote a desire to maintain high academic standards.
- * To expose athletes to a variety of social situations, this will enable them to develop the positive qualities of sportsmanship, cooperation, loyalty, leadership, and self-discipline.
- * To provide each athlete the opportunity to develop their athletic skills and abilities to their fullest potential.

ORGANIZATION:

The Ripon Chiefs are governed by and affiliated with the Motherlode Valley Football League (MVFL). The teams are divided up into four divisions based on age guidelines established by the MVFL.

RULES AND POLICIES:

Every parent and participant is required to read this handbook and abide by the policies outlined herein. All parents and participants are required to return a Parent/Participant acknowledgment signed by both parents and participant certifying that they have read and understand this document.

ROLES AND RESPONSIBILITIES:

Ripon Chiefs Football and Cheer is operated entirely by volunteers. Every activity that is part of our program occurs through the efforts of volunteers. Board members and coaches donate approximately 200 hours or more each season (in addition to year round meetings and other functions) to ensure we offer the highest quality program to our children. It is critical that every volunteer be treated with courtesy and respect at all times.

There are a variety of levels of involvement within our program that are outlined as follows:

Board of Directors - These volunteers are elected to a three-year term by the previous Board of Directors. They are responsible for the management of all operations within the program. This includes oversight of all volunteer networks, fund raising, insuring the integrity of the program, and upholding its by-laws. Other board members are appointed, as needed for a one-year term per the by-laws.

Football Coaches - These volunteers manage all practices and games for the Ripon Chiefs. There is one head coach and at least one assistant coach per team. Football coaches are the primary instructors for the players. They are responsible for supervision, teaching plays, running drills, and discipline on the field. All parent concerns and issues should be directed to the Parent Liaison who will in turn inform the Ripon Chiefs Board of Directors. Complaints will be handled in accordance with the guidelines set forth herein.

Parent Volunteers - We need at least 30 volunteers for each home game to staff the concession stand, chain gang, and field crew. Every parent is required to volunteer (8) hours in the program. At least 50% of volunteer time must be spent assisting with concessions, i.e., the snack bar. Volunteers must be at least 18 years of age.

Documentation of volunteer hours will be kept to assure compliance. Additional volunteer hours may be added to accommodate games added to the schedule due to schedule conflicts, play-off games, etc.

Football and Cheer participants - every child is expected to put forth their best effort, both on the field and off, and to abide by rules and regulations in this handbook and the required youth conduct discussed herein.

CITIZENSHIP:

The Ripon Chiefs are known for their pride and for their respect of others, including other MVFL programs and their leadership, for coaches, parents, teachers and fellow participants. Any derogatory comments, i.e., mocking of others, gossip, or negative criticism will be considered grounds for termination of membership and exclusion from all events.

REQUIRED ADULT CONDUCT:

The support of parents is essential to the success of any youth program. This support should, however, be of the off-the-field variety in such activities as fundraising, promotion, equipment maintenance, team sponsorship, and other volunteer activities (On occasion, well-meaning parents have become overzealous and caused unwarranted problems). For the safety and well-being of everyone involved, the Ripon Chiefs provide these rules concerning parent conduct. Failure to comply with these rules constitutes grounds for termination from the Chiefs program as per this handbook.

1. Parents should clearly understand that the purpose of this program is to teach children teamwork, good sportsmanship, fair play, and the love of the game. All parents will place the emotional and physical well-being of their child/children over their personal desire to win. All parents will assist in teaching their child that rules are important and must be followed.
2. Alcohol, use of any tobacco products, drugs or pets will not be permitted at the practices or games, or any other Ripon Chiefs activity.
3. Parents must stay in the areas designated by the local programs during all practices and games. Parents are never to approach the coaches or officials during a game or practice.
4. Parents are expected to cheer loudly for their team, but always in good taste and never in a way that is disparaging to the opposing team. Unsportsmanlike conduct is prohibited at all times and can result in penalties to the team on the field.
5. Derogatory statements toward game officials or the opposing team is prohibited and can result in a forfeiture of the game.
6. A positive mental attitude, free from parent pressures, is an important ingredient for the success of any youth program. Adults will refrain from executing libel or slanderous comments, rumors or threats, especially in the presence of children of the program, coaches, or any personnel connected with the program. Verbal and physical abuse will not be tolerated against anyone within the Ripon Chiefs organization. Epithets or negative innuendos related to a person/players race, religion, or ethnicity will not be tolerated.
7. Parents will not dictate any children's playing position or the amount of time they hold, run with, throw, or catch the football. Parents also will not dictate which players start each game. The Head Coach is solely responsible for dictating all team positions.
8. Parents must encourage attendance at all practice sessions. Absences impede progress for the rest of the team as well as for the child who is absent. Missing

practice will lead to limited playing time during the game. Missing practice should be limited to illness or serious injury: Children with minor injuries or mild sickness can still benefit from observing at practice session. You must notify your coach if an absence occurs.

9. Parents are responsible for transporting all players to and from all games and practice, on time. Please have players on the field 15 min prior to practice and 90 min prior to games. Parents are required to be at the field 15 min prior to the end of practice.
10. The Ripon Chiefs cannot be held responsible for the health and welfare of unattended siblings of players.
11. Parents are reminded they too reflect on the Ripon Chiefs program. The focus of the Ripon Chiefs program is to foster good sportsmanship, honesty, courage, loyalty, and respect for themselves as well as others.

REQUIRED YOUTH CONDUCT:

Hard work and dedication will be required before you can wear the uniform of the team. Being a member of the team requires much more than just learning about playing the game of football.

1. Good grades in school are highly encouraged.
2. Vulgarity, temper tantrums, lying, taunting, threatening, demeaning comments about other players, and fighting are absolutely prohibited. Any player observed displaying improper conduct below the acceptable standards of Ripon Chiefs will result in disciplinary action or termination of membership
3. If you are going to miss a practice or game, you must notify your Head Coach. You are expected to arrive at games and practices on time, or to alert your Head Coach if you are going to be late.
4. Report all problems to your coaches immediately. It is your responsibility-not your parents-to keep your uniform and equipment clean and in good repair. Football uniforms must be clean before every game.

VIOLATIONS OF REQUIRED CONDUCT OR OTHER POLICIES IN THIS HANDBOOK OR RIPON CHIEFS POLICY MANUAL:

Youth:

1. First offense: The Head Coach will take the player aside and speak with them privately about their behavior and consequences. At the end of practice, the Head Coach and Parent Liaison will verbally notify the parents of the player involved in the offense. The offense will be documented by the Head Coach
2. Second offense: The Head Coach and Parent Liaison will meet with the parents and the player privately, documenting the offense in writing. The Head Coach will decide if the player's behavior will result in a loss of playing time in the next game.
3. Third offense: The Head Coach and Parent Liaison will meet with the parents and the player privately, documenting the incident in writing. The offense will be

reported to the Ripon Chiefs Board of Directors in writing. The player will be suspended for one game.

4. Fourth offense: The Head Coach and Parent Liaison will meet with the parents and the player privately, documenting the offense. The offense will be brought before the Board Officers. The player and parents will be invited to attend the meeting to discuss the offense(s). The Board Officers will decide if the player is dropped from the roster, attendance of the player and parents is not required to render this decision.

Adults:

Ripon Chiefs Board has established a **NO TOLERANCE POLICY FOR IMPROPER ADULT BEHAVIOR**; each adult will be required to sign a Parent/Participant Contract. Violation of the Parent/Participant contract will result in the following:

Any person with a concern may begin by discussing it with the Parent Liaison as outlined below:

Parents are not to communicate with coaches directly on any issues. Parents can voice all opinions, concerns, and issues to the parent liaison, who will assist the parent in completing a complaint/concern form available on the Ripon Chiefs website.

Any issue that does not go through the Parent Liaison is considered a NON ISSUE, no exceptions. Should a coach violate the Parent-Liaison chain of command, then that coach will be dealt with on an individual basis. Anonymous letters and correspondence will be discarded without being read.

All reported issues will be kept in writing and presented to the Ripon Chiefs Board in a monthly report for consideration as and if necessary.

Due to the insurance policies of the MVFL and the Ripon Chiefs, ONLY approved coaches and/or board members are allowed on the practice field between 5:30 and 8:30 PM, Monday - Friday, and on the playing field between one hour prior to and one hour after the games. The only exception is volunteers assigned to working the chain gang.

If a parent steps out on the field to confront a coach, the following steps will be taken by the board:

1st offense - Parent will be asked to leave the field for that day, or that game.

2nd offense - Parent will be banned from practice and the game for one week.

3rd offense - Parent will not be allowed at practice or games for the remainder of the season.

SCHEDULE:

Practice begins on a date established by the MVFL, generally the last week of July, and continues until the end of November. Practice time runs between 6:00 PM to 8:00 PM Monday thru Friday until the first official game (Not including Round Robin also known as Jamboree). The practice schedule changes after the first official game, practice will be held approximately three days a week at the discretion of the Chiefs organization. The Ripon Chiefs will practice in the rain. If there is a sign of lightning practice will be canceled. Parents must stay during practice in case the practice is called because of lightning.

ATTENDANCE:

Attendance at all practices and games is mandatory. Each participant is required to be at all practices and games. After four (4) unexcused absences, the participant may be dropped from the program. The only excused absences are:

Medical/Injury (with doctor's note excused absences can be extended) If participant misses 2 or more practices, a doctor's note will be needed to make it an excused absence...The cheerleader will still not be allowed to participate in the half time routine...There was not enough practicing that week for that individual to learn the routine.

All other absences are unexcused unless approved by the Board as a whole... No individual Board Member (or coach) is to allow an absence or approve it to be excused.

If a player or cheerleader cannot attend practice or a game, you must notify the Head Coach directly, in advance. If you do not show up and do not notify your coach, it will be counted as an unexcused absence. 1 unexcused absence (in one practice week) will result in participant not participating in the following week's first quarter of the game. Any 2 or more unexcused absences (in one practice week) will result in the participant not participating in the following entire game.

FOOTBALL TEAMS:

Weight and playing age are governed by RIPON CHIEFS and MVFL by laws as follows...

SQUAD	AGE RANGE
Junior Novice	7 and 8 year olds on August 1st
Novice	9 and 10 year olds on November 1st
Junior Varsity	11 and 12 year olds on November 1st
Varsity	13 and 14 year olds on November 1st

Football and Cheer team /squad specifics: MVFL yearly changes shall supersede the weight limits below. Allstars is per MVFL rules.

Varsity:

- Ages: 13 and 14 years old (15 year olds allowed, if they turn 15 after August 1st).
No 9th graders are allowed
- 230lb weight limit

Players over 175 lbs. will be marked as X-Men. (X-Men play on the offensive or defensive line and are not allowed to carry the ball. This is for safety purposes)

Varsity Cheer:

- Ages: 13 and 14 years old (15 year olds allowed, if they turn 15 after August 1st)

Junior Varsity:

- Ages: 11 and 12 years old
- 170lb weight limit
- Players over 140 lbs. will be marked as X-Men. (X-Men play on the offensive or defensive line and are not allowed to carry the ball. This is for safety purposes)

Junior Varsity Cheer:

- Ages: 11 and 12 years old

Novice:

- Ages: 9 and 10 years old
- 140lb weight limit
- Players over 115 lbs. will be marked as X-Men (X-Men play on the offensive or defensive line and are not allowed to carry the ball. This is for safety purposes)

Novice Cheer:

- Ages: 9 and 10 years old

Jr. Novice:

- Ages: 7 and 8 years old
- 110lb weight limit
- Players over 90 lbs. will be marked as X-Men (X-Men play on the offensive or defensive line and are not allowed to carry the ball. This is for safety purposes)

Jr. Novice Cheer:

- Ages: 7 and 8 years old

Playing time:

Youth playing time is governed by Ripon Chiefs and MVFL Bylaws. The Ripon Chiefs in the spirit of having an organization that places teaching over winning have instituted a mandatory must play rule, inclusive of the special teams. The Athletic Director will have the responsibility for implementation of this policy. Coaching staff will take every opportunity to evenly distribute playing time over the entire squad. Half of the mandatory plays must be completed by the first half and the other half must be completed by the end of the game. Every play counts.

Age Group/Team	MVFL Min.	Roster +25 Players	POST SEASON
Jr. Novice	10	5	n/a
Novice	8	4	MVFL Rules
Jr. Varsity	6	3	MVFL Rules
Varsity	4	2	MVFL Rules

Handouts: As a player, you are sometimes given hand-outs at practice. It is your responsibility to bring them home to your parents, and make sure your parents read them. If there is an announcement at practice, make sure your parents get the information.

Safety: Your child's safety is our highest priority.

Food and Water: Players are responsible for bringing adequate-size water jugs to each practice and game. Coaches will supply water for on-field use only on game days. Coaches, board members, parents may not eat on the field of practice. Water breaks will be taken as needed.

Conditioning: Conditioning exercises will be a part of each practice to ensure the player is able to keep up with the rigors of this sport. Each player must have ten hours of conditioning before wearing equipment.

Equipment: Helmets are evaluated by an outside vendor to ensure quality and safety. The Equipment Director prior to the start of the season inspects all other equipment.

Injuries: Medical personnel will manage all injuries during games. The coach will manage injuries during practice. Players with injuries to the head neck or back will not be moved and an ambulance will be summoned to the field. Players with injuries who state they are unable to continue to practice will be taken to the sidelines and parents will be summoned. A first aid/CPR certified individual will available during all practices and games.

Equipment: Players are to wear a complete league approved uniform for games, including issued socks. Current year game jersey or game pants are not to be worn during practices. One mouth guard will be provided by Ripon Chiefs. If the player needs additional mouth guards during the course of the season, it is the parent's responsibility to provide them. Players are responsible for their personal equipment. Keep track of it. Do not sit on the helmet at any time. The coaches are not there to pick up after players and parents. The cost of maintaining and replacing worn football equipment is the largest expense for the organizations. **The player is responsible for the equipment issued to him/her. All Ripon Chiefs equipment must be returned promptly at the end of the season. Treat the equipment in a responsible manner. Equipment maintained properly and in good condition is critical for your safety.**

Equipment list supplied by Ripon Chiefs:

- (a) Helmet and chinstrap supplied by Ripon Chiefs be returned at the end of the season.
- (b) Shoulder pads and hip, thigh, knee and tailbone pads supplied by Ripon Chiefs to be returned at the end of the season.
- (c) Game and Practice pants, Girdle, Belt supplied by Ripon Chiefs to be returned at the end of the season.
- (d) Game Jersey supplied by Ripon Chiefs -***player keeps at the end of the season.** **Note: The game jersey shall remain the property of the Ripon Chiefs throughout the season. Those players who complete the program*

in good standing will be allowed to keep their jersey. Those players who quit the program or otherwise leave the program in bad standing must surrender their jersey.

- (e) Game socks supplied by Ripon Chiefs -**player keeps at the end of the season.**
- (f) One Mouth guard supplied by Ripon Chiefs - **player keeps at the end of the season**
- (g) Practice jersey supplied by Ripon Chiefs Returned at end of season

Player's responsibility:

- a) Football shoes, molded, non-metal and non-removable cleats not to exceed 1/2 inch
- b) Athletic supporter and cup (optional)
- c) Arm and hand pads (optional)
- d) Rib pads (optional)
- e) Water for practice—a one gallon jug with spigot on lid is recommended

It is the player's responsibility to maintain the equipment in good condition throughout the season. If there are any problems, the player should see his/her equipment coach.

At the end of the season, or if a player separates from the team, it is the player and his/her parents responsibility to return the equipment: helmet and chin strap, shoulder pads, clean game and practice pants and pant pads. The game jersey is for the player to keep. **A parent signature is required for all players to receive his/her equipment at the designated equipment handout event.**

Parents meeting: Prior to the start of each season, the board may call a MANDATORY parents meeting at their option. All parent(s) of new and returning players are required to attend. It will be held at the practice field. It is imperative that all parents attend. The meeting is your chance to hear from the Board of Directors and get vital information concerning conduct, the Ripon Chiefs program, and schedule.

REGISTRATION:

A breakdown of expenses per child will be given out at registration. Annual fees for football and cheer are set by the MVFL. As stated prior, each player has a fund raising commitment for two Dinner Dance tickets. If you wish to make this money back then it is your option to sell the tickets and reimburse yourself the amount that was paid.

Each child must have a Ripon Chiefs physical form signed by a doctor. This form contains a release for the child to play football or cheer. No child may participate in

either practices or games until the Ripon Chiefs have their approved physical form signed by a doctor.

Additionally, no player may practice or play until all necessary registration and fund-raising fees are paid and all forms are completed including copies of birth certificate and medical insurance card.

Registration fees will be collected for football or cheerleaders on waiting list and not cashed unless placed on a team.

Registration fees are nonrefundable. In cases of financial hardship, the board may refund a pro-rated percentage of the registration and fund-raising commitment, but is not required to do so. Under any other circumstances, the registration fee is nonrefundable.

The game jersey shall remain the property of the Ripon Chiefs throughout the season. Those players who complete the program in good standing will be allowed to keep their jersey. Those players who quit the program or otherwise leave the program in bad standing must surrender their jersey.

VOLUNTEERS:

As with all volunteer organization, there is always much work to be done. A parent will be required to volunteer 8-10 hours per family during the course of the season. A list of areas where the organization will require volunteer help will be distributed at registration or at a time suitable for the Ripon Chiefs. The hourly volunteer commitment per child is currently 8 hours per single player, 10 hours for multiple players maximum. At least 50% of volunteer time must be spent assisting with concessions, i.e., the snack bar. Volunteers will not pay a gate entrance fee if they are there to only work their shift. Gate will have a copy of the volunteer names / shifts to confirm. Volunteers must be at least 18 years of age. At the discretion of the Ripon Chiefs board volunteer time commitment and deposit amounts may be changed to meet the requirements of game schedules and unforeseen financial conditions. Failure to complete volunteer commitment results in forfeiture of the \$300.00 volunteer deposit. If you do not fulfill a date that has been assigned to you will immediately forfeit your deposit and your check will be cashed. It is solely your responsibility to find a replacement. The Chiefs Board will not assist with finding a replacement.

(a) **Field Preparation and Clean up:** each home game requires a small crew to set up the field. Field set up includes; putting out yard markers, goal post pads, and end zone markers, walk field to check for any objects of decree and set up the announcer=s booth.

Concession Stand: each game requires a set up crew and break down crew, plus 7 volunteers for each game to work the concession stand.

Dinner Dance: Ripon Chiefs will hold a Dinner Dance and, volunteers are needed to help organize, and solicit donations.

POST-GAME MEETING AND TRASH PICK-UP POLICY:

All Coaches will have their Post-Game Meeting with players / cheerleaders on the field (home or away) and parents/fans are not allowed on the field unless they have a MVFL Badge.

After the Post-Game Meeting between coaches and players / cheerleaders for Home Games, both players and cheerleaders are required to participate in picking up trash after Home games. This trash detail should take no longer than approximately 15 minutes. Gloves are always made available at the concessions Stand.

At Home Games, Coaches will dismiss their players/cheerleaders to parents ONLY AFTER PLAYERS / CHEERLEADERS HAVE SIGNED A FORM PROVIDED BY THEIR COACHES OR BOARD MEMBERS THAT THEY HAVE COMPLETED THE COACHES' TRASH DETAIL.

If a player or cheerleader fails or refuses to participate in trash pick-up, and does not sign off with his or her coach prior to being released from the Post-Game Meeting, that player will not be permitted to play in the following game unless prior arrangements have been made with the coach for that player or cheerleader.

Coaches that fail to enforce this rule, face a game suspension or dismissal.

BOARD OF DIRECTORS

The list of elected officials will be available on the Ripon Chiefs Website:

WWW.RIPONCHIEFSFOOTBALL.ORG

Thank you,

Ripon Chiefs Board

Ripon Chiefs Youth Football Top Frequently Asked Questions by parents each year and their answers.

Q) **When does the season begin and end?** A) The season starts the last week of July and continues to the end of November.

Q) **How much time is involved in football?** A) It is a huge time commitment on the part of players and parents. From around Aug 1st to Sept 3rd practice is 5 times per week for 2 hours each practice 6 pm-8 pm. From Sept 6th thru the end of the season practice 3 times per week for 2 hours. Times will be 6 pm- 8pm, the end time changes due to daylight at the Head Coaches discretion.

Q) **Isn't it really hot out there?** A) It sure is! It is imperative that your child drinks plenty of **water** before and during practice and games throughout the football season. It is the player's responsibility to bring adequate water to practice. The coaches have scheduled water breaks throughout the practices.

Q) **Where will my child have practices and games?** A) The practice site will be at the Ripon Community Center or where approved. All Home games will be held at Ripon High Stouffer Field.

Q) **Is Football too rough for my child?** A) Only you and your child can answer this one. Ripon Chiefs takes great strides to insure that coaches are knowledgeable, well trained individuals with the abilities to teach proper technique and skill and that all the equipment is inspected and in good condition to provide proper safety for all players. But, keep in mind this is tackle football. It is not a sport for every child. Please discuss this with your child and any of our Board members prior to registering if you have specific concerns. **REGISTRATION FEES ARE NOT REFUNDABLE FOR ANY REASON AFTER YOU REGISTER.**

Q) **Are the coaches paid employees of Ripon Chiefs Youth Football?** A) No. They are volunteer business people and/or fathers/mothers who donate their time to help our kids. This entire program, in fact, is run by volunteers who put in a huge amount of personal time all year round to make this program available to our children.

Q) **Can we sign up now and pay later?** A) Due to the nature of this sport, there are a large number of expenses that must be paid before the season even begins. We are not able to register any child without payment in full at registration time unless coordinated otherwise with the Ripon Chiefs Board.

Q) **After I pay my registration fees are there any other fees involved?** A) No. Fundraising raises the balance of the money needed to operate this program safely. You as a parent are needed to help with all fundraisers.

Q) **Do we have to buy all the equipment?** A) No. Ripon Chiefs provides all the equipment for football on a lease basis (with the exception of some personal items). All equipment must be returned at the end of each season.

Q) **How do you select teams?** A) In Ripon Chiefs there are four squads/teams depending on registration numbers, these teams are determined by age, weight, grade, and ability.

Q) **How much will my child play?** A) Coaches try to play all children as equitably as possible per Ripon Chiefs and MVFL rules.

Q) Why do football coaches yell so much? A) Let us answer this way. Imagine if you invited 35 boys over to your home, put pads and a helmet on them and told them to hit each other as hard as they can, knock each other down and then do it again, again and again. What do you think would happen? More likely than not it would be complete chaos, mayhem, arguing, eventual name-calling, fist fighting and perhaps even a call from your neighbors asking you to move. I'm not sure a polite lets calm down now boys would cut it. The answer to this question is: Coaches will demand complete attention and sometimes they demand it loudly. This is a contact sport and coaches are responsible for teaching the kids not only how to play football, but to do it properly so no one gets hurt. This requires a lot of cooperation, teamwork and respect for each other and to this end; coaches will make sure they are heard.

Q) IM so busy; can my neighbor bring my child to sign up? A) NO. Only a parent or legal guardian can register your child and sign the required documents

Q) Can girls sign up to play football with the boys? A) Absolutely

Q) If my child does not like football or we are unhappy with our team later, can we quit and get our money back? A) NO. Due to the pre-season costs in this sport, all fees paid at registration are not refundable for any reason.

Q) If my son/daughter gets hurt do you refund our money? A) NO. Due to the pre-season costs in this sport, all fees paid at registration are not refundable for any reason.



Ripon Chiefs Youth Football and Cheerleading Coach's Code of Conduct

I understand that my responsibilities as a youth coach are of great importance and that my actions have the potential to significantly influence the young athletes whom I coach.

I understand that many children participate in sports for numerous different reasons, and that the number one reason is to have fun!

I understand that as a youth coach I am obligated to honor the games rules, opponents, officials, teammates and self, and to teach players to do the same.

Therefore, by participating as a youth sports volunteer, I will adhere to the following codes.

- A. I will create an appropriate environment for our children that:
- Focuses on safety, fun, skill development and education.
 - Has a positive lasting impact on the children of our community.
 - Promotes building character and learning life skills.
 - De-emphasizes a win at all cost attitudes.
 - Is fair, consistent, and best meets the emotional and physical needs of all children.
 - Builds a culture where winning is not defined by outcome of competition, but by the individual needs of all the children.
- B. I will act responsibly and do my best to assure that:
- I provide playing time for every child that is consistent with the rules of the Ripon Chiefs.
 - I properly educate players the importance of teamwork, effort, having fun and playing fair while properly instructing age appropriate fundamentals and skills.
 - I provide players with the best education, instruction and organization possible by attending required meetings, clinics and certifications.
 - I am familiar with the objectives of the youth sports program. I strive to achieve these objectives and communicate them to my players and their parents.
 - I cooperate with the administrator of our organization in the enforcement of rules and I will report irregularities that violate sound competitive practices.
 - I provide a healthy and safe environment for my players, which are in accordance with my leagues' safety procedures and provide safe instruction and use of equipment.
 - I will wear my Ripon chiefs coaching gear that is supplied to me at games and practices.
 - Cheer coaches will wear bottoms in black, white, or khaki color. No jeans or spandex, and shorts will have at least a two-inch inseam.
- C. I will display appropriate behavior - I understand that violation of the following will jeopardize my privilege to coach.
- I will treat each player, opposing coach, official, parent or administrator with respect and dignity, and refrain from using profanity, intimidation tactics and inappropriate language.
 - I will uphold the authority of officials who are assigned to the contest in which
 - I coach, and I will assist them in every way to conduct fair and impartial competitive contests.
 - Being ejected from a game.

- D. Terminal behavior - I understand that violation of the following codes will result in immediate termination of my privilege to coach with Ripon Chiefs.
- I will never coach under the influence of drugs or alcohol.
 - I will never initiate or participate in any form of verbal or physical assault on any staff, volunteer, parent or child.

Results of Violations

Violations of the Coaches Code of Conduct will result in written documentation, advisory consultation and possible disciplinary action. The following data outline the disciplinary procedures of the Ripon Chiefs Youth Football and Cheerleading Organization.

Conduct Codes A and B

- ✓ Any violation under codes A and/or B will result in verbal consultation by the Ripon Chiefs Board.
- ✓ A second violation under codes A and/or will result in a sit-down consultation between the Ripon Chiefs Board and the coach. Suspension of the coach's privilege to manage/coach Ripon Chiefs youth sports programs will accompany.
- ✓ A third violation under codes A and/or B will result in termination of the coach's privilege to manage/coach Ripon Chief's youth sports programs.

Conduct Code C

- ✓ Any violation under Code C will result in a sit-down consultation between the Ripon Chiefs Board and the coach. Suspension of the coach's privilege to manage/coach and attend Ripon Chiefs youth sports programs will accompany.
- ✓ A second violation under Code C will result in termination of the coach's privilege to manage/coach Ripon Chiefs youth sports programs.
- ✓ Ejection from a game will result in a \$100 fine.

Conduct Code D

- ✓ **Any violation** under Code D result in termination of the coach's privilege to manage/coach Ripon Chief's youth sports programs.

My signature on this document certifies that I understand and agree to said document.

Participant's Signature _____ **Date** _____

Participant's Printed Name _____

**RIPON CHIEFS FOOTBALL AND CHEER, INC.
RELEASE FROM LIABILITY**

In consideration for permitting my child to accept transportation provided by other parents or to walk home from practice/games, I agree to release from liability and to indemnify and hold harmless RIPON CHIEFS, Inc., its Officers, Directors, Coaches, Assistant Coaches and representatives for any damage, injury or death to my child or any other person or property whether caused by their negligence or for any other reason in any way connected with the provision of transportation hereunder.

THIS IS A LIABILITY RELEASE. PLEASE READ IT CAREFULLY BEFORE SIGNING.

CHILD'S NAME _____

PARENT (OR LEGAL GUARDIAN) _____

DATE _____