

**Santa Barbara
Youth Football League, Inc.**



**Head Coach
Information Manual**

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Office Hours:

Tuesday 6:00 PM to 8:00 PM
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Mission Statement

To provide the opportunity for youth to profit from physical, mental, moral and spiritual development using the great game of football as a catalyst.

The Role of the Head Coach

What is a Head Coach?:

The Head Coach is a liaison between the Board of Directors, and the Players & Parents. The Head Coach also acts as the “Leader” and “Motivator” to their players, but sometimes more importantly, a “Mentor” at times to the young people they are coaching. The desired characteristics for the person in this position are:

- Accessible
- Responsible
- Self motivated
- Organized
- Good Communicator

Responsibilities & Important Information

RESPONSIBILITIES

It is the Team Manager's responsibility to ensure that every participant is informed of important dates and events, and to communicate pertinent information, which are administered and directed by policies and procedures of the TVYFC and the Santa Barbara Youth Football League.

Announcements:

Announcements will be sent to you via e-mail. Flyers that need to be distributed to players will often be sent in Adobe Portable Document Format (PDF). If you do not have Adobe Reader, you can download it from the following site for free:

<http://www.adobe.com/products/acrobat/readstep2.html>

Hard copies can be made available upon request for you to copy and distribute.

Other Responsibilities

Facilitate Parent Communication and Involvement.

Encourage Sportsmanship! The Head Coach and Team Manager should be the example of good sportsmanship, remembering that all is done for the benefit and safety of the kids and not necessarily for the sake of winning.

Recognize helpful parents! Effective Team Managers share the load and the praise. During the season, take every opportunity to delegate. If someone is willing to help, encourage it then take every opportunity to publicly and repeatedly applaud parents for lending a helping hand.

Team Managers volunteer to go the extra mile. It's your turn this season, so make the most of it. Next year, it'll be someone else's turn!

Players will not be allowed to certify unless the following requirements have been met:

- All financial obligations have been satisfied:
 - Registration fees
 - Equipment deposit
 - Fundraising (ticket sales)
 - Outstanding NSF checks settled

- All registration requirements have been turned in:
 - Birth certificate
 - Picture
 - Proof of residence
 - Health Screening

Playoffs and Super Bowl:

Upon the conclusion of the regular season, teams advancing to playoffs and beyond must recertify. Players must match certified rosters and registration documentation.

Fiduciary Responsibilities & Reporting:

It is vital that all funds received and disbursed are accounted for and handled in a careful and rightful manner. All donations must pass through the official SBYFL accounts (See section on Donations below). Parents will often wonder about the donations received and the expenses incurred. Keep your parents apprised of financial activities for your particular team. At the very least, you should provide them with a report at the end of the season, which lists the amount of donations received, donors' names, and a list of what was spent.

Team Fundraising:

Each team may accept donations from businesses and individuals or fundraise through activities like carwashes, beach/city clean-ups etc. Funds may be used for, but are not limited to the following:

- Game Uniforms
 - Socks
 - Belts
 - Helmet Decals

during the game and must keep cheering to a minimum.

Set Up and Clean Up – On game-day, volunteers will be needed to set up game fields in the morning and clean up after last game.

Team Photographer – Volunteers are needed to film games. Each team may designate one photographer per season. See “Fun Stuff” for more information.

Jamboree – Volunteers are needed to hand out programs, help direct teams on the field and clean up.

Weekly Updates:

You may want to create and distribute a weekly update. Things you may want to include are:

- Practice times & location
- Directions and a map to that week’s game / Time that players must arrive at the game
- Available carpools
- Whose turn it is to bring water, sodas, snacks, etc.
- Updates on donations and expenses

SPECIAL EVENTS & GAMES

Parent/Player Meeting:

The Parent/Player Meeting is the first chapter gathering. Players will have the opportunity to meet their coaches and teammates, and Parents will be able to meet the Board and ask questions.

Jamboree:

Jamboree is the Santa Barbara Youth Football League’s season opener. It begins with an introduction of all Santa Barbara teams during the opening ceremonies, followed by a number of short exhibition games.

Playoffs:

Playoff games will begin immediately after the regular season games, with the quarterfinals on the weekends following.

Super Bowl:

The 2011 Super Bowl games will be held on the Saturday prior to the Thanksgiving Holiday with the exact dates listed on the calendar of events. We hope to see Santa Barbara teams in every division!

Auditor Guide

- Reasons for Auditing
 - To guarantee participation.
 - It is the foundation and the philosophy of the YFL Program.

- General Auditing Tips
 - Be fully prepared – pen, clipboard, no nonsense attitude.
 - If you are on your own sideline, have an auditing sheet filled out in advance by you or your coach. You may instruct your coach to fill the sheet out based on the system which you find most effective. See auditing systems below.
 - Introduce yourself in a friendly, firm manner to the auditors from the opposing team. Attempt to quickly form a working relationship.
 - Be fully alert especially for the first quarter.
 - Do not stand with the coaches. Stand 10-15 yards behind the players who you are checking so that you can easily see their jersey numbers.
 - If you perceive problems, voice objections immediately to the other auditors and to the Commissioner. If the Commissioner is not around, notify the field referee (white hat) at the first opportunity. Have him stop proceedings if necessary to find the Commissioner.
 - If you stand on the other team's sideline, hold the clipboard and make the marks yourself. This guards against the appearance of magic marks. It also reduces objections from opposing (your) team about participation. If you are met with objections to your team doing this, just smile and say that this is the way we do it. If pressed, say that it is the method with the least possibility of problems. If there are still objections, say that it is the only way you will work.
 - Do not coach while auditing. Do not cheer excessively from the auditing position.
 - If you are holding the clipboard at halftime, draw a line to the right of the last mark for each player before surrendering the auditing sheet. This also guards against the appearance of magic marks. If the opposing team's Auditor has the clipboard, advise him or her to do so.
 - You may leave the opposing sideline when the auditing sheet is filled. Sign the sheet before leaving. Under any circumstances; sign a sheet that does not reflect what actually occurred. If the game is over and players have not gotten in their 12 plays, note that fact on the back or bottom of the original of the time sheet.
 - The score should be filled in by quarter. The final game score is of lesser importance and may be filled in by each team's auditor at the end of the game.
 - Thank the auditors with whom you have worked. Project a friendly and competent image for your team and the Santa Barbara YFL.

- Auditing Systems
 - Sequential Jersey Numbers
 - First Offense, Second Offense, Defensive Squads, Kick-Off, Subs, etc.
 - Clothes-Pin System