

**PENFIELD YOUTH FOOTBALL  
AND CHEERLEADING**

**2009 SEASON**



**PARENT  
HANDBOOK**

PO Box 141  
Penfield, NY 14526

[www.penfieldyouthfootball.org](http://www.penfieldyouthfootball.org)

**MISSION STATEMENT** - PYFC (Penfield Youth Football & Cheerleading) is committed to teaching and developing successful football and cheerleading skills to the youth of Penfield. As part of this commitment, and through hard work and dedication, the all-volunteer organization will foster an environment of integrity, fair play and success. On the field and off, from the coaches to the players, from the parents to the Board of Directors, PYFC is one, unified, organization that embodies the best of the Town of Penfield and the game of football.

### **WELCOME**

Penfield Youth Football, Inc., was founded in June 1993, to teach the fundamentals of Football to children 8 through 14 years of age and Cheerleading to children 7 through 14 years of age (see below for details on requirements for 7 year old cheerleaders). The program is open to all boys and girls who meet the age, weight and health requirements (see below). Although football has been primarily structured for boys, girls who choose to compete will not be excluded. Likewise, cheerleading squads are not limited to girls.

Penfield Youth Football is a member of the American Youth Football and Cheerleading League. The main emphasis of the program continues to be participation. Every eligible team member who has learned his/her assignments and has met the practice requirements will play in every game. This will fulfill each child's natural desire to compete and help to ensure that everyone has **fun**. In order to accomplish this, we have limited the size of both the cheerleading teams and the football teams. This limitation has resulted in wait lists for a number of the teams. As a result, there will be no refunds of the registration for participants dropping after the first full week of practice has concluded.

As a non-profit volunteer organization, the Penfield Youth Football and Cheerleading program relies on the participation of all parents and children for its success. The wide range of duties required to plan, maintain, and operate three football and cheerleading teams can only be achieved when everyone contributes. As caring and responsible adults, **all parents** have a vital role to play. By becoming actively involved in the association's functions, you help to guarantee the success of our program and you will have more fun.

### **STRUCTURE OF TEAMS**

#### Entire Program:

All participants will be certified by the league to play in one of the above classifications. The team Board of Directors determines classifications with input from the parents. A birth certificate and physical are required to participate. **NO** participant will be allowed to begin practicing until a physical form has been submitted by the child's physician indicating the child may participate in our program. All football players are required to weigh in prior to each game.

***\* Player health and safety are key focuses for the organization. Football players are not encouraged to lose weight to participate. It is recommended that players and cheerleaders eat healthy meals consisting of fruits, vegetables, and water-rich foods.***

#### Football Team Classifications

C Team: 8 and 9 year olds, maximum weight 105 pounds (**New in '09: No Lightweights**)

B Team: 9\*, 10 and 11 year olds, maximum weight 125 pounds (**New in '09: No Lightweights**)

A Team: 11, 12 and 13 year olds, maximum weight 155 pounds / 14 year old lightweights 120 lbs

#### Cheerleading Team Classifications

Same age requirements as football, based on the participants age on August 1<sup>st</sup> of the year of the season, with no weight restrictions, with the exception for 7 year olds following the roster acceptance policies below:

- 1) 7-year-olds must have participated in an organized and formal cheerleading, dance or gymnastics program for a year prior to the registration (a season of cheering for flag football will also qualify).
- 2) 7-year-olds will be allowed to enroll in the C team roster in the following order up to the predetermined limit for the C team (defined in the following paragraph):
  - a. 7-year-olds with the type of experience defined in item #1 above with a brother or sister who have participated in the program (step siblings do count if they are in the same household)
  - b. 7-year olds with the type of experience defined in item #1 without a sibling who have participated in PYFC.

The predetermined limits for registration for the 2009 season are 20 participants for C team, 25 participants for B team and 30 participants for A team. We set these limits based on the preferences of the coaching staff and the team managers for the season and the number of uniforms (and their sizes) that need to be distributed amongst the teams.

The members of the PYFC that represent cheerleading will review any requests for exceptions for team sizes and/or assignments with coaches and team managers before granting any exceptions.

To balance the rosters between teams, cheerleaders will not move from the C level team to the B level team unless they are 10. This is new to the program this year, so cheerleaders who participated in the program prior to the 2009 season will be allowed to move up to B after two years if the parents and cheerleaders want to move up to the B level.

New registrants for the B level team without previous cheer experience who are not 10 on August 1<sup>st</sup> will start on the C level for the first year. New registrants for the A level team without previous cheer experience who are not 13 on August 1<sup>st</sup> may start on the B level depending on the the participant's skill/experience level and the numbers of cheerleaders on both levels.

Movement from B level to A level does not require 2 years on the B level, but if the A roster will exceed the predetermined limit for A team if all eligible B team participants from the previous season move up, cheerleaders with two years on the B level will be moved onto A first and the remaining age-eligible cheerleaders will be placed based on decisions reviewed and agreed by the PYFC board members that represent cheerleading as well as the coaches and team management.

All team assignments will comply with AYCFL rules.

## **REGISTRATION**

Annual Registration Process:

- i) All new participants and players who missed the previous season, must go through the "New Participant" registration process, which will take place in late February each year;
- ii) Returning players and cheerleaders from the previous season may register during "Early Registration," which will take place a week prior to the New Participant registration; \*
- iii) All participants wishing to join PYFC must attend a school in the Penfield school district; exceptions are made, according to AYFCL rules, in the event a particular team is low on players; at that point, PYFC is allowed to complete a roster with kids from neighboring districts;
- iv) Sibling Rule: If a sibling of an **existing** player or cheerleader wishes to participate, that sibling may register through "Early Registration"; \*\*

\* **New in '09:** If a player of cheerleader takes a season off and would like to play again the following year, they must go through "New Participant" registration; Exceptions will be made for injury and illness-related causes and considered on a case-by-case basis by the Board.

\*\* **New in '09:** Football teams and cheer squads are deemed "closed" by the Board based on size following "Early Registration." If a team or squad is deemed closed, the sibling exemption is

nullified for that team and that season. If a team is deemed closed no waiting list is available. (Team Size Limits will fluctuate slightly from season to season based on the number of returning members, however, the desired size for football teams stands at 30.)

### **PRACTICE**

Practice starts at Harris Whalen Park on August 3. During the first week, we will practice Monday through Thursday from 6:00 pm until 8:30 pm. After the first week football will continue to practice Monday through Thursday 6:00 – 8:30. A decision on whether cheer practice will be changed to match the football practice time will be made by July 10<sup>th</sup>. All football players and cheerleaders are required to participate in a total of **ten** hours of conditioning before they can practice with contact or in cheering routines. Once school starts, football and cheerleading practice will be on Tuesday and Thursday 6:00pm to 8:00pm and Saturday 10:00am to noon. Practice times may be altered as necessary. Parents will be notified primarily through e-mail. Practice will proceed rain or shine, but not in the case of lightning. Parents must keep an eye on the weather and be prepared to pick up their children from practice. Parents are encouraged to watch practice but are responsible for supervising their children who are not registered on a team. Everyone should bring plenty of water to practices, not eat heavily immediately before practice, and use common sense in all matters.

### **PRACTICES ARE MANDATORY**

Please be advised that the coordination of cheers, halftime routines, competitions, and offensive and defensive plays take a considerable amount of time and commitment. If your child is going to miss a practice or game, the head coach must be informed. During the school year, your child must attend at least 2 out of 3 practices during each week to participate in that week's game. We strongly recommend that your child attend the practice closest to Game Day. Excessive absences will result in limited participation or may lead to your child's removal from the team by the Board of Directors of Penfield Youth Football.

### **Cheerleading Attendance Policy**

PYF&C have developed an attendance policy specific to the cheerleading teams within the organization beyond the requirements mentioned above. The organization expects every participant to attend and actively participate in every practice and game. Attendance means arriving before the coach begins warm-ups and staying until the coach adjourns the team. The organization stresses the safety for all participants, and places high value on developing teamwork from the start; teamwork is created best through demonstrated commitment to teammates, coaches and oneself.

The organization realizes that a cheerleader may have to miss a practice or a game, so we have allowed for an allotted number without being penalized. It is expected that if a cheerleader is going to miss a practice or a game that they notify the coach and/or parent advisors. If an emergency attendance issue arises, contact the parent advisors who will address with the cheer director(s) as needed. The following outlines the allotted absences.

Cheerleaders will be permitted a total of seven (7) absences from practice during the entire season, beginning on August 3<sup>rd</sup> and ending on or about October 31<sup>st</sup>. They are also permitted one (1) absence from a game during the playing season. Arriving late to practice or leaving early an excessive number of times will count as absences and will be handled at the discretion of the team managers and cheer directors.

Cheerleaders are required to participate in all cheerleading competitions that occur during the Football season. The last competition of the year may be deemed as optional by the board depending on the dates.

Please plan on 3 or 4 competitions during the season. We are currently evaluating options for competitions, but have the following on the list so far:

Late Sept./Early Oct. Gananda High School Championship at Gananda High School

Columbus Day weekend Geneseo Empire Classic or a potential 2 day competition in Hamburg, NY

October 25, 2009 AYFCL Championships for Cheerleading at RIT's Gordon Field House  
2<sup>nd</sup>/3<sup>rd</sup> weekend in Nov. Local cheerleading competition in Rochester, NY

Please note that we are still evaluating options for competitions and the only definite competition is the AYFCL competition.

#### **Consequences for Excessive Absences:**

Cheerleaders whose absences (or excessive tardiness) exceed those permitted by this policy will NOT be able to participate in any cheer competitions or half-time routines, but will be expected to attend the scheduled league games and participate in the sideline cheers during the season.

*Excessive absences put the safety of all team members at risk.*

#### **EQUIPMENT - FOOTBALL PLAYERS**

All required equipment is to be supplied by Penfield Youth Football, except the athletic supporter. Children who wear glasses should obtain a pair of sports glasses for safety reasons. Special footwear is not required by regulation, but a pair of football cleats (no metal spikes) will provide better footing. Equipment supplied by the Football program will be:

- 1 • Helmet, facemask and chin guard
- 2 • Shoulder pads
- 3 • Two hip pads and one tail pad with girdle
- 4 • Two knee pads
- 5 • Two thigh pads
- 6 • Rib pads
- 7 • Game and **practice pants\***
- 8 • Game and practice jerseys
- 9 • Game socks
- 10 • Belt
- 11 • Mouthpiece

\* **Practice pants** – While PYF will supply these pants, it is recommended that parents purchase "all-in-one" practice pants from either Don Allesen Athletic <http://www.donalleson.com/> at 2921 Brighton-Henrietta Town Line Rd., or any DICK'S store. These pants cost between \$18 and \$35 and are extremely easy to care for, as the thigh, knee and hip pads are sewn-in.

Players are required to wear all their equipment to practice and games. During the first week of conditioning, all players should wear their practice jerseys and helmets with mouthpieces to practice. Inevitably some equipment will wear out during the year. For safety's sake, bring the equipment to the attention of one of the coaches or the equipment manager; and it will be replaced. Equipment that is lost or damaged beyond normal wear and tear will be replaced at the player's expense.

Practice jerseys and pants, girdles, and socks can be washed and dried in a normal fashion. The game jersey and game pants should be washed, no bleach, and air-dried. Helmets and pads can be wiped down with a damp cloth to keep clean. All equipment except socks, cup, mouthpieces, and cleats must be returned to Penfield Youth Football at the end of the year.

**All football players will provide a \$100.00 check as a deposit for equipment and uniforms which will be returned at the end of the season provided that all items are returned in good condition. This check will be required at equipment handout.**

#### **EQUIPMENT-CHEERLEADERS**

Uniforms will be supplied by Penfield Youth Football and Cheerleading. Additional equipment required for purchase are cheerleading sneakers (all girls wear the same brand and this will be communicated by your team managers no later than July 10<sup>th</sup>), pants, gloves, and headband. We will work to ensure the best pricing by bulk ordering. Vendor and pricing information will be communicated to you when established. We also require the purchase of "Cheer Curls" as they

are a great time saver and provide uniformity in appearance. Personalized jackets are also available for optional purchase during our pre-season clothing sale.

*The league will provide each cheerleader with:*

- 1 • A skirt (must be returned in the condition it was received in)
- 2 • A vest (must be returned in the condition it was received in)
- 3 • A jacket if needed (must be returned in the condition it was received in)
- 4 • Lollypop panties and Bodysuit yours to keep
- 5 • Socks yours to keep
- 6 • Hair bows yours to keep

**Skirts, vests, and jackets can be washed in cold water and hung or laid flat to dry. They must never be dried in the dryer or ironed. Replacement costs will be levied if the uniforms are damaged beyond repair. All cheerleaders will provide a \$100.00 check as a deposit for uniforms which will be returned at the end of the season provided that all items are returned in good condition. This check will be required at uniform handout.**

No jewelry or piercing may be worn to practice, games, or the competition. No acrylic nails or nail polish can be worn to games or practices. In addition, fingernails must be kept short at all times during the season. Cheerleading is a sport, and practice attire must reflect that. Shorts should be elastic waist soccer style, and shirts must be short-sleeved with no pockets, no spaghetti straps. Athletic style, (tie up, full shoe) sneakers must be worn. No sandals or sneakers with platform soles. Hair must be pulled back in a ponytail for all practices, games, and competitions. Failure to abide by the required attire will result in the child not being allowed to participate in games or practices.

### **GAMES**

**New in '09** - Home games will be played at **Penfield High School**. Maps to away games will be provided before the start of the season or posted on the PYFC website.

### **The 2009 schedule is:**

Please check the website for <http://www.penfieldyouthfootball.org/> for updates.

The 2009 Season Opener will be on September 6th. **For the 2009 Season, the Game times are: C Team: 11:30 am, A Team 1:30 pm, B Team 3:30 pm.** All players and cheerleaders must be on the field for warm-up, practice, and weigh in at least **one hour** before the game starts. Each team is officially weighed in prior to their game. Weigh-ins for B Team and A Team will be during halftime of the prior game. C Team weigh-ins take place at 11:00 each week. (Note: there is no official "early weigh-in". Your son's coach will inform you prior to each game if an early weigh-in is available.) Players and Cheerleaders should verify times with their head coach to facilitate any exceptions. Football players and cheerleaders must attend at least two practices in order to play in that week's activities. Everyone should dress for the weather, as games will be played in rain, snow, or shine.

### **VOLUNTEERING** – (See Page 7 for Position Descriptions)

Penfield Youth Football and Cheerleading is a volunteer organization. The effort to equip, manage, coach, and produce games requires hours of volunteer help. "*Many hands make light work...*" is the motto of any successful volunteer organization. With all the demands that a parent experiences these days, it is hard to imagine flipping burgers or monitoring a game in your "spare time," but these duties and many others are needed in order to produce football and cheerleading squads. Luckily, in this endeavor there is a payoff-- community spirit, pride, and the fun of contributing not only rewards the volunteer, but it provides our children a positive example of what hard work will create.

The number of volunteer assignments each family must fulfill vary year to year and are subject to change based on the number of participants in the program, the number of volunteer assignments

available and the number of parents with multiple children participating in the program. In the 2008 season families with one child enrolled this season in PYFC were required to volunteer for 4 positions and families with more than one child enrolled in PYFC this season were required to volunteer for 6 positions. The board will communicate the final requirement before the season begins on August 3<sup>rd</sup>, 2009, but families participating in the 2009 should expect a similar commitment to 2008 levels.

Families will sign up for all duties before the season begins or their child will not be allowed to participate. Once all volunteer positions are filled, a weekly volunteer schedule will be posted on the PYFC website. It is imperative that volunteers are in place for their assigned duty at the appropriate time. There will be Team Parents to sign-in with before each game. If you are unable to attend a game where you are assigned a duty, you must find your own replacement and notify the Team Parent. Failure to perform the assigned duty will result in the child sitting out during the next game.

### **FUND-RAISING**

In addition to our solicitation of local businesses, each family will be required to purchase \$100 in raffle tickets. Tickets will be distributed at equipment handout and during the first week of practice. Raffle money is due no later than September 6th. Failure to turn in ticket money at that time, may lead to your child's inability to participate on game day.

### **TEAM PICTURES**

Announcements will be made regarding the times for team pictures. Scheduled picture dates will be communicated via e-mail.

### **CHEERLEADING COMPETITIONS**

All cheerleaders are required to participate in the cheerleading competitions. Details will be provided at a later date. Parents and Football players are strongly encouraged to attend and help recognize the accomplishments of your child and the teams.

### **SCRIMMAGES**

At this time, we have scheduled one football-only scrimmage in August at Webster. Details will be provided at a later date.

### **RULES OF CONDUCT**

The following applies to all fields used in practice or for games. The fields constitute adjoining playgrounds, parking areas, and buildings.

- 1 • No smoking
- 2 • No alcoholic beverages
- 3 • Use only sportsmanlike language and conduct
- 4 • Do not park in no-parking areas or block driveways
- 5 • Use trash receptacles
- 6 • Act as a role model for others

### **THANKS**

After all the details that are required to make this organization work, let's not forget what this will produce. A beautiful fall day, crisp air full of the smell of food from the concession stand, lots of friends and neighbors watching our children, and wonderful memories for our children. The Penfield Youth Football & Cheerleading Board thanks you in advance for your support of the team and for being a positive role model for good sportsmanship, attitude, and cooperation.

## **Volunteer Position Descriptions** *“Many hands make light work”*

Remember, without many volunteers we would not be able to give our children the program that has earned the respect of its participants, and the community and, hopefully, many fine memories that will last a lifetime.

*\* Each Sunday volunteers are required to “CHECK IN” with the Volunteer Coordinator at the concession stand 1 hour before each game.\**

Below are descriptions of the volunteer positions that will be required to be signed up for the first week of practice. Parents who choose to fulfill this role or one of the coaching roles are not required to sign up for other volunteer positions as this is a full season commitment.

### **Football Team Parent**

The Team Parent will work with the Volunteer Coordinator to make sure that volunteers are notified and participate in their assigned task.

### **Cheer Team Managers (2 per team):**

Each team will have 2 parent volunteers that will manage communications to the parents throughout the season and at least one of the managers will be at every practice to help manage the team and communicate with parents, coaches and the director as necessary.

The following positions are available for every home game:

### **Field Maintenance**

The morning of game days, people are needed to set up the field, which includes number pylons, chains, etc.

### **Field and Concession Stand Set-up**

On game day (8:00 am on Sundays) people are needed to set up the concession stand, field and announcer's booth. This usually requires two hours time.

### **Concession Volunteers**

People are needed to prepare and deliver food and accept monies and make change.

The times for the different shifts are as follows.....

- 1 **C Game** – 1<sup>st</sup> shift.....One hour prior to game time until the END of half time.
- 2 **C Game** – 2<sup>nd</sup> shift.....The BEGINNING of half time until the start of the next game.
- 3 **B Game** – 1<sup>st</sup> shift.....The beginning of the game until the END of half time.
- 4 **B Game** – 2<sup>nd</sup> shift.....The BEGINNING of half time until the start of the next game.
- 5 **A Game** – 1<sup>st</sup> shift.....The beginning of the game until the END of half time.
- 6 **A Game** – 2<sup>nd</sup> shift.....The BEGINNING of half time until the end of the game.

### **Field Spotter**

One individual is needed to assist the announcer in the announcer's booth spotting player's names and numbers on the field as the plays take place. This is needed for the entire game.

### **Game Day Announcer**

One individual is needed to announce over the PA system player names and numbers during the games as special plays take place and all the players and cheerleaders prior to the start of the game. This is needed for the entire game.

### **Score and Time Keeper**

One individual is needed to keep the time clock and the scoreboard in the announcer's booth. This is needed for the entire game.

### **Music**

One individual per game will play music during pre-game, time-outs and will help with the half-time cheerleading presentation. PYF&C has CD's that can be played or you can bring your own providing it is music that is 'acceptable' for a family audience.

### **Player Monitor**

One individual is needed to be on the opposing sidelines during the game to keep track of the number of plays the opposing players have executed. Each player has to have five plays per half. Someone from the opposing team will assist you.

### **Chain Gang**

The chain gang consists of three people who are on the sidelines during the game and are taking care of the down marker and the first down chains. Due to the popularity of this position, we are requesting you work only **once** as a chain gang volunteer and choose two other volunteer items to complete your requirement.

### **Medical Assistant**

This is one of the most important volunteer roles we have. We NEED to have one person for EACH game on the sidelines who has medical experience equal to or greater than the experience of an E. M. T. This person would be required to address injuries for severity and proper first aid administration. P.Y.F. & C. has always felt that erring on the side of caution is an acceptable procedure.

### **Teardown Crew**

These folks would be required to stay following the final game (A game) and take down the concession stand, the field items and the announcer's booth. This usually takes approximately one hour if we have the volunteers that we need.

In addition, the medical assistant and monitors are required for every away game.

\*\*Four (4) volunteer positions are the minimum, six (6) for families with more than one child in the program. Please be generous with your time and help us as much as possible. If there is a situation that hinders you from being able to volunteer this must be discussed with a board member and then voted on before your child will be able to continue participation in the program. Our waiting lists to get into the program are extensive and there are many other folks who would be happy to volunteer their time if their child is able to participate.

### **CODE OF CONDUCT**

PYFC takes its Code of Conduct seriously. Each player, parent and coach is required to sign and submit the Code of Conduct form at registration. By signing the document you also agree to the terms and guidelines set forth in this handbook.

PYFC will be steadfast in its mission to maintain an environment of integrity, fair play and success for all involved. But the Board recognizes that none of what is established in this handbook can be accomplished without the complete support of the mission by all members. Failure to adhere to the guidelines set forth in this handbook as well as the code of conduct could lead to disciplinary action by the Board of Directors which will range from a warning to expulsion from the league.