

LTFL COACHES' INSTRUCTIONS

Call your parents immediately!

- Introduce yourself, schedule team meeting, discuss upcoming schedule, etc.
- Contact us, if you need any help or are asked any questions you cannot answer.
- Report back to us, any players that will not be playing.

Know Your Roster

- Take attendance every practice, until you KNOW your roster is healthy and stable
- You **MUST** keep LTFL informed with accurate roster, including: active players, players that will not be playing and players you cannot contact. **YOUR PRACTICES WILL BE STOPPED TO GET ACCURATE COUNT IF LEAGUE IS NOT INFORMED**

Weather & Field Conditions

- When lightning is observed, all players and coaches must immediately stop all on-field activities.
- When severe weather or excessive rain is forecast or present, a decision on whether to close the fields will be made by 5pm. Always plan to play your game or have your practice, unless the **BLACK** flag is displayed on the website (www.ltfl.org) AT 5pm. For example, if you see the black flag at 3:00, it could be left from the day before; ALWAYS check again at 5pm before contacting your parents.
- DO NOT CALL the office or the board for this information.
- Pass this information along to your parents.

Age & Grade Verification

- Parents must provide verification of age and grade, before the third game on August 29th, to be kept in your team book.
- **PLAYERS WILL NOT PARTICIPATE ON OR AFTER WITHOUT DOCUMENTS**
- Age can be documented with birth certificate or immunization record
- Grade can be documented with report card, enrollment form or progress report. Document must include players name, grade, year and must be identifiable as official school document.
- Grade documents can be one-year-old. For example: if player has report card from 2019-2020 school year indicating they are in second grade, it can serve as verification for third grade in 2020-2021 school year

Additional Documents

- All players must have parent or guardian sign copies of the Player and Parent Code of Conduct and Waiver of Liability, **before completion of first week**, to be kept in your team book.
- All players must have LTFL's Students First form, with teacher's signature, **before the second game** on August 22nd, to be kept in your team book

TEAM BOOKS WILL BE TURNED OVER TO LTFL, AFTER AGE AND GRADE VERIFICATION IS COMPLETE.

TEAM MEETING GUIDELINES

1. Introduce yourself and your assistant coaches (2 min)

- State your experiences and qualifications, even if you have none, and your reasons for becoming a coach.

2. Review your coaching philosophy (5 min)

- The value of playing sports
- Your methods of teaching. Describe a typical practice session
- The emphasis you place on winning and losing, having fun, sportsmanship, safety, and learning **DO NOT GUARANTEE WINS**
- What you expect of each athlete and parent

3. Encourage volunteerism (5 min)

- **FIND A TEAM PARENT**
- Begin to identify who will be your base coaches, dugout managers, scorekeepers, etc.
- We are counting on you to identify parents who will be good role models and future head coaches.

4. Layout of the park (1 min)

- Fields, and area where you plan to practice
- Concession stand, restrooms, main office

5. Policies and Program Specifics (10 min)

- Schedule of practices and games (can refer them to website, but be sure to proactively communicate as well)
- Basics about the rules, how you will manage player rotation
- Disciplinary procedures for players and parents - code of conduct forms will be rolled out at the parent meeting(s). Set a goal to be the best-behaved team at the park, and lead by example.

6. Question and answer session (10 min)

- Leave plenty of time so parents can ask you any questions or voice any concerns that they may have. Common questions are listed below. It may be advisable to work these topics into your presentation:
 - How many days/week are practices and games
 - Where will practices be held
 - How weather delays and cancellations will be handled. Refer them to the website, assure them you will proactively communicate. Be certain you have best contact information for parents.



Lawrence Township Football League **COACHES CODE OF CONDUCT**

All team coaches, both Head and Assistant, will abide by a code of conduct which includes the following:

1. Will not smoke on/near any field for practice, games and/or events.
2. Accept decisions of all game officials on the field as being fair, and called to the best of their ability.
3. Be responsible for the conduct and control of players, other coaches, team fans and spectators.
4. Do not permit an ineligible player to participate in a game.
5. Do not deliberately incite unsportsmanlike conduct.
6. Abstain from drinking of alcoholic beverages during any game, practices and/or event. Coach will also abstain from excessive consumption of alcoholic beverages (defined as enough to induce hangover) within a 12-hour period prior to any game, practice session and/or event.
7. Will interact with all players, at all times, in an instructional, supportive and non-threatening manner and refrain from the use of any abusive and/or profane language
8. Will attend and support all fund raising and other LTFL activities unless absence excused by Board.
9. Will be responsible for completing and turning in all required paper work, in a timely manner, during the year.
10. Will carry out all directives given by the President and the Board of Directors.
11. Will be responsible for all team and players' equipment given to the team during the season.
12. Will wear Board selected polo shirt during all LTFL games and functions; at your own expense. Sagging pants, backwards caps, and sleeveless shirts will NOT be allowed during practices or games.
13. Will not criticize the Board, League or Team openly in public.
14. Will not do anything that will be detrimental to the Team or League.
15. Will uphold all Rules, Regulations, and By-Laws of Board Directives.
16. Will be USA certified annually.
17. **Will submit to ANNUAL criminal background check; at your own expense.**

Any violation(s) of the Coaches Code of Conduct could result in termination of League participation in the current year and all future years as deemed by the Board of Directors.

Below signature constitutes acceptance of the above rules and regulations:

Coach's Signature _____ Date _____

President's Signature (Witness) _____ Date _____

LTFL Team Parent Information

- ❖ Thank you for volunteering to help your team! You will act as your team's secretary, helping your coach communicate and organize. This is a tremendously helpful and important role.
- ❖ Mandatory parent meeting on August 4th and 5th. Each player must have parent or guardian attend one of these. Please communicate this to parents. Teams run much better when all parents understand policies and procedures.
- ❖ During the season, please coordinate the assignments for the post-game snacks for your players. These usually include a small food item and a drink for each player. Try to involve every player's parent at least once during the season.
- ❖ This year we are again going to ask the team parents to find 2 people to represent your team in the concession stand, during your assigned turns. Each team will be scheduled a few times. Since our concession folks are awesome, this is more fun than work.
- ❖ Picture day will be August 22nd before your game. Forms and exact time will be given out about a week before.
- ❖ Our fundraiser this year will be Popcornopolis. Sales material will be given out August 8th and collected August 27th, with payment. Product will be available for pickup on September 12th, after your game. Please help promote. It is important to LTFL and there are great prize incentives.
- ❖ LTFL's awards ceremony is tentatively scheduled for October 12th, at Lawrence North High School. Once LN confirms date, you will be informed.
- ❖ **PLEASE HAVE A WONDERFUL SEASON. IF PROBLEMS ARISE, PLEASE LET US KNOW AS SOON AS POSSIBLE, SO THE PROBLEM DOESN'T ESCALATE!**

Questions?? Check the website: LTFL.ORG and work with your coach

If not resolved, contact your commissioner

1st/2nd Grade: Uriah Bowen 317-778-3898

3rd/4th Grade: Hunter Smith 317-969-9247

5th/6th Grade: Deundre Estes 317-665-2163

LAWRENCE TOWNSHIP FOOTBALL LEAGUE

Player and Parent Code of Conduct

- Players are in the care of LTFL staff and coaches.
- Players assume responsibility for his/her actions.
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- Player and parent recognize that academic learning at school is first and foremost, taking priority over football
- No coaching or shouting of negative comments from the sideline or stands during games or practices. Positive support, for both teams is acceptable.
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- Teach and encourage your children to play within the rules and exhibit good sportsmanship.
- Profanity, taunting, trash talking or bullying of any opposing players, coaches or officials is strictly prohibited.
- Be gracious in victory and dignified in defeat.
- Be a positive role model for our children and their teammates.
- Do not criticize other players or coaches in the presence of your children.
- Consumption of alcohol, tobacco products and/or illegal drugs before or during an LTFL game will not be tolerated.
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Any violation of this code could result in your child's team being penalized for unsportsmanlike conduct and/or your expulsion from that game. If the infractions persist, a permanent ban from all LTFL functions can and will be imposed.



LAWRENCE TOWNSHIP FOOTBALL LEAGUE

Player and Parent Code of Conduct

- Players are in the care of LTFL staff and coaches.
- Players assume responsibility for his/her actions.
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- Player and parent recognize that academic learning at school is first and foremost, taking priority over football
- No coaching or shouting of negative comments from the sideline or stands during games or practices. Positive support, for both teams is acceptable.
- Do not comment on opposing players, coaches, fans or officials in any way, other than complimentary.
- Do not challenge or object to officials or coach's decisions. Complaints concerning league referees or players shall be made in writing and presented to the LTFL Board through the coach of the player's team. Complaints concerning league coaches shall be made in writing and presented to the LTFL Board.
- Teach and encourage your children to play within the rules and exhibit good sportsmanship.
- Profanity, taunting, trash talking or bullying of any opposing players, coaches or officials is strictly prohibited.
- Be gracious in victory and dignified in defeat.
- Be a positive role model for our children and their teammates.
- Do not criticize other players or coaches in the presence of your children.
- Consumption of alcohol, tobacco products and/or illegal drugs before or during an LTFL game will not be tolerated.
- No parents or fans permitted closer than five yards from the field during any LTFL game (NO EXCEPTIONS)

Player's Name Please Print

Parent Signature

Date

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**LAWRENCE TOWNSHIP FOOTBALL LEAGUE (LTFL)
WAIVER OF LIABILITY STATEMENT**

THAT I UNDERSTAND AND ACCEPT THE RISKS THAT ARE INVOLVED IN THE SPORT OF FULL CONTACT TACKLE FOOTBALL OR CHEERLEADING.

I ACKNOWLEDGE THAT, WHILE THESE INJURIES MAY NOT BE COMMON OCCURENCES, SERIOUS INJURIES CAN OCCUR WHILE PLAYING THE GAME OF FOOTBALL OR CHEERLEADING AND ALL LTFL VOLUNTEERS SHALL BE HELD HARMLESS

I ACKNOWLEDGE ANY MEDICAL COSTS INCURRED DUE TO INJURIES SUSTAINED AS A RESULT OF PARTICIPATION IN THIS LEAGUE WILL BE MY RESPONSIBILITY.

I ACKNOWLEDGE THAT LTFL HAS NOT SUPPLIED ANY PERSONAL PROTECTION EQUIPMENT TO MY REGISTERED PARTICIPANT. THE ONLY PERSONAL PROTECTION EQUIPMENT THAT WAS OFFERED WAS A STANDARD MOUTH GUARD SOLD AT THE LEAGUE CONCESSION STAND.

I UNDERSTAND THAT IF MY CHILD HAS CORRECTIVE BRACES ON THEIR TEETH OR OTHER DENTAL APPLIANCES THAT I SHOULD CONSULT MY CHILDS DENTIST FOR SPECIAL MOUTH GUARDS.

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STUDENT FIRST COMMITMENT

LTFL is dedicated to the academic success of our players. We wish to be a positive reinforcement for parents and teachers and will be seeking occasional progress reports.

Please retain the top portion of this form, with contact information for your student's coach. Also, sign the lower portion, to be returned to the coach.

If we can assist in any way or participation in LTFL becomes an impediment to education, do not hesitate to contact us.

Sincerely,

Antoine Wynne, LTFL President, 317-289-6021, antoinewynne@msdlt.k12.in.us

Student's Name: _____

Parent's Name: _____

Parent's Signature: _____

Coach's Name: _____

Phone: _____

Email: _____

Student's Name _____ has provided me with contact information for their coach.

Teacher's Name: _____

Signature: _____

Contact (if desired): _____



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Please confirm enrolment and verify grade level for the student, listed below.

Information needed: Student Name, School Name, School Year and Grade Level (1st grade, 2nd Grade etc.)

Prefer print out generated by school system, rather than hand typed or written document.

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