



**Brookwood Football Association,
Inc.**

Rules and Guidelines

2018

*** Rules subject to change under discretion of the BFA Board of Directors. Latest revision February 2018.**

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The Brookwood Football Association (“BFA”) is a non-profit 501(c) organization and is comprised of a Board of Directors of up to 31 members who volunteer to commit their time to this program on a year round basis.

Football Rules

1. **NO** jewelry, of any kind, is to be worn for any practices or games.
2. **PARTICIPATION**
 - (a) Players must arrive at least 30 minutes prior to scheduled game or at the time set by his/her coach, but not more than one hour before game time.
 - (b) Players must attend all practices. Two or more missed practices will result in failure to participate during the Saturday game within that given week.
3. Disrespect to team members or coaches, un-sportsmanlike conduct, and not adhering to the GFL Sports, Inc. (GFL) Code of Conduct will **NOT** be tolerated. First offense will be a verbal warning with participant and parent/guardian. Second offense will result in another verbal warning with parent/guardian and participant, along with a written incident report that will be filed and reviewed by the BFA. Third offense will include an incident report that is filed and reviewed by the BFA and can result in dismissal of child with **NO REFUND**.
4. Parents/Guardians must notify the coach of any change in the player's medical condition during the course of the football season.
5. Candy and chewing gum is not allowed during practice and games.
6. Complete and proper uniform is required for practice and for game day.
7. Parents and/or Guardians must adhere to the Code of Conduct as set forth by the GFL. (Please refer to the GFL Registration form.)
8. **No child should be without parent supervision at any BFA or GFL function.** In case of a parent's absence, it is the parent's responsibility to have an adult responsible for his/her child for all BFA practices and games or any GFL mandated function. Parents must notify the Coach or Team Parent who is responsible for their child. Failure to have a responsible party at the practice may result in the child sitting out practice.
9. Consistent with the GFL Code of Conduct, profanity or any threatening, abusive language will **NOT** be tolerated at any GFL or BFA event. Anyone found violating this rule will be asked to leave the confines of the playing area, practice area, or event location, and will not be permitted re-entry to the event. Any

spectator who is asked by a BFA board member or GFL representative to leave the confines of the playing field area, practice area, or event location and refuses will be escorted out of the park or other event location by Gwinnett County authorities.

10. Any complaints with any Head Football Coach or a member of his staff (i.e. Assistant Coaches, Trainers, and Team Parents), should be addressed through the Complaint Process described in the “Parents Rules” section below.
11. Coaches and staff volunteer guidelines are as follows:

Any person wanting to volunteer as a member of a BFA coaching staff (Head, Assistant, Trainers and Team Parents) **must live in the Brookwood school cluster or work in the school system in the Brookwood school cluster.** The only exception to this rule is by two-thirds majority vote of the Board of Directors.
12. GFL Rules supersede BFA Rules.
13. Refer to the GFL Rules and By-Laws for a complete listing of rules mandated by the GFL.

Cheerleading Rules

1. Any permanent or temporary visible tattoos **MUST** be covered. One BFA “temporary” tattoo is allowed on facial cheek.
2. **NO** jewelry of any kind allowed (i.e. body jewelry, necklace, earrings). No glitter. Make-up should be minimal and tasteful.
3. Cheerleading camp is mandatory. It will be the girl’s responsibility to learn cheers/chants/dance from another participant in the event they miss or cannot attend camp.
4. **PARTICIPATION**
 - (a) Cheerleaders must arrive 30 minutes prior to scheduled game time or they will not be able to participate in the 1st quarter and/or half-time routine (coach discretion).
 - (b) Cheerleaders must attend all practices. Unexcused absences will result in **NO** participation for one quarter of a game. An absence will be excused with reasonable advance notification prior to scheduled event. Examples of excused absences include sickness, family emergency, and school activity. Participation in another sports activity is not considered an excused absence.
 - (c) Cheer-Off. The GFL Cheer-Off competition is not mandatory. If a cheerleader does not wish to participate in Cheer-Off, the Head Coach for that team should be notified before the team’s first day of choreography practice.

Cheerleaders participating in Cheer-Off must make the following commitments:

 - Attend all choreography practices;
 - Attend all weekly cheer practices related to Cheer-Off;
 - Attend Mock Cheer-Off.

Attendance from the beginning to the end of these practices is required. Cheerleaders who do not meet these commitments may be dismissed from the Cheer-Off squad at the Head Coach’s discretion.
5. Disrespect to team members or coaches, un-sportsmanlike conduct, and not adhering to the GFL Code of Conduct will **NOT** be tolerated. First offense

will be a verbal warning with participant and parent/guardian. Second offense will result in another verbal warning with parent/guardian and participant, along with a written incident report that will be filed and reviewed by the BFA. Third offense will include an incident report that is filed and reviewed by the BFA and can result in dismissal of child with **NO REFUND**.

6. Parents/Guardians must notify the coach of any change in the cheerleader's medical condition during the course of the football season.
7. Candy and chewing gum is not allowed during practice and games.
8. Complete and proper uniform (uniform, bloomers, crop top, cheer bow, cheer shoes, and white no-show socks) is required for game day. Cheerleader must wear tennis shoes at all times. No exceptions.
9. Parents and/or Guardians must adhere to the Code of Conduct as set forth by the GFL. (Please refer to the GFL Registration form.)
10. **No child should be without parent supervision at any BFA or GFL function.** In case of a parent's absence, it is the parent's responsibility to have an adult responsible for his/her child for ALL BFA practices and games or any GFL mandated function. Parents must notify the Coach or Team Parent who is responsible for their child. Failure to have a responsible party at the practice may result in the child sitting out practice.
11. Consistent with the GFL Code of Conduct, profanity or any threatening, abusive language will **NOT** be tolerated at any GFL or BFA event. Anyone found violating this rule will be asked to leave the confines of the playing area, practice area, or event location, and will not be permitted re-entry to the event. Any spectator who is asked by a BFA board member or GFL representative to leave the confines of the playing field area, practice area, or event location and refuses will be escorted out of the park or other event location by Gwinnett County authorities.
12. Any complaints with any Head Coach or a member of his/her staff (i.e. Assistant Coaches or Team Parents), should be addressed through the Complaint Process described in the "Parents Rules" section below.
13. GFL rules supersede BFA Rules.

Coaches Rules

(Rules apply to all Head Coaches, Assistant Coaches, Team Trainers, and Team Parents)

1. All head coaches must be interviewed and approved by the BFA Board of Directors.
2. All assistant coaches selected by a head coach must be approved by the BFA Board of Directors.
3. All coaches, trainers and team parents must submit to a background check.
4. Responsibilities:
 - (a) Coaches are expected to communicate with parents and team parents. Football **MUST** communicate with cheerleading and cheerleading **MUST** communicate with football.
 - (b) Coaches must not leave practice and/or games until a parent or guardian has picked up every player/cheerleader.
 - (c) Coaches are responsible for each participant's behavior while he/she is under their direction.
 - (d) The Head Coach is responsible for the actions of his/her coaching staff. The Head Coach must immediately notify a member of the BFA Executive Board of any issue or behavior that adversely affects the Association, reflects negatively upon the Association and/or jeopardizes the reputation of the Association.
 - (e) Coaches are responsible for the maintenance and care of all BFA issued equipment. The Head Coach is required to provide a \$100 equipment deposit. All inventory/equipment must be signed for and maintained by the Head Coach and should be returned on the last season game to the Football/Cheerleading Commissioner.
 - (f) In the event of inclement weather, coaches must clear his/her designated practice area immediately upon hearing the lightning detector sound. Practice may not resume until the "all clear" sound (i.e. three consecutive horns) is delivered from the lightning detector. Should inclement weather result in practice being cancelled, the

Football/Cheerleading Commissioner and/or an Executive Board Member will notify the coaches to dismiss their teams.

- (g) Coaches must act/ behave in a respectful and responsible manner toward all parents, participants, BFA representatives, GFL representatives, and game day officials. Coaches must serve as role models for children at all times on the field.
 - (h) Coaches may not transport children to and from practice and/or games.
 - (i) All Coaches are expected to provide a positive and enriching atmosphere for our players.
 - (j) All Coaches will make every effort to correct any behavior issues on the field; however, if there are issues a coach cannot correct, they will seek out parent involvement to resolve the situation or conflict.
 - (k) Coaches will notify the Football or Cheerleading Commissioner if there are any continuing problems with a child or parent.
 - (l) Coaches will lead by example. They will not favor one particular child nor discourage any child from participating.
 - (m) Coaches will promote, encourage and teach participants to the best of their ability all aspects of football/cheerleading and working together as a team.
5. Discipline for coaches may be deemed appropriate under the Complaint Process described in the Parents Rules section below, and may result in any of the following:
- (a) Warning
 - (b) Probation
 - (c) Suspension
 - (d) Termination
6. Use of alcohol/illegal drugs during practice and/or games will **NOT** be tolerated. It will result in immediate termination.
7. Use of profanity during practice and/or games will **NOT** be tolerated.

8. Coaches must adhere to the GFL Guidelines. For example, in football, when making judgments regarding the “Minimum Play” rule (Rule 15 - Participation) and the “Intent Violation” rule (Rule 23 - Running up the Score).
9. Coaches are representing BFA. Coaches are expected to set a positive and professional leadership example. Coaches are expected to support and abide by all BFA Rules and Guidelines. No exceptions.
10. Any and all fines assessed by the GFL pertaining to a specific coach and/or his/her team are subject to collection from said coach. Fines must be paid in full to BFA before the next regular Thursday coaches meeting. Failure to pay will result in the coach being suspended for the next game and until the applicable fine is paid.
11. Coaches and staff volunteer guidelines are as follows:

Any person wanting to volunteer as a member of a BFA coaching staff (Head, Assistants, Trainers and Team Parents) **must live in the Brookwood school cluster or work for the school system in the Brookwood school cluster.** The only exception is by two-thirds majority vote of the BFA Board of Directors.
12. Coaches must adhere to the Code of Conduct as set forth by the GFL.

Parents Rules

1. Parents must adhere to the Code of Conduct as set forth by the GFL. A violation of the Code of Conduct may result in ejection from a game, fines and/or suspension from any GFL sanctioned activity.
2. Use of **ANY** tobacco products is not allowed in designated football and cheerleading practice/game areas. Violations will result in a fine of \$100 per incident.
3. Responsibilities:
 - (a) Parental support is required and crucial for us to have a successful season. BFA cannot provide all that the children need without your participation. A parent or guardian must be present for all practices, games and GFL sponsored events. Each child can only go home with a parent or guardian. If the child is going home with a different child's family, the coach **MUST** be notified beforehand to ensure the child's safety.
 - (b) Parents are expected to allow the coaches to coach. Please do not interfere with the instructional time of practice or at a game. Your coach will ask if they need assistance from parents.
 - (c) Parents are expected to demonstrate good sportsmanship on and off the field, during practice and games. As per GFL and BFA Guidelines, no booing, swearing or negative cheering is allowed.
 - (d) Parents are required to work no less than 2 hours per season in our park concession stand. There is a \$50 fine for any parent not filling their assigned time slot. Players will not be able to participate until the fine is paid in full by the parent.
4. Use of alcohol/illegal drugs during practice and/or games will **NOT** be tolerated.
 - (a) First offense will result in violator being barred from that day's practice, game, or activity.
 - (b) Second offense will result in suspension or ejection from the GFL.

5. Consistent with the GFL Code of Conduct, profanity or any threatening, abusive language will **NOT** be tolerated at any GFL or BFA event. Anyone found violating this rule, will be asked to leave the confines of the playing area, practice area, or event location, and will not be permitted re-entry to the event. Any spectator who is asked by a BFA board member or GFL representative to leave the confines of the playing field area, practice area, or event location and refuses will be escorted out of the park or other event location by Gwinnett County authorities.
6. Use of noisemakers, except cowbells, shakers and thunder sticks, are not allowed at games. Violation may result in a fine to the Association.
7. Any participant who is ejected by a game official for violation of GFL Rules or the GFL Code of Conduct must immediately leave the confines of the area. Failure to do so will result in fines and/or suspension or ejection from the GFL.
8. Any spectator who refuses to leave the confines of the area when asked to do so by a GFL representative will be subject to fines and/or suspension or ejection from the GFL.
9. Any participant who is ejected from a game on two or more occasions during one season is subject to suspension or ejection from the GFL.
10. Parents are not allowed on the practice or game fields, or other areas posted at the park. Certified coaching staff only.
11. Filming of games will be allowed **ONLY** as long as it is outside of the confines of the playing area and designated cheerleading area. No cameras are allowed on the playing field at any time.
12. Parents are expected to assist coaches and team parents with the various responsibilities required during the season. This includes the required volunteer duties for the Concession Stand and Ticket Gate.
13. Parents must abide by the Gwinnett County Parks and Recreation Rules.

These rules are posted at the fence near the Main Concession Stand at Bethesda Park.

14. **No child should be without parent supervision at any BFA or GFL function.** In case of a parent's absence, it is the parent's responsibility to have

an adult responsible for his/her child for all BFA practices and games or any GFL mandated function. Parents must notify the Coach or Team Parent who is responsible for their child. Failure to have a responsible party at the practice may result in the child sitting out practice.

15. Parents **MUST** notify BFA upon registration or at the latest, July 1st, of any physical or emotional special need requirements for their child. BFA will make every effort possible to meet the request prior to the start of the season. However, due to the physical nature and discipline of football and cheerleading, it will be the sole responsibility of the parents/guardians to resolve any needs that the child has in order to participate in the program. In the event that a child has a physical disability or impairment which requires usage of special devices (i.e. hearing aid, eye glasses, etc.), BFA cannot be held responsible for damages to such equipment. Children who wear glasses **MUST** wear protective goggles for football.
16. All BFA members' email addresses are intended strictly for BFA use only, by the certified coaching staff members of each team/squad, no exceptions. Parents are not allowed to use the email addresses for **ANY** use other than BFA information. No solicitation or forwarding of jokes and/or any other type of information, no exceptions.
17. Complaint Process.

When a parent has a complaint against a Football or Cheerleading Head Coach or a member of his or her staff (i.e., Assistant Coaches, Trainer, and Team Parents), the following procedure **MUST** be followed to reach a resolution:

Step 1

- Communicate the problem to the Head Coach for the applicable football or cheerleading team.
- Attempt to come to a respectful resolution.
- Such communications should not interfere with practice time or occur immediately after a game.

Step 2

- If the problem cannot be worked out with the Head Coach, a parent may inform the Football or Cheerleading Commissioner in person or by email to the respective Commissioner's official BFA email address available on the BFAbrancos.com website.

- If the coach involved in Step 1 is the Football or Cheerleading Commissioner, the parent should instead contact the BFA President to handle such complaints as Step 2.

Step 3

- In the event you cannot reach a resolution in Step 2 or the problem becomes serious, the parent may notify any one of the Executive Board Members of the BFA Board of Directors. (i.e. President, Vice-President, Secretary, Treasurer).
- Serious situations may initially be reported verbally; however, the parent **MUST** submit a formal complaint in writing, or sign the BFA Incident Report as completed by the Executive Board Member receiving the complaint. Please refer to BFAbrncos.com for email addresses for those members.
- All written complaints will be given to our BFA Bronco Committee for investigation/review.
- The BFA Bronco Committee will review and investigate the complaint, may interview all interested parties, and then submit a written report to the Board with their findings along with any related documentation. This will be kept on file with BFA.
- Parents will be notified of any applicable pertinent information after the investigation.

All complaints should be submitted during the current season.

BFA reserves the right to refuse any child based on history of non-conforming to established rules. The BFA Board will make every attempt to resolve all matters, as they deem fit or necessary. All BFA Board decisions are final on all matters relating to BFA.

Park Rules

For information regarding park rules, please refer to the current edition of the Gwinnett County Parks and Recreation Department Rules and Regulation guide that is published yearly by Gwinnett County.

Further, you may review those rules that are posted in the main concession area of Bethesda Park.

Football Expense Guideline

Mandatory Parent Expenses

Equipment

- Helmet
- Shoulder Pads
- Practice pants / Jersey
- Pads for pants
- Cleats
- Chin strap

Spirit Money

- Not to exceed \$30.00 per player.
- This money is to pay for food for pep-rallies, crafts/gifts for parents and cheerleaders, as well as other miscellaneous supplies.
- Unless team sponsor money picks up excess costs, pep-rallies, which are a combined effort between football and cheerleading, should be limited to two per season. Food should be limited to snacks and drinks **ONLY**.

Coaches and Team Parents Plaques and Gifts

- The maximum amount that may be collected for coaches and team parent plaques and gifts may not exceed \$25.00 per individual plaque/gift.
 - Example - If your team is comprised of 7 coaches and 1 team parent, the total amount may not exceed \$200.00 unless sponsor money is used. This total should be evenly divided among the players' families, not to exceed \$25 per family at year end.

Football Expense Guideline

Optional Parent Expenses

Pictures / Videos

- Individual and team pictures. Various packages are available at different price ranges.
- Year-end team videos may be available for purchase if your team has someone to coordinate this effort.

Film Fees

- Still photography, videotapes, and “scout crew”. (Sponsor money should be used to cover this expense.)

Corky Kell and Youth Night

- Encourage, but do not force, parents and players to support their high school football program by attending.

Year-End Banquet

- Cost not to exceed \$15.00 per player/family member.
- Sponsor money should be used to assist with extra banquet costs such as t-shirts, gifts, etc.

Cheerleading Expense Guideline

Mandatory Parent Expenses

Uniform and Accessories

- Uniform
- Poms
- Bloomers
- Crop Top

Spirit Money

- Not to exceed \$30.00 per cheerleader.
- This money is to pay for food for pep-rallies, crafts/gifts for parents and cheerleaders, as well as other miscellaneous supplies.
- Unless squad sponsor money picks up excess costs, pep-rallies, which are a combined effort between football and cheerleading, should be limited to two per season. Food should be limited to snacks and drinks **ONLY**.

Coaches and Team Parent Plaques and Gifts

- The maximum amount that may be collected for coaches and team parent plaques and gifts may not exceed \$25.00 per plaque/gift.
 - Example - If your team is comprised of 2 coaches and 1 team parent, the total amount may not exceed \$75.00 unless sponsor money is used. This total should be evenly divided among the cheerleader's families.

Cheerleading Expense Guideline

Optional Parent Expenses

Uniform and Accessories

- Windsuit / Warm up
- Miscellaneous items such as water bottles, sweatshirts, duffle bag, jacket, etc.

Pictures / Video

- Individual and team pictures. Various packages are available at different price ranges.
- Year-end team videos may be available for purchase.

Corky Kell and Youth Night

- Encourage, but do not force, parents and players to support their high school cheerleading program by attending.

Year End Banquet

- Not to exceed \$15.00 per cheerleader/family member.
- Sponsor money should be used to assist with extra banquet costs such as t-shirts, gifts, etc.

Professional Help

- Coaches may hire outside assistance with dance routines, choreography, etc. Professional help must be completed by Jamboree game, no exceptions. GFL will assess fines if this rule is violated.

GFL Sports, Inc. Rules

For information regarding GFL Rules, please refer to the current edition of the GFL Rules and Regulation Guide that is published by GFL Sports, Inc. yearly. This manual contains comprehensive information regarding rules for football players, cheerleaders, coaches, parents, and park officials.

A copy of the current GFL Rules are given to your Head Coach each year. Please refer to them for a copy to review, or you may visit their website at www.gflsports.com. The GFL Code of Conduct is also available at the www.gflsports.com website.