



Vista Pop Warner Team Parent & Business Manager Handbook



#VistaPopWarner

2015





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Welcome to the Vista Pop Warner Youth Football & Cheer League and congratulations on being your team's Team Parent or Business Manager. We hope you find your role as a Team Parent or Business Manager a rewarding experience of a lifetime. The Vista Pop Warner Board of Directors thanks you for your service – without people like you, Leagues like Vista Pop Warner would not exist.

The following handbook was developed by the Vista Pop Warner Board of Directors, all of whom that have years of experience volunteering for this league and who have learned many tips and pointers along the way. We suggest you review this playbook in its entirety before the season starts. If you have any questions help is never far away, just reach out to the Team Parent or Business Manager coordinators at any time:

1. Kelli Soto – Team Parent Representative
parent@vistapopwarner.com
2. Keri Rider – Business Manager Representative
business@vistapopwarner.com

If this is your first year as a VPW Team Parent or Business Manager, it may seem slightly overwhelming with so much information coming to you all at once. Remember, we are here to help and answer any questions you may have. We are confident that you'll quickly discover that being a VPW Team Parent or Business Manager isn't about all the hard work, it can be one of the most fun and rewarding ways to be a part of your child's experience in the league and become an integral part of our football community!

Thank you and have a great season!

Disclaimer: This manual is intended to provide guidance for the most common situation a team or squad will encounter during the season however it can be altered or amended at any time with a majority vote by the Vista Pop Warner Board upon review of a specific set of circumstances.

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Team Parent Overview & Responsibilities

As a Team Parent you are the liaison between the coaching staff and parents. Your primary job is to ensure things run as smoothly as possible, funneling information from the coach to parents and back again. It is important to understand that there is only one head coach, and dozens of parents. When coaches need information distributed, that's where the Team Parent steps in, sending out practice reminders, rainy day notices or other last-minute items. Other duties involve coordinating your team's fundraising efforts and meeting those goals, organizing the weekly game snack schedule, ensuring everyone knows where to be for games and other events, sending out weekly email and text reminders, managing yearbook photos, etc. We suggest that you talk with the head coach and assisting staff at the beginning of the season to get some clarity about how proactive he or she wants you to be and how they see your role.

Since the role of the Team Parent can be time consuming, to keep the role manageable don't try to carry the load entirely yourself. The tackle teams have 25+ boys on them, and it can be overwhelming seeing to all of the team needs by yourself. Having an assistant will also come in handy should you not be able to make a game or practice. Enlist the help of other parents or ask a Co-Team Parent to help you throughout the season (Remember: all volunteers must fill out a VPW Volunteer Form and successfully pass a background check).

There are more responsibilities at the start of the season, and again at the end. How much time it takes to be a Team Parent correlates to how much you do yourself and how much you delegate. Delegating shows leadership and is a good thing – the team feels like a “family” when more people are involved.

If your team has a cheer squad then there should be two team moms: one for Football and the other for Cheer. It is important to remember that you are all part of the same team. Be sure that you communicate to the Cheer Squads Team Parent (and vice versa) on all events. It's all right if you decide to do some things separately (i.e., team parties) but be sure to include each other and communicate throughout the year. If you don't have the cheer squad team parent's information, you can ask the Team Parent Coordinator or ask your coach for the cheer coach's information.

Attendance

Please make every effort to be at all practices and games. Usually the coach will provide team information such as any scheduling changes, time to meet prior to the game, etc. It's easier for the Team Parent to hear this first hand and send an email reminder out to those parents who may have missed the practice. If you can't make a practice or game, please let the coach know ahead of time and be sure to call him or her for any information that was given to parents so that you can send out an informational email.

Contacting Players & Their Families

Before the season starts we recommend that you compile a list of email addresses for your families. You may have to call them if the email address is not on the roster. This will also help you to make a list of any families that do not have access to a computer. They will need to be updated by way of phone calls or printing the email you sent and giving it to them at practice. Also check to see if families have one or more email addresses since some parents do not live together, but still need to be kept up to date. Please be sure to notify your team that your main delivery of information will be through email since it is the easiest way to reach a large number of people at once.

End of Season Party

The best way to end the season is to have a Party! The Team Parent is in charge of organizing the End of Season party. The majority of funds raised during the season will go towards this party. Be sure to talk to your coach and coaching staff first to see what ideas they may have. You should start planning it a few weeks before the end of the season – waiting of course for your team to win the Championship! There are tons of places you can have a team party – Lamppost Pizza in Vista Village and Shakey's Pizza in Oceanside are very big supporters of Vista Pop Warner and they offer pizza & drink deals for free for all players (players only). This is a great way to keep them supporting us – by supporting them! Other places for hosting a team party include the coach's home or a team member's home, bowling alley, parks, the beach, and public swimming pools.

All team funds must be requested by December 28th. No request for reimbursements after December 28th will be honored. The request for reimbursement form can be downloaded from the VPW website. Cheerleaders may compete until January or February. These squads may have their end of the year party after final competition as long as they get approval from the VPW Board before December 28th.

Note: Don't overlook your team sponsor(s). If you secured a team sponsor for the season, remember to always keep them in the loop for important games and team milestones/championships. An invitation to the end of season party is always good practice.

Equipment

Please make sure that your team utilizes your Equipment Manager to take care of your team's equipment needs. The best way to reach the Equipment Manager, Rich Borkowski, is via email at equipment@vistapopwarner.com. Please expect 2-3 days for an email response as he is very busy at the beginning of the season and receives dozens of requests daily. He will take care of all equipment matters on a first come, first served basis and as soon as possible.

Players and parents will be notified in July the dates and times for football equipment pick up. It is very important that each Team Parent and Business Manager be present so that it can be determined if the player has paid their equipment deposit. No equipment will be issued to a player who hasn't completed the registration process, which includes payment in full and equipment deposit checks on hand. Once practice season begins, you may need to let your players know when they can exchange or pick-up additional items. Team Parents also assist the coaches by collecting all equipment at the end of the season and ensure everything that belongs to the VPW league has been returned. Remind parents their credit card will be charged for any equipment not returned or improperly cleaned at the end of the season.

Note: Cheer mats will be available at every practice. The cheer squads will need to share in the responsibility of taking out and putting away the mats. A schedule will be made and must be adhered to. The Cheer Team Parent assists the Cheer Coach with picking up the Cheer uniforms, and these do not need to be returned at the end of the season.

Fundraising & Team Bank Account

We will have two team mandatory fundraisers this season. "Piece of Cake" information will be given in early August. We are also doing a league wide fundraiser with Buffalo Wild Wings. Every Monday night BWW will donate 10% of all sales to VPW when you present the League fundraiser flyer (which can be found on our website).

If your team wants to have a fundraiser of any kind, please have your Team Parent or Business Manager complete an Event Request Form. You must submit this form 3 weeks prior to your event. If your team does a fundraiser without VPW Board approval, you will be fined from your team account and your Coach and/or Team Parent may be suspended.

We are under strict guidelines as a non-profit organization. The fundraising/sponsorship details are explained below from our Policies and Procedures. In addition, no one other than a VPW Board member is allowed to enter into a contract with anyone or business under the guide of Vista Pop Warner.

As a non-profit organization, Vista Pop Warner is required by the State of California to be accountable for all monies donated to it, by contributions, car washes, cook outs, etc. All fundraisers will be conducted in the following manner:

1. Teams/squads may hold fundraisers to help offset costs for player/cheerleader travel expenses, team parties, etc.
2. Teams/Squads/Participants may have an individual sponsor for that participant to continue on with post season games/competitions. Each sponsor must submit in writing whom they are sponsoring and what event the sponsorship is for. We also have buttons on the VPW website for each individual team. This makes it very easy to make sure the funds go to the correct teams.
3. Do not accept checks from parents. Do not have checks made out to you. Vista Pop Warner is not responsible for any checks accepted that are returned by the bank. All fees associated with a returned check will be deducted from your account plus the original amount of the check. Example where you might get checks: Cookie dough sales or items like this where they are sold outside of one's family and friends. Although permitted, this form of fundraising is not encouraged.
4. You must first submit in writing an Event Request Form to the Board prior to your fundraiser for approval three weeks in advance. The Board will contact you with regards to the approval. The Board of Directors may approve or reject any fundraising request.
5. All funds collected from said fundraiser shall be turned over to the Treasurer.
 - a. Contact treasurer at Treasurer@vistapopwarner.com to schedule a turn-in time.
 - b. Make sure to get a receipt for all monies turned in.
 - c. If you are fundraising at a restaurant or using vendors that will be sending a check please make sure (i) They make the check payable to Vista Pop Warner; (ii) They include your team/squad name in the memo area; and (iii) You notify treasurer that the check is coming.
 - d. A request may be made to the Treasurer for an account balance. The Treasurer will provide this within a reasonable time. Make sure you know the amount in your account before you start spending money.
 - e. Only the Business Manager from each team may request the funds from their account. A Request for Reimbursement Form must be filled out. Itemize your expenses on this form and attach all your receipts (per the IRS). You will only be reimbursed the amount that is in your account. Example: If you turn in a receipt for \$125 but you only have \$100 in your account, you will only be reimbursed \$100.
 - f. The Head Coach will be held responsible by the Board of Directors for providing this document. The Head coach is responsible for the funds taken out of their team's account.
 - g. Please give the Treasurer a two-week notice when requesting funds.
 - h. If you have any questions about monies collected or reimbursements please contact the Treasurer.

- i. When the fundraiser is completed, all funds from said fundraiser shall be turned over to the Treasurer by the following practice.
6. All monies raised from Homecoming will go to that specific team under the guidelines from requirement number.
7. All requests for monies from team accounts must be requested by December 28th, except year round cheer squads. Monies not requested by December 28th will be applied to the VPW General Fund.

Game Day Field Set-Up & Breakdown

Every team will be assigned a date and time for every game day to Set-up Field & another team to break down field and pick up all the trash around the field. You will need to ask your team's parents for volunteers to help you with this. Your team will be fined \$250 if any of these are not done. Do not try to raise money to pay this fine nor can we accept money in advance.

Game Reminders

Each week, usually on Wednesday and no later than Thursday evening, the Team Parent should send a reminder email and group text about the upcoming game to the entire team. This email will include the location and time of the game, when the head coach would like the players to get there for warm-ups, list of the volunteers for the game, and directions to the field if it is an away game. If you are utilizing a team website such as Shutterfly, you can set it up to send the game information automatically each week but we recommend that you also send a separate email out for the volunteers so they have an extra reminder of their assignments. Do not assume you are communicating too much.

Game Schedules

Be sure to give a complete game schedule to each family. In addition to giving them the full schedule please notify your parents at the beginning of the week when and where the next game is scheduled. Be sure to give them the time and location, along with a reminder to arrive an hour and a half before game time. This is essential to weigh in and warm up prior to the game start time. You can also include MapQuest directions in your email using Vista Magnet Middle School as your starting point of reference. Please be sure to include a reminder of who is doing snacks, Mandatory Play Rule Spotter, Chain Gang and timer for that Saturday as well. Cheerleaders need to be at the game one hour prior to game time for warm-ups.

Note: Game schedules should be received from Palomar Conference around mid-August.

Homecoming Day & Flag Fest

During VPW's Homecoming and Flag Fest games, each team will be responsible for coming up with and manning a booth. This will require parent participation for the entire day, not just during one game. Therefore, the Team Parent will be responsible for organizing the booth activity and volunteers for the event. The cheer squad and football team can each have their own booths or they may combine together for one. All of the monies earned from your booth will be collected by the Board Treasurer at the end of the day and deposited in your team's bank account.

Kick-Off Party

Organize a kick-off dinner if your coach desires. This is typically simple, such as a potluck at someone's house or at a local restaurant.

Picture Day

Picture day is August 23rd for Football. Make-ups and Cheer pictures will be in early September. Location is to be announced as we're using a different company this year. It will be indoors so that photos have a more professional and polished look.

Team Parents and Business Managers will need to coordinate picture day with the team. This includes receiving the picture packets to pass out to parents. Ideally you will want to pass these out ahead of time, but be sure to have extra packets on the day of pictures – parents will inevitably leave their form at home. It will be your responsibility to inform parents:

- What sections they need to fill out
- What they need to wear for pictures

Advise parents to arrive 30 minutes prior to pictures and indicate where everyone should meet. If you are new to Picture Day, enlist the help of the coach to determine the best meeting place and time. Once everyone has arrived, you will need to collect their order forms. Typically those who are taking extra pictures will be asked to take their photographs first. Individual pictures are usually next and then the team picture. All Coaching Staff including the Team Parent, Business Manager, Trainers, Ball-Boy, etc., should be in the team photo.

Player & Coaches Gifts

Many teams get their coaches gifts at the end of the season. Generally a budget is selected and the Team Mom collects donations from each family to cover the coach's gifts (minus the coach's family). Talk to your head coach as he may have something in mind for his assistants. Depending on the amount of team funds raised, in addition to the trophy, each player may get a small gift from the team (i.e., DVD of game footage, pictures, poster, etc.). All staff should be acknowledged with some sort of gift. It is typical to get the head coach a bit more than the others. Here are some ideas of great coach's gifts:

- Personalized Outdoor Chair
- Engraved Whistle
- Embroidered Jacket
- Team Photo Book
- Coaches Trophy
- Signed Team Photo and Football
- VPW Pop-Up Tent
- VPW Travel Cooler
- Official VPW Jersey or Helmet Signed by Players
- Shadowbox Memorabilia of the Team/Season
- Gift Cards

Post-Game Functions/Celebrations

Please discuss post-game functions with your coach and parents to determine what your team would like to do. Some go to local businesses for pizza and such, while others do picnic potlucks, or a combination of both. It helps to plan them in advance and put them on your team calendar. Please don't forget that we are really trying to get back to VPW being one big family. If your football team is having a pizza party at a local business, don't forget to invite your cheerleaders (and vice versa for cheerleaders).

Shirts for Parents & Rostered Staff

Coaches, rostered staff, and friends and family can request shirt order forms at the VPW snack bar.

Snacks & Snack Schedule

The Team Parent is responsible for organizing the team snack schedule for the season (game-days only). For each game you will need to assign parents to bring snacks for half-time and for the post-game drink & snack. Begin by creating an outline listing the scheduled game date, location and time (or use Shutterfly to assign the snack schedule). Next, add the team player that will be responsible for bringing snacks that day (numerical jersey order or alphabetical order is a good place to start). If you have a parent that is willing to be in charge of the team water for the season it is a big help. Finally, remember to always email and call or text the parent in charge of snacks at least 48 hours before game day to remind them about their snack duty.

Recommended snacks: Half-time snacks for the football team are separate from the cheer squad. Football half-time snacks usually consist of navel oranges cut in to 4's or seedless grapes placed in individual zip-lock bags (please make sure volunteers clean the fruit). If oranges are used, it is recommended that the parent bringing half-time snacks also bring baby wipes for the players to use for their hands and a trash bag for orange peels. Football and cheer can do post-game snack and drinks together or separate. Other recommended snack items include crackers, cookies, grapes, fruit snacks, jerky, applesauce or fruit cup (don't forget the spoon), juice box, water or Gatorade. We strongly suggest staying away from nut and peanut/peanut butter snacks. You can get a feel for what the parents like their kids to have after just a few games.

The VPW Board has determined that no money is to be collected for snacks as it has caused numerous problems in the past. It will be the responsibility of the assigned family to pay for snack items purchased.

Note: It is a good idea to always have back up snacks with you. If the situation arises where there are no snacks one day, you can use your back-up snacks for that week. You can then ask the parent that missed their turn to bring snacks to replenish the emergency snack supply mid-week at practice. If the parent fails to replenish the emergency snack supply then you can ask the coach to replace the items used. Please make sure your team picks up all trash after games.

Spirit Packs & Spirit Wear

This year the Spirit Packs are included with registration. Distribution date is scheduled for Sunday, July 19th. More details can be found on the VPW website, Facebook, and Twitter.

At each and every game all parents, grandparents, aunts, uncles, and siblings of players should be wearing their VPW Pride gear! Custom jerseys and/or shirts for family members to wear on the sidelines will show the opposing team that the spectators are part of the team too. We are the 12th Man!

The VPW Snack Bar has a multitude of different Spirit Wear (sweatshirts, t-shirts, hats, etc.). However, teams are free to create and order their own team spirit wear (socks, hats, tees, tanks, stickers, etc.). The Team Parent or other designated individual is responsible for organizing the orders and collecting the monies. Your coach may have a vendor they have used before and particular items they like to be offered. If not, there are several companies locally based in Vista that you can work with. You can talk to the Team Parent Representative or ask other Team Parents for recommendations on companies that have been used in the past. Items cannot be sold for more than the actual cost unless explicitly

explained to the parents that you are using this as a Fundraiser. If used for a Fundraiser, any money earned above cost must be turned into the Board with documentation (see Fundraising).

Sponsors

Sponsorships are a great way to secure funding for your team for the entire season. If you know someone who has a business you can solicit a letter requesting a sponsorship for the team. If you do receive a sponsor, be sure to thank them with a plaque and by inviting them to the end of the season party. The VPW Board must also be notified about all team sponsors.

Tail Gaiting & Team-Bonding

This is a great way for the families of the players to get to know each other. The best way would be for the team to stick around the practice field after practice where the kids can play and not be so focused on football, and the parents can socialize. Please be mindful that practices and games are held at schools, and alcohol is prohibited on every practice and playing field and in parking lots.

Note: The Rancho Buena Vista and Vista High Schools have fantastic fundraiser cards which include great discounts to local restaurants – please remember to use those companies that support our community and our league!

Team Parent & Business Manager Meeting

There is a mandatory Team Parent & Business Manager meeting scheduled for Thursday, July 9, 2015, from 5:30PM – 8:00PM at the Vista Library (Address: 700 Eucalyptus Avenue, Vista CA 92084). During this meeting you will receive important team roster and coach information, as well as League-wide fundraising events that are planned for the 2015-2016 season.

Team Roster & Communication

A key responsibility is to ensure that parents and players are kept informed. Occasionally, practice schedules/locations may change, practice or games may be cancelled, postponed or locations changed because of inclement weather, or other important information must be communicated in a timely manner. As the Team Parent, you should set up contact information for each parent (including parents who live separately) and prepare an e-mail distribution list for such communications as far in advance before the season starts as possible.

Make a list of all players and include their name, each parent or guardian's name and telephone number. It is a good idea to put a parent as a contact in your cell phone as well. In case of an unexplained absence, you'll quickly be able to call the parent. Always carry your cell phone with you. A player might miss a game because they have the wrong game time or location.

When you obtain each parent's email address, send out an introductory "Hi I'm the Team Parent" email to the team as soon as you can. Be sure to include the head coach and coaching staff in your email. You will want to always keep parents informed of what's going on. If the coach hasn't done so already, be sure to let them know when practices are expected, how early they need to show up before the game, etc. Always include a signature at the bottom of your emails and always put your cell phone number. This way, parents won't have to search for a previous email with your number – they can expect it to accompany your email signature every time.

Team Website

With today's technology, staying connected with team information is easier than ever with a Shutterfly Team Page. With Shutterfly, you can create a free and private webpage for your football and cheer team where you can input the Team's Practice schedule, Game schedule, Snack Bar Duty schedule, and Snack Schedule. In addition, you can post pictures and videos of the game so all can relive the moments.

Trophies

VPW will order trophies for all teams. You will be notified when trophies need to be picked up. Be sure to check the spelling and jersey names within the first few days of receipt so there is time to have corrections made before the End of Season Party.

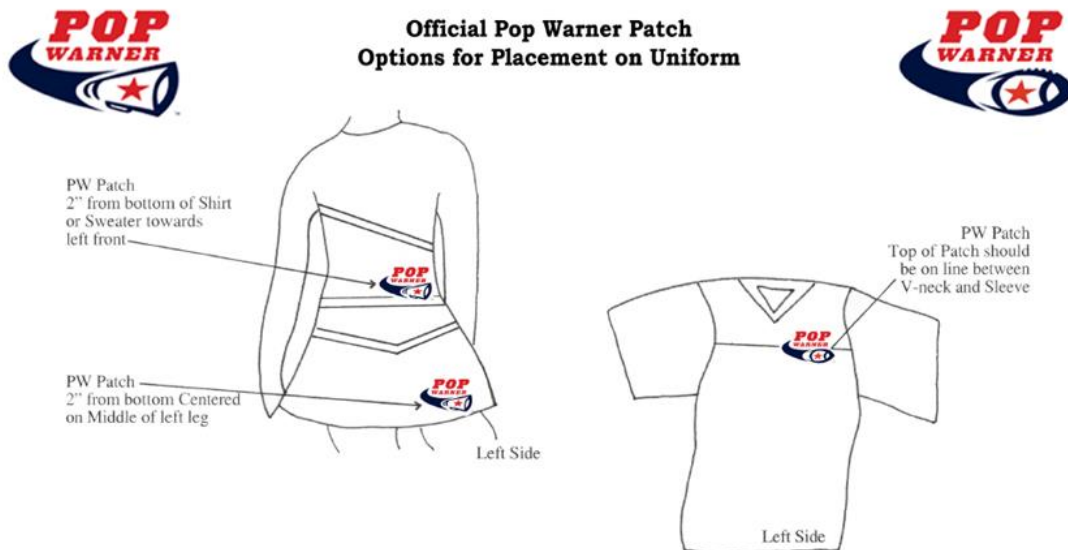
Uniforms

The Board would like all players to stick with the assigned helmets for the first week, no hitting or "breaking-in" permitted. Important: helmets need to fit snug to protect from injury. New helmets will be snug and somewhat tight, they will get more comfortable after each use. The Board will give a schedule to the coaches for equipment issues the first day of practice, and will handle the exchanges of sizes for the uniforms through the Team Parent once they have been distributed.

Tip: Please make sure your parents know to only wash the game and practice jerseys in cold water and then hang them to dry. This will help keep the lettering in place.

For Cheerleaders: Have your cheerleaders try on the complete uniform and shoes as soon as they received them. Have parents contact Maggie Vanderloop with any size/fitting problems at cheer@vistapopwarner.com as soon as possible. If there are any sizing issues with shoes you will need to contact the shoe vendor directly, VPW does not handle cheer shoe exchanges.

Included herein is the Pop Warner patch placement diagram. Patches will need to be completely sewn on. Do not try to iron on the patches to the pants as they may cause burn holes.



*** Please make sure you pick one of these options and the entire team places the patch on the same location. ***

Business Manager Responsibilities

Certified Player Book

The Business Manager is to ensure that the player book and ID Cards are brought to all practices, games, chalk talks and parties. Any team function without exception must have the book in attendance. If the Business Manager is unable to bring the book than alternate arrangements for either the Head Coach or Team Parent should be made to have them bring the book instead. You also need to carry the forms for Injury Reports with you as well so if an injury occurs away from practice or games then a report can be done immediately.

Game Day Volunteer Responsibilities: Chain Gang / Checker / Spotters

The Business Manager often acts as the spotter (our sidelines) or checker (opposing team sidelines) and will be there to help the volunteers understand what is required. Volunteers need to report to the field 15-20 minutes before the game.

Football Only: You will also need to request 3 people per game to sign up for chain gang duty at home games only. Again, if there are no volunteers then put everyone's name in a hat and draw for these duties as well. If there is no chain gang then the game is forfeited.

Please inform the chain volunteers that they may cheer for their team but cannot yell out to any of the players and need to maintain a positive attitude on the field.

Tip: The Chain Gang has the best view of the players.

Game Day Field Set-Up & Breakdown

Every team will be assigned a date and time for every game day to Set-up Field & another team to break down field and pick up all the trash around the field. You will need to ask your team's parents for volunteers to help you with this. Your team will be fined \$250 if any of these are not done. Do not try to raise money to pay this fine. We will not accept money in advance. The fine will be after the fact out of your team account.

Game Day Weigh-in Responsibilities

If you are the home team, the Business Manager must find the visiting team's Business Manager to work out which team will weigh first. Weigh-in MUST be at least an hour prior to the game. Only the Business Managers are allowed at the weigh-ins (no coaches). The team mom can assist IF needed but only one assistant. Should an issue arise, a Board Member will be called. Business Managers need to check the opposing team's weights and notate them in the player book. Business Managers will also check the opposing team's helmets to ensure they have been certified within the past two years. Mouth guards will be checked for excessive wear as will cleats for excessive wear.

Injury Reports

If an injury occurs, an Injury Report Form must be filed immediately with a detailed account of how the injury occurred. One copy is to be made for the parent and the original goes to the VPW President for review. Please put it in the VPW President Mail slot at the snack bar.

Tip: It is recommended that the Business Manager complete an Injury Report Form if a player/cheerleader is injured off the field and on personal time. This will protect the team and coaching staff and ensures that a player does not come back and claim that the injury happened on the field.

Mandatory Business Manager Meeting & Orientation

Palomar conference requires all Business Managers to attend a mandatory meeting in the first week of August. There will be two meeting locations for the Business Managers orientation. Time will be announced shortly.

Mandatory Play Rule

Football Players Only

You will, with the help of the Team Parent, request volunteers for each game to be the MPR Spotter. If there are no volunteers then names can be put in the hat to draw names for scheduling. You will be getting detailed training on the duties of MPR from the mandatory meeting given by Palomar Conference. This includes giving a copy of our official roster to the opposing team and obtaining theirs before the game. Conducting the weigh in before each game, checking cleats for metal and ensuring that the player is wearing his or her Palomar Conference patch.

SECTION 14 – MANDATORY PLAY RULE

A. Head Coach's Responsibilities

Only the Head Coach, or in his absence the acting Head Coach, is responsible for insuring the implementation of this rule. (PAL)

Each Head Coach is responsible to turn in to his Association President the signed Mandatory Play Rule forms and the opposing team's roster from his game at the END OF EACH GAME DAY. (PAL)

The Head Coach must sign the Mandatory Play Rule form at the end of the game. (PAL)
Business managers, checkers and spotters are not allowed in the opposing team box during a game. (PAL)

B. Business Manager's Responsibilities

The team Business Manager or the Official checker designated by the Business Manager will determine whether each player on the opposing team has played the mandatory number of plays by using the approved form and observing the opposing team from OPPOSING TEAM'S sideline.

The Business Manager must be prepared, at all times, to provide the Head Coach with the number of plays each player has completed. (PAL)

The team checker MUST be at least 16 years of age. (PAL)

C. Association's Responsibilities

Each Association shall also have the responsibility to implement and enforce this rule. (PAL)

Presidents will collect all MPR forms and review for compliance with the rules. (PAL)

If a player, coach, or member of the staff is ejected from the game, the President or designee must notify PALOMAR within twenty-four (24) hours. (This can be done when

calling in the scores.) The Head Coach or staff member will be automatically suspended from practice for one week (7 days) effective immediately, including the next scheduled game. There is no protest for an ejection – The Official’s word will be final. (PAL)

All MPR forms will be turned in to the MPR review Commissioner at the next Conference meeting. NO EXCEPTIONS! Non compliance may mean suspension of the head coach from coaching and the voting rights of the association shall be suspended until the form is turned in. (PAL)

D. MPR Form

Any Palomar Conference Commissioner can monitor MPR rule compliance at any Palomar Conference Games. (PAL)

Use only an “X” to designate a completed play. (PAL)

Any player, coach, or member of the staff that has been ejected from the game must be clearly noted on the MPR form. (PAL)

E. Minimum Mandatory Play Rule

The following shall be the Minimum Mandatory Play Rule (MPR) for all Pop Warner teams. All MPRs should be based on eligible players at the time of the game. (NAT)

16 – 25 players = 10 plays
26 – 30 players = 8 plays
31 – 35 players = 6 plays

MITEY MITE & JR. MITEY MITE ONLY

16 – 25 players = 12 plays
26 – 30 players = 10 plays
31 – 35 players = 8 plays

The plays must be from the line of scrimmage. (NAT)

Kickoffs, extra points and free kicks shall not be used in fulfilling the MPR requirement. (NAT)

A play shall not count toward fulfillment of the MPR if the play results in a penalty which causes the down to be replayed. (NAT)

All players shall be provided their mandatory plays by participation in “active” plays, without the intent to minimize the action or integrity of the plays. (NAT)

Plays such as, but not limited to, having the center snap the ball to the quarterback, and then the quarterback fall to the ground, while substitutes are playing the other positions, shall NOT be considered as active plays. (NAT)

All players shall receive their mandatory plays by the end of the third quarter, or they

shall enter the game at the start of the fourth quarter, and remain in the game until they have received their required number of plays. (NAT)

Each player, except those players which are absent, disciplined or injured, shall play the appropriate number of plays. (PAL)

F. General Regulations

At summer practice, explain the rule to all players, telling them that if a coach gets wrapped up in a game and loses track of playing time not yet given them, to politely remind the coach of this memory lapse. (PAL)

At all parent meetings, verbally and if all parent communications in writing advise the parents of the MPR. Should the parent observe a lack of playing time given to his/her child, they are to bring it to the attention of the Head Coach first-after the game, and failing there, to report same to the President of the team's Association. (PAL)

At games, when a PA system is in use, explain the MPR and its operation to the fans. (PAL)

G. Violations

Failing to start players in the fourth quarter who have not completed their minimum plays: (PAL)

- i. Head coach will receive a suspension up through the following game.
- ii. If the violation occurs during post season play, that coach must address the Palomar Conference regarding this violation before he will be allowed to coach in the following year
- iii. The game results in a forfeit.

Players who are falsely listed as absent, injured or disciplined shall also receive double the number of plays in the following game. (PAL)

The only evidence that will substantiate the completion of the MPR will be the Minimum Play Form. Once the Head Coach signs the MPR, it stands as uncontested evidence. The Head Coach cannot protest or ask for a hearing on an MPR violation, remember...it is uncontested evidence. (PAL)

These rules shall apply in ALL GAMES, pre-season, season, post-season and bowl games-even games with teams from other Conferences which have lower requirements. (PAL)

It is also advisable to make a roster of jersey number and names in large print to give to the announcers at the beginning of each game.

Your other duties include securing the final MPR sheets after the game to turn in to the VPW Board. After every game you will also need to call in or text the game score to the Keri Rider at (760)845-0796.

Sideline Photography/Videography

All equipment must be hand held. At no time are tripods, photo/video stabilizing poles, booms, etc. allowed inside the ropes. The person taking photos or video must have a badge. Photographers and videographers cannot mingle with the coaching staff or kids during the game or at halftime.

Weight Certification

Tackle Football Players and Cheerleaders Only

VPW has designated dates for their official weigh-in (see League Calendar). Teams weigh in as a group at specific assigned times and only the Business Manager may accompany players to the weigh-in. Parents and Team Parents are NOT allowed inside the facility. Since we are one of the largest North County Pop Warner Leagues, please convey to the parents and help them understand that weigh-ins take a lot of time. Team Parents can do the following administrative tasks to prepare for the weight certification:

- Ensure all players have completed registration paperwork
- Help prepare weigh-in slips for all players
- Collect parent and player signatures on all completed weigh- in slips
- Check off list of players who have weighed-in and keep track of those absent

There is only one weight certification. There is NO Make-up Certification. All Tackle Football Players are required to attend. Bring lots of water to stay hydrated since it may be hot. All tackle football and cheer teams are required to attend and if a player is not present they are dropped from the roster and cannot participate in practice or dress for games. The individual times for each team will be announced closer to the day of certification. Flag football and cheer teams are not required to attend.

Only the Business Manager is allowed into the weight certification area with their team. The team parent may accompany you with the team and wait outside for the players. No coaches are allowed. At the certification you will need to organize the players in official roster order. The players are to wear a T-Shirt and shorts to this certification.

Important Rules & Reminders

- No Smoking or Alcohol on any school campus including parking lots
- No Dogs/Pets allowed on the field, unless they are a licensed handicap companion or service animal
- No air horns/bullhorns allowed
- Review Parent Behavior Form with all parents
- Remember to conceal all valuables inside vehicles and lock doors and windows
- Carry all valuables on self at all times
- Porta-potties are for restroom use only. Families of children playing inside or around porta-potties will be asked to leave. Second violations may involve suspensions from practices and/or games
- Arriving early to games to set up tents/etc is good practice. Remember to be kind and not to block another family's view of the field.

That's it! Now you're ready for a great season. The VPW Board of Directors thanks you and wishes your team lots of luck this season. Remember: Recruit help, over-communicate, plan ahead, and most of all have fun!

