

**Collins Hill Athletic
Association
Football Guidelines**

Overview

Mission Statement – Our mission is to maximize interest in the sport of football among children from 6 years of age through the 8th grade. We will focus on teaching teamwork, fundamentals, discipline, and dedication to the game as well as a clear understanding of the rules. We intend to accomplish this while developing competitive programs at every age level in the organization.

Organization – Collins Hill Football is the football organization of Collins Hill Athletic Association (CHAA) and is governed by the CHAA by-laws. These by-laws are the ultimate arbiter should any disputes arise between CHAA Football operational guidelines and CHAA By-laws.

Age Groups – CHAA Football is a participating member in the Gwinnett Football League (GFL). The age groups set forth by the GFL are as follows:

- 6 yr. old
- 7 yr. old
- 8 yr. old
- 9 yr. old
- 10 yr. old
- 11 yr. old
- 12 yr. old
- 8th Grade Division I
- 8th Grade Division II

The participant's age group is determined by the child's age as of September 1 of the season to be played. No exceptions will be made to this structure. Any deliberate attempt to violate the age group guidelines is subject to disciplinary actions at the discretion of the CHAA Football Board and/or the GFL.

Note: A participant who is age 12 as of September 1st of the season to be played and who is also in the 8th Grade will have the option of playing in the 12 yr. old age group or the 8th Grade.

Weight Restrictions - The GFL is an age-based league. There are NO restrictions on a participant's weight as it pertains to his/her eligibility to play in the league. All players must have a physical examination performed by an MD prior to the first day of practice in order to be eligible to play or practice.

Season – The season begins with practice in late July (varies from year to year) ending with championship games in November. Game scheduling is set by the GFL. CHAA Football Board will set the practice schedule.

CHAA Football Board

The structure of the CHAA Football Board is designed to administrate the various facets of the association's activities and goals in the most effective manner possible. The structure of the Football Board is as follows:

Football Director

Elected annually by a vote of the CHAA Membership.

Assistant Football Director

Appointed annually by the CHAA Football Director.

GFL Commissioner

Appointed annually by the CHAA Football Director.

Purchasing Manager

Elected annually by a vote of the CHAA Membership.

Equipment Manager

Appointed annually by the CHAA Football Director and Purchasing Manager.

Assistant Purchasing Manager

Appointed annually by the CHAA Football Director and Purchasing Manager.

Secretary

Elected annually by a vote of the CHAA Membership.

Team Mom Coordinator

Appointed annually by the CHAA Football Director.

Event Coordinator

Appointed annually by the CHAA Football Director.

Fundraising Manager

Elected annually by a vote of the CHAA Membership.

Assistant Fundraising Manager

Appointed annually by the CHAA Football Director and Fundraising Manager.

CHAA Football Annual Calendar

January

- Inventory equipment and uniforms
- Determine which coaches will return from prior year
- Begin coaches interviews

February

- Continue coaches interviews
- 8th Grade coaching selection from Collins Hill High School
- Prepare flyers for registration
- Choose photography vendor

March

- Open online registration
- Conduct initial walk-up registration (date set by GFL)
- Notify coaches of coaching selections

April

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May

- Conduct second walk-up registration (date set by GFL)

June

- Conduct final walk-up registration (date set by GFL)
- Closed On-line registration
- Report final numbers and team splits to GFL

July

- Hold coaches clinic with Collins Hill High School Coaches
- Collins Hill High School Football Camp
- Tryouts
- Draft
- First week of practice
- Team Mom meeting
- Equipment distribution

August

- Jamboree
- Regular season begins
- Team pictures
- Uniform distribution

September

- Regular season continues
- Punt, Pass & Kick Competition
- Youth Night at Collins Hill High School

October

- Regular season concludes
- Playoffs begin

November

- Playoffs continue
- Championship games
- Collect equipment and pants

December

- Election of new Football Board

Player Registration

Registration Fees – Registrations fees are determined by the CHAA Football Board and designed to meet the needs of operating the association only. The amount of the registration fees will be posted on www.chaasports.com/football prior to the initial registration date in March of each year. All out of county residents shall pay an extra fee as determined by Gwinnett County Parks and Recreation. Any excess monies remaining at the end of each season will be utilized to replenish equipment/uniforms as determined by the CHAA Football Board.

Registration Dates – There are three (3) walk up registrations dates prior to each season. The specific dates and times are set by the GFL and will be posted to the Collins Hill Athletic Association web site (chaasports.com). Online registration will be available beginning on the date of the initial walk up registration. Online registration will remain open until the date of the last walk up registration.

Registration is open to all boys and girls from 6 year of age through 8th grade regardless of ability or previous experience.

Refunds – CHAA has a strict No Refund Policy. Refunds will only be considered due to medical or job transfer reasons.

Coach Selection & Responsibilities

Application Process – All individuals interest in being a Head Coach shall express his interest by contacting the CHAA Football Director. This can be done through the web site. Interest candidates must submit a resume of his/her experience and qualifications. Returning Head Coaches may be asked to formally reapply for the position of Head Coach.

Selection Process – The selection of Head Coaches will proceed as follows:

- The CHAA Football Board and/or Coaches Selection Committee will review all applications for Head Coaches.
- The CHAA Football Board will determine which returning coaches from the prior year will be offered the opportunity to return as a Head Coach. The CHAA Football Board reserves the right to require a returning coach to re-interview for a Head Coach position.
- The CHAA Football Board and/or Coaches Selections Committee will interview all other applicants.
- The Coaches Selections Committee may consist of CHAA Football Board Members, Veteran CHAA Football Coaches and Collins Hill High School coaching staff members. The CHAA Football Board will make the final decision on coaching selections.
- Previous head coaching experience is not a guarantee of a Head Coach position the following year. However, prior CHAA football coaching experience will be heavily considered.

Note: The selection of the 8th Grade coach shall be made in accordance with the CHAA by-laws.

Assistant Coaches – The selected Head Coach shall have the responsibility of selecting his assistant coaches and trainer. Each Head Coach is allowed five (5) assistant coaches and one trainer. A complete list of all assistant coaches and trainers must be submitted to the CHAA Football Board Secretary no later than the second full week of football practice. If an assistant coach is added after the original list is remitted by the Head Coach, the name of the additional coach must be provided to the CHAA Football Secretary as quickly as practicable.

Final approval of all assistant coaches is the responsibility of the Collins Hill Football Board. The Board reserves the right to reject any assistant coach selection made by a Head Coach. This must be done by a majority vote of the CHAA Football Board.

Team Moms – The selected Head Coach shall have the responsibility of selecting his Team Mom(s). The name(s) of the Team Mom(s) should be submitted to the CHAA Football Board Secretary no later than the second full week of football practice.

Final approval of all Team Moms is the responsibility of the Collins Hill Football Board. The Board reserves the right to reject any assistant coach selection made by a Head Coach. This must be done by a majority vote of the CHAA Football Board.

Background Checks- All coaches, trainers and Team Moms shall submit to background checks on an annual basis. Should these checks reveal an offense that violates CHAA regulations, the Football Board reserves the right to bar that individual from participating.

Code of Conduct – All coaches are required to sign a Code of Conduct that clearly states behavioral expectations. By signing the Code of Conduct, the coach acknowledges his

responsibilities under the Code. Violating any portion of the Code of Conduct is grounds for removal of that coach at the discretion of the CHAA Football or Executive Board.

GFL Certification – All coaches and trainers are required to be certified by the GFL. No coach will be allowed on the field unless certified by the GFL.

Head Coach Responsibilities

Those selected be Head Coaches are required to perform the following:

- Teach all players the fundamentals of football in accordance with the Collins Hill Football Mission Statement regardless of their abilities.
- Participate in all work days and attend all meetings announced by the Collins Hill Football Board. If a scheduling conflict arises, an Assistant Coach or other representative must be present to replace the Head Coach.
- Managed the behavior of all coaches, players and parents during games, practices and other events.
- Possess a working knowledge of the GFL Rule book and adhere to all rules and regulations therein.
- Pay all GFL fines that are assessed against the Head Coach's team or himself personally unless otherwise advised by the Collins Hill Football Board. Other, non-GFL fines may also be levied against Head Coaches for failure to adhere to Collins Hill Football Procedural Guidelines.
- Meet all deadlines for turning in equipment and or uniforms as communicated by the CHAA Football Board.
- Demonstrate a commitment to preparing the players on their team to advance in their football skills and knowledge.

