



Lake Villa Timberwolves Football

Tackle Football Operations Policies and Procedures

The Lake Villa Timberwolves Youth Tackle Football Program is currently affiliated with The Chicagoland Youth Football League (TCYFL), and as such, much of the policies and procedures detailed within are in place to ensure compliance to the Constitution and Playing Rules of the TCYFL and the requirements for all member communities contained within. The Lake Villa Timberwolves Flag Football program is not affiliated with the TCYFL and therefore the operations policies and procedures are not contained here-in.

Player Placement:

The current levels of play for TCYFL affiliated programs are based primarily on an age, then weight basis. Adjustments to these requirements can potentially be updated on a season by season basis. In addition to this, each level of play can have up to two different designations – competitive, or Big 10 football and development, or Pac 10 football. The placement for players is slightly different for players through 7th grade and those that are in 8th grade. The specifics are detailed as follows:

- **Level** – the age & weight group as defined by the TCYFL that each player will play within.
 - *For 7th grade and below*, players will be placed into a level that correlates to their age, assuming they meet the weight requirements for that level as well. Players that are heavier than the weight limits allowed will be placed in the next level appropriate to their size based on the TCYFL guidelines for the upcoming seasons (termed as Younger Heavier). Players that are lighter than the limits for their age group may be eligible to elect, but are not required, to play for the age level below if they meet the TCYFL guidelines for the upcoming season (termed as Older Lighter).
 - *For 8th graders*, players will be placed initially on the Varsity / Jr. Varsity Level, which is the level of the program designed to help prepare our players for High School Football. As the Varsity / Jr. Varsity team is selected, some players may be designated to a lower level, assuming they meet the appropriate age and size parameters.
- **Big 10 Selections** – each member community of the TCYFL is required to field a Big 10 Team at all levels, except Varsity / Jr. Varsity. The Big 10 Team is designed to be a team comprised of the players at a particular level that are deemed to make up the most competitive overall football team at that age group.
 - *For 7th grade and below*, players will be evaluated prior to team selection and the designated coach for each Big 10 Team will determine, with the help of the Director of Big 10 Football, which athletes will be selected as Big 10. Numbers of players on Big 10 depends on the number of players on a particular level, but is typically in the 18-20 range. Players selected to Big 10 MUST play at the Big 10 level. Per TCYFL requirements, refusal of a Big 10 assignment will result in either moving to a Pac 10 team in the age/weight level above the player's current level, or in restrictions on the positions he or she can play on a Pac 10 team in their current age/weight level (limited to the line, Tackle and in on either offense or defense).

In addition, parents of players who refuse a Big 10 assignment are NOT eligible for a Pac 10 Head Coaching position. They can still be considered for an Assistant Coach role on a Pac 10 team.

- *For 8th graders*, players will be evaluated prior to team selections and the designated coach for Varsity / Jr. Varsity team, with the help of the Director of Big 10 Football and the designated Big 10 Coach at the Lightweight level, which athletes will be selected to the Varsity / Jr. Varsity Team, and further on which team(s) the player will participate. Athletes not selected to the Varsity squad and are of the appropriate age and weights to play Lightweight are eligible for selection to the Lightweight Big 10 Team. The Varsity / Jr. Varsity and Big 10 Lightweight Coach will work together to ensure that, including weight provisions, the skill players are equitably divided between the two squads (e.g. while Varsity gets first choice, they would select a starting QB and the Lightweight team would get their choice in starters at the same position prior to Varsity selecting a back-up). A Jr. Varsity Team will only exist in circumstances where there are greater than 25 players at the Varsity / Jr. Varsity level.
- **Pac 10 Selections** – when there are enough players at a given level to field additional teams beyond the Big 10, these are designated as Pac 10 teams. The number of Pac 10 teams is determined by the number of players at a given level.
 - *Single Pac 10 team*, all players not selected to the Big 10 Team will be placed on the Pac 10 team.
 - *Multiple Pac 10 teams*, all players not selected to the Big 10 Team will be divided amongst the Pac 10 teams through a draft process designed to create an even spread of talent across all Pac 10 teams at a given level. The

designated Head Coaches of each Pac 10 team, with the help of the Big 10 Head Coach and the Directors of Pac 10 Football, will be responsible for selecting these players in the draft process based off of their evaluations of each player.

- *Varsity / Jr. Varsity*, there is no Pac 10 for this level of play.

Big 10 teams will be selected after the second session of the full contact evaluation week (see the Conditioning / Evaluation section below), usually a Tuesday or Wednesday. Pac 10 teams will be drafted upon the completion of the full contact evaluation week (see the Conditioning / Evaluation section below), usually a Friday or Saturday.

Official player placement and team announcements will not occur until the Monday following the full contact evaluation week.

Coach Selection:

The selection of Head Coaches and Assistants will vary between Big 10 and Pac 10 teams. The Director of Football Operations, Director of Big 10 Football and Director of Pac 10 Football (Football Directors), will select the Head Coaches (methods may vary), and present all candidates for Board approval and all coaching privileges are contingent on meeting certain requirements.

As a rule, for coaches who will be coaching with their children on the team they are selected on, player assignment will dictate where the coach coaches, coaches choice will not dictate where the player plays.

- **Big 10 & Varsity / Jr. Varsity Head Coaches** – after the primary registrations for the season are completed (usually in May), the Football Directors will select the candidates they feel are best suited for the positions. Selection methods may vary, but should include evaluations of football knowledge, communication skills and ability to effectively mentor youth players at a minimum. Selections are based on the coach's merits and NOT on the skillset of their child, assuming they are in the program and playing at the same level the coach is selected for. Selection as a Big 10 coach does NOT guarantee a Big 10 selection for their child, if applicable.
- **Big 10 & Varsity / Jr. Varsity Assistant Head & Assistant Coaches** – after the Head Coach is designated, the Assistant Head Coach and Assistant Coach assignments will be made primarily in one of two methods:
 - *Approved Coach, coaching his or her child* – these coaches will be assigned based on where their child is selected. If their child is selected as a Big 10 player, then they will be incorporated as part of the Big 10 staff.
 - *Approved Coach, no child in program, or not coaching his or her child* – these coaches can be pre-selected to the Big 10 staff by the designated Head Coach.
- **Pac 10 Head Coaches** – Pac 10 head coaches will not be selected until AFTER the Big 10 Team is selected. The candidate pool for Pac 10 Head Coaches will consist of those coaches with players not selected to Big 10, or those coaches without players in the program or at the level they are coaching at that are as of yet unassigned*. The Football Directors will select the candidates from the available pool they feel are best suited for the positions. Selection methods may vary, but should include evaluations of football knowledge, communication skills and ability to effectively mentor youth players at a minimum as observed throughout the evaluations.

NOTE: Parents of players who refuse a Big 10 assignment are NOT eligible for a Pac 10 Head Coaching position. They can still be considered for an Assistant Coach role on a Pac 10 team.

*In instances where there is an approved Coach, no child in program, or not coaching his or her child that is a candidate for a Pac 10 coaching position, the Football Directors may assign this position prior to the selection of the Big 10 team.

- **Pac 10 Assistant Head & Assistant Coaches** – as specified in the Pac 10 Draft policy, after the head coaches for the Pac 10 teams are designated, the Head Coach can select an Assistant Head Coach from the pool of remaining coaches prior to the draft.
 - *Approved Coach, coaching his or her child* – these coaches will be assigned based on the team their child is drafted on.
 - *Approved Coach, no child in program, or not coaching his or her child* – these coaches can be pre-selected Pac 10 staff by the designated Head Coach.

Coach Requirements:

In order to be 'approved' as a coach for the Lake Villa Timberwolves and the TCYFL, there are a list of requirements each coach must meet in order to be approved to interact with the players on behalf of the Timberwolves and in order to be on the sideline of any TCYFL game. Head Coaches and Assistant Head Coaches must complete all requirements as these position require the coaches to be

TCYFL Sideline Eligible. Assistant Coaches that also wish to be on the sideline for games must also complete all requirements. Assistant Coaches only interested in assisting with practices must only meet the Lake Villa Timberwolves requirements.

- Lake Villa Timberwolves Requirements
 - Completed Lake Villa Timberwolves football coaches application, turned in to a Football Director – required annually.
 - Signed Lake Villa Timberwolves football coaches’ code of conduct – required annually.
 - Sex Offenders background check – required annually.
- TCYFL Requirements
 - USA Football Level 1 / Head Up Tackling Certification – required annually.
 - Positive Coaching Alliance Course – required every three (3) years and for every coach who did not coach in a TCYFL program the previous season.
 - TCYFL Concussion Video – required every three (3) years and for every coach who did not coach in a TCYFL program the previous season.

Pac 10 Draft Procedures:

The order of the draft will be randomly drawn by the Head Coaches of each Pac 10 Team per age/weight level. The draft will be a “snake” format, where the coach who draws the first pick will have the first pick in every odd numbered round (1st, 3rd, 5th, etc.), with each subsequent team picking in the order drawn. In every even numbered round (2nd, 4th, 6th, etc.), the order will be reversed with the coach who picked last in the odd rounds, picks first in the even rounds. For example:

- Coach A draws the 1st pick, Coach B draws the 2nd and Coach C draws the 3rd.
 - Round 1 Order; Coach A, Coach B, Coach C.
 - Round 2 Order; Coach C, Coach B, Coach A.
 - Round 3 Order; Coach A, Coach B, Coach C.
 - Round 4 Order; Coach C, Coach B, Coach A.

This process will continue until all available players are selected to a team. The Head Coach is responsible for making the final selections for each pick. The Assistant Head Coach, if already assigned, may be present at the draft.

Coaches will be allowed an adequate amount of time to make their selections. However, if a less than reasonable time to make a selection is taken, as determined by the member of the Football Board of Directors overseeing the process, said Director may implement a time limit of a time of two (2) minutes or greater for each pick.

- Coaches’ Kids: Each team will start with the kids of the Head Coach and/or the Assistant Head Coach if applicable (see Coach Selection), that are on the current coaching staff. These players are part of these teams by default and are not available to other teams in the player draft. Draft picks will be forfeit for these players as determined through the following method:
 - All coaches, including the Big 10 Head Coach, will share their evaluations as to what round pick they believe the player being accommodated is worth. All efforts should be made for this to be accurate and not weighted in an effort to gain a favorable result for any one team.
 - The average for each evaluation input will be used as a starting point to determine the players “draft value”.
 - Once the players “draft value” is agreed upon, the team the player is on will forfeit their pick in that round.
 - The ultimate determination on the round will be made by the facilitating Football Board Member and their decision is final.

In instances where a Pac 10 coach has more than one child on a team, all players will be evaluated as detailed above and that team will forfeit a pick in all the applicable rounds.

In instances where a Pac 10 coach does not have a child in the program or at the applicable age/weight grouping, the coach will simply not be subject to a forfeited pick in any round.

- Special Accommodations: Oftentimes, parents or players will have a preference to be on a specific coach’s team for any of a multitude of reasons. It is important to note the policy of the TCYFL and the Lake Villa Timberwolves is that these requests cannot be guaranteed to be accommodated. All players who sign up to play football with the Timberwolves do so with an understanding that players are assigned to teams based on our evaluation and draft processes and that determination is the Timberwolves discretion (they have to initial this on the registration form).

However, coaches are encouraged to work through these instances with each other within reason for the best experience for the players on ALL teams. If all Head Coaches involved agree to allow an accommodation, the process to do so is as follows (this includes the addition of an additional coach to the staff by request):

- Proof of accommodation request *FROM THE PARENT* will need to be provided at the draft.
- All coaches, including the Big 10 Head Coach, will share their evaluations as to what round pick they believe the player being accommodated is worth. All efforts should be made for this to be accurate and not weighted in an effort to gain a favorable result for any one team.
- The average for each evaluation input will be used as a starting point to determine the players "draft value".
- Once the players "draft value" is agreed upon, the team the accommodation is being made to will forfeit their pick in that round.
- The ultimate determination on the round will be made by the facilitating Football Board Member and their decision is final.

Restrictions to Special Accommodations:

- Accommodations will be limited to no more than two (2) per team, per season. If more is requested, the Head Coach will have to determine which players he or she will attempt to get accommodations for. The coach will then need to attempt to draft other players through the regular process.
- Accommodations for any one particular team are limited to the following parameters –
 - No more than 1 Accommodation per team for players rated within the first five rounds (1-5).
 - No more than 1 Accommodation per team for players rated within rounds six (6) to ten (10).
- Accommodations should only be made out of necessity and should NOT be a way for a coach to subvert the draft process to get the specific players he or she wants.
- The ultimate determination on if an accommodation is allowed will be made by the facilitating Football Board Member and their decision is final, assuming it is within the parameters described above.

Adding Players to Teams Post Selection:

It is not uncommon for a few additional players to need a position on team at a particular age/weight grouping either due to late registration or the need to move up or down due to age and/or weight requirements. The process for determining which teams these players will be placed on post draft is as follows:

- Big 10 Review – The Big 10 team will have the first opportunity to select the player to their existing roster.
- If the player is not selected by either the Big 10 team, then the players will be automatically assigned to the Pac 10 team in the order of the draft who would have had the next selection after the last eligible player was drafted.
- Subsequent players that are not selected to the Big 10 team will be assigned to teams in the order of the draft.

EXAMPLE: Player A needs to be placed on a Pac team. The order of the draft is Coach A draws the 1st pick, Coach B draws the 2nd and Coach C draws the 3rd. In the final round, Coach C had the first pick in the round, Coach B took the last eligible player, player A would be assigned to Coach C. These assignments DO NOT SNAKE as the draft does, so if a Player B needed to be assigned, then Coach A would be the team the player is assigned to, a Player C would go to Coach B, etc.

Player Conditioning / Evaluations:

Per TCYFL requirements, member programs are not allowed to have players in full pads and contact prior to the first Monday in August. In addition, each player playing within the TCYFL is required to have at least eight (8) hours of conditioning before contact is allowed. In order to accommodate, TCYFL member programs are allowed to start an official conditioning regimen for registered players the two weeks prior to the first Monday in August.

The selected Big 10 Head Coaches will be required to organize the coaches at their particular level and conduct conditioning and evaluation activities. This is a three (3) week process, consisting of two (2) weeks of Conditioning and one (1) week of evaluations.

- **Conditioning** - During the first two (2) weeks, all drills must be non-contact drills. Wearing helmets can be initiated into the conditioning process, but again, no contact is allowed. The drills used during these weeks should be standard and any timing / evaluations shared amongst all coaches at a level, as coordinated by the Big 10 Head Coach.
- **Evaluations** – Starting in week three (3), all players who have completed their eight (8) hours of conditioning requirement can proceed to wear full gear and participate in full contact evaluations. Players who have not had the required 8 hours of conditioning prior to this week will not be able to wear full gear or participate in contact drills until this requirement is completed. Prior to the selection of the Big 10 Team (see Player Placement, above), the drills used during these weeks should be standard and any evaluations shared amongst all coaches at a level, as coordinated as coordinated by the Big 10 Head Coach. After Big 10 selection, the designated Head Coaches (Big and Pac), can conduct their own individual evaluation drills with the help of the remaining coaches.

Jersey Numbers:

The TCYFL requires that players on the same team do not have duplicate numbers. With this in mind, the process to assign jersey numbers will be as follows:

- Players will have the ability to select their top 3 choices in numbers at the time of registration.
- Prior to the first jersey order, numbers will be assigned, accommodating player's request to the best of our ability while ensuring there are no duplicates at any playing level.
- In cases of conflict, the following priorities will be assigned in the order stated:
 - Date of Registration (Earlier has Priority)
 - Consecutive Tenure with the Timberwolves
 - Did the player have the same number the previous season?
 - Did the player have the same number at the same level the previous season?
 - Coin Flip
- If the first choice is not available, the same process will follow for second choice, then third.
- If none of the 3 options are available, the player will be assigned the closest available number to their first choice.