



**BROOKFIELD ACADEMY JUNIOR KNIGHTS
FOOTBALL CLUB**

Handbook

Fall 2017 Season

Brookfield Academy Junior Knights Football Club, Inc.

Fall 2017

FOOTBALL HANDBOOK

Mission Statement

Brookfield Academy Junior Knights Football Club, Inc. is an independent non-profit organization which strives to develop the individual physical, mental and emotional talents of 5th through 8th grade participants in its tackle football club program, and through sportsmanship, team competition and fun encourages responsibility, compassion and excellence in all aspects of performance, both on and off the football field.

Philosophy

The Brookfield Academy Junior Knight Football Club Program strives to provide all participants in grades 5-8 with the opportunity to learn and compete in the game of tackle football, while stressing at all times Brookfield Academy's Five Stars of Character, Intellect, Individuality, Truth and Heritage. It is the commitment of our program, our board of directors, and our coaching staff to do everything possible to make sure every player becomes better in terms of their ability and understanding of the game of football. Our players will walk away with a great understanding of the word TEAM and what it means to be a part of something bigger than themselves and what it means to be a teammate. The Club will challenge its participants to pursue excellence in all they do.

All of the above are the cornerstones of what it means to be a Junior Knight and to pursue the Five Stars through the game of football. At the end of each day, practice, game and season, it is our goal that each Junior Knight not only talk the talk, but walk the walk for life.

Football Philosophy

The 5th and 6th grade team, as well as the 7th and 8th grade team, are considered separate groups and have slightly varying philosophies as follows:

5/6 Grades

The 5th and 6th grade players will participate together as one combined team. This program will be of a modest competitive nature, traveling to other area schools to play in games that will have paid referees and abide by standard football rules. Participants come into the program with different levels of experience, many likely never having played organized football. As a result, the emphasis will be on learning the fundamentals needed for the game of tackle football. The focus is for the participants to develop their skills through practice and game experiences. While exact minutes cannot be tracked, as long as the participant regularly attends practice and follows instruction, every effort will be made to provide each member of the team substantial playing time, with the primary goal of developing each member's football skills and commitment to teamwork and camaraderie.

7/8 Grades

The 7th and 8th grades will participate together as one combined team. While there will still be a strong emphasis on skills and good sportsmanship, playing time and positions will be more determined on ability level and weight restrictions as put forth by the league. Once again, as long as the participant regularly attends practice and follows instruction, every effort will be given to afford all participants an opportunity for meaningful participation during each game. This program will attempt to prepare the participants for Brookfield Academy High School football and the realities of competitive athletics. A primary goal at this level is for the participants to further develop and refine their talents through practice and game experiences.

* * *

Each group in our program will incorporate the very best of Brookfield Academy High School's Football Program's philosophies, policies, procedures, systems and plays and make them age-appropriate for the various grade levels. One such tenet is that the coaching staff will not prejudge any player from the prior year. Our program realizes that abilities and skills among participants develop at different rates and times.

Goals of the Junior Knights' Football Program

1. Provide a safe environment where tackle football skills can be learned and developed.
2. Model and expect outstanding sportsmanship both on and off the field.
3. Stress the importance of team and teamwork.
4. Ensure that all practice-attending and instruction-abiding participants be provided meaningful game playing time.
5. Prepare the upper grades for competition at the Brookfield Academy High School level.
6. Reinforce the priorities of family, school and sports and the Five Stars of Brookfield Academy.
7. Help foster a social network and friendships among the participants and their parents.
8. Have FUN.

Brookfield Academy Junior Knights Football Club, Inc.

Football Program

President - Responsible for the overall development, management and operation of our program. The President is ultimately responsible for all elements of the program and to ensure that our program is reflective of the standards of Brookfield Academy and its Five Stars. The President or his designee is responsible for attending all league meetings and then communicating to the rest of the board and participant parents any pertinent information. The President or his designee will also be responsible for securing practice space and game day preparations by securing equipment before and after games, securing referees and ensuring that the scoreboard and public address system is operable. The President or his designee will also be responsible for equipment handouts, returns, exchanges, off-season storage and reconditioning of equipment that needs replacement, purchasing of needed equipment and ensuring the equipment bags are properly stocked.

Treasurer –Responsible for all fiscal responsibilities. Also responsible for developing, maintaining and updating the organization’s marketing materials, including its web page and data base of participants. Responsible to ensure that the content of any marketing materials is consistent with the organization’s Mission Statement.

Secretary- Responsible for all administrative responsibilities, including the recordkeeping and reporting thereof, and the recordkeeping of all board and parent meetings.

Team Head Coaches (1 per grade level team) - Responsible for the training, well-being and leadership of each team. Ensures that all practices are well organized and that all participants are trained in the position for which they are best suited. Responsible for overseeing all aspects of each team, keeping in mind the welfare and safety of all players. Head coaches are expected to be at every practice and game and, when unable to attend, to coordinate so that the assistant coaches attend and supervise each practice or game. Head coaches are expected to have a strong understanding of the entire game of football and to be well-versed in the philosophies, systems and plans of the Brookfield Academy High School Football Program and to teach the fundamentals of such program. They must also pass a background check.

Team Assistant Coaches (up to 8 per team) - Assist the Head Coach in all operations of each team. They are expected to attend all games and most practices. They must also pass a background check.

Team Manager (1 per team) - Responsible for keeping in continuous contact with the entire team. They are responsible for informing their team of all practice times, game times, team meetings and their respective locations. Also responsible for setting up parental volunteers for the home game concession stand, chain gang, scoreboard operations, timekeeper and announcer. Each Team Manager is also responsible for putting together their team roster for away game announcers and parents. They will also help in establishing car pools among parents for practices and away games. The Team Managers are also in charge of helping put together the end of the season banquet/recognition ceremony.

Ex Officio Members –

Brookfield Academy High School Head Varsity Football Coach - Responsible for final selection and training of the individual Team Head Coaches to ensure the high coaching standards of the Brookfield Academy High School program are maintained. Will be available to consult with the individual Head Coaches as needed during the season.

Brookfield Academy High School Athletic Director – Will serve as the organization’s liaison with the BA’s facilities and grounds as needed, and will assist in the program’s organization, development and management.

Brookfield Academy Middle School Representative – Will assist in the organization, development and management of the program.

5th / 6th and 7th / 8th Grade Teams

1. Enrollment

- a. There will be no limit to the number of allowable registrants. If there are significantly more than 25 registrants for the Grade 5/6 or 29 for the Grade 7/8 team, a special board meeting with all concerned parents will be held to discuss the possibility of creating two teams for that particular grade group.
- b. New membership will not be allowed after the 2nd week of practice.

2. Practices

- a. Start August 15, 2017.
- b. The first two weeks of practice will consist of five (5) days of two and one-half hour practices between Monday through Friday commencing at 5:30 p.m. and ending at 8:00 p.m. (First 10 hours of practice without pads in accordance with League requirements).
- c. Once school starts, there will be three practices and one game each week. Practice days and times will be determined by the coaching staff, but are expected to be Monday, Tuesday and Thursday.
- d. Practices will occur at the new Brookfield Academy High School practice fields, located west of the Fields of Freedom varsity football stadium at our new Brookfield Academy High School on Brookfield Road.

3. Games

- a. For 7th/8th grade - Held on Wednesdays, Thursdays, or Saturdays times will vary.
- b. For 5th/6th grade – Held on Saturdays.
- c. Will begin during the week of September 5, 2017.
- d. Junior Knights home games will be played at the Brookfield Academy High School Varsity Fields of Freedom Football Stadium.
- e. Away game field locations TBD.
- f. The scrimmage schedules will be held on Tuesday, August 30 (7th & 8th) and Thursday, Sept. 1 (5th & 6th).

4. Staff

- a. Head Coach (one per grade group team)
 - i. Will organize and design all of the practices.
 - ii. Responsible for reproduction of plays and other information, teaching the Brookfield Academy High School football program's philosophies, systems and plays.
 - iii. Responsible for supervising and coordinating all practices and games.
- b. Assistant Coaches
 - i. Assist the Head Coach in all facets of the team

Parental Responsibilities:

1. Your child must be covered by a parent or guardian health insurance plan.
2. Provide or arrange for transportation of your child to and from practices and games and notify the coach or team manager as soon as possible if and when your child is unable to attend any practice or game. Maintain/wash practice and game equipment.
3. Each participant is required to have one parent volunteer to assist in the program as any of the following:
 - a. Head Coach

- b. Assistant Coach
- c. Team Manager
- d. Team Physician
- e. Chain Gang
- f. Scoreboard
- g. Announcer
- h. Concessions
- i. Photographer and Videographer
- j. Board member

The key to our program's success will be the active participation of parents.

- 4. Be a supportive spectator toward the opponent, coaches, referees and other spectators.
- 5. Encourage good sportsmanship, fair play and camaraderie on the part of your child and fellow spectators.
- 6. Be able to accept your son's or daughter's mistakes with patience and understanding.
- 7. Respect the coaches' decisions. If you have a concern, speak respectfully with the head coach, apart from the game environment, at least a day later. If you are still unsatisfied with the head coach's response, please present your concern privately to the President.
- 8. Stress academic success and good behavior, as well as success in athletics. Remember the Five Stars.
- 9. During periods of inclement weather, parent or guardian will remain at practice or have a means to be reached immediately in case the practice or game is canceled.

CODE OF CONDUCT

The Participant

- 1. Recognize that you are representing Brookfield Academy Football Club through words and actions and thus act accordingly. Remember the Five Stars.
- 2. Accept the calls of the officials in a proper manner and treat them with respect and dignity at all times and under all circumstances.
- 3. Treat members of the opposing team as fellow competitors, as they would desire to be treated, by playing fair and using appropriate language at all times and under all circumstances.
- 4. Follow through with your commitment to excellence and your team by putting forth your best effort at each practice and game. As a member of a team, you are expected to attend all practices and games, unless excused by the Coach for good reason.
- 5. Take concerns or complaints to the correct person(s) involved.

The Coach

- 1. Be a role model by treating each participant, parent and opposing team with respect and fairness.
- 2. Expect good sportsmanship from all team members and appropriately address instances where it is not portrayed. Remember the Five Stars.
- 3. Use best efforts to play each practice-attending and rule-abiding participant an approximately equal amount in all games.
- 4. Respect the judgment and interpretation of the rules by the officials.

5. Challenge each member of the team to grow both physically, mentally and emotionally. Remember the Five Stars.
6. Help players recognize and appreciate good performances from other teams and encourage competitors when they make mistakes.
7. Show respect for opponents and do not seek to embarrass them in any competition.
8. Make sure the participants have fun!

The Parent

1. Treat other participants, parents and coaches with respect at all times and under all circumstances. Remember the Five Stars.
2. Accept the calls of the officials during an athletic event at all times and under all circumstances.
3. Provide a positive example for setting the tone of those around them so that everyone may enjoy the competition.
4. Speak respectfully of and to officials, coaches, parents and other players, especially in the presence of participants, at all times and under all circumstances.
5. Provide positive and encouraging cheering during a game.
6. Accept and respect the decisions of the coaches. If needed, speak to them privately and respectfully in regard to any concern or disagreement at a time not immediately before, during or after a game or practice.

Fees

1. Fees will be set annually for each season at a reasonable rate. The registration fee is \$350 per player. There is an early registration discount of \$50 for players registered prior to May 1. If your child is not registered prior to June 30, 2017, a late registration fee of \$50 per player will be charged. A multiple-child discount of \$25 per family will be applied to any family with two or more players registered with the Junior Knights. Additionally, if at least one parent does not agree to, or otherwise cannot, volunteer in some capacity to assist our program, you will be charged a \$50 per player volunteer "opt out" fee.
2. Your registration will not be deemed complete until your participation fee(s) has been paid in full.
3. Fees will include the use of shoulder pads, practice jersey, game jersey, helmet, practice pants, game pants, leg pads, the use of practice fields and blocking sleds and the use of game field and referees. The fees also include costs of coaching stipends, referee fees and any other operational costs.
4. A treasurer's report will be presented at the beginning and end of every season.
5. Any returned checks will have an additional cost of \$100.

Volunteer Requirements

Brookfield Academy Junior Knights Football Club is entirely dependent upon the work of volunteers. The board of directors, officers, assistant coaches and team managers are all volunteers. It takes many people and many volunteer hours to build a successful program. ***We need your help!*** As a parent of a participant, you will be asked to volunteer your time in one or more of the following areas. The opportunities may be expanded further as we continue to develop the program. There will be the opportunity to sign up during registration or at any time by calling Club President, Mike Francis, at 262-781-8950. **All participants' parents (at least one) are expected to volunteer to assist our program in some capacity.** If at least one parent cannot volunteer, then you will be charged an extra \$50 per player volunteer "opt-out" fee.

Below are the volunteer opportunities available for the Junior Knights:

Head Coach: See page 4.

Assistant Coach: See page 4.

Team Manager: (one per team) Coordinates all volunteer activities for game days and other activities. Liaison between parents and coaches.

Team Physician(s): A licensed MD needs to be present for all games to attend to any medical needs.

Chain Gang: Set up field(s) for home game days. Operate down and distance markers during home games. Take down field after last game of day.

Scoreboard: Operate scoreboard for home games.

Fund Raising: Assist Fund Raiser and Spirit Wear Administrator, as needed.

Concessions: Work concessions stand prior to or after home games.

Team Videographer: Run video camera from press box, after all games (home and away) for coaches' review and operation of year-end highlight film.

Team Photographer: Take pictures and or video for end-of-season banquet.

Banquet: Assist the Team Managers in planning and working the postseason dinner.

Statistician: Work with Head Coach and keep required stats for each game.

Board of Directors: Coordinate and support the development and organization of our program.

