



## **BPJF Coaches Handbook**

### **I. BPJF MISSION STATEMENT/GOALS**

- Provide a uniform developmental system to teach and meet the objectives for each age group.
- The mission of BPJF is to provide the children of Bethel Park with the opportunity to enjoy the experience of youth football.
- Football, more than any other sport, stresses the importance of conditioning, practice and teamwork.
- BPJF is an organization committed to teaching the fundamental techniques required to be successful and ensuring that all of the participants experience the enjoyment of playing in a game situation.
- To accomplish our goals, the efforts of the players, coaches and parents must center on the team.
- The players participating enjoy the football experience, have fun and come back to play again next year.

### **II. OBJECTIVES FOR ALL AGE GROUPS**

- Encourage great effort from all players by working hard on the field – both at practice & games, give 110% from snap to whistle
- Learn how to win and lose
- Develop and teach the kids how to play the game
- Teamwork – unselfish passion for the game and teammates
- Sportsmanship
  - represent your teammates, your family and your community
  - play by the rules
- Respect – teammates, coaches, refs, opposing team
- Provide a positive experience for the kids
- Have fun
- How to compete – build hope and desire in kids, how to overcome a challenge (get knocked down and get back up)

### **III. ATTACHMENTS**

- League Rules – G 19 or South Suburban
- League By-laws – G19 or South Suburban available on website
- BPJF By-Laws available on website
- NFHS Football Rules Book

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#### IV. COACHING GUIDELINES

##### A. All Coach's Responsibilities

1. You are first and foremost a teacher. All great coaches are great teachers.
2. Make it fun. Kids learn more when they are having fun.
3. Always communicate in a positive manner. Telling players the right thing to do in lieu of telling them what they did wrong.
4. Build and develop kids' confidence through positive reinforcement.
5. Coach with passion. Believe in your players and get them to believe in themselves.

##### B. Head Coach Responsibilities

1. Must establish the tone and pace of the practice. Be organized and know what you want to work on/accomplish during practice.
2. Must be strict but fair. What is tolerated is encouraged. Productive practices are more beneficial to the kids and the coaches.
3. Work with assistant coaches. Make sure all are on same page. Use them and let them coach.
4. Ensure that all players develop and get the required amount of playing time during a game.
5. Promote sportsmanship and fair play. Teach the kids the rules of the game.
6. Address parents at the beginning of the season. Tell them what to expect, what your coaching philosophy is and what your goals are for the season. Answer any questions they may have. Continue to address parent concerns and answer questions during the season.
7. Develop a positive relationship with your business manager and keep them informed. They can be your best asset.
8. All coaches should be aware of all players' allergies, medications and other medical conditions.
9. Ensure all players have the proper equipment and are fitted properly (esp. attached mouthpieces)
10. Pack up and put away field equipment if you have the last home game.
11. Additional coaching prerequisites (beyond BPJF By-laws)
  - NYSCA Certification
  - First Aid/CPR/AED Certification – watch for and ensure players are hydrated
    - Know signs and first aid treatment for:
      - Heat exhaustion
      - Heat stroke
  - Child Abuse & Criminal Background Clearances
12. Ensure safe environment (i.e., check weather, field)
13. Develop emergency response plan
14. Have stocked first aid kit



C. Assistant Coach Responsibilities

1. Help the Head Coach meet his responsibilities and goals.
2. Work with the Head Coach and agree on coaching philosophy, goals, etc.
3. Concentrate in a specific area – offense, defense, lineman, and work with those kids to improve their skills in that specific area.
4. Make practice and games fun for the kids.

D. BPJF Football Standards

Warm up:

1. Static & dynamic stretching – per attached handout

Offense:

1. Huddle – 5 linemen down, 5 behind facing defense and QB
2. Hole Numbering – 1 to 9, right to left (center is 5)
3. Formations
  - Red, White (Pro)
  - Add
    - Wing – 2 Back to TE
    - Double – 2 Back away TE
  - Black, Grey
  - Brown, Orange (2 TE's)
4. Back field numbering: 1- QB, 2-TB, 3-FB, 4 or Z-WB/flanker, X-SE, Y-TE
5. Play calling – running play “formation,” “motion”, “back,” “hole”  
Passing play “formation” “motion” “receiver” “routes”

Defense:

1. Calls – Roger, Louie and Ram, Leo
2. *Stunts – need info*

NOTE: Keep it simple!!! Putting in, teaching and mastering a minimum number of plays is much better than having a bunch of different plays

- E. *Coaching Links: see BPJF website “Coaches Corner”*

V. **PRACTICE FORMAT (For Guidance Only)**

A. Practice Rules

1. Practice is two hours long, 6 PM to 8 PM
2. Typical practice days are Monday, Tuesday and Thursday
3. Keep your practice area clean (clean up your water bottles, etc. after practice)



- B. An organized, thought out practice is vital to teaching and developing our kids. The fundamentals should be taught at every practice (blocking & tackling). A standard practice schedule is recommended for our practices. A standard practice format is included below.

C. **General Practice Notes – Pre- Season:**

Develop preseason and one month “put in schedule”

**Week 1** – no pads

- Parents Meeting – Mandatory – *(develop standard format with topics)*
- Get kids used to hitting utilizing shields & dummies
- Alignment, terms, formations
- Team rules/philosophy

**Week 2** – pads

- Hit! Kids need to get used to hitting
- Blocking and tackling drills, all together (stress fundamentals)
- Position drills – lineman (blocking, tackling, pulling, etc.)
  - QB & RB – snaps, handoffs, running to holes
- Walk through and run a few plays

**Week 3** – begin to prepare for games

- Continue hitting
- Blocking and tackling drills
- Position drills
- Walk through and run plays
- Scrimmage (never underestimate the value of scrimmaging)
- Special teams- kickoff, kick return, punt, punt return

**Week 4** – Games Start

- Practice should be same week to week
- Monday: brief review of Saturday’s game, put in game plan for this week’s opponent, practice fundamentals (blocking, tackling, handoffs, etc.), scrimmage if desired.
- Tuesday – practice fundamentals, run/walk through plays, put in new plays and game plan for Saturday game, scrimmage if desired
- Thursday – practice fundamentals, run/walk through plays and new plays, scrimmage if desired, special teams



#### D. Practice Notes/Tips

- Assign players to Positions (Depth Chart)
  - Primary
  - Secondary
- Keep kids moving
  - Multiple drills, stations
  - Reps, reps, reps
  - No horseplay, what is tolerated is encouraged
  - Condition by practice pace; 2-3 plays/minute
- Put in plays
  1. Draw up/chalk talk
  2. Walk through vs. all formations or defenses (get players to know their assignments; do over until they get it right) – How:
    - Draw up/chalk talk
    - Walk through
    - Drills/reps
  3. Drills – each position
  4. Reps, reps, reps
  5. Scrimmage
- “O” – Main goal – Teach Assignments  
“D” – ½ assignments, ½ fundamentals
  - tackle
  - low line charge
  - work these two fundamentals 10 minutes every practice



**E. Season Practice Standard Format**

**BE ON TIME & DEVELOP AN ACTIVITY FOR EARLY ARRIVAL KIDS!!!**

- 6:00 – 6:05: warm up jog; get blood flowing
- 6:05 – 6:15: stretch
- 6:15 – 6:25: speed/quickness/agility drills (2 groups)
- 6:25 – 6:40: skill drills “O” or “D” basics (2 groups)
  - tackling
  - low line charge
  - pursuit
- 6:40 – 7:10: “O” 2 groups – linemen & backs (walk throughs/team drills/skills)
- 7:10 – 7:40: “D” 2 groups – linemen & backs (walk throughs /team drills/skills)
- OR
- 7:10 - 7:50: Scrimmage
- 7:40 – 7:50: Special Teams
- 7:50 – 8:00: “Fun” drill or conditioning (2 minute drill)
- 7:55 – 8:00: Bring it in – Coach reviews practice
- 8:00 – 8:15: Coaches Meeting – Review practice



## VI. DRILLS

Drills should be used to teach kids the “game” or “game plan” rather than consume valuable practice time. To succeed in youth football, a good balance of teaching both sound fundamentals and assignments (through repetition) is needed. Additionally, all drills focus on developing sound football fundamental skills that are needed to play the game of football. The most important skills needed are blocking and tackling and most of our drills should focus on these skills. All drills should be named so kids can recognize and will remember to line up properly to start the drill. Additionally, shorter duration, high rep, multiple station drills are more effective.

### A. **Basic Fundamental Drills**

Drills should focus on the following basic building blocks

1. Stance
  - 3 pt stance
  - LB/TB 2 pt stance
2. Body posture
  - head always up, eyes on the target
  - shuffle – stay square (vs. cross over); don’t lean or lunge; take feet with you
  - leverage – low and inside, low charge
  - use hands – “O” vs. “D”
3. Blocking - fire out low, choppy feet, punch out
4. Tackling - tackle with head up, hit and wrap

### B. **Position drills**

Drills should focus on specific skills required for certain positions

- QB – take snap
- TB/FB – take a hand off, run to daylight
- Special Teams – punting, kicking, long snapping
- Defensive Line – shedding and pass rushing techniques
- Offensive Line – run and pass blocking
- Defensive Backs – coverage techniques

### C. **Team drills**

*Drills involving entire or partial team simulating game conditions*

### D. **Drills**

*Drills are broken down into the above three categories (basic fundamental drills, position drills and team drills). For specific drills, see BPJF website “Coaches Corner”*



## **VII. INDIVIDUAL AGE GROUP OBJECTIVES**

### **A. 6 -7 Division BPJF Objectives**

1. Proper Stance (3 Point and 2 Point for backs and linebackers)
2. Proper Blocking Techniques – 1<sup>st</sup> two steps (1 – direction; 2 – contact)
3. Proper Tackling Techniques – always keep head up
4. Know the count on O (moving on the ball on D)
5. Knowledge of General Rules (Penalties)
6. Play until whistle blows
7. Proper way to recover a fumble
8. Proper way to give and receive handoffs
9. Center – QB exchange
10. Understand each position by name

### **B. 8 -9 Division BPJF Objectives**

1. Continue to build on and make sure objectives from 6-7 age group are met.
2. Understand blocking assignments; Run and Pass Blocking, Pulling, getting LB (stay on blocks until whistle blows)
3. Refine blocking technique – teach inside leverage and proper footwork
4. How to take on blocks - using hands and not letting blocker get inside leverage
5. Shedding techniques, i.e. Swim, Spin, Rip and Bullrush moves
6. Refine tackling technique – hit, wrap and lift, head on outside, keep feet moving
7. Positional Responsibility
8. Pursuit, Angle and Gang Tackling
9. Teach containment – staying at home
10. Special team basics: stay in lanes, on-side kicks, wedge blocking
11. Pass Defense Calls “pass,” “ball,” “fire”



### **C. 10-11 Division BPJF Objectives**

1. Continue to build on and make sure objectives from 6-7 and 8-9 age groups are met.
2. Shot Gun Center-QB Exchange
3. Recognizing D Lines & Formations (picking up the Blitz and shooting the gaps)
4. Continue teaching of blocking and tackling techniques
5. Defensive alignments and responsibilities verses multiple formations
6. Development of Passing Game (skill positions and multiple routes)
7. Pass Coverage – read & react
8. From D perspective, reading offensive keys and blocks
9. BPHS “O” & “D” Nomenclature and terminology

### **D. 12-13 Division BPJF Objectives**

1. Continue to build on and make sure objectives from 6-7, 8-9 and 10-11 age groups are met.
2. Transition to High School System
3. Advance special teams; long snapping, punt blocking, punt returns, kick off returns, extra point kick and block



## IX. BPJF ZERO TOLERANCE POLICY

- A. The BPJF Board has adopted a Zero Tolerance Policy. The ultimate purpose of the Zero Tolerance Policy is to create a pleasant atmosphere in the BPJF organization. The Board has adopted this policy in an attempt to eliminate all unacceptable behavior of Coaches, players and parents in order to make the game more enjoyable for all. The Board will hold accountable any individual who fails to adhere to the Zero Tolerance Policy.
- B. Examples of Unacceptable Behavior
- (1) **Coaches** - Examples of unacceptable behavior of Coaches shall include, but shall not be limited to the following: Badgering, threats, aggressive touching, grabbing or contact with players, use of foul language, consuming alcohol or tobacco at any practices or games or displaying unsportsmanlike conduct. Unsportsmanlike conduct on the part of Coaches shall include, but shall not be limited to the following: illegal defenses, alignments or blitzing (9 year old and under divisions), utilizing dirty tactics, badgering referees or opponents coaches and players, and any other conduct detrimental to BPJF.
- (2) **Players** - Examples of unacceptable behavior of players shall include, but shall not be limited to the following: Badgering, threats, fighting or displaying unsportsmanlike conduct outside of the aggressiveness of contact football.
- (3) **Parents** - Examples of unacceptable behavior of parents shall include, but shall not be limited to the following: Badgering, threats, use of foul language, consuming alcohol or tobacco at any practices or games or displaying unsportsmanlike conduct. Unsportsmanlike conduct on the part of parents shall include, but shall not be limited to the following: badgering referees or opponents coaches and players, and any other conduct detrimental to BPJF.
- C. Violation of the Zero Tolerance Policy - If any Coach, player, parent or member of BPJF exhibits unacceptable behavior and violates the Zero Tolerance Policy, while at any league sanctioned event (practice or game), the member's unacceptable behavior shall be reported to the Sportsman's Committee in the form a Verbal Complaint or Written Letter of Complaint within a 48 hour time period after the incident occurred. Violations of the Zero Tolerance Policy shall not expire on a calendar year basis and shall be cumulative during any individual's involvement with BPJF.



- D. Procedures to address violations of the Zero Tolerance Policy - The Sportsman's Committee will review the verbal or written Complaint and make the proper arrangements to hear from all parties. All parties shall include, but shall not be limited to the following: Head Coach, Assistant Coaches, Witness(es), Player(s), and Parent(s)/Guardian(s). A discussion of the incident in full detail will take place with the Sportsman's Committee. Based upon the discussion, the Sportsman's Committee shall make a final ruling and determine if the behavior is found to be unacceptable. If the Sportsman's Committee's ruling determines that the individual(s) behavior was unacceptable the individual(s) will be deemed to have violated the Zero Tolerance Policy and **WILL BE REPRIMANDED. ALL DECISIONS OF THE SPORTSMAN'S COMMITTEE ARE FINAL.**
- E. Reprimands for Violation of the Zero Tolerance Policy - The Sportsman's Committee realizes that each incident could and will vary depending upon the severity and the frequency with which it occur(s), as a result punishment and/or reprimand could and will range from the following:
- (1) Violation by Coaches  
1st Offense – Warning (either Verbal or Written)  
2<sup>nd</sup> Offense – Suspension from Practice (number depends on severity of incident)  
3<sup>rd</sup> Offense – Suspension from Game (individual may watch game from stands or work concession)  
4<sup>th</sup> Offense – Expulsion from BPJF (or Suspension for Season (no participation of any kind in any practice or game))
- (2) Violation by Players  
1<sup>st</sup> Offense – Apologizing to other player(s)  
2<sup>nd</sup> Offense – Suspension from practice and reduction in playing time  
3<sup>rd</sup> Offense – Suspension from Game  
4<sup>th</sup> Offense – Expulsion from BPJF (or Suspension for Season)
- (3) Violation by Parents  
1st Offense – Warning (either Verbal or Written)  
2<sup>nd</sup> Offense – Suspension from Game (individual not allowed to attend game)  
3<sup>rd</sup> Offense – Expulsion from BPJF (or Suspension for Season (no participation of any kind in any practice or game))
- F. Composition of the Sportsman's Committee - The Sportsman's Committee shall be comprised of the Executive Board, which includes the President, Vice President, Secretary and Treasurer. The Sportsman's Committee shall regularly report to the Board any actions taken by the Sportsman's Committee regarding violations of the Zero Tolerance Policy. In addition, violations of a severe nature, and the appropriate reprimand or punishment, shall be considered by the Board as a whole.