

LEAGUE EXCELLENCE PROGRAM

TIER DETERMINATION PREP WORKSHEET

As you learn more about the **League Excellence Program**, use this worksheet to prepare for the tier determination process and to access resources to help meet the requirements.

Remember: your organization has until September 15 to complete tier determination and earn your designation. Make sure you are taking the right steps to become eligible before the deadline.

BRONZE LEVEL REQUIREMENTS

To earn the Bronze Level designation, your organization must meet each of the requirements listed. To become eligible for tier determination, your organization must enroll with USA Football and get all of its coaches certified (the first two requirements).

Enrolled with USA Football

Enrolling with USA Football is the **first step towards being eligible** for the League Excellence Program. During enrollment, your organization signs the current Organization Services and Recognition Agreement with USA Football as well.

Still need to enroll? Head to usafootball.com/enroll to learn more and get started. If you have already enrolled, check this off and move on to the next requirement!

All Coaches Certified

Before you can go through the League Excellence Program tier determination, your organization must get all your **coaches certified**. This means any coach that engages in regular contact with minor athletes (under the age of 18), including head coaches and assistant coaches.

Satisfy Insurance Requirement

During enrollment, your organization signed the Services and Recognition Agreement that includes agreeing to obtain and keep current certain levels of insurance. This requirement is to confirm that your organization has done that.

You can review the **Services and Recognition Agreement** to verify the levels of insurance you need to have. Your insurance policy needs to include:

- ▶ Commercial General Liability
- ▶ Accident and Health Insurance

Note: Directors and Officers (D&O) Insurance is strongly encouraged but not required. You can learn more about other coverages your league can in the Risk Management Guide – found in the Resources dashboard once your organization is **enrolled**.



TIP: Enrolled organizations can check out the **Certification Report dashboard** to see which coaches that are certified, and who needs to still complete it. You can also send reminders to them right from the dashboard.



SILVER LEVEL REQUIREMENTS

In order to earn the Silver Level designation, your organization must confirm that it meets all Bronze Level requirements, as well as the Silver Level requirements.

Offer At Least Two (2) Game Types

Confirm your organization offers at least two (2) Game Types from a minimum of two (2) Game Categories (Non-Contact, Limited Contact and Contact).

Non-Contact	Limited Contact	Contact
<input type="checkbox"/> Flag	<input type="checkbox"/> Rookie Limited Contact™	<input type="checkbox"/> Rookie Tackle®
	<input type="checkbox"/> Senior Limited Contact™	<input type="checkbox"/> Senior Tackle™

Example: if your organization offers Flag and Senior Tackle,™ this would meet the requirement.

TIP: You can review the *requirements and recommendations* for each of Game Types to make sure what you are offering meets the criteria.

Concussion Return to Play Protocol

As part of your organization’s risk management program, you should have a return to play protocol. In addition, this requirement states that each administrator, coach, official and other on-field individuals should have access to and is educated on your return to play protocol.

Note: Each state has its own unique legal requirements for when to allow an athlete to return to activity following a concussion. Consult with your local attorney on those requirements and how you should manage an athlete’s return to play.

Coach Background Checks

Anyone who engages in League activities, including regular contact with minor athletes (under the age of 18), must undergo and pass a background check that is consistent with USA Football’s Minimum Background Check Standard.

Minimum Background Check Standard Search Components

- 2 Multi-Jurisdictional Criminal Databases (“MJDs”) covering 50 States plus District of Columbia, Guam and Puerto Rico
- 2 National Sex Offender Registries
- Social Security Number validation
- Name and Address history records
- County criminal records search – based on county of longest residence within the last 5-year period
An additional country criminal records search based on MJD result
- If background check results are effective for more than one year, re-check each 12 months of MJD and Sex Offender Registries

Did You Know? Both of our **preferred background check partners**, the National Center for Safety Initiatives (NCSI) and Peopletrail® are able to provide you with a compliant check at a very attractive price point (as low as \$10 per coach per year for a 2-year check, with a 12 month check-up).

TIP: Check out pages 16 and 17 of the Risk Management Guide for general return to play guidelines. You can find this guide in your Enrollment Resources dashboard. (Not enrolled yet? *Get started!*)

QUESTIONS?

Reach out to your Regional Manager

Emergency Action Plan

This requirement asks that your organization has and operationalizes an Emergency Action Plan (EAP) to the following criteria:

- EAP is reviewed and updated at least annually (or as operations changes dictate) to ensure it meets the current needs and structure of its operations, facilities, personnel and athletes.
- EAP is made broadly available for each administrator, coach and volunteer to review and understand.
- EAP must cover and be specific to all venues and locations included in League activities.
- EAP must address the areas generally recommended by the **Korey Stringer Institute**, plus and including without limitation all of the following:
 - Names and Contact Information of Key Personnel
 - Locations of Key Devices and Equipment (including without limitation AEDs, fire extinguishers, first aid supplies, etc.)
 - Weather Contingencies
 - Medical Emergencies Procedures (including without limitation Concussion Response, Heat and Hydration Incidents and Cardiac Arrest Incidents)
 - Lockdown/Secure Perimeter/Containment Procedures; and
 - Defined access points and entry ways into and out of the participation area (i.e., field) for emergency equipment and vehicles

If you cannot check each of these boxes, your organization will not meet this requirement.

TIP: Be prepared to meet this requirement by *learning more* about EAPs and accessing a template to get started.

USA Football's Levels of Contact Guidelines

Levels of Contact allows coaches to plan effective practices through a step-by-step approach to teaching the fundamentals — so players can build skills and gain confidence in limited full contact environments.

This requirement asks that your organization follow and monitor its coaches' adherence to USA Football's Levels of Contact in all league activities, including practices and games.

USA Football's Practice Guidelines

USA Football's Practice Guidelines provide youth football organizations ways to establish consistent methods designed to limit the chance for injury during structured practice sessions. These guidelines address heat acclimatization, clear definitions of contact, and time limits on player-to-player contact.

This requirement asks that your organization follow and monitor its coaches' adherence to USA Football's Practice Guidelines in all league activities, including practices and games.

TIP: Make sure you review **USA Football's National Practice Guidelines**, including details on Levels of Contact, and share this with your coaches before practices start.

QUESTIONS?

Reach out to your Regional Manager



GOLD LEVEL REQUIREMENTS

Reminder: in order to earn the Gold Level designation, your organization must confirm that it meets all Bronze and Silver Level requirements, as well as the requirements outlined for the Gold Level.

USA Football's Game Type Progression

Confirm your organization offers at least one (1) Game Type from each of the three (3) Game Categories (Non-Contact, Limited Contact and Contact).

Non-Contact	Limited Contact	Contact
<input type="checkbox"/> Flag	<input type="checkbox"/> Rookie Limited Contact™	<input type="checkbox"/> Rookie Tackle®
	<input type="checkbox"/> Senior Limited Contact™	<input type="checkbox"/> Senior Tackle™

Example: If your organization offers Flag, Rookie Limited Contact™ and Senior Tackle™, this would meet the requirement.

TIP: You can review the *requirements and recommendations* for each of Game Types to make sure what you are offering meets the criteria.

USA Football's Practice Plans

This requirement asks that you confirm the coaches and teams in your organization are following USA Football's Practice Plans.

USA Football's Skills Assessments

This requirement asks that you agree to integrate USA Football's Skills Assessments into your annual operations in order to evaluate and report player progress to parents throughout the season.

USA Football's Player Progression Guide and Contact Manual

Your organization agrees to follow and monitor your coaches' utilization of USA Football's Player Progression Guide and Contact Manual.

TIP: USA Football helps make meeting these requirements easier by providing your coaches with the right resources. All you need to do is ensure they are accessing and using them throughout the year.

When coaches complete their certification, they gain access to:

- ▶ 48 Pre-Made Practice Plans
- ▶ Full access to USA Football's Coach Planner app (with drills, schedules and practice plans)
- ▶ Player Progression Guide & Contact Manual (with skill assessments and 250+ drills)
- ▶ ... and more!

QUESTIONS?

Reach out to your Regional Manager