



Captain's User Guide

Last Updated: 23 July, 2024

by Alex Hart

<i>DGLFFL Mission Statement</i>	2
<i>DGLFFL Diversity Statement</i>	2
<i>DGLFFL Creed</i>	2
Summary	2
Co-Captain Policy for New Captains	3
Expectations and Tips	3
Expectations with Sponsors	4
Bar of the Week	5
The Draft	6
Waitlist	6
Practices	7
End of Season Awards	8
Spirit Award	8
Captain of the Season Award	9
Starter Plays	11
Playoffs - A Bracket	12
Playoffs - B Bracket	13
Captain of the Season - Points Rubric	14

DGLFFL Mission Statement

To foster community through sport and to promote positive social and athletic enjoyment of flag football among the gay, lesbian, bisexual, transgender, and straight allies living in the greater Denver area.

DGLFFL Diversity Statement

The Denver Gay & Lesbian Flag Football League fosters an environment of diversity, with equal opportunity regardless of gender, identity, creed, orientation, age, race, or socio-economic status, for acceptance into the league community.

DGLFFL Creed

The DGLFFL is a vibrant community of sport, diversity, fun and friendship. Through football, the league empowers high moral quality through healthy athletic competition. It is the main goal of the league to teach its players how to handle situations with class and good sportsmanship.

Summary

As captains for the DGLFFL you represent the league and the community to each member on your team. You are the face of the League and you are the biggest contributor to the experience your players have during the season. New members of the league often attribute their experiences and their willingness to keep playing in the league to the community that their first captain created for their teams. We know this is a large commitment with a lot of expectation upon your shoulders, which is why this guide has been put together to support you. Use this guide to make sure you are on track with your team, creating the right spaces for growth/development/community building, and ultimately getting the most out of this season as a captain with the DGLFFL.

This guide is most useful during the start of a season: when you are drafting your team, getting to know them, assigning positions, creating a playbook, and coming up with plans for practices. However, don't hesitate to come back to this if you need a refresher or decide you want to delegate responsibilities to someone on your team.

Much of the information from this guide will be reviewed in person during each season's Captains Meeting that takes place before the Draft.

Co-Captain Policy for New Captains

Program Started: Fall 2023

New captains must have been in the league at least 2 seasons. If new captains would like an experienced co-captain, they may select a co-captain by mutual agreement before the draft process starts.

The experienced co-captain:

- must have been a solo captain before
- is preferably not a QB (this complicates the draft in many ways; in rare circumstances, the Director of Captains may approve this)
- must receive approval from the Director of Captains*

****The Director of Captains reserves the right to deny a co-captain pairing for suspected gaming of the system to gain an unfair advantage.***

A new captain may only request a co-captain for their first season. After that, they must serve at least one season as a solo captain before they can become a new captain's experienced co-captain.

For the draft, the captain pairing will forfeit one draft pick. The forfeited pick will be determined as the higher of the two co-captains' most recent previous draft positions (round/bucket). For example, if one co-captain was their team's first B bucket pick and the other was their team's second C bucket pick, then the co-captains would have to forfeit their 1st B bucket pick as the higher of the two.

Likewise after the QB Draft, the QB/Co-Captain pairings are re-ranked for draft groups with other QB/Captain pairings based upon the combination of the QB and the Co-Captain whose pick was not forfeited in the draft. These rankings are determined by a combined relative strength of the following criteria:

- Co-Captain/QB combined football knowledge
- Co-Captain/QB overall football skill set

Expectations and Tips

As a captain, you are responsible for being the touch point for all league communications with your team. These communications will most often come from the Director of Captains & Leadership on the Captains Facebook page or via email. ***Please make sure you have set up your Facebook settings to receive notifications from this group (contact the Director of Captains if you do not know how to set this up).*** You are also responsible for ensuring your team is following any specific protocols for the season (i.e. COVID or other time-sensitive adjustments). Ultimately, as the captain, you will be who your players look to to ensure your team is in a position to be successful (on and off the field). Finally, the league Mission Statement, Diversity Statement,

and Creed all underscore that this league is about community, so we expect you to lead through good sportsmanship and fairness for all players on your team.

How can you put this into action?

- **Establish a home base for communication** (e.g. setup a Facebook group, use the SportsEngine Chat, WhatsApp, GroupMe, or a text group)
- **Determine a comms schedule** so your players know what to expect and when
- **Get to know your players** (*what do they want to get out of the season? how do they feel about socials and practices? what positions do they want to play?*) and keep checking in with them throughout the season
- **Over-communicate** events and news related to the league
- **Delegate roles** to your players (offensive/defensive captains, social captain, etc)
- **Make socials and practices happen** and schedule ahead of time
- **Join forces with another Captain to host joint practices and socials**
- **Keep a level-headed temperament ON and OFF the field**
- **Promote the DGLFFL Creed** through good sportsmanship and fairness for all players

What should you expect from the Director of Captains & Leadership?

- **Reminders** about upcoming events
- **Info and stats** on your team roster
- Help with replacing a player from the **Waitlist**
- **Advice** on team/player challenges or hiccups
- **General questions** about league events

Expectations with Sponsors

The Week Following the Draft

The Co-Director of Sponsorship & Events will send an introduction email between you and your sponsor contact. Please reply directly with your sponsor to confirm how to best support one another. i.e. set up a team outing or discuss how to support a non-bar sponsor.

If you do not get a response after one week, please notify one of the Co-Directors of Sponsorship & Events and they can assist with the connection (events@dglffl.com and sponsorship@dglffl.com)

Set Up Team Socials: Please try and set up a team social at your sponsor or home bar at least 2 times during the season. Always consider inviting your sponsor contact to your team socials.

After Game 4

Mid-Season Check-in: Email your sponsor contact with an update on your team's league standing and invite them to the playoffs

After First Playoff Weekend and Before Championship Weekend

End of Season check-in: Invite your sponsor to our Championship weekend. Games on Saturday and our Closing Party on Sunday.

NOTE: Home Bar Assignment – If your sponsor is not a bar or restaurant, you will be assigned a “home bar” at the end of the draft selection process.

Bar of the Week

Based on feedback from previous seasons, the Bar of the Week will continue on a biweekly basis so that teams can schedule their own socials and practices in between.

As captains, you are totally free to create your own team socials and events that work best for you. In an attempt to provide a bit more structure and league-wide camaraderie, we've designated every other week throughout the season with a sponsor “Bar of the Week”.

Every other week throughout the season we will have a dedicated sponsor “Bar of the Week”. As a league - We will do our best to coordinate “League Nights” or Happy Hours to take some of the social planning off of your plate. Ideally, if multiple teams can plan socials at the same bars, our sponsors will feel and see a greater impact for the DGLFFL (while also building stronger bonds league wide).

This is subject to change at any time. We will send reminders and notify the league if any changes are made.

The Draft

The Draft is where everything gets real to start your season. You should expect to spend 4-5 hours on Draft Day actually drafting your team and then another hour or two at the Team Announcement Party that night announcing your team picks and getting your teammates together to kick off your season (set expectations, establish a home base for communication, how often you'll communicate, and set up a first social or practice).

You can take as much or as little time as possible preparing your Draft strategy, but we do highly recommend you review the Draft Packet in advance with your Quarterback to at least identify a general strategy (i.e. draft for positions or overall athletic ability first, social captains, etc.).

Please review the resource below to better understand how the draft works:

- [Captains Meeting Slides \(Fall 2024\)](#) – if you are unable to see this for any reason, please reach out to the Director of Captains & Leadership at captains@dglffi.com.

Waitlist

The waitlist is a list of players who attempted to register but were unable to complete registration due to the league reaching maximum capacity for the season.

What are the criteria for getting a player from the waitlist?

- A player on your team tells you *why* they are unable to play this season.
- A player has not responded to multiple communications over several weeks - (phone, email, SportsEngine, Facebook, etc.) and doesn't show up to the preseason game.
- A player suffers a season ending injury within the first 3 regular games of the season.
- Special circumstances based on the Director of Captains' discretion.

How are players selected from the waitlist?

The Director of Captains will offer captains **two options** from the waitlist:

1. **The next player up on the waitlist of the same gender category (Open or Womens+).** This is done to be fair to people who registered closest to on time.
2. **A player that is somewhat comparable to the existing player they are replacing.**

What does "somewhat comparable" mean?

If available in the waitlist, this is determined first by all criteria below (if not all criteria are met, then it will be a combination of as many criteria as possible):

1. Same gender category (Open or Womens+)
2. Similar position preferences
3. Similar athletic profile/physical attributes (speed, agility, hand-eye coordination, height, knowledge, etc.)
4. Other considerations: Returner vs Rookie

Please note that the ability to achieve this goal is contingent on the players listed on the waitlist.

How does this work?

- **Captain** informs Director of Captains that player is needed
- Within 24 hours, **Director of Captains** provides captain with two player options
- Within 24 hours, **Captain** selects player preference (if no pref given, then first player on list is default choice)
- Within 24 hours, **Director of Captains** reaches out to player selected and sends invoice
- **Player** has 24 hours to respond and pay invoice. If no response, spot will then be offered to the other player that was not initially selected.

Captains will not receive additional options until both player options are exhausted.

Expectations

- Captains are responsible for confirming that the existing player is officially out for the season before reaching out to the Director of Captains to request a new player.
- All teams must start the season with a full roster. This includes meeting the minimum requirement of players who identify as Womens+. The start of the season is defined as Game 1.
- Captains have until the end of the day (11:59pm MT) of Game 3/Week 3 to request a new player from the waitlist. There is no option to replace a player once Week 4 begins on Monday.
- Existing players who are out for the season are eligible for a full refund up until Game 3.
- Waitlist players who replace existing players are expected to pay the full registration fee.

Practices

Practices are crucial early on in the season, especially for new players. It is critical to go over fundamentals before throwing new people into scrimmage situations. A scrimmage ≠ practice and it is important to ensure your players know your terminology and expectations as a captain.

Some things to consider for your first practice would be the following (see the [New Player Orientation slides](#) for more guidance on rules and expectations in each aspect):

- Ice Breaker/Intros

- Throw ball around in circle for a bit to warm up
- Walk through of [dynamic warm up](#)
- Routes
- Offense and Defense Positions
- Flag Pulling
 - “Gauntlet” drill
- Back pedaling and turning over left and right shoulder
- Break on the ball (like an out) after a back pedal — would start with setting cones at diagonals about five yards apart, back pedal to one directly behind you, then break forward diagonally to the next cone with hands up to imitate catching a ball, back pedal, break diagonally and then on last diagonal break, throw the ball somewhere within the vicinity of the player to make a break on the ball and catch it.
- Run two WRs straight down the field and have a defender in-between. QB picks a WR, defender breaks on the ball.
- Jam and slide to the flats
- Multiple rushes and blitzers

After your first practices, you may want to begin installing offensive and/or defensive playbooks. [Here is a sample of some starter plays](#) that you could use for your offense if your QB is not comfortable creating their own plays.

End of Season Awards

Spirit Award

In past years, this award was calculated using a series of tasks/opportunities worth a predetermined amount of points. This season, we are continuing our moving away from prescriptive point tallies (the ‘gamification’ of spirit) and embracing a more holistic framework for this award.

Near the end of the season, teams will be invited to make the case for why your team deserves the Spirit Award. The goal of this shift is to give teams the agency and creative freedom to demonstrate how they exemplified the Spirit and Community of the DGLFFL.

There will be a form provided but teams should feel free to make the case in any way (and mode) they see fit! The Board will also take into consideration feedback we’ve received about your team over the season—including *Kudos*, which will be advertised at the fields, and results of the Leadership survey sent to all captains & board members. (Negative feedback is considered, too.)

Generally, teams can build their case for the Spirit Award by:

- visiting and supporting sponsors
- participating in league volunteer/outreach events
- spending time with each other in a way that contributes to the overall community

Example Submission from Spring 2024 Spirit Winner, Buddylicious:

Our team was sponsored by Buddies - we had multiple team socials there, brought other members of DGLFFL there, and attended league socials there. Aside from our own sponsor, our team was represented at every single DGLFFL sponsored social. Additionally, we held multiple Buddylicious-only team socials and paired up with other teams for socials as well - I.e. Beer Olympics, dinner with Dave Coldiron's team, Maggiano's, etc. We were the team sponsor for the fundraiser during Week 2, in which we paired up with the Pinky Swears to build hygiene kits with both of our teams as another social event. Each week we would have a "best buddy" award for the player that stood out the most in the game. Several of our players also would bring snacks and drinks for the whole team every week. Outside of football, our team members have supported each other off the field as well. From visiting my brewery to supporting each other with outside stressors (death in the family, work, etc.), this has been the most phenomenal group of humans I've had the pleasure of not only playing with, but captaining as well. They all came with a fantastic attitude and always played by exemplifying sportsmanship, win or lose. So happy and proud of each and every person on this team!"

This, plus submitted Kudos, end-of-season feedback on the Team Awards Survey, and impressive results from the Leadership survey, earned Buddylicious the award.

Captain of the Season Award

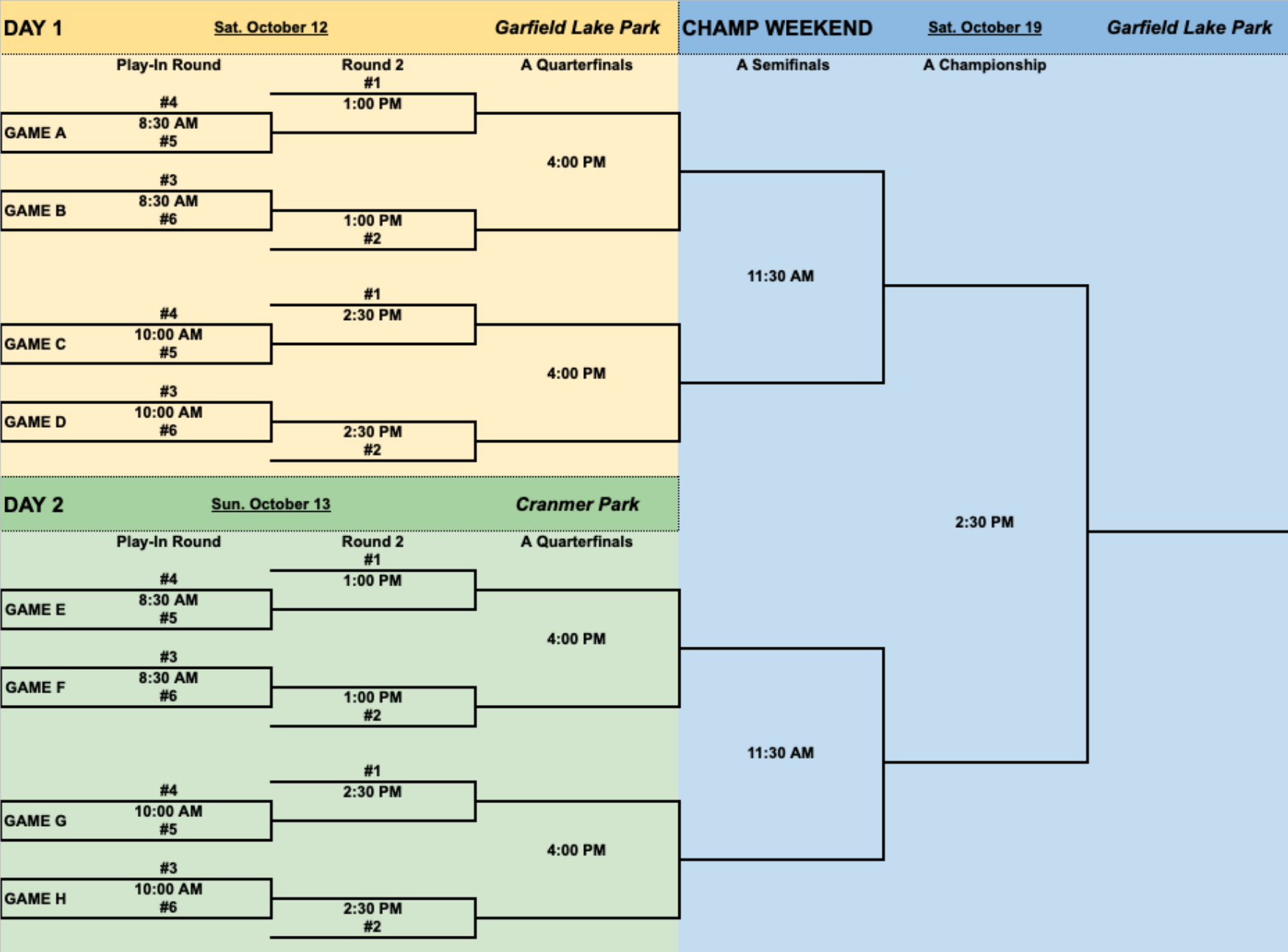
Each season, an award is handed out to a captain who goes above and beyond to exemplify the DGLFFL Mission Statement. The winner of this award is identified by fulfilling captain expectations, your team's end of season survey results, voting by other captains and the Board, and other feedback received about your captaining throughout the season.

Starter Plays

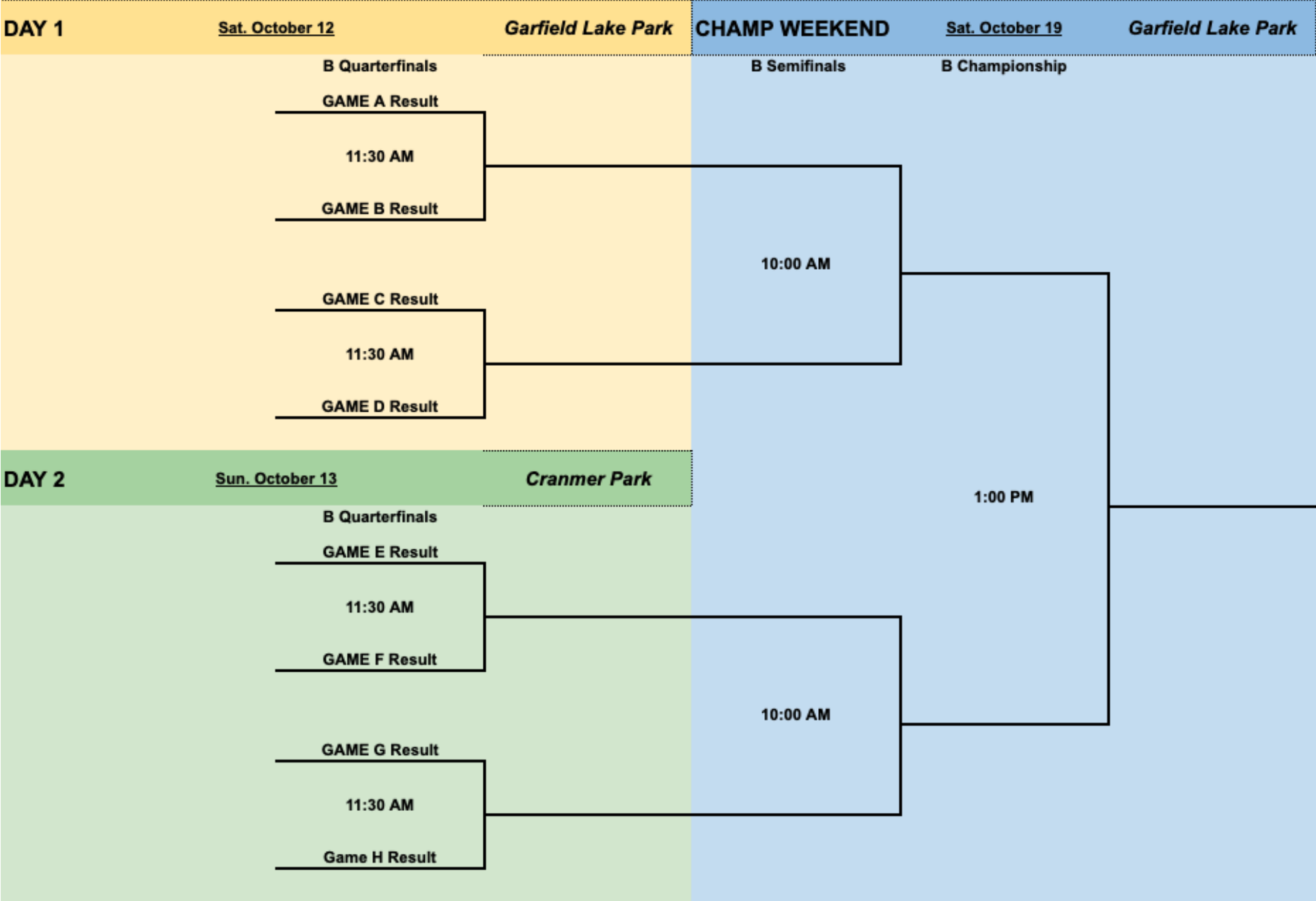
It is often difficult to get started with a season without a playbook. Here are some starter plays for you to use with your team if you or your quarterback do not already have plays you are familiar with or want to use:

<h2 style="text-align: center;">1</h2>	<h2 style="text-align: center;">2</h2>	<h2 style="text-align: center;">3</h2>	<h2 style="text-align: center;">4</h2>
<h3 style="text-align: center;">Play 1</h3>	<h3 style="text-align: center;">Play 2</h3>	<h3 style="text-align: center;">Play 3</h3>	<h3 style="text-align: center;">Play 4</h3>
<h2 style="text-align: center;">5</h2>	<h2 style="text-align: center;">6</h2>	<h2 style="text-align: center;">7</h2>	<h2 style="text-align: center;">8</h2>
<h3 style="text-align: center;">Play 5</h3>	<h3 style="text-align: center;">Play 6</h3>	<h3 style="text-align: center;">Play 7</h3>	<h3 style="text-align: center;">Play 8</h3>

Playoffs - A Bracket



Playoffs - B Bracket



Captain of the Season - Points Rubric

Action (what it means)	Points	Action (how to do / demonstrate)	Required verification
Submit Team Name and Logo by 3/29	10	Submit team name and logo by specific date	Send team name and logo to webmaster@dglfll.com and captains@dglfll.com
Untimely responses and/or disregard for captain's duties/expectations. Unsportsmanlike conduct.	-5	Examples: captain does not respond within 24 hours after receiving players to select off waitlist, does not show up or instruct team to help set-up or tear-down fields, is reported to be disrespectful to other league members or sponsors.	Director of Captains & Leadership will monitor timeliness for waitlist comms. Each time a captain is in violation, they will be docked 5 points.
Fulfill sponsor expectations.	10	Communicate with your sponsor per guidelines given by Co-Directors of Sponsorship & Events.	Send screenshots of comms to captains@dglfll.com , sponsorship@dglfll.com , events@dglfll.com
Attend league events, when possible	55	<i>5 points per event.</i> This list may change throughout the season for various reasons. All changes will be communicated to captains. Attend or send a proxy from your team in your place (must notify Director of Captains in advance).	<i>Alex will be monitoring attendance.</i>
Get to know your team.	15	Learn 5 fun facts about 5 individual players on your team. Players must give permission to share each fact with the Board.	Send an email to captains@dglfll.com w/ a list of fun facts along w/ the player name associated with each (for verification purposes).
Embrace diversity, create an equal opportunity for participation, and foster a positive field experience.	10	<i>Requires at 80% of team to complete End of Season Survey in order for scores to count. Survey Q12 response must average 4.50 or greater.</i>	
Encourage team bonding and organize social events.	10	<i>Requires at 80% of team to complete End of Season Survey in order for scores to count. Survey Q13 response must average 4.50 or greater.</i>	
Set up opportunities for players to learn or improve (e.g., playing time, practices, coaching sessions).	10	<i>Requires at 80% of team to complete End of Season Survey in order for scores to count. Survey Q14 response must average 4.50 or greater.</i>	
Be a good communicator on and off the field and listen to input.	10	<i>Requires at 80% of team to complete End of Season Survey in order for scores to count. Survey Q15 response must average 4.50 or greater.</i>	
Put the team in a good position to be successful.	10	<i>Requires at 80% of team to complete End of Season Survey in order for scores to count. Survey Q16 response must average 4.50 or greater.</i>	
Capitalize on expertise, talent, and leadership on the team.	10	<i>Requires at 80% of team to complete End of Season Survey in order for scores to count. Survey Q17 response must average 4.50 or greater.</i>	
Recognized as leader by players	5	Example: Director of Captains emailed with compliment for captain, player submitted form recognizing captain for sportsmanship	
Recognized as a Leader by other Captains, Refs, and Board Members.	25	<i>League Captains, Refs, and Board Members will receive a survey at the conclusion of Week 6 and the top 5 captains recognized as a leader will receive the full amount of points.</i>	
Max Total Points	165		