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I. PURPOSE OF THE YOUTH TACKLE FOOTBALL PROGRAM

We believe that through good leadership our program will ensure successful experiences for all participants. It should encompass all of the benefits listed below:

1. Participation should develop and keep a healthy mind in a healthy body. Certain physical results are considered desirable and can be attained, subject to the differences in individual ability. These are: speed, strength, endurance, coordination, flexibility and agility.
2. Self-reliance and emotional stability can be developed through athletics.
 - A. Making decisions and accepting responsibilities.
 - B. Developing and exercising leadership.
3. Social growth is enhanced by athletics.
 - A. Appreciating what other people are really like.
 - B. Learning to get along with people - a living laboratory of democracy in action.
 - C. Learning to cooperate—"Team Work".
 - D. Learning to compete— self-discipline, emotional balance.
 - E. Making new friends.
 - F. Learning respect for rights of others.
4. Sportsmanship is an immediate and long-range goal.
 - A. Being responsible to law (rules) and order.
 - B. Observing fairness and custom.
 - C. Treating others with consideration.
 - D. Recognizing and applauding fine play and sportsmanlike acts of opponents.
5. There are other goals and values:
 - A. To develop initiative, willingness to try new things
 - B. To encourage intelligent use of leisure.
 - C. To have a fun and satisfying experience.
 - D. To participate in a wide variety of activities.
 - E. To obtain recognition, respect in the community.
 - F. To promote mental alertness.

Together, these will help make our children become better all-around citizens.

II. BILL OF RIGHTS FOR YOUNG ATHLETES

1. Right of the opportunity to participate in sports regardless of ability level.
2. Right to participate at a level that is compatible with each child's developmental level.
3. Right to have qualified adult leadership.
4. Right to participate in safe and healthy environments.
5. Right of each child to share in the leadership and decision making of the sport in which he/she is participating.
6. Right to play as a child and not as an adult.
7. Right to proper preparation for participation in the sport.
8. Right to an equal opportunity to strive for success.
9. Right to be treated with dignity by all involved.
10. Right to have fun through sport.¹

¹ Youth Sports Guide for Coach and Parents AAHPER Publication, 1201 16th St., N.W. Washington, D.C. 20036

III. ROLE OF THE VOLUNTEER COACH

The Tallahassee Parks, Recreation and Neighborhood Affairs Department (PRNA) would like to thank you for accepting the responsibility of coaching one of our youth football teams. No program can be a success without good leadership.

The hours will be long and you are serving without pay, but your job is most important. You will be building the moral fiber, mental health, and physical strength of young boys and girls who will be the citizens of tomorrow.

These athletes are at a most impressionable age and the training you give them, good or bad, will have a lasting effect on their young lives.

For some, playing on your team may be their only contact with organized sports. We know you will want them to remember it as a pleasurable and meaningful experience.

Without your help, this program would not be possible. For the players, parents, and the Tallahassee PRNA, THANKS!

IV. RESPONSIBILITIES OF THE VOLUNTEER COACH

Background Check

All head coaches and primary assistant coaches must complete a National Background Screening Consent/Release Form. Coaches must be cleared before coaching any Tallahassee PRNA program, this includes practices. Any team assistants or team parents are encouraged to complete a Tallahassee PRNA Volunteer Information Sheet.

Parents Meeting

All coaches must have a preseason meeting with team parents to discuss the purpose and scope of the program, code of conduct, rules and regulations, and other necessary information.

Player Supervision

In order to insure the safety of all players, Tallahassee PRNA is asking each coach to stay with their players after practices and games until all players have been picked up. If the same parent(s) are consistently late, please let your park supervisor know. The park supervisor will talk to the parent(s) regarding the issue. If the issue continues, a player may be dismissed from the league. Under no circumstance shall a coach leave a player unattended.

Parent/Spectator Control

A team is responsible for its parents and spectators. Officials may penalize a team for the behavior of its parents and spectators. Please read through the Code of Conduct and the definition and penalty for unsportsmanlike conduct.

Reporting Injuries

During games, park supervisors are responsible for filling out the Accident Report Form for any injury that requires medical attention, or for any injury that may potentially require medical attention. During warm-ups or practices, coaches are responsible for filling out the Accident Report Form. A copy of the report should be turned into Tallahassee PRNA within 24 hours.

V. CODE OF CONDUCT

THIS COPY IS FOR YOUR REFERENCE – SIGNED COPY SUBMITTED

Tallahassee PRNA directs many youth athletic recreational programs. We are committed to creating opportunities and experiences that will foster the development of positive moral and ethical values, and we strive to promote good sportsmanship among all participants. As a volunteer coach, I hereby pledge to live up to the following code of conduct:

1. I will abstain from using any tobacco or alcohol products in or around the playing field, or the sports complex in which the field is located. I will also refrain from participating in any practice or game activity when it is apparent that I have consumed alcohol prior to arriving. ____ Initials
2. I will refrain from using abusive or profane language in or around the playing field or the sports complex in which the field is located. ____ Initials
3. I will refrain from permitting a player to participate in a practice or game when in doubt as to the player's health or physical condition, and I will abide by a doctor's decision in all matters relating to a player's health or physical condition. ____ Initials
4. I will provide equal opportunities for all players regardless of race, color, ethnicity, religion, age, or otherwise qualified characteristic. ____ Initials
5. I will refrain from accepting any gift, gratuity, or favor that might influence my judgment. I will refrain from offering any gift, gratuity, or favor with the intent of obtaining special privileges, and will not exploit any relationship with a player for personal gain or other advantage. ____ Initials
6. I will strive to promote good mental and physical health in all aspects of participation and refrain from any type of verbal or physical abuse of any players. I will make any criticism "constructive" in nature and reserve it for private moments. ____ Initials
7. I will consistently display and demand good sportsmanship in practice and in games, including but not limited to accepting decisions of the officials in a professional manner; refraining from criticizing opposing coaches, players, and spectators; refraining from "running up the score" and congratulating opposing teams following a game. ____ Initials
8. I will conduct myself in accordance with all rules, regulations, and determinations of the particular league or program in which I am volunteering. ____ Initials
9. I will hold a pre-season parents' meeting, and maintain open communication with parents relating to all aspects of participation, including conduct of both spectators and players. ____ Initials
10. I will consistently act in the best interest of all players and the particular program in which I am volunteering, so as to provide a positive experience for all players and to promote a positive image of the program. ____ Initials

Coach Signature

Date

Park

League (Age)

Team

VI. EMERGENCY PROCEDURES

We want to emphasize the importance of conducting yourselves properly in dealing with medical emergencies at your facilities. Realizing we are not empowered or trained to "treat" victims, we still have the responsibility to render front line aid and supervise the situation. This may involve discussing the situation with the victim, coach, or parent, or to call in the Ambulance Service. Listed below are some guidelines to follow, which should always be coupled with good common sense.

In the event of an accident or emergency:

1. Try to determine the extent of the injury. If in doubt as to the seriousness of the accident, do not move the patient. Keep him comfortable and reassured and call an ambulance. If the situation calls for it, apply ice or keep the patient warm and comfortable.
2. Front line care of an accident would include use of ice, stoppage of bleeding, restoring breathing, and treatment for shock, heat exhaustion or stroke.
3. Be sure victim is as comfortable as possible. If it's cold, cover them. If it's hot, loosen equipment, etc. **USE GOOD COMMON SENSE!**
4. Call for additional support. Use other adults to secure necessary materials and never leave the patient alone with other players.
5. If an ambulance is called, be sure you have someone to direct it to the site. Assist paramedics in any way you can.
6. Always prepare an accident report that will be turned in to the supervisor who will then get the information to the Parks and Recreation Dept.
7. Be sure you have access to a phone within a short period of time.
8. Submit a follow up report of the injured person. Call to find out the extent of the injury and how he is doing.

Above all, supervisors and coaches are to take charge during these incidents and must coordinate aid rendered.

Please advise all your coaches of the importance of being sure all aspects of an accident are handled properly and expeditiously.

VII. INCLEMENT WEATHER & LIGHTNING SAFETY

Tallahassee PRNA currently uses the AccuWeather SkyGuard System. This system provides staff with lighting advisories and warnings via text or email message based on a given park or facility location. Full-time athletic supervisors will receive an email and/or text with information regarding a potential storm. The athletic supervisors will alert park supervisors of one of two messages received: **Lightning Advisory** and **Lightning Warning**. During games onsite park supervisors will inform their coaches of any advisories or warnings. This system will be used to determine whether play should be suspended and able to resume activity.

Lightning Advisory = Lightning conditions exist within 15 miles of the park or facility location. Play may continue until a warning is received.

Lightning Warning = Lightning conditions exist within 8 miles of the park or facility location. All players, coaches and officials must clear the playing field. Anyone onsite at the park or facility location is encouraged to seek appropriate shelter. Play will resume when the warning expires.

During practices or when a park supervisor is not onsite, coaches will be responsible for determining whether play should be suspended. Please be aware of weather conditions. Use common sense and good judgment, and make safety a priority! Lack of rainfall is not an adequate indicator for suspending play.

If you see it (lightning), flee it! If you hear it (thunder), clear it!

Ultimately, players, coaches and spectators are responsible for their safety. If participants feel they are in danger from inclement weather or impending lightning, they have the right to leave the park or facility location in order to seek shelter, without fear of repercussion or penalty.

VIII. MEDICAL ISSUES/CARE

Heat Related Emergencies

Heat related emergencies usually result from loss of fluids and electrolytes (salts) from heavy sweating. As a person continues to lose fluids through sweat, the blood volume is decreased. Blood flow to the skin increases, reducing blood flow to the vital organs. The circulatory system is affected; therefore the person goes into mild shock. If treated immediately, heat cramps and heat exhaustion can usually be reversed with prompt care.

Heat Cramps – Loss of fluids and electrolytes can begin to produce painful spasms of skeletal muscles, generally in the legs and abdomen. Skin is moist. Body temperature is usually normal.

Treatment – Have person drink cool water and rest in a cool place.

Heat Exhaustion – Cool, moist, pale, clammy or ashen, headache, nausea, dizziness, weakness, exhaustion.

Treatment –Have person drink cool water and rest in a cool place.

Heat Stroke – Red, hot, dry. Body temperature continues to climb. Person may vomit and begin to show changes in level of consciousness. Sweating may stop because body fluid levels are low. When sweating stops, the body cannot cool itself effectively and body temperature rapidly rises. Soon the brain and other vital organs, such as the heart and kidneys begin to fail. Convulsions, coma and death will result. TREATMENT ON NEXT PAGE

Treatment for Heat Stroke

- ❖ Check ABC's
- ❖ Call 911
- ❖ Remove person from the hot environment.
- ❖ Have the person lie down in a cool or shady area. Elevate the legs slightly.
- ❖ Loosen or remove clothing
- ❖ Apply cool, wet towels or sheets or cold packs to the body.
- ❖ Fan the person to help increase evaporation.
- ❖ If you only have ice or cold packs, place them on the person's wrists and ankles, in each armpit, and in the groin to cool the large blood vessels.
- ❖ Give small amounts of water to a fully conscious person.
- ❖ Do not apply rubbing (isopropyl) alcohol. The alcohol may cause poisoning through the skin or through inhalation.
- ❖ Monitor vital signs.

Concussions

After recent discussion of concussions, our program has adopted recommendations each coach will follow for the season. The following guidelines were established by the CDC.

1. Every coach will receive "A Fact Sheet for Coaches" provided by the CDC at the beginning of the season at a coaches meeting. We will also explain signs and symptoms a coach will look for at the coaches meeting.
2. Every coach will also receive a couple copies of "A Fact Sheet for Parents" that will be distributed to a parent of a child that shows signs and symptoms of a concussion.
3. Review the four steps in an action plan with each coach if they suspect a child has a concussion:
 - a. Remove athlete from play.
 - b. Ensure that the athlete is evaluated by an appropriate health care professional. Do not try to judge the seriousness of the injury yourself.
 - c. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
 - d. Keep the athlete out of play the day of the injury and until an appropriate health care professional says they are symptom-free and it OK to return to play. A player must bring a written clearance to the main office before the player can start back playing. League supervisor will notify the coach when a player is cleared to play.

IX. PREVENTING PROBLEMS

Develop Policies and Procedures: *Clearly defined organizational policies and procedures help clarify the rights and responsibilities of parents and how they should behave within the confines of the youth sports environment. Without boundaries and guidelines for behavior it is difficult to hold individuals accountable for their actions later. Often, parents are out of control because no one has ever told them they are not supposed to be out of control!*

Communication: Communication is the key to so many things a youth sports administrator is responsible for and dealing with parents is no exception! Policies and procedures will have no effect unless all involved, including the parents, are made aware of them and understand them. This is where communicating with the parents is vital. Parents must be acknowledged for the important role they play.

Parent Meeting: A parents' meeting is a vital tool in developing a positive youth sports experience for children. It allows the coach to get to know the parents he/she will be dealing with during the season. A healthy two-way communication process should be encouraged and initiated at the parent meeting. Time should be left at the end of the meeting for questions from parents.

Topics to be discussed at this meeting should include:

- Structure of the league – who should parents contact with concerns or questions.
- Philosophy of the league – equal play, skill development, FUN, etc.
- Program specifics – rules, location, times, etc.
- Season specifics – duration, special events, etc.
- Equipment specifics – what is needed, what is optional, etc.
- Transportation guidelines
- Health & safety guidelines – inclement weather policies, etc.
- How parents can get involved
- The rights & responsibilities of the youth sports parent
- Parent's Code of Ethics

Get to Know the Parents Informally: The administrators and coaches of each team should make a point of getting to know the parents of the children. The coach should be aware that all families are different and the motives for children being involved in sports will vary. It may be useful for the coach to have the parents complete a simple questionnaire, asking them specifically what they want their child to get out of the youth sports experience. This questionnaire can be completed at the time of registration and then given to each coach.

By informing each parent know of the organizational philosophy many problems may be prevented in the future. Also, if the parents feel comfortable, it is more likely that youth sports administrators will have an open, constructive relationship with them. Coaches may make the effort to contact each of his/her players' parents on an individual basis or simply spend time talking to each parent at the orientation meeting. What is important is that during and after practices and games the coaches and administrators acknowledge the parents as a valued part of the youth sports experience. If ignored or shown any disrespect, parents feel less secure and are less likely to be supportive.

IX. SCOPE OF THE YOUTH TACKLE FOOTBALL PROGRAM

Pee Wee League, Intermediate & Junior Leagues

<u>AGE:</u>	Pee Wee:	8-10 yr olds
	Int:	9-11 yrs old
	Junior:	11-13 yr olds**

AGE DETERMINING DATE: September 1, 2015** Any player that has reached 14 yrs old prior to September 1, 2015 is **not** eligible for the junior program

PROOF OF AGE: All players must show proof of age at registration. Birth Certificates, baptismal, or school records may be used. Players will not be allowed to participate without this certification.

<u>MAX WEIGHT:</u>	<i>Pee Wee:</i>	100 pounds
	Int:	130 pounds
	<i>Junior:</i>	160 pounds

FEE: \$57.00 per player
\$10.00 – Late Fee After August 22, 2015

X. PRACTICE LOCATIONS

Pee Wee Tackle Football League

<u>Team</u>	<u>Practice Site</u>
COUNTRY CLUB	Country Club
LAFAYETTE	9 th & Terrace
LEVY PARK	Levy Park (upper field near Boy Scout house)
MERIDIAN PARK	Gilchrist Elementary
TOM BROWN (Pee Wee)	Tom Brown Park (across from tennis courts)
WALKER FORD (Pee Wee)	Walker Ford (lower field near pool)

Intermediate Tackle Football League

<u>Team</u>	<u>Practice Site</u>
LEE PARK	Lee Park
LEVY PARK (Intermediate)	Sealey Elementary
TIMBERLANE (Intermediate)	Gilchrist Elementary
TOM BROWN (Intermediate)	Tom Brown Park (Near basketball courts)
WALKER FORD (Intermediate)	Walker Ford (upper field)

FIRST GAME: Tuesday, September 27, 2016

SITE: All games will be played at Messer North every Tuesday at 6:00 and 7:30 pm for pee wee and intermediate games will be on either Tuesdays or Wednesdays.

Junior Tackle Football League

Team	Practice Site
GAITHER	SPRINGSAX PARK
LEVY PARK	LEVY PARK
MYERS	JACK MCLEAN
NORTHSIDE	Gilchrist Elementary
TOM BROWN	TOM BROWN PARK (Near shelter #13)

FIRST GAME: Wednesday, September 28, 2016

SITE: All games will be played at Messer North every **Wednesday** at 6:30 p.m.

Practice Sites: All games are subject to change

XI. PEE WEE, INTERMEDIATE & JUNIOR TACKLE FOOTBALL LEAGUES GENERAL INFORMATION

- 1. Registration/Permission /Parent Equipment Loan Agreement Slips.** Each player must have a permission form filled out completely and signed by parents before he is allowed to participate. This includes practices as well as games. *MANDATORY for participation
- 2. Proof of Age.** Birth Certificates, school records, hospital records, or other legally accepted proof would be used to verify a player's age. Players may not participate without proof of age. A school official must sign school records. A notary public is not acceptable. Also, the department's student printout is available. Using last year's roster to verify age is acceptable. **Equipment should not be issued to players prior to this verification.**
- 3. Late Registrants.** Any new players failing to make the registration date should contact Parks, Recreation and Neighborhood Affairs (PRNA). Do not add players to your roster that are not assigned through the Tallahassee Parks and Recreation Administrative Office.
- 4. Weigh-In's.** The first official weigh-in will be during the first two weeks of practice or on registration day and there after players will be weighed prior to the start of every game. **If the participant is more than 5 lbs over the weight limit during the first week of practice, they will not be allowed to participate and a full refund will be issued upon request.** We will weigh every player prior to the team weigh-in. Have players ready at the proper time for weigh in, **(30-45 min before scheduled game)**

Maximum weight weeks 2-6

	Week 2	Week 3	Week 4	Week 5	Week 6
Pee Wee	101	102	103	104	105
Intermediate	131	132	133	134	135
Junior	161	162	163	164	165

- 5. Equipment** will be distributed the week of **Monday, August 29**. At this time coaches will be issued equipment only for the number of players who appear on the roster. Staff will be made available on these dates to distribute equipment to coaches at their practices. This will allow us to have equipment ready at your designated time. Coaches may pick up additional equipment as players are added to the roster.
- 6. End of year parties.** All coaches are asked to select a parent or parents to conduct end of the season activities. Parents should be reasonable in requests for monetary contributions from parents for end of the year parties. Parties are optional; however, parents expect it and they should provide a great deal of the help.

NOTE: The Tallahassee Parks, Recreation and Neighborhood Affairs cannot endorse or take responsibility for team activities beyond what is established as standard procedures in conducting this activity. Activities such as photography sessions, team picnics, etc. are activities that parents must understand are their personal choice and ultimate responsibility if they choose to participate in them. Coaches are advised to refrain from actually organizing “outside” activities. Parents should be encouraged to undertake these activities, it must be understood that mandatory donations for these events from team members is prohibited. All donations are “optional” and cannot affect a participant’s right to any benefits afforded any other player. Note: No Company is an “Official” team photographer; call PRNA if you are concerned with the company.

If team awards are presented for all players, then all players must receive one regardless of their ability or inability to pay. No mandatory fee assessments are allowed.

7. **Preseason Jamboree:** All teams are expected to participate in the jamboree on Saturday, September 24. All teams will play 1 or 2 “mini-games”. Specific rules will be distributed at a later time.

COACHES

8. **Recruiting.** Coaches may not recruit players for their own team, but may ask players to register in the park they are zoned. PRNA will assign all players. Players assigned after registration will be assigned by the athletic supervisor and will inform the coach of the new registration.
9. **Scouting.** No scouting of opponents practice sessions.
10. **Age of Players.** TALLAHASSEE PARKS, RECREATION AND NEIGHBORHOOD AFFAIRS is responsible for checking the age of the players. The age on the registration form is not acceptable as proof. See #2. Public school confidential printouts are available at the main office. It is the coaches’ responsibility to make sure parents know to provide a birth certificate at registration or the main office if a late registrant.
11. **Preseason and Seasonal Scrimmages.** No pre-season or seasonal games and scrimmages with other teams or other leagues is allowed.
12. **Crowd Control.** Coaches should help with crowd control and calm any potential situation that may occur from their parents and fans. **Parents should be told to report to the staff any parents or fans for your team who are displaying unsportsmanlike conduct.**
13. **Collecting Equipment.** Coaches are responsible for collecting each player’s equipment after the last game of the season and if a player quits before the season is over. Uniforms must be turned in at that time and not at a team banquet or at some other time. Have the players bring or wear **shorts** under their uniform the last game, or bring additional clothing in order to leave the complete uniform.
14. **Conduct of Coaches.** A coach who is removed from a game by an official will at a minimum be suspended the next scheduled game. If a coach is removed a second time, he will be suspended from coaching. NOTE: A coach may also be dismissed from the program for conduct determined to be unprofessional or detrimental to the physical and mental well-being of the players. In the event a coach is ejected from a game, it is the responsibility of the coach to submit in writing within 24 hours (or by next business day) his version of the incident leading up to the ejection. The program supervisor will also submit a written report relevant to the incident. After gathering all the necessary information, the PRNA will evaluate and rule on the incident as to whether further sanctions may be warranted.

15. **Mandatory Playing Rule**

Everyone must play in the regular game. In addition to the 22 starters (offense and defense), the remaining players must also play. These players must play **a minimum of 4 plays in the 1st or 2nd quarter and a minimum of 4 plays in the second half. This means a participant must play in at least 8 plays per game.** The coach is responsible for making sure that all substitutes play in the regular game. We ask cooperation in this matter. We have inserted this rule to ensure all players get to play in the regular game. This is not a protestable rule; it is a player participation rule that all coaches must follow. Special team plays do not count.

16. **Playing Both Ways:**

Pee Wee:

If a team has 22 or more players in attendance for a game, **a player may not play both ways during a half (offense and defense).** You must designate on the roster who will be on offense and defense unit). However, players can be switched at halftime for the 2nd half of the game.

If there are less than 22 players in attendance for a game a coach can designate a player to play both ways based on the number of players they are short of 22. For example, if a team has 18 players (short 4 players) they must designate 4 players to play both ways in the first half and 4 different players in the second half.

Intermediate:

If there are 18 more players in attendance for a game, coaches are allowed to select 4 players to play both ways, two in the first half and two other different players for the second half. They can choose to insert these players at any point of the game. If one of the 4 designated players leaves the game for any reason (injury, unsportsmanlike, etc.) and cannot return to the game, another player may be selected to play both ways to fill their spot. They must notify the scorekeeper of the change.

If a team has less than 18 players in attendance for a game, they may have unlimited players playing both ways as long as all players get a minimum of 8 plays.

Junior:

All players are eligible to play both ways at any time during the game as long as all players get a minimum of 8 plays.

PLAYERS

17. Conduct of Players. A player who is removed from the game by an official will be suspended for the next scheduled game. Removal twice will result in suspension from the team.

18. Player Supervision: In order to ensure the safety of all players, PRNA is instructing each coach to stay with your players after practices and games until all have been picked up. If the same parents are consistently late, let your football supervisor know. The supervisor will talk to the parents about this. If it continues, a player may be dismissed from the team. Under no circumstances will a coach leave a player unattended.

19. Helmet Care. We will once again be using the SCHUTT DNA helmets that will require the coaches to make sure that all the helmets are properly inflated to ensure proper fit. Coaches will be given their own pump and glycerin bottle that must be returned at the end of the season. **Players are not allowed to alter the helmet in anyway, if any player is caught altering the helmet they will be responsible to replace at the present cost value.**

20. **Transporting Players.** Coaches should not transport players in vehicles that exceed the legal limit for passenger use. This also includes players in the back of pick up trucks. This activity puts coaches in an extremely libelous situation and presents a safety concern involving the players.
21. **Missed Weigh In:** Every player must weigh-in before the start of the game and/or before they enter the game (see #27 below for more information on the process). If a player plays in a game without being weighted-in, that player will be ineligible for that game. The head coach will also be removed from the game and suspended for the next game. All appeals must be in writing within 24 hours to league office to consider overriding a decision.

Miscellaneous

22. **Chain Crew** -(3 person - 2 chain, 1 down marker). The visiting team furnishes the chain crew, and will sit on the opposite side from the announcers stand. **Adults and youths over 16 are appreciated.**
23. **Uniform and Equipment.** All uniforms and/or equipment not provided by the sponsoring agency or designated officials must be approved by the league. Coaches are not allowed to alter any part of the equipment without approval from league supervisor. **New 2015-** Players will be given black pants with pads already sewn into them.
24. **Stopping of Games.** No game will be stopped because you feel an opposing coach has broken a rule. Send for a recreation official. If we find out that an infraction has occurred, we will deal with it later. Never try to bring the parents into a possible rules violation. Matters will get worse. No parent, fan or bystander may enter the field of play while the game is in progress. If, this happens the person will be removed from the facility and cannot return for the next game. If this should happen a second time a trespass warning will be issued for the remainder of the season, and possibly for a longer period, due to the nature of the act.
25. **Accident Reports – All injuries that happen at practices and/or games MUST have an accident report completed. A copy of the report should be turned into TALLAHASSEE PARKS, RECREATION AND NEIGHBORHOOD AFFAIRS within 24 hours.**
26. **Tires on Practice Area.** Tires are not allowed to be used for practice. They can be a hazard during use as well as being left on the field each day.
27. **Weigh-process:** Each player must weigh-in prior to every game. Have players ready for weigh-in 5:15-5:45. for the first game and 6:15-6:45 for the second. Coaches will call out names of players. This is not a spectator area. **Only Coaches and Assistant coaches may be present at weigh-in.** Players must weigh-in with their equipment they were issued, all other equipment is optional during weigh-in. The scales will be added an extra 10 lbs for issued equipment. If a player “tips the scale,” they are deemed “heavy” for that game and marked ineligible to play. They will have the option to appeal and go upstairs and weigh-in without equipment and w/scales set at max weight. One coach is allowed to accompany the participant upstairs during the appeal. Final decision will be made by the program supervisor and will alert the weigh-in staff of the decision. If a participant is deemed “heavy” once again, staff will take the helmet and shoulder pads and return them after the game is over.

VII. PEE WEE AND INTERMEDIATE RULES AND REGULATIONS

1. **Size of Field** - 80 yards long, 40 yards wide.
2. **Length of Game** – Four (4), 8-minute Quarters.
3. **Penalties** - 5 yard penalty will be 4 yards
10-yard penalty will be 8 yards
15-yard penalty will be 12 yards
4. **First Down** - 8 yards for first down

5. **Size of Ball.** Football will be Junior size only – Game balls will be provided by TALLAHASSEE PARKS, RECREATION AND NEIGHBORHOOD AFFAIRS.

6. **Practice** - Prior to the start of the season, practices are limited to four (4) 1 ½ hour sessions per week. Once the season has begun, practices are reduced to three (3) 1 ½ hour sessions per week. No Sunday practices. **Coaches must report practice days to league supervisor.**

Players missing practice: Players are expected to be at all practices unless there is a valid excuse. Coaches should check with parents to determine the validity of any missed practices prior to 4 p.m. on the day of the game. A player who has missed two or more practices in one week (without a valid reason) can be held out of an entire game (unexcused absent only), or play last two minutes of 2nd and 4th quarters. If a player misses one practice (unexcused), the coach is only required to play him four (4) plays of the 1st or 2nd quarter. Coaches should treat all players the same, whether they are starters or not. The key to this rule is to talk to the parents when a player misses practice in order to determine its validity. Since this has been a problem with many coaches, this information (not a rule) is designed to help you deal more effectively with parents.

7. **Coaching Boundaries.** Coaches and players must stay within 5 yds from the sideline and their 25-yard lines. These will be marked off and an infraction of this rule may result in a penalty. **Only four (4) coaches are allowed on the bench during games. (Head coach and three assistants).** **This will be strictly enforced.**

8. **Captains Report.** Coaches should have team captain's report to officials 10 minutes before game time.

9. **Kick Off – Pee Wee:** There will be no kickoff at any time (including after a safety). The ball will be put into play on the 25-yard line. **Int:** There will be a kick off from the 40-yard line to start the first half or second half and after touchdowns (including after a safety).

10. **Defense – NEW-**The defense has the option to use a six-man line but must have a minimum of five (5) on the line. There is no restriction on the other players except that the linebackers & defensive backs must be one (1) yard in back of the lineman's feet. This does not apply inside of the defensive team's 15-yard line. (4-yard penalty). **Anyone that is on the defensive line must be in a 3 or 4 point stance.**

NOTE: NO RED DOGGING (shooting the linebackers & **defensive backs**) by the defensive team at any time will be allowed. Linebackers may not cross the line of scrimmage inside the normal position of the offensive ends, **A linebacker may move up on to the line of scrimmage he must be set just like a defensive lineman,** as long as there is no more than 6 men on the line of scrimmage. Defensive linemen must be in a stationary position before the ball is snapped. **No RED-DOGGING by the defensive backs is allowed. DB's must also remain (one) 1 yard off the defensive line inside the normal defensive end positions. As long as there are no more than 6 men on the line of scrimmage.**

If this rule is not followed, an 8 yard penalty and an automatic first down will be assessed against the offense team.

11. **Rushing the punter.** There will be no rushing the punter. Neither the offensive or defensive teams may move until the punter has kicked the ball. The no-rushing rule also applies on all deep snaps including extra points and field goals.

12. **Declared Kick Rules.** On fourth down, a team must declare if it is going to punt regardless of which unit the punter is on. The punter will notify the referee who will then alert the opposing team of the intention of the declared kick. **All players must remain stationary until the kick has been made.** The declared kick rule also applies for extra points and field goals. The rule does not apply for quick kicks which normally occurs on first, second or third down. However, if a team lines up in a punt formation on a down other than fourth, it must still declare if it is going to punt the ball.

13. **Equipment:**

A. No participant will be allowed to play unless he is properly equipped.

- B. Coaches are required to collect the equipment from boys who drop out of the program as soon as it is determined that the player is no longer on the team. **Do not wait until the last week of the season.**
- C. Shoes must be worn at all times. Rubber cleats are allowed; NO METAL OR SCREW ON CLEATS ALLOWED.
- D. Mouthpieces must be worn while playing at games and at practice. A boy may not play without it and referees will not call a game unless all players wear mouthpieces. A penalty will be called if a player does not have a mouthpiece.
- E. Defacing Equipment - Any equipment issued by the Tallahassee Parks, Recreation and Neighborhood Affairs should not be altered or defaced in any way. There can be no type of tape, insignias or logos put on helmets. If a recreation official detects that this has been done, the player will not be allowed to play until it is removed.

14. Players:

- A. Will not be allowed to change from one team to another.
- B. Coaches will not add new players to their roster unless approved by the Parks, Recreation and Neighborhood Affairs. Potential players who show up at practices should be sent to the recreation department. Staff will maintain the official roster for each team; the coach's roster is considered a copy.
- C. The non-starting players will be designated on the regular offensive and defensive forms before game time. Note: Non-starters should be listed with an equal number on offense and defense so enough substitutes are available on both sides of the ball.
- D. The visiting team will sit on the opposite side of the field from the announcer's stand. They will also be responsible for supplying personnel to carry the chains, and down box (3 people).

15. Game Day Roster-updated 2014:

- A. All pee and intermediate teams must complete the tri-copy line-up sheet prior to the start of each game. The top "white form" must be given to the announcer at least 15 minutes before the start of the game. Failure to do so will result in a 10-yard delay of game penalty.
- B. The "yellow copy" will be given to the opposing coach prior to the start of the game.
- C. The "pink copy" will be the coach's copy.
- D. All players on the official roster must also be listed on the tri-copy sheet in numerical order. Any player not participating that night who is on the official roster must have their name crossed out on the line-up sheet.
- E. Place an "x" in the column if the player will be offense or defense in that half.
- F. For the intermediate league only, list the four players who will be playing both ways.

16. Hash marks will be 15 yards from each sideline.

17. Scoring:

Touchdown	Six (6) points
Safety	Two (2) points
Extra Point	One (1) point for run/pass
	Two (2) points for kick
Field Goal	Three (3) points

NOTE: There will be no sudden death or extended periods for playoff in case the game ends in a tie.

18. Blocking. Offensive linemen may use hands and arms extended to block if they stay in front of the body.

19. Time Outs. Each team will have two (2), one-minute timeouts per half and one (1) 30 second time out per half.

VIII. JUNIOR TACKLE FOOTBALL RULES AND REGULATIONS

1. **Size of Field** - 80 yards long, 40 yards wide.
2. **Length of Game** – Four (4), **8-minute quarters.**

3. **Penalties-** 5 yard penalty will be 4 yards
10 yard penalty will be 8 yards
15 yard penalty will be 12 yards
4. **First Down** - 8 yards for first down
5. **Size of Ball** - Youth size only. Nike Spiral Tech Leather balls will be used for the game.
6. **Length of Practice** - Prior to the start of the season, practices are limited to four (4) 1 ½ hour sessions per week. Once the season has begun practices are reduced to three (3) 1 ½ hour sessions per week. No Sunday practices. Coaches must report practice days to league supervisor.

Players missing practice: Players are expected to be at all practices unless there is a valid excuse. Coaches should check with parents to determine the validity of any missed practices prior to 4 p.m. on the day of the game. A player who has missed two or more practices in one week (without a valid reason) can be held out of an entire game (unexcused absent only), or play last two minutes of 2nd and 4th quarters. If a player misses one practice (unexcused), the coach is only required to play him in the pre-game quarter and four (4) plays of the 1st or 2nd quarter. Coaches should treat all players the same, whether they are starters or not. The key to this rule is to talk to the parents when a player misses practice in order to determine its validity. Since this has been a problem with many coaches, this information (not a rule) is designed to help you deal more effectively with parents.

7. **Coaching Boundaries.** Coaches and players must stay behind their 25-yard lines. These will be marked off and an infraction of this rule may result in a penalty. Only four (4) coaches are allowed on the bench during games. This will be strictly enforced.
8. **Captains Report.** Coaches should have team captains' report to officials' 10 minutes before game time.
9. **Kick-Off** - Juniors will kick off to start the first half or second half and after touchdowns from the 40 yard line.
10. **Defense** - No requirements - same as regular football.
11. **Equipment:**
 - A. No player will be allowed to play unless he has on the proper equipment.
 - B. **Coaches are responsible for collecting equipment of boys who drop out of the program, as soon as it is discovered that the player is no longer on the team. Do not wait until the last game.**
 - C. Shoes must be worn at all times. Rubber cleats are allowed. NO METAL OR SCREW ON CLEATS ALLOWED.
 - D. Mouthpieces must be worn while playing. A boy may not play without it and referees will not call a game unless all players wear mouthpieces. A penalty will be called if a player does not have a mouthpiece.
 - E. Defacing equipment- No equipment issued by the Tallahassee Parks, Recreation and Neighborhood Affairs should not be altered or defaced in any way. There can be no type of tape, insignias or logos put on helmets. If a Recreation Official detects that this has been done, the player will not be allowed to play until it is removed.
12. **Substitution Rule** - High School (free)
13. **Players:**
 - A. Under no circumstances will a player change from one team to another.

B. Coaches will not add new players to their roster unless approved by the Parks, Recreation and Neighborhood Affairs. Any players who show up at practices should be sent to the recreation department. Coaches will not add new players to their roster unless okayed by the Parks, Recreation and Neighborhood Affairs. Do not let them practice until a green card and TALLAHASSEE PARKS, RECREATION AND NEIGHBORHOOD AFFAIRS and the parent provide registration form copy. Staff will maintain the official roster for each team; the coach's roster is considered a copy.

14. **Team Seating.** The visiting team will sit on the opposite side of the field from the announcer's stand. They will also be responsible for supplying personnel to manage the chains.

15. **Declared Kick Rules.** (established 2011)

A. The coach does not have to declare if they are going to punt or attempt the first down on a fourth down. This means fakes will be allowed on punts, extra points and field goals.

B. A ball will be "live" until play has stopped under normal circumstances on all kicking situations. It will no longer be dead

On fourth down, a team must declare if it is going to punt regardless of which unit the punter is on. The punter will notify the referee who will then alert the opposing team of the intention of the declared kick. The declared kick rule also applies for extra points and field goals. The rule does not apply for quick kicks which normally occurs on first, second or third down. However, if a team lines up in a punt formation on a down other than fourth, it must still declare if it is going to punt the ball.

16. **Hash marks** will be 15 yards from each sideline.

17. **Scoring:**

Touchdown	Six (6) points
Safety	Two (2) points
Extra Point	One (1) point for run/pass
	Two (2) points for kick
Field Goal	Three (3) points

NOTE: There will be no sudden death playoff or extra period in case the game ends in a tie.

18. **Blocking.** Offensive linemen may use hands and arms extended to block if they stay in front of the body.

19. **Time Outs.** Each team will have two (2), one-minute timeouts per half and one (1) 30 second time out.

20. **Safety** – After a safety, the ball will be kicked off from the 25-yard line.

21. **Weigh-In.** Have players ready for weigh-in at 6:00-6:15. Coaches will call out names of players. This is not a spectator area. **Only Coaches and Assistant coaches may be present at weigh-in.**