

TALLAHASSEE PARKS, RECREATION AND NEIGHBORHOOD AFFAIRS

2011 YOUTH TACKLE FOOTBALL PROGRAM

Dee Crumpler
Ashley Edwards
Tim Leiwig
Brian Smatt

Director
Assistant Director
Athletic Superintendent
League Supervisor

NATIONAL YOUTH SPORTS COACHES ASSOCIATION CLINIC

DATE: Sunday, September 11, 2011, 1:00-4:00 PM
PLACE: Community Room, 912 Myers Park Dr.
Tallahassee Parks, Recreation & Neighborhood Affairs

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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 fun and a 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 commensurate 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.

III. ROLE OF THE VOLUNTEER COACH

The Tallahassee Parks, Recreation and Neighborhood Affairs 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 Parks, Recreation and Neighborhood Affairs, THANKS!

IV. YOUTH TACKLE FOOTBALL COACHES CODE OF CONDUCT

Every coach must fill out the "Volunteer Coach Information Sheet" and turn in immediately to their head coach and the head coach immediately must turn in to the TALLAHASSEE PARKS, RECREATION AND NEIGHBORHOOD AFFAIRS staff.

CODE OF CONDUCT

The Tallahassee Parks, Recreation and Neighborhood Affairs operate many recreational and sports programs for young persons and provide facilities for the operation of many others. The Department, parents and players recognize and greatly appreciate the commitment of its volunteer administrators, officials, and coaches involved in those programs.

Whether the program is operated by the Department or is operated by an independent organization which utilizes facilities maintained by the Department, the Department is committed to creating, through those programs, opportunities and experiences which will foster the development of positive moral and ethical standards within the youth of our community, and will promote good sportsmanship among all participants. The achievement of those goals, in large part, depends on the character and conduct of persons involved in those programs as administrators, officials, and coaches.

No person has a right, or property interest, in participating as a volunteer in any of those programs. Such participation is controlled initially by the administrators for the particular program; but, as a result of its obligation to the welfare of participants, its interest in the continuity and image all such programs, and its interest in regulation of activities using facilities maintained by the Department, participation by volunteers is ultimately subject to the oversight and sole discretion of the Department. An inducement to permitting their participation in programs which utilize its facilities, the Department must be assured that such persons are committed to conducting themselves in a manner which will serve as a positive role model for the participants and which will be consistent with the high moral and ethical standards, and with the ideals of good sportsmanship, which the Department seeks to develop through all athletic programs.

In order to assure the Department of his/her continuing commitment to those goals, the undersigned administrator, official, and coach hereby agrees to abide, and be bound, by the following standards of conduct and further agrees to the authority of the Department to enforce those standards.

1. Abstain from using any tobacco or alcohol products in or around the playing field or the sports complex in which the field is located.
2. Refrain from participating in any game or practice activity when you have consumed alcohol prior to arriving for that activity.
3. Refrain from using abusive or profane language in or around the playing field or the sports complex in which the activity is located.
4. Refuse to permit a player to participate in a practice or game when in doubt as to the player's health or physical condition.
5. Abide by a doctor's decision in all matters relating to a player's health and physical ability to participate.
6. Provide equal opportunities for all players regardless of race, color, ethnic background, religion, or age, or otherwise qualified.

7. Refrain from accepting or offering any gift, gratuity, or favor that might influence your judgment, or with the intent of obtaining special privileges, and from exploiting any relationship with a player for your personal gain or other advantage.
8. 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.
9. Constantly display and demand good sportsmanship in practice and in games, including, but not limited to, accepting decisions of game officials in a professional manner; refrain from criticizing opposing coaches, players, and fans; congratulate opposing players and coaches following a game; refrain from teaching unsportsmanlike strategies; and refrain from "running up the score" rather than providing more players with opportunities to participate.
10. Consistently act in a manner which is in keeping with the positive image and high standards of personal conduct which each program should strive to teach and to foster. No volunteer who is accused or convicted of acts involving criminal conduct, moral turpitude, or other conduct, which is inconsistent with the overall goals and welfare of the tackle program or the Department shall be permitted to participate in such a program in any capacity without the prior written permission of the Department.
11. Conduct yourself in accordance with all rules, regulations, and determinations of the particular league or program in which you are participating.
12. Make any criticism "constructive" in nature and reserve it for private moments.
13. **Hold a pre-season parents' meeting, and maintain open communications with parents relating to all aspects of participation, including conduct of both parents and players.**
14. Consistently act in the best interests of the players and the particular athletic program in which you are participating to provide a positive experience for each player and to promote a positive image of the program.
15. Do not attempt to make a farce of the game by telling or teaching players unsportsmanlike strategies.
16. Always speak to officials in a courteous manner when discussing a rules interpretation.
All volunteers serve at the pleasure of the particular program and the Department. Actions or activities which are considered contrary to these standards of conduct initially will be reported to the administrators of the particular program, and they will be expected, and given a reasonable opportunity, to take appropriate action; however, the Department shall have the final authority to take appropriate action in that regard, which it believes to be in the best interest of the participants, the program, and the Department. Such action may include, but shall not be limited to, removing the offender from a particular game, suspension of the offender for an appropriate period of time, or disqualification of the offender from participation in any program(s).

V. 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, 2011 ** Any player that has reached 14 yrs old prior to September 1, 2011 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>WEIGHT:</u> | <i>Pee Wee:</i> | 100 pounds |
| | Int: | 130 pounds |
| | <i>Junior:</i> | 160 pounds |

FEE: \$53.00 per player

\$10.00 - Optional Accident Insurance Policy is available, and is non-refundable. The City of Tallahassee and Parks, Recreation and Neighborhood Affairs will assume no liability for injury incurred while participating in the Youth Tackle Football program.

VI. PRACTICE LOCATIONS

PEE WEE/INTERMEDIATE TACKLE FOOTBALL LEAGUE

| <u>Team</u> | <u>Practice Site</u> |
|---------------|---------------------------------------|
| COUNTRY CLUB | COUNTRY CLUB/JACK MCLEAN |
| FORESTMEADOWS | GILCHRIST SCHOOL |
| LAFAYETTE | COBB MIDDLE SCHOOL-LOWER LEVEL |
| LEVY PARK | LEVY PARK-LML OUTFIELD |
| MERIDIAN PARK | GILCHRIST SCHOOL |
| PALMER | BELLE VUE MIDDLE SCHOOL/PALMER MUNROE |
| NORTHSIDE | GILCHRIST SCHOOL |
| TIMBERLANE | GILCHRIST SCHOOL |
| TOM BROWN | TOM BROWN PARK |
| WALKER FORD | WALKER FORD CENTER |

FIRST GAME: Tuesday, September 27, 2011

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

JUNIOR TACKLE FOOTBALL LEAGUE

| <u>Team</u> | <u>Practice Site</u> |
|-------------|----------------------|
| BANNERMAN | MONTFORD SCHOOL |
| GAITHER | SPRINGSAX PARK |
| LEVY PARK | NAA MIDDLE SCHOOL |
| JACK MCLEAN | JACK MCLEAN |
| NORTHSIDE | GILCHRIST SCHOOL |
| TIMBERLANE | HAWKS RISE SCHOOL |
| TOM BROWN | TOM BROWN PARK |

FIRST GAME: Wednesday, September 28, 2011

SITE: All games will be played at Messer North every Wednesday at 6:00 and 7:30 p.m.

Practice Sites: All games are subject to change

VII. PEE WEE TACKLE, INTERMEDIATE & JUNIOR FOOTBALL LEAGUE 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
2. 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. Any new players failing to make the registration date should contact the Parks, Recreation and Neighborhood Affairs. Do not add players to your roster that are not assigned through the Tallahassee Parks and Recreation Administrative Office. Coaches may add only those players to your team who have a signed green card from TALLAHASSEE PARKS, RECREATION AND NEIGHBORHOOD AFFAIRS and presents a copy of their completed registration form.
 - A) Call all returning players.
 - B) Returning players must come to registration to be put back on last year's team.
 - C) Call returning players not at the first day's registration to give him one more chance to remain on the team. A player does not have to come to the 2nd day registration if a parent calls and states that he will be returning to the team speaking to the tackle football supervisors.
 - D) If A, B, & C is not accomplished the returning player may not be placed back on the same team and may lose his returning status.
4. 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.** Players will not be weighed after the official weigh-in. We will weigh any player prior to the team weigh-in.

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 available for pickup on **Monday, August 29** for Pee Wee/Intermediates and **Tuesday, September 1** for Junior's from 9:00 a.m. - 6:00 p.m. 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. 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 TALLAHASSEE PARKS, RECREATION AND NEIGHBORHOOD AFFAIRS if you are concerned with the company. Have as much information as you can so we can check.

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 25. All teams will play 1 or 2 “mini-games”. Specific rules will be distributed at a later time.
8. After recent discussion of concussions in tackle football, 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.
 4. Emphasize all types of illegal contact: spearing, face tackling and butt blocking at the coaches meeting.

Here are common signs observed by coaching staff:

- Appears dazed or stunned
- Is confused about assignment or position
- Moves clumsily or poor balance
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can’t recall events prior to hit or fall

Here are common symptoms reported by athlete

- Headache “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

A good rule of thumb for every coach **“When in doubt, sit them out”**

COACHES:

9. **Coaches may not recruit players for their own team, but may ask players to register in the park they are zoned. The Parks, Recreation and Neighborhood Affairs will assign all players.** Players assigned after registration must have a green card to present to the coach before they can participate in practice or games.
10. No scouting of opponents practice sessions.
11. It is the coaches’ responsibility to make sure immediately all players are in the proper zone.
12. **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.
13. No pre-season or seasonal games and scrimmages with other teams or other leagues.
14. Have players ready at the proper time for weigh in, **(30-45 min before scheduled game)**

15. 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 head coach parents or fans for your team displaying unsportsmanlike conduct.**

16. 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.

17. A coach who is removed from a game by an official will 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 Parks, Recreation and Neighborhood Affairs will evaluate and rule on the incident as to whether further sanctions may be warranted.

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 6 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 10 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. See pg. 13 Rule F. for less than 22 players. All coaches should strive to have all player play beyond the minimum play policy.

18. The NYSCA Clinic will be held on Sunday, September 11 1:00-4:00 PM in the Community Room. Head Coaches and assistant coaches are expected to attend. If you were certified last year, you have met our requirements, however we encourage you to maintain your certification on your own expense.

19. All coaches must complete a "blue" background form and turned into TALLAHASSEE PARKS, RECREATION AND NEIGHBORHOOD AFFAIRS. This includes any parent that has any involvement with the practices or games.

PLAYERS:

20. 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.

21. Player Supervision: In order to insure the safety of all players, the Tallahassee Parks and Recreation Department 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.

22. 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.

23. 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.

24. Missed Weigh In: Every player must weigh-in before the start of the game and/or before they enter the game. 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:

25. 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.**

26. All uniforms and/or equipment not provided by the sponsoring agency or designated officials must be approved by the league. Coached are not allowed to alter any part of the equipment without approval from league supervisor.
27. 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.

28. Adopted Rules Changes

2-16-2c New Definition: Flagrant-a fouls so severe or extreme that it places an opponent in danger of serious injury, and/or involves violations that are extremely or persistently vulgar or abusive conduct.

2-20 Helmet contact-illegal...Illegal helmet contact is an act of initiating contact with the helmet against an opponent. There are several types of illegal helmet contact:

A. Butt blocking is an act by an offensive or defensive player who initiates contact against an opponent who is not a ball carrier with the front of his helmet. **B.** Face tackling is an act by a defensive player who initiates contact with a ball carrier with the front of the helmet. **C.** Spearing is an act by an offensive or defensive player who initiates contact against any opponent with the top of his helmet.

8-2-2 When there is a foul by the opponent of the team scoring a touchdown, an enforcement option has been added. The offended team can accept the result of the play; choose to have the penalty enforced on the try; or choose to have the penalty enforced on the free kick.

VIII. PEE WEE TACKLE AND INTERMEDIATE 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. 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 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. 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. (Head coach and three assistants). **This will be strictly enforced.**
8. Coaches should have team captains' report to officials 10 minutes before game time.
9. Kick Off – **Peewee:** There will be no kickoff at any time. The ball will be put into play on the 25-yard line. **Int:** There will be a kick off to start the first half or second half and after touchdowns from the 40 yard line.
10. Defense - The defense can only use a five (5) man 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. 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 5 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 5 men on the line of scrimmage.**

If this rule is not followed, a 5 yard penalty will be accessed 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. Mouthpieces are on sale at the concession stand for \$1.00.
- 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. Substitution Rule - High School (free)

15. Insurance - The City of Tallahassee Parks, Recreation and Neighborhood Affairs sponsors and/or coaches assume neither responsibility nor liability for injuries or accidents incurred during the tackle football program. However, an accident insurance program will be available at a nominal fee for those desiring coverage. Indicate yes on the registration form if coverage is desired. \$6.30

16. 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. Do not let them practice until a green card and TALLAHASSEE PARKS, RECREATION AND NEIGHBORHOOD AFFAIRS and the parent have filled out a copy of their completed registration form. 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).

17. Platoon System:

- A. Roster limit of thirty-two (32) players. If you feel that more than 32 players have been assigned to your team, you must notify the tackle football supervisor.
- B. Fill out the NCR roster forms listing names and numbers of offensive and defensive players. This should be done in numerical order (i.e., 1,2,3,etc) and exchanged with the opposing coach and given the announcer ten (10) minutes before game time. This should be done before every game. The starting offensive and defensive units are listed by their playing positions on the right hand side of the lineup form also. The remaining players' where their first and last names are listed on the left side of the forms on the offensive and defensive units should have NS placed to the left of

their number. We will announce the players during the game, and this information must be printed and legible. Note: A fifteen (15) yard penalty will be assessed for not turning in the form before the game. The announcer shall report to the officials that a fifteen-yard penalty should be given. Coaches who repeatedly do not turn in this form BEFORE THE GAME may be subject to be suspended for the next game.

- C. Players must be designated as being on the offensive or defensive unit for each game. All exceptions, as in rule 17E, must be shown on the line-up form.
- D. Players designated as offense or defense must remain on that specific unit for the duration of that designated game (See #18F for Exception). However, a player may play a different position than the one indicated on the offensive/defensive form.
- E. **EXCEPTION:**
 - 1) If the punter is a defensive player, it must be noted on the line-up form. If he is an offensive player, no designation is required.
 - 2) If the punter is a defensive player and he is brought into the game on the offensive team. HE MUST ATTEMPT TO PUNT THE BALL. A team must declare if it is going to punt. (See Rule #28)
 - 3) If the defensive team wishes to substitute an offensive player to return a probable punt, this player must position himself in normal punt return position. He cannot line up in the middle of the line to bolster a short yardage defense. If he is on the defensive unit already, he has the option of dropping into return formation or remaining at his regular position.
 - 4) If the player who centers the ball for punts, field goals, and extra points is not on the designated offensive unit, he may substitute only when the offensive team attempts the above situations.

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

19. 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.

- 20. Offensive linemen may use hands and arms extended to block if they stay in front of the body.
- 21. Each team will have two (2), one-minute timeouts per half and one (1) 30 second time out.
- 22. 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.**
- 23. NO GAME will be stopped because you feel an opposing coach has broken a rule. Send for a recreation supervisor. If we find out that an infraction has occurred, we will deal with it later after observing the situation. Never try to bring the parents into a possible rules violation, matters will just get worse. No parent, fan or by stander may enter the field of play while the games is in progress. If, this happens the person will be removed from the facility and cannot return for the next game. If it should happen a second time a trespass warning will be issued for the remainder of the season, and possibly for a longer period, do to the nature of the act.
- 24. **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.

IX. 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. Football - Youth size only. Wilson or Rawlings Leather balls will be used for the game.
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 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. 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. 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. Insurance - The City of Tallahassee Parks, Recreation and Neighborhood Affairs sponsors and/or coaches assume no responsibility or liability for injuries or accidents incurred during the tackle football program. However, an accident insurance program will be available at a nominal fee for those desiring coverage. **Indicate Yes on the registration form if coverage is desired and fill out the Insurance Coverage Form.**
14. 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.
15. 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.
16. Platoon System: **JUNIOR TACKLE FOOTBALL BOTH TEAMS** If a team drops below 22 players due to injury, or no shows the head coach shall notify the recreation supervisors at weight in. The players should

be noted when filling out the form. The opposing coach shall be notified when exchanging the offense - defense forms.

A. Roster limit of thirty-two (32) players.

B. Fill out the NCR roster forms listing names and number of offensive and defensive teams. This should be done in numerical order (i.e. 1,2,3,etc.) and exchanged with the opposing coach and given to the announcer ten (10) minutes before game time. This should be done before every game. The starting offensive and defensive units are listed by their playing positions on the right hand side of the lineup form. The remaining players' first and last names are listed on the left side of the form in numerical order on the offensive and defensive units. Note: Non-starters should be listed with an equal number on offense and defense, so enough substitutions are available on both sides of the ball.

Note: A fifteen (15) yard penalty will be assessed if not turned in by game time. The announcer shall report to the officials that a fifteen-yard penalty should be given. Coaches who repeatedly do not turn in this form BEFORE THE GAME may be subject to be suspended for the next game.

C. Players must be designated as being on the offensive or defensive unit for each game. All exceptions, as in rule 17E, must be shown on the line-up form.

D. Players designated as offense or defense must remain on that specific unit for the duration of that designated game (See 17E for exception). However, a player may play a different position than the one indicated on the offensive/defensive forms.

17. 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. 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.

1) If the punter is a defensive player, it must be noted on the line-up form. If he is an offensive player, no designation is required.

2) If the punter is a defensive player and he is brought into the game on the offensive team, HE MUST ATTEMPT TO PUNT THE BALL. If the punter is on the offensive roster, he is not required to punt even if he is in punt formation.

3) If the defensive team wishes to substitute an offensive player to return a probable punt, this player must position himself in normal punt return position. He cannot line up in the middle of the line to bolster a short yardage defense. If he is on the defensive unit already, he has the option of dropping into return formation or remaining at his regular position.

4) If the player who centers the ball for punts, field goals and extra points is not on the designated offensive unit, he may substitute only when the offensive team attempts the above situation.

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

| | | |
|---------------------|-------------------------|----------------------------|
| 19. <u>Scoring:</u> | 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.

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

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

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

23. Have players ready for weigh-in at 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.**

24. 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 it should happen a second time a trespass warning will be issued for the remainder of the season, and possibly for a longer period, do to the nature of the act.

25. Specialty Kick-Off Teams: These specialty teams include both offensive and defensive players. Immediately after play has stopped, the proper platoon lineup is in effect.

X. ATTENTION: Supervisors, Officials, Coaches and Volunteers

The Tallahassee Parks, Recreation and Neighborhood Affairs Department has ZERO tolerance for the use or distribution of alcohol and drugs while administering City services.

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.

Tallahassee Parks, Recreation & Neighborhood Affairs Department Lightning Safety for All Outdoor Activities Lightning-Safety Policy

All adults participating in or observing outdoor activities or events are responsible for their own safety and the safety of their children. Adults shall monitor threatening weather conditions at all times.

During supervised activities, before each practice, warm-up time or game, the umpire, home team coach, recreation supervision personnel or other official shall appoint an adult as a designated "weather watcher." The "weather watcher" will make the call to stop play, remove individuals from the field, and announce a warning to the spectators should weather conditions be determined to be potentially dangerous due to the approach of a lightning storm.

Signs of imminent thunderstorm activity are darkening clouds, high winds and thunder or lightning. Even storms that are many miles away can pose a lightning danger to your area. This may mean the appropriate decision is to suspend activities even before the first sight of lightning or sound of thunder.

All participants shall have the right to leave an athletic site or recreational activity, without fear of repercussion or penalty, in order to seek a safer structure or location if they feel they are in danger from impending lightning activity. Safety is the number one consideration. The activity can be made up later.

LIGHTNING SAFETY STRATEGIES

Lightning safety strategies include avoiding shelter under trees, avoiding open fields and spaces. Individuals who feel their hair stand on end or skin tingle or hear crackling noises should assume the lightning-safe position (i.e., crouched on the ground, weight on the balls of the feet, feet together, head lowered, and ears covered). Do not lie flat on the ground.

SAFE LOCATIONS

The following areas are not appropriate shelter and should be avoided: Any area of higher elevation; wide-open areas such as sports fields, tall isolated objects such as flag poles, light poles, or trees; metal fences and metal bleachers, unprotected open buildings like dugouts, picnic pavilions, and rain shelters.

The primary choice for a safe structure is any fully enclosed, substantial building. If a substantial building is not available, a fully enclosed vehicle with a metal roof and the windows completely closed is a reasonable alternative. Convertible vehicles and golf carts do not provide a high level of protection and cannot be considered safe from lightning.

A swimming pool can be a dangerous location during thunderstorms. The current can be propagated through plumbing and electric connections via the underwater lights and drains of most swimming pools.

Lightning current can also enter the building, either into the electric wiring inside the building or through underground plumbing pipelines that enter the building. If lightning strikes the building or ground nearby, the current will most likely follow these pathways to the swimmers through the water.

Small structures, such as rain or picnic shelters or athletic storage sheds, are generally not properly protected and should be avoided during thunderstorms as well. These locations may actually increase the risk of lightning strike via a side flash and cause injury to the occupants.

CRITERIA FOR POSTPONEMENT OF ACTIVITIES

When determining whether or not to suspend play, the designated “weather watcher” should use his/her common sense, good judgment and the “30-30 Rule.” If a thunderstorm appears imminent before or during an activity or contest (regardless of whether or not lightning is seen or thunder heard), postpone or suspend the activity until the hazard has passed for at least 30 minutes.

THE 30-30 RULE

Criteria for suspension of activities: By the time the flash-to-bang count approaches 30 seconds, all individuals should already be inside a safe shelter.

If activity has been suspended due to lightning, the designated weather watcher should wait at least 30 minutes after the last lightning flash or sound of thunder prior to resuming activity. Each time additional lightning is observed or thunder is heard, the minimum 30-minute waiting period should be reset.

Criteria for resumption of activities: Wait at least 30 minutes after the last sound (thunder) or observation of lighting before leaving the ‘safe shelter’ to resume activities.

The 30-minute rule can also be explained in another way. A typical thunderstorm moves at a rate of approximately 25 miles per hour. Experts believe that 30 minutes allow the thunderstorm to be about 10 to 12 miles from the area, minimizing the probability of a nearby, and therefore dangerous lightning strike.

A clear sky or lack of rainfall are not adequate indicators for resuming play. The minimum 30-minute return-to-play waiting period should not be shortened. Play should not be resumed even after the 30-minute waiting period if any signs of thunderstorm activity remains in the area or if the weather forecast indicates the threat is not over.

THE FLASH-TO-BANG METHOD

The flash-to-bang method is the easiest and most convenient means for determining the distance to a lightning flash and can also be used to determine when to suspend or postpone activities. The flash-to-bang method is based on the fact that light travels faster than sound, which travels at a speed of approximately 1 mile every 5 seconds.

To use the flash-to-bang method, begin counting on the lightning flash, and stop counting when the associated clap of thunder is heard. When storms have a high flash rate, it is important to correlate a specific flash with the thunder it produced. Divide the time to thunder (in seconds or count one thousand one, one thousand 2, and so on) by 5 to determine the distance, in miles, to the lightning flash. As the flash – to - bang count approaches 30 seconds, all persons should be seeking, or already inside, a safe structure or location. This is the minimal guideline when using the flash-to-bang method to halt activities.

A significant principle to remember is, “if you see it (lightning) flee it, if you hear it (thunder), clear it.”

NO LIGHTNING SAFETY GUIDELINES CAN GUARANTEE ABSOLUTE SAFETY. IT IS THE RESPONSIBILITY OF EVERY PERSON TO BE AWARE OF WEATHER CONDITIONS AND TAKE

APPROPRIATE ACTION TO BE SAFE. USE COMMON SENSE AND GOOD JUDGMENT. PLAN AHEAD AND MAKE SAFETY YOUR NUMBER ONE PRIORITY.

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

- ❖ 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.

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 with 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. There are several opportunities for the administrator to communicate with parents effectively: Registration, orientation and parent meetings.

Registration: Provide parents with important information in the following areas following, or during registration:

- Organizational philosophy and goals
- Season schedule
- Maps to fields or other facilities
- Policies and Procedures Manual
- Safety information about equipment
- Information about areas for parent involvement
- Details about the orientation meeting
- Parents' Code of Ethics
- The coaching approach and philosophy to be employed
- Team goals

Orientation Meeting: A parents' orientation meeting is a vital tool in developing a positive youth sports experience for children. Orientation meetings can be held on a league wide basis, on an individual basis with each coach meeting his/her team's parents, or both. The orientation meeting allows parents to raise questions and concerns while coaches and administrators are both present. It also 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 orientation 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.

Ten Commandments of Sports for Parents

1. Thou shall be sure that your child know that – win or lose, scared or heroic – you love him/her, appreciate his/her efforts, and that you are not disappointed in him/her.
2. Thou shall try your best to be completely honest about your child's athletic capability, his/her competitive attitude, his/her sportsmanship--and his/her actual skill level.
3. Thou shall be helpful--but don't coach him/her on the way to the rink, track, court, field or pool--or on the way back home.
4. Thou shall teach your child to enjoy competition for competition's sake, remembering that there are lessons to be learned in winning as well as in losing.
5. Harken `O parents: Try not to relive your athletic life through your child--or try to create an athletic career to replace the one that you never had.
6. Thou shall not compete with the coach--remember, in many cases, the coach becomes a hero to the athletes, a person who can do no wrong.
7. Thou shall not compare the skill, courage or attitudes of your child with that of other members of the squad or team--at least not in his/her hearing.
8. Thou shall get to know the coach so that you can be sure that his\her philosophy, attitudes, ethics, and knowledge are such that you are happy to expose your child to him\her.
9. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reactions when they bring home tales of woe--or tales of heroics.
10. Thou shall make a point of understanding courage and the fact that it is relative. Some of us climb mountains but fear flight-- some of us will want to fight but turn to jelly if a spider crawls nearby. A child must learn: courage is not absence of fear, but rather doing something in spite of fear.

SKILLS CARD – FIRST AID - AMERICAN RED CROSS

A. CHECKING AN ILL OR INJURED PERSON – Conscious Person

1. **Check** scene, then **Check** person.
2. Obtain consent.
3. **Call 911** for any life threatening conditions.
4. Ask the person
 - a. What is your name?
 - b. What happened?
 - c. Where do you feel pain or discomfort?
 - d. Do you have any allergies?
 - e. Do you have any medical condition?
 - f. Are you taking any medications?
 - g. When did you last eat or drink anything?
5. Check head to toe for
 - a. Bleeding, fluids or wounds.
 - b. Skin color or temperature.
 - c. Medical ID bracelets or necklaces.
 - d. Observable signals of pain.
(**TIP:** For infants and children, check from toe to head. Do not separate them from parent or guardian.
6. Continue to monitor Airway, Breathing and Circulation (**ABC's**).

B. SEVERE ALLERGIC REACTION (*Anaphylaxis*)

What to look for:

- Occurs suddenly after contact with the substance
- Contact area swells and turns red
- Hives, itching or rash
- Weakness, nausea, vomiting or stomach cramps
- Dizziness
- Difficulty breathing, including cough or wheezing

What to do – Call 911 (**Note:** Some agencies might not allow you to take the following steps)

After determining a person is having a severe allergic reaction, assist with prescribed medication (epinephrine auto-injector). (**TIP:** Use disposable gloves and other personal protective equipment).

- Verify person's name, directions and expiration date.
- Grasp the auto-injector firmly and remove safety cap.
- At a 90-degree angle, inject medication and hold firmly for 10 seconds.
- Continue to monitor ABC's
- Give used auto-injector to EMS personnel.

C. ASTHMA ATTACK – Call 911 (**Note:** Some agencies might not allow you to take the following steps)

What to look for:

- Coughing or wheezing noises
- Difficulty breathing, shortness of breath
- Rapid, shallow breathing
- Sweating
- Tightness in the chest
- Unable to talk without stopping for breath
- Feeling of fear or confusion

What to do:

After determining a person is having an asthma attack, assist with prescribed medication (inhaler). (**TIP:** Always obtain consent and wash your hand immediately after giving care.)

1. Verify person's name, directions and expiration date.
2. Shake inhaler and remove cap. (**TIP:** If extension or spacer tube is available, attach and utilize.)
3. Have person breathe out and place lips around mouthpiece.
4. Quickly press down on inhaler canister while person inhales deeply. (NOTE: If possible, have person self-administer the medication.)
5. Have person hold breath for count of 10.
6. Exhale and rinse out mouth with water.
7. Note time administered and monitor **ABC's**.

D. SEIZURE

1. **Check** scene, then **Check** person.
2. Obtain consent.
3. Remove nearby objects.
 - DO NOT hold or restrain person
 - DO NOT place anything between person's teeth or in person's mouth
4. Protect the person's head.
 - Place a thin folded towel or clothing beneath it.
5. Check **ABC's** and **Care** for injuries
6. Place in recovery position.
7. Comfort and reassure the person. (**NOTE: CALL 911** if the person –
 - Does not regain consciousness
 - If pregnant
 - Is a known diabetic
 - Has sustained injury
 - Shows life-threatening conditions
 - Has never had a seizure, seizure last longer than 5 minutes or seizure is repeated.)

E. POISONING

What to look for:

Breathing difficulty
 Nausea, vomiting or diarrhea
 Chest or abdominal pain
 Sweating
 Changes in consciousness
 Seizure
 Headache or dizziness
 Irregular pupil size
 Burning/tearing of the eyes
 Abnormal skin color
 Burns around the lips, tongue or on the skin

What to do:

1. **Check** scene, then **Check** person
2. Obtain consent
3. For life threatening conditions, (e.g., unconscious, not breathing or a change in consciousness) **Call 911**. OR if conscious, Call the National Poison Control Center (PCC) at 800-222-1222 and follow advice given. (**TIP: DO NOT** give anything to eat or drink unless directed by PCC or EMS.)
4. **Care** for conditions found. (NOTE: If possible find out
 - What type of poison?
 - How much was taken?
 - When it was taken?
 - How the poison entered the body?

F. SHOCK

What to look for:

- Restlessness, irritability or confusion
- Altered level of consciousness
- Pale or ashen, cool, moist skin
- Rapid breathing and pulse
- Excessive thirst
- Nausea or vomiting

What to do:

1. **Check** scene, then **Check** person

2. Obtain consent
3. **CALL 911**
4. Monitor **ABC's**
5. Control any bleeding
6. Keep person from getting chilled or overheated
7. Elevate legs 8-12 inches if you do not suspect a head, neck or back injury or broken bones in the hips or legs
8. Comfort and reassure the person

G. STROKE

1. **Check** scene, then **Check** person.
2. Obtain consent.

SUDDEN SIGNALS OF STROKE, THINK F.A.S.T.

Face – Weakness on one side of the face

- Ask the person to smile

Arm – Weakness or numbness in one arm

- Ask the person to raise both arms

Speech – Slurred speech or trouble getting the words out

- Ask the person to speak a simple sentence

Time – Note time signals first observed and **CALL 911**

H. CONTROLLING EXTERNAL BLEEDING (TIP: Use disposable gloves and other personal protective equipment.)

1. **Check** scene, then **Check** person.
2. Obtain consent.
3. Cover wound with a sterile dressing.
4. Apply direct pressure until bleeding stops.
5. Cover dressing with bandage.
6. If bleeding does not stop –
 - Apply additional dressings and bandages.
 - Take steps to minimize shock.
 - **CALL 911** if not already done.

(NOTE: Wash hands with soap and water after giving care.)

I. BURN CARE (TIP: **CALL 911** for serious burns.)

1. **Check** scene, then **Check** person.
2. Obtain consent.
3. Stop the burning.
4. Cool the burn with cold running water until pain is relieved.
5. Cover the burn loosely with a sterile dressing.
6. Care for shock.

(NOTE: Do not break blisters; loosely cover blisters with a sterile dressing.)

AMERICAN DISABILITY TRAINING

Inclusion Programming

Individuals with disabilities are no different than those without disabilities.

1. Enthusiasm, understanding and knowledge are **key factors** to successful inclusion.
2. Work hard to involve the participant in all aspects of the program.
3. Focus on their **abilities** rather than their **disability**.
4. Create opportunities that promote cooperation between individuals to achieve common goals.
5. **Respect the individual's right to privacy and confidentiality.** Ask permission before sharing information about their disability with others.
6. Recognize the importance of the individual with whom you are working.
 - a. Accept their worth
 - b. Create a supportive atmosphere
 - c. Establish friendship
 - d. Listen with your fullest attention
 - e. Develop self-confidence in the individual

- f. Verbally compliment the participant for his/her efforts
 - g. Encourage problem-solving
 - h. Demonstrate patience and tolerance
 - i. Bring understanding to every situation
 - j. Ask the participant if they would like assistance and how you can best assist them
7. Be sensitive to the needs and limitations of his/her particular disability, while still capitalizing on his/her abilities.
 8. Encourage building bridges with other participants.
 9. Encourage involvement. Choose activities which involve the five senses (smell, taste, touch, hearing, vision)

Sensitivity Awareness

Making friends is a crucial and fundamental component of a child's camp experience. Being accepted and feeling part of a group is very important to all individuals and FUN should be the #1 RULE! Children learn essential life skills from each other through communication, and sharing of ideas and feelings. Children without disabilities need to understand that although some of their peers have disabilities, they can develop new friendships while helping them to have fun.

Remove Barriers:

Fear
Ridicule, laughter or staring
Being overly sympathetic
Lack of knowledge and education
Accepting & understanding things that are different

Ways to Remove Barriers:

Icebreakers
Model interaction
Small Groups/buddies
Modifying activity to fit All Children
Teach and educate

Children and adults have preconceived attitudes and stereotypes about people with disabilities. It is the staff that has the opportunity to transpose these ideas and make positive learning experiences for ALL. Through inclusion, we have the opportunity to eliminate barriers and create a more cohesive environment within our community and in recreation.

Disability Etiquette

Ask Before You Help. Just because someone has a disability, don't assume he/she needs help. If the setting is accessible, people with disabilities can usually get around fine. Adults with disabilities want to be treated as independent people. Offer assistance only if the person appears to need it. And if he/she does want help, ask how before you act.

Be Sensitive About Physical Contact. Some people with disabilities depend on their arms for balance. Grabbing them – even if your intention is to assist – could knock them off balance. Avoid patting a person on the head or touching his/her wheelchair, scooter or cane. People with disabilities consider their equipment part of their personal space.

Think Before You Speak. Always speak directly to the person with a disability, not to his companion, aide or sign language interpreter. Making small talk with a person who has a disability is great; just talk to him/her as you would with anyone else. Respect his/her privacy. If you ask about his/her disability, he/she may feel like you are treating him/her as a disability, not as a human being.

Don't Make Assumptions. People with disabilities are the best judge of what they can or cannot do. Don't make decisions for them about participating in any activity. Depending on the situation, it could be a violation of the ADA to exclude people because of a presumption about their limitation.

Respond Graciously to Requests. When people who have a disability ask for an accommodation at your business, it is not a complaint. It shows they feel comfortable enough in your establishment to ask for what they need. And if they get a positive response, they will probably come back again and tell their friends about the good service they received.

Put The Person First. Say 'person with a disability' rather than 'disabled person'. Say 'people with disabilities' rather than 'the disabled'. Use the person's name not their type of disability.

Avoid outdated terms like 'handicapped' or 'crippled'. Be aware that many people with disabilities dislike jargons terms like 'physically challenged' and 'differently abled'. Say 'wheelchair user' rather than 'confined to a wheelchair' or 'wheelchair bound'. The wheelchair is what enables the person to get around and participate in society; it's liberating, not confining.

With any disability, avoid negative, disempowering words, like 'victim' or 'sufferer'. Say 'person with AIDS' instead of 'AIDS victim' or 'person who suffers from AIDS'.

We should focus on the **individual** not the disability. Labels are so powerful, so remember to make their person more important than the disability.

Be positive. Words like 'pitiful' or 'hopeless' convey negative feelings. It is better to say 'she uses a wheelchair' instead of 'she is confined to a wheelchair'. The wheelchair is a means of mobility, to go to work, to travel and to play.

Be **accurate** with terms in which you use. Many terms are negative and degrading. The phrase 'people with disabilities' is more appropriate than 'the disabled' being that it allows for the emphasis to remain on the individual.

History of Attitudes Toward People With Disabilities

Treatment of people with disabilities throughout history reveals how the attitudes toward people with disabilities have changed throughout the course of time. Hundreds of years ago, people with disabilities were left to die or were actually killed. They were thought to be possessed or as capable of bringing a curse upon those who came in contact with them. Later in history, people with disabilities were used in freak shows or as court jesters for people to laugh at. More recently, people with disabilities were put in institutions of like people. Only recently, society has begun to treat individuals with disabilities as people who contribute to society and who can learn skills and traits.

How can we change the attitudes?

Just like adults, children may have questions about disabilities that we find difficult to answer. By allowing a child to experience some of the challenges that a disability may pose, we can help that child better understand the struggles a person with a disability faces daily. We are not focusing on why the developmental disability occurred but in how we can make people's lives better.