



# *Flag Football Handbook*





**The Holly Springs Parks and Recreation Department** has been awarded the Better Sports for Kids Quality Program Provider designation for **2024/2025** for all youth sports programs. The Better Sports for Kids Quality Program Provider designation is a seal of commitment to quality and safety based on nationally accepted standards. Achieving this designation demonstrates that Holly Springs Parks and Recreation has undergone a review process and has shown a commitment to the children and families we serve. Our organization was evaluated in the following categories:

- Written policies and procedures
  - Volunteer screening
    - Coach training
    - Parent education
    - Accountability

For more information about the designation and the evaluation process, visit [www.nays.org/quality](http://www.nays.org/quality).

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## **Important Phone Numbers**

Hunt Recreation Center .....	557-9600
Weather Hotline .....	557-2939
Bobby Bailey – Recreation Programs Specialist.....	567-4731
Brandon Walser - Recreation Programs Specialist.....	577-3101
David Eichel – Recreation Programs Specialist.....	577-3124
Jarrod Miron - Recreation Programs Supervisor.....	557-9601
Kristen Denton – Asst. Parks and Recreation Director.....	557-6293
Adam Huffman - Asst. Parks and Recreation Director.....	557-2925
LeeAnn Plumer - Parks and Recreation Director.....	577-3127

**A Letter from Holly Springs Parks and Recreation Athletic Department**

Dear Coaches and Parents,

We would like to take this opportunity to thank all the parents and coaches involved with our Flag Football program. Everyone is working hard to make this season fun and successful.

The goal of the Parks and Recreation Flag Football program is to provide quality instruction which promotes sportsmanship, teamwork, development, participation and fun; individually, to develop technical skills which will enhance the ability, desire and confidence of each player. It is the coach's responsibility to instill this concept into all participants and their parents.

If anyone associated with your team loses sight of these objectives, please remind them that this is about children playing a game. Our job, as parents and coaches, is to facilitate a fun learning experience, and to lead by example. Often, the way we react to things on and around the field teaches them more than the game itself.

If you have children that are not participating in our programs, for their safety, be sure to watch them. Remember to keep our facilities clean and beautiful for everyone to enjoy.

Sincerely,  
Holly Springs Athletic Department

## **Holly Springs Parks and Recreation Parental Code of Conduct**

- Exhibit socially acceptable behavior at practice sessions, games, and matches or refrain from attending these events.
- Ensure that your children have the proper equipment.
- Ensure that your children arrive and are picked up at the stated time.
- Applaud all good effort and good plays or remain silent.
- Allow the coaches to instruct without outside interference or influence.
- Support the coaches in what they want the players to learn.
- Treat the coaches and league leaders with dignity and respect.
- Ensure that your children receive ample positive encouragement regardless of the outcome of their events.
- Allow your children to play without negative pressure, verbal or physical.
- Ensure that your children do not intentionally injure other players.
- Help your children adhere to the written and unwritten rules of honesty, fair play and good sportsmanship.
- Assist in helping other players, the team, or the program when asked.
- When possible, provide your children with extra instructional opportunities.

When possible, provide your children with opportunities to learn other sports so that they have a more balanced development

## **1.00 Purpose**

1.01 The purpose of the Holly Springs Flag Football Program is to provide the opportunity to inspire youth to practice ideals of fitness, citizenship, and character using the discipline of organized sport. We will strive to teach spirit and the values of team play and sportsmanship. We will also impart to the game elements of safety and intelligent supervision, while keeping the welfare of the youth first and foremost at all times.

## **2.00 League Management**

2.01 Operation of the league shall be under the direction of the Recreation Programs Manager, or designated staff member.

2.02 The governing authority shall be vested in the Town of Holly Springs Parks & Recreation Department, Athletics Division.

## **3.00 Communication**

3.01 Communication is an important aspect of our football program. To help keep communication smooth and productive, there is a certain “chain of command” that we ask everyone to use.



#### **4.00 Weather Policy**

4.01 For practice and game days, the Parks and Recreation Department will have the final decision on field cancellations. The weather hotline can be reached at 557-2939. Decisions will be made by 4:00pm on weekdays, 8:00am on Saturdays, and 12:00pm on Sundays. The alert center on the Town website allows you to receive an email or text message when cancellations are announced. Click on the link <http://www.hollyspringsnc.us/list.aspx> and follow the steps to receive notifications. The weather cancellation page <http://www.hollyspringsnc.us/index.aspx?NID=7> on the website is also updated with cancellation information.

#### **5.00 Coaches and Assistant Coaches**

5.01 No team shall have more than three (3) coaches. They are designated as Head Coach and two Assistant Coaches.

5.02 Head Coach appointments are to be made by the Athletics Programs Manager or designated staff for a one (1) year period. All coaches will be evaluated each year. This evaluation will be used to determine whether or not he/she will be invited back to represent a team in the program in the future.

5.03 All coaches are required to submit a formal application and background check form to coach. The background checks are subject to approval of the Recreation Manager.

5.04 All Assistant Coaches may be selected by the Head Coach, pending approval of the Recreation Programs Manager or designated staff member. Assistant Coaches must submit a formal application and online background check. All coaches must understand and agree to carry out the duties, responsibilities, policies, and philosophies as established by the Town of Holly Springs Parks and Recreation Department. All coaches must be approved by the Recreation Programs Manager or designated staff member. Any coach not carrying out these duties and responsibilities will be subject to dismissal by the department.

5.05 Head Coaches are required to hold a preseason parent meeting to discuss rules, conduct, responsibilities, etc.

5.06 Coaches should always keep in mind they are setting examples in sportsmanship and fair play and should conduct themselves accordingly at all times.

5.07 Only the Head Coach and their Assistants will be allowed to be on the sidelines with the team during the official game play. All coaches on the sideline on gamedays must be wearing the town issue Coach's Shirt or the coach lanyard.

## 5.08 Coaching Responsibilities

- Share league information with parents.
- Prepare outline for daily practices.
- Teach and maintain proper instruction and safety.
- Work with all players equally.
- Discipline players based on poor behavior, unsportsmanlike conduct, etc.
- Make sure players follow proper guidelines and safety procedures.
- Promote proper sportsmanship.
- Be a good role model.

5.08 One coach from each team may be on the field in the 5-6, 7-8 and 9-10 age groups. The coach may relay plays and help the players line up properly. The coach must then take himself/herself out of the play entirely. For the 11-12 and 13-14 age groups, 1 **offensive** coach may be in the offensive huddle. Once the huddle is broken, the coach must retreat into the backfield and take himself/herself out of the play. If a coach becomes involved in a play, a penalty will be assessed based on the official's judgment of the coach's intent. If the involvement was accidental, the offended team will be granted an additional 10 yards from the end of the play. If the involvement was intentional, the official shall call an unsportsmanlike penalty of the guilty coach and said coach will be ejected from the game.

## **6.00 Uniforms & Equipment**

### **6.01 Uniforms**

- A. Team shirts will be provided by the Holly Springs Parks and Recreation Department. Teams shall NOT alter the uniforms that are distributed to players in any manner.
- B. Players are required to wear black shorts/pants with no pockets.
- C. No jewelry shall be worn by any player, except for medical identification.

### **6.02 Equipment**

- A. No equipment should be purchased or used of a quality less than that supplied by the Town.
- B. Each player is required to provide their own mouthguard.
- C. Metal cleats are NOT allowed.
- D. 6u and 8u divisions will use a Pee Wee size football. The 10u and 12u divisions will use a Junior size football and the 14U division will use a Youth football.

## **7.00 Mandatory Play rule**

- A. Every player must play one (1) entire offensive series and (1) entire defensive series. This must be done during the first 2 series of the game. Players must be substituted into the game at least once during the second half.
- B. No player is allowed to sit out the entire second half.

## **7.00 League Awards**

7.01 Participation medals will be provided for all participants in the 6u and 8u divisions. The 10u, 12u and 14u divisions will hold post-season tournaments. First and Second place teams will receive individual trophies.

## **8.00 Code of Conduct and Penalties.**

### **Code of Conduct**

- The Town of Holly Springs Parks & Recreation Department has a zero tolerance for unsportsmanlike conduct or behavior by an individual (players, coaches, officials, spectators, or parents) at any town function or event and said behavior will be subject to partial or permanent suspension.
- Unsportsmanlike conduct is defined as but not limited to the following: harassment of officials or participants, use of profane language or gestures, and public threat or physical violence.
- Any player, coach, spectator or parent that enters the field of play and confronts and/or makes contact (i.e. cursing, shoving, pushing, etc.) with an official or participant is suspended from the program and any Parks and Recreation related facilities for any practice, match, or activity for one calendar year from the date of the incident.
- No player, coach or spectator shall refuse to abide by an official's decision.
- No player, coach or spectator shall be guilty of objectionable demonstration of dissent at an official's decision.
- No player or coach, other than the Head Coach, should discuss with an official in any manner the decision reached by an official.
- No player or coach shall be guilty of using unnecessary rough tactics in the play of the match against an opposing player.
- No player, coach or spectator shall be guilty of personal verbal abuse upon any official for any reason.
- No player, coach or spectator shall be guilty of physical attack as an aggressor upon any players, official or spectator.
- No alcoholic beverages are allowed on any Town of Holly Springs property. Anyone violating this rule is subject to arrest and expulsion from the League.
- No player, coach or spectator shall use profanity. Offending players/coaches may be subject to ejection, possible suspension/expulsion from the league.
- If ejected, a player or coach must vacate the premises. Failure to abide by this will result in forfeiture of the match.
- Any player, coach or spectator ejected by an official or a supervisor will receive a minimum of a one (1) game suspension. Any suspension may be appealed in writing to the Parks and Recreation Athletics Division staff. Appeals must be submitted within 48 hours of receiving the notice of suspension. Anyone who has been ejected from a match must leave the playing site immediately. A second ejection during the same season will result in a suspension from all remaining matches for that season. Any ejection due to fighting will result in expulsion for one (1) year. If circumstances warrant, the suspension may include all competitive programs offered by the Town of Holly Springs Parks and Recreation Department. Seasonal suspensions may be appealed to the Assistant Department Director.
- Game suspensions may apply to regular season games and/or tournament play and may, at the discretion of Holly Springs Parks and Recreation, be carried over to future seasons.

### **9 Protests.**

- The only legal protests are protests involving the use of an ineligible player or violations of the mandatory play rule.

- Protests based on a referee's judgment will not be permitted. Coaches may not attempt to get a referee to overrule another referee's call.
- Any protests must be submitted in writing by the team's head coach to the Recreation Program Manager and made within 24 hour of the completion of the match.

## Game Play Rules

- 1. Players**
  - Each team may field a maximum of 6 players on offense and defense. Teams may play with only 4 players if circumstances warrant.**
- 2. Game**
  - At the start of each game, coaches from both teams meet at midfield for the coin toss to determine who starts with the ball. The visiting team calls the toss.
  - The winner of the coin toss has the choice of offense or defense. The loser of the coin toss has the choice of direction. Possession changes to start the second half to the team that started the game on defense.
  - The offensive team takes possession of the ball at its 5-yard line and has four (4) downs to cross midfield. Once a team crosses midfield, it has four (4) downs to score a touchdown
    - On 4<sup>th</sup> down, a team will have the option to "punt" or attempt the 4<sup>th</sup> down conversion for a first-down or touchdown.
      - If the conversion is not successful, the play will result in a turnover on downs, and the opposing team will begin their possession at the previous line of scrimmage.**
      - Offensive teams **MUST** declare 4<sup>th</sup> down intent or snap the ball prior to the expiration of the 25 second Play Clock.
  - Teams change sides after the first half. Possession changes to the team that started the game on defense.
- 3. Terminology**
  - Boundary Lines – the outer perimeter lines around the field.
  - Line of Scrimmage (LOS) – imaginary line running through the point of the football and across the width of the field.
  - Line-to-Gain – the line the offense must pass to get a first down or score.
  - Offense – the team with possession of the ball.
  - Defense – the team opposing the offense to prevent it from advancing the ball.
  - Passer – the offensive player that throw the ball and may or may not be the quarterback.
  - Rusher – the defensive player assigned to rush the quarterback to prevent him/her from passing the ball by pulling his/her flags or by blocking the pass.
  - Live Ball – refers to the period of time that the play is in action. Generally used in regard to penalties. Live ball penalties are considered part of the play and must be enforced before the down is considered complete.
  - Dead Ball – refers to the period to time immediately before or after a play.
  - Whistle – Sound made by an official using a whistle that signifies the end of the play or a stop in action for a timeout, halftime or the end of the game.

- k. **Inadvertent Whistle** – official's whistle that is performed in error.
- l. **Charging** – An illegal movement of the ball-carrier directly at a defensive player who has established position on the field. This includes lowering the head or initiating contact with a shoulder, forearm or the chest.
- m. **Flag Guarding** – an illegal act by the ball-carrier to prevent a defender from pulling the ball-carrier's flags by stiff arm, lowering elbow or head or by blocking access to the runner's flags with a hand, arm or ball.
- n. **Shovel Pass** – A legal forward pass across the LOS underhand, backhand or by pushing the ball forward.
- o. **Lateral** – a backward or sideway toss of the ball by the ball-carrier.
- p. **Unsportsmanlike Conduct** – a rude, confrontational or offensive behavior or language.

#### 4. Equipment

- a. All players must wear the Town-provided jersey and flag belt. Each player will provide their own mouthguard.
- b. **Jerseys must be tucked into shorts or pants if they hang below the belt line.** If any portion of the flag belt hangs below the beltline (such as the excess from adjusting the size of the flag), it must be wrapped around or tucked. **This portion of the flag belt can easily be mistaken for a flag.**
- c. Black shorts or pants (without pockets) are required. Shorts or pants of other colors may be worn, so long as they do not match the color of the flags. This rule will be the judgment of the officials.
- d. Shorts or pants with pockets or belt loops must be taped for safety.
- e. Cleats or athletic shoes are recommended. Metal cleats are NOT allowed.
- f. Players may tape their forearms, hands and fingers. Player may wear gloves, elbow pads and knee pads. Braces with exposed metals are not allowed.
- g. Players may wear soft shell helmets but they must be secured at ALL times while on the playing field.

#### 5. Field

- a. The field dimensions are 25 yards by 70 yards with two 10-yard end zones, and a midfield line-to-gain. No-run zones precede each line-to-gain by 5 yards.
- b. No run zones are in place to prevent teams from conducting power run plays. While in the no-run zones (a 5-yard imaginary zone before midfield and before the end zone), teams cannot run the ball in any fashion. All plays must be pass plays, even with a handoff. No run zones are not in effect for the 5-6 year old league.
- c. Stepping on the boundary line is considered out of bounds.
- d. Each offensive team approaches only TWO no-run zones in each drive (one zone 5 yards from midfield to gain the first down, and one zone 5 yards from the goal line to score a TD).



## 6. Timing and Overtime

- a. Regular season games are played on a 40-minute continuous clock with two 20-minute halves. The clock stops only for a change of possession, PAT (untimed down), halftime, time outs, injuries or at the official's discretion.
- b. Halftime is 5 minutes.
- c. Each time the ball is spotted, a team has 25 seconds to snap the ball.
- d. Each team has three 30-second timeouts per game.
- e. Officials can stop the clock at their discretion.
- f. In the event of an injury, the clock will stop then restart when the injured player is removed from the field of play.
- g. If the score is tied at the end of regulation play, 1 overtime period will be used to determine a winner.
  - i. Overtime periods shall be played with each team getting an offensive and defensive possession.
  - ii. A coin toss shall determine who will receive the ball first with the visiting team calling the toss, and the winner of the toss deciding whether to go on defense or offense.
  - iii. Each team's offensive possession will start at their opponent's 10-yard line
  - iv. The team that possesses the ball second in the overtime period will have the chance to match or exceed any score value by the opposition.
  - v. If the team that possess the ball second exceeds the score value of the opposition, then they will be declared the winner.

- vi. If the team that possess the ball first in the overtime scores and holds their opposition to a lesser score value then they will be declared the winner.
- vii. If a winner has not been determined after the overtime period, the game will be declared a tie (unless it's a tournament game).
- viii. All regulation period rules and penalties are in effect.
- ix. There are no timeouts in overtime.

## 7. Scoring

- a. Touchdown: 6 points
- b. PAT (point after touchdown) 1 point (5-yard line) or 2 points (10-yard line)
  - i. Note: 1 point PAT is pass only; 2 point PAT can be run or pass.
- c. Safety: 2 points
  - i. A safety occurs when the ball-carrier is declared down in his/her own end zone. Runners can be called down when their flags are pulled by a defensive player, a flag falls out, they step out of bounds, their knee or arm touches the ground, a fumble occurs in the end zone or if a snapped ball lands in or beyond the end zone.
- d. Extra points that are returned equals 2 points.
- e. A team that scores a touchdown must declare whether it wishes to attempt a 1-point conversion (from the 5-yard line) or a 2-point conversion (from the 10-yard line). Any change, once a decision is made to try for the extra point, requires a charged timeout. A decision cannot be changed after a penalty.
- f. After one team is winning by 28 points or more with less than 10 minutes remaining in the second half, the game is over due to mercy rule. Once a 28-point advantage is gained in the second half, no PAT will be attempted.

## 8. Live Ball / Dead Ball

- a. The ball is live at the snap of the ball and remains live until the official whistles the ball is dead.
- b. The official will indicate the neutral zone and line of scrimmage.
  - i. It is an automatic dead ball foul if any player on defense or offense enters the neutral zone. In regard to the neutral zone, the official may give both teams a "courtesy" neutral zone notification to allow their players to move back behind the line of scrimmage.
- c. A player who gains possession of the ball in the air is considered in bounds as long as the first foot or other body part contacts the ground in the field of play.
- d. The defense may not mimic the offensive team signals by trying to confuse the offensive players, while the quarterback is calling out signals to start the play. This will result in an unsportsmanlike conduct penalty.
- e. Substitutions may be made on any dead ball.
- f. Any official can whistle the play dead.
- g. Play is ruled "dead" when:
  - i. The ball hits the ground.
    - 1. If the ball hits the ground as a result of a bad snap, the ball is then placed where the ball hit the ground.
    - ii. The ball-carrier's flag is pulled.
    - iii. The ball-carrier steps out of bounds.
    - iv. A touchdown, PAT or safety is scored.
    - v. A ball-carrier's knee or arm hits the ground.

- vi. The ball-carrier's flag falls out.
- vii. The receiver catches the ball while in possession of one or no flags(s).
- viii. The 5 or 7 second pass clock expires.
- ix. Inadvertent whistle.
- x. Ball-carrier leaves their feet other than jump cuts, spinning or to avoid a downed player on the field.
- h. There are no fumbles. The ball becomes a dead ball. If fumbled forwards then it will be spotted where the ball carrier lost possession.
- i. If an inadvertent whistle occurs the offense has two options:
  - i. Take the ball where the whistle blew and the down is consumed
  - ii. Replay the down from the original line of scrimmage
  - iii. If it occurs on the last play of the half or game, offense will be awarded one untimed down and given those two options.
- j. A team is allowed to use a timeout to question an official's rule interpretation (not a judgment call). If the official's ruling is correct, the team will be charged a timeout. If the rule is interpreted incorrectly, the timeout will not be charged and the proper ruling will be enforced.

## 9. Running

- a. The ball is spotted where the ball is when the flag is pulled.
- b. **The quarterback cannot directly run with the ball.** The quarterback is the offensive player who receives the snap.
- c. Only direct handoffs or laterals behind the line of scrimmage are permitted. Handoffs may be in front, behind or to the side of the offensive player but must be behind the line of scrimmage. The offense may use multiple handoffs.
  - i. "Center Sneak" play is not allowed. The QB is not allowed to handoff to the center on the first handoff of the play.
- d. **Absolutely NO pitches or laterals forward of the LOS. Pitches or laterals behind the LOS are allowed.**
- e. No-run Zones are located 5 yards before each end zone and 5 yards on either side of midfield are designed to avoid short-yardage power-running situations. Teams are not allowed to run in these zones if the subsequent line is LIVE.
- f. Any player who receives a handoff or lateral can throw the ball from behind the line of scrimmage.
- g. Once the ball leaves the quarterback's hands all defensive players are eligible to rush.
- h. Runners may not leave their feet to advance the ball. Diving, leaping or jumping to avoid a flag pull is considered flag guarding.
- i. Spinning/Jump Cuts are allowed, but players cannot leave their feet to avoid a flag pull.
  - i. Players spinning out of control will be called for flag guarding.
- j. Runners may leave their feet if there is a clear indication that he/she had done so to avoid collision with another player without a flag guarding penalty enforced.
- k. No blocking or "screening" is allowed at any time.
- l. Offensive players in close proximity of the ball-carrier must stop their motion once the ball has crossed the line of scrimmage. No running with the ball-carrier.

- m. Flag obstruction – all jerseys **MUST** be tucked in before play begins. The flags must be on the players hips and free from obstruction. Deliberately obstructed flags will be considered flag guarding.

#### **10. Passing**

- a. All passes must be thrown from behind the line of scrimmage and ball out of hand prior to breaching the line of scrimmage.
- b. The quarterback has a seven second “pass clock” in the 5/6, 7/8 and 9/10 divisions. The pass clock will be 5 seconds in the 12u and 15u divisions. If a pass is not thrown before the pass clock expires, the play is dead, the down is consumed and the ball is returned to the line of scrimmage. Once the ball leaves the quarterbacks hands, the pass clock rule is no longer in effect.
  - i. If the QB is standing in the end zone when the pass clock expires, the ball is returned to the line of scrimmage.

#### **11. Receiving**

- a. All players are eligible to receive passes (including the quarterback if the ball has been handed off behind the line of scrimmage).
- b. Only one player is allowed in motion at a time. All motion must be parallel to the line of scrimmage and no motion is permitted toward the line of scrimmage.
- c. A player must have at least one foot or other body part in bounds, contacting the ground first.
- d. In the case of simultaneous possession by both an offensive and defensive player, possession is awarded to the offense.
- e. Interceptions are returnable on conversions after touchdowns (2 points).

#### **12. Rushing the Passer**

- a. Defenders may not rush the passer unless there is a legal handoff or lateral executed in the backfield or the QB fakes a handoff.
- b. Once the ball is handed off, or the fake handoff occurs, all defenders may go behind the line of scrimmage.

#### **13. Flag Pulling**

- a. A legal flag pull takes place when the ball-carrier is in full possession of the ball.
- b. Defenders can dive to pull flags but cannot tackle, hold or run through the ball-carrier when pulling flags.
- c. It is illegal to attempt to strip or pull the ball from the ball-carriers possession at any time.
- d. If a player’s flag inadvertently falls off during a play while that player has possession, the player is down immediately and the play ends. The ball is placed where the flag lands.
- e. If a player who has one or no flags in their belt takes possession of the ball, the play is dead at that spot on the field.
- f. A defensive player may not intentionally pull the flags off of a player who is not in possession of the ball.
- g. Flag guarding is an attempt by the ball-carrier to obstruct the defender’s access to the flags by stiff arming, dropping the head, hand, arm or shoulder or intentionally covering the flags with the football jersey.

#### **14. Formations**

- a. Offenses must have a minimum of one player on the line of scrimmage (the center) and up to five players on the line of scrimmage. The quarterback must be off the line of scrimmage.

- i. Teams may shift formations prior to the snap as long as they are set for at least 1 second before the ball is snapped.
- ii. One player at a time may go in motion at least 1 yard behind the line of scrimmage.
- b. Movement by a player who is set or a player who runs toward the line of scrimmage while in motion is considered a false start.
- c. The center/QB exchange can be a direct snap or a snap in the “shotgun” formation, but the snap must be done in a quick and direct manner.

## 15. Unsportsmanlike conduct

- a. If staff or officials witness any acts of intentional tackling, elbowing, cheap shots, blocking or any unsportsmanlike act, the game will be stopped and the player will be ejected from the game. This decision is at the referee's discretion. Foul play will not be tolerated.
- b. Ball-carriers MUST make an effort to avoid defenders with an established position.
- c. Defenders must give free releases off the line of scrimmage to offensive players and are not allowed to run through the ball-carrier when pulling flags. Rough play will not be tolerated.
- d. Unsportsmanlike conduct penalties:
  - i. Defense +10 yards from LOS and automatic first down
  - ii. Offense -10 yards from LOS and loss of down.

## 16. Penalties

- a. General
  - i. The referee will call all penalties.
  - ii. Referees determine incidental contact that may result from normal run of play.
  - iii. All penalties will be assessed from the LOS, except as noted (spot fouls).
  - iv. Only the head coach may ask the referee questions about rule clarification and interpretations. Players may not question calls.
  - v. Games or halves may not end on a defensive penalty unless the offense declines it. Any penalty may be declined, and the result of the play accepted, if the offended team chooses.
  - vi. Penalties are assessed live ball then dead ball. Live ball penalties must be assessed before play is considered complete.
  - vii. Penalties will be assessed half the distance to the goal yardage when the penalty yardage is more than half the distance to the goal.
- b. Defensive spot fouls
  - i. Defensive pass interference – Automatic first down
  - ii. Holding - +5 yards and automatic first down
  - iii. Stripping - +10 yards and automatic first down
- c. Offensive spot fouls
  - i. Screening, blocking or running with the ball-carrier - -10 yards and loss of down.
  - ii. Charging - -10 yards and loss of down
  - iii. Flag guarding - -10 yards and loss of down
- d. Defensive penalties

- i. **Defensive unnecessary roughness - +10 yards and automatic first down**
- ii. **Defensive unsportsmanlike conduct - +10 yards and automatic first down**
- iii. **Offside - +5 yards from LOS and automatic first down**
- iv. **Illegal rush - +5 yards from LOS and automatic first down**
- v. **Illegal flag pull - +5 yards from LOS and automatic first down**
- vi. **Roughing the passer - +5 yards from LOS and automatic first down**
- vii. **Taunting - +5 yards from LOS at automatic first down**
- e. **Offensive penalties**
  - i. **Offensive unnecessary roughness - -10 yards and loss of down**
  - ii. **Offensive unsportsmanlike conduct - -10 yards and loss of down**
  - iii. **Offside/false start - -5 yards from LOS and loss of down**
  - iv. **Illegal forward pass - -5 yards from LOS and loss of down**
  - v. **Offensive pass interference - -5 yards from LOS and loss of down**
  - vi. **Illegal motion - -5 yards from LOS and loss of down**
  - vii. **Impeding the rusher - -5 yards from LOS and loss of down**
  - viii. **Illegal Procedure - -5 yards from LOS and loss of down**

## **MISCELLANEOUS RECAP**

8.01           **24 HOUR RULE:** Parents sometimes disagree with a coach's decision or coaching style, especially when it involves their child. Parents have to understand that the coach does not represent a player, but the entire team and must make decisions from the team perspective first and foremost. For parents, it is important to separate their child's sports development from game emotions. For this reason, we have adopted the "24 HOUR RULE", which simply states that the coach will not discuss game situations until at least 24 hours after the game. This rule helps to move the discussion away from the presence of the players and allows all parties to have time to put things in perspective and "cool off" if necessary.

8.01           **REFUNDS:** All refund requests must be submitted in writing and addressed to the Athletic Programs Manager, Holly Springs Parks and Recreation Department. The request letter should state the reason for refund. Refunds requested after the official start date of the particular program in which the participant is enrolled will not be refunded. Official start date is defined as player placement on team. All refunds are assessed a \$15 service charge per participant per activity. Late fees are non-refundable. Requests for medical related refunds will be evaluated on a case by case basis. If the Parks and Recreation Department cancels a program, the total amount will be refunded.

8.01           **WEATHER POLICY:** For practice and game days, the Parks and Recreation Department will have the final decision on field cancellations. The alert center on the Town website allows you to receive an email or text message when cancellations are announced. Click on the link <http://www.hollyspringsnc.us/list.aspx> and follow the steps to receive notifications. The weather cancellation page <http://www.hollyspringsnc.us/index.aspx?NID=7> on the website is also updated with cancellation information.

## **Inclement Weather Response Protocols**

### **Responding to Lightning**

1. Program or event staff and facilitators will monitor for lightning. A lightning detector or approved mobile app may be used for lightning detection. If lightning is detected within eight miles, activity will be suspended and individuals should take shelter immediately.
2. When a lightning detector is not available, the Flash to Bang method will be used. To use this method, count the seconds between lightning flash and thunder, then divide by five. This gives the distance of lightning in miles. When the count is 30 seconds or less, activity will be suspended and individuals should take shelter immediately.
3. When lightning is detected, activity will be suspended for 30 minutes. Any subsequent thunder or lightning after the beginning of the 30 minute count will reset the clock.
4. Safe places for shelter include fully enclosed metal vehicles with windows up, enclosed buildings or outside areas low to the ground. Unsafe shelter areas include outdoor metallic objects like flag poles, fences, high mast light poles, metal bleachers, etc. Avoid water, open fields, and using the telephone near lightning.

### **Responding to Tornado Watch**

A tornado watch indicates that conditions are favorable for tornadoes to form. During a tornado watch, outdoor activities will continue as scheduled. Staff and program facilitators should monitor weather conditions.

### **Responding to Tornado Warning**

1. A tornado warning indicates that a tornado has been detected or sighted in the area. During a tornado warning, outdoor activities will be suspended. All participants should take shelter immediately.
2. Safe places for shelter include indoors away from windows or doors and outside in ditches or low-lying ground.
3. Programs may resume when the Tornado Warning has ended and the activity site conditions are safe. Staff and program facilitators should continue to monitor weather conditions.

### **Responding to Extreme Heat**

In cases of extreme heat and humidity, program staff and facilitators will monitor the heat index. Decisions regarding changes or cancellations for outdoor activities will be determined by the Outdoor Activity Guidelines listed in the chart below.

<b>Condition</b>	<b>Heat Index</b>	<b>Outdoor Activity Guidelines</b>
Normal	Less than 80	Regular activity with scheduled rest/water breaks
Caution	80-90	Regular activity with mandatory rest/water breaks every 25 min
Extreme Caution	91-103	Participant activity closely monitored; mandatory frequent rest/water breaks at least every 20 min
Danger	104-124	Participants must be under constant observation and monitored for symptoms of heat illness; mandatory frequent rest/water breaks at least every 15 min
Extreme Danger	125+	No activity permitted

## Responding to Extreme Cold

In cases of extreme cold, program staff and facilitators will monitor the wind chill temperature. Decisions regarding changes or cancellations for outdoor activities will be determined by the Outdoor Activity Guidelines listed in the chart below.

Condition	Wind Chill Temp	Outdoor Activity Guidelines
Normal	>30 F	Regular activity
Caution	25-30 F	Regular activity; participants should wear layered, protective clothing including coat, hat, gloves, etc.
Extreme Caution	20-24 F	Limited activity; participants should wear layered, protective clothing including coat, hat, gloves, etc.; outdoor activity should be limited to 60 minutes or less.
Danger	19< F	No outdoor activity permitted

## Responding to Unhealthy Air Quality

In cases of poor ozone and/or particle pollution, program staff and facilitators will monitor the air quality index. Decisions regarding changes or cancellations for outdoor activities will be determined by the Air Quality Color Guide as listed in the chart below.

Air Quality Index	Outdoor Activity Guidelines
Good – Code Green, 0-50	Regular activities
Moderate – Code Yellow, 51-100	Participant activity monitored, consider limiting prolonged or heavy exertion outdoors
Unhealthy for Sensitive Groups - Code Orange, 101-150	Limit prolonged or heavy exertion for children, older adults or those with health conditions
Unhealthy – Code Red, 151-200	Limit prolonged or heavy exertion for all
Very Unhealthy – Code Purple, 201-300	Avoid all outdoor activities

## Rules for Womble Park & Ting Park Multi-Purpose Field

To protect the synthetic turf from damage, the gate remains locked when the field is closed.

### *Items Prohibited on the Field*

- Heavily-soiled shoes and metal cleats
- Pets
- Bikes
- Glass bottles
- Tobacco products
- Any fire-producing device
- Stakes or turf-puncturing devices
- Golf

### *Other Regulations*

- Batting, kicking or throwing balls into the fence is prohibited.

- Organized teams and large groups are not eligible for open play and must rent field time. Rentals receive priority over free play.
- Town employees will approve activities and equipment before use and will paint or mark fields.
- For assistance, please contact the facility supervisor.

# HEAT-RELATED ILLNESSES

## WHAT TO LOOK FOR

## WHAT TO DO

### HEAT STROKE

- High body temperature (103°F or higher)
- Hot, red, dry, or damp skin
- Fast, strong pulse
- Headache
- Dizziness
- Nausea
- Confusion
- Losing consciousness (passing out)

- Call 911 right away-heat stroke is a medical emergency
- Move the person to a cooler place
- Help lower the person's temperature with cool cloths or a cool bath
- Do not give the person anything to drink

### HEAT EXHAUSTION

- Heavy sweating
- Cold, pale, and clammy skin
- Fast, weak pulse
- Nausea or vomiting
- Muscle cramps
- Tiredness or weakness
- Dizziness
- Headache
- Fainting (passing out)

- Move to a cool place
- Loosen your clothes
- Put cool, wet cloths on your body or take a cool bath
- Sip water

**Get medical help right away if:**

- You are throwing up
- Your symptoms get worse
- Your symptoms last longer than 1 hour

### HEAT CRAMPS

- Heavy sweating during intense exercise
- Muscle pain or spasms

- Stop physical activity and move to a cool place
- Drink water or a sports drink
- Wait for cramps to go away before you do any more physical activity

**Get medical help right away if:**

- Cramps last longer than 1 hour
- You're on a low-sodium diet
- You have heart problems

### SUNBURN

- Painful, red, and warm skin
- Blisters on the skin

- Stay out of the sun until your sunburn heals
- Put cool cloths on sunburned areas or take a cool bath
- Put moisturizing lotion on sunburned areas
- Do not break blisters

### HEAT RASH

- Red clusters of small blisters that look like pimples on the skin (usually on the neck, chest, groin, or in elbow creases)

- Stay in a cool, dry place
- Keep the rash dry
- Use powder (like baby powder) to soothe the rash



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# HEADS UP CONCUSSION



## SIGNS AND SYMPTOMS

Athletes who experience one or more of the signs or symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

### ► SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

### ► SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"



## ACTION PLAN

As a coach, if you think an athlete may have a concussion, you should:

1. **Remove the athlete** from play.
2. **Keep an athlete with a possible concussion out of play on the same day of the injury and until cleared by a health care provider.** Do not try to judge the severity of the injury yourself. Only a health care provider should assess an athlete for a possible concussion.
3. **Record and share information about the injury**, such as how it happened and the athlete's symptoms, to help a health care provider assess the athlete.
4. **Inform the athlete's parent(s) or guardian(s)** about the possible concussion and refer them to CDC's website for concussion information.
5. **Ask for written instructions from the athlete's health care provider** about the steps you should take to help the athlete safely return to play. Before returning to play an athlete should:
  - Be back to doing their regular school activities.
  - Not have any symptoms from the injury when doing normal activities.
  - Have the green-light from their health care provider to begin the return to play process.

## IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.



For more information and to order additional materials **free-of-charge**, visit: [www.cdc.gov/HEADSUP](http://www.cdc.gov/HEADSUP).

You can also download the CDC **HEADS UP** app to get concussion information at your fingertips. Just scan the QR code pictured at left with your smartphone.

The information provided in this document or through linkages to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to a physician or other health care provider.



Centers for Disease  
Control and Prevention  
National Center for Injury  
Prevention and Control