



Football Handbook

WE Hunt Recreation Center
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Important Phone Numbers

WE Hunt Recreation Center	557-9600
Weather Hotline.....	557-2939
Chris Champion-Recreation Programs Manager..	567-4031
Austin Ohms-Recreation Programs Specialist.....	577-3124
Steve Johnson-Recreation Programs Specialist....	557-9601
Kristen Denton-Community Center Manager.....	557-6293

A Letter from Holly Springs Parks & Recreation Athletic Department

Dear Coaches/Parents,

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

The goal of the Parks and Recreation football and cheer 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. Your 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

ARTICLE I - HEADQUARTERS

- 1.01 The governing authority shall be vested in the Town of Holly Springs Parks and Receptions Department, Athletic Division.

ARTICLE II - PURPOSE

- 2.01 The purpose of the Holly Springs Youth Football program is to provide the opportunity for skill development, sportsmanship, and fun in a participation based atmosphere.

I. ORGANIZATION - COMPOSITION AND DUTIES

1.01 COACHES

1. All coaches shall turn in their coach's application. A background check will be completed on all applicants.
2. A coaching staff not to exceed five (5) shall be assigned to each team during play of scheduled ball games.
3. At least one of the coaches assigned to each team must be 21 years of age, and all other coaches should be at least 18 years of age.
4. The bench (coaching staff) made up of the five (5) active coaches can consist of the head coach, assistant coach(es), administrative assistant, and first aid trainer. The four (4) assistants will be selected by the head coach, pending approval by the Parks and Recreation staff. Assistant coaches must submit a formal application and background check form.
5. Coaching staff must be dressed alike for purposes of identification and uniformity.
6. All equipment must be returned at the end of the season to the Athletic Department.
7. Coaches will assist in the distribution and collection of equipment.
8. It is mandatory that all coaches conduct a parents meeting. Topics to be covered should include introduction, role as a coach, role of the parents, rules, and safety.
9. No active Holly Springs Parks and Recreation coach shall recruit players to play in or on programs and/or teams outside the Holly Springs Youth Program that directly affects current attendance to leagues and/or tournament play. Violation of this rule will result in expulsion from the program.

II. RULES AND REGULATIONS

RULE 1: LEAGUE DIVISIONS

Section 1: Leagues shall be organized based on the maximum-minimum age and weight found in table A below.

Section 2: League classifications shall be as follows: 7/8, 9/10 & 11/12.

Section 3: All candidates should register during the appropriate registration period.

Section 4: Special requests for weight and/or age divisions must be put in writing to be approved by the Parks and Recreation athletic office. No registrant will be allowed to participate in a different age or weight category than specified without permission from the athletic office.

RULE 2: PLAYER AGE - WEIGHT SCHEDULE

Section 1: Youth football participants shall adhere to the age-weight requirements found in Table A below.

Section 2: Age cut-off requirements for official team members is August 1 of the current playing year. Participants who do not meet the weight requirement are only allowed to play up to the next age division if they are within one year league age of that next age division. (Example: An 8 year old could move up to 9/10, and a 10 year could move up to 11/12).

Age & Weight Categories (Table A)

<u>League Category</u>	<u>Basic Ages Allowed</u>	<u>Min. Age on 8/1</u>	<u>Max Age Weight on 8/1</u>	<u>Maximum at Weigh In</u>
PeeWee League	11, 12	11	12	160 lbs.
Mighty Mite League	9, 10	9	10	135 lbs.
Mini-Mite	7,8	7	8	115 lbs

Section 3: Players may play up an age division if they have played in their respective age division one year. Players may not skip an entire age division. A play up request form must be filled out and approved by the Recreation Program Manager.

RULE 3: CERTIFICATION REQUIREMENTS

Section 1: Certification of date of birth shall be presented by birth certificate or other form of proof of age.

Section 2: Weigh-in procedures shall be conducted according to procedures approved by the Parks and Recreation Department and the Quad County Recreational Football League.

Section 3: Approved weigh-in procedures shall be followed without deviation. Any unauthorized deviation is considered illegal and subject to disciplinary action by the Town of Holly Springs.

Section 4: Scales used for weigh-ins will be provided by the Parks and Recreation Staff.

Section 5: The use of steam baths, sauna baths, dietary pills, or other medication for the purpose of weight reduction to meet eligibility requirements is considered illegal. Any player or coach found guilty of this practice will be declared ineligible immediately.

RULE 4: PLAYER ELIGIBILITY REQUIREMENTS

Section 1: As a certified Town of Holly Springs youth football team member, a player shall qualify as an eligible participant under the following requirements:

Article 1: A player shall be considered eligible for any division in which he can qualify within a combination of the official age and weight standards in Tables A found on page 5.

Article 2: New and returning players except as stated below must play on the team to which he is assigned by means of distribution as established by Town of Holly Springs Parks and Recreation Department.

Article 3: Siblings of players who are currently a member of a team may be placed with other sibling to avoid separation.

Article 4: Any special requests regarding player eligibility should be made in writing by the parent and brought to the Parks and Recreation office by a member of the appropriate team's coaching staff.

Article 5: The coach of each respective team is responsible to see that all players have met eligibility requirements. Any game in which an illegal or ineligible player has played will be forfeited by that team.

Article 6: Players living inside the town limits of Holly Springs will be charged a \$60.00 registration fee.

Article 7: Players living outside the town limits of Holly Springs will be charged a \$90.00 non resident registration fee.

Section 2: No player shall be allowed to play in more than one league category at a time during the same season, including regular and post-season play.

Penalty for Violation: The player(s) and coach(es) shall be suspended for the remainder of the season.

Section 3: A player may have to move up to a higher league category during the season because of weight. Once moved up, the player shall not be allowed to return to a lower league category.

Section 4: No team will be allowed to lend players on its roster to another team. Breach of this section carries suspension of the coach(es) from the program for the remainder of the season.

Section 5: Parental Consent

Article 1: No applicant shall be registered as a qualified player if he has not first secured a written consent to participate in any program from his/her parent or legal guardian.

Article 2: Consent to participate may be withdrawn at any time during the playing season. Notification should be provided to the Parks and Recreation Department.

Section 6: Injuries- Any player that suffers a head, neck, or spine injury must be cleared by a doctors note before returning to play.

RULE 5: CONTRACTS, ROSTERS

Section 1: No player will be allowed to participate without first having submitted a registration form. All registration forms must be approved by the Parks and Recreation Department and be on file before the first scheduled practice.

Section 2: Players' registration forms shall be kept on file by the Parks and Recreation Athletic Department.

Section 3: **All additions to the roster will be made by the Parks and Recreation Department only.**

Section 4: No player may be added after the second game.

RULE 6: TEAM COMPOSITION

Section 1: Players and Coaches

Article 1: Each team may have a maximum of 30 players on the official team roster for football.

Article 2: Each team shall have a minimum of three (3) and a maximum of five (5) approved adult coaches. Only approved coaches are allowed on the sidelines during games.

Article 3: It is suggested that each team secure a trainer to serve as an assistant coach.

Article 4: The athletic staff may waiver any of these requirements as defined in this section if circumstances determine that an exception is temporarily needed to meet a special situation.

RULE 7: PRACTICE

Section 1: Starting Time – 6:00pm or 6:15pm

Article 1: No team shall begin practice prior to July 29th. The first 10 hours of practice shall be used for physical conditioning only. Conditioning will be Monday, Tuesday, and Thursday of the first 2 weeks of practice from 6:00pm-8:00pm. The regular practice schedule will run Monday, Tuesday, and Thursday from 6:15 p.m. to 8 p.m.

Article 2: No player shall have physical contact until 10 hours of conditioning is completed. Head coaches will be held responsible for this. Failure to comply may result in disciplinary action.

Article 3: All players shall wear protective equipment specified in Rule 10 at all physical contact sessions.

Section 2: Facilities

Article 1: Practice and game facilities shall be safe and adequate. The department plans to use Holly Springs High School and Ting Stadium for practice. Games will be played at Ting Stadium. However, this is subject to change depending on availability and/or number of participants. Head/or Assistant coaches should do a walk through before each practice.

Article 2: The field shall be free from rocks, broken glass, and other hazards.

Article 3: All practice fields shall be approved prior to use by the Athletic staff.

Section 3: Restrictions

Article 1: There shall be no more than one (1) practice session per day.

Article 2: Practice sessions will be limited to 1.75 hours and shall not extend past 8:00 p.m.

Article 3: No spring or off season practice is permitted. **No make-up practices shall be scheduled to exceed the maximum number of practices per week.**

Article 4: Violation of any of the above shall result in possible dismissal from the program.

Section 4: The following practice schedule shall be adhered to by the Youth Football Teams: Teams shall practice (3) times per week. Video nights are considered a practice.

Article 1: No unsupervised practices will be allowed.

Article 2: At least two(2) approved coaches must be present.

RULE 8: EQUIPMENT

Section 1: Player Equipment

Article 1: All equipment must be approved by the Town of Holly Springs before use. To achieve adequate player protection, no item should be purchased or used of a quality less than that supplied by the Town.

Article 2: Equipment must be properly fitted to each individual player. Staff will evaluate.

Article 3: Coaches will be responsible for periodic inspection of uniforms to insure that all players are completely equipped with properly fitting equipment.

Article 4: The following football equipment is provided by the Parks and Recreation Department: helmet-safety seal required, shoulder pads, thigh pads, knee pads, practice/game pants, and practice/game jersey. All other equipment needed will be the responsibility of the parent(s). Only non-detachable, molded rubber cleats are permitted.

Article 5: No wrist watches, medallions, bracelets, rings, belt buckles, or jewelry of any kind shall be worn during practice or games.

Article 6: Only eyeglasses with non-breakable lenses and frames shall be worn.

Article 7: All equipment that is collected, solicited, purchased, or otherwise obtained for and in the name of the town becomes property of the town.

Article 8: Athletics staff, at the seasons' end, will collect equipment at a designated time for all teams.

Article 9: All equipment supplied by the Town of Holly Springs should be returned to the Athletics Department. Any coach or player that fails to return their equipment and/or uniforms will be charged to replace such items and will not be allowed to participate in the following season.

Section 2: Field Equipment

Article 1: The playing field shall be properly lined and clearly recognized before kickoff. The field shall be cleared of all dangerous obstructions.

Article 2: The proper down marker, first down chain unit, yard markers, and goal line flags shall be available at game time.

Section 3: Football

Article 1: The official game ball shall be provided by the Parks and Recreation Department.

RULE 9: REGULAR LEAGUE PLAY

Section 1: All football teams shall play games only as scheduled and distributed by the Quad County Recreational Football League.

Article 1: A pre-season controlled scrimmage shall be defined as a practice session between two football teams in the same league category where each team is limited to "allotted time" or fixed number of offensive plays before turning the ball over. All rules and regulations contained herein shall be adhered to pertaining to practice sessions and games. Scrimmages are limited to two (2) maximum.

Article 2: Games will be played on Saturday mornings with game times to be determined by the Quad County Recreational Football League.

Section 2: A game that is terminated for reason of weather, light failure, or other conditions that may be determined as hazardous to spectators or players before completion may be rescheduled. These games shall not count against the maximum number of scheduled games authorized.

Section 3: All games shall be officiated by officials provided by the participating home team.

RULE 10: PLAYING RULES

Section 1: Playing rules, except as modified by the Town of Holly Springs Parks and Recreation Department, shall be set forth by the Quad County Recreational Football League.

Article 1: Periods - time factors shall be as follows:
a. 8 Minute regulation clock with a 5 minute halftime

Article 2: Score Values

Division	Touchdown	PAT (Run)	PAT (Pass)	PAT (Kick)	Safety	Field Goal	Forfeit Score
7 & 8 Tackle	6	1	2*	2	2	3	1-0
10U Tackle	6	1	1	2	2	3	1-0
12U Tackle	6	1	1	2	2	3	1-0

NOTE: Under no circumstance should a coach confer with an official after the game.

**Section 2: Participation Requirement:
Mandatory Play Rule (MPR)**

1. Each player dressed and in attendance at game time must play a minimum of 6 plays per game.
2. The plays must be from the line of scrimmage.
3. Kick-offs, extra points and free-kicks shall not be used in fulfilling the MPR requirement.
4. A play shall not count toward fulfillment of the MPR if the play results in a penalty that causes the down to be replayed.
5. All plays must be “active plays” that do not have the intent to minimize the action or integrity of the play. Plays such as, but not limited to, quarterback kneel-downs (Victory Formation) shall not be considered as active plays.
6. Players who are physically unable to perform due to injury, illness, or weight limit issues and those being held out for disciplinary reasons, may be on the sideline in their jerseys, but may not wear their shoulder pads and helmet. Players ejected from a game may remain on the bench, provided they remove their helmet and shoulder pads. (Exceptions to the MPR exist and may be found in the Games section under Roster Verification and Weigh-In.)

Rule 11: POST SEASON GAMES: OUT OF TOWN/DISTRICT

Section 1: Participation in seasonal or post season games not sanctioned by the Town of Holly Springs Parks and Recreation Department is hereby prohibited. The teams may participate in Quad County Recreational Football Tournaments and Jamborees.

NOTE: PARTICIPATION REQUIREMENTS WILL BE IN EFFECT FOR POST-SEASON PLAY!!

RULE 12: ETHICS

1. 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.

2. 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.
3. The length of the suspension will be determined by the Athletic Programs Manager.
4. 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, game, or activity for one calendar year from the date of the incident.
5. No player, coach or spectator shall refuse to abide by an official's decision.
6. No player, coach or spectator shall be guilty of objectionable demonstration of dissent at an official's decision.
7. No player or coach, other than the Head Coach, should discuss with an official in any manner the decision reached by an official.
8. No player or coach shall be guilty of using unnecessary rough tactics in the play of the game against an opposing player.
9. No player, coach or spectator shall be guilty of personal verbal abuse upon any official for any reason.
10. No player, coach or spectator shall be guilty of physical attack as an aggressor upon any players, official or spectator.
11. 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.
12. No player, coach or spectator shall use profanity. Offending players/coaches may be subject to ejection, possible suspension/expulsion from the league.
13. If ejected, a player or coach must vacate the premises. Failure to abide by this will result in forfeiture of the game.
14. Any player, coach or spectator ejected by an official or a supervisor will be suspended for the team's next two (2) scheduled games. Any ejection due to fighting will result in expulsion for one (1) year. A suspension from the game is also a suspension from the playing site. A second ejection in the same season results in a suspension from all remaining games for that season. 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.
15. 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.

FOOTBALL PRACTICE HOT WEATHER PRECAUTIONARY MEASURES

When practicing in hot weather or when exercising in a hot climate, the body is usually able to maintain a safe temperature with the evaporation of sweat. A young athlete can lose as much as two (2) quarts of sweat each hour of practice or competition. This water must be replaced or the body becomes dehydrated and does not function

well. The water level can be maintained in most sports by: (a) drinking 1 to 2 cups of water before practice or competition, (b) taking frequent drinks during the activity (water breaks) and (c) continuing to drink after the game or practice. Potassium may be depleted after many days of work in a hot climate. This can easily be replaced by eating citrus fruits and drinks, potatoes, bananas, and other potassium rich foods. Some coaches like to use "athletic drinks" like Gatorade, Powerade, etc. These drinks are unnecessary if you provide plenty of water and schedule practices in the cooler parts of the day.

Should a Red Ozone Alert (all participants) and/or Orange Ozone alert (those participants who are sensitive to heat and/or have breathing problems) occur, coaches should take these precautions at youth football practice:

1. Players should practice without pads.
2. Players should take off helmets frequently.
3. Players should not wear sweat suits.
4. Players should be given frequent scheduled water breaks.
5. Coaches should watch all participants closely for heat illness related problems. If a child is having trouble, every precaution should be taken to ensure that the participant remains safe and healthy.

Key Points to Remember

1. Aerobic fitness enhances the circulating system, which is responsible for heat transfer. Also, fit individuals start to sweat sooner and do not get so hot.
2. Four to eight days of practice in the heat will prepare young athletes to compete in the uncomfortable environment.
3. Select uniforms and equipment that allows sweat to evaporate.
4. Make sure athletes know how important it is to drink a great deal of water during the hot days and to eat potassium rich foods.
5. Do not deprive athletes of water under any circumstances since it risks heat exhaustion during intense activity. Limiting water breaks should **never** be a form of discipline!

MISCELLANEOUS

1. **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.

2. **COMMUNICATION:** communication is another 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. Parents should first contact the coach with questions. Coaches should first contact the Athletic Programs Manager. If further assistance is needed, then contact the Recreation Programs Superintendent or the Director of Parks and Recreation.
3. **WEATHER POLICY:** 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.
4. **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.
5. **Lightning Policy**
 1. When thunder is heard, or lightning is visible, the thunderstorm is close enough to strike your location with lightning. Suspend play and all players, coaches, fans and umpires should **Take Shelter Immediately!**
 2. Flash (Bang) Method – Count seconds between lightning flash and thunder and divide by 5 – this gives the distance of lightning in miles. If count is 30 seconds or less **Take Shelter Immediately!**
 3. **Safe** places for shelter would be fully enclosed metal vehicles with windows up, enclosed buildings or the low ground. Seek cover in clumps of bushes. **Unsafe** shelter areas include all nearby outdoor metallic objects like flag

- poles, fences, high mast light poles, metal bleachers, etc. AVOID water, AVOID open fields, AVOID using the telephone.
4. If you feel your hair standing on end or hear “crackling noises” you are in lightning’s electric field. Immediately remove metal objects (including baseball cap), place your feet together, duck your head and crouch down with hands on knees.
 5. If anyone is struck by lightning **CALL 911 IMMEDIATELY**. People who have been struck by lightning do not carry an electrical charge and are safe to handle. Apply CPR immediately if you are qualified to do so.
 6. **Thirty-minute rule.** Once play has been suspended, wait at least **30 minutes** after the last thunder is heard or flash of lightning is witnessed prior to resuming play. Any subsequent thunder or lightning after the beginning of the 30 minute count, reset the clock and another 30 minute count should begin.
 7. At the conclusion of the first thirty (30) minute delay, the game officials will determine whether or not to continue or cancel the game(s). NOTE: If lightning is still visible after the first thirty (30) minute delay, the game(s) will be cancelled and rescheduled on another day.

6. Tornado Policy

Tornado Watch (which means that conditions are favorable for tornadoes to form), all activities will continue as scheduled when the National Weather Service issues a Tornado Watch for Wake County. All participants and staff should monitor weather conditions and announcements. Please monitor local media or weather radio for weather alerts.

Tornado Warning (which means that a tornado has either been sighted or considered to be imminent in the warned area), all activities should be suspended when the National Weather Service issues a Tornado Warning for Wake County. All participants should take shelter immediately and adhere to the following procedures:

- I. Seek shelter inside the facility.
- II. Go to an interior room on the lower level (closets, interior hallways). Interior hallways on the lowest floor are usually safest. Put as many walls as possible between you and the outside. Get under a sturdy table and use arms to protect head and neck. Stay there until the danger has passed.
- III. Do not open windows. Use the time to seek shelter.
- IV. Stay away from windows, doors and outside walls. Go to the center of the room. Stay away from corners because they attract debris.
- V. Get out of vehicles, trailers and mobile units immediately and go to the lowest floor of a sturdy nearby building or a storm shelter.

Mobile units, even if tied down, offer little protection from tornadoes.

- VI. If caught outside with no shelter, lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of potential for flooding.
- VII. Do not get under an overpass or bridge. You are safer in a low, flat location.
- VIII. Never try to outrun a tornado in urban or congested areas in a car or truck; instead, leave the vehicle immediately for safe shelter. Tornadoes are erratic and move swiftly.
- IX. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

All activities should be resumed once the Tornado Warning has cleared for the Holly Springs area and the conditions of the facility are safe. All participants and staff should continue to monitor weather conditions and announcements. Please monitor local media or weather radio for any additional weather alerts.