

**2021 YOUTH FLAG FOOTBALL PROGRAM POLICY**



**Sports Branch  
Semper Fit Division  
Marine Corps Community Services  
Lejeune-New River, NC**

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## Mission & Contacts

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### ***Youth Sports Mission***

Lejeune-New River Youth Sports will develop and deliver quality and affordable youth sports programs to help build positive characteristics through participation in a fun, friendly, and safe family environment. Lejeune-New River Youth will develop a sense of belonging, a sense of worth, and the ability to interact with their peers through participation in Youth Sports.

### ***Youth Sports Office***

#### **MCB CAMP LEJEUNE**

Hours of Operation: 0830-1630\*

Hours of Registration: 0830-1630(M-F)\*

Location: Bldg. 1985 Stone St.

Contacts: 910-451-2177; 910-451-2159

Mailing Address: Attn: SPOR

1401 West Road

Camp Lejeune, NC 28547

Website: [mccslejeune-newriver.com/youthsports](http://mccslejeune-newriver.com/youthsports)

**\*NOTE: The Youth Sports office on Stone St. operates Tuesday through Friday 0830-1630 during the sport season. Financial transactions end at 1630 daily.**

## Youth Flag Football Registration Deadlines & Refund Policy

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The registration period will be conducted from 28 June – 23 July 2021. Proof of age (copy of birth certificate, dependent I. D. card) will be required upon registration.

### **Refund Policy**

A full refund will only be given during the open registration period. There will be a \$15 surcharge for disenrollment after the registration period. No refunds will be given after the first game.

### **Financial Hardship Waivers**

Financial Hardship Waivers will be evaluated on a case-by-case basis.

### **Purpose**

To provide information and instructions concerning the Lejeune-New River Youth Flag Football Program, hereinafter called "program".

It is the policy of the League to conduct activities so that the physical and moral welfare of the young people, for whose benefit it is organized, shall remain paramount.

The purpose of the program is to provide authorized youth with a fun activity, which firmly implants the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority.

## Coaches', Parents', & Staff Responsibilities

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### ***Coaches Responsibilities***

Coaches are responsible for creating opportunities for players to acquire the basic knowledge of skills as well as implementing concepts of:

- Sportsmanship
- Team Work
- Self-Discipline
- The value of athletic competition

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Coaches are responsible for the administrative duties of their team, including but not limited to:

- (1) Providing players with quality instruction matched to the player's learning and understanding levels whenever possible.
- (2) Total administrative control of the team.
- (3) Ensure your assistant coaches are certified through the youth sports office.
- (4) Ensure that assistant coaches and players comply with league rules.
- (5) Always set the example for your team by maintaining the high standards expected of an NYSCA certified coach which includes but is not limited to: fundamental instruction, skill development, rules of the game, teamwork, and character development. Make your practices fun. Never exercise as a method of punishment, or withhold fluid intake. Hydration is very critical for your young athletes' sustainability and wellness, as is healthy nutritional eating habits.
- (6) Ensure assistant coaches and players treat officials and opponents with respect before, during, and after the activity/game.
- (7) Coaches will not leave the facility with players still remaining at the facility (unless the child is accompanied by an adult).
- (8) Coaches are responsible for the accountability of all children assigned to their team and will not leave children unattended.
- (9) Volunteers and staff are not authorized to transport youth in their private vehicles.
- (10) Coaches must be present for all practices at least 15 minutes before scheduled start time. If a coach cannot be present, he/she must ensure a pre-authorized youth sports volunteer is appointed to take their place. All volunteers will be required to wear their Youth Sports Volunteer Lanyard on their outermost garment during all practices and games.
- (11) Coaches will function within limits of their volunteer status. You may not remove players from your team; exchange players between teams; make exceptions to the age requirements; allow unregistered players to participate; or promise parents that their child will play on your team. If the head coach has to step down from their position, they must notify their team members and the youth sports office immediately.

### ***Parents Responsibilities***

Ensure you and your child attends practices and games; be supportive and encourage all others to abide by, and support the “Parents’ Code of Ethics.”

Parents are required to pick-up their children promptly at the end of practices and scheduled games. If a child is not picked-up within fifteen minutes at the conclusion of practice or a scheduled game, appropriate action will be taken which could result in PMO being contacted.

Communication is vital to the success of the program and the enjoyment of our participants. Please speak directly with the Youth Sports Staff on site or Youth Sports Manager on any area of concern and incidents that occur. The Youth Sports staff is there to support our families and volunteers

### ***Youth Sports Staff Responsibilities***

MCCS Lejeune-New River Youth Sports Staff are responsible for providing a safe, educative, and skill building sports program for the youth participating in the Lejeune-New River Youth Sports Programs. This includes taking all appropriate steps to ensure participant safety, education of coaches, program accessibility, and most of all, maintaining participant fun throughout all programs!

MCCS makes every effort to ensure the safety and well-being of children involved in recreational programs activities like youth sports. This includes conducting thorough background checks and providing annual training for all staff and volunteers on reporting suspicions of child abuse or neglect.

If you suspect child abuse or neglect it is a moral obligation to report your concern. Contact the Family Advocacy Program @ Camp Lejeune 451-9563 or @ MCAS NR 449-6110, and civilian Department of Social Services/CPS at 910-219-1955 or after hours call the Sherriff’s Department 910-455-3113 and ask for the Emergency Duty Social Worker.

If you witness violence or know someone is in immediate danger, call 911 or PMO.

## **Guidelines for Social Media Participation**

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These guidelines apply to all participants in Lejeune-New River, Semper Fit Youth Sports program who create or contribute to blogs, wikis, social networks, virtual worlds or any type of Social Media. Examples: Twitter, Yelp, Wikipedia or Facebook.

Our goal is to ensure participation in social media that involves MCCS Youth Sports is conducted with respect, and safeguards confidential information of our participants.

1. Postings should not disclose any information that is confidential or disclose information pertaining to individual, volunteer parent or children.

2. Internet postings should not include MCCA logo or trademarks
3. Do not post negative comments or pictures regarding any aspect of Youth Sports. This includes but is not limited to coaching, officiating, parents, staff or participants.
4. Comments that are posted that can be construed as harassment or bullying will not be tolerated.

Failure to comply with guidelines may result in removal from MCCA Youth Sports Program. Concerns regarding any aspect of the Youth Sports program should be directed to the Youth Sports Staff or the Sports Branch Head.

## **Semper Fit Rights**

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**Marine Corps Community Services, Semper Fit Division has the reserved authority to implement and interpret all rules, regulations, and sanctions stated in this policy manual as written.**

## **Governing Rules and Bodies**

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### ***Governing Bodies***

Operating Procedures stated in this document by the Youth Sports Department will be utilized as the official ruling body/document for the 2021 youth flag football season. Some of the playing rules have been adopted from The National Intramural and Recreation Sports Association (NIRSA) for the flag football program.

**Lejeune-New River Youth Sports will conduct the program and has authority in interpreting the foregoing rules and regulations.**

### ***Meetings***

Lejeune-New River Youth Sports will be responsible for organizing and conducting a coaches' meeting prior to the start of the football season; and another meeting if necessary, midway through the season.

### ***Safety***

It is the policy of Lejeune-New River Youth Sports to keep all playing sites safe and free of anything that could put a child in danger. In doing so, we follow the National Standards for Youth Sports. In keeping with these standards, Drug, Alcohol, Tobacco Products and Pets are not allowed at any Youth Sports function. At a minimum, one staff member or volunteer on-site will be CPR certified. Additionally, all final decisions will rest with Youth Sports Administration as related to safety.

### ***Touch Policy***

Touch is absolutely necessary for the nurturance and development of children. MCCA Youth Sports will provide standard procedures addressing appropriate touch. At a minimum, MCCA Youth Sports Volunteers will adhere to the following procedures:

### **APPROPRIATE TOUCH INVOLVES:**

- Recognition of the importance of physical contact to child nurturance and guidance.
- Adults respecting the personal privacy and personal space of children.
- Adults responding to the safety and well-being of the child (i.e. holding hands to cross the street, assisting when a child has an accident, holding a child gently but firmly in a bear hug when the child may endanger himself/herself or others when upset).
- Modeling of appropriate touching such as high-fives, a quick hug, pat on back of head, handshake or other similar types of contact.
- Children have the option to refuse touch except to ensure the safety of other children.

### **INAPPROPRIATE TOUCH INVOLVES:**

- Coercion or other forms of exploitation of the child's lack of knowledge.
- Satisfaction of the adults needs at the expense of the child.
- Violation of laws against sexual contact between an adult and child.
- An attempt to change child behavior with adult force often applied in anger.
- Examples of inappropriate touching includes: forced goodbye hugs and kisses, corporal punishment, slapping, striking, pinching, tickling for prolonged periods, grabbing or pulling a child toward you in anger, fondling, or molestation.

## ***Head Injuries***

MCCS Youth Sports is dedicated to providing a safe playing atmosphere for the Lejeune-New River communities, therefore, the NYSCA philosophy regarding injuries of "When in doubt, take them out" should always prevail. The following policies and procedures will be adopted concerning potential head injuries.

If a participant appears to be confused, unconscious, or dazed as a direct result of an impact to the head coaches will administer the Standards Assessment of Concussions to the participants. If any of the test lends itself to a possible concussion the athlete will be removed from the activity and will not be allowed to return until given written medical clearance by a health care professional with experience in evaluating for concussion.

**Prior to season start:** All coaches will complete the Center for Disease Control's "Heads Up Online Training Course" and present a certificate of completion to the MCCS Youth Sports Office.

All MCCS Sports Staff will complete the Center for Disease Control's "Heads Up Online Training Course" annually.

Parents will read and sign the Heads Up FAQ sheet at the time of registration. In order to develop a baseline assessment for the participant; parents and coaches are encouraged to perform the SAC test prior to the season.

Coaches and Youth Sports staff members will be required to keep the SAC test accessible during all practices and games.

All incidents of head injury **must be reported to the Youth Sports office immediately.** **\*All coaches receive blank incident & mishap reports in their coaches' packet. All incident & mishap reports** will be documented and maintained by the MCCS Youth Sports office.

## **Drug, Alcohol, Tobacco, and Pet Policy**

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MCCS is committed to providing an environment that does not encourage the use of tobacco, drugs or alcohol. Tobacco includes, but is not limited to: cigars, cigarettes, electronic-cigarettes (e-cigarettes), stem pipes, water pipes, hookahs, and smokeless products that are chewed, dipped, or sniffed.

Our organization's goal is to provide a safe and healthy youth recreational environment and we recognize that there are numerous health hazards resulting from the use of drugs, alcohol, and tobacco products including smokeless products (*e.g.* e-cigarettes). We understand our responsibility to the participants is to model and promote healthy lifestyles. We also realize that the commercial alcohol and tobacco industries strive to make a connection between athletics and alcohol & tobacco use and we promise to refuse any compensation, either monetary or goods, from any tobacco organization's program, promotion, or advertisement.

We stress to coaches, officials, administrators, parents, volunteers, spectators, and all others involved the importance of maintaining a tobacco, drug and alcohol, and pet free environment while working with young people. Through a collective effort we will provide an environment that is free of tobacco, drugs and alcohol, and pets at all events.

The use or possession of any form of tobacco, drugs or alcohol during MCCS activities is prohibited. This includes, but is not limited to leagues, practices, games, tournaments, competitions and organization-sponsored events. This policy applies to all participants, coaches, officials, administrators, parents, volunteers, spectators, and all others involved in the program.

**References:** MCIEAST-MCB CAMLEJO 1700.6 (Alcohol/Drugs)  
SECDEF Policy Memo 16-001 Dtd. 8 Apr 16 (Tobacco policy- e-cigs)  
MCIEAST-MCBCAMLEJO 10570.2 (Pets)

## **Youth Sports Eligibility Criteria**

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### ***Youth Athlete***

Family members of active duty military, retired military, DOD, and MCCS employees between the ages of six and twelve as of 01 September of the participating year are eligible to participate in the flag football program.

**Participation Criteria**

All participants are eligible to participate in both recreational and scholastic sports; however, if a participant does not attend 50% of team practices; playing time is at the coach's discretion. Exceptions to this rule will be considered on a case-by-case basis. It is the intent to maintain program integrity and to ensure fair play and sportsmanship. It will be the responsibility of the player's coach to inform the proper youth sports authority prior to league games, of any player who will not participate and this must also be annotated in the official score book.

**Coaches of Youth Sports**

Coaches are volunteers and must be at least 18 years of age to be a Head coach, or 16 years of age to be an assistant coach and approved by the Youth Sports Department. Flag football teams will/can consist of a head coach and 3 assistant coaches. A team parent is permitted, but does not serve in a coaching capacity.

**Coaches' Package**

Coaches are selected providing all preliminary coaching criteria is met. Individuals interested in coaching must submit a volunteer coach's package to youth sports, and complete the following additional requirements:

1. Complete the NYSCA youth sports certification program.
2. Complete a FBI criminal background check at MCCS Human Resources, Bldg. 1401.
3. Complete the DD2981 Basic Criminal History and Statement of Admission annually.
4. Complete the CDC "Heads-Up" Concussion Training program.
5. Attend Child Abuse Prevention/Recognition training. *Note:* Active Duty Volunteers may provide documentation of current UMAPIT or IDC training in lieu of annual class.

**Background Checks**

All persons applying to be a coach of a youth sports program are required to successfully complete a FBI criminal background check as stated in DODI 1402.05. The ultimate decision to determine successful completion and fulfillment of the criminal background check is at the discretion of the Youth Sports Manager and/or Athletic Director. All applicants will sign the background check as signed under penalty of perjury, and additionally sign a volunteer agreement, touch policy & volunteer job description. Evaluation of criminal history background checks is made and monitored by the Youth Sports Manager and/or Athletic Director; final position hiring decisions rest with the same individuals.

Refusal to fulfill a background check will be considered an automatic disqualifier for the applicant refusing.

**Mandatory Disqualifiers for Youth Coaches**

Applicants found to have offenses, or current investigations, which fall within the following categories, shall not be permitted to coach in Youth Sports.

1. ANY conviction, to include current investigations, for a sexual offense, a drug felony, a violent crime, or a criminal offense involving a child or children.
2. A wide range of offenses such as arson, homicide, robbery, fraud, or any offense involving possession or use of a firearm.

3. Evidence that the individual is a fugitive from justice.
4. Evidence that the individual is an illegal alien who is not entitled to accept gainful employment for a position.

### **Discretionary Criteria Disqualifiers for Youth Coaches**

Applicants found to have offenses that fall within the following categories will only be allowed to coach a youth sports program at the discretion of the Youth Sports Manager and/or Sports Branch Manager. Additional information, interviews, etc. pertaining to the offense in question may be requested before a final decision is made.

1. Acts that may tend to indicate poor judgment, unreliability, of untrustworthiness in working with children.
2. Any behavior; illness; or mental, physical, or emotional condition that in the opinion of a competent medical authority may cause a defect in judgment or reliability.
3. Offense involving assault, battery, or other abuse of a victim, regardless of age of the victim.
4. Evidence or documentation of substance abuse dependency.
5. Illegal or improper use, possession, or addiction to any controlled or psychoactive substance, narcotic, cannabis, or other dangerous drug.
6. Sexual acts, conduct, or behavior that, because of the circumstances in which they occur, may indicate untrustworthiness, unreliability, lack of judgment, or irresponsibility in working with children.
7. A wide range of offenses such as arson, homicide, robbery, fraud, or any offense involving possession or use of a firearm.
8. Evidence that the individual is a fugitive from justice.
9. Evidence that the individual is an illegal alien who is not entitled to accept gainful employment for a position.
10. A finding of negligence in a mishap causing death or serious injury to a child or dependent person entrusted to their care.

### **Selection Process**

The selection process will include a review of the coach's package, background check, having a child or not on the team, past coaching performance, willingness to participate in meeting(s), clinics and player evaluations, **as applicable**, are also considerations. A coach moving up or down from one division to another or an assistant coach returning to a team will compete equally with all other prospective coaches for selection.

### **Certification Requirements**

The National Youth Sport Coaches Association (NYSCA) must certify all head coaches and assistant coaches. The Youth Sports Department will announce and conduct certification clinics. All coaches are required to attend any and all seminars/clinics that the program may require.

### **Basic Coaching Guidelines**

- 1) While each coach will have his or her own style of coaching, the Head Coach is ultimately responsible for all activities their team engages in. All subordinate coaches take direction from, and report to the Head Coach. Parents should support the Head Coach's requests for things within reason. Since there is an enormous

- amount of responsibility placed upon the Head Coach, they should be properly prepared to carry out the basic tasks of team training, and organization.
- 2) Ensure the players are warmed up and stretched before every practice/game.
  - 3) Make sure to do a cool down stretch at the conclusion of every practice/game.
  - 4) Ensure coaches know all the proper stretches and can demonstrate for players as they should lead all warm ups/stretchers until they are confident players can lead under coach's supervision.
  - 5) Ensure coaches pass down dress knowledge to players/parents.
  - 6) Coaches must ensure that player's equipment is worn properly before ANY activity at ANY time. Looking over players before/between drills or at breaks in activity is the best time to do this.
  - 7) Ensure each player has all necessary equipment for all related drills, or exercises. This includes footwear.
  - 8) Ensure players equipment fits correctly. This may require some sort of evaluation mid-season as players shapes may change significantly during the course of the season.
  - 9) Ensure drills progress in a logical manner, i.e. crawl, walk, run. Coaches must be confident that all players can perform the drills correctly and consistently before going full speed.
  - 10) Coaches must enforce proper technique at all times. Any movement that is incorrect on the part of the player should be corrected by the coaching staff. Practice does not make perfect. Practice makes permanent. Allowing players to practice improper technique places unnecessary risk on the players as it will become habit.
  - 11) Players must be taught basic skills such as proper stance, movement, body positioning and so on constantly.
  - 12) Defensive players are not permitted to line up directly over the offensive center (head to head) at any time.
- 13) Safety in training should be the primary focus of all coaches/players/parents involved in the Youth Sports Flag Football Program. Any coach/parent/player should be able to freeze practice if an unsafe condition exists.***

## Team & Division Formation Criteria

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### ***Team Formation***

The number of teams in the youth flag football league will be determined by the number of players enrolled on the last day of registration.

Those who sign up after the last day of registration will be placed on a "space available" list and be assigned to teams if space becomes available. The "Space A" list will be kept on a first come- first served basis. No new players will be added to a team roster two (2) weeks prior to the final regular season game. Sponsors must declare what classification they are signing their children up for, at registration.

The established divisions are as follows:

6-9 Division (fundamental)

10-12 Division (competitive)

### ***Player Placement/Team Assignments***

Only head coaches and the 1<sup>st</sup> assistant coach have the right to claim their son or daughter for a team assignment. Individuals desiring to be assistant coaches after team formation will approach the head coach following the placement of their child (children) on a team as applicable, if they desire to be an assistant. Four adult coaches are permitted. One team parent is permitted and does not serve in a coaching capacity. All guidelines must be met for background checks and NYSCA certification.

Brothers/sisters (same age group) will play on the same team, unless otherwise requested by their parents. Under age children or children not registered in the youth flag football program will not be allowed to participate in practices or games.

### ***Aging Up***

Parents may request to advance a child from their normal age group, for ages 9 and up, if that child's skills are above his/her age group. That player must be within (1) one year of that division's age group (i.e.: an 8 year old will not be advanced to the 10-12 year old age group). The player must be evaluated with children of the requested age group to determine if the player is competitive with that age group.

If the player is not evaluated within the guidelines, he or she may not be moved.

### ***Aging Down***

Parents may request to hold back a player from their normal age group if that player has a diagnosed developmental delay, or a physical or mental disability. Appropriate medical documentation of disability must be provided, **with health care provider recommendation.**

Youth Sports may evaluate that player prior to a final decision. If it is judged that the participant's skill/emotional level exceeds the requested level of play, they will be returned to their age appropriate division.

Each request must be made in writing at time of registration giving specific reasons for the request. Each request will be evaluated on a case-by-case basis.

## **Equipment**

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### ***Check Out***

The Youth Sports program will designate a day and time for uniform/equipment issuance for each team. Sponsors will be required to fill out a gear custody sheet for their child's equipment at the time of issue.

### **Uniforms**

A portion of the registration fee is used to issue uniform tops to participants; upon the completion of the season the uniform becomes the property of the participant. Uniforms are not permitted to be

altered or personalized during the season; unauthorized alterations of a uniform will require the parent to pay for a replacement uniform. Requests for a specific number on a uniform will not be honored.

Parents must indicate uniform size at time of registration. *Only a limited number of extra uniforms are ordered; if a uniform does not fit, parents may exchange the uniform while supplies last.*

### **Check-out**

The Youth Sports Department will designate a date and time for uniform issuance for each team. Coaches will be responsible for uniform issue. Coaches will have the sponsor fill out a uniform custody sheet for their child's uniform at the time of issue. Issued MCCA uniform apparel must be turned in no later than 2 weeks after the season has completed.

### **Authorized Users and Usage**

Only registered youth participants are authorized to wear issued uniforms. Coaches or parents are not permitted to wear uniforms issued by Youth Sports.

Uniforms will be worn for games and pictures only. They are not to be worn to any other function or to school.

### **Personally Purchased Uniforms**

Teams will not be allowed to purchase their own uniforms for use in the program.

### **Return of Issued Equipment**

It is the responsibility of the parent(s) to ensure all issued equipment is cleaned and returned, **no later than two weeks after the season has ended.** Registration into another youth sport by any child in the family is contingent upon return of any outstanding issued equipment.

### **Personally Provided Equipment**

All personally purchased equipment must meet all local and/or federal guidelines for the sport or equipment being used. Items must be inspected and approved prior to use by Youth Sports. If you have any questions regarding this, please contact the Youth Sports office for further information.

## **Team Practices**

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### **Time and Place**

Practice sessions are the responsibility of the head coach. Practice days will be established through coordination of the coach and the Youth Sports Office. Practices will be 1 hour in duration, 2 times a week for all ages.

### **Practice Equipment**

Coaches will be provided applicable practice accessories where available, upon request.

### **Authorized Practice Facilities**

Practice sessions must be conducted using facilities aboard military installations. Practices with city/county teams outside the military installations wearing MCCA uniforms and using MCCA equipment will not be authorized.

**Practice Courtesies, Parent Responsibilities**

Please adhere to your practice times as assigned. Parents are required to pick up their children from practice promptly at the conclusion of their scheduled practice. Coaches are responsible for the accountability of all children and will not leave children unattended. If participants are not picked up within fifteen (15) minutes of completion of practice, or special arrangements made, Youth Sports Staff reserve the right to contact PMO.

**Hot weather guidelines**

Pre-cautions must be taken to **prevent heat-related problems**. The following should be considered when scheduling practice: time of day, intensity level of practice, and environmental conditions. High temperature and a high humidity create a dangerous situation for the athletes. However, a high humidity and low temperature can cause serious heat-related problems. (Flag conditions: 451-1717, press #1, then press #3, then press #1 for Bldg. #1 Recording; for MCAS call 449-6322)

- (1) Black Flag Conditions: No Practice Allowed
- (2) Red Flag Conditions: Restricted practice condition. Mandatory water breaks every fifteen minutes.
- (3) Yellow Flag Conditions: No restrictions. Mandatory water breaks every thirty minutes.
- (4) Green Flag Conditions: No restrictions. Mandatory water breaks every thirty minutes.
- (5) The Automated Heat Stress system can also be accessed at:  
<https://ahss.lejeune.usmc.mil> for current flag conditions.

Coaches are responsible to make sure that their cooler is full of water and made available in unlimited amounts throughout practices and games. Instruct your players to bring a water bottle no matter what the temperature is! Failure to provide hydration can result in removal from the program.

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**Sport Season****Season**

The season will typically run from mid-August to early November. The scheduling of games, locations, and officials is the responsibility of Lejeune-New River Youth Sports. Games will be played on Saturdays' and during the week if necessary, at the designated location. No Sunday activities will be scheduled. Requests from coaches to reschedule games due to coaches not being available, or not having enough players, will not be honored. Coaches who coach multiple teams cannot request changes to scheduled games based upon potential conflicts between the two team schedules. It is advised that a volunteer only operate as head coach of one team. Make-up games may or may not be played on your scheduled practice evenings.

**\*\* Continued for the 2021 season- Games will be conducted at the Stone Street Youth Complex and Phillips Park in Jacksonville (when your team is scheduled to play against a city team).**

## **Playing Conditions**

In the event of inclement weather before game time, call 451-2177 or check the Youth Sports website at <http://www.mccslejeune-newriver.com/youthsports> then click on the Youth Sports “field conditions.” Only the appropriate Youth Sports Coordinator, their designated representative, or the assigned official can cancel scheduled games at the field. This decision will be reached jointly.

The Youth Sports Office will attempt to call every coach in the event of a cancellation. Coaches are required to call 451-2177 or visit the above web site to find out the status of games or practices, and then notify team members.

## **Standings**

Where applicable, a tied record in the standings within a division at the end of regular season play will be determined by head-to-head competition. If a tie for 1<sup>st</sup> through 3<sup>rd</sup> place still exists, standings will be determined by a formula deemed appropriate by the Youth Sports Department. If a tie exists for any teams below 3<sup>rd</sup> place, they will remain tied and standings will be determined by a formula deemed appropriate by the Youth Sports Department.

## **Season Awards**

### **10-12 Division**

First (1<sup>st</sup>) and Second (2<sup>nd</sup>) place teams will receive a placement award in the 10-12 division. The award type will be TBD by the youth sports office. All teams will receive a participation certificate TBD by the youth sports office.

### **Fundamental Divisions: Ages 6-9**

Participation certificates will be given to all 6-9 Flag football teams, award type TBD by the youth sports office.

## **Participation Criteria and Playing Rules**

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### ***Player Participation Criteria***

If a team fails to appear, or fails to field the minimum number of 6 uniformed players for flag football at the scheduled game time, the referee shall declare the game forfeited to the team adequately represented and ready to play. **Only extreme circumstances may be taken into consideration.** If neither team has the minimum number of required players present, the game shall be declared “no contest” and rescheduled. **Game time will be forfeit time for all competitive games.** In the spirit of play, teams will loan players to the opponent who is short on players in order for an officiated game to take place.

**Each participant will play in half the game, except where listed under the exceptions to the player participation rule.**

**Exceptions to the player participation rule:** A player is removed by coaches/officials, or removes self from participation due to injury, illness, or for disciplinary reasons. Prior to the start of a game, a player not participating must be declared in writing, to the youth sports representative by the head coach as being ineligible (due to injury/illness/or missed practices.) A player must attend at least ½ of the practices in a week to be eligible for full participation time. If a player arrives late, the coach is only obligated to play that player starting the beginning of the next quarter. Participation by children with Special Needs will depend on each child's needs and abilities. This will be worked out between parents, coaches, and Youth Sports Coordinators. It is the intent to maintain program integrity and to ensure fair play and sportsmanship.

### ***Lopsided/run-up scores***

After the score reaches a 21 point difference, substitution of key players must begin. Once the 21 point difference is obtained the winning team cannot pass the ball or run reverses. If the winning team fails to abide by this rule, each violation will be a loss of a down and a 5 yard penalty. The losing team is still required to cover all receivers. If the losing team fails to abide by this rule, each violation will be a 5 yard penalty. A running clock will be used in ages 10-12 when the score reach 21 points in the second half, unless the team behind comes within 8 points.

Any team that plays an ineligible player in the 10-12 age divisions shall forfeit all games in which the player participated. The score of a forfeited game shall be recorded 7-0. In the event the officials are unavailable, the game shall be rescheduled. Games suspended for any reason will be replayed from the point of interruption.

### ***Special Rules for Flag Football***

#### ***NO PADS, NO HELMETS, NO CONTACT, NO TACKLING OR DIVING***

**Field Dimensions:** 35 X 50 YARDS

#### **Players:**

- a) 7 ON 7, MAX OF 12 PER TEAM, TEAMS CAN PLAY WITH A MINIMUM OF 6
  - 1) If teams play with 7, then 4 must be on line.
  - 2) If teams play with 6, then 3 must be on line.
- b) **Each participant will play in half the game except where listed under the exceptions to the player participation rule on the previous page.**

### ***Game Length:***

- a) The length of the game shall be (4) eight minute quarters with a running clock for ages 6-9; (4) eight minute quarters for ages 10-12 (no running clock). The ball will be placed on the 10 yard line to start the game with possession based on the pre-game coin toss selection or deferral to the second half.
- b) The clock shall be stopped for requested time outs, injuries, and after scores. During the last two minutes of the 2<sup>nd</sup> and 4<sup>th</sup> quarters in the fundamental divisions, the clock will stop for incomplete passes, out of bounds, penalties, time outs, change of possession and scores. The clock will stop for the notification of the 2 minute warning prior to the end of each half. The clock will stop when designated by an official.

- c) Each team will receive (4) thirty second time outs per game. These timeouts can be used at any time.
- d) Halftime will be 5 minutes.
- e) No overtime will be played in the fundamental divisions. The 10-12 division cannot end in a tie.

***Equipment:***

- a) All flags and uniform shirts will be provided by Youth Sports. No other type of football gear will be allowed. **Shorts cannot have pockets.**
- b) Shoes with molded rubber cleats will be worn. Metal spikes are not allowed.
- c) The only personal protective equipment allowed is knee and elbow pads.
- d) Players will not be allowed to play with any kind of soft or hard cast or metal or plastic splints.
- e) **Mouth pieces are MANDATORY.**

***Starting the Game:***

The ball is put in play with the center snap to another player.

**THE GAME:**

- a) Any offensive formation is allowed.
- b) Direct runs by the Quarterback across the line of scrimmage are allowed.
- c) Players must stay in the bench area when on the sidelines.
- d) One coach will be allowed on the field to direct players, but will not interfere with the flow of the game, in the fundamental divisions.
- e) On the sidelines, coaches are permitted between the 10 yard line and mid-field.
- f) Spectators and cheerleaders are positioned on the opposite side of the field in designated spaces. Additional spectator spaces may be available, and are to be determined as needed.

**FIRST DOWNS:** To keep possession of the ball, the offensive team must advance the ball 15 yards in four downs. As soon as the ball is advanced the 15 yards, the following down shall be first down.

**PASSES AND HAND OFFS:**

- a) All players are eligible pass receivers.
- b) All players **except** the center are eligible for hand offs.
- c) An incomplete lateral pass is dead at the point of contact with the ground.
- d) During the down, the ball is handed forward behind the line of scrimmage to a teammate, who at the time of the snap, was behind the line of scrimmage, or to a lineman, who after the snap, has moved at least one yard from the line of scrimmage.

**CHANGING GOALS:** Teams will change direction at the start of each quarter.

**SCORING:** Touchdown----- 6 points  
Safety-----2 points  
Conversion-----1 point (the ball shall be placed on the 2 1/2 yard line)  
Conversion-----2 points (the ball shall be placed on the 5 yard line)

**SAFETY:**

- a) A fumble in one's own end zone.
- b) The ball carrier's flag is pulled in one's own end zone.
- c) An offensive foul in one's own end zone.

**FUMBLED BALL:** The ball is dead at the point of contact with the ground behind the line of scrimmage or on a backward lateral passed the line of scrimmage. Fumbles forward beyond the line of scrimmage when the ball hits the ground is dead, and will be spotted at the point of lost possession.

**INTERCEPTED BALL IN THE END ZONE:** If a ball is intercepted in the end zone, the ball becomes dead and the intercepting team gains possession of the ball on the 10 yard line.

**Dead ball situations:** The referee shall declare the ball dead and end the down.

- a) When a ball carrier has lost his/her flag or flags. **When the defense pulls the flag, they must stop where they pulled the flag and hold it up in the air to help signal to the official the ball is dead.**
- b) If a ball carrier loses their flags inadvertently **BEFORE** handling the ball, the ball will be called dead when the flagless player possesses the ball.
- c) When the ball or the ball carrier goes out of bounds.
- d) When the ball carrier leaves his feet, either by jumping or diving in an attempt to evade the defense. (During a spin move, the player may be allowed to leave his feet momentarily to complete the spin.)
- e) When a touchdown, safety, or touchback is made.
- f) When a lateraled ball, centered ball, or any pass strikes the ground.
- g) When the ball carrier's knee touches the ground.
- h) At any other time the official declares the ball dead.

**PUNTS:** If a team chooses to punt, the ball will advance 25 yards and the opposing team will take possession. If those 25 yards takes the ball into the end zone, the ball will be placed on the 10 yard line, and the opposing team will take possession from there.

**LEGAL RECEPTION:** Players must have one foot in bounds for a legal reception.

**PENALTIES AND INFRACTIONS**

**ENCROACHMENT:** This means going into the neutral zone. The neutral zone is a space between the two scrimmage lines during a snap. This is started when the ball is placed ready for play. If either team encroaches, the ball is dead. **PENALTY- 5 YARDS**

**ILLEGAL MOTION:** Offensive players must be still when the ball is snapped. Players are allowed to shift in the formation prior to being set for the snap. **PENALTY- 5 YARDS**

**ILLEGAL HIDEOUTS:** All players must break from the huddle prior to each play. If a team does not huddle, all players must be at least 5 yards from the sidelines when the ball is snapped. **PENALTY-5 YARDS**

**BLOCKING:** OFFENSE- An offensive blocker may only use the standing block, with the arms not extended past the elbows (i.e. a pushing motion.) There is no blocking below the waist or extending the arms into the face of a defender. **PENALTY-10 Yards and possible ejection.**

DEFENSE- Defensive blockers are restrained in the use of the hands to pushing the shoulders and the chest of the offensive blockers. Slapping and striking is not allowed and is a personal foul.

**PENALTY- 10 Yards**

**UNSPORTSMANLIKE CONDUCT:** Obscene language or actions, either on or off the field by players, coaches or spectators, will not be tolerated. **PENALTY- 10 yards and possible ejection.**

**CHARGING AND TACKLING:**

- a) The ball carrier may not run through a defensive player, but must make a legitimate attempt to evade the defensive players. The defensive player must not hold or run through the ball carrier, **BUT MUST PLAY THE FLAG AND NOT THE BALL OR THE PLAYER.**
- b) The quarterback is considered the ball carrier until he/she releases the ball. The defensive player may attempt to block a pass as long as they do not go through the receiver.

Violators involved in the following fouls may be ejected from the game at the discretion of the official:

**PENALTY- 10 yards or ejection**

- a) Tackling the ball carrier
- b) Blocking the ball carrier
- c) Tripping the ball carrier
- d) Pushing the ball carrier
- e) Bumping or pushing the ball carrier out of bounds
- f) The ball carrier charging a defender
- g) Roughing the passer
- h) Any kind of fighting

**GUARDING THE FLAGS:**

If a player guards his flags, the ball will be considered dead. **PENALTY- 5 yards from the spot of the infraction.**

**HOLDING:** Offensive holding- **PENALTY- 5 yards**

Defensive holding- **PENALTY- 5 yards and an automatic first down**

**PASS INTERFERENCE:** Offensive- **PENALTY- 5 yards and loss of down**

Defensive- **PENALTY- Ball will be spotted at the spot of infraction**

**PENALTY ENFORCEMENT:**

- a) No penalty will be assessed that moves the ball more than half the distance to the goal line except for defensive pass interference. (A defensive pass interference penalty in the end zone will place the ball on the one foot line.)
- b) Penalty infractions between downs will be enforced from the spot of the next snap.
- c) If the last defender between the ball carrier and the end zone commits a penalty on the ball carrier, a touchdown will be awarded.

**INADVERTANT WHISTLE:**

The ball is dead and the down is ended when the official sounds their whistle inadvertently.

NOTE: At the officials' discretion, the disadvantaged team will have a choice of replaying the down, or having the play stand.

**NOTES:**

- a) Coaches are not allowed to do "BULL" in the ring at any time during practices or games.
- b) Coaches are reminded to take all their gear, and dispose of trash after their practices and games.

**Game Protests**

National Federation of State High School Associations does not recognize protests. Any questionable situation that occurs must be resolved at the time of the infraction, before the next play occurs. Game officials will be the ruling body for all regular High School Federation rules. If the call or situation involves league special rules, the Youth Sports representative will be the ruling body. If a situation occurs that cannot be resolved to everyone's satisfaction a grievance may be submitted in writing per grievance policy.

**Code of Conduct**

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***Code of Conduct for All Involved***

The Code of Conduct applies to all parties relative to all athletic programs, facilities, and personal interactions and communications.

The Code of Conduct may be applied in addition to penalties assessed to ejected players, coaches, and spectators.

OFFENSE	ACTION(S)	LENGTH OF SANCTION(S)	SANCTION(S)
LEVEL 1	<ul style="list-style-type: none"> <li>Excessive Profanity</li> <li>Taunting/ Baiting</li> <li>Argumentative/Unruly Behavior</li> <li>Failure to comply after Warning</li> <li>Other Offenses deemed Level 1</li> </ul>	One (1) week	Immediate removal from site; plus one week ban from all Division programs, activities, and facilities.
LEVEL 2	<ul style="list-style-type: none"> <li>Verbal Abuse</li> <li>Inciting unruly behavior</li> <li>Abuse/Damage to Property</li> <li>Failure to comply with Smoking/Tobacco Policy</li> <li>Other offenses deemed Level 2</li> </ul>	Two (2) weeks	Immediate removal from site; plus two week ban from all division programs, activities, and facilities
LEVEL 3.1	<ul style="list-style-type: none"> <li>Fighting</li> <li>Verbal/Written Threats</li> <li>Possession/Use of alcohol /drugs</li> <li>Other offenses deemed Level 3.1</li> </ul>	One (1) Year	Immediate removal from site; plus sanctions according to severity of offense.*
LEVEL 3.2	<ul style="list-style-type: none"> <li>Assaulting a patron, official or staff member</li> <li>Weapons Possession/Use</li> <li>Other offenses deemed Level 3.2</li> </ul>	Two (2) years	Immediate removal from site; plus 2 year ban from all division programs, activities and facilities (possible criminal offense per state statute)*

*\*Level 3.1 and 3.2 offenders must petition to appear before the Semper Fit Sports branch to seek reinstatement after their ban expires. The NYSCA status of coaches will be reviewed upon commission of a Level 3.1 or 3.2 offense.*

## Ejections & Suspensions

### ***Grounds for Ejection/Suspension***

Coaches, players and spectators shall be subject to ejection from the game and playing area by the officials for misconduct.

### ***Sanctions for Ejections***

#### **Removal from Premises**

Coaches, players and spectators ejected from a match must leave the premises for the remainder of the day. Play will not resume until the ejected individual has been removed. Refusal to leave may result in contacting PMO.

Coaches, players and spectators ejected will not be eligible to attend or participate in the next played match. Determination for suspension of a coach, player or spectator for a longer period of time, will be the responsibility and at the discretion of the Youth Sports Manager.

Suspension or dismissal from the season's play may occur with any serious infraction involving unsportsmanlike conduct at the discretion of the MCB Camp Lejeune Athletic Director.

## ***Grievance & Misconduct Cases***

### **Submissions**

Instances of misconduct by a participant, coach, spectator or official shall be referred in writing by the complainant to the Youth Sports Department. Grievances must be submitted within 48 hours from the occurrence of the incident.

### **Replies**

Within 48 hours of receipt of a written complaint the Youth Sports Department will contact the complainant to confirm that appropriate action has been initiated or concluded.

The Youth Sports Department will handle all grievances whenever possible or forward the grievance to the next higher level within MCCS if deemed appropriate.

### **Appeals**

Any grievance decision may be appealed in writing with five days to the MCB Camp Lejeune Athletic Director.