

## DIRECTIVES

Updated: August/2010

### ARTICLE I: PHILOSOPHY

The Florence Junior Football League (FJFL) is conducted for the youth of Florence. It is designed to afford the youth an opportunity to participate in an atmosphere of friendly competition against other youth of their age. The highest priority and concern is that all participants, coaches, parents, spectators and other individuals relating to the league participate under the guidelines of the league and City of Florence Parks and Beautification Department. It is the belief and philosophy that concern for the participant's health and personal growth is far more important than the game of football. We believe that emphasis should be placed on achievement through dedication, cooperation, and fair play rather than the winning or losing of a contest. It is the hope of the FJFL that each participant will learn new skills, make new friends, and have fun through a competitive sport.

### ARTICLE II: BOARD OF DIRECTORS

The Board of Directors is open to all persons in the Florence area who aspire to the philosophy of the league and who have been recommended by a present member or City of Florence Parks and Beautification Department. The Board of Directors shall consist of President, Vice-Presidents, Secretary, Treasurer, Commissioners, Managers and Persons at large. They will maintain order by establishing the rules and regulations of the league. Meetings can be called at any time by request of the President, Vice President(s), Senior Football Commissioner, Senior Cheerleader Commissioner and/or City of Florence Parks and Beautification Department. Executive Committee shall consist of: President, Vice President(s), Secretary, Treasurer, Senior Football Commissioner, & Senior Cheerleader Commissioner. Voting rights shall extend to the full membership of the board. Nine voting members shall constitute a quorum with at least one of those being the President, a Vice-President, Senior Football Commissioner or Senior Cheerleading Commissioner.

### MEMBERSHIP DISCIPLINARY ACTION

Anytime a board member is not fulfilling his/her duties as set forth by these directives; that member will be subject to disciplinary action.

First Action-Meeting with executive committee-maximum penalty: Probation

Second Action-Meeting with full board-maximum penalty: Expulsion from  
The Board of Directors

All board members are to always present the league in a positive manner. All decisions of the board are to be executed whether or not you agree with them. **NO BOARD MEMBER WILL SPEAK NEGATIVELY ABOUT ANY DECISION OR ANY OTHER BOARD MEMBERS OUTSIDE OF BOARD MEETINGS. DOING SO COULD RESULT IN EXPULSION FROM THE BOARD.**

## **ARTICLE III: EXECUTIVE COMMITTEE**

The Executive Committee shall consist of all officers: President, Vice-Presidents, Secretary, Treasurer, Senior Football & Senior Cheerleading Commissioners. Executive Committee shall conduct all business of the FJFL in conjunction with the complete Board of Directors. They will maintain and establish the rules and regulations for the Directives of the FJFL. A majority vote by the full Board of Directors is needed to add/delete or amend any portion of the directives. Officers shall be elected at the annual meeting in December and assume duties January 1<sup>st</sup>.

## **ARTICLE IV: DUTIES OF OFFICERS**

### **PRESIDENT**

It is the President's primary responsibility to direct the FJFL program in a manner that will result in a recreation outlet providing for as many youth as possible. It is also the President's duty to encourage all officials, workers, and team members in the program to abide by the rules of the league, exhibit good sportsmanship, and help build a program that will result in Florence becoming a better community.

Duties are as follows:

- Preside over all meetings of the FJFL.
- Sign all written agreements of the league.
- Assure that the rules and regulations for the local program are adhered to.
- Act as the ultimate arbiter in any dispute or protest concerning FJFL.
- Assign duties to members and officers and other workers in the FJFL.
- Request nominations from the Board of Directors for new officers.
- Conduct an annual meeting for officers to explain the purpose of the FJFL and update the rules and regulations of the league.
- Conduct an annual meeting for all coaches to explain the purpose of the FJFL and review the rules and regulations of the league, and discuss conduct and sportsmanship for coaches.
- Be responsible for public relations activities including appearances before any group in order to aid the FJFL.
- Be responsible for recommending yearly and long-range objectives to the FJFL for their consideration and action.
- Act as primary contact or designate another board member concerning any issues associated with the Florence Junior Football League.

## **VICE-PRESIDENT of ACTIVITIES**

Duties are as follows:

- In absence of the President, assume the President's responsibilities. Serve out the president's term if needed.
- The Vice-President will assist the President in any duties.
- Be responsible for all annual awards for the past seasons activities.
- Attend as many games as possible and observe the conduct of coaches, players, and fans with the purpose of improving the sportsmanship of all concerned.
- Serve as a player agent with the welfare of all players being a priority.
- Coordinate and organize any opening and closing ceremonies for the league.

## **VICE PRESIDENT of ADMINISTRATION**

Duties are as follows:

- In absence of the President and Vice-President of Activities, assume the president's responsibilities. Serve out the term if needed.
- Work with Fundraising Commissioner(s) in preparation of projects.
- Coordinate payment of game officials & scorekeepers.
- Work with Equipment Manager(s) in preparation of equipment bid.
- Aid Public Relations Commissioner in game scores to media and web site updates.
- Aid in contact of returning sponsors and recruiting of new sponsors.
- Coordinate concession activities, schedule and payments to the FJFL.
- Help with any additional duties as assigned by the league Board of Directors.

## **SECRETARY**

Duties are as follows:

- Keep accurate records of all meetings of the FJFL.
- Issue notices of all meetings and provide all members with copies of the minutes.
- Send Thank You notes to Sponsors and Coaches at the conclusion of the season.
- Handle all league correspondence.
- Provide to City Athletic Coordinator league scores and standings weekly.

## **TREASURER**

- Keep records of all transactions of the FJFL. These should be kept in the form of a cash journal, account journal, and the checkbook.
- Send a statement (bill) to sponsors on or before May 1<sup>st</sup> each year.
- Follow up and gather all sponsor checks for the year.

## **FUNDRAISING COMMISSIONER**

- Make sure all sponsors receive their team pictures and plaques, if given, at the conclusion of the season.
- Organize fundraising project for the league and coordinate responsibilities with the league officers and coaches.
- Issue out materials for fundraising project and work with team moms to take up all monies turned back into the league from sponsors and the projects and pay any bills from the project.
- Contract with league photographer for pictures.

## **SR. CHEERLEADER COMMISSIONER**

- This office is required to insure that proper attention is given to the cheerleading activities.
- With the help from the Cheerleader Commissioners, investigate the reason for cheerleaders dropping out of the league after registration or for those who did not return to sign up next year.
- Conduct a meeting in August for Cheerleader coaches in the FJFL. The purpose of the meeting will be to update and review cheerleading rules.
- Supervise draft selection and review system with coaches.
- Assign each child who registers after the draft to participate as a cheerleader to a team, giving careful attention the brother-sister team combination.
- The Sr. Cheerleader Commissioner must consider the welfare of each child desiring to be a cheerleader.
- Be responsible for calling and conducting all meetings with Commissioners and Cheerleading Coaches.
- Set up clinics for cheerleaders and coaches.
- Be responsible for contracting with seamstresses and overseeing preparation of all cheerleader uniforms.
- Be responsible for ordering cheerleading supplies, etc.
- Keep records of all disciplinary action of all cheerleaders and coaches.
- Be responsible for organizing teams for exhibition and competition.

## **ASST. CHEERLEADER COMMISSIONERS**

- To be responsible for helping secure cheerleader coaches for each team. Cheerleader coaches and sponsors daughters will be assigned to the respective team first.
- To be responsible for collecting cheerleading uniforms in their age group.
- Assist the Sr. Cheerleader Commissioner as requested in the duties of her job or other league responsibilities.
- Be accessible to help solve and avoid potential problems.
- Keep records of all disciplinary action of all cheerleaders and coaches.

## **SENIOR FOOTBALL COMMISSIONER**

- With help from the Commissioners, investigate the reason for players dropping out of the league after registration or for those who did not return to sign up the next year.
- Conduct a pre-season meeting for football coaches in the FJFL. The purpose of the meeting will be to update football rules and review the league rulebook.
- Coordinate and call any special meeting with the Commissioners.
- Supervise and aid in certification weigh-ins.
- Supervise the draft selection and review system with all coaches.
- Help with evaluations and registrations.
- Provide Commissioners with league information and rulings as needed so they may inform coaches in their age group.
- Help with the recruitment of coaches and sponsors.
- Assign each player who registers after draft to teams.
- Keep records of all disciplinary action of all players and coaches.
- Ensure coaches are aware of certification policy and schedule.

## **ASST. FOOTBALL COMMISSIONER**

- Aid in certification weigh in & weigh-ins before games.
- Help with drafts, evaluations, and registration.
- Provide all information to teams and coaches their age group.
- Help recruit coaches and sponsors.
- Help with giving out equipment and replacement.
- Check on returning coaches each year.
- Be accessible to help solve and avoid potential problems.
- Help in administering rules of FJFL.
- Keep records to all disciplinary action of all players and coaches.
- Be on fields every game day.

## **ARTICLE V: FINANCIAL ARRANGEMENTS**

All financial arrangements will be handled by the officers of FJFL. All business must receive approval of these members or be brought before the Executive Committee for discussion and action. All business will be conducted by check from the FJFL checkbook. Two of the five officers of President, Vice-Presidents, Secretary or Treasurer must sign checks. Check signature cards must be signed at the bank the league chooses to use when changes in officers occur. Sponsors fee will be \$375.00 per year. This fee will be to provide jerseys with the sponsor's name on them and for other needs of the FJFL deemed necessary by the league. Jerseys will be worn in game only (not in practice). Also, they will not be worn in any place that would bring discredit to our sponsors. Sponsors will not include alcoholic beverage companies, tobacco products companies, or any site deemed unsatisfactory by the league board. Sponsors will be asked to guarantee the league a sponsorship for one year and sign a contract stating so, since jerseys are bought every year.

**Dissolvement:** In case of this action, all funds and equipment will be property of the City of Florence Parks and Beautification Department.

## **ARTICLE VI: ATTENDANCE RULE**

Any member missing three meetings in a row without justifiable reason (verified by the President or Vice-President) will be dismissed as a member of the FJFL Board.

## **ARTICLE VII: AMENDMENTS**

A majority vote by the Board of Directors will be required to change any directive.

## **ARTICLE VIII: ALL STARS**

All Stars is a post regular season program that involves a select number of Cheerleaders and football players. All Star game rules are determined by the South Carolina Recreation & Parks Association Athletic Branch called SCAP (South Carolina Athletic Programs). Most of the All Star rules are incorporated into the FJFL regular season rules to make the transition as easy as possible for league participants. Awards for football All Stars from the league will include for each player to keep their game jersey and socks that are issued by the league to them. All other league issued uniform and equipment will be turned in following the player's last game. A team picture will be taken and a copy given to each player. Cheerleaders will be given their All Star warm up uniform to recognize their All Star selection and will also receive a team picture. Other awards will be available to the participants under the SCAP tournament guidelines. For District play the top two teams will receive individual and team awards. For the Lower State game, team trophies only will be given along with the opportunity to advance to the State Championship Game. Both teams playing in the State

Championship Game will receive individual and team awards. In this format participants will have the opportunity to receive awards with each advancement in the tournament (League, District & State). Travel to games will be the primary responsibility of the team involved although help from the league may be available depending on travel distance and need. Meal money for team members may be issued by the league Board of Directors if viewed necessary for time of travel.

Proper recognition will be given to All Star teams and their accomplishments as determined by FJFL Board of Directors but will not overshadow the program or regular season that includes all participants. Further recognition may be determined by the final outcome of the team's games but it will not include unnecessary or lavish gifts or events. Any extra activities, not approved by the Board of Directors, are not permitted and could result in the dismissal of all coaches involved from the program. All Stars is another part of the league program but recognition should not be determined by parents or team coaches and should be given in the proper perspective to the overall program of the Florence Jr. Football League. Picking an All Star team is a difficult and very important task of all coaches in the league. The process used for picking the teams is covered in Rule 17 of the league by-laws.

Football- Twenty Five (25) players and four (4) coaches maximum

Cheerleading- Twelve (12) cheerleaders and 2 coaches maximum

The league is not required to pick the maximum number permitted under SCAP.

FLORENCE JUNIOR FOOTBALL LEAGUE  
RULES AND BY-LAWS

Revised January 2014

**A) Football League Rules:**

South Carolina High School rules govern play unless changed in these by-laws.

**RULE 1: Ages and Divisions of Players and Cheerleaders**

FOOTBALL

6 & under    5 - 6 Year Olds  
                     Score & Standings are not kept in the 5 – 6 Flag Division  
 8 & under    7 – 8 Year Olds  
 10 & under   9 - 10 Year Olds  
 12 & under   11- 12 Year Olds

CHEERLEADERS

6 & under    5 – 6 Year Olds  
 8 & under    7 – 8 Year Olds  
 10 & under   9-10 Year Olds  
 14 & under   11-14 Year Olds

The birthday cutoff is September 1st of the current year. The age of the player/cheerleader as of September 1st will be their playing age. All players must play within their age group.

**RULE 2: Player Weight (Football Only)**

6 & under	Open Weight	Flag-No Helmets or Pads
8 & under	Up to 120 Pounds/any position – Over 120/Interior Line Only	
10 & under	Up to 135 Pounds/any position – Over 135/Interior Line Only	
12 & under	Up to 150 Pounds/any position – Over 150/Interior Line Only	
14 & under	Open Weight	

- (A) Each player will be weighed at the Certification weigh in (first week of practice), in the 8-under, 10-under and 12-under Divisions: If a player weighs up to or under the limit they will be cleared at that time to play any position and will not have to weigh again the remainder of the regular season. If a player weighs over the limit they will be designated for line play only for the entire regular season
- (B) All players will still be checked in before the 1<sup>st</sup> quarter **with the coach/commissioner by provided roster/line up sheet for minimum play count.**
- (C) Over the Weight Limit players guidelines:
  - 1) Cannot carry the ball at any time. Ball is down at that point.
  - 2) Cannot be the punter, extra point or field goal kicker.
  - 3) Cannot be on Kick Off or Kick Off Return teams.
  - 4) Defensive lineman can only line up head on or the inside of the offensive tackle. Cannot line up on outside shoulder or further on the offensive tackle.
  - 5) Interior Line-
    - 1) Middle 5 on Offense – 7-man line
    - 2) Middle 5 on Defense – 7-man line
 A player may be in a three or four point stance, but must be within one yard of the line of scrimmage to be considered a lineman or it will result in a 5 yard “Delay” penalty.

- 3) Offensive or defensive ends (players on outside at line of scrimmage) cannot be over the weight limit.
  - 6) An over the weight limit player not in their stance at the time of the snap will be considered as “Delay of the Game”.
  - 7) If an over the weight limit player is caught playing an ineligible position, there will be an unsportsmanlike penalty assessed and a warning given to the Head Coach. If it occurs a second time in the same game an unsportsmanlike penalty will be assessed again and the Head Coach will be ejected from the game. This will continue with each penalty and then move to the next Asst. Coach in charge.
- (D) All Players must play within their age group.

### **RULE 3: Coaching Staff (Football)**

All coaches must be approved by the Board of Directors each year and must attend a Coaches meeting & be certified through NAYS each year. A coach cannot be head coach for 2 teams.

Head Coaches must be at least 21 years of age unless consent is given by the Board of Directors. Assistant coaches must be at least 16 years of age before the first day of practice. A Coach cannot be left with the team unless they are at least 21 years of age. If a Coach of minimum age cannot be present for a practice or game situation, please contact your Commissioner. Each team will be required to designate a team parent. All coaches will be given a league golf style shirt in the team main color to be worn while on the sidelines coaching their game. No coach is allowed on the sidelines without the shirt on and a jacket can be worn over top of the shirt if the weather dictates. All coaches are to dress neatly!

Each team can have one Head Coach and a maximum of three assistant coaches. Coaches may Head Coach with only one team. No one else can act in a coaching manner with the team except those approved by the Board of Directors and certified through the City of Florence Parks and Beautification Department. A Coach is defined as a person who attends 75% of all team functions including games and practices. If a coach does not meet this requirement during the year, the coach will be placed on probation for at least one year. If this coach has a child declared as a free pick to the team they were coaching, the team will forfeit their draft pick for the first round of the following season. Some exceptions will be: if the coach quits due to a long illness, death, moving, job change or other justifiable situations as deemed by the Board of Directors.

Only coaches of the teams playing and their players will be permitted on the sidelines for any game. Chain crews; Officials and Board Members may also be on the field. No ball boys, team parents, photographers or any other personnel except ones listed above.

**Teams are responsible for cleaning their bench area after the game.**

Coaches are responsible for recovering equipment from players that may leave the team early and to help with the recovery of their team’s equipment at the end of the season. **(At their last game).**

Coaches should make sure that all medical forms are at each activity. Copies can be made for each coach by contacting the City of Florence Parks & Beautification Administration Offices.

**SPONSORS:** Coaches or team parents will not contact any sponsor about additional contributions to your team! The sponsor is only required to pay their sponsor fee. If a Coach or team parent is also a sponsor, then any additional contributed funds have to be approved for use by the FJFL Board of Directors.

All Coaches have to submit a Volunteer Coaches Application each year and be approved by the Board of Directors to coach each year. Coaches are not guaranteed positions from year to year. If a Head Coach does not return to their team, the Assistant Coach has first priority, but must be approved by the Board of Directors before doing so.

#### **RULE 4: Code of Conduct/Coaches**

1. Refrain from tobacco use on game or practice field.
2. Refrain from using abusive and profane language.
3. Refrain from criticizing an opposing team, coach, official or fan by word of mouth or gesture.
4. Abstain from the drinking of alcoholic beverages and the use of illegal drugs on the game or practice field.
5. Remove any participant from a game or practice if in doubt about their health, regardless if it is a result of injury.
6. Emphasize that good football players/cheerleaders strive to be good students and that both are physically and mentally alert.
7. Strive to make every football/cheerleader activity a training ground for life and a basis for good mental and physical health.
8. Do not receive any payment in cash or kind for services as a football/cheerleading coach nor solicit funds for any reason or furnish them to participants.
9. Realize that you are in charge of your fans and if you stay in control so will your team's fans. An official may approach the Head Coach about help with fan control.
10. Failure to complete games is not an option. A coach cannot remove his team from play. If it occurs, the Head Coach will be asked to leave and an assistant will assume the responsibilities. A minimum of one-week suspension from all team activities will occur for the Head Coach and the game will be played from the point in which the coach removed the players. A meeting before the Board of Directors must occur to determine if the coach will be eligible to return. Both teams will shake hands following their game in a sportsmanlike manner.
11. At **NO** time will a coach approach an official/referee after a game with a complaint or problem dealing with the game. If there is a problem it should be relayed to the President, Vice President, Sr. Commissioner Football or Cheerleading respectively. An unsportsmanlike approach to an official/referee after a game or during a game could result in a minimum one-week or a maximum indefinite suspension from any team/league activities and a meeting before the Board will determine if they will return to coach.
12. Each Head Coach will be issued an equipment bag. The bag is to be returned at team's last game of the season. Any lost non reported items will be the responsibility of the Coaching staff to replace or pay league for lost property.

13. Picture ID with lanyard will be provided to all coaches. Coaches certification card must be kept behind picture ID. Temporary ID card rental will cost \$5.00 and the temp card is to be returned following your game the same day.
14. Any ineligible person found on the field could result in suspension of the Head Coach for the remainder of the game. Further disciplinary action will be reviewed by the Board of Directors.
15. COACHES SUSPENSION:  
Any coach removed from a game for any unsportsmanlike behavior will receive an automatic one-week suspension from any activities with his/her team and could receive a maximum indefinite suspension from any team/league activities and must attend a meeting before the Executive Board for possible reinstatement before assuming any further duties. They may not attend any practices or be on the sidelines for games during the suspension. They are also required to leave the game field grounds/Freedom Florence immediately without any further incidents.
16. Any acts of violence during practice, games, or otherwise is not tolerated by the league or the City of Florence Recreation Department and will be an automatic minimum one (1) year suspension and could result in a maximum indefinite suspension and the coach must appear before the Executive Board and the City of Florence Parks and Beautification Department Athletic Staff for possible reinstatement.
17. When a volunteer is on probation for any violation towards the FJFL or rules that are established by the league, they are not eligible to be a Head Coach or Board Member for a minimum of one year. Example: The probationary period consists of one year with no incidents reported to the Board. After this one year of probation the volunteer is then eligible to apply for a position within the league
18. The Board of Directors have the right to discipline coaches for incidents they feel are deemed necessary of a suspension.

### **RULE 5: Team Selection (Football)**

Total Players- The total number of players on each team will be decided by adding the total number of ALL PLAYERS registered (returning players and new players) and dividing that number by the number of teams. A maximum of 25 players will be assigned to each team for tackle and 16 for Flag unless situations dictate otherwise.

Coach's Children- A Head coach's child automatically becomes a player of the team the Head Coach is coaching. The Head coach has the option of selecting one Assistant Coach prior to the draft and that coach's child will become an automatic of that team **if the Head Coach notifies the Senior Commissioner 72 hours prior to the draft and agreed upon by the perspective Asst. Coach.** If these criteria are not met, the child will be placed in the draft and may be selected by any team. Head and Assistant Coach's children of the previous year's staff are automatically placed on their team. Any head coach who has an Assistant Coach's child, that was an automatic, returning will not have an option on declaring another assistant and that assistant's child. If a coach of an automatic player from the previous year states they will not be returning to coach and the automatic from the previous year is still on

that team, another automatic cannot be taken. ONLY TWO COACHES MAXIMUM PER TEAM WILL BE PERMITTED IN THE DRAFT ROOM.

Brothers- Brothers are automatically placed on the same team if they are in the same age group. If one brother is already on a team, that team automatically gets the other brother as if they were a returning player. If both are trying out, after one is chosen the other brother automatically belongs to that team. They will be the team's next pick but they must be eligible to go to that team by their age. Siblings will be the only guaranteed option of being put on the same team. Step-family living in the same home apply to the sibling rule. Any other family member will be eligible to be picked in the draft by any team.

Pre-Draft Selections- Each team will be told how many players and what age they may choose but they can pick them at any point.

Draft Order- Draft order will be decided by the previous year's standings. If two or more teams hold the same record and standings cannot be determined the teams will draw for draft order.

First Round- Each team will select one player of any age of their choice. Picks will be made according to the previous year standings. Last place will pick first. If there is a new team involved they will receive first pick. If there is more than one new team, a coin flip will determine the order of picks between the new teams (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc). A draw for numbers can be substituted in place of a coin flip.

Second Rounds, etc (Even Up) - These rounds (second pick by the team) will serve as the selection of the coaches' children which have been pre-determined to their team. All other teams will continue to select in order.

Example: In the 12 & under Division, each team will come as close as possible to having the same number of 11's and 12's.

The draft will continue by teams evening up in number. In other words if one team has less returning players than any of the other teams they will pick until they have matched at least one other team. When two teams have the same number returning or they have picked and evened up then the next pick will be by draft order. This would apply no matter how many teams are involved and continue until all players have been picked or teams are even.

Even Up Example/Returning Players:

Team A has 2 players returning and have the 2 <sup>nd</sup> Pick	Finished 3rd
Team B has 0 players returning and have the 3 <sup>rd</sup> Pick	Finished 2nd
Team C has 1 player returning and have the 4 <sup>th</sup> Pick	Finished 1st
Team D has 3 players returning and have the 1 <sup>st</sup> Pick	Finished 4th

Results:

First Round-	Team D Selects Player	Team has 4 Players
	Team A Selects Player	Team has 3 Players
	Team B Selects Player	Team has 1 Player
	Team C Selects Player	Team has 2 Players

Second Round-	<b>Team B Selects Player</b> Team C NO Selection- coaches' child Team A NO Selection- coaches' child Team D NO Selection- coaches' child	<b>Team has 2 Players</b> Team has 2 Players Team has 3 Players Team has 4 Players
Third Round-	<b>Team C Selects Player</b> <b>Team B Selects Player</b> Team A NO Selection Team D NO Selection	<b>Team has 3 Players</b> <b>Team has 3 Players</b> Team has 3 Players Team has 4 Players
Fourth Round	<b>Team A Selects Player</b> <b>Team B Selects Player</b> <b>Team C Selects Player</b> Team D NO Selection	<b>Team has 4 Players</b> <b>Team has 4 Players</b> <b>Team has 4 Players</b> Team has 4 Players

\*All teams now have 4 players. Draft will resume original draft order from the First round. Draft will continue until all players have been selected. Teams will draft from top to bottom and then reverse order from bottom to top and continue.

Final Rounds	Team D Selects Player Team A Selects Player Team B Selects Player Team C Selects Player Team C Selects Player Team B Selects Player Team A Selects Player Team D Selects Player	Team has 5 Players Team has 5 Players Team has 5 Player Team has 5 Players Team has 6 Players Team has 6 Players Team has 6 Players Team has 6 Players
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One team may not have consecutive picks unless they are the only team attempting to even-up in that round or until the final rounds following the even up section of the draft.

EXAMPLE: (4 teams) Team C, Team B, & Team A would pick one player in order and then Team D would pick two players and then back to Team A, Team B and then to Team C for two players etc, until all players have been selected.

All players chosen by the verbal draft must have attended and stayed for at least one hour of the clinic. If a player did not attend the player evaluation clinic, then his card will be placed face down on the table by age and not included in the verbal draft. If a coach wishes to make a draw from the pile instead of choosing a player that attended the clinic they may do so on any of their turns. All players must be chosen. If all teams agree, the players that did not attend the evaluations can be picked in the verbal draft.

Any other players that register after the draft will be assigned to teams by the Senior Commissioner to the team who would have had the next pick of the draft. All players that are added must have at least one week of conditioning just as those who register on time.

Teams will be evened by ages as much as possible:

If there are 22 players on a 12 & under team it is hoped to have 11 of each 11 & 12 year old age players. \*\*\* Players are not switched on teams following the draft as long as guidelines above have been followed.

**RULE 6: Practice (Tackle Football Teams)**

- A. Practice cannot begin until after the draft.
- B. Practices are limited to 10 hours per week, not to exceed 2 hours each practice before the first game and 8 hours from first game on. Game times count as 2 hrs against your practice time. Wednesday practices should be limited due to Church activities and Sunday practices are NOT permitted during the regular season!
- C. The first week of practice for all players except those coming from school teams is used for conditioning & learning. Only helmets and mouthpiece may be worn if they are issued to all league players prior to the start of practice.
- D. Practice weeks start on Monday and run thru Saturday. NO practice on Sundays!

**RULE 7: Equipment for Football Practices & Games**

Uniforms vary by age group but are to be worn by all players including Helmet, Pants, Jersey (games only), Pads, Mouthpiece that attaches to the helmet for tackle (unless a doctor specifies a type that does not connect-Doctor's excuse must be obtained and turned in to the league), Athletic Supporter (Cup is recommended), Shoes and Socks. For safety purposes, a mouthpiece cannot be clear in color.

**Footballs:**

6 & under, 8 & under Divisions	Wilson K-2 or equivalent to
10 & under Division	Wilson K-2 or equivalent to
12 & under	TDJ or equivalent to
14 & under Divisions	J5Y or TDY or equivalent to

\*Players can purchase their own equipment but it has to be approved by the league before it can be used at practice or games. Equipment used cannot be altered in any way. Equipment cannot be painted. Equipment cannot have stickers or any other items placed on them, even if they are personally owned, without approval from the league. If stickers are permitted on FJFL owned equipment, they are to be removed before returning equipment at last game. Personal purchased helmets worn in games can only be white in color.

**RULE 8: Playing Time – ALL AGES -Football**

Eight plays from the line of scrimmage are the **minimum** allowed for each player. This must be accomplished before the start of the fourth quarter. The game commissioner will aid the coach with keeping up on playing time. If the Commissioner deems it necessary in order to meet the playing rule requirement, they can require the coach to make a substitution such as time running out in the third quarter and players have not reached their 8 play minimum.

**Examples:**

- A) If your Flag team has 16 players, then 8 will play on offense and a different 8 will play on defense. If your tackle team has 22 players, then 11 will play on defense and a different 11 on offense. Those 16 or 22 will play the entire first quarter and no substitution can be made except for injury or a kicking situation as explained below. In the case of an injury, if you have more than 16 or 22 then the player substituted for the injured player must be a substitute and not be in the original line up of players. If

you only have 16 or 22, then the one player substituting for the injured player can play on both sides of the ball.

- B) If more than 16 or 22 players are on a team, the remaining players not in the starting line-up can be substituted for one player once any of the starters have reached their 8 play minimum. Only the players not in the starting 16 or 22 can be used for this purpose and only on offense or defense, not both. The substitute must remain in the game for a minimum of 8 plays or till the end of the quarter whichever comes first. If both players reach 8 plays before the end of the first quarter they can be substituted for each other as often as wanted by the coach but not for any other players.
- C) If you have less than 16 or 22 players, then all the players you have present will play the entire game first quarter on offense or defense. The remaining slots will be made up of the players playing on both sides of the ball.
- D) The only other substitutions that can be made, beside for injury, is a player can be brought in to punt, try an extra point or try a field goal on 4<sup>th</sup> down only. If they enter the game they must be in the kicking position and they must kick the ball. Failure to kick the ball will result in a dead ball and the ball placed at the play's original line of scrimmage and becomes the other team's ball.
- E) After the first quarter rule has been satisfied, coaches can play the players as they desire, however, it is strongly recommended that coaches continue to play their entire roster as much as possible.

Plays that count: Any play from the line of scrimmage that is not flagged for a dead ball foul before the snap of the ball.

Plays that do not count: Kick Off teams and Kick Off return teams do not get credited for a play. A coach can play any personnel on these teams as long as the player is not over the weight limit. Plays that are flagged as dead ball fouls before the snap of the ball do not count.

\*\*\*If a player comes in after the line-up has been given to the Commissioner and/or after the kick off, the player will only be required to participate in 6 plays before the start of the 4<sup>th</sup> quarter and the line up cannot be changed to add the player during the first quarter.

\*\*\*If a player misses more than one practice during the week, approval for them to only participate in 6 plays before the start of the 4<sup>th</sup> quarter may be given by the league. The coach must document practices missed and follow the lines of communication outlined below. Do not wait until it becomes a major problem. Handle these type situations quickly and work to have all players attend practices. Do not only bring this problem to the attention of the Board when it is not one of your more highly skilled players. Be fair to all players.

- 1) Talk with player to see what problems they may be having
- 2) Talk with parents about your concerns and how situation can be corrected
- 3) Talk with Commissioner about the problem and they will work with you

\*\*\*Do not call Commissioner until you have followed guideline 1 and 2

**EXCEPTION:** Players who are late to a game because of a school function involving academics will be allowed to play the second half of the game provided that 72 hours notice has been given to the head coach and head coach to the Commissioner. The player must be present and checked in before the second half kick off or first play of second half in Flag Division and will be required to play 4 plays before the end of the game.

Weigh-Ins:

All players must be weighed in prior to the start of the season to be eligible to play in any game except in the flag division.

**RULE 9: Line-Up Sheets-Football**

For the purpose of keeping up with the playing time of the players in the league each team will turn in a line up sheet to the field Commissioner before the game. On the sheets will be the names and numbers of those starting in the first quarter on offense and defense. The line up sheets will provide a space for the coaches names, team name, and date.

**RULE 10: Football Games**

All games will begin on time unless a preceding game runs over the starting time. Eight minutes will be the length of half time for tackle divisions & six minutes in Flag Division.

Quarters: 10 & under, 12 & under 14 & under divisions the first quarter will be 10 minutes and last three quarters will be 8 minute quarters. Flag games and 7-8 division will be 8 minute first quarters and 6 minute for remainder of game. Games starting more than 10 minutes before scheduled game time must receive approval by both teams head coaches or acting head coach and the field Commissioner.

Scoring Values (All Tackle Divisions)

1. Touchdown	6 points
2. Safety	2 points
3. Field Goal	3 points
4. Points after touchdown-Passing/running	2 points
5. Kicking	1 point

Tie Games:

The method for breaking ties will be the 10-yard line method. Place the ball on the 10-yard line and give both teams the same opportunity to win. A coin toss will decide first attempt, regular rules apply. Each team will have one series (four downs). If the game is still tied after both teams have had one series, then the game will go to a second over time. If the game is still tied after the second over time the game will end in a tie. **Play-off and Championship games will be played until a winner is declared.**

Running Clock Rules:

In order for the clock time format to be altered, no matter what the reason, both coaches have to be under agreement along with the field Commissioner under the direction of the Board of Directors. The field commissioner will then notify the game officials of the change.

**RULE 11: Special Football Rules- 8 & under, 10 & under**

1. In these 10 & under division punting will be an option. On fourth down a team may go for a first down or declare to punt only. A team may use the entire play clock to declare the punt and state their intention before it runs out. If the clock runs out before their intention is stated then a delay of game penalty should be given to the offense or they may call a timeout in accordance with the game rules. If the team goes to the line of scrimmage in an attempt to draw the defense offside or to run a play and/or has a penalty on the play or calls a timeout, they may change their intention and declare a punt. If they choose to punt, the ball will be

- moved twenty-five (25) yards from the line of scrimmage or half (1/2) the distance of the goal line, if it is inside the mid field line for their punt.
2. If a team chooses, they can declare to kick for an extra point and the defensive team cannot rush. During an extra point attempt the snap can only be caught by the holder. If the holder is pulled out of position by the snap, then the ball is declared dead.
  3. A coach can accompany the team captain to the middle of the field for the coin toss and assist in the call selection.
  4. In the 8 & under divisions the punting rule of 20 yds/half the distance will be used
  5. In the 8 & under division, a coach will be permitted on the field and will be allowed to talk until ball is snapped. First offense will be a warning. Second offense will result in 15 yard penalty and third offense in penalty and ejection.
  6. In the 7-8 year old division, any player in the tackle box (tackle to tackle within one yard of the line of scrimmage) must be in a down lineman position stance. Any player in a standing position will be flagged for "Delay of the Game".
  7. The only decal allowed on any helmet is the CFJFL decal provided by the league. **AWARD DECALS ARE PROHIBITED.**

**RULE 12: Player Discipline (Game)**

Unsportsmanlike conduct by a player will result in:

- 1<sup>st</sup> offense in game-
  - a. Flag, warning and notification of warning to head coach. It could result in removal from game if official deems it warranted.
  - b. Removal from game for 4 legal plays.
- 2<sup>nd</sup> offensive in same game-
  - a. Flag and ejection.
  - b. One game suspension will result for removal from the game due to an unsportsmanlike act or conduct. The player is required to participate at practice. The player must attend a game as part of their suspension before they will be eligible to return to play.

Character is developed more on the practice field than on the game field. Discipline here should be administered by the coach if they are having a problem with a player during practice. To help keep these types of problems down, a coach should have a parents meeting the first day of practice. At this meeting parents should be aware of practice days, times and sites as much as possible. Any discipline a coach administers to a player who is causing problems should be tempered with fairness. **Discipline should be administered to any player who is causing problems, not just a select few.**

Player discipline problems at practices/games

These are the steps a coach must take before they can sit a player out of practice.

1. Document problem for your records.
2. Talk with player & parents. (Also notify Senior Commissioner)
3. Have Senior Commissioner talk with parents if problems persist.
4. League President should notify Parks & Beautification Department at this point.
5. Sit player out of practice session/game with league approval.
6. Running for punishment should be used as a last resort!

### **RULE 13: Officials**

Officials for games are rotated as much as possible so teams will not have the same officials every week. DO NOT ASK TO HAVE AN OFFICIAL SCRATCHED FROM CALLING YOUR GAMES.

### **RULE 14: Protest and Complaints**

Protest of a game must be in writing within 24 hours, (JUDGEMENT CALLS BY THE GAMES OFFICIALS ARE NOT GROUNDS FOR A PROTEST). Complaints concerning either coaches, officers, or any phase of the FJFL must be put in writing and given to the Senior Commissioner for discussion with the Board.

### **RULE 15: Awards**

Only awards given by the league may be those issued or approved by the Board of Directors. Trophies will be given to the champion and runner-up teams after the championship game. If there is not a championship game, then awards will go to the league champion only. No monetary awards will be given for individual performances for game play. (NO MONEY FOR MAKING PLAYS)

### **RULE 16: Playoffs**

- 1) If there are 4, 5, or 6 teams in an age division, the top team from each conference will play in the Championship Game.
2. If there are 7 teams in a division, two conferences will be used with 3 teams in a conference and 4 in the other. The winning team from each conference and a third wild card team with the best record will be chosen. The wild card team will play the conference winner with the lesser record. The winner of that game will play the conference winner with the best record for the championship.
3. If there are 8 or more teams in a division the conference will be split up as even numerically as possible. The winning team from each conference and the next two best record teams will enter the playoffs. The conference winner with the best record will play the lesser record wild card team and the other two teams will play. The two winning teams will then play each other for the championship.
4. After Conference Champions, **Playoff teams will be decided by the teams with the best overall record.**
5. If there are less than 4 teams in an age group, only one conference will be used and the conference champion will be declared the League Champion and no additional Championship Game will be held.

### **NOTE: Championship/Playoffs**

#### 1. Best record

If two teams are tied for the Division Championship then the following system will be used to determine the winner.

- a. game (s) against each other
- b. inner conference record
- c. record against other division
- d. if teams are still tied, a play off game between the two teams will be used

## 2. Seeding

If teams have identical records, the game between them will determine who gets in the playoffs, receives the higher seeding and will play the lower seeded team. If the game between them ended in a tie or they did not play or they split two games then the following system would be used to determine the higher seed team.

- a. a team's record within their own division
- b. a team's record against other division
- c. coin flip

### **RULE 17: Injuries**

Any player removed from the game by an official due to injury, will be required to sit out a minimum of 4 legal plays before being eligible to re-enter the game. This will include all types of plays except those stopped before the snap.

### **RULE 18: All Stars: 10 & under, 12 & under, 14 & under**

\*\*If the number of teams in any of the above listed age groups are greater than six, conferences must be used with the number of teams divided evenly. The conferences must be set prior to the start of the season and teams cannot switch conferences to pick All Stars.

#### A) Football- 25 Players and 4 Coaches maximum

1) Two weeks before the end of the regular season each team will be contacted and asked to turn in a list of their players they would like to have considered for All Stars. Although there is not a maximum or minimum to be turned in, names should not be put down on the list just so the coach can tell the parent that they nominated them. They should be qualified to be an All Star. This includes their practice and game attendance and their attitude during league activities. Coach's children should not be considered automatics to the list.

2) After receiving a list from each team, the Senior Commissioner will put all names nominated on a master list and call a meeting of Head Coaches and up to one Assistant Coach. At that time each team will have the opportunity to tell all the coaches in attendance about their players and answer any questions. Any discussion here is confidential!!!!!!!!!!

3) If a coach from one of the teams in the room feels a player has been left off a list by a team that would like to be considered, they should bring it up at that time and they can be added to the list by the coach of the player in question. If the coach of that team still does not feel like they are of All Star quality, then a vote will be taken by the teams whether to add the player to the list. One vote per team. A tie vote means they are not added.

4) THE FINAL LIST IS CONFIDENTIAL AND ANY COACH FOUND TO BE SHOWING OR DISCUSSING THE LIST WITH NON COACHING PARENTS OR ANY NON ESSENTIAL PERSONNEL IS SUBJECT TO STRONG REPRIMAND BY THE FJFL BOARD OF DIRECTORS.

5) A date will be set for the list to be turned back in to the Senior Commissioner where the number of votes (one per team) will be tallied. Coaches for each team should discuss their voting between themselves before sending in your ballot. Each team will vote on 25 players. Each team will have one vote and should pick the team taking positions into consideration.

6) Once the vote is totaled, the top 23 vote getters will automatically be on the team and the Head Coach of the All Star team will then receive their choice of 2 additional players from the list keeping in mind that the vote may not come out to exactly 23 players with the most

votes. A maximum twenty five players are permitted on a team and they will be the only ones at practice. There is not a back up group in case someone quits that will be practicing with the team. If there is a problem with attendance, then regular season rules should be followed.

7) Each team must be represented on the All Star team.

8) Once the team has been picked, no player can be dropped from the list or a new player picked up without prior approval from the Senior Commissioner.

9) All Star practice is set by the coaches and will be held at Freedom Florence and lights will be available. A schedule should be submitted to the Senior Commissioner for practices.

10) Under SCAP guidelines, birth certificates, a Parent Code of Ethics form signed by one parent in each family, a medical release signed by a parent and a SCAP roster is required for participation. They will be checked before each tournament. Players are also weighed before each game. The paperwork to be eligible to play will be given to each team and returned to be put together and signed by Athletic Staff of the City of Florence Parks & Beautification Department in order to play. If a team advances from one tournament level to the next, they should pick up their paperwork signed by the host and turn it in at the next level.

11) When the team has been picked, the names should be submitted to the Parks & Beautification staff and they will research about birth certificates. This should be done quickly as if they are not in the files, the name will be given back to the coach and a parent will be required to submit one before they are eligible to play. There are no exceptions.

12) All Star uniforms will be issued as quickly as possible and coaches are expected to help keep up with equipment, help with the return of player's equipment that quit and the turning in of equipment/uniform following their last game. Equipment care rules from the regular season also covers All Stars.

13) There will be no ball boys, water boys, mascots or any other individuals involved with the game or permitted on the field at any time. This includes photographers or team parents.

14) Each team is encouraged to select a team parent(s) to help with communication or team activities.

14) A team picture will be taken and each player will receive a copy of the picture.

- Cheerleading: 12 Cheerleaders and 2 Coaches maximum

Each team must be represented with at least one cheerleader on the All Star squad. The remaining members will be determined by the Cheerleading Commissioners in conjunction with the coaches in that age group.

**RULE 19: All Star Coaches** (8 & under, 10 & under, 12 & under and 14 & under Divisions)

All Star Head Coaches will be determined under the following format.

- a) If there is only one All Star team in any age group which means 7 or less teams, then the winning team's Head Coach from the Championship Game will be the Head Coach with the FJFL Board of Directors approval.
- b) If there is only one Conference and a Championship Game is not held then the first place team's Head Coach will be the All Star Coach with the FJFL Board approval.
- c) If in the cases listed above a team playing in the league from another area and is having their own All Star Team, then the runner up team's Head Coach will be given the opportunity with the FJFL Board of Directors approval.
- d) If there is two All Star teams in a division, meaning more than 6 teams, due to the possibility that two teams from the same conference could be playing in the Championship Game, the winning teams Head Coach from the regular season in each conference will be given the opportunity to be the Head Coach of that conference's All Star team with the FJFL Board of Directors approval.

- e) If in the two All Star teams format. If the winning team in a conference is a team playing in the league that will offer there own All Star team, the opportunity to be the Head Coach for All Stars will revert to the second place team in that conference.
- f) There will be no All Stars in the 6 & under division.
- g) In the 8 & under Division an inter-league All Star Game may be held with the Conference winning Head Coach serving as the Head Coach for All Stars if approved.

## **FLAG FOOTBALL RULES**

### **RULE 1:**      Players 5 -6 Year Olds

1. A game is played between two teams consisting of eight (8) players each
2. Only players appearing on the official team roster form are to be counted as players. This form is completed before the first game of the season and verified by the league in a process called “certification”.
3. Each team shall designate one player as “captain” and only they shall represent the team and address an official on matters of interpretation of rules or to obtain essential information. The one coach allowed on the field may also be involved in the discussion.
4. The offensive team must have five (5) players on the line and three (3) in the backfield (no more, no less). The defensive team may choose any formation.
5. Team player designations. The following designations are for statistical purposes only. 1) A defensive team may use any alignment. 2) The offensive line must have (5) men at all times, but may use any formation.

### **RULE 2:**      Playing Fields

The field shall be rectangular with lines and 10 yard zones with the dimensions of 40 yards wide and 60 yards long with the addition of two 10 yard end zones. Goal posts are unnecessary as points after TD (conversion) are made only by passing or running and there are no field goals kicked. A conversion line will be marked 3 yards from the goal line and at an equal distance from each sideline. A kickoff area will be marked. (usually by an “X”).

The following field equipment will be used:

A down marker will be used to indicate the number of the down.

A zone marker will be used to indicate the distance to go for a first down (placed at the forward zone line)

Corner pylons with weighed bottoms will be placed at the four sections of the end zones and the sidelines.

**RULE 3:** Equipment

Game ball- It shall be of good grade of leather with specifications in the area of equivalent to Wilson K-2.

Flags - Each player must wear a belt with 2 flags attached to it. The flags will extend or hang from each side of the player's body. Flags will be 14-20 inches long and 3 inches wide. The belt must be tight to prevent being turned around during a de-flagging. The home team will wear light colored flags and the visitors will wear dark colored flags. The securing of flags to the body, waist or belt, other than provided by 2-b, above, is illegal. Jerseys cannot be worn over flags. If a players' flag is inadvertently lost, they are ineligible to handle the ball.

Game Uniforms - All team members must wear the same colored jersey. All jerseys will be numbered, front and back, for proper identification by officials and statisticians. Pants purchased by the parent will be worn. All male players will wear athletic supporters. Jerseys will be tucked in at all times. Sneakers are the preferred shoe, however, non-detachable, rubber-cleated shoes (soccer style) are allowed. No other footwear is acceptable. **GAME JERSEYS SHOULD BE WORN FOR GAMES ONLY!**

Eye Glasses – Eye glasses, when worn, shall be of athletically-approved construction with non-shattering glass (safety glass). Contact lenses may be worn.

**RULE 4:** Prohibited Equipment

1) Spiked or street shoes. 2) Padding of any kind, including hard surface padding such as shoulder pads and hip pads. 3) Hard metal or any other hard substance on a player's clothing or person. 4) Anything that conceals the flag. 5) Sticky substances such as grease or glue on a player's clothing 6) Any equipment, in the opinion of the referee, that will endanger or confuse players.

**RULE 5:** Referees

There will be at least two (2) referees appointed prior to the game by the league. The league may assign more than two referees for a game. There shall be at least three (3) referees for a playoff championship. Each game official will carry an officials' flag and drop it when an infraction occurs.

**RULE 6:** Playing Rules

Player – The free substitution rule is always in effect and a player may enter the game any time the ball is dead (except as outlined in by-laws)

Team Captains – Each team may have at least one coach on the field at all times during the game. The coach will address the referees only on matters of interpretation and to obtain information.

**RULE 7:** The Game

Time – This will be: First quarter-8 minutes. Second, Third and Fourth quarter-6 minutes. Three (3) timeouts per half. Six minutes between halves. Each half will start with the ball being placed on the 20-yard line. (No kickoffs will be used). The referee will call the team captains together for a toss of a coin to decide a choice of defense or offense. The winning

captain has the choice. The losing captain has the same choice at the beginning of the second half.

Punting – The offensive team may take the punting option at any time or down. If they choose to punt, the ball will be moved twenty (20) yards from the line of scrimmage or half the distance to the goal line if it's inside mid field.

Downs – (First down and zone to go) – Each team will have four consecutive downs to advance the ball into the next zone or to score a touchdown. Once a team enters into the next zone, it is a first down and a new series of downs begins. A team failing to move the ball into the next zone will lose possession. The opposing team takes over at the point where the ball is declared dead and begins its series of first down and zone to go. The forward part of the ball touching any line will be the determining factor in measuring for a first down. A down will be repeated if provided for by the rules. When the offensive team is within the last zone and has a first down, it will be first down and goal to go.

De-flagging – There shall be no tackling of the ball carrier or passer. The player carrying or having possession of the ball is down when the flag is removed from their waist (de-flagging). The defensive player will hold the flag above his head and stand still. The defensive player cannot hold or push the ball carrier down to remove his flag. An accidental touch of the body or shoulder while reaching for the flag will not be considered a violation; however, touching of the head or face will be considered a violation. **A defensive player may not run over, push, or pull a blocker away from him.** Hands can be placed on the player but he cannot push the blocker. A defensive player must go for the passer's flag. He cannot touch the passer's arm. A defensive player cannot block or push a player out of bounds.

Blocking – A blocker must be on his feet at all times while blocking. All offensive linemen must not assume the three point stance or otherwise spring from a coiled or crouching start. Instead, they must simply stand at the line of scrimmage and await the snap. The center, though crouching, if he is to block, must first stand straight up first. Cross body and roll blocking are not permitted. A blocker cannot use his hands unless permitted by High School rules but only to shield defensive players. All blocking must be in the form of shadow/shield blocking . Butting, elbowing or knee blocking is not permitted. There will be no two-on-one blocking for the ball carrier beyond the line of scrimmage. Blocking a player from behind is not permitted (CLIPPING). There will be no interlock blocking. A offensive & defensive player will be restricted in the use of his hands to the blocker's body and shoulders.

Ball Carrier – The ball carrier cannot use his hands or arms to protect his flags. The defensive player must have the opportunity to remove the ball carrier's flags. The ball carrier cannot lower his head to drive. The ball carrier cannot run into a defensive player. Stiff arming by the ball carrier is illegal. He may run in any direction until the ball is declared dead. The ball carrier cannot spin to avoid their flag from being pulled & cannot hurdle players.

Center – The center must snap the ball between his legs. He must have both feet on the scrimmage line with no part of his body beyond the forward point of the ball. He may adjust the long part of the ball parallel to the scrimmage line for one time only.

Passing – All backfield men are eligible passers. Passing will be attempted from behind the line of scrimmage only. A lateral pass is a pass thrown parallel to the line of scrimmage or back toward the passer’s own goal line. A lateral pass is not considered a forward pass. A forward pass is a pass thrown from behind the line of scrimmage toward the defensive’s team’s goal line.

Receiving – All players are eligible to receive forward passes. A receiver may catch a ball even if he steps out-of-bounds after or out of the end zone after the catch as long as he comes down with one foot in bounds. Two or more receivers may touch a ball in succession, resulting in a completed pass. If an offensive and defensive player catch a pass simultaneously, the ball is declared dead at the spot of the catch and the passing team is awarded possession. An offensive player cannot be out-of-bounds and return in-bounds to catch a ball. This will be ruled an incomplete pass.

Safety – The ball will be placed at the twenty yard line like a kickoff to start the game.

Dead Ball – All balls touching the ground are immediately dead. For example, the ball is declared dead at the following times: 1. When the ball carrier touches the ground with his body, other than hands or feet. 2. When the ball carrier’s flag has been pulled or falls. 3. If a pass receiver or ball carrier has a missing flag (ball is dead at that spot). 4. Following a touchdown, safety or touchback. 5. When the ball goes out-of-bounds for any reason. 6. If the center snap hits the ground as a result of a fumble or muffed ball. **THERE ARE NO FUMBLE RECOVERIES.** 7. If a lateral pass touches the ground (ball is declared dead at that point). If a lateral pass goes out-of-bounds, the ball is ruled dead at the point it crosses the boundary line. 8. If a forward pass strikes the ground or is caught at the same time by an opposing player(s).

**Rule 8:** Scoring Values:

- 1. Touchdown\*\*\*\*\*6 points
- 2. Safety\*\*\*\*\*2 points
- 3. Points after touchdown
  - Passing\*\*\*\*\*2 points
  - Running\*\*\*\*\*1 point
- 4. Forfeit \*\*\*\*\*1-0

**Rule 9:** Injured Player

Once removed from a game because of injury, a player must sit out at least one series of downs. (4 plays)

**Rule 10:** Practice

Practice cannot begin until after the draft. Practices are limited to eight hours per week, not to exceed 2 hours each practice before first game and 8 hours after first game including game time. (2 hrs)

### **Rule 11: Penalties**

Since two football field sizes can be used, penalties are adjusted accordingly. The major field will be assessed the standard fifteen and five yard penalties. The minor field will be assessed nine and three yard penalties. With this in mind, references to penalties will be given as (15-9) and (5-3) in the following listings.

The non penalized team will always have the choice of accepting or declining a penalty. If the penalty is declined, the down will remain the same as if no infraction occurred. Also, when the penalty is greater than the distance to the goal line, the penalty shall be half the distance to the goal line.

1. Kickoffs will not be used. Ball will be placed at receiving team's 20 yard line to start the game, start the second half and after each score.
2. Line of scrimmage--Centering
  - a) off sides, defensive or offensive (5-3)
  - b) illegal snap (5-3)
  - c) failure to observe 25 second rule (5-3)
  - d) illegal motion—more than one backfield man in motion (5-3)
  - e) illegal formation, offense (5-3)
3. Passing
  - a) if an illegal forward pass is thrown and intercepted, the play will continue until the ball is declared dead.
  - b) passer crosses line of scrimmage (5-3) and loss of down.
  - c) intentional grounding (5-3) and loss of down.
  - d) offensive pass interference (15-9) from line of scrimmage and loss of down.
  - e) defensive pass interference—first down from spot of infraction for the offensive team.
4. Delay of Game
  - a) continuing to play after the ball is dead (5-3) from where the ball is dead.
  - b) recovering a fumble or falling on the ball (5-3)
  - c) advancing a fair catch (5-3)
  - d) unnecessary delay of game for any reason (5-3)
5. Flag wearing and De-Flagging
  - a) Tackling (15-9)
  - b) Wearing the flags illegally (5-3)
  - c) Ball carrier using his hands to prevent a defensive player from de-flagging (15-9)
  - d) Holding, pushing, or hitting the ball carrier while de-flagging (15-9) from spot of foul.
  - e) Leaving one's feet while de-flagging (15-9) from spot of foul.
  - f) Wearing one's flag (5-3)

6. Illegal Handoff
  - a) If the ball is handed forward beyond the line of scrimmage (5-3) and loss of down.
  - b) Handing or snapping a ball to a lineman (5-3).
7. Illegal Substitutions
  - a) More than eight men on the field (5-3)
  - b) Substitution while the ball is in play or before it is declared dead (5-3)
  - c) Disqualified player entering game (15-9)
8. Blocking
  - a) Leaving feet to block (15-9)
  - b) Cross body blocking or roll blocking (15-9)
  - c) Illegal use of hands by blocker (15-9)
  - d) Holding a defensive player (10-7)
  - e) Defensive player blocking or pushing the ball carrier out-of-bounds (15-9)
  - f) Butting, elbowing, or knee blocking (15-9)
  - g) Defensive player using hands illegally (15-9)
  - h) More than two blockers for the ball carrier (on one defensive player) beyond the line of scrimmage (5-3)
  - i) Clipping (15-9)
  - j) Interlock blocking (5-3) from spot of foul
9. Ball Carrier
  - a) Stiff arming (15-9) from spot of foul
  - b) Lowering head to run (15-9)
  - c) Running into defensive player (15-9)
  - d) Use of head (15-9)
  - e) Use of hands or arms to protect flags (15-9)
  - f) Spinning or hurdling (5-3)
10. Unnecessary Roughness
  - a) Offensive and defensive (15-9)
  - b) Disqualification of guilty player or players if repeated.
11. Unsportsmanlike Conduct
  - a) Fighting (15-9) offenders ejected from the game
  - b) Defensive player pulling offensive players flag to make him ineligible for play (15-9)
  - c) Insulting and abusive language
  - d) Interference with progress of the game by coaches or any other team personnel (15-9)
  - e) Illegal play (15-9)
  - f) Team leaving field before game is completed (15-9) failure to return to FORFEIT win for team remaining on field
  - g) Failure of home or visiting team to control players or fans (15-9)

12. Penalties

Other than those herein listed, will in the judgment of game officials, follow the guidelines for penalties under the National Federation of State High School Association Rules.

**RULE 12:** Protests

Only protests involving rules interpretations or the eligibility of a player may be considered, never the judgment of an official in calling a play. Protests are decided at the local level in accordance with the administrative procedures of the League/Conference. All protest concerning games must be put in writing and given to a league officer (SR. COMMISSIONER for Football ) within 24 hours.

**RULE 13:** Coaches on the Field

One coach may stay on the field with his team and in the huddles, but he must back up and not interfere with the play when it starts. Directions may be given by the coach until the ball is snapped. After the ball is snapped, the coach must remain quiet until the play is over. A warning will be given if any talking occurs while the play is in progress. On the second occurrence, a 9 yard penalty will be assessed against that team. The third occurrence in one game will call for that coach to be ejected from the game and another coach may be on the field.

# **Cheerleading Rule and Guidelines**

## **Revised July 2012**

### **LEAGUE RULES:**

The National Federation of State High Schools Association will govern league activities, unless revisions have been made in the following bylaws.

#### **Rule 1: DIVISIONS AND AGES**

6 & under	5 & 6 year olds (Flag)
8 & under	7 & 8 year olds
10 & under	9 & 10 year olds
14 & under	11-14 year olds

Cutoff date is September 1<sup>st</sup> of the existing year. Birth certificates are kept on file at the City of Florence Recreation Department. The age of the child on September 1<sup>st</sup> will determine the child's league age.

#### **Rule 2: TEAM SELECTION PROCESS**

The Cheerleading Commissioners will draft cheerleaders on teams.

Provisions will be made to accommodate coach's children & siblings in the same age division.

Cheerleaders who have brothers playing football will be placed on the same team provided they meet the requirements for that division. This also applies to a sister of a cheerleader.

**THERE WILL BE ABSOLUTELY NO CHANGES AFTER THE TEAMS HAVE BEEN SELECTED AS LONG AS GUIDELINES ABOVE HAVE BEEN FOLLOWED.**

#### **Rule 3: LATE REGISTRATION**

Cheerleaders will only be allowed to register late if numbers are low for their age division.

If a cheerleader registers after the team selection process, the Senior Cheerleading Commissioner will place them on a team.

#### **Rule 4: AWARDS**

All awards given in the league must be issued and/or approved by the leagues Board of Directors. Trophies and/or medals will be given to the champion and runner-up teams after the championship games. Coaches may not receive or give monetary awards for individual performances.

## **Rule 5: CHEERLEADING COMMISSIONERS**

Cheerleading Commissioners will be assigned to each age division.

## **Rule 6: CHEERLEADING COACHES**

The leagues Board of Directors approve all cheerleading coaches and coaches are not guaranteed a coaching position from one year to the next. To be a coach for the league they must be certified through the National Youth Sports Coaches Association.

The certification is an annual class and will be administered by the Recreation Department. Every certified coach will be required to pay an annual fee of \$20.00.

All coaches will be required to attend a coach's clinic every year designated by the league.

Head coaches must be twenty-one (21) years of age. The minimum age for an assistant coach is sixteen (16) years old. If a team has an assistant coach under the age of twenty-one (21) they cannot be left in charge at any practice, game, or other event.

Teams may have one head coach and a maximum of two assistant coaches. Each team will be required to designate a team parent. All assistant coaches and team parents should be assigned before the team's first practice.

All head coaches and assistant coaches will be required to wear a coaching staff shirt that is provided by the league. ID badges may also be required. This will prevent unauthorized persons being on the playing field. Coaches allowing unauthorized individuals on the field will be subject to suspension. If a temporary badge is issued, it should be returned before leaving the field that day.

## **Rule 7: Coaches Suspension**

A coach that deviates from the above responsibilities, or has been removed from an event for unsportsmanlike conduct will be brought before the Board of Directors. The board will determine the penalties to be given, and the status of the continuation of the coach.

## **Rule 8: TEAM PARENTS**

Each team will be required to have a team parent. This person will meet with the Board representative to coordinate the team activities for the year, to include concession stand scheduling, picture day, etc. Team parents can also be a help to the coaches to assist with paperwork, phone calls, and snack schedules.

## **Rule 9: CHEERLEADING SAFETY RULES & GUIDELINES**

- ❑ Participation in practice is not permitted without the supervision of an eligible coach. Only participants signed up in league are allowed to practice with team.
- ❑ First aid supplies must be readily available for all practices, games, and other events.
- ❑ Coaches and assistant coaches should have copies of each cheerleader's medical information and emergency phone numbers.
- ❑ Attention and preparation will be given to cheerleaders with special medical needs.
- ❑ Cheering on cement or similar surfaces should be avoided.
- ❑ Difficult skills should not be performed when the weather is extremely hot, cold, wet, or windy.
- ❑ Routines or building may not be performed when time is not adequate to perform them in a safe manner.
- ❑ Jewelry must never be worn. (Exception to this is for medical and/or religious. All must be taped before participating in practice, game, or other events.
- ❑ Stunting is not allowed when wearing gloves, leg wear, coats, sweatsuits, windsuits
- ❑ Shoes must be athletic type that will give proper support for cheering.
- ❑ Hair must be worn up during practice, games, and other events.
- ❑ Articles in the hair must be secure and not have sharp edges.
- ❑ Practices and performances must begin with a warm up session to include flexibility, stretching, and strength exercises.
- ❑ Difficult stunts and pyramids should be taught in progression, and practiced at the beginning of the session to avoid injuries due to fatigue.
- ❑ Cheerleaders should never practice or perform when injured.
- ❑ All injuries need to be reported to the coach and cheerleading commissioner immediately.
- ❑ Foul language, disrespect towards coaches and or fellow team members, and the use of drugs, tobacco, or alcohol will not be tolerated or accepted.

## PRACTICES

- ❑ Pre-season practice will not begin before the teams have been selected.
- ❑ Practices shall not exceed six (6) hours per week before the first game and six (6) hours per week thereafter. This does include game time. One and one half hours for games.
- ❑ Not more than 1 ½ hours of practice may be scheduled on any one-day. Discussions and a ten (10) minute mandatory break are included.
- ❑ A week is defined as a six (6) consecutive calendar days, Monday through Saturday.
- ❑ Sunday practices are not allowed, and Wednesday practices are discouraged.
- ❑ Parent meetings must be scheduled the first week of individual practices. At this time give out practice schedules (days and times), game schedules (if available). Team roster (with phone numbers), and team rules. (Rules must be approved by the Senior Commissioner before handed out.)
- ❑ Coaches must be notified if a cheerleader is unable to attend a practice, game, or event. If changes for halftime performances had to be made due to an absence that the coach had not been notified of, the cheerleader will not be permitted to participate during that halftime performance.
- ❑ Commissioners must be notified of any practice cancellations, or scheduling changes.
- ❑ If an eligible coach cannot attend practice, it is their responsibility to find someone eligible to take their place and notify their commissioner.
- ❑ Practices may only be held at approved locations. This is for safety and liability reasons. There are no exceptions.
- ❑ Cheerleaders must be in complete uniform to be allowed to participate.
- ❑ Cheerleaders must arrive a minimum of thirty (30) minutes before game time to allow for proper warm-up.
- ❑ Cheerleaders who arrive to a game after kick off will not be permitted to cheer until the beginning of the second quarter. If a cheerleader arrives during the second quarter she will not participate until halftime provided there is adequate time for a proper warm-up and she was in attendance at the last practice. If these conditions are not met the cheerleader will not be permitted to cheer until the beginning of the third quarter. These penalties will be enforced to ensure the safety of the individual cheerleader as well as the other team members. Last minute changes can result in serious injuries.
- ❑ Food and drink are not permitted on the field while cheering. Scheduled water breaks are allowed, provided there are no more than two girls off the field at a time.
- ❑ Half time for the flag division is six (6) minutes long; all others are eight (8) minutes. Routines must be done to allow enough time for both teams to perform and take a restroom and water break in the allotted time.
- ❑ The visiting team always performs first during half time.
- ❑ The home team is closest to the scoreboard.
- ❑ Cheerleaders must line up three (3) feet back from the playing field, and cannot go beyond the thirty (30) yard line.
- ❑ Coaches and cheerleaders should always be aware of what is happening on the playing field to ensure their safety.
- ❑ Coaches and cheerleaders are to remain for the games entirety, unless told otherwise by the commissioner on duty, or a board member.
- ❑ If an eligible coach cannot be at the game, it is their responsibility to find someone eligible to take their place and to notify their commissioner.
- ❑ Each cheerleader will have the opportunity to be head cheerleader at a game. The responsibilities of the head cheerleader are to call and lead the appropriate cheers, with direction from the coaching staff. Coaches should maintain a log of each cheerleader that has had an opportunity to be head cheerleader.

## **Stunting Rules & Safety Guidelines – Football Season and Spirit Expo**

**\*\*All squads must follow the National Federation Guidelines with the following restrictions or allowances.**

### **NOVICE DIVISION (5 – 8 year olds)**

- Partner Stunts: Squads can perform elevator preps and extended stunts.  
Single leg extended stunts are not allowed  
Single leg stunts are allowed in the elevator preps.
- Cradles: Basic cradling is allowed from all stunts.  
No twist, arch, toe touches, pikes, tucks, or kicks allowed.
- Pyramids: Limited to one extended flyer at a time.  
May perform any position on one foot as long as supported by a stunt on both sides.
- Tumbling: Skills with hand support are allowed.  
One or both hands must remain in contact with floor.
- Basket Tosses: Not permitted.

### **INTERMEDIATE DIVISION (9 – 14year olds)**

- Partner Stunts: No special stunt restrictions.
- Cradles: All cradles are allowed from ext. prep level.  
Extended stunts must do basic cradles only.
- Pyramids: No special pyramid rules.
- Tumbling: Tucks are allowed.  
No twisting.
- Basket Tosses: Toe touch, tuck, kick & cannon ball tosses are permitted.  
No full twist, pike open, or other tosses allowed.

## **ANNUAL CHEERLEADING EXHIBITION**

The league will participate in a cheerleading exhibition every year. The competition will be held the first Saturday in November in conjunction with the Pecan Festival. When the location has been secured, the Senior Cheerleading Commissioner will call a coaches meeting to go over all the details.

All squads are required to participate.

Routines should be constructed following the rules stated above. The routine can be three (3) minutes long to include a maximum of one and a half (1 ½) minutes of music. Routine time could be varied due to exhibition schedule. Every attempt will be made by the league to secure inside locations for competition practices.

As the exhibition gets closer the Senior Cheerleading Commissioner will hold coaches meetings specifically for exhibition.

Cheerleaders may also participate in other league approved functions such as additional exhibitions and parades with the Board of Directors approval.

## **Florence Junior Football League**

### **Rule 10: Cheerleading Program**

The Florence Junior Football League promotes a recreational cheerleading program with a major emphasis on fun, teamwork, and sportsmanship. Our cheerleading coaches and team parents are a dedicated group of individuals who volunteer their time and talents to coordinate each cheerleading squad. The Board of Directors approves all coaches. Head coaches must be 21 years of age and assistant coaches must be at least 16 years of age.

There are no try-outs and all girls who have registered on time are automatically placed on a team. Cheerleaders will perform at all scheduled football games. Games are generally on Saturdays, but you may have a few games scheduled during the week. All games are played at the Freedom Florence Recreational Complex with the exception of our 14 & under division. If scheduling permits our 15 & under division will travel to surrounding areas such as Marion and Hartsville. This applies to the Junior High Cheerleaders as well. The football season starts in August and could run into December which includes All Stars in most groups.

Cheerleaders will participate in our Annual Spirit Exhibition to be held in November. The cheerleaders may also participate in other league-approved functions, such as other competitions, parades, exhibitions, etc. with Board of Directors approval.

F.J.F.L. cheerleading squads range in age from 5 to 14. Cheerleaders are placed on teams according to their age. Age divisions are as follows: 5-6, 7-8, 9-10, & 11-14. A cheerleader's age is determined by their age on November 30<sup>th</sup> of the current year.

Each cheerleader will be given a uniform to use for the season. These are the property of the league and cannot be worn for play or as a costume. Uniforms will be issued the week before practices begin. When you receive notification to get your uniform a parent of legal guardian must accompany the child. The parent or legal guardian will be required to sign for the uniform. There will be absolutely no exceptions to this rule. To ensure accurate record keeping, cheerleading commissioners are the only authorized people to issue uniforms. The league has invested a large amount of money in the cheerleading uniforms. We are counting on you to help keep the uniforms in good condition. Uniforms may be washed in cold water and then hung to dry. The manufacturer does not recommend weekly dry cleaning. Once the uniform has been issued it is your responsibility until the end of the season. If any problems arise (lost, damaged, etc.) please notify your coach as soon as possible. If not, you may be liable for the replacement cost of the uniform. Uniforms will be collected at the last scheduled football game. Cheerleaders will be asked to cheer in shorts and t-shirts for that game. Uniforms should be clean and put in a bag labeled with the cheerleaders name on it at the time of collection. If the uniform is not returned, you will be liable for the replacement cost of \$55.00. The t-shirt will be provided by the league to each cheerleader and will be worn at the Pecan Festival exhibition.

League approved shoes must be provided by the parents, as well as other items that may be required for teams such as bloomers, socks, hair bows. Other items may be optional.

The league supplies pom-poms. They are issued to the Head Coach before the first scheduled practice. Poms will be kept by the coach at all times and will not be given to the cheerleaders to take home.

## **FREQUENTLY ASKED QUESTIONS**

### **Where are practices held?**

All cheerleaders will practice at the Freedom Florence Recreational Complex. Other practice sites may be available if approved by Board of Directors.

### **How often do you practice?**

The league allows the individual coaches to set their own practice schedules. All coaches must adhere to the league rules regarding practices. They are as follows:

- ❑ Practices shall not exceed 6 hours per week before the first game and shall be no more than 6 hours per week thereafter including games. (This does include 1 ½ hour game time.)
- ❑ Not more than 1 ½ hours of practice may be scheduled on any one-day.
- ❑ Sunday practices are not allowed, and Wednesday practices are discouraged.

### **Does my child have to attend every practice and game?**

Attending each and every practice/game is essential to the team's success. Cheerleading is a unique sport because there is not a second string or bench to pull from. The league realizes there will be times when your child will not be able to attend due to illness, school functions, etc. If a conflict arises and you know your child will not be attending practice and/or game we ask that you let the coach know in advance, so they can prepare accordingly. This should be discussed with you at the first team parent meeting.

### **Do parents have to stay at practice/games?**

Parents are not required to stay, but again you need to communicate that with your child's Coach. Parents are to pick their child up on time following practice.

### **Can siblings cheer on the same team?**

Siblings will be placed on the same team provided they meet the age requirements for that division. This also applies to any cheerleaders who may have a brother playing football. In order for these requests to be made they need to be noted on your registration form at the time of registration. If this wasn't done you need to call it to our attention immediately. Placement changes are difficult to be made after the team selection process.

### **Can I request a certain placement for carpool reasons?**

You may make a request at the time of registration. The leagues main goal is select our teams to be equal in numbers therefore there are no guarantees your request can be honored.

### **My child just had her ears pierced, can she cheer?**

Your child may cheer provided she can take the earrings out. Our league follows National Federation rules, which mandates no jewelry. It doesn't matter what age or what the circumstance. These rules are made for safety reasons. This applies to all practices, games, and events. Fingernails cannot go past the end of the finger.

**Can my child wear beads in her hair?**

Beads are not permitted in a child's hair while she is cheering at practice, games, or events. Beads are considered an unsafe hair accessory according to National Federation rules.

**Can I have my child's uniform altered?**

When your child is fitted for her uniform we will try our best to get an accurate fit. If alterations need to be made they will be noted at that time and the uniform will be taken to the seamstress the league uses.

**What is the Annual Cheerleading Exhibition?**

The Cheer Expo is hosted by the Pecan Festival on the first Saturday in November each year in downtown Florence. It's a day packed with lots of fun, excitement, and awesome performances

**Does my child have to participate in the exhibition?**

We encourage everyone to participate. This is the time for cheerleaders to shine, and show what they have accomplished over the season. If there are extenuating circumstances that prevent your child from participating you need to let your child's coach know immediately. Coaches prepare all season for their teams routine. When unexpected changes have to be made at the last minute it increases the risk for injuries.

**Florence Junior Football League  
Cheerleader  
Rules and Guidelines**

- a) Adhere to the rules and regulations of the Florence Junior Football League
- b) Jewelry must never be worn during practice, game, or event. (Exception: medical and/or religious type medals. Medals must be taped before participating in any practice, game, or event.). **This includes earrings.**
- c) Shoes must be athletic type that will give proper support for cheering and stunting.
- d) Hair must be worn up during practice, games, and other performances.
- e) Articles in hair may not have sharp edges and needs to be secure.
- f) Fingernails real or artificial cannot be any longer than the end of the fingertip.
- g) Practice clothing that would pose a safety hazard may not be worn. Such as pockets, hoods, buttons, oversized clothing.
- h) Nothing is permitted in the mouth during practices, games, or events.
- i) Cheerleaders should bring water or Gatorade type drinks to practices and games. (Carbonated drinks are not recommended.)
- j) Food and drink are not permitted on the field while cheering. Water breaks will be scheduled as needed. No more than two cheerleaders can be off the field at one time.
- k) Cheerleaders must be in complete uniform to be allowed to participate.
- l) Cheerleaders must arrive a minimum of 30 minutes prior to game time, to allow for proper warm-up.
- m) Cheerleaders are expected to remain for the games entirety, unless approved otherwise. (This includes rain.)
- n) Coaches must be notified if a cheerleader is unable to attend a practice, game, or event. If changes for halftime performances had to be made due to an absence that the coach had not been notified, the cheerleader will not be permitted to participate during the halftime.
- o) Cheerleaders who arrive to a game after kick off will not be permitted to cheer until the beginning of the second quarter. If a cheerleader arrives during the second quarter she will not participate until halftime provided there is adequate time for a proper warm-up and she was in attendance at the last practice. If these conditions are not met the cheerleader will not be permitted to cheer until the beginning of the third quarter. These penalties will be enforced to ensure the safety of the individual cheerleader as well as the other team members. Last minute changes can result in serious injuries. Please be considerate and keep your coaches informed.
- p) Foul language, disrespect towards coaches and or fellow team members, and the use of drugs, tobacco, or alcohol will not be tolerated or accepted.
- q) Be responsible for the cheerleading team during all activities on and off the field.
- r) Have all medical information and emergency phone numbers for each cheerleader accessible at all times.
- s) Be responsible for the safety of each cheerleader.
- t) Be concerned with the physical condition of all cheerleaders.
- u) Ensure proper dress for practice sessions, games, and performances.
- v) Supervise all practices, games, performances and approve all stunts and building.
- w) Ensure that all cheers and chants are in good taste and approved by Board of Directors.
- x) Be able to recognize and instruct good cheerleading motions, formations, and the use and timing of appropriate cheers.
- y) Maintain a log on attendance, uniforms, practices, and games.
- z) Observe that all cheerleaders abide by the rules of the league. Provide leadership and understanding, and be an excellent role model for the cheerleaders

