



Flag Football League Handbook 2019



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Welcome Parents, Coaches, and Players,

Thank-you for joining the Harrisonburg Parks & Recreation Flag Football program. We are very excited for this upcoming football season.

In this handbook, you should find all the necessary information regarding flag football. This not only includes guidelines for players, but for coaches and parents as well.

The Harrisonburg Parks & Recreation Flag Football program is focused on teaching and development. Our primary goal is to create a fun and safe instructional environment for our players. As a parent or coach, we ask that you adhere to the standards outlined in this handbook. This will help create a positive experience for everyone involved.

Also, our program wouldn't be able to function without volunteers. If you have any interest in coaching (head or assistant), please let me know. This would be a great opportunity to connect with your child(ren).

If you have any additional questions, feel free to contact me by phone at the CAC (540-433-2474), or by email at alexandra.routzahn@harrisonburgva.gov.

Thanks,

Alexandra (Ali) Routzahn
Flag Football League Administrator

Mission Statement

Harrisonburg Parks and Recreation Flag Football League aims to create a fun and safe instructional environment for our players. Our program teaches the *fundamentals* of football. We want our participants to have fun, and leave with a basic understanding of the sport. We also aim to instill values such as teamwork, respect, and good sportsmanship.

Philosophy

- Football is meant to be **fun!**
- Parents and coaches should always be supportive and encouraging towards players and each other.
- This league isn't about winning. In fact, we don't even keep score! Our primary goal is to educate our players on the fundamentals of the sport.
- Players, parents, and coaches should show respect to each other, as well as to the officials. We hire our officials through JMU UREC, so these officials are learning as well. Please be patient and respectful of their time.
- Stay Positive! The players will have a lot more fun if parents and coaches maintain a positive attitude.
- We not only want to develop your children as players, but as people too! We want them to demonstrate the skills they learn in practice in other areas of their life. We care about your children and want them to be a success both on and off the field!

Registration Info

- Registration for this league begins in May and will end shortly before the season begins. ***Deadline to register is 1 week prior to the start of the league.***
- All youth ages 5-7 are welcome to register. 7-year-olds may play in the Pee-Wee League if they wish, but they may also play flag. Age is determined by their age as of August 1st, 2019. Both boys and girls are welcome to participate.
- You may register by contacting the CAC front desk. But ***please make sure you submit a registration/consent form. Your child cannot participate without this form. This includes registration form, waiver, and photo release form.*** You may drop these by the CAC, or email them to the league administrator at alexandra.routzahn@harrisonburgva.gov.
- Your child should have gotten a registration form from their school in May. If not, you can pick them up at the CAC, or find them online at www.harrisonburgva.gov/football. A copy of the registration form is also included in the appendix.
- Teams will be organized by the league administrator. If you have a request to play on a specific team, please indicate that on your registration form. Not all requests will be approved. This will primarily be used for siblings, or children who are in need rides to practices.
- Team pictures will be done by Gitchell's Photography, and be done during the second week of games (Oct 2nd).

Parent Guidelines & Expectations

- **Be Positive, Supporting, and Encouraging!** As a parent, you serve as a role model for your child. Also, how you act in certain situations has a direct impact on your child. So please try and be as positive and encouraging as possible. We want our players to make positive connections with the game, and therefore want to engage in athletics for years to come.
- Profanity or abusive language towards anyone (players, coaches, officials, or other parents) **will not be tolerated**. The use of alcohol or illegal drugs **will not be tolerated**. Any violation of these policies will result in suspension from all Harrisonburg Parks & Rec Flag Football League activities. It may also result in a trespass notice issued that will apply to all Harrisonburg Parks and Recreation facilities.
- A parent or guardian must be present for all practices and games. They are also expected to have their child at the designated locations at the designated time. Please do not leave your child at practice and then be late picking them up afterwards.
- As a parent, please respect the role of the coach. They were hired for a specific reason. If you think you know better than they do, apply to be a coach the following season. **DO NOT** yell at your child's coach during games or practices. If you are not an approved coach, you may not be on the practice or game field at any time.
- Our league goes by a very unique and specific set of rules (no kickoffs, number of downs per drive, etc.). If you have a question regarding any of these rules, please ask an official or the league administrator *after* the game is complete.

- If you have a specific issue regarding your child, please wait until the conclusion of the practice or game to address it, in a polite and courteous manner.
- If your child has a medical condition such as allergies, asthma, etc. please indicate this on the registration form, and notify your child's coach directly.
- During games, the game field will be roped off. Please do not cross over these ropes, or allow your younger children to do so. This is to ensure the safety of both participants and spectators. Please supervise ALL of your children, at all times.
- All family, friends, and guests must adhere to the Youth Sports Parent Code of Conduct (See Appendix). Any violations of the Code of Conduct will result in a suspension from all Harrisonburg Parks & Rec Flag Football League activities and may result in a trespass notice issued that will apply to all Harrisonburg Parks and Recreation facilities.

Coaching Guidelines and Expectations

- Coaches serve as role models for our participants. They are responsible not only for teaching the fundamentals of football, but also teaching character building values such as teamwork, respect, effort, and good sportsmanship.
- All coaches are required to pass a background check. These are provided at no cost to the individual. These background checks and are good for two calendar years.
- Coaches should follow all Harrisonburg Parks & Recreation Flag Football League Guidelines. The official rulebook will be sent to coaches well prior to the beginning of the season and may also be found at www.harrisonburgva.gov/football.
- **Please be prompt to all practices and games.** Because of the abbreviated schedule, we want to fit in as much instructional time as possible. All practices should start and finish at the designated times. Also, be constructive with the short amount of practice time you are given. Please make sure all players have left with their parent/guardian before leaving.
- Only coaches who have been approved by the league administrator may be on the practice field, game field, or even sidelines during games. This is for the safety of our participants.
- Coaches are responsible for all correspondence with team members. The league administrator cannot contact every single player. Please make sure parents are aware of practice and game schedules.
- In case of a weather delay/cancellation, schedule change, etc. the coach is the primary person responsible for contacting participants and their parents.

- All coaches are expected to provide their contact information to parents. This includes a phone number and email address. This way parents can contact you in case of emergency, or in the event that their child may miss a practice or game.
- Coaches are responsible for supervising all games and practices. While each player should have a parent or guardian in attendance, the coach needs to be the primary supervisor.
- Coaches will be given footballs, jerseys, and flags prior to the start of the season. It is their responsibility to keep track of this equipment, and return it to the Parks & Recreation Department in good condition.
- As one of our primary missions is instruction, it is important that all players receive playing time. Our players having fun and learning the game, is more important to us than winning.
- In the event that there is an issue with a player on the field, the coach is expected to manage it in the appropriate manner. If a coach is uncomfortable with a particular situation, they should contact the league administrator.
- All coaches should conduct themselves in a professional manner in all activities associated with this league. This includes refraining from using profanity, arguing with officials, or violating any other rule outlined by Harrisonburg Parks and Recreation.
- **Remember, coaches serve as role models for our participants.** Please act in a manner that is in accordance with the policies of Harrisonburg Parks and Recreation.

Player Expectations

- Coaches should outline what they expect from players during the first week of practice.
- Players are expected to attend every practice and every game, and show up on time for those events.
- Players should respect and listen to their coaches. The coaches are volunteers who are giving their own time to be there. Please ensure that your child(ren) are respectful of their coach.
- All players should demonstrate good sportsmanship during practices and games. This includes being respectful to coaches and other players, not complaining, and giving their best effort. This also includes shaking hands with the opposing team at the end of games.
- **HAVE FUN!!**

2019 Harrisonburg Youth Football League Registration Form

Harrisonburg City Residents Only

HYFL

Harrisonburg Youth Football League



El formulario de inscripción en español puede encontrarse en www.harrisonburgva.gov/football o visitar la dirección a continuación.

Deadline for returning this form to be eligible to participate will be Fri. Aug. 30th 2019.

Please fill out the form and return it to the address below or drop it off at the
Harrisonburg Parks and Recreation
305 S. Dogwood Dr. Harrisonburg, VA 22801. / Fax: (540) 433-9169.

Flag (Ages 5-6): ____ Pee Wee (Ages 7-9): ____ Junior (Ages 10-12): ____

(AGE AS OF AUGUST 1st 2019)

Previous Team (if applicable): _____

Player's Name: _____ Age: ____ Birth Date: ____ / ____ / ____ Gender: _____

Address: _____ City: _____ Zip: _____

Family Email: _____

School: _____ 2019/2020 Grade: _____

Number of Years Playing Flag Football: ____ Number of Years Playing Tackle Football: ____

1st Guardian Contact Name: _____ Phone: _____

2nd Guardian Contact Name: _____ Phone: _____

Emergency Contact Name (other than someone above): _____ Phone: _____

Special Health Needs: _____

Physicals must be completed and submitted before equipment is issued for Pee Wee and Junior Leagues.

***Get Involved...We need coaches! Yes, I would like to: Coach ____ Assist ____ ***

Coaches must successfully pass a Background Check provided by the Harrisonburg Parks and Recreation through Reference Service, Inc. Contact your League Administrator for information on the process.



2019 Youth Football Waiver and Liability Release Form

Participant's release of liability please read before signing.

I hereby, grant permission for the above-named child to participate in the City of Harrisonburg, Department of Parks and Recreation's Youth Football; and I/we agree as follows:

PARENT INFORMED CONSENT AND RELEASE: I understand that this program is a potentially hazardous activity and understand that there are risks and dangers inherent to football. With full knowledge, comprehension, and understanding of these dangers, I voluntarily accept and assume all risks involved in this program for the named child and agree that I/the named child will wear all appropriate safety equipment and that I/the named child will use only equipment that is appropriate for my size and skill level. While particular equipment, and higher levels of skill may reduce the risk of accident/injury; the risk still does exist.

I certify that I/the named child, to the best of my knowledge, is in proper physical condition for this activity, have no physical, mental, or emotional condition which might be aggravated by this activity, which might in any way inconvenience or endanger staff or other participants, or which might impair my ability of the child's ability to participate in this program.

In case of emergency, I authorize the Harrisonburg Parks and Recreation Department personnel to administer first aid treatment, to secure the services of a physician, to transport me/the named child to an emergency facility for treatment, all at my expense, and to try to notify me or my contact person.

I will obey all rules of conduct, regulation and directives the Harrisonburg Parks and Recreation Department, its employees, and all program volunteers or staff, as well as other persons connected with the Harrisonburg Parks and Recreation Department and this facility, from all claims relating to personal injury or property damage that I/the named child may sustain by reason of my/our use of this facility and its equipment or my/our violation of any rules and regulations of this facility.

No medical insurance or insurance coverage of any kind is provided by the City of Harrisonburg. The City of Harrisonburg strongly recommends that each participant have some type of accident medical insurance for his/her protection. I agree to pay any and all attorney's fees and costs incurred by the Harrisonburg Parks and Recreation Department arising from any claim made or action brought against the City of Harrisonburg, it's independent contractors and their representatives, employees or volunteers, if any action or any claim is initiated arising out of any matter covered by this release. This agreement shall be effective and binding upon heirs, agents, personal representatives and assigns.

I/we the parent(s) of, or the legal guardian(s) for _____ have read, understand, and agree to the above statements and hereby consent to him/her participating in the designated program. I have signed this document signifying my agreement and consent. I also grant permission for photography that includes my child to be used in media releases that benefit Harrisonburg Parks and Recreation.

Parent/Guardian's Signature

Printed Name

Date

Authorization to Photograph

I give permission to the Harrisonburg Parks & Recreation Department to take photographs and video recordings of me, my child, and my family members while participating in recreational activities, and further agree that the Harrisonburg Parks and Recreation may use said child's name, face, likeness, voice, and appearance in connection with exhibitions, publicity, advertising, promotional and commercial materials, without reservation or limitation, in print, on the City website, or other broadcast or social media. These photographs will only be used for City promotional and informational purposes and will involve no compensation to me or my family members for any photograph.

_____ YES, I give my permission for my child/family members to be photographed.

_____ NO, I **do not** give permission for my child/family members to be photographed.

Signature: _____ Date: _____



Harrisonburg Parks and Recreation Youth Sports Parent Code of Conduct

Preamble

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character”.

I therefore agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, NOT ADULTS. ***Initial:*** _____
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn and abide by the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, spectators at every game, practice, or sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting, refusing to shake hands, or using profane language or gestures. ***Initial:*** _____
7. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials, and spectators with respect regardless of race, creed, color, sex, or ability. ***Initial:*** _____
10. I will teach my child that doing one’s best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition. ***Initial:*** _____
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.

14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place. ***Initial:*** _____
16. I will demand a sports environment for my child that is free from drugs and alcohol, and I will refrain from their use at all sports events.
17. I will refrain from coaching my child or other players during the games and practices, unless I am one of the official coaches of the team. ***Initial:*** _____
18. By signing this document, I commit to abide by the above guidelines. If I cannot abide by the above guidelines I will be asked to vacate the athletic program venue. If my actions continue, a trespass notice may be issued.

Parent's Name (Print)

Parent's Signature

Player's Name (Print)

Player's Signature



Youth Sports League Concussion Protocol

1. Did a Concussion Occur?

- a. Evaluate the player and note if any of the following symptoms are present:
 - i. Headache
 - ii. Nausea or Vomiting
 - iii. Dazed or Confused
 - iv. Balance Problems or Dizziness
 - v. Sensitivity to Light
 - vi. Sensitivity to Noise
 - vii. Abnormal Physical and/or Mental Behavior
 - viii. Cannot Recall Incident that Caused Injury
- b. Emergency treatment needed?
 - i. Loss of Consciousness
 - ii. Spine or Neck Injury
 - iii. Behavior Patterns Change Drastically

2. Proceed to Protocol

- a. Remove the athlete from play. After evaluating a possible concussion based on the symptoms above, document any symptoms observed on the Suspected Concussion Report. When in doubt, sit them out.
- b. Report your suspicion of concussion to trainer or league official immediately.
- c. Ensure that parent/guardian understands that the athlete should be evaluated by an appropriate health care professional as soon as possible. Do not attempt to diagnose the severity yourself.
- d. Communicate with the parent/guardian on the length of recovery time and when the athlete is permitted to return to play, based on physician's permission. *(A repeat concussion that occurs before the brain has fully recovered from the first concussion can slow recovery and increase the likelihood of having long-term issues).*

3. A Release Letter or Note from Physician Must be Presented to League Official Prior to Return to Play.



Youth Sports League Suspected Concussion Report

Today's Date: _____ Date of Injury: _____ Time of Injury: _____

Player's Name: _____ Date of Birth: _____ Age: _____

Parent/Guardian Name: _____ Phone Number: _____ Sport: _____

Signs and/or Symptoms

Signs Observed by Coaching Staff Member

Reported by Athlete

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

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

Description of How Injury Occurred: _____

Report Completed By: _____ Phone Number: _____ Date: _____

Parent/Guardian: Your child has been temporarily removed from all sports activities provided by the Harrisonburg Parks and Recreation Department due to the possibility of a concussion. Based upon the evaluation of your child, using recommended policies and procedures for recognition of potential concussions, your child will not be allowed to return to any sports activities provided by the Harrisonburg Parks and Recreation until a professional physician has provided clearance. It is recommended that your child is evaluated by a healthcare professional as soon as possible. Please bring a copy of this form to the evaluation.

Parent/Guardian Signature: _____ Date: _____

Harrisonburg Parks and Recreation – 305 South Dogwood Drive, Harrisonburg, VA 22801 – (540)-433-2474