

ACYS

Association of Christian Youth Sports



Flag Football Program

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MISSION STATEMENT



Our mission is to glorify God by developing and operating sports programs based on biblical principles where young people can learn Christian values by participating in a healthy competitive environment.

ACYS Philosophies:

Open Registration

Our program is open to all children from grades 1st through 7th. Interest, enthusiasm and a good attitude are the only criteria for playing.

Positive Coaching

Winning is more than the score at the end of the game. It begins with an attitude of caring and understanding. We urge our coaches, referees and parents to make an extra effort to offer positive encouragement to our players.

Everyone Plays

Our goal is for kids to have fun by playing sports. Therefore, every player on each team must play at least two quarters of every game.

Good Sportsmanship

We desire to create a healthy competitive environment based on Christian values, rather than a win-at-all costs attitude. All our programs are designed and directed to instill good sportsmanship and foster a Christ-like attitude in every ACYS participant.

ACYS Code of Conduct

**** FOR ALL TEAMS AND SCHOOLS ENTERING LEAGUE PLAY ****
RULES CONTAINED HEREIN MAY BE ADAPTED AS REQUIRED FOR LEAGUE PLAY.

Game Conduct:

All ACYS League Games will be conducted within the current ACYS Football rules of the game and decisions of the participating School Advisory Board in effect prior to the ACYS annual meeting with exceptions as noted below:

ACYS responsibility:

Our goal is to encourage young people to be the very best they can be for the Glory of God. ACYS will do its best to provide a safe place for children to play Football, guidance and training for volunteers, and will maintain an atmosphere of excellence and integrity.

Duties and responsibilities of coaches, officials, spectators, parents and other volunteers:

- To conduct oneself in a “Christ like manner” at all times while on the Football field.
- To train and coach their team to the best of their ability.
- To encourage clean fair competition and good sportsmanship at all times.
- To uphold the rules and regulations of ACYS Football as they apply.
- To participate in positive coaching that builds-up and encourages players.

Coaches:

- Coaching from the sideline is restricted to coaches on the player side of the field only. Sideline coaching should be minimal and limited to two coaches from each team operating behind the sidelines.
- Coach Meetings: ACYS may require the participation of coaches to attend ACYS related meetings. These meetings are integral to the success of ACYS. Failure to attend these meetings without prior authorized permission or in cases of emergency will result in disqualification from the season-end tournament when applicable, unless otherwise stated.

Spectators: Spectators and parents should view the game from the side of the field opposite the team players when available. For children’s safety, spectators should stand at least two yards from the sideline and between the corners of the field. For safety reasons, children not participating but present during games should remain in the presence of, or near the parent or guardian that brought them. Coaching from spectators and parents may confuse players and frustrate the coach. However, positive reinforcement like (i.e. nice play!! good shot!!) is both permitted and encouraged.

ACYS Official Rules

TABLE OF CONTENTS

I. PLAYERS AND ROSTERS.....	5
A. Divisions.....	5
B. Team Rosters.....	5
C. Game Line-ups.....	5
II. PLAYING FIELD.....	5
III. EQUIPMENT.....	5
A. Uniforms.....	6
B. Flags.....	6
C. Game Ball.....	6
D. Prohibited Equipment	6
IV. CANCELLATIONS & FORFEITS.....	6
V. RULES OF PLAY.....	7
A. Game Format.....	7
B. Start of Play.....	7
C. Playing Time	7
D. Number of Players.....	7
E. Player Substitutions.....	7
F. Location of Coaches.....	7
G. Offense.....	7-9
H. Defense	9
I. Change of Possession.....	10
J. Dead Ball.....	10
K. Score Values.....	10
L. Tiebreaker	10
M. Penalties.....	10-11
M. Ejections.....	11
O. Rules Review.....	11
P. Game Day Team Requirements.....	12
VI. OFFICIALS: Responsibilities, Procedures and Hand Signals.....	12
A. Objective.....	12
B. Officials Dress and Promptness.....	12
C. Blood & Mercy Rule	12
D. Game Line-up /Roster	13
E. Pre-game Responsibilities.....	13
F. Pre-game Conference with Captains.....	13
G. Game Responsibilities	14
H. General Responsibilities and Football Hand Signals.....	14

I. PLAYERS AND ROSTERS

A. Divisions

Play is open to kids 1ST through 6th grade, who are organized by grades: 1st, 2nd, 3rd, 4th, 5th, 6th & 7th. Teams made-up of combined age groups will carry the designation of the oldest age i.e. a team of 5th & 6th players will be considered a 6th grade team. The following are age groups for boys and girls: grades 1st, 2nd, 3rd, 4th, 5th, 6th & 7th. Children held back an age group who are large for their size and present an unfair advantage or danger to other players may be asked to play up an age group or not allowed to play as determined by the league.

B. Team Rosters

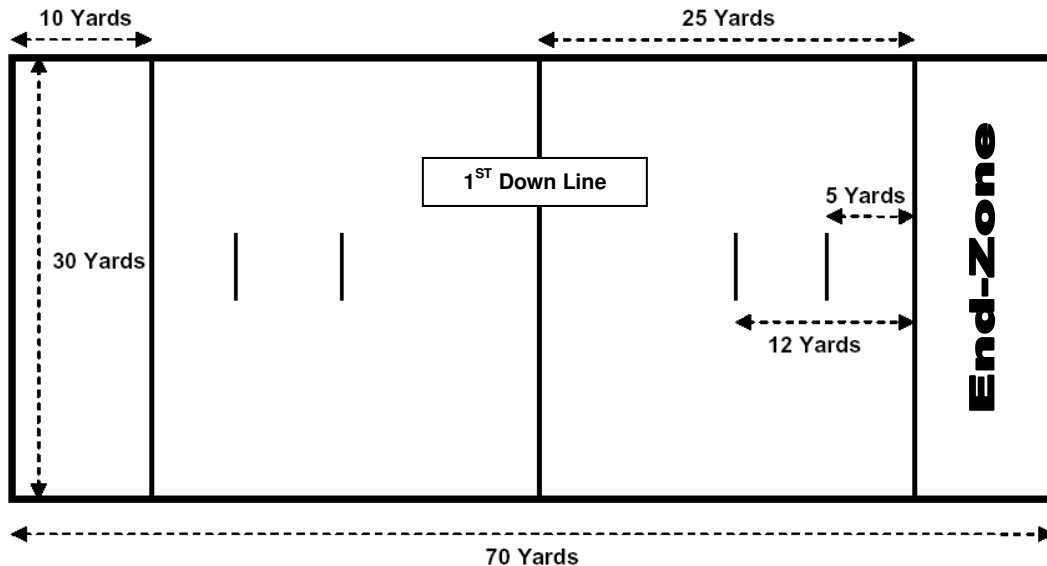
A roster of eligible players will be maintained by the League, and all roster modifications are subject to League approval. Roster changes may occur until the Second game of the season, after which they are allowed only by exception at the discretion of the League. Max 12 per team.

C. Game Line Ups

Each coach shall pick-up his line-up before each scheduled game start time at his scheduled field from the file box. The line up will contain the first and last names of each player that is to play in the game and will include only eligible players from the team roster. The line up will also have an area next to each players name to mark the quarters he/she played and if they scored. **Each player must play a minimum of 2 quarters of each game and be recorded on the sheet.** Some players by necessity or coaches choice may play additional quarters as long as every player gets at least two quarters. In general coaches are encouraged to give each player equal playing time over the season.

II. PLAYING FIELD

The field is 30 yards wide, 70 yards long and is divided lengthwise into two zones of 25 yards each, which lie between two end zones of 10 yards each. The field also includes extra point markings at 5 and 12 yards from each end zone. The size of the field may be reduced to 25 x 60 yards for 1st/2nd grade teams.



III. EQUIPMENT

A. Uniforms

A complete uniform includes Flag Football Jersey, shorts, shoes, and socks and must be worn by all players. A protective **mouthpiece is mandatory. Mouthpieces are the responsibility of each player but can be purchased at the ACYS trailer for \$2.00.**

Uniforms are subject to the following restrictions:

Players of opposing teams must wear different colored jerseys with a number. If both teams have the same color, then one team will have to wear colored pennies provided by ACYS. Jerseys must be:

- Long enough so they remain tucked in the pants/shorts during the entire down, or **do not cover the flag belt.**
- Each player must wear pants or shorts **without any belt(s), belt loop(s), pocket(s), or exposed drawstrings.** The pants or shorts **must** be a different color than the flags.
- Footwear may be sneakers or non-detachable rubber cleat shoes. **No metal spikes.**

B. Flags

Player must wear the flag belts provided by the league or teams may wear their own flags sets as long as they are Flag-a-tag brand. Teams wearing their own flags must clearly write their team or school name on the flags. Players must have the belt with two flags attached, one at each side, from the beginning of a down through the play. No article of clothing may cover any portion of a player's flag. The belt must be properly secured and remain snug and unimpeded by clothing.

Wrapping, tying knots or in any way securing the flag belt (referred to as flag thereafter) to the uniform is illegal.

C. Game Ball

The game ball shall be a standard youth-size football constructed of leather, composite leather, or similar material. ACYS will supply the game ball.

1st-2nd grade use a **Peewee size football.**
3rd-7th grade use a **Junior size football.**

D. Prohibited Equipment

- Shorts with pockets, belt loops, belts, or exposed draw strings
- Non-athletic shoes or Metal spikes
- Padding of any kind, including hard surface padding such as shoulder pads, hip pads, helmets and any hard substance on a player's clothing or person and hard casts, even if covered by soft material. Barrettes or other hard objects worn on the head
- Sticky substances such as grease or glue on a player's clothing or person or any object that will endanger or confuse players.
- Jewelry of any kind, except for medical alert bracelets

IV. CANCELLATIONS & FORFEITS

A. Cancellations

From time to time the League may be forced to cancel games due to inclement weather or other circumstances which preclude play. Every attempt will be made to contact teams in a timely fashion. Coaches must check with field marshal before leaving the field or allowing players to leave.

B. Forfeits

If a team cannot field at least 5 players at official start time, the game will be forfeit.

Unscheduled Forfeits: In consideration of the fact that each game is made up of two teams and two sets of parents whose time is valuable to them, any game not played as it was scheduled will result in a \$25 fine to the forfeiting team, a loss in standings and won't be made up.

Schedule Changes, Cancellations or Exceptions: Game times/day changes or cancellations due to personal circumstances will result in a \$25 game change fee and the cost of referees (\$40>) for the newly schedule game. These games are discouraged and will be made up only if convenient for the non-changing team. If the game cannot be made-up it will result in a loss for the forfeiting team and the normal \$25 forfeit must be paid.

V. RULES OF PLAY

A. Game Format

- A game will consist four (4) 10 minute quarters, separated by a 5 minute halftime period. The 1st/2nd and 3rd/4th quarters will have a 1 minute break between them for substitutions.
- Before the two-minute warning of each half, the game clock will run continually, except:
 - When an injury occurs
 - While a timeout is called
 - When an official deems it appropriate to stop the clock
- During the final 2 minutes of each half, a “pro clock” will be used, which will stop after incomplete passes, running out of bounds, change of possession, or during extra point attempts.
- A team may call 2 timeouts per half, each of which will last for 30 seconds.
- The offense must put the ball in play within 30 seconds of the “ready for play” whistle.
- A coin toss determines which team takes first possession of the ball. The winner of the toss chooses whether or not to receive the ball first in the first half. The team that does not receive the ball first in the first half receives it first in the second half.
- The loser of the coin toss chooses which goal to defend at the start of the game, and the teams switch directions at the beginning of the second half.

B. Start of Play

There will be no kick-offs or punts. Start of play will begin at the 12yd. line. Change of possession due to lack of first down also begins at the offensive teams 12 yd. line.

C. Playing Time

It is the goal of the League to provide every child the opportunity to develop as an athlete. With this in mind, it is required that all players receive at least two quarters playing time during each game and that each player be actively utilized. Coaches are urged to abide by the spirit of this rule in addition to recording the playing time of each player on the line-up form. Games in which players don't receive the minimum playing will result in a forfeit.

D. Number of Players

Play shall consist of **six on six (6 vs. 6)**. In the event that only five players are present for a given team, they shall be allowed to play with five; although the opposing team shall still be allowed to play six unless they choose to play down to match the other team. The max number is 12 players per team.

E. Player Substitutions

Players may be substituted at the quarter and half-time only. Each player must play two quarters of every game. Teams in violation may forfeit their game.

F. Location of Coaches

For 1st- 2nd grade division, 2 coaches per team are allowed on the field to instruct players.

Defensive coaches must be off the field prior to the snap. The Offensive coach may remain on the field but must be 15 yards behind the quarterback. He can not give instruction after the snap.

For 3rd- 7th grade divisions, 1 coach is allowed on the field to instruct players. Defensive coaches must be off the field prior to the snap. Offensive coaches may be 15 yards behind the quarterback but cannot give instruction after the snap.

G. Offense

- **Snapping the Ball:** The center must snap the ball between the legs and/or shotgun. The center must snap and release the ball to the quarterback for a legal play to begin. This includes center sneaks as long as the ball is completely released before being handed back to the center. The ball may not be handed back through the centers legs.
- **Number of Downs:** Each team will have 4 downs to advance the ball across the next first down marker or into the opposing end zone. After a team crosses the first down marker, it receives 4 more downs.
- **Ball Position:** The location of the ball carrier's feet (not the ball) at the end of the play will determine where to ball is spotted.

Passing Plays

1. Eligible Positions: Every player is eligible to catch the ball. The quarterback can even catch it after he has handed it off. A player must have one-foot in-bounds for a catch to count.
2. If a pass goes out of bounds or is not caught, the ball is dead and returns to the previous line of scrimmage.
3. If a simultaneous catch takes place, the ball is dead and belongs to the offensive team.
4. A ball which falls from the passer's hand shall be judged accordingly to the following:
 - a) If there is any forward motion by the arm, the ball is ruled an incomplete forward pass and returned to the line of scrimmage.
 - b) If there is not forward motion, the ball is ruled a fumble and dead at the spot the ball touches the ground. The ball will be spotted at the point it contacted the ground and play will proceed to the next down.

Fumbles

1. Fumbles: If a ball carrier drops the ball, it is dead at that spot (providing the ball hits the ground) and his team keeps possession and the team advances to the next down.
2. Fumble Play-over Rule: All fumbles (when ball comes in contact with field) are considered dead. The only exception is for situations which occur between the center and quarterback in the 1st and 2nd grade divisions. For 1st and 2nd grade, they will initially get one redo per game (use discretion if a Different center or quarterback is of the field and it happens again) where the ball is spotted at the original line of scrimmage and on the second fumble the ball will be spotted at the point where it contacted the ground.

Running

The player who receives the snap (the quarterback) may not run the ball beyond the line of scrimmage. The quarterback must hand off or pitch to another player to execute a running play. Multiple handoffs and laterals are allowed, but the quarterback remains ineligible as a runner. However, the quarterback is allowed to receive a forward pass. Spin moves are allowed.

No-Running Zones

There are 5 yard no-running zones on the near side (from the offensive point of view) of each first down marker and end zone. When the line of scrimmage lies within one of these zones, no running plays are allowed. This means that the offense must attempt a forward pass beyond the line of scrimmage. Handoffs, pitches, and laterals are allowed, but must lead to a pass attempt.

Laterals

Laterals are allowed, provided the ball is clearly received behind the point at which it is passed or pitched. Multiple laterals are allowed on the same play.

7 Second Rule

After the ball is snapped, the offense has 7 seconds to attempt a forward pass or to run the ball beyond the line of scrimmage. 10 seconds for 1st-2nd grade only. Results in loss of down only.

Passing

A player who receives a handoff, pitch, or lateral behind the line of scrimmage may pass the ball, however the offense still has a total of 7 seconds before the ball must be thrown past the line of scrimmage. No more than one forward pass is allowed on the same play. All players (including the quarterback) are eligible receivers. 10 seconds for 1st-2nd grade only.

Blocking

Screen blocking is allowed. A blocker must be set in a stationary position a minimum of 1 yard from an approaching player when impeding a defensive player's progress. The blocker must remain stationary, even if the defensive player moves evasively. If significant contact occurs, and the blocker is moving, then it results in a penalty on the blocker. If an offensive blocker remains stationary and contact is made, the penalty is on the defense. No intentional contact is allowed by the offense or defense (e.g. use of hands, cross body and roll blocking, pushing).

Receiving

A completion results when the receiver has control of the ball with at least one foot in bounds (college rules). An offensive player cannot go out of bounds then return in bounds to receive a pass. However, a player that was pushed out of bounds and returns in bounds remains eligible.

Motion

No more than 1 player at a time is allowed to be in motion. The player in motion may not move toward the line of scrimmage until the ball is snapped.

Restrictions

- Ball carriers are prohibited from using hands, arms, or the ball to impede access to the flag belt. (Flag guarding)
- The ball carrier cannot lower his/her head to drive or run into a defensive player.
- No intentional contact of any kind is allowed. This includes driving or running directly into a defensive player or stiff-arming.
- The ball carrier may not hurdle or jump over another player unless it is to avoid injury.

H. Defense

Flag Pulling

- To stop the ball carrier, the defensive player must remove a flag or **the ball carrier must run out of bounds.**
- No intentional contact is allowed. This includes tackling, pushing, grasping, and bumping. This also includes touching the face or head in any way. **contacting a passer's arm.** Incidental contact to the ball carrier's body while reaching for the flag belt is not a violation. If the ball carrier, in the opinion of the referee, is proceeding unimpeded to the end zone and is tackled or held as a last resort the penalty will result in an automatic touchdown for the team.
- If a ball carrier's flag falls off without being touched; he/she is down when a defender comes within arms length of the ball carrier.
- Throwing or spiking a flag after a pull is not allowed.

Rushing

Any defensive player is eligible to rush the quarterback if he/she lines up behind the rushing line until ball is snapped. The rushing line is marked by the official and is 7 yards from the line of scrimmage. This 7 yard distance applies even if the first down line or goal line is less than 7 yards from the line of scrimmage. Any number of players may rush the quarterback. When the quarterback gives the ball to another player, **all defensive players immediately become eligible to rush, regardless of whether they lined up behind the rush line.** The rusher(s) may not make contact with the passer's arm, his/her hand, or the ball while it is in his/her hand. **If he/she does, the call will be roughing the passer, 10 yards from the line of scrimmage and repeat down.** To avoid this penalty, coaches should encourage their rushers to go for the flag, not the ball.

Pass Interference

1. No contact with the receiver is allowed unless it is a simultaneous effort by both players to get to the ball.

PENALTY: Point of Infraction. OFFICIALS note: "defensive holding" if ball is not in the air.

2. **Defensive Pass Interference:** Defensive players may not block or push the receiver in any way to prevent him from catching a pass. If personal contact is made, it must be made in an honest effort to intercept the pass. Penalty for defensive pass interference is placing the ball where the violation occurred. Defensive interference in the end zone will result in the ball being placed at the 1-yard line. The penalty for **Offensive Pass Interference** results in a ten-yard penalty and no loss of down.

3. Intentionally pulling an opponent's flag before they have possession of the ball will be deemed Defensive Pass Interference and will carry the same penalty.

I. Change of Possession

A team failing to advance beyond the first down marker or into the end zone after 4 downs loses possession of the ball. The opposing team takes possession on its own 12 yard line. An intercepted pass results in a change of possession and may be returned until the ball carrier is down. The line of scrimmage then moves to the point at which the ball carrier was down or to the 12 yard line, whichever is further up the field. The ball goes back to the 12 yard line no matter where the runner is downed during an extra point conversion interception.

J. Dead Ball

The ball shall be declared dead when:

- It touches the ground.
- Any part of the ball carrier other than hands or feet touches the ground.
- A run is attempted from a no-running zone.
- The ball carrier's flag belt falls off **with a defender within arms reach** or is removed.
- A team scores
- The ball carrier steps out of bounds.
- The 7 second rule is violated. (10 second in 1st-2nd grade) loss of down only.

K. Score Values

- Touchdown: 6 points
- Point after touchdown
 - From 5 yards: 1 point
 - From 12 yards: 2 points
- Safety: 2 points
- Extra point attempt (from 5 or 12 yards) intercepted and returned to opposing end zone: 2 points

L. Tiebreaker

If a game is tied at the end of the second half, play transitions to a tiebreaker period. A coin toss is used to determine ball possession and direction in the same way as at the beginning of the game. There will be only one coin toss during tiebreaker play. If additional periods are played, teams shall alternate possession. Team direction does not change between tiebreaker periods. Each team starts with a first and goal at the mid-field line and play proceeds normally until the team scores or is stopped. The other team then receives the same opportunity. A tiebreaker period consists of a possession by each team. If the score is still tied after the first overtime period, play proceeds to a second period. If the score is still tied after the second overtime period, then the game is ruled a tie, except in tournament play, in which play continues until a winner is determined. Each team may call one time-out during a tiebreaker period.

M. Penalties

All Dead ball penalties are five yards. All other penalties are ten yards. Some infractions may carry additional penalties, including loss of down, or ejection. Penalties are either imposed from the point of infraction or from the line of scrimmage. For fouls that occur before or during (prior to the catch) a legal forward pass, the penalty is enforced at the original line of scrimmage. Otherwise, the penalty is enforced at the point of infraction. The offended team always has the option to decline. When the penalty is greater than the distance to the goal line, it shall be half the distance to the goal line. A period of play cannot end on a defensive penalty, unless the offense chooses to decline it. In the event of a defensive penalty that is not declined, the offense receives another play (along with an extra point attempt, if they score).

Dead Ball Penalties (5 yards)

- Off sides – defense (Encroachment)
- False start/illegal procedure - offense
- Delay of game (30 second time limit)
- Illegal motion- more than 1 player in motion at a time
- Attempting to run from a No-running Zone **(loss of down)**
- Illegally Rushing the Quarterback

10 Yard penalty from the Line of Scrimmage

- Offensive Pass Interference (replay down)
- Illegal contact: blocking, pushing, tripping, clipping, holding, hitting, grasping
- Roughing the passer
- Handing the ball forward beyond the line of scrimmage
- Passing after crossing the line of scrimmage
- Holding a defensive player
- Unnecessary roughness - offensive and defensive
- Fighting (plus ejection)
- Abusive language (plus ejection)
- Interference with progress of the game by coaches or any team personnel
- Removing receiver's flag belt before he/she contacts the Ball
- Unsportsmanlike conduct
- Too many players on the field or a disqualified player entering the game
- Equipment violation (ex. Illegally wearing the flag)
- Ejected player entering game

10 Yard penalty from Point-Of-Infraction (Do Not Repeat Down)

- Flag Guarding
- Stiff Arming
- Hurdling by the ball carrier
- Diving to advance the ball by the ball carrier
- Failure to attempt to avoid defender by the ball carrier (Charging)

10 Yard penalty from Point-Of-Infraction (Repeat Down)

- Tackling
- Holding, pushing, obstructing, or hitting the ball carrier or the ball

Possible Ejection (at Official's Discretion) in Addition to Penalty

- Flagrant unsportsmanlike conduct
- Flagrant personal fouls (especially tackling, pass interference, and charging)
- Intentionally tampering with equipment

N. Ejections

A player may be ejected from the field for using indecent language, unsportsmanlike conduct, or an egregious violation of the rules. To eject a player, the official shall notify the coach, who is responsible for removing the player within two minutes to avoid a forfeit. The official must then submit a written ejection report to the League by the end of the day. Any player ejected may be put on probation with possible suspension, depending upon the severity of incident. ACYS shall have full discretion when imposing penalties. Our league is intended to provide a family-oriented environment for the enjoyment of children. All coaches, parents, fans and players are expected to show good sportsmanship at all times. ACYS, at its sole discretion, reserves the right to eject, suspend, or dismiss anyone whose behavior is deemed inappropriate.

O. Rule Review Request

There is no mechanism to challenge a judgment call by an official. **The official's judgment is final.** However, a head coach may request a conference with the referees to review a call if he feels it is inconsistent with the current rule book. This request must be made immediately after the play in question and prior to the time the ball once again becomes live. As soon as the ball becomes live again or the half officially ends, the call may not be changed. To request a review, the head coach must call time out and inform the head official that he is requesting a review of the rule. If the final decision is in the coach's favor, the time out will be returned; otherwise the time out is forfeited. In response to a request, the referee shall meet with the coach on the field. Only referees, the head coach, and one assistant coach may participate in this conference. After conferring, the referee shall issue a ruling, to be communicated to the coaching staff of both teams. The official may, at his discretion, confer with the Site Supervisor, League Director, or anyone else he finds helpful. The final ruling is to be made by the official and may not be appealed at a later time.

P. Game Day Team requirements

Home team provides a line of scrimmage marker volunteer. This person will keep track of the downs and move along the line of scrimmage as it changes with the down marker. (Schedule specifies home or away)

Visiting team will provide a volunteer to keep score for the game. This person should not be a child or player on either team.

Each team must assist their players in putting on the flags in a correct and timely fashion. At the end of a game the first thing players should do, even prior to the handshake, is remove their flag belt and hand it to the referee. Thanks!

VI. OFFICIALS: Responsibilities, Procedures and Hand-signals

A. Objective

Consistency – All officials should call, execute and interpret all rules and control participant activity in the same manner, as rule knowledge and player control are the only non-changing, non-dependent factors of any activity. Consistency creates control. Inconsistency creates chaos.

Knowledge – An official must know the rules for his/her activity. To be unsure or uncomfortable about the interpretation of a rule is understandable and common even among the best officials, but there is no excuse for not knowing the rules themselves.

Control – Control is the by-product of a job well done. It reflects an understanding of the service provided, as well as one's consistency in application and interpretation. Control also reflects a working knowledge of the applicable rules and mechanics of this activity.

Bearing – How you look when you say or do something is just as important as what it is you are saying or are about to do. Verbalizations must be clear and concise. Signals must be crisp and easily recognizable. It is necessary that once you enter the field, you are there as an official. You are not hired to play or to socialize. Players who view your socialization with another person, or even if this person is your closest friend, may perceive any prolonged conversation as a bias towards that friend or towards that friend's team. If players' watch you play between games, they look upon you as a player rather than as an official, and many times will equate your skill level, or lack thereof, with your ability to officiate.

Recreation – Never lose touch with the primary reason/purpose – providing a safe, fun, and positive experience for the kids.

B. Officials Dress and Promptness

Please note that all officials must be properly dressed when officiating. This includes wearing the black and white officials' shirt tucked-in, count down watch, whistle, appropriate black shorts or sweat pants and cleats or court shoes. Officials' shirts and whistles will be provided. Bright or flashy footwear or visible undershirts should be avoided. Be aware of whether conditions. Winter clothes may be worn if needed but must be worn under the Official's shirt. Do not appear dressed for play, as you are not being paid to play, but to officiate. Please make sure to arrive no later than 15 minutes prior to your scheduled game time.

C. Blood & Mercy Rule

- **Blood Rule** – Players who sustain injury causing an open wound will be required to leave the game. A player may not re-enter the contest until the flow of bodily fluids is stopped, the wound is covered and all soiled articles of clothing are replaced.
- **Mercy Rule** - If a team is 24 or more points ahead at any point in the game the losing team shall be allowed to add one additional player to the field. The leading team can only go for 1 point on all touchdowns, and all interceptions by the leading team shall be returned to their 12 yard line instead of the spot of the ball (unless it results in a touchdown). If the lead goes back under 18, the mercy rule shall no longer be in effect, and the trailing team must take the extra player off the field. If a team is leading by 18 at the 2-minute warning of the second half, the clock will run continuously instead of using a "Pro clock".

H. Game Lineup / Roster

Game rosters must be completed fully and correctly. Take the extra time to do so. Standings for age groups 3rd-7th are kept to determine tournament placement. What you write must be accurate. Game rosters must include:

- Preprinted first and last names of all participating players. Written in players are not permitted to play without permission from league official at time of game.
- Running score per half (make sure both line-ups have the same score)
- Final score must be written in under the team column, as well as both teams that played the game, even in cases of ties.
- Field # (preprinted)
- Date of game (preprinted)
- Officials' signature – marked on line-up before turned into league.

Your signature on the game roster and line-up serves as a check in the event our office doesn't record a game in which you have worked. If there is no record of you actually working, regardless of what is printed on the work schedule, the office cannot pay you.

E. Pre-Game Responsibilities

- **Initial Duties**
 1. Arrive at your field at least fifteen minutes prior to game time. As everybody makes mistakes, if you are tardy (i.e. show up fourteen minutes or less before your game), the first occasion will merit a warning only. The second occasion will cost you the game which you were originally scheduled to referee, provided another official is available ten minutes prior to game time to take your place. Third time you will be terminated.
 2. Confirm all necessary equipment is present in field box (football, down marker, yard markers and blue bean bag)
 3. Secure both teams and your field. If teams are wandering aimlessly, find out if they belong to you, and if so, get them on your field. If time permits, allow teams to practice while captains fill out game roster.
 4. Once you have appeared on the field and are ready to officiate, conduct yourself like an official.
 5. Proceed to center of field for conference.

F. Pre-Game Conference with Captains

Approximately ten minutes before game time, referee and back judge should secure one or two captains for conference and escort him/her to center of field where referee shall conduct conference.

- Ask captains to introduce themselves.
- Ask them if they have any questions over specific rules. Discuss any points that you feel teams have been violating frequently, as well as any points that you feel merit special attention. Be as polite as necessary and as official as possible, because the pre-game conference is the most important aspect of your game. It sets the tone for all future contact.

1. Toss the coin for choices. Team that wins the toss chooses which half they want the ball in, the losing team chooses which goal to defend.
2. Referee whistles both teams to ready positions.

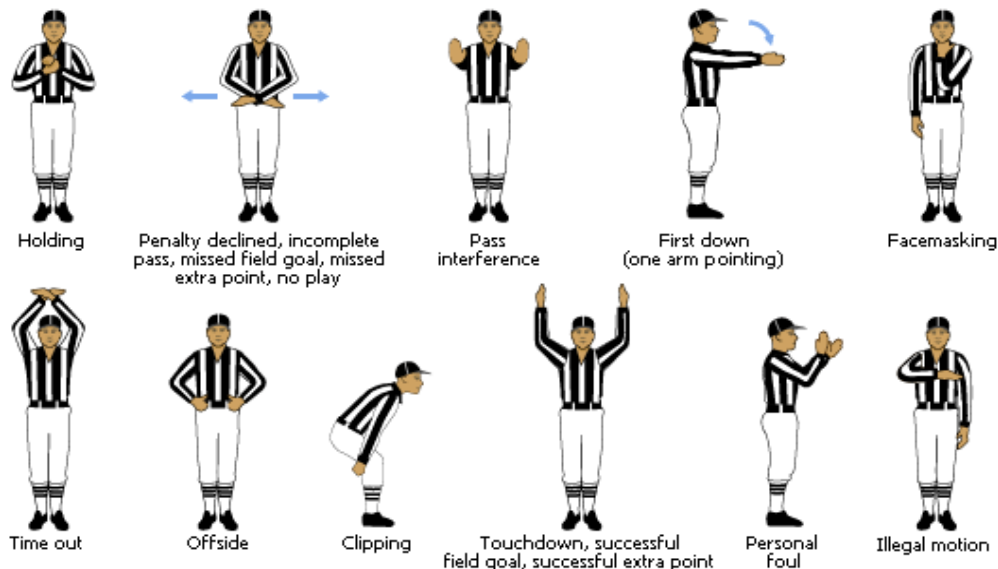
G. Game Responsibilities

Every individual involved in every game has certain responsibilities. Those individuals who best fulfill their responsibilities have the greatest opportunity for success. Although officiating responsibilities can be made to seem complex and overwhelming, in actuality, once you know what it is that you have to do, the actual doing is quite easy. Each official's responsibilities are the same from snap to snap, and good officiating then becomes a matter of simple memorization. Outlined below are specific and general responsibilities. General responsibilities are the most important, as the specifics are simply matters of refinement of the general responsibilities.

H. General Responsibilities

1. Know the rules, their interpretations, and their intent.
2. Continually move during play. It is necessary that at least both officials be in the immediate vicinity of every play, each one backing up the other. A flag flying in from 30 feet away is not nearly as convincing as one that comes from 3 feet.
3. Spot the ball. No matter what happens during play, when play stops; it is necessary to know the exact location of stoppage. Before any official does anything after a play, he/she should first move to mark to position of the ball.
4. Box-in all play. The two officials should position themselves in such a way that all play is confined and the ball is within view. **An official must never allow play to get behind him/her.**

Football Hand Signals



(Not all the signals above apply to flag football; ignore those related to blocking or helmets)