



Intro to Football Handbook



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Important Phone Numbers

WE Hunt Recreation Center	557-9600
Weather Hotline.....	557-2939
Chris Champion-Recreation Programs Manager.....	567-4031
Steve Johnson-Recreation Programs Specialist.....	557-9601
Austin Ohms-Recreation Programs Specialist.....	577-3124
Kristen Denton-Hunt Community Center Manager.....	557-6293
Adam Huffman-Parks and Recreation Assistant Director.....	557-2925
LeeAnn Plumer-Parks and Recreation Director.....	577-3127

A Letter from Holly Springs Parks and Recreation Athletic Department

Dear Coaches and Parents,

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

The goal of the Parks and Recreation Intro to Football program is to provide quality instruction which promotes sportsmanship, teamwork, development, participation and fun; individually, to develop technical skills which will enhance the ability, desire and confidence of each player. It is the coach's responsibility to instill this concept into all participants and their parents.

If anyone associated with your team loses sight of these objectives, please remind them that this is about children playing a game. Our job, as parents and coaches, is to facilitate a fun learning experience, and to lead by example. Often, the way we react to things on and around the field teaches them more than the game itself.

If you have children that are not participating in our programs, for their safety, be sure to watch them. Remember to keep our facilities clean and beautiful for everyone to enjoy.

Sincerely,
Holly Springs Athletic Department

1.00 Purpose

1.01 The purpose of the Holly Springs Intro to Football Program is to provide the opportunity to inspire youth to practice ideals of fitness, citizenship, and character using the discipline of organized sport. We will strive to teach spirit, the competitive will to win, and the values of team play and sportsmanship. We will also impart to the game elements of safety and intelligent supervision, while keeping the welfare of the youth first and foremost at all times.

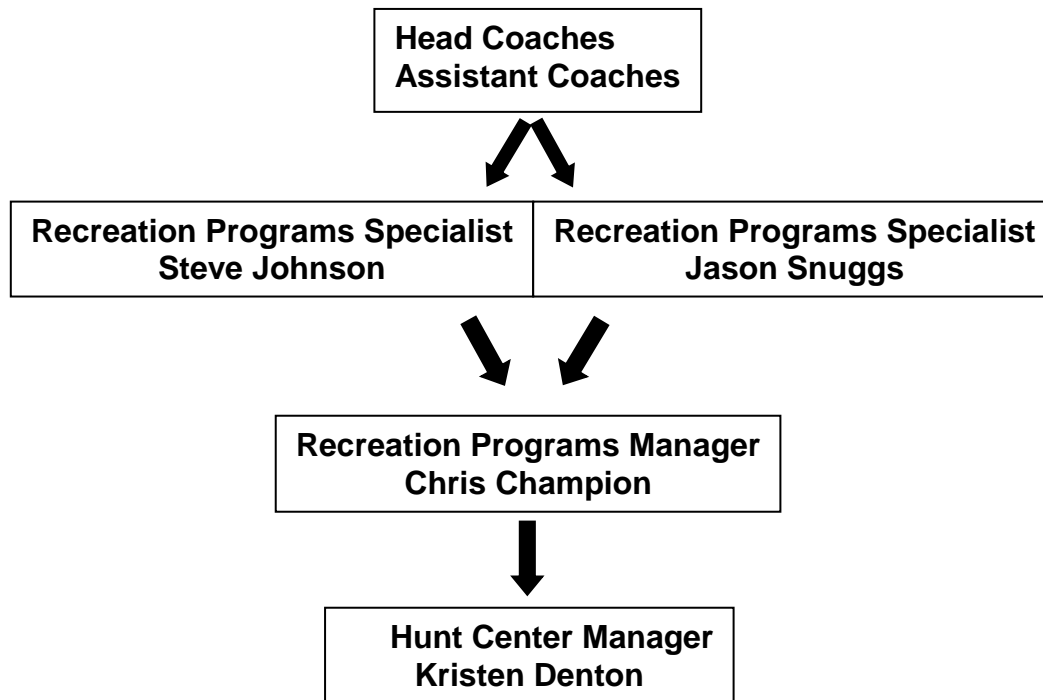
2.00 League Management

2.01 Operation of the league shall be under the direction of the Recreation Programs Manager, or designated staff member.

2.02 The governing authority shall be vested in the Town of Holly Springs Parks & Recreation Department, Athletic Division.

3.00 Communication

3.01 Communication is an important aspect of our football program. To help keep communication smooth and productive, there is a certain “chain of command” that we ask everyone to use.



4.00 Weather Policy

- 4.01 For practice and game days, the Parks and Recreation Department will have the final decision on field cancellations. The weather hotline can be reached at 557-2939. Decisions will be made by 4:00pm on weekdays, 8:00am on Saturdays, and 12:00pm on Sundays. The alert center on the Town website allows you to receive an email or text message when cancellations are announced. Click on the link <http://www.hollyspringsnc.us/list.aspx> and follow the steps to receive notifications. The weather cancellation page <http://www.hollyspringsnc.us/index.aspx?NID=7> on the website is also updated with cancellation information.

5.00 Coaches and Assistant Coaches

- 5.01 No team shall have more than three (3) coaches. They are designated as Head Coach and two Assistant Coaches.
- 5.02 Head Coach appointments are to be made by the Athletics Programs Manager or designated staff for a one (1) year period. All coaches will be evaluated each year. This evaluation will be used to determine whether or not he/she will be invited back to represent a team in our program in the future.
- 5.03 All coaches are required to submit a formal application and background check form to coach. The background checks are subject to approval of the Recreation Director or Recreation Superintendent.
- 5.04 All Assistant Coaches may be selected by the Head Coach, pending approval of the Recreation Programs Manager or designated staff member. Assistant Coaches must submit a formal application and background check form. All coaches must understand and agree to carry out the duties, responsibilities, policies, and philosophies as established by the Town of Holly Springs Parks and Recreation Department. All coaches must be approved by the Recreation Programs Manager or designated staff member. Any coach not carrying out these duties and responsibilities will be subject to dismissal by the department.
- 5.05 Head Coaches are required to hold a preseason parents meeting to discuss rules, conduct, responsibilities, etc.
- 5.06 Coaches should always keep in mind they are setting examples in sportsmanship and fair play and should conduct themselves accordingly at all times.
- 5.07 Only the Head Coach and their Assistants will be allowed to be on the sidelines with the team during the official game play. Violations of this rule will result in forfeiture of the game upon appeal from the opposing coach, if the offending coach does not immediately remove the unauthorized person from the bench.

5.08 Coaching Responsibilities

- Share league information with parents.
- Prepare outline for daily practices.
- Teach and maintain proper instruction and safety.
- Work with all players equally.
- Discipline players based on poor behavior, unsportsmanlike conduct, etc.
- Make sure players follow proper guidelines and safety procedures.
- Promote proper sportsmanship.
- Be a good role model.

6.00 Uniforms & Equipment

6.01 Uniforms

- A. Team shirts will be provided by the Holly Springs Parks and Recreation Department. Teams shall NOT alter the uniforms that are distributed to players in any manner.
- B. No jewelry shall be worn by any player, except for medical identification.

6.02 Equipment

- A. No equipment should be purchased or used of a quality less than that supplied by the Town.

7.00 League Awards

7.01 Participation trophies will be provided for all participants.

8.00 Code of Conduct and Penalties

- 8.01 The Town of Holly Springs Parks & Recreation Department has a zero tolerance for unsportsmanlike conduct or behavior by an individual (players, coaches, officials, spectators, or parents) at any town function or event and said behavior will be subject to partial or permanent suspension.
- 8.02 Unsportsmanlike conduct is defined as but not limited to the following: harassment of officials or participants, use of profane language or gestures, and public threat or physical violence.
- 8.03 The length of the suspension will be determined by the Athletic Programs Manager.
- 8.04 Any player, coach, spectator or parent that enters the field of play and confronts and/or makes contact (i.e. cursing, shoving, pushing, etc.) with an official or participant is suspended from the program and any Parks and Recreation related facilities for any practice, game, or activity for one calendar year from the date of the incident.
- 8.05 No player, coach or spectator shall refuse to abide by an official's decision.
- 8.06 No player, coach or spectator shall be guilty of objectionable demonstration of dissent at an official's decision.
- 8.07 No player or coach, other than the Head Coach, should discuss with an official in any manner the decision reached by an official.
- 8.08 No player or coach shall be guilty of using unnecessary rough tactics in the play of the game against an opposing player.

- 8.09 No player, coach or spectator shall be guilty of personal verbal abuse upon any official for any reason.
- 8.10 No player, coach or spectator shall be guilty of physical attack as an aggressor upon any players, official or spectator.
- 8.11 No alcoholic beverages are allowed on any Town of Holly Springs property. Anyone violating this rule is subject to arrest and expulsion from the League.
- 8.12 No player, coach or spectator shall use profanity. Offending players/coaches may be subject to ejection, possible suspension/expulsion from the league.
- 8.13 If ejected, a player or coach must vacate the premises. Failure to abide by this will result in forfeiture of the game.
- 8.14 Any player, coach or spectator ejected by an official or a supervisor will be suspended for the team's next two (2) scheduled games. Any ejection due to fighting will result in expulsion for one (1) year. A suspension from the game is also a suspension from the playing site. A second ejection in the same season results in a suspension from all remaining games for that season. If circumstances warrant, the suspension may include all competitive programs offered by the Town of Holly Springs Parks and Recreation Department. Seasonal suspensions may be appealed to the Assistant Department Director.
- 8.15 Game suspensions may apply to regular season games and/or tournament play and may, at the discretion of Holly Springs Parks and Recreation, be carried over to future seasons.

9.00 MISCELLANEOUS RECAP

- 9.01 **24 HOUR RULE:** Parents sometimes disagree with a coach's decision or coaching style, especially when it involves their child. Parents have to understand that the coach does not represent a player, but the entire team and must make decisions from the team perspective first and foremost. For parents, it is important to separate their child's sports development from game emotions. For this reason, we have adopted the "24 HOUR RULE", which simply states that the coach will not discuss game situations until at least 24 hours after the game. This rule helps to move the discussion away from the presence of the players and allows all parties to have time to put things in perspective and "cool off" if necessary.
- 9.02 **REFUNDS:** All refund requests must be submitted in writing and addressed to the Athletic Programs Manager, Holly Springs Parks and Recreation Department. The request letter should state the reason for refund. Refunds requested after the official start date of the particular program in which the participant is enrolled will not be refunded. Official start date is defined as player placement on team. All refunds are assessed a \$15 service charge per participant per activity. Late fees are non-refundable. Requests for medical related refunds will be evaluated on a case by case basis. If the Parks and Recreation Department cancels a program, the total amount will be refunded.

10.0 Lightning Policy

- 1. When thunder is heard, or lightning is visible, the thunderstorm is close enough to strike your location with lightning. Suspend play and all players, coaches, fans and umpires should **Take Shelter Immediately!**
- 2. Flash (Bang) Method – Count seconds between lightning flash and thunder and divide by 5 – this gives the distance of lightning in miles. If count is 30 seconds or less **Take Shelter Immediately!**

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

11.0 Tornado Policy

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

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

- I. Seek shelter inside the facility.
- II. Go to an interior room on the lower level (closets, interior hallways). Interior hallways on the lowest floor are usually safest. Put as many walls as possible between you and the outside. Get under a sturdy table and use arms to protect head and neck. Stay there until the danger has passed.
- III. Do not open windows. Use the time to seek shelter.
- IV. Stay away from windows, doors and outside walls. Go to the center of the room. Stay away from corners because they attract debris.
- V. Get out of vehicles, trailers and mobile units immediately and go to the lowest floor of a sturdy nearby building or a storm shelter. Mobile units, even if tied down, offer little protection from tornadoes.
- VI. If caught outside with no shelter, lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of potential for flooding.
- VII. Do not get under an overpass or bridge. You are safer in a low, flat location.

- VIII. Never try to outrun a tornado in urban or congested areas in a car or truck; instead, leave the vehicle immediately for safe shelter. Tornadoes are erratic and move swiftly.
- IX. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

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

12.00 HOT WEATHER PRECAUTIONARY MEASURES

When practicing in hot weather or when exercising in a hot climate, the body is usually able to maintain a safe temperature with the evaporation of sweat. A young athlete can lose as much as two (2) quarts of sweat each hour of practice or competition. This water must be replaced or the body becomes dehydrated and does not function well. The water level can be maintained in most sports by: (a) drinking 1 to 2 cups of water before practice or competition, (b) taking frequent drinks during the activity (water breaks) and (c) continuing to drink after the game or practice. Potassium may be depleted after many days of work in a hot climate. This can easily be replaced by eating citrus fruits and drinks, potatoes, bananas, and other potassium rich foods. Some coaches like to use "athletic drinks" like Gatorade, Powerade, etc. These drinks are unnecessary if you provide plenty of water and schedule practices in the cooler parts of the day. Should a Red Ozone Alert (all participants) and/or Orange Ozone alert (those participants who are sensitive to heat and/or have breathing problems) occur, coaches should take precautions.

1. Players should be given frequent scheduled water breaks.
2. Coaches should watch all participants closely for heat illness related problems. If a child is having trouble, every precaution should be taken to ensure that the participant remains safe and healthy.

Key Points to Remember

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

Head Coaches Responsibilities

- Set up outline for daily practices.
- Teach and maintain proper instruction and safety.
- Make sure players follow proper guidelines and safety procedures.
- Work with every player.
- Be fair to every player.
- Promote proper sportsmanship.
- Be a good role model.

Assistant Coaches Responsibilities

- Assist with all practices.
- Assist with maintaining proper guidelines and safety procedures.
- Promote proper sportsmanship.
- Be a good role model.

Parents Responsibilities

- Have your child at practices on time and properly dressed and equipped.
- Help maintain your child's nutrition.
- Make sure your child is at every practice.
- Know and learn the rules of football to help with your child's education.
- Help promote proper sportsmanship.
- Be a good role model.

Players' Responsibilities

- Be on time for practice and games.
- Be properly equipped and dressed for all practices and games.
- Pay attention to all instructions to learn proper techniques and safety procedures.
- Respect all players, coaches and parents.
- Have FUN!

General Information for the Coach

PRACTICE SCHEDULE

EVERY Wednesday at 6:00pm-7:00pm

NMAC Stadium– Barons, Conquerors, Defenders, & Titans

Overall “Intro to Football” Goals

1. Help the players have fun
2. Emphasize teamwork
3. Teach the basic fundamentals
4. Teach sportsmanship

Fundamental Skill Goals

1. Beginning ball technique
2. Beginning Throwing and Passing
3. Beginning Kicking and Punting
4. Early Concept of the Game

Parent Meeting

It is mandatory to conduct a parent meeting during your first practice. This is time well spent getting to know your players and their parents. At the parent meeting, introduce yourself and explain the expectations for the eight (8) week session.

Practices/Games

During the first 3 weeks of the season, each session should consist of strictly practice. For the last 5 weeks of the season, each session should be divided into 30 minutes of practice and 30 minutes of scrimmage with another team. During scrimmage games, score SHOULD NOT be kept. All game schedules are final. Coaches are not allowed to reschedule league games or schedule games/scrimmages against teams outside of our league. The Parks & Recreation department may reschedule games for reasons that affect the whole league such as weather cancelations and school make up days.

A typical practice should include:

- Warm-ups
- Basic Skills
- Rules of Game
- Game Situation
- Cool Down

*Remember to incorporate activities that will make it fun for the players.

Warm-ups: Gently stretch all parts of the body that will be used during the program. Work on gradually becoming more active.

Practice Guide

Explain to your players the different terminology that you will be using throughout the sessions. Explain the goal of football in kid-friendly terms. Please remember that this is most likely the first time your players have been on a football team. The fundamentals and basics are crucial. Any method to teach this is fine.

Practice # 1 – Offense

- Conduct Parent Meeting -
 - 1) Introduction of head coach and any assistant coaches:
 - a. How and why you became involved in coaching
 - b. Discuss any training or certifications you may hold (i.e. ASEP, CPR)
 - c. Discuss experience with the sport, including your participation in the sport
 - 2) Role as a coach:
 - a. Teach fundamentals and proper technique of the particular sport
 - b. Stress teamwork and sportsmanship
 - c. Ensure each participant has a safe place to participate
 - d. State personal philosophy
 - e. Explain goals for the season
 - 3) Role of the parents:
 - a. Make the sport FUN for players
 - b. Communicate any concerns
 - c. Support your child through encouragement and additional practice at home
 - d. Remain in spectator area
 - e. Set a positive example
 - g. Assist with team functions such as drink list, phone list, etc.
 - h. Ensure athlete has appropriate equipment and clothing (apply sunscreen if applicable)
 - 4) Rules:
 - a. Player eligibility/age
 - b. Points of emphasis/mandatory play rule
 - c. Inclement weather policy
 - 5) Safety:
 - a. Assumed risk of particular sport you are coaching
 - b. Dropping off and picking up children on time (head coach will remain until last child is picked up)
 - c. 911 procedure/emergency procedure if injury occurs
 - d. Administration of first aid and medication policies
 - 6) Miscellaneous:
 - a. Uniforms are provided by Holly Springs Parks and Recreation as part of the registration fee
 - b. Practice sites and game sites
 - c. Games schedules and practice schedules (arrivals times prior to game)
 - d. Proper dress for practice and what players should bring to practice (i.e. water bottle)
 - e. Important phone numbers
 - f. Health concerns

g. Questions

- **Warm-ups:** This is an essential part of practice. Set a routine so the players will know what is expected of them when they arrive.
 - Run a lap around the field to warm up
 - Stretch Arms & Torso
 - Stretch Legs & Back
- **Get to know your teammates:** Do an activity to allow the players to introduce themselves.

Skill # 1 – Throwing the ball

1. Start with showing the players how to properly grip the ball, where the fingers should go – fingers over the laces and the index finger close to the tip of the ball to guide it. There should be a space between the ball and palm.
2. Hold the ball in one hand up close to their ear ready to throw, the elbow extended out to lead the ball toward the throw.
3. Designate two magic words or cues for throwing or retrieving the ball.
4. Stance when throwing the ball.
5. Step and release the ball with the thumb and the wrist facing down. On release, the index finger should be last to leave the ball and should be pointed directly toward the target.
6. Have the players line up along the side line or end zone and throw one at a time towards the middle of the field. Have them retrieve their balls.
7. Work with each child who is having difficulty.
8. After a few rounds, place an object in the middle of the field and have them try to aim for the target.
9. Make a game out of the activity. Be creative.

WATER BREAK

• **Skill # 2 – Catching the ball**

Your players may be a bit hesitant to catch the ball coming at them. Take time to work with them so they become comfortable.

1. Divide the group into 2 lines. Show your players the ball is soft and will not hurt them.
2. Demonstrate how to hold your hands out ready to catch.
3. Player should watch the ball come into their hands.
4. If ball is thrown high, player should catch it with thumbs together; if ball is thrown low, player should catch it with little finger together
5. Catch the ball in the hands. Do not trap against the body
6. Tuck the ball under the arm to protect it after making the catch.
7. Pass the football to them one by one and have them pass back. Repeat a couple of times until each child is comfortable.
8. Divide them into pairs and have them pass to each other.
9. Carrying the football will be covered next week.

• **Conditioning Drill – Box Drill (to work on footwork)**

1. Set up 4 cones in the middle of the field to create a square.
2. Line up players behind cone # 1.
3. Have players sprint to cone #2.
4. Back peddle to cone #3.

5. Criss-cross step to cone #4.
6. Side step to cone #1.
7. When player 1 has reached cone #2, start the next player into the course.
8. Repeat the drill at least 3 cycles.

Practice # 2 – Offense

- **Warm –up**
- **Review and practice the skills from last week.**
- **Skill # 1 – Ball Technique – Carrying the football**
 1. Show how to hold the ball under one armpit and secure it with the opposite hand. Tell them to hold it tight.
 2. Cover the front point of the ball with their hand.
 3. Go to each one and try to tap it out of their grip.
 4. Have the players hold the ball tight and run from one sideline to the other while the coaches run after them trying to tap the ball out of their hands.
 5. Praise them for being so fast and holding the ball so well!
 6. Repeat until there are no fumbles.
 7. Connect the 2 concepts from last week with holding the ball.
 8. Explain to players that the ball should be carried away from pressure of the defense.
 9. You can play “Cross the Ocean” and have the kids practice carrying the ball and keeping it tight.
 - Rules of “Cross the Ocean”:
 - 1. Players start at one sideline
 - 2. 2 players or coaches in the middle of the field are “Sharks”
 - 3. The Sharks yell “Cross the Ocean” and the players run across the ocean carrying their ball to the opposite sideline.
 - 4. The Sharks try to knock the ball out of the carriers hands. If they succeed, then the carry must sit in the spot where the ball was knocked out, thus creating obstacles for the remaining players to run around.
 - 5. Continue until all players have been knocked out or there are 2 left and they can become your sharks

WATER BREAK

- **Skill # 2 – Getting the Handoff**
 1. Elbow of arm closest to Quarterback should be up to receive the ball.
 2. Bend the inside arm at the elbow, keep it parallel to the ground at about shoulder level.
 3. Place the outside arm across the belt with the elbow close to the body, the palm of the hand turned up and the fingers spread.
 4. Allow quarterback to place the ball into the pocket formed by the running back.
 5. Divide players up and have them practice the skill.

WATER BREAK

- **Skill # 3 – Offensive Positions**
- Quarterback
- Center
- Receivers
- Linemen
 1. Explain what each position does and their importance

2. Assign players to each position and have them practice simple plays.
3. Switch players around to different positions.
4. Use the skills learned thus far and explain how everything fits together.

- **Wrap up and clean up**

Practice #3 – Defense

- **Warm up**
- **Review and practice the skills learned over the last 2 weeks.**
- **Skill #1 – Defensive Positions**
- Defensive back
- Safety
- Linemen
 1. **Defensive backs** – slightly staggered stance with a relaxed position; outside foot back, toes pointed straight ahead. Assume a slightly crouching position with knees bent a little. Take a short step on the snap, and then react to the play.
 2. **Safety** – tries not to let any play get behind them.
 3. **Linemen** – wide stance, place more weight on hands, which enables to move forward. Keep outside hand free to try pass rush techniques and to keep from getting hooked. Keep body low to the ground.
 4. Assign players to each position and have them practice simple plays.
 5. Switch players around to different positions.
 6. Use the skills learned thus far and explain how everything fits together.
- **Conditioning Drill – Simon Says**

Play the simple game of Simon Says using conditioning moves such as up downs, quick feet, sprints, footwork moves, sit-ups, anything you can think of that will keep them moving for good 10-15 minutes.

WATER BREAK

- **Skill # 2 – “Tackling”**
 1. Obviously in this league we are not tackling, but the same concept will be used.
 2. Teach players to focus on the area of the runner’s belt buckle to be able to predict their next move.
 3. Keep feet moving with choppy steps.
 4. When the flag is pulled, player is “tackled”.
 5. Have players play freeze tag using these skills, by watching their opponent’s belt area to be able to tag them and pull their flag.

WATER BREAK

- **Skill # 3 – Punting/Kicking**
 1. **Kicking**
 - Show them the tee and how to place the ball on it correctly.
 - Demonstrate how to walk up and kick the ball off the tee
 2. **Punting**
 - Show the players how to hold the ball just above their foot
 - Then show them how to kick the ball out of their own hands up into the air
 - Line them up and let them demonstrate without the ball and then spread them out to try with the ball

- **Wrap up and clean up**

Week #4-8 – Plays (Offensive and Defensive)

- **Warm up**
- **Starting today you will begin ½ hour of practice time and ½ hour of game time**
- **Review skills learned over the last 3 weeks.**
- **Please make sure the players get a water break before game time**
- **All players are required to play AT LEAST ½ of the game**
- **Rules for Games**
 1. 6 vs. 6
 2. Coin toss at beginning of game to determine who gets the ball first.
 3. First downs: Teams will have 3 downs to get past the next cone marker in order to get a first down (5 yards).
 4. There will be no kicking/punting or kick/punt returns. Teams will start the game and possessions after a touchdown on their 10-yard line.
 5. Center Position: The center position will be an eligible position for this program and may go downfield to receive passes after snapping the ball.
 6. If the ball carrier's flag is pulled, the point where the flag was pulled is where the ball will be spotted.
 7. All defenders must line up outside a 5 yard neutral zone.
 8. **NO SCORE WILL BE KEPT.**