



Flag Football Rulebook



Revised June 2016

NORDC Flag Football Rules Committee

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Enclosed are the official rules and regulations for the 2016 New Orleans Recreation Development Commission (NORDC) Flag Football season. Any and all flag football programming conducted at NORDC playgrounds is required to comply with these rules and regulations.

These rules and regulations are intended to enhance a competitive balance between playgrounds, minimize risks to participants, and promote enjoyable participation and sportsmanship. Any activities conducted outside the scope of these rules and regulations will not be considered to be part of the authorized NORDC athletic program that entitles players, coaches, and sponsors to certain rights and privileges.

The rules and regulations adopted herein have taken into consideration various sporting authorities with rule governing power not provided by NORDC. However, the NORDC rules and regulations outlined herein will supersede any others when applicable.

Our Site Facilitators are the NORDC officials most closely connected to our athletic programming and will be most informed on matters regarding the playgrounds and applicable athletic leagues. We strongly suggest that parents, coaches, and players contact their playground Site Facilitator for any assistance needed.

Purpose of the Rules and Eligibility Committee

The purpose of the NORDC Rules and Eligibility Committee is to determine the rules and regulations pertaining to the playing of games and environment as well as regulations pertaining to the eligibility of players.

The Committee shall consist of one (1) coach from each of the (4) districts, three (3) NORDC Site Facilitators, one (1) industry expert, one (1) parent and one (1) official.

The NORDC Rules and Eligibility Committee, at the request of the Athletic Director, will provide recommendations on rules and eligibility interpretations.

NORDC Rules and Eligibility Committee members shall serve no more than a two (2) year term.

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Program Focus & Overview

CODE OF CONDUCT

The New Orleans Recreation Development Commission (NORDC) encourages citizens in the New Orleans community to become volunteers on playgrounds and in all of our recreational programs. The safety and security of our participants is our foremost concern. It is the responsibility of NORDC to ensure that our facilities are safe play areas for children and completely free from any form of abuse or inappropriate behavior. We encourage good sportsmanship, fun, and personal improvement over an atmosphere of fierce competition.

For the above stated reasons, all volunteers must comply with appropriate Codes of Conduct as described below. All volunteers must submit a background check from the New Orleans Police Department. Background checks will be valid for a period of one (1) year and will need to be resubmitted following that period. All applications are subject to screening by the New Orleans Police Department.

SUBSTANCE USE

Substance abuse is strictly prohibited on all NORDC facilities and during the management of any NORDC programs. Any volunteers who participate in the unlawful manufacturing, use, sale, purchase, transfer or possession of illegal substances while involved with NORDC will be turned in to the police department and prosecuted to the fullest extent of the law. NORDC volunteers are not allowed to drink alcohol at any NORDC facilities while volunteering.

INAPPROPRIATE BEHAVIOR

All volunteers are strictly prohibited from any inappropriate behavior, including but not limited to that which could be construed as physical (paddling), emotional (name calling), verbal (profanity) or sexual abuse/harassment (inappropriate touching).

NOTICE OF CRIMINAL PROCEEDINGS

Any volunteer who is arrested or otherwise charged with committing a criminal offense, other than a minor traffic violation, must notify their NORDC supervisor immediately. Failure to give prompt and proper notice may constitute grounds for dismissal.

GOOD SPORTSMANSHIP

Volunteers will promote good sportsmanship, team play, personal improvement, leadership skills and ongoing involvement in recreational activities. Any volunteer that does not display good sportsmanship will be dismissed from all NORDC programs and relieved of all volunteer coaching duties. Examples of poor sportsmanship include, but are not limited to, ridiculing of officials, opposing teams or coaches, and use of profanity.

COMMUNITY RELATIONS

Volunteers will display a positive image of NORDC at all times. All interactions with NORDC staff, participants, other volunteers, parents, the media, and members of the community should be based on mutual respect.

ORGANIZATION

- All teams and coaches participating in sanctioned NORDC Flag football Leagues will be under the supervision of NORDC and its staff.
- NORDC uses the Louisiana High School Athletic Association rules for this program except where applicable within this handbook.
- All coaches are required to submit to a background check.
- All coaches are **REQUIRED** to complete all NORDC designated clinics, which are Flag Football Coaches Clinic and SafeSport Training.
- All participants must present a valid NORDC-issued identification (ID) card. These I.D. cards must be shown at all pre-game warm ups.
- All home game sites will be responsible for having a first aid kit and AED on site.
- Each team is responsible for having water available to their team players at all times.
- It is the Site Facilitator's responsibility to see that the above rules are **STRICTLY** enforced.

New Orleans Recreation Development Commission

Coaches Code of Conduct

- I understand that my responsibilities as a youth coach are of great importance and that my actions have the potential to significantly influence the young athletes whom I coach;
- I understand that many children participate in sports for numerous different reasons, and that the number one reason is to have fun;
- I understand that as a youth coach I am obligated to honor the games rules, opponents, officials, teammates and self, and to teach players to do the same.

Therefore, by participating as a youth sports volunteer, I will adhere to the following codes:

A. I will create an appropriate environment for our children that:

- Focuses on safety, fun, skill development and education;
- Has a positive lasting impact on the children of our community;
- Promotes building character and learning life skills;
- De-emphasizes a 'win-at-all-costs' attitude;
- Is fair, consistent and best meets the emotional and physical needs of all children;
- Builds a culture where winning is not defined by outcome of competition, but by the individual needs of all the children.

B. I will act responsibly and do my best to assure that:

- I provide playing time for every child that is consistent with the rules of NORDC;
- I properly educate players on the importance of teamwork, effort, having fun and playing fair while properly instructing age appropriate fundamentals and skills;
- I provide players with the best education, instruction and organization possible by attending required meetings, clinics and certifications;
- I am familiar with the objectives of the youth sports program. I strive to achieve these objectives and communicate them to my players and their parents;
- I cooperate with the administrator of our organization in the enforcement of rules and I will report irregularities that violate sound competitive practices;
- I provide a healthy and safe environment for my players, which are in accordance with my leagues' safety procedures and provide safe instruction and use of equipment.

C. I will display appropriate behavior - I understand that violation of the following will jeopardize my privilege to coach.

- I will treat each player, opposing coach, official, parent or administrator with respect and dignity, and refrain from using profanity, intimidations tactics and inappropriate language;
- I will uphold the authority of officials who are assigned to the contest in which I coach, and I will assist them in every way to conduct fair and impartial competitive contests.

D. Terminal behavior - I understand that violation of the following codes will result in immediate termination of my privilege to coach with NORDC.

- I will never coach under the influence of drugs or alcohol.
- I will never initiate or participate in any form of verbal or physical assault on staff, volunteer, official, parent or child.

The New Orleans Recreation Development Commission reserves the right to take appropriate disciplinary action involving any coach in violation of the code of conduct.

With my signature, which I voluntarily affix to this contract, I acknowledge that I have read, understood and will do my best to fulfill the promises made herein.

Coach Name (Print)

Coach Signature

Date

New Orleans Recreation Development Commission

Coaches Code of Conduct

Results of Violations

Violations of the ***Coaches Code of Conduct*** will result in written documentation, advisory consultation and possible disciplinary action. The following data outline the disciplinary procedures of the New Orleans Recreation Development Commission. Failure to fully understand the NORDC Code of Conduct policy does not exempt one from the ramifications if such rules are violated whether intentionally or unintentionally.

- **Conduct Codes A and B**
 - Any violation under codes A and/or B will result in verbal consultation by the NORDC Recreation Activities Coordinator and/or Athletic Director;
 - A second violation under codes A and/or B will result in a sit-down consultation between the NORDC Recreation Activities Coordinator and/or the Athletic Director and the coach. Suspension of the coach's privilege to manage/coach NORDC youth sports programs for, at minimum, 1 game will accompany;
 - A third violation under codes A and/or B will result in termination of the coach's privilege to manage/coach NORDC youth sports programs.
- **Conduct Code C**
 - Any violation under Code C will result in a sit-down consultation between the NORDC Recreation Activities Coordinator and/or Athletic Director. Suspension of the coach's privilege to manage/coach and attend NORDC youth sports programs for, at minimum, 2 games, will accompany;
 - A second violation under Code C will result in termination of the coach's privilege to manage/coach NORDC youth sports programs.
- **Conduct Code D**
 - Any violation under Code D will result in termination of the coach's privilege to manage/coach NORDC youth sports programs.

Anyone with knowledge of a violation of the rules listed in NORDC Code of Conduct who fails to report them to the NORDC Athletic Department will result in disciplinary action.

2016 Season Timeline

2016 SEASON TIMELINE

May 30, 2016	Flag Football Registration Opens
June 20, 2016	Practice Begins
June 24, 2015	Coaches Rules Meeting
June 27, 2016	Flag Football Registration Closes
July 11, 2016	Regular Season Begins
July 12, 2016: 7pm to 8pm	East bank Parent Meeting @ Lyons Rec Center
July 13, 2016: 7pm to 8pm	Westbank Parent Meeting @ Cut Off Rec Center
July 25, 2016	Last day for roster add ons
August 6, 2016	Regular Season Ends
August 7-12, 2016	Post Season Begins
August 13, 2016	Championship Saturday
August 17, 2016: 6pm to 7pm	Season Wrap Up Meeting @ Lyons Center

Programmatic Philosophy, Objectives and Eligibility

The competitive balance and integrity of our program are maintained by strict adherence to the following eligibility criteria. Coaches and supervisory personnel must make every effort to assure that players and their parents are aware and are in compliance with these criteria. Failure to do so may result in teammates being exposed to games lost due to forfeiture.

SECTION 1: AGE RESTRICTIONS

Participants must play in their correct age classification as specified within the rules and regulations below. Additionally, **the players cannot reach 11, 13, and 15 years of age by September 1st of the current calendar year.**

The NORDC Flag football Program shall also be divided into five (5) separate age Divisions. The Divisions are as follows:

- Novice-5-6
- Freshman- 7-8
- Sophomore – 9-10
- Junior – 11-12
- Senior – 13-14

SECTION 2: NORDC FLAG FOOTBALL & ATHLETIC DISTRICTS

2.1 NORDC Flag football Districts

The NORDC flag football districts shall be divided as follows:

- EAST- NORDC Downtown and Lakeshore Districts
- WEST - NORDC Uptown and Algiers Districts

2.2 NORDC Athletic Districts Boundaries

Lakeshore District

Beginning at Lake Pontchartrain and the Jefferson Parish Line, South on the Jefferson Parish Line to the Southern Railroad tracks north of Marguerite Street. East along the Southern Railroad tracks to the Pontchartrain Expressway. South along the Pontchartrain Expressway to City Park Avenue. East along City Park Avenue to Wisner Boulevard. North along Wisner Boulevard to Interstate 610. East along I-610 and I-10 to the Industrial Canal. South along the Industrial Canal to the Mississippi River Gulf outlet. East along the Mississippi River Gulf outlet to the St. Bernard Parish line. East along the St. Bernard Parish line to the Rigolets. West through the Rigolets and Lake Pontchartrain to the Jefferson Parish line.

Downtown District

Beginning at the Mississippi River and Pontchartrain Expressway, North along the Pontchartrain Expressway to City Park Avenue. East along City Park Avenue to Wisner Boulevard. North along Wisner Boulevard to I-610. East along I-610 and I-10 to the Industrial Canal. South along the Industrial Canal to the Mississippi River Gulf outlet. East along the Mississippi River Gulf outlet to the St. Bernard Parish line. West along the St. Bernard Parish line to the Mississippi River. West along the Mississippi River to the Pontchartrain Expressway.

Uptown District

Beginning at the Mississippi River and the Jefferson Parish line, North along the Jefferson Parish line to the Southern Railroad tracks, North of Marguerite Street. East along the Southern Railroad tracks to the Pontchartrain Expressway. South along the Pontchartrain Expressway to the Mississippi River to the Jefferson Parish line.

Algiers District

All of Orleans Parish on the westbank of the Mississippi River.

SECTION 3: RESIDENCY & DUAL PARTICIPATION

All participating players shall reside within Orleans Parish and also in the NORDC Athletic District within which they compete.

3.1 Residency Exceptions

****NOTE:** All requests for an exception must be submitted in writing and become effective upon signed approval from the District Manager and Athletic Director.

Allowable residency exceptions include the following:

- Players who live nearer to a playground that is not in the athletic district within which they reside will be **allowed to participate at the nearest playground with written approval from the District Manager and Athletic Director.**
- If a player moves from their original playground district to another district during a season, that player shall be allowed to complete that season, including the playoffs, with the original playground team. The player has the option of seeking eligibility at a playground they now live nearest to or remain with the original team. Family hardship will be considered in writing.
- Temporary Transfer - If a playground does not have a team in the particular age group, participants may apply to the Athletic Director requesting to play at another playground within the District that does have a team in that particular age group. Upon completion of that particular season, participants must return to their base playground for two (2) consecutive sports unless the playground does not have teams in the desired age group. If this is the case, the participant will have the option to remain at the transferred playground.

3.2 Dual Participation

- NORDC prohibits dual participation in its own programs. Dual participation with other flag football teams, not affiliated with NORDC or LHSAA, is permissible.

SECTION 4: ELIGIBILITY, RESIDENCY & DUAL PARTICIPATION VIOLATIONS

Any challenges of the eligibility credentials of a participant will be fully investigated by NORDC prior to assessment of penalties. Participants will be required to produce documentation to support their eligibility status.

- Verified violators, identified by means of protest as outlined in these regulations, or any other means of identification, may result in immediate expulsion from the flag football program.
- Violators are subject to suspension for the remainder of the year plus one (1) additional athletic program calendar year.

When a player is declared ineligible by the NORDC Flag Football Rules Committee or the NORDC Athletic Director, the following actions may occur:

- The disqualified player's team shall forfeit all games in which the disqualified player's name appeared on the team line up sheet.

- The head coach shall also appear before the NORDC Flag Football Rules Committee for a hearing. After the committee determines the coach's involvement, the head coach may be suspended up to one (1) year, with no further coaching responsibilities.

Safety Policies

SECTION 5: FLEXIBILITY & STRETCHING

Flexibility exercises are to be incorporated into the conditioning program utilized during preseason and regular season workouts. Increasing the flexibility of an athlete causes players to be less injury prone and more likely to perform with higher ability.

5.1 Dynamic stretching (PRE -EVENT)

Putting players through a dynamic warm up involves constant movement of chosen joints and muscles. With this type of warm up, each coach seeks to add flexibility, loosen all muscle groups, and increase the core body temperature of the players. These types of stretches lend to better foot speed, power, range of motion, and explosiveness. The dynamic stretching will help to limit cases of injury among players due to muscles being properly exercised on a regular basis before participation.

5.2 Static stretching (Post-Event)

A stretch that is held in a challenging but comfortable position for a period of time, usually somewhere between 10 to 30 seconds is considered a static stretch. Static stretching is the most common form of stretching found in general fitness and is considered safe and effective for improving overall flexibility.

5.3 Ballistic Stretching

This form of stretching is **STRICTLY PROHIBITED**. Ballistic stretching is a form of passive stretching or dynamic stretching in a bouncing motion. Ballistic stretches force the limb into an extended range of motion when the muscle has not relaxed enough to enter it. A ballistic stretching example would be a hurdler's stretch where the trunk of the body bounces towards the extended leg to stretch the hamstring.

5.4 Stretching Recommendations

- Any and all stretching done by players should NOT involve drastic stretching or stretching to the point of pain.
- All stretches are to be done slowly.
- Neck bridging is NOT recommended. The neck bridge exercise is demanding and requires precise technique and focus. It may be dangerous because it places considerable stress on the cervical spine and may cause neck injury.

SECTION 6: CONDITIONING & PRACTICES

6.1 Preparation

- Each coach is REQUIRED to plan all practices in advance.
- Every practice is required to incorporate proper calisthenics and stretching at the beginning of each practice session.

6.2 Conditioning

- Any conditioning exercises are NOT to be used as punishment. Site Facilitators will monitor practices to ensure this practice is adhered to.
- Conditioning of players is to concentrate on building cardiovascular strength by incorporating jogging, sprint drills and callisthenic exercises.
- It is extremely important that Coaches ensure that ALL players are properly hydrated by drinking adequate amounts of water before, during, and after workouts.
- The administration of salt tablets, vitamins, any form of medication or sports enhancing additives, drugs, and/or supplements to players is STRICTLY PROHIBITED.

6.3 Practice Structure/Scheduling

- No team will be allowed to practice unless their coach is present.
- Practice sessions are to be limited to thirty (30) minute intervals with a ten (10) minute break between each interval. Overall practice sessions must be limited to two (2) hours per day, including break times.
- All practices must end by 9:00pm.
- Practice is to be authorized by a NORDC Site Facilitator/District Manager at times when the playground or gym will be open, with availability to first aid equipment, water, and telephone.

First Aid & Emergency Policies

SECTION 7: FIRST AID

- Coaches shall always be prepared to seek immediate medical attention for any and all injuries that occur.
- NORDC supervisory personnel are trained in first aid and CPR procedures. In emergency situations, coaches are to seek assistance from NORDC supervisory personnel, as well as a physician, or athletic trainer, nurse or any other emergency medical personnel present at the practice and/or game site.
- Any and all injuries, regardless of severity and site of injury, must be reported to the playground Site Facilitator. All details and information about the injury must be accurately documented on a NORDC injury report and submitted in a timely manner.
- Coaches are required to have their players' phone numbers and emergency contacts on file and readily available for use in the event of an emergency situation. Parents must be immediately advised of all injuries.
- Each NORDC playground and gym maintains first aid supplies in a designated area. Coaches are required to know where these supplies are located at their playground for quick accessibility in the event of an emergency situation.
- Each playground and gym is equipped with a first-aid kit.

SECTION 8: EMERGENCIES

8.1 Heat Related Illnesses

Overexposure to heat causes heat related illness. Thirst is the first signal that the body is having trouble with the heat. Heat-related illnesses, such as heat stroke, occur when your body can't keep itself cool. The body normally cools itself by sweating. As sweat evaporates from the skin, it lowers body temperature. But on hot, humid days, moisture in the air keeps sweat from evaporating fast enough. Once the signs and symptoms of a heat related emergency begin to appear, the player's condition can quickly become life threatening. Recognizing heat related signs and symptoms in its early stages increases the chances of reversing symptoms.

Heat Cramps

These are short, severe cramps in the muscles of the leg, arm or abdomen that can happen during or after heavy exercise in extreme heat. Heavy sweating uses up the body's supply of salts, which causes the cramps. Heat cramps also may be a symptom of heat exhaustion.

Treatment:

- Have the player rest in a cool place.
- Give cool water to drink.
- Lightly stretch the muscle and gently massage the area.
- When the cramps stop completely, the player can usually start activity again under high supervision if there are no other signs or symptoms of illness.
- Encourage the player to continue drinking plenty of fluids.
- Carefully monitor the player for further signs or symptoms of heat-related illness.

Heat Exhaustion

Heat exhaustion occurs when a person spends time in a hot environment without drinking enough fluids. Symptoms include extreme thirst, fatigue, weakness, clammy skin, nausea or vomiting, and rapid breathing.

Treatment:

- Move player to **cooler** environment with circulating air while applying wet towels.

- Loosen or remove clothing.
- If player is conscious, give four (4) ounces of water to drink every fifteen (15) minutes, but do not limit the player's water intake.
- Discontinue player's participation in practice or competition even if symptoms subside.
- Carefully monitor the player for any changes in condition and/or additional signs or symptoms of a more serious condition.

Heat Stroke:

Heat stroke is a **SERIOUS LIFE THREATENING MEDICAL EMERGENCY**. Call 911. The most serious heat-related illness, heat stroke occurs when body temperature rises too rapidly, to as much as 106°F or higher within 10 to 15 minutes. Heat stroke can cause death or permanent disability if emergency treatment is not provided. Symptoms of heat stroke include red, hot and dry skin, no sweating, and rapid, weak pulse.

Treatment:

- Move player to **cooler** environment with circulating air while applying wet towels.
- Keep player lying down---if vomiting, place player on their side.
- Remove/loosen any tight clothing.
- Apply cool, wet cloths. Ice packs should be applied on player's wrists and ankles, on the groin, each armpit, and on the neck to cool the large blood vessels. Cool the athlete as quickly as possible by submerging their body in an ice bath, by spraying them with a cold hose, or by covering their core in ice. Apply directly to skin **DO NOT APPLY RUBBING ALCOHOL.**
- If player is conscious, give four (4) ounces of water to drink every fifteen (15) minutes, but do not limit the player's water intake. Call 911 immediately whether the athlete is conscious or not, as this is a life threatening condition.
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8.2 Physical Injuries

When a player is injured, be careful and be sure to leave the player lying flat, especially when a head, neck, or spine injury is involved. Leave the athlete in the position that they are found unless the athlete is not breathing or has no pulse and needs CPR/AED response. Do not move the player, get medical treatment right away.

Bruises

The simplest type of closed wound is a bruise. This occurs when an injury causes blood and other fluids to seep into the surrounding tissues, which results in the area swelling and changing color.

Treatment:

- Elevate injured part as long as **IT DOES NOT CAUSE MORE PAIN.**
- Apply wrap ice with a damp cloth or small bag of ice to the injured area for a period of about 20 minutes. Place a thin cloth barrier between the ice and bare skin. Remove the ice for 1 hour before reapplying.

****NOTE:** Do not assume that all closed wounds are minor injuries. **Physician or athletic trainer should examine the player to determine whether or not more serious injuries could be present. If physician or athletic trainer is not available the 1st responder should proceed within their scope of practice.** Should the player have any of the following signs/symptoms, 911 should be called immediately:

- Player complains of severe pain or cannot move a body part without pain.
- The force that caused the injury was great enough to cause serious damage.
- The injured extremity is blue or extremely pale.

Fractures

Closed fractures are a complete break, chip or a crack in a bone and the most common type of fracture. Open fractures are more dangerous due to bone breaking the skin, which will cause risk of infection and severe bleeding.

Always suspect a serious injury when any of the following signals are present:

- Significant deformity
- Extreme bruising and swelling
- Inability to normally use the affected part
- Bone fragments sticking out of a wound
- Player complains of feeling bones grating
- Player felt or heard a snap or pop at the time of injury
- Injured area is cold to the touch and/or the affected area feels numb
- Cause of the injury suggests that the injury may be severe

****NOTE:** If the fracture involves a large bone such as the thigh, has severed an artery and/or is affecting breathing, the injury is life threatening and 911 should be called immediately.

8.3 General Muscles, Bone & Joint Care

Remember RICE!

- **Rest.** Rest and protect the injured or sore area. Stop, change, or take a break from any activity that may be causing your pain or soreness.
- **Ice.** Cold will reduce pain and swelling. Apply an ice or cold pack right away to prevent or minimize swelling. Apply the ice or cold pack for 15 to 20 minutes, 3 or more times a day. Do not apply ice directly to the [skin](#). Place a towel over the cold pack before applying it to the skin.
- **Compression.** Compression, or wrapping the injured or sore area with an elastic bandage (such as an Ace wrap), will help decrease swelling. Don't wrap it too tightly, because this can cause more swelling below the affected area. Loosen the bandage if it gets too tight. Signs that the bandage is too tight include numbness, tingling, increased pain, coolness, or swelling in the area below the bandage. Talk to your doctor if you think you need to use a wrap for longer than 48 to 72 hours; a more serious problem may be present.
- **Elevation.** Elevate the injured or sore area on pillows while applying ice and anytime you are sitting or lying down. Try to keep the area at or above the level of your [heart](#) to help minimize swelling.

Splinting

- Splint only if the person must be moved or transported by someone other than emergency medical personnel.
- Splint only if you can do so without causing more pain.
- Splint an injury in the position you find it.
- Splint the injured area and the bones or joints above and below the injury.
- Check for circulation (feeling, warmth and color) before and after splinting.

****NOTE:** HEAD, NECK AND BACK INJURIES MAY CAUSE UNINTENTIONAL DEATH OR LIFELONG NEUROLOGICAL DAMAGE----CONTACT 911!!! **Player should not be moved.**

8.4 Safety Precautions

Bodily Fluids/Blood

NORDC employees, league commissioners and volunteer coaches are to be aware of and monitor situations during practice and competitions, when there is an injury that results in blood being present. Good hygiene shall be practiced. Towels, uniforms, cups and water bottles should not be shared. Staff and volunteers must be cognizant that anytime there are blood and body fluids present, there is the possibility that those fluids may transmit infectious disease. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids are considered potentially infectious.

Before competing, all players must cover wounds on their body. Practice or competition must be stopped and any injured player must be immediately attended to.

In the event of injury or sickness involving blood or bodily fluids, the following procedures must be followed:

- If at all possible, the injured person shall render first aid to himself and cover his own wound.
- If blood is visible on an athlete's uniform, athlete must be removed until blood is completely removed. Any wound need to be covered completely before returning to activity.
- When rendering first aid, protective gloves must be worn when it is anticipated blood or bodily fluids are involved.
- Clean gloves must be worn for each individual treated.
- Do not wear the same gloves for multiple injured parties.

Concussion Protocol

SECTION 9: SIGNS AND SYMPTOMS

Players who experience any of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

SIGNS OBSERVED BY COACHING STAFF	SYMPTOMS REPORTED BY PLAYER
Appears dazed or stunned	Headache or “pressure “ in head
Is confused about assignment or position	Nausea or vomiting
Forgets instructions	Balance problems or dizziness
Is unsure of game score or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to sound
Loses consciousness (even briefly)	Feeling sluggish, hazy, foggy, or groggy
Shows, mood, behavior, or personality change	Concentration or memory problems
Can’t recall events prior to hit or fall	Confusion
Can’t recall events after hit or fall	Does not “feel right” or is “feeling down”

SECTION 10: ACTION PLAN

If you suspect that a player has a concussion, the following four (4) steps should be taken:

1. If an athlete loses consciousness at all, the athlete must be removed and EMS must be called if parent/ guardian is not present.
2. Keep the player out of play the day of the injury and until an appropriate health care professional (Concussion specialist or a neurologist) has provided written clearance to return to practice and play. (*See Post Concussion Medical Clearance Form in the appendix section*)
3. The coach should inform the player’s parents or guardians about the possible concussion and provide the fact sheet on concussion.
4. Keep the player out of play the day of the injury and until an appropriate health care professional has provided written clearance to return to practice and play. (*See Post Concussion Medical Clearance Form in the appendix section*)
5. An official has the authority to remove an athlete if he/she exhibits or suspects a concussion.

WHEN IN DOUBT, SIT THEM OUT...

Game Policies and Procedures

SECTION 11: SCHEDULES, PROTESTS, FORFEITURES & SUSPENSIONS

11.1 Scheduling

There will be no changes to the regular schedule of games, except for extreme emergencies, weather conditions, or if deemed necessary by the Athletic Director.

11.2 Protests

Protests for the current season must be submitted in writing by the Head Coach to the Site Facilitator. After review and verification, the Site Facilitator submits the recommended protest in writing to the respective District Manager. The grounds for protest include the following:

- Eligibility
- Residence
- Validity of identification; and
- Dual participation.

****NOTE:** The burden of proof, once team rosters have been accepted, will be on the protesting party. If proven to have ineligible player(s), appropriate penalty will apply.

All validated protests will be reviewed by the NORDC Flag Football Rules Committee and a decision will be rendered within 10 days of receipt of the protest.

11.3 Forfeitures

- Teams that fail to be at the game site and ready to be checked by game time, may forfeit.
- Teams that fail to comply with pre-game check in times could be subject to forfeiture of game.
- Forfeiture determinations can only be declared by the Athletic Director or his designee.

11.4 Suspensions

Games suspended for weather conditions may be resumed at a later date from the point at which it was suspended, if deemed necessary by the Athletic Director.

11.5 Team Rosters

The official team roster is a vital document that allows NORDC to verify the credentials of players at game sites. The official team roster will be distributed by NORDC .

- The maximum number of players per roster is fifteen (15) players: ABSOLUTELY NO EXCEPTIONS.
- If a player is denied participation because of roster limitations, that player may choose to play at another available park.
- A temporary transfer must be completed and signed by the Parent, District Manager, and Athletic Director. A player must return to his original park at the completion of the season.
- All coaches' names must appear on all rosters. The maximum number of coaches allowed is three (3): one (1) head coach and two (2) assistants. Once a team has 3 coaches no other volunteers will be allowed to coach for that team. All coaches must be approved by NORDC.
- The player registration forms and signed Coaches Agreements must be submitted along with the rosters.
- Duplicate numbers on player uniforms are STRICTLY PROHIBITED; each player must have a distinct jersey number.
- After NORDC rosters are distributed, transfer from roster to roster will only be allowed if a team folds before July 25, 2016. After July 25, 2016, transfers from roster to roster is prohibited by rule.

****NOTE:** In cases of personal emergencies and/or where necessary for maintaining a competitive balance, the NORDC Athletic Director reserves the right to consider roster transfers after the July 25 , 2016 deadline set forth above.

11.6 Coaching Staff Roles and Responsibilities

- Any and all coaching staff is required to give consent for NORDC to conduct a background check. The background check includes but is not limited to sex offender registries maintained by the Louisiana State Police, child abuse and criminal history records. The appointment of a volunteer is conditional upon receiving no inappropriate information on the background check.
- Coaches and Site Facilitators are responsible for knowing and abiding by all the policies, procedures, rules, and regulations outlined in this manual, where applicable.
- Coaches are required to attend the NORDC rules clinic meeting. Any coach failing to attend rules clinic meetings or subsequent make up clinic will not be allowed to coach.
- All coaches are expected to set a positive example, especially in their behavior and sportsmanship, to their team. The use of PROFANITY is **STRICTLY PROHIBITED** AT ALL TIMES.
- Ridicule or harassment of officials by coaches or members of his team, the opposing team, or otherwise, will not be tolerated.
- Coaches are required to keep their respective team on the field during a game. If any coaches remove their team during the game, they will be subject to dismissal by NORDC.
- NORDC coaches are not allowed to serve as officials in games within the same class or division as their team.
- Coaches ejected from a game are required to immediately leave the facility, are suspended from their team's next game, and may not attend the game from which they are suspended. If a suspended coach returns to the facility after the game and engages in unsportsmanlike conduct such as confronting a game official, the suspended coach shall be subject to further disciplinary action.
- All head coaches are responsible for ensuring that only members of the coaching staff are on the field. ****REMINDER:** – each team may have one (1) head coach and two (2) assistant coaches, and their names must be listed as such on the team roster.
- Upon request, each team is allowed to have one (1) video camera on the sideline and must be kept outside of the official field, which is defined as the area from 25 to 25 yard lines.

SECTION 12: PRE-GAME CHECK-IN & PROCEDURES

- Both teams must report at game site thirty (30) minutes before game time to ensure adequate time for teams to be checked-in.
 - At least seven (7) eligible and capable players must be present for check-in.
- **NOTE:** Injuries during the game will not cause the team to forfeit; however, each team must be able to put seven (7) healthy and eligible players on the field at all times.

In cases where more than one (1) game is scheduled at a site on a particular day, all teams in games following the first will be checked in at half time of the preceding game.

- For these games, teams must be present thirty (30) minutes prior to assigned game time.
- If one (1) team is not present, coach may forfeit the right to participate in the check-in of the opposing team.

- NORDC Site Facilitators at the game sites are required to conduct the check-in of ALL players.
 - Players should be lined up as they appear on the roster for the check-in.
 - It is mandatory that players have **the jersey that corresponds with the official roster**, NORDC ID card, and mouthpiece in their possession when being checked-in.
 - LATE ARRIVALS: *Defined as after both teams have been officially checked-in.*
 - Any player who is late for the pre-game check-in must wait until half time to report to the Site Facilitator to be checked in. The coach of the opposing team must serve as a witness to the late check in prior to the player being allowed to participate.
 - Any player reporting after half time is not allowed to play and must sit out the remainder of the game.
- **EXCEPTION:** If a player who arrived late is needed to prevent forfeiture, the late player will be allowed to check-in up until the start of the game.

SECTION 13: PLAYING FIELDS

- The field size is 25 -30 yards by 60 yards with two 5-yard end zones and a midfield line-to-gain. No-Running Zones precede each line-to-gain by 5 yards. However, some league organizers prefer to use smaller fields to run more games per football/soccer field.
- No Run Zones are in place to prevent teams from conducting power run plays. While in the No Run Zones (a 5 yard imaginary zone before midfield and before the End zone), teams may not run the ball in any fashion. All plays, including those that begin with a handoff, must be pass plays.
- Stepping on the boundary line is considered out of bounds.
- Each offensive squad approaches only TWO No Run Zones in each drive (one zone 5 yards from midfield to gain the first down, one zone 5 yards from the goal line to score a TD).

SECTION 14: EQUIPMENT

The League provides each player with flag belts and each team with a football. Teams can also provide their own ball for use.

14.1 Shoes\Cleats

- Players must wear shoes. Cleats are allowed, however cleats with exposed metal are not allowed and must be removed. Playing without shoes of any kind is STRICTLY PROHIBITED.

14.2 Uniforms

- Players may tape their forearms, hands and fingers. Players may wear gloves, elbow pads, and kneepads. Braces with exposed metals are not allowed. Players with hard cast cannot play. Players with a soft cast can play with a doctors release and if padded.
- Players must remove all watches, earrings and any other jewelry that the officials deem hazardous.
- Players' jerseys must be tucked into the pants if they hang below the belt line.
- Pants or shorts with belt loops or pockets must be taped.

14.3 Mouthpieces

- All players must wear a mouth guard for practice and games

14.4 Football Sizes

- Sophomores will play with the TDJ football
- Juniors and Seniors will play with the TDY football

SECTION 15: GENERAL PLAYING RULES

15.1 Game Formation & Rules

- At the start of each game, captains from both teams shall meet at midfield for the coin toss to determine who shall start with the ball.
- The visiting team shall call the toss.
- The winner of the coin toss gets first offense possession. The loser of the coin toss chooses the end zone it would prefer to defend.
- Teams may not choose to defer to second half choice.
- The offensive team takes possession of the ball at its 5-yard line and has three (3) plays to cross midfield. Once a team crosses midfield; it has three (3) plays to score a touchdown. If the offense fails to score, the ball changes possession and the new offensive team takes over on its 5-yard line. If the offensive team fails to cross midfield, possession of the ball changes and the opposition starts its drive from its 5-yard line.
- All possession changes, except interceptions, start on the offense's 5-yard line.
- Teams change sides after the first half. Possession changes to the loser of the coin toss.
- Referee puts the ball into play each down. On change of possessions Referee will put the ball into play when the defense is set. If the defense is not set within 15 seconds of the offense being set he will issue a 5 yard delay of penalty to the defense.
- An offensive team must have a minimum of one player on the line of scrimmage (the Center) and up to four players on the line of scrimmage.
- The quarterback must be off the line of scrimmage.
- One player at a time may go in motion 1-yard beyond and parallel to the line of scrimmage.
 - No motion is allowed towards the line of scrimmage.
- Offensive players must come to a complete stop for one second before the ball is snapped unless he/she is the one player in motion.
- Movement by a player who is set or a player who runs toward the line of scrimmage while in motion is considered a false start.
- The center must snap the ball with a rapid and continuous motion between his/her legs to a player in the backfield, and the ball must completely leave his/her hands

15.2 Overtime

- In tournament or playoff situations, an Overtime (OT) Period will be used to determine a winner. OT format is as follows:

- Each team gets one series of up to six plays (and possibly more pending penalty enforcement) starting from the team's 5 yard line.
- First possession choice goes to the winner of regulation coin toss.
- There is no Sudden Death; each team gets a minimum of one possession.
- All regulation period rules and penalties are in effect.
- There are no time-outs.
- Each team will be scored based on yardage gained or points scored:
- Yardage gained – each team will be given one complete series to drive the field as far as they can. The yardage gained will be noted by the official. The team with the most yards gained wins. If both teams score touchdowns and complete the same amount of points in conversions, the process is repeated.
- In the case of an interception, the ball will be marked at either the line of scrimmage or the point where the defender's flags were pulled, whichever is the more advantageous spot to the defense.
- If Team B intercepts the ball and returns it for a touchdown, Team B wins.
- Scoring – Same as regulation. The team with the most yards gained wins.
- Winning through yardage is equivalent to winning by 6 points for tie breaker purposes.
- Change of Possession:
- Change of possession takes place when Team A's forward progress is halted on downs or scores a touchdown.
- Team B takes possession on the same 5 yard line as Team A and advances in the same direction. Team B begins on the 5 yard line regardless of whether or not Team A's possession ended in an interception.
- Multiple OT periods:
- First OT period – shown above:
- Scoring teams can go for 1 or 2 point PAT.
- Second OT Period:
- First possession goes to loser of regulation coin toss.
- Scoring teams must go for 2 point PAT.

15.3 Game Time

- Games are played on a 40 minute continuous clock. The clock stops only for timeouts.
- Halftime is one minute long.
- Each time the ball is spotted, a team has 30 seconds to snap the ball. Teams will receive one warning before a delay-of-game penalty is enforced.
- Each team has one 60-second time out per half.
- Officials can stop the clock at their discretion.
- In the event of an injury the clock will stop and then restart when the injured player is removed from the field of play.
- If the score is tied at the end of 40 minutes, the game goes into overtime.

15.4 Substitutions

- Substitutions may be made on any dead ball.
- All participants must play at least one down.

15.5 Scoring

- Touchdown: **6 points**
- PAT (Point-After Touchdown) **1 point** (5-yard line) or **2 points** (12-yard line) .*Note:*

1 point PAT is pass only, 2 point PAT can be run or pass. The ball is spotted where the runner's front foot is when the flag is pulled, not where the ball is.

- **Safety: 2 points**
- A Safety occurs when the ball carrier is declared down in his/her own end zone. They can be called down when their flags are pulled by a defensive player, their flag falls out, they step out of bounds or they hit the ground with their knee or arm. A Safety also occurs when there is an offensive penalty in end zone.
- A team that scores a touchdown must declare whether it wishes to attempt a 1-pt. conversion (from the 5-yard line) or a 2-pt. conversion (from the 12-yard line). Any change, once a decision is made to try for the extra point, requires a charged time out.
- Decision cannot be changed after a penalty. Interceptions on conversions cannot be returned.

*****Mercy Rule:** After one team is winning by twenty eight points or more, the losing team gets one offensive series to continue regulation play. If they do not score, the game is over.

15.6 Live Ball/Dead Ball

- The ball is live at the snap of the ball and remains live until the official whistles the ball dead.
- The official will indicate the neutral zone and line of scrimmage. It is an automatic dead ball foul if any player on defense or offense enters the neutral zone. In regards to the neutral zone, the official may give both teams a "courtesy" neutral zone notification to allow their players to move back beyond the line.
- A player who gains possession in the air is considered in bounds as long as one foot comes down in the field of play.
- The defense may not mimic the offensive team signals, by trying to confuse the offensive players, while the quarterback is calling out signals to start the play.
- Play is ruled "dead" when:
 - The ball hits the ground.
 - The ball carrier's flag is pulled.
 - The ball carrier steps out of bounds.
 - A touchdown, PAT or safety is scored.
 - The ball carrier's knee or arm hits the ground.
 - The ball carrier's flag falls out.
 - The receiver catches the ball while in possession of one flag.
 - The 7 second pass clock expires.
 - An inadvertent whistle is performed (at the spot where the ball was whistled dead).
- In the case of an inadvertent whistle, the offense has two options:
 - Take the ball where the whistle blew.
 - Replay the down from the original line of scrimmage.
- Note: There are no fumbles. The ball is spotted where the ball hits the ground.
- A team is allowed to use a time out to question an official's rule interpretation. If the rule is interpreted incorrectly, the time out will not be charged and the proper ruling will be enforced. Officials should all agree upon any controversial call in order to give each team the full benefit of each call. If the ruling is correct the team will be charged a time out.

15.7 Running

- The ball is spotted where the runner's feet are when the flag is pulled, not where the ball carrier has the ball.
- If one foot precedes the other, the forward foot marks the spot.
- The quarterback cannot directly run with the ball.
- Only direct handoffs behind the line of scrimmage are permitted. Offense may use multiple handoffs.
- Absolutely NO laterals or pitches of any kind.
- "No-Run Zones," located 5 yards before each end zone and 5 yards on either side of midfield, are designed to avoid short-yardage, power-running situations. (Reminder: Each offensive squad approaches only TWO No Run Zones in each drive - one 5 yards from midfield to gain the first down, one 5 yards from the goal line to score a TD 5 yards).
- The player who takes the handoff can throw the ball from behind the line of scrimmage.
- Once the ball has been handed off in front or behind the quarterback, all defensive players are eligible to rush.
- Runners may not leave their feet to advance the ball. Diving or leaping is considered flag guarding. (No leaping over players)
- Spinning is allowed, but players cannot leave their feet to avoid a flag pull.
- Runners may leave their feet if there is a clear indication that he/she has done so to avoid collision with another player without a flag guarding penalty enforced.
- No blocking or "screening" is allowed at any time.
- Offensive players must stop their motion once the ball has crossed the line of scrimmage. No running with the ball carrier.
- Flag Obstruction – All jerseys MUST be tucked in before play begins. The flags must be on the player's hips and free from obstruction.
- Deliberately obstructed flags will be considered flag guarding.
- The QB can hand off to the Center but cannot hand off to the center through the centers legs (no touch and go's).

15.8 Passing

- All passes must be from behind the line of scrimmage, thrown forward and received beyond the line of scrimmage.
- Shovel passes are allowed, but must be received beyond the line of scrimmage.
- The quarterback has a seven-second "pass clock." If a pass is not thrown within the seven seconds, play is dead, the down is consumed and the ball is returned to the line of scrimmage. Once the ball is handed off, the 7-second rule no longer is in effect.
 - If the QB is standing in the end zone at the end of the 7-second clock, the ball is returned to the line of scrimmage (LOS).

15.9 Receiving

- All players are eligible to receive passes (including the quarterback if the ball has been handed off behind the line).
- Only one player is allowed in motion at a time. All motion must be parallel to the line of scrimmage and no motion is permitted towards the line of scrimmage.
- A player must have at least one foot inbounds when making a reception.

- In the case of simultaneous possession by both an offensive and defensive player, possession is awarded to the offense.
- Interceptions change the possession of the ball at the point of interception. Interceptions are the only changes of possession that do not start on the 5-yard line.
- Interceptions are returnable, but not on conversions after touchdowns.

15.10 Rushing the Passer

- All players who rush the passer must be a minimum of seven yards from the line of scrimmage when the ball is snapped.
- Any number of players can rush the quarterback. Players not rushing the quarterback may defend on the line of scrimmage.
- Once the ball is handed off, the seven-yard rule no longer is in effect and all defenders may go behind the line of scrimmage.
- A special marker, or the referee, will designate a Rush Line seven yards from the line of scrimmage.
- Defensive players should verify they are in the correct position with the official on every play.
- A legal rush is:
 - Any rush from a point 7 yards from the defensive line of scrimmage.
 - A rush from anywhere on the field AFTER the ball has been handed off by the quarterback.
 - If a rusher leaves the rush line early, they may return to the rush line, reset and then legally rush the quarterback.
 - If a rusher leaves the rush line early and the ball is handed off before they cross the line of scrimmage, they may legally rush the quarterback.
- A penalty may be called if:
 - The rusher leaves the rush line before the snap and crosses the line of scrimmage before a handoff or pass – Illegal Rush (5 yards LOS and first down).
 - Any defensive player crosses the line of scrimmage before the ball is snapped – Offside (5 yards LOS and first down).
 - Any defensive player, not lined up at the rush line crosses the line of scrimmage before the ball is passed or handed – Illegal Rush (5 yards LOS and first down).
- Special Circumstances:
 - Teams are not required to rush the quarterback, seven second clock in effect.
 - Teams are not required to identify their rusher before the play, however if they do send a rusher, the rusher must check in with the official.
 - If rusher leaves the 7-yard line before the snap, he/she may immediately drop back to act as a defender with no offside penalty enforced.
- Offense cannot impede the rusher in any way. The rusher has a CLEAR PATH to the QB and any interference that would impede his/her path to the QB will be considered screening.
- Pass rushers must go for QB's flag. Any attempt to block the pass is a penalty (5-yard penalty). Defense can raise its hands to block a pass if they do not cross the LOS.
- A Sack occurs if the QB's flags are pulled behind the line of scrimmage. The ball is placed where the QB's feet are when the flag is pulled.
 - A Safety is awarded if the sack takes place in the offensive team's end zone.

15.11 Flag Pulling

- A legal flag pull takes place when the ball carrier is in full possession of the ball.
- Defenders can dive to pull flags, but cannot tackle, hold or run through ball carrier when pulling flags.
- It is illegal to attempt to strip or pull the ball or pull from the ball carrier's possession at any time.
- If a player's flag inadvertently falls off during the play, the player is down immediately upon possession of the ball and the play ends.
- A defensive player may not intentionally pull the flags off of a player who is not in possession of the ball.
- Flag guarding is an attempt by the ball carrier to obstruct the defender's access to the flags by stiff arming, dropping of head, hand, arm or shoulder, or intentionally covering flags with the football or jersey.

15.12 Penalties

- The referee will call all penalties.
- Referees determine incidental contact that may result from normal run of play.
- All penalties will be assessed from the line of scrimmage, except as noted (spot fouls).
- Only the team captain or head coach may ask the referee questions about rule clarification and interpretations. Players cannot question judgment calls.
- Games cannot end on a defensive penalty, unless the offense declines it.
- Penalties are assessed Live Ball then Dead Ball. Live Ball penalties must be assessed before play is considered completed.
- Penalties will be assessed half the distance to the goal yardage when the penalty yardage is more than half the distance to the goal.

5 Yard Penalties

- For wearing cleats with metal spikes, hard casts and jewelry
- Offside
- Illegal motion (more than one person moving, false start, etc.)
- Illegal forward pass (pass received behind line of scrimmage or throwing a pass beyond the line of scrimmage)
- Offensive pass interference (illegal pick play, pushing off/away defender)
- Screening, Blocking or Running with the ball carrier
- Delay of game
- Defense Illegal contact (holding, blocking, etc.)
- Defense Illegal flag pull (before receiver has ball)
- Defense Illegal rushing (starting rush from inside 7-yard marker)

10 Yard Penalties

- Roughing the passer
- Taunting
- Unsportsmanlike conduct. -After scoring and touchdown is good, offense receives a 10 yard penalty from the yard line of PAT attempt after touchdown (one warning to the player and team before ejection)

Appendices

APPENDIX 1: Battery of A School or Recreation Athletic Contest Official

LSA-R.S. 14:34.4

A.(1) Battery of a school or recreation athletic contest official is a battery committed without the consent of the victim when the offender has reasonable grounds to believe the victim is a school athletic or recreation contest official.

(2) For purposes of this Section, "school athletic contest official" means any referee, umpire, coach, instructor, administrator, staff person, or school or school board employee of any public or private elementary and secondary school while actively engaged in the conducting, supervising, refereeing, or officiating of a school sanctioned interscholastic athletic contest.

(3) For purposes of this Section, "recreation athletic contest official" means any referee, umpire, coach, instructor, administrator, staff person, or recreation employee of any public or quasi-public recreation program while actively engaged in the conducting, supervising, refereeing, or officiating of a sanctioned recreation athletic contest.

B.(1) Whoever commits the crime of battery of a school or recreation athletic contest official shall be fined not more than five hundred dollars and imprisoned not less than forty-eight hours nor more than six months without benefit of suspension of sentence, except as provided in Paragraph (2).

(2) The court, in its discretion, may suspend the imposition of the sentence and place the offender on probation with the condition that he shall perform five days of community service work. Failure to successfully complete the community service work, as determined by the supervisor of the program to which he is assigned, may result in revocation of probation

APPENDIX 2: Post Concussion Medical Clearance Form



POST-CONCUSSION MEDICAL CLEARANCE FORM

NORDC rules require a written statement from a physician that authorizes and clears a player to return to competition after being diagnosed with a concussion.

"If a competitor is determined to have a concussion, he/she shall not be permitted to continue practice or competition the same day. Written approval of a physician shall be required for the player to return to competition. If a physician recommends a player not continue, he/she shall not be overruled".

The undersigned physician has examined the student player identified below and authorizes/provides clearance for the student player to return to competition on the date and in the event specified below.

PLAYER: _____

PLAYGROUND: _____

SPORT: _____ **RETURN DATE:** _____

PHYSICIAN SIGNATURE (MUST BE M.D. or D.O.)

DATE SIGNED

Address

Phone

New Orleans Recreation Development Commission
5420 Franklin Avenue New Orleans, Louisiana 70122 (phone) 504-658-3052 (fax) 504-658-3050

www.nordc.org |     **NORDCommission**

APPENDIX 3: Playground Transfer Form



PLAYGROUND TRANSFER FORM

Pursuant to the policies and procedures in place for all NORDC Athletic participants involved with active sports and the rule established by NORDC, please complete this form accordingly.

SECTION I

I _____ and Parent _____ on _____
(Participant) (Name of participant's Parent) (Date)

Street, City, State & Zip Code / Telephone / Email address

Petition to NORDC to transfer

☐

Temporary

☐

Permanent

from _____ to _____ for the reason(s) outlined below.

SECTION II: REASON FOR TRANSFER REQUEST

TO BE COMPLETED BY NORDC STAFF ONLY

Parent Signature (Date)

Site Facilitator Signature (Date)

District Manager Signature (Date)

☐ Approve ☐ Disapprove

Athletic Director Signature (Date)

☐ Approve ☐ Disapprove

Instructions: Complete all sections where applicable. Submit form and attachments, if any, to the Site Facilitator for signature and submission to the Athletic Director. Maintain the last copy with the Site Facilitator's signature for your records. Once reviewed, a decision will be made and a written response will be forwarded accordingly.

APPENDIX 4: Athletic Protest Form



ATHLETIC PROTEST FORM

Pursuant to the policies and procedures in place for all NORDC Athletic participants involved with active sports and the rule established by NORDC, please complete this form accordingly.

SECTION I

(HOME TEAM) vs (VISITOR TEAM) _____
(DATE OF GAME)

Head Coach Contact Information: Name, Street Address, City, State & Zip Code / Contact Number

SECTION II: Complaint Details

Head Coach's Signature

(Date)

TO BE COMPLETED BY NORDC STAFF ONLY

Site Supervisor's Signature

(Date)

(Time received)

District Manager Signature

(Date)

(Time received)

Athletic Director Signature

(Date)

(Time received)

Football Rules Committee Representative

(Date)

(Time received)

Decision:

Instructions Complete all required information with specificity, citing rules where applicable. Submit form to the Site Supervisor for review by the District Manager and maintain last copy for your records. Once reviewed by the NORDC Flag football Rules Committee. _____

New Orleans Recreation Development Commission
5420 Franklin Avenue New Orleans, Louisiana 70122 (phone) 504-658-3052 (fax) 504-658-3050
www.nordc.org |     NORDCCommission