



# Tackle Football Rulebook



*Revised September 19, 2018*

### **NORDC Football Rules Committee**

Jermaine Hall, Chairperson  
Bricelyn Moore, Secretary  
Derrick Henderson, Uptown Representative  
Calvin Foy, Algiers Representative  
Jonathan Winfrey, Downtown Representative  
Wendell "Buddy" Monroe, Lakeshore Representative  
Yoland Maize, NORDC Parent  
Silas, Official Representative

### **NORDC Football Rules Committee Consultants**

Lou Valdin, USA Football Master Trainer  
Tim Simmons, M.S., LAT, ATC, Director of Sports Medicine, New Orleans East Hospital

### **NORD Administration**

Maya Wyche, Interim CEO

### **NORD Athletics Team**

Perry Brown, Athletic Director  
Steven George, District Manager, Downtown  
Anthony L. Roman, Sr., District Manager, Lakeshore  
David Jenkins, District Manager, Westbank  
Yolanda Brown, District Manager, Uptown  
Aeisha Kelly, FitNOLA Coordinator  
Charelle Mack, Athletics Administrative Assistant

### **NORD Board of Commissioners**

Mayor LaToya Cantrell  
Gilbert Montañó - Chief Administrative Officer  
Jason Williams – New Orleans City Councilmember  
Phala Kimbrough-Mire – New Orleans public Library  
Louis Lauricella - New Orleans Recreation Development Foundation  
Ethan Ashley – Orleans Parish School Board  
Dana Peterson - Recovery School District  
Corinne "Rini" Marcus – City Council District A  
Theodore Sanders - City Council District C (Vice Chairperson/Treasurer)  
Randy Greenup – City Council District D  
Brian Egana – City Council District E (Chairperson)

### **NORDC Contact Information**

5420 Franklin Ave  
New Orleans, Louisiana 70122  
504-658-3000 – Main Office  
504-658.3052  
[www.nordc.org](http://www.nordc.org)

Enclosed are the official rules and regulations for the 2018 New Orleans Recreation Development Commission (NORDC) football season. Any and all 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 sports 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.

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## **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, at minimum, one (1) coach from each district, one (1) NORDC Athletics Representatives, one (1) parent, one (1) industry expert, and one (1) official.

The NORDC Rules and Eligibility Committee, at the request of the Athletic Director, provides recommendations or rules and eligibility interpretation.

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## ***Program Focus & Overview***

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## **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 ABUSE**

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 Football Leagues will be under the supervision of NORDC and its staff.
- NORDC uses the Louisiana High School Athletic Association and the National Federation of High School playing rules for this program except where applicable within this handbook.
- All coaches are REQUIRED to complete all NORDC designated clinics, which are Heads-Up by USA Football and SafeSport.
- All coaches are required to submit to a background check.
- All home game sites will be responsible for having a football first aid kit on the sidelines during all games 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.

## *2018 Season Timeline*

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## 2017 KEY DATES AND DEADLINES

|  |  |
|--|--|
| <b>July 14, 2018<br/>8:00 a.m. – 1:00 p.m.</b> | New Orleans East Hospital USA Football Clinic at University Medical Center |
| <b>July 18, 2018</b>                           | USA Football Player Safety Coach Clinic – Milne Recreation Center          |
| <b>July 23, 2018</b>                           | Opening date for conditioning  |
| <b>August 13, 2018</b>                         | Team Registration closes   |
| <b>August 13, 2018</b>                         | Full Contact Practice Begins   |
| <b>August 27, 2018</b>                         | Initial Team Rosters Distributed via e-mail                                |
| <b>August 30, 2018</b>                         | Game Schedules Released via e-mail   |
| <b>September 5, 2018</b>                       | NORDC Football Season Begins   |
| <b>September 24, 2018</b>                      | Last day for Individual Athlete Roster Add Ons                             |
| <b>September 29, 2018</b>                      | Final Rosters Distributed via e-mail                                       |
| <b>November 3, 2018</b>                        | Playoff Week Begins  |
| <b>November 10, 2018</b>                       | Championship Games for Division II at Behrman Stadium                      |
| <b>November 17, 2018</b>                       | Championship Games for Division I at Joe W. Brown Stadium                  |
| <b>December 4, 2018</b>                        | Season Wrap-Up Focus Group   |

# ***Programmatic Philosophy, Objectives and Eligibility***

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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 player's cannot reach 7, 9, 11, 13 and 15 years of age by September 1<sup>st</sup> of the current calendar year.**

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

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

## SECTION 2: NORDC FOOTBALL & ATHLETIC DISTRICTS

### 2.1 NORDC Football Districts

The NORDC football districts shall be divided as follows:

- EAST - NORDC Downtown District and NORDC Lakeshore District
- 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

### **3.1 Dual Participation**

- Participants may not simultaneously play NORDC and LHSAA Senior High School varsity football. Any player that is registered with his/her school and LHSAA is ineligible to play with NORDC. Any player, who is a member of an LHSAA sanctioned varsity team after August 1, 2018 is ineligible to participate in the 2018 NORDC Tackle Football Program.
- NORDC prohibits dual participation in its own programs. Dual participation with other tackle 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 football program.
- Violators are subject to suspension for the remainder of the year plus one (1) additional NORDC youth athletic program.

When a player is declared ineligible by the NORDC Disciplinary 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 weigh-in sheet.
- The disqualified player shall remain ineligible for the next calendar year.
- The head coach shall also appear before the NORDC Disciplinary Committee for a hearing, and after the committee determines the coach's involvement, the head coach may be suspended for one (1) year, with no further coaching responsibilities.

# ***General Sports Policies & Procedures***

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## SECTION 5: SCHEDULES, PROTESTS, FORFEITURES & SUSPENSIONS

### 5.1 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.

### 5.2 Protests

Protests for the current season must be submitted in writing by the Head Coach to the Site Facilitator within 24 hours of the game being protested. 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 of Opposing Team's Players and Coaches;
- Residence outside of Orleans Parish;
- Validity of player 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 appropriate sports rules committee and a decision will be rendered within five (5) business days from receipt of the protest. All protests must be submitted one (1) week prior to the final match of the regular season.

**Officials' judgment calls may not be protested under any circumstances. Protests that cite officials' calls will be denied without further consideration.**

### 5.3 Forfeitures/Defaults

- Teams that fail to be at the game site and ready to be checked by game time, shall forfeit.
- Teams will be given a 10min grace period for each game. If team is not on the field and ready to go within the 10min. grace period the game will be called a 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 Head Official.
- Teams that have an ineligible coach on the bench or sideline will receive a non-compliance forfeit at the conclusion of the game or match.
- If a team notifies NORD staff at least 24 hours in advance that they will not be in attendance at a game, they will be awarded a default instead of a no show forfeit (NSF).
- A default will be recorded and acknowledge as a loss, but the team will not receive a forfeit.

### 5.4 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 Head Official.

### 5.5 Team Rosters

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

- **Roster minimums and maximums are as follows:**
  - Tackle Football: 35 maximum; 15 minimum
  - Basketball: 15 maximum; 7 minimum



- Track & Field: 1 participant
  - Baseball: 18 maximum; 12 minimum
  - Softball: 18 maximum; 9 minimum
  - Flag Football: 15 maximum; 7 minimum
  - Cheer/Dance: 1
- If a player is denied participation because of roster limitations, that player may choose to play at another available park.
  - There will be a five (5) business day waiting period from the date an add-on is submitted to the date they are allowed to participate in a game. This policy refers to transfers, as well as new players. This is designated to allow student athletes to gain necessary training and instruction before being placed in game-time situations.
  - Each team shall come to each league game and city-wide tournament game with that sport's a minimum number of players. Those minimums are:
    - Tackle Football: 14
    - Basketball: 5
    - Volleyball: 6
    - Baseball/ Softball: 8
    - Flag Football: 4
    - Cheer/Dance: 1
    - Track & Field: 1
  - When a team starts a league game or a city-wide tournament game with less than the minimum number of players, that team shall register a forfeit for that game.
  - Every player certified on the lineup sheet must play. If a violation occurs, the team will forfeit that game.
  - **If a team forfeits two (2) league games for any reason, then that team shall be out of the league for the remaining current league year.**
  - All coaches' names must appear on all rosters.
  - Duplicate numbers on player uniforms are STRICTLY PROHIBITED; each player must have a distinct jersey number.
  - After NORD rosters are distributed, transfer from roster to roster will only be allowed only if a team folds and up until 50% of all games have been played.

**\*\*NOTE:** In cases of personal emergencies and/or where necessary for maintaining a competitive balance, the NORD Athletic Director reserves the right to consider roster transfers after 50% of games have been played.

## 5.6 Coaching Staff Roles & Responsibilities

- Any and all coaching staff is required to give consent for NORD 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 NORD rules and skills clinic. Any coach failing to attend rules clinic meetings or subsequent make-up clinic will not be allowed to coach. **NO EXCEPTIONS. ANY INDIVIDUAL WHO APPEARS ON THE SIDELINES WHO HAS NOT COMPLETED ALL COACHES**

### **REQUIREMENTS WILL CAUSE THE GAME TO RESULT IN THEIR TEAM'S FORFEIT**

- 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 track, court or field during a game. If any coaches remove their team during the game, they will be subject to dismissal by NORD.
- NORD coaches are not allowed to serve as officials in games within the same class or division as their team.
- Coaches must have a copy of emergency contacts and physicals at all games.
- 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 bench or sideline. The maximum number of coaches allowed per team is as follows:
  - Tackle Football – 5 (one head coach; four assistant coaches)
  - Basketball – 3 (one head coach; two assistants)
  - Track & Field – 5 (one head coach; four event coaches)
  - Cheer/Dance – 5 (one head coach; four position coaches)
  - Baseball/Softball – 3 (one head coach; two assistants)
  - Flag Football – 3 (one head coach; two assistants)
  - Volleyball – 3 (one head coach; two assistants)

Upon request, each team is allowed to have one (1) video camera on the sideline and must be kept within the official area, as dictated by the officials. All requests for video cameras must be submitted in writing to the Recreation Activities Coordinator no less than five (5) days prior to the requested game, and must be approved in writing. Videographer credentials will be distributed prior to the game, if approved. These credentials may be revoked at any time.

## **SECTION 6: RECORD-KEEPING**

All forfeits shall be recorded in the official record book as defined below with an asterisk denoting that the game was a forfeit.

- Baseball 9-0
- Basketball 2-0
- Football 1-0
- Softball 7-0
- Volleyball 3-0

### **6.1 Playoff Format**

The top 4 teams from each district will advance to the playoffs. The 1st place team from the East will play the 4th place team from the West. The 1st place team from the West will play the 4th place team from the East. The second place team from the East will play the 3rd place team from the West. The 2nd place team from the West will play the 3rd place team from the East.

## SECTION 7: TIEBREAKERS

In the event of a tie, (2 teams from the same division having the same record) ties will be broken in the following manner, in order:

- a. Head to Head Win – Will always break a tie. If two teams have the same record, but they played each other in the regular season the winning team will advance.
- b. Record against team with the best record.
- c. Record against team with the second best record.
- d. Record against team with the third best record.
- e. Record against team with the fourth best record.
- f. Coin toss.

## ***Game Policies & Procedures***

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## SECTION 8: WEIGHT RESTRICTION POLICY

The weight limiting aspect of the NORDC Football Program creates the issue of weight reduction for some participants either near or above the maximum weight limits for an age group. Some of these children may have a strong interest to participate in the sport and they and their parents may feel it important to lose weight to be eligible for our program. We recommend the athlete be allowed enough time to make the target weight without having to lose more than two (2) pounds per week.

Artificial weight loss methods such as the administration of fluid pills and/or wearing a plastic bag over the body while working out are STRICTLY PROHIBITED.

### 8.1 Weight Classes

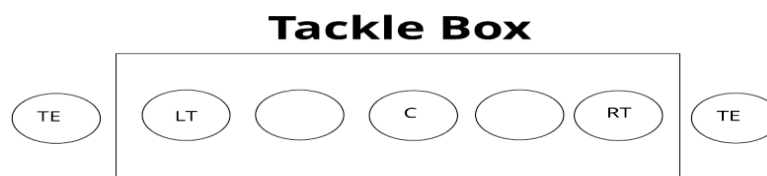
All players must weigh-in, with tugs (must have all pads in tugs) and cleats on. Players do not need to weigh-in with helmet or shoulder pads on.

#### Overweight Class: Tackle to Tackle

- 5-6 year olds: Novice Division – 105 lbs.
- 7-8 year olds: Freshman Division – 115 lbs.
- 9-10 year olds: Sophomore Division – 130 lbs.
- 11-12 year olds: Junior Division – 145 lbs.
- 13-14 year olds: Senior Division – 165 lbs.

All Players will weigh-in every game prior to their game.

### 8.2 Open Weight Players



Open Weight Players are defined as players who play Tackle to Tackle on the Offense and Defense lines. The tackle box is defined as outside shoulder of left tackle to the outside shoulder of the right tackle. Open weight players on defense must play within the tackle box.

All Open Weight players are REQUIRED to wear colored tape on their helmet during the entire game. An Open Weight player found playing a position other than the offensive/defensive line, as defined above, will result in a five (5) yard illegal formulation penalty, followed by a fifteen (15) yard unsportsmanlike conduct penalty charged directly to the head coach. Subsequent penalties will be enforced under NFHS Rule 9-9-1 for unfair acts up to and including forfeiture of the game.

No open weight players can advance the ball at any time, i.e. if a player fumbles and the ball is recovered by an open weight player, the play is deemed dead.

## SECTION 9: DIVISIONS

In an effort to elevate the level of play, reduce the number of forfeits and build morale, NORDC tackle football program has been divided into Division I and Division II.

### 9.1 Division I Guidelines

- Division I will consist of the Division I East and West Conference.
- Division I will consist of the previous season's playoff teams, if and only if the team maintains 50% or more of the previous year's roster, and teams with consistently high participation.
- Division I designations will be determined by their respective District Manager with final approval from the Athletic Director.
- Only the Freshman (7-8), Sophomore (9-10) and Junior (11-12) divisions will participate in this format.
- Division I teams that miss the playoffs 2 consecutive seasons are eligible for play in Division II the following season.
- Once Division I designations have been determined, any team may request to play in either division by making a formal request in writing to the District Manager; the request must be made within 48 hours of receipt of the division designation and must outline in detail the reasons for the request.

### 9.2 Division II Guidelines

- Division II will consist of the Division II East and West Conference.
- Division II will include the previous season's non-playoff teams, first year teams, B teams and teams with lower participation.
- Only the Freshman (7-8), Sophomore (9-10) and Junior (11-12) divisions will participate in this format.
- Division II designations will be determined by their respective District Manager with final approval from the Athletic Director.
- Once Division II designations have been determined, any team may request to play in either division by making a formal request in writing to the District Manager; the request must be made within 48 hours of receipt of the division designation and must outline in detail the reasons for the request.

## SECTION 10: 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 fourteen (15) 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 ten (10) 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 a jersey, and mouthpiece in their possession when being checked-in.
- The Site Facilitator will be responsible for ensuring only players with a NORDC certified weigh in are checked in for games AND that all eligible players are checked in on game day.
- Any player caught using any method of artificially reducing weight, other than normal play or practice, will be barred from competition.
- Players are ONLY allowed to be weighed once.
- 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.
- All players must be ready to play at scheduled time. Any player reporting after half must play before the end of the third quarter.

**\*\*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 11: PLAYING FIELDS

### 11.1 Size

All playing fields should be:

- LENGTH: Not more than one hundred (100) yards and not less than eighty (80) yards
- WIDTH: Not more than fifty-four (54) yards and not less than fifty (50)

### 11.2 Playing Field Assignments

- 80 yard fields: Novice, Freshman and Sophomore teams
- 100 yard fields: Junior and Senior teams

### 11.3 Playing Conditions

- Site Facilitators, along with the officials, will determine if weather conditions and/or field conditions are such that a game must be postponed.
- Final approval of any and all postponed games is provided by the Athletic Director.

### 11.4 Field Rules

#### 11.4.1 100 yard Fields

- Goals will be changed each half.
- When playing on a 100-yard field, kickoffs will be from the 40-yard line.

- All leagues playing on 100-yard field will adhere to and play by regulation rules.
- Senior players must kick field goals except in cases where teams are attempting a 2-point conversion Point after touchdowns (PATs) must take place from the two-yard line.

#### 11.4.2 80 yard Fields

- Goals will be changed each half.
- All leagues on 80-yard fields will adhere to the amended playing rules as follows:
  - Fifteen (15) yard penalties will be reduced to ten (10) yards.
  - Kickoffs will be made from the (thirty) 30 yard line.
  - There shall be no kickoffs for novice. Instead of kickoffs, the ball will be placed at the 20-yard line at the start of each half and after each score.
  - Free kicks will be made from the (fifteen) 15 yard line.
  - Start play from the fifteen (15) yard line after a touch back.

## SECTION 12: EQUIPMENT

Players are not allowed to practice or play without being properly outfitted with all safety padding and protection, including but not limited to a complete protective uniform.

### 12.1 Helmets

- All participants are required to wear a Riddell Victor helmet or its equivalent. Specifications are as follows:
  - I. Inflatable S-pads
  - II. Vinyl front pad cover
  - III. Stainless steel hardware
  - IV. Lightweight face mask
- The opening by the ear should be even with the player's ear. If the ear is higher than the opening, the helmet is too large; if the ear is lower, the helmet is too small.
- In the front of the helmet, the lower bridge of the helmet should be one finger width over the eyebrow.

### 12.2 Shoulder Pads

- The chest size of your player should match the size of the shoulder pad.
- Shoulder pads should fit snugly and not rock or shift.
- When checking the appropriate fit, make sure the arch padding extends  $\frac{1}{2}$ " to  $\frac{3}{4}$ " beyond the edge of the shoulder.

### 12.3 Shoes/Cleats

- Tennis or basketball shoes, rubber-cleat baseball shoes, or children's single-piece, molded rubber football cleats **MUST** be worn at practice and during each game. Playing without shoes of any kind (bare feet or socks only) is **STRICTLY PROHIBITED**.
- The following cleats will **NOT** be allowed for practices and/or games:
  - Plastic cleats
  - Nylon cleats
  - Metal cleats (i.e., baseball cleats)
  - Screw-in cleats



**\*\*NOTE:** If a player is caught with iron or hard cleats he cannot play in that game or the next game. If the same player violates this equipment rule a second time, the player will be removed from the league and the head coach will also be reprimanded.

## 12.4 Mouthpieces

- All players are required to use a mouthpiece for all practices and games.
- Any type of mouth or teeth guard is acceptable.

## 12.5 Football Sizes

- Novice and Freshman: will play with a K2 football
- Sophomores: will play with the TDJ football
- Juniors and Seniors: will play with the TDY football

## SECTION 13: GENERAL PLAYING RULES

- There is no grace period.
- **ALL PLAYERS MUST ENTER THE GAME BY Novice and Freshmen Division participants shall play a series of four downs, offense or defense.**
- **In all other divisions, participants must play at least one down.**
- NORDC Football shall be guided by the L.H.S.A.A. Rules with the following exceptions:
  - Novice Division shall play four (4) ten (10) minute quarters. The first and third quarters shall be played using running time. The clock will only stop for Time-Outs. The second and fourth quarters shall be played using running time for the first eight (8) minutes of each quarter. The last two (2) minutes will be played using regulation time.
  - Freshman Division shall play four (4) ten (10) minute quarters. The first and third quarters shall be played using running time. The clock will only stop for Time-Outs. The second and fourth quarters shall be played using running time for the first eight (8) minutes of each quarter. The last two (2) minutes will be played using regulation time.
  - Sophomore Division shall play four (4) six-minute quarters;
  - Junior and Senior Divisions shall play four (4) eight-minute quarters.
  - Unless running time is designated, all time shall be played using regulation time.
- Change of goals will be required at each half.
- Half time periods in all leagues shall be ten (10) minutes.
- During regular season play, games tied at the end of the regulation time will go into overtime.
- Overtime periods will be conducted with the same format as the LHSAA; however only two (2) overtime periods are allowed.
- If the score is still tied, the game will count as a half win and half loss for each team. There will be no ties in championship play.

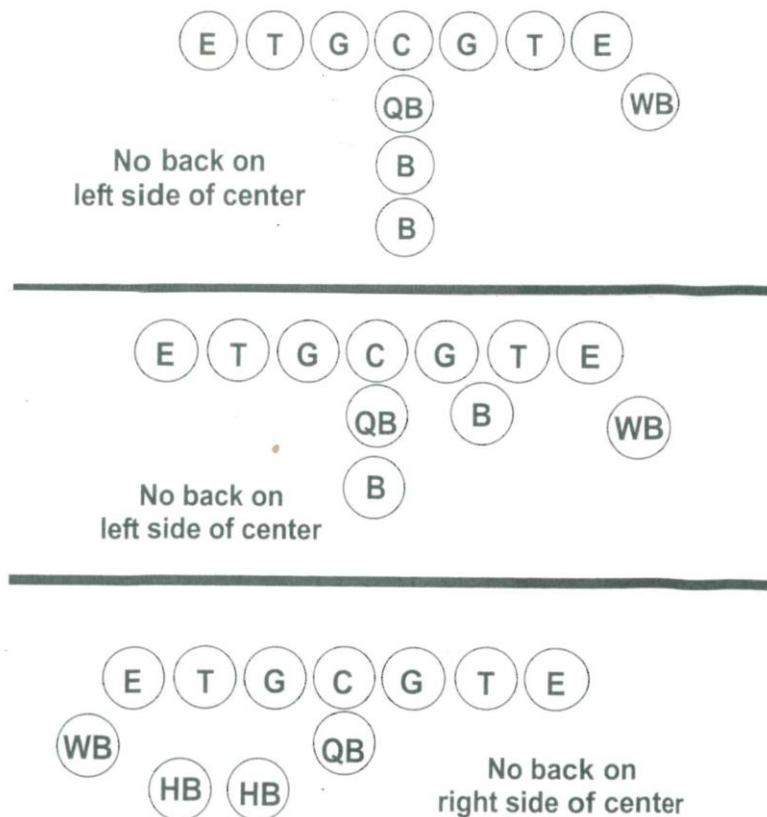
**\*\*MERCY RULE: If at the end of the 3<sup>rd</sup> quarter if one team is winning by 28 points or more then the losing team gets one offensive possession to continue regulation play. If they do not score the game is over.**

## 13.1 Legal and Illegal Formations

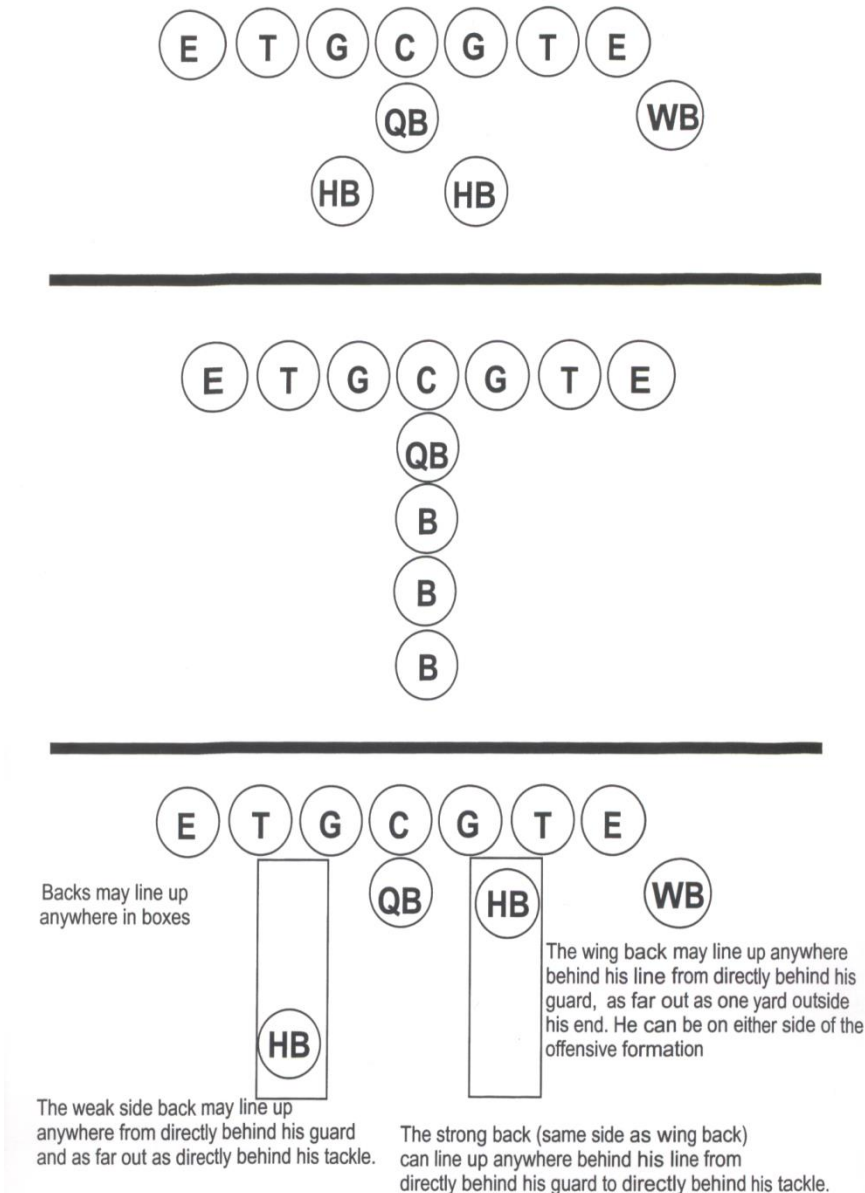
### OFFENSE

- Novice and Freshman divisions shall use a balanced seven (7) man line with normal center guard and guard tackle splits. The ends may split up to one (1) yard from his tackle. The seven (7) man balanced line shall not be changed.
- **THE QUARTERBACK MAY ORIGINATE EITHER UNDER OR BEHIND THE CENTER\*\*\*\*\***
- There shall be no flanker (a person more than a yard outside of the formation).
  - One (1) wingback may split as far as one (1) yard from his end.
  - There shall be no man in motion.
  - There must be at least one (1) back on each side of the center except for the stack formation.
  - Any formation with three (3) backs on the same side of the center is illegal.

### ***Illegal Formations Novice and Freshman Divisions***



# Legal Formation Novice and Freshman Divisions



- **THE OFFENSIVE BACKS SHALL NOT SHIFT.**
  - Once the offensive backs set up, they must remain in that set.
  - Novice and Freshmen Divisions may use any offensive set that conforms to the above restrictions.
  - Once Offense is at line of scrimmage all verbal communication shall stop between players and coaches.
  - Coaches must back up 10 yards behind last offensive/defensive player.
- **Only two (2) coaches of the Novice and Freshman Divisions may remain on the field.**
- SOPHOMORES (130 lbs.) JUNIORS (145 lbs.) AND SENIORS (165 lbs.) SHALL PLAY OPEN FOOTBALL, I.E., MOTION, SHIFTING, SPREAD OFFENSE, etc.

## DEFENSE

- Novice (105 lbs.) and Freshman (115 lbs.) Divisions shall play a 6-2-2-1 defense at all times.

- Both guards shall originate nose up on the offensive guards.
- Both tackles shall originate anywhere from next to the guards with normal guard tackle split (no more than a foot) to head up on the offensive end.
- The ends shall originate anywhere outside his own tackles.
- The linebackers shall originate anywhere from directly behind his guards to directly behind his ends. **Both linebackers shall not originate on the same side of the center.**
- The cornerback shall originate behind the linebackers anywhere inside or outside of the ends. **Both cornerbacks shall not originate on the same side of the center.**
- The safety shall originate behind and somewhere between the cornerbacks.
- **Only two (2) coaches of the Novice and Freshman Divisions may remain on the field.**
- **Sophomores (130 lbs.), Juniors (145 lbs.), and SENIORS (165 lbs.) SHALL PLAY ANY DEFENSE, I.E., 4-3, 3-4, 6-2, BLITZ, ETC.**  
**\*\*Exceptions:** Sophomores (125 lbs.)- Linebackers must line up three (3) yards off the line of scrimmage. There will be no nose guard and no one can line up over the center.

## SPECIAL TEAMS

- If Novice and Freshman Divisions decide to punt, the punt must be placed twenty-five (25) yards from the line of scrimmage. **NO PUNT CAN GO INSIDE OF THE 15 YARD LINE.**
  - **THE SOPHOMORE, JUNIOR AND SENIOR DIVISIONS SHALL PLAY OPEN FOOTBALL, I.E., MOTION, SHIFTING, SPREAD, OFFENSE, INCLUDING PUNT FORMATIONS, ETC.**
  - **NO OVER WEIGHT OR PLAYERS WITH CAPS ARE ALLOWED TO PARTICIPANT ON SPECIAL TEAMS**

## SECTION 14: GAME TYPES

- A scrimmage is defined as a practice game where the coaches set up specific situations to practice and teach certain skills, i.e. placing the ball on the 10yd line to practice red zone offense and defense, or simulating a 3rd and long scenario.
- An out-of-league game is defined as any games played outside of a NORDC property, i.e. a NORDC football team is invited to play in a Jefferson Parish jamboree.
- A jamboree is defined as a series of mini practice games against multiple opponents prior to the season. All jamborees must be approved ten (10) days in advance.
- A bowl game is defined as one of a number of post season football games. All bowl games must be approved fourteen (14) days in advance.
- All scrimmages or out-of-league games must be approved by the Athletic Director.
- All scrimmages must be conducted on NORDC playgrounds.
- Teams are allowed two (2) pre-season controlled scrimmages and two (2) jamborees per season. Scrimmages and Jamborees are to be pre-approved by District Manager and given final approval by Athletic Director. **No exceptions.**
- **There shall be no scrimmages, jamborees or out of league during the NORDC Football Season.**

Should coaches not adhere to this rule, the following penalties may be enforced:

- First violation: Two (2) game suspension; and
- Any further violation could result in permanent dismissal.

# *Safety Policies*

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## SECTION 15: FLEXIBILITY & STRETCHING

Flexibility exercises should be incorporated into the conditioning program utilized during preseason and regular season workouts. Increasing the flexibility in athletes' results in players being less injury prone and more likely to perform with higher ability.

### 15.1 Static stretching

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.

### 15.2 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. 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.

### 15.3 Stretching Recommendations

- Teams should conduct light cardio warmups prior to stretching
- 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 16: CONDITIONING & PRACTICES

All teams are required to use the USA Football practice plan and maintain a copy during all practices.

### 16.1 Preparation

- Each coach is REQUIRED to use the USA Football Practice Plan.
- Every practice is required to incorporate proper calisthenics and stretching at the beginning of each practice session.

### 16.2 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 should concentrate on building cardiovascular strength by incorporating jogging, sprint drills and callisthenic exercises.
- Coaches ensuring ALL players are properly hydrated by drinking adequate amounts of water before, during, and after workouts is extremely important, especially during earlier pre-season workouts.
- The administration of salt tablets, vitamins, any form of medication or sports enhancing additives, drugs, energy drinks (Monster, Red Bull, Rockstar, etc.) and/or supplements to players is **STRICTLY PROHIBITED**.

### 16.3 Practice Structure/Scheduling

- No practice of any kind can begin prior to July 24, 2018.
- All practices **MUST** be conducted at a NORDC facility.
- No team will be allowed to practice unless their coach is present.
- No team will be allowed to practice unless a site facilitator is present.
- Practice may begin in shorts and helmets, and full equipment (helmets and shoulder pads) as specified by the scheduled outlined earlier in this manual.
- All practices must end by 8:30pm.
- Practice is to be authorized by the NORDC Athletics Department at times when the playground will be open, with availability to first aid equipment, water and telephone.

### 16.4 Practice Limitations/Heat Considerations

- During late August and early September, when the weather is very hot and humid, it is of the utmost importance that precautions are taken daily to prevent against heat-related problems such as heat stroke and heat exhaustion.

In accordance with USA Football recommendations, contact/tackling must be limited to three (3) days each week (Monday/Tuesday/Wednesday/Thursday) during preseason and two (2) days during the regular season (Monday/Tuesday/Wednesday). Two (2) days a week, players are to practice in t-shirts, shorts/sweat pants, helmets and shoulder pads only with no tackling contact (Thursdays). Warm-up drills do not have limitations. Coaches not adhering to this policy will be referred to the Disciplinary Panel. Only helmets are to be worn on Fridays. There shall be no practice for novice (5-6) on Fridays. There shall be no Sunday practices under any circumstances. Should coaches not adhere to this rule, the following penalties may be enforced:

- First violation: Written warning;
- Second violation: One (1) game suspension; and
- Third violation: Dismissal from the NORDC athletic programming for the remainder of the season.
- Supervisors and coaches should be mindful and ALWAYS ensure that no player is drilled or played to the point of exhaustion. A player's risk of injury and/or heat related illness increases with fatigue.
- Drills that emphasize hitting from the blind side are **STRICTLY PROHIBITED**, i.e. no bull ring.

## SECTION 17: TACKLING AND BLOCKING

The most important safety factor in coaching football is teaching the correct techniques of blocking and tackling.

### 17.1 Tackling

- HeadsUp tackling will be the main tackling strategy.
- Players are never to use the head to butt or ram an opponent.
- The forehead should be up and the neck bulled when preparing to tackle.
- The blow should be a glancing blow off the side of the helmet with the main impact being absorbed by the shoulder pads.
- Angle tackling is similar to head-on tackling. The tackler is taught to drive his head across the path of the ball carrier using the football as the point of aim. The tackling technique is the same after impact, except the tackler attempts to square his hips and drive the ball carrier backwards.

## 17.2 Blocking

- HeadsUp blocking will be the main blocking strategy.
- Blocking below the waist is **STRICLY PROHIBITED**, i.e. no chop blocking.
- This technique should be taught the same way as tackling, except the blocker cannot use their hands to grab an opponent.
- In blocking as in tackling, players do not make contact with the top of the head.
- All downfield blocks on punts and kickoffs should be made above the waist.
- Coaches should strongly emphasize that the **opposing player should NEVER be hit from the back.**
- **Players should be taught to use the following rule of thumb:**
  - *If the opponent's front numerals are not visible, they should not be blocked.*



## ***First Aid & Emergency Policies***

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## SECTION 18: 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, 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 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 is equipped with a first-aid kit.

## SECTION 19: EMERGENCIES

### 19.1 Heat Related Illnesses

Overexposure to heat causes heat related illness. 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 the first signals that the body is having trouble with the heat. Signs and symptoms include painful muscle spasms occur in the legs and abdomen.

#### Treatment:

- Have the player rest in a cool place.
- Give cool water to drink.
- Lightly stretch the muscle and gently massage the area.
- Encourage the player to continue drinking plenty of fluids.
- Carefully monitor the player for further signs or symptoms of heat-related illness.

#### *Heat Exhaustion*

Signs and symptoms include cool, moist, pale, ashen or flushed skin, headache, nausea, dizziness, weakness, and severe fatigue.

#### 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.
- Discontinue player's participation in practice or game.
- 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**. Signs and symptoms include refusing water, vomiting, red appearance, hot to touch, dry skin, rapid and weak pulse, and/or shallow breathing.

### 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. Be sure to place a cloth barrier between the skin and the ice pack.
- **DO NOT APPLY RUBBING ALCOHOL.**
- If player is conscious, give four (4) ounces of water to drink every fifteen (15) minutes.
- If there is a **change in consciousness, 911 should be called immediately** as this is life threatening.

## 19.2 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. Do not move the player, get medical treatment right away. **DO NOT PICK A PLAYER UP BY THE BELT**, especially if an injury is involved.

### *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 direct pressure on the area to decrease bleeding beneath the skin.
- 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 20 minutes before reapplying.

**\*\*NOTE:** Do not assume that all closed wounds are minor injuries. Coaches and/or trainers should examine the player to determine whether or not more serious injuries could be present. 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 affect breathing, the injury is life threatening and 911 should be called immediately.

### 19.3 General Muscles, Bone & Joint Care

#### *Remember RICE!*

|                           |   |
|---------------------------|---|
| <b><u>Rest</u></b>        | Do not move or straighten the injured area  |
| <b><u>Ice</u></b>         | Stabilize the injured area in the position it was found. Splint the injured part<br>*Only if the person must be moved and it does not cause more pain.  |
| <b><u>Compression</u></b> | Fill a plastic bag or wrap ice with a damp cloth, apply to the injured area for 20 minutes and remove the ice pack for 20 minutes. Reapply if needed. Place a thin cloth barrier between the ice and bare skin. |
| <b><u>Elevate</u></b>     | <b><u>DO NOT</u></b> elevate the injured part if it causes more pain.   |

#### *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 CAUSES UNINTENTIONAL DEATH OR LIFELONG NEUROLOGICAL DAMAGE---CONTACT 911!!! **Player should not be moved.**

### 19.4 Safety Precautions

#### *Bodily Fluids/Blood*

NORDC employees, league commissioners and volunteer coaches are to be aware and monitor situations during practice and games, 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. They must be cognizant that anytime there are blood and body fluids present, it must be treated with respect, regarding its ability to 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 athletes must cover wounds on their body. Practice or competitive play 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, injured person shall render first aid to himself and cover his own wound.
- 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.
- An individual who has treated an injury where blood is present or has cleaned a potentially contaminated surface should wash their hands with soap and hot water, whether or not protective gloves have been worn.

# *Concussion Protocol*

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## SECTION 20: SIGNS AND SYMPTOMS

Athletes 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 ATHLETE               |
|--|--|
| 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 21: ACTION PLAN

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

1. Remove athlete from play.
2. Ensure that the athlete is evaluated by an appropriate health care professional. Non-medical personnel such as the coach should NOT judge the seriousness of the injury.
3. The coach should inform the athlete’s parents or guardians about the possible concussion and provide the fact sheet on concussion.
4. Keep the athlete 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*)

***WHEN IN DOUBT, SIT THEM OUT...***

# *Appendices*

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## 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: Coaches Code of Conduct

### 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 NORD;
- 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 NORD.**

- 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.

New Orleans Recreation Development Commission  
Coach's 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 NORD Code of Conduct policy does not exempt one from the ramifications if such rules are violated whether intentionally or unintentionally. All disciplinary infractions will be decided upon by the NORD Disciplinary Committee.

- **Conduct Codes A and B**
  - Any violation under codes A and/or B will result in verbal consultation by the NORD Recreation Athletic Director;
  - A second violation under codes A and/or B will result in a disciplinary hearing with the NORD Disciplinary Committee. Suspension of the coach's privilege to manage/coach NORD youth sports programs for, at minimum, 1 game may accompany;
  - A third violation under codes A and/or B will result in a disciplinary hearing with the NORD Disciplinary Committee and may result in termination of the coach's privilege to manage/coach NORD youth sports programs.
- **Conduct Code C**
  - Any violation under Code C will result in a disciplinary hearing with the NORD Disciplinary Committee. Suspension of the coach's privilege to manage/coach and attend NORD youth sports programs for, at minimum, 2 games, will accompany;
  - A second violation under Code C will result in disciplinary hearing with the NORD Disciplinary Committee. Termination of the coach's privilege to manage/coach NORD youth sports programs may follow.
- **Conduct Code D**
  - Any violation under Code D will result in a disciplinary hearing with the NORD Disciplinary Committee and may result in termination of the coach's privilege to manage/coach NORD youth sports programs.

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

### APPENDIX 3: Parent Code of Conduct

NORD implemented the following Parent Code of Conduct for the important message that it holds about the proper role of parents in supporting the youth of our community and their child in sports.

The essential elements of character building and ethics in sports are the foundations of sportsmanship and are demonstrated by the core principles of respect, responsibility, fairness, and good citizenship.

As a NORD Parent, I hereby pledge to provide positive support, care, and encouragement for each child participating in NORD by adhering to the following code of conduct:

- I will encourage good sportsmanship by demonstrating positive support at all times.
- I will remember that children participate to have fun, and that the game is for youth, not adults.
- I will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing and taunting, refusing to shake hands, or using profane language.
- I will teach my child that doing one's best is more important than winning.
- I will respect the officials and their authority during games.
- I will not confront coaches or managers at any time during games.
- I will refrain from coaching my child or other players during games.
- Alcoholic beverages are prohibited.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action levied by the NORD Disciplinary Committee that could include, but is not limited to the following:

- Verbal Warning
- Written Warning
- Parental suspension for games
- Parental season suspension
- Parental removal from all league activities

NORD retains the sole authority to determine what, if any, disciplinary action is appropriate for any conduct infraction.

## APPENDIX 4: Post Concussion Medical Clearance Form

### POST-CONCUSSION MEDICAL CLEARANCE FORM

NORDC rules require a written statement from a physician that authorizes and clears an athlete 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 athlete to return to competition. If a physician recommends an athlete not continue, he/she shall not be overruled".*

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

**ATHLETE:** \_\_\_\_\_

**PLAYGROUND:** \_\_\_\_\_

**SPORT:** \_\_\_\_\_ **RETURN DATE:** \_\_\_\_\_




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

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

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**New Orleans Recreation Development Commission**  
**5420 Franklin Ave New Orleans, Louisiana 70122 504-658-3000 504-658-3050 (fax)**  
**www.nola.gov/nordc •    NORDCCommission**

## APPENDIX 5: 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

\_\_\_\_\_ vs \_\_\_\_\_  
(HOME TEAM) (VISITOR TEAM) (DATE OF GAME)

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

#### SECTION II: Complaint Details

Please check one.

- ☐ Eligibility of a player (list name) \_\_\_\_\_
- ☐ Eligibility of a coach (list name) \_\_\_\_\_
- ☐ Dual participation of a player (list name and program) \_\_\_\_\_

\_\_\_\_\_  
Head Coach's Signature (Date)

#### TO BE COMPLETED BY NORDC STAFF ONLY

\_\_\_\_\_  
Site Facilitator's Signature (Date) (Time received)

\_\_\_\_\_  
District Manager Signature (Date) (Time received)

\_\_\_\_\_  
Director Signature (Date) (Time received) Athletic

\_\_\_\_\_  
Committee Representative (Date) (Time received) Football Rules

**Decision:** \_\_\_\_\_

**Instructions:** Complete all required information with specificity, citing rules where applicable. Submit form to the Site Facilitator for review by the District Manager and maintain last copy for your records. Once reviewed by the NORDC Football Rules Committee, the final decision will be provided in writing.