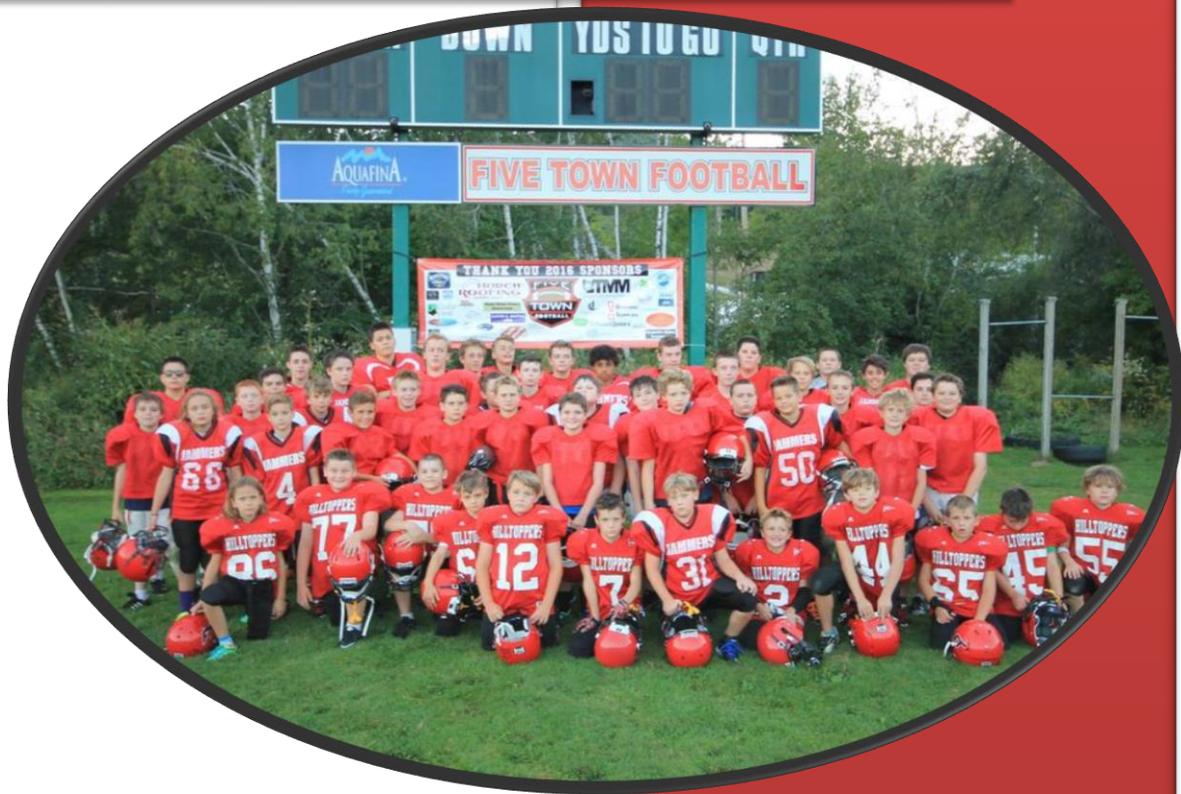


2017

FTF Coaching Manual



BOARD OF DIRECTORS

FIVE TOWN FOOTBALL

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Five Town Football

Coaching Manual

2017 Edition

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Our Mission

Five Town Football is creating healthy, successful kids and supporting families in the communities of Hope, Appleton, Lincolnville, Camden and Rockport by providing a fun team sport experience that connects players to leadership, sportsmanship, teamwork, and community. Trained coaches are committed to serving as reliable role models and creating a positive atmosphere for players nurtured by quality interaction with their peers.

Introduction

Congratulations and Welcome Aboard! This manual was developed in order to answer the most common questions coaches may have regarding FTF expectations of professional duties, personal conduct, player/parent relations, general requirements and guidelines to have a successful youth football season.

Having volunteered for the position of football coach, you should now consider yourself one of the faces of Five Town Football. By this we mean that you are one of the primary FTF contacts and role models for your players and parents. FTF firmly believes that the future success of youth football in the Five Towns lies in the hands of trained and dedicated coaches for all four teams. Ours is a development level organization for grades K - 8 from flag football (fall & winter), junior varsity, varsity, through middle school in order to have every player potentially move onto the high school as capable and confident football players. More than just a player feeder program, we aim to instill in every player good sportsmanship, a positive "can do" attitude, being a good teammate, self-motivation, while working within the team to improve their own concentration and position skills as they grow in strength and coordination.

We actually do mean every player. The desired result of your player development is to get as many of your players as you possibly can to the next level of play having confidence and the capability to perform. Guard yourself against "giving up" on a player as they will no doubt implicitly pick up on this. Rather do those actions that you expect of them which are to keep moving, keep going, and never giving up until they have succeeded. As coaches and adults with too many years of life experiences we sometimes forget how new and challenging things can be for children.

If you are having difficulty with any one player, it may be that they are under unknown pressures from school, home life, etc., as you can imagine. We will never know their life's ups and downs, but on the practice field is where you can make a difference for that player who starts the pre-season with an evaluation sheet loaded with ones or the player that clearly has potential but can be a handful to say the least in regards to self-discipline.

Most coaches with several seasons in youth sports will recognize three primary categories that most of their roster will fall into: the big guy in the little guys body, the little guy in the big guys body, and the average or above average player who likes the sport and wants to improve but who lacks concentration/motivation. The first is usually a team sparkplug that sometimes can fall into desperation, bodily recklessness, or undue verbal outbursts which must be tempered from time to time. The second will need to be drawn out of his "I can't" comfort zone to realize his full potential physical abilities. The third may need to be consistently motivated to focus his thoughts and actions on the work at hand.

This is a thinking players game, if they are to improve at all in the physical it begins on whether their initial thought is "I can" or "I can't". Some players may require lots of patience and forethought in the direction and timing of your interactions. While the above three categories are not all inclusive, any player

can be guided over time with minor course corrections similar to a large ship so that eventually on some given Saturday or Tuesday they will turn the corner on the field and surprise you and your fellow coaches. After all it is the long view we must take with regards to player development over the course of a season or maybe two or three for any one player.

Although it may not seem readily apparent, our flag football coaches are very important as they are cultivating the future of the organization with the K-1 in the fall or winter sessions. While their emphasis may be almost entirely in fun with general game instruction, they need to create a positive first time experience for those players and parents to take away as eventually they will be moving on to next season's junior varsity. In the Coastal Youth Football League, every team makes the playoffs so the regular season can be planned as one long training camp with incremental improvement taking place on gameday throughout. Currently, in the Eastern Maine Middle School Football League, there are no playoffs so the regular season is it for the 7 – 8 graders. By this time however they should be well on their way in concentration, skills, strength and coordination to handle the higher expectations of an advanced faster paced game.

This manual is for all coaches regardless of your experience. Just because you played High School or College Football is no guarantee you can transfer that knowledge to kids or that everything you know applies to youth football. Pay-to-play youth football dynamic is much different than College or High School Football. Coaches have to work at coaching, that means you should be working when you are running drills. Constant correction and encouragement are needed. Vince Lombardi always told his teams they would relentlessly pursue perfection. He of course was talking to men in their 20's and 30's. As your audience will be far younger and less mature, you should take the longer view of perfection or near perfection over the course of one or several seasons to keep from driving kids out of the organization.

Player Safety

Safety is the number one priority in our organization. It is the coach's duty to maintain a safe environment for the players. All coaches shall be issued a first aid kit (see [Appendix F](#) for required list). Do not allow any player to practice or play if they have any type of serious illness or condition that could jeopardize their safety. It's recommended that all FTF coaches have CPR, concussion recognition and heat/hydration classes. One coach of your staff shall be certified in CPR and First Aid.

Concussions: Be on the alert for concussion symptoms. The warning signs could include nausea, vomiting, blurred vision, headache, ringing ears, loss of balance, leg weakness and confusion. If you see a player acting in a way that is inconsistent with their past behavior, see any symptoms or see them take a big hit or see their helmet hit the ground talk to the player. Ask them what day it is, what position he plays, ask him how he feels or if he saw flashes of light on his hit. If you feel there is any chance they may have a concussion take him out of the game or practice. Tell the parents to take him to a doctor and don't allow him to practice or play until you have a doctor's note that indicates it is ok for him to play. Don't rush players that have been diagnosed with a concussion back into action. Study the web sites of [CDC Heads Up](#) and [USA football](#) for more concussion awareness information.

Heat: The most common problem and possible serious situation is heat stroke or heat exhaustion. During hot weather allow players to take off helmets and do as many drills as possible without helmets including calisthenics and warm-ups. Do as much as you can in the shade on hot days. Make sure you give players plenty of water breaks, as often as every 15 minutes if needed and make water available to those that have none. If needed, shorten or cancel practice if it is too hot. Heat illness can be fatal and is very serious. Common signs of heat illness are excessive sweating, not sweating at all, vomiting, nausea, dizziness,

lightheadedness, fainting, and disorientation. If you believe a player is having a problem, immediately get them to the shade, douse with cool water (in Hosmer Pond if needed), get them to drink as much water as they can, call their parents and call 911, to get them to a doctor immediately. Always stay on the side of caution when it comes to heat problems. Study the [USA football](#) website for more heat & hydration information.

Safe Tackling

Since 2014, FTF has utilized the rugby “hawk” style of shoulder tackling to thigh/hip area that minimizes injury risk by keeping the head outside of the legs and body of the ball carrier. This was developed by the Seattle Seahawks in 2012 and recently adopted by USA Football for the 2017 season. Because of the risk of spinal and head injuries we cannot teach “Bite the Ball” head inside type tackling any longer. We do not use USA Football’s heads up tackling as it does not get the head or neck out of the way efficiently. Please watch the shoulder tackling videos on the USA football web site and at Seahawks Rocky Seto’s [shouldertackling.com](#). Get familiar and incorporate this type of tackling into your practices. Coaches cannot allow their players to put their heads down or be reckless when tackling or blocking. We must do this to protect our kids and the game.

In addition to other concerns in player safety, tackling instruction can be your most important achievement for any player. Those players just learning football will react differently although most are initially afraid of contact. We’ve even seen players that were not afraid of contact receive a big hit and all of a sudden become gun shy. Most youth coaches realize that kids must become very confident in their tackling technique before really unleashing and becoming a solid hitter. Work the kids into contact slowly and separate the low kids that don’t like contact from the players that are craving contact in tackling drills. Use many repetitions shown in the USA Football video on air and on dummies. Walk through drills using dummies and shields are good to build confidence before going into live tackling.

Training

Currently FTF coaches attend annual training seminars at the [Boston Glazier Clinic](#) in February and Colby College’s [Maine Concussion Management Initiative](#) in June. **One coach of your staff shall be certified in CPR and First Aid** to be reimbursed by the FTF Board. Suggested self-training is available on the following web sites: [Red Cross](#), [Glazier Clinic Vault](#), [USA Football](#), [Positive Coaching Alliance](#), [Shoulder or Hawk tackling](#). Numerous youth coaching books are available at [libraries throughout Maine](#) or at online booksellers. The foundational text for those with or without prior football experience is “Building a Championship Football Team” by Paul “Bear” Bryant. Although written by a college coach in 1960 (with some outdated techniques), this comprehensive book provides the basic framework any coach of today can use to develop their team including pre-season drills/training, Offense/Defense types, personnel management, etc. It is currently available to read [online](#), at [some Maine libraries](#) or at online book sellers.

Coaching Duties

Ten Successful Coaching Philosophies

This manual has been assembled to assist FTF coaches in improving their coaching abilities. It is our duty as coaches to become as informed as possible about youth football in order to make our players’ experiences as positive as possible. Great coaches are not born. It takes training, effort and experience developed over time to become a great coach. This manual is just one tool to help accelerate that learning curve. Coaches shall know the rules of the National Federation of High Schools as well as their particular league’s adaptations to those rules. The following are coaching philosophies that FTF believes are typically associated with successful youth coaches:

1. **Prioritize Practice Time:** Good coaches plan practices to the minute. They develop written plans that utilize the time they have efficiently. They discuss the practice plans with assistant coaches prior to the start of each practice and how they want the coaches to carry out their responsibilities. Assistants may be empowered to develop their own plans/drills with their position groups with guidance of the head coach. Practice time is the time to make your players better not for coaches to stand around and discuss with each other the latest NFL or College game they watched while the kids mess around.
2. **Limit Players Standing Around:** If you keep the players busy during practice, discipline is less likely to be needed. When doing drills have no more than 6 players standing to wait for their turn. Make multiple lines, and get more coaches involved. More reps in drills mean better players.
3. **Football not Calisthenics:** The kids didn't pay to become cross country athletes. Focus more on football fundamentals, techniques and drills that improve the skill they must perform at their given field position. The players do need physical conditioning but coaches that find ways to work conditioning into skills/technique drills have more success. Running players because you don't know what else to do with them is not acceptable. Twenty minutes of pure conditioning is too much. Some coaches get by with 5-10 minutes per practice without game day conditioning issues.
4. **Emphasis on Offensive Line:** Running backs and Quarterbacks are fun to coach but if you don't have good blocking in front of them your chances of success are severely reduced. Many successful youth and high school programs have the head coach also be the offensive line coach. This places emphasis on the offensive line. Blocking rules are a must for any decent team. "Block the man in front of you" is not acceptable. Your scheme will typically determine your blocking rules. Learn the techniques for blocking whether it is hand blocking or the old school shoulder blocking. It is just as important to know who to block as it is how to block in youth football so blocking rules are imperative. In general, our coaches utilize the severe angle blocking (SAB) system to overcome our perennial size deficit on the line.
5. **Find a proven Offense and Defensive scheme/system:** The best coaches have never invented a system, or designed a series. They have taken them from someone else. Don't reinvent the wheel. Instead research offensive and defensive schemes that have already been done. Find one system and get good at it. If you want to put your own spin on some things do them sparingly. Good offensive and defensive systems are good for a reason. Understand the responsibility and technique of each position so you can implement the system. USA Football web site is a great resource for different schemes as well as Bear Bryants book noted in the above [Training](#) section. Again due to our perennial size differential with the other CYFL teams we have gone with a single wing red/right black/left formation for many years to enhance our blocking protection, however you can go with whatever may work for your team.
6. **Limit Your Playbook:** Stress getting proficient at a core group of plays. Concentrate on being perfect in execution and blocking assignments with a variety of defensive fronts. Typically 5-8 base plays are enough with a few formation changes. Coaches that have perfected just a couple of plays are much more successful than the coach that has practiced 100 plays once each. A useful phrase adapted from a Bruce Lee quote: I fear the coach who has practiced 1 play 100 times.
7. **Limit Scrimmaging:** A common theme amongst perennially weak teams is that they scrimmage too much. Keep scrimmaging to a minimum, unless you have enough coaches to really watch players and diagnose, and make corrections quickly. Successful coaches like to rep plays on dummies then have players freeze after each step of the play. This way they can coach up the players on their responsibilities and techniques for each play. If you don't have enough dummies / shields, ask

parents to help you perfect your plays. Scrimmaging is a difficult way to teach proper assignments and leads to beaten up and battered teams.

8. **Players in Wrong Positions:** Too many coaches automatically think big kid equals lineman, little guy or skinny guy means backfield. Just because a kid looks like a position doesn't mean he is right for it. Know the requirements of the positions for the scheme/system your running.
9. **Positive correction techniques:** Praise is more effective than criticism. There is only one type of criticism allowed in coaching and that is constructive. Youth players respond much better to "That was good hand placement on that block and here is how you can do it even better" instead of "That was awful you need to block harder". Kids in this age group typically lack confidence. Continuous negative correction destroys confidence and limits performance. A good rule is to have at least 5 positive comments for every negative correction. Try to find something positive to say about every player on your team. Early on with weak players it can be difficult to find a specific thing to praise kids about. Even if it's just lining up right for calcs, or doing high knees in warm ups well ... find something to praise the kids about.
10. **Build Player Trust and Team Chemistry:** Players do not listen to coaches who don't care about them as a person or only care about winning. Many coaches still tape the player's last name on their helmet. Although not required, we suggest that you learn the kid's first names early and eliminate the old school impersonal taped name on the helmet. During warm ups go to each boy ask his name then use it in a sentence. Everyone likes hearing their name, if you don't know the players name, they think you don't care about them, and it's probably true.

Pre-Season Organization

After you have been selected as an FTF coach, there are many tasks and responsibilities:

1. **Practice Field:** Usually the Vice President of Operations will ensure our pre-season practice field at Camden Rockport Middle School is available for August. Then in September once the summer softball leagues are completed, we move practices to the Camden Snow Bowl Softball/Football field at the north end of Hosmer Pond. Every day ensure the practice area is safe and free of debris, broken glass, and other hazards.
2. **Practice Schedule:** Make a practice schedule and determine times that work for you & your assistant coaches. You can make adjustments as daylight hours reduce during the fall. Parents appreciate it when weekly email updates are sent on Sundays.
3. **Game Schedule:** Once the league has scheduled your games incorporate those into your practice schedule.
4. **First Contact:** After you are given your team, you should call your parents and let them know when equipment day will be and make sure to welcome them to the team. Tell them you are glad they are on your team and playing in the FTF organization. If you know when the first practice will be or the team meeting will be let them know at this first contact. Also you might ask 3 or 4 to assist with the upcoming equipment fitting. At this time we usually make our own roster list using excel or some other form to keep track of contact you made or take notes. We typically don't recommend just leaving a message on the answering machine, leave message and try to follow up.
5. **Equipment Pick Up:** Head Coaches are required to be prompt at their scheduled equipment pick-up time. You want to make sure the equipment properly fits the players for safety. Every year there are players who don't get fitted correctly and it is a huge hassle when they have to schedule new times to change out equipment. Review the [USA Football](#) Helmet fitting video prior to going to your

scheduled time. Kids will be weighed on the equipment pick up day. This is also a great time to start to get to know your players' names.

6. Team Meeting: The head coach should conduct a team meeting prior to or at the first practice. See [Appendix A](#) for Sample Team Meeting Agenda.
7. Parent Letter: It is recommended that you develop a letter to hand out to the parents immediately after the team meeting. See [Appendix B](#) for Sample Parent Letter.
8. Offense / Defense System: Determine what offensive system and defensive system you are going to run and study all position requirements. It is recommended that you develop an offensive play book at a minimum for your assistant coaches. It is up to you as to whether or not you want to give a play book to your players.
9. Select Great Assistant Coaches: Recruiting great help is critical to the team success. We recommend you select as a minimum: offensive coordinator, defensive coordinator, and team mom.

Practice Organization

Practice organization is probably the single most important aspect of determining the success or failure of a team playing to its full potential. Never go on the field unless every minute is planned in detail. Many coaches just try to wing it every day with ambiguous directions for their assistant coaches. The difference between equally talented teams is how they utilize their practice time. Most games are won and lost in practice, so keep their focus on being ready for the fourth quarter physically and mentally. You may want to write an outline of the daily practice plan with the activities planned down to the minute and hand them out to every coach before practice starts. The head coach should determine all the drills and the drill length for the entire team. When your assistants become more proficient you can give them more freedom to choose their own drills. Good coaches demand very fast paced practices. Coaches should have a sense of urgency. As a head coach, you should constantly remind your coaches and players to “keep the pace” until this approach becomes 2nd nature to your team. It is much better to condition the players for the fourth quarter while they are learning to maximize the limited practice time. If you have a player that is really struggling with something and holding the whole group back, get a remedial coach to work one on one with the player away from the group. After doing your team cals and warm-ups you should separate the backs and line for individual work then bring them back together later. All drills should be 100% football related; the old school monkey rolls, seat rolls, bag drills, or a bunch of straight sprints really don't teach football skills. Successful youth coaches spend most of their practice time on fundamental technique drills and scheme execution. Many successful teams do not scrimmage excessively and spend most of their time perfecting their base systems with repetitions on air or “fit” and “freeze” reps against a stationary offense or defense. Many coaches are used to putting in the offense first, putting in defense later and special teams in the last week before the first game. Winning teams typically put their defensive system in first. If your opponent cannot score they cannot win. It's typically a good idea to end the practice by bringing the team together and tell them you are proud of their efforts and do a team cheer. This is also good time to remind them to keep their studies up and the importance of good grades. Refer to [Appendix C](#) for sample Practice Plans.

The following are components of good practice plans:

1. Warm-Up Period, Calisthenics, dynamic warm ups
2. Individual fundamentals such as safe tackling techniques
3. Water Breaks
4. Individual Offense such as Backs and Offensive Line

5. Individual Defense such as Defensive Backs, Line Backers and Defensive Line
6. Team Offense Sessions
7. Team Defensive Sessions
8. Parents must pick-up their players on time unless a non-football family emergency has occurred. Two coaches are to wait until player is picked up, or (if parental consent is given for every instance) may drop off player at residence or hospital if parent is there. Two coaches must be present for any non-public setting or team function/gathering.

Player Evaluation

The first day of practice is like opening up that new box of chocolates, we all want to see what we got. Choosing players for positions may be one of the most important jobs for a coach and something even experienced coaches make mistakes with. FTF requires that you have evaluation period and process that you can explain to both parents and the board. It is recommended that the first two to three practices are primarily reserved for player evaluation and fundamentals. There shall be no contact in the first few practices. Coaches have different opinions on whether they should wear full pads / half pads or no pads during the first few practices. We believe it is good to have them wear full pads so that they get used to them and find out whose equipment doesn't fit properly. Evaluations are then based on players with full pads. It is the head coach's responsibility to come up with an evaluation process. You should have a good idea of who your top athletes are and who your weak players are before you start having contact. On the first day you can have parents help you and evaluate them also for potential coaching positions. You should have clipboards and a list of names of players written in alphabetical order. The evaluation process should allow you to rate things like speed, agility, and strength. It is important that you have some record of the evaluation process and can call on it if needed when you have parent complaints. Refer to [Appendix D](#) for Evaluation Worksheet.

Evaluation drills are as follows:

1. Short Races or timed dashes (30 yards) (Speed)
2. Dummy Relay Races (Core Strength Carrying Dummy)
3. Tug of war games ... Towel Game (Strength and Heart)
4. Push-ups / Sit Ups in 30 Secs (Strength/ Core Strength)
5. Dummy Tackling (Aggressiveness, Technique)
6. Pushing games such as Ring of Fire (Strength and Power)
7. Throwing distance and accuracy (QB tryout)
8. Catching Drills (Catching Ability)
9. Punting & Kicking evaluations (Kicker Tryout)

Bill Mountjoy, a famous youth coach, once said: "Build the intangibles. Create the feeling of "all for one, and one for all". Work at keeping down jealousy among the players. Watch out for cliques within the squad. Never let anything or anybody influence your playing a boy other than his value to the team." Learn to assess and assess your talent doing what's best for your team not an individual player. Remember it's a team game and the team must always come first. Too often coaches worry about the individual and lose sight that it's about the team. This means never ask a player where they want to play, they play where the team needs them.

Managing Parents

Coaches must manage parents effectively as part of their coaching duties. Parents can be your greatest ally or greatest pain. If you communicate properly most parents can be an ally. Many parents show up to the first couple of practices to make sure little Johnny is in good hands. Some continue to observe practices and usually the younger the players, the more parents observe your practices. We don't allow closed practices so this is something you should embrace rather than reject. No matter how good of a coach you are, you are likely to have some parent issues. The typical issues that arise are as follows:

1. They are upset that their child is not playing in the position that they think they should.
2. They are upset their child is not playing enough.
3. They undermine your coaching by teaching them different techniques.
4. They undermine your coaching by complaining behind your back to other parents and to their own son or daughter.
5. They are out of control at games and yell at referees and other teams.

Most issues can be mitigated by good communication and emphasis on team play. Here are some recommendations that help minimize parent issues.

1. Conduct a pre-season team meeting and explain in detail how you are going to determine field positions and your plan playing time. You need to let them know that this is a competitive league and your team is going to try to win but that you will without a doubt make sure that all players get their minimum plays in (1 play in CYFL, none for EMMSFL). Let them know that you are going to place players where they provide the greatest team benefit.
2. Assign two people to count plays for more accurate count. During games the head coach should be checking with play counters and vice versa. Get the plays over with early. It becomes more difficult to substitute when the game is on the line.
3. Make a rule that if you are ahead by more than 3-4 touchdowns that all minimum play type players will play continuously and receive more than their allotted number of plays.
4. Compose a parent letter that discusses team rules of how you are going to handle discipline, field positions/playing time, Equipment requirements and other items such as your coaching philosophy. Refer to [Appendix B](#) for sample parent letter.
5. End practices on time. Parents have schedules and more kids to chase. You just took 2 hours of their kids time, you don't need more.
6. At the end of practice, bring players together and remind them to thank their parents for allowing them to play football.
7. Make a rule that you will not discuss problems with parents immediately after games. Emotions are high after games and this is the worst time to address parents.
8. Make time for parents and make sure you communicate often with them.
9. Some coaches send personal notes or emails to parents about player's exceptional performance and how they can improve.
10. Group texts are acceptable but it is good to talk face to face or by phone at least once early in the season with players' parents.

Team Meeting

The pre-season team meeting is essential in establishing communication, setting expectations and letting parents feel confident that their son is going to be in good hands. We recommend conducting the team meeting prior to or at the 1st practice. Many coaches hold them just before their equipment pick up time near the field. We usually have both the parents and the players at the meeting. If you want to meet just with the parents, then have a plan for supervision of the kids. Some have the meeting at practice and assistant coach keeps the kids busy running a drill. The following is a sample outline of the team meeting:

1. Introduction: Let them know your experience with coaching youth. If you don't have a lot of experience, then tell them about the research that you have done and tell them coaching is a passion for you. I like to tell them that some guys have woodworking as a hobby, but my hobby is coaching youth football. Just don't be long winded, be short and to the point.
2. Philosophy: Tell them about your approach to coaching and that player safety is your number #1 priority. (Concussion Awareness / Heat Illness). The following are some examples.
 - a. Stress Teamwork
 - b. Sportsmanship
 - c. Football Fundamentals and Skill Development
 - d. Have Fun!
3. Communication: Discuss how you are going to communicate with the team such as if you need to let everybody know about a practice time change. Text messages seem to work the best. Some have the Team Mom assist in disseminating information. Email can work also but usually only as a secondary means of communication. Some teams have their own web sites to post information. It is always difficult to call everybody on the team so some means of mass communication is necessary. Do not leave team meeting without 100% of cell phone numbers.
4. Team Rules/Expectations: Discuss team rules such as unexcused practices, no profanity, respect teammates, respect referees and opponents. This is a good time to tell parents to remain under control during games. Discuss about missed practices or games and to let you know when they are going to miss ahead of time. For every unexcused practice, we typically cut the minimum play count. Remember to treat star players the same ... so you might not start a star player for the first 4 plays of the game for an unexcused absence.
5. Consequences: Discuss punishment for breaking rules such as running or push-ups.
6. Discuss equipment. What is issued by the league and what they are expected to have such as colored mouth pieces, water bottles, practice jerseys, pants, no visors, shoes to be molded rubber. Put names on water bottles!
7. Discuss the importance of mouth pieces. Kids will be held out of contact that don't have mouth pieces. Professionally fitted mouth pieces are best. Also, this is a good time to discuss color of socks for games.
8. Practices: Discuss what a typical practice will look like. Parents must pick-up their players on time unless a non-football family emergency has occurred. Two coaches are to wait until player is picked up, or (if parental consent is given for every instance) may drop off player at residence or hospital if parent is there. Two coaches must be present for any non-public setting or team function/gathering.
9. Games: Tell them when you expect them to arrive before a game.
10. Positions and Playing time: This is optional but some coaches tell them about their evaluation process and that you are going to place players where they provide the greatest team benefit.

11. Minimum Play Rules: Let them know about the minimum play rules and be honest there likely will be some players that only get the minimum plays (1 play in CYFL, none for EMMSFL). Let them know about how you are going to substitute during games such as a play counter and possibly even a substitution coach.
You can discuss if you are going to have some two-way players or not.
12. Scheme: Up to you if you want to briefly touch on the system you plan to run on offense and defense. You might consider telling them that you are going to give them as much information about football as you can and that your experience is that this age of boys can handle much more than you may think.
13. Volunteers: Discuss Team Mom, Assistant Coaches, scoreboard operator, field setup, snack shack, etc.
14. Handouts: Parent Letter, Practice schedule.
15. Numbers for Texting: We usually pass out a sign-in sheet at the Team Meeting and have parents give you the best numbers to text when you need to contact them or best way to reach them.

Player Discipline

Never say anything that you won't do. Threatening a team isn't coaching them, and all you have as a coach is your word. Therefore choose those words wisely. If you tell them if they miss a practice they can't play then stick to it. Regardless of the reason, always be consistent. Kids react differently to discipline. Many kids act up because they are in need of more attention. Many of the players have less than perfect home situations. Some have attention deficit disorder or some other condition that causes unruly behavior. As a coach you must consider this and never lose your cool. Deal with unruly kids with a matter of fact attitude and have appropriate consequences. When a player makes a simple mistake, start off with just telling them how to do the task correctly. Sometimes the best method is to start off with something positive like "Johnny, you lined up perfectly, real nice stance but how are you going to block on that linebacker in this play"? Can you show me how you are going to do it next time? When it comes to poor listening, insubordination, or poor sportsmanship, immediately go to the consequence. Have a set consequence such as running around the goal post. If a player continues to make a simple mental error, have them work on it with a remedial coach or have them watch a player doing the task correctly. If the problem is just a lack of effort or concentration on the player's part, either send them running, or have them sit the drill or activity out. Never punish players for physical errors like dropping a pass or fumbling the ball.

Assistant Coaches

Recruit then train / guide your assistant coaches in the techniques and schemes you want to implement. Empower them to develop / research drills that will help the players become better at their responsibilities for your schemes. Assign responsibilities to your coaches. It is likely assistants will have multiple responsibilities on offense and defense. Some head coaches may be offensive coordinator (OC), Offensive Backfield Coach and Defensive Backfield Coach. It becomes very difficult for one coach to properly coach both offense and defense on game day. We recommend the following position coaches as can be filled with priority on the first three:

- a. Offensive Coordinator (Calls Plays)
- b. Defensive Coordinator (Calls Plays / aligns defense)
- c. Team Mom (Coordinates Team Activities)

- d. Game Day Substitution Coach (Play Count Coach)
- e. Offensive Line / Defensive Line Coach
- f. Offensive / Defensive Backfield Coach

Game Day

Most coaches have the kids arrive about one hour before the game. This is fine but anything more than this is a waste of time. Having kids arrive more than an hour before the game is a waste of emotional energy and most parents don't like to sit around for an hour waiting for their minimum player to get his 1 play in. Some coaches believe 45 minutes is about right because many times you can't get on the field until 30 minutes prior to the start of the game. The coaches should be there an hour early with a warm-up and pre-game plan. A typical pre-game plan would be to spend about 5-10 minutes in warm ups then align the kids for special teams, defense and offense. Go over substitutions and maybe run a few plays on air. Emotional pre-game speeches are usually worthless in youth football. Tell your kids to focus on their jobs, play hard all the way to and through the fourth quarter and have a good time.

It is a good idea to have a plan for substitutions going into the game. Some coaches use dads/moms as play counters then have a substitution coach who has been instructed by the head coach on how to substitute kids. You might have some rotations at certain positions to make sure you are getting your minimum play kids in the game. The substitution coach can make sure these rotations are happening at the predetermined interval that you have set. An example: Johnny goes in for Fred at Tight End every 3rd play. [Refer to Appendix E](#) for sample substitution and play count sheet. Remember there are only 32 minutes in a game so plan ahead and don't wait until the 4th quarter to get your minimum play kids in the game. If you get ahead by 3-4 touchdowns, start playing your minimum kids full time. Don't run up the score. Make sure you have a play call system and try not to run your quarterback to the sideline between every play to get the call. This wears out your quarterback and slows down the game.

At the end of the game if you win, discuss with the team that the reason they won was teamwork and hard work they had put in at practice. If you lose don't place blame on the kids, rather try to build them up and find things that they did right that you can build upon. Cursing at them and threatening them does not go far with kids this age. It's better to focus on techniques, details and things you need to adjust and get better at to win the next game. Be willing to accept blame for your team not winning. Another useful phrase is "Players win games, coaches lose them". There are way too many easy excuses, instead be a man and shoulder the responsibility. It will make you a better coach in the long run. Remember it is just a game, if your team isn't having fun and enjoying it then something is wrong. Yes, losing sucks, but kids tend to follow your lead so don't show disappointment.

Reviewing with Hudl

Currently FTF coaches utilize the organization's annual membership with Hudl to review individual plays and players. This requires you to have a dedicated game film person that is familiar with start/stop for each play, flashing to the scoreboard regularly, getting the best camera height, angles, and zoom width, etc. Most venues will only have the top row of 6-foot-high bleachers to stand on which can provide adequate viewing of each play. The 80-110 plays can be uploaded to Hudl on high speed internet to the teams account allowing each coach to review every play of every game at their convenience. Hudl allows you to breakdown and markup plays directly on screen to spot ways to improve as well as tendencies in your play calling in addition to the opposing team. Once a game is broken down Hudl will automatically produce a team highlight video. As an example, the 2016 middle school team held weekly sessions using Hudl on a projection screen to instruct the players how to improve their performance for the upcoming week.

Coaching Requirements

The coaching requirements in this manual are intended to supplement the official rule book. The official rule book addresses coach's requirements and coach's code of conduct. In the case of a discrepancy between the requirements and code of conduct in the official rule book and this document, the official rule book shall take precedence.

1. Coaches do not make team or FTF policy, rather they carry it out. However on the playing or practice fields the coaching staff is in complete charge and shall not be interfered with except in cases of rules violations and other conduct deemed by FTF to be detrimental to welfare of youth.
2. A Head Coach must be at least 21 years of age.
3. All coaches must undergo a National Center for Safety Initiatives background check.
4. Coaches shall know the rules of the National Federation of High Schools as well as their league's adaptations to those rules.
5. The Head Coach must attend and conduct 90% of the practices, if the Head Coach cannot attend a practice, he/she is responsible for having a capable assistant conduct practice who is at least 21 years of age.
6. Assistant coaches must be at least 18 years of age or high school graduates. A team may have a maximum of 1 coach per 6-8 players.
7. Teams are permitted to carry a coaches trainee, who must be a minimum of 16 years of age.
8. The head coach shall determine the assignments of the assistant coaches and is responsible for the assistant coaches and helpers at all practices and games.
9. Once approved for coaching, a coach is automatically terminated at the close of the season. Coaches can re-apply each season and are selected each year based upon their credentials and previous year's performance.
10. The head coach is in charge of supporting teamwork environment at all times. All other members are accountable to the head coach to ensure a positive experience for the players.
11. Sideline Coaching: The head coach is in charge to ensure a proper sideline demeanor is kept. Excessive screaming, yelling and other antics are not acceptable behavior. FTF expects the head coach and their assistants to act in a professional manner. Coaches are to remain in designated coaching boxes; going out on the field of play is not acceptable.
12. The head coach has the final responsibility for his actions, those of his assistant coaches, players and additional staff.
13. A Head Coach is allowed to take his child anywhere within the division to coach. FTF feels this must be a fair policy for all. You can make an appeal to the FTF board of directors for special or other requests. Please note that the grade restrictions for the divisions take precedence over this policy and that a player cannot play in one division for more than 2 years.
14. Parents must pick-up their players on time unless a non-football family emergency has occurred. Two coaches are to wait until player is picked up, or (if parental consent is given for every instance) may drop off player at residence or hospital if parent is there. Two coaches must be present for any non-public setting or team function/gathering.

Coaches Code of Conduct

Failure to comply will result in warning, suspension, dismissal from the league or other action as deemed appropriate by the Board of Directors.

1. Refrain from the use of all types of tobacco on the playing field and practice field.
2. Never criticize players, assistant coaches, referees or other league personnel in front of spectators. Reserve constructive criticism for private, or in the presence of the team should it benefit them.
3. Accept decisions of the game officials on the field and league officials as being fair and called to the best of the official's ability.
4. Do not criticize an opposing team, its players, coaches or fans by word of mouth, in writing or by gestures.
5. Do not criticize FTF by word of mouth in writing or gestures. Recognize it is a privilege to coach in this organization.
6. Emphasize that good athletes strive to be good students and are both physically and mentally alert. Encourage good academic performance by your players.
7. Strive to make every football activity serve as a training ground for life and a basis for good mental and physical health.
8. Emphasize winning the game is result of good teamwork.
9. Refrain from excessive "sideline coaching" and do not leave the bench area to shout instructions from the sidelines.
10. Together with game officials, be jointly responsible for the conduct and control of the team, fans, and spectators. Any fan who becomes a nuisance and is out of control shall be asked to leave.
11. Refrain from using abusive and profane language before anyone.
12. Refrain from "piling it on" as the phrase is used when a team gets a commanding lead and desires to raise the score as high as it can. In these instances, every effort shall be made to let all players play. FTF is about sportsmanship and fair play.
13. Coaches, players and team personnel are not to receive any kind of payment in cash services as a member of FTF.
14. Do not permit or encourage "sweating down" tactics in order for a player to make ball carrier weight.
15. Do not allow a player who played in a higher division in a previous or current year to play in a lower division in the current year. This player will be deemed ineligible.
16. Do not allow ineligible player to participate in a game.
17. Do not deliberately incite unsportsmanlike conduct.

18. Abstain from the drinking of alcoholic beverages on game and practice fields. Do not engage in FTF coaching or refereeing activities while under the influence of alcohol or other intoxicating substances.
19. Remove from a game or practice any player when even a slightly in doubt of their health (whether or not as a result of injury) until competent medical advice is available.
20. Control your fans. Remember, as a team coach, you are responsible for your team, and fan reaction will usually be in step with your reaction. When you are at FTF events (even if your team is not in the game) help control fans that are overreacting.
21. Allow no scrimmages between divisions. Scrimmages between teams in the same level are permitted under controlled circumstances.
22. Look professional. Dress neatly with appropriate wear.
23. Uphold all policies rules and regulations regarding FTF, Coastal Youth Football /Eastern Maine Middle School Leagues as well as all applicable NFHS Football rules.
24. Do not associate FTF with any personal endeavors or public events such as but not limited to, non-FTF camps or tournaments. FTF will not indemnify or insure any outside activity without prior Board of Director approval.
25. Parents must pick-up their players on time unless a non-football family emergency has occurred. Two coaches are to wait until player is picked up, or (if parental consent is given for every instance) may drop off player at residence if parent is there or at hospital. Two coaches must be present for any non-public setting or team function/gathering.



2016 FTF Coaching Staff

Appendix A - Sample Parent Meeting Agenda

- I. Welcome - Coach Lombardi
 - a. My Experience, 8 years coaching Youth Football.
 - b. My Hobby Passionate about Football.
 - c. Introduce Assistant Coaches - If you have many times you won't have them selected at this point.

- II. Philosophy
 - a. Safety -Concussions, Heat.
 - b. Need to know if player has bee sting allergy/previous concussion/any other health concerns
 - c. Teamwork - Teams that are selfless always perform better.
 - d. Sportsmanship - Don't Tolerate Poor Sports, ... Set Example
 - e. Football Skills - Blocking Tackling
 - f. Have Fun!

- III. Communication is KEY
 - a. Text, Email, Difficult for me to call 23 people.
- IV. Like to Group Text using USA Football App
 - a. Web Site: I'll also Post Information There (Latest News)
 - i. Schedule
 - ii. Rosters / Numbers
 - iii. Team Record
- V. Team Rules
 - a. Unexcused missed practices may result in loss of plays during games
 - b. No Back Talking or profanity will be allowed.
 - c. Respect your teammates.
 - d. Respect the Referees and your opponents.
 - e. Fans must be under Control (No yelling at the Referees). Set Example
 - i. Crazy Hot head Loud-mouth Cousin ... Don't invite to the Game
- VI. Discipline: When rules are broken typical ask players to run or do push-up then set out for a few minutes.
- VII. Equipment:
 - a. Mouth Pieces - Once full contact starts you cannot participate without.
 - i. (Concussions) Dark Colored
 - b. Water Bottles - Label them
 - c. Practice Jerseys: - FTF provided Practice Jerseys only to practice, not game jerseys.
 - d. Pants: Only FTF provided practice pants to practice.
 - e. Shoes to be molded rubber.

- VIII. Practices / Coaching Philosophy
 - a. Practices are organized and planned out to the minute.
 - b. Limit Standing around.
 - c. Not training for cross country.
 - d. Normal Practices: 5:15 to 7:15 Monday, Tues, Thursdays
 - e. Prior to the first game, we will have practice according to the schedule in handout.
 - f. Please Call Me if you are going to miss a practice.

- g. Check texts frequently for shortened practices due to bad weather.
- h. Parents must pick-up their players on time unless a non-football family emergency has occurred. Two coaches are to wait until player is picked up, or (if parental consent is given for every instance) may drop off player at residence or hospital if parent is there.
- i. Two coaches must be present for any non-public setting or team function/gathering.

IX. Games:

- a. First Game is Sept 1st.
- b. Arrive for games at least 45 minutes prior for warm ups and for final instruction.
- c. Please let me know if you are going to miss a game.
- d. Again We stress sportsmanship in games, We will not tolerate yelling at referees.

X. Game Format:

- a. 8 min. per Quarter
- b. Point after worth 2 for kick and 1 for run.
- c. Field Setup/Takedown

XI. Positions and Playing Time:

- a. Evaluation Process:
 - i. Games, Strength, Agility,
- b. Coaches Place where help team most.
- c. Ability, Some will play both ways. All likely have two positions.
- d. Head Coach / Substitution Coach

XII. Minimum Play Rules

- a. Minimum playing time not equal playing time; provides incentive to improve
- b. Every Player will get at least the minimum plays per game (1 play in CYFL, none for EMMSFL).
- c. Lop Sided Games (2-3 TD lead)
- d. Tight Games and playoff playing time.

XIII. Volunteers:

- a. Team Parent(s)
 - i. Lot more than just a treat list.
 - ii. Primary job is organizing game day volunteers, scoreboard, chain gang, etc.
- b. Assistant Coaches selected by Head Coach

XIV. Web Site -

XV. QUESTIONS & HANDOUTS

Appendix B - Sample Parent Letter

Five Town Football Jammers

We are happy to welcome all players and parents to the team. We are hopeful that this will be the most exciting and rewarding football season you've ever experienced. Our goal is to develop young players not only in the fundamentals of football, but also the importance of teamwork, in an atmosphere conducive to developing character while having a good time along the way. We, as coaches, will do our best to ensure that each player is utilized to his utmost potential and his talents are used for the team's best advantage. The team's needs and sportsmanship will be emphasized over individual wants.

Important Information:

- **Coaches must know of any bee sting allergy, prior concussions, or other health concerns.**
- **Early pre-season Practices will be held at Camden Rockport Middle School fields. Later pre-season, regular season practices, and home games are at the Camden Snow Bowl field.**
- **Wear all your equipment to the first practice.**
- **Refer to the Website (<http://www.fivetownfootball.com>) to down load more information as it becomes available.**

TEAM RULES

Must attend practices and be on time.

Must respect Referees and your opponents (No taunting)

What coach says goes, no back talking.

Must show up on time for pre-game

Respect fellow players.

Respect and take care of your equipment.

If you are going to miss practice let the coach know ahead of time. Many of our drills are based on who is at practice. If you miss 2 practices or more during the week, you may lose plays during the game. If you have do not let the coaches know you will be gone this is considered an unexcused absence.

If the coach gives you a playbook, take some time and study. It is important for each player to learn his responsibilities early and well. This can only be accomplished by studying the playbook outside of practice. The better we know our plays the quicker we will be able to run them in a game.

DISCIPLINARY ACTIONS

If we see a player not listening, or not hustling, we may ask them to refrain from doing so, or we may just send them running. It is important that everyone understands our boundaries and understands them early. We need players to understand how important it is to listen and to provide effort, both of which require no physical excellence, both are choices the player controls. Discipline is what we do for a player to help them become a better player and a better teammate. Our practices are relatively easy, but we have no time to waste, therefore we do not have time to go into long conferences with players. If they are

not paying attention, or not hustling, they will run or sit out. It is rare but not unheard of to have a player do any running after the first couple of weeks.

FIELD POSITIONS / PLAYING TIME

We determine positions based on your sons ability, the team needs, and lastly the players preference. The coaches have developed a thorough evaluation process which will help determine positions. The process includes games and drills that test for agility, strength and aggressiveness. After the 3rd practice, the coaches will decide tentative positions for each player. Positions will be determined based upon greatest "TEAM" benefit. Positions will be continuously re-evaluated during the season based upon performance. All players will likely need to play and fully understand 2 positions. Depending upon the skill level a few players may play both on offense and defense during the games. Players over 135 lbs for varsity (or 115 for junior varsity) cannot carry the ball and must play tackle to tackle on the line of scrimmage per league mandate.

A key thing to remember is the importance of the offensive line. Without a strong, motivated, and disciplined offensive line our offense will go backwards more often than forwards. Without dominating linemen to block for them our backs cannot run for touchdowns. Therefore, it is important to understand that lineman is a coveted position on this team. Although you cannot carry the ball, you, more than any other person, are responsible for the success of this team. To be an offensive lineman on this team is to be one of the elite.

Playing Time: All players should play at least the minimum plays per game (1 play in CYFL, none for EMMSFL). The head coach makes all playing time decisions.

PLAYERS EQUIPMENT

Each player is required to supply the following equipment in order to play football.

Mouth piece (A backup Mouth piece is recommended). Mouth Piece shall be dark colored. ***Clear mouth pieces are not permitted as referees cannot see them.***

Water bottle containing only water or a sport drink such as Gatorade (Water bottles should have the players name labeled)

Football cleats or sneakers. ***Cleats must be molded rubber, detachable type cleats are not permitted.***

Football Gloves are recommended especially for cold weather.

Players will be issued the following equipment:

Helmet with face mask and chin straps

Shoulder pads

Hip pads

Tail pad

Thigh pads

Knee pads

Game jersey & pants, Practice jersey & pants.

All equipment shall be returned at the end of the season.

PARENTS

Parents are as important to the success of the team as the players. Coaches and parents must work together. Please keep the coaches informed about problems that may be going on with your child. If the child has been sick, taking medication, or going through some emotional trauma please make sure the coaches are made aware of the problem as soon as possible. Parents and coaches must communicate with mutual respect. Parents and coaches reserve the right to postpone conversations that are getting out of hand. Heated discussions have no place in front of the players. ***Parents are required to show good sportsmanship during games because it reflects poorly upon our team. Do not verbally abuse the referees, coaches or players.*** Please support the coaches teaching of the players. It is counter-productive to coach your player one technique when the coaches are telling them another. If you have suggestions or ideas, please do not hesitate to present them to the head coach after any practice.

PRACTICES

Every week practices are different. New skills are learned, problem areas are corrected, and new plays are taught. Your child will be at a disadvantage by not making practice on time and regularly. Practices will be 2- hours long typically from 5:15 PM to 7:15 PM at Camden Rockport Middle School (later Camden Snow Bowl). Prior to the week of the first game there may be more than 3 practices per week. Practice will shorten as daylight hours reduce toward the end of the season. After the 1st game, practices will be on Monday, Wednesday & Thursday at 5:15 PM. Parents must pick-up their players on time unless a non-football family emergency has occurred. Two coaches are to wait until player is picked up, or (if parental consent is given for every instance) may drop off player at residence or hospital if parent is there. Two coaches must be present for any non-public setting or team function/gathering.

Practice Schedule Prior to first Game:

- See attached Calendar

REWARDS

Many of the rewards a player receives are positive reinforcement from coaches and parents. The best reward is always a smile and a pat on the back by a parent.

WINNING

Nothing in life, including football, is worthwhile unless you enjoy it and gain something from the experience. Sure, we're trying to win football games and we are going to set our goals high, but it shouldn't ruin our lives if we lose. Our football team should not believe that a football loss is a tragedy. All you can ask of our kids is to do their best. If we win, Great! If we lose, it's not the end of the world. There will be another game along in a few days. Coaches that think only of winning don't belong in football. Try this: Ask your child if they had a good time instead of whether they won or lost.

By the same token, we feel that we owe it to the players to do everything we can to make them winners. We plan to win every game, because if you don't, then you need to ask yourself which game you plan to lose, and if you're planning to lose, why show up, or practice the week before?

TEAMWORK

Football is a “WE” sport it is not an “I” sport. Nobody can have success without the help of the others on the team. For example, if Jack is the running back and he scores touchdown, he could have only done this with the help of the following:

Center hiked the ball perfectly to the quarterback.

The quarterback made a perfect handoff.

The right guard blocked the linebacker.

All the linemen blocked and kept their man from touching Jack.

If one guy misses his block Jack doesn’t score. That is a team effort.

Put the team first over your own individual needs.

If you want to play quarterback but Jack makes the team better when he plays quarterback then Jack will play quarterback.

Everyone will have a role and we will try to put each person where they can best serve the team.

Football is about a group of young men working together to meet a common goal.

COACHING PHILOSOPHY

Prioritize Practice Time (Practices Planned out to the minute).

Limit standing around, keep player busy during practice.

Focus on techniques, fundamental blocking and tackling (not calisthenics)

Progression Teaching: Techniques broken into small steps. Isolate steps and use “Freeze” method.

Positive Correction: “That was good, here is how you could do it even better”

Visual teaching: Limit talking - demonstration is best.

Perfect execution, limit scrimmaging and focus on knowing assignments and proper techniques.

Work players into contact slow as possible, limit the amount of full contact and high impact type drills.

Your Head Coach: Vince Lombardi 555-5555 cell/ 555-5551 home / 867-5309 work

Assistant Coaches: Don Shula, Tom Laundry others TBD

Five Town Football Web Site: <http://www.fivetownfootball.com/> Team Web Site:

<http://www.fivetownfootball.com> Team Mom: TBD.

IMPORTANT DATES:

Saturday, September 17th 8:00 p.m. Flatbread Pizza Fundraiser. See you there!

ALWAYS KEEP YOUR HEAD UP WHEN YOU BLOCK OR TACKLE!

Appendix C - Sample Practice Plan

Practice Plan Day 6 (Monday)

5:15 Warm-up:

1. Light 20 yard jog
 2. Stretches
 3. 25 Jumping Jacks
 4. Whistled turn arounds
 5. High Knees back and forth
 6. Butt Kickers
 7. Sprints
-

5:25 Angle Form Tackling & 1-Back Work.

1. Angle Form Tackling (2 Groups)
2. Splatter Tackle Drill
3. Someone work with Tommy on 18 Sweep Pass and 16 Pass “Blue” Steps. Cross left, Right, jump and throw on 16 Pass grab Jack to snap to him and Jimmy to run pass routes.

Water Break

5:35 Offensive Individual Drills

1. Backs: (Shula / Laundry) (Players Names) Stress importance of backs blocking. We teach if defender is coming hard we shoulder block and try to unload, if they are not coming hard we hand block them by getting feet in front of them before punching.
 - a. Open Field Blocking Drill:
 - i. Preach Attitude and aggression.
 - ii. Foot position is everything before they punch they should have feet right in front of defender so as not to reach / lean.
 - iii. Hand Technique: (Breakdown, Bend in knees not hips, hands out 4” from body, Elbows down and thumbs up. Eyes on chest. When blocker can reach defenders chest, he will attempt to strike with heel of hand, the key is to run feet maintaining contact.
 - b. Diamond Blocking Drill if time.
 2. O-Linemen: (Lombardi, Grant)(Players Names)
-

- a. Double Team Blocking on Dummy- Proper steps, pin dummy on both sides with their heads, keep hips together and drive low.
 - b. Board Drill- make sure they are using correct steps (keep them a yard apart).
-

5:55 Water Break

6:00 Defensive Indy Drills

1. D-Ends and Mike (Laundry): (Players)
 - a. Force/ Pursuit Drill (See Attached)
 2. Corners (Shula) (Dawson, Matthew, Chase, Levi)
 - a. Zone Coverage Drill
 - b. Corner Reaction Drill "A"
 3. Defensive Line& Linebackers (Grant, Lombardi)(Players):
 - a. Stack Drill "A" (See Attached)
 - b. Red Drill "A" (See Attached)
-

6:25 Offense Installation

1. Offensive Line: (Lombardi/ Shula):(Kyson, Chase, Alex, Reed, Seth, Morgan, Levi) (Kaleb, Josh, Kian, Bon, Anthony, Tiegán, Nolan)
 - a. Play learning, (Power, Sweep, Reverse, Trap, ISO) 2nd string holds dummies, Two step Freeze.
2. Running Backs: (Grant / Laundry): Drill #8, #7 Play installation, Quickly Review (16 power , 18 sweep, 45 Reverse, 22 ISO,) Install 31 Trap, 16 Power Tunnel and 16 Pass Blue.

Water Break

6:45 Kicking and Tackling Stations, (2 Kicks Each) after each player has two kicks they can rotate to next station, everyone should end up at the Tackling Drill. Write down distance and find top kickers and punters.

Station #1 Kicking:(Laundry / Shula)

Station #2 Punting: (Lombardi)

Station #3 Close Quarters Base Tackling (Grant):

7:05 Fun Team Building Game - Deer Hunter or Towel Game

Appendix D - Sample Evaluation Sheet



FIVE TOWN FOOTBALL

Last	First	#	30 #1	30 #2	Push-up 30 Sec	Push-up #2	Tackle	Catch	Throw	Snap	Kick	Punt	TEAM	Coach Grade	Total
							1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	
							1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	
							1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	
							1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	
							1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	
							1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	
							1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	
							1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	
							1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	
							1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	
							1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	1 3 5	

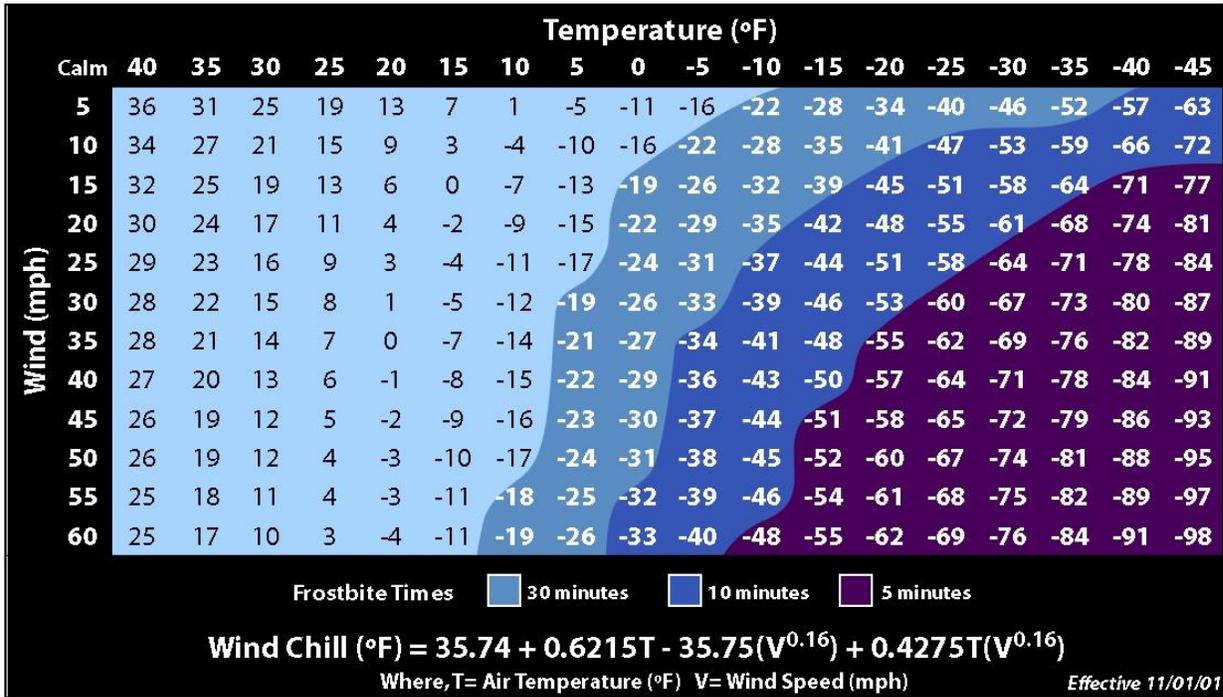
Appendix F - First Aid Kit replenishment list & Quick Card Weather/Concussion

Each item (or its equivalent)

- Dynarex CPR Rescue Mask Kit
- (4) Instant Cold Packs
- (100) Alcohol prep pads
- 1 oz. Triple antibiotic plus ointment
- (2) finger splints
- (4) pack sports tape (anymore gets wasted, remember 3 layer NFHS rule)
- Underwrap
- (50) blue nitrile gloves
- (10) Ammonia inhalants
- Oral airway set pediatric – FOR EMT/PHYSICIAN USE ONLY!!
- (12) tongue depressors (doubles as finger splints)
- Extrication collar pediatric – FOR EMT/PHYSICIAN USE ONLY!!
- SAM Splint Combo Pack - 1 Orange & Blue Splint 36" and 1 roll Blue Cohesive Wrap
- Bandages
 - o (60) Band-Aid tough strips
 - o (20) Adhesive pad 3"x4"
 - o (25) Nonstick pads 3"x4"
 - o Gauze roll 3"x2.5 yd
 - o Gauze roll 2"x2.5 yd.
 - o Self-adhering elastic bandage 3x70
 - o Self-adhering elastic bandage 2x70
- Large Triangular sheet sling
- Bandage No-Pinch Scissors
- Facemask screwdriver
- Rothco E.M.S. EMT Emergency Rescue Bag
- Weather/CDC Concussion laminated Quick Card
- This List laminated

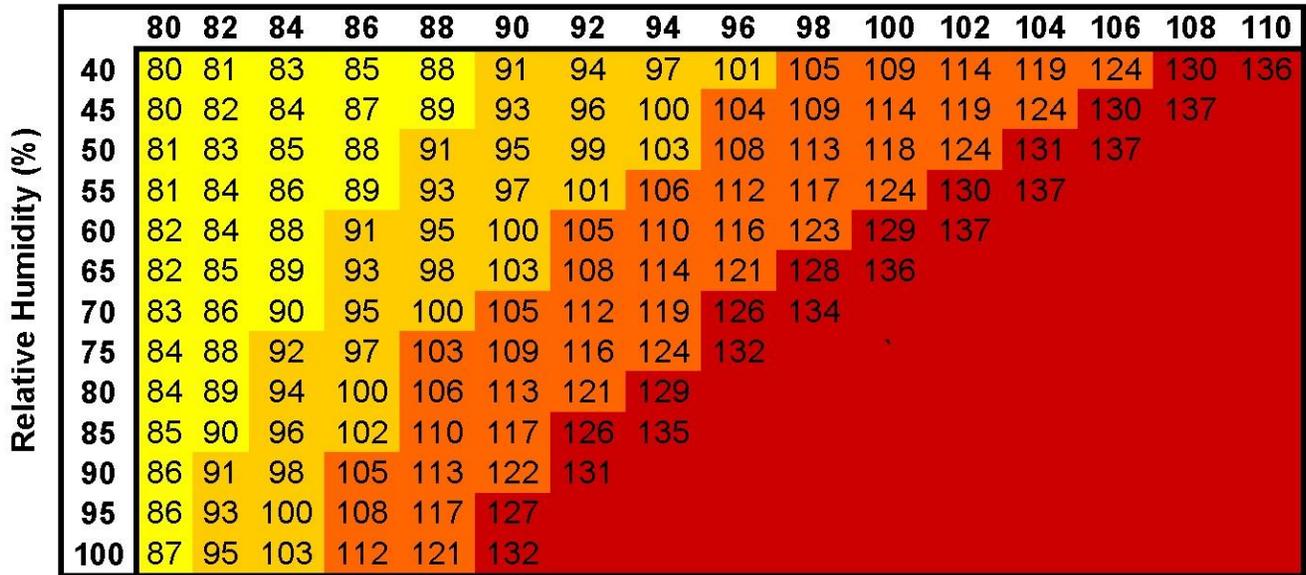


Wind Chill Chart



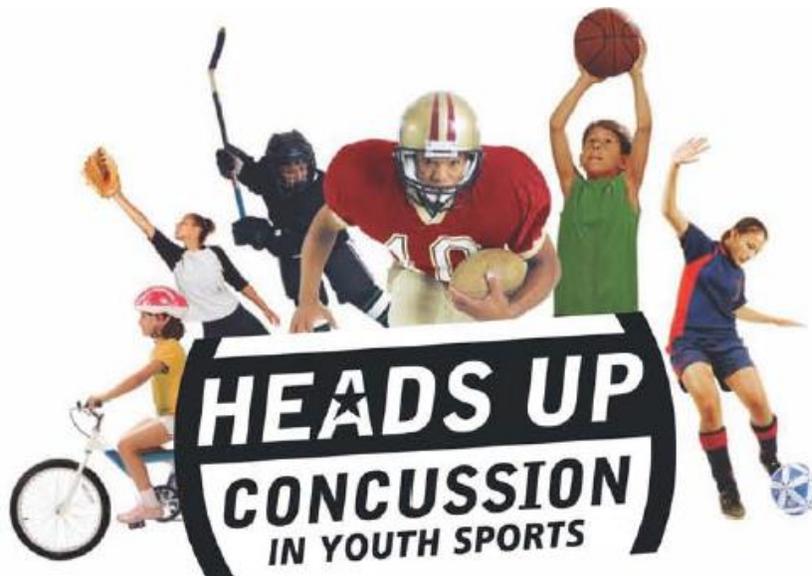
Heat Index

Temperature (°F)



Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

Caution
Extreme Caution
Danger
Extreme Danger



SIGNS AND SYMPTOMS

These signs and symptoms may indicate that a concussion has occurred.

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 sports plays	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 noise
Loses consciousness (even briefly)	Feeling sluggish, hazy, foggy, or groggy
Shows behavior or personality changes	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"

ACTION PLAN

If you suspect that a player has a concussion, you should take the following steps:

1. Remove athlete from play.
2. Ensure athlete is evaluated by an appropriate health care professional. Do not try to judge the seriousness of the injury yourself.
3. Inform athlete's parents or guardians about the known or possible concussion and give them the fact sheet on concussion.
4. Allow athlete to return to play **only** with permission from an appropriate health care professional.

IMPORTANT PHONE NUMBERS

FILL IN THE NAME AND NUMBER OF YOUR LOCAL HOSPITAL(S) BELOW:

Hospital Name: _____

Hospital Phone: _____

Hospital Name: _____

Hospital Phone: _____

For immediate attention, CALL 911

If you think your athlete has sustained a concussion... take him/her out of play, and seek the advice of a health care professional experienced in evaluating for concussion.

For more information and to order additional materials **free-of-charge**, visit:
www.cdc.gov/ConcussionInYouthSports

Appendix G - Positive Coaching Alliance PCA Way handout

1 We are emotionally committed to achieving our mission of transforming the

culture of youth sports. We see this not as just a job but as a chance to be an important part of a movement to make the world a better place for children.

2 We flush our mistakes, learn from them, and go on.

Because we are doing something that hasn't been done before, we know mistakes are inevitable. When we do something that hurts another, we apologize rather than make excuses.

3 We are professional in all that we do in support of our mission.

We recognize that we cannot

achieve our mission unless we create a successful non-profit business to support that mission. We run our non-profit business with care for how we use the resources that donors and customers have given us.

4 We continue to innovate.

We have a relentless commitment to continuous improvement. We constantly look for better ways to do established things and important new things that can further our mission.

5 We recognize that effort and enjoyment tend to go

hand in hand. We find ways to enjoy the hard work necessary to do what we are trying to do. We know that life is short and we want to enjoy the Journey as well as the destination, and to achieve balance between work and the rest of our lives.

6 We Debate & Commit rather than smooth, &

avoid. We turn over the rocks and look carefully

at the problems we face and then we challenge each other, even outside the parameters of our positions, when we think there is a better way or a problem to be fixed.

We believe "leadership" is making our teammates better and more productive and are committed to being leaders, each of us, even when it makes us uncomfortable.

7 We go the extra mile for a partner.

To achieve our mission, our partners need information & tools they can use with their organizations in a timely manner. When we can't meet their needs, because it falls outside our mission or is beyond our resources at the current time, we clearly say so rather than leave them hanging.

8 We fill each other's Emotional Tanks.

We know how daunting the challenge of changing the culture of youth sports can be. We recognize and celebrate our successes with each other. We support each other through disappointments.

Appendix H – 2014 CYFL & 2016 EMMSFL Rules

COASTAL YOUTH FOOTBALL LEAGUE

Rules and Regulations 2017

Revised 4/17

ORGANIZATION

The Coastal Youth Football League was formed on Jan 1, 2013 to promote the principals of good sportsmanship and fair play while taking an interest in the physical and moral development of youth football. All towns shall agree to any changes to the League Rules and Regulations. Any issues that arise not covered by these rules and regulations, shall be settled by the Coastal Youth Football League Board.

Teams and Town Representatives

The Coastal Youth Football League will consist of the following Football Communities:

Boothbay Area Youth Football

Five Town Football

Lincoln County Football (Name change to be determined at August meeting)

Medomak Youth Football

Oceanside PeeWee Football

Belfast Youth Football

Eligibility

All kids in grades 3, 4, 5, and 6 are eligible to participate. Teams must be able to show proof of a player's age if so required by the League. The date of the age limit is August 1st.

1. **Varsity Teams** are made up of the 5th and 6th grade players aging from 10-13 years
2. **Junior Varsity Teams** are made up of 3rd and 4th grade players aging from 8-11 years
3. **Residency** Kids must play for the team corresponding with the town in which they attend school. Kids that do not attend public school must play for the team that corresponds with their primary residence.
4. Per discretion of the individual program, 2nd graders are eligible to play on JV team.

Team Rosters

1. ~~Submit the team rosters to the League by September 1st / or prior to 1st game.~~ **Teams will submit their completed team roster, after official weigh-in, to the League by the Wednesday following the first game.**
2. Teams may add players to the rosters after ~~September 1st the first game.~~ **Completed Revised rosters, along with player approved weigh, with any additions must be submitted by each game day to the League by the Wednesday following that player's first game.**
3. Rosters must include: NAME, GRADE, AGE, DOB, WEIGHT & JERSEY #
4. On game day a player may only appear on one roster. A player cannot play in a playoff game unless the player has played the majority of his/her games on the roster of that team.

Scheduled Meetings

1. July/August – Organizational/Coaches Meeting: A meeting of the Team Representatives will be held to review any changes in the League, review Rules and Regulations, and coordinate the schedule for the upcoming season.
2. October – Post Season Tournament Meeting: A meeting of the Coaches or Team Representatives will be held in October at a time and place TBD to set up the Post Season Tournament.

3. ~~November – End of season meeting. Recap season, review rules~~ April/May – Spring meeting to review the previous season, review/make changes to Rules and Regulations.

LEAGUE RULES AND REGULATIONS

Maine High School Rules Apply with the following exceptions

Practice Regulations

1. Team practices may not start earlier than the 2nd Monday in August
2. League Camps are not considered as Team Practice
3. Pre-season practices shall be limited to 3 per week: double sessions are not allowed
4. Practices shall be limited to a maximum of two (2) hours including warm-ups.

General League Rules

1. Every player listed on the team's roster, present, suited up, and physically capable of playing must play in every game. This does not apply to players undergoing game suspension due to disciplinary or academic reasons.
2. Teams shall be formed using fair and equitable draft procedure
3. Each team is responsible for weighing the players for weight restrictions at the beginning of the season. Weigh-ins shall be performed by other team representative(s). Players shall be weighed with all equipment on (including shoulder pads, cleats and uniform) except the helmet. **At weigh-ins each coach should have completed rosters ready for weights, with copy available for opposing coach.**
4. Any team, who is found to allow a position restricted player to intentionally play an illegal position, may have their head coach suspended for the remainder of the season.
5. Any team may appeal a decision by the League. The appeals process will include a meeting with all the League Representatives and the coaches involved.
6. Head coaches are responsible for the actions of his coaches, parents, and players.
7. No game shall start prior to the scheduled game time unless both coaches agree.
8. Games that are postponed due to weather or field conditions should be rescheduled as soon as possible by the home team.
9. There are no league standings during the regular season.
10. All games will consist of four 8-minute quarters – regular stop time
11. Each team will get three (3) timeouts per half.
12. Any coach ejected for unsportsmanlike conduct will serve a one week suspension including practices.
13. Any coach ejected twice will be suspended for the remainder of the season.
14. Any player ejected for unsportsmanlike conduct will serve a one game suspension, pending board review.
15. Any player ejected twice will be suspended for the remainder of the season.
16. Teams must report all ejections within 48 hours to the League.

Home Team Responsibilities

1. Provide a minimum of (2) game officials.
2. Provide field equipment, chains, and down markers.
3. Reschedule any postponed games.
4. Contact teams and officials if games are cancelled.

Equipment Regulations

1. Screw-on cleats no longer than ½-inch are permitted – no metal showing
2. Position players are not required to wear a jersey number assigned to their position
3. Nothing may be worn that restricts the ability to see a player's eyes

JUNIOR VARSITY DIVISION (3rd and 4th Grade)

Gamer Regulations

1. If a regular season game ends in a tie; one OT period will be played using Maine High School Rules. If the score remains tied after one OT period, the game will end in a tie.
 - a. A coin toss will occur: Winner will be given the option of Offense or Defense /or the end of the field where play will happen.
 - b. Each team will be allowed one timeout during each overtime period (An overtime period is when teams have played both offense & defense).
 - c. To start overtime, the team that is on offense will start on the 10-yard line with a first down. The series will terminate as a result of a score, loss of possession or the use of all downs.
2. Teams may provide their own game ball
3. Football size is PeeWee, TDJ, K2, or equivalent
4. Play Clock – The offense has 45 seconds between plays
5. Coaches on the Field – ~~2 coaches are~~ 1 coach is allowed on the field during play. ~~They~~ He/she should be 15 yards behind the LOS when the ball is snapped. Coaching should cease when quarterback begins cadence. Coaches should not be on the field during kickoffs.
6. Extra points via kicking are worth 2 points and non-kicking PAT's are worth 1 point.
7. On fields with no goal posts, PAT's are worth 2 points if attempted from seven yards from goal line and 1 point if attempted from the 3 yards line

Player Restrictions

1. No one weighing more than **115 pounds** may be in the offensive backfield or run the football
2. An end/receiver weighing more than **115 pounds** may receive a pass that crossed the line of scrimmage
3. Players weighing more than **115 pounds** may advance the ball on turnovers and kick-offs
4. Players weighing over **115 pounds** must line up on the front line or the middle line on the kick off receiving team; the player should not line up as one of the deep receivers.
5. The deep man on a punt return shall abide by the skill position weight restrictions.

Punting and Kicking

1. Field Goals and PAT – If a team declares to kick a field goal or a PAT, the place holder shall be seven (7) yards behind the LOS. Seven man offensive line should be fingertip to fingertip apart. The holder will hold the ball in the air and say "Ready, Set, HUT" at which time the ball is live and the defense may rush with 2 rushers, one on each side (outside of the ends) Faking the kick is not permitted. The ball cannot be advanced.
2. Punting is mandatory when declared (means no walked off yardage, ball must be punted).
3. If a team declares to PUNT, the defense cannot rush the punter. The offense and the defense can't cross the LOS until the punt is kicked. If the ball is fumbled before it is kicked, the kicker can pick up the ball and kick it without penalty.
4. There will be no "Fake Punts".
5. Kick-off - The ball will be kicked from the 40 yard line.

Defensive and Offensive Alignment

1. No more than four (4) defensive linemen can be on the LOS between the tackles.
2. Linebackers lined up between the tackles shall be a minimum of five (5) yards behind the LOS when the ball is snapped.
3. When the offensive is inside the opponents 5-yard line, the defense is no longer restricted to lineup according to the rules above.

VARSITY DIVISION (5TH and 6TH grade)

Game Regulations

1. If a regular season game ends in a tie; one OT period will be played using Maine High School Rules. If the score remains tied after one OT period, the game will end in a tie.
 - a. A coin toss will occur: Winner will be given the option of Offense or Defense /or the end of the field where play will happen.
 - b. Each team will be allowed one timeout during each overtime period (An overtime period is when teams have played both offense & defense).
 - c. To start overtime, the team that is on offense will start on the 10-yard line with a first down. The series will terminate as a result of a score, loss of possession or the use of all downs.
2. Teams may provide their own game ball
3. Football size is TDJ, TDY, or equivalent
4. Only one coach is allowed on the field during a timeout
5. One coach may be allowed on the field during play but must remain 5 yards from the sideline and stay within coaches sideline boundaries (no closer than 25 yards from each end zone).
6. Punting and kick-offs are mandatory.
7. Extra points via kicking are worth 2 points and non-kicking PAT's are worth 1 point.
8. On fields with no goal posts, PAT's are worth 2 points if attempted from seven yards from goal line and 1 point if attempted from the 3 yards line.
9. The play clock is 35 seconds.

Player Restrictions

1. No player weighing more than **135 pounds** may be in the offensive backfield or run the football
2. An end/receiver weighing more than **135 pounds** may receive a pass that crossed the line of scrimmage
3. Players weighing more than the restricted weight limit may advance the ball on turnovers and kick-offs
4. Players weighing over **135 pounds** must line up on the front line or the middle line on the kick off receiving team; the player should not line up as one of the deep receivers.
5. The deep man on a punt return shall abide by the skill position weight restrictions.

Punting and Kicking

1. Field Goals and PAT – If a team declares to kick a field goal or a PAT, the place holder shall be seven (7) yards behind the LOS. Seven man offensive line should be fingertip to fingertip apart. The holder will hold the ball in the air and say "Ready, Set, HUT" at which time the ball is live and the defense may rush with 2 rushers, one on each side (outside of the ends) Faking the kick is not permitted. The ball cannot be advanced.
2. Punting is mandatory when declared (means no walked off yardage, ball must be punted).
3. If a team declares to PUNT, the defense cannot rush the punter. The offense and the defense can't cross the LOS until the punt is kicked. If the ball is fumbled before it is kicked, the kicker can pick up the ball and kick it without penalty.
4. There will be no "Fake Punts".
5. Kick-off - The ball will be kicked from the 40 yard line.

Defensive and Offensive Alignment

1. No more than four (4) defensive linemen can be on the LOS between the tackles.
2. Linebackers lined up between the tackles shall be a minimum of five (5) yards behind the LOS when the ball is snapped.
3. When the offensive is inside the opponents 5-yard line, the defense is no longer restricted to lineup according to the rules above.

POST SEASON PLAY-OFFS

General League Rules

1. Any awards or t-shirts given to the teams will be paid for by the League.
2. The "Championship" trophy will be passed on to the winner of the tournament each year.
3. Locations of the games will be determined at the October meeting
4. Brackets and seeding will be determined by blind draw at the October meeting. ***Discuss at August meeting***
5. The tournament will be single elimination.
6. Home fields will be determined by consensus at October meeting.
7. No admission will be charged at games.
8. Same general rules for regular season games will apply to play-off games. Except OT rules; Maine High School rules for OT will be followed until winner is determined.
 - a. A coin toss will occur: Winner will be given the option of Offense or Defense /or the end of the field where play will happen.
 - b. Each team will be allowed one timeout during each overtime period (An overtime period is when teams have played both offense & defense).
 - c. To start overtime, the team that is on offense will start on the 10-yard line with a first down. The series will terminate as a result of a score, loss of possession or the use of all downs.
 - d. If the score is tied after the overtime period, then the team that lost the coin toss will have the choice and a new overtime period will begin.
9. First round will be a double header so both Varsity and JV can be at the same field.

Eastern Maine Middle School Football

League Rules

Revised 11/17/16

PRE-SEASON PRACTICE:

Pre-season practice/starting date will follow MPA dates for Fall sports. Middle school programs should emphasize conditioning the first week and allow player contact beginning the second week of practice. We suggest teams limit preseason practices to once a day and plan to end the practice within a two-hour time frame.

GAME DAY/TIMES:

Game days and times will be up-dated annual and sent to each school. League games will start at 4:30pm unless otherwise agreed upon by both schools. Exceptions to this policy include the Columbus Day Holiday; games will be scheduled on Wednesday of this week.

BOARD OFFICIALS:

It is recommended that three board officials be hired for all games. If circumstances prevent this, two board officials will be acceptable.

POSTPONEMENTS:

The home team should make every effort to notify the visiting team at least 4 hours prior to game time. Consider the possibility of rescheduling the game to the next day if both teams are able to.

LEAGUE RULES & GUIDELINES:

Rules will be consistent with the Federation for High School Football that is currently being used by the Maine Principal's Association for the State of Maine with the following exceptions:

GAME DURATION:

National Federation Rule – Grade 8 football plays 8-minute quarters.

KICK-OFF:

All kick-offs will be live.

PLAYER EJECTION: MPA guidelines will be followed. A player ejected from a game will sit out the remainder of the game ejected from and the next scheduled game.

SCORING:

Point after touchdowns – Teams must declare intent:

1 point will be awarded for a successful run or pass conversion.

During the attempt, the defense may use its goal line defense.

2 points will be awarded for each successful kick. When kicking the point after touchdown, only two defensive players will be allowed to rush. The players rushing are to be lined up over the right & left tight end slots taking an outside route when rushing the kicker. The offensive set is a double tight-end. The interior linemen should remain in a ready stance during the PAT attempt. If the event of a bad snap, the play is whistled down.

When a team gains a lead of 20-29 points at any time in the game, play stops; an official's time out is granted. The coach of the team that is ahead must try to create a combination of starters and reserves in an attempt to equalize the strength of his team with that of the opponent.

Fourth Down

When the offensive team is faced with a fourth down situation, the offensive team must declare whether to punt or go for the first down. If the offensive team selects to go for the first down, the defensive team may employ its regular defense.

If the offensive team selects to punt the ball, the players rushing are to be lined up over the right & left tight-end slots taking an outside route when rushing the kicker. The offensive set is a double tight-end. In the event of a bad/mishandled snap, the ball is whistled down and a second attempt to punt the ball will be granted. If the second attempt results in a second bad/mishandled snap, the ball will be whistled down and the defensive team will take possession of the ball at the line of scrimmage.

DEFENSE:

Each team may employ any defense with up to 7 players on the line of scrimmage from the 30- yard line to the 30-yard line.

When the offensive team enters the defensive teams 29-yard line and beyond, the defensive team may employ a defense with up to 9 players on the line of scrimmage. There will be no blitzing, stunting, stemming, or double gapping. *(Definition of a blitz- Any player NOT lined up on the line of scrimmage cannot rush the quarterback).* First infraction will be a warning to the defensive team and a replay of the down. A second infraction and any there after will result in a 15-yard penalty on the defense.

EMMSFL official ball will the TDY football.

RESIDENCE:

The team or club a player begins the season with is the team or club they must finish the season with, unless the player moves into a new district.