



Licking Heights Youth Sports League

Operation Handbook

Revision: Sept 2021

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1 Overview

1.1 Mission Statement

The mission of the Licking Heights Youth Sports League (LHYSL) is to provide a fun and competitive football, cheer, and wrestling program to teach youth the basic fundamentals, conditioning, discipline, sportsmanship and teamwork as it pertains to full-contact tackle football, wrestling, sideline cheerleading and cheerleading competition.

The ultimate goal is to provide a feeder system for high school football, wrestling and cheerleading and other student athlete sports for the Licking Heights School District.

1.2 LCLYF League Overview (Football)

Youth football players are organized into one of three (3) divisions (Mini, Junior or Senior) in accordance with the **Licking County League Youth Football (LCLYF) Rules**. The LCLYF rules are published on their website at Refer to these rules for details on player eligibility and division placement.

Teams compete during the regular season based upon a LCLYF managed schedule, usually 6 games. At the end of the regular season, top performing teams move on to the playoffs to determine a champion team in each of the divisions, usually at least (1) playoff game then a championship game at a neutral location.

All-Star teams / Tournaments are NOT part of what the LHYSL offers with the original registration fee, nor is it a required activity. At the end of each football season, it is up to the Head Coach's discretion to have an All-Star team. Should the decision be made to have an All-Star team there will be an additional charge to the parents of the players. The LHYSL will allow use of equipment such as helmet, shoulder pads, and game pants. The All-Star players will be covered under the LHYSL insurance only if it is a sanctioned tournament.

LCYWL League Overview (Wrestling)

Youth wrestling athletes are organized into weight classes in accordance with the **Licking County Youth Wrestling League (LCYWL) Rules**. The LCLYF rules are published on their website at Refer to these rules for details on player eligibility and division placement.

Teams compete during the regular season based upon a LCYWL managed schedule. At the end of the regular season, top performing teams and athletes move on to post season tournaments and a 12 team dual championship to determine final standing.

1.3 Licking Heights Youth Sports League Policies (Football)

All individual football leagues are responsible for their own operation as long as they follow the LCLYF rules. LHYSL has their own set of rules and policies to govern the organization of their league.

1.3.1 Roster Size

Teams shall be limited to a maximum of Twenty-two (22) players and a minimum of fourteen (14) players. The roster sizes are set in order for teams and coaches to comply with the LCLYF player participation rules. Refer to LCLYF Rules for this policy. Football Director reserves the right to adjust roster sizes based on coach availability and/or coaches' approval.

1.3.2 Player Draft

All players are put into an open draft every year. Players do not stay with coaches unless they are direct relation. Details of the Player Draft are outline in the **League Draft Rules**.

1.3.3 Coaching

The LHYSL makes every effort to provide a qualified, well trained coaching staff for each team. Coaches are all volunteers so availability of coaches will very year to year.

1.3.4 Weigh Ins

The LCLYF governs the weight restrictions by division. Our League weighs players in during equipment handouts simply as a benchmark weigh for the rosters that each team must turn in.

1.3.5 Grievance Process

Our league has a formal grievance process in place. Refer to the Grievance Form for policy procedures and the grievance form.

1.3.6 Player Injury and Return to Play Policy

A player that sustains a severe injury (i.e. broken bone, concussion etc.) during practice or a game resulting in removal from game by referee or coach can only return to practice or game by a written release from a certified doctor. All such injuries MUST be reported to the LHYSL President and President must be presented with doctor release before approving any player to return to play.

All coaches are expected to follow this policy and notify League president if such mentioned injury occurs.

Licking Heights Youth Sports League Policies (Wrestling)

All individual wrestling leagues are responsible for their own operation as long as they follow the LCYWL rules. LHYSL has their own set of rules and policies to govern the organization of their league.

1.3.7 Roster Size

There is on maximum on team size for wrestling but do have a minimum of fourteen (15) athletes. Refer to LCYWL Rules for this policy. The Wrestling Director reserves the right to adjust roster sizes based on coach availability and/or coaches' approval.

1.3.8 Player Draft

No player drafts all athletes who sign up can participate in the wrestling program.

1.3.9 Coaching

The LHYSL makes every effort to provide a qualified, well trained coaching staff for the wrestling team. Coaches are all volunteers so availability of coaches will vary year to year.

1.3.10 Weigh Ins

The LCYWL governs the weight restrictions by class. Our League weighs players in during equipment handouts simply as a benchmark weigh for the rosters that each team must turn in.

1.3.11 Grievance Process

Our league has a formal grievance process in place. Refer to the Grievance Form for policy procedures and the grievance form.

1.3.12 Player Injury and Return to Play Policy

A player that sustains a severe injury (i.e. broken bone, concussion etc.) during practice or a game resulting in removal from game by referee or coach can only return to practice or game by a written release from a certified doctor. All such injuries MUST be reported to the LHYSL President and President must be presented with doctor release before approving any player to return to play.

All coaches are expected to follow this policy and notify League president if such mentioned injury occurs.

1.4 Licking Heights Youth Sports League Board Meetings

1.4.1 Frequency of Meetings

1. There will be at least (1) meeting per month scheduled (Jan to Dec).
2. At least one (1) budget meeting should be scheduled the beginning of each calendar year (i.e. Feb)
3. A final Lessons Learned meeting should be scheduled at the end of each season (Dec & April) to review all lessons and things that can be improved / changed for next season for Football/Cheer and Wrestling.
4. Various meetings throughout the year will be open to the public for parents and anybody interested.

1.4.2 Notifications of Meetings

5. Two (2) weeks' notices of the date, time and location of meeting
6. Follow up one (1) prior to meeting.
7. Use website and email to correspond thoroughly to board members.

1.4.3 Meeting Formats

1. Agenda for all attendees or previously sent to all members.
2. All meetings are to follow
3. Welcome / Introduction.
4. Briefly review the Minutes from the last meeting
 - a. Discuss outstanding business (Open issues from last meeting)
5. New Business according to Agenda
 - a. Discuss new business and assign actions, owners and due dates.
 - b. Board to follow, but not limited to, the Board Task list.
6. Open forum for Questions
7. Set next meeting, date, time and location.
8. Meeting Adjourned

1.4.4 Voting

1. Refer to LHYSL Code of Regulations for voting rules.

2 Board of Directors Roles and Responsibilities

2.1 President

The President shall be the principal executive officer for the operational organization of the LHYSL including accountability of all board members and financial accountability of the league. The president is responsible for understanding and upholding the "Code of Regulations" and bringing volunteers together to create a safe and exciting environment for youth football players to learn, grow and prepare them for Middle School and eventually High School football.

Subject to the control of the Board, the President shall generally supervise and direct all the business and affairs of the corporation. The President shall perform all duties customarily incident to the office of the President, and other duties that may be prescribed by the Board. The President shall preside at all meetings of the Board. The President shall see that orders and resolutions of the Board are carried out.

2.2 Vice President

In the absence of the President or by any reason of his/her inability to act, the Vice President shall perform the duties of the President and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as are assigned to him/her by the President or the Board.

2.3 Secretary

The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the members and of the Board. All minutes of meetings and proceedings shall be recorded in books provided for that purpose including dates, attendance and any voting results. The Secretary shall serve notice of all meetings of the Board, in accordance with the provisions of the By-Laws, be custodian of the LHYSL books and records, keep a register of the members and their addresses, and in general, perform all duties customarily incident to the office of Secretary and such other duties as are assigned to him/her by the President or the Board.

The Secretary has responsibility as the Registrar Manager who shall be responsible for collecting and organizing all pertinent documents for all of the youth who apply to participate in the LHYSL activities, which include Birth Certificate (if required and will remain on file until the player terminates participation); Verification of Grade; Player/Parent Consent form; and Concussion form. The Registrar Manager will approve a player's eligibility when all of the required documentation has been properly filled out and collected. The Registrar Manager will organize and arrange binders with all pertinent documents for each head coach of each individual team to have on hand for all of the official games. The Registrar Manager will obtain an organized "Master" binder of the players for all five teams, which will be submitted to the League for official approval for the season. The Registrar Manager is to be custodian of the "Master" binder. No player shall be eligible to receive gear until all pertinent registration information is sufficiently filled out and submitted to the League and approved. Responsibilities are in conjunction with the Treasurer.

2.4 Treasurer

The Treasurer shall administer the financial affairs of the LHYSL and shall keep the accounts in accordance with accepted accounting procedures. The Treasurer shall have charge and custody of and be responsible for all funds and securities of LHYSL; receive and give receipts for monies due and payable to the League from any source whatsoever; and deposit all such monies in the name of the League in such banks or other depositories as shall be selected in accordance with the By-Laws; disburse such funds as directed by the Board; sign all checks, drafts, or other orders for payment of money. The Treasurer shall prepare a monthly report of expenditures and income to report to the Board and a year-end report on the financial status of the League for reporting at the annual membership meeting. The Treasurer shall perform all duties customarily incident to the office of Treasurer and such other duties as are assigned to him/her by the President or the Board.

2.5 Football Director

The Football Director is responsible for recruitment and organization of the football coaching staff. He/she ensures that coaches are aware of and attend organizational meetings, clinics, and any other training and activities the Board deems necessary. The Football Director must be prepared to volunteer during the off-season and organize pre-season clinics, training, and/or coaches' meetings, as necessary. The Football Director is responsible for the actions and activities of the coaching staff associated with the League.

The Football Director is also responsible for Equipment, Field and Press box management. It is highly recommended that the Football Director find committee volunteers for **Equipment Manager**, **Field Manager** and **Press box Manager**. These responsibilities are outlined below: recruiting and training volunteers to run the scoreboard, press box announcers and volunteers to raise and lower the U.S. flag.

2.5.1 Football Coaches (Refer to Section 3 for more details of Role)

A volunteer will be recommended by the **Football Director** and authorized by the Board to serve as Head Football Coach only after determination of their interest, integrity and ability to properly handle the youth participating in the football program in a manner consistent with the Leagues' stated purposes and objectives. The Coach shall be responsible to the Football Director for the team he/she coaches. Any Coach shall take such other duties and responsibilities as assigned to him by the Football Director.

Head Coaches must be 21 years of age and Assistant/Volunteer Coaches must be at least 15 years of age. Head Coaches and Assistant Coaches are required to complete coach certifications, pass a mandatory Ohio background check, and are subject to all League Rules. Coaches are required to be committed to all necessary clinics, meetings, practices, debriefings, etc, that may occur during pre-season, regular season, and off-season periods. All Coaches are required to adhere to the Leagues' Mission Statement.

2.5.2 Football Equipment Manager (Refer to Section 5 for more details of Role)

The Equipment Manager is responsible for tracking and issuing equipment to players and coaches, recommending replacement of equipment, receiving and logging in new equipment, and receiving and properly storing returned equipment. The Equipment Manager should be in close communication with the Secretary for pertinent player information. The Equipment Manager will be responsible for the maintenance, security, and organization of the storage unit where the equipment is stored and will be the keeper of the key to said unit. The Equipment Manager will need to be available to hand out equipment and collect equipment as needed.

2.5.2.1 Equipment Handout Coordinator

The Football Equipment manager will also be responsible for handing out of all football equipment and uniforms. This includes coordination of equipment hand out day, transportation of all equipment to location, site set-up and working with **Team Parent Coordinator** for assuring event is properly staffed with volunteers.

2.5.2.2 Equipment Return Coordinator

The Football Equipment manager will also be responsible for the return of all football equipment and uniforms. This includes coordination of return day, transportation of all equipment to location, site set-up and working with **Team Parent Coordinator** for assuring event is properly staffed with volunteers.

2.5.3 Press box Manager (Refer to Section 6 for more details of Role)

The Football Director also acts as Press box Manager (or has an assigned alternate) responsible for press box management during all events including Opening Day and all home games. This includes but is not limited to assuring preseason recruitment and training of press box staff for scoreboard and announcing, unlocking press box on game days, assure scoreboard is set up and will be staffed throughout the day, assuring press box announcers are available for each game, coordination of team rosters for announcing, raising/lowering of U.S. flag, tear down of scoreboard controller and closing/securing press box. Press box staff must be properly trained and capable of performing required tasks.

2.5.4 Field Manager

The Football Director also acts as Field Manager responsible for field management during all home games or has an assigned alternate. This includes, but are not limited to coordinating field markings, creating seating arrangements, making sure facility/gates are open for proper access, setting up chain markers, welcoming visiting team, ensuring all press box activities are done (See Press Box Manager) and assuring facility is closed and secured at the end of the day (i.e. locking gates, locking press box, turning of lights). Overall, to make sure the League and facilities are game-ready and properly represented during home games.

2.5.5 League Representative

The Football Director refers to the President who is also the League Representative representing Licking Heights Youth Sport League (LHYSL) within the Licking County League Youth Football (LCLYF). The League Representative is responsible to attend LCLYF meetings or have an alternate representative (i.e. Equipment Manager) attend the League Meetings and report back to the Board with all pertinent information. The League Representative acts as a liaison between the LHYSL and the League.

2.6 Team Parent and Volunteer Coordinator (Football)

The role of the Team Parent and Volunteer Coordinator is to coordinate volunteers for LHYSL events and to be the main point of contact for all Team Parents for recruiting volunteers for all home games. The Team Parent Coordinator shall perform other duties as assigned to him/her by the President or the Board.

The Team Parent Coordinator is responsible for maintaining the Volunteer website (currently VolunteerSpot.com) and keeping event dates and volunteer positions fully listed and up to date. This includes periodic checks to the website to assure upcoming events will be properly staffed. Any concerns or issues with volunteers should be addressed directly to the **President**.

2.6.1 Picture Day Coordinator

Once the **Secretary** has scheduled the Picture Day with our vendor, the Team Parent Coordinator is responsible for taking over the organizational role. This includes coordination with the photography vendor for set up, player/team picture organization, tear down, picture orders, delivery and distribution.

2.6.2 Volunteer Coordinator

The Team Parent Coordinator is responsible for coordination of all volunteers for all events during the football season. This includes Registration, Picture Day, Opening Day and all Home football games. This includes the coordination of volunteers for the Concession Stand, Chain Gang and Press box.

2.6.3 Team Parent (1 per football team)

The Team Parent is the assistant to the respective Head Coach and is the liaison between the coach and the parents of said team. The Team Parent/Manager volunteers for duties set forth by the Head Coach. Some of these duties include, but are not limited to, coordinating snacks/drinks for game day, communicating to the parents, coordinating the end-of-season banquet, assisting with League events as they relate to the respective team, including holding funds and turning in budget at end of the season (i.e. picture day, auction, concession stand, merchandise, football program, etc....).

2.7 Concessions Manager (Refer to Section 8 for more details of Role)

The Concessions Manager is responsible for coordinating the Concession Stand during all league events including Picture Day, Opening Day and all home games. The Concessions Manager is responsible for:

1. Annual Concession Stand spring cleaning before season starts.
2. Budget and purchasing of all food and other products to be sold in the concession stand.
3. Keeping an inventory of all concession stand products.
4. Working with **Team Parent Coordinator** to assure concession is properly staffed during all events and games.
5. Coordinate the opening and set-up of the concession stand.
6. Coordinate the clean-up, tear down and closing of the concession stand.
7. Controlling the cash till until given to the Treasurer.
8. Re-inventory of product including storing of food and all other pertinent elements.

It is highly recommended that the Concession Stand Manager solicit for other volunteers to help in the areas above.

2.8 Cheer Director and Equipment Manager

The Cheer Director is responsible for recruitment and organization of the football cheer coaching staff. He/she ensures that coaches are aware of and attend organizational meetings, clinics, and any other training and activities the Board deems necessary. The Cheer Director must be prepared to volunteer during the off-season and organize pre-season clinics, training, and/or coaches' meetings, as necessary. The Cheer Director is responsible for the actions and activities of the cheer coaching staff associated with the League.

Other duties include, but are not limited to, during home games: coordinating cheer sideline set up and making sure the League and cheer area facilities are game-ready and properly represented during home games.

It is highly recommended that the Cheer Director find committee volunteers that will be responsible for cheer sideline set-up/ tear down.

2.8.1 Cheer Equipment Manager

The Cheer Director will also be responsible for all of the cheer equipment and uniforms. This includes taking and keeping inventory of all cheer equipment. This also includes developing an annual budget to be present to the Board for approval. Once approved the Cheer Director is authorized to purchase all approved items.

2.8.1.1 Equipment Handout Coordinator

The Cheer Director will also be responsible for handing out of cheer equipment and uniforms. This includes coordination of date/time, location and volunteer coordination as required.

2.8.1.2 Equipment Return Coordinator

The Cheer Director will also be responsible for the return of all cheer equipment and uniforms. This includes coordination of date/time, location and volunteer coordination as required.

2.8.2 Cheer Coaches

A volunteer will be recommended by the **Cheer Director** and authorized by the Board to serve as Head Cheer Coach only after determination of their interest, integrity and ability to properly handle the youth participating in the football program in a manner consistent with the Leagues' stated purposes and objectives. The Coach shall be responsible to the **Cheer Director** for the team he/she coaches. Any Coach shall take such other duties and responsibilities as assigned to her/him by the **Cheer Director**.

Head Cheer Coaches must be 21 years of age and Assistant Coaches must be at least 15 years of age. Head Coaches and Assistant Coaches are required to attend coach certification, pass a mandatory Ohio background check, and are subject to all League Rules. Coaches are required to be committed to all necessary clinics, meetings, practices, debriefings, etc... that may occur during pre-season, regular season, and off-season periods. All Coaches are required to adhere to the Leagues' Mission Statement.

2.9 Fundraising Coordinator

The Fundraising Coordinator is responsible for all fund-raising activities approved by the Board. Other duties include overseeing and coordinating fund-raising for the League. The duties include proposing fund-raising ideas, dates, selecting a venue, and presenting a budget to the Board for the events; being responsible for recruiting volunteers; advertising; preparing an accounting report of income and expenses to forward to Treasurer.

2.9.1 Fundraising Merchandise

The Fund-Raising Coordinator is responsible for brainstorming and presenting to the Board ideas for fund raising merchandise. Once approved by the Board, the FRM shall coordinate and manage all merchandising activities including design, internet/manual ordering, distribution, accounting of all expenses and profits, payment collection, storage of merchandise. As required, coordinate merchandise at designated sales sites (i.e. home games, practices, auction, website, etc...).

2.9.2 Annual Fundraising

The Fund-Raising Manager is responsible for determine the annual fund raiser and presenting and getting Board approval. Once approved, the FRM is responsible for placing the order for the fund-raising material including flyers, promotional material and fundraising items (candy, cups etc.). The FRM is then responsible for coordinating receipt of the material, distribution to players/parents, collection of forms/money, and coordination of delivery and final distribution of orders.

2.10 Wrestling Director

The Wrestling Director is responsible for recruitment and organization of the Wrestling coaching staff. He/she ensures that coaches are aware of and attend organizational meetings, clinics, and any other training and activities the Board deems necessary. The Wrestling Director must be prepared to volunteer during the off-season and organize pre-season clinics, training, and/or coaches' meetings, as necessary. The Wrestling Director is responsible for the actions and activities of the coaching staff associated with the League.

The Wrestling Director is also responsible for Equipment and gym management.

The Wrestling Director is the point of contact to the wrestling county league, LCYWL.

2.10.1 Wrestling Coaches

The Wrestling director shall establish a Head Coach and Assistant coaches to aid in teaching and supervising the team. The head coach is responsible to assure each assistant is qualified and understands all League rules. The Head Coach should clarify roles for all their coaches and assure that all coaches speak with "One Voice" and uphold the expectations of the League. Assistant Coaches are required to complete coach certifications and are subject to all League Rules. Refer to the LCYWL Rules which governs the number of coaches allowed during matches.

2.10.2 Wrestling Group Levels – Draft

The wrestling team is composed of two groups of athletes with an elite team:

- 1) Beginner Group – Grades 1 – 3
- 2) Older Group – Grades 4 – 6
- 3) Elite Team – Team members by coach invitation only.

2.10.3 Practice and Matches

Wrestling Matches/Dual will be between school under the Licking County Youth Wrestling League, LCYWL. All matches are competitive with official referees and all athletes are grouped by weight. Practices will be twice in a calendar week.

3 Football Coaches

3.1 Roles and Responsibilities

The role of the football coaches is ultimately to teach youth the fundamentals of football in a safe and fun environment. All coaches are expected to be role models and protect the safety of the youth football players. All coaches are required to read and be aware of the LHYSL Coaches Code of Conduct prior to starting any practices.

3.2 Head Coach

Each team shall designate a head coach which is responsible and accountable for the team's actions and conduct throughout the preseason, regular season and post season activities. It is required that the head coach be 21 years of age or older before August 1 of the season.

The head coach may decide to delegate certain tasks required to be completed by the team, but they remain the point of contact (coordinator). The head coaches' responsibilities include, but not limited to the following:

3.2.1 Player Draft

Refer to **LHYSL League Draft Rules** for detail on the Draft Process. All head coaches are required to:

1. Choose their assistant coaches by the date and time established by the Football Director.
2. Attend the draft at the date and time established by the Football Director. If unable to attend, the head coach must nominate one of their assistants to be present on their behalf.
3. Call/notify all players on their team after the draft and provide details on equipment hand out and when their team's practice schedule.

3.2.2 Equipment Handout

In reference to equipment handout, all head coaches are required to:

1. Notify all players on their team the date and time for equipment handout.
2. Attend the equipment handout on the League established date and time. If unable to attend, the head coach must nominate one of their assistants to be present on their behalf.
3. Organize and supervise their team at the equipment handout.

3.2.3 Practice Planning

Head coaches are expected to:

1. Attend every practice. If unable to attend, the head coach must have at least one (1) assistant who has past their background check to be present on their behalf.
2. Have an organized practice plan in place for every practice.

3.3 Assistant Coaches

Each Head Coach shall establish at least two (2) Assistant coaches to aid in teaching and supervising the team. The head coach is responsible to assure each assistant is qualified and understands all League rules. The Head Coach should clarify roles for all their coaches and assure that all coaches speak with "One Voice" and uphold the expectations of the League. Assistant Coaches are required to complete coach certifications, pass a mandatory Ohio background check, and are subject to all League Rules. Refer to the LCLYF Rules which governs the number of coaches allowed on the sidelines during games.

3.4 Volunteer Coaches

Each Head Coach shall establish a 2-3 Volunteer coaches to aid in teaching and supervising the team. The head coach is responsible to assure each volunteer is qualified and understands all League rules. The Head Coach should clarify roles for all their coaches and assure that all coaches speak with "One Voice" and uphold the expectations of the League. Volunteer Coaches are NOT required to complete coach certifications or pass a mandatory Ohio background check. Volunteer Coaches ARE subject to all League Rules.

3.5 Coaches Clinic

All head coaches and assistant coaches are required to attend the LHYSL Coaches Clinic each year. The Football Director will provide details on the agenda, date and time of the clinic. The clinic is design in conjunction with the High School program to assure unity in our coaching philosophy and methods. The clinic will also review any league rule changes or important information for the season.

3.6 Player Combine

The Player Combine is part of the player evaluation process that is held prior to the draft. The combine is typically held the week of the draft for two (2) days. During the combine each of the team's coaches will have an opportunity to condition and run no contact drills to evaluate each of the players.

The Football Director will provide details of the combine schedule which will include how the players will be broken up and how long each team will have with the players. It is up to the head coach (and assistants) to determine what drills they wish to run during their evaluation session.

3.7 Team Pictures

All head coaches, assistant, and volunteer coaches are required to attend the Team Pictures session. The League Secretary or Team Parent Coordinator will provide details on the date and time of pictures. The head coach is responsible for organization of the team as they wait for their picture time slot.

3.8 Practices & Scrimmages

Each Team will be assigned a designated practice space/location by the Football Director. The practice areas shall be kept clean, safe and in good repair. Teams are only allowed to practice at approved League locations which is currently the practice fields at the Licking Heights Jr High School. All coaches are required to follow the following guidelines for practices:

1. Practice frequency is governed by the LCLYF rules. Please refer to these rules for frequency preseason and during season.
2. Safety of the players, coaches and spectators is paramount. No practice shall be held if dangerous or hazardous conditions exist. Refer to **Section 11 for Lightning Safety Guidelines**.
3. The League President and/or Football Director may elect to postpone or cancel practices under certain conditions. Teams are not allowed to practice if the League has cancelled all practices due to any reason (inclement weather, community event etc.).
4. Practices should be well planned to provide optimal time for players to learn.
5. Practice must have pre-determined hydration breaks at a minimum of every 15-20 minutes. More may be required during hotter temperatures and higher humidity.
6. Teams are only allowed to practice at approved League locations which is currently the practice fields at Licking Heights Jr High School.
7. Teams are allowed to scrimmage and practice at other location but should coordinate with the League President if location is anywhere other than the approved location.
8. Practices shall be no longer than two (2) hours in length.
9. Practices should begin no earlier than 6:00 pm and finish no later than 8:30 pm.

3.9 Games

All coaches play a role in game day organization. Head coaches are expected to be present a minimum of sixty (60) minutes prior to the start of the game to assure proper coordination with the Game Day Director. Head Coaches are responsible for the following game day tasks:

1. Field Set up (1st Team) or Tear Down (Last Team) if playing at home. Refer to **Section 9.3** for Game Day Organization.
2. Have three (3) volunteers ready to run the down and distance markers 15 minutes before the start of the game.
3. Have two (2) volunteers ready to perform duties in the press box (scoreboard and announcing).
4. Bring required rosters and substitution sheets as outlined by the Licking County League Rules.
5. Bring appropriate hydration equipment/quantity to properly keep the players hydrated.
6. Meet with Game Day Directory as required at pre-established times.
7. Meet with Game Day Director for Weigh Ins
8. Clean up the sideline around player's benches after the game.
9. Assure team represents themselves in accordance with the Coaches' Code of Conduct at all times.

3.10 Return to Play Policy

All head coaches and assistant coaches are expected to abide by the League's "Return to Play" policy. A player that sustains a severe injury (i.e. broken bone, concussion etc.) during practice or a game resulting in removal from game by referee or coach can only return to practice or game by a written release from a certified doctor. All such injuries MUST be reported to the LHYSL President and President must be presented with doctor release before approving any player to return to play.

4 Wrestling Coaches

4.1 Roles and Responsibilities

The role of the wrestling coaches is ultimately to teach youth the fundamentals of wrestling in a safe and fun environment. All coaches are expected to be role models and protect the safety of the youth wrestling athletes. All coaches are required to read and be aware of the LHYSL Coaches Code of Conduct prior to starting any practices.

4.2 Head Coach

Each squad shall designate a head coach which is responsible and accountable for the team's actions and conduct throughout the preseason, regular season and post season activities. It is required that the head coach be 21 years of age or older before August 1 of the season.

The head coach may decide to delegate certain tasks required to be completed by the team, but they remain the point of contact (coordinator). The head coaches' responsibilities include, but not limited to the following:

4.2.1 Elite Team Selection

4. Choose their assistant coaches by the date and time established by the Wrestling Director.
5. Attend the selection at the date and time established by the Football Director. If unable to attend, the head coach must nominate one of their assistants to be present on their behalf.
6. Call/notify all players on their team after the draft and provide details on equipment hand out and when their team's practice schedule.

4.2.2 Practice Planning

Head coaches are expected to:

3. Attend every practice. If unable to attend, the head coach must have at least one (1) assistant who has past their background check to be present on their behalf.
4. Have an organized practice plan in place for every practice.

4.3 Assistant Coaches

Each Head Coach shall establish at least two (3) Assistant coaches to aid in teaching and supervising the team. The head coach is responsible to assure each assistant is qualified and understands all League rules. The Head Coach should clarify roles for all their coaches and assure that all coaches speak with "One Voice" and uphold the expectations of the League. Assistant Coaches are required to complete coach certifications, pass a mandatory Ohio background check, and are subject to all League Rules. Refer to the LCYWL Rules which governs the number of coaches allowed on the mat during meets and duals.

4.4 Volunteer Coaches

Each Head Coach shall establish a 2-3 Volunteer coaches to aid in teaching and supervising the team. The head coach is responsible to assure each volunteer is qualified and understands all League rules. The Head Coach should clarify roles for all their coaches and assure that all coaches speak with "One Voice" and uphold the expectations of the League. Volunteer Coaches are NOT required to complete coach certifications or pass a mandatory Ohio background check. Volunteer Coaches ARE subject to all League Rules.

4.5 Coaches Clinic

All head coaches and assistant coaches are required to attend the LHYSL Coaches Clinic, if available, each year. The Wrestling Director will provide details on the agenda, date and time of the clinic. The clinic is design in conjunction with the High School program to assure unity in our coaching philosophy and methods. The clinic will also review any league rule changes or important information for the season.

4.6 Team Pictures

All head coaches, assistant, and volunteer coaches are required to attend the Team Pictures session. The League Secretary or Team Parent Coordinator will provide details on the date and time of pictures. The head coach is responsible for organization of the team as they wait for their picture time slot.

4.7 Practices

Each Team will be assigned a designated practice space/location by the Wrestling Director. The practice areas shall be kept clean, safe and in good repair. Teams are only allowed to practice at approved League locations which is currently the Auxiliary Gym at Licking Heights Middle High School. All coaches are required to follow the following guidelines for practices:

10. Practice frequency is governed by the LCYWL rules. Please refer to these rules for frequency preseason and during season.
11. Safety of the players, coaches and spectators is paramount. No practice shall be held if dangerous or hazardous conditions exist..
12. The League President and/or Wrestling Director may elect to postpone or cancel practices under certain conditions. Teams are not allowed to practice if the League has cancelled all practices due to any reason (inclement weather, community event etc.).
13. Practices should be well planned to provide optimal time for players to learn.
14. Practice must have pre-determined hydration breaks at a minimum of every 15-20 minutes. More may be required during hotter temperatures and higher humidity.
15. Teams are only allowed to practice at approved League locations.
16. Teams are allowed to scrimmage and practice at other location but should coordinate with the League President if location is anywhere other than the approved location.
17. Practices shall be no longer than two (2) hours in length.
18. Practices should begin no earlier than 6:00 pm and finish no later than 8:30 pm.

4.8 Meets, Duals & Tournaments

All coaches play a role in dual/meet day organization. Head coaches are expected to be present a minimum of sixty (60) minutes prior to the start of the dual to assure proper coordination with the Wrestling Director. Head Coaches are responsible for the following game day tasks:

10. Mat Set up (1st Team) or Tear Down (Last Team) if playing at home.
11. Have three (2) volunteers ready to run the match score
12. Have two (1) volunteer ready to perform duties in the clock management.
13. Bring required rosters and substitution sheets as outlined by the Licking County League Rules.
14. Bring appropriate hydration equipment/quantity to properly keep the players hydrated.
15. Meet with Wrestling Director for Weigh Ins
16. Clean up the areas around player's areas after the meet.
17. Assure team represents themselves in accordance with the Coaches' Code of Conduct at all times.

4.9 Return to Play Policy

All head coaches and assistant coaches are expected to abide by the League's "Return to Play" policy. A player that sustains a severe injury (i.e., broken bone, concussion etc.) during practice or a meet resulting in removal from meet by referee or coach can only return to practice or game by a written release from a certified doctor. All such injuries MUST be reported to the LHYSL President and President must be presented with doctor release before approving any player to return to play.

5 Football Equipment Manager

5.1 Roles and Responsibilities

The role of the equipment manager is to organize and execute the upkeep, distribution and collection of the youth football equipment including assuring the proper upkeep of the equipment is within the manufacturer's recommendations. The equipment manager is responsible for the following equipment for all age groups (Mini, Juniors, Seniors):

Equipment below is owned by League & leased at no charge if returned and with normal wear and tear:

- | | |
|------------------------------------|-------------------------------------|
| 1. Helmets | [Storage Unit on Helmet cart] |
| 2. Shoulder Pads | [Storage Unit on Shoulder pad rack] |
| 3. Game Pants | [Storage Unit in Plastic Totes] |
| 4. Practice Jersey | [Storage Unit in Plastic Totes] |
| 5. Coaches First Aid Kits | [Storage Unit in Coaches Bags] |
| 6. Coaches Equipment Parts Kit | [Storage Unit in Coaches Bags] |
| 7. Coaches Practice Equipment Bags | [Storage Unit in Mesh Bags] |

The equipment below is bought new every year and given to the players; costs included in league fees:

- | | |
|-----------------|--|
| 8. Game Jerseys | [Bought new every year, player keeps at the end of the season] |
| 9. Mouthpieces | [Bought new every year, player keeps at the end of the season] |

The equipment below is the responsibility of the parent/player to provide:

10. Practice Pants
11. Cleats
12. Pant Belts [as required]
13. Socks (typically determined by Head Coach and Team Parents)

Below is the League's football game and practice equipment:

14. Yardage Markers [2 yardage markers for G,5,10,20,30,40, and 50 with storage bag]
15. Down and Distance Markers [1 set in storage bag]
16. End Zone pylons [2 sets of 4 in storage bag]

5.2 Inventory

Inventory lists are maintained by the Equipment Manager with the Vice President and recorded in an Excel Spreadsheet. Refer to "Equipment Inventory.xls" file.

Equipment Manager is responsible for maintaining inventory of all equipment listed in the equipment spreadsheet. They are responsible for assuring all equipment is returned at the end of the season and maintaining the inventory sheet to allow for proper budget planning and reconditioning costs.

5.3 Player/Parent Equipment Handling Responsibility



Mishandling and mistreating of the football equipment is one of the main reasons that our shoulder pads have to be repaired/replaced or helmets have to be refurbished. It is important that prior to hand out, the equipment manager reviews the do's and don'ts of taking care of our equipment.

The equipment manager must review the following items with each team and coaches before the equipment is handed out during equipment handout day:



It is up to all coaches and parents to continue to promote the proper methods for handling the equipment. Most importantly taking care of the helmets as this results in the most expensive costs for refurbishing.

Shoulder Pads	
Don't	Do
Do not leave your pads outside or in the back of vehicles exposed to the weather. Mold will destroy the inner pads.	Always allow to dry inside when pads have gotten wet
Do not store in damp locations	Store in dry location at room temperature
Do not use handmade straps or buckles	See your coach if a strap is broke or a buckle does not fit correctly
Do not put masking tape or duck tape on the shoulder pads anywhere	Keep your pads clean of tape and mud.
Helmets	
Don't	Do
Do not throw your helmet for any reason	Respect your helmet as the main piece of equipment protection
Do not set your helmet down on the top part of the helmet	Always set your helmet down with facemask down
Do not sit, stand or prop your foot up on your helmet. This includes for pictures also	Sit on ground or on one knee next to your helmet
Do not leave outside or store in damp locations, including in back of vehicles exposed to the weather.	Store in dry location at room temperature
Do not apply any stickers, numbers of any type to the helmet. Use only league provided numbers.	Have your coach apply jersey number to the correct location on your helmet
Do not apply any masking or duck tape to the helmet at any time. Use only league provided white stripe tape.	Have your coach apply the white stripe to your helmet
Do not use handmade straps, snaps or screws	See your coach if a piece appears to be broken or does not fit correctly

5.4 Checklist

To follow are checklists which can be used by the equipment manager for help prioritize and organize their tasks:

Pre-Equipment Hand-out		
Volunteers recommended: 1-2		
Completed	Task	Description
April	Shoulder Pads	Review organization and prepare for hand-out day
April	Shoulder Pads	Perform inventory count and compare against previous year
April	Shoulder Pads	Review condition of equipment and make any recommendations for replacement or repair (per Riddell representative)
April	Shoulder Pads	Organize replacement and repair as required
April	Shoulder Pads	Study and learn how to properly size a youth player with shoulder pads
April	Helmets	Review organization and prepare for hand-out day
April	Helmets	Perform inventory count and compare against previous year
April	Helmets	Review condition of equipment and make any recommendations for replacement or refurbishment (per Riddell representative)
April	Helmets	Organize replacement and refurbishment as required
April	Helmets	Study and learn how to properly size a youth player with a helmet
May	Equip. Spares Kit	Review organization and prepare for hand-out day
May	Equip. Spares Kit	Perform inventory count and compare against previous year
May	Equip. Spares Kit	Provide inventory list for parts replacement
May	Equip. Spares Kit	Organize replacement and completion of spares kits as required
May	Riddell Helmet Kits	Perform inventory count of parts in kits and compare against previous year
May	Riddell Helmet Kits	Provide inventory list for parts replacement
May	Riddell Helmet Kits	Organize replacement and completion of spares kits as required
June	First Aid Kits	Review organization and prepare for hand-out day
June	First Aid Kits	Perform inventory count and compare against previous year
June	First Aid Kits	Provide inventory list for parts replacement
June	First Aid Kits	Organize replacement and completion of kits as required
June	Equip. Bags	Review organization and prepare for hand-out day
June	Equip. Bags	Perform inventory count and compare against previous year
June	Equip. Bags	Provide inventory list for parts/equipment replacement
June	Equip. Bags	Organize replacement and completion of equipment bags as required
June	Yardage Markers	Perform inventory count and compare against previous year
June	Yardage Markers	Organize repair or replacement as required
June	Down & Distance Markers	Perform inventory count and compare against previous year
June	Down & Distance Markers	Organize repair or replacement as required
June	End Zone Pylons	Perform inventory count and compare against previous year
June	End Zone Pylons	Organize repair or replacement as required

Equipment Hand-out		
Volunteers recommended: Equipment transfer 2 Shoulder pads: 2 people measuring, 2 trained people sizing Helmets: 2 people measuring, 2 trained people sizing		
Preparation (Pre-Handout Day)		
Completed	Task	Description
Mid July	Organization	Review layout of equipment stations and assure enough volunteer coverage
Mid July	Volunteers	Organize volunteers to be present at equipment hand-out location at proper time
Mid July	Equipment Prep	Assure all inventory is ready for transfer
Handout Day		
Completed	Task	Description
End of July	Volunteers	Remind volunteers to be present at equipment hand-out location at proper time
End of July	Game Pants	Transfer all Tubs of pants to hand out location
End of July	Practice Jerseys	Transfer all Tubs of practice jerseys to hand out location
End of July	Shoulder Pad Carts	Transfer to hand out location
End of July	Helmet Carts	Transfer to hand out location
End of July	Shoulder Pads	Organize racks and volunteers for handout
End of July	Shoulder Pads	Train people on proper sizing
End of July	Helmets	Organize racks and volunteers for handout
End of July	Helmets	Train people for proper sizing
End of July	Team Arrival	Hold Do's and Don'ts discussion with entire team and coaches prior to handing out equipment. May happen at the first practice
End of July	First Aid Kits	Hand out and review
End of July	Equip. Bags	Hand out and review
End of July	Equip. Spares Kit	Hand out and review
Post Equipment Hand-out		
Completed	Task	Description
On going	Equipment	Organize / retrieve from storage unit any equipment replacement for all youth players as required for equipment that does not fit or may be damaged
Equipment Return (Drop-off)		
Volunteers recommended: Traffic organizer: 1 Shoulder pads: 2 people returning to correct rack location Helmets: 2 people returning to correct rack location		
Completed	Task	Description
Oct / Nov	Volunteers	Organize volunteers to be present at storage location for equipment return day at proper time
Oct / Nov	Shoulder Pads	Organize return and proper storage of equipment
Oct / Nov	Helmets	Organize return and proper storage of equipment
Oct / Nov	First Aid Kits	Organize return and proper storage of equipment
Oct / Nov	Equip. Bags	Organize return and proper storage of equipment
Oct / Nov	Equip. Spares Kit	Organize return and proper storage of equipment

6 Press Box Manager

6.1 Roles and Responsibilities

The Press box Manager in conjunction with the Football Director is responsible for all preseason and Game Day activities as it relates to the Press box.

6.1.1 Pre-Season

The role of the Press box Manager is to prepare the press box and all the press box equipment for the football season. This includes proper operation of the following equipment prior to the Opening Day scrimmage games:

- | | |
|--|--|
| 1. Press box Building | [Property of Middle School AD] |
| 2. Scoreboard | [Property of Middle School AD] |
| 3. Scoreboard Remote Console | [Property of Middle School AD] |
| 4. PA / Speaker System | |
| a. Mixer and Amp | [Property of Middle School AD] |
| b. Push-to-Talk Announcer's microphone | [Property of Middle School AD] |
| c. Wireless microphone | [Property of LHYSL] |
| d. Media Player (CD Player) | [Property of Middle School AD] |
| 5. Furniture | |
| a. Chairs | [Property of Middle School AD] |
| b. Trash Can and Broom/Dustpan | [Donated by LHYLS to Middle School AD] |
| 6. U.S. Flag | [Concession Stand / Equipment Bldg] |

The following checklist outlines all the tasks to perform prior to the start of the season:

PRESEASON: Press Box Management Checklist	
Volunteers recommended: 1	
Task	Description
Press box (Football Dir)	Assure the Press box building is clean and ready for use. This includes vacuuming and washing windows, cleaning out wasps/bugs (upstairs and downstairs)
Scoreboard (Football Dir)	Set up scoreboard remote console and turn on Scoreboard and make sure all bulbs are burning. Replace bulbs as required
PA / Speaker System	Test the Amp and Mixer
	Make sure all audio knobs are labeled and marked for optimal sound
	Test all the microphones (push-to-talk and wireless)
	Test Media/CD Player
Microphones	Make sure League microphones are stored and working
	Assure there are two (2) extra batteries stored with microphones
Furniture	Assure all furniture is clean and in working order.
Trash Can and Broom	Make sure there is a trash can, broom and dustpan in the press box
U.S. Flag	Make sure League has U.S. Flag in clean condition
Media	If National Anthem is played at games, make sure Two (2) CDs are available and tested for audio clarity
	If Warm-up music is used for teams, make sure latest team's warm-up music is with the Media Player.
Instruction Books	Procedures for turning on audio system stored with system
	Amp/Mixer manufacturers manual stored with equipment
	Procedures for resetting the sound system and football field lights
	Emergency Procedures, EMS directions and emergency numbers are displayed in press box.

6.1.2 Game Day

The Press box Manager is also responsible for organizing all game day press box activities. When possible, the press box manager should pre-arrange all volunteers for home games to help with tasks.



Due to complaints from teams and referees, all score and time keepers must be at least thirteen (13) years old and trained to use the time clock. No kids under 13 should be allowed to be the time keeper.

The following checklist outlines all the tasks to perform on game day:

GAME DAY: Press Box Management Checklist	
Volunteers recommended: 1 Score and Timekeeper 1 Announcer and Music Organizer	
Task	Description
Unlock Press box	Retrieve key from Game Day Football Director and unlock press box
Set up Equipment	Set up scoreboard remote console, Wireless mic, announcing push-to-talk mic, Turn on Amp and Mixer
Pre-Game Testing 45 minutes before 1 st game	Assure proper operation scoreboard and clock
	Assure proper operation PA system
	Assure proper operation of audio player
Locate Score & Timekeeper 30 minutes before game	Organize volunteers for keeping the score & time clock for all home games and review their responsibilities
Locate Announcer 30 minutes before game	Organize volunteers for announcing plays for all home games and review their responsibilities
Retrieve Rosters	Retrieve rosters (jersey number and name) for both teams for all games from Game Day League Director and give to announcer.
Retrieve Cheerleader Music, if any	Retrieve music and instructions from cheer coach for half-time show. Responsible for organization and playing of required music at half-time (if no Announcer)
Provide Announcements to Announcer	Review announcements with Announcer prior to start of game. Refer to "Announcers" section for game day announcements
Clean-up	Responsible for cleaning up press box area including packing up scoreboard remote control, LHYSL equipment, picking up trash and emptying trash can.

6.2 Timekeeper Football

The clock operator at a football game is a position that needs to be performed with a great level of care. Football has always been called a game of inches and seconds. One extra inch on the field or one extra second on the scoreboard clock can create an unfair advantage for one of the teams. The clock operator must know the correct National Federation of State High School Associations football timing rules inside and out before he can operate the clock at a real game.

6.2.1 Pre-Game

Game Clock
Set pregame clock for thirty to sixty (30 - 60) minutes before the start of the game and let it run down. This lets the two teams and referees know when the game should start

6.2.2 Game Clock & Halftime

Set each quarter game clock based on table below:

Division	Game Clock
Mini	Seven minute (7:00) middle school clock for all four quarters.
Junior	Eight minute (8:00) middle school clock for all four quarters.
Senior	Eight minute (8:00) middle school clock for all four quarters.
Half-time	Ten (10:00) minutes and let count down.

6.2.3 Clock Start/Stop Rules

Touchdown: Stop the clock after every touchdown. The referee should blow his whistle when one of these plays occurs, which is your signal to stop the clock.

Extra Points: The clock should remain stopped during all extra points and 2-point conversions.

Plays near Sideline (In and Out of Bounds): Identify the nearest referee to the play when the game action is close to one of the sidelines. An official may give a winding signal to indicate the ball is still in bounds and follow it by a stop-the-clock signal for an apparent first down. If a player goes out of bounds the clock needs to be stopped and the referee will blow the whistle and raise one hand in the air as he stands on the spot where the runner went out of bounds.

Dead Ball Punts: Clock should be stopped for all dead ball punts and

Player in Bounds: Allow the clock to continue to run if the player with the ball is downed in the field of play. This is one that could trick you as the clock operator, because the referee will blow their whistle, but that only indicates the player is down and the play is over. If a player is hurt, the referee will blow his whistle again and wave both of his hands over his head to signal to you that the clock needs to be stopped.

1st Down: The clock always stops on a first down. If a play ends close to the mark for a 1st down, the referee may request a measurement. If this happens, the referee will blow his whistle again and wave both of his hands over his head to signal to you that the clock needs to be stopped.


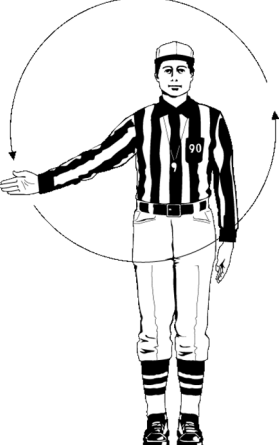
1st Down Ball Spotted: If the player went out of bounds for 1st down, the clock starts on the snap of the ball. If the player went down in bounds, once the referee has spotted the ball for first down, they will blow the whistle and circle one hand in a winding motion indicating to start the clock again.

2 Minutes of a Half: Be prepared to stop the clock for a lot of different plays in the last 2 minutes of a half or game. A team's quarterback may choose to spike the ball to stop the clock. If this happens, the clock continues to run until the quarterback has received the ball from his center and then throws the ball directly in the ground. The referee will blow the whistle to signal to you to stop the clock.

Time Outs: Stop the clock if there is a team timeout or a referee timeout. The referee will blow his whistle and wave both of his hands over his head to signal to you that the clock needs to be stopped. Start the clock on the snap of the ball.

Penalties: The clock will stop for penalties (immediately for false start, illegal procedure and encroachment) or upon conclusion of the play for other penalties (holding, block in the back). If the clock was running when the penalty occurred, the officials will start the clock when the ball is made ready for play. If the clock was stopped when the penalty occurred, the clock will remain stopped until the snap. **WATCH THE OFFICIALS FOR THE SIGNALS.**

Incomplete Pass: Stop the clock once a ball has hit the ground because of an incomplete forward pass. The clock starts on the next snap of the ball.

	<p>STOP THE CLOCK SIGNAL Hands crisscrossed above head.</p> <p>Referee's Time Out. Same signal followed by placing one hand on top of cap.</p> <p>Touchback. Same signal followed by arm swung at side.</p>
	<p>RE-START THE CLOCK SIGNAL Full arm circled to simulate moving clock.</p> <p>The clock operator should always watch the head referee (normally lines up behind the ball.) He will wind his arm like a windmill to start the clock. If no such signal is given, the clock should start on the snap</p> <p>The head referee is the only one who can start the clock once it is stopped. Any referee may stop the clock.</p>

Mercy Rule: The mercy rule states that when the point difference reaches 35 points in the second half, there will be a **running game clock with the exception of timeouts, scores or an injured player.**

6.3 Timekeeper Wrestling

The clock operator at a wrestling match, meet, or dual is a position that needs to be performed with a great level of care. Wrestling has always been called a match of time and effort. The clock operator must know the correct National Federation of State High School Associations wrestling timing rules inside and out before he can operate the clock at a real match, meet, or dual.

6.4 Announcers

Announcers at a football game provide an added energy to the game. They must be energetic and be able to read and speak clearly. An announcer should review all announcements 45 minutes prior to the start of the game so they are aware of the content and order of the announcements.

6.4.1 Pre-Game Day Announcements

Announcement 1	Time: 45 minutes before each game
Weigh-Ins and Roster Pre-Announcement	
Announce the following:	
Weigh-ins, if needed, will begin at <INSERT TIME HERE> [30 minutes prior to the start of the game].	
Please let the press box know if Weigh-ins will be needed.	
Head coaches please bring a copy of your team rosters with names and jersey # to the press box.	
Head coaches and players to be weighed should meet behind the concession stand.	
Head coaches MUST bring 2 copies of their roster and their substitution sheet.	

Announcement 2	Time: 45 minutes before each game
Chain Gang, If needed	
Announce the following:	
We need three (3) volunteers for running the chains and down markers.	
If you would like to volunteer, please come to the press box.	
We greatly appreciate your help and time.	

Announcement 3	Time: 30 minutes before each game
Weigh-In Time and Roster Exchange	
Announce the following:	
If needed, Weigh-ins will now begin.	
Head coaches and players to be weighed please meet behind the concession stand at this time.	
We ask that all "White Striped" players please bring your helmets.	
Head coaches MUST bring 2 copies of their roster and a copy of their substitution sheet.	

Announcement 4	Time: 30 minutes before each game
Cheerleading Music, <i>Only if needed.</i>	
Announce the following:	
Attention Cheerleading teams	
Would a representative from each cheerleading team please bring your half time music and instructions to the press box.	

Announcement 5	Time: 10 minutes before each game
General Announcement	
Announce the following:	
Welcome to Licking Heights Youth Sports League football and cheer today at Craig Field.	
Our game will start at <Game Start time> for our <Division name> division.	
Please check out our concession stand for any drinks, snacks or food.	

Announcement 6	Time: 7 minutes before each game
Playing of our National Anthem	
Announce the following:	
Ladies and gentlemen, we ask that you please stand and remove your hats as we honor America with the playing of OUR National Anthem	
Play the National Anthem using the Soundboard or CD Player.	

Announcement 7	Time: 5 minutes before each game
Game Introduction & Sportsmanship	
Announce the following:	
Ladies and gentlemen, welcome to Craig Field for today's game between <Insert Away Team Name> and your Licking Heights <Insert Hornet Team Name>	
We remind all spectators that this is a competitive game, but it is also an educational experience for all players.	
Please remember to show respect and sportsmanship throughout this contest and refrain from negative cheers or behavior.	
We welcome our guests from <Insert Visiting School Name> and wish all players Good Luck in today's game.	

Announcement 8	Time: 3 minutes before each game
Home Football Team Introductions	
Once the Hornet Football Team is lined up in middle of field, announce the following:	
Now on the field, please give it up for your Licking Heights <Insert Hornet Team Name> football team	
Announce each players name and jersey number.	
How about another big round of applause for your Licking Heights <Insert Hornet Team Name> , football Team.	

6.4.2 Game Play by Play Announcements

Game play by play announcing adds another level of energy and excitement to the game. Below are rules and samples for announcers.

Rule 1: NEVER speak during a live play. Announcements should occur only after the play is completed.

Rule 2: NEVER speak while either team is in a huddle.

Play-by-play examples

Setting up the down	"It's X down, X to go, with X minutes left in the X quarter"
	"That brings up 2 nd down and 4 from the <Team Name> own 45 yard line"
	"It's X down and the <Team Name> have the ball at their XX yard line needing X yards for a first"
Run Play (Positive Yards):	"Ball carried by <Insert Name> for X yards, tackled by <Insert Name>"
	"Nice run by <Insert Name>, brought down by <Insert Name>"
Run Play (Negative Yards) HORNETS ON DEFENSE ONLY	"Ball carried by <Insert Name>, stung by a swarm of HORNETS"
	"Ball carried by <Insert Name> and stuffed for a loss by <Insert Name>"
Incomplete Pass Play	"Pass thrown by <Insert Name>, incomplete to <Insert Name>"
	"Pass incomplete to <Insert Name> covered by <Insert offensive player>"
	"Pass thrown by <Insert Name>, intended for <Insert Name> is incomplete"
Complete Pass Play	"Pass from <Insert Name>, completed to <Insert Name>"
	"X yard pass by <Insert Name>, completed to <Insert Name>"
Touchdown	"Touchdown scored by <Insert Name>"
	"Into the end zone goes <Insert Name> for the touchdown"
Extra Point (Run) GOOD	"Extra point converted by <Insert Name>"
	"<Insert Name> with the run and the extra point run is good"
Extra Point (Run) GOOD FOR HORNETS ONLY	"Run by <Insert Name> and Boom Goes the Dynamite!
	That's good for 1 point.
Extra Point (Run) NO GOOD	"Extra point attempt by <Team> is no good"
	"<Insert Name> with the run, but is stopped short and the extra point is no good"
Extra Point (Pass) GOOD	"Extra point pass by <Team> is good for 2 points"
	"<Insert Name> with the pass to <Insert Name> for 2 points"
Extra Point (Pass) NO GOOD	"Extra point pass attempt by <Team> is no good"
	"Extra point pass by <Insert Name> to <Insert Name> is no good, coverage by <Offensive Player>"
1st Down Announcement FOR HORNETS ONLY	The idea is to eventually get the home crowd to say "1st Down!" You need to set this up gradually.
	"Run by <Insert Name>, and that's another HORNETS...<pause>... 1 st Down!"
	"And it's another HORNETS....<pause>.....1 st down!"

6.4.3 Half-Time Game Day Announcements

Announcement 9	Time: Beginning of Half Time
Concession	
Announce the following:	
Please check out our concession stand for a drink or snack for the 2 nd half of the game.	
We would like to remind you to please pick up and throw away any trash that you may have left behind.	

Announcement 10	Time: At Half Time
Away Cheer Team Introductions, If Any.	
Once away team has gathered in middle of field, announce the following:	
Please focus your attention to the center of the field as the cheerleading team representing <Insert Away Team Name> performs their Half Time show.	
Start Music	
After the performance, announce the following:	
How about a big round of applause for the cheerleading team from <Insert Away Team Name>	

Announcement 11	Time: At Half Time
Home Cheer Team Introductions, If Any	
Once the Hornet Cheer Team is in middle of field, announce the following:	
Now on the field, please give it up for your Licking Heights <Insert Hornet Team Name> as they perform their Half Time show. <i>If no show you may announce our home cheerleaders by name.</i>	
Start Music	
After performance, announce the following:	
How about another big round of applause for your Licking Heights <Insert Hornet Team Name> , Cheerleading Team.	
Great job to all the Cheerleaders and their coaches	

Announcement 12	Time: At Half Time
LHYSL Sponsor Announcements	
Once the cheer teams leave the field, announce the following:	
We at the LHYSL would like to thank some of our sponsors who have helped support our youth programs this season. They are <Sponsor Company Name> <i>You will announce all of our sponsors listed on the sponsor sheet.</i>	
After the sponsors are called out, announce the following:	
We appreciate all of our sponsors for help us support all of youth programs. All donations go towards equipment, supplies, and insurance required to run our great programs.	

Announcement 13	Time: After Cheerleading Performances
Concession	
Announce the following:	
There is still time to hit the concession stand for last minute drink or snack before the 2 nd half of the game begins.	
We would like to remind you to please pick up and throw away any trash that you may have left behind. Our LH Intermediate School has kindly allowed us to use this field, and we ask that you help us keep it clean.	
Thank you for respecting the environment and we greatly appreciate your help and support of the youth football program.	

Announcement 14	Time: End of Half Time
Weigh-In Time and Roster Exchange for the next game, if needed	
Announce the following:	
If needed, Weigh-ins will now begin at <Time> ,	
Head coaches and players to be weighed please meet behind the concession stand at this time.	
We ask that all “White Striped” players please bring your helmets.	
Head coaches MUST bring 2 copies of their roster and a copy of their substitution sheet.	

Announcement 15	Time: After Game
Post Game Score and Clean-up	
Announce the following:	
The final score of today’s game <Insert Away Team Name> , <Insert Score> and your Licking Heights <Insert Hornet Team Name> , <Insert Score>	
Congratulations to both teams for a great game.	
Coaches and Players please help us by throwing away any trash and bottles that you may have left on the sidelines.	
Fans and spectators, please pick up and throw away any trash that you may have left behind or see on your way out. Our staff and the LH Intermediate School greatly appreciate your help.	
Thank you for coming to Craig Field today and supporting your LHYSL teams.	

7 Team Parent Coordinator

7.1 Roles and Responsibilities

The roles and responsibilities of the Team Parent Coordinator are outlined in this section.

7.1.1 Pre-Season Checklist

Preseason activities are as follows:

PRESEASON: Team Parent Coordinator	
Volunteers recommended: 1-2	
Task	Description
Team Parent Coordination Meeting	Hold a Team Parent meeting (which can be during a practice at the practice fields) during 1 st week of practices.
	Get all Team Parent contact information (email, phone #'s etc.) & provide yours.
	Review all preseason activities and support you will need for each Team parent.
	Review monetary fine/penalty for lack of volunteer participation
	Obtain a copy of the season game schedule and determine date and times of all home games. Schedule released typically middle of 3 rd week of August.
	Using the VolunteerSpot.com website, enter all the league events requiring volunteers. See Section 7.1.2 for events and volunteers required
	Using Team Parent Email communicate to all league parents and members the method for signing up to volunteer
	Coordinate any issues regarding volunteer participation issues with President
	Proactively manage and follow up on volunteer schedule

7.1.2 Events and Volunteers Required

This section outlines the minimum league events and the volunteer spots that need to be staffed. This information should be used to complete the online volunteer website information:

Event	Volunteers Required	
Site Registration #1 Volunteers: 6	Secretary	Greeter & Forms Coordinator 1
	Treasurer	Greeter & Forms Coordinator 2
Mandatory Parents Meeting Volunteers: 6	Presenter (President)	Greeter 1
	Presenter (Football Director)	Greeter 2
	Audio/Video Coordinator	Greeter 3
Player Combine Day 1 Volunteers: 7	Football Director	Greeter & Forms Coordinator 1
	Combine Field Manager	Greeter & Forms Coordinator 2
	Combine Assistant & Time Keeper	Greeter & Forms Coordinator 3
		Greeter & Forms Coordinator 4
Player Combine Day 2 Volunteers: 7	Football Director	Greeter & Forms Coordinator 1
	Combine Field Manager	Greeter & Forms Coordinator 2
	Combine Assistant & Time Keeper	Greeter & Forms Coordinator 3
		Greeter & Forms Coordinator 4
Equipment Hand Out Day Volunteers: 16	Football Director	Station 4 (Game Jerseys) Helper 1
	Equipment Manager	Station 4 (Game Jerseys) Helper 2
	Station 1 (Weigh In) Helper	Station 4 (Game Jerseys) Helper 3
	Station 2 (Game Pants) Helper 1	Station 5 (Helmets) Helper 1
	Station 2 (Game Pants) Helper 2	Station 5 (Helmets) Helper 2
	Station 3 (Shoulder Pads) Helper 1	Station 5 (Helmets) Helper 3
	Station 3 (Shoulder Pads) Helper 2	Station 6 (Practice Jersey) Helper 1
	Station 3 (Shoulder Pads) Helper 3	Station 6 (Practice Jersey) Helper 2
Hive Night (optional) Volunteers: TBD		
	Based on number of stations	1-2 helpers per station
	All Board Members	
Parade 9 (optional)	Complete board	
	Team Parents	
	Coaches	
Opening Day Volunteers: 14 3 Scrimmage Sessions will need alternating volunteers in concession during scrimmages	Concession Manager (Board)	Field Manager
	Concession Helper 1 (Mini Scrimmg)	Time & Score Keeper
	Concession Helper 2 (Mini Scrimmg)	Announcer
	Concession Helper 3 (Jr. Scrimmg)	Announcer Spotter (Optional)
	Concession Helper 4 (Jr. Scrimmg)	Chains: Down Marker
	Concession Helper 5 (Sr. Scrimmg)	Chains: Distance Marker
	Concession Helper 6 (Sr. Scrimmg)	Chains: Ball Marker
Picture Day (Mini, Jr. Sr.) Volunteers: 4	Team Line Organizer 1	Picture Helper 1
	Team Line Organizer 2	Picture Helper 2
Home Games Volunteers: 11 per game Sign up set up for each Game No. of Games vary	Concession Manager (Board)	Score & Time Keeper
	Concession Helper 1	Announcer
	Concession Helper 2	Announcer Spotter (Optional)
	Concession Helper 3	Chains: Down Marker
		Chains: Distance Marker
		Chains: Ball Marker
Equipment Drop Off Day Volunteers: 5	Equipment Manager	Field Manager
	Equipment Collector 1	
	Equipment Collector 2	
	Equipment Collector 3	
	Equipment Collector 4	

7.1.3 In Season Responsibilities Checklist

The role of the Team Parent Coordinator during the season includes:

IN SEASON CHECKLIST: TEAM PARENT COORDINATOR	
Task	Description
Volunteer Organization	Using spreadsheet to proactively manage volunteers
	1 week prior to games/events, determine status of staffing
	Using team parent email to communicate to Team Parents for each team on status of staffing
	Coordinate all changes and cancellations assuring replacement volunteers are found
	Enforce Volunteer Participation fine as required for teams that are not actively participating in volunteer work
	Inform Treasurer and President of team's that will be fined for lack of participation or "no show" for volunteering
Game Day or Event Day	Perform final check 2-3 days before Event / Game to assure all volunteer positions are filled.
	Make final attempt to fill all positions if not filled. Contact President immediately if there are any problems.
	Using spreadsheet to print out volunteer schedule (Event name, date/time and list of signed up volunteers) and bring to each event or provide to President and/or Board member that will be at event

7.1.4 Post Season

- Communicate location and times to coaches and team parents so they can coordinate with team appropriately.
- Get list of missing items to coaches so they can collect and return to avoid loss of team finds.

8 Concessions Manager

8.1 Roles and Responsibilities

The role of the concession manager is to prepare the concession for the season, manage concession inventory, create concession stand volunteer schedule and manage all game day operations of the concession stand for all football and wrestling home events.

8.2 Pre-Season and Pre-Event Checklist

To follow is a checklist to help organize those activities.

PRESEASON PREPARATION	
Volunteers recommended 1-2	
Task	Description
Equipment	Make sure all equipment is located and in working order including soda coolers, coffee makers, grill, nacho cheese warmer, hot pan server, pizza/hot dog warmer.
Weight Scales	Make sure to locate the scale used for player weigh ins during game day. Test the calibration with the Test Weight.
Test Weight	Locate the test weight used to validate the calibration of the scale. This should be a known weight like a 5lb or 10lb dumbbell.
Clean	Clean concession stand equipment as required including, coolers, counters, sinks and equipment
License	Make sure Board of Health Care License is valid and displayed
Rules	Display the rules of the 3 sinks and what goes in each. (i.e. Wash, Rinse and Sanitary)
Supplies	Purchase all required supplies including 1 st aid kits, hats/hair nets, plastic gloves, condiments, cups, napkins, paper products, hand sanitizers
Food Prices	Make sure menu board with prices is organized with correct pricing information.
Concession Schedule	Once League schedule is released completed the Concession Stand Volunteer schedule the best that you can. Use the registration information and call parents that indicated they would volunteer for concession. Schedule date and time for all time slots.

PRE-GAME	
Volunteers recommended: 1	
Task	Description
Pizza, if needed	Order Pizza for that week's event, Only if needed.
Soda Order	Order soda according to inventory requirements. Soda must be ordered from Coke. by Tuesday of each week. Order all Coke Product via email from XXXXXXXXXXXXX
Soda Delivery and Check	Provide Middle School Administrator (Currently Lisa Todd) a check made out to G&J Pepsi Co to pay for soda. School Administrator will pay for soda and provide key to allow delivery at concession stand directly.
Food	Shop for that week's food including hot dogs, hamburgers, buns, chips, water, candy etc. Refer to previous years inventory for guidance on quantity.
Cash Till and Pizza Check	Pick up cash till from Treasurer along with check made out to the Pizza company to pay for the Pizzas. Pizza receipts and Cash Till should be returned to the Treasurer after the game.
Special Food	Prepare any special food that requires any extra preparation

8.3 Game Day Checklist

GAME TIME	
Volunteers recommended: in concession (per game): 4 Note: 1-2 Board Members will be assigned to help Concession at each game	
Task	Description
Unlock	Arrive approximately ninety (90) minutes before the start of the first game and unlock concession
Prep	Start cooking hot dogs, wrap hot dogs, wrap pizza, set out candy, set out condiments and napkins etc.
Run	Assure you have at least 3-4 volunteers in the concession stand at all times.

POST GAME	
Volunteers recommended: in concession (per game): 4	
Task	Description
Inventory	Take a count of all inventory to determine what needs purchased for next game. This includes pop, Gatorade, food items and paper products
Clean up	Clean up concession stand including washing down counter and equipment, cleaning sinks and throwing out all the trash.
Lock Up	Lock up concession stand and check lock.

8.4 Concession Food Allowance

8.4.1 Volunteer's Food Allowance

Any volunteer that has work the concession is allowed one (1) food item and one (1) drink item at no cost for each entire game they work. i.e. If a volunteer works for two entire games, they are allowed two (2) food items and two (2) drink items at no cost.

Volunteers are not allowed to offer discount pricing or provide free food or drinks to anyone unless it is their food allowance that they are giving to someone.

8.4.2 Scorekeeper and Announcer Food Allowance

Any volunteer that kept score or announced for the entire game is allowed one (1) drink item and one (1) food item at either half time or the end of the game.

8.4.3 Referee's Food Allowance

We also will provide all Referees food and drink as they require at no cost. Typically, one (1) drink item at half time and one (1) drink item and one (1) food item at the end of the game.

9 Game Day Organization

9.1 Concession Management

Refer to Section 8 for concession stand activities for game day.

9.2 Referee Payments

Contact the League President or Treasurer when it is time to pay a referee. Referees are paid at the end of their shift which may be a single game or multiple games depending on the Licking County League referee schedule.

9.3 Football Field Preparation

9.3.1 Set up: First Home Team

For all home games, the head coach of the first home team to play is responsible for organization of field set up. The head coach may designate a team equipment manager, but they are responsible to assure the field is set up. The following field setup tasks should be completed 60 minutes before the start of the game.

FIELD SET UP: Completed by 1st Home Team, 60 Minutes before game time

Volunteers recommended: 1

Task	Description
Field Storage Shed	Retrieve the key for the Field Storage shed from the Game Day Director and unlock the Field Storage Shed
Goal Posts	Retrieve goal post pads from Middle School equipment shelter and put on both goal posts
Goal Posts	Tie up soccer net as required
Yardage Markers	Retrieve yardage markers and set up 1 yd from the sideline for each yardage location on both sides of field from Goal line to Goal line.
End zone Pylons	Retrieve pylons and set up on all four (4) corners of each end zone
Down & Distance Markers	Retrieve down and distance markers and set on the home team sideline at the 50 yard line

9.3.2 Down & Distance Volunteers: Every Home Team

The head coach of every home team is responsible for finding three (3) volunteers to run the down and distance markers for their game. The head coach may nominate an equipment manager or team Mom to perform these tasks, but the head coach is ultimately responsible to make sure volunteers are found.

Announcements will be made from the Press box to assist in this process. The volunteers must be at least in middle school and at least one adult must be among the three volunteers.

9.3.3 Field Clean Up: Every Home Team

The head coach of every home team is responsible for cleaning up their side of the field after every game. They need to assure that the field is left in the same condition as they arrived by picking up all trash and bottles on the sideline and throwing them away. The head coach may nominate an equipment manager or team Mom to perform these tasks, but the head coach is ultimately held responsible for clean up.

Announcements will be made from the Press box to assist in this process.

9.3.4 Field Tear down: Last Home Team

When games are scheduled at home, the head coach of the last home team to play is responsible for field tear down which includes return of all equipment to storage and all trash on sideline and fields are picked up and thrown away. The head coach may designate a team equipment manager or other volunteer on their team to perform these tasks, but they are responsible to assure the field is cleaned up.

The following field tear down tasks must be completed at the completion of the last game.

FIELD TEAR DOWN: Completed by LAST Home Team, after last game	
Volunteers recommended: 1	
Task	Description
Trash	All trash on both sidelines, player benches, end zone areas and any on the field must be picked up and thrown away.
Goal Posts	Return both goal post pads to Middle School equipment shelter and lock
Yardage Markers	Pack markers in storage bag and return to youth storage location
End zone Pylons	Pack pylons in storage bag and return to youth storage location
Down & Distance Markers	Pack down & distance markers in storage bag and return to youth storage location
Field Storage Shed	Lock Field Storage Shed

9.4 Wrestling Mat Preparation & Setup

The Center area, which is a 7-meter diameter circle. The Starting area, which is a one-meter circle in the very center of the mat. The Passivity zone, which is a one-meter band around the perimeter of the Center area. The passivity zone may be marked by taping a line of dashes inside the out-of-bounds line. The Protection area, which should extend a minimum of 1.5 meters beyond the Passivity zone. The inner 10-foot folkstyle circle has no meaning internationally, and when standing, the contestants start in the middle, facing each other about a meter apart. It is not mandatory that the athletes begin the match or subsequent restarts on any “starting” lines. One corner of the mat should be marked in red and the other in blue, so the wrestlers and the coaches know where to report. This can be done with colored chairs, with colored plywood under the chairs, or simply with red and blue signs. The red corner should be on the referee’s left as he faces the judge’s table. UWW approved mats are not required for domestic competition. For local and state level competitions for the age groups Schoolboy/girl and lower, mats less than full size but not less than a quarter of a full-sized (standard) mat may be used when necessary. Adequate protection around all mats should be in place. The protection area must be clearly marked. Each pair of wrestlers is entitled to a wrestling area devoid of obstructions, including other wrestlers, coaches, and observers, etc. On mats where a line is used to indicate the out-of-bounds, the outermost edge of that line is considered as the true out-of-bounds. For purposes of this rule, the line itself is still considered part of the wrestling area. The area around the mats should be large enough to accommodate a table for the mat chairman and volunteer clock controllers, a table for the judge, one or two score clocks, and any necessary video equipment used. There should still remain adequate space for the protection of the athletes.

9.5 Weigh In & Roster Exchange (Football & Wrestling)

9.5.1 Weigh In Preparation

Set up the weight scale and test calibration with the test weight.

9.5.2 Weigh In Announcement

Refer to Section 6.4.1 for all weigh in announcements. The first weigh in announcement that should be made about 45 minutes prior to weigh ins to warn coaches of what is required.

Thirty (30) minutes prior to the start of the game or match, make the announcement that weigh-ins are starting and indicate the location to meet.

9.5.3 Roster Exchange

Head Coaches should exchange a copy of their roster using the form found in the LCLYF & LCYWL rules book. This roster must be completed with name, jersey #, DOB, Age and weight. The roster should match

that which is published. Using the Rosters, the head coaches can decide specifically which players they wish to have weighed in. They have the option to weigh everyone or no one if they wish.

9.5.4 Weigh Ins

Coaches should line up their players/athletes, Football: with white stripers off to the side with the helmets on. Home Team will go first and have all their players weighed at the Away Team's request. When the Home team is done, they can return to warm-ups.

Football: Athletes can weight with just shorts and t-shirt if they so choose.

Wrestling: Athletes are to weight in wearing their competition singlets.

Then the Away Team will weigh-in their players at the request of the Hornet head coach. Away Team players can then return to warmups once weighed in.

There is a NO tolerance rule for weight in both Football and Wrestling county leagues.

9.5.5 Substitution Sheet

Head Coaches shall review their substitution sheets and explain any particular disciplinary action that has been handed down to a player and any other information that will affect player participation.

10 Post Season

10.1 Equipment Drop Off (Football)

At the conclusion of the season (possibly play-offs), the **League President** will indicate a location, date and time for dropping off league equipment and uniforms. The **Equipment Manager** will assist in coordination and return of the equipment. All players/parents/coaches should return their league equipment and uniforms at the time.

If they are unable to make the designated date/time, they must nominate another person to return their equipment on their behalf.

Email message sent 1 week before:

All football players need to have all of their equipment turned in on <Insert Date>. We will do our Equipment Drop off just like last year. Our storage unit is now in the back, so you will have to drive towards the back right, but we will be there to direct you. You won't even have to get out of your car!

On <Insert Date>, you will need to bring the following to our Equipment Drop Off Location which is at Pataskala U-Storage, located at 14135 E.Broad Street (across from LH South - on E. Broad St).

You will need to bring:

1. CLEAN AND LAUNDERED Game Pants
2. CLEAN AND LAUNDERED Practice Jersey
3. CLEAN Helmet
 - ALL STICKERS REMOVED
 - Mouthpiece removed
 - All mud and dirt cleaned and wiped off
4. Shoulder Pads

IF ALL PIECES ARE NOT RETURNED, YOUR TEAM WILL HAVE FUNDS DEDUCTED FROM THEIR BANQUET (optional)! So, please, if you personally cannot get to the Equipment Drop off, make arrangements with your team mom or someone to drop off your equipment for you.

WE WILL HAVE ONE DROP OFF TIME, that's it.

Here is the time to come to the drop off....ONLY COME AT YOUR SCHEDULED TIME!! (Example below):

Mini Maroon – 11 am
Mini Gold – 11 am
Jr Maroon – 10 am
Jr Gold – 10 am
Jr White – 10 am
Sr Maroon – 9 am
Sr White – 9 am

10.2 Head Coach Responsibilities

All head coaches are responsible for the return of their team's equipment at the designated location and time. The head coach may designate another person (assistant or team mom) to follow up on this matter, but they are accountable for the equipment return.

If players are not able to return their equipment at the designated date/times, the head coach (or designated person) is responsible for collection and return to the league. No banquet allowance money will be provided to the team until all equipment is returned.

10.3 Banquets / End of year parties (Optional)

Each team is responsible for organizing their team banquet typically held at the end of each season. The LHYSL does not provide an allowance for the banquet. Each team has "Team Specific" fundraisers to raise fund for a banquet or end of year party.

No banquet/end of year party funds will be provided until all league equipment from all players is returned and all league equipment provided to the head coach is returned.

11 Lightning Safety Rule - Football

11.1 “30-30” Lightning Safety Rule

The existence of blue sky and the absence of rain are not protection from lightning. Lightning can and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike. The key to a **lightning safety plan of action** is knowing the answer to the following two questions:

1. How far away am I (or the group who I am responsible for) from a safe location?
2. How long will it take me (and/or my group) to get to the safe location?

These questions need to be answered **before** lightning storms threaten. By knowing the answer to the above questions, you will greatly increase your chances of **not** becoming a lightning strike victim.

Lightning awareness should be increased with the first flash of lightning or the first clap of thunder, no matter how far away. This activity must be treated as a wakeup call to those monitoring inclement weather. The important aspect to monitor is how far away the lightning is occurring, and how fast the storm is approaching, relative to the distance of a safe shelter.

11.2 Suspension of Play

To estimate the distance between you and a lightning flash, use the “**Flash to Bang**” method.

The Flash to Bang method is the most reliable, easiest and most convenient way to estimate how far away lightning is occurring. Thunder always accompanies lightning, even though its audible range can be diminished due to background noise in the immediate environment, and its distance from the observer. Audible range of thunder is about 8-10 miles.

The premise upon which the Flash to Bang method is based is the fact that light travels faster than sound, which travels at a speed of approximately one mile every 5 seconds.

Play is suspended	Practice and all play to be suspended when the Flash to Bang method reaches 30 seconds. This indicates the lightning is at the 6 mile range.
Resumption of Play	Practice and play can continue only when lightning or thunder has not been detected for 30 minutes. Every time lightning or thunder is detected within the 30 minutes, the clock restarts.

11.2.1 How to use Flash to Bang

Count the number of seconds, once lightning is sighted, until the thunder (bang) is heard. Divide by 5 to obtain how far away (in miles) the lightning is occurring. Example: If an individual counts 15 seconds between seeing the flash and hearing the bang, 15 divided by five equals three; therefore, the lightning flash is approximately three miles away.

As a minimum, the National Severe Storms Laboratory (NLSS) and NCAA Committee on Competitive Safeguards and Medical Aspects of Sports strongly recommend that by the time the observer obtains a Flash to Bang count of 30 seconds, all individuals should have left the athletics site and reached a safe structure or location. Athletic events may need to be terminated.

11.2.2 Speed of Storms

A typical thunderstorm can travel up to 30 miles per hour. Experts believe 30 minutes allows for thunderstorms to be about ten to twelve miles from the area. This minimizes the probability of a nearby, and dangerous, lightning strike.