



FOREWORD

As a coach, it can be very satisfying and even gratifying to have such a positive influence and effect on so many young lives. It is also a responsibility second to none.

The Western Kansas Football League volunteer program will only be as good as the people who are involved with it. We are proud of our coaches and the quality of their coaching.

We realize our guidelines and coaching requirements are demanding. But because of it, we believe that we are attracting and developing the best-trained coaches of any youth sports program in the area.

Your desire and dedication to help the youth of our communities learn this very enjoyable and challenging sport is commendable. Your time and efforts are appreciated by the Board of Directors of the Western Kansas Football League, the parents, and most of all, by the kids themselves.

Coaches, you are the greatest!!

Mark Loughry, League Director

Here's To A Fantastic Season!

COACHES REFERENCE GUIDE LEAGUE POLICIES AND PROCEDURES

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INTRODUCTION

In an effort to continually improve delivery of its youth football program, the Western Kansas Football League organization has chosen to publish a coaching handbook to serve as a guide for its Volunteer Coaches. The Directors of Western Kansas Football League feel that this handbook, when viewed as a whole, will provide you, the Volunteer Coach, valuable information and new insights on coaching youth football.

JOB DESCRIPTION -- HEAD COACH: Plan, organize, implement, and direct all team and individual practice and game activities. Coordinate development of winning attitudes, fundamental skills, team and individual discipline, sportsmanship and citizenship. Establish lines of communication with parents and/or guardians of team members. Adhere to coaching philosophies, requirements, and guidelines set forth by the Board of Directors of the organization.

JOB DESCRIPTION -- ASSISTANT COACH: Carry out any and all assignments and duties delegated by the Head Coach. Assume all authority, responsibility and teaching obligations in the event the Head Coach is not available.

WESTERN KANSAS FOOTBALL LEAGUE COACHING PHILOSOPHY

1. A youth league coach has a great amount of influence on the young people on his/her team. Youngsters notice how coaches dress, how they talk, how they control or fail to control their emotions, if they are fair, if they know the rules of the game, if they have a sense of humor and several of other things that will be impressed on their minds for the future. As a Western Kansas Football League Football Coach -- you are not just a person who has graciously agreed to volunteer your time -- you have a very important job on your hands. Be the best example you can!!!
2. The home life of some of our participants is not always what it should be. As a youth league football coach, you can meet some of the unmet needs of certain youngsters who have serious problems by simply being considerate, caring, friendly and understanding. Don't forget to listen for things that are not always said. Hear what they are not saying!!
3. Winning is important -- it is the cornerstone of athletic endeavors -- but it should not supersede other values. Youth league football coaches are encouraged to teach in defeat also. Show how to fight back from adversity, how to get ready for the next game and how to never give up, regardless of the odds. Teach players how to win but remember you never know how good it feels to win until you've lost a few times. ***Instruct rather than criticize - teach rather than berate.***
4. Seek cooperation, suggestions and involvement from parents. Be aware and understand that some parents, at times, become irrational about their children. Emotions sometimes boil over. The best way to handle a problem is to discuss it calmly and face to face. Most problems can and will be solved with proper communication and dialog. In the case of a constant and extreme problem, notify the League Director. It may be in the best interest of the team and league to simply refund the fees and drop the participant from the league - a harsh but sometimes necessary solution.
5. Understand that, as a youth football coach, you have a responsibility for the psychological and physical well being of the players under your care. If you are proven negligent in the exercise of your duty, you could be held liable for either psychological or physical harm incurred by players in your charge. ***It is suggested that each coach maintain personal liability insurance of \$500,000.***
6. Therefore, the League Directors advise you to:
 - Inspect practice and game fields for rocks, glass, holes, etc., that may deem the facilities unsafe. **Inspect it and clean it up before you allow your players to use it.**
 - Inspect player's equipment and promptly advise replacement of any defective equipment. **Do not allow any player to participate with defective or damaged equipment under any condition.**
 - Use restraint in periods of hot weather. Be constantly aware of the possibility of exhaustion, dehydration and heat stroke. Make sure every player has access to water often. **Never deny a water break for any reason.**
 - Make absolutely certain every player in your charge has had a physical or written approval to play certified by a medical doctor or recognized associate. **Keep evidence of said form in your coach's book. Also keep medical treatment release forms in your book and with you at all times you are with your team.**
 - Practice emotional control. Never berate or unduly criticize a player. Encourage and teach. **Never use psychological, physical, or verbal intimidation.**
 - Explain and illustrate, not just once -- but many times, the proper placement of the head and neck in tackling, blocking, and as a ball carrier. Absolutely never allow the use of the head, helmet or

facemask to spear, lead or block with. **Remember!!! Teach -- head up, eyes ahead, head to the side.**

- In case of injury -- remain cool, calm and collected. Try to calm the injured player. **It is better to be safe than sorry.** In the event of any doubt, contact an EMT or Doctor immediately. Never assume the role of a physician. Only perform activities that conform to certified First Aid training you have received. **Keep head, neck, back, and compound fracture injuries immobile until a Doctor or EMT arrives.**
- Be complete and thorough in everything you do. Take a professional attitude. **Accept the responsibility that goes with the job.**

Four Goals For A Successful Coaching Experience:

1. Provide experiences that will develop a desire in the participant to continue participating in sports. Teach sound football fundamentals; let the players have fun and winning will take care of itself.
2. Provide experiences that will enable each participant to see his or her worth or value as an individual. Stress the importance of each individual team member. Good teams beat great players every time.
3. Provide experiences that will teach principles and attitudes that will benefit the participant later in life. Always emphasize the importance of commitment to excellence in academic endeavors.
4. Provide experiences that will prevent a child from dropping out of the program. Teach basic skills, do not criticize or berate players. Emphasize equal participation. Let kids learn from success and failure.

Coaching Requirements And Rules: Kansas State High School Activity Association rules will be followed with the following exceptions and additions:

1. All coaches, including assistants and helpers, must obtain either YFUSA or NYSCA certification and be approved by the local Director. Certification requirements can be found at www.yfusa.org or www.nays.org.
2. All coaches will adhere to the YFUSA Coaches Code of Ethics, which can be found at www.yfusa.org and shall be drug, tobacco, and alcohol free at all youth football activities. Coaches are representatives of the entire league and any behavior that reflects badly on the league whether at a WKFL event or not can result in the coach's suspension.
3. All coaches pledge to teach proper and safe technique and will refrain from teaching or conducting dangerous drills and/or activities. Certain activities and drills are expressly forbidden by league rules. These include, but are not limited to:
 - Tackling or lunging at an opponent with the head down.
 - Tackling the head or neck of an opponent.
 - No tackling or blocking drill where the players are not facing each other, on their feet, at the start of the drill
 - The Bull in the Ring Drill in any form or fashion.
 - Angle or run-away tackling drills at full speed.
4. During hot weather, all coaches will provide a rest and water break every one-half hour. Coaches are responsible to see that every player receives proper amounts of water during practice. The use of salt tablets or any other substance is expressly forbidden.
5. The Head Coach is responsible to have a cellular phone available at all practices and games. The phone number for EMS and ambulance services must be taped to the phone.

6. All coaches will consider any head, neck, or back injury a serious and potentially dangerous situation. In the event of such injury the coach should:
 - Never remove the helmet or shoulder pads (unless absolutely necessary to provide CPR).
 - Immediately check for unconsciousness, tingling sensations in arms or legs, and paralysis.
 - Keep the player immobilized -- calm the player.
 - Call 911 or an ambulance service if any doubt exists about the player's condition.

7. The Head Coach will be responsible for the behavior of the team's staff, players and spectators while in activities associated with Western Kansas Football League. It is therefore recommended that each coach make his staff, players and parents aware of this responsibility. Coaches are required to keep a record of practice attendance by taking role at each practice and keeping a written record of those who do not have an excused absence.

8. All coaches shall be required to give discipline, support, advice, direction, and encouragement in a positive and enthusiastic manner. Abusive treatment and/or language at practice or games will not be tolerated. Failure to comply will be grounds for immediate suspension from coaching activities.

9. Each coach shall select, appoint or solicit a volunteer set of parents to serve as Team Commissioners. Team Commissioners will serve as liaison between Parents, Players, Coaches, Division Representatives, League Directors and Board Members. The Coach must turn in a roster by name, game number, position, height weight and grade. The League Director will provide forms. The roster must be completed and returned by the league set deadline. Any issues that arise in a town are to be handled by the local league representative, issues between two towns will be handled by a league board member or the League Director.

10. All coaches will be required to provide an enjoyable learning environment for youth football league participants. Attention should be devoted to the participants physical, social and personal development while adhering to the following youth coaching values:

<ul style="list-style-type: none"> • Teach Sportsmanship • Promote Fitness • Develop Skills • Instill a Desire to Succeed • Teach Teamwork • Promote Responsibility • Build Character • Develop Commitment 	<ul style="list-style-type: none"> Promote Growth through Participation Teach Coping with Success and Failure Develop Positive Authority Attitudes Instill Self Discipline Develop Cooperation Between Individuals Provide an Outlet for Energy Release Make the Experience Fun Serve as a Positive Role Model
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11. Any complaint filed against a team for infraction of League Rules will be investigated and can lead to:

- First Infraction Warning
- Second Infraction Forfeit of Game
- Third Infraction Coach Suspension
- Coaches who are suspended may watch games from the stands, coaches who are ejected from a game must leave the facility
- At the League's discretion a coach or player can be immediately suspended for any reason

Coaching And Player Conduct: It is the responsibility of each coach to be familiar with the rules, policies and guidelines of the Western Kansas Football League.

1. In order to help in the promotion of a better sports environment, the use of foul or profane language by coaches, players, fans, etc., is prohibited while participating in any Western Kansas Football League Football function.

2. Any derogatory remarks to officials, players or any member of the other team, by coaches or players will not be condoned. Violation of this rule, at the discretion of the official, may result in suspension from or forfeiture of the game.
3. Officials may eject a coach, player or fan from any game in accordance with the official rules. The officials and coaches may also suspend the player(s) guilty of flagrant violations of rules from further participation in games.
4. Any player and/or coach engaging in fights or any other flagrant unsportsmanlike conduct before, during or after a practice and/or game will be suspended indefinitely. This applies from the time the person enters the facility area, until the time the person leaves the facility area. This shall encompass all unsportsmanlike conduct such as obscene or profane language and/or appearing at the facility under the influence of alcohol or illegal drugs.
5. Any player(s) and/or coach(s) ejected from the game, by the official, must leave the facility within two (2) minutes. Failure to comply with the above rule will subject the team of which the offender(s) is (are) members to a forfeiture of the game by the official or result in notification of the police. Violators (persons ejected) will be assessed a minimum suspension of at least one game in addition to the one they were suspended from.

PLAYER REQUIREMENTS AND RULES

Kansas State High School Activity Association Rules will be followed with the following exceptions and additions:

1. No youth will try out, check out equipment, play or practice unless they have complied with and submit the following:
 - A copy of a current athletic physical completed and signed by a physician or his designee.
 - A completed Official Registration and Medical Release form with Insurance Information.
 - A notarized parent or guardian signature attesting liability release.
 - All league fees.
2. To play up a grade level requires the approval of the parents and the coach. Once the player has moved up a level they must finish the year there and may not move back down. Each case will be evaluated on an individual basis.
3. Players may start at only one grade level and remain on the same team the entire season.
4. Teams with 14 or fewer players on game day may have a player from the next lower grade division substitute in for other players in case of injury or fatigue. This player will still be eligible to play at their grade division. It is the responsibility of the head coach to notify the opposing team they will be using a younger player for substitution purposes before the start of the game. Violation of this rule will be dealt with on a case by case basis.
5. A player will not be eligible for:
 - 7th grade if he/she reaches the age of 14 before September 1, of the current year.
 - 6th grade if he/she reaches the age of 13 before September 1, of the current year.
 - 5th grade if he/she reaches the age of 12 before September 1, of the current year.
 - 4th grade if he/she reaches the age of 11 before September 1, of the current year.

Grade Classifications

4 th Grade	5 th Grade	6 th Grade	7 th Grade
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6. The following weight rule is in effect for running backs, quarterbacks, receivers, tight ends, punt and kick-off return specialists and kick off and punt formation up-backs (skilled positions).

- 7th Grade Division No Weight Restriction
- 6th Grade Division 130 lb.
- 5th Grade Division 115 lb.
- 4th Grade Division 100 lb.

There will be a mandatory weigh-in at least 30 minutes before each game for all eligible players. There will be zero tolerance and all players must come in at or below the listed weight restriction. Players are allowed to weigh in with or without equipment on **but they must at least wear shorts**. The player must make weight at the time of weigh in, if they don't make weight the can remove equipment in an attempt to make it, but they are not allowed to leave the weigh in and return later to weigh. Each town will be responsible for providing an accurate weighing device that would meet Kansas Activities Association regulations, failure to provide an appropriate scale will result in the home team forfeiting the game. Digital bathroom scales will not be considered adequate. During the weigh in process all players below the weight limit should have their helmets marked with vinyl tape or some other easily identifiable mark. Any player that does not weigh-in or have their helmet marked may not play any of the above mentioned positions. Violation of this rule will result in the coach's ejection and if an ineligible player is determined to have lined up and carried the ball from one of these positions the game will be considered a forfeit. It is legal for a weight restricted player to advance a fumble, interception, failed onside kick or any other turnover as long as it is not a designed play.

A game forfeited for any reason can still be played out if the non-forfeiting team agrees to complete it. The final result however will still be recorded as a forfeit.

PLAYER EVALUATION AND TEAM SELECTION PROCESS

Western Kansas Football League employs a Parity Selection Process. The following policies, procedures and guidelines are utilized to ensure a competitive league and will be utilized in towns with more than one team at any grade level.

1. When grade levels are combined to make up teams and a town will have more than one team at that level the following rules will apply for a Parity Selection Process.
 - a. All teams should be made up an equal amount of players from each grade; the exception would be an odd number of players from one class group.
 - b. A draft will be instituted to assure a sense of fairness.
 - c. Only the head coach of each team will do the drafting.
 - d. The higher grade would be drafted first followed by the lower grade.
 - e. If there are brothers in two grades i.e. one in the 3rd and one in the 4th they would constitute two picks and they would be on the same team. The opposing coach would then get two picks to compensate for the other coaches pick of the brothers. However, the picks must correspond with the same age groups picked from i.e. one 3rd grader and one 4th grader.
 - f. Teams would only be able to protect 2 players corresponding with the head coach and one assistant. If one of the coaches has two children on the same team this would cover their allotted amount and no others could be protected.
 - g. The draft order would be determined by a coin flip.
 - h. A two day 2 hour limit per day assessment camp should be done prior to the draft.
 - i. No pads will be allowed during the assessment camp.
 - j. The assessment camp will not take away any team camp days.
 - k. Players at the entry level division in any town would be drafted annually while at all other divisions the players would stay on the same team as they move up. For example on a 3rd/4th grade

combined team at the end of the season the 4th graders on a team would move up together while the third graders on the team would be put back into the draft the following year. In the case of a new team needing to be formed, a new draft for all the teams will be required.

1. Ultimately this will be handled by the local director (s) in the towns involved and if preferred all teams could be redrafted annually as long as the above process is followed for drafting teams.
- m. The ball carrying weight would be determined by the highest grade in the division.

2. The intention of the Parity Selection Process is to balance the raw talent as best we can, so as to provide good and spirited competition between all teams and communities. Therefore, coaching and good fortune should be big factors in determining the championship team.
3. No coach may “sandbag” or otherwise hold registration of a player in hopes of that player being placed on his team. Nor may a coach ask the order of rotation of his team. This obviously defeats the intention of the player selection process and is detrimental to the philosophy of the league.
4. Each coach may have his child exempted from the selection process and placed on the team he coaches. Although exempted from the selection process, the player must still be evaluated and rated to determine parity for the selection process system. If a draft system is being used then children of coaches will count as a draft selection.
5. All towns are required to accept new signups through July 15th. If sufficient numbers have signed up by this deadline for two teams at one grade level then the town will be required to field two teams. Towns are allowed to extend this deadline for signups if they choose to.
6. Late sign-ups can be accepted up to one week after team evaluation and selection. All late sign-ups will be treated on a first-come, first-served basis up to the number of roster spots remaining. Late sign-ups will be evaluated and assigned to teams on the Parity Selection Basis where applicable. No signups are allowed after the first week of practice without approval by the League Director.
7. Rosters will be limited to a maximum of twenty-nine (29) players. At the 7th grade there will be a minimum of 17 players per team before teams will be allowed to split. Any exception to this rule must be approved in advance by the League Director.
8. The Board of Directors reserves the right to exempt any player from the selection process for good cause (normally medical in nature). No exemption may violate the league’s non-discrimination policy.

EQUIPMENT CHECK-OUT AND CHECK-IN

1. The Head Coach and at least one assistant is required to be present at his grade level’s scheduled player evaluation, team selection and equipment check-out. The same requirement applies to scheduled equipment check-in activities.
2. The Head Coach will also check out and sign for a team kit which will include, but not be limited to: an equipment bag, two practice balls, one game ball, a kicking tee, a helmet pump, a first aid kit and assorted equipment repair parts.
3. Any team that does not have the required number of coaches present at check out may have one win charged as a loss at the end of the season. Please note: season ending records determine championship standings and tournament eligibility.
4. All equipment issued to the players of Western Kansas Football League is to be used for Western Kansas Football League Activities only. Any other use of the equipment is expressly forbidden. Damage to equipment caused by gross misuse or neglect will be assessed during equipment check-in. Necessary repair or replacement costs will be charged to the player.

5. Never allow players to use tape on the outside of the helmet or to make any adjustments whatsoever to the interior cushioning. Never allow players to sit on or throw a helmet.
6. All Head Coaches will be responsible for collecting and returning equipment issued to their team. All equipment is to be returned at the time set forth by the local Director. It is the responsibility of the Head Coach to make sure helmets are cleaned and pants/jerseys are washed.
7. If any equipment is not returned, the coach will be billed for the equipment. If payment is not made or the equipment is not thereafter returned in a reasonable time, legal action will be implemented.
8. Coaches who fail to protect the investment the league has made in players equipment by ensuring its return and appropriate use will not be approved to coach in subsequent years.

PRACTICE RULES

1. The weekly practice schedule is as follows:
 - ⇒ First week: 5 days, 2 hr./day. No pads and no contact first three days. Stress technique, fundamentals, terminology and conditioning only. Use of Helmets and mouthpieces are recommended. Full pads and contact are allowed after the third practice.
 - ⇒ Second week: 5 days, 2 hr./day. Full pads and contact.
 - ⇒ Third week and after: 3 days of practice - preferably Monday, Tuesday and Thursday. Coaches may adjust to fit work schedule. Practice should be limited to 2 hr./day. **Never practice after dark.**
2. When practice is over, at least one coach must stay with the team until every player has been picked up. **Never leave a player unattended.**
3. To be in good standing, the player must attend all practice and game activities unless he is granted an excused absence. Any player missing 3 practices unexcused during a year can be dismissed from the team. Any player missing a combination of 7 or more games and practices, excused or unexcused, can be dismissed from the team at the determination of the head coach, the town Director and the team commissioner. **An excused absence will be granted for illness, school, church or family reasons.**
4. Should a player miss all of the weekly practice sessions prior to a game, regardless of the reason, the player must sit out the game. If the absences were excused, he will immediately be elevated to the position he held prior to his absence upon his return to practice. If the absences were not excused, the head coach may recommend to the League Director that the player be dropped from the league. If this occurs, **fees will not be refunded.**
5. Players may be required to set out of a game or partial game for disciplinary actions, but the parents of the player and the opposing coaches must be made aware of this before the start of the game or the night before the game for away games.
6. It is the responsibility of the Head Coach to make arrangements for the use of a practice field. **Always obtain permission before using a facility.** If using a college, high school or junior high facility, **never use blocking sleds, dummies, etc., without first obtaining permission of the Athletic Director or Head Coach.**
7. No practice, drill, games, or scrimmages may be conducted between divisions with more than one year grade difference on the teams. I.E. a 3rd/4th combined team could not scrimmage a 5th grade team, but a strictly 5th grade team could scrimmage a 6th grade team.
8. Do not allow players to sit on or throw helmets. **Do not use Duct Tape on any equipment for any reason.**

Any player caught sitting on a helmet, throwing a helmet or using tape improperly will be suspended for one game. A second violation will result in dismissal from the league. Athletic tape is acceptable for use on all equipment other than helmets.

INCLEMENT WEATHER SITUATIONS

Practice Situations:

1. If the weather is uncomfortably cold and/or wet, or visible lightning is in the area, or the weather service is notifying the public of unstable weather activity, practice must be canceled immediately. When the heat index exceeds 104 degrees or when the temperature exceeds 99 degrees, practice and games must be postponed. Violation of this policy will result in immediate suspension of coaching privileges.
2. Coaches should always demonstrate common sense with regard to extremely hot, cold or unstable weather. A coach must never choose to risk players' health, safety or well-being. Any coach found doing so will be suspended from the program for life, pending board appeal.
3. If practice is canceled due to weather conditions, less than one hour into the practice, another practice day may be scheduled without violating the weekly limitation on practice sessions.

Game Situations:

1. In the event unstable weather forces a game to be suspended once it has begun, a 45-minute cumulative delay period will be utilized to determine if the game can continue. The Field Manager, in conjunction with the Officials will make the final determination. A decision to delay or cancel a game will be made using the following criteria:
 - If lightning or storm activity is visible in the playing area.
 - The weather service is notifying the public of dangerous storm activity.
 - The weather is uncommonly cold and wet. (Health and sickness risk).
 - Continued play might cause unnecessary and severe damage to the playing field.
2. If a game is canceled any time after completion of the first half, it will be considered a complete game and the team that is leading will be declared the winner. If the game is tied, it will be recorded as so.
3. If a game is canceled any time prior to completion of the first half, it will be rescheduled and played to completion from the point where play was suspended if possible; otherwise the game will be recorded as a bye. Delayed or canceled games will be made up before the following week's scheduled games. A make up game will be considered one of the three practice sessions allowed weekly.
4. If League Officials determine that games scheduled for a particular day must be canceled prior to their start, the Head Coach of each team will be notified. The notification timetable will be advance notice of no less than two (2) hr. plus anticipated travel time. The Head Coach is then responsible for notifying his players.

GAME DAY -- FIELD RULES

1. Only coaches, players, water boys and chain crew may be on the sidelines. Coaches and players must remain inside the coaches' restriction box during a game (the 40-yard area between the 30-yard lines). Chain crews should be limited in age to ensure adequate understanding of official instructions. The total number of coaches allowed on the sideline is 4. You are allowed up to 2 statisticians or trainers, but they are restricted from coaching functions. Statisticians are allowed outside of the coaching box but they are not allowed to give coaching points. Any violation of this rule is enforceable by a 15-yard penalty. **No ONE besides members of the team and coaching crew are allowed on the sidelines or field!** Any violation of this is enforceable as a 15 yard unsportsmanlike penalty.

2. Parents and other spectators must remain behind the track, restrictive fence or other established barriers. Camera operators may be on the track as long as they do not obstruct spectator view at any time. At no time are cameras allowed on the field of play during a game. Note: Only one person per camera allowed on the track.
3. Trash clean-up procedures are as follows:
 - Failure to clean up trash after the game may cause the league to lose the privilege of playing on the field. **Remember we are guests of the facility.** Let's act accordingly. The Head Coach is responsible to see that the team cleans up the trash on the sideline after the game. The Team Commissioner is responsible to see that parents and spectators pick up all trash in and around the stands after the game.
4. Anyone obviously intoxicated or under the influence of a chemical substance will not be allowed to attend or participate in any Western Kansas Football League Football Activity.
5. The home team is responsible to provide at least three field officials and a time keeper. In order to avoid any appearance of impropriety use of relatives of any player or coach for field officials should be avoided. The use of certified officials is recommended **and at a minimum the head official must be state certified in football.** At no time should an official be used that is under the age of seventeen. Failure of the home team to provide an adequate number of officials for a game will result in forfeit of the game.
6. No talking or yelling at the timekeeper will be allowed. The timekeeper follows cues and direction from the field officials and the field manager. If a coach feels the timekeeper is in error, he must communicate his concern to the field official, who will then take appropriate action.
7. All new jerseys are required to have numbers on the front and back. Beginning in the 2010 season all jerseys will have numbers on front and back without exception.
8. Irrational or inappropriate behavior by spectators and fans will simply not be accepted. In the event of irrational, inappropriate, un-sportsmanlike, threatening or abusive fan behavior, the following procedures will be implemented by the Officials or the Field Manager:
 - First, a warning will be issued.
 - Second, a 15-yard un-sportsmanlike conduct flag will be thrown against the fan's team.
 - Third, the game will be halted and the fan or spectator will be asked to leave the premises.
 - Fourth, if the violator doesn't leave the premises within two minutes, police will be notified.

RULES OF PLAY -- GAMES

The 7th grade division will play Kansas State High School Activities Association rules with the following exceptions:

1. Roster size will be limited to no more than 29 and no fewer than 17 players unless previously approved by the League Director
2. A junior sized football will be used.

Any challenges to these rules will be handled by the Director of the League involved, and will not be voiced during game times.

Kansas State High School Activity Association Rules will serve as the standard for the 4th through 6th grade divisions with the following exceptions and additions:

1. Each game will consist of four (4), eight (8) minute periods. A junior size football will be used by the 4th, 5th and 6th grade divisions. **Every player will play a minimum of 10 or more plays per game.** Every attempt will

be made to allow each player to have a starting position. Those grade levels with special teams will assign players a starting position on offense, defense, or special teams (i.e. punt, punt return, kick off, kick return, extra points). Any violations of this rule will be directed to the League Director or a League Board Member and will be dealt with on a case by case basis after further investigation. Habitual offenders of this rule will lose eligibility for post season play. The League Director or his or her representative will enforce this rule.

2. The **Head Tackle Rule, Head Contact Rule and Face Mask Rule** are Western Kansas Football League Football rules **designed to reduce the risk** of serious head, neck or back injury. A head tackle or head contact is defined as any advertent or inadvertent use of the hands in attempting a tackle, butt, slap or punch to, on or about the head and neck area. The facemask rule involves grabbing/twisting the facemask. This is a judgment call for the Game Officials and may not always be understood by fans. However, in order to insure safety of players, Game Officials are instructed to take this call very seriously.

⇒ **Incidental** head tackle, butt, slap, punch or facemask - **5 yards**. Not an automatic first down.

⇒ **Flagrant** head tackle, butt, slap or punch - **15 yards**. Automatic first down. The player who has committed the flagrant infraction is given instruction about the violation and warned that if he commits the same infraction again, he will be suspended from the remainder of the game.

3. Any player who commits **three flagrant fouls** in a game will be suspended from the remainder of the game. The purpose is **not to punish the player but rather to insure the safety of other players**. Coaches should use this action to create a positive teaching opportunity by explaining to the player what he has done wrong and correcting his technique so he will be ready for future games. The following will result in suspension after three infractions (in any combination) by the same player:

- **Flagrant Spearing** - plus team field penalty of 15 yards and automatic first down
- **Flagrant Clipping** - plus team field penalty of 15 yards and automatic first down
- **Flagrant Head Tackle** - plus team field penalty of 15 yards and automatic first down
- **Flagrant Head Butt** - plus team field penalty of 15 yards and automatic first down
- **Flagrant Head Slap** - plus team field penalty of 15 yards and automatic first down
- **Flagrant Head Punch** - plus team field penalty of 15 yards and automatic first down
- **Flagrant Face Mask** - plus team field penalty of 15 yards and automatic first down
- **Flagrant Illegal Cut or Chop Block** - plus field penalty of 15 yards and automatic first down

4. **Fighting, kicking, punching, biting or any other flagrant attempt to purposely injure** another player will result in the immediate ejection of the player making the attempt. A 15-yard un-sportsmanlike penalty will be assessed to his team.
5. Any player ejected from a game will be placed on probation and must sit out all of the next game, any player ejected for fighting will be suspended for the remainder of the season pending appeal to the Board of Directors. If the player is ejected from a game a second time, **for any reason**, the player will be suspended for the rest of the season without fee refund.
6. If a team reaches a twenty-five (25) point lead or greater by half-time, a continuous clock will be used in the second half until the lead is less than twenty-five (25) points. During this time the clock will only stop for quarter, official time outs, water breaks, and during team called time outs. The continuous clock rule only applies to the second half of all games. If at any time a team reaches a forty-four point or greater lead the game will be called.

7. **The Kicking Game:**

⇒ 4th Grade Division:

- **Live kick-off.**

- **Semi-live Punts.** The punt must be declared in advance and no fake punts are allowed. The defense may not rush. Teams can either direct snap or long snap the ball and the kicker is allowed to retrieve any errant snaps and then kick freely. The kicker is allowed to make a clean punt from between the tackles. No one may release down field until the ball is kicked. The defense must have at least five men on the line of scrimmage. The defense is allowed up to two men at the linebacker position within 3 yards of the line of scrimmage, and two coverage men within 3 yards of the line of scrimmage. If the return man fields the ball cleanly, the ball may be advanced down field. If possession is gained and an attempt to advance the ball is fumbled then it can result in a turnover. If the ball hits the ground, it may not be advanced, it will be blown dead either when it stops rolling, or at first touching. **If the return man muffs, fumbles the ball or is hit by the bounce of the ball, the Officials will blow the play dead and spot the ball at the point of contact with the player and the receiving team will take over possession at that point.** Punt receptions muffed in any way cannot be ruled turnovers.
- **PAT**
 - No kicks are allowed, runs are worth one point and passes are worth two.

⇒ 5th Grade Division:

- **Live kick-off.**
- **Semi-live Punts.** The punt must be declared in advance and no fake punts are allowed. The defense may not rush. Teams can either direct snap or long snap the ball and the kicker is allowed to retrieve any errant snaps and then kick freely. The kicker is allowed to make a clean punt from between the tackles. No one may release down field until the ball is kicked. The defense must have at least five men on the line of scrimmage. The defense is allowed up to two men at the linebacker position within 3 yards of the line of scrimmage, and two coverage men within 3 yards of the line of scrimmage. If the return man fields the ball cleanly, the ball may be advanced down field. If possession is gained and an attempt to advance the ball is fumbled then it can result in a turnover. If the ball hits the ground, it may not be advanced, it will be blown dead either when it stops rolling, or at first touching. **If the return man muffs, fumbles the ball or is hit by the bounce of the ball, the Officials will blow the play dead and spot the ball at the point of contact with the player and the receiving team will take over possession at that point.** Punt receptions muffed in any way cannot be ruled turnovers.
- **PAT**
 - No kicks are allowed, runs are worth one point and passes are worth two.

⇒ 6th Grade Division:

- **Live kick-off.** KSHSAA rules apply
- **Live Punts.** KSHSAA rules apply
- **Live PAT's.** Runs are worth one point, kicks and passes are worth two.
- **Live Field Goals.** KSHSAA rules apply

8. Defensive Alignments, stunts and blitzes:

⇒ 4th & 5th Grade Division:

- Linebackers must stay in linebacker position (2 to 3 yards deep) and corners must stay in corner position until the ball is snapped, no blitzes are allowed. You are also not allowed to show a blitz and then walk back out of it.
- After the snap both linebackers and corners are free to come.

⇒ 6th Grade Division:

- May bring one linebacker up to a gap to blitz.
- The other backer(s) must stay in position (2 to 3 yards deep) until the ball is snapped -

then they may come.

9. At the 3rd, 4th and 5th grade one coach will be allowed on the field during play. Once the offensive team breaks the huddle both offensive and defensive coaches must retreat to an area at least 15 yards from the line of scrimmage and outside the hash marks. Coaches on the field are allowed to give verbal instruction similar to sideline coaches, but must not physically move or direct players after the offense breaks the huddle. In the event of goal line situations the coach must be outside the back of the end zone. No coach on the field may become involved or interfere with a play in any way. In the judgment of the official if any action by a coach violates this rule it shall be flagged as illegal participation. Multiple violations will result in the team losing the privilege of having a coach on the field for both offense and defense.
10. Judgments of Game Officials are final -- there are no appeals. Game Officials may stop any play that, in their judgment, is dangerous to any player.
11. No electronic communications devices will be allowed during games. You can only swap game tapes with teams you play against. No filming of other teams will be allowed. Any violation of this rule will result in forfeiture of a game. This is a youth football league.
12. In the event of a tie at the end of regulation, the high school overtime rule will apply. If the game is still tied after four (4) overtime periods, it will go into the record books as a tie with the exception of tournament play where special rules will be in place.

POST SEASON PLAY

The top eight teams at each grade level with more than 12 teams will qualify for the WKFL Tournament of Champions held the last two weekends of October. For grade levels with fewer than 13 teams only the top four teams will qualify for post season play but all teams that qualify are guaranteed two games. The qualifying teams are determined by winning percentage and then by the points system. Points are awarded based on margin of victory or margin of defeat up to 12 points per game. If there is still a tie using this system then the next tie breaker will be head to head competition, then total points allowed at which time if there is still a tie it will go to a coin toss for seeding purposes. The tournament seeding will be the standard 1 through 8 seed pairings.

The top two teams from the WKFL are invited to attend the State Tournament in Lawrence the first weekend in November, but it is not required that they attend. Other teams are welcome to go to the tournament as well if spots are available. Please visit the www.nyssso.net web site for more details on State.

DEALING WITH PARENTS

Coaching Western Kansas Football League Football is exciting and rewarding, but from time to time, you may experience difficulty with parents. Some may want their children to play more or they might question some of your judgments as a coach. This is normal, so don't feel that you're alone if this happens.

Here are a few thoughts to remember when dealing with parents:

1. Always listen to parent's ideas and feelings. Remember, they are interested and concerned because it is their children that are involved. Encourage parental involvement however resist unfair pressure. You are the coach and it's your responsibility to make the final decisions. Most importantly, be fair. If you treat all players equally, you will gain respect!!
2. No coach can please everybody. Don't try!! Know what your objectives are, communicate them to the parents and do what you believe to be of value to the team, not the parents.
3. From the very beginning of the season, make certain all parents know your ground rules. Have rules, regulations, your philosophy, your phone number, practice dates/times, etc., printed on a sheet of paper you can

pass out to all parents.

4. Be constant. Try not to change your rules or your coaching philosophy during the season. If, for some reason, you must do so -- make sure every player and every parent is informed immediately.
5. Handle any confrontation one-on-one -- not in a crowd situation. Don't be defensive. Don't argue with the parent. Listen to their viewpoint and thank them for it. If necessary, contact the League Director and schedule a meeting to iron out any differences.
6. Never, never, never discuss individual players with other parents. It is unfair to the player. Remember, the grapevine will hang you every time. Make sure your assistant coaches also adhere to this rule.
7. Ask parents not to criticize their children during a practice or game. Don't let your players be humiliated, even by their own parents. Explain that you must be under complete control of your team when they are on your "turf".
8. Ask your player's parents to remember that Game Officials are human and may make a mistake. In fact, they may make several mistakes. Officials should not be subject to criticism during ball games -- not by coaches, not by players and not by parents or other spectators. Explain that the rules we play by are not the same as the rules they see at the pro, college and even high school level. Most of the abusive fan criticism and behavior is simply a result of their lack of knowledge of our playing rules.
9. Ask your parents to get involved. There are many activities in which they can be of great help and benefit to the team and to the league, such as: car pooling, keeping statistics, reporting scores to the newspaper, cleaning the field after games, score keeping, fund raising, Team Commissioner, etc.
10. Remember that assistant coaches must be approved in advance. If a parent decides he/she wants to help you coach; he/she must meet league criteria and qualifications.
11. Always remember that you will be dealing with all types of children and with parents of differing backgrounds and ideals. One of your main challenges as a coach is to deal with these differences in a positive manner that will lead to cooperation, enthusiasm and enjoyment for all.

GUIDELINES FOR THE REQUIRED PRE-SEASON PARENT MEETING

Every Western Kansas Football League Football Head Coach is required to conduct a pre-season parent meeting. The main purpose of the meeting is to:

- Open lines of communication between the coaches and the parents.
- Allow you to explain your coaching philosophy, rules and regulations.

Arrange to have your meeting at a time convenient to you and to the parents. If you can, arrange for a meeting room at a school, church, office or community building. If you can not manage this, meet at your first regular practice location. Once you have decided on the date, time and location, call all your parents. It helps if both parents can attend.

1. The following is an outline of topics you must cover in your coach-parent meeting:
2. Introduce yourself and your assistant(s). You should give a little background information on yourself and each assistant.
3. Pick a team parent who will serve as your Team Commissioner. (See attached Job Description)
4. Pass out a schedule that lists location of practices, dates of practices, start and finish times of practice, dates and location of games, etc.

5. Go over each piece of equipment the league provides. Explain the purpose of the various pieces of equipment and demonstrate the proper way to put the equipment on. Illustrate the proper way to unsnap hip and tail pads so that the rubber is not damaged. **Read the helmet warning label and tell the parents they are never, never, never to adapt the inside of the helmet for any purpose -- this is essential.** Tell the parents what should be done prior to checking equipment in -- cleaning helmet, washing pants, etc. Explain what type shoes should be used – players may never use baseball cleats.
6. Talk about providing water during practice sessions and pop or treats after games. Ask for parent help in providing both.
7. Go over all of your rules, regulations, policies, and coaching philosophies. Explain the league rule concerning game playing time. Explain the rules we play under -- make a copy and hand out if you prefer.
8. Give special attention to the Spearing, Head Tackle/Head Contact and Facemask rules. Emphasize that players should never try to tackle or block with the head down. Also emphasis that players should never lead with their facemasks into the chest of another player.
9. Tell the parents point blank that football is a collision/contact sport that can be dangerous. Make them fully aware of the risks. Also point out all the rules that the league incorporates to reduce these risks.
10. Talk about car-pooling for practices and for games. Thank the parents for their support.

TEAM COMMISSIONERS

Board Membership: The Team Commissioner is **not** a voting member of the Western Kansas Football League Football Board of Directors.

Job Description: The Team Commissioner is responsible for all business, organizational and booster needs of the individual team. The commissioner will be the liaison between the Coaches, Parents, Players, League Director and Board of Directors.

Duties Include:

1. Communication:

- ⇒ Communicate all board decisions, actions and regulation to the coaches, parents and players as needed.
- ⇒ Communicate all concerns or grievances of individual coaches, parents and/or players to the League Director.
- ⇒ Be familiar with all policies, procedures and rules of the league.

2. Spectator Conduct:

- ⇒ Communicate to the team's spectators and fans and tactfully enforce all field rules, sportsmanship policies, profanity/anger outbursts, etc.

3. Parent Job Assignments:

- ⇒ When the Commissioner's team is designated Home Team, he/she will see that a crew of three is provided for the chain crew and a qualified person is provided to run the score board and time clock. The Commissioner

will also aid the Head Coach in parent scheduling for pop, water, etc.

4. Team Pictures/Rosters:

⇒ The Commissioner will be responsible to take a team picture, help the Head Coach develop a team roster, and ascertain the number of needed programs for the Annual Souvenir Program and deliver these articles, in a timely manner, to the league's Fund Raising/Souvenir Program Chairman.

5. Team Booster Activities and Parent Surveys:

⇒ The Team Commissioner will coordinate parent booster activities. The Board of Directors strongly endorses activities designed to provide support, spirit and pride to the team. Flags, banners, team mascots and season ending award banquets are encouraged. The Team Commissioner will be responsible for encouraging the completion and return of all surveys.

The Heat Index Table

Relative Humidity(%)	Environmental temperature (F)										
	70	75	80	85	90	95	100	105	110	115	120
0%	64	69	73	78	83	87	91	95	99	103	107
10%	65	70	75	80	85	90	95	100	105	111	116
20%	66	72	77	82	87	93	99	105	112	120	130
30%	67	73	78	84	90	96	104	113	123	135	148
40%	68	74	79	86	93	101	110	123	137	151	
50%	69	75	81	88	96	107	120	135	150		
60%	70	76	82	90	100	114	132	149			
70%	70	77	85	93	106	124	144				
80%	71	78	86	97	113	136					
90%	71	79	88	102	122						
100%	72	80	91	108							

At an apparent temperature of:

90-104 Heat cramps or heat exhaustion possible

105-130 Heat cramps or heat exhaustion likely, heatstroke possible

130-more Heatstroke highly likely

Note: Combined heat index of heat and humidity, what it "feels like"
Exposure to full sunshine can increase considerably.



Other Pertinent Information

Equipment Repair and Exchange: Please make arrangements through your coach or League representative.

Note: Always have a Cell-Phone available at practices and games!

Emergency Phone Numbers *(please enter below):*

EMT and Ambulance Service _____

Hospital _____

Police _____

League Director **Mark Loughry 785-432-1429**

Fire Department _____

In case of any doubt, always dial 911 immediately! Safety is the best policy!!