



FLAG

LEAGUE ORGANIZER MANUAL

NFL FLAG INTRODUCTION



NFLFLAG.com
info@NFLFLAG.com
844-940-1005

NFL FLAG is the official Flag Football program of the NFL and is the Largest Youth Flag Football League in the U.S. NFL FLAG serves youth athletes ages 4 to 17 years old across North America. NFL FLAG leagues are no contact, giving boys and girls of all abilities a chance to develop their fundamental football skills in a positive, inclusive environment.

As the nation's #1 recognized flag football program, NFL FLAG provides over 1,500 league organizers and coaches the ability to position their programs as the most credible, leading youth flag organization at their local level.

This manual is designed to provide you information on how the program works and suggestions on how to make your league successful.

If you have any questions that are not covered in this manual feel free to contact an NFL FLAG staff member at info@nflflag.com or give us a call at 844-940-1005

We look forward to working with you!



TABLE OF CONTENTS

STARTING A LEAGUE

- 5** **TYPES OF LEAGUES**
- 6** **STARTING YOUR NFL FLAG LEAGUE**
- 8** **LEAGUE POLICIES AND PROCEDURES**
- 9** **MARKETING**
 - NFL FLAG Logo Usage

NFLFLAG.COM MANAGEMENT

- 10** **UNIFORM AND EQUIPMENT ORDERING**
 - Pricing
 - Ordering process
 - Paying for equipment
 - Shipping timetables
 - NFL FLAG Jersey
 - NFL FLAG Shorts
 - Checking orders when they arrive
 - NFL FLAG return/exchange
 - How to order additional FLAG belts
- 17** **LEAGUE REGISTRATION INFORMATION**
 - Management system
 - Zip code finder

LEAGUE MANAGEMENT

- 19** **LEAGUE SCHEDULES**
 - Practices
 - How to run a post-season tournament
- 20** **COACHES AND OFFICIALS**

ADDITIONAL RESOURCES

- 22** **TOURNAMENTS**
- 23** **QUICK FACTS**
- 24** **SHIPPING FAQ**
- 25** **HEALTH AND SAFETY**
 - Concussion recognition/response
 - What is a concussion
 - Signs and symptoms of a concussion
 - What to do when a concussion occurs
 - Heat and hydration
 - Heat acclimatization
 - Fluids for hydration
 - When athletes should hydrate
 - Recognition and treatment
 - Sudden cardiac arrest
 - What is an AED

APPENDIX

- 30** **CODE OF CONDUCT**

A young boy in a blue flag football uniform is running with the ball on a field. He is wearing a blue jersey with "FLAG" on it, black pants with yellow flags, and a black hood. The background is a green field with a blue and orange curved graphic on the left side.

STARTING A LEAGUE

TYPES OF LEAGUES



FOR PROFIT

Below are a number of different ways you can structure your league:

- **Sole Proprietorship** - The most basic type of business to establish. You alone own the company and are responsible for its assets and liabilities.
- **Limited Liability Company** - Provides the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership.
- **Cooperative** - People form cooperatives to meet a collective need or to provide a service that benefits all member-owners.
- **Corporation** - More complex and generally suggested for larger, established companies with multiple employees.
- **Partnership** - There are several different types of partnerships, which depend on the nature of the arrangement and partner responsibility for the business.
- **S Corporation** - Similar to a C corporation, but you are taxed only on the personal level.

NON-PROFIT

The most significant benefit of 501(c)(3) status is the ability to accept contributions and donations that are tax-deductible to the donor. Individual donors are becoming increasingly sophisticated in evaluating and choosing the organizations they support. 501(c)(3) status is a prerequisite for many donors - it ensures that their contribution is tax-deductible and provides a key signal of the legitimacy of the organization.

For more information visit:

<http://www.irs.gov/charities/charitable/index.html>

REGISTERING YOUR BUSINESS/LEAGUE

After you have decided the business structure you want, the next step is to register your business.

Registering your business includes:

- Choosing your business name/ league name
- Registering your business name/ league name
- Registering with state agencies

For more information visit:

<http://www.sba.gov/category/navigation-structure/starting-managing-business>

STARTING YOUR NFL FLAG LEAGUE

Who Can Start a League?

Whether you are starting a new flag league or transitioning an already existing league, anyone can join NFL FLAG. Types of leagues that run NFL FLAG include: independent organizations, YMCAs, boys and girls clubs, parks and recs, military bases, police athletic leagues, schools, and churches.

NFL FLAG Requirements

All new leagues are required to fill out the NFL FLAG online application to start a new league. Once approved, leagues to hold a \$1 million general liability policy with RCX Sports, LLC and NFL FLAG listed as a certificate holder.

1 BUDGET

Each league is able to set their own registration price. Before setting that price you will want to create a budget and take all your costs into consideration.

Below is a list of items to keep in mind:

- Field Rental
- Insurance
- Officials/Staff Fees
- Field Equipment
- Website/Marketing
- NFL FLAG Jersey Packages

When creating your budget, remember to include all of the equipment that is recommended when running a league:

- Pylons
- Cones
- Referee Shirts
- Whistles
- Coach Shirts
- End of Season Awards
- Field Signage
- Penalty Flags

2 OBTAINING INSURANCE

All NFL FLAG leagues need to update and upload a copy of their one million dollar general liability Insurance Certificate to their new NFL FLAG League Organizer account and have RCX Sports added to their policy as an additional insured. Once you get your NFL FLAG league-approved you will be able to start placing your NFL Equipment orders with us.

In order to become an official NFL FLAG league, you are required to hold a \$1 million general liability policy. Your policy must name the following organizations as additional insureds, with no right of subrogation:

RCX Sports LLC,
dba RCX Sports

the National Football League,
its thirty-two professional member clubs

NFL Ventures, Inc.

NFL Ventures, L.P.

National Football League Foundation

NFL Properties LLC

and any of their respective related
subsidiaries, entities, and affiliates

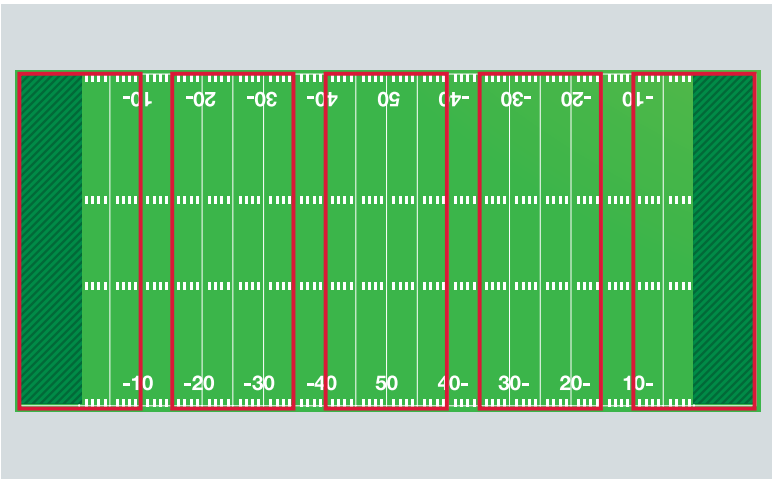
Please note the address needs to go under the “Certificate Holder” section on your Certificate of Insurance as follows:

RCX Sports LLC
250 Hembree Park Drive, Suite 100
Roswell, GA 30076
Attn.: NFL FLAG

STARTING YOUR NFL FLAG LEAGUE

3 SECURING A FIELD

You can run up to five flag fields on one standard football field. Flag field sizes can vary from 20 x 53 yards up to 30 x 70 yards.



4 ESTABLISHING YOUR BRAND

When starting your NFL FLAG league you will want to work on establishing your brand within your local market. This starts with creating your league name.

- If your league is affiliated with an organization such as the YMCA or a local park and recreation, make sure to incorporate that information into your league name. For example: John Smith YMCA NFL FLAG. This helps parents understand who is running the league.
- If you are an independent league, create a league name that differentiates you from other leagues.
- Do not use a generic name like NFL FLAG Football League. This does not distinguish your league from other NFL FLAG leagues and may confuse parents.

Your league logo is also a big part of establishing your brand. This helps parents recognize your league and differentiate it from other leagues in the area. It is recommended that you don't solely use the NFL FLAG logo on your marketing materials. The NFL FLAG logo may be added to marketing materials such as your website, flyers, and signage.

Example:



LEAGUE POLICIES AND PROCEDURES

CODE OF CONDUCT

NFL FLAG recommends that each league adopt a code of conduct for players, parents, coaches, and officials. Leagues should have each player, parent, coach, and official sign a copy of your code of conduct. It is also recommended to post them on your website or at facility. Consequences for breaking the codes of conducts should also be posted and enforced consistently.

COACH BACKGROUND CHECKS

Background checks help ensure optimal safety for your league and its players.

NFL FLAG has partnered with a preferred background check provider. Through this partnership, we can give this to you at a reduced rate. Check the league resources tab for more information.

REFUND POLICY FOR LEAGUE REGISTRATION FEES

Each leagues should establish a refund policy and ensure parents are aware of the policy when they register. NFL FLAG recommends offering full refunds to parents that wish to remove their child from the league before your registration closes. If they wish to leave the league after registration is closed and equipment has been ordered, we recommend offering a partial refund.

INCIDENT AND INJURY REPORTS

League organizers should use an injury report to document any major injuries that occur during practices or games. This document should be filed in case any type of legal or insurance issues arise. Incident reports should be used if any other type of issues arises that you feel should be documented. These reports should include as much detail about the injury or incident as possible and be signed by all parties involved.

EMERGENCY ACTION PLANS

It is recommended that leagues establish an emergency action plan in case severe weather or other emergencies should arise. All referees and coaches should be aware of the plan and what to do. This plan should include where the closest shelter is located, when to clear the fields, and how long to wait until you can return to play.

WEATHER CANCELLATION POLICY

League organizers should have a plan in place if bad weather is in the forecast. This policy should include how far in advance you will cancel games and how to notify all parents.

Ways to communicate cancellations to parents:

- Weather hotline for parents to call.
Make sure all parents have this number and you update it as soon as possible
- Update cancellations on your league website
- Use a phone tree to make sure everyone is contacted
- Email or text all parents to notify them of the cancellation

Make sure that all parents are aware of which method you decide to use so they know how to check for cancellations before they head to the field.

MARKETING

NFL FLAG LOGO USAGE FOR LEAGUES

LOGO SLICK

PRIMARY MARK



NFL Shield must not be separated from the FLAG Word Mark



DO NOT Use On A Busy Background



DO NOT Reverse The Logo On Images



DO NOT Change Or Add Anything To The Logo



DO NOT Use The Blue On Dark Background

NFL FLAG LOGO SLICK

These pages contain graphic representations of the NFL's official colors, trademarks, names, marks, logos, logos, and uniforms. They are not meant for reproduction, but as a guide for NFL Properties' licensees to use for color and graphics reference. For assistance in correct usage of the NFL trademarks, contact Quality Control, NFL Properties, L.L.C., 345 Park Avenue, New York, NY 10154, 212.450.2701

All commercial applications of these materials are subject to written approval from NFL Properties' Consumer Products Quality Control Department prior to marketing. The designs depicted herein are registered trademarks of the National Football League and its Member Clubs. Reproduction is limited strictly to usage authorized to license from NFL Properties. No reproduction may deviate in any manner whatsoever from specifications set forth herein. The colors shown on this page are not intended to match the PANTONE® Color Standards. For the PANTONE Color Standards, refer to current editions of the PANTONE Color Publications. PANTONE® is a registered trademark of Pantone, Inc. ©2017 NFL Properties, Inc. All rights reserved.



Can Be Used On A Muted Background



Can Be Used On A Muted Background



Keep Copy or Logos Away From The Main Logo

COLOR	PANTONE	CMYK	RGB	HEX	GRAY	TEXTILE	COATS	MADERA	AME/RA
NFL BLUE	PMS 654 C	100/67/0/41	1/53/105	012369	100%	PMS 19-4027 TCX	B7440	T742	2439
NFL RED	PMS 186 C	10/100/100/0	213/10/10	D50A0A	100%	PMS 18-1761 TCX	B-3098	T477/839	2418
WHITE	NO INK/OPAQUE WHITE	0/0/0/0	255/255/255	FFFFFF	0%	PMS 11-0601 TCX	B1003	1005	2297

Version: 4-20-20

404320203

PLEASE NOTE:

We recommend that you create your own league logo to use on marketing materials. This will help distinguish your league from others in the area.

In addition to your league logo, you may use the NFL FLAG logo on marketing materials as well. If the NFL FLAG logo is the only logo represented in your marketing materials, it may confuse parents that see other leagues in your community that are also using the NFL FLAG logo.

Make sure you separate your league from others by using your unique league name and logo on all marketing materials.

NFL FLAG LOGO USAGE

If you choose to use the NFL FLAG logo on any of your marketing collateral, you can access the logo via your League Organizer Dashboard.

NFL Shield must not be separated from the FLAG Word Mark or used on marketing materials of any kind.

The NFL FLAG logo can be used on apparel once granted permission from RCX Sports.

Leagues may **NOT** use NFL Team logos on marketing materials of any kind.

NFL FLAG offers a marketing kit that you are able to use for your league. The kit is constantly being updated and additions will continue being made. Check your league organizer account under "resources" for marketing items. You may also create your own marketing materials specific to your league.

Types of marketing materials you can create:

- Flyers
- Websites
- Yard Signs
- Social media graphics
- Field Signs
- Radio Ads





UNIFORMS & EQUIPMENT

UNIFORM AND EQUIPMENT ORDERING

PAYING FOR EQUIPMENT

Paying by credit/debit card or ACH are the easiest and ideal methods of payment. All major credit cards are accepted.

If your organization must pay by check, please contact an NFL FLAG staff member prior to entering your order online.

- You must provide NFL FLAG with a purchase order prior to placing your order.
- Once your purchase order is received by NFL FLAG, we will set your account so that you can order online without a credit card.
- After your order has been placed online, an NFL FLAG staff member will send you an invoice. You will have no longer than 30 days to submit payment for the order.
- This method of payment is only used for organizations that must pay by check (YMCA's, Parks and Recs, etc.). Independent leagues cannot pay by invoice.
- Packed by team and lettering cannot be ordered with invoice.

TIMETABLES

FedEx Ground

- 2-3 business days to process and 2-5 business days to ship depending on your location.

FedEx 2 Day

- Orders placed before 1:00 p.m. (EST) will ship same business day and be delivered after two business days.
- Orders placed after 1:00 p.m. (EST) will ship the next business day.

FedEx Overnight

- Orders placed before 10:00 a.m. (EST) will ship same business day and be delivered the following business day.

ORDER CONFIRMATION EMAILS

Once your order is placed and received by NFL FLAG, you will receive an order confirmation with your order number. This email will have the shipping cost listed.

When your order has shipped, you will receive a second email with the tracking number listed. All orders can be tracked on www.fedex.com.



PLEASE NOTE:

Orders do not deliver on weekends. If you need an order by Saturday make sure you place the order by Thursday at 10:00 a.m. (EST) at the very latest and select overnight shipping.

To save on shipping expenses, we recommend limiting yourself to two orders. Your first order should be placed shortly after you close registration. You can then place a second order just prior to games starting to include any late sign ups you have.

- Orders placed after 10:00 a.m. (EST) will ship the next business day.

PLEASE NOTE:

- Orders do not deliver on weekends. If you need an order by Saturday make sure you place the order by Thursday at 10:00 a.m. (EST) at the very latest and select overnight shipping.
- To save on shipping expenses, we recommend limiting yourself to two orders. Your first order should be placed shortly after you close registration. You can then place a second order just prior to games starting to include any late sign ups you have.

CHECKING ORDERS WHEN THEY ARE RECEIVED

Once your order is received, go through the entire order prior to passing out jerseys to your coaches and compare to the packing slip.

Make sure to count all flag belts and footballs as well.

If there are any issues with your order, please contact us at info@nflflag.com or 1-844-940-1005 and reference your seven digit order number from the packing slip.

UNIFORM AND EQUIPMENT ORDERING

OFFICIAL EQUIPMENT PACKAGE

The equipment package fee is \$30 per player AND includes the following:

- NFL team reversible jersey - 32 teams available
- Adjustable official NFL FLAG belt in green and yellow.
- Official NFL FLAG Footballs; one per every five players

ADDITIONAL EQUIPMENT AND EXCHANGES

League organizers can now go online and order additional equipment directly from their NFL FLAG League Organizer account.

- No-Pocket NFL FLAG Team-Specific Performance Shorts - \$16
- No-Pocket NFL FLAG Core Shorts - \$10
- Official NFL FLAG Socks - \$7.50
- Official NFL FLAG Sleeves - \$10
- Official NFL FLAG Gloves - \$15
- Mouthguards - \$3.50
- Team Performance Headbands - \$10.95
- Official NFL FLAG Premium Football - \$20
- Official NFL FLAG Standard Football - \$10
- Official NFL FLAG Coach Shirts - \$15
- Official NFL FLAG Pylon Set - \$85
- NFL FLAG Team Specific Performance Flags - \$10
- Adjustable official NFL FLAG belt in green and yellow - \$5

NFL FLAG Gear Catalog Link: https://rebrand.ly/NFLFLAG_GearCatalog

NFL FLAG Exchange Policy Link: https://rebrand.ly/NFLFLAG_ExchangePolicy

NFL FLAG does not issue refunds on equipment. Please make sure you double check your order prior to submitting online.

UNIFORM AND EQUIPMENT ORDERING

SHIPPING

Ground Shipping

NFL FLAG leagues only receive two free ground shipments per season.

- Refer to FedEx Ground Shipping Map for timeline.
- Please allow up to 48 business hours for Bulk order processing on ground orders during peak seasons.

Expedited Shipping

All orders can be expedited at the expense of the league.

- Cut off time for same day processing and shipping of all bulk orders is 10 am EST for all orders placed with FedEx Standard Overnight and FedEx 2Day options.
- FedEx Standard Overnight and FedEx 2Day refer to business days.
- Orders of \$5,000+ will require an additional 24-hour processing time and cannot guaranteed to be processed and shipped same day.

Canadian Shipping

Free Ground Shipping does not apply to Canadian orders.

- Orders shipping to Canada will be charged full Landed Cost (duties, taxes, and fees) at checkout.
- All shipments to Canada will be shipped via FedEx. All orders will be shipped to be delivered duties paid and all applicable taxes and customs clearance fees will be charged at check out.

Choose from the following shipping options:

- **International Ground:** Delivery in 2 to 7 international business days.
- **Expedited Shipping Options:** International Economy: Delivery in 2 to 3 business days
- **International Priority:** Delivery in 1 to 3 business days

If a bulk order is needed for Friday delivery for games over the weekend, orders need to be placed before 10 am EST Thursday of that week with FedEx Standard Overnight selected.

Pack By Team Order Processing Times:

All Pack By Team orders will require 3 business day processing time.

- Same day processing of Pack By Team orders cannot be offered.
- Expedited shipping options can still be added to any order at an additional cost, but the 3 business day processing times still apply.

Jersey Lettering Processing Times:

All orders that include jersey lettering will require 5-7 business day processing time.

- Same day processing of orders with jersey lettering cannot be offered.
- Expedited shipping options can still be added to any order at an additional cost but 5-7 business day processing times still apply.

NFL FLAG UNIFORMS

FIND YOUR FIT

You will need a tape measure to determine approximate sizing for the best fit possible.

CHEST: Measure total circumference around fullest part of the chest (under the armpit).

WAIST: Measure total circumference around waist, just above the belly button.

HIP: Measure total circumference around the fullest part of the hip.

INSEAM: Measure length from crotch.



NFL FLAG REVERSIBLE PERFORMANCE JERSEY

**ATHLETIC CUT*



HOW WE MEASURE

HPS LENGTH

Measured from neck seam to the bottom of the T-shirt.

CHEST

Measured across the chest (not around the chest) below the sleeves

**Size up if you're unsure about size*

YOUTH SIZES

JERSEY SIZE	YS	YM	YL	YXL
CHEST - Total Circumference (in.)	30	33	36	39
LENGTH - HPS (in.)	22 3/8	24 1/8	26 1/4	27 1/2
SLEEVE LENGTH - CBN (in.)	13 1/4	14 1/2	15 3/4	16 1/4

ADULT SIZES

JERSEY SIZE	M	L	XL	2XL
CHEST - Total Circumference (in.)	43	47	51	55
LENGTH - HPS (in.)	31 1/4	32	32 3/4	33 1/2
SLEEVE LENGTH - CBN (in.)	18 1/4	19 1/4	20 1/4	21 1/4

32

EXCLUSIVE NFL
TEAM DESIGNS

NFL FLAG UNIFORMS

NFL FLAG PERFORMANCE SHORTS

100% polyester wicking knit. Shorts are pre-matched to jersey colors and can not be substituted.



YOUTH SIZES

SIZE	WAIST (CIRCUMFERENCE IN INCHES)	HIP (CIRCUMFERENCE IN INCHES)	INSEAM (INCHES)
S	24"	42-1/2"	7"
M	26"	46-1/2"	7"
L	28"	50-1/2"	7"

ADULT SIZES

SIZE	WAIST (CIRCUMFERENCE IN INCHES)	HIP (CIRCUMFERENCE IN INCHES)	INSEAM (INCHES)
S	24"	42-1/2"	7"
M	26"	46-1/2"	7"
L	28"	50-1/2"	7"
XL	30"	54-1/2"	7"
2XL	32"	58-1/2"	7"

NFL FLAG CORE SHORTS

100% polyester wicking knit. Shorts are pre-matched to jersey colors and can not be substituted.



ADULT SIZES

SIZE	WAIST (Relaxed, Total Circumference Inches)	HIP (Total Circumference Inches)	INSEAM (inches)
S	24"	42½"	7"
M	26"	46½"	7"
L	28"	50½"	7"
XL	30"	54½"	7"
2XL	32"	58½"	7"

YOUTH SIZES

SIZE	WAIST (Relaxed, Total Circumference Inches)	HIP (Total Circumference Inches)	INSEAM (inches)
S	21½"	33½"	5"
M	22½"	37½"	5½"
L	23½"	41½"	6"

For more sizing information, visit www.augustasportswear.com/sizes-and-fits.



Black



Silver Grey



Royal



Navy



Dark Green



Red



Orange



Gold

LEAGUE REGISTRATION INFO

Sports Connect is our preferred partner, providing access to professionally crafted website templates, specifically for NFL FLAG leagues, that allow for customization and an integrated registration process seamlessly working with our league management tools. As a special benefit for NFL FLAG operators, Sports Connect will eliminate all monthly and annual fees, leaving only a modest credit card processing fee.

OFFICIAL REGISTRATION SYSTEM OF NFL FLAG

<https://www.sportsconnect.com>



LEAGUE REGISTRATION INFO

HELP NEW PLAYERS FIND YOUR LEAGUE

In order for your league to appear on the **zip code finder**, your season and registration dates must be current and your insurance must be approved. By appearing on the zip code finder, parents will be able to find your league from the NFL FLAG website.

FIND A LEAGUE SIGN UP LOGIN

Start a League News About Madden

FIND A LEAGUE

Sign your kids up to play NFL FLAG and BE THEIR BIGGEST FAN ON THE SIDELINES.

If you're thinking about flag football for your child, now is the time to join the country's largest flag football organization. Sign your youth athlete up for the experience of a lifetime and give them the gift of learning the game with an emphasis on safety and fun.

Zip Code * Radius Division

33101 25 Miles Co-ed Boys Girls **SEARCH**

SOUTH MIAMI YOUTH FLAG FOOTBALL LEAGUE
Website: <http://www.smyff...>
Ages: 5-15
Divisions: Co-ed

MIAMI LAKES OPTIMIST FLAG FOOTBALL
Website: <https://www.miaf...>
Ages: 5-16
Divisions: Co-ed

OPTIMIST CLUB OF KENDALL HAMMOCKS FLAG FOOTBALL
Website: <http://www.khwr...>
Ages: 5-14
Divisions: Co-ed

NATIONAL FLAG FOOTBALL - HOLLYWOOD/COOPER CITY

A photograph of two young girls in blue soccer jerseys and green belts, standing back-to-back. The girl on the left is smiling and has her arms crossed. The girl on the right is wearing a mouthguard and looking towards the camera. The background is a blurred outdoor setting. A large orange and blue curved graphic is in the top left corner. The text "LEAGUE MANAGEMENT" is overlaid in white, bold, sans-serif font.

LEAGUE MANAGEMENT

LEAGUE SCHEDULES



DID YOU KNOW

League Organizers are able to set their own season start dates and season duration. On average, most leagues run eight weeks with a postseason tournament. NFL FLAG recommends closing your registration 15-16 days before your first game. This allows for enough time to form your teams and order equipment.

PRACTICES

When, where, and how you want teams to practice is up to you as the organizer. Here are some options to consider.

- No practice, only games.
- Reserve the field one to two hours before games start and allow teams to come early to practice prior to their game.
- Reserve the field for a block of time one or two days a week and allow each team to schedule their own practice during that time if they want.
- Schedule a practice time slot for each team during the week or prior to their game.

HOW TO RUN A POST-SEASON TOURNAMENT

There are different ways to run a post-season tournament depending on how many teams you have in each division. One of the easiest ways to run a tournament is by seeding teams based on record and doing a single elimination bracket.

If you don't have many teams in a division, you may want to do a double elimination bracket so teams get to play more games. We also recommend shortening the time of post season games since teams will be playing multiple games in a day.

COACHES AND OFFICIALS



HOW TO RECRUIT COACHES AND OFFICIALS

Some parents will be eager to help as a coach, but some who may not have experience with the game will be more hesitant. Explaining your league's affiliation with NFL FLAG can be helpful in recruiting coaches.

Before recruiting officials, you will need to decide if you are going to pay them or if it will be a volunteer position. Many leagues have success with recruiting high school football players to officiate their youth flag football games. Parents may also volunteer to officiate if they are not interested in coaching.

COACH AND OFFICIALS PRE-SEASON MEETING

Each league should hold a coach and official's meeting prior to the start of the season. At this meeting you should go over the topics listed below and make sure everyone is well informed. This meeting also provides a good opportunity to field all questions your coaches and officials may have. The official NFL FLAG Rule Book may be downloaded from your online account.

Items to address at preseason meeting:

- Rule Book
- Field Dimensions and Layout
- Expectations for Both Coaches and Officials
- Schedules and Team Assignments for Your Coaches
- Jersey and Equipment Distribution
- Post Season Format

OFFICIALS TRAINING

NFL FLAG is working to improve the flag football experience for its league organizers, coaches, players, and parents. That's why we're providing a high-quality training program for NFL FLAG officials and coaches. This training program will focus on the NFL FLAG rulebook and the mechanics necessary to operate and communicate on the field.

www.nflflagofficials.com/login/?mepr-unauth-page=5&redirect_to=%2F



NFL FLAG RESOURCES

TOURNAMENTS



REGIONAL TOURNAMENT SERIES

NFL FLAG Regional Tournaments are qualifying tournaments for the NFL FLAG National Championships. Each qualifying tournament will be held in an NFL market in association with the local NFL Club.



NFL FLAG QUICK FACTS



ROSTER SIZE

Rule is set for roster to have at least 5 players at the start of the game.

OFFICIALS

2 officials per field

LENGTH OF GAME

Two 20-minute halves with a 5-minute halftime. You can then schedule games every hour and allow a 15-minute warm up period.

SEASON LENGTH

8-10 games plus a post-season tournament

EQUIPMENT PACKAGE PRICE

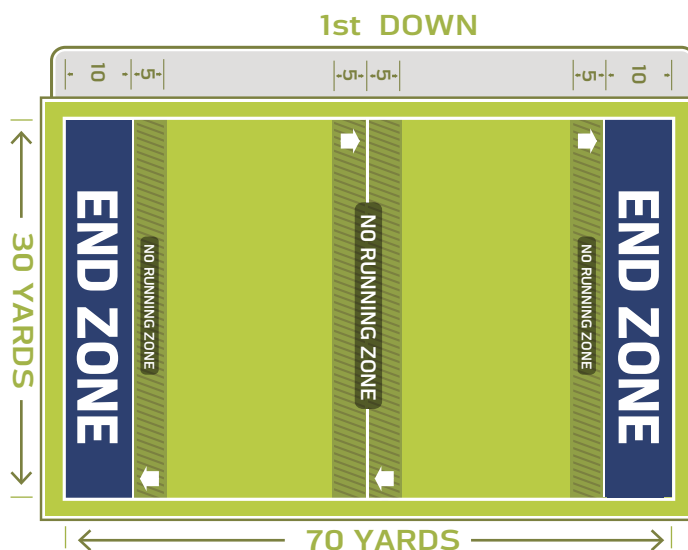
\$30 per player

SHIPPING TIMELINE

Allow 10-14 days to receive ground orders

FIELD SET UP

30 x 70 yards with 5 yard no run zones before each end zone and midfield



Shipping FAQ'S

Q

I want to order equipment, but I do not have access to the ordering page.

A

First check to see if your insurance has been approved. You will not have access to order equipment until it has been approved by NFL FLAG. If your insurance has been approved but you still do not have access, make sure your season dates are current.

Q

I am taking over the account for someone else. How do I update our league information?

A

We can help you transfer the league to another administrator. Please contact us at 1-844-940-1005 or info@nflflag.com for assistance.

Q

How do I track my order from the shipping confirmation email?

A

Once your order has shipped, you will receive a shipping confirmation email listing your tracking number. This number can be used on www.fedex.com to track your packages. It may take your order a few hours after receiving the email to be eligible for tracking in the FedEx system.

Q

How do I add a jersey to an order I have already placed?

A

Orders go into processing almost immediately to ensure they get shipped to you as soon as possible. Once an order is in processing at the warehouse, we are not able to make any changes. You can always place another order for any additional jerseys you need.

Q

How do I reset my password?

A

You can reset your password by clicking "Forgot Password" on the log in screen or email us at info@nflflag.com for assistance.

Q

How do I get my website to link to the zip code finder?

A

Make sure your website URL is listed on the league information section of your league organizer dashboard.

NFL FLAG LEAGUE SUPPORT

Email: info@nflflag.com

Phone: 1-844-940-1005

Customer Service Hours:

Monday - Friday 9 a.m. - 4 p.m. CT

HEALTH AND SAFETY

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that can have a serious effect on a young, developing brain. While most children and teens with a concussion recover quickly and fully, some will have concussion symptoms that last for days, weeks or even months.

Not giving the brain enough time to heal after a concussion can be dangerous. A repeat concussion that occurs before the brain heals from the first, usually within a short amount of time – hours, days or even weeks – can slow recovery or increase the chances for long-term health problems. These may include changes in how the child or teen thinks, feels and acts as well as the ability to learn and remember. While rare, a repeat concussion can result in brain swelling or permanent brain damage. It can even be fatal.

Concussion facts:

- Individuals who have had a concussion at any point in their lives have a greater chance of getting another concussion.
- Young children and teens are more likely to get a concussion and can take longer to recover than adults.
- Recognizing and responding properly to concussions when they first occur can help prevent further injury or even death.

SIGNS AND SYMPTOMS OF A CONCUSSION

A concussion can happen at home, school or play, so everyone plays an important role in learning how to spot a concussion and knowing what to do if they think a child or teen has a concussion.

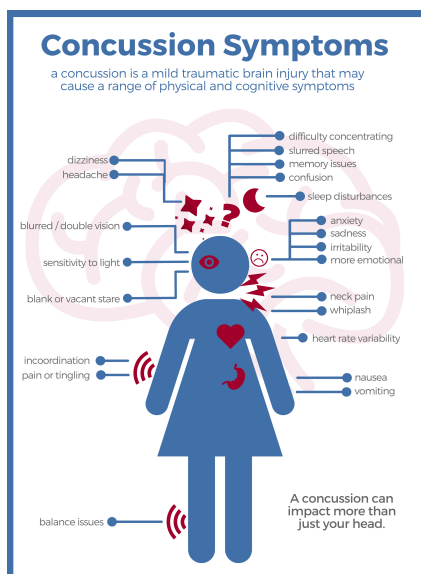
It is important to note that not all individuals display the same concussion signs and symptoms immediately. Some may not become apparent until later on at home or even the next day. That is why it is important to remove the athlete from play until he or she is examined by a qualified medical professional.

Common concussion signs:

- Can't recall events prior to or after a hit or fall
- Appears dazed or stunned
- Forgets instruction; confused about an assignment or position; unsure of game, score or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior or personality changes

Common concussion symptoms:

- Headache or pressure to head
- Nausea or vomiting
- Loss of balance, dizziness or double/blurred vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy or groggy
- Confusion or memory problems
- Just not "feeling right" or "feeling down"



HEALTH AND SAFETY

WHAT TO DO WHEN A CONCUSSION OCCURS

First, it is vitally important to remove any individual from practice or competition if a concussion is suspected. High school coaches are not medical professionals and are not asked to make a diagnosis.

An athlete who is believed to have a concussion is to be removed from play right away and cannot return to play or practice until they have clearance from a qualified health care professional.

Some states as well as school and league concussion policies include additional strategies or implementation plans, so talk to your athletic director about what you are legally required to do.

Here are some examples of additional strategies in local policies and action plans:

- Create a concussion emergency medical plan that include contact information for local emergency medical responders and the location of trauma centers.
- Identify appropriate health care professionals for games and practices to help assess and managed suspected concussion among athletes.

HEAT AND HYDRATION

The environment, equipment and intensity can place athletes at risk of heat illness. Heat illnesses represent conditions resulting from heat stress, which can be imposed by a number of factors but usually result from the environment or the body creating this heat load itself. Heat illnesses can range from minor to severe, and in particular, exertional heat stroke is a life-threatening emergency.

HEAT ACCLIMATIZATION

The majority of heat related illnesses happen during the first few days of practice, usually prompted by doing too much, too soon, and in some cases with too much protective gear on too early in the season – wearing helmet, shoulder pads, pants and other protective gear. Players must be allowed the time to adapt safely to the environment, intensity, duration and uniform.

Physical exertion and training activities should begin slowly and continue progressively. An athlete cannot be conditioned in a period of only two to three weeks.

- Begin with shorter, less intense practices and training activities with longer recovery intervals between bouts of activity.
- Emphasize instruction over conditioning during the first several practices.
- Keep each athlete's individual level of conditioning and medical status in mind and adjust activity accordingly. These factors directly affect exertional heat illness risk.
- Lessen intensity
- Increase rest breaks and consider reducing uniform and protective equipment while being sure to monitor all players more closely as conditions are increasingly warm/humid, especially if there is a change in weather from the previous few days.
- Recognize early signs of distress and developing exertional heat illness, and promptly adjust activity and treat appropriately. First aid should not be delayed.

FLUIDS FOR HYDRATION

For exercise longer than 75-90 minutes or intense exercise in the heat, sports drinks may be helpful for athletes to replace electrolytes, sugar, and water lost during exercise.

HEALTH AND SAFETY

WHEN ATHLETES SHOULD HYDRATE

Before exercise:

- Hydrate with 16-24 ounces of water or a sports drink.
- During exercise
- Have unlimited access to water during exercise/activity.
- Be able to drink as much as they want.
- Be able to drink for the entire break period if they wish.
- Access to sports drinks when exercise is greater than 60 minutes or if exercise is going to be intense and in the heat.
- Rehydration should occur within 2 hours post-exercise to assure optimal rehydration.

RECOGNITION AND TREATMENT

Recognize the signs, find out the causes and learn to treat various exertional heat illnesses.

Heat exhaustion. The inability to continue to exercise in the heat because of weakness or dizziness. Remove athlete from play. Lay on ground with legs 12 inches above torso. Replenish fluids and treat with cold, moist towels.

Heat cramps. Painful localized muscle cramps that will feel hard and often are visible. Replenish fluids. Use light stretching, ice and massage to treat.

Heat syncope. A fainting or lightheadedness because of exercise in heat. Lay on ground with legs 12 inches above torso to normalize blood pressure.

Heat stroke. A condition marked by an increased body temperature and often abnormal behavior or altered consciousness, caused by failure of the body's temperature-regulating mechanism. Call 911 and begin cooling while ambulance is on the way. Remove all equipment and excess clothing. Cool the athlete in a whole body ice water immersion. Cease cooling when temperature reaches 102 degrees Fahrenheit.

SUDDEN CARDIAC ARREST

Sudden cardiac arrest (SCA) is the leading cause of death for youth and teenage athletes during exercise.

The majority of athletes who suffer SCA on the field show no warning symptoms. Knowing how to react is crucial when a cardiac event occurs. Ensure your program is equipped with the right tools and training to react properly when an incident occurs.

What is sudden cardiac arrest?

Often, the first sign of a heart condition is collapse from sudden cardiac arrest during exercise. It is the result of structural or electrical disorders in the heart that lead to a potentially lethal arrhythmia.

Often, the first sign of a potential cardiac arrest is collapse during exercise. By having a properly trained staff and an AED (defibrillator) onsite, school and league administrators can greatly reduce tragic outcomes when SCA occurs.



DID YOU KNOW:

Early defibrillation dramatically improves survival. In fact, survival rates as high as 89% have been achieved in student-athletes when CPR and defibrillation are provided within three minutes of collapse.

*Source: Drezner J, Torresdahl B, Roa A, Huszti E, Harmon K. Outcomes from Sudden Cardiac Arrest in U.S. High Schools: A Two-Year Prospective Study from the National Registry for AED Use in Sports. Br J Sports Med. 2013; 47(18): 11-79-83.

HEALTH AND SAFETY

Signs and Symptoms:

Some athletes may have warning signs or symptoms of an underlying heart disorder. An athlete passing out during exercise is not normal, especially in the middle of exercise, practice, or a game. Chest pain with exercise, or fatigue and shortness of breath that is new or disproportionate to their peers or the level of exertion should also warrant evaluation by a physician.

Be aware of warning symptoms of a current heart condition:

- Chest pain with exercise
- Racing heart (when it shouldn't)
- Passing out with exercise
- Shortness of breath or fatigue that is disproportionate to the level of exertion
- A family member who died suddenly from a heart condition or suffered SCA before the age of 50

It is paramount that coaches and adults supervising youth athletes during sports be prepared to respond to someone who collapses in sudden cardiac arrest.

Here's what to look for to recognize SCA:

- A collapsed and unresponsive athlete (especially without any recent trauma)
- 50 percent of athletes with SCA have brief seizure-like activity (i.e., arm and leg movements)
- Gasping respirations with abdominal movement

A challenge to responding to sudden cardiac arrest is quickly recognizing the emergency. If an athlete collapses while running and is unconscious without any recent trauma, you have to assume cardiac arrest.

What is an AED?

Automated external defibrillators (AEDs) are portable devices that check the heart rhythm and can provide an electrical shock to the heart to restore a normal rhythm.

Putting an AED in schools and youth sports settings is really a public safety measure. You may use it to save a child's life, but half the time you use the devices on an adult - a coach, a teacher, a spectator.



Every Second Counts! Key Steps to Save a Life:

- Prompt recognition of SCA
- Call 9-1-1
- Begin hands-only CPR
- Retrieve and use an AED

Action Plan:

As soon as sudden cardiac arrest is suspected, call 911.

Then as soon as possible, begin hands only CPR with chest compressions and have someone close-by get the defibrillator if there is one available. AEDs are safe and easy to use and provide voice and visual instructions so anyone can use them effectively.

If you do these things, you have a good chance to saving someone who is in a life-threatening situation.

Every league should develop an emergency action plan. Include these steps in your preparations:

- Know the location of AEDs at practice and game fields
- Have a way to call 9-1-1 in case of an emergency during football activities; if cell availability is bad in your area, know where the good spots are
- Make sure coaches know how to recognize SCA and are trained in CPR
- Define emergency routes for an ambulance at practice and game facilities
- Designate key personnel to meet and direct emergency responders
- Designate personnel to stay with the child on the way to the hospital in case a parent or guardian is not present
- Designate a coach to organize and remove the rest of the team from the injury site
- Have player/parent phone numbers available and a designated person to contact the parents if one is not present



APPENDIX



COACH CODE OF CONDUCT

- I agree to conduct myself in a positive manner toward players, coaches, parents, and officials at all times
- I will remember that kids register to play football because it is fun. Every child should have the opportunity to play
- I will support and respect all decisions made by the game officials and refrain from outward criticism
- I am responsible to understand the rules of the game and abide by those rules
- I will create a safe and positive environment for my players to learn how to play the sport
- I will encourage my players to play to the best of their ability and conduct themselves in a positive manner

By signing this form, I will honor the Coaching Code of Conduct and will accept any discipline action that comes from violating these policy.

(Name - Printed)

(Name - Signed)



PARENT/PLAYER CODE OF CONDUCT

Player

- I am accountable for the results of my behavior toward my teammate, coaches, and game officials.
- I will respect my teammate, opponents, coaches, and officials at all times
- I will honor the sport by playing within the rules and not using foul language
- I agree to put forth my best effort on the field and in the classroom

Parent

- I agree to support our team in a positive manner and showcase good sportsmanship
- I will respect the coaches and not interfere with on field instruction during practices and games
- I will address my concerns with the coach in private and in a positive manner
- I will cheer for our team in a positive manner regardless of the outcome of the game

By signing this form, I will honor the Parent/Player Code of Conduct and will accept any discipline action that comes from violating these policy.

(Parent Name - Printed)

(Parent Name - Signed)

(Player Name - Printed)



OFFICIALS CODE OF CONDUCT

- I shall be free of obligation to any interest other than the impartial and fair judging of the sport
- I shall hold and maintain the basic tenets of officiating, which include history, integrity, neutrality, respect, sensitivity and professionalism
- I shall master the rules of the game and the mechanics necessary to enforce the rules
- I shall accept responsibility for all actions taken
- I will respect all players, coaches, parents, and other officials

By signing this form, I will honor the Officials Code of Conduct and will accept any discipline action that comes from violating these policy.

(Name - Printed)

(Name - Signed)