



FALL 2023

FLAG FOOTBALL COACHING HANDBOOK



AJAAONLINE.ORG | 866 S. CO. RD. 625 E. AVON, IN 46123 | 317.839.5480

TABLE OF CONTENTS

	Page(s)
Executive Director Message	03
AJAA – At a Glance	04
Meet the Team!	05
Chain of Communication	06
Timeline	07
Scholarships (ASK Program)	08
Field Map & Rules	09 – 17
Athletic Code of Conduct	18 – 20
Safe Play Policy	21
Social Media Policy	22 – 23
Coaches Code of Conduct	24
Parent/Player Code of Conduct	25
Emergencies & Incident Reporting Procedure ...	26 – 27
Incident Reporting Form	28 – 31
Coaching Resources	32 – 34

EXECUTIVE DIRECTOR MESSAGE



Justin Thompson

Avon Junior Athletic Association

Thank you to all the coaches, coordinators, commissioners and other volunteers that make Flag Football a wonderful experience for our youth! The difference you make and the impact you have is critical in the development of these young athletes. You are greatly appreciated!

Sincerely,

A handwritten signature in black ink, appearing to be "JAT" followed by a horizontal line.

AJAA AT A GLANCE

1. History

AJAA has created childhood memories for youth athletes since 1963! The organization started as a baseball organization and has grown to offer our community 21 sports programs, making it the largest youth sports organization in Hendricks County. Our members and partners have grown to approximately 20% of the Avon community. Join us in celebrating 60 years of growth and we look forward to what the future holds for this amazing organization!

2. Mission

At the Avon Junior Athletic Association, there's a sport for everyone. AJAA provides outstanding opportunities for Avon community youth to develop physically while encouraging growth in teamwork, effort, sportsmanship, and character by offering diverse and high-quality athletic programming and instruction through a single organization.

Do
WHAT IS
Right,
NOT WHAT IS
Easy.

It's
ALL
about the
KIDS!

Put the
FUN
back in
FUNDAMENTALS!

MEET THE TEAM!



JUSTIN THOMPSON

EXECUTIVE DIRECTOR

jthompson@ajaaonline.org



MIKE CLARK

FACILITIES DIRECTOR

mclark@ajaaonline.org



AMANDA MAXWELL

ADMINISTRATIVE ASSISTANT

amaxwell@ajaaonline.org



DOUG RUSSELL

FLAG FOOTBALL COMMISSIONER

flagfootball@ajaaonline.org

FLAG FOOTBALL COMMITTEE

League Coordinators:

Tiffany Russell, tiffanymrussell11@gmail.com

Tiffany Green, tiffanyhgreen@gmail.com





CHAIN OF COMMUNICATION

AJAA serves over 3700 participants each year. In order to best serve all of our AJAA members (players, parents, coaches, and volunteers), please utilize the following chain of command for any questions or concerns.

01

Coach

Parents should first communicate directly with their child's coach.

02

League Coordinator

If a concern needs escalated, contact the player's League Coordinator.

03

League Commissioner

If the concern still needs escalated, please contact the appropriate League Commissioner.

04

AJAA Staff

If assistance is still needed, please contact AJAA Staff at admin@ajaaonline.org. We're here to help!

You may also reference the particular sport program page on www.ajaaonline.org, which will have a current list of Committee Members with corresponding contact information.

FLAG FOOTBALL **TIMELINE**

July 14, 2023	Fall Flag Football registration closes.
July 15, 2023	Flag Football Evaluations at Cedar Elementary, Fields 5 & 6, from 10:00am – 12:00pm. <ul style="list-style-type: none"> ○ Preschool: Evaluations will not be completed for this age division. ○ KG/1st Grade: 10:00am – 11:00am ○ 2nd/3rd Grade: 11:00am – 12:00pm
July 17, 2023	Flag Football Make-up Evaluations at Cedar Elementary, Fields 1 – 4, from 6:00pm–7:00pm.
July 25, 2023	Flag Football Coaches Meeting at AJAA Fields in AJAA Clubhouse from 6:30pm–7:30pm.
August 3, 2023	Meet The Coaches Night on Fields 5 & 6. <ul style="list-style-type: none"> ○ Preschool AND KG/1st Grade: 6:00pm – 7:00pm ○ 2nd/3rd Grade: 7:00pm – 8:00pm ○ Practices begin as of Aug. 3rd. Teams will have one practice per week on either Tuesday or Thursday evenings on Fields 5 & 6. (Preschool and KG/1st Grade divisions from 6:00pm – 7:00pm. 2nd/3rd Grade division from 7:00pm – 8:00pm.
August 5, 2023	Games begin at Cedar Elementary on Fields 1 – 4. Times TBD.
September 30, 2023	Final games for Preschool and KG/1st Grade divisions. 2nd/3rd Grade Tournament held at Cedar Elementary, Fields 1 – 4.
October 2, 2023	End of season Awards Ceremony from 6:30pm – 7:30pm. Location TBD.

ATHLETIC SCHOLARSHIPS FOR KIDS



The power of sport is transformative. But what happens when financial obstacles become a barrier to participation? AJAA's ASK program was born out of the notion that everyone deserves the opportunity to engage in athletic activities. It exists to remove financial obstacles that would otherwise prevent individuals and teams from participating in the noble pursuit of sport.

Qualifications for a Scholarship

In order to qualify for a scholarship, applicants must have an award letter from Avon Community School Corporation for Free/Reduced Lunch, be under assistance from Family Promise of Hendricks County, be under assistance from Sheltering Wings, or present a hardship case that is short-term. Applicants must live in Washington Township.

Application Process

Applicants should send an email with the player's first & last name, the program they want to sign them up for (for example: Basketball, Cheer, Baseball), the season and the league (for example: 8U, 3rd/4th grade, etc.) to askajaa@ajaaonline.org.

Fundraising

AJAA dedicates up to 50% of all sponsorship dollars to the ASK Fund for recreational program offerings, holds an annual Special Event to raise program awareness, accepts donations that directly support this program, and applies for grants from corporate entities.

Recipients

Scholarship recipients are considered AJAA members and must adhere to all AJAA rules and policies, including paying the \$50 annual Family Fee. Violation of AJAA policies may result in the removal of players and families from the program, and may impact future eligibility.

Additional information can be found at ajaaonline.org.

FLAG FOOTBALL FIELD LOCATIONS



FLAG FOOTBALL RULES



Fall 2023 Flag Football Rules

1. The Game

- A. At the start of each game, captains from both teams shall meet at midfield for the coin toss to determine who shall start with the ball. The visiting team shall call the toss.
 - I. Winner of toss chooses offense or defense
 - II. Loser has choice of direction
 - III. There is no option to defer
- B. NO Kickoffs
- C. Offense starts possession on own 5-yard line
 - I. Offense has 4 plays/downs to cross midfield (awarded first down)
 - II. Offense then has 4 downs to score a touchdown
- D. If offense fails to reach midfield or score on a possession, the ball changes possession to the opposition.
 - I. The opposition will start its drive from its own 5-yard line
- E. ALL possession changes, EXCEPT for interceptions, will start on the offense's 5-yard line
- F. Teams will change sides at half-time.
- G. Possession changes to the team that started the game on defense.

2. Terminology

- A. Line to gain – Midfield
- B. Rush Line – imaginary line running width of field, 7 yards from line of scrimmage (defense)
- C. Rusher – defensive player assigned to rush QB
- D. Live Ball – period of time the play is in action. Live ball penalties must be enforced before down is complete.
- E. Dead Ball – time between previous down and up until snap of next down
- F. Charging – movement of ball carrier directly at defensive player that has established position
- G. Flag Guarding – act by ball carrier to prevent defender from pulling flag by stiff arm, lowering elbow or head, blocking access to the runner's flag with a hand or arm, or an untucked jersey will be considered flag guarding.
- H. Shovel Pass – legal pass attempted beyond line of scrimmage (LOS) by throwing the ball underhand or pushing it towards a receiver in a shot-put type manner
- I. Lateral – backwards or sideways toss of the ball by the ball carrier

FLAG FOOTBALL RULES (CONTINUED)



3. Equipment

- A. League provides each player with a flag belt and jersey
- B. Footballs can vary by division.
- C. All flags must be located on each side of the player (not front and back). Extra slack from flag must be taped to the belt, cut or tucked in.
- D. Players must wear shoes. Football cleats are encouraged, but NO cleats with exposed metal are allowed.
- E. Players may tape forearms, hands, and fingers. Players may wear gloves, elbow pads, and kneepads. Braces of any type with exposed metal are not allowed.
- F. The coaches are responsible for ensuring their players are properly dressed.
- G. The game official will have final decision on uniform issues.
- H. Player's jerseys MUST be tucked into their pants or shorts.
- I. Pants or shorts with belt loops or pockets must be taped.

4. The Field

- A. Field dimensions are 50 yards long by 25 yards wide with 10-yard endzones.
- B. A midfield line-to-gain will be marked.
- C. No run-zones are located on each side of midfield line and 5 yards from each goal line.
- D. No run-zones are in place to prevent teams from conducting power run plays.
 - I. Teams cannot run the ball in any fashion while the ball is within these zones
 - II. These zones will be marked by either a painted line or cone placed out of bounds

5. Rosters

- A. Home teams wear dark colored jerseys; visiting teams wear light colored jerseys
- B. Teams MUST start a game with a minimum of 5 players, and no more than 10
- C. Team with insufficient subs may play with 4 players, but no fewer than 4
- D. If necessary and agreed upon, teams may borrow players from another team only if they do not have a sufficient amount. This will help avoid forfeits

6. Timing

- A. Games are played on a 40-minute continuous clock with two, 20-minute halves.
- B. Clock stops only for timeouts
- C. Once ball is spotted and ready for play, each team will have 30 seconds to snap the ball.
 - I. Teams will receive one warning before a delay of game penalty is enforced

FLAG FOOTBALL RULES (CONTINUED)



- D. ONLY 1 timeout (60 seconds) is available per team per half
- E. Officials may stop the clock at their discretion
- F. In the event of injury, the clock will stop and then restart when the injured player is removed from the field of play.
- G. If the score is tied at the end of regulation, an overtime (OT) period will be used to determine a winner as follows:
 - I. Each team will be allowed a minimum of one possession
 - II. First possession is determined by winner of regulation coin toss. Loser determines end of field that both teams will start their respective drives
 - III. There are no time outs
 - IV. Each team will be scored based upon yardage gained (NO SCORING)
 - 1. Each team will be given a series starting from its own 5-yard line to drive the field as far as they can. The game official will note yardage gained. The team with the most yards gained will win the game.
 - 2. In the event of an interception, the ball will be marked at either the LOS or the point where the defender's flags were pulled, whichever is more advantageous for the defense. This will determine the length of the drive by the offense to note total yardage gained on the possession for the team throwing the INT.
 - 3. If both teams score a touchdown and complete the same amount of points during conversion, the process will be repeated.
 - 4. Winning through yardage is equivalent to winning by 6 points for tie breaker purposes
 - V. Multiple Overtimes
 - 1. First OT period – Scoring teams can go for a 1 point or 2 point PAT
 - 2. Second OT period – Scoring teams must go for 2 point PAT

7. Scoring

- A. Touchdown – 6 points
- B. PAT (Point After Touchdown) –
 - I. 1 Point from 5-yard line
 - 1. Pass ONLY (No rush zone)
 - II. 2 Points from 10-yard line
 - 1. Run or Pass
- C. Safety – 2 points
 - I. Occurs when player with ball has possession in own endzone
 - 1. Has flag pulled while in endzone

FLAG FOOTBALL **RULES** (CONTINUED)



2. Flag falls out
 3. Player in possession of ball steps out of bounds
 4. Player in possession of ball has knee or elbow touch ground
 5. Safety also occurs when offensive has a penalty in endzone
- D. Mercy Rule
- I. One team winning by 28 points or more
 - II. Losing teams gets one possession to score
 1. If they do not score, the game is over.
8. **Coaches**
- A. Coaches are allowed on the field to direct players according to need and division
 - B. Coaches MUST move to the sidelines before the snap of the ball
9. **Live Ball / Dead Ball**
- A. Game official will indicate neutral zone and line of scrimmage (LOS)
 - B. Automatic dead ball foul if any player (offense/defense) enters neutral zone
 - I. Officials may give a "courtesy" notification for players to move back
 - C. Player who gains possession in the air is considered in bounds as long as one foot comes down in field of play
 - D. Defense may not mimic offensive team signals or confuse offensive players
 - I. Unsportsmanlike penalty
 - E. Play is ruled "dead" when:
 - I. Ball hits the ground
 - II. Ball carrier's flag is pulled
 - III. Ball carrier steps out of bounds
 - IV. Ball carrier's knee or elbow touches the ground
 - V. Ball carrier's flag falls out
 - VI. 7 second pass clock expires
 - F. THERE ARE NO FUMBLES – Ball is spotted where ball carrier's feet were at time of fumble
 - G. Inadvertent whistle – offense has two choices
 - I. Take the ball where it was when the whistle was blown
 - II. Replay the down from original line of scrimmage

FLAG FOOTBALL RULES (CONTINUED)



10. Running

- A. Ball is spotted where runner's feet are when flag is pulled, not where the ball is.
 - I. Forward progress measured by the player's front foot
- B. Quarterback cannot directly run the ball beyond the line of scrimmage
- C. Hand offs must be behind the LOS in the offensive backfield
 - I. Offense is allowed to use multiple handoffs
 - II. "Center sneak play" is NOT ALLOWED in all divisions
- D. NO laterals or pitches of any kind
- E. No-Run Zones – offense is not allowed to run the ball within 5 yards of midfield line as well as 5 yards from goal line.
- F. Player who takes hand off can throw the ball if behind LOS
- G. After ball is handed off in backfield, ALL defensive players are eligible to rush. No crossing the line of scrimmage will be allowed after a handoff in Preschool – 3rd grade leagues.
- H. Runners may NOT leave their feet to advance the ball
 - I. No diving, leaping, or jumping to avoid a flag pull (Flag Guarding)
- i. Spinning is allowed as long as player does not leave their feet
- j. Only lateral moves to the left and right are allowed
- k. Runners may only leave feet in order to avoid collision with another player
- l. NO blocking or "screening" is allowed
- m. Offensive players must stop their motion once ball has crossed the LOS.
 - i. No running with ball carrier
 - ii. At the official's discretion, they may give a warning for "running with the ball carrier." Otherwise, a dead ball foul will be called and the ball will be marked.

11. Passing

- A. All passes MUST be from behind the line of scrimmage, thrown forward and beyond the LOS
- B. Shovel passes are allowed, but receiver must be beyond the LOS
- C. The quarterback has a seven second pass clock.
 - I. Pass must be thrown within seven seconds or play will be blown dead and down will count.
 - 1. If QB is in endzone and 7 second clock expires, ball is returned to LOS, but down will count

12. Receiving

- A. All players are eligible to receive passes

FLAG FOOTBALL RULES (CONTINUED)



- B. Only one player is allowed in motion at a time and that motion must be parallel to LOS until snap of ball
- C. All players must have one foot in bounds when making a catch
- D. Simultaneous possession will be awarded to offense
- E. Interceptions change possession at the point of interception. Only possession that does not start on 5-yard line
- F. Interceptions are returnable, but not on attempted conversions after touchdowns

13. Rushing the Passer

- A. Rushing the passer is NOT allowed in the Preschool and KG/1st grade divisions.
- B. All players who rush passer must be a minimum of seven yards from the LOS when ball is snapped.
- C. Any number of players can rush quarterback
- D. Once ball is handed off, 7-yard rule is no longer in effect
- E. Official will indicate 7-yard rush line
 - I. A rush is legal from the 7-yard line point.
 - II. If rusher leaves rush line before snap, they may return to rush line and reset and then legally resume rushing QB
 - III. Penalty may be called if rusher leaves rush line before snap and crosses LOS before handoff or pass (Illegal rush – 5-yard penalty from LOS & first down)
 - IV. Any defensive player that crosses LOS before ball is snapped (Offsides – 5-yard penalty from LOS & first down)
 - V. Any defensive player, not lined up at the rush line crosses the LOS before ball is passed or handed off (Illegal Rush 5 yards penalty from LOS & first down)
- F. Players rushing quarterback may attempt to block pass or pull flag. NO CONTACT can be made with quarterback in ANY way.
 - I. Blocking pass and then making contact with QB is a penalty (Roughing the passer – 10 yards LOS & first down)
- G. Offense cannot impede rusher in ANY way. Rusher has right to clear path to QB
 - I. Offensive player is responsible for avoiding contact. (Impeding the Rusher-5 yards & loss of down)
 - II. Any disruption to rushers path is a penalty (Impeding Rusher-5 yards & loss of down)
 - 1. If offensive player does not move after snap, it is defensive players responsibility to avoid offensive player

FLAG FOOTBALL RULES (CONTINUED)



14. Flag Pulling

- A. Legal flag pull occurs only if ball carrier has complete possession of ball
- B. Defenders can dive, but cannot tackle, hold or run through ball carrier (Tackling, holding, or running through the ball carrier will be considered "Unnecessary Roughness" and followed with a penalty.
- C. It is illegal to strip the ball
- D. If ball carrier's flag inadvertently falls off during the play, the player is down immediately upon possession of the ball
- E. Flag guarding is illegal – no stiff arms or intentionally covering flags with an untucked jersey

15. Formations

- A. Offense must have a minimum of one player on the LOS (Center) and up to four players on the LOS. The quarterback must be off the LOS, but can be lined up under center.
- B. One player may go in motion behind the LOS (min 1 yard)
- C. No motion is allowed towards LOS at any time (False Start)
- D. All offensive players, except player in motion, must come to complete stop for one second before snap (Offside/FALSE Start)
- E. Center must snap the ball with a rapid and continuous motion between his/her legs or turned to the side to a player in the backfield and the ball MUST completely leave his/her hands. The ball can be hiked as a direct snap to the running back. This will only be allowed in the 4th-12th Grade divisions.

16. Unsportsmanlike Conduct

- A. Includes intentional act of tackling, elbowing, cheap shots, and blocking. The game will be stopped and the player will be ejected from the game.
 - 1. Decision is made at the official's discretion and is final.
- B. Offensive language is also illegal
 - 1. Official has right to determine offensive language
 - 1. Official will provide a warning
 - 2. Second offense will warrant ejection
 - 3. Offensive language is not limited to only players
 - a. Coaches, parents & fans are also subject to same penalties

FLAG FOOTBALL **RULES** (CONTINUED)



17. Penalties

- A. Official will call all penalties
- B. Official will determine all incidental contact
- C. Game may not end on defensive penalty
- D. All penalties will be assessed from LOS, except as noted (Spot fouls)
 - I. Spot Fouls
 - 1. Defensive Pass Interference – Automatic first down
 - 2. Holding – 5 yards auto first down
 - 3. Stripping – 10 yards auto first down
 - 4. Defensive unnecessary roughness – 10 yards auto first down
 - 5. Screening, Blocking/running with ball carrier – 5 yards loss of down
 - 6. Charging – 10 yards loss of down
 - 7. Flag guarding – 10 yards loss of down
 - 8. Offensive unnecessary roughness – 10 yards loss of down
 - II. Defensive Penalties
 - 1. Offside – 5 yards LOS & auto first down
 - 2. Illegal Rush – 5 yards LOS & auto first down
 - 3. Illegal flag pull – 5 yards LOS & auto first down
 - 4. Roughing the passer – 10 yards LOS & auto first down
 - 5. Taunting – 10 yards LOS & auto first down
 - III. Offensive Penalties
 - 1. Offside/False Start – 5 yards LOS & loss of down
 - 2. Illegal forward pass – 5 yards LOS & loss of down
 - 3. Offensive Pass Interference – 5 yards LOS & loss of down
 - 4. Illegal Motion – 5 yards LOS & loss of down
 - 5. Delay of game – 5 yards LOS & loss of down
 - 6. Impeding the rusher – 5 yards LOS & loss of down

(Updated on 07.07.23)

ATHLETIC CODE OF CONDUCT

AJAA Mission: To provide high quality athletic programming and instruction for youth athletes to develop physically and mentally by encouraging growth in teamwork, effort, skill, sportsmanship, and character.

This AJAA Athletic Code of Conduct has been prepared as a guide to the expectations of AJAA. This policy applies to all parties involved or present at AJAA events, regardless of their role or affiliation. The Code of Conduct is to be read and understood by all coaches, assistant coaches, managers, players, and parents.

The Avon Junior Athletic Association supports youth sport activity that is governed by a strong sense of individual and team sportsmanship. Value and emphasis on sportsmanship, character building, and positive conduct are a requirement of our athletic participants. Persons unwilling to abide by this code should reconsider their involvement in AJAA activities.

Principles and Expectations:

- AJAA believes in the principles of fair play, ethical behavior, and the right of every individual to fully enjoy sport without undue interference from others.
- AJAA recognizes competitive sport activities are a source of strong feelings which may lead to misunderstandings, disagreements, and other related conflicts.
- AJAA believes that every participant has a requirement to respect the right of competitors to hold conflicting points of view or opinions.
- AJAA expects its coaches, players, referees, families, and spectators to deal with conflicts in a positive and respectful manner, with focus on good sportsmanship.
- AJAA expects its coaches, players, referees, families, and spectators to cooperate in promoting the enjoyment of sports over the victory of any game, to the greatest extent possible for the development of the player.
- AJAA expects adherence to both the spirit and the letter of its rules of the Game. Illegal, unfair, rowdy, violent, dangerous, and unsportsmanlike behavior will not be tolerated, whether on the field of play, over social media, or any place away from the playing area.
- AJAA expects all participants to show respect for players and opponents, regardless of their skill.
- AJAA expects most activities to involve children from a very young age. Children are influenced by the behavior of adults, so adult participants will be held to the very highest standards of conduct.
- AJAA discourages demonstrations and protests which may disrupt or disturb other members or delay the start of organized play.
- AJAA will not permit any player or volunteer registered for a program to play with pending or previous criminal charges. Releasing a player during a program season due to pending charges will forfeit any refunds.

ATHLETIC CODE OF CONDUCT (CONTINUED)

Unacceptable Conduct (Not All-Inclusive):

- **Vulgarity by coaches, players, or spectators**
- **Harassment of referees, coaches, and/or spectators (Verbal or Physical)**
- **Verbal or physical Assault/Violence or Threat of Violence**
 - **Physical assault is defined as the initiation of any physical contact.**
- **Consumption of alcohol, tobacco, or use of illegal drugs at AJAA or any facility used to host AJAA activities.**
- **Obscene gestures**
 - **Gestures may include or indicate the threat of physical violence (e.g. Punching gesture; neck slit gesture)**
- **Angry tone of voice with elevated volume.**
 - **May include continued yelling or raised voice towards coach, player, parent, or umpire.**
- **Negative coaching style**
 - **Intentionally or repeatedly ignoring AJAA rules**
 - **Sacrificing player development for victory**
- **Any type of bullying behavior**
 - **Examples of bullying include:**
 - **Physical- hitting, pushing, punching, biting, striking, kicking, spitting, slapping, and/or throwing objects.**
 - **Verbal- ridiculing, taunting, name calling, intimidating, or threatening to cause someone harm.**
 - **Social- Use of rumors or false statements about someone to diminish their reputation; using electronic communications or other social media platform technology to harass, frighten, intimidate, or humiliate someone.**
 - **Sexual- ridiculing or taunting based on gender or sexual orientation (real or perceived), gender traits or behavior, or teasing someone about their looks.**

Code of Conduct Violation:

1st Offense: 1st offenses may be subject to a verbal and/or written reminder of expectations and agreement related to the Code of Conduct.

2nd Offense: 2nd offenses may be subject to a written warning of violation to the Code of Conduct and resolution plan put in place to avoid future incidents.

3rd Offense: 3rd offense may be subject to removal of AJAA sports programs for a one calendar year period.

4th Offense: 4th Offenses may be subject to permanent removal of all AJAA sporting events and activities.

ATHLETIC CODE OF CONDUCT (CONTINUED)

Please Note: Any violation may be subject to escalation and omission of violation resolution steps depending on review of reporting, witnesses, and severity of the offense. This is up to the discretion of AJAA leadership.

I do hereby affirm and acknowledge that I have been fully informed of the AJAA Athletic Code of Conduct associated with Avon Junior Athletic Association ("AJAA") and agree to abide by all policy obligations and requirements.

Signed: _____

Print Name: _____

Date: _____

SAFE PLAY POLICY

AJAA desires safe play for all athletes on and off the field. Below, you will find a list of protocols concerning injury and illness. It is the parent's/guardian's responsibility to adhere to these guidelines to keep his or her player, and the player's family safe.

Illness

- If your player is showing any symptoms of illness, they should be excluded from play and stay home.
- If someone in your household is sick, it is best that you do not send your player to practice or games if the ill person is contagious.
- If anyone in your household has been diagnosed with a communicable disease, you should contact the Hendricks County Health Department on guidance for quarantine.
- Any communicable illness, such as COVID-19, that is diagnosed in an AJAA household should be reported to the AJAA office for keeping records and possible contact tracing.
- Any player suspected of being symptomatic without a report may be subject to removal for the season.
- Any communicable illness, such as COVID-19 that has not been reported to the AJAA office that is subject to contact tracing may be considered grounds for removal for the season.
- Player roster information may be shared with Hendricks County Health Department, upon request, for contact tracing.
- Parents should communicate with the head coach of the player's team, as well as the AJAA office if there are reasons listed above for exclusion from play.
- If a player is symptomatic during a season, they must self-quarantine based on Health Department guidelines or produce a negative test result prior to return to play.

Injuries

- Injuries should be reported to the head coach immediately, as well as the AJAA office.
- A player who suffers an injury will need a full medical release before returning to play.
- Any release containing limitations on practice or play must be followed by a full release to eliminate the restrictions laid out in the original release.
- In the event of a head injury, it is preferred that a sports medicine doctor with specialty in head injuries treat the player to reduce the risk of re-injury.
- All releases are subject to review and verification by the AJAA office.
- Players participating in collision sports must sign a waiver for treatment, and a consent to treat form by athletic trainers with our partners at Hendricks Regional Health.
- Any physical limitations or pre-existing conditions should be reported to the head coach and the AJAA office.
- Certain limitations may prevent players from participating in programming without express written consent from a physician.
- If players have allergies to environmental risks that require emergency therapeutics, the player or parent are required to bring the therapeutics to practice and games (Including, but not limited to: rescue inhaler, EpiPen, etc.).



SOCIAL MEDIA POLICY

POLICY

This policy provides guidelines for Employees, members of the Board of Directors, Commissioners, Coordinators, Coaches, Parents, Players, Members, Volunteers & Contractors ("AJAA Employees and Volunteers") use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

PROCEDURE

The following principles apply to professional and personal use of social media on behalf of AJAA or when referencing AJAA.

- Employees, members of the Board of Directors, Commissioners, Coordinators, Coaches, Parents, Players, Members & Contractors ("AJAA Employees and Volunteers") need to know and must adhere to the AJAA Code of Conduct, Employee Handbook, and other company policies when using social media in reference to AJAA as a condition of their involvement with AJAA.
- AJAA Employees and Volunteers should be aware of the effect their actions may have on their images, as well as AJAA's image. The information that employees post or publish is public information forever.
- AJAA Employees and Volunteers should be aware that AJAA may observe content and information made available through social media. AJAA Employees and Volunteers should use their best judgment in posting material that is neither inappropriate nor harmful to AJAA, its employees, its volunteers, or its members as that term is defined in the Bylaws as adopted April 22, 2016.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, material that can create a hostile work environment, or which may be characterized as a personal attack on employees, volunteers or members.
- AJAA Employees and Volunteers are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, AJAA Employees and Volunteers should check with the AJAA Executive Director
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. AJAA Employees and Volunteers should refer these inquiries to authorized AJAA spokespersons, such as the Executive Director or the President of the Board of Directors, or another member of the Board of Directors, if he/she is unavailable.
- If AJAA Employees and Volunteers find or encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of the Executive Director or member of the Board of Directors.
- AJAA Employees and Volunteers should get appropriate permission before they refer to or post images of current or former employees, members, vendors, suppliers, volunteers, and the like. Additionally, AJAA Employees and Volunteers should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

SOCIAL MEDIA **POLICY** (CONTINUED)

- If AJAA Employees and Volunteers publish content after-hours that involves work or subjects associated with AJAA, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent AJAA's positions, strategies or opinions."
- It is highly recommended that AJAA Employees and Volunteers keep AJAA related social media accounts separate from personal accounts.
- AJAA Employees and Volunteers may not advertise for fundraisers or other AJAA related events unless the fundraiser or event has been approved by the Executive Director and is in compliance with the AJAA Travel and All-Star Financial Policy.
- Any and all websites and other web content, brand names and intellectual property belonging to AJAA, whether on AJAA's individual website, its main Facebook page, or any page it manages, including but not limited to Avon Youth Basketball Club, Avon Youth Baseball Club, Avon Jr. Orioles Football Club, Avon Softball Club, etc. shall remain the sole property of and under the sole direction and management of AJAA. Employees and Volunteers who are granted access to provide content do not, under any circumstances, receive any ownership interest in said content or ownership of AJAA managed pages.
- All AJAA associated individual pages are the property of AJAA. Admin rights will be given to AJAA staff and social media management team. All approved commissioners, coaches and volunteers will be granted access at an editor level.

The AJAA Board of Directors and Staff shall have the authority to monitor and enforce this Social Media Policy. The AJAA Board of Directors, Staff, and any individual appointed by the Board of Directors, shall have the authority to remove any inappropriate or offensive comments from official AJAA sites and to block any individual or organization from posting on any official AJAA social media platform if they determine, in their sole discretion, that such removal or block is in the best interests of AJAA.

The failure of any AJAA Member to adhere to this Social Media Policy shall be considered a violation of the AJAA Code of Conduct, and any AJAA Member who fails to adhere to this Social Media Policy shall be subject to disciplinary action, up to and including termination of such individual's involvement in AJAA, in accordance with the AJAA Disciplinary Procedures.

I agree to comply with the terms of the AJAA Social Media Policy and understand that my participation in AJAA is conditioned thereon.

Dated: _____

Signed: _____

Title: _____



COACHES CODE OF CONDUCT

- Coaches have the knowledge and preparation to lead their teams.
- Coaches are to conform to the spirit and intent of applicable rules at all times.
- Coaches are responsible for their own conduct as well as the conduct of their assistant coaches, players and spectators.
- Coaches are responsible to ensure that the health, well-being and development of athletes take precedence over the win/loss record.
- Coaches accept that they do serve as role models and there must be congruency between their actions and words.
- Coaches provide a physically and emotionally safe environment for practices and competition.
- Coaches exemplify honesty, integrity, fair play, and sportsmanship regardless of the impact that might have upon the outcome of the competition.
- Coaches maintain a professional demeanor in their relationships with athletes, officials, colleagues, administrators and the public and treat them with respect and dignity.
- Coaches maintain confidentiality when appropriate and avoid situations that would potentially create a conflict of interest or exploit the athlete.
- Coaches are committed to the education of their athletes and should encourage academic achievement.
- Coaches are committed to the safety and well-being of each athlete.
- Coaches discourage the use of performance enhancing substances and dietary Supplements.
- Coaches prohibit the use of any illegal or recreational drugs.
- Coaches follow current safe training and conditioning techniques.
- Coaches exhibit sound injury and risk management practices.
- Coaches demonstrate an understanding of growth and developmental stages of their Athletes.
- Coaches place the athlete's needs and interests before their own.
- Coaches remember that competition should be healthy and enjoyable for all.

Coaches Code of Conduct Form

I understand that I represent not only my team, but also Avon Junior Athletic Association (AJAA).

I will conduct myself according to the standards presented in the AJAA code of conduct.

I understand that the other coaches, players, parents and AJAA will hold me accountable for the actions and behavior of myself, as well as my players, parents, and assistants. I acknowledge that I am held accountable to the AJAA code of conduct, that failure to abide by the AJAA code of conduct could result in disciplinary actions.



PARENT/PLAYER CODE OF CONDUCT

Parents and players are expected to conduct themselves according to the highest standards of social and ethical behavior.

By agreeing to participate, I acknowledge that I will:

1. Encourage and participate in fair play
2. Cheer in a positive manner for all participants
3. Avoid negative or harsh criticism of any player or team performance
4. Show respect for all players, coaches and referees
5. Display good sportsmanship at all times
6. Abstain from criticizing opponents
7. Contribute to a positive environment where kids can play, learn and have fun

I understand that I represent not only my team but AJAA. I will conduct myself according to the standards presented in the AJAA code of conduct. I understand that the coach, other players, parents and AJAA will hold me accountable for my actions and behavior. I acknowledge that I am held accountable to the AJAA code of conduct, that failure to abide by the AJAA code of conduct could result in disciplinary actions.

EMERGENCIES

Emergencies Requiring First Aid: How to Respond

During sporting events, the coaching staff is responsible for administering first aid to any ill or injured AJAA athlete, unless an AJAA affiliated athletic trainer is present. If an AJAA affiliated athletic trainer is present, they will assume responsibility for care and for all return to play decisions. The coach must follow the training protocols they have been instructed on.

The first responder to the situation needs to be the highest certified and trained person on site where the injury occurs. The first responder will most often be the specific team Head Coach, although other personnel may fill this role if their certification and training is greater than that of the Head Coach (i.e. if the bystander is a Certified Nurse, Emergency Medical Technician, Doctor). It is vital that first responders keep the environment calm so that athletes don't panic. Coaches should also make sure they complete all the steps on the First Aid Checklist below. By following this procedure, coaches allow medical personnel to easily respond to the scene and help care for the athlete.

First Aid Checklist

- 1. Check the surroundings for safety hazards and stop all activity near the emergency**
- 2. Check the injured athlete's injury and determine a plan of action**
- 3. Do not move the athlete if there is a possibility of head or neck injury or if the athlete is unconscious.**
- 4. Have someone contact a parent/guardian. Some cases may also require 911 to be contacted. Coaches should use their training to properly judge the severity of the situation.**
- 5. If EMS responders determine that the athlete is in an emergency, a coach can transport the injured athlete.**

Emergency Phone Number: Mike Clark, AJAA Facilities Director | (317) 460-6453

Please utilize this number only in the case of an emergency.

Incident Reports

In the case of any incident requiring first aid, an incident form must be completed within 24 hours. This incident form is available on the AJAA website and included in your coaching handbook. Incident reports need to be completed by a person who witnesses the situation unfold and not by someone who arrived after the incident occurred. If no witness is available to provide a detailed account of the situation, then AJAA will allow the individual who experienced the situation to complete the incident report and will allow a time extension on a case-by-case basis.



INCIDENT REPORTING PROCEDURE

AJAA's Incident Report Form is used to properly record any incident that occurs when utilizing the AJAA property, during games/practices, and/or any other reporting that should be noted to the organization's administration. It is extremely important to report any and all incidents, so that proper documentation and details may be recorded promptly. This is helpful to report accidents to our insurance carrier for liability purposes, to accurately document any incidents with all witness details, to watch for any future occurrences, and to know when management needs to help facilitate an issue, etc.

Examples of when to use this form:

- When a player is injured during practice or games
- When an altercation happens between players, parents, coaches, umpires, or any event that should be documented for witness purposes.

Please know that all documentation is extremely important to ensure that all details can be recorded accurately and helps for our leadership to continue to be in the know during all activities.

Upon completion of the form, please immediately take to the AJAA office or email admin@ajaaonline.org.

Avon Junior Athletic Association Incident Reporting Form



IDENTIFICATION INFORMATION	
Name :	
Date of Hire:	
Address :	
Date of Birth :	
Telephone :	
Name of Physician :	
Name of Hospital, if hospitalized :	

INCIDENT REPORTING INFORMATION	
Date of Incident:	
Location:	
Time:	
Type of Incident:	
Equipment Involved:	
Event or Task:	
If Injured, what injury:	
Part of Body Affected:	

Avon Junior Athletic Association Incident Reporting Form



MACHINERY/EQUIPMENT INVOLVED (IF APPLICABLE)	
Manufacturer :	
Equipment Age :	
Serial Number :	
Model :	
Any Modification to Equipment :	
Machine Guarding in Place :	

REPORTING MEMBER STATEMENT	
Description of Accident/Incident: Include Factors that Led to Incident: Include Any Equipment Involved:	

Avon Junior Athletic Association Incident Reporting Form



WITNESS STATEMENT, IF APPLICABLE

Witness
Description of
Accident/Incident:

Include Factors
that Led to
Incident:

Include Any
Equipment
Involved:

AJAA EMPLOYER REVIEW AND STATEMENT

AJAA Description
of
Accident/Incident:

Include Factors
that Led to
Incident:

Include Any
Equipment
Involved:

Avon Junior Athletic Association Incident Reporting Form



For any additional documentation, photos, or statements, please attach separately to this form or utilize the space below.

Reporting Signature and Date : _____

Witness Signature and Date : _____

Employer Signature and Date : _____



COACHING RESOURCES

GAME CHANGER APP.



AJAA Coaches will utilize the Game Changer app. to communicate with players and their families. Please download the Game Changer app. on your smartphone.

Game Changer Actions:

- Import your team
- Add schedule
- Team messaging

Game Changer Help:

- Email help@gc.com.
- Online Help/Resource Center:
 - <https://teammanager.zendesk.com/hc/en-us/sections/115001142103-General-Infodesk.com>)

PRACTICE DRILL IDEAS

Check out these videos of flag football drills that can be incorporated into your practices!

- **9 Fun Flag-Pulling Drills**
 - <https://youtu.be/gMi8VioQuEM>
- **Flag Football Basics**
 - <https://youtu.be/Ck-VxQObXBI>
- **10 Best U8 Flag Football Drills**
 - <https://youtu.be/vgpkihKWfnE>
- **How to Catch a Football**
 - <https://youtu.be/803CND760i4>
- **10 Football Passing and Throwing Drills**
 - <https://youtu.be/v8wRsdKRWk4>
- **10 Best Flag Football Drills for Kids**
 - <https://youtu.be/pIUMAljXUbs>
- **10 Best 5v5 Flag Football Plays**
 - <https://youtu.be/tcHdnsHXQC8>
- **How to Throw a Football**
 - <https://youtu.be/WQHtf2Fa5jc>