

Hello Head Coaches for our **2024 Chiefs Flag Football League**.

The purpose of this letter is to provide you with as much quality information as I can so everyone is well-informed and well-prepared. There is a lot of information to know, so I have broken it down into the various topics below:

**League Perks:**

JC Parks has partnered with the back-to-back Super Bowl-champion Kansas City Chiefs again to provide this exciting league with great perks, including a reversible (red & white) Chiefs jersey, a flag belt, and a mouth guard. All of these items are included at no extra cost.

Participants in the league will also get special opportunities throughout the year, like:

- Chiefs Game Day inclusion
- Virtual engagements & Chiefs special guest' appearances
- Chiefs Training Camp/Skills Clinics opportunities
- Coaching education & support
- And much more at: [chiefs.com/chiefsflag](https://chiefs.com/chiefsflag)

**League Formation:**

<b>Grade</b>	<b>*Evening</b>
1 <sup>st</sup> Grade Rec	Mon.
2 <sup>nd</sup> Grade Rec	Tues.
3 <sup>rd</sup> Grade Rec	Wed.
4 <sup>th</sup> Grade Rec	Thur.
5 <sup>th</sup> -6 <sup>th</sup> Grade Rec	Thur.
3rd Grade Modified	Wed.
4th Grade Modified	Thur.

\*Game nights are tentative and subject to change.

**League Website:**

I assume you have already received all the info. you need from our league website (linked above). If not, please refer back to it or let me know if you have questions.

**Coach's Registration/Background Checks:**

The Head Coach may have up to 3 Assistant Coaches. All Head Coaches and Assistant Coaches must register (if you haven't already) at [this link](#). Click on "Volunteer" and submit your information. As part of the Coach's Registration, we also require all Head Coaches and Assistant Coaches to submit their information for an online criminal background check. If you have coached before and still have an active account (good for 2 years) it will detect a duplicate Social Security Number and not allow you to proceed. Coaches must also register in order to receive a coaches shirt if supplies allow.

**Team Sites:**

Once all teams are formed, I will publish your team sites via TeamSideline (our software vendor). Head Coaches can see the players on their roster, the parents, and their contact information. Parents can only see player's names. You will receive an automatic email with a link to your team site from TeamSideline, once I publish your team site. If any information is incorrect on your team site (especially your contact information) please let me know ASAP.

### **Team Names:**

All teams will have red & white reversible Chiefs jerseys. During your coaches registration you will submit 3 team names related to the Chiefs. Be creative and have fun with it. For example, Mahomes' Maniacs, Reed's Renegades, The Warpaint, Arrow Heads, etc. Preference on team names will be given to the head coaches who register first.

### **Team Rosters:**

Each team will have 1 Head Coach and 1-3 Assistant Coaches. We prefer rosters to be around 8 players but the range is 7-12. The league format is 5 vs. 5.

### **Communications:**

Head Coaches, please contact all of your team's parents immediately after your team site is published to introduce yourself, let them know they are on your team, inform them of upcoming practices, verify their contact information, etc. You can use your team site via TeamSideline to do this or there are also many free apps available for team communication like GroupMe, Team Snap, Remind, etc.

### **Parent Meeting:**

Head Coaches, please set up a Parent Meeting so they can meet you and so you can go over your expectations, goals, etc. This can just be a quick meeting for 5-10 minutes before your first practice.

Sample Goals:

- Have fun
- Get better
- Use good sportsmanship
- Compete

### **Coaches Meeting:**

All Head Coaches must attend the pre-season coaches meeting on **Thur. July 25 at 5:30 PM at The LINC** (1299 Lafayette St.) in the President's Suite (2nd Floor, East side). The meeting should last about 90 minutes. If the Head Coach cannot attend, please send an Assistant Coach. We will discuss many important topics and everyone's attendance is required and appreciated. Due to space limits, only 1 coach per team can attend.

### **Indemnification Form:**

Each parent must fill out an Indemnification Form (linked above) and return it to the Head Coach at the Parent Meeting/1<sup>st</sup> practice. This form includes important information including indemnification, treatment authorization, emergency contact information, and medical conditions. Please collect these forms and keep them until the season is over. Please do not submit these forms to me.

### **Certification Courses:**

We certify all our Head Coaches through online courses from the National Alliance for Youth Sports (NAYS). Assistant Coaches do not need to take the certification course.

If you are a new coach to our programs, you will need to take the following courses:

- Coaching Youth Sports course** (1 hour)
- Basic Youth Sports Safety & First Aid Training** (50 minutes)
- Coaching Youth Flag Football** (35 minutes).

There is no charge for these courses. JC Parks is paying the bill. They can be done online at your leisure, but please allow 2-3 hours for this. Once all coaches are selected, I will send an automatic email to all Head Coaches, through NAYS, with a link to the courses.

After completion of the Coach Training, coaches become full members of NAYS. As members, coaches receive \$1,000,000 excess liability insurance coverage in case he/she becomes liable for an occurrence while coaching. Coaches also gain access to a members-only section of the NAYS website, with coaching resources and additional training opportunities. These include a Resource Library, Coach Rating System, Skills and Drills section, and a Coaching Forum. Coaches have the ability to complete several additional trainings at no cost as well.

If you are a returning coach who has taken these courses before, but within the last two years, you are good to go. If you have taken the general intro. courses, but not the flag football course, I will add that for you. If your membership has expired, I will renew it for you. If you are certified through another organization (USA Football, etc.) please email me your membership card for verification purposes and then you are exempt.

### **Game Schedules:**

All teams will play 6 games. Games are once a week unless we need to do doubleheaders and/or Bye weeks because we have an odd number of teams in a division. Games will begin the week of **Aug 19** and go until Sept. 26. Please keep Sept. 30 – Oct. 24 open on your calendar for rain make-ups or in case the game schedule gets extended because of Bye weeks. Game schedules will be released on TeamSideline at: [teamsideline.com/jeffersoncity](https://teamsideline.com/jeffersoncity) about 1-2 weeks before the season starts and are subject to change. **If there are any dates your entire team is not able to play, please let me know ASAP.** I will try to accommodate, but can't make any guarantees.

### **Game Times/Locations:**

Games will start at either 5:30, 6:30, & 7:30 PM or 6:00, 7:00, & 8:00 PM (8:00 only if needed). Games are 40 minutes each with two 20-minute halves, a running clock and a 2-minute halftime. Teams change sides at halftime. Games are scheduled 60 minutes apart. You can practice/warm-up in the out-of-bounds areas 30 minutes prior to each game. All games will be at the 63 Diamonds Sports Complex.

### **Practices:**

We will choose practice times either at the coaches meeting or via an online sign-up, most likely the week of July 22. You can start practicing on our fields on July 29. Practice dates, times, and locations are up to the Head Coach. We will offer the outfields of our North Jeff Red & Blue fields (904 4th St. Jefferson City, MO 65101) free for all teams to use for practices. Our ball field crew will paint lines for 2 full flag football fields that will be used as 4 half fields. The fields will be painted with 1A, 1B, 2A, or 2B in the end zones. Times available on weeknights are 5:00-6:30 & 6:30-8:00. Weekends are available from 8 AM-8 PM, also in 90-minute time-slots. To allow equal time, teams are only allowed 1 practice per week on these fields. We have a portable restroom there. Please park in the commuter parkin lot across the street. Of course, you are free to practice at any other church or school fields you have access to as well.

### **League Rules:**

We follow the [NFL Flag Football Rule Book](#) but also have our own [JC Parks League Rules Modifications/Clarifications](#). Please be very familiar with both documents.

### **Field Diagram:**

Linked above is a field diagram that illustrates field dimensions, end zones, no running zones, the coaches/players box, and where pylons and yard markers are placed. The field layout is 70 x 25 yards (all grades). Please note the No Running Zones (Pass Only)

### **Score/Standings & Awards:**

Score & standings are kept for all grades. All players will receive an award (i.e. medal) at the end of the season.

### **Team Equipment:**

Equipment provided:

- 1-2 new & 2-3 used footballs per team
  - All footballs must be returned at the end of the season
- Flag Belts
  - At the first practice, coaches should fit each players flag around their waist, tape them so they don't slide, trim the excess length so it is not mistaken for a flag, label them with names, and keep them for the team during the season.
  - Give them to the players to keep at the end of the season

### **Individual Equipment/Gear:**

- All Players must wear a mouth guard, which is included with registration. Players can buy their own and use them as well.
  - JC Parks will also have extra mouth pieces for sale at the Concession Stand for \$2 if players forget to bring them.
- Cleats or tennis shoes are recommended.
  - No metal spikes
- All players must wear their NFL Flag belt.
  - The flags and sockets on the belts cannot be altered in any way.

### **Jerseys/Chiefs gear:**

Each participant receives a Chiefs-replica jersey and NFL flag belt. Jerseys are reversible. Home team will wear their red side out. Away team will wear their white side out. All jerseys must be tucked in at all times. Sizes will be based on what the parents ordered. I will let you know when everything comes in so you can pick them up at The Linc and distribute them to your teams.

### **Coach's Shirts:**

Coaches who register through TeamSideline may receive a coach's shirt if provided by the Chiefs, but the supply may be limited.

### **Sportsmanship:**

Everyone must always use good sportsmanship and conduct themselves in a professional and respectful manner. This includes all coaches, players, parents, and fans. Head Coaches are responsible for the behavior of everyone associated with their team. We have a zero tolerance policy and will not tolerate bad sportsmanship from anyone. Consequences will include ejections, suspensions, removal from the league and any means necessary to ensure the kids have a safe, fun, and enjoyable youth sports experience.

Please also respect your opponent and do not run up the score. Please sub different kids in at various positions to help keep the score more competitive, when needed.

### **Playing Time:**

**Equal playing time** is required in Rec leagues. All players must have the **same amount of playing time on offense and defense**. All players must play a **minimum of four positions** throughout the season (minimum: two offense, two defense).

### **Cancellation Policies and Procedures:**

Please go to [jcparks.com/polices](http://jcparks.com/polices), then **Cancellations – Youth Sports** to read our cancellation policies and procedures in case of inclement weather. Please check our cancellations website first. The first update will be posted at [jcparks.com/cancellations](http://jcparks.com/cancellations). You can also [sign up](#) to receive text alerts from JC Parks via TeamSideline. An email will also be sent to coaches & parents. We usually decide on cancellations at about 3:00 PM. Please do not contact us, this will delay our ability to notify you in a timely manner. We will let you know as soon as possible if games are canceled. No news means play ball. We will play football in the rain, but not if it is storming or lightning or if it will cause excessive damage to our fields. Please know that we take these decisions seriously and will do the best we can for everyone involved.

### **Officials/Facility Supervisors:**

We provide two officials/referees for each game & a Facility Supervisor for the complex. If you need any assistance, please talk to them. Please report all emergencies, accidents, incidents, etc. to them ASAP. Please be considerate and respectful in all dealing with the officials & Facility Supervisors.

### **Survey:**

At the end of each season, we will email a brief (3-5 minute) online survey to all coaches and parents. Please take the time to offer us constructive feedback so we can continue to improve all aspect of our operations and service.

**Thanks:**

I hope this information has been helpful and has answered all your questions. Please let me know if you have additional questions or need any assistance at any time. Thanks for coaching and participating in Chiefs Flag Football league with JC Parks. Thanks for your time and efforts as we all work together to provide a safe, fun, and enjoyable youth sports experience for the kids in our community.

Sincerely,

Steve Schellman

JC Parks

Sr. Program Manager of Youth Sports

Certified Youth Sports Administrator (CYSA)

573-634-6493

[sshellman@jeffersoncitymo.gov](mailto:sshellman@jeffersoncitymo.gov)