

WHAT TO DO DOCUMENT FOR COACHES

There are NO expenses required by the coaches and/or organizations except to collect player registrations. The YSFL provides and pays for the following – Liability Insurance, Trophies, Game Fields, Referees, Game Schedules, Field Set up and Operations, Playoff Match ups.

All FORMS and paperwork mentioned in this document are available in this packet as well as in the documents page of your state tournaments website.

STEPS TO REGISTER AND MANAGE A TEAM

- 1. DECIDE IF YOU WANT TO BUY ANY EARLY REGISTRATION DISCOUNT PACKAGES** – The YSFL Early Registration Discount Program allows coaches to collect some early registration payments from their players (or pay the amount themselves) and in return purchase some “FREE Player Registrations” from the YSFL. Call the YSFL hotline 813 728 6747 to find out pricing for this Buy 1 Get 1 Free program. All of these early purchase programs are *fully refundable*. The free player registrations may be freely transferred and used for ANY player on any teams, with the free registration treated as a player payment. When coaches wish to claim their Free Player registrations, they should attach the letter to the Coaches disbursement form in the same way as a check or money order would be applied. The Early Registration Fee Application Form is contained in this packet, or the form is available online on your state tournaments website.
- 2. START TO CONDUCT PLAYER REGISTRATIONS** - Each player when they attend your team registration events can fill out the YSFL Player Application Form (*Form is in this packet*). The information on this form can be used to enter the players information into your Team’s Player roster on the Team Management Console. *The YSFL does not require this form. It is provided solely for coaches and organizational assistance only.* There are no minimum or maximum roster rules.
- 3. DECIDE ON A TEAM NAME** - The team’s name is entirely at the discretion of the individual coaches and/or organizations. The Team name will be used in the Team Management Console program and the YSFL uses a 3 letter code to identify each team in the schedules and standings pages. Some organizations prohibit the use of their fall club names; therefore clubs can name themselves with a different name for the spring tournament. YSFL allows any names to be used.
- 4. REGISTER YOUR TEAM AND RECEIVE USERNAME AND PASSWORD TO YOUR TEAM MANAGEMENT CONSOLE** - All coaches for EACH team on an organization must go to the “Team Registration Page” on their state tournament’s website web site and fill out the online team registration form. Once a coach has registered their team the system will automatically email the coach a username and password for that particular coach’s team on the YSFL Team Management Console (League Magic). An instruction manual for using the Team Management Console is available on each team’s team page. Coaches will then be able to enter their players and coaches’ information on their team console. *All teams must be registered through this process, and all players and coaches MUST be added to the Team Console. The management of all rosters, documents, payments, schedules, standings are recorded in this system.* Club administrators can set themselves up to be “administrators” and this allows them to see ALL teams in their organization with ONE login. As Head Coaches add their coaches to their teams on the consoles the system will send those coaches their OWN username and password.

5. **PUT TOGETHER YOUR TEAM DOCUMENTS** – *YSFL does NOT use team folders*. All information related to a team and their given players is maintained online within the Team Console Management system. The YSFL runs an ONLINE TEAM FOLDER process.

YSF HAS AN ONLINE "PLAYERS PORTAL" THAT ALLOWS PARENTS TO UPLOAD ALL DOCUMENTS FROM THEIR HOMES - http://ysfl.league-magic.com/main_player_portal.asp

There are 3 categories of players:

1. *PLAYERS THAT ARE NEW TO YSF* - Add players to your rosters by clicking the "ADD PLAYERS" button. The YSF League Magic Players portal allows your parents to sign their Medical, Liability and Covid forms online as well as upload their Pictures and Birth Certificates. Send this website link to your parents. http://ysfl.league-magic.com/main_player_portal.asp Prior to parents uploading player documents these players **MUST FIRST** HAVE BEEN ADDED YOUR LEAGUE MAGIC TEAM ROSTER, and then the parents **MUST** enter their players name into the fields on the Parent portal exactly how you have added them to your team rosters. Once they have e-signed and uploaded their documents/pictures and birth certificates, these items will be added into your player rosters.
2. *PLAYERS FROM CLUBS THAT USE LEAGUE MAGIC FOR THEIR FALL PROGRAM* - your players from your fall season can be imported from your Fall League Magic program into the Spring League Magic program. There will be a button next to the "Add Players" button in your team rosters called "IMPORT PLAYERS", use this button to add those players from your fall rosters into your Spring rosters. These player's parents can then use this same players portal to e-sign the YSF required forms.
3. *PLAYERS THAT HAVE PLAYED IN YSF IN PREVIOUS SEASONS* - If your players played in your previous spring teams these players can be found by clicking the "EXISTING PLAYERS" button and once saved these players are added to your current season player rosters. *(For returning spring players that have already manually signed medical/liability and covid documents from previous seasons, re-signing online again is not required for the new season)*

Teams should take the following steps with regard to the documents required for ALL of their players:

- a. ALL players must be added to the Team Console and all required information filled out.
- b. ALL player photographs must be uploaded into each of the players pages on the Team Console. These photos can be uploaded through the Players Portal by parents.
- c. Parents should take a photograph of the players copy or original birth certificate and upload it into the players page of the Team Console. These birth certificate photos can be uploaded through the Players Portal by parents

Players/Parents must then also bring their original birth certificate to their actual certification event in order to verify that the picture of the birth certificate in the Console is the same as the actual original birth certificate. These originals will then be returned to the parent once certified.

- d. Players/Parents must also bring an ID of the player or parent/guardian of the player to their actual certification event so that YSFL can verify that the birth certificate uploaded is the players actual birth certificate. *(See detailed description of the birth certificate and ID requirements below)*
- e. Medical, Liability and Covid forms can be e-signed online using the Players Portal.

6. **PLAYER CERTIFICATION PROCEDURE** - The YSFL offers multiple opportunities to certify players prior to the season at certification offices held in every city and also at the game fields. Teams can certify their players incrementally or all at one event. All dates for certification events *for each state* are announced on each of the state tournaments websites one month prior to the season start. When you bring your players to a certification event the YSFL will proceed to certify your player, by checking the photograph and player information, verifying the player's BC and ID and checking the e-signed Liability, Medical and Covid Forms.

Game Check in Procedure - As the YSFL does not use team folders, the game check in procedure is unique. Prior to the games coaches will line their players on the field and the YSFL Certification clerk will check in teams using the information in player consoles.

7. ORIGINAL BIRTH CERTIFICATES AND ID REQUIREMENTS *IMPORTANT* - The YSFL requires an original birth certificate verification and a copy of parent or player ID in order for players to participate and become certified. Players can satisfy this BC and ID verification process by choosing ANY of the following choices.

- **Choice #1** - Original or Certified Birth Certificate AND photocopy of the player or parents ID
- **Choice #2** - Original Passport only
- **Choice #3** - Original Player Driver's License only
- **Choice #4** - Original Federal or State ID card

Notes

- *Parent's names on birth certificates* - If using the parents or family members ID this name must also be on the birth certificate.
- *ID's should contain picture and birth date* - Federal or State ID cards are acceptable if they contain the birth date of the player as well as a picture identification
- *Foster/Adoptive/Grandparent* - In situations where the player is under a Foster, Adopted or Grandparent scenario and the name on a child's birth certificate and or parent ID is different from the player's then some kind of legal paperwork will be required to verify this difference prior to the child's certification. Both documents above are still required.
- *Presentation of Originals* - In all cases Original documents will only be required to be shown **ONCE** at the YSFL Certification office event and can then be returned to the parents/players immediately. A photograph of the birth certification only will be uploaded through team consoles.

If parents are concerned about releasing their originals to the coach, they can attend any of the pre-certification events and/or offices to show the YSFL official their originals and then retain them.

8. PAY THE SCHEDULE DEPOSIT - In order for all teams to get a spot on the schedule they must have paid a minimum of \$800 per team **of their player fees by Jan 15th**. Please note: *This is not an additional deposit.* This deposit amount is part of your player fees and will be credited to your team player fees payments. Coaches can either pay this amount themselves and get reimbursed by the players when they sign up or have their organization pay the amount and reimburse themselves once players pay or get each of their players to pay a small amount of their fees to constitute the \$800 deposit. YSFL fees are always PER PLAYER. (i.e. if your state tournament fees are \$100 per player and your team has 15 players your fees are \$1,500. If you paid \$800 towards the schedule deposit then you have a balance of \$600 to complete your fee requirements) If a team has purchased any early registrations, total payments for these can be counted as part of your team schedule deposit. If an organization has multiple teams in the tournament (i.e. more than 2 teams) then a \$600 per team deposit will apply.

9. WAYS IN WHICH TO MAKE PAYMENTS TO THE YSFL - There are 3 ways for coaches/players to pay their fees:

- a. Coaches can collect all fees from their players and as they get a certain amount, they can submit those amounts to the YSFL "en-block" using the "Coaches Disbursement Form" on their Team Consoles.
- b. Players can send a check directly to YSFL P.O. Box 260183, Tampa FL 33685 making sure to stipulate which team to apply the fees to. This payment will be updated on the given coaches Team Console page.
- c. Coaches/Players can pay online at the online payment portal "Make a Payment". These portals are always on the top front page of every one of the state tournament website pages.
<http://youthspringfootball.com/make-a-payment/>

10. PAYMENT DUE DATES

- a. Schedule Deposit of \$800 per team due Jan 15th (\$600 if organization has multiple teams) This is a portion of the teams player fees NOT and additional amount.
- b. Final player payments due by the 1st Game

11. COACHES DISBURSEMENT FORM – *(This form is available in this document and also can be printed from the individual teams Team Console player pages)* If players pay with a check, the player payment checks should be made out the “YSF”, then attached with the “Coaches Payment Disbursement Form” (*Form is in this packet*) and sent to YSFL, P.O. Box 260183, Tampa FL 33685-0183. Teams typically will have multiple registration events and it is suggested that coaches send in the payments as they receive them as the YSFL requires teams to have certain % of their payments in by certain dates in order to participate. If teams use the online payment portal “Make a Payment” to pay for players, coaches can enter the players name into that system when filling in credit card info, and a Coaches Disbursement form is not necessary. <http://youthspringfootball.com/make-a-payment/> All player payments are updated in the individual team’s Team Management Consoles within 48 hours of receiving payments.

12. SECURE A PRACTICE FIELD - Practice fields are the responsibility of the individual coaches and/or organizations to arrange. Coaches can practice as many times as they wish. The YSFL provides liability insurance coverage for practice fields. The coach/organizations can obtain these “Additional Insured Certificates” for their fields by emailing the field name, legal ownership name and address to sandy@youthspringfootball.com. Certificates take approximately 5-7 days to be delivered and are free of charge. YSFL is very familiar with all county/city and governmental organizations requirements and can assist organization with navigating these requirements.

13. ORGANIZE PRACTICE/GAME EQUIPMENT - Equipment for players is the responsibility of individual coach. Helmet/pant colors are at the discretion of coaches and can be multicolored.

14. GET YOUR PLAYERS CERTIFIED AT ANY OF THE CERTIFICATION EVENTS - *In order for the YSFL to certify a player fully, the player MUST be present and ALL paperwork complete. Parents are not required if a player has all their correct information in hand at the event.* Coaches can certify their players incrementally at various locations and/or events or bring all their players to one event. The YSFL advises teams to do as much in advance of the first game as possible to reduce delays.

There are THREE ways in which players can be certified prior to their playing in a game:

- a. **YSFL Regional Certification Travel Meetings** - These meetings are held in EACH state and EACH district approx 1-2 weeks prior to the season start by an YSFL certification travel team who will travel into all regions and conduct the events. The YSFL will provide dates and locations for these meetings a month prior to the season on each of the state tournaments websites.
- b. **YSFL Certification City Offices** - Along with the regional travel certification events, the YSFL will also open Certification offices 1-2 weeks prior to the season start in most districts where coaches can go to get their players certified in their local towns.
- c. **YSFL Game Day Certification Offices** - For the first 3 weeks of the season the YSFL provides certification offices that are situated at *every* game field where the YSFL is conducting tournament games for that week. Players can be certified immediately before their games.

15. ORGANIZE AND SUBMIT YOUR COACHES BADGES - Each team in the tournament is allowed 6 badges. Organizations with multiple teams can combine their teams for a total badge count regardless of which teams the coaches are part of. (i.e. 5 teams x 6 badges = 30 total badges) All Head and Assistant coaches, Team Moms and Administrators fall under this 6-badge requirement.

There are two processes for obtaining an YSFL Coaches Badges for the season.

- a. Coaches with a verifiable coach badge *valid from their immediate previous fall season only* will be allowed to obtain a free YSFL Badge replacement by uploading a copy of their fall season badge and requesting an YSFL badges.
- b. Coaches *without* a fall program badge must complete the YSFL background check to apply for an YSFL badge. The YSFL background check portal is on every state tournament website.

The procedure for obtaining a Coaches badge is completed entirely online through the “Coaches Page” on the Team Console.

- a. All coaches that are part of a team in the tournament should be entered into their team’s Team Console.
- b. All Coaches should upload their pictures (*This picture will be used on their badge*).
- c. If a coach has a Fall badge, the coach should upload their picture AND a picture of that fall badge and then click the “Apply for Badge” button. The coach will receive an email informing him that their badge has been submitted and accepted.
- d. If a coach does NOT have a fall badge, they should upload their picture and then click on the “Background Check” button and fulfill the background check. Coaches intending on doing a background check should check that box in the coach’s profile in League Magic and then go get the background. Once the background is approved the badge will be accepted.
- e. Once the YSFL has approved their badge coaches will then see the “Print Button” become active in League Magic and the coach can click on this button and print their badge.
- f. Coach badges can be laminated or placed into a lanyard for use.

16. ADDING PLAYERS TO TEAM AFTER SEASON START - Additional players can be added to a team after the start of a season, however the deadline for adding players is the 4th week of regular season games.

17. COACHES GENERAL TIMELINE SUMMARY - This timeline is only intended to be a guideline. In many cases teams join late in the process and then can certainly catch up to the timeline.

Prior to December 15th

- a. Begin canvassing your proposed players and coaches to determine what teams are likely to have some degree of interest in the tournament
- b. Begin to finalize your board approval, equipment, and field practice site
- c. Begin player registration processes and fee collection

December 15th – January 15th

- a. Confirm with the teams that are likely to be participating from your organization and register your team on your tournament page’s Team Registration Page and this will set up your Team Management Console Page. <http://youthspringfootball.com/register-a-team/> Once your team is registered the YSFL will send you a user name and password to the YSFL League Magic software
- b. Add players to your League Magic rosters
- c. Send the Players Portal link to your parents in order for them to upload player pictures, birth certificate pictures and e-sign all documents. http://ysfl.league-magic.com/main_player_portal.asp

January 15th

- a. Team Schedule Deposit payment - A minimum of \$800 of your players fees must have been submitted to the YSFL to secure your team schedule spot. (*Important: This is NOT an additional deposit but a portion of your player fees that must have been paid by this date to secure your spot on the schedule. If your club purchased early bird registrations, then these \$ amounts can be used as part of this schedule security payment amount*)
- b. Decide on your team’s name and colors
- c. Finalize registrations and player data

January 31st

- a. Team Registration cut off Deadline - provide YSFL with final *team* counts from your organization. Secure Practice facility and start practice. *The YSFL offices can provide an "Additional Insured Certificate" for your practice field facility management if needed. Please email sandy@youthspringfootball.com with field name, legal ownership name and address of facility*
- b. Continue to collect the remainder of your players fees
- c. Upload fall badges, coach pictures, and if necessary, background checks, and then apply for team coach's badges

Approx February 15th onwards...

- a. Receive Schedule (Schedules are released approximately 2 weeks prior to season start)
- b. Prepare for all final player fee payments for start of season
- c. Attend Certification Event Meetings to get your players certified. (Dates and locations for these meetings vary based on regions, and will be posted on your state tournament website one month prior to start of season)
- d. Attend Jamborees

PLAYER REGISTRATION FORM

This form can be used by organizations/coaches to register their players for their records and to assist with data entry into the YSFL Team Console System - This is NOT a mandatory form required by the YSFL.

Age is based on "League Age" determined by the player age as of July 31st of the year preceding the playing of the tournament. (i.e. if the tournament is being played in March 2022, then the player age is based on July 31st, 2021)

_____	6U	5 & 6yrs unlimited weight
_____	8U	7 & 8yrs unlimited weight
_____	10U	9 & 10yrs unlimited weight
_____	11U	10 & 11yrs unlimited weight
_____	12U	11 & 12yrs unlimited weight
_____	14U	13 & 14yrs unlimited weight

Players may play up ONE division from their age group only. i.e. a 10 year old may play on 10U, 11U and 12U but not 14U.

CHILDS FIRST NAME _____

CHILDS LAST NAME _____

LEAGUE AGE _____

Based on child's age on the July 31st previous to the season the tournament is being played in. (i.e. 2023 tournament League Age is based on July 31st, 2022)

CHILDS BIRTH DATE (mm/dd/yy) _____

HOME ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

HOME PHONE (with area code) _____

WORK PHONE (with area code) _____

PARENTS FIRST NAME _____

PARENTS LAST NAME _____

EMAIL ADDRESS: _____

FEE PAID : Check _____ Check # _____ Cash _____

COACHES PLAYER PAYMENT DISBURSEMENT FORM

IMPORTANT NOTE

- Attached this form to the player registration forms and payments that are detailed below
- DO NOT SEND CASH - If a coach received cash from a player, it is suggested that the coach write out a check in lieu of the cash received.
- Send this form to Attention: **YSFL, P.O. Box 260183, Tampa FL 33685-0183**
- Please attach ONE FORM per division team.

ORGANIZATION / TEAM NAME	
COACH NAME	
COACH PHONE NUMBER	
COACH EMAIL	
DIVISION (6U, 8U, 10U, 11U, 12U, 14U)	

Player First Name	Player Last Name	Write the Check # or "Cash"	Amount Paid
Total Amount of Disbursement			

COACHES EARLY REGISTRATION PAYMENT DISBURSEMENT FORM

IMPORTANT NOTE

- Attach your check/money order to this form – Payments can be made online at YSFL website
- DO NOT SEND CASH - If a coach received cash from a player, it is suggested that the coach write out a check in lieu of the cash received.
- Send this form to Attention: **YSFL, P.O. Box 260183, Tampa FL 33685-0183**
- Coaches will receive a letter detailing # of registrations paid for under the early registration payment program within 10 days of submission.

All below information **MUST** be filled out correctly:

ORGANIZATION or TEAM NAME	
COACH NAME	
COACH ADDRESS	
CITY/STATE/ZIP	
COACH PHONE NUMBER	
COACH ALTERNATE PHONE	
COACH EMAIL	

CHECK NUMBER	
CHECK AMOUNT	

For Official use only:

Free Coupon Numbers	
# of coupons issued	
Date Coupons Mailed	

COACHES COMMITMENT FORM

All coaches in the YSFL tournament are required to sign this form prior to the 1st game.

COACH NAME _____

TEAM NAME _____

TEAM DIVISION _____

By signature below I commit to the following:

1. I have verified and checked that all players on my team are of the certified age provided by the dates on the birth certificate that I have presented to the YSFL, and that I have not been involved in the exchange, falsification and/or alteration of any of the documents presented to the certification offices of the YSFL.
2. I have verified and checked that all players on my team are actually playing in the YSFL tournament under their actual names provided and known to me, and that NONE of my players are called by a different name during practice, pre-game or during the games.
3. I have informed all my players and parents that it is their responsibility to ensure that any documents that they provided to me are indeed accurate and that they have made every effort to verify their accuracy. I have informed the parents and players that if a player has falsified any documentation in any way that the entire team will be disqualified and that the YSFL will not be held accountable for the disqualification and/or the ramifications for the remaining player's loss of participation.
4. All parents have been informed that if a player is found to be playing under an assumed name the entire team will be disqualified.
5. I agree that all my players will be paid in full by the second game of the season. If their fees are unpaid by the start of the second game of the season, I agree that those players that are unpaid will **not** be able to participate in any further games until they are fully paid. I also agree that I am not entitled to transfer payments from one player to another to allow an unpaid player to play. Once a player has paid and participated in a game that payment is no longer transferable or refundable.

Coaches are informed by this document that if in the event any players certification documents are found to be falsified in any way, that the entire team will be disqualified from the tournament.

SIGNED _____

YSFL RULES

SECTION I - TEAM OPERATIONAL RULES

1. Roster Rules

There is no minimum or maximum number of players that a coach can have on a team. However, a team must start the game with a minimum of 8 players but may continue after the start of the game with fewer players. The game shall be forfeited in the event a team does not field the minimum numbers of players at the start of the game.

2. Scrimmages

Scrimmages prior to the first season game are allowed but should be arranged privately between the teams.

3. YSFL Certification Process

YSFL does NOT use team folders. All information related to a team and their given players is maintained online within the Team Console Management system. The YSFL runs an ONLINE TEAM FOLDER process.

YSF HAS AN ONLINE "PLAYERS PORTAL" THAT ALLOWS PARENTS TO UPLOAD ALL DOCUMENTS FROM THEIR HOMES - http://ysfl.league-magic.com/main_player_portal.asp

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Teams should take the following steps with regard to the documents required for ALL of their players:

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- b. ALL player photographs must be uploaded into each of the players pages on the Team Console. These photos can be uploaded through the Players Portal by parents.
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Players/Parents must then also bring their original birth certificate to their actual certification event in order to verify that the picture of the birth certificate in the Console is the same as the actual original birth certificate. These originals will then be returned to the parent once certified.

- d. Players/Parents must also bring an ID of the player or parent/guardian of the player to their actual certification event so that YSFL can verify that the birth certificate uploaded is the players actual birth certificate. (See detailed description of the birth certificate and ID requirements below)
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Player Certification Procedure - The YSFL offers multiple opportunities to certify players prior to the season at certification offices held in every city and also at the game fields. Teams can certify their players incrementally or all at one event. All dates for certification events *for each state* are announced on each of the state tournaments websites one month prior to the season start. When you bring your players to a certification event the YSFL will proceed to certify your player, by checking the photograph and player information, verifying the player's BC and ID and retaining the Liability and Medical Forms.

Game Check in Procedure - As the YSFL does not use team folders, the game check in procedure is unique. Prior to the games coaches will line their players up on the field and the YSF officials will use the online check in form to check teams in. All information on each particular player in the team is maintained and managed online. Remember YSFL runs certification offices at every game field where players can be certified. Also prior to the season the YSFL runs certification offices and events at multiple venues all over the states.

ORIGINAL BIRTH CERTIFICATES AND ID REQUIREMENTS *IMPORTANT* - The YSFL requires an original birth certificate verification and a copy of parent or player ID in order for players to participate and become certified. Players can satisfy this BC and ID verification process by choosing ANY of the following choices.

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Notes

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- *IDs should contain picture and birth date* - Federal or State ID cards are acceptable if they contain the birth date of the player as well as a picture identification
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If parents are concerned about releasing their originals to the coach, they can attend any of the pre-certification events and/or offices to show the YSFL official their originals and then retain them.

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There are THREE ways in which players can be certified prior to their playing in a game:

- a. **YSFL Regional Certification Travel Meetings** - These meetings are held in EACH state and EACH district approx 1-2 weeks prior to the season start by an YSFL certification travel team who will travel into all regions and conduct the events. The YSFL will provide dates and locations for these meetings a month prior to the season on each of the state tournaments websites.
- b. **YSFL Certification City Offices** - Along with the regional travel certification events, the YSFL will also open Certification offices 1-2 weeks prior to the season start in most districts where coaches can go to get their players certified in their local towns.
- c. **YSFL Game Day Certification Offices** - For the first 3 weeks of the season the YSFL provides certification offices that are situated at *every* game field where the YSFL is conducting tournament games for that week. Players can be certified immediately before their games.

4. *Player Game Check in Codes & Minimum Game Qualification for Playoff Entry*

Each time a player checks in for a game they are given a status code “GP” = Game Played or “IR” = Injured Reserve status codes for that game. A player must have a minimum of two “GP” or “IR” status codes for their regular season games to qualify for the playoffs.

5. *Adding players after season start*

Additional players can be added to a team after the start of a season; however the deadline for adding players is the 3rd week of regular season games. Players added late must still abide by the minimum game status playoff criteria detailed above.

6. *Player Photo Rules*

All players can use the Players Portal to upload a picture of each of their players to the Team Console along the following guidelines:

- a. Photographs must be small enough to fit into the upload box on the Team Console.
- b. Player photographs can be taken with the Player in any type of jersey or t-shirt. A number is NOT necessary on the photograph as the YSFL certifies the player’s jersey number separately.
- c. The player’s FULL face with some of the shoulders must be taken in the photograph.
- d. The photographs can be taken with an ordinary digital camera and then uploaded into the player page of the Team Console.

7. *Coaches Badges*

Each team in the tournament is allowed 6 badges. Organizations with multiple teams can combine their teams for a total badge count regardless of which teams the coaches are part of. (i.e. 5 teams x 6 badges = 30 total badges) All Head and Assistant coaches, Team Moms and Administrators fall under this 6-badge requirement.

There are two processes for obtaining an YSFL Coaches Badges for the season.

- a. Coaches with a verifiable coach badge valid from their immediate previous fall season only will be allowed to obtain a free YSFL Badge replacement by uploading a copy of their fall season badge and requesting an YSFL badges.
- b. Coaches without a fall program badge must complete the YSFL background check to apply for an YSFL badge. The YSFL background check portal is on every state tournament website.

The procedure for obtaining a Coaches badge is completed entirely online through the “Coaches Page” on the Team Console.

- a. All coaches that are part of a team in the tournament should be entered into their team's Team Console.
- b. All Coaches should upload their pictures (*This picture will be used on their badge*).
- c. If a coach has a fall badge, the coach should upload their picture AND a picture of that fall badge and then click the "Apply for Badge" button. The coach will receive an email informing him that their badge has been submitted and accepted.
- d. If a coach does NOT have a fall badge, they should upload their picture and then click on the "Background Check" button and fulfill the background check. Once they have completed this process, they should return to their coach's page and click on the "BG Check completed" button and also click the "Apply for Badge" button. Once the background is approved the badge will be accepted.
- e. Once the YSFL has approved their badge the coach will receive an email informing them their badge is approved and they will then see the "Print Button" become active and the coach can click on this button and print their badge.
- f. Coach badges can be laminated or placed into a lanyard for use.

8. *Tournament Divisions (FLORIDA ONLY)*

In the state of Florida tournament there are three tournament division designations. All teams play the regular season games without a division designation. During the regular season YSF ranks the top 10 teams of an age division and then prior to the post season playoffs YSF will carve away the top 6 teams to play in the Division 1 playoffs. For teams that had little success in their regular season, YSF will then offer these teams the option to play in small "round robin" D3 bowl games in their regions. The remaining teams will compete in the Division 2 playoffs. In the 6U and 15U divisions there is only one category (i.e. no D1 or D2). Both D1 and D1 teams are competing for a State title. At registration the YSF requires coaches to choose a D1 or D2 division designation, but the YSFL reserves the right to recategorize teams based on the provisions detailed above.

9. *Jerseys*

YSF does not provide game jerseys. Player numbers MUST be added into the "Jersey Number" box on the players Team Console page. *Jersey numbers are mandatory by week 3 of the season and players MUST remain in the same number for the entire season from week 3 onwards.* "Nic Names" Player Names or advertising on jerseys is allowed.

10. *Divisional Weights and Ages*

League Age is based on "League Age" determined by the player's age as of July 31st of the year preceding the playing of the tournament. (i.e. if the tournament is being played in 2023 then the player's age is based on July 31st, 2022)

IMPORTANT NOTE: The Youth Spring Football League (YSFL) is an unlimited weight program. There are game check ins every week before a game where players are checked in against their documentation.

6 U	5 & 6yrs unlimited weight
8 U	7 & 8yrs unlimited weight
10 U	9 & 10yrs unlimited weight
11 U	10 & 11yrs unlimited weight
12 U	11 & 12yrs unlimited weight
14 U	13 & 14yrs unlimited weight

Note - *Players may play in their designated divisions as well as up ONE division from their age group only. (i.e. a 10-year-old may play on the 10U, 11U and 12U teams but not on 14U)*

11. Coaches on the field of play

Each 6U may have ONE coach on the field during play for the entire season. 8U and 10U divisions may have a coach on the field up to and including the first 2 weeks of the YSFL regular season games, 11U, 12U and 14U divisions may NOT have a coach on the field at all. For coaches on the field of play, before the snap, both offensive and defensive coaches must be a minimum of 15 yards from the line of scrimmage. Coaches must be behind the end zone in red zone plays. The coach may not interfere with the play of the game, or they will receive a fifteen-yard penalty. The following activities shall be construed as interfering:

- a. Moving players during a play or after the QB has begun the cadence
- b. Speaking or shouting to players during the play or after the QB has begun the cadence.
- c. A coach is "caught" in the middle of the play or obstructing a play in any way. (It is the coach's responsibility to be out of the play no matter where the ball ends up)
- d. Having more than one (1) coach on the field in any area

12. Parents on the sidelines

All parents must stand behind the parent line, caution line, or designated area 5 – 10 yards off of the sideline. The only representatives allowed on the playing side of the parent line, caution line, or parent designated area are individuals with proper YSFL identification.

13. Player Injuries

Due to liability and insurance issues the YSFL does not provide their own on field EMT coverage. If a severe injury occurs on the field coaches are instructed to call 911 to allow for qualified EMT personnel to deal with the issue. Only the parent or guardian of the child will be allowed onto the field in these circumstances. If a major injury occurs during the game, the EMT and YSFL staff will make a discretionary call as to whether the game is to be cancelled. If the game is cancelled prior to halftime, the game will be made up on a future date and will be picked up where it was left off. If a game is cancelled after halftime, the game is considered final. In the event of a postponed game the referees will have both head coaches sign the referee score card with details of how the game ended, to ensure the same scenario will be applied at the start of the makeup game.

14. Payments

In order for all teams to get a spot on the schedule they must have paid a minimum of \$800 per team of their player fees by Jan 15th. Please note: *This is not an additional deposit.* This deposit amount is part of your player fees and will be credited to your team player fees payments. Coaches can either pay this amount themselves and get reimbursed by the players when they sign up or have their organization pay the amount and reimburse themselves once players pay or get each of their players to pay a small amount of their fees to constitute the \$800 deposit. YSFL fees are always PER PLAYER. (*i.e. if your state tournament fees are \$100 per player and your team has 15 players your fees are \$1,500. If you paid \$800 towards the schedule deposit then you have a balance of \$600 to complete your fee requirements*) If a team has purchased any early registrations, total payments for these can be counted as part of your team schedule deposit. If an organization has multiple teams in the tournament (i.e. more than 2 teams) then a \$600 per team deposit will apply.

There are 3 ways for coaches/players to pay their fees:

- a. Coaches can collect all fees from their players and as they get a certain amount, they can submit those amounts to the YSFL "en block" using the "Coaches Disbursement Form" on their Team Consoles.
- b. Players can send a check directly to YSFL P.O. Box 260183, Tampa FL 33685 making sure to stipulate which team to apply the fees to. This payment will be updated on the given coaches Team Console page.

- c. Coaches/Players can pay online at the online payment portal “Make a Payment”. These portals are always on the top front page of every one of the state tournament website pages.
<http://youthspringfootball.com/make-a-payment/>

Payment Due Dates:

- a. Schedule Deposit of \$800 per team due Jan 15th (\$600 if organization has multiple teams) This is a portion of the teams player fees NOT and additional amount.
- b. Final player payments due by the 1st Game

OFFICIAL GAME RULES

Unless otherwise amended below, the current year’s NFHS (National Federation of State High School Association) Laws of the Game shall apply. NFHS Laws of the Game and other resources are available at www.nfhs.com

1. Coin Toss

The YSFL conducts their own unique coin toss procedures.

- a) In the presence of each team’s captains, the game officials will conduct the coin toss prior to game start. The referee will select the coach that will call the coin toss. The choice of which coach shall call the coin toss is at the discretion of the head referee entirely and is not to be questioned at all.
- b) The winner of the coin toss will then have three options; 1) choose to be on offense 2) choose to be on defense 3) choose the side of the field. Based on the winner’s choice the loser will choose from one of the remaining other option(s). After halftime the teams will switch roles for the ball control and field REGARDLESS...NO EXCEPTIONS. On the YSFL there are NO deferring rules with regard to the coin toss. The teams switch sides at half time regardless of the coin toss results. This is done this way because there are only 2 halves in an YSFL competition and not 4 quarters of play.
- c) Both coaches are responsible for obtaining volunteers to run the sideline chains and down marker, however at least one member of the 3-member chain crew must be from each team.

2. Overtime Rules

There are NO overtimes for the regular season games. For the playoffs the overtime will be governed by Kansas Tie Breaker Rules starting from the 10-yard line, teams will be given 4 downs to score. For Kansas Tie Breaker rules please refer to the YSFL website Referees page.

3. Playing field size

The playing field will be forty yards wide and eighty yards long, with two ten-yard end zones.

4. Game times and Timeouts

- a) The game will consist of two continuous 22-minute halves with a five-minute halftime. The clock will be continuously running, only stopping for team and/or referee time outs and the last 2 minutes of the game.
- b) The clock stops in the last 2 minutes of the game (i.e. the second half) and will revert to normal NFHS game time rules. i.e. stopping for timeouts, penalties, incomplete passes and out of bounds running plays etc.
- c) Each team is allowed two, thirty second timeouts per game, ONE IN EACH HALF. An unused timeout from the FIRST half may carry over to the second half, in this case resulting in the accumulation of two timeouts for the second half.

- d) There will be a mandatory “two-minute warning” for each half called by the referee, these 2-minute warnings will carry all privileges of a time out for both teams.
- e) In the last two minutes of the game, the team with a lead of more than 18 points cannot call a time out.
- f) There may also be one referee timeout at each 10-minute mark for water breaks where the clock will stop, however this referee timeout will be at the discretion of the referee crew. If the weather is not hot the timeout will not be implemented.
- g) On 2-minute warning of the 1st half the clock starts on the ready.
- h) On 2-minute warning for the 2nd half the clock starts on the snap.

5. *Additional Uniform Items*

On the YSFL tinted face shields are allowed. Armbands and decorative player apparel are allowed to be worn at any area of the player’s body. Tape is allowed. No jewelry. No metal cleats.

6. *Game Balls*

The game ball must be comparative to a Wilson Traditional Youth Football. K2 for 6U & 8U, TDJ for 10U & 11U, TDY for 12U and TDS for 14U & 15U. The officials will rotate balls from each team while they are on offense. All balls must be approved by the game official prior to the start of the game.

7. *Game Scoring*

- a) Touchdown 6 points.
- b) There are NO field goals.
- c) Extra Point values are: 1 point for a RUN from the 5 yd line and 2 Points for a PASS from the 5 yd line. In order to be awarded 2 points for a pass, the pass must be a forward pass. The ball does not have to pass the line of scrimmage. Backward passes that result in a score on an extra point will be awarded 1 point.
- d) Safety 2 points.
- e) Due to the fact that the points against is the 4th tie breaker for playoff contention, following every game the referee will provide the YSFL Field director with an accurate Game Score of the game results. Head coaches from each team will be allowed 15 minutes (from game end) to go to the YSFL site offices to verify and validate the game score. If there is a dispute on the correct score the YSFL official will contact the referee and settle the dispute with all parties. If the Head coach fails to go to the YSFL tent for the score validation within the allotted 15-minute time frame, the referee score will be deemed accurate and set.

8. *8 on 8 Tackle Football*

The game will be played eight on eight. For specific team sizes and costs see Rule # 13 in the YSFL Operational rules section above.

9. *Substitutions*

Substitutions may occur between downs and any number of players may be substituted. Players must enter and exit the field promptly.

10. *Unsportsmanlike behavior*

Two un-sportsmanlike conduct violations by any player, coach, or spectator will result in an immediate dismissal of the violator and a fifteen-yard penalty. The referee and YSFL site director have the authority to dismiss a violator after one unsportsmanlike conduct violation based on severity. The game will resume once the violator has left the premises. Players and/or coaches ejected from a game will be required to miss the next game according to NFHS rule guidelines.

11. *Offensive and Defensive Lineman rules*

- a. The line of scrimmage extends from sideline to sideline for both offense and defensive players. Therefore all minimum and maximum player rules apply from sideline to sideline.
- b. The offense must have a minimum of five offensive players lined up on the line of scrimmage for every play. This rule applies from sideline to sideline.
- c. The NFHS rule regarding Defensive Lineman states “that defensive players within one yard of the football are considered lineman. The NFHS Rule on this issue is in place to define who can be legally blocked below the waist and or legally blocked in the back. There are no minimums or maximum rules for defensive linemen.
- d. Defensive players may position themselves anywhere on the defensive side of the football, no requirements for defensive players being in either a two-, three- or four-point stance. Defensive players two or more yards from the line of scrimmage can neither block below the waist or be blocked below the waist. Blitzing by any defensive player is allowed.

12. *Blocking below the waist and block in the back*

Blocking below the waist is allowed inside the designated free blocking zone. The free-blocking zone is a rectangular area extending laterally 4 yards either side of the spot of the snap and 3 yards behind each line of scrimmage. A player is in the free-blocking zone when any part of his body is in the zone at the snap.

Blocking below the WAIST is permitted in the free-blocking zone when the following conditions are met:

- a. All players involved in the blocking are on the line of scrimmage and in the zone at the snap.
- b. The contact is in the zone.
- c. And the ball is in the free blocking zone
- d. Once the ball has left the free blocking zone, the zone no longer exists, and blocking below the waist is illegal

Blocking in the BACK is permitted in the free-blocking zone when the following conditions are met:

- a. By offensive linemen who are on the line of scrimmage and in the zone at the snap.
- b. Against defensive players who are in the zone at the snap.
- c. The contact is in the zone.
- d. And the ball is in the free blocking zone
- e. Once the ball has left the free blocking zone, the zone no longer exists, and blocking in the back is illegal

13. *Ready for Play rule*

The offense is given twenty-five seconds from the referees “ready for play” signal to the time they must snap the ball to begin the next play.

14. *Jersey eligible number passing rules*

There are no jersey eligible number rules for receiving a pass. All players that are uncovered are eligible for a pass.

15. *Roughing the Center*

NO player in ONLY the 6U and 8U Divisions may line up on (head up), go over the top of, run directly into or “rough” the Center. The clarification here is that a defensive player on the defensive LOS shall not line up directly over the snapper (center) or run directly into the snapper from the guard/center gap on any scrimmage play. This will constitute roughing the snapper and result in a 15-yard penalty and an automatic first down. Clearly the center will be “bumped” from time to time, or “shaved” as the defensive player shoots their gap, however the premise of the rule is that the initial intent of the defensive player should be

to control their lane without, however an obvious intent simply to run directly into the Center in an unsafe manner. Once the Center begins to engage the block then “all bets are off” and the defensive player is entitled to engage as well. This is a thin line of judgment; however the referees have been given latitude here to determine intent of "roughing the snapper" in the same way as a "roughing the kicker" is concerned. This is about protecting the players more than anything.

16. *Ball Carrier down rule*

The ball carrier is down according to high school football rules.

17. *Player down rule*

In the event a ball carrier falls to the ground as a result of contact or not, the player is down, and the play is over.

18. *Fumbles*

A fumble ball may be advanced once it is recovered. Interceptions are live and can be advanced.

19. *Kick Offs*

There are no kick offs. The ball will be placed on the 15-yard line at the beginning of the game, at the start of the second half and after any touch downs.

20. *Punting*

There are NO punts. For all 4th down plays, team coaches may choose to either; run the 4th down play or "declare" an intention to punt to the referee and the other team head coach. In the case of a declared punt the ball will then be placed 25 yards further down the field from the 4th down line of scrimmage. Declared punts from 25-yard line or less of the opposing team will be measured as “half the distance”. During the last 2 minutes of the game after the third down ends the officials will place the ball and signal the fourth down ready for play. The Offensive Team will then have within 25 seconds in which to either declare an intention to punt (clock stops immediately after declaration; starts on the snap), run the fourth down play (clock stops after fourth down ends; results of the fourth down play will determine when the clock will start), take a Team time out (clock stops, starts on the snap) or take a delay of game penalty (clock stops, if accepted, the clock will start on the snap).

21. *Safeties*

After a safety, the ball is placed at midfield (40-yard line) with a new series awarded to the team that scored the safety.

22. *Game Delay from a Player Injury*

If a major injury occurs during the game, the EMT and YSFL staff will make a discretionary call as to whether the game is to be cancelled. If the game is cancelled prior to halftime, the game will be made up on a future date and will be picked up where it was left off. If a game is cancelled after halftime, the game is considered final. In the event of a postponed game the referees will have both head coaches sign the referee score card with details of how the game ended, to ensure the same scenario will be applied at the start of the makeup game.

23. *Mercy Rules*

The following mercy rules apply:

- a) If a team gets a lead of twenty-four (24) points or more at any time during the game, the losing team will start with the ball at midfield.

- b) If a team has a lead of twenty-four (24) points or more as well as there being less than 5 minutes left in the game, that team may not throw a forward pass or a backward pass from beyond the line of scrimmage. All offensive plays should be running plays only. A 15-yard penalty will be assessed for each infraction of this rule.
- c) In the last two minutes of the game, the team with a lead of eighteen (18) points or more cannot call a time out.
- d) In the event a team has a lead of eighteen (18) points or more and who is in offensive possession of the ball, with 60 seconds or less remaining on the clock in the game, the game will be called final.
The referee will blow the whistle and call the game ended.

24. *Unusual YSF Specific Discipline Rules New for 2023 Season*

YSF's general position is that referees should err on the side of caution at all times in moments where a game starts to go awry.

- a) All disciplinary measures apply to players, parents, AND coaches.
- b) All YSF Head Coaches MUST have signed the "Coaches Code of Conduct" form that informs YSF that they have had a formal meeting with their players and parents and explained all disciplinary rules.
- c) Please refer to these rules by their names so that coaches get familiar with their implementation
 - a. **YSF Timeout Rule** - This rule applies to ALL aged teams. It can be executed by EITHER the YSF staff member or the head referee. This is where if teams start getting even slightly "chippy" with each other, **OR** after any fight, we call a YSF Timeout. **KEEP THE CLOCK RUNNING**, make the players go to their sidelines for 2-3 minutes, while the head referee gives a final warning to both coaches in the middle of the field, to inform them that if this happens again, then the game will be stopped and both teams will lose.
 - b. **YSF 2 Strikes and you are Out Rule** - This rule applies to ALL aged teams. After the start of a game if any player commits an unsportsmanlike penalty, assess the 15 yards and then that unsportsmanlike penalty is now applied to the entire team. Every player from then on out who commits an unsportsmanlike penalty will be ejected from the game. (as if it was that player's 2nd penalty). After the 1st player is ejected (i.e a 2nd unsportsmanlike has been committed) the head referee will warn the head coach for that team that the next unsportsmanlike penalty (i.e a 3rd unsportsmanlike, that results in a 2nd player being ejected) will result in the game being stopped and that team losing
 - c. **No Hand Shake Rule** - this rule applies to the 12u and 14u division. At the end of a 12u or 14u division team **ONLY** the head coaches may go to shake hands at mid field. Players must stay on the sidelines.
 - d. **Step on the Field Rule** - While this rule is executed by YSF and not the referees, this is to inform you that we have now implemented a rule, that any sideline player and or parent that steps onto the field of play in the event of a fight/disagreement etc. between playing players, will be result in the termination of that parents child from rest of the tournament.

25. *Standard Disciplinary Procedures and penalties*

1. All players and coaches (with YSFL badges) can be in the coach's box on the sidelines. The coach's box is between the twenty-yard lines. These individuals must have proper identification to be on the playing side of the parent line. Failure to comply with this rule will result in a fifteen-yard unsportsmanlike conduct. All other parents, friends, and/or relatives must stay in the designated area, even if you are filming. Ladders and other filming equipment for cameramen's usage shall be no closer than 15 yards from the outside line of the player's box at each site in order to protect the children, fans, and staff.

2. Profanity and arguing with any game official, YSFL staff, or opposing parent/coach is not allowed, ZERO TOLERANCE. This will be strictly enforced. Failure to comply will be handled as follows:
 - a. Coach will be ejected from the game and suspended by the league for up to three games.
 - b. Coaches can only be reinstated at the league coordinator's discretion.
 - c. Parent(s)/Guardian(s) will be ejected from the game and suspended for the following week's game. If the problem persists, then the child of the parent/guardian may be suspended for one game.
 - d. Players will be ejected from the game and suspended for the following week's game. If the problem persists, then the child may be suspended for the season and banned from future participation in the league.
3. Any player and/or coach who is ejected from a game and is determined to have been correctly removed is subject to a minimum of a ONE game suspension (additional sanctions may apply depending on the nature of the offense) If further occurrences take place, sanctions may result in up to and including banishment from the league. NO REFUNDS WILL BE GIVEN FOR THOSE IN VIOLATION.
4. Parents that are in violation of the parent lines or are not in the designated area determined by YSFL at the game site will be asked to leave the field area and be suspended for one week.
5. Parents found engaging in verbal or physical violence with players, parents, coaches, referees, or YSFL staff will be suspended indefinitely from the league.

All disciplinary decisions in the YSFL are made by a special Discipline committee and all decisions are final.

26. Penalties Summary

Loss of five yards:

1. Delay of game
2. Encroachment
3. False Start
4. Illegal formation
5. Illegal forward pass
6. Illegal forward lateral
7. Ineligible receiver down field
8. Incidental face mask
9. Intentional grounding
10. Illegal substitution
11. Illegal shift or motion

Loss of ten yards:

1. Holding
2. Illegal use of hands (hands to the face, block in the back)

Loss of fifteen yards:

1. Un-sportsmanlike conduct (by a player, coach, or spectator)
2. Intentional or accidental coach interference while on field
3. Block below the waist
4. Clipping, tripping, chop block
5. Grasping an opponent's face mask
6. Roughing the passer
7. Slapping a blocker's head
8. Illegal participation
9. Sideline interference
10. Illegal hit or block after a fair catch signal

Disqualification:

1. Second unsportsmanlike facemask penalty
2. Fighting whether it is a player or spectator
3. Striking, kicking, or kneeling any player or spectator
4. Intentional contact with a game official
5. Two un-sportsmanlike fouls by a player or spectator (Referee may eject a player, coach, and spectator for one unsportsmanlike conduct depending on severity of action)
6. Any other act that is unruly, rough, and/or flagrant

27. Equipment Requirements

1. Multi bar facemask that meets the NOCSAE standard.
2. Helmet with properly fastening chinstrap that meets the NOCSAE standard.
3. A mouthpiece.
4. Shoulder pads that meet the NOCSAE standard.
5. Hip pads and a tailbone pad.
6. Thigh guards with any hard surface that has a minimum compression resistance of four to eight pounds.
7. Knee pads at least ½ inch thick must be worn over the knee and under the pants.

No player shall participate while wearing illegal equipment.