

Coventry Panthers



Youth Football

and

Cheerleading Association

BY-LAWS

(Amended/Adopted December 11, 2011)

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ARTICLE I

Purpose

- 1.1 The purpose of the Coventry Youth Football and Cheerleading Associations (hereinafter, CYFCA) is to provide the youth of Coventry and surrounding communities participating in the Coventry program, with the principals of good citizenship and sportsmanship through association with the competitive sports of football and cheerleading, to instill self-esteem in the boys and girls participating in the program, and to instruct them in the fundamentals of football and cheerleading.

ARTICLE II

Mission Statement and Goals

- 2.1 Our mission is to spend quality time with our participants while acting as positive role models and advocates for their well-being. Our goals are:
- To promote good health, good will and good sportsmanship.
 - To promote teamwork and a good work ethic through competitive sports.
 - To promote socialization, recreation and fellowship through team building.
 - To develop strong minds, strong bodies and strong values in our *participants*.
 - To develop positive attitudes in our *youth* by creating a sense of fair play.
 - To stress the importance of education.
 - To promote safety and acceptance of responsibility for ones actions.
 - To develop a sense of accomplishment and self worth in *every child*.

ARTICLE III

Membership

- 3.1 CYFCA shall have no members. Its Board of Directors shall govern the organization which shall be self perpetuating.

ARTICLE IV
Board of Directors

- 4.1 General Powers. There shall be a Board of Directors, which shall have the general authority to conduct the affairs of the organization in a manner consistent with Article I. This authority includes, but is not limited to, the following powers:
- a) To administer the organization, develop and execute the policies of the Board and organization, and to appoint al personnel.
 - b) To enter into agreements and contracts, make purchases, enter into leases, and buy and sell merchandise specifically for football and cheerleading.
 - c) To implement all personnel, fiscal and program policies.
 - d) To enforce compliance with all applicable conditions or grants and contributions.
 - e) To take any other actions necessary to carry out the purposes of the organization.
- 4.2 Election, number and tenure: The directors shall be elected by the parents/legal guardians of the recent seasons participants by vote at the annual meeting or other meeting so noticed. The number of directors shall not be less than seven (7) or more than twenty-five (25). Each Director shall have a one-year term consistent with the schedule outlined in the plan of action.
- 4.3 Regular Meetings: An annual meeting of the Board of Directors may provide by resolution the time and place for the holding of the annual and regular meetings of the board without other notice than such resolution, except that the secretary shall mail notice to each director of the date, time and place of said meeting. Said notice shall be distributed by electronic mail, or mailed at least seven (7) days prior to the date of such meetings.
- 4.4 Special Meetings: Special meetings of the board of directors may be called by or at the request of the president or any (2) Directors. The person or persons authorized to call special meetings of the board my fix any place in the town of Coventry as the place for

holding any special meeting of the board called by them. Said person or persons shall also be responsible for giving the notice required in Section 4.5.

- 4.5 Notice: All notices of any special meeting of the board of directors shall be given to members thereof at least two (2) days prior to the date of such meeting. Written notice of any special meeting of the Board of Directors shall be emailed (*or mailed if email does not exist*) to the members thereof at least three (3) days prior to the date of such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope, properly addressed, with proper postage thereon prepaid. Notice provided by electronic mail is considered delivered once sent, unless an undeliverable message is received within twenty-four hours. Any director may waive notice of any meeting either before or after the meeting. The business to be transacted as a special meeting of the Board of Directors must be specified in the notice or waiver of notice of such meeting. The notice referred to herein shall include the date, time and place for said meeting.
- 4.6 Quorum: A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting without further notice.
- 4.7 Vote by Proxy: A Director shall not vote by proxy.
- 4.8 Manner of Acting: The act of the majority of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these by-laws.
- 4.9 Vacancies: Any vacancy occurring in the Board of Directors shall be filled by a majority vote of those directors remaining in office. A Director elected to fill a vacancy shall hold office for the un-expired term of his predecessor.

- 4.10 Compensation: Directors as such shall serve without compensation for their services. Nothing herein contained shall be construed to prohibit any director from serving the organization in any other capacity.
- 4.11 Communication: All written material released to the public must utilize official organization letterhead. Any written material on behalf of the organization whether in print or electronic media, on behalf of the organization, shall be reviewed and approved by the board or a special committee before distribution to the public.
- 4.12 Special Powers: In addition to all of the powers that the Board of Directors may have, the Board of Directors shall have the right to suspend or dismiss any participants in any programs sponsored by the organization including, but not limited to spectators, parents, players, coaches and assistant coaches. The Board of Directors may delegate this authority in accordance with any rules and procedures that may be established by the Board of Directors.

ARTICLE V

Officers

- 5.1 Officers: The officers of the CYFCA shall be a President, a Vice-President, a Secretary, and a Treasurer. Such officers shall have the authority and perform the duties prescribed, from time to time, by the Board of Directors. A minimum of two (2) executive officer positions must be Coventry residents. A board member may not hold more than one executive officer position. Spouses may not hold executive officer positions concurrently. All officers of the organization must be chosen from the members of the Board of Directors of CYFCA.
- 5.2 Election and Term of Office: The parents/legal guardians of the recent seasons' participants shall elect the directors to a term of one year, after nomination by the Nomination Committee at the annual meeting. Directors and officers shall take office immediately following the election.

- 5.3 Vacancies: A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the organization for the un-expired portion of the term.
- 5.4 President: The President shall be the principal executive officer of the organization and shall, in general, supervise and control all of the business and affairs of the organization. The President must be a Coventry resident. The Presidents' duties shall include, but not be limited to the following:
- a) Preside at all meetings of the Board.
 - b) Sign any deed, mortgage, bond, contracts or other instrument which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these by-laws or by stature to some other officer or agent of the organization.
 - c) Attend NCFL meetings or appoint someone to attend.
 - d) Appoint the chairperson and members of committees.
 - e) All other duties incident to the office of President.
 - f) Such other duties as may be prescribed by the Board from time to time.
- 5.6 Vice President: In the absence of the President or in the event of his/her inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The Vice President's duties shall include but not be limited to the following:
- a) Oversee the activities of the committees .
 - b) All other duties incident to the office of Vice President.
 - c) Such other duties as may be prescribed by the Board from time to time.
- 5.7 Treasurer: The Treasurer shall have charge and custody of and be responsible for all funds and securities of the organization. The Treasurer may not hold similar responsibilities in any other organization. The Treasurer's duties shall include but not be limited to the following:

- a) Receive and give receipts for moneys due and payable to the organization from any source whatsoever.
- b) Deposit all such moneys in the name of the organization in such banks, trust companies or their depositories as shall be selected in accordance with the provisions of Article IX of these by-laws.
- c) Provide monthly report of revenues and expenditures at each regularly scheduled Board Meeting.
- d) Present an annual budget to be approved by the Board of Directors to direct the spending of the organization.
- e) All other duties incident to the office of Treasurer.
- f) Such other duties as may be prescribed by the Board from time to time.

5.8 Secretary: The secretary shall be the chief record keeper of the organization. The Secretary's duties shall include but not be limited to the following:

- a) Document the minutes of the meetings of the Board of Directors on paper or electronically and distribute to Board of Directors five (5) days before the next scheduled Board Meeting.
- b) Call for monthly agenda items and distribute meeting agenda three (3) days before the next scheduled Board Meeting.
- c) See that all notices are duly given in accordance with the provisions of these by-laws or as required by law.
- d) Write and send all acknowledgements of sponsorships and donations.
- e) Be custodian of the corporate records.
- f) Keep a register of the permanent address, electronic mail address and post office address of each participant.
- g) Shall maintain the annual corporate calendar.
- h) All other duties incident to the office of Secretary.
- i) Such other duties as may be prescribed by the Board from time to time.

ARTICLE VI

Directors

- 6.1 Registrar: The Registrar shall be responsible for all registration procedures. The Registrar's duties shall include but not be limited to the following:
- a) Give notice to the community about registration procedures and make all appropriate paperwork available to players and their families.
 - b) Distribute registration materials to returning players.
 - c) Collect registration materials ensuring that each player has the paperwork required by the NCFL.
 - d) Review all registration material in order to place each player on the appropriate team based on NCFL guidelines.
 - e) Prepare all NCFL required paperwork for all players so that paperwork will be in order for all required NCFL procedures.
 - f) Prepare team roster weekly until the third game of the season and after then only if there are changes.
 - g) Notify coaches of missing paperwork.
- 6.2 Football Coach Coordinator: The Football Coach Coordinator's duties may include but not be limited to the following:
- a) Be a member of participation review panel.
 - b) *May* implement a league –wide training program.
 - c) Attend NCFL football meetings or designate a representative to represent the league.
 - d) Oversee football coaching staff on the field and give recommendations and support as needed.
 - e) Order and distribute training materials to coaches and players.
 - f) Coordinate clinics, including NYSCA classes.
 - g) Collect and organize all required paperwork, including NYSCA certifications, background check release forms, and coach's code of ethics.
 - h) Such other duties as may be prescribed by the board from time to time.
- 6.3 Cheerleading Coach Coordinator: The Cheerleading Coach Coordinator shall oversee and be responsible for all the cheerleading coaching staff of the league. The

Cheerleading Coach Coordinator's duties shall include but not be limited to the following:

- a) Be a member of participation review panel.
- b) *May* implement a league –wide training program.
- c) Attend NCFL cheerleading meetings or designate a representative to represent the league.
- d) Oversee cheerleading coaching staff on the field and give recommendations and support as needed.
- e) Order and distribute training materials to coaches and cheerleaders.
- f) Coordinate clinics, including NYSCA classes.
- g) Collect and organize all required paperwork, including NYSCA certifications, background check release forms, and coach's code of ethics.
- h) Such other duties as may be prescribed by the board from time to time.

6.4 Equipment Manager: The Equipment Manager shall be responsible for ensuring the safety and inventory of all football equipment. The Equipment Manager's duties shall include but not be limited to the following:

- a) Written inventory of all football uniforms, to include shoulder pads, helmets, jerseys, pants, knee, thigh and hip pads, belts and socks.
- b) Responsible for ordering of and safety of all training equipment to include sleds, bags, balls and any other training equipment as prescribed by the board from time to time.
- c) Inform the board of any equipment that is no longer useable and needs to be disposed of.
- d) Keep track of safety procedures regarding helmets and shoulder pads.
- e) Gather and keep written record of information on number of helmets that are sent out for reconditioning each year.

6.5 Safety Officer: The Safety Officer is responsible for the safety and well being of all of the participants in the league. The Safety Officer's duties shall include but not be limited to the following:

- a) Ensuring that CYFCA meets all NCFL first aid requirements including scheduling EMT's for all home games.
- b) Designing, stocking and maintaining first aid kits for each team head coach.
- c) Overseeing all first aid on and off the field during league activities.
- d) Appointing and overseeing all first aid staff.
- e) Upholding the leagues injury policy including insuring that all treatment logs, parental consents and physician "return to play" orders are complete and on file.
- f) Informing the president of any unsafe conditions including unhealthy weather, field conditions and any other risks to players and spectators.
- g) Be a member of participation review panel.
- h) Make decisions regarding the health of any player and their ability to return to play during practice or games.
- i) Such other duties as may be prescribed to the board from time to time.

ARTICLE VII

Committees

7.1 **Standing Committees:** A member of the Board of Directors shall chair standing committees. With the exception of the Executive Committee, the President shall appoint the chairperson and the members of each committee, which may include individuals who are not directors. All such appointments shall be approved by a majority vote of the Board at the next regular Board meeting. With the exception of the Executive and Nominating Committees, each committee shall serve the Board of Directors and shall have such authority and shall perform such duties as the Board shall from time to time hereafter determine. There shall be the following standing committees: Executive, Sponsorships, Nominating and Fundraising.

7.2 **Executive Committee:** This committee shall consist of the officers of the organization, and the Immediate Past President (upon Board recommendation). The President shall be the chairperson. The Executive Committee shall meet at a minimum of quarterly and at the call of the President or any two of the officers to conduct the affairs

of the organization between meetings of the Board. The Executive Committee shall have the same authority as the Board of Directors, to the extent that such authority may be lawfully delegated, but shall meet and exercise such authority only when the Executive Committee determines (1) that Board action is required on a matter prior to the next regular meeting of the full Board and (2) that if no such action is taken, the such duties as the Board of Directors may, from time to time, require of it. A quorum shall consist of a majority of the members, and questions shall be decided by a simple majority vote of those members present and voting. At least one day's advance notice of the meetings shall be provided by mail, electronic mail or telephone. The President shall make a full report of the meetings of the Executive Committee to the Board at its next regularly scheduled meeting.

- 7.3 Nominating Committee: There shall be a Nominating Committee made up of not less than three (3) or more than five (5) persons. At least three of said persons shall be members of the Board of Directors. The Nominating Committee shall present a single slate of officers and Directors to be elected at the annual meeting, provided that this provision shall not limit the right of the members of the Board for Directors to offer nominations from the floor at the annual meeting. The Nominating Committee shall make nominations to fill vacancies in directorships and offices. In making nominations the committee shall select individuals who are broadly representative and reflective of the interest served by the organization. Nominating committee shall be appointed at the October regular meeting to ensure all participants' parents/legal guardians are afforded an equal opportunity to express interest in a board position.
- 7.4 Other Committees: The Board of Directors shall have the right to establish additional committees deemed necessary by the Board to advance the purposes of the organization, for such purposes and with such powers and duties as the Board determines.
- 7.5 Appointment to Committees: The chairperson and members of all committees shall be appointed by *a majority of the board members*. Committee members need not be

members of the Board of Directors. All such appointments *may* take effect immediately and shall be *ratified* by a majority vote of the Board at the next regular meeting.

7.6 Committee Rules: The following rules shall govern the conduct of all committees:

- a) Each committee shall consist of at least three (3) members.
- b) A majority of the members of each committee shall constitute a quorum.
- c) Each committee shall report and present its proceedings to the Board which may consider and approve, or approve with modifications, the recommendations made by the committee.
- d) No public communication shall be made by a committee to any persons without approval of the board.
- e) Conflict in jurisdiction among committees shall be decided by the board.
- f) No funds may be expended by any committee without the explicit approval of the board.
- g) Each committee is required to make a report at the end of the fiscal year or at the end of its tenure.
- h) Each committee is required to operate according to the goals and objectives of the current CYFCA Plan of Action.
- i) Each committee shall update the CYFCA Plan of action annually.

ARTICLE VIII

Conflict of Interest

8.1 Disclosure: Directors shall disclose to the Board any conflicts of interest that arise, and no elected director shall vote on any matter, which would involve a conflict of interest. In the event that a director questions whether a conflict exists, the issue shall be decided by a majority vote of the elected directors present and voting, provided that the director in question shall not vote. Any persons related to one another shall be excluded from voting.

8.2 Legal Standard: The board shall utilize provisions of section 33-457 of the Connecticut General Statutes and other relevant statutes in resolving issues of conflicts of interest.

ARTICLE IX

Finance and Property

9.1 Fiscal Year: The fiscal year of the CYFCA shall be January 1st through December 31st.

9.2 Checks, Drafts, etc.: All checks, drafts or orders for the payment of money , notes or other evidence of indebtedness; issued in the name of the organization, shall be signed by the President and the Treasurer. In the absence of such, another officer, authorized by the Board of Directors will be used. It is the policy of the Board of Directors that all checks must include the payee before obtaining signatures.

9.3 Deposits: All funds of the organization will be deposited to the credit of the organization in such banks, trust companies or other depositories selected by the Board of Directors.

9.4 Audit: The financial accounts of the organization will be reviewed internally by no less than two officers of the organization. Appropriate signatures, paperwork and authorizations must be in order.

9.5 Gifts: The Board of Directors may accept; on behalf of the organization, any contribution, gift, bequest, or devise for the general purposes or for any special purposes of the organization.

9.6 Contract: The Board of Directors may authorize any officer or officers, agent or agents of the organization, in addition to the officers so authorized by these by-laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the organization.

ARTICLE X

Parliamentary Authority

- 10.1 The latest revisions of Robert's Rules of Order shall govern the proceedings of the CYFCA.

ARTICLE XI

Amendments

- 11.1 These by-laws may be amended at the by-law revision Board meeting only at which approval is made by a two-thirds (2/3) vote of the Board of Directors. It is recommended that this meeting take place after the annual revision of NCFL by-laws. Notice of the proposed amendment changes must be distributed to the directors at least five (5) days preceding the meeting at which they are to be acted upon. It is advisable that a By-Law Revision Committee be appointed within 30 days of the annual revision of the NCFL by-laws to review the current by-laws and make recommendations to the Board of possible amendments.

ARTICLE XII

Dissolution

- 12.1 **Procedure:** If it is necessary to dissolve the organization for appropriate reasons, a special meeting notice must be sent to all directors indicating this action. Two-thirds (2/3) of the Board of Directors must vote to dissolve the organization at this meeting. The officers of the organization will work to complete all necessary actions for the dissolution to be complete.
- 12.2 **Liabilities:** All liabilities and obligations of the organization shall be paid, satisfied, and discharged, or adequate provision shall be made thereof.

12.3 Conveyed Assets: All assets held by the organization under conditions requiring return, transfer or conveyance, which condition occurs by reason of the dissolution shall be returned , transferred or conveyed in accordance with such requirements.

12.4 Assets: All other assets shall be transferred to corporations, persons, groups. Or organizations engaged in activities which substantially carry out the purpose of the CYFCA; as stated in its Certificate of Incorporation and by-laws (and which are exempt from taxation under Section 501(c) (3) of the Internal Revenue Code of 1954, or successor provisions thereto).

ARTICLE XIII

Removal of Officers and Directors

13.1 Resignation: The resignation of any elected member from the Board shall be in writing addressed to the President of the Board of *verbally communicated to at least one Executive Board member and one other board member*. If no effective date is stated, the resignation shall be effective upon receipt. Acceptance of the resignation shall not be necessary to make it effective.

13.2 Removal: Any director whose conduct is otherwise detrimental to the organization may be removed by a vote of the Board of Directors at any meeting upon vote of two-thirds (2/3) of the directors present and voting. Notice of the proposed removal shall be given to the director in question at least five (5) days prior to the meeting at which the matter will be voted upon by the Board.

ARTICLE XIV

Indemnification of Directors and Officers and Coaches

14.1 Indemnification: Any person (and their heirs, executors and administrators of such person) made or threatened to be made a party to any action, suit or proceedings by

reason of the fact that he or she is or was a Director or Officer of the CYFCA shall be indemnified by the organization against any and all liability and the reasonable expenses, including attorney's fees and disbursements, incurred by him or her (or by his or her heirs, executors or administrators) in connection with the defense or settlement of such action, suit or proceeding, or in connection with any appearance therein, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that such Director or Officer violated a law or is liable of gross negligence or willful misconduct in the performance of his or her duties. Such right of indemnification shall not be deemed exclusive of any other rights to which such director or officer (or such heirs, executors or administrators) may be entitled apart from this Article.

ARTICLE XV

Registration of Players

- 15.1 **Registration:** Registration for teams shall begin at any time on or after January 1st.
- 15.2 **Practice/games:** No practice of any form shall begin until six weeks prior to the first game. Contact drills and participation in games may not begin before a player has participated in five (5) organized sessions of conditioning.
- 15.3 **Squad Size:** All squads shall not exceed forty (40) players in uniform for each squad. There must be a minimum of fourteen (14) eligible players in each squad.
- 15.4 **Draws from Other Towns:** CYFCA may draw players from geographical area within practical reach of Miller Richardson Field. All draws must be approved by a majority vote of NCFL. Each squad must have at least one-half (1/2) base town players. Players from other base towns in the NCFL are not eligible to play for CYFCA unless a written release is given and approved by the base town and the NCFL.
- a) Waiver requests to play in a town other than Coventry must be submitted in writing for Board consideration. Individuals making a waiver request will be invited to

discuss their application at the next monthly board meeting before a decision is rendered by the Board.

- 15.5 Cuts: No cuts of players will be permitted unless a squad exceeds the maximum squad size. If this occurs, players from draw towns will be cut before players from Coventry.
- 15.6 Base Town: CYFCA's base towns are Coventry, Mansfield, Ashford and Willington Connecticut.
- 15.7 Parental Approval: Every player must have a signed and completed official NCFL registration form (Appendix C). It must be completed and signed by a parent/legal guardian authorizing the players' participation in football or cheerleading.
- 15.8 Physicals: Every player must have a physical by a physician, APRN or RN on or after January 1st of the current year. Written documentation must be provided to CYFCA stating that the player is capable of participating in the contact sport of football or in cheerleading. An official NCFL medical form or physicians' physical form must be signed by an MD, APRN, or RN (Appendix D) prior to the player being allowed to participate in practice or a game.
- 15.9 Code of Ethics: Every coach, player and parent/legal guardian must sign an official NCFL Code of Ethics form (Appendix E and Appendix F) prior to the first practice session each season.
- 15.10 Birth Certificates: Every player must submit a copy of his or her birth certificate or passport in order to become an eligible player.
- 15.11 Liability Waiver: Every player must have an official liability waiver signed by parent or legal guardian prior to the first practice session each season.

15.12 Late Registration: No football player can be added to the roster after the third game of the season. Cheerleading may be left up to the discretion of the Cheerleading Coordinator.

ARTICLE XVI

Player Qualifications

16.1 Age Qualifications: A player's league age is his or her age on July 1st of the current year. The squad age requirements are as follows:

- a) A Squad: Ages 12-13. Players must be at least eleven (11) years of age and cannot turn 14 years of age on or before July 1st of the playing year.
- b) (1) Football Exception – A 9th grade football player cannot play on A-Squad for a 3rd season.
(2) Cheerleader Exception – A-Squad 14 yr-old Cheerleaders may not turn fifteen (15) years of age before December 31st of the playing year and must be in 8th grade or lower during the playing year.
- c) B Squad: Ages 10-11. Players must be at least nine (9) years of age and cannot turn twelve (12) years of age on or before July 1st of the playing year.
- d) C Squad: Ages 8-9. Players must be at least seven (7) years of age and cannot turn ten (10) years of age on or before July 1st of the playing year
- e) D Squad: Ages 6-7. Players must be at least six (6) years of age and cannot turn eight (8) years of age on or before July 1st of the playing year.

16.2 Weight Qualifications: Players must meet the following weight qualifications for each squad. All weights shall be determined by stripped weight wearing only necessary street clothing to permit a player to be in public view.

- a) A Squad: not to exceed one hundred seventy five (175) pounds.
- b) (1) A-Squad player weighing (176-185) not to exceed (185) lbs. shall play offensive line between tackles or defensive line 3-point stance only, no special teams. Color sticker on back of helmet and highlighted on roster to identify player.
- c) B Squad: not to exceed one hundred forty five (145) pounds.

- d) C Squad: not to exceed one hundred twenty (120) pounds.
- e) D Squad: not to exceed one hundred five (105) pounds.

16.3 Transfer of players between teams: No player shall play in more than one game on any one weekend. Participating in one play in a game shall constitute playing in that game. Any player who qualifies to play on more than one team may only play for one team on any one weekend and may play on a different team on a subsequent weekend. Any player who played more than half of his regular season games with a particular squad must play with that squad in the playoff or championship games unless it is necessary to bring another squad size up to fourteen (14) players and it is approved by the NCFL.

16.4 Player uniforms: Players are responsible for the care and maintenance of the equipment supplied to them by the league. If equipment is lost or damaged, the player will be responsible for the replacement of said equipment. The following equipment is required for each foot ball player to be worn at all times:

- a) Safety equipment including mouth guard, helmet with face guard and chin strap, shoulder pads, hip, tailbone, thigh and knee pads, jersey and pants with standard football belt.
- b) Protective cups to be worn by both males and females.
- c) Football cleats with molded soles, non-detachable cleats or, detachable cleats may be used as long as there are no exposed metal parts of any kind and as long as the cleats do not exceed ½” in length.
- d) Rib pads, flak jackets, hand, wrist, forearm, elbow pads and neck rolls are optional equipment and are to be purchased by the player.

ARTICLE XVII

Game Regulations

17.1 Players: A player must participate in five (5) organized sessions of conditioning before participation in a game.

- 17.2 Balls: The home team supplies the game footballs. A Squad will play with J5Y (youth) size balls, B & C Squads will play with J5J (Junior) size balls and D Squad will play with peewee size balls.
- 17.3 Field: All games will be played on a regulation high school field with regulation goal posts. The field will be roped off completely with the exception of the end zones. The ropes will be fifteen (15) feet outside the playing area. Spectators are to sit/stand behind the ropes. Players and coaches must stay within their respective areas on the field. Goal posts will be padded with four (4) inch safety padding.
- 17.4 Helmets: Every helmet and face guard will be NOC-SAE certified by an acceptable outside vendor at least once every two (2) years. CYFCA will provide written confirmation of the inspection and certification to the NCFL.
- 17.5 Game Time: All games shall be timed in accordance with the National Federation rules as they pertain to high school football. A, B and C squads will play four (4) ten (10) minute quarters stop time. D Squad will play four (4) fifteen minute quarters running time.
- 17.6 Game Rosters: Each coach shall prepare in *triplicate* a game roster (Appendix G) of his team for that game, listing the name and number of each player. No team will be allowed to play a player whose name and number does not appear on the official town roster (Appendix H) or town roster update, unless that player is approved by two (2) NCFL executive committee members by weigh in before the game. One game roster is to be given to the president at least thirty (30) minutes before the start of the game and one game roster will be exchanged with the opposing town's coaches thirty (30) minutes before the start of the game and the third roster will be given to the announcer for the players to be announced at least thirty (30) minutes before the start of the game.
- 17.7 Substitutions and Playing Time: Any coach may limit a player's playing time with the prior notification, defined as the Friday before the game, and approval of the

President. Coaches will make concerted efforts to notify the player and their parents before the start of the game. For A, B and C squads there will be free substitution of players and all players should play in at least four (4) plays from the line of scrimmage.

17.8 Player Position Rules: These rules apply to all four squads.

- a) Defensive players, lined up in the defensive backfield and between the offensive tackles shall not be moving to within two (2) yards of the line of scrimmage at the snap of the ball.
- b) Defensive ends, lined up outside of the tackle box and any player lined up outside of the defensive end may be in an upright position on the defensive line of scrimmage.

17.9 Bench Conduct: The following rules apply to the bench area:

- a) Not more than seven (7) members of coaching staff, excluding EMT personnel, will be allowed on the bench or in the coaching area for A and B squads.
- b) Not more than seven (7) members of coaching staff, excluding EMT personnel will be allowed on the bench or in the coaching areal for C and D squads.
- c) All coaches and professional personnel must stay within the coaching area, on the sidelines between the thirty (30) yard lines on either side of the midfield stripe. Referees may impose a fifteen (15) yard penalty for any infraction of this rule. This rule shall not apply to C and D Squads.
- d) Any player or coach ejected from a game must be reported to the Commissioner of the NCFL within twenty-four (24) hours by the President or Vice President of the town the player or coach represented.
- e) Sideline coaching staff is limited to the squad head coach and assistant coaches.
- f) All coaching staff will wear appropriate uniforms as specified by the board at all games and official events.
- g) All coaching staff will stay out of the cheerleading box.

17.10 Officials: State board certified officials will be supplied by the league for the A, B and C squad games. The following applies:

- a) Officials may stop play at any time to explain doubtful points to the players.

- b) Officials may bench tired, winded or injured players at their discretion.
- c) Officials may advance the clock to meet schedules, protect players or avoid letting a one-sided game get out of hand, provided that approval of both coaches prior to or during the game is obtained.
- d) Officials shall enforce bench conduct rules.
- e) Game officials are not responsible for determining player eligibility disputes. Such matters shall be handled by a protest under NCFL's by-laws.
- f) The decisions of the officials are final. There will be no disputes about play calls.

17.11 Weigh-In Procedures: Official weigh-in procedures for the season will be conducted by the NCFL on the Saturday prior to the first game day. A, B and C squad weigh-in will be held at the location of the previous seasons champion. In the event a host town had multiple champions, that town will decide which squad they will host. The town with the next BEST record will be the host for the squad not chosen by the champion town. D squad weigh-in will be held at the prior year's D-Team Jamboree Host Town. All players of all squads must participate. Any player not attending and signed off at this time will not be allowed to play in games. Every player must wear his game jersey.

17.12 Game Cancellations: In case of inclement weather, the President of the home team town will call the President of the visiting team town two (2) hours before the start of the scheduled game to cancel that game and/or any other games that day. The canceling of one game does not necessarily cancel play of subsequent games.

17.13 Time Outs: The following rules apply:

- a) A and B squads - during time outs, up to two (2) coaches from each team may enter the playing field for consultation with players. He may be accompanied by one (1) non-coach for distribution of water to players.
- b) C and D Squads - during time-outs a maximum of three (3) coaches from each team may enter the playing field for consultation with players. They may be accompanied by one (1) non-coach for the distribution of water to players.

- 17.14 Coin Toss: Team captains as authorized in National Federation Football Rules will be accompanied by their Head Coach for the coin toss ceremony, as well as before the start of the second half. This is for the purpose of exchanging handshakes with the opposing team captains and coach in a demonstration of good sportsmanship.
- 17.15 Tie Games: Ties during the regular season games will result in 1 series of overtime for each team per the NCFL by-laws outlined in Article IX-F-3-f.
- 17.16 Forfeitures: If an A, B or C Squad cannot field a team in a given week, the President of the town forfeiting the game must call the Commissioner to advise as soon as possible. The Commissioner will in turn notify the President of the affected town. This will be the only recognized procedure to forfeit a game, other than an on the field forfeit. The town forfeiting the game is subject to a mandatory \$50.00 fine payable to the NCFL, loss of the game and is responsible for payment of game officials if the game officials are to be paid for the forfeited game.

ARTICLE XVIII

First Aid

- 18.1 Certified EMT: There will be a currently certified EMT at *all* games. The EMT will investigate every injury on the field or as soon thereafter as possible. If there is not EMT available at the start of and during the entire game, the home team shall automatically forfeit the game.
- 18.2 Ambulance: There will be an emergency vehicle or communication to an emergency vehicle available at every game.
- 18.3 First Aid: There will be first aid available during all practices. Every team shall maintain an appropriate first aid kit which is to be available at every practice regardless of location of practice.

- 18.4 Return from Injury: Any football player or cheerleader who is removed from a game or practice because of an injury and seeks medical attention must supply written permission from a physician or nurse practitioner stating that the player is able to return to a contact sport or cheerleading and be approved by the Participation Review Panel before the player will be allowed to practice or play in a game.
- 18.5 Removal of Injured Player: The certified EMT, participation review panel, for any practice or game, as the right to remove any player from practice or a game if, in their best judgment, it is unsafe for the player to continue to participate.

ARTICLE XIX

Personnel

- 19.1 Coach Certification: All coaches for CYFCA must be certified by the NYSCA for football and cheerleading. Head Coaches must be certified by the first practice, and Assistant Coaches by the first game of the season. Proof of certification is to be submitted to the Football Coach Coordinator or the Cheerleading Coach Coordinator.
- 19.2 Background Checks: All board members and coaches will be required to undergo and successfully complete a background check. The background check will minimally consist of a statewide check for sex offenders against youth and sex offenses against any persons, and be based on Coventry Parks and Recreations Standards.
- 19.3 Chaperone: No coach or board member shall be left alone in the presence of any player they are not directly related to.
- 19.4 Responsibility: Coaches are responsible for the conduct and control of their team and staff while on the field during practice, game and any other CYFCA event.
- 19.5 Guidelines: Coaches will uphold the by-laws of the NCFL and CYFCA.

- 19.6 Field Control: On the playing fields, the coaching staff is in complete charge and shall not be interfered with except in cases of rules violations, conduct deemed to be detrimental to the welfare of the players or the league and other circumstances so outlined by these by-laws.
- 19.7 Objective: The main objective of CYFCA is to teach fundamentals of football and cheerleading, balancing competition and participation. . All players are of equal importance to the team; winning is the result of good teamwork. All players will be treated with respect by coaches.
- 19.8 Conduct: Sportsmanlike conduct will be observed at all times. If sportsmanlike behavior is not exhibited, the discipline action policy will be followed. This disciplinary action will depend on the severity of the inappropriate behavior but can include removal from the field, suspension and removal as a coach and or player.
- 19.9 Appointment of Coaches: The head cheerleading and football coaching staff will be presented annually by the coaching coordinators and approved by the board of directors. Tenure will not be granted to any coach. The President and the Board shall consider the following when appointing and approving staff:
- a) Exhibits good moral character and sportsmanlike behavior.
 - b) Is willing to conform to all rules and regulations of the league.
 - c) Has a good knowledge of football and/or cheerleading.
 - d) Is able to work well with children and their parents.
 - e) Can teach the objectives of this organization.
 - f) Will work closely and cooperatively with the Board of Directors.
- 19.10 Squad Head Coach: The Squad Head Coach's duties shall include but not be limited to the following:
- a) Head Coach is responsible for all personnel of their respective team. This includes but is not limited to all assistants and players. It is their responsibility to ensure

proper conduct of personnel at all times and the adherence to the rules and regulations of CYFCA.

- b) Each team shall be supervised by one Head Coach and one or more Assistant Coaches with the maximum of assistants as directed by the NCFL by-laws.
- c) Is responsible for the hiring of all other coaching staff for their respective team.
- d) Will complete all duties of their position set forth in these by-laws.
- e) Will work cooperatively with the Board of Directors.
- f) Such other duties as may be prescribed by the board from time to time.

19.11 Assistant Coaches: Assistant Coaches will work under the direction of the Squad Head Coach. They may have specific duties assigned by the Head Coach.

19.12 Team Parent: The team parent shall volunteer to help the team with non-coaching related duties. The team parent's duties shall include, but not be limited to the following:

- a) Disbursement of newsletters and other informational materials.
- b) Coordinate volunteer assignments for their respective squads.
- c) Other duties as may be prescribed by the head coach from time to time.

ARTICLE XX

Medical Insurance

20.1 Policy Period: CYFCA shall purchase medical insurance to cover all participants of the league on an annual basis.

20.2 Description: The medical insurance is excess coverage over the parent's primary coverage. In the event that a player has not primary medical insurance, there will be a \$250.00 deductible.

20.3 Coverage Limits: Coverage limits are as follows: medical expense limit of \$5,000.00 and a dental expense limit of \$100.00 per tooth.

- 20.4 Enrollees: All coaches and players whose names are on file with the league are covered.
- 20.5 Notification: Any injured player who wishes to make a claim must notify the President or Vice President within 90 days of the injury to ensure that appropriate paperwork is filed.

ARTICLE XXI
Code of Conduct

- 21.1 Administration: All Directors and Officers of the CYFCA's Board of Directors will administer enforcement of the League's Code of Ethics.
- 21.2 Standard: Code of Ethics rules apply to all directors, coaches, players, parents and spectators.
- 21.3 Tobacco Products: The use of tobacco products is prohibited on the field at any time.
- 21.4 Alcohol: Alcoholic beverages and the drinking of alcoholic beverages are strictly prohibited on the field or in the vicinity of play at all times.
- 21.5 Criticism: There will be not criticism of players, coaches, officials or other participants.
- 21.6 Opposing Team: The opposing teams and their spectators will be treated with respect and will not be criticized verbally or by gestures.
- 21.7 Language: Abusive and/or profane language is strictly prohibited.
- 21.8 Sportsmanlike Conduct: Sportsmanlike conduct will be observed at all times.

21.9 Sideline Coaching: Excessive sideline coaching is not permitted by coaches, parents or spectators.

21.10 Respect: All participants in of the CYFCA will show respect for the directors, coaches, other participants and volunteers at all times.

ARTICLE XXII

General Operations

22.1 NCFL: The official by-laws of the NCFL shall be accepted as the official rules for participation in that conference.

22.2 Parking: No parking will be allowed on the field with the exception of medical personnel.

22.3 Field Check: The first team playing will check the field for glass, stones and any other debris on the field that can cause unsafe play. It is the responsibility of each team coach, at the end of their game, to ensure that their team complies with park rules and discards of anything that they may have brought onto the field. The last team playing will clean up debris left on the field.

22.4 Parental Participation: No player shall be left at the field without parental supervision. If a parent or guardian cannot be present it is the responsibility of the parent or guardian to consult with and deem another adult responsible for the supervision of the player.

22.5 Misconduct Issues: Any director, player or parent that protests, disputes or has a misconduct issue concerning a game, players, coaches or spectators shall verbally address their issue with the parties involved to resolve the concern as soon as possible following the incident. If the parties do not satisfy the concern being addressed then the person

