

# **Connecticut Youth Football League, Inc.**

Also known as CTYFL

## **Purpose and Mission**

### **CTYFL By-Laws**

### **Football Rules and Regulations**

### **Cheerleading Rules and Regulations**

**As adopted by the town representative assembly on May 14, 2009 Meeting**

## ***CONNECTICUT YOUTH FOOTBALL LEAGUE, INC.***

Also known as CTYFL

The Connecticut Youth Football League (referred to as CTYFL or league) is a federation of town youth football and cheerleading programs in Connecticut that have voluntarily joined in order to form a youth tackle football and cheerleading league. It is established as a Connecticut non-profit corporation. The following are the CTYFL Purpose and Mission, By-Laws, Football Rules and Regulations, and Cheerleading Rules and Regulations.

## **Purpose and Mission**

CTYFL has been established:

1. To foster and encourage safe youth recreational football and cheerleading in the state of Connecticut
2. To assist and promote the physical and intellectual development of youth.
3. To provide a structure for inter-town tackle football and cheerleading competition.
4. To promote sportsmanship, respect, fair play, wholesome participation, life enrichment and leadership development.

## **Connecticut Youth Football League, Inc. (CTYFL) By-Laws**

The following make up the By-Laws for CTYFL and were ratified by the Town representative assembly.

Article 1:	GOVERNANCE
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### **Article 1: GOVERNANCE**

- A. CTYFL, a non-profit corporation, is a federation of town football and cheerleading programs that have voluntarily joined in order to form a youth football and cheerleading league. CTYFL is governed by representatives from member towns. Three key components of league operations are decided by the town representatives. These are:
1. By-Laws of CTYFL
  2. Football Rules and Regulations
  3. Cheerleading Rules and Regulations.
- B. The Cheerleading Committee shall be a standing committee of the league and is responsible for promulgating the Cheerleading Rules and Regulations that will be ratified or rejected, without amendment, by the town representative assembly.
- C. A non-voting Executive Board shall be elected by the town representative assembly to administer the league, enforce the rules and regulations promulgated by the league, and recommend courses of action for the town representatives to decide.

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**Article 2: TOWN REPRESENTATIVE ASSEMBLY**

- A. The CTYFL Town representative assembly shall consist of a representative from each member town of the league. Each Town shall be represented at the meeting and, except for provisional members, shall have one vote. The voting of any representative town will be suspended if the bond amount as described in Article 16 is not fully funded, at the time of voting, either through failure to post the proper bond or to have fines withdrawn from deposited funds.
- B. In February and as needed during the year, the leader of each member town will designate who their town representative and alternates will be, in writing (or email), to the league Secretary. Only the named representative or designated alternate will be recognized and may represent the town at board meetings.
- C. The representative is responsible for representing the interests of their community within the spirit of the league's purpose and mission as they relate to the deliberation and approval of league matters.

**Article 3: MEMBERSHIP**

- A. All towns are member towns upon election by the town representative assembly.
- B. All member towns are required to adhere to all CTYFL By-laws, Football Rules and Regulations and Cheerleading Rules and Regulations.
- C. Voting Members:
  - 1. Voting members are those towns that have been accepted to the CTYFL as full members.
- D. Provisional Members:
  - 1. Provisional members are those towns that
    - a. Are newly accepted into the league.
    - b. Have not provided a minimum four (4) football teams and four (4) cheerleading squads for two (2) consecutive seasons.
    - c. Have been moved from voting member by a majority vote of the voting members for failure to comply with the by-laws and rules and regulations of the CTYFL on a consistent basis. The term of the provisional membership must be outlined at the time the voting rights are removed. Provisional status may be extended past the date originally specified by a majority vote of the town representative assembly.
    - d. Have failed to maintain their bond account to the amount set by the League each year. Voting rights may be restored once the bond account is restored to the designated amount without a vote of the town representative assembly..
  - 2. Newly accepted towns or towns that do not meet the minimum team requirement for two consecutive seasons will remain provisional members until they have completed one full season with a minimum of four (4) football teams and four (4) cheerleading squads.
  - 3. Provisional members must meet all requirements of voting members but do not retain voting rights. Provisional members are encouraged to participate in all discussions regardless of their voting status and do have the right to file grievances.

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4. A provisional membership provides a town with membership rights for the current season only. Continued membership must be voted on by a majority vote of the town representative assembly each year until the town reaches full membership status.
  5. Voting to move a voting member to a provisional member may occur at any meeting of the town representative assembly.
  6. Voting to move a provisional member to a voting member will occur in January each year except as specified.
  7. Any town that remains on provisional membership for three (3) consecutive seasons shall forfeit all membership rights to the CTYFL at the end of the third season.
- E. Continues membership in the CTYFL for any town is at the discretion of the town representative assembly. A member town may be voted out of the league for failure to abide by the letter and spirit of the league's purpose, mission and rules with a two thirds (2/3) vote of the current voting membership.

### **Article 4: TOWN REPRESENTATIVE ASSEMBLY MEETINGS**

- A. All meetings of the town representative assembly will be scheduled by the Executive Board. Typically the meeting will be the second Thursday of each month at a place designated by the Executive Board.
- B. All regular meetings will be scheduled at the Feb meeting and made known to all towns. At least seven days notice must be given to each town for any changes to regular board meeting, where possible. Where sanctions are being appealed (see Article 7: Grievances), a minimum of 48 hour notice must be given to each town. Notice may be given via phone, letter or e-mail.
- C. Most communication between the league and the town representative will be through email unless the league's Secretary is notified of a desired other communication vehicle in which case other means for communicating to that town will be used.
- D. Quorum shall consist of a simple majority of representatives from voting member towns. No meeting shall be held without a quorum being present. Representatives or designees are expected from each town at each Town representative assembly meeting. A \$50 fine shall be levied against each town for the second meeting in a calendar year that it fails to send a representative. Fines shall increase by \$50 for each subsequent meeting missed by any town. Football and cheerleading are to be considered separate for fines.
- E. Robert's Rules of Order, latest version, shall govern all parliamentary matters not covered by the by-laws.

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**Article 5: CHEERLEADING COMMITTEE**

- A. The Cheerleading Committee is a standing committee of the town representative assembly and is responsible for reviewing and revising Cheerleading Rules and Regulations.
- B. At the January Meeting the Committee shall elect a Cheerleading Treasurer and a Secretary. These Officers shall serve for a term of 1 year.
  - 1. Treasurer shall be responsible for the accounting of all funds of the Cheerleading Committee. All accounting must be turned over to the CTYFL Treasurer by the January meeting for tax return preparation.
  - 2. The Secretary shall be responsible for keeping the minutes of each meeting and handing them out at or before the next meeting.
  - 3. The Cheerleading Committee will be responsible for establishing their own budgets
  - 4. Meetings –
    - a. Each town shall have one voting member on the Cheerleading Committee. In February and as needed during the year, the leader of each member town will designate who their town representative and alternates will be in writing (or email) to the league Cheerleading Coordinator. Only the named representative or designated alternate will be recognized and may represent the town at each Cheerleading Committee meeting. The representative is responsible for representing the interests of their community within the spirit of the league's purpose and mission as they relate to the deliberation and approval of league matters.
    - b. All Cheerleading Committee meetings shall be scheduled by the Cheerleading Coordinator. Typically the meeting will be the first Thursday of each month at a place designated by the Cheerleading Coordinator. At least seven days notice of any change to the regular meeting must be given to each member town where possible. Notice may be given via phone, letter or e-mail. Most communication between the league and the town representative will be through email unless the league's Cheerleading Coordinator is notified in which case other means for communicating to the town will be used.
    - c. A cheerleading representative or designee is expected from each town at each Cheerleading Committee meeting. A \$50 fine shall be levied against each town for the second meeting in a calendar year that it fails to send a representative. Fines shall increase by \$50.00 for each subsequent meeting missed by any town.
    - d. A quorum shall consist of a simple majority of representatives from voting member towns. No meeting shall be held without a quorum being present.
    - e. Robert's Rules of Order, latest version, shall govern all parliamentary matters not covered by the by-laws.

**Article 6: EXECUTIVE BOARD**

- A. The Executive Board shall consist of the following officers: Commissioner, Deputy Commissioner, Secretary, Treasurer, Representative at large, Representative at large 2, Public Relations, and The terms of each officer shall be two (2) years. The Commissioner, Secretary, Representative at large, and Representative at large 2, will be elected to their term in January of even years. The Deputy Commissioner, Treasurer, Cheerleading

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Coordinator(s), and Public Relations Officer shall be elected to their term in January of odd years.

- B. At each January board meeting, the Executive Board may submit a slate of candidates for the open positions. Other names of qualified individuals may also be placed in nomination by town representatives. Each voting member shall have a vote for each open position. An officer is elected upon receiving a majority vote of voting members present. As many votes shall be taken as is needed to achieve a majority vote with the individual with the lowest vote count omitted from the succeeding vote.
- C. The Cheerleading Coordinator shall be elected by the members of the Cheerleading Committee every two years in January of odd years or as needed to fill a vacancy.
- D. Any vacancies created during the term of any officer will be filled at the next scheduled board meeting unless the vacancy will place an undo burden on the league in which case a special meeting will be called. The Executive Board may submit a slate of candidates for the open positions and other names of qualified individuals may also be place in nomination by town representatives.
- E. Executive Board members do not vote on Town representative assembly matters.
- F. Officers cannot simultaneously serve as the town representative.
- G. There will not be more than two members on the executive committee from the same town program, and the Board should be made up of not more than 1 member from the same town program unless there are no other nominations.
- H. To qualify for the position of Commissioner, the individual should have been an Executive Board member for at least one year.
- I. To qualify for the position of Treasurer, the individual must be bondable meaning at its option and for a reasonable expense, the league must be able to purchase a fidelity bond for the league on behalf of the Treasurer.
- J. Officers serve the league at the pleasure of the Town representative assembly. The Town representative assembly may terminate an Officer, with or without cause, by a 2/3rds majority vote of the Voting members.

### **Article 7: DUTIES OF OFFICERS**

- A. Commissioner:

The Commissioner is the executive officer of the league and is responsible for league operations and enforcing Football and Cheerleading rules and regulations.

  - 1. League Operations: The Commissioner shall
    - a. Preside at all board meetings and is an ex-officio member of all board committees.
    - b. Establish an Audit committee at the February meeting for the purpose of auditing the prior year's financial status

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- c. Establish committees at the November meeting to review and recommend By-Laws and Football Rules and Regulation changes.
- d. As necessary, appoints committees to provide recommendations to the Executive Board and or the Town representative assembly on league matters.
- e. Represent the league in public forums such as town recruiting sessions and youth football conferences and meetings.
- f. Co-signature on all league checks
- g. Establish a game scheduling committee at the March meeting
2. Enforcing Rules and Regulations: The Commissioner shall
  - a. Consistently enforce the letter and spirit of the Football and Cheerleading Rules and Regulations
  - b. Impose appropriate sanctions consistent with the severity and impact violations have on the integrity and spirit of the league subject to the appeal process.

### B. Deputy Commissioner:

The Deputy Commissioner shall assist the Commissioner in the execution of his duties and in his absence perform the duties of the Commissioner. The Deputy Commissioner is also required to enforce the lopsided score rule and report all findings to the E Board and the Representative Assembly at the next scheduled meeting.

### C. Treasurer:

The Treasurer shall receive all monies of the League, shall maintain an accurate record of all receipts and expenditures, and shall present a written statement of accounts at each Executive Committee and regular League meeting. The Treasurer will be responsible for securing a checking & savings account with cosign features for all checks. Co-signers will be the Commissioner and/or Deputy Commissioner. The Treasurer shall be responsible for notifying, collecting and reporting of fines levied by the Executive Committee. The outgoing Treasurer shall assist the Audit Committee with the annual financial audit. Upon completion of the audit the outgoing Treasurer shall be required to release all financial documents pertaining to the CTYFL to the audit committee. Treasurer shall perform the duties of Commissioner in the absence of the Deputy Commissioner and Commissioner.

### D. Secretary:

The Secretary shall distribute the agenda for Board Meetings, record the minutes of all meetings, and maintain the historical records for the league. Said minutes will be made available no later than the next regularly scheduled meeting. He/she shall perform such other duties as may be delegated. The Secretary shall also be responsible for maintaining the By-Laws of the league and in consultation with the Commissioner may empanel and chair a By-Law revision committee.

### E. Representative at Large:

The Representative at Large shall be responsible for receiving any grievances, protests, or general complaints generated by the Town Representative. The representative at large is also responsible for setting the game schedule for the conference within the parameters set forth by the league, certification of football players and certification of team rosters. The representative is also responsible for coordinating the inspections and approving all possible playing fields designated by member towns prior to the start of the regular season.

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### F. Cheerleader Coordinator:

The Cheerleading Coordinator shall be responsible for all cheerleading activities.

### G. Public Relations Officer:

The Public Relations Officer shall handle all press releases on leagues issues and will be responsible for helping with raising money for the league by Corporate Sponsors.

### H. Rep at Large 2:

The Rep at Large 2 shall serve in any capacity that may be needed as directed by the Board, and will be responsible for bringing safety and education information to the towns and their coaches. The Rep at Large 2 Officer shall also chair the Scholarship Committee.

## **Article 8: GRIEVANCES**

The By-laws, Football Rules and Regulations, and Cheerleading Rules and Regulations have been established to govern the operations of the league and represent the interests of parents, players, coaches, volunteers, and town leagues within the purpose and objectives of CTYFL. None of these documents can nor are they intended to cover all contingencies but shall be viewed as the standard to which the spirit of fairness, respect and sportsmanship can be viewed. Where a situation occurs, if viewed to be outside the letter or spirit of fairness, respect and sportsmanship, an aggrieved party may file a grievance with the league within five (5) days of the event to seek a remedy.

A. There can be three sources of grievances: Relating to the By-Laws of the League, Relating to Football Rules and Regulations and Relative to Cheerleading Rules and Regulations.

B. Grievances relating to the By-Laws of the League shall be brought to the attention of the League Secretary, relating to Football Rules and Regulations to the attention of the Rep at Large, relating to Cheerleading Rules and Regulations to the Cheerleading Coordinator(s).

C. The following procedures shall be used in the grievance process:

1. The aggrieved party shall contact their town representative who in turn will contact the appropriate league officer based on the nature of the grievance with the following information:
  - a. Description of the grievance including time, place and the specific rule or by-law that is being violated
  - b. Names, addresses, and phone numbers of involved parties
  - c. Harm created as a result of the grievance
  - d. Remedy being sought
  - e. A \$100 bond
2. Initial contact with the league official may be verbal but no action will be taken until it is received in writing / email.
3. The League official shall investigate the claim including contacting involved parties and making a report to the league officers on findings and recommended actions. The league official will also immediately notify the Commissioner and Deputy Commissioner of the



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grievance. The nature of the incident and the impact it has on on-going league operations will dictate the speed with which the Commissioner shall act.

4. The Commissioner in consultation with the league officers shall adjudicate the matter and determine appropriate sanctions, if any. In addition to sanctions, the town found to be in violation shall be assessed a \$100 fine.
    - a. Sanctions may include player, coach, team, or town suspensions; game forfeitures; play-off ineligibility; town fines; or other actions deemed appropriate.
    - b. Sanctions shall be effective immediately subject to the appeal process in item 5.
    - c. Sanctions need only be communicated verbally to be effective but must be followed up in writing/email to the sanctioned party, the town representative, and town league leader within 24 hours. The written communication shall include a description of the violation, sanction imposed and duration of sanction.
  5. If the grievance is found to have substantial merit, the \$100 bond will be returned to the aggrieved party. Otherwise it will be deposited in the Scholarship Fund for the league.
- D. The results of the grievance review and any sanctions imposed may be appealed to the league Town representative assembly.
1. The appeal must be filed in writing to the league Secretary and include:
    - a. The initial grievance
    - b. Any sanctions imposed
    - c. Reason for the appeal
    - d. A \$100 bond.
  2. The Executive Board based on the nature of the sanctions will determine whether a special board meeting will be called to address the appeal or if it will be handled at the next scheduled Town representative assembly Meeting. If a special board meeting is called, it shall be done with a minimum of 48 hours notice. If the Town representative assembly finds for the appellant, the bond money shall be returned. Otherwise it will be deposited in the Scholarship Fund for the league.
- E. The Board shall apprise the membership of any grievances and/or appeals and the outcome of each at the next regular meeting.

### **Article 9: BY-LAW AMENDMENTS**

- A. The by-laws of the Connecticut Youth Football League may be amended anytime, by a 2/3rds vote of the town representative assembly. Notice of intent to amend the By-laws must be given to the Town Rep Assembly at least 30 days in advance of it being considered by the Town representative assembly. There are no exceptions, parliamentary or other, to the 30 day notification rule.

### **Article 10: INSURANCE**

- A. The CTYFL shall maintain, or facilitate, insurance for liability and medical coverage for each town that is a current member of the CTYFL.

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- B. Each CTYFL town will be responsible to pay to the CTYFL their share of the premium due as determined by the insurance company. Premiums are to be paid by the July CTYFL scheduled league meeting.
- C. All towns shall share proportionately in any insurance purchased on behalf of the league including directors and officers insurance.
- D. The CTYFL Secretary, upon receipt from the Insurance Company, will distribute to each town representative, prior to August 1 of the playing year, a Certificate of Insurance and the procedures for filing claims & forms. This is only in the case of a CTYFL obtaining the "Master Policy", when each town secures their own policy they are responsible for all of the above.
- E. Towns may bring premiums and paperwork to the July meeting for the CTYFL to send in to the insurance company, towns that choose to send theirs in on their own will need to present proof that they submitted their payment at the July meeting.

### **Article 11: ADMISSION OF TOWNS**

- A. CTYFL is a federation of town youth football and cheerleading programs in Connecticut that have voluntarily joined in order to form a youth tackle football and cheerleading league. From time to time, teams may ask to join the league while other teams withdraw or may be voted out of the league. Membership and continued membership in the league is at the discretion of the current membership.
- B. Any teams seeking admission to the CTYFL must present the following information to the Executive Board and General Membership prior to or at the April CTYFL meeting, for admission for current the season. Teams seeking membership will provide the following information 30 days before their presentation and vote by the Town Representative Assembly.
  - 1. Last year playing rosters for all teams (if applicable).
  - 2. Town map which details area boundaries.
  - 3. Town population data – School figures by classes.
  - 4. Copy of League by-laws and/or Rules & Regulations town played under previously (if applicable).
  - 5. List of prospective Head Coaches by team
  - 6. Equipment and/or financial status
  - 7. League officials' names, addresses, phone numbers of position.
  - 8. Location and condition of game field
  - 9. Any further information as may be required by CTYFL in its review process.
- C. Towns seeking admission into the CTYFL are expected to have a minimum of three (3) football and cheerleading teams to enter the league.
- D. The town representative assembly upon review of the material and discussion with the prospective town shall vote new members to the league with a majority vote.
- E. Newly elected towns will be considered for voting membership after one (1) full season in the league as outlined in Article 3 - Membership.

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**Article 12: REGISTRATION OF PLAYERS AND CHEERLEADERS**

- A. Teams may sign up participants any time before September 30 of each calendar year.
- B. A participant's eligibility to play for a representative town will be based on that participant's legal residence defined as where the child is legally eligible to attend public school at the time of approval.
- C. All participants must live in an approved area as defined in Bylaws, Article 13 – Registration of Teams. Magnet schools are not considered public schools.
- D. Towns may not draw participants from any set CTYFL town's boundaries, except where a participant has played football or cheered for a representative town for a minimum of one (1) year then moves to a new town may play football or cheer for the duration of his/her eligibility as a youth participant for his/her original town. This will not be considered a Draw.
- E. Any new town entering the CTYFL that has a participant who has participated for the representative organization for a minimum one (1) year may participate for the duration of his/her eligibility for that town. This will not be considered a Draw.
- F. Any town that does not have 14 eligible football players may attract players from approved areas and apply for a "Draw". See Article 13 section D.
- G. Participants in CTYFL towns who would rather play for another CTYFL town will be allowed to do so, provided:
  - 1) A waiver sheet is signed off on by the Presidents of both organizations involved.
  - 2) The participant's hometown has at least 22 players on the roster of the squad.
- H. Any participant, who has legitimately played for a CTYFL Town, such as under a draw, may continue to play for that Town and that will not be considered a draw.
- I. All "A" squad football participants must provide acceptable proof (e.g. report card, school letter head letter, school stamp) that they are not entering high school for current football season.
- J. Each participant must furnish the following:
  - 1. Completed CTYFL provided registration form to include written permission by a parent/legal guardian. No football player or cheerleader may take part in any CTYFL activity without this written permission.
  - 2. Approval to play and medical forms must be with the team/child at all times. This includes practices, scrimmages and games. All players must have a physicians or nurse practitioner approval to participate, effective after January 1 of the playing year. Medical form must state the participant may participate in contact sports, tackle football, or cheerleading, without any limitations, to be accepted.
  - 3. All players shall be required to turn into the league or any representative of the league (i.e. coach, team President, etc.) a copy of their birth certificate prior to any contact.
- K. Players and Cheerleaders may not participate in any games or competitions until they have been certified to participate by a league official.

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**Article 13: REGISTRATION OF TEAMS**

- A. Each Town is expected to field at least one football and one cheerleading team at each level. Any town requesting a second team at the same playing level must present the request for board approval by the end of May.
- B. Each football team must have a minimum of 14 eligible players who meet all league requirements at game time.
- C. Each cheerleading squad shall have the minimum participants as set in the cheerleading rules and regulations
- D. Each town shall submit a typed roster for each Football and Cheerleading team using only the CTYFL Roster Form as well as the required player information
- E. Draws - Any football team unable to field the minimum number of players may apply to the CTYFL Town representative assembly for a draw, permitted only from adjacent or approved geographical areas, which is only good for one (1) year. All draws must be approved by a majority vote of the CTYFL Board. The maximum number of draws per team is eight (8). In the event a draw is requested by any team represented on the executive committee, such draw must be approved by a majority vote of the general membership. When draws are used, that football team shall have a maximum of twenty-six (26) players. The Town Rep Assembly may extend the number of draws in the event of a hardship.
- F. Each towns approved area, for all participants, shall be as follows:

Bloomfield	Bloomfield town boundaries.
East Hartford	East Hartford town boundaries
Simsbury/Granby	Canton, Simsbury, Granby town boundaries
South Windsor	South Windsor town boundaries.
Windsor	Windsor town boundaries.
Vernon	Vernon town boundaries.
Rocky Hill	Rocky Hill town boundaries
Wethersfield	Wethersfield town boundaries.
Durham/Middlefield	Durham/Middlefield towns boundaries
Glastonbury	Glastonbury town boundaries
New Hartford	New Hartford, Barkhamsted, Colebrook, Hartland, Norfolk & Winsted/Winchester town boundaries
Berlin	Berlin Town Boundaries
Haddam/Killingworth	Haddam, Killingworth Town Boundaries

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**Article 14: REGISTRATION OF COACHES**

- A. Each town at its own expense shall conduct a background check on any volunteer the town deems has repetitive contact with the players. Each town will conduct any level of background check it wishes, but it is required that each town do a minimum check of the Sex Offender Database. Volunteers must be listed by name and certified as "checked" to the CTYFL at roster certification. These checks must be done prior to the volunteer being in contact with the players or cheerleaders.
- B. Coaches' names, addresses and phone numbers shall be furnished to the league along with representation from the town that the coaches passed the background check. The Player Representative for football and the Cheerleading Coordinator for cheerleading shall provide the form for furnishing this information.

**Article 15: FINANCIAL POLICY**

- A. The Executive Board shall be responsible for the funds of the CTYFL Program.
- B. It shall be the Executive Board Policy to place all funds in a checking and/or savings account for payment of debts before and after the playing season.
- C. All checks shall require two (2) Board member signatures.
- D. No check exceeding one hundred dollars (\$100.00) shall be made without the prior approval of the membership present and voting at the meeting where the request is made. Emergency expenditures may be authorized by two (2) officers among the President, Vice President, and Treasurer of up to five hundred dollars (\$500.00). Emergency expenditures must be subsequently noted at the next meeting of the general membership. Approved budgeted items are considered approved expenditures.
- E. All contributions and/or solicitations shall be for the sole benefit of the CTYFL organization as a whole. A committee will direct all solicitation of funds with a chairperson appointed by the Commissioner and approved by the Executive Board specifically for each drive or event. All funds are to be presented and accounted for to the Executive Board at the completion of the committee's tenure. During the fundraising drive/event, moneys can be turned into any Executive Board member. Failure to account for and present all funds to the Executive Board could result in criminal charges.
- F. No part of the funds or assets of CTYFL shall be distributed to its members or Executive Board except as in accordance with the Non-Profit Corporation Law of the State of Connecticut and the Federal 501c3 laws.
- G. There shall be no fundraising on behalf of CTYFL for a specific purpose or event without prior approval of a majority of the Executive Board. Any unauthorized fundraising will be brought before the Executive Board and will result in the individual's immediate expulsion from the CTYFL Organization.
- H. The CTYFL shall refrain from any political involvement.

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**Article 16: BONDS, FEES AND FINES**

- A. The annual membership fee shall be set at the April meeting and shall be due and payable on or before the May meeting. Failure to pay said dues shall result in suspension of said representative town's voting rights from the May meeting until paid and a late fee of \$15 shall be charged. Failure to pay said dues and late fee by July town representative assembly meeting will automatically result in forfeiture of the non-paying representative town's membership in the conference.
- B. Each representative town must post a cash bond, (amount to be determined by the Executive Committee), and agreed to by the towns, by the July meeting each year. This bond serves as its good faith guarantee that the town will field the number of teams during the season as represented to the League at the June CTYFL meeting. It also serves as a fund from which the League may draw upon to pay any fines levied against a representative town if not paid by said representative town. Any unused portion of said bond as of July 15th of each year shall be applied towards the bond requirement for the ensuing year unless said representative town withdraws (in writing to the Executive Committee) from the CTYFL, in which event the unused portion of said bond will be refunded to the withdrawing representative town. Said funds shall be placed in a single savings account and any interest earned thereon shall be paid over to the league and applied to operating expenses of the league.
- C. The Executive Committee may fine a representative town \$50/per game for each football team that the town represents it will field (in accordance with the CTYFL by-laws) at the June meeting but fails, without good reason as determined by majority vote of the Executive Committee, to field at any time during the season. Upon such action by the Executive Committee, the fine shall be paid over to the League and added to the league scholarship fund.
- D. Any representative town that fails to restore its bond account to an amount equal to current league fees within 30 days of the deficit automatically forfeit its membership in the league.
- E. All fines collected from member Towns will be added to the league scholarship fund.

**Article 17: FOOTBALL RULES AND REGULATIONS**

- A. The Town representative assembly is responsible for establishing the football rules and regulations subject to the mission and purpose of the league.
- B. In November of even years the Football Rules Committee will be established to review and recommend changes to the football rules and regulations for the upcoming football season. The Commissioner will appoint the chairman.
- C. The chairman of the Football Rules Committee will establish the time and place for the Rules Committee meeting and is responsible for communicating to each town the time, place, and agenda for each meeting with a minimum of 48 hour notice before any scheduled meeting.
- D. Each member town may have representation at the rules subcommittee and that representative will be determined by the leadership in each town.

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- E. The rules committee may recommend changes, additions, or deletions to current rules and regulations.
- F. Football Rules Committee decisions on recommended changes need to be by a majority vote of the voting members present and at least one half the member towns must be present at the Rules Committee meeting.
- G. Unless there is unanimous consent to consider a potential rule change, all changes to Football Rules and Regulations must come from the Rules committee.
- H. Recommendations to rules changes that will affect player registration with the exception of player ages and weights must be presented to the town representative assembly by the January meeting. By the February meeting, the player registration changes will be voted upon by the Town representative assembly where a majority vote is needed for adoption. Player registration changes that are proposed after the February meeting, to be effective in the current football season, will require a 2/3<sup>rd</sup> vote for adoption. The Executive Board, where in doubt, shall decide whether a proposed rule change in registration impacting.
- I. Rules regarding player ages and weights shall be in effect for a minimum of 2 years. Only through unanimous consent of all member towns including those not present at the town representative assembly can age or weight changes outside the 2 year timeframe can be considered. Recommendations to rules changes that affect player age and weights must be presented to the town representative assembly by the January meeting by the Football Rules Committee.
- J. All other recommendations to Football Rules and Regulation changes must be presented to the Town representative assembly by the June meeting. By the July meeting, the non-player registration changes will be voted upon by the Town representative assembly where a majority vote is needed for adoption. Non player registration changes that are proposed after the June meeting, to be effective in the current football season, will require a 2/3<sup>rd</sup> vote for adoption.

### **Article 18: CHEERLEADING RULES AND REGULATIONS**

- A. The Cheerleading Committee is responsible for establishing the cheerleading rules and regulations subject to the mission and purpose of the league.
- B. In January of each year, the Cheerleading Rules Committee will be established to review and recommend changes to the cheerleading rules and regulations for the upcoming season. The Cheerleading Coordinator(s) will appoint the chairman.
- C. The chairman of the Cheerleading Rules Committee will establish the time and place for the Rules Committee meeting and is responsible for communicating to each town the time, place, and agenda for each meeting with a minimum of 48 hour notice before any scheduled meeting.
- D. Each member town may have representation at the rules subcommittee and that representative will be determined by the leadership in each town.

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- E. The rules committee may recommend changes, additions, or deletions to current rules and regulations.
- F. Cheerleading Rules Committee decisions on recommended changes need to be by a majority vote of the voting members present and at least one half the member towns must be present at the Rules Committee meeting.
- G. Unless there is unanimous consent to consider a potential rule change, all changes to Cheerleading Rules and Regulations must come from the Rules committee.
- H. Recommended changes to Cheerleading Rules and Regulation must be presented to the Cheer committee by the May meeting. By the June meeting the changes will be voted upon by the Cheerleading Committee where a majority vote is needed for adoption.
- I. The Cheer Committee will present the approved changes to the Representative Assembly at the June meeting.

### **Article 19: CTYFL SCHOLARSHIPS**

- A. The CTYFL has established a scholarship program to further the post high school education of past football and cheerleading participants. A Scholarship Committee to be chaired by an Executive Board Officer shall be formed, at the June meeting, each year to establish the guidelines and procedures for the Scholarship Program which will be presented and ratified by the Town representative assembly before they become effective. The Scholarship Committee is charged with raising funds to be granted to the recipients as well as review and select scholarship recipients. The Town representative assembly shall approve the list of scholarship recipients.

### **Article 20: DISSOLUTION OF THE CORPORATION**

- A. The Corporation can be dissolved by a majority vote of the members, and all monies must be divided amongst the remaining recognized non-profit members



**Attachment 1**  
**CTYFL Football Rules and Regulations**

Article 1:	SCHEDULES
Article 2:	PLAYER QUALIFICATIONS
Article 3:	CONFERENCE REGISTRATION
Article 4:	EQUIPMENT
Article 5:	WEIGH IN PROCEDURES
Article 6:	GAME REGULATIONS
Article 7:	ENFORCEMENT OF RULES
Article 8:	OFFICIALS
Article 9:	FIRST AID
Article 10:	USE OF ELECTRONIC COMMUNICATIONS

**Article 1: SCHEDULES**

- A. The Executive Committee, at the direction of the scheduling committee, shall be responsible for divisional alignments, scheduling of games and planning of championship play.
- B. The scheduling committee shall be formed at the March meeting and shall be chaired by a member of the Executive Board who will be responsible for making up the actual schedule. The committee shall be responsible for recommending the divisional alignment criteria, playoff procedures, as well as review of the actual schedule for possible changes. The final schedule shall be released by the 2nd week in July.
- C. Any team failing to meet a scheduled game will be subject to automatic fines and penalties listed under Article 14, Section B of the by-laws.
- D. No practice of any form shall begin before August 1 of the current season.
- E. Full contact drills may not begin before a player has participated in ten (10) hours of conditioning practices (one practice per calendar day, not to exceed 2-1/2 hours per day). The only football equipment allowed during the first 4 hours is Helmets, jersey, cleats, cup. Shoulder pads may be added for the remaining 6 hours.
- F. The Executive Board may change the start date to reflect a full first week if they deem it is in the best interest of all towns to do so.

**Article 2: PLAYER QUALIFICATIONS**

- A. Approval to play: Each town shall collect the following prior to a player participating in any practice.
  - 1. Written/signed permission by parent/guardian.
  - 2. Current year physicians or nurse practitioners approval.

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3. A copy of player's birth certificate. These are mandatory for all candidates prior to their first practice session each season.
4. All "A" Squad players must submit a copy of their 4th term report card, or other form of proof, indicating that they will not be in HS during the playing year.
5. All player registration rules must be complied with.

### B. Football weights and ages:

#### 1. Mighty Mites:

- a. Players must be at least seven (7) years of age as of December 31st of the playing year and cannot turn nine (9) years of age prior to December 31st of the playing year.
- b. The maximum weight shall be one hundred and ten (110) pounds at game time. (See article 2C for Over-Under Rule)

#### 2. C Squad:

- a. Players must be 10 years of age, or under, as of Dec. 31st of the playing year.
- b. The maximum weight shall be one hundred and thirty (130) pounds at game time. (See article 2C for Over-Under Rule)

#### 3. B Squad:

- a. Players must be 12 years of age, or under, as of Dec. 31st of the playing year.
- b. The maximum weight shall be one hundred and fifty-five (155) pounds at game time. (See article 2C for Over-Under Rule)

#### 4. A Squad:

- a. Players must be 14 years of age, or under, as of Dec. 31<sup>st</sup> of the playing year and may not be enrolled in High School.
- b. The maximum weight shall be one hundred and eighty (185) pounds at game time. No players shall be allowed to play outside of these weights. (See article 2C for Over-Under Rule)

5. All weights shall be determined with players in uniform, including playing shoes, without helmet, shoulder pads, and rib vest. An additional 5 lbs will be added to the scale for Mighty Mites and C weigh ins and an additional 6 lbs will be added for A and B weigh ins to compensate for the remaining uniform weight. Players not in danger of being overweight need not remove any equipment for weigh in.

### C. Over-under Rule:

1. A player that meets the criteria below, may at his/her option, choose to play down one squad. Ages below are based on CTYFL playing ages.
  - a. 13 years old but less than 100 pounds may play on 'B' squad.
  - b. 11 years old but less than 80 pounds may play on 'C' squad.
  - c. 9 years old but less than 60 pounds may play on the 'MM' squad.

## Article 3: CONFERENCE REGISTRATION

- A. The date and time of the special Roster certification meeting shall be determined and held by the Executive Committee before the first game of the season. The board may decide to collect the books and return them at a later date. Teams must keep copies of all permission and medical forms or cease practice.

- B. Each team must present the following in reviewable condition at roster certification:

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1. For each participant:
    - a. Current year CTYFL parental consent form signed by the Parent or guardian.
    - b. Current year's Doctor's note signed by physician or nurse practitioner, clearing the child for participation in Contact sports, Cheerleading or Football.
    - c. Copy of birth certificate or some legal form of proof of birth.
    - d. A current picture of the player shall be attached to the front of the Parental Consent form.
  2. For each team:
    - a. CTYFL approved roster in duplicate.
    - b. CTYFL coaches / volunteers roster with town certification of performed background check.
- C. Each set of books will be reviewed by two impartial members of the CTYFL at the book signing.
- D. At the roster certification the CTYFL will verify the following:
  1. Signed CTYFL parental/guardian form
  2. Signed and dated doctor's note.
  3. Age eligibility
  4. Residence eligibility
  5. Coaches / volunteers roster and eligibility
- E. Any player, coach, or volunteer not meeting the requirements above will not be certified as eligible to participate.
- F. After roster certification only roster additions need approval. These additions may be approved by any member of the CTYFL board. When additions are made, a copy of the roster with the new additions must be given to the Officer certifying the additions. No player shall be added after Sept 30th of the playing season.
- G. Any representative town failing to attend the special roster certification meeting and failing to properly register all its teams shall forfeit the right to field such teams until compliance. It will be the town's responsibility to obtain said certification. A fee of \$100.00 per team shall be paid to the league scholarship fund for the inconvenience.
- H. No team shall be permitted to play unless the team has a minimum of fourteen (14) eligible players. Eligible means meeting all league requirements as set forth in these rules and regulations as well as in league by-laws at game time.
- I. Players may not be listed on different rosters simultaneously, and must stay on the same roster after Sept 30<sup>th</sup>.
- J. Cutting of players to gain a competitive edge is not allowed.

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### Article 4: EQUIPMENT

#### A. Player:

1. Required: Intra-oral mouth guard, NOC-SAE approved helmets with unaltered, face guard, Chin Strap, shoulder pads, hip pads, thigh pads, kneepads, tailbone pads, socks, shirt, pants, and a protective cup must be worn by both males and females.
2. Any belt must be standard football equipment without metal pointed buckle.
3. Chin straps are required. Football shoes, if used, must be molded, non-detachable, non-metallic cleat.
4. Rib pads, flack jackets, hand, wrist, forearm, elbow pads, neck rolls, and clear face shields only will be considered optional equipment. Helmets must be worn in accordance with the manufacturer's recommendations.
5. Any player that is not properly equipped will not be allowed to play.

#### B. Ball:

1. Composite and Rubber Balls are allowed at all levels.
2. Mighty Mites: Spaulding J5PW or equivalent.
3. C Squad: Spaulding J5J or equivalent.
4. A and B Squad: Spaulding J5Y or equivalent.

#### C. Field:

1. A CTYFL approved football regulation field with regulation goal posts shall be used for all games.
2. The home team must rope the field off completely with the exception of the end zones. The ropes must be at least fifteen (15) feet outside the playing area. Only playing team coaches with appropriate badges (when applicable), medical personnel, and chains & markers crew will be allowed inside the roped off area. Badges may be issued by the home team and must be worn at all times when on the sidelines.
3. Field approval is the responsibility of the Executive Committee.

### Article 5 – WEIGH-IN PROCEDURES

- A. To be eligible, each player must be weighed in before the start of each game. No overweight player shall be allowed to play. Any player not allowed to play shall remain on the sidelines during the game. Borderline players may remove their shoulder pads, helmet, and rib vest for weigh in. Each player will have the opportunity to step on the scale twice (2) for official weigh-in. Coaches playing over-under players must declare these players to opposing teams and verify they're underweight.
- B. Visiting and Home teams shall be at the playing field one hour before kick-off. Home team coach or his/her designee shall be responsible for showing the visiting team:
  1. Their warm-up area.
  2. The half time area.
  3. Introduction to EMT.
  4. Scheduling weigh in.

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- C. Yearly certified counterbalance type scales or Certified Digital Wrestling Scale shall be used for the weigh in. Said scale shall be certified by the State of Connecticut, Bureau of Weights & Measures before the first game or Scale may be certified before each game by the use of 2 – 50lb certified scale weights provided by the home team. Coaches have the right to inspect the scale for accuracy and to “zero” the scale if necessary before the start of the weigh in procedures.
- D. Each player shall weigh in, in accordance with Article 2 Section B of the Rules and Regulations. The maximum gross weight allowable will be that authorized by Article 2 Section B.
- E. Any player without proper equipment cannot play.
- F. Scales must be on solid, level slab of concrete or asphalt.
- G. The same or a master “Weigh-In” sheet will be used each week. Failure to have this master copy at weigh in will result in a \$50.00 fine.
- H. At weigh in the “books” need to be present and should be inspected by the opposing coach.

### **Article 6 – GAME REGULATIONS**

- A. All games shall be played in accordance with the National Federation rules as they pertain to high school football. Each team must have a minimum of 14 eligible players at the start of the game. Any team not able to field the 14 eligible players automatically forfeits the game.
- B. Each team has three timeouts per half with no carry-overs. At MM level there will be a maximum of one (1) minute in between plays to call a play in the offensive huddle. This rule must be enforced.
- C. Game Clock:
  - 1. A & B teams shall have 18 min running quarters.
  - 2. C & Mighty Mites teams shall have 16 minute running quarters.
  - 3. For all games, the only clock stoppage shall be time outs and injury time outs and the last two (2) minutes of each half shall be standard stop clock.
  - 4. For all games, halftime shall be 10 min maximum.
  - 5. After halftime of C and Mighty Mites games there shall be no meeting of the captains at mid-field, teams shall simply line up for the kick off.
- D. Substitutions: Free substitutions and all A-B-C-MM players, A & B must play in at least six (6) plays per game to include kickoffs and special teams. MM and C players must play in minimum of 6 plays OTHER THAN KICK-OFFS AND PUNTS.
  - 1. Each town will police themselves, however any coach proved not playing each MM or C team player during the game (not counting kick-off and punt) at least 6 plays will receive a warning for first offense, suspended for the season with second offense.
  - 2. Any player sitting due to disciplinary or health reasons must be introduced to opposing coach prior to weigh in and can not wear pads.

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E. Bench Conduct:

1. Only coaches or authorized field personnel will be allowed on the bench or in the coaches' area during the game.
2. All coaches and professional people must stay within the coaching area, on the sidelines between the twenty-five (25) yard lines on either side of the mid-field stripe. Referees may impose a fifteen- (15) yard penalty for any infraction of this rule.
3. Any misconduct by players or coaches must be brought to the attention "in writing" to the Representative at Large, by the town for action within five (5) calendar days of the game in question.
4. Any misconduct by player or coach resulting in ejection from the game must be reported 'in writing' to the Representative at Large for action with twenty-four (24) hours of the game in question. Failure to comply will result in a mandatory fine of \$100.00. Any player or coach ejected will not be allowed to participate in the following CTYFL League game.

F. Prohibition Against Crashing Linebackers A-B-C-MM Squads:

Linebackers may not move forward before the snap of the ball. No player in the defensive backfield may penetrate a line one- (1) yard from the defensive linemen's heels before the snap of the ball. Infractions of this rule will draw an automatic five (5) yard penalty.

G. Regular season game times are as follows, or as schedule dictates:

B Team	9:00 AM
A Team	11:00 AM
C Team	1:00 PM
Mighty Mites	3:00 PM

H. Overtime Procedures will be the same as the high school federation except teams will be allowed to attempt one or two point conversions during all overtime periods.

I. Cancellation of Games:

In the event of rain out or any potential game cancellation, the hometown should call the opposing town's representative and referees at least two (2) hours before the game is scheduled to start. Referees have the discretion to cancel any game any time.

J. Rescheduling of games:

1. Once the league schedule has been set, any rescheduling of game times or dates must be coordinated by the town Presidents (or their designee) involved. The Presidents will work together, in a timely manner, to reschedule the game(s).
2. If no resolution can be agreed upon, then both Presidents will present their alternatives to the Executive Board who will review and make a ruling as to the "best solution".
3. The Board decision is final and a team that cannot make the reschedule will forfeit.
4. In all cases the Executive Board must be notified of the changes.
5. This does not apply to league wide cancellation and rescheduling.

K. Home teams are responsible for providing competent chain crews and appropriate down markers and first down chains.

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### L. Scoring will be as follows:

Touchdown	6 points
Conversion – run or pass	1 point
Conversion - kick	2 points
Field Goal	3 points
Safety	2 points

### M. Lopsided Score Rule

1. Any team winning ANY game by more than 36 points will be required to explain the reasons in writing to the Executive Committee via the Deputy Commissioner. It is the responsibility of the winning team's head coach to contact the Deputy Commissioner.
2. Failure of the winning coach to file a written explanation within three (3) days of the game will result in an automatic one (1) game suspension for that coach.
3. If good reason is not given (starters out of game, no passing, running between tackles) and the Executive Committee deems it was intentional, disciplinary action will be taken as follows:
  - a. Written warning for the Head Coach's' first offense.
  - b. Suspension for the following week's game for Head Coach's second offense.
  - c. Expulsion for the Head Coach's third offense.
  - d. In the event that the opposing team does not feel the score was intentionally run up, no discipline will occur.

### N. Mighty Mite Game Procedure:

1. Two (2) coaches from each team will be allowed on the field at any given time, and on defense, must be behind the Safety at the beginning of the play.
2. Kickoffs are from the fifty (50) yard line.
3. A team must declare when it will punt. This will be a free kick with no rush or return allowed. No player will be allowed down field. Once punted the ball is considered dead, the ball will be placed at the spot the ball comes to rest, or at a minimum of 10 yards from the line of scrimmage, which ever is further from the original line of scrimmage. A Coach may also just request the 25 yard mark off without punting, but the spot cannot be placed within the opponent's 20 yard line.
4. There will be four (2) warnings per half for minor violations and the referees will explain all violations to the players.
5. All Major Violations will be enforced during the entire game. Major violations are as follows: face masking, clipping, blocks to the back, pass interference, unsportsmanlike conduct and holding.
6. All other violations will be considered Minor violations and the down will be replayed.
7. All other game and CTYFL procedures will apply.
8. A no huddle or hurry up offense will only be allowed in the last four (4) minutes of each half.
9. PAT kicks will be a free kick from the 7 yd line.
10. Offensive plays must be run in 60 seconds or "delay of game" will be called.
11. Teams will switch end zones at halftime only.

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O. C Squad Game Procedures:

1. No (0) coach from each team will be allowed on the field
2. Kickoffs will be from the forty- (40) yard line.
3. All violations will be enforced during the entire game as per NFHS rules.
4. A team must declare when it will punt. This will be a free kick with no rush allowed. No player will be allowed down field until the ball is kicked. A Coach may also just request the 25 yard mark off without punting, but the spot cannot be placed within the opponent's 20 yard line.
5. All other game and CTYFL procedures will apply.
6. Teams will switch end zones at halftime only.

P. Playoff/Championship Procedures will be set by the scheduling committee - the following is for reference only

1. Conference Playoffs:

- a. Eight (8) Teams from each of the A, B, and C levels will qualify for playoffs, four (4) from each Conference. Tie breakers for conferences shall be Head to Head, then overall record.
- b. The regular season first through fourth place finisher in the American and National Conferences will each secure a berth in the playoffs. The first and second place A Team towns will host the conference playoffs.
- c. First place teams will host first versus fourth seed teams and second place teams will host all second versus third seed teams.
- d. The higher seed in each game remains the home team, regardless of site.
- e. In the event the same town A Team secures the #1 spot in both conferences, the host site for first versus fourth seed teams will be the fourth place team home field from the American Conference in even years and the National Conference in odd years.

2. Conference Championships:

- a. The highest remaining seed on the A Team level will host all Conference Championship games.
- b. The higher seed in each game remains the home team, regardless of site.

3. League Championship:

- a. For each level, the home team for the CTYFL League Championship game will be the conference champion from the American Conference in even years and the National Conference in odd years.
- b. The site will be determined by the representative assembly. Any member town may submit a written proposal at the September meeting to be considered the host site for the CTYFL Championship games. The final site will be determined by a majority vote of the league membership at the regular scheduled October meeting. (For this year, all submissions must be sent to the League Secretary by October 30 for vote at the November meeting.)
- c. The site proposal must include:
  - i. The proposed site.
  - ii. A written commitment from the proposed field owner/manager (i.e., school board for high school field) for both the scheduled date and one week later to anticipate a delay in the season end.
  - iii. A commitment to provide concessions throughout the event.
  - iv. A commitment to provide an EMT or Athletic Trainer throughout the event.



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- v. A written acceptance that the host town will accept all costs incurred for the event, excluding referees and championship trophies which will be paid from the league account.

### **Article 7 - OFFICIALS**

- A. Connecticut Board Officials will be supplied a complete set of the Conference rules one (1) month prior to opening games by the Commissioner.
- B. The Conference shall supply at least two (2) State Board Officials for A, B, C and MM Squads.
- C. Officials must always have foremost in mind the welfare of the players.
  - 1. An official may stop play at any time to explain doubtful points to the players.
  - 2. An official may bench any tired, winded or injured players at their discretion.
  - 3. An official CANNOT advance the clock to meet schedules, protect players or avoid letting a one-sided game get out of hand unless approval is obtained from both coaches prior to or during the game.
- D. Game referees are not responsible for determining player eligibility.
- E. Home team is responsible for the paying officials for as many games are played immediately following the game(s).

### **Article 8 – FIRST AID**

- A. It is mandatory to have an emergency vehicle or communications to an emergency vehicle available at every game
- B. The home team shall automatically forfeit any game for which the person identified in E 1 is not available at the start of and during each game. An automatic fine of \$50.00 will also be levied against the home team
- C. Athletic Trainer / Emergency Medical Technician – Game Requirements
  - 1. The home team will supply a certified Athletic Trainer and/or EMT who will be designated as the primary medical responder to any game injury.
  - 2. No game will begin without the presence of the designated Athletic Trainer and/or EMT.
  - 3. The Athletic Trainer and/or EMT must have appropriate identification (ID card), which shall be presented to the head coaches and game officials prior to the start of each game upon request.
  - 4. In lieu of an ambulance being on standby at the game, it is strongly recommended that the dressing, collars, cell phone and/or portable radio, stethoscope, ice packs, blood pressure cuff, airway pack, short splints be provided and on hand.
  - 5. The Athletic Trainer and/or EMT will position himself and remain visible on either sideline in or near the team box during play of the game.

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6. The Athletic Trainer and/or EMT shall be the primary response to any injury that occurs on the field of play, which requires the game official to stop play or signals a medical timeout. The head coach may accompany the Athletic Trainer and/or EMT onto the field in an observatory capacity only.
7. Once the designated Athletic Trainer and/or EMT takes the field the decision on whether or not that player returns to the game is the responsibility of this individual. (NO member of either team's coaching staff may function as the designated medical staff person for a contest in which they are the coach of that game).
8. If a parent refuses medical services, which is deemed as necessary their child is out of the game for the day. If a child is taken to the hospital, and later returns to the field, they must have a doctor's release before resuming play.
9. All coaches will carry a binder containing all medical and emergency contact information at all times on the sidelines during games and/or practice.

### **Article 9 – USE OF ELECTRONIC COMMUNICATION EQUIPMENT & SCOUTING**

- A. **Electronic Equipment** – The use of electronic communication equipment by coaches or people on the sidelines is prohibited.
- B. **Scouting** - Scouting of other teams is not allowed. Scouting is defined as the use of video or any other form of documenting another team when you are not the team involved in the game.

### **Article 10 – TEAM COLORS**

- A. Any Town changing its uniform colors must obtain permission from the Representative assembly. The Representative assembly may disallow a color change if it is too similar to an existing Town color.
- B. When existing Towns have similar colors, the Town who entered the CTYFL or changed their colors most recently are the ones required to make certain they wear contrasting uniforms or wear pinnies. This applies to home and away games.

**Attachment 2**  
**CTYFL Cheerleading Rules and Regulations**

The Connecticut Youth Football League (CTYFL) provides an opportunity to cheer in an organized, supervised, safety oriented manner, emphasizing fun for all, and encourages the development of qualities important long after cheering ends. To instill and develop qualities such as good sportsmanship, poise, neatness and teamwork which will stand the participants in good stead throughout their lives.

ARTICLE 1.	COACHES REQUIREMENTS
ARTICLE 2.	CHEERLEADER REQUIREMENTS
ARTICLE 3.	PRACTICE AND GAME REQUIREMENTS
ARTICLE 4 .	SAFETY
ARTICLE 5.	COMPETITION
ARTICLE 6	FINANCES

**ARTICLE 1 - COACHES QUALIFICATIONS**

**A. COACHES**

1. Every squad shall have at least two (2) coaches. Any squad exceeding twenty four (24) participants must have at least three (3) coaches. The minimum number of coaches must be present at all practices, games and other cheerleading team events.
2. All Cheerleading coaches must be at least eighteen (18) years of age.
3. A minimum of one (1) coach per squad must be American Association of Cheer Coaches and Administrators (AACCA) certified. At least one (1) AACCA certified coach must be present with each team at every practice, game and other cheerleading team events. Certification must be maintained with approved CTYFL rosters.

**B. INSTRUCTORS** – Must be attending high school and have a minimum of two (2) sports seasons High School Cheerleading experience, or two (2) years youth cheerleading experience at the A and/or B level. An Instructor may teach stunting and must be under the supervision and direction of a cheerleading coach.

**C. DEMONSTRATORS** – Must be a minimum of eleven (11) years old and used for the sole purpose of demonstrating moves, stunts and cheers and must be under the supervision and direction of a cheerleading coach.

**D. Coaches, instructors and demonstrators** must be included on the approved CTYFL cheerleading squad rosters in the coaches section. They may be on more than one roster. No coach, instructor or demonstrator may be on an approved CTYFL squad roster as a cheerleader.

**E. Each squad is permitted to carry up to a combined total of four (4) instructors and demonstrators.**

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F. CHEERLEADING COACH DUTIES

1. Coaches shall be appointed to their position by their town's administration.
2. Coaches shall at all times refrain from smoking, drinking alcohol or drug use at all games, competition and practice.
3. Coaches shall refrain from using abusive/profane language in front of or directly toward anyone connected with the game.
5. Coaches shall not, at any time, request payment of any kind for services as a cheerleading coach in the CTYFL Football league. This provision shall not apply to paid public employees who coach cheerleading as part of their duties.

**ARTICLE 2 - CHEERLEADER QUALIFICATIONS**

- A. There will be no tryouts for regular season or competition squads. All registrations for cheerleading will be taken on a first come first serve basis.
- B. A cheerleading squad will have a minimum of six (6) participants and will not exceed a maximum of thirty five (35) participants.
- C. Cheerleader ages:
  1. Mighty Mites: Cheerleaders must be at least seven (7) years of age on or before December 31 of the current year and cannot turn nine (9) years of age on or before December 31 of the current year.
  2. C Squad: Cheerleaders must be at least nine (9) years of age on or before December 31 of the current year and cannot turn eleven (11) years of age on or before December 31 of the current year.
  3. B Squad: Cheerleaders must be at least eleven (11) years of age on or before December 31 of the current year and cannot turn thirteen (13) years of age on or before December 31 of the current year.
  4. A Squad: Cheerleaders must be at least thirteen (13) years of age on or before December 31 of the current year and cannot turn fifteen (15) years of age on or before December 31 of the current year.
  5. Mascots: Mascots must be at least five (5) years of age of the year and cannot turn seven (7) years of age on or before December 31 of the current year.
- D. No cheerleader may be a member of a high school cheerleading squad during the current CTYFL season.
- E. A cheerleader one (1) year below the age limit may be moved to the next level with the coach's recommendation. This rule does not apply to Mascots.
- F. A cheerleader one (1) year above the age limit may be moved down one level under the following conditions:
  1. Mighty Mites: Cheerleader may be nine (9) years old on or before December 31 of the current year but cannot turn ten (10) years of age on or before December 31 of the current year, and entering no higher than grade 3 in the current CTYFL season.
  2. C Squad: Cheerleader may be eleven (11) years old on or before December 31 of the current year but cannot turn twelve (12) years of age on or before December 31 of the current year, and entering no higher than grade 5 in the current CTYFL season.

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3. B Squad: Cheerleader may be thirteen (13) years old on or before December 31 of the current year but cannot turn fourteen (14) years of age on or before December 31 of the current year, and entering no higher than grade 7 in the current CTYFL season.
  4. A Squad: Cheerleader may be fifteen (15) years old on or before December 31 of the current year but cannot turn sixteen (16) years of age on or before December 31 of the current year, and entering no higher than grade 9 (freshman year in high school) in the current CTYFL season.
  5. The cheerleading head coach recommends the move and the cheerleader's parent/guardian agree to the placement.
  6. Any cheerleader placed in a lower level per the above rule must have written documentation from the school the cheerleader is attending to show the grade level for the upcoming year. This may be a fourth quarter report card clearly showing the grade for the upcoming school year, a Fall semester schedule or other written correspondence from the school the cheerleader will be attending in the current CTYFL season.
- G. Cheerleaders shall at all times conduct themselves as official representatives of the CTYFL.
- H. Cheerleaders shall not smoke, drink alcoholic beverages or use drugs of any kind at games, during practice or at competition.
- I. Cheerleaders shall at all times cooperate with the Head Coach, Board members, coaches, captains and all other team members.
- J. Cheerleaders shall not use profanity, or derogatory language or gestures of any kind. Cheerleaders shall not place their hands upon other persons with intent to harm.
- K. Cheerleaders shall not use any electronic media, including phone and internet, to demean or harass another CTYFL member.
- L. Violation of any rules of cheerleading conduct will result in the cheerleader's immediate removal from the squad for the remainder of the season, including any post season playoffs or competitions.

### **ARTICLE 3 - PRACTICE AND GAME REGULATIONS**

- A. Practice will not exceed a total of twelve (12) hours per week during August and no more than ten (10) hours per week after September 1 for any squad.
- B. At least 10 minutes of warm-up exercises (to stretch and to limber up) shall be conducted prior to cheerleading practices, games and competition.
- C. A CTYFL cheerleading squad may attend or host a cheerleading camp on or after August 1. Camp is defined as one or more training sessions provided by an outside organization. No town may attend a camp after September 1.
- D. A CTYFL cheerleading squad may attend or host a cheerleading clinic on or after August 1. Clinic is defined as one or more training sessions provided by the town organization or the CTYFL for instructional purposes.

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- E. Camps and clinics are included as part of the maximum hours of practice as defined in Article 3, A.
- F. No CTYFL organization is allowed to make outside camps or clinics mandatory for CTYFL cheerleaders, regardless of the date the event is held.
- G. Towns must provide cheerleading squads at all football games during the regular season and playoffs. The exceptions are for provisional towns that do not have the full number of declared cheer squads and for those towns that declare more than one (1) football team at any level. For either exception, the town will create a schedule of games that cheerleaders will be present at and provide it to the CTYFL Cheerleading Committee for approval no later than two weeks after the league schedule is approved by the town representative assembly or September 1st, whichever occurs first.
- H. Combined competition squads are required to cheer at both football games for the levels they combined.
- I. Cancellation of cheerleading at any game due to inclement weather can only be authorized if the opposing team coach is in agreement and the CTYFL Cheerleading Coordinator is notified by the home team coach or cheerleading town representative a minimum of ninety (90) minutes prior to the scheduled game start time.
- J. A fine of \$50 per missed game shall be imposed on any town that does not adhere to the approved schedule of games. Fines for missed games will be assessed on a per squad basis and will double for each subsequent violation during the season. (That is, first missed game fine is \$50, second is \$100, third is \$200, etc.)

### **ARTICLE 4 - SAFETY**

Except as specifically modified in the CTYFL By-Laws and Cheerleading Rules & Regulations, all cheer and auxiliary squads shall follow the National Federation of State High School Association Spirit Rules.

#### **A. SPOTTING**

- 1. Spotters are required for all stunts at the C & Mites levels.
- 2. Spotters are required for all stunts, except pony sits and thigh stands, at the A & B level.
- 3. Spotters must have hands up and maintain constant visual and physical contact at all times. (i.e., the spotter may not be involved in another aspect of the performance at the time of the stunt that would prohibit her from spotting the stunt properly).
- 4. All spotters must be at ground level.

#### **B. STUNTS**

- 1. Coaches must be present for any stunting at practices, games and competitions or any time a squad is acting as a team for the member town.
- 2. Stunting must be performed on a clean, safe surface. Absolutely no stunts may be performed on blacktop or any wet surface.
- 3. Basket tosses/sponge tosses are permitted at the "A" and "B" levels only.

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### C. DISMOUNTS

1. Backward and cradle dismounts to different bases (firemen's catches, fallbacks and pendulums that do not progress back to the upright) are prohibited.
2. Where two (2) bases are involved, cradle dismounts are allowed only if the original bases who initiated the cradle plus the original spotter catch the flyer.
3. Free falling flips or swan dives from any type of stunt are prohibited.
4. A twist to cradle, including a log roll, may not involve more than one complete rotation.

### D. GYMNASTICS

1. All gymnastic stunts and tumbling must originate from ground level. The person performing a gymnastic stunt may rebound (without hip over head rotation) from her feet into a cradle.
2. No back tucks, Arabians, full twists or layouts are permitted.
3. At least one hand must touch the floor on each rotation of all gymnastic stunts and tumbling.
4. The use of a mini trampoline is prohibited.

## ARTICLE 5 - COMPETITION

- A. A competition is defined as any event that a squad participates in as a team when squads from other towns are present and performing a routine.
- B. Squads may compete in competitions in addition to the annual conference competition subject to the following restrictions:
  1. A squad may not compete outside the league unless they also compete in the annual league competition. The penalty for violation of this rule will be \$1,000 fine and loss of voting rights on the cheerleading committee for one (1) full year.
  2. A squad may compete in no more than two (2) competitions in addition to the annual league competition during the season.
    - a. Towns may apply for an exception to compete in three (3) competitions in addition to the annual league competition. The request must be presented to the CTYFL Cheerleading Committee in writing at least two (2) weeks prior to the scheduled date of the event. The request shall require a simple majority of all cheerleading representative voting members for approval.
  3. All squads must present to the CTYFL Cheerleading Committee a list of all competitions where they plan to participate at least two weeks prior to the schedule date of the event.
  4. No squad may participate in a competition, other than the annual league competition, that is in conflict with a CTYFL regular season, rescheduled or playoff game for the cheerleading squads.
  5. Mighty Mite squads and Mascots may participate in up to two (2) competitions in addition to the annual league competition, provided they are exhibition only (non-competitive).
  6. Each town shall be responsible for all entrance fees and any other costs incurred for any competition that the town participates in.
  7. The competition season shall end by December 31 of the playing year.
  8. Any town that violates any of the restrictions will be required to pay a \$200 fine per squad, per occurrence in addition to any fines/sanctions noted for a specific rules violation.

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### C. CTYFL League Competition

1. The CTYFL Cheerleading Competition is limited to squads from the Conference only.
2. CTYFL Competition Rules shall be presented to the CTYFL Cheerleading Committee no later than the July meeting of the committee for approval by a majority of those voting members present at the next regularly scheduled meeting.
3. Rules shall include but are not limited to:
  - a. Specific competition divisions within each squad level (A, B and C).
  - b. Allocation of income based on defined participation criteria.
  - c. Estimated competition expense budget.
4. The A, B and C squads shall be competitive teams. Each team will compete at the annual conference competition.
5. Any town that declares an A, B or C team to the CTYFL in June of the current year for the regular season must participate in the CTYFL Cheerleading Competition. Entrance fee per declared squad will be \$50.00 and is due with squad declaration at the June meeting of the town representative assembly.
6. Any declared A, B or C squad that does not participate shall pay a \$200.00 fine in addition to the entrance fee required in Article 5.D.5.
7. The Mighty Mite Squads shall be non-competitive teams. Exhibitions by individual Mighty Mite squads are voluntary but encouraged. Each team will perform a two (2) minute exhibition routine during the annual conference competition.
8. Mascots may participate in an exhibition routine with a Mighty Mite Squad. They may not be included as part of competition routine.
9. Competition will be held on a Saturday no earlier than the second to last Saturday in October and no later than the second Saturday in November.
10. All towns are required to declare their combined competition squads and indicate Mighty Mites squad participation, in writing, at the September meeting of the CTYFL Cheerleading Division.
  - a. A combined squad may not exceed 18 total participants.
  - b. A combined squad must compete at the older division if there are 3 or more participants at the league age of the older division. A combined squad with less than 3 participants who are the older division league age may elect to compete at either the older or younger division.
11. All towns are required to state the competition level as defined in the competition rules for each squad declared, in writing, at the October meeting of the CTYFL Cheerleading Division.
12. Cheerleaders will not be cut from the regular season roster unless there is written medical reason or if there is documented evidence that the cheerleader did not abide by the town's written and published cheerleader contract. Additionally, any cheerleader who wishes to withdraw from competition may do so with written permission of the legal guardian and remain active with her/his squad for team games.

## ARTICLE 6 - FINANCES

- A. Cheerleading Committee finances will be held as a separate account per CTYFL By-Laws Article 4.



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- B. No check exceeding one hundred dollars (\$100.00) shall be made without the prior approval of a majority of the Cheerleading Committee members present and voting at the meeting where the request is made. Competition expenses exceeding the original estimates approved with competition rules by more than ten percent (10%) or one hundred dollars (\$100), whichever is greater, must be returned to the cheerleading committee for approval.
- C. In March of each year, the cheerleading account will be adjusted as follows:
1. \$2,000 will be set aside to fund the annual CTYFL Cheerleading Scholarship.
  2. \$150 per member town will be set aside for a town education fund. It will be payable to each town the following year to offset the actual cost of coaches' education/certification approved by the CTYFL Cheerleading Division. A town will forfeit any unused portion to the CTYFL Cheer Division general fund if the entire amount apportioned to them is not used in the calendar year for which it was allocated.
  3. \$2,000 will be set aside as operating capital for the cheerleading division.
  4. The remaining balance will be divided among the member towns per competition rules regarding participation and volunteer attendance.
- D. In the event the CTYFL cheerleading account does not have the funds as established in Article 6.B 1-3, all towns participating in the prior season will contribute equally to fully fund the scholarship and operating capital accounts, regardless of participation at the prior season's competition.
1. If the balance is in excess of \$4,000 but does not fully fund the town education fund, the balance over \$4,000 will be divided equally among the towns that participated in the prior year's season and are still members of the CTYFL and set aside for education as outlined in Article 6.B.2.