

**CONSTITUTION**  
**REGULATIONS AND RULES**  
OF THE  
**North Shore Youth Football Club**  
**(aka Cape Ann Youth Football League)**

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**Updated August 21, 2012**

## **ARTICLE I – ORGANIZATION**

**(1) NAME** - This league shall be known as the North Shore Youth Football Club, also known as Cape Ann Youth Football League and hereafter referred to as CAYFL.

**(2) OBJECTIVE of the CAYFL** - Shall be to provide an organized, full contact football league and Cheerleading Program for the Youth of Cape Ann its surrounding communities and other youth football programs looking to be a part of a successful, longstanding youth football league.

**(3) MISSION** - It is the intent of the CAYFL to create a positive environment for the youth of each participating team, through a well structured and organized sports program, that helps to foster not only the building of good athletes but also of strong character and good values. The CAYFL is committed to ensuring that all participating teams operate with an emphasis on skill development, personal growth and enjoyment. We encourage academic excellence, respect for others, discipline, teamwork and good sportsmanship. Our goal is to provide the largest number of pre-high school aged youth with a positive experience in the game of football. We are committed to maintaining quality individuals to assist in the development of these young players and place as much emphasis on the character and values of the coaches and volunteers as we do on the development of the young athletes themselves. Our expectation is that every coach, team official and volunteer will act not only as a teacher of athletic and sport skills, but also as a role model for respect, discipline and good sportsmanship and that they fully accept this responsibility when they have taken on their role every coach, volunteer, player and spectator will at all times adhere to the CAYFL Code of Conduct. The CAYFL requires all coaches to pass coaching certification administered by USA Football. There will be no tolerance for any individual that cannot meet this responsibility and that does not strive to improve the quality of the CAYFL program for the youth of our communities. The CAYFL and its members will not discriminate on the basis of race, gender, color or national origin will not be tolerated in any form.

## **ARTICLE II – MEMBERSHIP**

**(1) Member Programs** – The current structure of the CAYFL is made up of the following twelve Programs: Amesbury, Danvers, Hamilton-Wenham, Ipswich, Lynnfield, Marblehead, Masconomet, Newburyport, North Andover, North Reading, Pentucket and Winthrop.

Any other Programs or teams which request admission to the CAYFL may be admitted by a vote of not less than two-thirds (8/12) affirmative vote by existing CAYFL member teams.

**(2) Dues** – Each member Program will pay annual dues of \$500.00. Dues must be paid in full by August 1<sup>st</sup> of each calendar year.

**(3) Withdrawal** - Any Program wishing to withdraw from the CAYFL shall be required to give a written notice to the Board of Governors at one of its scheduled monthly meetings at least two years prior to the effective date of its withdrawal.

**(4) Forfeit of Voting Privilege** - Any Program withdrawing from the CAYFL shall forfeit its voting privilege after it has submitted to the CAYFL president or secretary its formal notice of withdrawal.

**(5) Required Teams** - Each Program is required to have an A team and C-Team. All other teams are optional to the member Programs but each Program must adhere to all rules pertaining to Team Levels as further defined.

**(6) Programs needing additional players:**

**(a)** No CAYFL member program will accept a player from another CAYFL Program's community(s).

**(b) Adjoining Towns Programs** on a case-by-case basis, with the permission of the CAYFL Commissioner may draw players from adjoining towns.

**(c) Adjoining Cities** - A Program that does not have the minimum number of players on a team level may accept players from adjoining cities, provided that they have proven to the Commissioner that they have exhausted all means to recruit players from their programs community(s). Once they meet the minimum they cannot accept any more players from an adjoining city. No more than 10% of the players of a programs Team can be from an adjoining city and no more than 50% of those player can be weight restricted.

**(d) Grandfather Clause** – Any players that played in a CAYFL program prior to 2010 that does not fit these criteria, may continue to do so as long as they are eligible under all other CAYFL rules.

**(e) Fielding Teams and Playing Time** - A Programs' intent must be to field a competitive team with as many players as possible from their own programs community(s) and that those players from a programs community(s) must be given preference with regard to playing time.

## **ARTICLE III – ADMINISTRATION**

**(1) Governing Body** - The governing body of the CAYFL shall be known as the Board of Governors. The Board of Governors is made up of the four elected officers, plus the Commissioners/Presidents from the member Programs that constitute the CAYFL.

**(2) Officers** - There will be four elected CAYFL Officers - Commissioner, Vice- Commissioner, Treasurer, and Secretary.

**(3) Election of Officers**- Officers will be elected annually at the first CAYFL meeting following the end of the football season. Any past or present member of the CAYFL Board of Governors is eligible for nomination to be elected as an Officer of the CAYFL. Officers will be elected by a simple majority of teams present.

## **ARTICLE IV – POWERS & DUTIES**

**(1) The Commissioner** - shall call all regular and special meetings and set agenda prior to all meetings. All agendas should be sent out, via e-mail, forty-eight hours prior to any meeting so member Programs will have ample time to prepare in advance of any meeting. Appoint committees and maintain liaison with member Programs and present awards and trophies at all league wide functions. He shall issue forms authorized by the Board of Governors that are deemed necessary. He will run all league meetings. He will oversee the day-to-day operation of the CAYFL. He will oversee that that the member Programs are in compliance with the CAYFL Constitution.

**(2) The Vice Commissioner** - If the Commissioner is unavailable, the Vice Commissioner will assume the Commissioner's duties. If a Disciplinary Committee is formed by the Commissioner, said Vice Commissioner will be the Chairperson of such a committee unless in direct conflict with any complaint. The Vice Commissioner will be responsible for the league wide game schedule and compliance that all games are played. The Vice Commissioner will carry out all duties assigned to him by the Commissioner.

### **(3) The Treasurer:**

**(a) Duties** - Shall have charge of records, property and money of the CAYFL and shall make such payments of bills incurred by the CAYFL but not of any individual program. Any bills larger than \$500.00 will require the signature of two officers. The Treasurer will carry out all duties assigned to him by the Commissioner.

**(b) Financial Review** - At the end of each calendar year a financial review will be done by a CAYFL Oversight Committee appointed by the CAYFL Commissioner. At such time after the conclusion of said

financial review the league will file all necessary paper work according to both State and Federal laws.

**(4)The Secretary:**

**(a)** Will record all minutes at all league meetings and distribute meeting minutes via e-mail no later than seven days following any meeting.

**(b)**The Secretary will be responsible for all updates to the Official CAYFL Bylaws.

**(5)** In the absence of League Commissioner and the Vice Commissioner the Treasurer and Secretary shall assume all duties of the Commissioner.

**(6)** If any of the four Officers cannot fulfill their duties due to illness and/or death the remaining Officers will call for a special election thirty days following the resignation or death of a seated Officer.

**(7) Interpretation of Rules** The Board of Governors shall interpret the rules and regulations of the CAYFL, and shall exercise all powers necessary for the proper functioning and operation of the CAYFL. Failures to comply with the rules and regulations of the CAYFL shall be reviewed by the Board of Governors and proper action taken.

**(8) Discipline & Rule Violations** – Any violation of the Constitution, By-Laws, Rules and Regulations of the CAYFL must be made in **writing within forty-eight hours** of any alleged incident. If so, a disciplinary committee will be appointed by the League Commissioner. ALL Complaints made in writing must be submitted by the Program President of the complainant party. If said incident is about the Program President the complaint must then be made in writing to the Program’s treasurer. If the complaint is made about the League Commissioner than said complaint should be made in writing to the League Vice Commissioner.

**(9) Special Advisors** - Any Officer who retires can be elected as a Special Advisor to the Board of Governors. The Special Advisor (s) will have no

voting authority but can fill in for any of the Officers in case of emergency or absence. The Special Advisor (s) role is deemed as a lifetime honor and is not subject to annual elections.

**(10) Committees – Standing Committees** - Annually, the President, except as otherwise provided in this Constitution shall appoint members of the Standing Committees of the League. Any Officers can server on any Committee as an ex-officio member. Such Committees, which shall be named as follows:

- (a)** Competition
- (b)** Safety and compliance
- (c)** Fund Raising & Special Events
- (d)** Expansion
- (e)** Technology & Web Site

**(11) Special (Ad Hoc) Committees and Task Forces** - From time to time the Board and/or The president may appoint ad hoc committees or task forces for the purpose of performing duties not otherwise assigned by this Constitution and to provide appropriate advice to the president and/or Board for Special situations or unforeseen circumstances, provided that the duties assigned to such special Committees do not in any way conflict with or duplicate or supersede the responsibilities of any standing committee as enumerated in this Constitution.



## **ARTICLE V – MEETINGS**

**(1) Annual Meetings** - An Annual Meeting will take place on the first meeting of the calendar year. At the Annual Meeting the election of officers will take place and no further business or league matters will be discussed until the League Officers are elected and empanelled. The Annual meeting will be published 30 days in advance of the first Wednesday of February. The Annual meeting is open to all. Any candidate seeking election needs to notify all members at least forty-eight hours in advance of said election.

**(2) Regular Meetings** - Regular meetings shall be held each month starting in February and ending in December. All meetings shall be held on the second Wednesday of each month starting at 7:00pm except August, September and October, which will be held at 7:30pm.

**(3)** In addition to the three league officers, the Director of Officials and the Director of Cheerleading are invited to all regularly scheduled and special meetings.

**(4) Voting** - Each Program and officer must be present and if unable to attend must send a delegate, which will be defined hereinafter as: if the Program President/Commissioner is unable to attend a regularly scheduled or special meeting each Program must present in writing by the first meeting of each calendar year the list of two alternates who could attend in place of each Program's President/Commissioner. For each meeting only one Program delegate can be present and each Program will receive only one vote. In the event of a tie vote the League Commissioner will cast the deciding vote. If a program is not present for any meeting the League Commissioner will impose a fine of no more than \$250.00 for each missed meeting. The Commissioner, at his discretion may waive the fine.

**(5) Quorum** - All meetings must have quorum of 2/3 of the member Commissioner Programs.

**(6) Meeting Agenda** - An agenda is to be prepared by the League and sent by e-mail forty-eight hours in advance of any meeting.

**(7) Roster Meeting** - Prior to the start of each season the elected officers of the CAYFL will hold a “roster meeting” to review the identification of each participant certifying the participation of each participant.

**(8) Rules of Order** - In any decisions not specified with this document the Robert’s Rules of Order shall prevail. In any rule not in effect by this document will be referred to the MIAA handbook to aid in any discrepancy.

**ARTICLE VI – LIABILITY AND INDEMNIFICATION OF OFFICERS, GOVERNORS, COMMITTEE CHAIRS AND COMMITTEE MEMBERS.**

No governor, officer, committee chair or committee member of this League shall be personally liable to the League for monetary damages for breach of fiduciary duty as a governor, officer, committee chair or committee member notwithstanding any provision of law imposing such liability; provided, However, that this provision shall not eliminate or limit any liability of a governor, officer, committee chair or committee member (i) for any breach of the governor's, officer's, committee chair's or committee member's duty of loyalty to the League, (ii) for acts or omissions that are not done in good faith or that involve intentional misconduct or a knowing violation of law, or (iii) with respect to any transaction from which the governor, officer, committee chair or committee member derived an improper personal benefit. The provisions of this Section shall apply as if in effect as of the date of original incorporation of the League. No amendment or repeal of this provision shall adversely affect the rights and protection afforded to a governor, officer, and committee chair or committee member of this League under this provision for acts or omissions occurring while this provision is in effect.

The League shall, to the extent legally permissible, indemnify each person, who may serve or

Who has served at any time as a governor, officer, committee chair or committee member of the League, or who at the request of the League may serve or at any time has served as a fiduciary (collectively, "Indemnified Parties"), against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties, and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending, or completed action, suit, or proceeding whether civil, criminal, administrative, or investigative (a "proceeding") in which he or she may become involved by reason of his or her serving or having served in such capacity (other than a proceeding voluntarily initiated by such person unless he or she is successful on the merits and the proceeding was authorized by a majority of the full Board of

Governors), provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been adjudicated in any proceeding not to have acted in good faith in the reasonable belief that his or her action as in the best interests of the League; and further provided that any compromise or settlement payment shall be approved by the League in the same manner as provided below for the authorization of indemnification. Consistently with the limitations of this Article IX, but otherwise in such manner and to such extent as it may determine, the Board of Governors may indemnify agents and employees of the League. Such indemnification may, to the extent authorized by the Board of Governors of the League, include payment by the League of expenses incurred in defending a civil or criminal action or proceeding in advance of the final disposition of such action or proceeding, upon receipt of an undertaking by the person indemnified to repay such payment if he or she shall not be entitled to indemnification under this provision, which undertaking may be accepted without regard to the financial ability of such person to make repayment. The payment of any indemnification or advance shall be conclusively deemed authorized by the League under this provision, and each Governor and Officer of the League approving such payment shall be wholly protected, if:

- (i)** The payment has been approved or ratified (1) by a majority vote of a quorum of the Governors who are not at that time parties to the proceeding or (2) by a majority vote of a Committee of two or more Governors who are not at that time parties to the proceeding and are selected for this purpose by a majority of the full Board of Governors (in which selection Governors who are parties may participate); or
- (ii)** The action is taken in reliance upon the opinion of independent legal counsel (who may be counsel to the League) appointed for the purpose by vote of the Governors in the manner specified in clauses (1) or (2) of subparagraph (i) or, if that manner is not possible, appointed by a majority of the full Board of Governors then in office; or
- (iii)** The Governors have otherwise acted in accordance with the standard of conduct applied to directors of a corporation under Chapter 180 of the Massachusetts General Laws; or

**(iv)** A court having jurisdiction shall have approved the payment. The indemnification provided hereunder shall inure to the benefit of the heirs, executors, and administrators of a Governor or other Indemnified Party entitled to indemnification hereunder. The right of indemnification under this provision shall be in addition to and not exclusive of all other rights to which any person may be entitled. Nothing contained in this provision shall affect any rights to indemnification to which League employees, agents, Governors, Officers, and other persons may be entitled by contract or otherwise under law. This provision, as amended, constitutes a contract between the League and the Indemnified Parties. No amendment or repeal of the provisions of this Section which adversely affects the rights of an Indemnified Party under this provision shall apply to him or her with respect to his or her acts or omissions, which occurred at any time prior to such amendment or repeal without his or her written consent. Consistent with the requirements of law, the League shall procure insurance against the indemnities accorded pursuant to this Article.

## **ARTICLE VII –CODE OF CONDUCT**

In promoting the ethics, safety, and spirit of youth football, Cape Ann Youth Football League (CAYFL) has adopted this Code of Conduct. This Code of Conduct is binding upon all its participants: CAYFL Officers, Team/Program Commissioners/Presidents, Team/Program Board of Directors (BOD), Coaches, Players, Cheerleaders, Parents and Spectators. Violations of this Code of Conduct may result in disciplinary action against any offender.

### **Unsportsmanlike Conduct**

Unsportsmanlike conduct shall include the following: fighting, verbal abuse, bullying of any team member or dissent toward an official or opponent, racial or ethnic slurs, inappropriate comments or actions that may be construed as sexual harassment, profanity, obscene gestures, flagrant and violent fouls, taunting, “trash talk”, baiting, cheating, throwing or abusing equipment, physical intimidation or abuse of an official or opponent, and unauthorized leaving of a team bench area. Additionally, any cyber bullying or use of social networking internet sites to insult, harass, taunt or bully in any kind will result in disciplinary action by the CAYFL Disciplinary Committee.

### **ALL THOSE ASSOCIATED WITH CAYFL (including parents and spectators)**

#### **WILL:**

- (1)** Show the proper respect to all participants and spectators both on and off the field.
- (2)** NOT at any time push, shove, punch, kick, fight or be guilty of physical contact as an aggressor upon any official, player, cheerleader, coach, parent or spectator.
- (3)** NOT verbally abuse or threaten any CAYFL officer, official, player, cheerleader, coach, parent or spectator or other(s).
- (4)** NOT harass or bait any official, player, cheerleader, coach, parents or spectator or other(s).
- (5)** NOT use tobacco, alcohol or illegal narcotics in front of any coaches, players, cheerleaders during practices, games or team sponsored events or be present during practices, games, team sponsored events under the influence of alcohol or illegal narcotics. This rule applies any time a CAYFL Officer or CAYFL Program Officer in representing the CAYFL.

**(6)** CAYFL will be informed of any rule violation by the Team/Program Commissioner. CAYFL officers will document any observed violation along with date and time of the incident.

**(7)** Any player or coach knowingly in any violation of these rules will be subject to disciplinary action.

### **Disciplinary Action**

**As defined in ARTICLE IV, Section 6.** The CAYFL officer shall have the power to create a Disciplinary Committee as they deem necessary and appropriate for those who fail to abide by the CAYFL Constitution. Disciplinary action can range from a verbal or written reprimand to being barred from participation or association with CAYFL and its members. The severity of the penalties imposed will be at the discretion of the CAYFL officers and Commissioners.

## **ARTICLE VIII –REGULATIONS**

**(1) Background Checks** – All CAYFL teams must undertake criminal background checks of all its officers, coaches and cheerleader volunteers that are over the age of eighteen (18) and provide the CAYFL with a list of all those approved by the first roster meeting of the current season. Failure to comply with this rule can result in expulsion of the team from the CAYFL.

**(2) Director of Cheerleading** – At the first meeting of the season The Cheerleading Director will be chosen by the Board of Governors. The Director of Cheerleading will keep the Commissioner informed of all Cheerleading Issues and approvals. Up to two Assistant Directors (2) will be chosen by the Cheerleading Director.

**(3) Director of Officials** - At the first meeting of each season a Director of Officials will be nominated and approved by majority vote.

The Director of Officials is responsible for assigning and supervising Referees and other officials for all CAYFL sponsored games.

Salaries for game officials and the Director of Officials will be established before each season by CAYFL vote.

**(4) Protests** – Any protest must be made in writing no more than forty-eight hours after the game that will be protested. All protests must be made to the League Commissioner with a copy to the Director of Officials. The opponent must also be notified of any protest and all protests **MUST** be made by the Program Commissioner. All protests will be heard before the start of the next weekend's games and protests can only be upheld for a violation of a rule... The judgment call of an official is not deemed a rule and cannot be protested.

**(5) Insurance** - The CAYFL will provide Liability and Supplemental Medical Insurance, at cost, for all member Teams. It is mandatory that all



participating Program's purchase this Insurance and no participant is eligible until proven that they are covered by the League Policy.

**(6) Safety** – No game can start without a licensed EMT, or emergency first responder, on site at the venue of the scheduled game. The home team is responsible for the payment of all EMTs. All equipment should be certified and reconditioned to the manufacturer's recommendations. No helmets should be used if they are not certified for use by the manufacturer after every two seasons.

**(7) Postponements** – Games are to be played. If a game is to be postponed due to weather, or another conflict, the Home Team must notify the opposing team, Referees and EMTs at least two hours in advance. Notice must be confirmed by all parties and sending an e-mail without confirmation of all parties does not constitute proper notification and can lead to discipline action. Any game postponed needs to be made up not later than ten days after the postponement. The CAYFL Commissioner will mediate any extenuating circumstance.

**(8) Coaches Certification** - All CAYFL Head Coaches must complete Coach's Certification administered by USA Football. Certification must be completed prior to the start of the football season.

**(9) Scouting.** Video taping games of league opponents is prohibited. Similarly, exchanging game film for the purpose of scouting is also not allowed.

## IX. TEAM RULES

### 12.00- Team Levels

12.01 Teams in the CAYFL will adhere to the following chart;

<u>TEAM LEVEL</u>	<u>COMPETE FOR CHAMPIONSHIP</u>	<u>REQUIRED</u>	<u># OF TEAMS ALLOWED</u>	<u>GRADE LEVELS</u>	<u>ROSTER MINIMUM</u>	<u>MAXIMUM WEIGHT *</u>
A	Yes	Yes	1	8 & 7	20	152 lbs
JVA	No	No	Multiple	8 & 7	16	152 lbs
B	Yes	Yes***	1	7	20	136 lbs
JVB	No	No	1	Multiple	16	136 lbs
C	Yes	Yes	1	6 & 5	20	120 lbs
JVC	No	No	Multiple	5 & 6	16	120 lbs
D	No	No	Multiple	3 & 4	20	93 lbs

\* Maximum weight allowed for players to remain unrestricted as per Rule 23

\*\*\* See Rule 21.03 B Team is Mandatory for all towns that have 45 - 7<sup>th</sup> and 8<sup>th</sup> graders signed up and 20 7<sup>th</sup> Graders.

### 13.00 - Divisions

13.01- The Teams in the CAYFL will be divided into two (2) Divisions, the **KITCHIN DIVISION** and the **WALSH DIVISION**.

13.02 - **The KITCHIN DIVISION** will consist of the following six (6) teams:

Amesbury, Hamilton/Wenham, Ipswich, Lynnfield, Newburyport and North Reading,

13.03 -**The WALSH DIVISION** will consist of the following six (6) teams: Danvers, Marblehead, Masconomet (Boxford, Middleton & Topsfield), North Andover, Pentucket (West Newbury, Groveland & Merrimack) and Winthrop.

## **14.00 Championships**

14.01 - The A, JVA (2011) B, and C Level teams will compete within their Division for the DIVISION CHAMPIONSHIP. Playoff seeds will be determined after Week 8, with semi-final games to be played on the Sunday of Week 9. All other teams will be matched up with a compatible opponent by the league for Week 9.

14.02 - The best record against Division opponents will determine DIVISION CHAMPIONSHIP using the following scoring system:

Win = 2 points

Tie = 1 point

Loss = 0 points

14.03 **Ties** - In the event of a tie, the Division Standings will be determined by the following tie breaker rules:

### **Two Way Tie**

1. Head to Head
2. Overall Record
3. Record vs. common opponents
4. Fewest points allowed in division
5. Fewest points allowed all games
6. Fewest points allowed common opponents
7. Coin Toss

### **Three or more Way Tie**

1. Head to head record among tied teams
2. Overall Record
3. Record vs. common opponents
4. Fewest points allowed in division
5. Fewest points allowed in games among tied teams
6. Fewest points allowed in all games
7. Fewest points allowed common opponents
8. Coin Toss

14.04 - League Champions for the A, JVA (2011), B and C levels will be decided as follows;

The First place team of the Kitchin Division, the First place team of the Walsh Division and the next Two Teams with the best overall records (as “wildcards”) will play for the CAYFL Championship. The team with the best overall record of the Division Champions will be seeded # 1. The other Division Champion will be seeded # 2. The Team with the next best overall record will be seeded # 3 and the Team with the next best overall record will be seed # 4.

For the purpose of comparing Division Champions with identical records (for #1 seed determination) and teams across both divisions for wildcard spots and seeding, the following tie-breakers will apply:

1. Head to head record among tied teams
2. Record vs. common opponents
3. Fewest points allowed in games among tied teams
4. Fewest points allowed in all games
5. Fewest points allowed vs. common opponents
6. Coin toss

If more than two teams are tied for both wildcard spots, after the first team is established as #3 per the above, revert back to the top of the list for remaining teams (division tie-breaker rules should apply if remaining teams are in the same division).

Prior to Championship Sunday, Seed # 1 will play seed # 4 and Seed # 2 will play seed #3. The team with the best record will be the Home team. The winners of these semi-final games will then play for the CAYFL Championship. The CAYFL board of Governors will assist if needed in arranging for a suitable site for the home team to host their game. These semi-final games will be played Week 9 (Sunday prior to the Championship game).

## **15.00 – Trophies**

15.01 – CAYFL will provide and award annually, Championship Trophies as follows:

**A Team** level the Rich Vitale Trophy,

**B Team** level the Bill Richardson Trophy,

**C Team** level the Joe Supino Trophy

15.02- CAYFL will provide and award trophies to the Division Champions or Champions on the A, JVA (2011), B and C Levels.

## **17.00 - Age Restrictions**

17.01- The same restrictions apply to both Football Players and Cheerleaders.

17.02 - A, JVA, B and JVB team participants must be age fourteen (14) or less as of September 1<sup>st</sup> of the participating year.

17.03 - C and JVC team participants must be twelve (12) or less as of September 1<sup>st</sup> of the participating year.

17.04 - D team participants must be ten (10) or less as of September 1<sup>st</sup> of the participating year.

### **18.00- Grade Restrictions**

18.01 - The same restrictions apply to both football players and Cheerleaders.

18.02 - Seventh and Eighth graders will play on the A, JVA teams.

18.03 - Seventh graders will play on the B team and JVB teams.

18.04 - Fifth and Sixth graders will play on the C and JVC teams.

18.05 - Third and Fourth graders will play on the D teams.

**19.00 Rosters** All programs are to submit rosters for each of their teams. These rosters shall be in the official format for CAYFL rosters and must have full names, full address, birth date, grade telephone numbers and e-mail addresses of both players and coaches. The Head Coach and President/Commissioner must sign the forms attesting to the correctness of the information and that the coaches are certified and have passed a CORI Check.

19.01-Two (2) roster meetings will be held. The first will occur before the season starts and the second will take place approximately October 1<sup>st</sup> .

19.02 - No players will be added to the roster other than during these two sign up meetings without permission of the Commissioner.

19.03- Rosters for teams for all levels in the approved CAYFL format, must be submitted and approved at the roster meeting prior to the start of the season.

19.04 - Players who are signed up at the 2d roster meeting are not eligible to play until one (1) week after late sign ups.

19.05 - Birth certificates are required for **all new** players only. The Commissioner must approve other age establishing documents, in advance.

19.06 - A player may be moved up or down a level until the third game of the season, upon notification to the commissioners. After the third game a player may be moved for extenuating circumstances only with the commissioner's approval.

19.07- Once a player moves up a level he may not move down a level.

19.08- Players may be on only one (1) roster per week. A week is defined as Monday through Sunday.

19.09 - Players may only participate in one (1) game a day

19.10 - Towns that cannot make the minimum for a required team will be exempt from the minimum rule, but will not be allowed to field a Non-required team using players from the same level.

## **20.00- Start of Season**

20.01– No team will begin any type of practice before the second Monday in August, this applies to Football Players and Cheerleaders.

## **21.00 - Required Teams**

21.01 - All Towns/Programs must field an A and C team.

21.02 - JVA, JVC and D teams are optional.

21.03 - B team is mandatory if a program has 45 7<sup>th</sup> and 8<sup>th</sup> graders signed if they meet the required roster number of 7<sup>th</sup> graders.

21.04 - All A, JVA (2011), B and C teams will play a minimum of nine (9) Games

## **22.00 - Uniforms**

22.01 - Teams will attempt to adhere to NCAA guidelines regarding eligible receiver numbers.

## **23.00 - Weight Restrictions**

23.01 -There will be no weight restrictions on defensive players.

23.02 -There will be no weight restrictions on interior linemen (ineligible receivers).

23.03 - Offensive Backs and eligible receivers are required to meet the weight criteria specified in rule 24.

23.04 - Punting, placekicking and point after attempts, the offensive team must still meet all weight requirements for backs and eligible receivers despite the formation. Restricted players cannot punt, act as holders or place kick. Refer to 31 for C team free punts.

23.05 - Kick off receiving- all players more than fifteen (15) yards from the ball must be weight eligible.

23.06 - Punt receiving – Any player on a punt receiving team dropping back more than ten (10) yards from the line of scrimmage must be weight eligible.

23.07 - If a restricted player inadvertently gains possession of the football in a situation where advancing the ball is legal, he may advance it. This does not include designed offensive plays, e.g. Fumblerskies are illegal.

23.08 - All weight limits assume that the player is wearing all mandatory equipment except their helmet. This includes all required pads, uniform, footgear and undershirt. After weigh-in required equipment cannot be replaced by heavier equipment. If a player substitutes required equipment,



then the player becomes restricted. Optional pads, e.g. wrist pads, elbow pads, rib pads, etc. and additional clothing may be added without penalty.

23.09 - Weigh Ins will occur before each game and cleats will be checked.

23.10 - The Home team will provide a balance type weight scale. Spring loaded "home scales" are unacceptable.

23.11 - All teams will provide an official copy of their team's roster to the opposing team at the weigh in. Failure to have a copy of the Official roster will result in a Fifty Dollar (\$ 50.00) fine payable to the CAYFL.

### **24.00 - Weight Limits**

24.01- A Team – Eligible A team players will weigh 152 lbs or less.

24.02 - JVA Team – Eligible JVA team players will weigh 152 lbs or less.

24.03 - B Team – Eligible B team players will weigh 136 lbs or less.

24.04 - JVB Team – Eligible JVB team players will weigh 136 lbs or less.

24.05 - C Team - Eligible C team players will weigh 120 lbs or less.

24.06 - JVC Team - Eligible JVC team players will weigh 120 lbs or less.

24.07 - D Team - Eligible D team players will weigh 93 lbs or less.

## **X. Game Rules**

### **25.00 - NCAA RULES**

25.01 - NCAA Rules as modified by the M.I.A.A. will be observed unless Specifically superseded by CAYFL By-Laws.

**25.01 Scoring** All successful Point After Tries, whether Kicked through Uprights, ran in or passed in will score two (2) points

### **26.00 – Timeouts**

26.01 - Each team will be awarded five (3) full and 2 30 second time outs per half.

### **27.00 - Mandatory Equipment**

27.01 - All NCAA mandatory equipment will be worn.

27.02 - Foot gear with screw on, metal or hard plastic are not allowed, **molded rubber cleats only.**

27.03 - All players must wear colored mouthpieces except in the special case of mouthpieces designed to wear with braces.

### **28.00 - Official Ball**

28.01 -The A, JVA, B, and JVB teams must play with a *leather* **Wilson TDY** or **Riddell RDY** football.

28.02 - The C and JVC teams must play with a *leather* **Wilson Leather TDJ** or **Riddell RDJ** football.

28.03 - The D teams must play with a *leather* **Wilson K-2** or **Riddell RDPW** football.

### **29.00 - Game Duration**

29.01- A, JVA, B, C and JVC Teams will play nine **(9) minute quarters with stopped time.**

29.02 - D Teams will play twelve **(12) minute Running time quarters** with the

last two (2) minutes of the Fourth quarter stopped time.

### **29.03 - Kickoffs**

30.01 – On a free kick at least five (5) players must line up no more than fifteen (15) yards from the ball.

**30.02 – D Teams will have no kick offs; the ball will be started on the thirty (30) Yard line.**

### **31.00 - Punts**

31.01 - On punts including C and JVC Free punts interior linemen will not release downfield until the ball is kicked, dropped to the ground or the ball is thrown or run out of the pocket.

31.02 - D Teams will have no punts. The ball will be advanced twenty (20) yards in lieu of a punt.

### **32.00 - C and JVC Free Punts**

32.01 - On the C and JVC Team Level teams have the additional option of a free punt. A team electing to free kick will inform the officials and assume a punt formation. The referee will inform the defense that a free kick is in process and hand the ball to the kicker. The referee will blow his whistle to signal the start of the play. When the referee blows the whistle the play is live and the defense may attempt to block the kick. The kicker must kick the ball. If the Kicker drops or runs with the ball it is immediately dead, marked at the spot and the down is lost.

32.02 - Any player is eligible to perform a free kick.

### **33.00 - Coaches**

33.01 - Only one (1) coach will be allowed on the field during time outs in A, JVA, B, C and JVC games.

33.02 - Coaches in D games are allowed in the huddle, once the huddle is broken and the offensive team comes to the line, all coaches, both defense and offense will move away and not interfere with the progress of the play.

### **34.00 - Blitzing**

**34.01 – THERE WILL BE NO BLITZING ON THE C, JVC AND D LEVELS**

34.02 - The intent of the C, JVC and D team blitzing rule is to increase scoring on these levels. This is accomplished by limiting the initial inside defensive surge on the line of scrimmage and outlawing blitzing the quarterback on drop back passes.

34.03 - C, JVC and D teams must have either four (4) or five (5) men on the defensive line of scrimmage.

34.04 - Interior defensive linemen will be in a “down” position. The two defensive ends may stand up if they are located outside the offensive tackles.

34.05 - Linemen may gap, slant or rush the passer in any legal method.

### **34.10 - Linebackers**

34.11 - Before the snap, linebackers will not encroach over an imaginary line set three (3) yards back from the line of scrimmage. The total of linebackers and linemen will not exceed nine players (there will be at least two (2) safeties).

34.12 - Inside linebackers (tackle to tackle) will not move forward on the snap. They can, however, move forward to tackle the ball carrier after reading the play.

34.13 - Outside linebackers (corners) may move directly forward the snap. They may not angle in towards the quarterback, but may angle out away from the quarterback. After reading the play, they are allowed to pursue the ball carrier in any direction. (Also see passing)

34.14 - If a defense opts for a four (4) man line, the linebackers may not move back and forth between a line backer and a lineman position. They must remain behind the three (3) yard linebacker line. This does not preclude a defense adjusting to the offensive set or to an offensive man in motion.

### **34.20 - Safeties**

34.21- There will be at least two (2) safeties.

34.22 - Safeties will line up at least ten (10) yards behind the line of scrimmage. They will not move forward on the snap.

34.23 – Inside the 3 Yard line the safeties will be allowed to move up to within three (3) yards of the line of scrimmage. Blitzing is still not allowed and a maximum of a five (5) man front.

### **34.30 - Passing**

34.31 - On drop back passes, only linemen are allowed to rush the passer. If the quarterback is flushed from the pocket he may be pursued and tackled by any defensive player.

34.32 - On Play action passes, linebackers pursuing the play action fakes are allowed to continue towards the quarterback.

34.33 - On rollout/sprint out passes, the quarterback will be considered a running back.

#### **34.40 - Penalty**

34.41 – Any called infraction of the above rules will result in a fifteen(15) yard unsportsman like penalty.

#### **35.00 - Game Officials**

35.01 - Game officials will be assigned by the Director of Officials.

35.02 - A, B and C Games will have a minimum of three (3) officials assigned.

35.03 - JVA and JVC Games will have a minimum of two (2) Officials assigned.

35.04 - D games will have a minimum of one (1) Official assigned.

35.05 - Games will be played if at least one official is present.

35.06 – Officials will be paid by the Home Team.

#### **36.00 - Postponements/Delays**

36.01 - In the event of a game postponement the Home team is responsible for making the decision. The decision must be made at least two (2) hours prior to the scheduled start of the game. The Director of Officials, CAYFL Commissioner and opposing coach must be notified two (2) hours prior to the scheduled start. Teams unable to meet the two hour requirement will be liable to pay the assigned officials.

36.02 - Home teams will determine weather delays.

36.03 - Postponed games must be rescheduled and played.

36.04 – Postponed games will be rescheduled by agreement between the two affected teams. If a consensus cannot be reached the CAYFL Commissioner will reschedule the game.

### **37.00 – Scheduling**

37.01 The CAYFL will schedule all game opponents' for a particular weekend.

37.02 - The Home Team will set the exact time, day and location of all Games scheduled by the CAYFL for a particular weekend.

37.03 - All Programs must schedule games for a minimum of 90 Minutes.

37.04 - For Scheduling purposes, each season, Programs will notify the CAYFL Commissioner no later than July 1<sup>st</sup> as to the number of teams in the non-required levels that they will have playing. Schedules will be made according to participation.

### **38.00 - Forfeits**

38.01 - A forfeit will be declared if a program is unable to field a team.

### **39.00 - Conduct**

39.01 - Each Program will be responsible for the behavior of its own fans.

**40.00 Playing Fields** - All playing fields being used for games in the CAYFL will have:

1. A restraining line, a minimum of 2 yards from all side lines, end lines, *coaches boxes and team boxes and will be clearly marked*. No spectators, parents, non-game personnel, photographers, etc. shall be allowed within this area. This rule will be waived for those stadiums/fields that have spectator restraints in place by design or by fencing that keeps spectators from entering the playing field.

2. A coach's box will be defined and marked along each sideline, between the 25-yard lines a minimum of 2 yards wide.



3. Team boxes will be defined and marked on each side of the field outside of the coaches' box between the 35 yard lines a minimum of 5 yards wide. It is recommended that the restraint lines, coach's boxes and team boxes be marked with a contrasting color to the field markings.

## **XI. CHEERLEADERS**

Cape Ann Youth Football League (“CAYFL”) Cheerleaders will adhere to the Cape Ann Youth Football League Constitution of the CAYFL (“CAYFL Constitution”) with the following addendum/exceptions:

**(1) CAYFL Cheerleading Organization:** Each Program participating in CAYFL will appoint a Program Cheerleading Director. The CAYFL Cheerleading Director will be appointed by a majority vote of the Program Cheerleading Directors for a term of two (2) years, and will keep the CAYFL Commissioner informed of all Cheerleading issues and approvals. Up to two (2) CAYFL Assistant Cheerleading Directors will be appointed by the CAYFL Cheerleading Director to serve concurrent with the term of the CAYFL Cheerleading Director.

**(2) Meetings:** There will be a minimum of four (4) mandatory Cheerleading Meetings held annually: Start-up; Training; Roster and Pre-competition. Additional Cheerleading Meetings may be scheduled on an “as needed basis” by the Cheerleading Director. All Cheerleading Meetings will follow CAYFL meeting rules. Each Program must send their Program Cheerleading Director or a representative to meetings in accordance with the Conduct and Mandatory Participation guidelines. The CAYFL Cheerleading Director and/or CAYFL Assistant Cheerleading Directors will attend all CAYFL meetings to represent the Cheerleaders. Other attendees will be determined by the CAYFL Constitution.

**(3) Voting:** For cheerleading specific issues being voted on at Cheerleading Meetings, each Program Cheerleading Director will have one (1) vote with ties broken by the CAYFL Cheerleading Director.

**(4) Amending of CAYFL Constitution Section XI:** Section XI may be amended from time to time by majority vote of the Program Cheerleading Directors subject to the approval of the CAYFL Commissioner.

**(5) Communication:** The CAYFL Cheerleading Director, or her designate, will provide a summary report of the CAYFL Cheerleading program to the CAYFL Commissioner and Football Board at CAYFL Meetings.

**(6) Season:** The Season runs from the second Monday in August through the last day of February.

**(7) Off-Season:** Off-Season runs from the first day of March through the Sunday preceding the second Monday in August.

**(8) Off-Season Activities:** Any Off-Season Activities, including tryouts, clinics, fundraisers, etc. must be limited to a total of seven (7) days. Sign-ups and Uniform Fittings are not considered Off-Season Activities. There will be no Squad practice prior to the start of the Season. Participation by CAYFL Cheerleading Squads in any other non-cheering activities such as parades, community service, etc. requires prior written notification to the CAYFL Cheerleading Director before initiation of non-cheering activities.

**(9) Squad Levels and Eligibility:** All Programs having an A (7th & 8th Grade) and C (5th & 6th grade) Football Team must have an A and C Cheerleading Squad. JVA & B (7th & 8th grade), JVC (5th & 6th grade), D (3rd & 4th grade) and Mascot (K-2<sup>nd</sup> grade) Cheerleading Squads are optional. For the sake of clarity, cheerleaders eligible as Mascots may be rostered on any level Cheerleading Squad, but may not compete in the CAYFL Cheerleading Competition or Outside Competitions. Eligibility requirements for cheerleaders are defined in the Program Draw Area, Age Restrictions, Grade Restrictions and Rosters section of the CAYFL Constitution. CAYFL Cheerleaders may be rostered but may not compete on any other

Cheerleading Squad (i.e. All Star Teams) until after the CAYFL Cheerleading Competition.

**(10) Rules:** The governing body for CAYFL Cheerleading is made up of the CAYFL Cheerleading Director, CAYFL Assistant Directors and the program Cheerleading Directors. In Addition to the CAYFL Constitution, The Governing Rules for CAYFL Cheerleading are the NFHS Spirit Rules as modified by the Massachusetts Secondary Schools Administrators' Association (MSSAA), unless specifically superseded by CAYFL Constitution.

**(11) CAYFL Cheerleading Competition:** At least one CAYFL Cheerleading Competition will be held during the Season at a location to be determined by the Cheerleading Director. Any cheerleading team participating in the CAYFL Competition will be limited to a maximum of 25 cheerleaders per each squad entered for competition. All Programs are required to send an A & C squad. All Programs are encouraged to enter additional squads at the JVA/B, JVC, & D levels, which are optional. 1<sup>st</sup> through 5<sup>th</sup> place awards will be given for the A and C level. JVA/B, JVC & D level awards will be determined on an annual basis based upon the number of participating Squads. D level squads opting not to compete and Mascot squads will be considered as Exhibition only. Each Program must declare the Cheerleading Squads that it will enter into the CAYFL Cheerleading Competition at the Pre-Competition meeting. Each Program will be required to send a minimum of two (2) people to work at each session at the Competition. Program Directors will be required to work the entire day.

**(12) Competition and Exhibition Routines:** Routines are limited to a total time of 2 minutes and 30 seconds (2:30). Routines exceeding 2:30 will be subject to a time penalty. Competition Routines must contain at least one cheer or chant and musical segment(s) whose cumulative time is recommended to be at least 45 seconds, but not greater than 1:30. Permitted within Competition or Exhibition routines are: partner stunts, pyramids, tosses, tumbling, jumps, dance, pom-poms, megaphones, signs and banners.

**(13) Outside Competitions:** CAYFL Program cheerleading squads may compete in Outside Competitions that occur within the Season subject to:

1. Prior approval of the CAYFL Cheerleading Director
2. Provision of an appropriate Rider to the CAYFL insurance policy to cover the Outside Competition
3. All associated fees for the Outside Competition must be paid by the participating Program
4. No Program squad may enter more than three (3) Outside Competitions during the Season, and no squad may compete in more than four (4) total competitions during the Season.
5. A Program squad may enter one (1) Outside Competition prior to the CAYFL Cheerleading Competition
6. Each Program squad attending an Outside Competition must be accompanied by at least one coach whose is over the age of 21.

**(14) Conduct and Mandatory Participation:** Unsportsmanlike conduct by cheerleaders or coaches will not be tolerated. Program Directors are expected to deal with unsportsmanlike conduct immediately or the situation will be referred to the CAYFL Cheerleading Director. During a regular scheduled season game (non-scrimmage), cheerleading squads must cheer. The only exception is a mutual agreement between the Programs' Program Cheerleading Directors due to inclement weather. Failure to participate by a Program squad may result in: that Program squad's permanent expulsion from CAYFL; or a suspension for a specific period; or a fine of up to fifty (\$50.00) or any combination of the aforementioned to be paid by cheerleading, if funds are separate from football; or football, if funds are co-mingled. Fines are assessed by a figure agreed upon by the Cheerleading

Director and the CAYFL Football Commissioner and payable within 30 days of notification. Any coach may be permanently expelled or suspended for a specific period of time for misconduct or failure of participation. Before suspensions or expulsions are assessed, the following steps must occur:

1. A motion is approved by a majority of the Program Directors at a Cheerleading Meeting requesting expulsion.
2. The CAYFL Cheerleading Director will notify the offending Program squad's Program Cheerleading Director and Program Commissioner/President not less than 14 days prior to the vote.
3. The vote to suspend/expel will take place at the next Cheerleading Meeting occurring at least 14 days after the appropriate notification and requires a 2/3 vote of Program Cheerleading Directors in attendance.

The CAYFL Cheerleading Director will notify the CAYFL Commissioner of the outcome of each step.