

**CONSTITUTION, BYLAWS, & RULES  
OF THE**

**North Shore Youth Football Club  
(a.k.a. Cape Ann Youth Football League)**

- i. Organization
- ii. Membership
- iii. Administration
- iv. Powers and Duties
- v. Meetings
- vi. Liability and Indemnification
- vii. Code of Conduct
- viii. Regulations
- ix. Team Rules
- x. Game Rules
- xi. Cheerleading Rules

Updated June 14, 2018

## **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 as referred to in Section VII. The CAYFL requires all head 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, and any such actions or words will not be tolerated in any form.

## ARTICLE II - MEMBERSHIP

- i. Member Programs - The current structure of the CAYFL is made up of the following 15 Programs: Amesbury, Danvers, Hamilton-Wenham, Gloucester, Ipswich, Lynnfield, Manchester/Essex, Marblehead, Masconomet, Newburyport, North Andover, North Reading, Pentucket, Swampscott and Winthrop. Players are eligible to participate in one of the Programs by either residing or attending school in the community in which he or she will participate.
- ii. Admission of a Program - for any other Programs or teams that are interested in admission to the CAYFL, the review process will proceed as follows:
  - a. The Commissioner will assign 3 Members to the Expansion Sub-Committee to conduct the initial meeting with the Program(s) requesting admission to CAYFL. The Expansion Sub-Committee will obtain general information regarding the integrity, morals, and financial stability of the applying Program. If the Expansion Sub-Committee wishes to proceed with the application process they will inform the Board of Governors at the next regularly scheduled meeting of such.
  - b. The Expansion Sub-Committee will provide the applying Program with the CAYFL "Guideline for Review and Consideration of an Applying Program". The Applying Program will provide information and documents answering the following questions:

The programs(s) looking to join the CAYFL (the League) need to provide the following information prior to a vote of the member programs of the CAYFL:

- How did you learn about our League?
- Why are you interested in joining our League?
- Copy of rosters of all teams from the most recent season and estimate for following season
- Copy of last month's bank statement and current financial statement
- If applying organization is a 501(c) 3 Non-Profit Organization - the CAYFL requests the following:
  - Copy of the most current tax return filed with the IRS and the Attorney General's office
  - Copy of most the resent filed Massachusetts Annual Report and a list of current Officers and Directors (this form would have been filed with Massachusetts Secretary of State)
- Copy of the entity's By-Laws and/or Charter
- Copy of the entity's Insurance Binder from prior season
- All current and previous policies, including 3-year loss runs, and written disclosure of any problems with coach ejections in the
- Program's current League
- Who conducts your CORI background checks, (i.e.: in-house or local police department)

- How long do you anticipate your current Board of Directors will continue? Are alternates waiting for an opportunity to serve?
- What can the League expect from your organization as far as growth, organization continuity, and compliance with League rules?
- On a Town-by-Town basis we are interested in a minimum commitment of three-year membership unless the Town does not follow CAYFL By-Laws, rules, regulations and code of conduct.
- A non-refundable payment of \$600 is required to confirm your intent and commitment to CAYFL

You will be required to:

- Participate in CAYFL's Insurance Program
  - Maintain Accidental Medical and General Liability for the players and coaches
  - Maintain Director and Officers insurance for NSYFC league officials
  - Enforce all CAYFL By-Laws, rules, regulations, and code of conduct.
  - Participate in League sponsored meetings and events (mandatory)
  - Read and ask any questions you may have regarding the provided copy of our current By-Laws, Rules, Regulations and Code of Ethic.
  - Agree to same.
- c. The Expansion Sub-Committee will vote to recommend to the full Board of Governors at the next scheduled meeting a recommendation to admit or reject the applying Program by a two thirds (2/3) vote. If approved, the Expansion Sub- Committee will provide the Board of Governors the Applying Programs responses to CAYFL's "Guideline for Review and Consideration of an Applying Program" and have at least two members of the Applying Program attend a full Board of Governors meeting. After such meeting with the Applying Program has concluded, the Commissioner will bring the admission of the Applying Program to a vote at that or the next scheduled meeting. Admittance to the CAYFL will occur upon a minimum of two-thirds (2/3) affirmative vote of the current CAYFL Board of Governors.
- d. All new Programs will serve a two (2) season probation, after which time, the probation period ends if there have been no incidents with the new Program following CAYFL By-Laws, rules, regulations and code of conduct.
- iii. Dues and Insurance- Each member Program will pay annual dues of \$600.00. Dues must be paid in full by August 1st of each calendar year. Each member Program will pay to CAYFL annual insurance that will be billed to each Program prior to August 15th for accidental medical, general liability, directors and officers insurance, as well as any other insurance coverage that will provide coverage to the players, cheerleaders, coaches, and Board of Governors. Insurance must be paid in full by September 1st of each year.

- iv. 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 meetings at least two years prior to the effective date of its withdrawal.
- v. Forfeit of Voting Privilege Any Program withdrawing from the CAYFL shall forfeit its voting privilege after it has submitted to the CAYFL Commissioner or secretary its formal notice of withdrawal.
- vi. Required Teams Each Program is required to have an A team and a C Team. All other teams are optional, but each Program must adhere to all rules pertaining to Team Levels as further defined.
- vii. Fielding Teams and Playing Time A Programs' intent must be to field a competitive A and C team with as many players as possible from their own programs community(s). Playing time will be determined by the Programs' Team Head Coach, whose priority it is to keep each player safe, promote positive spirit, and encourage learning the game.
- viii. Programs needing additional players:
  - a. No CAYFL member program will accept a player from another CAYFL Program's community(s) unless grandfathered herein.
  - b. Adjoining Towns and Cities. On a case-by-case basis, with the written permission of the CAYFL Commissioner, programs may draw players from adjoining towns and cities; also if circumstances are such that these players are needed to reach the minimum roster levels as outlined in Article IX, Section 12.01.
  - c. Once they meet the minimum, they cannot accept any more players from an adjoining town/city without the CAYFL Commissioner's written authorization. No more than 10% of a Program's players can be from an adjoining town or city.
  - d. Grandfather Clause - Any players that played in a CAYFL program prior to 2013 that do not fit these criteria, may continue to do so as long as they are eligible under all other CAYFL rules. Similarly, players in newly admitted programs that do not reside or attend school in that particular community, may be grandfathered into that program if they so choose.
- ix. League Fines and Special Assessments: All League Members shall be subject to, and agree to pay, any special assessments and/or fines levied by the CAYFL Board. All fines are due and payable within 1 week of notification of fines. If not paid in that time, the League Member will lose its voting privileges, if applicable, until the Treasurer receives payment. If the fine remains unpaid by the third meeting after notification of fines, the delinquent club shall lose all home game privileges until all fines are paid in full. The delinquent club shall be responsible for referee fees for

any scheduled home games (which must be played at the opposing Teams site during this period). Fines must be paid by the prior Wednesday to reinstate any home game; i.e. a lost home game may not be restored by a delinquent fine payment on the Friday night before the game.

Any member engaging in activities not expressly prohibited by these By-Laws, Rules and Regulations but in the opinion of the Board of Directors to be significantly contrary to the best interests of the CAYFL may be disciplined as deemed appropriate by the Board by a vote of 2/3rds of the Members.

x. **Members Responsibilities and Disciplinary Actions:**

Each League Member is responsible for the proper sportsmanship of its personnel, coaches and players, as well as the physical well-being of its players at all times. It is expected that each Member take the appropriate action to insure the health, safety and well being of its players at all times and to ensure proper supervision of its teams while not in play.

Should any League Member take disciplinary measures against any of its personnel, coaches or players for a violation of any of the League Members rules, a written report must be filed with the Commissioner within 48 hours. If the disciplinary actions of the League Member are deemed significant punishment by the CAYFL Board, the CAYFL Board will take no further action (unless the submitting League Member requests additional action be taken by the Board).

xi. **Reporting Scores:**

All League Members shall by Monday, 10:00 am, report all their teams' scores to the Statistician or appointed League Score Keeper. There will be a \$50.00 fine per occurrence for failing to report their scores. The reporting of all playoff games will be the responsibility of the Hosting Club's League Representative and must be reported by 6:00 PM the following day.

xii. **Indemnification and Hold Harmless Agreement:**

By virtue of its membership in the CAYFL, any League Member agrees to indemnify and hold harmless the CAYFL's Officers, Board Members, and officials against any claims, disputes, causes of action, judgments or decrees for actions carried out in accordance with the By-Laws, Rules and Regulations. Said indemnification and hold-harmless agreement shall include, but not be limited to, any reasonable attorney's fees and costs, including appellate attorney fees and costs, witness fees, stenographic expenses, expert witness fees and transportation expenses; together with any monetary judgment expense or awards that the court might enter; as well as any cost or expense associated with the running of any game, exhibition, or contest including any stadium rental, referees fees, food, or any cost or expense associated therein.

### **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 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 Annual Meeting (see Article V, Section 1). 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 programs present.
4. Removal of Officers: Any elected CAYFL officer may be removed with or without cause by the board of directors by a vote of 2/3 of all of the Board of Governors present. The matter of removal may be acted upon at any meeting of the board, provided that the notice of intention to consider said removal has been given to each board member and to the officer affected. Subsequent to removal of an elected CAYFL officer, the Board of Governors will nominate and vote for a new Officer. The new Officer will serve the remainder of the term.

## **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 that member Programs will have ample time to prepare in advance of any meeting. The Commissioner shall appoint committees and maintain liaison with member Programs, and present awards and trophies at all league 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 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 schedules 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. Any CAYFL expense in excess of \$1,000 will require at least one competitive bid, the bids will be reviewed by the Treasurer and his/her recommendation will be tendered to the Members at the next meeting.

b. Financial Review At each meeting the Treasurer will provide each Member with a copy of the CAYFL check register from the last meeting to the current meeting date, said check register may be emailed to all of the members. 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 including all updates to the official NSYFC/CAYFL Constitution, Bylaws, and Rules approved by the Members.

(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 resignation, illness, or death, the remaining Officers will call for a special election within thirty days.



(7) Interpretation of Rules: The Board of Governors shall interpret the By-Laws, rules and regulations of the CAYFL, and shall exercise all powers necessary for the proper functioning and operation of the CAYFL. Failure to comply with the By Laws, 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 to the League Commissioner. 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 Program's treasurer must make the complaint in writing.

If the complaint is made about the League Commissioner then said complaint should be made in writing to the League Vice Commissioner. The Disciplinary Committee will brief members of the CAYFL of all pending matters at each meeting.

(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 Commissioner, except as otherwise provided in this Constitution, may appoint members of the Standing Committees of the League. Any Officers can serve on any Committee as an ex-officio member. Such Committees, shall be named as follows:

- a. Competition
- b. Safety and compliance
- c. Fund Raising & Special Events
- d. Expansion
- e. Technology & Web Site
- f. Officiating

(11) Special (Ad Hoc) Committees and Task Forces: From time to time the Board and/or the Commissioner 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 Commissioner 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 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 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 January 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 start at 7:30pm; or as designated by the Commissioner and agreed upon by the Board of Governors.

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

(4) Voting: Each Program representative, and the four league officers must be present for voting (and if unable to attend must send a delegate as defined hereinafter): 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 is authorized to represent their Program 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 Programs.

(6) Meeting Agenda: An agenda is to be prepared by the Commissioner and/or Secretary and sent by e-mail forty-eight hours in advance of any meeting. If in the opinion of the CAYFL Commissioner a motion arising or not arising from an agenda item is a true emergency that MUST be dealt with immediately, he may at his discretion allow a vote on the motion. Such emergencies must be communicated to the Commissioner for determination prior to the start of the 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 player and certifying his participation.

(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 chairs' 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 was 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;
- 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, spectator or other(s).
- (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 or games or be present during practices or games under the influence of alcohol or illegal narcotics. This rule applies any time a CAYFL Officer or CAYFL Program Officer is 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 Commissioner shall have the power to create a Disciplinary Committee as deemed 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 Member teams must undertake state criminal background checks (CORI) prior to the start of each season and federal (for new volunteers) of all its officers, coaches and cheerleader volunteers. For volunteers that are eighteen (18) years of age or over, a state CORI will be requested. Members will 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 and/or a \$500 fine of the Member 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 (2) Assistant Directors 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 By- Law, rule or regulation. The judgment call of an official is not deemed a rule and cannot be protested.

(5) Insurance: The CAYFL will provide Liability, Supplemental Medical, and Directors and Officers insurance, at cost, for all member Teams. It is mandatory that all participating Programs purchase this insurance and no participant is eligible until proven that they are covered by the League Policy. An insurance company may require Members to have parents and/or players/cheerleaders execute a release. An officer from each Member will sign an attestation that such release has been signed by all parents of players or cheerleaders of each Member's teams. The signed attestation is due one week prior to the start of the first practice of the season.

(6) Safety: No game can start without a licensed EMT, emergency first responder, or Athletic Trainer (AT) on site at the venue of the scheduled game. The home team is responsible for the payment of all EMTs, emergency first responders, or Athletic Trainers. 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. Sending an e - mail without confirmation of all parties does not constitute proper notification and can lead to disciplinary 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 coaches must complete USA Football Heads Up certification course prior to the beginning of every season. Each program must appoint Player Safety Coach (PSC) as per USA Football Heads Up guidelines.

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

(10) Officials: At the end of each season the Head Official will attend a meeting for which the Members will express positive and negative concerns regarding specific officials. The members will then vote as to the revocation of specific officials from working in the CAYFL.

This marks the end of "Bylaws" portion of this document. Any changes to the above must be submitted to the Board of Governors 30 days in advance of a vote, and requires a 2/3 majority of programs present to pass.

Changes to subsequent Articles IX and X made be made via voice motion and, after properly seconded and discussed, may be voted upon immediately - requiring a simple majority to pass.

## IX. TEAM RULES

### 12.00 Team Levels

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

Team Level	Competitive	# of Teams Allowed	Grade Levels	Roster Minimum	Maximum Weight*
A	Yes	1	7 & 8	18	158 lbs
B	Yes	Multiple	7 & 8	18	158 lbs
C	Yes	1	5 & 6	18	120 lbs
JVC	No	Multiple	5 & 6	16	120 lbs
D	No	Multiple	2, 4 & 4	16	93 lbs

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

#### A and B Level Requirements:

- An A Division Team is required if you have more than 18 8th graders rostered in your town
- The A Division is optional if you have less than or equal to 18 8th graders if an even number of A teams can be achieved
- No B Team can have more than 10 8th graders rostered
- The B Division will use the weight limits of the current JVA league (158 lbs)
- The A Division will have Super Bowl(s)
- The B Division will have Super Bowl(s)
- A town must have at least 1 A or B team to be part of CAYFL

#### C and JVC level Requirements:

- The C Division is optional for towns
- If you choose NOT to have a C team, and have 18 6th graders rostered in your town, no JVC Team can have more than 10 6th graders rostered
- The JVC Division will use the weight limits of the current C league (120 lbs)
- The C Division will have Super Bowl(s)
- The JVC Division will NOT have Super Bowl(s)
- A town must have at least 1 C or JVC team to be part of CAYFL

### 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, North Reading, Manchester-Essex and Swampscott.

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), Winthrop, Gloucester.

13.04 The Divisions will be balanced each season per the number of teams in a division.

#### 14.00 Championships

14.01 The A, 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 tiebreaker 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, B and C levels will be decided as follows;

Effective in 2015, there will be two playoff tournaments (one for each division) for the A, B, and C levels. Semi-final games will take place in Week 9 with the first place team hosting the fourth place team, and the second place team hosting the third place team in each division. The winners advance to the championship games the following Sunday.

UPDATE (7-13-16) – Effective in 2016, the playoff formats described above will begin in Week 8 (division semi-finals), with the division finals in Week 9. In Week 10, the Week 9 winners in the A, B, and C levels will play in a single 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 regular season Division Champions or Champions on the A, 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 1st of the participating year.

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

17.04 D team participants must be ten (10) or less as of September 1st 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, B teams.

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

18.04 Third and Fourth graders (and age eligible Second 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 (or as close thereto from an on-line registration system)

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 head coaches are USA Football 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 prior to Week 2 of the regular season.

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 Within aforementioned age limits, a player may be moved up or down a level until the third game of the season, upon notification to the Commissioner. After the third game a player may be moved for extenuating circumstances only with the Commissioner's approval.

19.065 A level is defined as A, JVA, B, JVB, C, JVC, and D.

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 or different level.

## 20.00 Start of Season

20.01- No team will begin any type of formal or informal practice of any type before the second Monday in August; this applies to Football Players and Cheerleaders. A team is defined as any group of football players or cheerleaders that are comprised of 40% or more of football players or cheerleaders that will play for a CAYFL Member Team in the upcoming season. Any League Member, its coaches or players that violate this rule will be

fine \$500.00 per day per team for each occurrence. This penalty will not apply to an independent Organization that runs a strength and conditioning camp where its participants are comprised of 40% or more of CAYFL Member players or cheerleaders. A practice is defined as a gathering of registered or previously registered players, organized by or for a coach or League Member, for the intended purpose of having an organized practice or conditioning for that team's individual players. This does not include CAYFL Board approved events held for the open public.

## 21.00 Required Teams

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

## 22.00 Uniforms

22.01 Teams will attempt to adhere to NCAA guidelines regarding eligible receiver numbers. Colors must be approved by the CAYFL Commissioner 2 months prior to the start of each season.

## 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).  
UPDATE (3-08-17): All teams must have at least 6 eligible ball carriers on every offensive play.

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., Fumblerooskies 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. If a player is not weighed in, he or she cannot enter the game.

23.09 Weigh Ins will occur before each game and cleats will be checked for exposed metal by both team coaches; if metal is exposed on the cleat the player will not be allowed on the field of play until the metal is removed. A player that arrives late for a game will go through this same process of checking and verification of no metal showing on the cleat before the player can enter the field of play.

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

23.11 All teams will provide a 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 158 lbs or less.

24.03 B Team - Eligible B team players will weigh 158 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 up-rights, run in or passed in, will score two (2) points.

### 26.00 Timeouts

26.01 Each team will be awarded four time outs, two (2) full and two (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 or metal cleats, and molded rubber and/or hard plastic cleats are allowed. At weigh in both the home and opposing team coaches are responsible for examining all players cleats for exposed metal; if there is exposed metal on the cleat the player will not be allowed to play with the cleats with the exposed metal until the metal is removed and re- examined by both the home and opposing team coaches. If the exposed metal on the cleat cannot be removed the player will not be allowed to play. If a player should arrive late to play a game they will go through the same cleat check and verification process by both coaches.

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 and B divisions 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 team must play with a leather Wilson K-2 or Riddell RDPW football.

### 29.00 Game Duration

29.01 A, 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, 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, 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 Defensive Rules for C, JVC, and D Levels (34.01 through 34.41)

#### 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) players 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

34.10.1 Before the snap, linebackers will not encroach over an imaginary line set five (5) 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).

34.10.2 Inside linebackers (tackle to tackle) will line up no less than five yards off the line of scrimmage and will not move forward on the snap. They can, however, move forward to tackle the ball carrier after reading the play.

34.10.3 Outside linebackers (corners) will line up no less than five yards off the line of scrimmage and 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 linebacker and a lineman position. They must remain no less than five (5) yards off the line of scrimmage. 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 five (5) yards of the line of scrimmage. Blitzing is still not allowed and a maximum of a five (5) man front is allowed. Linebackers must remain at least five (5) yards off the line of scrimmage as well.

#### 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 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 1st 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 as required by CAYFL By-Laws, Rules and Regulations.

#### 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, non-official team photographers (one), 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, By-Laws, Rules and Regulations of the CAYFL ("CAYFL Constitution") unless the CAYFL Cheeleading Board has amended the by-laws.