

Central Texas Youth Football League (CTYFL) Procedures Manual

The purpose of this manual is to provide detailed procedures for coaches, spectators, directors, players and officials to ensure compliance with CTYFL Bylaws and enhance the CTYFL experience for all involved. Specific Deadlines and significant dates are included in the CTYFL Calendar of Events

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I. Introduction

A) General Comments and Disclaimers

- 1) All rules, procedures and definitions used in this manual will apply equally to Flag Football, Tackle Football and Cheerleading unless specified otherwise.

B) Definitions

- 1) **Assault**, as used in this manual, is defined as any verbal or physical threat or gesture that puts another person in fear of bodily harm against them, their family members or their property. It also includes any action(s) that actually and intentionally causes harm in any degree to another person or their property.
- 2) **Blocking Zone** is a rectangle centered on the middle lineman of the offensive formation and extending five yards laterally and three yards longitudinally in each direction. The Blocking Zone disintegrates when the ball leaves the zone.
- 3) **Chain Crew** is defined as the volunteers who operate the down indicator (the box) and the line-to-gain indicators (chains). There will be two (2) volunteers operating the chains and one (1) volunteer, who must be 16 or older, operating the box.
- 4) **Clock Operator** is the qualified person who operates the game clock. This may be a volunteer or a paid position. In the event the facility does not have an operating game clock, the Clock Operator will be the person designated by the Head Official for the game.
- 5) **Coaching Box** is the area 6 feet deep located 6 feet from the sidelines and between the 25-yard lines.
- 6) **Completed Pass**, as used in the CTYFL Mandatory Play Rule (MPR) for Flag Football, is defined as any pass play that changes the line of scrimmage from the original spot of the ball.
- 7) **CTYFL Rule** is any specific game rule for Flag Football, exception to the NCAA/UIIL rules for Tackle Football or Cheer Competition rule.
- 8) **Defenseless Player** is defined in the 2013-2014 NCAA Rule Book (Rule 9-1-3 & 9-1-4) as:
 - a) A player in the act of or just after throwing a pass.
 - b) A receiver attempting to catch a pass, or one who has completed a catch and has not had time to protect himself or has not clearly become a ball carrier.
 - c) A kicker in the act of or just after kicking a ball, or during the kick or the return.
 - d) A kick returner attempting to catch or recover a kick.
 - e) A player on the ground.
 - f) A player obviously out of the play.
 - g) A player who receives a blind-side block.
 - h) A ball carrier already in the grasp of an opponent and whose forward progress has been stopped.
 - i) A quarterback, not involved in the play, any time after a change of possession.
- 9) **Developed Associations** are Associations with the same or nearly same board of directors from the previous season who are leaving another league to join CTYFL.
- 10) **Facility** is generally defined as the venue at which a CTYFL event is taking place. It may or may not include that area used for parking or other areas in the vicinity that may be used by others not involved in the CTYFL event. In general terms it usually means the Field Area (defined below), the viewing stands (or areas) and any CTYFL/Association operated concession or admittance areas.
- 11) **Field Area** is the area inside the Limit Lines.
- 12) **Flagrant Personal Fouls** are personal fouls deemed intentional and meant to inflict injury rather than complete a football play.
- 13) **Flagrant Unsportsmanlike Conduct (Flagrant USC)** is conduct that requires the immediate ejection of a player, coach or spectator. This may include any Unsportsmanlike Conduct (USC) foul if in the

judgment of the officiating crew it warrants a player, coach or spectator being ejected from the game. Flagrant USC fouls requiring immediate ejection include, but are not limited to, the following:

- a) Fighting and physical or verbal threats of violence. This includes punching, kicking, throwing or spitting at or on an opponent, teammate, coach, official or spectator.
 - b) Retaliation against another player, coach or spectator for their actions. Self-defense that does not echo or escalate the confrontation is not retaliation.
 - c) Personal insults, specific or implied accusations of cheating directed at an official.
 - d) Continuous or serious profanity or obscene language or gestures directed at a player, coach or spectator.
 - e) Unauthorized Persons refusing or failing to leave the Field Area when directed to do so by a Field Director, Game Official or CTYFL Officer.
 - f) Grasping the facemask of any player and twisting, turning or jerking the player's head or pushing or throwing a player to the ground or against an obstacle by any coach, spectator or official.
- 14) **Limit Lines** are located 12 feet outside and around the playing field (including end zones), Coaching Box and Team Area.
 - 15) **Mandatory Play Rule Coach (MPRC)**—this will be a fully certified coach whose only job on the sideline will be to track Mandatory Plays for that team.
 - 16) **Mandatory Play Sheet (MPS)**—this form consists of two (2) identical rosters; one for the first half of the game and a second for the second half of the game.
 - 17) **Mitigating Circumstances** are any possibly acceptable reasons for a player not getting his mandatory plays during a half or an entire game.
 - 18) **NCAA/UIL Rules** refers to the set of rules currently used by Texas High Schools for all its UIL Varsity and Sub-Varsity, 11-man football games. These rules also make up the basis for Parochial and other than 11-man football games. The University Interscholastic League (UIL) is the organization that presides over competition within the public High Schools and Middle Schools in Texas. The NCAA Football Rules are modified by UIL exceptions for Texas Football.
 - 19) **New Associations** are Associations that were unaffiliated with any league in the previous season.
 - 20) **Permanent Association** is any CTYFL Association that has completed at least one (1) full season as a CTYFL Probationary Association, met all CTYFL financial obligations and other requirements and been approved by a vote of CTYFL Eligible Voters for Permanent Association status. Any Permanent Association voluntarily or involuntarily leaving CTYFL will lose its Permanent status and must reapply to become a Probationary Association should they wish to rejoin CTYFL.
 - 21) **Probationary Association** is any CTYFL Association that has not yet met the requirements to become a Permanent Association. All newly admitted Associations are designated as Probationary until they have completed at least one (1) season with CTYFL, met all CTYFL requirements and been approved for Permanent Association status. Permanent Associations may be re-designated as Probationary Associations as one possible disciplinary action taken by the CTYFL Board of Directors.
 - 22) **Regulation Length Field** is a playable field 120 yards in length where the playing area is 100 yards long plus a goal area at each end that is 10 yards in length.
 - 23) **Regulation Width Field** is a playable field 160 feet wide. Regulation Fields have hash marks 60 feet from each sideline. Distance from either sideline to the hash marks nearest the other sideline is 100 feet.
 - 24) **Running Clock** refers to any time that the game clock that runs continuously during a game except for official time-outs, allowed team time-outs or time-out for an injury.
 - 25) **Running Clock Designation** is the number of the play, during a tackle football game, that the point differential between team scores reached or exceeded 24 points.
 - 26) **Select Teams** are teams limited to the players recruited by a Head Coach outside of the CTYFL Draft and closed to any other players.

- 27) **Siblings** are defined for this manual as natural or adopted brothers, sisters, half brothers, half sisters, stepbrothers or stepsisters.
- 28) **Suspension** shall mean that a coach, assistant coach, player, team or fan shall not participate in any club or Association sanctioned or approved activity, tournament or inter-association game. Additional requirements are defined for a player suspension.
- 29) **Tackle Box** is the rectangular area enclosed by the neutral zone, the two lines parallel to the sidelines five (5) yards from the snapper, and the offensive team's end line. For PeeWee and Rookie Tackle defensive formations the Tackle Box extends 5 yards back from the line of scrimmage. The Tackle Box disintegrates when the ball leaves it.
- 30) **Targeting** refers to NCAA Rules 9-1-3 (Targeting and Initiating Contact With the Crown of the Helmet) & 9-1-4 (Targeting and Initiating Contact to the Head or Neck Area of a Defenseless Player). Targeting means that a player takes aim at an opponent for purposes of attacking with an apparent intent that goes beyond making a legal tackle or a legal block or playing the ball. Some indicators of targeting include but are not limited to:
- a) Launch—a player leaving his feet to attack an opponent by an upward and forward thrust of the body to make contact in the head or neck area;
 - b) A crouch followed by an upward and forward thrust to attack with contact at the head or neck area, even though one or both feet are still on the ground;
 - c) Leading with helmet, forearm, fist, hand or elbow to attack with contact at the head or neck area;
 - d) Lowering the head before attacking by initiating contact with the crown of the helmet.
- 31) **Team Area** is that area behind the Coaching Box extending to within 12 feet of the Limit Line on each side. These areas may be modified due to total area available at different venues, but offer reference for areas of control. For most applications and except when defining specific boundaries, the Team Area will include the Coaching Box as well.
- 32) **Touch**, as used in the CTYFL Mandatory Play Rule (MPR) for Flag Football, is defined as an exchange from one player to another player by either hand off or Completed Pass. An incomplete pass counts as a Touch only for the person attempting the pass.
- 33) **Unauthorized Persons** are any persons, other than the players of the teams competing and the Game Officials, who are in the Field Area without the proper, authorized, CTYFL issued ID Badge.
- 34) **Unsportsmanlike Conduct (USC)** may be a live ball foul or a dead ball foul depending on when it occurs. USC is any act that interferes with orderly game administration, demeans an opponent, coach or official, use of threatening or obscene language or gestures, incites opponents or spectators, provokes ill will, draws attention to yourself or in any way takes the focus away from or demeans the game. USC specifically includes, but is not limited to, the following:
- a) Continually questioning the judgment of an official.
 - b) Continually complaining about calls that were made or those allegedly not made.
 - c) Mild profanity directed at another player, coach, official or spectator.
 - d) Taunting, baiting or ridiculing an opponent verbally, through gestures or actions including pointing a finger or the ball at an opponent.
 - e) Spiking, throwing, kicking or carrying a ball off after a play.
 - f) Prolonged or choreographed celebration after a score or any other play.
 - g) An unopposed ball carrier obviously altering stride as he approaches the opponent's goal line or diving into the end zone.
 - h) Unauthorized removal of a player's helmet before he is in the team area.
 - i) Coaches, spectators or players (except those involved in the play or legally entering or leaving the field as substitutes or substituted players) being on the field or on the sideline outside the 25-yard lines without permission from an official.

II. Application Process

A) Requirements

- 1) New members must apply, verbally or in writing/email/text message, on or before February 28 and be accepted before July 1 (unless a later date is accepted by the board) of the year they wish to be admitted to be eligible to participate in the upcoming season.
- 2) Developed Associations must have at least 3 teams.
- 3) New Associations must have at least 1 team in each of 3 different tackle divisions and must have a board of directors with children on all of those teams.
- 4) Must have a playing Facility available or all games will be away.
- 5) Must be prepared to meet all CTYFL financial obligations.
- 6) Must be prepared to abide by CTYFL Bylaws and procedures detailed in this manual.

B) Process

- 1) Make application prior to the deadline or request waiver for a later date if deadline is already passed.
- 2) The Membership Committee will send an Application Packet consisting of the CTYFL Application Form, CTYFL Bylaws and instructions on how to proceed with their application.
- 3) If the applicant agrees to abide by our bylaws they will complete and submit their application, along with a non-refundable One Hundred Dollar (\$100.00) application fee, and set a date and location for an initial meeting with the Membership Committee. If the application for admittance is accepted the fee will be applied toward the new CTYFL association's admittance deposit.
- 4) Using this Procedures Manual as a guide the Membership Committee will explain in as much detail as possible what is expected of all CTYFL Associations and both parties will ask/answer any questions necessary to ensure this will be a good fit for everybody.
- 5) If both sides are still interested at the end of that meeting, the applicant will formally petition (either verbally or in writing, including email or text) to be admitted to CTYFL.
- 6) The Membership Committee will issue a formal invitation to the applicant to attend the next meeting of CTYFL where their application will be discussed at length and the CTYFL Board of Directors will either decide to allow them to join CTYFL, decline their application or table the application until a future date.
- 7) If the application is approved the accepted Association becomes a Probationary Association within CTYFL and must post an admittance deposit of One Thousand Dollars (\$1,000.00) – less their \$100 application fee – on or before July 1. This deposit will be applied toward the Association's insurance and officials' fees for the coming season.
- 8) Once accepted, a Probationary Association will have ninety days (90) to apply for their 501(c)(3) status if they are not already designated as such or covered under the umbrella of their parent organization (Optimist Club, etc.). Any issue delaying their recognition as a 501(c)(3) organization must be resolved before they will be admitted as a Permanent Association within CTYFL.

III. Team Make-Up

A) Player Recruitment

- 1) Players and Cheerleaders may be either boys or girls.
- 2) Only the PeeWee Tackle division has a weight Limit (75 pounds)
- 3) PeeWee Tackle players will be weighed at PeeWee weight certification only
- 4) Ages - Football Players - All ages are as of July 31 that year.
 - a) Midget Flag 4 & 5 year olds
 - b) PeeWee Flag 6 & 7 years old
 - c) PeeWee Tackle 5 - 7 years old

- b) Rookie Tackle 7 & 8 years old
 - c) Junior Tackle 9 & 10 years old
 - d) Senior Tackle 11 & 12 years old
- 5) Ages - Cheerleaders - All ages are as of July 31 that year.
- a) Cheerleaders (Non-Competing) 4 - 13 years old
 - b) Cheerleaders (Competition) Mascot/Exhibition 4 years old
 - b) Cheerleaders (Competition) PeeWee Division 5 & 6 years old
 - c) Cheerleaders (Competition) Rookie Division 7 & 8 years old
 - d) Cheerleaders (Competition) Junior Division 9 & 10 years old
 - e) Cheerleaders (Competition) Senior Division 11 – 13 years old
- 6) After July 1 of each season, no direct solicitation by any organization (players, coaches, parents, etc.) in any form may be made to a member of another organization with the intent of recruitment. Penalty is a mandatory one (1) year suspension.
- 7) A player may play up one (1) age division, but must have an Age Waiver request signed by the parent(s) or guardian(s) of the player. Any association that has 3 or more players requesting to play up must receive approval from the CTYFL Board of Directors.
- 8) No player may play in an age division below his certified age unless he has extreme mitigating circumstances and has been specifically granted a special waiver from CTYFL to do so.
- 9) All CTYFL associations must accept *all* children who attempt to register for their program before the registration cut-off date, as long as they are able to make required payments, provide CTYFL required documents and meet all other CTYFL eligibility requirements. In order to accomplish this, all associations must provide the CTYFL Executive Board with proof of their advertising efforts to all the children in their area.
- 8) Advertising must be by flyer distribution to all schools in the area if it is not prohibited in writing by the schools or school district. If flyer distribution is prohibited another, adequate advertising campaign must be approved by the CTYFL Board of Directors. All marketing plans may be supplemented through other written media (yard signs, ads in local publications, etc.) or electronic media (social networking, emails, texting, television or radio ads, etc.).
- 10) Any marketing plan must reach at least 90% of all student households in the area and all flyers, ads, etc. must be preapproved by the CTYFL Executive Board.
- 11) If flyers are to be distributed the Association must provide each school enough flyers for every child in grades Pre-K through 5th grade. These flyers must meet all requirements of the school/school district in addition to being approved by the CTYFL Executive Board. Every flyer must make very clear when and where children may be registered. Associations must provide every reasonable opportunity for children to be registered. Associations not registering on-line (preferred method) must provide multiple, easily accessible, walk-up registrations until they stop registration.
- 12) All flyers, ads, texts, emails, etc. used in an Association’s marketing plan must include the following wording in a prominent location and in easily readable type:
- Registration for [Member Association] football/cheerleading is open to all children, ages 4 - 12 for football and ages 4 - 13 for cheerleaders. Registration must remain open until [no earlier than Official Draft Day] and all who register by this date must be accepted as long as they make required payments, provide required CTYFL documents and meet all other CTYFL eligibility requirements. No try-outs will be held - all children who register for [Member Association] football or cheerleading will play. Violations of this CTYFL policy will not be tolerated.**
- Please report any violation of this policy to the CTYFL Executive Vice President at: predmark@yahoo.com**
- 13) Registration Dates:
- a) Registration Start No Restrictions

- b) Early Registration Cut-off Official Draft Day
 - c) Final Registration Cut-off 2 Weeks Before Opening Day
- 14) Any Association with only one (1) team in 2 or more Tackle Football age divisions must keep registration open for all age divisions until the Final Registration Cut-off date.
 - 15) Any association electing early registration cut-off for any CTYFL age group within the association must also stop registration for all other age groups within that association, excluding cheer. No registration may be cut-off before the Early Registration Cut-off date and all associations must continue to accept all potential players until they end their registration.
 - 16) All Associations must plan ahead to prevent issues from interfering with the CTYFL registration policy. Specifically excluded reasons for not continuing to register are as follows:
 - a) Teams are already full and coaches/directors do not want to split and draft additional teams.
 - b) Uniforms have already been ordered for a set number of players. We are not a fashion show – order uniforms that can be delivered quickly or order enough extra custom uniforms to ensure all unexpected players will have them.
 - c) Coaches have already been selected and nobody else is available.
 - 17) Theft of services or equipment from any CTYFL Association or outstanding financial obligations to any CTYFL Association will not be allowed by CTYFL. No player may participate at any CTYFL association if he/she or his/her parent(s)/legal guardian(s) have an outstanding financial obligation to or unresolved allegations of stolen property or services from any CTYFL Association. Violations of this article will be treated the same as participation of an illegal player.
 - 18) Players who sign up with one Association and then want to go to another Association after August 1 of that season must ask for a release. The intent is to allow the losing Association to determine if there is a problem they are unaware of. If, after meeting with the parents, and no resolution is or can be reached, the release will be granted.

B) CTYFL Sibling Rule

- 1) Unless otherwise requested by the siblings’ parents/guardians, all siblings within the same football age divisions will be drafted to and play on the same team. Except for competition, all cheerleaders will be assigned to cheer for their siblings’ team unless requested otherwise requested by the parents/guardians.

C) Team Sizes

- 1) CTYFL team sizes will be kept small to help ensure maximum playing time for all players.
- 2) All football teams will play with the following number of players on the field:
 - a) Midget Flag 5
 - b) PeeWee Flag 7
 - c) PeeWee Tackle 8
 - d) Rookie Tackle 11
 - e) Junior Tackle 11
 - f) Senior Tackle 11
- 3) Maximum Team Sizes:
 - a) Midget Flag 10 (no waiver)
 - b) PeeWee Flag 12 (no waiver)
 - c) PeeWee Tackle 16 (single team waiver to 18)
 - d) Rookie Tackle 24 (single team waiver to 28)
 - e) Junior Tackle 24 (single team waiver to 28)
 - f) Senior Tackle 28 (single team waiver to 30)

- g) Spirit CheerNo Limits
 - h) Competition CheerMin: 5..... Max: 32
- 4) If an Association has any age division with only one (1) team, they may request an increase in team size to the approved waiver limit for that age division. Waivers are discouraged at all times and will not be granted if more than one team exists within that age division in that Association. In order to be granted a team size waiver, an Association must show that no eligible children were turned away and registration has closed for the team's Association. Wishing to remain at one (1) team in an age division is not a legitimate reason for taking Early Registration Cut-off.

D) Player Certification (Player refers to both Football Players and Cheerleaders)

- 1) All Associations will certify their players and issue an ID card for each on the provided CTYFL ID card template with a current photo (digital copy preferred) of the player.
- 2) Items required for certification include:
 - a) Proof of Birth Date – the following are Acceptable (please note that Hospital Certificates are **NOT** legal documents and therefore specifically not acceptable):
 - i) Copy of the official, state issued Birth Certificate
 - ii) Passport
 - iii) Consular Report of Birth Abroad (FS-240)
 - iv) Military Dependent ID Card
 - b) Current Photograph of the player.
 - c) CTYFL Spectator Behavior Policy Form signed by the parents or legal guardians of the player.
 - d) Copy of Court issued Certification of Adoption and/or Change of Name if applicable.
 - e) CTYFL Medical Release Waiver signed by the player's parents or legal guardians
 - f) Sports Physical performed by a licensed Physician.
- 3) All Associations will create two (2) files for each of their teams, each to be compiled in a separate 3-ring binder. The first will be designated the Certification Book and the second will be designated the ID Book.
 - a) The Certification Book will include separate Certification Files for each player collated in alphabetical order. These files will each include the written registration form, proof of birth date copy, signed spectator behavior form, signed Medical Release Waiver, completed sports physical and, if applicable, signed Age Waiver.
 - b) The ID Book will contain the completed and signed (by a CTYFL representative) ID cards, a copy of the Official Roster for the team, the completed and signed Consent for Medical Treatment Roster for the team and, for PeeWee Tackle teams only, the completed, signed and laminated PeeWee Weight Certification Roster for the team.
- 4) The CTYFL Board of Directors will set a time and location, or multiple times and locations, to verify all Certification Books and ID Books. It is the responsibility of each Association to have both Books ready with all required documents signed, complete and ready to be verified by the designated date(s). All Books must be verified no later than the night before Opening Day.
- 5) If for any reason a Certification or ID Book is not complete and verified before Opening Day that Association must petition the CTYFL Executive Board for additional time to complete the Book(s) and have them verified. Included with the petition for additional time will be a deposit in the amount of \$25.00, for each missing item, to be paid to the CTYFL general fund. Upon completion and verification of the Book(s), the deposit will be returned to the petitioning Association, less \$5.00 for each day or partial day of delay.
- 6) No Player may compete or play in any CTYFL game until every required form and document has been completed and placed in his Certification File and that file has been verified by CTYFL.
- 7) A laminated copy of each team's Official Roster will be submitted to the CTYFL Executive Board and

kept by the CTYFL Secretary for a period of at least one (1) year and may not be altered without approval of the CTYFL Board of Directors. Unapproved alteration of any official team roster will be treated the same as intentionally certifying an Illegal Player.

- 8) Though not required, it is highly recommended that every Association include an officer on their board of directors whose sole responsibility is to coordinate with every Association team the compilation of the Certification and ID Books. This is a time consuming and necessarily detailed job that is all but impossible to be completed by a single board member with other Association responsibilities.

E) Player Draft Requirements (for Draft Purposes, Player refers to Football Players only)

- 1) Any time the number of players in any age division within an Association exceeds the Maximum Team Size for that age division, the Association will have two (2) options:
 - a) If the number is below the single team waiver limit, they have not turned any child attempting to register away (except for acceptable reasons) and registration is closed for their Association, they may petition CTYFL for the single team waiver for that team or they may place all those players in the Draft Pool and Draft two (2) teams.
 - b) If the number exceeds the single team waiver limit they must place all the players in the Draft Pool and Draft as many teams as is necessary so that no team exceeds the Maximum Team Size for that age division.
- 2) In order to help ensure Associations are prepared to draft multiple teams, CTYFL requires that they must have at least a Head Coach in place, prepared to Draft another team any time the number of players in any age group reaches any increment of 20 players. If the final numbers do not exceed the single team waiver limit then a Draft is not required if all other criteria for the waiver has been met. With multiple teams, as long as the Maximum Team Size is not exceeded for any team, no additional team needs to be drafted. Below are examples to illustrate – these examples are based on Rookie, Junior and Senior Tackle team sizes, but the principal applies to all others as well:
 - a) 20 players – prepare to Draft 2 teams - 2 Head Coaches in place– no Draft required if numbers do not exceed the single team waiver limit.
 - b) 40 players – Must Draft 2 teams and be prepared to Draft a 3rd – 3 Head Coaches in place.
 - c) 60 players – Must Draft 3 teams and be prepared to Draft a 4th – 4 Head Coaches in place.
 - d) Additional increments of 20 prepare for one additional team to the required number.

F) Player Draft Procedures

- 1) All drafting Associations must inform the CTYFL Secretary and CTYFL Vice-President (Football) of the dates, times and location of their Draft(s) at least 48 hours prior to that date and time. A neutral CTYFL Board Member(s) will then be assigned to monitor your Draft(s). Failure to meet the 48-hour notice requirement will render any Draft by an Association illegal and therefore null and void.
- 2) Official Draft Day will be set by the CTYFL Board of Directors prior to the start of the season and will be published in this manual in the Calendar of Events section. Associations may request to hold their Draft any day up to 6 days prior to Draft Day or up to 6 days after Draft Day. If it becomes necessary to recombine teams due to a loss of players, then CTYFL will authorize a supplemental Draft for the remaining teams in that age division in that Association.
- 3) The only people who will be present for your Draft(s) will be:
 - a) Two (2) members of the Association’s Executive Board who will conduct the Draft. Neither of these Board Members may be a coach on any of the drafting teams, nor may they be related to anyone participating on any of the drafting teams.
 - b) Neutral CTYFL Board member(s) to monitor the Draft.
 - c) Head Coach and First Assistant Coach for each team drafting.

- d) Absolutely no other coaches, parents or players will be allowed in the room or within hearing distance during the Draft.
- 4) The Association's Executive Board member conducting the Draft will go over these Draft Procedures and answer any questions so that all involved are familiar with the CTYFL rules. He will specifically remind ALL participants that any "gentlemen's agreements" reached between coaches as to who plays on which team(s) are specifically prohibited by CTYFL and unenforceable by any coach or Association Director. No coach may be required to honor any such agreement once they are in the Draft room.
- 5) Associations will provide each of their drafting Head Coaches with a complete roster of all players to be drafted in their age division. At a minimum these rosters will list the age, full name and nickname (if applicable and known) of each player, the name(s) of the player's parent(s)/guardian(s) and designate all siblings being drafted. Additional information deemed helpful to the drafting coaches may also be included, but all coaches must have the same information provided to them for all players.
- 6) Select Teams are forbidden (except for Spring League and other Post Season play other than BCS) within CTYFL. If a violation of this policy is suspected, CTYFL reserves the right to nullify the result of any Draft and take whatever action they deem is necessary to correct the violation. Corrective action may be as simple as switching the coaching staffs of the teams involved; indefinitely suspending the coaches/directors involved; ordering a redraft with new Head Coaches; ordering a blind redraft where the coaches each Draft a team then draw a number from a hat to see which team they will coach; or, any other solution the CTYFL Board of Directors decides is fair to all involved and will correct the violation.
- 7) Other than through the CTYFL Sibling Rule or for protected players, there is absolutely no circumstance under which players may be selected to play on any team except where they are drafted.
- 8) The Head Coach and First Assistant will each have one (1) protected player. Protected players are defined as: natural children, adopted children, stepchildren, grandchildren, nephews, nieces and wards.
- 9) Protected players will be the third and fourth round pick for all teams. If either or both the Head Coach or First Assistant has no protected player(s), then these will be regular Draft picks for that.
- 10) If one sibling is drafted on a team, the other sibling(s) will be placed consecutively on the Draft Roster for that team starting 2 rounds below the first sibling drafted. This applies to protected players as well. Non-protected siblings being drafted must be drafted high enough so that there are sufficient rounds remaining to draft the other siblings without causing an imbalance in the number of players on each team.
- 11) The Draft order will be determined by a hat draw and all Drafts will use the Snake Draft Format which is defined as each team drafts in ascending order (1, 2, 3, 4, . . .) for all odd numbered rounds and in descending order (. . ., 4, 3, 2, 1) for all even numbered rounds.
 - a) Example: 4 team draft
 - i) Round 1: Team 1 drafts 1st, Team 2 drafts 2nd, Team 3 Drafts 3rd, Team 4 drafts 4th
 - ii) Round 2: Team 4 drafts 1st, Team 3 drafts 2nd, Team 2 Drafts 3rd, Team 1 drafts 4th
 - iii) Round 3: Team 1 drafts 1st, Team 2 drafts 2nd, Team 3 Drafts 3rd, Team 4 drafts 4th
 - iv) Round 4: Team 4 drafts 1st, Team 3 drafts 2nd, Team 2 Drafts 3rd, Team 1 drafts 4th
 - v) Continues in this format
- 12) Players may be traded at the conclusion of the Draft, but no trades are permitted once the coaches have left the Draft room. All trades must be 1 for 1 and all traded players must have been drafted within 1 round, up or down, of the players being requested for trade.
- 13) All teams must be within 1 player of equal numbers at the end of the Draft and conclusion of all trades.
- 14) Any player registering after the Draft will normally be placed on the team that would have had the next selection in the Snake. It is possible, however, that one or more teams may have drafted multiple players who drop out or simply never show up. In that circumstance CTYFL may authorize additional registrants to be placed on a team(s) that would not necessarily have had the next selection in the Snake in order to balance team numbers. Coaches may not refuse to accept these players nor may other teams attempt to trade one of their drafted players for these new registrants. The decision of CTYFL will be final in this

matter.

- 15) Any attempt by a coach or Association director to influence the team a child plays on by holding them back from registration will be considered a flagrant violation of CTYFL Policy and will be dealt with in the strictest manner.
- 16) Nobody outside the Draft room will ever have access to the draft order nor will anybody be told the draft order for any player. All team rosters will place all players in alphabetical order based on the players' last names.

IV. Mandatory Play Rule (MPR)

A) Purpose

- 1) The purpose of mandatory play is to ensure the development and training of each player registered within the CTYFL.
- 2) Mandatory play will be in the form of minimum Touches for flag and minimum plays for Tackle.
 - a) Tackle = 8 plays per half, 16 total per game
 - b) Pee Wee Tackle = 6 plays per half, 12 total per game
 - c) Flag = 2 touches per game
- 5) The exchange between the center and the quarterback does not count as a touch for either player unless the line of scrimmage changes once the ball is in the quarterback's hands - it will then count as a touch for the quarterback.
- 6) An incomplete pass will count as a Touch only for the player who made the pass attempt.
- 7) A player may earn at a maximum, one Touch per play.
- 8) A Running Clock Designation must be noted on the MPS.
- 9) Mitigating Circumstances will be noted in the Comments column for every player as applicable.
- 10) Possible Mitigating Circumstances include, but are not necessarily limited to:
 - a) Running Clock
 - b) Mercy Rule Stoppage
 - c) Suspension or forfeiture of the game
- 11) Automatically Acceptable reasons for a player not getting Mandatory Plays
 - a) Injury
 - b) Sickness
 - c) Team disciplinary violations
 - d) Parent or Player request to be pulled out at any time during the game
- 12) The CTYFL Mandatory Play Sheet (MPS) is the only acceptable form for tracking Mandatory Plays.
- 13) The Mandatory Play Rule Coach (MPRC) will count as one of the allowed coaches on the team sideline.

B) MPR Procedures

- 1) Each team's MPRC will review, with the Field Director, the opposing team's MPS prior to the start of the game. The coaches will ensure that their opponent's MPS is in compliance with the requirements below and will sign agreeing to the initial accuracy of the MPS.
 - a) First and second half rosters must be identical and will list each player with his jersey number in the appropriate columns. Players may be listed alphabetically or in any order desired by the Head Coach. Player names and jersey numbers must be typed – no hand-written names or numbers.

- b) Any Acceptable reason, known in advance, for a player not getting his minimum plays in either half or the entire game must be pre-entered in the Special Notes column.
 - c) The name of both the home team and visiting team must be pre-entered on both the form for each half.
 - d) The game date must be pre-entered in the Date box
 - d) There must be no other entries on this form. Any play counting box that is pre-checked will cause the presented form to be illegal and it may not be used.
- 2) The MPRC of each team will record any necessary Running Clock Designations and continue to record plays for each player to the end of the game. This must be done even if the games ends due to a mercy rule stoppage or forfeiture at some later point. Failure to note this will be considered improperly filling out the MPS.
 - 3) Every play of the game must be entered even after the player has reached his mandatory play threshold. This is to help CTYFL to be able to assist any coach correct a bad habit of repeatedly failing to get some players into the game for more than their minimum plays while others are regularly playing considerably more than the minimum.
 - 4) For ease of use, every MPRC must note in the appropriate box on each sheet of their MPS whether they are counting plays on the field or plays sitting on the sideline. For larger teams it may be easier to count plays on the field and for smaller teams it is probably easier to count those on the sideline.
 - 5) Immediately upon the completion of the first half both MPRCs will meet with the Field Director and review the first half MPS.
 - a) If all players, other than those with acceptable reasons noted in the Special Notes column, received their mandatory plays in the first half both MPRCs will sign the opposing team's First Half MPS and turn it over to the Field Director.
 - b) Any player who does not have an acceptable reason noted in the Special Notes column and who does not receive his mandatory plays in the first half will be identified and brought to the attention of that team's Head Coach. This is done to give the Head Coach an opportunity to make up missed plays in the second half of the game.
 - i) In this case any player who does not get all his required plays in the first half must start the second half on offense or defense and may not be taken out of the game until he has received all his required plays for the second half.
 - ii) Whatever plays were missed in the first half must then be made up during the remaining time in the second half. The only Mitigating Circumstance that will be considered in this case is and early end to the game.
 - iii) The Head Coach will be required to sign his team's MPS from any half with any play discrepancies.
 - 6) Immediately upon the completion of the second half both MPRCs will meet with the Field Director and review the first half MPS.
 - a) If all players, other than those with acceptable reasons noted in the Special Notes column, received their mandatory plays in the second half both MPRCs will sign the opposing team's Second Half MPS and turn it over to the Field Director.
 - b) Any player who does not have an acceptable reason noted in the Special Notes column and who does not receive his mandatory plays in the second half or for the entire game will be identified and brought to the attention of that team's Head Coach. This MPS will be turned over to the Field Director who, after having the Head Coach sign will forward it to his Association's CTYFL representative. He in turn will forward it to CTYFL via the Vice-President (Football) for appropriate action.

- c) The Head Coach of each team will sign his team's Second Half MPS at the end of the game.
- 7) The first violation of the MPR either by not getting players their mandatory plays/touches without acceptable cause or filling out the MPS incorrectly shall result in the suspension of the Head Coach for one game. Second and subsequent violations are cause for indefinite suspension.

V. Conduct, Disciplinary Actions and Appeals

A) General Rules of Conduct

- 1) Each Association is responsible for providing a safe, pleasant and trouble free environment for visitors and teams.
- 2) It may become necessary to take appropriate action if people violate rules, common sense or the law. CTYFL reserves the right to ban any person or persons who endanger the safety of others participating in the program, or anyone that participates in behavior that is deemed otherwise inappropriate or detrimental to any CTYFL association.
- 3) Any person guilty of Assault is subject to automatic, immediate and indefinite Suspension.
- 4) CTYFL has the authority to request assistance of law enforcement organizations or the courts, if necessary, to promote a safe environment.
- 5) In order to ensure participant safety, any team receiving two (2) USC penalties on their spectators will immediately forfeit that game. Continued unsportsmanlike conduct by those spectators may result in further actions including sanctions against that team by CTYFL.
- 6) Two (2) ejections, upheld on appeal, in a season by a player, coach or spectator will result in the suspension of that player, coach or spectator for the remainder of the season. Further action may also be taken at the discretion of the CTYFL Board of Directors.
- 7) CTYFL may not have the authority to require a person to leave some facilities such as a public park or school, but failure of a coach or spectator to leave the facility when directed to do so by a Field Director will be considered a flagrant violation of CTYFL rules and will be grounds for permanent suspension from all future CTYFL participation at the discretion of the CTYFL Board of Directors.

B) Conduct of Players

- 1) Players will exhibit good sportsmanship at all times on and off the field.
- 2) A player will be ejected from a game if he commits any of the following:
 - a) Two (2) Unsportsmanlike Conduct (USC) fouls during a game.
 - b) Any Flagrant Unsportsmanlike Conduct foul during a game.
 - c) Any Flagrant Personal Foul during a game.
 - d) Any Targeting Foul during a game.
- 3) A player ejected from a game must remove his helmet and shoulder pads and sit for the remainder of the game on the sideline wearing his jersey. He may take no further part in that game and will be suspended from the next game.
- 4) The suspension will be completed only after the player has sat out the next game. In addition to not playing, he will be required to attend the game and sit on the sideline for the entire game wearing street clothes and his game jersey. While on the sideline he may assist as Water Boy for his team and may cheer for his teammates. He will also participate in the post-game handshake with the other team, but may not otherwise be on the field at any time during the game and is specifically prohibited from being a Team Captain for that game. Until these requirements have been met, the player will remain suspended from playing.
- 5) Suspensions may be appealed, but only by the player's Association. The Appeals Process is detailed below.

C) Conduct of Coaches

1) CTYFL Coaches Code of Conduct:

- a) Coaches must be worthy of trust in all they do and teach student-athletes the importance of integrity, honesty, reliability and loyalty.
 - b) Model high ideals of ethics and sportsmanship and always pursue victory with honor. Teach, advocate and model the importance of honor and good character by doing the right thing even when it is unpopular or personally costly.
 - c) Never lie, cheat, steal, engage in or permit dishonest or unsportsmanlike conduct.
 - d) Fulfill commitments, be on time. Do what you say you will do.
 - e) Be loyal to your team and parents. Put the team above personal glory.
 - f) Ensure maximum attendance of your players/parents at Cheer Competition. Cheerleaders are part of your team(s).
 - g) Always place the academic, emotional, physical and moral well being of athletes above desires and pressures to win.
 - h) Treat all people with respect at all times, and require the same of student-athletes.
 - i) Be a good sport. Teach and model class, be gracious in victory and accept defeat with dignity. Encourage student-athletes to give fallen opponents a hand, compliment extraordinary performance and show sincere respect in pre- and post-game rituals.
 - j) Do not engage in or allow trash talking, taunting, boastful celebrations or other actions that demean individuals or the sport.
 - k) Treat contest officials with respect. Do not complain, or allow your players or parents to complain, about or argue with official's calls or decisions during or after an athletic event. Spectators will instinctively repeat any negative comments you direct towards the officials or the other team. Do not become part of the problem.
 - l) Treat the parents of student-athletes with respect. Be clear about expectations, goals and policies and maintain open lines of communication.
 - m) Do not engage in or permit profanity or obscene gestures during practices, sporting events or any other situation where the behavior could reflect badly on your team, your Association or CTYFL.
 - n) Use positive coaching methods to make the athletic experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse and conduct demeaning to student-athletes or others.
 - o) Encourage student-athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put more emphasis upon effort, improvement, teamwork and winning with character than on the final outcome of the contest.
 - p) Always strive to enhance the physical, mental, social and moral development of student-athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible adults.
 - q) Advocate the importance of education beyond basic athletic eligibility standards. Work with parents to help student-athletes set and achieve the highest academic goals possible for them.
 - r) Prominently discuss the importance of character, ethics and sportsmanship in materials and vigorously advocate the concept of pursuing victory with honor in all communications.
- 2) The Head Coach of every team is responsible for his actions as well as the actions of his assistant coaches and spectators and will be responsible for maintaining order on his sideline. For that reason, only the Head Coach may talk to an official.

- 3) Any coach will be ejected from a game **ONLY** if he commits any of the following:
 - a) Any combination of two (2) Unsportsmanlike Conduct (USC) fouls on him, his assistant coaches and/or his team's spectators during a game.
 - b) Any Flagrant Unsportsmanlike Conduct foul during a game.
- 4) A Flagrant USC foul committed by an assistant coach or spectator will cause that person to be ejected, but will count as only one USC foul against the Head Coach.
- 5) Any coach ejected from a game will be suspended from coaching for the remainder of that game as well as the team's next scheduled game (a scheduled BYE obviously does not count as a scheduled game). While suspended, a coach may continue to watch the game (assuming he has not been directed to leave the Facility), but is not allowed to coach in any manner and may not remain in any area of the Facility that would allow him to be able to further coach.
- 6) If a Flagrant USC foul is the cause of the ejection, the coach must leave the facility immediately and the game will not continue until it is obvious he is leaving without further incidents. For all other ejections it will be left to the discretion of the Field Director whether the coach must leave the facility or just the field area and any part of the facility that would allow him to be able to continue coaching.
- 7) Suspensions may be appealed, but only by the coach's Association. The Appeals Process is detailed below.

D) Conduct of Spectators

- 1) Spectators are expected and encouraged to enthusiastically cheer for and encourage the players on their team. Being allowed to observe your child's efforts on the field is a privilege, not an opportunity to verbally assault others or be generally obnoxious. If the other team's spectators are breaking the rules you should report them to the Field Director or League Officer – you must never choose to act in the same manner. You would not allow this of your children and they should be able to expect that you will not embarrass them with immature behavior.
- 2) Respect and obey the rules of the hosting Association. Treat their field as you would your home field. All CTYFL facilities prohibit the use or consumption of alcohol, tobacco products or any controlled substance at that facility.
- 3) Respect the decisions of the coaches. Remember that this is a game for and played by children – not professional athletes.
- 4) Respect the other team and respect the other people around you. As parents they are as proud of and concerned for their children as you are with yours. Do not belittle the players of the other team unless you are ok with someone belittling your children in front of you and if you are ok with that you need to reconsider your priorities.
- 5) Respect the integrity and efforts of the Game Officials. They are on the field because they have made a commitment to learn, understand and interpret the rules of the game. CTYFL uses only officials in good standing with the Texas Association of Sports Officials (TASO). While that does not guarantee they will make perfect decisions in every single situation, it does guarantee they have received the training necessary to understand what that perfect decision should have been.
- 6) Try to be objective and accept the possibility that it was simply a greater effort by the opponents rather than cheating that allowed them to make a good play.
- 7) Cheating and bad sportsmanship are not options. They rob victory of meaning and replace the high ideals of sport with the petty values of a win-at-all-costs mentality. Victories attained in dishonorable ways are hollow and degrade the concept of sport.
- 8) Spectators, by definition, are not to be in the Field Area and as such they will normally be subject to disciplinary actions taken by the Field Directors. However, their negative or offensive comments directed at officials, players or coaches may lead to their team and Head Coach receiving an USC Foul from the officials.

- 9) Game officials will not eject a spectator unless that person is in the vicinity of the sidelines or team area and commits a Flagrant USC foul.
- 10) If an official ejects a spectator, the game will be paused, the Field Director located and the incident reported.
- 11) Any spectator ejected from a game is required to leave the facility. They may wait for their children and others who rode to the game with them, but must remain in their vehicle in the parking lot.
- 12) Suspensions may be appealed, but only by the spectator's Association. The Appeals Process is detailed below.

E) Conduct of Field Directors

1) CTYFL Field Directors Code of Conduct:

- a) Field Directors will remain neutral during all games and will treat all parents, coaches and players with the same respect and courtesy they show their own Association's teams and parents.
 - b) Field Directors will enforce disciplinary actions fairly, courteously and equally for all participants.
 - c) Field Directors will take necessary actions to protect the property of all the participants in any game as well as the Facility being used.
 - d) Field Directors are expected to act with the same professionalism required of coaches and officials and should at all times seek to defuse a situation rather than simply invoke his authority to have someone removed from the game.
 - e) Field Directors will consider the safety of all participants above the desire to complete a game. Enforcing the CTYFL Lightning Policy is seldom a popular thing to do, but safety, especially safety of the children in our charge, must always trump popularity.
 - f) Field Directors will never attempt to overrule an official's decision, on the field, regarding any NCAA/UIIL rule, but will be familiar with all CTYFL Rule exceptions so that he may assist an official if there is any doubt as to the correct application of the CTYFL Rule exception.
- 2) Because of the responsibilities and authority given to Field Directors they will be held to a higher standard. They must at all times attempt to maintain order without escalating a situation and must be professional in their handling of any situation in which they are involved. They at all times have the right and responsibility to defend themselves from violent acts, but must never intentionally provoke such acts.
 - 3) Field Directors will maintain order in all areas outside the field area at every CTYFL game. They have the authority to remove any person not on the field of play if they deem it necessary to maintain order and a safe environment for the other participants and spectators of a game.
 - 4) Field Directors will work with the game officials to maintain order on the sideline as well if they have direct knowledge of USC or Flagrant USC fouls committed by sideline personnel.
 - 5) Field Directors will use their discretion as to whether an ejected coach or other sideline personnel will be allowed to remain within the facility except that any coach ejected by an official will not be allowed to remain in any area where he may continue to coach.
 - 6) Field Directors will be given the benefit of the doubt in all situations involving the ejection of coaches and spectators, but their conduct in these situations is subject to review by the CTYFL Board of Directors. This may result in sanctions against Field Directors if it is demonstrated they clearly abused their authority as Field Director or violated the CTYFL Field Directors Code of Conduct.
 - 7) Accusations against Field Directors will be reviewed by the CTYFL Executive Board, which will recommend further action to the CTYFL Board of Directors. If it is found by the CTYFL Executive Board that the accusations have no merit, however, the accuser(s) will be deemed guilty of flagrant violation of CTYFL policy and be subject to sanctions as determined by the CTYFL Board of Directors.
 - 8) If a Field Director commits two (2) USC fouls or a single Flagrant USC foul, he may be ejected, by a Game Official, from the game in the same way as a spectator or coach. CTYFL Officers may request the

hosting Association remove an on-duty Field Director for violations of the Filed Director Code of Conduct, CTYFL general rules of conduct or for any unacceptable behavior

- 9) Suspensions may be appealed, but only by the spectator's Association. The Appeals Process is detailed below.

F) Conduct of Game Officials

1) CTYFL Officials Code of Conduct:

- a) Officials will not favor one team over another and will enforce all penalties the same against both teams regardless of the score.
 - b) Officials will not set the pace of the game and will not stop any game except in accordance with NCAA and CTYFL rules.
 - c) Officials must exercise a high level of self-discipline, independence and responsibility.
 - d) Officials shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.
 - e) Officials shall work with each other, the Field Directors and with CTYFL directors in a constructive and cooperative manner.
 - f) Officials shall uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, CTYFL directors, colleagues and the public.
 - g) Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.
 - h) Officials shall be punctual and professional in the fulfillment of all contractual obligations.
 - i) Officials shall remain mindful that their conduct influences the respect that student-athletes, coaches and the public hold for the profession.
 - j) Officials shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, they shall inform the Field Directors of conditions or situations that appear unreasonably hazardous.
 - k) Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.
- 2) Because of the responsibilities and authority given to Officials they will be held to a higher standard. They must at all times maintain control of the game without escalating a situation and must be professional in their handling of any situation in which they are involved. They at all times have the right and responsibility to defend themselves from violent acts, but must never intentionally provoke such acts.
 - 3) Game Officials will enforce order in the Field Area at every CTYFL game. They have the authority to remove any person from the Field Area if they deem it necessary to maintain control of the game and a safe environment for the other participants and spectators of the game.
 - 4) Game Officials **WILL NOT** remove any person from the Field Area unless that person is an Unauthorized Person (and the Field Director has been notified) or an Authorized Person who has committed two (2) USC fouls or a single Flagrant USC foul. In the latter case a flag must have been thrown for each offense and the proper penalty enforcement applied each time.
 - 5) Game Officials will pause a game when requested by a Field Director who is attempting to restore order outside the Field Area, remove an unauthorized person from the Field Area or if he has direct knowledge of inappropriate (USC) behavior on the sideline.
 - 6) Except for acts of physical assault or unabated verbal assault, Game Officials will not be removed from any game by anyone other than the Head Official for the game or the CTYFL Head of Officiating. Any Game Official guilty of a violation of the Officials' Code of Conduct are subject to suspension from further officiating assignments for as long as directed by the CTYFL Board of Directors.

- 7) The CTYFL Review Committee and the CTYFL Head of Officiating will track complaints against officials and all officials will be evaluated weekly by the CTYFL Head of Officiating. Multiple complaints against the same official(s) regarding safety related issues or game/sideline management will be investigated and may result in corrective actions implemented for the official(s). These actions may include, but are not limited to, additional training, suspension and/or termination from officiating in CTYFL.

G) Appeals Process

- 1) Sanctions or actions against a member of any Association are the only issues that may be appealed. Rulings of the officials on the field regarding fouls may never be appealed. All appeals must be in writing (including email) to the CTYFL Board and may be submitted only by the appellant's Association and only after they have reviewed the facts involved.
- 2) The appeal shall contain a statement of facts, the ruling of the Association, the complainant's or appellant's position, the action requested of the Board and any legal action that may be pending. Other statements supporting the complainant or appellant's position may be provided with the appeal.
- 3) In order to prevent frivolous and time consuming appeals, a \$100 cash bond must accompany the appeal to the CTYFL Board.
 - a) In the event a decision is made in favor of the appeal, the cash bond will be refunded to the complainant or appellant.
 - b) In the event a decision is made in favor of the action or sanction (ejection, interpretation of rules, etc.) the \$100 cash bond will be deposited to the CTYFL general account.
- 4) An appeal must be made to the appellant's Association on the date of the action or sanction. The Association must then appeal the action or sanction to CTYFL within two (2) days of their receipt of the appeal request. An appeal made outside of this timeline will not be heard.
- 5) The CTYFL Review Committee will review video and written evidence and will recommend to the CTYFL Board of Directors whether to uphold or deny the appeal. The CTYFL Board of Directors will then vote to uphold or rescind the sanction or action. This action will be taken prior to enforcing the pending suspension.
- 6) The complainant and appellant will be notified of the CTYFL Board's decision within 48 hours of its decision.

VI. Coaches

A) Background Checks

- 1) All coaches (head and assistant coaches) must agree to submit to and pass a background check performed as directed by the CTYFL Board of Directors. Refusal to submit or failure to pass this background check automatically disqualifies any person from coaching any team at any CTYFL Association.
- 2) CTYFL will coordinate all Coaches background checks through National Center for Safety Initiatives based on the following minimum criteria:
 - a) Any history of sexual abuse of children.
 - b) Conviction of any crime against children.
 - c) History of any sexually exploitative behavior.
 - d) Any felony conviction involving drugs or violence within the past five years.
 - e) Any misdemeanor conviction involving violence or drugs within the past three years.

B) Number of Coaches Per Team

- 1) For all Football Teams (Flag and Tackle) there is no limit to the number of coaches allowed on any team. The only restriction is how many are allowed on the sideline for a game.
- 2) All Football coaches on the sideline limits include both the Head Coach and the MPRC.
- 3) Limits for Coaches on the Sideline for Football Teams:
 - a) Flag Football4
 - b) Tackle Football6
- 4) Cheerleader Coach limits are the total number of coaches allowed per team.
- 5) Cheerleader Team Coach Limits
 - a) Squads of 2-12 cheerleaders.....2
 - b) Squads of 13 or more:.....Min: 3 /Max: 4

C) Training

- 1) The CTYFL Vice-President (Football) will develop a program and document training program coaches.

D) Certification

- 1) Requirements for certification as a CTYFL Head or Assistant Coach:
 - a) Submit to and pass the CTYFL Background Check.
 - b) Must have no outstanding financial obligations to any CTYFL Association or team.
 - c) Must agree to sign the CTYFL Coaches Code of Conduct.
 - d) Completion of either Kids Sports Network (KSN) certification, or a USA Football Level 1 Certification Course - these include:
 - i) Tackle Certification
 - ii) Tackle Re-Certification Quiz
 - iii) Flag Certification
 - e) Completion of CTYFL training.
- 2) Coaches will receive a CTYFL issued Assistant Coach's ID Badge or a Head Coach ID Badge from their Association after completion of Certification. It must be worn and clearly visible during every game.

E) General Requirements

- 1) It is the responsibility of a team's Head Coach to review, 15-20 minutes before the game, the opposing team's ID Book to ensure that all players are eligible and certified. Coaches cannot waive this requirement. If the check has not been completed by the time the officials are ready to start the game, both teams will lose one time out. Any player not present when the books are reviewed must check in immediately with the Field Director who will escort him to the opposing team's sideline with his team book. A coach from the opposing team must then check him against his card in his team's ID Book before he will be eligible to play.
- 2) *Coaches may check the player ID card in the ID Book only. Questions regarding a player's eligibility will be brought to the attention of the Field Director immediately upon completion of the book check for investigation by the CTYFL Executive Board. Coaches may not ask for a child's birth certificate or other identifying information except for their name as provided in the ID Book carried by each team. It is strongly recommended that the team's Certification Book be kept secured by each Association and not put at risk by being carried to and on a field. Book check is NOT a time for coaches to try intimidating players by asking them a lot of questions and casting doubt on their eligibility.*
- 3) No electronic or other communications devices (except radios used by Field Directors or Game Officials)

shall be allowed on either sideline for any purpose. These shall include, but are not limited to, 2-way radios, walkie-talkies, cell phones or any other such device intended for or capable of transmissions or communications from one point to another.

VII. Field Directors

A) Training and Certification

- 1) Field Directors will be selected and scheduled by their Associations.
- 2) Field Director training will be coordinated by the CTYFL Executive Vice President and will be done in two (2) sessions on consecutive weekends after the start of the season. Both of these sessions will try to coincide with and precede or follow Coaches training in order to minimize inconvenience to those involved.
- 3) All persons who have completed the required training will receive from their Association a CTYFL issued Field Director ID Badge which they will wear when on duty as Field Directors when scheduled by Hosting Associations and possibly at neutral sites for BCS games.

B) Responsibilities and Authority

- 1) All hosting Associations will provide two (2) Field Directors for each field that is in play. At least one Field Director will be in their allotted areas on each sideline.
- 2) Field Directors will have access to a phone to call emergency or law enforcement personnel in the case of an emergency and will be familiar with the address of the facility and entry points for emergency vehicles.
- 3) Field Directors will maintain the CTYFL Field Report throughout the game and will review, with both MPRCs, the Mandatory Play Sheets (MPS) at half-time and the end of the game. Field Directors will ensure that Head Coaches have an opportunity to include any objections, comments or protests with the Field Report. These must be written by the Head Coach of either team only and must be done before the Head Coach signs the Field Report.
- 4) Field Directors will ensure the Head Coach is informed at halftime if there is any discrepancy on his team's MPS so that he will have the opportunity to correct it in the second half. He will also be informed if there is a discrepancy on his MPS at the end of the game and will ensure the Head Coach signs his MPS acknowledging he is aware of the discrepancy.
- 5) Field Directors will remain outside of the team area and coaching box unless addressing a specific issue within his authority, as defined below. In that case, the Field Director will inform the Head Coach of the issue being addressed.
- 6) Field Directors are responsible for ensuring a safe and sportsmanlike atmosphere is maintained within the Facility outside the Field Area.
- 7) Field Directors have absolute authority to remove any person from the Facility (outside of the Field Area) who is committing any USC fouls, violating any additional, specific facility or Host Association rules, or who, in their opinion, is creating a potentially unsafe environment for either participants or spectators.
- 8) Field Directors have absolute authority to request that Game Officials pause or end any game if they feel that is necessary to enforce order in the Facility (outside the Field Area).
- 9) Field Directors will inform the Game Officials if they have direct knowledge of any sideline personnel committing USC or Flagrant USC fouls.
- 10) Field Directors have absolute authority to request assistance from law enforcement agencies to remove any person who refuses to leave a Facility on private or public property owned by or contractually obligated to the Host Association or at any time they are concerned for the safety of any of the participants or spectators before, during or after any CTYFL event.
- 11) Field Directors will not interfere with the normal conduct of any game, as that is solely within the jurisdiction of the officiating crew, except as authorized above and to ensure no non-certified personnel

are in the Field Area.

- 12) Field Directors will introduce themselves to the officiating crew prior to the start of the first game and after any change in Field Directors or officiating crews during the course of the game day. At least one Field Director must remain in the immediate vicinity of the playing field during all times that games are being played on that field and they must wear a CTYFL approved orange or yellow safety vest and otherwise identify themselves as a Field Director.
- 13) Field Directors will secure volunteers for the Chain Crew and Clock Operator prior to the start of each game.
- 14) Field Directors will be responsible for ensuring a CTYFL Field Report is properly completed and submitted to the CTYFL Executive Board (or their designated person) for each game played on their field(s) every week.
- 15) Field Directors must work with the Officiating crew to ensure the safety of spectators and participants in the case of lightning or other events that present an immediate threat to safety. The Field Directors must immediately enforce the CTYFL/Association policies in these events.
- 16) Field Directors will ensure that team ID Books are checked no less than 15 minutes before the scheduled start of each game. If either coach disputes the validity of any player, he must inform the Field Directors immediately, but neither coach may take further action at that time. All disputes may be discussed after the game and the Field Directors will make a determination as to whether further investigation is required. Any player not present when the books are reviewed must check in immediately with the Field Director who will escort him to the opposing team's sideline with his team ID Book. A coach from the opposing team must then check him against his card in his team's ID Book before he will be eligible to play.

VIII. Game Officials

A) Requirements

- 1) Game Officials will be members in good standing with the Texas Association of Sports Officials (TASO) and may not be a current coach, board member of any CTYFL Association or CTYFL Vice-President (Football). The only possible exception to this rule is if the official assigned to a CTYFL Flag football game fails to show and no other official is readily available. In that case and only with the approval of both Head Coaches, any CTYFL Board Member or certified coach may be accepted as a volunteer, temporary official for that game.
- 2) Game Officials are paid to enforce the rules of the game of football and those additional rules placed on them by CTYFL in order to help maintain a safe environment for all participants. They are paid for their knowledge of the rules and are expected to maintain a professional demeanor at all times. However, they are not being paid to accept abuse from spectators, players or coaches and will enforce any necessary and required actions to halt and prevent such abuse.
- 3) Game Officials will at all times adhere to the CTYFL Officials Code of Conduct.
- 4) Game Officials will ensure there are no hidden hazards in the playing area and will inform the Field Directors of any issues that may make for unsafe play. If they determine the field is unsafe for play they will not allow a game to start or be played on that field.
- 5) Game Officials will pause a game to confer with the Field Directors whenever there is confusion over a CTYFL Rule. The Field Directors may read the rule from the Rules section of this manual or from the Coaches Handbook. The interpretation of any CTYFL Rule will be the sole responsibility of the Game Officials. The judgment calls of Game Officials will not be questioned and repeated calls to confirm a CTYFL Rule may cause a coach to receive an USC foul.
- 6) Officials will work with the Field Director at each field to ensure the safety of the participants and spectators. Field Directors have the authority to pause any game to enforce the CTYFL Lightning Policy or due to other events that present an immediate threat to safety. Officials are responsible for stopping any game in progress in case of lightning, should the Field Director be absent or not willing to stop the game. The Field Director shall be responsible for enforcing all non-game related rules of CTYFL (book checks,

alleged illegal players, etc.) and officials will not interfere in this enforcement except that it shall not interfere with the game schedule.

- 7) Game Officials should always try to defuse a situation, but are under no obligation to warn a coach, player or spectator before calling an USC foul on that person.
- 8) Game Officials will be assigned by the CTYFL Head of Officiating and will not be replaced in any game except by the Head Official for that game if someone else is readily available or by the CTYFL Head of Officiating.
- 9) Game Officials will at all times direct the actions of the Chain Crew and game Clock Operator. Misconduct by any of these volunteers must be immediately corrected and any additional misconduct will require the officials to pause the game while they are replaced.

B) Training and Certification

- 1) All CTYFL Officials receive their NCAA/UIL rules and mechanics training through their officiating chapter and will receive additional training on CTYFL Rules, policies and Code of Conduct from the CTYFL Head of Officiating.
- 2) All CTYFL Officials are required by TASO to take a written exam and must pass this test with a score of 70% or higher before they may be assigned to any CTYFL games.

IX. Game Procedures

A) Pre-Game

- 1) Hosting Association will set up the field(s) and have it/them ready for play no less than thirty (30) minutes prior to the scheduled start time of the first game.
- 2) Hosting Associations will provide a suitable location for both teams to warm-up prior to the start of every game.
- 3) Field Directors will ensure that both teams have completed their ID Book check of the opposing team and that the MPRC of each team have verified the MPS of the opposing team at least fifteen (15) prior to the start of the upcoming game.
- 4) Game Officials will arrive and be ready to officiate no less than ten (10) minutes prior to the start of the upcoming game.
- 4) Field Directors will introduce themselves to the Game Officials and verify that the assigned officials are present for the start of the game.
- 5) Field Directors will have a Chain Crew and Clock Operator secured at least five (5) minutes prior to the start of the game or at the time the Head Official conducts the coin toss.

B) Half-Time

- 1) MPRCs and Field Directors will immediately meet and verify the MPS of each team. Field Directors will inform the Head Coach of any discrepancies on his team's MPS.

C) Post-Game

- 1) MPRCs and Field Directors will immediately meet and verify the MPS of each team. Field Directors will inform the Head Coach of any discrepancies on his team's MPS.
- 2) Each Head Coach will sign the Field Report for the game as well as his team's MPS.
- 3) The Head Coach of each team will ensure that his Team Area is picked up and left at least as clean as his team found it.
- 3) Field Directors will identify any discrepancies on either MPS and turn them over to his Association's

CTYFL representative.

- 4) After the last game of the day all Field Reports and MPSs will be turned in to the person designated by the Host Association to collect these documents.

D) Game Reports

- 1) Each Association will designate a person to collect Field Reports and MPSs and report the results of the game as well as any incidents, protests, etc.
- 2) CTYFL has a centralized reporting mechanism in place through the Arbiter online scheduler program. All Game Reports will be made no later than the next day through this mechanism.
- 3) The CTYFL Secretary will then use this data to ensure the CTYFL website is updated with game scores.

X. CTYFL Football Rules

A) Modified Clock

- 1) All CTYFL Tackle Football divisions will play 10-minute quarters using a modified game clock. The clock stops as mandated by NCAA/UIL rules, but ALWAYS restarts on the ready whistle EXCEPT in the final 2 minutes of each half, on Free Kicks and PAT tries, when it reverts to NCAA/UIL rules.

B) Mercy Rule

- 1) If the score differential becomes 24 points or greater during any game, the game clock will become a Running Clock for the remainder of the game even if the point differential falls below 24. This applies to Tackle Football games only and during both the regular season and all post season games. Flag Football uses a Running Clock at all times.
- 2) During the regular season, games will be terminated immediately any time the score differential becomes 35 points or greater. There are absolutely NO EXCEPTIONS to this rule.
- 3) During BCS and other post-season games there will be no game stoppage unless the score differential remains 35 points or greater at the end of the 3rd quarter, at which time the game will be terminated. There are absolutely NO EXCEPTIONS to this rule.

C) Tiebreaker Formats

- 1) Tiebreaker formats apply to Tackle Football only. Flag Football games end after the final play at the expiration of the running clock regardless of the score.
- 2) **For BCS and other post-season games, the NCAA Tiebreaker Rules will be used exclusively:**
 - a) Immediately after the conclusion of the fourth quarter, officials will escort the Head Coaches to the center of the field for the coin toss. The visiting team Head Coach will call the coin toss.
 - b) The winner of the toss may not defer and will choose one of the following options:
 - i) Offense or defense, with the offense at the opponent's 25-yard line to start the first possession series.
 - ii) Which end of the field shall be used for both possession series of that overtime period.
 - iii) The loser of the toss shall exercise the remaining option for the first extra period and shall have the first choice for subsequent even-numbered extra periods.
 - c) Extra periods consist of two possession series with each team putting the ball in play by a snap on or between the hash marks on the designated 25-yard line (unless relocated by penalty), which becomes the opponent's 25-yard line. The snap shall be from midway between the hash marks, unless the offensive team selects a different position on or between the hash marks before the ready-for-play signal. After the ready whistle, the ball may only be relocated after a charged team

timeout, unless preceded by a Team A foul or offsetting fouls.

- d) Each team retains the ball during a possession series until it scores or fails to make a first down. The ball remains alive after a change of team possession until it is declared dead. However, Team A may not have a first and 10 if it again possesses the ball after a change of team possession
- e) The team scoring the greater number of points during the regulation and extra periods shall be declared the winner. There shall be an equal number of possession series, as described in (e) above, in each extra period, unless Team B scores other than on the try. Beginning with the third extra period, teams scoring a touchdown must attempt a two-point try. Although not illegal, a one-point try attempt by Team A will not score a point.
- f) Fouls after a change of team possession:
 - i) Penalties against either team are declined by rule in extra periods (Exceptions: Penalties for flagrant personal fouls, USC fouls, dead-ball personal fouls and live-ball fouls treated as dead-ball fouls are enforced on the succeeding play).
 - ii) A score by a team committing a foul during the down is canceled.
 - iii) If both teams foul during the down and Team B had not fouled before the change of possession, the fouls offset and the down is not repeated.
- g) Each team shall be allowed one timeout for each extra period. Timeouts not used during the regulation periods may not be carried over into the extra period(s). Unused extra-period timeouts may not be carried over to other extra periods. Timeouts between periods shall be charged to the succeeding period. The extra period(s) begins when the ball is first snapped.

3) For Regular Season play the following will apply:

- a) After the end of regulation time the officials conduct another coin toss with both teams' captains. The winner of the toss chooses: (1) To get the ball first or second; and (2) which end of the field is used. No time-outs will be granted to either team.
- b) The team on offense first starts at the selected 25-yard line and gets 4 downs going in toward the goal line. After the offensive team's 4 downs, the defensive team will go on offense and have 4 downs going in toward the goal line.
- c) The winner of the game is determined by net positive yardage. Net Positive Yardage is determined simply by where the ball is spotted at the end of a team's 4-down series plus 25 yards for each time that team has advanced the ball across the goal line during the previous plays of that 4-down series.
- d) Examples:
 - i) If a team advances across the goal line on each of its 4 downs, it will have 100 net positive yards.
 - ii) If a team advances only to the 24-yard line after its 4 downs, it will have one (1) net positive yard.
 - iii) If a team loses yards or does not advance past the 25-yard line, it will have zero (0) net positive yards.
 - iv) Each time a team advances across the goal line, those yards (25 each occurrence) may not be subtracted from (except by penalty on that play) regardless of the outcome of that team's other downs. If a team advances the ball across the goal line on each of its first 2 downs and then loses yards back to the 30 yard line on its final 2 downs it will have 50 net positive yards (25 + 25 + 0 + 0).
- e) An interception or fumble recovered by the defensive team ends that four-play series. Interceptions and fumbles may not be advanced by the defensive team. The ball is dead and play is over as soon as the ball is intercepted or fumble recovered by the defensive team.
- f) Net yardage for the offensive team on any play resulting in an interception will be determined to

be at the original line of scrimmage of that play.

- g) No player of the offensive team may advance the ball after a fumble other than the player who fumbled the ball. If the loose ball is recovered by any member of the offensive team, other than the player who fumbled the ball, it becomes a dead ball and the play is over.
- h) In the case of a fumble:
 - i) the ball will be spotted at the spot of the fumble if recovered in advance of the fumble by any player other than the player who fumbled.
 - ii) the ball will be spotted at the recovery spot if recovered behind the fumble by any player other than the player who fumbled the ball.
 - iii) the ball will be spotted at the spot at which the ball becomes dead by rule if recovered by the player who fumbled the ball.
 - iv) the ball will be spotted at the spot where it goes out of bounds if that spot is behind the spot of the fumble.
 - v) the ball will be spotted at the spot of the fumble if it goes out of bounds in advance of the spot of the fumble.
- i) Offensive and defensive penalties are treated and marked off (and counted as yards gained or lost) as in regulation play except there are no automatic first downs.
- j) Additional sets of 4-downs will be played only in case of the same or no net yardage for both teams.
- k) All 4 downs must be used by each team unless there is no possible way for additional plays to change the outcome of the tiebreaker.

D) Specific Tackle Exceptions

- 1) PeeWee Tackle Division players have a Maximum Weight Limit of 75 pounds. Players will be weighed at PeeWee Weight Certification **ONLY**.
- 2) No other Tackle or Flag players will be restricted by weight.
- 3) All Tackle Football Division games will operate under the CTYFL Modified Clock, the CTYFL Mercy Rule and the applicable CTYFL Tiebreaker format.
- 4) **Exceptions Common to the PeeWee and Rookie Tackle Divisions**
 - a) Major penalties are marked off at 10 yards instead of 15 yards.
 - b) Free Punt - No Rush/No Return - All players except the punter and receiver will be on one knee. The ball is put in play at the farthest position down field that it rolls or that it is first touched by the receiver (possession is not required).
 - c) Defensive backs/linebackers (within the Tackle Box) must be behind the line that runs parallel to the LOS and behind the feet of the down linemen (or 2 yards behind the LOS if no defensive linemen are on their LOS).
 - d) No players may be in motion toward the neutral zone prior to the snap of the ball. Defensive linemen in a 3 or 4-point stance who move forward on a 'hard count', but then immediately reset (judgment call by officials), are not considered to be in motion toward the neutral zone before the snap of the ball. This will be treated as a dead-ball foul.
 - d) Successful Tries (PATs) – all attempts will be either a run or pass:
 - i) 1 Point if scored from the 5-yard line
 - ii) 2 points if scored from the 10-yard line

5) Exceptions Specific to the PeeWee Tackle Division

- a) The playing field will be 80 yards in length plus an additional 10 yards at each end for the goal areas, and 100 feet in width (either sideline to the outer hash marks).
- b) There will be a Maximum of 3 players on the defensive Line of Scrimmage (LOS) within the Tackle Box. Each of these linemen MUST be in a 3 or 4-point stance and MUST be lined head up with a different offensive lineman.
- c) Defensive players outside the Tackle Box may line up anywhere (on or behind their LOS) and in any stance.
- d) There will be a Minimum of 5 men on the offensive LOS for a legal formation. The split between the center and each offensive guard may be no more than 2 yards.
- e) Attempts to circumvent the intent of rule 4a-d above will be considered flagrant misconduct by that team's head coach and will result in immediate ejection from the game and (at least) a mandatory 1 additional game suspension of that head coach.

6) Exceptions Specific to the Rookie Tackle Division

- a) The playing field will be 80 yards in length plus an additional 10 yards at each end for the goal areas, and of regulation width (160').
- b) There will be a Maximum of 5 players on the defensive Line of Scrimmage (LOS) within the Tackle Box. Each of these linemen MUST be in a 3 or 4-point stance.
- c) Defensive players outside the Tackle Box may line up anywhere (on or behind their LOS) and in any stance.

7) Exceptions Specific to the Junior & Senior Divisions

- a) Successful Tries (PATs):
 - i) 1 Point for a run or passing score
 - ii) 2 Points for field goal kick (the ball must go through the uprights).
 - iii) May use a kicking block up to 2 inches in height for all field goals.
 - iv) On fields without goal posts at both ends, the visiting team will be awarded 2 points for a successful run or pass if they are prepared to attempt a kick for PAT.

E) Flag Rules

- 1) Players may be both males and females. Ages (as of July 31) included:
 - a) Midget Flag (MG Flag) 4 - 5 years old
 - b) PeeWee Flag (PW Flag) 6 - 7 years old
- 2) Coaches
 - a) One (1) coach from each team may be on the field during the game.
 - b) Before the ball is put into play, he is allowed to coach his players in the huddle, place them in their positions and ensure their jerseys are properly tucked in and flags positioned properly.
 - c) After the ball has been put into play he is not allowed to speak with the officials nor interfere with the players and must remain silent until the ball is declared dead and the play is over.
 - d) The Head Coach must use his time out in order to speak with the official and must do so on the sideline away from play.
- 3) Game Clock
 - a) The game clock will be a Running Clock as defined in the Definitions section.
 - b) The game will be divided into two (2) halves. There will be no extra periods in Flag Football games. Games tied at the end of regulation play will end in a tie.
 - c) Each half will be 20 minutes.
 - d) There will be a five (5) minute break between the first and second half.
- 4) Equipment
 - a) The balls used will be as follows:
 - i) Midget Flag - foam rubber ball, equivalent to the Poof brand ball.
 - ii) PeeWee Flag - K2 (or equivalent) size leather or composite ball.
 - b) Flags will be Red and Yellow. CTYFL will purchase all flags to be used by the league.
 - c) Each association will purchase (from CTYFL only):
 - i) 1 set (10 RED and 10 YELLOW flags) for each of their MG Flag teams;
 - ii) 1 set (12 RED and 12 YELLOW flags) for each of their PW Flag teams;
 - iii) 1 extra set (10 RED and 10 YELLOW flags) if they have a MG Flag team;
 - iv) 1 extra set (12 RED and 12 YELLOW flags) if they have a PW Flag team;
 - d) The home team will provide 2 sets of flags for each game (1 RED the other YELLOW/GOLD) and the visiting team will select which set of flags they will wear. The home team will then wear the other set with no substitutions.
 - e) All flags, shorts and other equipment will be inspected by the officials and Field Directors prior to the beginning of all games and if any discrepancies are found, the home association must immediately substitute another set of flags before the game may begin. If suitable flags are not made available, the home team will forfeit the game and the CTYFL Board will investigate for possible infractions.
 - f) The shorts worn by players must not have open pockets, must be a single, solid color and may not be either RED or YELLOW/GOLD and must contrast to both these colors to avoid confusion on the field. Violation of this rule results in the offending team forfeiting the game.

- g) Each team must wear a different color flag.
- h) One flag must be worn on each side (hip) of a player and flags must be immediately repositioned as they move to either the front or back of the players. The coach on the field for each team shall be responsible for ensuring all his players' flags are positioned correctly before the start of each play.
- i) No hats, caps, other headgear, jewelry, metal, or hard plastic can be worn with the exception of prescription safety glasses.

5) The Field

- a) The playing field will be 50 yards in length and 100 feet in width (either sideline to far hash marks) wide field.
- b) Two (2) games may be played simultaneously on a Regulation Length Field by placing one goal 5 yards deep in the end zone and the other at the 45 yard line allowing a 10 yard buffer between the games.
- c) If a Regulation Length Field is unavailable, a shorter field may be used and only one (1) game at a time will be played.

6) The Game

- a) There is no kickoff to begin either half of the game. The team that wins the coin toss has the option as defined by NCAA rules. Play will start from the offensive team's own 10-yard line in both MG Flag and PW Flag.
- b) All plays must begin from a huddle. All players must break from the huddle in order to be eligible for play. A "No-Huddle" offense will not be allowed. This will be penalized as an illegal substitution/participation.
- c) If the ball is fumbled it becomes dead when and where it touches the ground. This includes a muffed center to quarterback exchange.
- e) The Line-to-Gain will be midfield (25 yards from each goal line).
- d) The offensive team will have 4 downs to cross the Line-to-Gain for a first down if they started their possession behind the Line-to-Gain. If they do gain a first down they will then have an additional 4 downs to score.
- e) If their possession starts forward of the Line-to-Gain, the offensive team will have just 4 downs to score or the ball will turn over to the other team.
- f) The offensive team does not achieve a first down if they lose yardage behind the midfield line and then re-cross it within their four allotted plays.
- g) Play will start from the offensive team's 10- yard line on all changes of possession except interceptions. Play will start from the end of the return in the case of an interception.
- h) After a dead ball, the official will drop a marker 7 yards in front of the line of scrimmage (LOS) and will then signal ready for play. The offense will have 45 seconds to put the ball in play. Putting the ball in play prior to the ready for play signal will be penalized as an illegal snap.
- i) Defensive players on PW Flag teams will have the option of lining up at the LOS or at the 7-yard marker. Only those players lined up on or behind the 7-yard marker will be allowed to rush and cross the LOS before a handoff or a forward pass (even if it does not cross the LOS) has occurred.
- j) For MG Flag, all defensive players on the line of scrimmage must be lined up within 2 yards of each other. They may not rush or cross the LOS until a handoff

or a forward pass has occurred. No player may be in motion toward the LOS until the ball has been snapped.

- k) The quarterback may not run with the ball past the LOS until at least one (1) exchange has occurred behind the LOS. No handoffs or other transferring of the ball may occur beyond the LOS. A team may make multiple handoffs behind the LOS, but all defensive players are allowed to rush after the initial handoff or forward pass.
- l) Blocking and or tackling are not allowed. An offensive player may stand in the way of a defender in an effort to screen but cannot initiate contact with a defender either on the line of scrimmage or anywhere on the field. Once the ball has moved past the line of scrimmage players must be stationary to set a screen. They cannot move along with the play to set a moving screen.
- m) Flag Football teams are subject to the MPR for Flag Football and must comply with the MPR and MPS procedures.

7) Pulling the Flag (The Tackle)

- a) At least one (1) flag must be removed and held in the air for the official to see to make a tackle.
- b) A defender cannot remove the flag of any player unless that player has possession of the ball.
- c) All flags must be in place before the beginning of each play. The play is dead and the ball will be positioned at the spot where any player without BOTH FLAGS (either not on when the play started or lost by accident during the course of the play) receives the ball.
- d) Flags cannot be tied, placed or wrapped or otherwise secured or not secured in any manner that would prevent them from being removed in a normal manner. All flag belts must be snug on the players and extra lengths of the belt must be tucked in to the players' shorts prior to the start of play.
- e) The play becomes dead if any part of the ball carrier other than his/her hands or feet touches the ground.
- f) Defenders must attempt to pull the ball carrier's flag. They cannot tackle, or trip a ball carrier, nor may they grasp the clothing, push out of bounds or in any other way initiate contact with the ball carrier to stop his progress. It will be the sole responsibility of the official to determine if contact is intentional or incidental.
- g) Striking, stealing or stripping the ball in any way is not allowed. The point of the game is to pull the ball carrier's flag, not attempt to dislodge the ball.

8) The Ball Carrier

- a) The ball carrier cannot use his/her hands to ward off a defensive player or to protect his/her flags in any way. The Ball Carrier cannot run with the flag moved to the front causing it to hang down between their legs.
- b) Stiff-arms are illegal.
- c) A fumbles immediately becomes a dead ball.
- d) The ball carrier's feet cannot leave the ground to avoid losing a flag.
- e) It is the responsibility of the ball carrier to avoid the tackler. He cannot attempt to run over the tackler or in any other way initiate contact to either advance the ball or draw a foul against the defensive person.

f) The center may not take a direct handoff back from the quarterback after a snap.

9) Passing

- a) All players are eligible receivers.
- b) One forward pass is allowed per scrimmage play and must be attempted from behind the line of scrimmage.
- c) Pulling a receiver's flag before he/she gains possession of the ball is pass interference resulting in an automatic first down
- d) An interception can be advanced.
- f) Defensive players may not contact the passer nor hit the passer's arm whether or not they block the pass (roughing the passer). Pulling the passer's flag does not constitute contact with the passer.

10) Scoring

- a) Touchdown..... 6 points
- b) Successful Tries (PATs) – all attempts will be either a run or pass:
 - i) 1 Point if scored from the 6-yard line
 - ii) 2 points if scored from the 12-yard line

OFFENSIVE PENALTIES

- 1. Delay of Game (1st offense per series) 5 yards
- 2. Delay of Game (2nd + offense per series) 5 yards and loss of down
- 3. False Start/Illegal Motion/Illegal formation..... 5 yards
- 4. Illegal Snap 5 yards
- 5. Illegal Substitution/ Illegal Participation..... 5 yards
- 6. Illegal Pass/Handoff 5 yards
- 7. Flag Guarding/Stiff Arm 10 yards (spot foul)
- 8. Illegal Screen/Holding/Blocking 10 yards
- 9. Pass Interference/Illegal Downfield Screen 10 yards previous spot/loss of down
- 10. Leaving feet to avoid flag pull 10 yards
- 11. Unsportsmanlike Conduct/Unnecessary Roughness 10 yards and loss of down

DEFENSIVE PENALTIES

- 1. Delay of Game (1st offense per series) 5 yards
- 2. Delay of Game (2nd + offense per series) 5 yards automatic 1st down
- 3. Off Sides/Encroachment 5 yards
- 4. Illegal Substitution/Illegal Participation..... 5 yards
- 5. Roughing the Passer 10 yards automatic 1st down
- 6. Illegal Contact/Tackling/Holding 10 yards
- 7. Striking / Stealing / Stripping the Ball 10 yards (spot foul)
- 8. Illegal Flag Pull 10 yards automatic 1st down
- 9. Pass Interference 10 yards automatic 1st down
- 10. Unsportsmanlike Conduct/Unnecessary Roughness 10 yards automatic 1st down

F) Spring League Rules

- 1) Spring League Teams will follow the same rules for each division as do the teams in the Fall with the following exceptions:
 - a) There will be no Mercy Rule game stoppage at a 35-point score differential.
 - b) There will be no requirement that all teams have an equal number of home and away games.
 - c) Select teams are allowed.
 - d) There are no maximum player limits.
 - e) The MPR will not be in effect.

G) 7 on 7 Rules – These are the Texas State Qualifying rules

- 1) Mouth Pieces must be worn.
- 2) Field Dimensions:
 - a) Field Length - 45 yards long
 - b) Field Width - 160 feet (60 feet to hash mark, 40 feet between)
 - c) End Zone - 10 yards deep
- 3) Starting the game:
 - a) A central timekeeper will be designated. All games will begin and end on this persons instructions. He will also announce the time remaining at the 10, 5, and 2 minute mark.
 - b) Visitors will have first possession and wear white (top team in bracket or first team listed will be the visitor). The home team will have first possession the 2nd half and wear a dark color (bottom team in bracket or 2nd team listed will be the home team).
 - c) No team will be allowed to participate without shirts.
 - d) All teams will have two jerseys (white/dark jersey, t-shirt, etc.) with player's number on the front and back. The number on the front must be a minimum of 2" and the number on the back must be a minimum of 4".
 - f) No football jerseys of any type shall be worn. T-shirts, Under Armour, or basketball type sleeveless shirts are the only choices of acceptable jerseys.
 - g) Visitors (team in white) will always align their team on the right sideline facing the end zone. Home (dark jersey) will always align their team on the left sideline facing the end zone.
 - h) Ball is always placed on the right hash mark when at the 45-yard line.
 - i) Referee will announce/post score before each offensive possession begins.
- 4) Moving the ball.
 - a) Offensive Plays Must All Be Passes. (No Kicking/Punting)
 - b) Field is marked with cones at intervals of 15 yards. 3 first downs without a penalty would result in a touchdown.
 - c) Possession always begins at the 45-yard line at the right hash mark. Placement of the ball on or between the hash marks will be done in accordance with NCAA rules and must be enforced by officials once the ball has been advanced.
 - d) No penalty will be assessed in excess of the 45-yard line. On an unsuccessful or successful offensive play from the 45 yard line resulting in an offensive penalty: The ball will be returned to the 45-yard line and 1st down will become 2nd down; 2nd down will become 3rd down; and 3rd down will result in a turnover.
 - e) Offenses always move in the same direction
 - f) After the snap the first pass thrown MUST be forward. Even a pass caught behind the line of

scrimmage must be a forward pass.

- g) Once a forward pass has been thrown, a backward pass (lateral) is allowed.
 - h) Should a swing pass not cross the LOS and before the 4 second count has expired, a defensive player tags the ball carrier behind the 45 yard line, it is a safety.
- 5) Special Rules
- a) No blocking.
 - b) Receiver/Ball carrier is legally down when touched with one or both hands. Excessive force by shoving, pushing, or striking a blow will be penalized by automatic first down plus 5 yard penalty & expulsion if flagrant.
- c) Fumbles are dead balls at the spot with the last team retaining possession. A muffed snap is not a fumble/dead ball. The 4.0 second count remains in affect on muffed snaps.
 - d) Two delay-of-game penalties in the same possession results in a turnover. A delay-of-game penalty on the extra point try results in a turnover.
 - e) The QB is allowed 4.0 seconds to throw the ball. The Official timekeeper starts a stopwatch on the snap of the ball from center and stops the watch as soon as the QB releases the ball.
 - i) If release is under 4.0 seconds, the play goes on.
 - ii) If the timekeeper sees that the clock has exceeded 4.0 seconds, he waits until the play is over (the play is **not** blown dead), then brings the ball back to the original line of scrimmage with loss of down. The timekeeper will be an official or coach from a team that is not playing.
 - iii) The only infractions possible when a 4 second count is called are unsportsmanlike acts.
 - f) Defensive Pass Interference will be a spot foul and automatic 1st down at the spot.
 - g) Responsibility to avoid contact is with the defense. There will be NO chucking. Deliberate bumping or grabbing. These actions will result in a “tack on” penalty at the end of the play (5 yard penalty)
 - h) Offensive pass interference is the same as NCAA rules - 15 yard penalty.
 - i) Interceptions may be returned (“no blocking” rule applies). If an interception is returned beyond the 45-yard line (the offensive origination point) it is a touchdown and point after attempt should ensue. The teammates of the person who intercepted the ball may trail the runner so as to be in position to take a backwards pass. They may not block for or screen for the runner.
 - j) Offensive team is responsible for retrieving and returning the ball to the previous spot or the new scrimmage spot in a timely fashion. Failure to do so can result in a delay of game penalty.
 - k) The offensive center is not an eligible receiver (teams must have a center). The ball must be snapped from the ground between the snapper’s legs.
 - l) The center will be responsible for setting or re-positioning the Referee’s beanbag at the line of scrimmage. On change of possession, the center of the team moving to offense will ensure the beanbag gets to the new scrimmage line.
 - m) No taunting or “trash talking” - 5 yard penalty & expulsion if flagrant.
 - n) The offense must gain at least 15 yards in the first 3 or fewer plays or the defense takes over. There is no kicking. Four down territory occurs only after the offense proceeds to or inside the 15-yard line cone (third quadrant).
 - o) Fighting: the player(s) involved will be ejected from the game and tournament. If a team fight occurs, the teams involved will be ejected from the tournament and denied participation in any/all state qualifying tournaments! They will also be disqualified from participating in the state tournament.
 - p) Any dead ball foul on a play that results in the defense getting the ball will result in a loss of down penalty. The defense, now the offense, would be starting play with 2nd down.
 - q) The area extending 3 yards on each side of the center and 3 yards deep behind the LOS is the Tackle Box. No eligible receiver may align within the Tackle Box.

- 6) Scoring:
 - a) Touchdown 6 points
 - b) PAT from the 3 yard line 1 point
 - c) PAT from the 10 yard line..... 2 points
 - d) Defense returning PAT attempt back across the 45-yard line 2 points for the Defense
 - e) The official score is kept by the field referee and game manager.
- 7) Tie Breaker:
 - a) After a coin flip to determine first possession, teams will alternate 4 down series from the 15-yard line.
 - b) A winner is determined when one team scores during its possession and the other does not.
 - c) If a second overtime period is necessary, each team must then go for two points on the conversion attempts.
- 8) Game Time:
 - a) 20 minute halves with continuous clock for each half.
 - b) No time outs except for Injuries. Both games on the Field will halt until player(s) can be removed as soon as safety dictates.
 - c) Halftimes will be 10 minutes in duration and there will be 10 minutes between games.
 - d) 7 on 7 tournaments require that all games start/end at the same time.
 - e. Teams must be on site and ready to play when scheduled.
 - f) If a team(s) are late and cannot start when the tournament officially starts, they will begin play with whatever time is left on the tournament clock – not to exceed 10 minutes of 1st half.
 - g) Forfeit will occur after 10 minutes of the 1st half.
 - h) Injury time outs may reduce the amount of time between halves and/or between games to maintain the game schedules.

XI. Cheerleaders

A) Certification and Requirements

- 1) Cheerleaders may be between the ages of 4 and 13 years of age (age on July 31 of the current year). Cheerleaders must be at least 5 years of age (on July 31 of the current year) in order to join a Competition Cheer team. No waiver will be granted to 4 year olds desiring to join a Competition Cheer Team.
- 2) All cheerleaders will be certified at the same time and require the same documents as football players.
- 3) Squads will be set and certified according to their age divisions. All Spirit Cheerleaders may cheer for their sibling's team regardless of their age according to the CTYFL Sibling Rule. No other Age Waivers will be granted for Spirit Cheerleaders.
- 4) Competition classifications will be based on the age of the oldest cheerleader on the squad with NO exceptions. The sibling rule does **not** apply to Competition squads. All Competition Cheerleaders may compete at the next higher age division only if they have received an Age Waiver from CTYFL.
- 5) Squad sizes are between 5 and 35 as defined by the USASF. The age divisions are:
 - a) Mascots (Exhibition Level Only) 4 years old (no Age Waiver allowed)
 - b) Peewee/Flag 5 to 6 years old
 - c) Rookie 7 to 8 years old
 - d) Junior 9 to 10 years old
 - e) Senior 11 to 13 years old
- 6) Separate game squads may be formed, at the cheer coordinator's discretion, to accommodate experience

and the sibling rule. In this case, cheerleaders may cheer outside their division for game purposes only with a signed age waiver.

- 7) All coordinators must be able to produce the original certification cards for their squads upon request of any CTYFL official. Coordinators will keep the official certification cards and books and have them available at Competition.
- 8) The coordinator of each association must provide 1 copy of the official football/cheerleader roster for each squad to the area coordinator at certification.
- 9) Any alteration of a roster after certification may result in the disqualification of a team from competition. Any coach who alters a roster will be banned from coaching in CTYFL for one (1) year.

B) General Safety and Routine Requirements

- 1) All athletes must be supervised during all official functions by a qualified director/coach.
- 2) Coaches must require proficiency before skill progression. Coaches must consider the athlete, group, and team skill levels with regard to proper performance level placement.
- 3) All teams, gyms, coaches and directors must have an emergency response plan in the event of an injury.
- 4) Athletes and coaches may not be under the influence of alcohol, narcotics, performance enhancing substances or over-the-counter medications while participating in a practice or performance that would hinder the ability to supervise or execute a routine safely.
- 5) Athletes must practice and perform on an appropriate surface. Technical skills (stunts, pyramids, tosses or tumbling) may not be performed on concrete, asphalt, wet, uneven, or obstructed surfaces.
- 6) Soft-soled shoes must be worn while competing. No dance shoes/boots or gymnastics slippers (or similar) allowed. Shoes must have a solid sole.
- 7) Jewelry of any kind including, but not limited to, ear, nose, tongue, belly button and facial rings, clear plastic jewelry, bracelets, necklaces and pins on uniforms are not allowed. Jewelry must be removed and may not be taped over.
 - a) Exceptions: medical ID tags/bracelets and uniform rhinestones. Rhinestones are not allowed when adhered to the skin as opposed to a uniform.
- 8) Any height increasing apparatus used to propel an athlete is not allowed.
 - a) Exception: spring floor.
- 9) Flags, banners, signs, pom poms, megaphones and pieces of cloth are the only props allowed. Props with poles or similar support apparatus may not be used in conjunction with any kind of stunt or tumbling. All props must be safely discarded out of harm's way (example: throwing a hard sign across the mat from a stunt would be illegal). Any uniform piece purposefully removed from the body and used for visual effect will be considered a prop.
- 10) Hard, unyielding or rough edged casts must be fully covered with an appropriate padding material. The padding material must be such that it protects both the athlete and fellow athletes from injury.
- 11) On the level grid, all skills allowed for a particular level encompass all skills allowed in the preceding level.
- 12) Required spotters for all skills must be fellow team members and be trained in proper spotting techniques.
- 13) Drops, including, but not limited to, knee, seat, thigh, front, back, and split drops from a jump, stunt, or inverted position, are not allowed unless the majority of the weight is first borne on the hands or feet, which breaks the impact of the drop. Shushinovs are allowed.
 - a) Clarification: Drops that include any weight bearing contact with the hands and feet would not be in clear violation of this rule.
- 14) Competition routines shall not exceed 2 minutes and 30 seconds in duration.
- 15) Athletes must have at least one foot, hand or body part (other than hair) on the performing surface when the routine begins.

- a) Exception: Athletes may have their feet in the hands of base(s) if the base(s) hands are resting on the performing surface.
- 16) An athlete must not have gum, candy, cough drops or other such edible or non-edible items, which may cause choking, in their mouth during practice and/or performance.

C) Coaches

- 1) Official coaches and assistant coaches must be at least 16 years of age. All coaches and assistant coaches must be certified by their own association, must carry written and visible proof of certification to any game or league function and be able to produce it upon request to any league official. In order to be a helper or coach's aid, one must be at least 12 years old. Helpers are not official team representatives and will not be listed on the roster. Helpers will not be allowed on the field at any time during games or competition.
- 2) Any coach or assistant coach allowing any non-certified person in their performing area will be suspended for the remainder of the season.
- 3) A team with 2-12 cheerleaders may have a maximum of 2 official coaches. A team with 13 or more cheerleaders must have a minimum of 3 certified coaches and may have a maximum of 4 certified coaches.
- 4) A coach may coach their child in any division that is in need of a coach. However, Classification for competition will be based on the age of the oldest cheerleader on the squad. For example, if there is a senior cheerleader who wants to participate, but does not have a senior squad, that cheerleader may cheer on a junior squad for the season, but that squad will be required to compete in the senior division during competition. You may move up one division with waiver. There are special circumstances that may allow more than one division and will be handled on a case-by-case basis.
- 5) Coaches must have their ID Book with them at all times.
- 6) Coaches may not leave their squad unsupervised at any time.
- 7) Coaches are responsible for the actions of their assistants, aids, squad and competition spectators, and must govern them according to the rules set-forth in the CTYFL Conduct section of this manual.
- 8) In the event of an emergency causing a coach or coach's assistant to be unavailable and not able to attend a game, there will be one (1) team representative certified to be allowed in the performing area. This team representative will follow all rules and regulations in the Cheerleader section of this manual as well as the CTYFL rules of Conduct.

D) Cheerleader Specific Rules

- 1) CTYFL Cheerleaders will abide by the USASF Level 1 (L1) Rules for Stunts and Tumbling.
- 1) Only certified cheerleaders, Head Coaches, assistants and/or certified team representatives are allowed on the fields and Competition floor.
- 2) If an association coordinator misses a meeting, it is her/his responsibility to let the area coordinator know who will replace them at the meeting. It is the association coordinator's responsibility to notify the person replacing them about how their association is to vote on the issues on the agenda. That person will be allowed to vote only if the area coordinator was notified ahead of time of the change and if the replacing person is CTYFL certified.
- 3) Any discrepancies not covered in the Association's own Cheerleader By-Laws will be referred to the CTYFL By-Laws. If the discrepancy is not resolved under those bylaws, it will be taken before the CYTFL Board Of Directors.
- 4) Any changes to these rules and procedures must be passed by a $\frac{3}{4}$ majority vote of the total number of coordinators present, including proxies, at the meeting during which the change was voted on before it is to be taken to the CTYFL board for approval. Probationary Associations will not be allowed to vote on any CTYFL Cheerleader issues.

- 5) For safety reasons, cheerleaders are not allowed to wear any type of jewelry whatsoever. After the first two weeks, if a cheerleader refuses to remove any type of jewelry at a practice, game or Competition the individual will be suspended from the next game or disqualified from Competition. If a child has pierced ears and cannot remove the earrings, only studs may be worn and they must be covered with athletic tape.
- 6) No cheerleader may cheer with a hard cast. Braces requiring hardware must be covered with soft wrap.
- 7) Mascots (age 4) will be allowed and will follow the same rules and regulations as outlined in this section of the Procedures Manual for registered cheerleaders. Mascots cannot compete at the Competition level, but may be included in the exhibition performance level.
- 8) First day of practice begins August 1 unless that day falls on a Sunday, in which case the first day of practice will be August 2 of the current year. Any cheer practicing prior to this date is a violation and will not be allowed.
- 9) Cheerleading Camps. All associations hosting camps must provide details about their camps to CTYFL for approval prior to the start date of camp. There will be no more than 15 days of Summer Cheer Camp per off-season and no more than 10 days per month. Exceptions to this rule will require a Waiver from the CTYFL Board of Directors.
- 10) All camps must be marketed and made available to the general public. Cheerleading Camps cannot be limited to strictly cheerleaders of one specific organization.
- 11) Cheerleader Uniforms must be appropriate for this age level. There should be no showing of the belly when arms are raised. Skirts must be long enough to provide cover during stunts, tumbling and jumps.

E) Cheerleader Specific Rules of Conduct

- 1) No sexually explicit moves are allowed. This includes, but is not limited to, pelvic thrusting and provocative hip shaking.
- 2) Any cheers performed at a league function must be in good taste and must maintain good sportsmanship. The following types of cheers are specifically prohibited:
 - a) Negative (“How does it feel . . .”, etc.)
 - b) Competitive (“We’ve got spirit . . .”, etc.)
- 3) Any squad participating in such activity may face suspension from a game or competition.
- 4) In the event that a squad or squad member is suspended, it is mandatory that the squad or squad member attends the game and sits in the stands and supports the team, even though they will not be allowed on the field to perform. A suspension will not be lifted until the squad or squad member has fully completed the suspension requirement. The suspension requirement must be filled on a regularly scheduled game week, not a bye week. A squad or squad member will not be permitted to compete in competition while under suspension. In such cases, suspension will be decided upon by a vote of the CTYFL Vice-President (Cheerleaders) and approval of the CTYFL Board.

F) General Tumbling

- 1) NOTE: The USASF Rules no longer restrict assisted tumbling. However, assisted tumbling may negatively affect your score at the Event Producer’s discretion. For Legality Judges, when an athlete supports another athlete above the performing surface, it is considered a stunt and ruled according to the appropriate level stunt rules. The USASF neither encourages nor condones athletes spotting other athletes in tumbling skills. As it is for all skills, it is the responsibility of the coach to determine the capability and proficiency of the individual athletes when choosing the skills to be performed.
- 2) Example 1: In L1, an athlete spotting another athlete in a back walkover, would:
 - a) not be a stunt because the athlete performing the skill is not above/off the performing surface
 - b) be legal, because assisted tumbling is no longer restricted.

However, a panel judge may view this as the athlete lacks the ability to perform the skill without

assistance and therefore, would give a lower score or no score at all.

- 3) Example 2: If 6 athletes in L1 did back walkovers and 3 of them were spotted by other athletes, the judges should score only the 3 back walkovers performed without spots. The remaining 3 “spotted” back walkovers would receive no score for tumbling and no score for stunts due to the fact that the performing athlete was never based above the performing surface.
- 4) All tumbling must originate from and land on the performing surface.
 - a) Exception: Tumbler may (without hip-over-head rotation) rebound from his/her feet into a stunt transition. Rebounding to a prone position in a stunt is allowed.
 - b) Example: Round off handspring and then a bump or contact from a base or bracer straight into a back flip would break this rule for levels 1-5. A clear separation from the tumbling to the stunt is needed to make this legal. Catching the rebound and then dipping to create the throw for the rotation is legal. This would also be true if coming from just a standing back handspring without the round off.
 - c) Clarification: Rebounding to a prone position ($\frac{1}{2}$ twist to stomach) in a stunt is allowed in Level 1.
- 5) Tumbling over, under, or through a stunt, individual, or prop, is not allowed.
 - a) Clarification: An individual may jump over another individual.
- 6) Tumbling while holding or in contact with any prop is not allowed.
- 7) Dive rolls are not allowed.
- 8) Jumps are not considered a tumbling skill from a legalities point of view. Therefore, if a jump skill is included in a tumbling pass, the jump will break up the pass.

G) Level 1 (L1) Standing/Running Tumbling

- 1) Skills must involve constant physical contact with the performing surface. Tumbling skills must involve hand support with both hands when passing through the inverted position.
 - a) Exception: Block cartwheels and round offs are also allowed.
- 2) Forward and backward rolls, front and back walkovers, and handstands are allowed.
- 3) Cartwheels and round offs are allowed.
- 4) Front and back handsprings are not allowed.

H) Level 1 (L1) Stunts

- 1) A spotter is required for each top person at prep level and above.
 - a) Example: Suspended splits, flat-bodied positions and preps are examples of prep level stunts.
 - b) Extended arm stunts that are not in the upright position (such as extended v-sits, extended flat backs, etc. . .) are considered prep level stunts.
 - c) Clarification: The center base in an extended v-sit may be considered a spotter as long as they are in a position to protect the head and shoulders of the top person.
 - i) Exception: Shoulder sits/straddles are not considered prep level stunts; and therefore, do not require a spotter.
- 2) Stunt Levels
 - a) Single leg stunts are only allowed below shoulder (prep) level.
 - i) Clarification: If the primary bases squat, go to their knees or drop the overall height of the stunt and hold the top person at their shoulder level, this skill would be considered shoulder level and therefore illegal, regardless of the back spot’s positioning.
 - b) Extended stunts are not allowed (see definition of extended stunts in glossary). A stunt may not

be held at or pass through an extended position.

- i) Clarification: Taking the top person above the head of the bases would be illegal.
- 3) Twisting mounts and transitions are allowed up to a $\frac{1}{4}$ twisting rotation by the top person in relation to the performing surface.
 - a) Clarification: A twist performed with an additional turn by the bases performed in the same skill set, would be illegal if the resulting cumulative rotation of the top person exceeds $\frac{1}{4}$ rotations. The safety judge will use the hips of the top person to determine the amount of total rotation a top person performs in a skill set. Once a stunt is hit (i.e. prep) and the athletes show a definite and clear stop, then they may continue to walk the stunt in additional rotation.
 - b) Clarification: Rebounding to a prone position ($\frac{1}{2}$ twist to stomach) in a stunt is allowed in Level 1.
- 4) During transitions, at least one base must remain in contact with the top person.
 - a) Exception: Leap frogs and leap frog variations are not allowed in L1.
- 5) Free flipping or assisted flipping stunts and transitions are not allowed.
- 6) No stunt, pyramid, or individual may move over or under another separate stunt, pyramid or individual.
 - a) Example: A shoulder sit walking under prep is illegal.
 - i) Exception: An individual may jump over another individual.
- 7) Pendulum and pendulum style transitional stunts, where the top person falls away from the original bases, must use at least three stationary catchers, at least two of which are not original bases. Physical contact must be maintained with all of the original base(s). When lifting a top person from the flat body position in a pendulum to the upright position, an additional base/spotter must be on the opposite side of the stunt and is responsible for catching the top person in the case of an overthrow. This additional spotter must be stationary, may not be involved with any other skill or choreography when the transition is initiated and must maintain visual contact with the top person throughout the entire transition. (The dip to throw the top person is considered the initiation of the skill.)
- 8) Single based split catches are not allowed.
- 9) "True" (unassisted) Double Cupies are not allowed.
 - a) Clarification: "True" (unassisted) Double Cupies are not allowed at extended, prep or below prep level - i.e. "True" (unassisted) Double Cupies = one base holding two top people.
 - b) However, depending on the technique used, other variations of "Fake" (assisted) Double Cupies may or may not be allowed.
- 10) Release Moves
 - a) Release moves are not allowed other than those allowed at Level 1 in "Dismounts".
 - b) Release moves may not land in a prone or inverted position.
 - c) Release moves must return to original bases.
 - i) Clarification: An individual may not land on the performing surface without assistance.
 - d) Helicopters are not allowed.
 - e) A single full twisting log/barrel roll is not allowed.
 - f) Release moves may not intentionally travel.
 - g) Release moves may not pass over, under or through other stunts, pyramids or individuals.
- 11) Inversions
 - a) All inversions must maintain contact with the performance surface.
 - i) Example: supported handstand.
- 12) Bases may not support any weight of a top person while that base is in a backbend or inverted position.
 - a) Clarification: A person standing on the ground is not considered a top person.

H) Level 1 (L1) Pyramids

- 1) Pyramids must follow Level 1 "Stunts" and "Dismounts" rules and are allowed up to 2 high.
- 2) Top person must receive primary support from a base.
- 3) Two leg extended stunts must be braced by at least two persons at prep level or below with hand-arm connection only. The connection must be made at or below prep level.
- 4) Prep level single leg stunts:
 - a) Must be braced by at least one person at prep level or below with hand-arm connection only.
 - b) If the person bracing the top person is standing on the performance surface, the bracer must be a separate person not involved with basing or spotting.
 - c) The connection must be made prior to executing the single leg prep level stunt.
 - d) Prep level bracers must have both feet in bases' hands.
 - i) Exception: Prep level bracers do not have to have both feet in the bases' hands if they are in a shoulder sit, flat back, straddle lift or shoulder stand.
- 5) No stunt, pyramid, or individual may move over or under another separate stunt, pyramid or individual.

I) Level 1 (L1) Dismounts

- 1) Cradles from single based stunts must have a separate spotter with at least one hand-arm supporting the waist to shoulder region to protect the head and shoulder area through the cradle.
- 2) Cradles from multi-based stunts must have two catchers and a separate spotter with at least one hand-arm supporting the waist to shoulder region to protect the head and shoulder area through the cradle.
- 3) Dismounts to the performing surface from above waist level, as well as dismounts from stunts and pyramids, must be assisted by an original base. Bases may not intentionally pop, move or toss an athlete to the performance surface without assistance. Straight drops or small hop offs, with no additional skills, from waist level or below are the only dismounts allowed to the performing surface that do not require assistance.
 - a) Clarification: An individual may not land on the performing surface from above waist level without assistance.
- 4) Only straight pop downs and basic straight cradles are allowed.
- 5) Twisting dismounts (including $\frac{1}{4}$ turns) are not allowed.
- 6) No stunt, pyramid, individual or prop may move over or under a dismount, and a dismount may not be thrown over, under or through stunts, pyramids, individuals or props.
- 7) No dismounts are allowed from extended stunts in pyramids.
 - a) Clarification: An extended stunt in a pyramid must be brought down to prep level or below before it can be dismounted.
- 8) No free flipping or assisted flipping dismounts allowed.
- 9) Tension drops/rolls of any kind are not allowed.

J) Level 1 (L1) Tosses – Tosses are NOT allowed

K) Competition

- 1) Certification books must be provided for any squad performing. Squads without proper certification may participate but will be disqualified from competition. Therefore they will not be scored or able to receive ranking above other properly certified squads.

- 2) Each squad may perform a routine not to exceed 3 minutes. The routine should include a cheer, a chant and a dance, in no particular order.
- 3) Each league is responsible for providing 1 un-biased judges and 1 tally person for competition.
- 4) Disputes/Resolutions: Any dispute will fall solely on the certified judges discretion. The cheer coordinator of the league in which the issue pertains to, will not be a party to that particular decision. Disputes will be settled BEFORE the trophies are presented.
- 5) The music for any dance/routine must not contain any vulgar lyrics, profanity or derogatory connotations and must be submitted to CTYFL Cheer VP for approval PRIOR to competition.
- 6) There will be no coaching allowed during the performance. This includes, but is not limited to, mouthing the words, counting, or assisting with motions. This may result in squad disqualification. There will be no movement by coaches allowed during the performance. This may result in squad disqualification.
- 7) All squads and their spectators that display Unsportsmanlike Conduct (USC) will be subject to disqualification and/or ejection from the competition by a CTYFL Field or Program Director. All squads and their spectators will be courteous and respectful to other squads and their spectators.
- 8) Air horns are NOT allowed. First offense is a warning. Any subsequent offense will result in ejection.

XII. BCS and Post Season

A) BCS Facilities

- 1) All Facilities must meet the following criteria:
 - a) May be Grass or Turf fields, but Turf fields will be given priority.
 - b) Must have controlled entrances and a fence separating the spectator area from the Field Area.
 - c) Must have adequate seating for spectators.
 - d) Must have appropriate lighting in order to continue play after dark.
 - e) Must have an operating Score Board and Game Clock. Operating 25-Second Play Clocks are optional and will be used at all Facilities or at none.
 - f) Must have adequate and clean rest rooms.
 - g) Must have a concession area.
 - h) Must be reserved, in writing, no later than the third (3rd) Sunday of September of the current season (date of the Regular Scheduled September CTYFL Meeting). Associations that wish to host BCS games are strongly encouraged to have their Facility reserved as far in advance as possible and should, in fact, start the reservation process prior to the start of the season.

B) BCS Miscellaneous Items

- 1) All BCS Hosting Associations will pay to rent their Facilities and pay for their concession materials/costs from their Association accounts.
- 2) BCS Hosting Associations will also pre-pay for their player medals, entry hand stamps and any other administrative cost or supplies. Medals and entry hand stamps will be purchased by CTYFL and reimbursed from the Associations.
- 3) All BCS Hosting Associations will pay the Game Officials fees either from their accounts or from their gate, T-shirt sales (optional) and concession proceeds.
- 4) The design of T-shirts to be sold at BCS Facilities will be approved by the CTYFL Board of Directors no later than the third (3rd) Sunday of September of the current season (date of the Regular Scheduled September CTYFL Meeting).
- 5) Orders for T-shirts will be submitted to the CTYFL Executive Vice President no later than the third (3rd) Sunday of October of the current season (date of the Regular Scheduled October CTYFL Meeting).

- 6) All Hosting Associations will pay ten percent (10%) of their BCS net proceeds, after all other expenses have been paid and/or reimbursed, to the CTYFL General Fund. The remainder will go to the BCS Hosting Associations.

C) Other Post Season Play

- 1) Unless sanctioned and administered by CTYFL, all post-season tournaments and other post-season participation by any CTYFL Association or team will be at the expense of and coordinated by that Association or team.
- 2) CTYFL reserves the right to require that all CTYFL Associations and teams involved in post-season play refrain from advertising or in any way implying or claiming their participation in that post-season event is sanctioned or approved by CTYFL. This will be done only if CTYFL decides it is in the best interests of CTYFL or the participating Association or team.

D) Spring League Requirements

- 1) All Leagues, Associations and teams, whether affiliated with CTYFL or not, will adhere to the CTYFL Bylaws and the Rules and Procedures detailed in this manual.
- 2) Games will be played at a limited and rotating selection of Facilities. An equal number of home and away games will not be guaranteed.
- 3) At the end of the Regular Season, there will be two (2) semifinal play-off games between the top four (4) teams in each division.
 - a) Seeding will be made based on Won-Loss records during the Regular Season with head-to-head competition and CTYFL Power Rankings the deciding factors in the case of identical or indeterminate records. Under no circumstances will margins of victory be used as criteria.
 - i) #1 Seed will play #4 Seed
 - ii) #2 Seed will play #3 Seed
 - b) Semifinalist winners in each division will meet the following week in a Championship game for each division.
- 4) CTYFL Association Teams - Participation Fees are as follows:
 - a) Officials Fees:
 - i) Rookie Division Teams\$67.50 per team per game
 - ii) Junior & Senior Division Teams\$90.00 per team per game
 - iii) 7 on 7 Teams (League Play).....\$25.00 per team per game
 - iv) 7 on 7 Teams (Tournaments)\$37.50 per team per game
 - b) Insurance – already covered if the Association played with CTYFL in the previous Fall Season.
 - c) Administrative Fee
 - i) Teams of 1-16 players\$128.00 total
 - ii) Teams of more than 16 players\$8.00 per player
- 5) Non-CTYFL Association Teams - Participation Fees are as follows:
 - a) Officials Fees:
 - i) Rookie Division Teams\$67.50 per team per game
 - ii) Junior & Senior Division Teams\$90.00 per team per game
 - iii) 7 on 7 Teams (League Play).....\$25.00 per team per game
 - iv) 7 on 7 Teams (Tournaments)\$37.50 per team per game
 - b) Insurance
 - i) Teams of 1-16 players\$80.00 total
 - ii) Teams of more than 16 players\$5.00 per player
 - c) Administrative Fee
 - i) Teams of 1-16 players\$128.00 total
 - ii) Teams of more than 16 players\$8.00 per player

XIII. CTYFL Calendar of Events

A) Fixed Dates

- 1) First Day of Practice August 1 (unless Sunday, then August 2)
 - a) Helmets and Shoulder Pads or Shirts and Shorts only. Limited Contact (no person to person) permitted until First Day of Full Contact Practice in Pads.
- 2) First Day of Full Contact Practice in Pads 4th practice
- 3) Official Draft Day 1st Friday on or after August 12
 - a) Associations must receive a waiver from CTYFL to postpone their Draft Day beyond this day.
- 4) Official Draft Week Sunday before through Official Draft Day
- 5) Early Registration Cut-Off Official Draft Day
 - a) Associations with a single team in two (2) or more Tackle age divisions must keep registration Open until Final Registration Cut-off
- 6) Final Registration Cut-off 2 Weeks Before Opening Day
 - a) Associations must receive a waiver from CTYFL to continue their Registration past this day.
- 7) Official Certification Day Last Friday before Labor Day
 - a) Associations must get a waiver from CTYFL to postpone Certifying their teams beyond this day.
- 8) Opening Day 1st Saturday after Labor Day Weekend

B) 2014 Season Scheduled Dates

- 1) CTYFL Cheer Camp June 28, 2014
- 2) Cheer Coaches Clinic (Mandatory) July 12, 2014
- 3) CTYFL Meeting July 20, 2014
- 4) Age Cut-off Day July 31, 2014
- 5) First Day of Practice August 1, 2014
- 6) Coaches Meeting/Field Director Training (Mandatory) August 2, 2014
- 7) Make-Up Coaches Meeting/Field Director Training August 9, 2014
- 8) Draft Week August 10-15, 2014
- 9) Official Draft Day August 15, 2014
- 10) CTYFL Meeting August 17, 2014
- 11) Final Registration Cut-off August 23, 2014
- 12) Official Certification Day August 29, 2014
- 13) Opening Day (First Game) September 6, 2014
- 14) Game #2 September 13, 2014
- 15) Game #3 September 20, 2014
- 16) CTYFL Meeting - BCS Venue and T-Shirt Design Approval Due September 21, 2014
- 17) Game #4 September 27, 2014
- 18) Game #5 October 4, 2014
- 19) Game #6 October 11, 2014
- 20) Game #7 October 18, 2014
- 21) CTYFL Meeting - BCS T-Shirt Orders and Gate Stamps are Due October 19, 2014
- 22) Game #8 October 25, 2014
- 23) Cheer Competition October 26, 2014
- 24) Make-Up Day for Rain-Outs and BYES November 1, 2014
- 25) BCS/Play-Off Date November 8, 2014
- 26) Championship Date November 15, 2014
- 27) CTYFL Meeting - Season Wrap-Up November 16, 2014

XIV. CTYFL Age Approved Footballs

A) Flag Football

- 1) Midget Flag - foam rubber ball, equivalent to the Poof brand ball.
- 2) PeeWee Flag - K2 (or equivalent) size leather or composite ball

B) PeeWee Tackle

- | | |
|-------------------------------|-----------------------------|
| 1) Wilson K2 (Leather) | 2) Nike 1000K (Composite) |
| 3) Nike 705K (Composite) | 4) Nike 2000K (Leather) |
| 5) Spaulding PeeWee (Leather) | 6) Baden PeeWee (Composite) |

C) Rookie / Junior Tackle

- | | |
|-------------------------------|-----------------------------|
| 1) Wilson TDJ (Leather) | 2) Nike 705J (Composite) |
| 3) Nike 1000J (Composite) | 4) Nike 2000J (Leather) |
| 5) Spaulding Junior (Leather) | 6) Baden Junior (Composite) |
| 7) Rawlings Pro5 JR (Leather) | |

D) Senior Tackle / 7 on 7 Touch

- | | |
|----------------------------------|----------------------------|
| 1) Wilson TDY (Leather) | 2) Nike 705Y (Composite) |
| 3) Nike 1000Y (Composite) | 4) Nike 2000Y (Leather) |
| 5) Spaulding Youth (Leather) | 6) Baden Youth (Composite) |
| 7) Rawlings Pro5 Youth (Leather) | |

This list is for reference only. Any other brand of football that is equivalent in size to the age appropriate balls listed may be used.

CTYFL Age Waiver Request

Date: _____

To Whom It May Concern:

I, _____, parent of _____,
request that he/she be allowed to play in the _____ division which is one
age division older than he/she is currently qualified for by age.

I understand that this will mean he/she will possibly be playing with and against children
who are older, more mature, larger and more developed than my child. As such, I accept
that he/she may be put at a physical disadvantage and that the risk of injury has increased
beyond even the normal risks of participating in a contact sport such as football. I fully
accept the consequences of this decision and hold harmless Central Texas Youth Football
League (CTYFL), all officers of CTYFL, _____
(participating association) and all officers of _____
for any injuries sustained by _____ while participating in
CTYFL activities.

Signature

Print Name

CTYFL Age Waiver Request

Date: _____

To Whom It May Concern:

I, _____, guardian of _____,
request that he/she be allowed to play in the _____ division which is one
age division older than he/she is currently qualified for by age.

I understand that this will mean he/she will possibly be playing with and against children
who are older, more mature, larger and more developed than my child. As such, I accept
that he/she may be put at a physical disadvantage and that the risk of injury has increased
beyond even the normal risks of participating in a contact sport such as football. I fully
accept the consequences of this decision and hold harmless Central Texas Youth Football
League (CTYFL), all officers of CTYFL, _____
(participating association) and all officers of _____
for any injuries sustained by _____ while participating in
CTYFL activities.

Signature

Print Name

CTYFL Age Waiver Request

Date: _____

To Whom It May Concern:

We, _____ & _____,
parents of _____, request that he/she be allowed to play
in the _____ division which is one age division older than he/she is
currently qualified for by age.

We understand that this will mean he/she will possibly be playing with and against
children who are older, more mature, larger and more developed than my child. As such,
we accept that he/she may be put at a physical disadvantage and that the risk of injury has
increased beyond even the normal risks of participating in a contact sport such as
football. We fully accept the consequences of this decision and hold harmless Central
Texas Youth Football League (CTYFL), all officers of CTYFL,
_____ (participating association) and all officers
of _____ for any injuries sustained by
_____ while participating in CTYFL activities.

Signature

Print Name

Signature

Print Name

CTYFL Age Waiver Request

Date: _____

To Whom It May Concern:

We, _____ & _____,
guardians of _____, request that he/she be allowed to play
in the _____ division which is one age division older than he/she is
currently qualified for by age.

We understand that this will mean he/she will possibly be playing with and against
children who are older, more mature, larger and more developed than my child. As such,
we accept that he/she may be put at a physical disadvantage and that the risk of injury has
increased beyond even the normal risks of participating in a contact sport such as
football. We fully accept the consequences of this decision and hold harmless Central
Texas Youth Football League (CTYFL), all officers of CTYFL,
_____ (participating association) and all officers
of _____ for any injuries sustained by
_____ while participating in CTYFL activities.

Signature

Print Name

Signature

Print Name

Central Texas Youth Football League (CTYFL)

New Association Membership Application

CTYFL Use Only	
Application Received:	
Application Fee Received:	

Name of Your League:

New

Pre-Existing

* If Pre-Existing, List Previous League/Governing Body, Years With & Reason for Leaving in Comments Section

501(c)(3) Status:

Team Colors:

Board Members:

Age Division(s) Board Member's Children Will Be In This Season (check ALL applicable):

President:

Vice President:

Secretary:

Treasurer:

Tackle Commissioner:

Flag Commissioner:

Cheer Commissioner:

Flag	Tackle				Cheer	
	PW/R	PW	R	JR	SR	C
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Practice Field

Location:

Field Confirmed

	Yes	No
Lights	<input type="checkbox"/>	<input type="checkbox"/>

Game Field

Location:

Field Confirmed

	Yes	No
Regulation Size	<input type="checkbox"/>	<input type="checkbox"/>
Goal Posts	<input type="checkbox"/>	<input type="checkbox"/>
Lights	<input type="checkbox"/>	<input type="checkbox"/>
Scoreboard/Clock	<input type="checkbox"/>	<input type="checkbox"/>
Concessions	<input type="checkbox"/>	<input type="checkbox"/>
Adequate Parking	<input type="checkbox"/>	<input type="checkbox"/>
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>
Bleachers	<input type="checkbox"/>	<input type="checkbox"/>
Spectators Separated from Field	<input type="checkbox"/>	<input type="checkbox"/>
Available Every Week	<input type="checkbox"/>	<input type="checkbox"/>
Available During Wet/Rainy Conditions	<input type="checkbox"/>	<input type="checkbox"/>

Field Type:

Grass Turf

Access to HS

Stadium(s) for BCS:

Yes No

If Yes,

Which Stadium(s):

Age Groups:

	Number of Teams	Registration Fee	Head Coaches Selected		
			Yes	No	Some
PeeWee Flag	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rookie Flag	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PeeWee Tackle	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rookie Tackle	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Junior Tackle	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior Tackle	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cheer	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Player's Equipment:

Included in Registration: Leased from League: Provided by Players: Other (explain below):

Comments (use back of sheet for additional information, comments, explanations, etc.)

Signature of Association President: _____

Additional Comments:

A large empty rectangular box with a black border, intended for providing additional comments.

Policy Governing Spectator Behavior at CTYFL Events

Please read and understand the following CTYFL Spectator Behavior Policy. After reading, each parent or guardian will sign and date this form at the bottom acknowledging you are aware of and accept the CTYFL Spectator Behavior Policy and will accept and abide by the consequences outlined in the CTYFL Bylaws and Procedures Manual for violation of this policy.

Parents/guardians and their friends are responsible for the behavior and actions of their children as well.

- 1) Spectators are expected and encouraged to enthusiastically cheer for and encourage the players on their team. Being allowed to observe your child's efforts on the field is a privilege, not an opportunity to verbally assault others or be generally obnoxious. If the other team's spectators are breaking the rules you should report them to the Field Director or League Officer – you must never choose to act in the same manner. You would not allow this of your children and they should be able to expect that you will not embarrass them with immature behavior.
- 2) Respect and obey the rules of the hosting Association. Treat their field as you would your home field. All CTYFL facilities prohibit the use or consumption of alcohol, tobacco products or any controlled substance at that facility.
- 3) Respect the decisions of the coaches. Remember that this is a game for and played by children – not professional athletes.
- 4) Respect the other team and respect the other people around you. Profane and harassing language is absolutely forbidden at all CTYFL events. As parents they are as proud of and concerned for their children as you are with yours. Do not belittle the players of the other team unless you are ok with someone belittling your children in front of you and if you are ok with that you need to reconsider your priorities.
- 5) Respect the integrity and efforts of the Game Officials. They are on the field because they have made a commitment to learn, understand and interpret the rules of the game. CTYFL uses only officials in good standing with the Texas Association of Sports Officials (TASO). While that does not guarantee they will make perfect decisions in every single situation, it does guarantee they have received the training necessary to understand what that perfect decision should have been.
- 6) Be objective and accept the possibility that it was simply a greater effort by the opponents rather than cheating that allowed them to make a good play.
- 7) Cheating and bad sportsmanship are not options. They rob victory of meaning and replace the high ideals of sport with the petty values of a win-at-all-costs mentality. Victories attained in dishonorable ways are hollow and degrade the concept of sport.
- 8) Spectators, by definition, are not to be in the Field Area and as such they will normally be subject to disciplinary actions taken by the Field Directors. However, their negative or offensive comments directed at officials, players or coaches may lead to their team and Head Coach receiving an Unsportsmanlike Conduct Foul from the officials for each offense. Any CTYFL Head Coach, Assistant or Spectator receiving 2 Unsportsmanlike Conduct Fouls is immediately ejected from the game. All Unsportsmanlike Conduct fouls accrued by that team's sideline, whether actually on the Head Coach, his Assistants or his Spectators will be attributed to the Head Coach as well as the person committing the foul.

Name of Player/Cheerleader

Parent/Guardian #1 – Signature

Print Your Name

Date

Parent/Guardian #2 - Signature

Print Your Name

Date

National Union Fire Insurance Co of Pittsburgh, Pa
 AIG Domestic Claims
 Accident & Health Claims Department
 P.O. Box 25987
 Shawnee Mission, KS 66225-5987
 800-551-0824/302-661-4176

PROOF OF LOSS

NAME OF GROUP:

POLICY NUMBER:

SPECIAL RISK ACCIDENT CLAIM FORM (BSR_EXS)

INSTRUCTIONS:

- 1.) You must have SECTION A fully completed by a designated official of the Policyholder.
- 2.) SECTION B is to be completed, signed and dated by the claimant or parent/guardian of claimant, if claimant is a minor.
- 3.) Attach itemized bills for all medical expenses being claimed including the claimant's name, condition being treated (diagnosis), description of services, date of service(s) and the charge made for each service. PLEASE MAIL COMPLETED FORM AND BILLS TO ABOVE ADDRESS.

EXCESS PLAN - Eligible covered expenses will be determined after benefits have been paid by other valid and collectible insurance. You must submit your claim to your other insurance company first. When you receive their Benefit Statement (EOB) send it to us along with the itemized bills. If you have no other insurance coverage, benefits will be paid on a Primary basis up to the policy maximum. Benefits for eligible expenses will be paid per policy terms.

The furnishing of this form, or its acceptance by the Company, must not be construed as an admission of any liability on the Company, nor a waiver of any of the conditions of the insurance contract.

SECTION A - MUST BE COMPLETED AND SIGNED BY A DESIGNATED REPRESENTATIVE OF THE POLICYHOLDER

NAME/ AND/OR LOCATION OF GROUP/CLUB/SPORT/SCHOOL, ETC.

CLAIMANT'S FULL NAME (PLEASE PRINT CLEARLY OR TYPE)	SOCIAL SECURITY NO. (IF AVAILABLE)	DATE OF BIRTH	NAME OF SUPERVISOR
DATE COVERAGE BEGAN		DATE COVERAGE WILL END/HAS ENDED	

NATURE OF INJURY (DESCRIBE FULLY, INCLUDING WHICH PART OF BODY WAS INJURED.)	DESCRIBE HOW, WHEN AND WHERE ACCIDENT OCCURRED (DATE AND TIME).
--	---

NAME OF ACTIVITY	DID ACCIDENT OCCUR:		
INDICATE THE SPORT (IF APPLICABLE)	A. WHILE CLAIMANT WAS SUPERVISED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	B. DURING SPONSORED ACTIVITY	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	C. DURING PROGRAMMED HOURS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	D. WHILE TRAVELING TO OR FROM REGULARLY SCHEDULED ACTIVITY IN A SUPERVISED GROUP	<input type="checkbox"/> YES	<input type="checkbox"/> NO

DATE LAST WORKED	DATE RETURNED TO WORK	WEEKLY EARNINGS
POLICYHOLDER REPRESENTATIVE (PLEASE PRINT OR TYPE) TITLE		DAYTIME TELEPHONE NUMBER ()
SIGNATURE OF POLICYHOLDER REPRESENTATIVE		DATE

SECTION B - MUST BE COMPLETED

LIST NAME, ADDRESS, AND PHONE # OF OTHER INSURANCE COMPANIES UNDER WHICH CLAIMANT IS INSURED:	POLICY #/ACCOUNT #
---	--------------------

IF CLAIMANT IS A MINOR, NAME OF CLAIMANT'S GUARDIAN/RELATIONSHIP TO CLAIMANT

ADDRESS OF CLAIMANT (IF CLAIMANT IS A MINOR, NAME AND ADDRESS OF CLAIMANT'S GUARDIAN)	GUARDIAN'S SOCIAL SECURITY NUMBER
NAME/ADDRESS/TELEPHONE # OF EMPLOYER (IF CLAIMANT IS A MINOR, GUARDIAN'S EMPLOYER)	EMPLOYER'S DAYTIME TELEPHONE # ()

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

AUTHORIZATION and ASSIGNMENT OF BENEFITS

I, the undersigned authorize any hospital or other medical-care institution, physician or other medical professional, pharmacy, insurance support organization, governmental agency, group policyholder, insurance company, association, employer or benefit plan administrator to furnish to the Insurance Company named above or its representatives, any and all information with respect to any injury or sickness suffered by, the medical history of, or any consultation, prescription or treatment provided to, the person whose death, injury, sickness or loss is the basis of claim and copies of all of that person's hospital or medical records, including information relating to mental illness and use of drugs and alcohol, to determine eligibility for benefit payments under the Policy Number identified above. I authorize the group policyholder, employer or benefit plan administrator to provide the Insurance Company named above with financial and employment-related information. I understand that this authorization is valid for the term of coverage of the Policy identified above and that a copy of this authorization shall be considered as valid as the original. I understand that I or my authorized representative may request a copy of this authorization.

I authorize payment of medical benefits to the physician or supplier for service performed. YES NO

CALIFORNIA: For your protection, California law requires the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

For residents of New York: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the subject motor vehicle or stated claim for each such violation.

For residents of Pennsylvania: Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

For claimants not residing in California, New York, or Pennsylvania: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

CLAIMANT OR AUTHORIZED PERSON'S SIGNATURE	DATE
---	------

Section C

HEALTH INSURANCE CLAIM FORM

CLAIMANT INFORMATION

1. MEDICARE <input type="checkbox"/> (Medicare #)		MEDICAID <input type="checkbox"/> (Medicaid #)		CHAMPUS/CHAMPVA GROUP HEALTH PLAN <input type="checkbox"/> (Sponsor's SSN) <input type="checkbox"/> (VA File #) <input type="checkbox"/> (SSN or ID)		FECA BLK LUNG <input type="checkbox"/> (SSN)		OTHER <input type="checkbox"/> (ID)		1a. INSURED'S I.D. NUMBER	
2. PATIENT'S NAME (First Name, Middle Initial, Last Name)				3. PATIENT'S DATE OF BIRTH MM / DD / YY		SEX M <input type="checkbox"/> F <input type="checkbox"/>		4. INSURED'S NAME (First Name, Middle Initial, Last Name)			
5. PATIENT'S ADDRESS (No., Street) CITY _____ STATE _____ ZIP CODE _____ TELEPHONE NO. _____				6. PATIENT'S RELATIONSHIP TO INSURED SELF <input type="checkbox"/> SPOUSE <input type="checkbox"/> CHILD <input type="checkbox"/> OTHER <input type="checkbox"/> (SPECIFY)				7. INSURED'S ADDRESS (No., Street) CITY _____ STATE _____ ZIP CODE _____ TELEPHONE NO. _____			
9. OTHER INSURED'S NAME				10. IS PATIENT'S CONDITION RELATED TO:				11. INSURED'S POLICY GROUP OR FECA NUMBER			
A. OTHER INSURED'S POLICY OR GROUP NUMBER				A. PATIENT'S EMPLOYMENT? YES <input type="checkbox"/> NO <input type="checkbox"/>				A. PATIENT'S DATE OF BIRTH MM / DD / YY		SEX M <input type="checkbox"/> F <input type="checkbox"/>	
B. OTHER INSURED'S DATE OF BIRTH MM / DD / YY				B. AN AUTO ACCIDENT? YES <input type="checkbox"/> NO <input type="checkbox"/>				B. EMPLOYER'S NAME OR SCHOOL NAME			
C. EMPLOYER'S NAME OR SCHOOL NAME				C. OTHER ACCIDENT? YES <input type="checkbox"/> NO <input type="checkbox"/>				C. INSURANCE PLAN NAME OR PROGRAM NAME			
D. INSURANCE PLAN NAME OR PROGRAM NAME				D. RESERVED FOR LOCAL USE				D. IS THERE ANOTHER HEALTH BENEFIT PLAN? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, return to & complete item 9 A-D			

12. PATIENT'S OR AUTHORIZED PERSONS' SIGNATURE. I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.						13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE. I authorize payment of medical benefits to undersigned physician or supplier for service described below.					
Signature _____			Date _____			Signature _____			Date _____		

14. DATE OF CURRENT: MM / DD / YY		ILLNESS (First symptom) OR INJURY (Accident) OR PREGNANCY (LMP)	15. IF PATIENT HAS HAD SAME OR SIMILAR ILLNESS: GIVE FIRST DATE: MM / DD / YY		16. Dates Patient Unable To Work in Current Occupation MM / DD / YY	
					FROM: / / TO: / /	

17. NAME OF REFERRING PHYSICIAN OR OTHER SOURCE			17a. I.D. NUMBER OF REFERRING PHYSICIAN			18. Hospitalization Dates Related to Current Services MM / DD / YY		
						FROM: / / TO: / /		

19. RESERVED FOR LOCAL USE						20. OUTSIDE LAB? \$ CHARGES					
						YES <input type="checkbox"/> NO <input type="checkbox"/>					

21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY, (RELATE ITEMS 1, 2, 3 OR 4 TO ITEM 24E BY LINE)						22. MEDICAID RESUBMISSION CODE ORIGINAL REF. NO.					
1 _____			3 _____								
2 _____			4 _____			23. PRIOR AUTHORIZATION NUMBER					

24. A		B	C	D		E	F	G	H	I	J	K
DATE(S) OF SERVICE FROM MM/DD/YY TO MM/DD/YY		Place of Service	Type of Service	PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS MODIFIER		DIAGNOSIS CODE	\$ CHARGES	DAYS OR UNITS	DPSDT Family Plan	EMG	COB	RESERVED FOR LOCAL USE

25. FEDERAL TAX I.D. NUMBER SSN EIN		26. PATIENT'S ACCOUNT NO.		27. ACCEPT ASSIGNMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		28. TOTAL CHARGE \$		29. AMOUNT PAID \$		30. BALANCE DUE \$	
--	--	---------------------------	--	--	--	------------------------	--	-----------------------	--	-----------------------	--

31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements apply to this bill and are made a part thereof.) SIGNED _____ DATE _____			32. NAME AND ADDRESS OF FACILITY WHERE SERVICES WERE RENDERED (If other than home or office).			33. PHYSICIAN'S OR SUPPLIER'S NAME, ADDRESS, ZIP CODE & TELEPHONE # PIN# _____ GRP# _____		
--	--	--	---	--	--	--	--	--

PLACE OF SERVICE CODES 1-(H) - INPATIENT HOSPITAL 2-(OH) - OUTPATIENT HOSPITAL 3-(O) - DOCTOR'S OFFICE	4-(H)-PATIENT'S HOME 5- -DAYCARE FACILITY (PSY) 6- -NIGHT CARE FACILITY(PSY)	7-(NH) NURSING HOME 8-(SNF)-SKILLED NURSING FACILITY 9- -AMBULANCE	O-(OL)-OTHER LOCATIONS A-(IL)-INDEPENDENT LABORATORY B- -OTHER
---	--	--	--