

# SOUTHERN NEW ENGLAND YOUTH FOOTBALL CONFERENCE



BY-LAWS

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## **BY-LAWS OF THE SOUTHERN NEW ENGLAND YOUTH FOOTBALL CONFERENCE**

### **I. NAME**

The organization shall be known as "The Southern New England Youth Football Conference (SNEYFC)."

### **II. OBJECTIVES**

To promote the importance of sports in the SNEYFC. To pledge our cooperation with others in the field of education and sports and to administer a program that will always stress the best interest of the youth who participate in the Conference activities.

### **III. GOVERNMENT**

The constitutional By-Laws and Playing Rules are referenced herein for the regulations that will pertain to administration of the SNEYFC.

All Conference rules are to be strictly adhered to. If violations of By-Laws or Playing Rules occur, it should be reported to the Conference President. Any Senior, Junior or Micro team/squad not complying with the accepted By-Laws and Playing Rules will be subject to whatever action the Board of Directors of the Conference deems necessary. If a League cheerleading squad does not adhere to the SNEYFC cheerleading Safety Rules during all games, practices, and other competitions, the squad will be ineligible to compete in the SNEYFC cheerleading competition(s). The decision of the Board of Directors will be final.

The SNEYFC is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes that making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future tax code.

No part of the net earnings of the SNEYFC shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the SNEYFC shall be authorized and empowered to pay reasonable compensation for services rendered and to

make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the SNEYFC shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the SNEYFC shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of this document, the SNEYFC shall not carry on any other activities not permitted to be carried on (a) by an organization exempt under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon dissolution of the SNEYFC, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

The Executive Board shall be reimbursed on expenses incurred for miles traveled while performing duties in accordance with Article V (Player Safety). The reimbursement shall be set at \$.20 per mile and subject to change with approval of the Board of Directors.

#### IV. SPORTSMANSHIP

The conduct of coaches, players, cheerleaders and fans must always exemplify the objectives of the Conference. When unsportsmanlike like conduct occurs, it must be reported to the Conference President in writing, prior to the next Conference meeting. Any interested party may report infractions, as long as it is in the best interest of the youth of the Conference. However, once a letter is submitted to the Conference President, the author, or his/her representative, will appear before the Board of Directors at the meeting the letter is to be read, and he/she shall be notified by the Conference President so they may appear at the meeting. Also, a copy of said letter will be sent to the parties concerned by the Conference President, so they may appear at the meeting. If necessary, penalties will be determined by the Board of Directors. The Executive Board may be required to take immediate action prior to the next meeting.

Any coach, who is ejected from a game by a referee, shall immediately leave the field of play and remain outside of view and hearing/shouting distance for the remainder of the contest. If the ejected coach is the only coach or adult available to maintain safety and control of the players, the game shall be halted and a forfeit awarded to the opposing team. Additionally, the coach shall be suspended from the next scheduled game automatically. The coach shall not be on the sidelines for any game regardless of division level after being ejected or while suspended.

Any coach, who is ejected from a game and fails to comply with the rules of ejection, will be suspended for a one year period (inclusive of the jamboree, regular season games, and post season games for any division). Upon identification of such an incident, the suspension shall be made by notification to the Conference Representative for the affiliated league. Any appeals shall be made in accordance with section VI.A.5.

All ejections and other violations of the coaches code of conduct shall be reviewed by the Grievance/Ethics committee who shall forward a recommendation to the Executive Board for action.

A Coaches Code of Conduct is contained in appendix "F" to these by-laws and playing rules. It will be read and signed by all head coaches prior to the beginning of the season. A signed copy will be given to the Conference Secretary at weigh-ins to be kept on file for the remainder of the year.

## V. PLAYER SAFETY

Player/cheerleader safety shall be the foremost responsibility of all Conference league personnel. To this end the following rules apply:

### A. Medical Exams

#### 1. Requirements/Procedures

All players and cheerleaders should undergo a medical examination prior to participating in any practice sessions. All players and cheerleaders shall present a current year SNEYFC Physicians/Parent Statement Medical Release form signed by the parent or guardian, a licensed Physician or other licensed medical professional recognized by the Conference to their League Coach or other proper league official prior to participating in any practice session. The head coach for each division, in each league shall have a copy of

the SNEYFC Physicians/Parent/Guardians Statement and Medical Release form in their possession at any and all practices, meetings, or games where the players or cheerleaders are present. If a player or cheerleader is found to be practicing, or playing without the proper current year SNEYFC Physicians/Parent Statement Medical Release form signed by the parent or guardian, a licensed Physician or other licensed medical professional recognized by the Conference in the possession of the Head Coach or his designee, the Executive Board will administer disciplinary action which may include a reprimand, suspension or both of the Head Coach. For football players, the licensed Physician or other licensed medical professional recognized by the Conference determining that the physical condition of the player is acceptable for youth football shall use the current year Conference approved form (see appendix G). The form must be signed and dated by both the examining licensed Physician or other licensed medical professional recognized by the Conference, and the Parent/Guardians of the applicant. It is the parent's responsibility to ensure that the form is filled out completely and is signed by the licensed Physician or other licensed medical professional recognized by the Conference. Any form not completed may result in that player being Ineligible to play for the season. This form must be presented at the initial weigh-in for football players and at roster validation for cheerleaders attesting to the player's eligibility to participate in the Conference activities. The Weigh-In Committee's reserves the right to implement any or all of the following:

- a. The Weigh-In Committee may require a second and more thorough medical exam for the affected player. If possible, this exam shall be performed by the same licensed Physician or other licensed medical professional recognized by the Conference that performed the initial examination. The player will be declared temporarily ineligible until the results of the second physical exam are known. If the results are satisfactory in every respect, the player will be declared eligible and allowed to participate in any Conference activities. If a second exam is performed by a different licensed Physician or other licensed medical professional recognized by the Conference, both medical exam forms must be produced, along with a note from the second licensed Physician or other licensed medical professional recognized by the Conference indicating that the results of the initial (first) exam had been reviewed.
- b. If the licensed Physician or other licensed medical professional recognized by the Conference determines that the actual weight loss was excessive, the affected player will be declared ineligible for play in the Conference.

- c. In the event that the general health and well being of any player has been jeopardized due to excessive weight loss, the Executive Board will administer appropriate disciplinary action which includes either a reprimand or suspension of the responsible Head Coach.

## 2. EMT Required

To further insure the safety and well being of all players in the leagues of the Conference, the home team will guarantee the presence of a qualified Emergency Medical Technician (EMT) on the field during all jamborees and games equipped with appropriate medical supplies. The EMT shall make himself/herself known to both coaches for each game being played that day.

### B. Notice from Licensed Physician or other licensed medical professional recognized by the Conferences

Any player/cheerleader sent to a hospital or licensed Physician or other licensed medical professional recognized by the Conference, or under a licensed Physician or other licensed medical professional recognized by the Conference's care for any reason, will provide a signed statement from a licensed Physician or other licensed medical professional recognized by the Conference, plus the parent or guardian, stating that they are able to resume participation in Conference activities. This statement is to be given to the players Head coach, and kept with the physical forms of that squad.

### C. League/Coaches Medical Responsibility

League shall ensure that a minimum of 1 adult person with a current Red Cross basic first aid certification is present at each practice

All coaches shall familiarize themselves with emergency procedures that may be necessary for children with special medical problems (i.e. bee stings, asthma, etc.).

There shall be a working mobile phone or landline phone present at each practice, scrimmage or game

### D. Administering Medications

No league member shall supply or administer internal medicines except as authorized by parent or guardian for special cases noted in paragraph V.C above.

#### E. Cheer Certification

Each town shall require one cheerleading representative to attend an American Association of Cheer Coaches Association (AACCA) Safety Certification class (The certification is good for 4 years).

#### F. Football Certification

Each League should have all head coaches, and at a minimum shall require one football representative to attend the annual rules familiarization clinic as administered by the SNEYFC executive board. This representative shall be responsible for providing the information presented at the Coaches Clinic to their Leagues Head Coaches that did not attend. A town that fails to have representation at the rules familiarizations clinic will be ineligible for post season competition.

#### G. Game Administration

The home team shall provide a game administrator for each home game. This person should be a member of the home league, and shall be knowledgeable of issues such as how to reach emergency personnel (both at the field and at remote locations), location of lights, field repair equipment, water, and other issues necessary for the safe conduct of the game. The game administrator shall make he or her self known to the head referee prior to the start of the game and shall remain in close proximity to the playing field during the game. The game administrator shall not be a coach for the game in progress.

### VI. BY-LAWS

#### A. Officers of the Conference

##### 1. Executive Board

The Executive Board will handle all matters of the Conference between monthly meetings under the direction of the Conference President. The Executive Board will handle all disciplinary matters or problems that may arise in the interim. The actions or decisions of the Executive Board must be reported to the Board of Directors at the next regular monthly meeting. A list of the SNEYFC Executive Board members is contained in Appendix C.

##### a. President:

- 1) Presides at all Conference meetings.
  - 2) Assumes full responsibility for the operation of the Conference and will make all appointments for appointed positions.
  - 3) Ensures that all personnel are properly briefed on all phases of the rules, regulations and policies of the Conference.
- b. Vice-President of Football:
- 1) Presides in the absence of the President.
  - 2) Works with the other Officers and Committee members.
  - 3) Is ex-officio on all committees.
  - 4) Carries out such duties and assignments as may be delegated by the President.
  - 5) Assumes duties as chairman of the By-Law committee.
- c. Vice-President of Cheering:
- 1) Presides in the absence of the President and Vice President football.
  - 2) Works with the other Officers and Committee members.
  - 3) Is ex-officio on all cheer committees.
  - 4) Carries out such duties and assignments as may be delegated by the President.
  - 5) Assumes duties as chairman of the Cheerleading competition(s)
  - 6) Appoints members to the cheer committees
- d. Secretary:
- 1) Records the minutes of Conference meetings.
  - 2) Responsible for notifying members of the Board of Directors of regularly scheduled and special meetings.
  - 3) Maintains an official record of Conference activities.

- 4) Works on committees as appointed by the President.
- e. Treasurer:
- 1) Dispense Conference funds as approved by the Board of Directors. he/she may make minor expenditures of not more than \$25.00, as approved by the Executive Board.
  - 2) Keep Conference financial records and makes monthly reports on the status of Conference funds.
  - 3) Responsible for arrangement and maintenance of Conference insurance in accordance with article VI.K (Insurance).

## 2. Election of Executive Board

The Executive Board shall be elected annually by the voting membership at the November Conference meeting. A majority vote is required for this election process. The elected members of the Executive Board will take office immediately following the election. Members of the Executive Board need not be members of any League or Association.

## 3. Election Procedure for Executive Board:

- a. The Nominating Committee will make its recommendations during the October Conference meeting. The committee may recommend one (1) or more names for each position.
- b. A ballot with the recommendations of the Nominating Committee will be prepared for the November meeting.
- c. The Chairman, or one of the members of the Nominating Committee, will supervise the election during the November Conference meeting.
- d. The election will be held for one office at a time in the following order: President, Vice President of Football, Vice President of Cheering, Treasurer, and Secretary. During the election, names from the floor may be added to the ballot for each position.
- e. The nominee who receives the majority of the votes will win the election. If a tie results, a run-off will be held between the tied nominees.

#### 4. Filling a Vacancy on the Executive Board

Should a member of the Executive Board not complete the entire year in office, the President shall appoint a replacement to serve the remainder of the year in the vacated office. The Presidents decision shall be subject to an appeal in accordance with section VI.A.5.

#### 5. Appeals of Executive Board Decisions

Any decision made by the Executive Board may be appealed. Any appeal must be made in writing by a league representative and delivered to the Conference President within 72 hours after a decision of the Executive Board. A meeting of the Board of Directors will be called within 48 hours after an appeal is received. It shall take a vote of the Board of Directors to overturn a decision of the Executive Board. Appealing team or teams cannot vote.

### B. Voting

#### 1. Voting Membership (Board of Directors)

- a. Each existing league in the Conference shall have one vote on all issues. A vote may only be cast by a member of the board of Directors, or his authorized representative, in accordance with article VI.C (Leagues of the Conference).
- b. Each new league is not granted voting privileges until the next regularly scheduled monthly meeting after acceptance into the Conference.

#### 2. Quorum

A quorum shall consist of 2/3 of the official representatives of the voting membership and at least three members of the Executive Board

#### 3. Approval of Motions/Appeals

It shall require approval of 2/3 of the voting members present at any Conference meeting to pass any appeal made by due process or to approve a change to the By-Laws and Playing rules. A majority vote is required to pass all motions.

#### 4. Relinquishing Right to Vote

- a. Any league failing to complete the entire scheduled playing season in accordance with Article VI.C.2 (Teams of the League) and Article VI.N (Playing Schedule), shall forfeit their voting rights as of that date, but will be required to attend the monthly meetings in order to comply with Article VI.F.1 (Meeting Schedule and Attendance). This forfeit shall remain in effect until August 1st of the following year.
- b. Any league dropped from the Conference in accordance with Article VI.F.3 (Penalties for Missed Meetings) shall forfeit its voting rights until re-admitted to the Conference.
- c. Any league dropped from the Conference in accordance with Article VI.K.2, (Proof of Coverage) shall forfeit its voting rights until reinstated there under.

## C. Leagues of the Conference

### 1. Boundaries

- a. The boundaries for each league are listed in Appendix A. No league will be allowed to recruit outside their respective boundaries.
- b. Players shall register to play within the league boundaries in which they reside. If a player resides outside of both the actual and optional league boundaries defined in Appendix A, such player shall be able to register with any league in the conference. For purposes of this rule registered is defined as listed on a checked and initialed SNEYFC weigh-in roster. Once a player has registered in a league, he shall remain in that league unless one of the below conditions is satisfied:
  - 1). If a player relocates his or her residence, as defined by school registration, or in the case of private or regional school attendance as defined by the residence of the Parent/Guardians/guardians who may claim them as dependant per the Internal Revenue Service (IRS) definition, AND such relocation takes place prior to week two of the playing season, the player may transfer to the league which has jurisdiction per appendix A. (Note: Any relocation after week two of the playing season will constitute a right to change leagues the following year.)
  - 2). If a player requests and receives a waiver from the league in which he/she is registered, the player may transfer to any league prior to week two of the playing season.

- 3). If a player/cheerleader changes residences to a location that is outside of the boundaries specifically assigned to a league of the SNEYFC, that player/cheerleader may register with any league within the Conference so long as the transfer takes place prior to the completion of week 2 of the regular season playing schedule.
  - 4). If a player/cheerleader who resides in a location that is within an optional area claimed by multiple leagues does not weigh-in or be validated on a SNEYFC league roster for one complete season, that player/cheerleader may register with any league claiming that optional area in any subsequent season subject to the age and weight limits of these by-laws. No waiver is required for a player/cheerleader in an optional area to move to another league as long as they have sat out one full season.
  - 5). A player/cheerleader who resides in a location that is outside of the boundaries specifically assigned to a league of the SNEYFC, but has been weighed in or validated on a SNEYFC league roster, must sit out one season if they desire to register with another league of the SNEYFC. No waiver is required for a player/cheerleader outside our boundaries/optional areas to move to another league as long as they have sat out one full season.
- c. No transfers shall take place with or without a waiver, regardless of residence, after week two of the playing season. Any discrepancy in a player's residence shall be decided by the Executive Board.

## 2. Teams of the League

Each league in the Conference shall field a Senior, Junior, and Micro football team and cheering squad. If during the season a league feels it can no longer field a team, the league shall notify the Conference President who shall convene the Executive Board. The League will be given an opportunity to exercise it's options under the playing rules (Movement Between Teams). If the League does not present an acceptable proposal to the Executive Board for moving players between teams, the Executive Board will use the league's rosters, being mindful of numbers and weights, in trying to exercise it's options under the playing rules (Movement Between Teams) in an effort to add a new player or players to bring the official roster back up to fourteen (14) players. If the Executive Board agrees with the league's request to disband any team for the remainder of the season, all

scheduled Conference opponents not yet played shall be notified in writing by the Conference. All scheduled games played, or scheduled to be played, are forfeited.

### 3. Emphasize Seniors

The Conference shall emphasize the Senior division. If a league cannot field a minimum roster of fourteen (14) Senior players two (2) weeks prior to the August Conference meeting, the Conference President shall be notified. Any league who cannot field a Senior team, or whose Senior team does not complete a full season, will have their Junior team ineligible for post season and championship play.

### 4. Team Colors

The official colors of all Conference teams must be submitted to the President at the February Conference meeting. Appendix B contains a list of all team colors.

- a. All uniform changes shall be approved by the Board of Directors prior to the season.
- b. Leagues with home and away jerseys are to use the appropriate colors noted In Appendix B against leagues whose colors are the same. Violations will result In a forfeit by the violating team.

### 5. League Representatives

- a. Each league in the Conference shall submit to the Conference President, no later than the February Conference meeting, a list with a minimum of three (3) persons that have been given the authority to act as their official league representative. This list must be submitted in priority order. In case of a dispute among league representatives regarding the casting of votes, the priority list shall be used to adjudicate that Town's vote.
  - 1) Official Member of the Board of Directors
  - 2) Alternate Member
  - 3) Second Alternate
- b. Each new league shall submit to the Conference a list of current League Executive Officers to be updated thirty (30) days after each league election.

- c. A list of league representatives is contained in Appendix D.
- d. A list of Conference Executive Officers is contained in Appendix C.

#### D. Entry into the SNEYFC

##### 1. Application Date

New members seeking entry into the Conference shall submit a formal letter of intent to the Conference President no later than the regular March Conference meeting.

##### 2. Entry Fee

The application for membership shall be accompanied by a \$150.00 entry fee, which shall cover their dues for the current calendar year. The entire entry fee is returnable immediately if the application is rejected by the Conference, but is forfeited if the application is withdrawn by the applicant, regardless of the reason.

##### 3. Proposed Boundaries

Application shall be accompanied by a definition of proposed league boundaries. Fifteen (15) copies of the application shall be provided with a map of sufficient quality for reproduction.

##### 4. Approval of Entry

Acceptance into the Conference shall be subject to the approval of the voting members of the Conference at the April Conference meeting.

#### E. Finances

##### 1. Conference Dues

Each league must submit annual dues in the amount of one hundred dollars (\$100.00) to the Conference Treasurer no later than the May Conference meeting.

These dues may be refunded at the Annual Business Meeting if the Executive Board and the Board of Directors determine that the Conference Finances are solvent and if the League is legally represented by an authorized representative or first/second alternate at the Annual Business Meeting.

## 2. Fund Raising

All finances shall be realized from voluntary contributions, registration fees and other fund raising activities approved by the Board of Directors.

## 3. Non-Profit Organization

No individual shall profit from any league or Conference activity.

## 4. Cheerleading competition(s)

The cheerleading competition(s) committee shall present an estimated budget of expenses for the cheerleading competition(s) to the Board of Directors at or prior to the September meeting.

## F. Meetings

### 1. Meeting Schedule and Attendance

The Conference will meet each month with the exception of December and January of each year. Members of the Conference will select the time and location. The Conference Secretary shall notify all Conference Representatives of the time and location of each meeting or special event. Attendance by a Conference Representative is mandatory for all Conference meetings. A quorum is required for all official conference meetings.

### 2. Special Meetings

The President shall have the authority to call special meetings for all matters pertaining to the best interest of the Conference.

### 3. Penalties for Missed Meetings

- a. Any league that misses one (1) scheduled Conference meeting will be fined twenty-five dollars (\$25.00). The individual leagues shall be held responsible for these fines
- b. Any league that misses two (2) consecutively scheduled Conference meetings, will be notified by a certified letter from the Conference, that an additional one hundred dollars (\$100.00) fine is imposed on that team and that after a third missed meeting, the Conference will assume that said league is no longer interested in being a member

of the Conference and they will automatically be dropped by the Conference and will not be eligible for any further competition(s).

- c. Any league that misses three (3) consecutive scheduled Conference meetings is automatically dropped from Conference membership. Any league dropped from the Conference under this article, and asking to be reinstated, will be treated as a new league seeking entry into the Conference in accordance with Article VI.D (Entry into the SNEYFC).
- d. All fines for missed meetings will be due at the next regularly scheduled meeting attended by the offending league or leagues.
- e. Any League that fails to attend the annual meeting will be levied a fine of \$200 due by the February meeting of the following year. Failure to pay the fine will result in expulsion from the Conference. That League would then have to apply for admittance to the Conference in accordance with VI.D.

#### G. Official Standings and Points

Official standings of the teams shall be maintained and published weekly by the Conference Vice President of Football. The league representative of the home team is responsible for notifying the Conference Secretary the scores of the Senior, Junior and Micro games on the day that the games are played. If the results are not made available to the Conference Vice President of Football, by Monday at 8 PM after the weekends' games, the results will not be published in the local media, and the offending league (home team) shall be fined \$100.00. Two (2) points will be awarded for a victory.

#### H. Conference Play-Offs Super Bowls/Championship and Cheerleading competition(s)

##### 1. Senior, Junior, and Micro Divisions

- a. Play-off teams will be seeded one (1) through six (6) based on their final season point totals. In the event there is a tie for a play-off position, the tie shall be broken as follows:
  - 1) Regular Season, head-to-head competition between the tied teams; the winner will receive the higher position ranking.

- 2) Record among regular season common opponents; the winner will receive the higher position ranking.
  - 3) Strength of schedule. The teams playing the strongest schedule as determined by adding the total number of wins of their opponents will receive the higher position ranking.
  - 4) A coin toss or blind draw: The winner will receive the higher position ranking. If two teams are tied for position after all the above remedies have been applied, a coin will be tossed. The team traveling the furthest to the site of the coin toss shall call heads or tails. If more than two teams are tied after all the above remedies have been applied, a double blind draw shall be conducted. The numbers 1,2,3 (or more) shall written on paper and be sealed into individual security envelopes and place into a container. Each team, in alphabetical order using the town names, shall then draw another piece of paper, chip or other suitable device numbered 1 through 3 (or more) from a closed container. The team drawing number one will have first choice of the envelopes, the team drawing number two shall have second choice and so on until all envelopes have been chosen. The envelopes shall not be opened until each team has chosen. The team that chooses the envelope with the number one shall be awarded the position. If more than one position is in dispute, then the team drawing the number 2 shall be awarded the next position and so on until all playoff positions are filled.
- b. Teams seeded one (1) and two (2) will receive a bye in the first round of the playoffs. Seed three (3) will play seed six (6) and seed four (4) will play seed five (5) in the first round of the playoffs. In the second round of the playoffs, the #1 seed will play the winner of the 4&5 seed game, the #2 seed will play the winner of the 3&6 seed game.
  - c. In each round of the playoffs, the higher seeded team shall be the home team unless they request other arrangements.
  - d. Playoff games within each division shall be scheduled on a Sunday at the same day and time, unless otherwise agreed upon at the playoff seeding meeting by all teams in that division (i.e. the #3 & #6 seed game shall be played on the same day and time as the #4 & #5 seed game for each division unless a different arrangement was reached by all). The Superbowl, Junior Championship and Micro Championship games shall

- be scheduled for either Saturday afternoon/evening (provided the host team has adequate facilities for afternoon/evening games) or Sunday morning/afternoon. A determination as to whether the facilities are adequate (e.g., sufficient lighting) will be made by the Executive Committee of the SNEYFC no later than the May conference meeting.
- e. Regular Season playing rules including the tie breaker rules shall be followed in all non-championship games
  - f. Any team that forfeits three (3) games during the regular season will be declared ineligible for Conference Play-offs and Super Bowl/Championship games. If the Senior team is declared ineligible under this rule, the Junior team will also be declared ineligible for post-season play.
  - g. Any cheering squad that does not cheer at their teams regularly scheduled games shall be treated as a cheering forfeit. Any cheering squad that forfeits three (3) games during the regular season will be declared ineligible for the cheerleading competition(s).

## 2. Super Bowl /Championship Games

- a. The Senior Division Super Bowl and the Junior Division and Micro Division Championship will be played on a rotating basis between all the leagues in the Conference. If a league does not wish to host these games, that league will be dropped to the bottom of the rotating list of leagues and the next team in rotation will be offered the game. Host towns shall have the facilities to accommodate such a game. At a minimum: goal posts, visible game clock, and benches on both sides of the field. The host league shall pay for 4 referees and one official timer for the MICRO and JUNIOR Championship games only. The SNEYFC shall pay for 4 referees and one official timer for the Super Bowl.
- b. Regular Season playing rules apply.. In the event of a tie after, the four down tiebreaker rule is applied the two teams will be declared Co-Superbowl Champions in the Senior Division and Co-Champions in the Junior Division and Micro Divisions.
- c. All receipts from the Super Bowl/Championship game fund-raisers will go to the host league to offset the costs of the games. Adults from the host League shall handle all

fund raisers. All receipts from the cheerleading competition(s) shall remain the property of the Conference.

- 1) A scholarship fund from the proceeds of the Cheerleading competition(s) shall be set up to aide two (2) players and two (2) cheerleader from each league, each year. These proceeds shall be distributed to reimburse the cost of entering the league and will pay for such items as additionally needed to fully cloth the player/cheerleader in proper league issued uniforms (not to include the cost of league issued uniforms), such as shoes/cleats bloomers, protective gear, etc. Each league must agree to waive the cost of registration for these scholarship recipients in order to receive the scholarship funds. This fund is being created to help needy children who would not necessarily be able to participate without this aid. Proper proof of expenses must be submitted to the Conference Treasurer for reimbursement. Reimbursement shall not exceed \$75.00 per player and \$75.00 per cheerleader, per league. This fund is contingent each fiscal year upon the cheerleading competition(s) netting a profit of a minimum of \$1200.00 in the previous year.
- d. Each team in the Super Bowl/Championship games must provide one new ball that meets the requirements of Conference playing rules. They may select either of the balls to use when they are on offense.
- e. The home team for each Super Bowl/Championship shall be the highest seeded team based upon the playoff seeding bracket.

## I. Awards

### 1. Football Team Awards

The Conference will award trophies to the winner and loser of each Super Bowl/Championship game. In the event of a tie (Article VI.H.3.b), both teams will be awarded a trophy. If funds are available, pennants will also be purchased for each Super Bowl/ Championship winner. All trophies will be awarded after the Super Bowl/Championship games and will be retained permanently by the winning (tied) teams, with the exception of the Kevin Devine Memorial traveling trophy. After three (3) years of consecutive wins, that team owns the trophy.

## 2. Cheer Awards

The Conference will award to the winners of the cheerleading competition(s) as follows:

All division first place teams will receive T-shirts. Top placing teams will be awarded trophies/plaques in accordance with the following formula:

Number of competing teams	Number of teams that place
7-8	4
9-10	5
11 or greater	50% of teams place. e.g. 13 teams =7 awards

Ties are addressed in the competition rules. In addition, a traveling trophy shall be awarded to the top finisher in the Senior division. The traveling trophy shall be replaced when the name plaque is full and retired to the league whose name appears the greatest number of times.

## 3. Individual Awards

The Conference will not award or recognize any individual such as outstanding player or most valuable player.

### J. Super Bowl Dedication

Each year the Senior Super Bowl and Junior Championship games may be dedicated to an individual who has been instrumental in promoting youth football in the area. Nominations must be submitted to the Executive Board prior to the September Conference meeting. Selection of the individuals will be accomplished during the September Conference meeting.

### K. Insurance

#### 1. Coverage Required

Each League shall carry, at a minimum, the below insurance limits throughout the season for both football players and cheerleaders:

Products - Comp/Op Aggregate	\$1,000,000 minimum
Personal and Adv Injury	\$1,000,000 minimum
Each Occurrence	\$1,000,000 minimum
Medical Expense (any one person)	\$5,000 minimum
Participant Legal Liability	\$1,000,000 minimum
Excess Accidental Medical/Dental	\$100,000

Additionally, each league is required to carry insurance covering their cheerleader's participation in the SNEYFC Cheerleading competition(s)

## 2. Proof of Coverage

If so desired, the Conference treasurer will assist any league in arranging for insurance. Documented proof of insurance coverage is required from all leagues prior to the July Conference meeting. Teams failing to comply with this requirement will not be allowed to participate in the Conference until such proof is provided.

## 3. Spectator Liability Insurance

The conference shall be responsible for purchasing spectator liability insurance for the SNEYFC Cheerleading competition(s).

## L. Player Eligibility

### 1. Age Limits

- a. Senior player must not have achieved their fifteenth (15) birthday prior to 31 December of the current calendar year.
- b. Junior player must not have achieved their fourteenth (14) birthday prior to 31 December of the current calendar year.
- c. Micro player must not have achieved their twelfth (12) birthday prior to 31 December of the current calendar year.

- d. All players must have achieved their eighth (8) birthday by December 31st of the current calendar year

Exceptions: An exception shall be granted for any player registered in 2007 whose league age would be affected as a result of the birthday change deadline to 31 December, until the affected child graduates or fails to register in any succeeding year.

To protect any registered child not on the 2007 roster, each league shall submit a list of non-roster players who are affected by this change no later than the May 2008 meeting. This non roster player exception is a one time opportunity only. No other exceptions will be considered after the May 2008 meeting.

## 2. Weight Limits (Apply at Initial Weigh-In)

Definition: A defensive linebacker/halfback shall be defined as any player who assumes a stance more than one (1) yard off the line of scrimmage.

- a. Seniors: 180 pound maximum at initial weigh-ins. Position Maximum weights are as follows:
  - 1) Offensive Ends and Backs 150 pounds.
  - 2) Offensive Tackles, Guards and Center 180 pounds.
  - 3) Defensive line End-to-End 180 pounds.
  - 4) No player over 150 pounds will be allowed to play linebacker or in the defensive backfield. He/she must remain within one (1) yard of the line of scrimmage until the ball is snapped.
  - 5) No player over 150 pounds shall be allowed to punt, or be in position to receive a punt or kick off, kick extra points, or hold for extra point attempts. However, any player, regardless of weight, is permitted to kickoff at the beginning of a game, after a touchdown, field goal, or after a safety or to advance a fumble or interception as allowed by NFHS rules.
  - 6) For a kick off at the beginning of the game, or at the beginning of the second half, or after a touchdown or field goal (Free Kick as defined in NFHS rule book)

players who are players over 150 pounds on the receiving team shall be limited to the “first line” and must start the play within 5 yards of the receivers restraining line. In the event of a short or onside kick, all receiving team players are eligible to recover the ball and advance the football as allowed by NFHS rules.

- 7) All players over 150 pounds are to be identified by being assigned a uniform number between 50 and 79
- b. Juniors: 120 pound maximum at initial weigh-in, or 125 if the player has not achieved their twelfth (12) birthday prior to 31 December of the current calendar year. Position maximum weights are as follows:
- 1) Offensive Ends and Backs 110 pounds.
  - 2) Offensive Tackles, Guards and Center 120 pounds or 125 if the player has not achieved their twelfth (12) birthday prior to 31 December of the current calendar year.
  - 3) Defensive line End-to-End 120 pounds or 125 if the player has not achieved their twelfth (12) birthday prior to 31 December of the current calendar year.
  - 4) No player over 110 pounds will be allowed to play linebacker or in the defensive backfield. He/she must remain within one (1) yard of the line of scrimmage until the ball is snapped.
  - 5) No player over 110 pounds shall be allowed to punt, kick extra points, or hold for extra point attempts. However, any player, regardless of weight, is permitted to kickoff at the beginning of a game, after a touchdown, field goal, or after a safety or to advance a fumble or interception as allowed by NFHS rules.
  - 6) For a kick off at the beginning of the game, or at the beginning of the second half, or after a touchdown or field goal (Free Kick as defined in NFHS rule book) players who are players over 110 pounds on the receiving team shall be limited to the “first line” and must start the play within 5 yards of the receivers restraining line. In the event of a short or onside kick, all receiving team players are eligible to recover the ball and advance the football as allowed by NFHS rules.

- 7) All players over 110 pounds are to be identified by being assigned a uniform number between 50 and 79
- c. Micros: 100 pounds maximum at initial weigh-in. Any player who meets this weight may play any position on the offensive or defensive team.

### 3. Grade Limits

A player must be in the eighth (8th) grade or lower to participate in Conference activities.

### 4. Movement Between Teams

- a. A player may be moved from the Micro team to the Junior or Senior team, or from the Junior team to the Senior team, any time during the playing season. The Conference President, as well as the opposing coach for all subsequent games, shall be notified in writing prior to any player being moved. This will also come true during playoff or Superbowl/championship games at the special meeting before games.
- b. No player may move down from the Senior team to the Junior team, or from Junior team to the Micro team, during the current or any subsequent playing season.
- c. In the event the Executive Board grants a request to disband a team, any player from that disbanded team who meets all By-Law and Playing Rule requirements may move down one (1) level.

## M. Weigh-Ins

### 1. Location

An official weigh-in of all participating players will be required within one (1) week prior to the seasons opening game. The Weigh-In Committee will determine the time and place for weigh-ins. The League President or his designated representative shall be present at the weigh-ins.

### 2. Official Roster

Each team must present their official roster and current signed medical release forms to the Weigh-In Officials prior to the official weigh-in. This roster must be legible and completely filled out in numerical order. The medical release form must be signed and dated by the Licensed Physician or other licensed medical professional recognized by the

Conference and the Parent or Guardian. The Weigh-In Committee will not weigh the team until the roster and other forms are complete. If a team or league arrives with incomplete paperwork (rosters, physical forms etc.) they will be required to move to the end of the weigh-in schedule to afford them sufficient time to complete their paperwork correctly. The President of the League is responsible to insure that all of their team's paperwork is filled out correctly PRIOR to weigh-ins. All players may be video taped and must show their assigned game jersey(s) and a birth certificate, or other acceptable proof of their date of birth, at the time they are weighed. The Conference will furnish a complete copy of every roster to all leagues. No team roster shall fall below fourteen (14) players that are physically able to be dressed and play in the game as scheduled. If a team cannot field 14 players on any game day, that team will forfeit that game. If the number of players falls below 14 during the game, the game may continue at the discretion of the game officials.

### 3. Absence from Weigh-In

If a player on the official roster is to be absent on the day of the official weigh-in, he shall be weighed-in prior to this day. This will be done at the convenience of the Weigh-In Committee. Any player not covered by Article VI.L.7 & 8, and missing both weigh-ins, will be ineligible to participate in Conference activities during the current playing season. A maximum of 8 early weigh-ins will be allowed per league. If a league has more than 8 early weigh-ins, only 8 will be eligible to play in conference games for the first two weeks. These 8 will be selected at the time of the early weigh-ins and cannot be changed during the first two weeks of the season.

### 4. Official Scales for Weigh-In

All head coaches shall have the right to have the Weigh-In Committee calibrate the weigh-in scales prior to his teams weigh-in.

### 5. Weigh-In Procedure

On the day of the official weigh-in, all participating players will be allowed to step on the scale one time, and one time only. Seniors, Juniors and Micros exceeding the maximum weight limit of their divisions (not position) by one (1) pound or less, will be allowed to weigh-in one more time within one hour from the time the player was weighed. Only the Weigh-In Committee, team coaches and individuals being weighed-in are allowed in the weigh-in area. Players shall be dressed in a minimum of athletic shorts during weigh-ins.

## 6. Female Player Weigh-ins

When female players are participating in weigh-ins, the player (s) shall be weighed in prior to, and separately from the male players from her league. The female player's coach(s) may be present consistent with VI.L.5. Additionally, the female player's parent may be present. If the female player is near maximum divisional or positional weight, and desires to implement the procedures allowed under VI.L.5, she shall not be dressed in less than athletic shorts and tee shirt. The Executive Board may make a weight adjustment of not to exceed 1 pound to accommodate the extra required clothing.

## 7. Late Arrivals in League Area

Any player becoming a bona fide resident within a league's boundaries after official Conference weigh-ins, may be added to a league's official roster not later than the second Sunday of the current playing season, subject to the following conditions:

- a. The player may not have participated in any of the league's practices prior to a special weigh-in, pursuant to applicable weigh-in rules.
- b. Must show written proof (such as a change of address form) to the Executive Board that he did not arrive in the area more than one week prior to the official Conference weigh-in date.

## 8. Special Cases

All special cases concerning weigh-in will be handled by the Weigh-In Committee Chairman. Special cases do not include a player, coach, or Parent/Guardians' disregard for the importance of the designated official weigh-in date. It is important that all teams weigh-in at the same time. Evidence of a team or league applying for a special case to provide additional time for a player to lose weight will be considered cheating and will be dealt with as such. Failure to notify the weigh-in committee prior to official weigh-ins of a player being out of town, not having a ride, etc. does not constitute a special case. If a league's official roster falls below fourteen (14) players, and after trying to exercise Playing Rule VI.A.4 (Movement Between Teams) in an effort to add a new player or players to bring the official roster back up to fourteen (14) player, the Conference President must be notified in writing. The final decision to add to a league's official roster will be subject to approval by the Board of Directors.

## 9. Proof of Age

Birth certificates, Baptismal papers, passports, adoption papers, or a military dependent ID card are acceptable for proof of age to participate as a football player. The Executive Board shall have the final determination of whether the documents provided are valid and acceptable.

## N. Official Cheer Roster Validation

### 1. Submission Procedures

Each League shall submit to the Vice President of Cheering a complete roster of all eligible cheerleaders for each division on the approved Conference form together with a copy of each cheerleader's birth certificate or other authorized proof of age and a properly filled out and signed physical form. The cheerleaders shall be listed in alphabetical order, and the proof of age documents and physical forms arranged in a like manner. The roster package shall be presented in person at the August meeting of the roster validation committee. If that is not possible, the roster package may be hand delivered to the Vice President of Cheering prior to the August meeting. If the roster package is mailed, it shall be postmarked no later than August 1<sup>st</sup> of the current year.

### 2. Validation of Season Rosters

Following the submission process, if a town arrives with incomplete paperwork (roster, physical forms, etc.) they will be required to move to the end of all of the towns checking in to afford them sufficient time to complete and finalize their paperwork (includes mini level divisions). Any Birth Certificate or physical form found missing shall be noted on the roster form and NOT validated. The respective coach shall have 24 hours to deliver them in person or via FAX to the Vice President of Cheering in order for the cheerleader to be eligible for play during the current season. The validated roster sheet must stay with the coach at all times during games

### 3. Validation of Competition Rosters

The official rosters shall be validated for conformity to the competition rules concerning age against birth certificates and physical forms at the October meeting of roster validation committee. Any birth certificates or physical forms found missing shall be noted on the roster form and the respective coach(s) shall have 24 hours to deliver them in person, or

via FAX, or by hand delivery the Vice President of Cheering. There will be no exceptions to this requirement. Only cheerleaders listed on the validated official roster may be eligible to participate in the cheerleading competition(s).

#### 4. Proof of Age

Birth certificates, Baptismal papers, adoption papers, passports, or a military dependent ID card are acceptable for proof of age to participate cheer competition(s). The Executive Board shall have the final determination of whether the documents provided are valid and acceptable.

#### O. Playing Season

A playing season is defined as August 1st, through the date of the end of the current calendar year (December 31st) for football activities and through April 30th of the following year for cheerleading activities.

Football players and Cheerleaders may attend outside camps and/or clinics (for instructional purposes only) prior to August 1<sup>st</sup> subject to preauthorization by the Executive Board. The Executive Board shall insure that all leagues our notified of any authorized clinics/camps. Practices related to camps and/or clinics are prohibited prior to August 1<sup>st</sup> and after April30th.

Outside camps and/or clinics are defined in CIAC rules and specifically shall be other than league sponsored, open to the public and therefore open to all leagues, and shall not consist of more than 4 continuous days of instruction. Leagues will not begin “team” practices prior to August 1<sup>st</sup> with the exception of scheduled cheerleading tryouts (see section VI.P) Use of league uniforms and insurance for camps and/or clinics are at the discretion of each league.

#### P. Playing Schedules

The President, or his appointed Committee, shall present a new schedule to all Conference members no later than the June Conference meeting. The Board of Directors must approve all game schedules.

## Q. Practice Schedules

### 1. Start of Practice

No teams shall begin any organized practice sessions (i.e., instruction session, blackboard sessions, tryouts, etc.) prior to the first day in August of the current calendar year with the exception of the cheer squads that have tryouts. The cheer squads will only be able to hold two (2) practices and one (1) tryout date prior to August 1st in order to properly order uniforms, equipment, shoes/sneakers, body suits, etc. Practice sessions may be held at the discretion of the individual league coaching staffs after the August 1st date.

### 2. Jamborees

Jamborees may be held on the weekend prior to weigh-ins for purposed of practicing under games conditions. The location and participation of teams for jamborees shall be determined by individual leagues. No league however, that adheres to these by-laws shall be excluded from participating in a jamboree.

- a. No league shall participate in more than one jamboree per season.
- b. Leagues shall determine who will be host of the Jamborees prior to the July board meeting. Each league expecting to participate in a Jamboree shall declare their intent at the July meeting to the host town.
- c. Coaches may be on the field to provide instruction
- d. Full pads and helmets shall be worn and all rules with regard to safety shall be adhered to (blocking, line play, and positional eligibility).
- e. Rules of play governing number of downs or plays, starting position, and time may be modified per participating coaches agreement
- f. There shall be no kick off or punt returns during a jamboree
- g. Age limitations for each division shall be strictly adhered to
- h. Because weigh-ins will not have taken place, coaches will be expected to exercise good judgment as to whether a player allowed to enter the jamboree is significantly beyond the weight limitations either for their position or division. If there appears to a discrepancy the opposing coach shall end the scrimmage immediately until the

discrepancy is resolved. If the discrepancy is not resolved, then that jamboree at that location is over for that division.

- i. The Executive Board and the Board of Directors shall be empowered to discipline offending coaches, leagues and players for failure to follow these rules or to follow the coaches' code of conduct as they see fit.

### 3. Scrimmages

The SNEYFC recognizes the need for some towns to offer instructional scrimmage games ("B" games) to accommodate towns with larger player numbers to player that are not as advanced in skill or size to play competitively at the Junior and Micro level. These scrimmages are not required by the SNEYFC. These scrimmages are to be instructional, with coaches on the field. They may be played under regular game format or under controlled scrimmage format, decided by the participating coaches prior to the start of the game.

In addition, these instructional scrimmage games ("B" games) will be played under a set of playing rules (specifically as it pertains to the league age and weight of players at each level) that all towns and coaches involved in will agree to and adhere to. These playing rules will be reviewed and revised (if needed) during a separate meeting that will be held annually between the July and August Conference meetings. This meeting will be championed by the SNEYFC Vice President of Football (or designee) and will include a representative from all towns participating in these instructional scrimmage games ("B" games). Scheduling of these instructional scrimmage games ("B" games) will also be conducted at this meeting.

## R. Amendments to By-Laws and Playing Rules

### 1. Submittal of Proposed Changes

Proposals to change these By-Laws and Playing Rules must be submitted in writing to the Chairman of the By-Law Committee no later than the February Conference meeting. The By-Law Committee prior to publication will study all changes.

### 2. Publication of Proposed Changes

The By-Law Committee shall study the changes proposed in accordance with paragraph VI.P.1 above, and publish them at the March Conference meeting along with a

recommendation for their disposition. They may be discussed and modified at that time, but no additional (new) By-Law changes may be added from the floor.

### 3. Voting on Proposed Changes

Voting on the published proposals shall occur at the April Conference meeting.

### 4. Changes During Playing Season

- a. Changes to the Playing Rules, deemed to be in the best interest of the Conference, may be requested and made at any time during the year (playing season), provided they are submitted in writing to all Conference members prior to the Conference meeting that the Rule Change will be reviewed, discussed and voted on by the Conference Board of Directors.
- b. Any Playing Rule submitted after the February meeting shall require a unanimous vote in the affirmative to be passed for inclusion in the current season. Playing Rule changes submitted after the February meeting that are approved in accordance with section VI.B.3 shall be implemented in the following years' playing rules unless rescinded by an approved changes in the following year.

## S. Committees

1. Mandatory Committees - The President shall appoint the following committees at the February meeting.
  - a. By-Law Committee - Administer the requirements of Article VI.O (Amendments to By-Laws and Playing Rules) and advise the Executive Board on matters pertaining to their interpretation. Vice President, Chairman.
  - b. Weigh-In Committee - All Executive Board
  - c. Nominating Committee
  - d. Publicity Committee - One Executive Board member.
  - e. Grievance/Ethics Committee
2. Additional Committees - The President may appoint additional committees to insure the efficient and proper operation of the Conference.

3. Cheering Committees - The Vice President Cheering shall appoint the following committees:

- a. Cheerleading competition(s) Committee
- b. Season Roster Validation Committee
- c. Competition Roster Validation Committee
- d. Mini Cheer Competition Committee

T. Mini Cheer Competition(s)

A mini Cheer Competition may be held each year for towns that have participants that meet age and experience requirements for this competition. The mini Cheer Competition Committee will be tasked with developing the budget, rules, regulation, and guidelines for the Mini Cheer Competition as well as securing a location each year for this to be held. The Mini Cheer Competition may be held on the same day and in the same location as the SNEYFC Competition if a separate day and location is not secured.