

I. **Constitution of League**

A. **League Mission Statement:** The Warren County Youth Football League (“WCYFL” or “League”) exists to provide an opportunity for all the youth of Warren County to play football in a safe, structured, fun and community-based environment. We will work to enhance opportunities for these individuals to grow, learn, mature and succeed while learning and playing the game of football. Our efforts will be to establish, in each player, an understanding of the basic concepts of the game, the commitment necessary to succeed, and a sense of teamwork; while promoting safety, fun, sportsmanship and fair play.

B. **Purpose of Program:**

1. The WCYFL’s main goal is to provide an opportunity for all the youth of Warren County to play football in a safe, structured, fun and community-based environment.
2. The WCYFL program a 501(c)(3) program.

C. **Officers and Board Members:**

1. The government, conduct, operation, and maintenance of WCYFL shall be vested in the Board of Directors.
2. Election procedures for new Board members consists of a majority vote to switch or fill open officer positions once everyone interested expresses their desire to fill the position.
3. All Board members pledge to adhere to the WCYFL Code of Conduct and follow the rules outlined within the WCYFL rules and guidelines. Each Board Member understands that if he/she does not uphold said rules and guidelines, he/she will be held accountable for his/her behavior. As a Board Member, you acknowledge that any violation could result in your immediate termination, and/or suspension from the WCYFL Board. All Board members further understand that he/she will fully accept and comply with any disciplinary action taken by the WCYFL due to any actions not in accordance with the WCYFL rules and guidelines.
4. Any member of the WCYFL Board must participate in 60% of events which include meetings. If the Board Member fails to meet the 60% participation, he/she will be considered a Board Member at large and will not be able to vote the following year. Once his/her participation is back at the set minimum, he/she will have his/her voting rights reinstated. If he/she goes two years with less than 60% participation, he/she will be removed from the Board, unless the Board agrees that he/she will remain a Board Member at Large. For any other reasons deemed by the Board, the Board can vote and remove a Board Member’s voting privileges.
5. Email Voting can take the place of a Board Meeting. With email voting, the Board Member will have 24 hours to respond. If he/she fails to respond during the required time frame, or does not vote, his/her vote is taken as a YAY Vote.

6. The Executive Board officers of the corporation shall consist of a President, Vice-President, Secretary, and Treasurer. It shall be the duty of the Executive Board to sign and execute WCYFL documents and instruments whereupon their signatures may be lawfully required. Other officers with such duties may be authorized and determined by the Executive Board. Board member positions can include but are not limited to the following positions: Director of Communications, Uniforms Manager, Division Commissioners, Members at Large, and Board Committees. The job duties and responsibilities of these Board members will be determined by the Executive Board and are subject to change as the Executive Board sees fit.

7. A majority of Board members will constitute a quorum. A quorum must be present to conduct any official League Business.

8. The following officers will make up the WCYFL Board:

- a) President – The duties of the President will be to:
 - Preside over all Board meetings
 - Assumes full responsibility for the day to day operations of the League.
 - Call and schedule all League meetings.
 - Be the liaison between the WCYFL and Warren County Parks and Recreation Director
- b) Vice President – The duties of the Vice-President shall be to:
 - Preside in any and all meetings and League business in the absence of the League President.
 - Carry out duties and assignments as assigned by the President.
- c) Treasurer – The duties of the Treasurer shall be to:
 - Monitor the budget.
 - Dispense League funds approved by the President.
 - Sign all checks.
 - Report on the status of the League finances to the Board of Directors.
 - Maintain all League books and financial records.
 - Supply all records to the League appointed CPA
 - Ensure the League maintains the 501c3 tax status.
 - Not have voting rights.
 - Be exempt from participating in the required percentage of events.
 - Carry out other duties as assigned by the League President.
- d) Secretary – The duties of the Secretary shall be to:
 - Maintain a register of members and directors.
 - Record the minutes of all meetings.
 - Maintain record of League activities.
 - Communicate meeting time and location to all Board Members once set by the President.

- Carry out other duties as assigned by the League President.
- e) Uniforms Manager – The duties of the Uniforms Manager shall be to:
- Maintain a record of all uniforms and equipment on hand.
 - Order all uniform/equipment needs once approved by the League President.
 - Send all jerseys for printing as needed.
 - Sort uniforms for each team once teams are established.
 - Handle all uniform exchanges as needed.
 - Carry out other duties as assigned by the League President.
- f) Director of Communications – The duties of the Director of Communications shall be to:
- Update all Coaches of changes in game/practice schedule
 - Maintain the Online Registration
 - Maintain Social Media accounts
 - Ensure advertising signs are ordered and placed around the area.
 - Carry out other duties as assigned by the League President.
- g) Division Commissioners – There will be two Commissioners per division. One of the two Commissioners will not be allowed to coach in that division unless it is to be a substitute in the case a team is without any coaches on game day. Both Commissioners must communicate with each other and both shall:
- Ensure all Coaches in their Division have completed required background checks and certifications.
 - Provide each Head Coach in their Division with the team roster.
 - Handle all team change requests in their divisions.
 - Ensure all accident reports are submitted on time and turned in to the appropriate person in the event of an injury.
 - Ensure each team is abiding by all rules and regulations.
 - Report to the Board any issues or problems with their division in a timely, objective, and professional manner.
 - Carry out other duties as assigned by the League President.

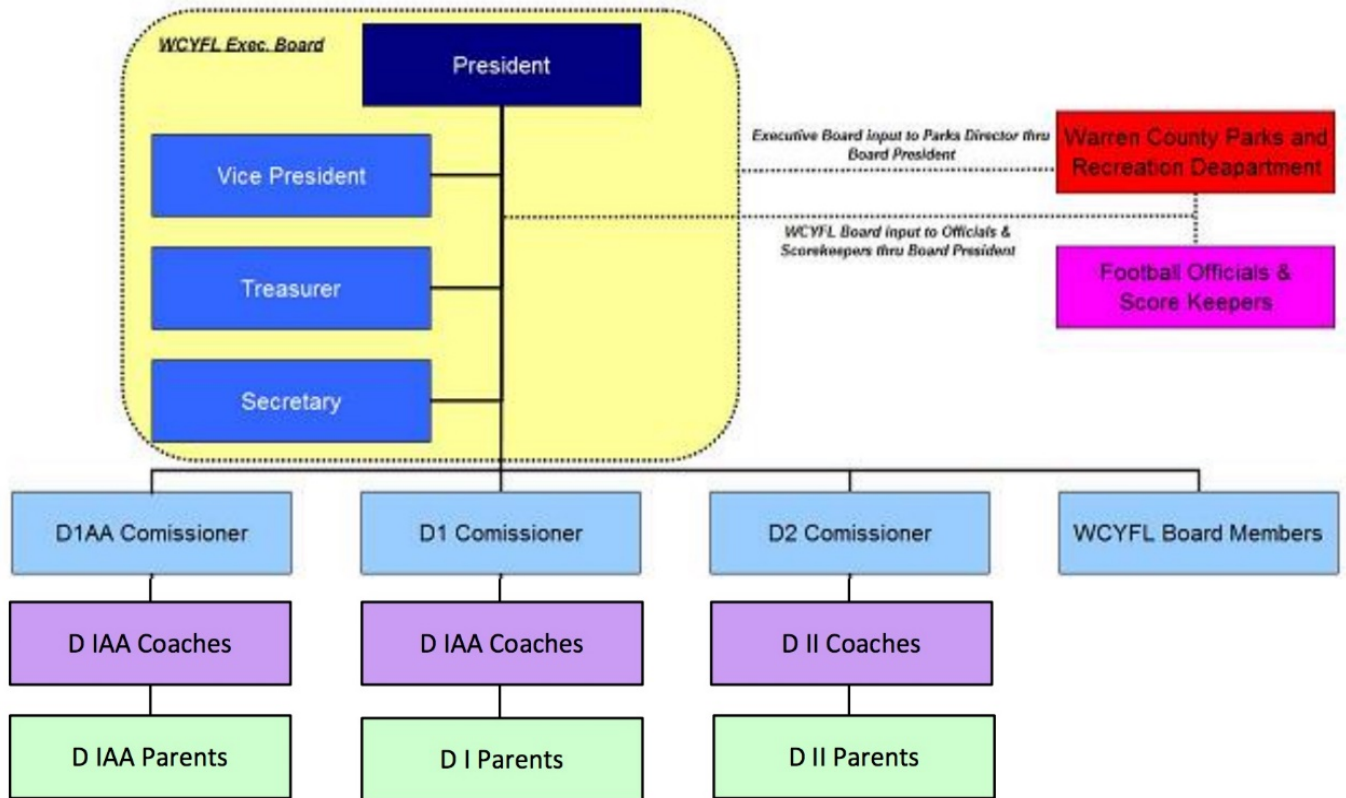
h) Board Members at Large will be members who do not hold voting rights to due lack of participation in required percentage of events.

9. Committees of the Board

a) Team Selection Committee will conduct the team sorts at the close of registration. No one coaching in the division being sorted will be allowed to assist.

b) Infraction Committee will be specially called in the event of an infraction.

10. Chain of Command of League Board Members / Officials:



II. Bylaws of League

A. Participants:

1. Any child in Warren or surrounding counties between the ages of 6 and 12 and a minimum of 45 pounds will be eligible to participate in the WCYFL. League age is based on age as of August 1 of the current season.
2. The following are age and weight guidelines:

Division	Age by Aug. 1	Weight	Additional Information
1AA	6	45+	All 6 year olds in 1AA
	7	45+	All 7 year olds in 1AA
	8	Under 50 lbs	51+ move up to Division 1
D1	8	51+	121+ Striped
	9	45+	119+ Striped
	10	45-80 lbs	81+ move up to Division II
D2	10	81+	146+ Striped
	11	All eligible	136+ Striped
	12	All eligible	116+ Striped

3. No child under 45 pounds is eligible to play. No player who is associated with any school football program will be eligible to play WCYFL at the close of registration. A player must elect to play for either WCYFL or the school program. A player must stop participating with the school program on the day they register to play for WCYFL. If a player's birthdate falls between August 1 and September 30, the player has completed two seasons of 1AA, and meets the minimum weight requirements for D1; the player may play either D1AA or D1. If a parent or guardian elects to move the player up to D1, they must sign a waiver acknowledging the player is playing above League age guidelines.
4. If a child's birthdate falls in the month of August, they have the option to division up to the next level or stay down in a lower division if age determines a difference in which division they will be assigned. Parents must sign a waiver if they choose to do so.
5. Registration and Fees for WCYFL will be based on the current budget of the League each year. There is a \$10 discount for each child after the first.
6. After registration ends, no more participants will be allowed to be added to the program.
7. Only a parent, guardian, or immediate family member may register a player.

B. Coaches / Assistant Coaches:

1. Coach Succession and Selection Procedure:
 - Must be in good standing with the Warren County Parks and Recreation Department.
 - Must be able to pass a background check.
 - Must be in good standing with the League.

- If a coach is returning and meets requirements 1 thru 3, he can keep the team.
- If a coach is returning in a division and meets requirements 1-3 and wants to select a different team, the Coach has rights to any open position. Coaching seniority and time of service to WCYFL breaks any ties.
- Coaches demonstrating competency growth by completing the WCYFL coaching clinic will be given additional consideration over those coaching applicants who have not complete the WCYFL coaching clinic.
- Remaining team coaches will be determined at the Board's discretion, with service to the WCYFL, interviews, past experience, geography, etc. used in the decision process.
- All head coaches, assistant coaches, and spotters must be a minimum of 18 years of age. Any sideline volunteer, including, but not limited to Chain Crew, must be 16 years of age.
- All head coaches, assistant coaches and spotters must complete the National Alliance for Youth Sports, Inc. "NAYS" Certification each year.
- If you are a Head Coach for a middle or high school team, you are ineligible to be the Head Coach of a WCYFL team.
- The WCYFL appointed Head Coach will be responsible for assigning his/her coaching staff, including assistant coaches and spotter. In the event a Head Coach wants to remove a member of his/her coaching staff, he/she must first contact his/her division Commissioner. The division Commissioner will ensure it is a valid reason, then forward to the Board for review if the Commissioner deems it necessary. The division Commissioner shall be the person to contact the assistant to inform him/her in the case of dismissal.

2. WCYFL Conduct Policy

- A Board member, coach, supervisor, participant, player, official, parent, and spectator shall not:
 - a) Violate the rules and regulations of the activity or program in which they are involved.
 - b) Act in an irrational manner, or make a public spectacle or nuisance of oneself before, during, or after a scheduled event of the Warren County Youth Football League
 - c) Conduct any activity that undermines any Warren County Youth Football League Rules and Regulations, or the League mission statement
 - d) Curse (malicious or otherwise, verbally, written, or electronically / e-mail communication or by physical gesture) another board member, coach player, umpire, spectator, or official of the Warren County Parks and Recreation Department Youth Sports Program

- e) Push, hit, strike, or threaten (verbally, written, or electronically / e-mail communication) another board member, coach player, umpire, spectator, or official of the Warren County Parks and Recreation Department Youth Sports Program
 - f) Be drinking or under the influence of alcohol or controlled substance while on park or school premises, before, during, or after an event
 - g) Anyone violating any Warren County Parks and Recreation Department Code of Ethics Policy on Warren County Parks and Recreation Department land will be disciplined according to the Warren County Parks and Recreation Department Policies and Procedures. All WCPRD code of ethic descriptions / format and penalties have been approved by Warren County Fiscal Court and has been approved as County Policy. Other polices that are County Policy include the WCPRD Severe Weather Policy, Field Playability Policy, and Park Pet Policy.
3. Penalties for Violations of WCYFL Rules and Regulations
- All WCPRD rules and Code of Ethics will be enforced on county property or any other property used for a WCYFL event, not limited to practice, games, Jamboree, or Toybowl. Violators are subject to penalties per county Government/WCPRD Policy.
 - Any board member, coach, supervisor, participant, player, official, parent, or spectator who violates any of the Warren County Youth Football League Rules and Regulations, and/or the WCYFL Mission Statement will be subject to the following penalties:
 - Violation of Sections A,B, and C (“Conduct unbecoming of a Coach” – Clause)
 1. First Offense
 - ✓ Coach/Staff
 - * Unsportsmanlike Penalty
 - ✓ Player
 - * Unsportsmanlike Penalty
 - ✓ Spectator
 - * Team Head Coach is given a verbal warning to control crowd
 2. Second Offense
 - ✓ Coach/Staff
 - * Forfeit Game
 - ✓ Player
 - * Dismissal for 3 weeks from date of the Board’s decision
 - ✓ Spectator
 - * Dismissal from all WCYFL events for the remainder of the season and post season
 3. Third Offense
 - ✓ Coach/Staff

- * Dismissal from all WCYFL events for the remainder of the season and post season
 - ✓ Player
 - * Dismissal from all WCYFL events for the remainder of the season and post season
 - ✓ Spectator
 - * Law enforcement agency called
 - Violation of Section D
 1. First Offense
 - ✓ Coach/Staff
 - * Dismissal from all WCYFL events for the remainder of the season and post season
 - ✓ Player
 - * Dismissal from all WCYFL events for the remainder of the season and post season
 - ✓ Spectator
 - * Law enforcement agency called
 - Violation of Sections E and F
 1. First Offense
 - ✓ Coach/Staff
 - * Lifetime Dismissal from all WCYFL events
 - * Law enforcement agency called
 - * Criminal Charges filed
 - ✓ Player
 - * Lifetime Dismissal from all WCYFL events
 - * Law enforcement agency called
 - * Criminal Charges filed
 - ✓ Spectator
 - * Lifetime Dismissal from all WCYFL events
 - * Law enforcement agency called
 - * Criminal Charges filed
 4. WCYFL Board Review
 - Any action by a Coach, player, parent or League participant or spectator is subject to review by the WCYFL Board.
 - Any action that would reflect poorly on the League, detract from the League's stated goals or objectives, interfere with League function, or adversely affect League finances or public perception may be reviewed by the WCYFL Board and considered for disciplinary action as deemed appropriate by the Board in accordance with the WCYFL Rules and Regulations.
- C. Formation of Teams:**
1. The WCYFL's primary goal is to have equally divided teams playing with kids from the high school district they are expected to attend by following the following steps:

- a. Determine appropriate number of players per team based on registration and number of teams.
- b. Determine feeder school and place all players accordingly.
- c. Siblings will be placed on the same team, if in the same division.
- d. Coach's and Associate Coach's child(ren) will be placed on team. The Associate Coach will be selected by the Head Coach and will act as Head Coach in the event the Head Coach is absent.
- e. Requests of change must be made at registration and approved by majority vote of the Board. In the event the player switches feeder schools, verification must be shown in order for the child to be placed on a new team.
- f. In the event a school has kids sign up above the capacity for their team, the WCYFL will place all applicants' names upside down and randomly draw to fill out that team. If a school does not have enough to fill a team, the WCYFL will look for next closest spot that has roster openings. Any child displaced from their feeder school team or moved from one team to another will have appropriate documentation and justification. These children shall be placed back with their feeder school team the following year, unless the parents request they stay on the team they were originally assigned.

2. The following are age and weight guidelines:

Division	Age by Aug. 1	Weight	Additional Information
1AA	6	45+	All 6 year olds in 1AA
	7	45+	All 7 year olds in 1AA
	8	Under 50 lbs	51+ move up to Division 1
D1	8	51+	121+ Striped
	9	45+	119+ Striped
	10	45-80 lbs	81+ move up to Division II
D2	10	81+	146+ Striped
	11	All eligible	136+ Striped
	12	All eligible	116+ Striped

D. Financials of League:

1. WCYFL Board approves the yearly budget and all expenditures are sent to the Treasurer to pay/reimburse once final approval is given by the League President.
2. Paychecks for officials and scorekeepers are issued bi-weekly. The Scheduler from WCPD will provide the Treasurer the names and amounts owed to each official at the beginning of the week. The Treasurer will submit the paychecks to the WCPD Scheduler by the end of the pay week to distribute to the officials and scorekeepers. Pay periods depend on when the season starts.
3. The WCYFL Taxpayer Identification Number is 61-1083056. The WCYFL agrees to keep the 501c3 charter current.
4. Appropriate tax forms for anyone compensated by the WCYFL will be issued by the WCPD. These will go out yearly according to the IRS 1099 Laws.
5. WCYFL uses an outside professional CPA to file the yearly tax return and perform a yearly audit of the League. The League Treasurer provides the CPA all the information from the League accounting system.

E. Officials Per Division:

1. Rate of pay for officials is set by the WCPD.
2. WCPD regulates all game officials' selection/ duties/ responsibilities/training/discipline and/or removal.
3. Official Assigner's rate of pay is set by the WCPD.

F. Scorekeepers and Timers:

1. Rate of pay for scorekeepers is set by the WCPD.
2. WCPD regulates all scorekeeper selection/ duties/ responsibilities/training/discipline and/or removal.

G. Equipment Policies of League:

1. Helmet
 - ✓ One helmet with chinstrap will be provided by the WCPRD, and must be turned in at the last game of the season.
2. Shoulder Pads
 - ✓ One set will be provided by the WCPRD, and must be turned in at the last game of the season.
3. Hip and Tail bone pads
 - ✓ Either integrated pants, or one set of pads will be provided by the WCYFL, and must be turned in at the last game of the season, unless integrated pants were received.
4. Thigh and knee pads
 - ✓ Either integrated pants, or one set of pads will be provided by the WCYFL, and must be turned in at the last game of the season, unless integrated pants were received.
5. Pants
 - ✓ One pair of game pants will be provided by the WCYFL
 - ✓ Color and condition cannot be guaranteed

- ✓ Player will keep pants at the end of the season.
- 6. Jersey
 - ✓ One new jersey will be provided by the League
 - ✓ Player will keep the jersey at the end of the season
 - ✓ Although the League will attempt to stick with traditional team colors, jersey colors ARE NOT guaranteed
 - ✓ Please wait for coach confirmation of jersey color before purchasing matching socks, t-shirts, etc.
- 7. Equipment/First Aide Box
 - ✓ Will include select items needed in case of minor injury
 - ✓ Will include additional ear pads, chin strap, and snaps
 - ✓ Will include air pump
 - ✓ Will include screwdriver
 - ✓ Issued to Head Coaches and must be returned at the last game of the season.
- 8. Footballs
 - ✓ (2) Spalding J5JPW (or similar brand/same size) footballs will be issued for Divisions IAA and DI teams.
 - ✓ (2) Spalding J5J (or similar brand/same size) footballs will be issued for Division II teams.
 - ✓ Issued to Head Coaches and must be returned at the last game of the season.
- 9. Tees/Blocks
 - ✓ (1) orange kicking tee will be issued to each team.
 - ✓ (1) black kicking block will be issued to each team.
 - ✓ Issued to Head Coaches and both must be returned at the last game of the season.

10. Each Head Coach will be required to pay a \$75 refundable deposit prior to receiving Coaches equipment. If all items are returned on time, the deposit will be returned.

11. Helmets and shoulder pads are County owned property and if not returned at the last game of the season to WCPD, at the assigned collection stations, the County regards this as theft. Law enforcement will seek the return of the County property. Those that do not return, or can't be found, will be prosecuted for theft of County owned equipment. Approximate value, \$80 for helmet + \$85/\$95 per pad set, equals \$165 of County property per player.

12. WCYFL will provide an insurance rider that will pay secondary to a participants' primary health insurance in the case of injury during a practice or game.

13. A sponsorship fee will be required of each team and set by the board based on the League budget. Each team will be provided a banner by the League with Sponsors information. In the event a team exceeds the required sponsorship fee, the Head Coach will be reimbursed by the League for items purchased for team use including end of year celebration and rewards once they submit a valid receipt. In the event a team does not obtain the required sponsorship fee, the team will be allowed to play games, but games will be counted as a forfeit until the sponsorship fee is paid.

H. Rules of Play:

1. Team Events:

- Division 1AA
 - ✓ Teams can have a maximum of three (3) events per week
 - ✓ Each event is limited to be (1.5) hours long
 - ✓ Practice must be finished by 8:00 pm
- Division 1 and Division 2
 - ✓ Teams can have a maximum of four (4) events per week
 - ✓ Each event is limited to be two (1.5) hours long
 - ✓ Practice must be finished by 8:00 pm

2. Game Length:

- Division 1AA games will consist four (4), eight (8) minute running clock quarter; five (5) minute running clock halftime; and three (3) minute warm-up after half.
 - D1AA - in quarter 2 and quarter 4 - regular clock mechanics will be utilized in the last two (2) minutes
- Division 1 and Division 2 games will consist of four (4): eight (8) minute quarters.
- In all divisions, running clock except during the last two minutes

3. Halftime:

- Halftime will be ten (10) minutes in Division 1 and 2

- Halftime will be five (5) minutes running clock in Division 1AA
 - Mandatory three (3) minute warm-up period (total of 8 minutes between halftime and warm-up)
4. Time Out:
- ✓ Division 1 and 2 teams will receive three (3) timeouts per half to stop the clock
 - ✓ Division 1AA teams will receive two (2) timeouts per half
 - ✓ An injury or official timeout can stop the clock as well
 - ✓ Only a Head Coach or the Coach on the field can call a time out
5. Field Dimensions:
- Field dimensions are 80 yards long by 40 yards wide. Exceptions may be made when games are played on a regulation field.
6. Scoring:
- Touchdown Six (6) points (Ball must break the plane)
 - Field Goal Three (3) points
 - Extra Point Kick Two (2) points
 - Extra Point Run One (1) point
 - Extra Point Pass One (1) point
 - Safety Two (2) points
 - Touchdown (1AA only) One (1) point
7. Legal Equipment:
- Helmet
 - ✓ One helmet with chinstrap will be provided by the WCPRD, and must be turned in at the end of the season.
 - Shoulder Pads
 - ✓ One set will be provided by the WCPRD, and must be turned in at the end of the season.
 - Mouth Piece
 - ✓ Any color except clear, and must be connected to the helmet.
 - ✓ Parent responsibility
 - Hip and Tail bone pads
 - ✓ Either integrated pants, or one set of pads will be provided by the WCYFL, and must be turned in at the end of the season.
 - Pants
 - ✓ One pair of game pants will be provided by the WCYFL.
 - ✓ Color and condition cannot be guaranteed.
 - ✓ Player will keep the pants at the end of the season.
 - Thigh and knee pads
 - ✓ Either integrated pants, or one set of pads will be provided by the WCYFL, and must be turned in at the end of the season.
 - Shoes

- ✓ Metal cleats are not allowed.
 - ✓ Tennis Shoes are allowed, but not recommended.
 - ✓ Parent Responsibility
 - Jersey
 - ✓ One new jersey will be provided by the League.
 - ✓ Player will keep the jersey at the end of the season.
 - ✓ Although the League will attempt to stick with traditional team colors, jersey colors ARE NOT guaranteed
 - ✓ Please wait for coach confirmation of jersey color before purchasing matching socks, t-shirts, etc.
 - Jock cup
 - ✓ Highly recommended for all players
 - ✓ Parent responsibility
8. Time Out:
- ✓ Division 1 and 2 teams will receive three (3) timeouts per half to stop the clock
 - ✓ Division 1AA teams will receive two (2) timeouts per half
 - ✓ An injury or official timeout can stop the clock as well
 - ✓ Only a Head Coach or the Coach on the field can call a time out
9. Penalties:
- If the game is played on a regulation field, all penalties refer to KHSAA Rules
 - 4 yards
 - ✓ Failure to wear proper equipment
 - ✓ Delay of game
 - ✓ Encroachment
 - ✓ Invalid fair catch
 - ✓ False start
 - ✓ Illegal formation
 - ✓ Illegal forward pass, forward handling, intentional grounding – all loss of down
 - ✓ Running into punter, kicker, or holder
 - 8 yards
 - ✓ Holding
 - ✓ Illegal use of hands
 - 12 yards
 - ✓ Unsportsmanlike act (Player, Coach, Spectator)
 - * Violation of rules 15 thru 18
 - * Violation of rules 21 thru 25
 - ✓ Offensive pass interference
 - ✓ Defensive pass interference
 - ✓ Illegal block below waist
 - ✓ Clipping
 - ✓ Tripping – other than ball carrier
 - ✓ Face mask
 - ✓ Butt block
 - ✓ Roughing the passer

- ✓ Roughing the snapper
 - ✓ Illegal participation
 - ✓ Disqualification of player
 - ✓ Dead ball fouls
 - ✓ Roughing the kicker/holder
 - Automatic 1st Down
 - ✓ Roughing the passer
 - ✓ Roughing the kicker / holder
 - ✓ Roughing the punter – flagrant
 - ✓ Pass Interference (not defensive holding)
10. Detailed Playing Rules / Mechanics:
- Blocking
 - ✓ Arms bent – hands in advance of the elbow and not extended more than 45 degrees
 - ✓ Open handed
 - ✓ Free Blocking Zone – tackle box
 - ✓ Legally block in the back
 - ✓ You may block below the waist as long as ball is within the free blocking zone
 - ✓ Both the blocker and the opponent must be in the free blocking zone at the time of snap to block below the waist
 - Line of scrimmage
 - ✓ Length of ball – neutral zone
 - ✓ Offense must have 7 players on the line of scrimmage
 - ✓ In division 1AA – there must not be a defender within 4 yards of the front of the center
 - ✓ Wide Receivers must be uncovered
 - * If the Wide Receiver is one of the seven players on the line of scrimmage, there cannot be another player on the line of scrimmage between the Wide Receiver and the Tackle
 - * Any player between these two must be off the line of scrimmage
 - * If the Tight End is lined up next to the Tackle on the line of Scrimmage, the Wide Receiver must be moved off the line of scrimmage
 - * If Tight End is positioned on the line of scrimmage and goes out for a pass, the Wide Receiver must line up off the ball.
 - ✓ Division 1AA – Downed linemen must play heads up and be lined up on opponent
 - ✓ Division 1 and 2 – Defensive linemen may play the gap, do not have to have any downed linemen
 - Fumble / Backward Pass
 - ✓ Fumble – Loss of possession
 - ✓ Backward Pass – Loose ball to be interrupted or

- recovered
 - ✓ Forward Pass –
 - ✓ Can only be thrown from behind the line of scrimmage
 - ✓ Dead ball if incomplete
 - Catch
 - ✓ Complete possession of ball
 - ✓ One foot inbounds
 - ✓ Punt or Kick - may call fair catch
 - Downs
 - ✓ 4 downs or 8 yards for a 1st down (exception on regulation field, KHAA Rules apply)
 - Legal Snap
 - ✓ One continuous motion
 - ✓ May side snap with one or both hands in Division 1AA and D1
 - Shift
 - ✓ All players may shift
 - ✓ Down players must be set 1 second before the snap
 - ✓ 1 Offensive player may be in motion at time of snap
 - Passing
 - ✓ Forward Pass –
 - * Can only be thrown from behind the line of scrimmage
 - * Dead ball if incomplete
 - * Intentional grounding if receiver is not in area
 - ✓ Pass Interference –
 - * Offensive: Begins with the snap of the ball
 - * Defensive: Begins when ball crosses line of scrimmage
 - ✓ Ineligible Receiver Down Field
 - * Only the offensive players eligible at the snap are eligible throughout the down
 - * Linemen covered by ends are ineligible
 - Calling Plays
 - ✓ Division II - Teams choosing to deliver plays into the huddle by running players into and out of the game must utilize players who are scheduled for 2 quarters. The same two players shall be used the entire game
11. Overtime:
- When a regulation game ends and the two teams participating have a tie score, an overtime period will be played. K.H.S.A.A. overtime procedures will be utilized
 - In the event that a game goes into overtime, the 4th quarter offense and defense line-up will be utilized – all other playing time rules will remain in effect
 - The ball will be placed on the 10 yard line

- Each team will have 4 downs to score
- If a team scores and they had 1st possession, the other team will get an opportunity to match the score
- If the opposing team cannot match the score, the game is over – scoring team wins
- If the opposing team matches the score, the cycle will be repeated
- If the team that had 1st possession does not score and the team with 2nd possession scores, the game is over – scoring team wins
- Fumbles will be called dead at the spot of the fumble
- Defensive recovery of a fumble cannot advance and is a dead ball

12. Rules Governing Stripers:

- No Stripers can participate in special teams other than an extra point try or field goal attempt. In the event of a field goal attempt it should be treated just like an extra point kick and the officials will blow the play dead once the ball has been kicked. The defending team will not be allowed to advance an unsuccessful attempt. An unsuccessful attempt will be treated as a turnover on downs and as a touchback and the ball will be placed on the 20 yard line.
- All striped players must line up on a downed lineman in the down position. Stripers can line heads-up or on shoulder
- All Stripers must line up in a 3 / 4 point stance
- There will be no re-weighs after registration.

Division	Age by Aug. 1	Weight	Additional Information
1AA	6	45+	All 6 year olds in 1AA
	7	45+	All 7 year olds in 1AA
	8	Under 50 lbs	51+ move up to Division 1
D1	8	51+	121+ Striped
	9	45+	119+ Striped
	10	45-80 lbs	81+ move up to Division II
D2	10	81+	146+ Striped
	11	All eligible	136+ Striped
	12	All eligible	116+ Striped

*No player that is associated with any school football program is eligible to play WCYFL at the close of registration. A player must elect to play for either WCYFL or the school program. A player must stop participating with the school program on the day they register to play for WCYFL

13. Special Teams:

- Division 1AA will have no special teams
 - After the game coin toss, winning team will decide which direction to play
 - Ball will be placed at the 20-yard line to start each half, and

- following a score
 - If a punt is declared, the officials will mark off thirty (30) yards and the other team will take possession (however, ball will not be placed inside the 20)
- Divisions I & II
- Punts
 - ✓ Long Snappers are not required – the center may long snap, roll, or turn and throw the ball to the punter
 - ✓ No player (on offense or defense) may leave the line of scrimmage until the ball is kicked. Once the ball is kicked, the play is “live”
 - ✓ Punts may not be rushed by the defense
 - ✓ Players must line up in a legal formation
 - ✓ As soon as a player from the defense (punt return unit) touches the ball – the ball is live
 - ✓ If a player from the offense (punt unit) touches the ball first – the ball will be called dead at the point of contact.
- Kickoffs
 - ✓ Ball will be kicked from the 40-yard line
 - ✓ Ball kicked into the end zone will be called dead and brought to the 20-yard line
 - ✓ On-side kicks must go 8 yards or be touched by receiving team to be recovered
- Extra Point Attempts
 - ✓ Long Snappers are not required – the center may long snap, roll, or turn and throw the ball to the punter
 - ✓ The defending team may not rush the kicker – they may jump up and down and attempt to block the kick out of the air
 - ✓ If ball is kicked into end zone, it will be called dead as soon as ball is kicked.
 - ✓ Strippers may kick the extra point attempt
 - ✓ DI line of scrimmage is the extra point kick
 - ✓ DII 2-yard line is the extra point kick
 - ✓ DI and DII start on the 3-yard line for when attempt to run or pass for PAT
- Any rules not covered above will be in accordance with KHSAA rules
- 14. Offense / Defense Formations:
 - All Divisions will play according to KHSAA rules
 - All Divisions – Offenses are required to have a full five-man front with an established tackle box.
- 15. Playing Time Guidelines:
 - Each team must have a minimum of 16 players present to start a game. If a team has less than 16 players, that team will be assigned a loss automatically. Teams may still complete the scheduled game as a scrimmage if both coaches agree.

- ✓ **Division II** - Each player must play a minimum of two (2) quarters in Division two on either offense or on defense. No player shall play more than six (6) quarters
 - ✓ **Division I** – Each player must play a minimum of two (2) quarters in Division one on either offense or on defense. No player shall play more than six (6) quarters.
 - ✓ **Division 1AA** – Each player must play a minimum of three (3) quarters in Division IAA on either offense or defense. No player shall play more than six (6) quarters.
 - ✓ A quarter of playing time is defined as a start of a quarter to the end of the quarter on either side of the ball. Should a quarter lapse without the assigned offense or defense getting an opportunity to play, this will count as playing time. If a player plays both ways in one specific quarter, that will be counted as two quarters of playing time. Coaches should track playing time effectively enough to assure players get actual playing time in subsequent games.
 - Substitutions are permitted only in the event of an injury. Substitution play will count as a quarter of playing time. See section 17 below for guidelines
 - ✓ Subs must be listed on the spotter sheet and there is a limit to 6 subs
 - ✓ Maximum quarter kids cannot be listed as a sub
16. **Illness or Injured Player:**
- When a player on an assigned defense or offensive line-up is injured or becomes ill and cannot play, the Head Coach has two options.
 - ✓ Utilize one of the substitutes listed for the offensive or defensive line-up. Subs may be placed in any position (Unless the sub is a stripper).
 - ✓ The opposing team can declare a match and bring a player from the opposite assigned line-up. When this procedure is used the other team can match by bringing a player from the opposite assigned line-up if he chooses.
17. **Absent Players:**
- Any player that is on the Official Team Roster and not present at the game due to disciplinary reasons must have a completed discipline form to explain their absence. In the event that the player is a game day no-show, the coach will have 1 week to turn a completed discipline form to the WCYFL Board.
18. **Spotter Line-Up:**
- Head Coaches are responsible for ensuring that the team’s spotter has 3 copies of the spotter’s line up. One (1) copy must be submitted to the scorekeeper for League Review, one (1) copy must be submitted to the opposing team 15 minutes before the scheduled start of the game, and one (1) copy will be used by the

spotter to monitor playing time for their own team. Line-ups must list each player's name, #, and the quarters they will play. Substitutes for each quarter will be listed as well. If a team does not have a spotter or fails to have a completed spotter form that is legible, that team will be disqualified and assigned a loss. The Head Official will make determination of this infraction and enforce the disqualification. A sample form will be provided to the head coach.

- Spotters on both teams are expected to work together to ensure that WCYFL playing time. Spotters are to remain in the spotters' box during playing time.
 - If there is an issue that cannot be resolved between the spotters and/or head coaches, a time-out should be called and the issue should be taken before the Head Official. Neither team will be charged with a time-out as this will be an official time-out.
 - If a discrepancy is identified between the spotter form and on-field conditions and it is verified by the head official and scorekeeper using the scorekeeper's copy of the spotter form, the head coach of the offending team will be issued an unsportsmanlike conduct penalty. If there is a 2nd offense of the spotter policy during the same game, offending head coach will be removed from the game. This rule will be enforced by the officiating staff.
 - Any individual/team that fails to properly abide by WCYFL Rules and Regulations will be addressed according to the provisions set forth in the WCYFL Conduct Policy (Section II, B-4).
19. Playoffs:
- Division 1AA will not have playoffs
 - The top two (2) teams in Division I and Division 2 will play in the Toy Bowl at the end of the playoffs
 - All teams shall be seeded in the playoff brackets
 - The playoff will be governed by WCYFL League rules
 - The Toy Bowl can be played on a regulation football field if conditions require a full-length venue. If possible, field markings should be used to mark off WCYFL field dimensions. This decision is to be made by Warren County Parks and Recreation Department.
20. Home Team Responsibilities:
- The Home Team will be listed last on the schedule
 - The Home Team is responsible for supplying the downs markers crew (Must be 16 or older – no gender requirements)
 - Spalding J5JPW football will be used for Division IAA and D1 games
 - Spalding J5J football will be used for Division 2 games
21. Coaches on Field:
- Each team is allowed to have 6 members of the coaching staff on the sidelines during a game, with a League issued photo ID.
 - ✓ (1) Head Coach

- ✓ (1) Associate Coach
 - ✓ (3) Assistant Coaches
 - ✓ (1) Spotter. A spotter must stay in the designated spotter box and is not allowed to coach during a game.
 - When the quarterback goes under center / lines up behind center and is ready to receive the football:
 - ✓ Any coach on the field must stand 10 yards behind their deepest player on offense and defense
 - ✓ Any coach on the field must remain silent until the play is blown dead on offense and defense
 - ✓ Failure of a coach to line-up appropriately or remain silent during the play will result in a verbal warning for the first infraction, an unsportsmanlike penalty for the second occurrence, and game ejection for the third infraction
 - Division 1AA
 - ✓ (2) Coaches allowed on the field for offense and defense
 - Division I
 - ✓ (1) Coach allowed on field
 - ✓ (2) Coaches allowed on field during a time out
 - Division 2
 - ✓ (0) Coaches allowed on field
 - ✓ (1) Coach allowed on field during a timeout
22. Stopping Game Play:
- Game play can be stopped by game officials, commissioners, law enforcement, and Warren County Parks and Recreation Staff for any reason.
 - In the event a game is stopped, the WCYFL reserves the right to conduct a review and take appropriate actions after the event as deemed appropriate by the League Board of directors.
 - Any game play stoppage caused by Coach, Player, or Spectator will be handled according to the WCYFL Rules and Regulations – Penalties Section
23. Approaching an Official:
- Only a Team Head Coach or the coach on the field (D IAA or DI) can approach an official during a game.
 - The team Head Coach is responsible for communicating with officials when dealing with participants, players, game play and/or coaching issues
 - Any game play stoppage caused by Coach, Player, or Spectator will be handled according to the WCYFL Rules and Regulations – Penalties Section
24. KHSAA:
- All playing rules not covered herein will be covered by the playing rules for the K.H.S.A.A.

25. Severe Weather / Playing Field Policy
 - The Inclement Weather and Field Procedure policy will be utilized and enforced by WCPRD during events that are impacted by severe weather or rain.
 - For a copy of the policy, please contact WCPRD.
26. Team Photography / Video Policy/Drone Policy
 - No additional person will be allowed on the playing field or in the press box to video or take pictures. You must utilize one of your League approved Coaching Staff to video and or photograph if you desire either.
 - There will be a League approved photographer at Toy Bowl to take pictures.
 - WCPD policy governs the use of drones on the practice and game fields.

I. Filing a Grievance

- Filing a grievance is an action that must be taken seriously
- The WCYFL is a 100% volunteer run organization and should be treated as such
- Any issues that arise must 1st be addressed through an open and respectful discussion with all involved parties
- If you feel an issue is important enough to file a grievance, then it is important to follow the criteria below.
- WCPRD will handle any and all WCPRD Code of Ethics violations or other department rule infractions. All WCPRD and Warren County Government rules and policies supersede any and all League rules.
- If the below criteria is not followed, the grievance will be considered to be invalid
- **How a Coach/Parent Representative will File a Grievance**
 - ✓ Grievance during a Game (Head Coach Only)
 - * WCYFL does not grant coaches the right to lodge grievances - except in the case of player eligibility and/or failure to comply with player rules.
 - * Officiating/Commissioner actions are not eligible to be protested during a game.
 - * The Head coach must call an official time out and lodge the grievance with the commissioner and the opposing coach - but the game must be completed.
 - * It is the responsibility of the commissioner to attempt and resolve the issue in accordance with WCYFL rules and regulations with both team's coaches and spotters during the time-out period.
 - * The Commissioner's decision will be final and the game will be completed.
 - * If at the end of the game the coach still wishes to lodge a grievance regarding player eligibility, they must present their written notes to the game commissioner.

- * Both teams' spotters' line up and notes will be presented to the WCYFL Board for resolution. The Board president cannot make a decision by himself. All grievances must be reviewed by a majority representation of the Board.
 - * The WCYFL Board will make all decisions concerning eligibility and all decisions are final
 - * Both Teams Head Coaches will be notified of the Board decision
- ✓ Filing a standard Grievance

Step #1

- * All grievances must first be filed through the WCYFL Division Commissioner.
- * If a coach or team representative wishes to file a grievance, the following must be turned in to the WCYFL Division Commissioner in writing:
 1. Name and contact information for person filing the grievance
 2. Detailed explanation of which WCYFL Rules and Regulations were violated/involved – and how they were violated
 3. Names, signed statements, and contact information from any witnesses
- * If a coach or team representative wishes to file a grievance against the WCYFL Division Commissioner, they may skip step #1 and turn the grievance directly to the WCYFL Board

Step #2

- * If the coach or team representative does not receive satisfactory resolution, they may request that the Commissioner escalate the grievance to the WCYFL Board for review
- * The WCYFL Board will place the grievance on the agenda of a regularly scheduled meeting
- * In extreme circumstances, an emergency WCYFL Board meeting may be called to address the grievance
- * Any party will be notified if an action is taken that will directly affect/impact them
- * Any party after step 2 of grievance procedure (coach / parent) has right to an appeal through the Warren County Parks and Recreation Department Advisory Board Code of Ethics Committee.

Step #3

- * If the coach or team representative does not receive satisfactory resolution, they have the option to hire private counsel and take the grievance to the Warren County Circuit Court

- **How a Parent will file a Grievance:**

- ✓ Filing a Grievance

- Step #1

- * If the grievance is minor and is team related, the parent shall schedule a meeting with the team coaching staff and team representative
 - * The following will be presented at the meeting:
 1. Name and contact information for person filing the grievance
 2. Detailed explanation of which WCYFL Rules and Regulations were violated/involved – and how they were violated/involved.
 3. Names, signed statements, and contact information from any witnesses
 - * If the parent doesn't receive a satisfactory resolution, or if the grievance is not minor/team related, the parent will proceed to step #2

- Step #2

- * All parent grievances must first be filed through the team representative.
 - * If a parent wishes to file a grievance, the following must be turned in to the team representative:
 1. Name and contact information for person filing the grievance
 2. Detailed explanation of which WCYFL Rules and Regulations were violated/involved – and how they were violated/involved.
 3. Names, signed statements, and contact information from any witnesses
 - * The team representative will first attempt to resolve the issue with the team Head Coach in a professional manner.
 - * If the grievance can/will not be resolved by the team Head Coach, or the grievance is against the Head Coach, the team representative will proceed to step #3.

- Step #3

- * All grievances that are escalated beyond the team level must first be filed through the WCYFL Division Commissioner.
 - * If a parent wishes to file a grievance, the following must be turned in to the WCYFL Division Commissioner in writing:
 4. Name and contact information for person filing the grievance
 5. Detailed explanation of which WCYFL Rules and Regulations were violated/involved – and how they were violated
 6. Names, signed statements, and contact information from any witnesses

- * If a parent wishes to file a grievance against the WCYFL Division Commissioner, they may skip step #2 and turn the grievance directly to the WCYFL Board

Step #4

- * If the parent does not receive satisfactory resolution, they may request that the Commissioner escalate the grievance to the WCYFL Board for review
- * The WCYFL Board will place the grievance on the agenda of a regularly scheduled meeting
- * In extreme circumstances, an emergency WCYFL Board meeting may be called to address the grievance
- * Any party will be notified if an action is taken that will directly affect/impact them

Step #5

- * Any party after step 4 of grievance procedure (parent) has right to an appeal through the Warren County Parks and Recreation Department Advisory Board Code of Ethics.

J. **Awards:** First place and runner up trophies are presented to the top two teams in Division I and Division II at the conclusion of Toy Bowl.