

Central Texas Youth Football League (CTYFL) Procedures Manual

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

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I. Introduction

A) General Comments and Disclaimers

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

B) Definitions

- 1) **Assault**, as used in this manual, is defined as any verbal or physical threat or gesture that puts another person in fear of bodily harm against them, their family members or their property. It also includes any action(s) that actually and intentionally causes harm in any degree to another person or their property.
- 2) **Blocking Zone** is a rectangle centered on the middle lineman of the offensive formation and extending five yards laterally and three yards longitudinally in each direction. The Blocking Zone disintegrates when the ball leaves the zone.
- 3) **Chain Crew** is defined as the volunteers who operate the down indicator (the box) and the line-to-gain indicators (chains). There will be two (2) volunteers operating the chains and one (1) volunteer, who must be 16 or older, operating the box.
- 4) **Clock Operator** is the qualified person who operates the game clock. This may be a volunteer or a paid position. In the event the facility does not have an operating game clock, the Clock Operator will be the person designated by the Head Official for the game.
- 5) **Coaching Box** is the area 6 feet deep located 6 feet from the sidelines and between the 25-yard lines.
- 6) **Completed Pass**, as used in the CTYFL Mandatory Play Rule (MPR) for Flag Football, is defined as any pass play that changes the line of scrimmage from the original spot of the ball.
- 7) **CTYFL Rule** is any specific game rule for Flag Football, exception to the NCAA/UIFL rules for Tackle Football or Cheer Competition rule.
- 8) **Defenseless Player** is defined in the 2018 NCAA Rule Book (Rule 9-1-3 & 9-1-4) as:
 - a) A Player in the act of or just after throwing a pass.
 - b) A receiver attempting to catch a forward pass or in position to receive a backward pass, or who has completed a catch and has not had time to protect himself or has not clearly become a ball carrier.
 - c) A kicker in the act of or just after kicking a ball, or during the kick or the return.
 - d) A kick returner attempting to catch or recover a kick, or one who has completed a catch or recovery and has not had time to protect himself or has not clearly become a ball carrier.
 - e) A Player on the ground.
 - f) A Player obviously out of the play.
 - g) A Player who receives a blind-side block.
 - h) A ball carrier already in the grasp of an opponent and whose forward progress has been stopped.
 - i) A quarterback any time after a change of possession.
- 9) **Developed Associations** are Associations with the same or nearly same board of directors from the previous season who are leaving another league to join CTYFL.
- 10) **Facility** is generally defined as the venue at which a CTYFL event is taking place. It may or may not include that area used for parking or other areas in the vicinity that may be used by others not involved in the CTYFL event. In general terms it usually means the Field Area (defined below), the viewing stands (or areas) and any CTYFL/Association operated concession or admittance areas.
- 11) **Field Area** is the area inside the Limit Lines.
- 12) **Flagrant Personal Fouls** are Personal Fouls deemed intentional and meant to inflict injury rather than complete a football play.
- 13) **Flagrant Unsportsmanlike Conduct (Flagrant USC)** is conduct that requires the immediate ejection of a Player,

coach or spectator. This may include any Unsportsmanlike Conduct (USC) foul if in the judgment of the officiating crew it warrants a Player, coach or spectator being ejected from the game. Flagrant USC fouls requiring immediate ejection include, but are not limited to, the following:

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

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

II. Application Process

A) Requirements

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

B) Process

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

III. Team Make-Up

A) Player Recruitment

- 1) Players (includes Cheerleaders) may be either boys or girls.
- 2) PeeWee Tackle Players will be weighed at PeeWee weight certification only - weight Limit (75 pounds)
- 3) Ages - Football Players - All ages are as of July 31 that year.
 - a) PeeWee Flag..... 4 - 5 years old
 - b) Rookie Flag..... 6 - 8 years old
 - c) Junior Flag..... 9 - 10 years old
 - d) Senior Flag 11 - 12 years old
 - e) PeeWee Tackle 5 - 6 years old (no waiver up for 4-yr olds)
 - f) Rookie Tackle 7 - 8 years old
 - g) Junior Tackle 9 - 10 years old
 - h) Senior Tackle..... 11- 12 years old

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

Registration for [Member Association] football/cheerleading is open to all children, ages 4 - 12 for football and ages 4 - 13 for cheerleaders. Registration must remain open until two (2) weeks before the First Regular Season Game and all who register by this date must be accepted as long as they make required payments, provide required CTYFL documents and meet all other CTYFL eligibility requirements. No try-outs will be held - all children who register for [Member Association] football or cheerleading will play. Violations of this CTYFL policy will not be tolerated. Please report any violation of this policy to the CTYFL Executive Vice President at: vice-president@ctyfl.org
- 13) Registration Dates:
 - a) Registration Start..... No Restrictions
 - b) Early Registration Cut-off 2 Weeks Before Opening Day
 - c) Final Registration Cut-off..... Friday – Labor Day Weekend
- 14) Any Association with only one (1) team in 2 or more Tackle Football age divisions must keep registration open for all Football and Cheerleading age divisions until the Final Registration Cut-off date.
- 15) Any association electing early registration cut-off for any CTYFL age group (Football or Cheer) within the association must also stop registration for all other Football and Cheer age groups within that association. No registration for Football or Cheer may be cut-off before the Early Registration Cut-off date and all associations must

continue to accept all potential Players until they end their registration.

- 16) All Associations must plan ahead to prevent issues from interfering with the CTYFL registration policy. Specifically excluded reasons for not continuing to register are as follows:
 - a) Teams are already full and coaches/directors do not want to split and draft additional teams.
 - b) Uniforms have already been ordered for a set number of Players. We are not a fashion show – order uniforms that can be delivered quickly or order enough extra custom uniforms to ensure all unexpected Players will have them.
 - c) Coaches have already been selected and nobody else is available.
- 17) Theft of services or equipment from any CTYFL Association or outstanding financial obligations to any CTYFL Association will not be tolerated. No Player may participate at any CTYFL association if he/she or his/her parent(s)/legal guardian(s) have an outstanding financial obligation to or unresolved allegations of stolen property or services from any CTYFL Association. Violations of this article will be treated the same as participation of an illegal Player.
- 18) Players who sign up with one Association and then want to go to another Association after August 1 of that season must ask for a release. The intent is to allow the losing Association to determine if there is a problem they are unaware of. If, after meeting with the parents, and no resolution is or can be reached, the release will be granted.

B) CTYFL Sibling Rule

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

C) Team Sizes

- 1) Small teams help ensure maximum playing time for all Players - number of Football Players on the field:

a) PeeWee Flag.....	5
b) Rookie Flag.....	7
c) Junior 7 on 7	7
d) Senior 7 on 7	7
e) PeeWee Tackle	6
f) Rookie Tackle	11
g) Junior Tackle	11
h) Senior Tackle.....	11
i) Sideline Cheer (Minimum).....	2
j) Competition Cheer (Minimum).....	5

- 3) Maximum Team Sizes:

a) PeeWee Flag.....	8 (single team waiver to 9)
b) Rookie Flag.....	11 (single team waiver to 13)
c) Junior 7 on 7	11 (single team waiver to 13)
d) Senior 7 on 7	11 (single team waiver to 13)
e) PeeWee Tackle.....	12 (single team waiver to 15)*
f) Rookie Tackle.....	19 (single team waiver to 25)*
g) Junior Tackle.....	19 (single team waiver to 25)*
h) Senior Tackle	19 (single team waiver to 25) *
i) Spirit Cheer	No Limits
j) Competition Cheer	32 (no waiver)

** All teams receiving a Single team waiver will be referred to as “Large Teams” throughout this Manual.*

- 4) If an Association has any age division with only one (1) team, they may request an increase in team size to the approved waiver limit for that age division. Waivers are discouraged at all times and will not be granted if more than one team exists within that age division in that Association. In order to be granted a team size waiver, an Association must first use the link to be provided on the CTYFL website to apply for the waiver and must show that no eligible children were turned away and registration has closed for the team's Association. The CTYFL Executive Board will review the application and either grant or deny the waiver based on our mission criteria.

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

- 1) All Associations will certify their Players and issue an ID card for each on the provided CTYFL ID card template with a current photo (digital copy preferred) of the Player.
- 2) Items required for certification include:
 - a) Proof of Birth Date – the following are Acceptable (please note that Hospital Certificates are **NOT** legal documents and therefore specifically not acceptable):
 - Copy of the official, state issued Birth Certificate
 - Passport
 - Consular Report of Birth Abroad (FS-240)
 - Military Dependent ID Card
 - Official Texas ID Card (DPS Issued)
 - b) Current 1" x 1" Color Photograph of the Player.
 - c) CTYFL Spectator Behavior Policy Form signed by the parents or legal guardians of the Player.
 - d) Copy of Court issued Certification of Adoption and/or Change of Name if applicable.
 - e) CTYFL Medical Release Waiver signed by the Player's parents or legal guardians.
 - f) Sports Physical performed by a licensed physician, physician's assistant, nurse practitioner or chiropractor.
 - g) *Concussion Return-to-Play baseline test results form (*Optional).
- 3) All Associations will create two (2) files for each of their teams, each to be compiled in a separate 3-ring binder. The first will be designated the Certification Book and the second will be designated the ID Book.
 - a) The Certification Book will include separate Certification Files for each Player collated in alphabetical order. These files will each include the written registration form (if applicable), proof of birth date copy, signed spectator behavior form, signed Medical Release Waiver, completed sports physical and, if applicable, signed Age Waiver.
 - b) The ID Book will contain completed, Official ID cards, a copy of the Official Team Roster, completed and signed Consent for Medical Treatment Roster for the team, Concussion Baseline results for all players (if applicable) and, for PeeWee Tackle teams only, completed, signed and laminated PeeWee Weight Certification Roster for the team.
- 4) The CTYFL Board of Directors will set a time and location, or multiple times and locations, to verify all Certification Books and ID Books. It is the responsibility of each Association to have both Books ready with all required documents signed, complete and ready to be verified by the designated date(s). All Books must be verified no later than the night before Opening Day.
- 5) If for any reason a Certification or ID Book is not complete and verified before Opening Day that Association must petition the CTYFL Executive Board for additional time to complete the Book(s) and have them verified. Included with the petition for additional time will be a deposit in the amount of \$25.00, for each missing item, to be paid to the CTYFL general fund. Upon completion and verification of the Book(s), the deposit will be returned to the petitioning Association, less \$5.00 for each day or partial day of delay.
- 6) No Player may compete or play in any CTYFL game until every required form and document has been completed and placed in his Certification File and that file has been verified by CTYFL.
- 7) A laminated copy of each team's Official Roster will be submitted to the CTYFL Executive Board and kept by the CTYFL Secretary for at least one (1) year and may not be altered without approval of the CTYFL Board of Directors. Unapproved alteration of any official team roster will be treated the same as intentionally certifying an

Illegal Player.

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

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

- 1) Any time the number of Players in any age division within an Association exceeds the Maximum Team Size for that age division, the Association will have two (2) options:
 - a) If the number is below the single team waiver limit, registration is closed for their Association and they have met all other requirements, they may petition CTYFL for a single team waiver for that team or they may place all those Players in the Draft Pool and Draft two (2) teams.
 - b) If the number exceeds the single team waiver limit they must place all the Players in the Draft Pool and Draft as many teams as is necessary so that no team exceeds the Maximum Team Size for that age division.
- 2) In order to help ensure Associations are prepared to draft multiple teams, CTYFL requires that they must have at least a Head Coach in place, prepared to Draft another team any time the number of Players in any age group reaches any increment of 15 Players. If the final numbers do not exceed the single team waiver limit then a Draft is not required if all other criteria for the waiver has been met. With multiple teams, as long as the Maximum Team Size is not exceeded for any team, no additional team needs to be drafted. Below are examples to illustrate – these examples are based on Rookie, Junior and Senior Tackle team sizes, but the principal applies to all others as well:
 - a) 15 Players – 1 team - prepare to Draft 2 teams - 2 Head Coaches in place
 - b) 30 Players – Must Draft 2 teams and be prepared to Draft a 3rd – 3 Head Coaches in place.
 - c) 45 Players – Must Draft 3 teams and be prepared to Draft a 4th – 4 Head Coaches in place.
 - d) Additional increments of 15 prepare for one additional team to the required number.

F) Player Draft Procedures

- 1) All drafting Associations must first Apply to draft using the link provided on the CTYFL website.
- 2) Official Draft Day will be set by the CTYFL Board of Directors prior to the start of the season and published in this manual in the Calendar of Events section. Associations may request to hold their Draft any day up to 6 days prior to Draft Day or up to 6 days after Draft Day. If it becomes necessary to recombine teams due to a loss of Players, then CTYFL will authorize a supplemental Draft for the remaining teams in that age division in that Association.
- 3) Associations will submit to the CTYFL Secretary a complete roster of all Players to be drafted in their age division along with their application to draft. At a minimum these rosters will list the age, full name and nickname (if applicable and known) of each Player, the name(s) of the Player's parent(s)/guardian(s) and designate all siblings being drafted. Additional information deemed helpful to the drafting coaches may also be included.
- 4) Associations will be advised when all pre-draft requirements have been met and will schedule neutral CTYFL Board Members to monitor all drafts. If a draft is completed without CTYFL Executive Board approval it will be nullified and a blind draft will be conducted by the CTYFL Executive Board for all teams in the affected division within that Association.
- 5) Draft results will be submitted to the CTYFL Executive Board for review. If the Executive Board finds any issues with the new rosters they will be discussed with the Association President. If necessary the Association will be granted an opportunity to correct any issues through a new draft. If issues remain after that re-draft the CTYFL Executive Board will conduct a blind draft for the affected division(s) within that Association.
- 6) The only people who will be present for your Draft(s) will be:
 - a) Two (2) members of the Association's Executive Board who will conduct the Draft. Neither of these Board Members may be a coach on any of the drafting teams, nor may they be related to anyone participating on any of the drafting teams.
 - b) Neutral CTYFL Board member(s) to monitor the Draft.
 - c) Head Coach and First Assistant Coach for each team drafting.

- d) Absolutely no other coaches, parents or Players will be allowed in or within hearing distance during the Draft.
- 7) The Association's Executive Board member conducting the Draft will go over these Draft Procedures and answer any questions so that all involved are familiar with the CTYFL rules. He will specifically remind ALL participants that any "gentlemen's agreements" reached between coaches as to who plays on which team(s) are specifically prohibited by CTYFL and unenforceable by any coach or Association Director. No coach may be required to honor any such agreement once they are in the Draft room.
 - 8) Associations will submit to each applicable Head Coaches the same roster provided to the CTYFL Secretary. All coaches must have the same information provided to them for all Players
 - 9) Select Teams are forbidden (except for Spring League and other Post Season play other than BCS) within CTYFL. If a violation of this policy is suspected, CTYFL reserves the right to nullify the result of any Draft and take whatever action deemed necessary to correct the violation. Corrective action may be simply switching the coaching staffs of the teams involved; indefinitely suspending the coaches/directors involved; ordering a redraft with new Head Coaches; ordering a blind redraft where the coaches each Draft a team then draw a number from a hat to see which team they will coach; or, any other solution the CTYFL Board of Directors decides is both fair to all involved and will correct the violation.
 - 10) Other than through the CTYFL Sibling Rule or for protected Players, there is absolutely no circumstance under which Players may be selected to play on any team except where they are drafted.
 - 11) The Head Coach **of each team may designate a total of 4 protected players for his team. These will be the only allowed Protected Players for any team and MUST include any relatives of the Head Coach (and their siblings) if any are to play on that team. These players (except for the Head Coaches' children/siblings) MUST be mutually agreed upon by the Head Coaches of each team within that age division of that Association. If unanimous agreement cannot be reached the CTYFL Executive Board will take whatever action they deem necessary to correct the situation with or without unanimous agreement of those Head Coaches. Under no circumstances are Head Coaches to use this rule as a loophole to form a select team in order to enhance their chances of winning a youth football championship as compensation for their obvious, multiple personal shortcomings.**
 - 12) Protected Players will be the **third through sixth round picks** for all teams. If no protected players are designated then these will be regular Draft picks.
 - 13) If one sibling is drafted on a team, the other sibling(s) will be placed consecutively on the Draft Roster for that team starting 2 rounds below the first sibling drafted. This applies to protected Players as well. Non-protected siblings being drafted must be drafted high enough so that there are sufficient rounds remaining to draft the other siblings without causing an imbalance in the number of Players on each team.
 - 14) The Draft order will be determined by a hat draw and all Drafts will use the Snake Draft Format which is defined as each team drafts in ascending order (1, 2, 3, 4, . . .) for all odd numbered rounds and in descending order (. . . , 4, 3, 2, 1) for all even numbered rounds.
 - a) Example: 4 team draft
 - Round 1: Team 1 drafts 1st, Team 2 drafts 2nd, Team 3 Drafts 3rd, Team 4 drafts 4th
 - Round 2: Team 4 drafts 1st, Team 3 drafts 2nd, Team 2 Drafts 3rd, Team 1 drafts 4th
 - Round 3: Team 1 drafts 1st, Team 2 drafts 2nd, Team 3 Drafts 3rd, Team 4 drafts 4th
 - Round 4: Team 4 drafts 1st, Team 3 drafts 2nd, Team 2 Drafts 3rd, Team 1 drafts 4th
 - Continues in this format
 - 15) Players may be traded at the conclusion of the Draft, but no trades are permitted once the coaches have left the Draft room. All trades must be 1 for 1 and all traded Players must have been drafted within 1 round, up or down, of the Players being requested for trade.
 - 16) All teams must be within 1 Player of equal numbers at the end of the Draft and conclusion of all trades.
 - 17) Any Player registering after the Draft will normally be placed on the team that would have had the next selection in the Snake. It is possible, however, that one or more teams may have drafted multiple Players who drop out or simply never show up. In that circumstance CTYFL may authorize additional registrants to be placed on a team(s) that would not necessarily have had the next selection in the Snake in order to balance team numbers. Coaches may not refuse to accept these Players nor may other teams attempt to trade one of their drafted Players for these new registrants. The decision of CTYFL will be final in this matter.

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

IV. Mandatory Play Rule (MPR)

A) Purpose /Requirements

- 1) The purpose of mandatory play is to ensure the development and training of each Player registered within the CTYFL.
- 2) Mandatory play will be in the form of minimum Touches for flag and minimum plays for Tackle.
 - a) PeeWee & Rookie Tackle = 8 plays per half, 16 total per game
 - b) Junior & Senior Tackle = 10 plays per half, 20 total per game
 - c) Flag /7 on 7 = 2 touches per game (*Refer to Flag Rules for definition of "Touch" and other requirements)
- 3) Players who, without legitimate cause, do not get their minimum plays in a game will have the following minimum plays in the next game:
 - a) PeeWee & Rookie Tackle = 12 plays per half, 24 total per game
 - b) Junior & Senior Tackle = 15 plays per half, 30 total per game
 - c) Flag /7 on 7 = 3 touches per game (*Refer to Flag Rules for definition of "Touch" and other requirements)
- 4) A Running Clock Designation must be noted on the MPS.
- 5) Mitigating Circumstances will be noted in the Comments column for every Player as applicable.
- 6) Possible Mitigating Circumstances include, but are not necessarily limited to:
 - a) Running Clock (*does not apply to Flag)
 - b) Mercy Rule Stoppage
 - c) Suspension or forfeiture of the game
- 7) Automatically Acceptable reasons for a Player not getting Mandatory Plays – **These MUST be Noted on the MPR Comment Sheet and Signed by Both head Coaches and the Field Director**
 - a) Injury
 - b) Sickness
 - c) Team disciplinary violations*
 - d) Parent or Player request to be pulled out at any time during the game
- 8) Associations using a practice attendance policy in which it has been stated that play time may be reduced for missing practice, this policy must be provided to the CTYFL Executive Board. If a player who will miss plays due to practice attendance then this must be noted on the signed MPR and attendance form submitted with the MPR sheets. Additionally the president is required to email the parent of the player and copy the email to the MPR Director and VP of Football. The email must state the number of practices missed, state the attendance policy and state the designated number of plays that the player will sit out. Failure to follow the above procedure will result in head coach suspension for the following game.
- 9) The CTYFL Mandatory Play Sheet (MPS) is the only acceptable form for tracking Mandatory Plays.
- 10) A Regional MPR Director will be appointed each year for all regions to review Mandatory Play Sheets for every game played in their region every week.
 - a) The current Regions are:
 - Region 1 – Bastrop, Cedar Creek, Hill Country

- Region 2 - Georgetown, Hutto, Round Rock
 - Region 3 - Capital City, Elgin, Manor, NAYFA
 - Region 4 - Kyle, SAO, Spring Branch
- 11) Regional Directors WILL NOT review the MPS or Field Reports for their Association. The names of the current Regional Directors will be included in Section XIII (C) - CTYFL Calendar of Events for the current year.

B) MPR Procedures

- 1) **Any team with more than the allowed maximum number of players on their roster (Large Teams) will be required to turn in a valid, properly completed CTYFL MPR form to the Field Director for each half of every game played. Teams at or below the maximum roster number will be required to maintain the same CTYFL MPR form. For each half of every game, but will turn theirs in to their Association President after each game. These forms will be kept for review in case a proper complaint is filed by the opposing team or by one of their own spectators.**
- 2) Each team's MPRC will review, with the Field Director, the opposing team's MPS prior to the start of the game. The coaches will ensure that their opponent's MPS is in compliance with the requirements below and will sign agreeing to the initial accuracy of the MPS.
 - a) First and second half rosters must be identical and will list each Player with his jersey number in the appropriate columns. Players may be listed alphabetically or in any order desired by the Head Coach. Player names and jersey numbers must be typed – no hand-written names or numbers.
 - b) Any Acceptable reason, known in advance, for a Player not getting his minimum plays in either half or the entire game must be pre-entered in the Special Notes column.
 - c) The name of both the home team and visiting team must be pre-entered on the form for each half.
 - d) The game date must be pre-entered in the Date box.
 - e) There must be no other entries on this form. Any play counting box that is pre-checked will cause the presented form to be illegal and it may not be used.
- 3) The MPRCs from each team will record any necessary Running Clock Designations and continue to record plays for each Player to the end of the game. This must be done even if the game ends due to a mercy rule stoppage or forfeiture at some later point. Failure to note this will be considered improperly filling out the MPS.
- 4) Every play of the game must be entered even after the Player has reached his mandatory play threshold. This is to help CTYFL to be able to assist any coach correct a bad habit of repeatedly failing to get some Players into the game for more than their minimum plays while others are regularly playing considerably more than the minimum.
- 5) For ease of use, every MPRC must note in the appropriate box on each sheet of their MPS by **counting players sitting on the sideline**. This will be the only acceptable manner for counting plays per player.
- 6) Any game involving a **Large Team will require** MPRCs to meet with the Field Director and review first half MPS.
 - a) If all Players, not exempted for acceptable reasons noted on the Special Notes pages, received their mandatory plays in the first half both MPRCs will sign the opposing team's First Half MPS and submit it to the Field Director.
 - b) Any Player without an acceptable reason noted on the Special Notes pages who does not receive his mandatory plays in the first half will be identified and brought to the attention of that team's Head Coach. This is done to give the Head Coach an opportunity to make up missed plays in the second half of the game.
 - In this case any Player who does not get all his required plays in the first half must start the second half on offense or defense and may not be taken out of the game until he has received all his required plays for the second half.
 - Plays missed in the first half must be made up during the remaining time in the second half. The only Mitigating Circumstance that will be considered in this case is an early end to the game.
 - The Head Coach will be required to sign his team's MPS from any half with any play discrepancies.

- 7) Upon completion of the second half **of any game involving a Large Team** both MPRCs meet with the Field Director and review the second half MPS.
 - a) The Head Coach of each team will sign his team's Second Half MPS at the end of the game.
 - b) If all Players received the mandatory plays in the second half, or were exempted for legitimate reasons, both MPRCs will sign the opposing team's Second Half MPS and submit it to the Field Director. Any discrepancies and/or legitimate causes for missed plays will be reported on the Field Report for that game.
 - c) Any Player who does not have an acceptable reason noted in the Special Notes column and who does not receive his mandatory plays in the second half or for the entire game will be identified and brought to the attention of that team's Head Coach.
 - d) All Mandatory Play Sheets (MPS) will be turned over to the Field Director who will forward them either to his Association's president or directly to CTYFL via the Regional MPR Director of that Association's Region for appropriate action. MPS and Field Report will be submitted to the appropriate Regional MPR Director **No Later Than Noon (12:00 PM) Monday immediately following the games.**
 - e) Penalties for Late Submission of MPS and/or Field Reports:
 - 1st Offense - \$100 fine (paid to CTYFL general fund) and a 1-month loss of CTYFL voting rights.
 - 2nd Offense - Loss of one half (1/2) of that Association's following season Home Games.
- 8) The First Violation of the MPR either by not getting Players their mandatory plays/touches without acceptable cause or filling out the MPS incorrectly shall result in the suspension of the Head Coach for one game. The Second Violation will cause the Head Coach to be suspended for the season and, if the team is ranked at #6 or higher in the final Power Rankings, will be dropped one (1) position in the rankings. No team with 2 or more violations during the season may move up from their current position in the rankings for any reason. Subsequent violations may result in additional sanctions against the team's Association.

V. Conduct, Disciplinary Actions and Appeals

A) General Rules of Conduct

- 1) Each Association is responsible for providing a safe, pleasant and trouble free environment for visitors and teams.
- 2) Regardless of any local, state or federal law allowing open or concealed carry of Weapons, **NO WEAPON** of any sort will be allowed at any venue before, during or immediately after a CTYFL event at that venue. Violation of this policy will result in immediate and permanent removal from CTYFL and all CTYFL events.
- 3) Appropriate action will be taken if people violate rules, common sense or the law. CTYFL reserves the right to ban any person or persons who endanger the safety of others participating in the program, or anyone that participates in behavior that is deemed otherwise inappropriate or detrimental to any CTYFL association.
- 4) Any person guilty of Assault is subject to automatic, immediate and indefinite Suspension.
- 5) CTYFL has the authority to request assistance of law enforcement organizations or the courts, if necessary, to promote a safe environment.
- 6) In order to ensure participant safety, any team receiving two (2) USC penalties on their spectators will immediately forfeit that game. Continued unsportsmanlike conduct by those spectators may result in further actions including sanctions against that team by CTYFL.
- 7) Two (2) ejections, upheld on appeal, in a season by a Player, coach or spectator will result in the suspension of that Player, coach or spectator for the remainder of the season. Further action may also be taken at the discretion of the CTYFL Board of Directors.
- 8) CTYFL may not have the authority to require a person to leave some facilities such as a public park or school, but failure of a coach or spectator to leave the facility when directed to do so by a Field Director will be considered a flagrant violation of CTYFL rules and will be grounds for permanent suspension from all future CTYFL participation at the discretion of the CTYFL Board of Directors.
- 9) CTYFL participants must bring any perceived issue regarding other CTYFL Associations, participants, officers or policies to their Association Board of Directors for resolution and may not contact another member of the CTYFL Executive Board unless their Association refuses to take any action to resolve the conflict.

B) Conduct of Players

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

C) Conduct of Coaches

1) CTYFL Coaches Code of Conduct:

- a) Coaches must be worthy of trust in all they do and teach student-athletes the importance of integrity, honesty, reliability and loyalty.
- b) Model high ideals of ethics and sportsmanship and always pursue victory with honor. Teach, advocate and model the importance of honor and good character by doing the right thing even when it is unpopular or personally costly.
- c) Never lie, cheat, steal, engage in or permit dishonest or unsportsmanlike conduct.
- d) Fulfill commitments, be on time. Do what you say you will do.
- e) Be loyal to your team and parents. Put the team above personal glory.
- f) Ensure maximum attendance of Players/parents at Cheer Competition. Cheerleaders are part of your team(s).
- g) Always place academic, emotional, physical and moral well being of athletes above desires and pressures to win.
- h) Treat all people with respect at all times, and require the same of student-athletes.
- i) Be a good sport. Teach and model class, be gracious in victory and accept defeat with dignity. Encourage student-athletes to give fallen opponents a hand, compliment extraordinary performance and show sincere respect in pre- and post-game rituals.
- j) Do not engage in or allow trash talking, taunting, boastful celebrations or other actions that demean individuals or the sport.
- k) Treat contest officials with respect. Do not complain, or allow your Players or parents to complain, about or argue with official's calls or decisions during or after an athletic event. Spectators will instinctively repeat any negative comments you direct towards the officials or the other team. Do not become part of the problem.
- l) Treat the parents of student-athletes with respect. Be clear about expectations, goals and policies and maintain open lines of communication.
- m) Do not engage in or permit profanity or obscene gestures during practices, sporting events or any other situation where the behavior could reflect badly on your team, your Association or CTYFL.
- n) Use positive coaching methods to make the athletic experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse and conduct demeaning to student-athletes or others.

- o) Encourage student-athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put more emphasis upon effort, improvement, teamwork and winning with character than on the final outcome of the contest.
 - p) Always strive to enhance the physical, mental, social and moral development of student-athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible adults.
 - q) Advocate the importance of education beyond basic athletic eligibility standards. Work with parents to help student-athletes set and achieve the highest academic goals possible for them.
 - r) Prominently discuss the importance of character, ethics and sportsmanship in materials and vigorously advocate the concept of pursuing victory with honor in all communications.
- 2) The Head Coach of every team is responsible for his actions as well as the actions of his assistant coaches and spectators and will be responsible for maintaining order on his sideline. For that reason, only the Head Coach may talk to an official.
 - 3) Any coach will be ejected from a game **ONLY** for any of the following:
 - a) Two (2) Unsportsmanlike Conduct (USC) fouls on him; and for Head Coaches, any combination of two (2) USC fouls on him, his assistant coaches and/or his team's spectators during a game.
 - b) Any Flagrant Unsportsmanlike Conduct foul during a game.
 - 4) A Flagrant USC foul committed by an assistant coach or spectator will cause that person to be ejected, but will count as only one USC foul against the Head Coach.
 - 5) Any coach ejected from a game will be suspended from coaching for the remainder of that game as well as the team's next scheduled game (a scheduled BYE obviously does not count as a scheduled game). While suspended, a coach may continue to watch the game (assuming he has not been directed to leave the Facility), but is not allowed to coach in any manner and may not remain in any area of the Facility that would allow him to be able to further coach.
 - 6) If a Flagrant USC foul is the cause of the ejection, the coach must leave the facility immediately and the game will not continue until it is obvious he is leaving without further incidents. For all other ejections it will be left to the discretion of the Field Director whether the coach must leave the facility or just the field area and any part of the facility that would allow him to be able to continue coaching.
 - 7) Suspensions may be appealed (Section G below), but only by the Coach's Association.

D) Conduct of Spectators

- 1) Spectators are expected and encouraged to enthusiastically cheer for and encourage the Players on their team. Being allowed to observe your child's efforts on the field is a privilege, not an opportunity to verbally assault others or be generally obnoxious. If the other team's spectators are breaking the rules you should report them to the Field Director or League Officer – you must never choose to act in the same manner. You would not allow this of your children and they should be able to expect that you will not embarrass them with immature behavior.
- 2) Respect and obey the rules of the hosting Association. Treat their field as you would your home field. All CTYFL facilities prohibit the use or consumption of alcohol, tobacco products or any controlled substance at that facility.
- 3) Respect the decisions of the coaches. Remember that this is a game for and played by children – not professional athletes.
- 4) Respect the other team and respect the other people around you. As parents they are as proud of and concerned for their children as you are with yours. Do not belittle the Players of the other team unless you are ok with someone belittling your children in front of you and if you are ok with that you need to reconsider your priorities.
- 5) Respect the integrity and efforts of the Game Officials. They are on the field because they have made a commitment to learn, understand and interpret the rules of the game. CTYFL uses only officials in good standing with the Texas Association of Sports Officials (TASO). While that does not guarantee perfect decisions in every single situation, it does guarantee they have received the training necessary to understand what that perfect decision should have been.
- 6) Try to be objective and accept the possibility that it was simply a greater effort by the opponents rather than cheating that allowed them to make a good play.

- 7) Cheating and bad sportsmanship are not options. They rob victory of meaning and replace the high ideals of sport with the petty values of a win-at-all-costs mentality. Victories attained in dishonorable ways are hollow and degrade the concept of sport.
- 8) Spectators, by definition, are not to be in the Field Area and as such they will normally be subject to disciplinary actions taken by the Field Directors. However, their negative or offensive comments directed at officials, Players or coaches may lead to their team and Head Coach receiving an USC Foul from the officials.
- 9) Game officials will not eject a spectator unless that person is in the vicinity of the sidelines or team area and commits a Flagrant USC foul.
- 10) If an official ejects a spectator, the game will be paused, the Filed Director located and the incident reported.
- 11) Any spectator ejected from a game is required to leave the facility. They may wait for their children and others who rode to the game with them, but must remain in their vehicle in the parking lot.
- 12) Suspensions may be appealed (Section G below), but only by the Spectator's Association.

E) Conduct of Field Directors

1) CTYFL Field Directors Code of Conduct:

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

from the game in the same way as a spectator or coach. CTYFL Officers may request the hosting Association remove an on-duty Field Director for violations of the Filed Director Code of Conduct, CTYFL general rules of conduct or for any unacceptable behavior

- 9) Suspensions may be appealed (Section G below), but only by the Field Director's Association.

F) Conduct of Game Officials

1) CTYFL Officials Code of Conduct:

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

G) Appeals Process

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

VI. Coaches

A) CTYFL Policy

- 1) CTYFL policy requires that all Coaches agree to complete and pass a background check administered by an organization selected by CTYFL. This required background check is in addition to any other they may be subject to as a requirement for employment or other activity or that may be required by the CTYFL Association they are affiliated with.
- 2) CTYFL policy also requires that all Coaches (football and cheerleading) complete required certification courses as directed by CTYFL. There is generally a cost involved in both the background check and required certification courses. These costs will be borne by the coach or their Association may choose to assume the costs.

B) Background Checks

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

C) Certification

- 1) Requirements for certification as a CTYFL Head or Assistant Coach:
 - a) Submit to and pass the CTYFL Background Check.
 - b) Must have no outstanding financial obligations to any CTYFL Association or team.
 - c) Must agree to sign the CTYFL Coaches Code of Conduct.

- d) **Football Coaches:** Completion of the appropriate CTYFL Football Certification Course.
 - e) **Cheer Coaches:** Completion of the ASEP online Cheer Coach Certification Course and CTYF.
 - f) Attend Mandatory Football or Cheer Coach Clinic.
 - g) Completion of any other required CTYFL training.
- 2) Coaches will receive a CTYFL issued Assistant Coach’s ID Badge or a Head Coach ID Badge from their Association after completion of Certification. It must be worn and be clearly visible during every game or competition and no Coach may be on the sideline without their valid ID Badge. ID Badges are valid only for their specific team and may not be used for sideline access to a different team.

D) Number of Coaches Per Team

- 1) For all Football Teams (Flag and Tackle) there is no limit to the number of coaches allowed on any team. The only restriction is how many are allowed on the sideline for a game.
- 2) Associations will designate a Player Safety Coach (PSC) who, along with the Association President, will attend a USA Heads Up training clinic and administer Heads Up training to all Football Coaches within that Association.
- 3) Limits for Coaches on the Sideline for Football Teams (includes both the Head Coach and MPRC):
 - a) **Flag / 7 on 7 Football.....Max: 4**
 - b) **Tackle Football.....Max: 5**
- 4) Cheerleader Coach limits are the total number of coaches allowed per team.
- 5) Cheerleader Team Coach Limits
 - a) Squads of 2-12 cheerleaders 2
 - b) Squads of 13 or more: Min: 3 / Max: 4
- 6) One (1) Non-Coaching Interpreter may be on the sideline, in addition to the allowed limits for both Football and Cheerleading, for communication with hearing impaired Players.

E) General Requirements

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

VII. Field Directors

A) Training and Certification

- 1) Field Directors will be selected and scheduled by their Associations.
- 2) Field Director training will be coordinated by the CTYFL Executive Vice President and will be done in two (2) sessions on consecutive weekends after the start of the season. Both of these sessions will try to coincide with and

precede or follow Coaches training in order to minimize inconvenience to those involved.

- 3) All persons who have completed the required training will receive from their Association a CTYFL issued Field Director ID Badge. This badge will be worn at all times while on duty as Field Director.

B) Responsibilities and Authority

- 1) All hosting Associations will provide two (2) Field Directors for each field that is in play. At least one Field Director will be in their allotted areas on each sideline.
- 2) **Field Directors will issue MPRC badges before each game and collect them at the end of the game.**
- 3) Field Directors will have access to a phone to call emergency or law enforcement personnel in the case of an emergency and will be familiar with the address of the facility and entry points for emergency vehicles.
- 4) Field Directors will maintain the CTYFL Field Report throughout the game and will review, with both MPRCs, the Mandatory Play Sheets (MPS) at half-time and the end of the game. Field Directors will ensure that Head Coaches have an opportunity to include any objections, comments or protests with the Field Report. These must be written by the Head Coach of either team only and must be done before the Head Coach signs the Field Report.
- 5) Field Directors will ensure the Head Coach is informed at halftime if there is any discrepancy on his team's MPS so that he may correct it in the second half. He will also be informed if there is a discrepancy on his MPS at the end of the game and will ensure the Head Coach signs his MPS acknowledging he is aware of the discrepancy.
- 6) Field Directors will remain outside of the team area and coaching box unless addressing a specific issue within his authority, as defined below. In that case, the Field Director will inform the Head Coach of the issue being addressed.
- 7) Field Directors will ensure a safe and sportsmanlike atmosphere within the Facility outside the Field Area.
- 8) Field Directors have absolute authority to remove any person from the Facility (outside of the Field Area) who is committing any USC fouls, violating any additional, specific facility or Host Association rules, or who, in their opinion, is creating a potentially unsafe environment for either participants or spectators.
- 9) Field Directors have absolute authority to request that Game Officials pause or end any game if they feel that is necessary to enforce order in the Facility (outside the Field Area).
- 10) Field Directors will inform the Game Officials if they have direct knowledge of any sideline personnel committing USC or Flagrant USC fouls.
- 11) Field Directors have absolute authority to request assistance from law enforcement to remove any person who refuses to leave a Facility on private or public property owned by or contractually obligated to the Host Association or when they are concerned for the safety of any participants or spectators before, during or after any CTYFL event.
- 12) Field Directors will not interfere with the normal conduct of any game, as that is solely within the jurisdiction of the officiating crew, except as authorized above and to ensure no non-certified personnel are in the Field Area.
- 13) Field Directors will introduce themselves to the officials prior to the start of the first game and after any change in Field Directors or officiating crews during the course of the game day. At least one Field Director must remain in the immediate vicinity of the playing field during all times that games are being played on that field and they must wear a CTYFL approved orange or yellow safety vest and otherwise identify themselves as a Field Director.
- 14) Field Directors will secure volunteers for the Chain Crew and Clock Operator prior to the start of each game.
- 15) Field Directors will be responsible for ensuring a CTYFL Field Report is properly completed and submitted to the CTYFL Executive Board (or their designated person) for each game played on their field(s) every week.
- 16) Field Directors must work with the Officiating crew to ensure the safety of spectators and participants in the case of lightning or other events that present an immediate threat to safety. The Field Directors must immediately enforce the CTYFL/Association policies in these events.
- 17) Field Directors will ensure that team ID Books are checked no less than 15 minutes before the scheduled start of each game. If either coach disputes the validity of any Player, he must inform the Field Directors immediately, but neither coach may take further action at that time. All disputes may be discussed after the game and the Field Directors will make a determination as to whether further investigation is required. Any Player not present when the books are reviewed must check in immediately with the Field Director who will escort him to the opposing team's sideline with his team ID Book. A coach from the opposing team must then check him against his card in his team's ID Book before he will be eligible to play.

VIII. Game Officials

A) Requirements

- 1) Game Officials will be members in good standing with the Texas Association of Sports Officials (TASO) and may not be a current coach, board member of any CTYFL Association or CTYFL Vice-President (Football). The only possible exception to this rule is if the official assigned to a CTYFL Flag football game fails to show and no other official is readily available. In that case and only with the approval of both Head Coaches, any CTYFL Board Member or certified coach may be accepted as a volunteer, temporary official for that game.
- 2) Game Officials are paid to enforce the NCAA/UIL rules and those additional rules placed on them by CTYFL in order to help maintain a safe environment for all participants. They are paid for their knowledge of the rules and are expected to maintain a professional demeanor at all times. However, they are not being paid to accept abuse from spectators, Players or coaches and will enforce any necessary and required actions to halt and prevent such abuse.
- 3) Game Officials will at all times adhere to the CTYFL Officials Code of Conduct.
- 4) Game Officials will ensure there are no hidden hazards in the playing area and will inform the Field Directors of any issues that may make for unsafe play. If they determine the field is unsafe for play they will not allow a game to start or be played on that field.
- 5) Game Officials will pause a game to confer with the Field Directors whenever there is confusion over a CTYFL Flag Rule or Exception to NCAA/UIL tackle rule. Field Directors may read the rule from the applicable Rules section of this manual or from the current Coaches Handbook. The interpretation of any **NCAA, UIL or CTYFL Rule** will be the sole responsibility of the Game Officials however. The judgment calls of Game Officials will not be questioned and repeated calls to confirm a CTYFL Rule may cause a coach to receive an USC foul.
- 6) Officials will work with the Field Director at each field to ensure the safety of the participants and spectators. Field Directors have the authority to pause any game to enforce the CTYFL Lightning Policy or due to other events that present an immediate threat to safety. Officials are responsible for stopping any game in progress in case of lightning should the Field Director be absent or not willing to stop the game. Officials will not interfere in the enforcement of non-game related CTYFL rules (book checks, alleged illegal players, etc.) except that it shall not interfere with the game schedule.
- 7) Game Officials should always try to defuse a situation, but are under no obligation to warn a coach, Player or spectator before calling an USC foul on that person.
- 8) Game Officials will be assigned by the CTYFL Head of Officiating and will not be replaced in any game except by the Head Official for that game if someone else is readily available or by the CTYFL Head of Officiating.
- 9) Game Officials will at all times direct the actions of the Chain Crew and game Clock Operator. Misconduct by any of these volunteers must be immediately corrected and any additional misconduct will require the officials to pause the game while they are replaced.

B) Training and Certification

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

IX. Game Procedures

A) Pre-Game

- 1) Hosting Association will set up the field(s) and have it/them ready for play no less than thirty (30) minutes prior to the scheduled start time of the first game.
- 2) Hosting Associations will provide a suitable location for both teams to warm-up prior to the start of every game.
- 3) Field Directors will ensure that teams have completed the ID Book check and that the MPRC of each team has verified the MPS of the opposing team at least fifteen (15) minutes prior to the start of the upcoming game.

- 4) Game Officials will arrive and be ready to officiate at least ten (10) minutes prior to the start of the upcoming game.
- 5) Field Directors will introduce themselves to the Game Officials and verify that the assigned officials are present for the start of the game.
- 6) Field Directors will have a Chain Crew and Clock Operator secured at least five (5) minutes prior to the start of the game or at the time the Head Official conducts the coin toss.

B) Half-Time

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

C) Post-Game

- 1) MPRCs **of Large Teams** and Field Directors will immediately meet and verify the MPS of those teams. Field Directors will inform the Head Coach of any discrepancies on his team's MPS.
- 2) Each Head Coach will sign the Field Report for the game as well as his team's MPS.
- 3) The Head Coaches will ensure that their Team Area is picked up and left at least as clean as his team found it.
- 3) Field Directors will identify any discrepancies on applicable MPS forms and turn them over to his Association's CTYFL representative.
- 4) After the last game of the day all Field Reports and MPSs will be turned in to the person designated by the Host Association to collect these documents.

D) Game Reports

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

X. CTYFL Football Rules

A) Game Fields

- 1) All CTYFL Tackle Football divisions will play on properly striped and maintained fields.
- 2) All Associations with 3 or fewer tackle division teams may be required to split a field with another Association of about the same size (their counterpart) or may have to host their games starting in the afternoon after the completion of the games for their counterpart in order to simplify game scheduling and assigning of officials.
- 2) All games will be played on fields with a visible game clock. The hosting Association is responsible for providing a qualified clock operator for every game, but may opt to pay an available CTYFL official to operate their game clock.

B) Modified Clock

- 1) All CTYFL Tackle Football divisions will play 10-minute quarters using a modified game clock. The clock stops as mandated by NCAA/UIL rules, but **ALWAYS** restarts on the **Referee's Signal** (Chop or Wind) EXCEPT in the final 2 minutes of each half, on Free Kicks and PAT tries, when it reverts to NCAA/UIL rules.
- 2) ALL CTYFL Tackle Division games will be played on fields with a visible game clock. The hosting Association is responsible for providing a qualified clock operator for every game. An Association may opt to pay an available CTYFL official to operate their game clock if they so choose.

C) Mercy Rule

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

D) Tiebreaker Formats

- 1) The following Tiebreaker formats apply to Tackle Football only. The Flag Football tiebreaker format is specified in Section E (Flag Rules).
- 2) **For BCS and other post-season games, the NCAA Tiebreaker Rules will be used exclusively:**
 - a) Immediately after the conclusion of the fourth quarter, officials will escort the Head Coaches to the center of the field for the coin toss. The visiting team Head Coach will call the coin toss.
 - b) The winner of the toss may not defer and will choose one of the following options:
 - Offense or defense, with the offense at the opponent's 25-yard line to start the first possession series.
 - Which end of the field shall be used for both possession series of that overtime period.
 - The loser of the toss shall exercise the remaining option for the first extra period and shall have the first choice for subsequent even-numbered extra periods.
 - c) Extra periods consist of two possession series with each team putting the ball in play by a snap on or between the hash marks on the designated 25-yard line (unless relocated by penalty), which becomes the opponent's 25-yard line. The snap shall be from midway between the hash marks, unless the offensive team selects a different position on or between the hash marks before the ready-for-play signal. After the ready whistle, the ball may only be relocated after a charged team timeout, unless preceded by a Team A foul or offsetting fouls.
 - d) Each team retains the ball during a possession series until it scores or fails to make a first down. The ball remains alive after a change of team possession until it is declared dead. However, Team A may not have a first and 10 if it again possesses the ball after a change of team possession
 - e) The team scoring the greater number of points during the regulation and extra periods shall be declared the winner. There shall be an equal number of possession series, as described in (c) above, in each extra period, unless Team B scores other than on the try. Beginning with the third extra period, teams scoring a touchdown must attempt a two-point try. Although not illegal, a one-point try attempt by Team A will not score a point.
 - f) Fouls after a change of team possession:
 - Penalties against either team are declined by rule in extra periods (Exceptions: Penalties for flagrant personal fouls, USC fouls, dead-ball personal fouls and live-ball fouls treated as dead-ball fouls are enforced on the succeeding play).
 - A score by a team committing a foul during the down is canceled.
 - If both teams foul during the down and Team B had not fouled before the change of possession, the fouls offset and the down is not repeated.
 - g) Each team shall be allowed one timeout for each extra period. Timeouts not used during the regulation periods may not be carried over into the extra period(s). Unused extra-period timeouts may not be carried over to other extra periods. Timeouts between periods shall be charged to the succeeding period. The extra period(s) begins when the ball is first snapped.
- 3) **For Regular Season play the following will apply:**
 - a) After the end of regulation time the officials conduct another coin toss with both teams' Head Coaches. The Winner of the toss chooses: (1) To get the ball first or second, or (2) which end of the field is used. The Loser of the toss will have the remaining option. No time-outs will be granted to either team.
 - b) The team on offense first starts at the selected 25-yard line and gets 4 downs going in toward the goal line. After the offensive team's 4 downs, the defensive team will go on offense and have 4 downs going in toward the goal line.
 - c) The winner of the game is determined by net positive yardage. Net Positive Yardage is determined simply by where the ball is spotted at the end of a team's 4-down series plus 25 yards for each time that team has advanced the ball across the goal line during the previous plays of that 4-down series.
 - d) Examples:
 - If a team advances across the goal line on each of its 4 downs, it will have 100 net positive yards.
 - If a team advances only to the 24-yard line after its 4 downs, it will have one (1) net positive yard.
 - If a team loses yards or does not advance past the 25-yard line, it will have zero (0) net positive yards.

- Each time a team advances across the goal line, those yards (25 each occurrence) may not be subtracted from (except by penalty on that play) regardless of the outcome of that team's other downs. If a team advances the ball across the goal line on each of its first 2 downs and then loses yards back to the 30 yard line on its final 2 downs it will have 50 net positive yards (25 + 25 + 0 + 0).
- e) An interception or fumble recovered by the defensive team ends that four-play series and may not be advanced by the defensive team. The ball is dead and play is over as soon as the ball is intercepted or fumble recovered by the defensive team.
 - f) Net yardage for the offensive team on any play resulting in an interception will be determined to be at the original line of scrimmage of that play.
 - g) No Player of the offensive team, other than the Player who fumbled the ball, may advance the ball after a fumble. If a fumbled ball is recovered by any member of the offensive team other than the Player who fumbled the ball, it becomes dead and the play is over.
 - h) In the case of a fumble the ball will be spotted at:
 - the spot of the fumble if recovered in advance of the fumble by any Player other than the Player who fumbled.
 - the recovery spot if recovered behind the fumble by any Player other than the Player who fumbled.
 - the spot at which the ball becomes dead by rule if recovered by the Player who fumbled the ball.
 - the spot where it goes out of bounds if that spot is behind the spot of the fumble.
 - at the spot of the fumble if it goes out of bounds in advance of the spot of the fumble.
 - i) Offensive and defensive penalties are treated and marked off (and counted as yards gained or lost) as in regulation play except there are no automatic first downs.
 - j) Additional sets of 4-downs will be played only in case of the same or no net yardage for both teams.
 - k) Each of their 4 downs must be used by each team unless there is no possible way for additional plays to change the outcome of the tiebreaker.

E) Specific Tackle Exceptions

- 1) PeeWee Tackle Division Players have a Maximum Weight Limit of 75 pounds. Players will be weighed at PeeWee Weight Certification **ONLY**.
- 2) No other Tackle or Flag Players will be restricted by weight.
- 3) All Tackle Football Division games will operate under the CTYFL Modified Clock, the CTYFL Mercy Rule and the applicable CTYFL Tiebreaker format.
- 4) **Exceptions Specific to the Rookie Tackle Division**
 - a) No more than 5 Players may be on the defensive Line of Scrimmage (LOS) within the Tackle Box (T-G-C-G-T). Each of these linemen **MUST** be in a 3 or 4-point stance and may be lined head up with a different offensive player or may be the single player in any gap between offensive linemen.
 - b) Defensive Players outside the Tackle Box may line up anywhere on or behind their LOS and in any stance.
 - c) Major penalties are marked off at 10 yards instead of 15 yards.
 - d) Free Punt - No Rush/No Return - All Players except the punter and receiver will be on one knee. The ball is put in play at the farthest position down field that it rolls or that it is first touched by the receiver (possession is not required).
 - e) Defensive backs/linebackers (in the Tackle Box) must be behind the line that runs parallel to the LOS and behind the feet of the down linemen (or 2 yards behind the LOS if no defensive linemen are on their LOS).
 - f) No Players may be in motion toward the neutral zone prior to the snap of the ball. Defensive linemen in a 3 or 4-point stance who move forward on a 'hard count', but then immediately reset (judgment call), are not considered to be in motion toward the neutral zone before the snap of the ball. Dead-ball foul.
 - g) Successful Tries (PATs) – all attempts will be either a run or pass:
 - 1 Point if scored from the 5-yard line
 - 2 points if scored from the 10-yard line

5) Exceptions Specific to the Junior & Senior Divisions

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

F) PeeWee 6-Man Tackle Rules

1) Players

- a) On the Field: 6 Players per team / Max Team Size – 12 (Single-team Waiver to 15)

2) General Rules – Same as NCAA/UIL/CTYFL with the following Exceptions:

- a) Field Size: 80 yards long and approximately 100 ft wide (sideline to far hash marks on a regulation width field).
- b) Unless relocated by penalty the kickoff is from a team's 30 yard line (20 yard line after a safety) and must travel 15 yards (rather than 10) or be touched by a player from the receiving team before players from the kicking team are eligible to touch it.
- c) Unless the ball is kicked or forward passed, it may not be advanced beyond the neutral zone until AFTER AN EXCHANGE has been made between the receiver of the snap and another player. EXCEPTION: Any player of Team A (offense) may advance a loose football after it has been touched by a Team B (defense) player. Forced touching of a ball by Team B is disregarded. PENALTY: 5 yards plus loss of down (illegal procedure) from previous spot. An exchange is completed when possession of the football is gained by a receiver of the snap, given up voluntarily or involuntarily by the receiver of the snap, and possession is regained by another player of Team A.
- d) Offense must advance the ball 15 yards rather than 10 for a 1st down.
- e) The ball is dead when a passer catches his own forward pass (untouched by B), and it is ruled as an incomplete forward pass.
- f) All players are eligible to catch a forward pass, except that a pass is ruled incomplete when caught by the passer (see preceding rule). If a forward pass is thrown to the snapper, it must travel at least one yard in flight.
- g) If the snap is muffed and a Team A player catches or recovers the ball beyond the neutral zone, he may not advance it. ENFORCEMENT: Loss of down from previous spot. PENALTY: 5 yards from the previous spot for illegal procedure is assessed if the Team A player advances or attempts to advance the ball. If a Team A player catches or recovers the muffed snap behind the neutral zone, he may legally advance it only after a legal exchange.
- h) No more than 3 Team A players shall be in the backfield at the snap.
- i) The ball may be handed in any direction to any player during a scrimmage down behind the neutral zone. A linesman may receive a forward hand-off at any time and is not required to be 2 yards behind his line of scrimmage and does not have to face his goal prior to receiving the hand-off. EXCEPTION: The ball may not be handed forward to the snapper through his legs. PENALTY: 5 yards from previous spot and loss of down.
- j) Successful Tries (PATs) – all attempts will be either a run or pass:
 - 1 Point if scored from the 5-yard line
 - 2 points if scored from the 10-yard line

G) Flag Rules

1) Players

- a) PeeWee Flag - 5 players on the field – max of 8 players per team (Single team Waiver to 9)
- b) Rookie Flag - 7 on the field – max 11 per team (Single team Waiver to 13)
- e) Players will NOT be allowed to move down to a younger age division

2) Equipment and Safety

- a) Flag Players will be subject to the same Concussion protocols as Tackle Players and Cheerleaders. Concussion Protocols are located in the CTYFL Procedures Manual.
- b) Each team will be allowed to use their game ball during offensive series. It will be the responsibility of the coaches to get their game ball to the officials during the game
- c) Sneakers, turf shoes or rubber cleats are allowed. Metal or hard plastic cleats are not allowed.
- d) Shorts worn by players must be without pockets, must be a single, solid color (NO STRIPES) and MUST CONTRAST WITH BOTH Red and Yellow. Violation results in the offending team forfeiting the game.
- e) Jersey's will be required to be tucked in during the game.
- f) Mouth guards are required equipment and must be worn by all players at all times during the game. Mouth guards may be either: 1) Strapless; 2) With Straps cut of flush leaving nothing protruding from the mouth, or 3) Low Profile - "pacifier" style with a full, flush mouth guard. Not wearing a proper mouth guard will be a foul for improper equipment - the player will be removed from the game for at least 1 play and will not be allowed back in the game without an approved mouth guard.
- g) Equipment that compromises the safety of Players may not be worn at any time during a game. This includes, but is not limited to: hats, caps, other headgear, jewelry, metal, rubber wristbands or hard plastic items.
- h) Clear safety glasses, gloves and appropriate cold-weather gear may be worn.
- i) All flags, shorts, shoes, mouth guards and other equipment will be inspected by the Officials and Field Directors prior to the beginning of all games.
- j) One flag must be worn on each side (hip) of a player and flags must be immediately repositioned as they move to either the front or back of the players. The coach on the field for each team shall be responsible for ensuring all players' flags are positioned correctly before the start of each play.
- k) Footballs (CTYFL will purchase and distribute all Flag Footballs - See Section XIV-A):
 - PeeWee Flag - Foam rubber ball, equivalent to the Poof brand ball.
 - Rookie Flag - PeeWee (or equivalent) size leather or composite ball.
 - Junior/Senior Flag - TDJ (or equivalent) size leather or composite ball.

3) Player's Flags

- a) Red and Yellow Velcro type flag sets will be used. No other flag colors will be allowed. A player wearing a non-certified flag is grounds for suspending his Head Coach.
- b) Flags are to be 2" wide x 16" long and good condition. The belt should be a 1" wide white nylon belt with a D loop adjustable closures. Excess belt will be cut off and sealed or tucked inside the Players' pants.
- c) Flag sets will be purchased by CTYFL and distributed to all Associations with Flag teams. Only flag sets certified by CTYFL may be used.
- d) Each team will bring two sets of flags to each game (1 Red set and 1 Yellow set). The visiting team will select which color flags they will wear. The home team will then wear the other

color with no substitutions. **Exception: Both teams must wear flags that contrast in color with the color of their shorts or cold weather gear. Flag colors should also contrast with the jersey colors when possible - if the Visiting team is wearing either a Red or Yellow jersey they may not select flags of the same color unless the Home team is wearing a similar color. In that case the Visiting team would retain their option to select the flag color of their choice.**

- e) Each association must get their flags certified by the Flag Commissioner or another, neutral member of the CTYFL Executive Board designated by the Flag Commissioner. This may be done during the certification period or through special arrangements with the Flag Commissioner.
- f) During The Game:
 - If either one or both of an offensive player's flags falls off either prior to or during a play, that player may not advance the ball by either running or passing the ball. The ball becomes dead at the spot he gains possession of it, including receiving a pass.
 - If either one or both of a defensive player's flags falls off or they become illegally positioned, either prior to or during a play, the ball becomes dead at the spot if he gains possession of it by interception.
 - At the beginning of each play all players must have one flag on each side (hip). Flags cannot be tied, wrapped or otherwise secured or not secured in any manner that would prevent them from being removed in a normal manner.
 - Flags must be immediately repositioned after each play as they move to either the front or back of the players.
 - All flag belts must be snug on the players and excess lengths of the belt must be tucked in to the players' shorts prior to the start of the play.

4) The Playing Field

- a) Size:
 - PeeWee Flag - 45 yards long and approximately 100 ft wide (sideline to far hash marks on a regulation width field).
 - Rookie Flag / Junior 7 on 7 / Senior 7 on 7 - 45 yards long and regulation width.
Only the game official(s) will determine in-bounds/out-of-bounds on any ambiguously marked sidelines.
- b) Two (2) games are played simultaneously on a regulation length field – both games start at the 45-yd line and go in toward their opposite goal lines.
- c) A shorter field may be used with only one game being played at a time.

5) Timing

- a) **Game Clock** - Games are played in two 20-minute halves with a 5-minute Halftime. The clock will run constantly during the game except for:
 - Official Time-Outs
 - Injury Time-Outs
 - One (1) 60-second time out per team, per half
 - Two-Minute Clock Rule
- b) **Play Clock** – The Offensive team will have 45 seconds to put the ball in play after the Referee signals the ball ready for play.
- c) The Play Clock will restart on the Referee's ready for play whistle and the Game Clock will restart at the first snap of the ball after a stoppage.

- d) If the clock runs out prior to the extra point attempt, the offensive team will have the opportunity to play the extra point (only if the point(s) might affect the outcome of the game at the end of the second half or in overtime).
- e) Penalties will NOT stop the clock (refer to two-minute clock rules).
- f) The Referee will keep the official time on the field.
- g) A flag **or 7 on 7** game will officially count after one half of play. No make-up games will be scheduled if canceled after the first half.
- h) **Two (2) Minute Clock Rule:** Within the last 2 minutes of each Half, the Game Clock will stop for the following and will restart at the first snap of the ball following the stoppage (the Play Clock will always restart when the Referee signals the ball ready for play):
 - Change of Possession to allow the ball to be moved to the other end of the field.
 - Penalty enforcements.
 - Extra point attempts.

6) Mercy Rule

- a) All regular season games will be terminated immediately any time the score differential becomes 35 points or greater.
- b) Post season games will be terminated immediately if the score differential remains or becomes 35 points or greater at the end of the 1st half.

7) Overtime

- a) If the score is tied at the end of regulation play each team will have a single, 4-play series (plus applicable extra point attempts) to attempt to break the tie:
 - The Referee will conduct another coin-toss between the opposing Head Coaches. The winner will have the option of selecting to go on Offense or which end of the field both teams will use for their allotted series (both teams use the same end of the field).
 - The ball will be placed 15 yards from the selected goal line. The offensive team will have 4 attempts to score. If they score prior to using all 4 of their allotted plays, they may use their remaining plays to attempt to score again. Point after attempts after each score do not count as part of their 4 plays.
 - Interceptions may be returned for a score and end that possession for the offense.
 - All other league rules are in affect during the overtime period.
 - If the score remains tied after each team has used their series, it is recorded as a tie.

8) Flag MPR Requirements

- a) The purpose of the mandatory play is to ensure the development and training of each player registered within CTYFL.
- b) Mandatory play will be in the form of minimum touches per game.
- c) Each player eligible to play must have a minimum of 2 touches per game if the game allows.
- d) **No Player May Advance The Ball (As A Runner) On Consecutive Plays.**
- e) If a team does not have enough offensive plays to get all players their required 2 touches then all eligible players must have a comparable number of touches.
- f) Teams must keep track on the MPR sheets of the total number of offensive plays and touches.
- g) **A Touch is defined as an opportunity to advance the ball: Running the ball (runner), Legally Passing the ball forward (passer) or Receiving the ball (pass receiver).**
 - **Only** the ball carrier intended to advance the ball across the line of scrimmage will be defined as a runner. **Only 1 player in a multiple hand-off play may be the runner.**
 - **Only** a player who attempts a catchable, legal forward pass will be considered a passer.

- **Only** a player to whom a catchable, legal forward pass is thrown will be considered to be a pass receiver.
 - Defensive players may gain a touch if they **complete and are eligible to advance an interception** (see Player's Flags - 3f).
 - The Center snapping and a Player receiving the snap **DO NOT** count as touches.
- h) A player can earn a maximum of one touch per play.

9) Coaching

- a) Each team will be allowed to have one coach on the field during the game (Head Coach or an Assistant Coach). The coach must stay out of the play (at least 10 yards behind the deepest player) and may not run along with the play.
- b) Before the ball is put into play he may coach his players in the huddle, position them and must ensure their jerseys are properly tucked in and flags positioned properly.
- c) Each team may have as many assistant coaches as they wish to help the head coach, but the CTYFL restriction of a maximum of 4 coaches on the sideline still applies.
- d) Only the head coach for each team may speak to the officials. In order for the head coach to speak with the officials (other than for routine questions such as where the LOS is, time remaining, etc.), he must use his time out and speak with the official(s) on the sideline away from play.
- e) The Head Coach may ask the official for a rules clarification. The referee will take an official time-out to review the rules with head coaches and determine if that timeout will be charged. The coach may ask for a rules clarification only one time during the game.
- f) Parents, spectators and Assistant Coaches are not allowed to be involved in any conversations with the officials.
- g) Profanity will not be tolerated at any time. A coach, player or any other sideline personnel who violates this rule will be immediately removed from the game.
- h) Coaches are not to disrupt the flow of the game by arguing spots or calls made/not made by the officials.
- i) Judgment calls by the officials will not be questioned or argued - no arguing, begging calls or questioning the judgment of the officials will be tolerated.
- j) The on field coach is to assist his players only. In the event the official determines that the on field coach is disrupting the game or the officials, that team will forfeit the right to have a coach on the field for the remainder of that game.
- k) The on-field coaches must not be involved in the play after the ball is hiked. They may not direct players on either offense or defense while the ball is live. A defensive coach should not yell 'run' or 'pass', etc. The offensive coach should not instruct the backfield. However, the coaches on the sidelines may provide verbal commands as usual while the ball is in play.
- l) All violations of on-field protocol committed by an on-field Coach will result in an Unsportsmanlike Conduct foul being assessed against that team.
- m) The Unsportsmanlike Conduct rules as spelled out in the CTYFL Procedures Manual apply to Flag Coaches, Players and Spectators as well.

10) Scoring

- a) Touchdown - 6 points
- b) Extra points:
 - 1 point if played from the 5-yard line. Relocating the LOS back due to a penalty enforcement DOES NOT result in a higher point value for a successful Try.
 - 2 points if played from the 10-yard line.

- If the defense returns the extra point for a touchdown, they will be awarded the number of points the offense was attempting to gain. They will receive the ball.
 - Must be a regular play - no points for a kick.
- c) Safety - 2 points (NCAA/UIL rules plus any other time the ball becomes dead by rule while in a team's end zone while that team has possession.)

11) The Game

- a) NCAA/UIL Rules apply except as specifically modified by these rules.
- b) No Player may initiate contact against another Player. Intentional contact and who initiated it is a judgment call and will be made solely by the Official(s).
- c) Each team will be allowed no more than 5 players on the field for PeeWee Flag and no more than 7 players on the field for Rookie, Junior or Senior Flag.
- d) Free substitutions are allowed and encouraged.
- e) No substitute players allowed between the offense breaking the huddle and snapping the ball.
- f) Play will usually start from the 45-yd line (see Change of Possession below).
- g) All players must break from the huddle in order to be eligible for play - a "No-Huddle" offense is not allowed (this will be penalized as an illegal substitution/participation).
- h) The offense will have 45 seconds from this time to snap the ball and start the next play.
- i) The ball must be hiked to the QB between the legs. Cannot be hiked sideways.
- j) Four (4) downs per Offensive series. A first down may be achieved at the 30-yd line and the 15-yd line
- k) No free kicks or scrimmage kicks allowed.
- l) Interceptions are live and may be returned by the intercepting team.
- m) Change of Possession:
 - If the offensive team does not gain a 1st down or score, the defending team becomes the offensive team and will start possession on the 45-yard line.
 - On interceptions not returned for a TD, possession will start for the intercepting team from the 45-yard line as with any other change of possession.
- n) A minimum 1-yard buffer is required between the sideline and team area or spectators.
- o) Unless as a result of penalty enforcement, the Offensive teams can make only one first down per series. The offensive team does not achieve a first down if they lose yardage behind the 30 or 15-yd lines and then re-cross either within their four allotted plays.
- p) Dead Ball - the ball is dead as per NCAA/UIL rules and when:
 - A ball carriers flag is pulled, falls off or becomes intentionally illegal. A flag that moves unintentionally to the back during play will not necessarily be considered illegal.
 - A forward pass falls incomplete.
 - Fumbles are dead where they hit the ground. A muffed snap or other backward pass will be considered a fumble and the ball becomes dead where it hits the ground.
- q) In the event of a muffed snap if the ball touches the ground after leaving the center and before touching another player it will be placed at the original line of scrimmage. If the ball touches another offensive player before touching the ground it will be placed at the point it made contact with the other player.
- r) No Player (Offensive or Defensive) may be in motion toward the LOS until the ball has been snapped. Rushing rules are in effect at all times

12) Offense

a) Running

- The Player receiving the snap from Center may not advance the ball past the LOS (except by completing a legal forward pass) until after there has been a legal exchange of the ball behind the LOS of scrimmage. The snap from Center does not constitute a legal exchange for the purposes of this rule.
- The ball may not be exchanged between 2 or more Offensive Players beyond the LOS.
- Multiple exchanges, including hand-offs and backward passes are legal behind the LOS.
- Legal forward pass rules as defined by NCAA/UIIL rules apply.
- There will be no direct hand-off to the center.
- The ball carrier must attempt to avoid the tackler. If a defender has position in front of the runner, the runner cannot attempt to run over or through the defender and cannot use his hand to ward off the tackler (no stiff-arm allowed).
- The ball carrier may not leave his feet to avoid a defensive player pulling the flag.

b) Blocking

- Blocking will be by a stationary screen ONLY. No moving screens or blocking by contact will be allowed. An offensive player may stand in the way of a defender in an effort to screen but cannot initiate contact with a defender either on the line of scrimmage or anywhere on the field.
- The arms and hands of the screener must be near his body. Extending the arms out from the body to any degree will be considered an illegal block.
- The screener's feet must be in contact with the ground during a screen and their legs may not be extended in an effort to trip or cause defense to go around an extended leg. Attempted tripping will be treated as a personal foul same as successfully tripping a player. A player extending his arms to protect himself from a fall or collision will not be considered an illegal block.
- Players may immediately move **NO MORE THAN 3 yards** downfield to set a screen, but may not run with the ball carrier and must be stationary to set a screen. Except for the Runner, Receivers running a pass route or to immediately set a stationary screen downfield (3 yds max), Offensive Players may not cross the LOS.

c) Passing and Receiving

- All players are eligible to receive passes including the Quarterback if the ball is first handed off behind the line of scrimmage.
- If a player catches the ball while on his knees the catch will count, but he may not advance the ball. He will be considered down at the place where he catches the ball. If it is in the end zone it will be considered a touchdown.
- In the case of simultaneous possession the offensive player will be awarded the ball.
- All NCAA/UIIL formation, legal shifting and motion rules are in effect.

13) Defense

- a) Once a ball has been handed off or passed all defenders are eligible to rush or cross the LOS.
- b) All defensive players must line-up at least 1-yard off the LOS.
- c) **Rushing:**
 - PeeWee Flag: All Players must be at least 1 yard off the LOS and MAY NOT rush until either a legal forward pass has been thrown or there has been an exchange behind the LOS (snap does not count as an exchange for the purposes of this rule).

- Rookie Flag:
 1. Player(s) who line up at the 7-yards mark (7 yards behind the LOS as marked by the Officials) may rush the passer and cross the LOS immediately after the snap.
 2. All other Players must be at least 1 yard off the LOS and MAY NOT rush until either a legal forward pass has been thrown or there has been an exchange behind the LOS (snap does not count as an exchange for the purposes of this rule).
- Moving toward the LOS before the ball has been snapped will be treated as defensive encroachment. This includes any (Rookie Flag Player initially lined up behind the 7-yard mark who moves forward and stops prior to the snap.
- d) Defensive players may not tackle or trip a ball carrier, nor may they grasp the clothing, push out of bounds or stop the progress of the ball carrier. Wrapping an arm around an offensive player in order to stop the player's progress while grasping their flag is considered tackling.
- e) All Players must avoid initiating contact with another Player.
- f) Striking, stealing or stripping the ball in any way is not allowed. The point of the game is to pull the ball carrier's flag, not attempt to dislodge the ball.
- g) An interception may be advanced.
- h) **Pursuit Tackling, Tripping or Pushing** - A defensive player pursuing a runner may not tackle, trip or push the runner to the ground either accidentally or on purpose. If in the judgment of the Official(s) the act was intentional it will be treated as an Unfair Act in which case the Referee will determine what action is appropriate for the offense

14) Penalties

- a) NCAA/UII standard penalty enforcement will be in effect except as modified below.
- b) Initiating Contact by any Player is a Personal Foul for Unnecessary Roughness.
- c) Each foul after the first foul committed by either the Offensive or Defensive Team during the same down will result in Loss of Down (on the Offense) or Automatic First Down (on the Defense) in addition to the mandated penalty enforcement for the foul.
- d) **Offensive Penalties** (All Offensive Fouls will be treated as Dead Ball Fouls):
 - Substitution after breaking the huddle5 yards
 - Flag Guarding5 yards (spot foul)
 - Illegal Flag Position (Ball Carrier)Loss of Down (LOD) (spot foul)
 - Stiff Arm5 yards (spot foul) and LOD
 - Illegal Screen or Blocking5 yards (spot foul)
 - Illegally Advancing the Ball5 yards (Previous Spot) and LOD
 - Leaving Feet to Avoid Flag Pull5 yards (spot foul) and LOD
 - Runner Advancing the Ball on Consecutive Plays 10 yards (previous spot) and LOD
- e) **Defensive Penalties**
 - Illegal Flag Position (Interception) Ball Dead at Spot
 - Tackling, Tripping, Pushing 10 yards / Automatic 1st Down (spot foul)
 - Pursuit Tackling, Tripping or Pushing
 1. Accidental or Incidental Contact 15 yards / Automatic 1st Down (spot foul)
 2. Intentional Contact Unfair Act (minimum 15 yards - spot foul)
 - Illegal Flag Pull (before Player has the ball) ... 10 yards / Automatic 1st Down (spot foul)
 - Substitution after breaking the huddle 5 yards

H) 7 on 7 Rules

1) Players

- a) Junior - 7 players on the field – max of 11 players per team (Single team Waiver to 13)
- b) Senior - 7 players on the field – max of 11 players per team (Single team Waiver to 13)
- c) Players will NOT be allowed to move down to a younger age division

2) The Playing Field

- a) Size - 45 yards long and regulation width (160 feet) with a 10 yard deep End Zone
- b) Field is marked in 15 yard intervals with cones or other markers.

3) Equipment and Safety

- a) 7 on 7 Players will be subject to the same Concussion protocols as Tackle Players and Cheerleaders. Concussion Protocols are located in the CTYFL Procedures Manual.
- b) Each team will be allowed to use their game ball during offensive series. It will be the responsibility of the coaches to get their game ball to the officials during the game
- c) Sneakers, turf shoes or rubber cleats are allowed. Metal or hard plastic cleats are not allowed.
- d) Jersey's will be required to be tucked in during the game.
- e) Mouth guards are required equipment and must be worn by all players at all times during the game. Mouth guards may be either: 1) Strapless; 2) With Straps cut of flush leaving nothing protruding from the mouth, or 3) Low Profile - "pacifier" style with a full, flush mouth guard. Not wearing a proper mouth guard will be a foul for improper equipment - the player will be removed from the game for at least 1 play and will not be allowed back in the game without an approved mouth guard.
- f) Equipment that compromises the safety of Players may not be worn at any time during a game. This includes, but is not limited to: hats, caps, other headgear, jewelry, metal, rubber wristbands or hard plastic items.
- g) Clear safety glasses, gloves and appropriate cold-weather gear may be worn.
- h) Approved soft helmets will be worn at all times by ALL 7 on 7 players.

4) Starting the Game

- a) Games are played in two 20-minute halves with a 5-minute Halftime. The clock will be kept by the officials on the field and will run constantly during the game except for:
 - Official Time-Outs
 - Injury Time-Outs
- b) Ball is always placed on the right hash mark when starting a possession from the 45-yard line.
- c) Visitors will have first possession to start the game. Home team will have first possession of the second half.

5) Moving the Ball

- a) Offensive Plays:
 - 1) Seniors - Must be ALL forward passes
 - 2) Juniors – May run the ball on 3rd and 4th downs inside the 15-yard line and for PATs
- b) No penalty will be assessed in excess of the 45 yd line. On an unsuccessful or successful offensive play from the 45 yard line resulting in an offensive penalty: The ball will be returned to the 45 yard line and 1st down will become 2nd down; 2nd down will become 3rd down; and 3rd down will result in a turnover.
- c) Offenses always move in the same direction.

- d) All passes must be forward. A pass caught behind the line of scrimmage must be a forward pass. Once a forward pass has been thrown past the line of scrimmage, a backward pass (lateral) is allowed. No flea flickers or double passes

6) Special Rules

- a) No blocking.
- b) Receiver/Ball carrier is legally down when touched with one or both hands below the neck. (Excessive force by shoving, pushing, or striking a blow will be penalized by automatic first down and 5 yards. Expulsion of a player(s) if ruled unsportsmanlike & flagrant).
- c) Fumbles are dead balls at the spot with the last team retaining possession. A muffed snap is not a fumble/dead ball. The 4.0 second count remains in affect on snaps.
- d) Two delay of game penalties in the same possession results in a turnover. A delay of game penalty on the extra point try results in a turnover.
- e) The QB is allowed 4.0 seconds to throw the ball. The Official timekeeper starts a stopwatch on the snap of the ball from center and stops the watch as soon as the QB releases the ball.
- f) If release is under 4.0 seconds, the play goes on.
- g) If the timekeeper sees that the clock has exceeded 4.0 seconds, he waits until the play is over (the play is not blown dead), then brings the ball back to the original line of scrimmage with loss of down.
- h) The only infractions possible when a 4 second violation are holding & unsportsmanlike acts.
- i) Defensive Pass Interference will be a spot foul (1st down at the spot).
- j) Responsibility to avoid contact is with the defense. There will be NO chucking. Deliberate bumping or grabbing. These actions will result in a "tack on" penalty at the end of the play (5 yard penalty)
- k) Offensive pass interference is the same as NCAA rules. (15 yard penalty)
- l) Interceptions may be returned (Tournament Play) ("no blocking" rule applies). If an interception is returned beyond the 45-yard line (the offensive origination point) it is a touchdown and point after attempt should ensue. The teammates of the person who intercepted the ball may trail the runner so as to be in position to take a backwards pass. They may not block for or screen for the runner.
- m) Offensive team is responsible for retrieving and returning the ball to the previous or the new scrimmage spot in a timely fashion. Failure to do so can result in a delay of game penalty.
- n) The offensive center is not an eligible receiver (teams must have a center).
- o) The center will be responsible for setting or re-positioning the Referee's cone at the line of scrimmage. On change of possession, the team moving to offense will ensure the cone gets to the new scrimmage line (centers on both teams are responsible).
- p) No taunting or "trash talking". (5 yard penalty & expulsion if flagrant).
- q) The offense must gain at least 15 yards in the first 3 or less plays or the defense takes over. Four down territory occurs only at or inside the 15 yard line cone (third quadrant).
- r) Fighting: the player(s) involved will be ejected from the game. If a team fight occurs, the teams involved will be ejected from the tournament and denied participation in any league play or tournament.

7) Scoring

- a) 6 points for Touchdown
- b) 1 point for PAT from 3-yard line, 2 point PAT from 10-yard line.
- c) Official score is kept by field referee and game manager.

8) Tie Breaker

- a) After coin flip to determine first possession, teams will alternate 3 down series from the 10 yard line.
- b) A winner is determined when one team scores during its possession and the other does not.
- c) If a second overtime period is necessary, each team must then go for two points on the conversion attempts.

9) Mercy Rule

- a) All regular season games will be terminated immediately any time the score differential becomes 35 points or greater.
- b) Post season games will be terminated immediately if the score differential remains or becomes 35 points or greater at the end of the 1st half.

XI. Cheerleaders

A) Certification and Requirements

- 1) Cheerleaders may be between the ages of 4 and 13 years of age (age on July 31 of the current year). Cheerleaders must be at least 5 years of age (on July 31 of the current year) in order to join a Competition Cheer team. No waiver will be granted to 4 year olds desiring to join a Competition Cheer Team.
- 2) All cheerleaders will be certified at the same time and require the same documents as football Players.
- 3) Squads will be set and certified according to the Certification Procedures (Appendix L). All Spirit Cheerleaders may cheer for their sibling's team regardless of their age according to the CTYFL Sibling Rule.
- 4) Competition classifications will be based on the age of the oldest cheerleader on the squad with NO exceptions. The sibling rule does **not** apply to Competition squads. All Competition Cheerleaders may compete at the next higher age division only if they have received an Age Waiver from CTYFL.
- 5) Squad sizes are between 5 and 35 as defined by the USASF. The age divisions are:
 - a) Exhibition 4 years old (no Age Waiver allowed)
 - b) Pee wee/Flag 5 to 6 years old
 - c) Rookie 7 to 8 years old
 - d) Junior 9 to 10 years old
 - e) Senior 11 to 13 years old
- 6) Separate game squads may be formed, at the cheer coordinator's discretion, to accommodate experience and the sibling rule. In this case, cheerleaders may cheer outside their division for game purposes only with a signed age waiver.
- 7) All coordinators must be able to produce the original certification cards for their squads upon request of any CTYFL Executive Board Member. Coordinators will keep all required paperwork. Coaches will have copies of their certified rosters at all games. For Competition, all Coordinators must be able to produce certification cards upon request of any CTYFL Executive Board member.
- 8) The coordinator of each association must provide 1 copy of the official football/cheerleader roster for each squad to the area coordinator at certification.
- 9) Any unauthorized alteration of a roster after certification may result in the disqualification of a team from competition. Any coach who alters a roster will be banned from coaching in CTYFL for one (1) year.

B) General Safety and Routine Requirements

- 1) All athletes must be supervised during all official functions by a qualified director/coach.
- 2) Coaches must require proficiency before skill progression. Coaches must consider the athlete, group, and team skill levels with regard to proper performance level placement.
- 3) All teams, gyms, coaches and directors must have an emergency response plan in the event of an injury.

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

C) Coaches

- 1) Head Coaches must be at least 18 years old and assistant coaches must be at least 16 years of age. All coaches and assistant coaches must be certified by their own association, must carry written and visible proof of certification to any game or league function and be able to produce it upon request to any league official. In order to be a helper or coach's aid, one must be at least 12 years old. Helpers are not official team representatives and will not be listed on the roster. Helpers will not be allowed on the field at any time during games or competition.
- 2) Any coach or assistant coach allowing any non-certified person in their performing area will be suspended for the remainder of the season.
- 3) A coach may coach their child in any division that is in need of a coach. However, Classification for competition will be based on the age of the oldest cheerleader on the squad. For example, if there is a senior cheerleader who wants to participate, but does not have a senior squad, that cheerleader may cheer on a junior squad for the season, but that squad will be required to compete in the senior division during competition. You may move up one division with waiver. There are special circumstances that may allow more than one division and will be handled on a case-by-case basis.
- 4) Coaches must have their certified roster with them at all times.
- 5) Coaches may not leave their squad unsupervised at any time.

- 6) Coaches are responsible for the actions of their assistants, aids, squad and competition spectators, and must govern them according to the rules set-forth in the CTYFL Conduct section of this manual.
- 7) In the event of an emergency causing a coach or coach's assistant to be unavailable and not able to attend a game, there will be one (1) team representative certified to be allowed in the performing area. This team representative will follow all rules and regulations in the Cheerleader section of this manual as well as the CTYFL rules of Conduct.

D) Cheerleader Specific Rules

- 1) CTYFL Cheerleaders will abide by the CTYFL Sideline and Competition Rules for Stunts and Tumbling.
- 2) Only certified cheerleaders, Head Coaches, assistants and/or certified team representatives are allowed on the fields and Competition floor.
- 3) If an association coordinator misses a meeting it is her/his responsibility, at least 24 hours in advance of the meeting, to let the CTYFL Vice President (Cheer) know who will replace them at the meeting. It is the association coordinator's responsibility to notify the person replacing them of any issues they would like to have addressed and how their association is to vote on the other agenda items. If an Association misses three (3) meetings they will be assigned the leftover responsibilities for CTYFL Competition. If an Association misses four (4) or more meetings they will be placed in the first position order per division for performance at CTYFL Competition.
- 4) Any discrepancies not covered in the Association's own Cheerleader By-Laws will be referred to the CTYFL By-Laws. If the discrepancy is not resolved under those bylaws, it will be taken before the CYTFL Board Of Directors.
- 5) Any requested changes to these rules and procedures must be discussed and understood by all coordinators (including proxies) present at the meeting during which the change is requested. Once the Coordinators agree upon proposed changes they will be forwarded to the CTYFL Board of Directors for approval. Probationary Associations will not vote on any CTYFL Cheerleader issues.
- 6) For safety reasons, cheerleaders are not allowed to wear any type of jewelry whatsoever. After the first two weeks, if a cheerleader refuses to remove any type of jewelry at a practice, game or Competition the individual will be suspended from the next game or disqualified from Competition. If a child has pierced ears and cannot remove the earrings, only studs may be worn and they must be covered with athletic tape.
- 7) No Competition cheerleader may cheer with a hard cast. Braces requiring hardware must be covered with soft wrap.
- 8) Exhibitions (age 4) will be allowed and will follow the same rules and regulations as outlined in this section of the Procedures Manual for registered cheerleaders. Exhibitions cannot compete at the Competition level.
- 9) First day of practice begins August 1 unless that day falls on a Sunday, in which case the first day of practice will be August 2 of the current year. Any cheer practicing prior to this date is a violation and will not be allowed.
- 10) Cheerleading Camps. All associations hosting camps must provide details about their camps to CTYFL for approval prior to the start date of camp. There will be no more than 15 days of Summer Cheer Camp per off-season and no more than 10 days per month. Exceptions to this rule will require a Waiver from the CTYFL Board of Directors.
- 11) All camps must be marketed and made available to the general public. Cheerleading Camps cannot be limited to strictly cheerleaders of one specific organization.
- 12) Cheerleader Uniforms must be appropriate for this age level. There should be no showing of the belly when arms are raised. Skirts must be long enough to provide cover during stunts, tumbling and jumps.

E) Cheerleader Specific Rules of Conduct

- 1) No sexually explicit moves are allowed. This includes, but is not limited to, pelvic thrusting and provocative hip shaking.
- 2) Any cheers performed at a league function must be in good taste and must maintain good sportsmanship. The following types of cheers are specifically prohibited:
 - a) Negative ("How does it feel . . .", etc.)
 - b) Competitive ("We've got spirit . . .", etc.)
- 3) Any squad participating in such activity may face suspension from a game or competition.

- 4) In the event that a squad or squad member is suspended, it is mandatory that the squad or squad member attends the game and sits in the stands and supports the team, even though they will not be allowed on the field to perform. A suspension will not be lifted until the squad or squad member has fully completed the suspension requirement. The suspension requirement must be filled on a regularly scheduled game week, not a bye week. A squad or squad member will not be permitted to compete in competition while under suspension. In such cases, suspension will be decided upon by a vote of the CTYFL Vice-President (Cheerleaders) and approval of the CTYFL Board.

F) General Tumbling

- 1) NOTE: The USASF Rules no longer restrict assisted tumbling. However, assisted tumbling may negatively affect your score at the Event Producer's discretion. For Legality Judges, when an athlete supports another athlete above the performing surface, it is considered a stunt and ruled according to the appropriate level stunt rules. The USASF neither encourages nor condones athletes spotting other athletes in tumbling skills. As it is for all skills, it is the responsibility of the coach to determine the capability and proficiency of the individual athletes when choosing the skills to be performed.
- 2) **Please refer to the CTYFL Sideline and Competition Rules for Stunts and Tumbling for safety guidelines, rules and procedures.**

G) Competition – Rules of Conduct and Procedures (Violations May Be Grounds for Disqualification)

- 1) Certification cards must be brought for any squad performing and must be presented upon request by any CTYFL Executive Board member.
- 2) Each squad may perform a routine not to exceed 3 minutes. The routine should include a cheer, a chant and a dance, in no particular order.
- 3) Disputes/Resolutions: Disputes will immediately be brought to the attention of the CTYFL VP of Cheer, CTYFL President, applicable Association Presidents and Cheer Coordinators as well as the Head Judge for disputes over scores. The CTYFL Executive Board will assign a non-affiliated, CTYFL Executive Board member to monitor and pass final judgment on any disputes that cannot be quickly resolved between the affected parties. All disputes will be settled BEFORE the trophies are presented.
- 4) The music for any dance/routine must not contain any vulgar lyrics, profanity or derogatory connotations and must be submitted to CTYFL Cheer VP for approval PRIOR to competition.
- 5) There will be no coaching allowed during the performance.
- 6) All squads and their spectators that display Unsportsmanlike Conduct (USC) will be subject to disqualification and/or ejection from the competition by a CTYFL Field or Program Director. All squads and their spectators will be courteous and respectful to other squads and their spectators.
- 7) Air horns are NOT allowed. First offense is a warning. Any subsequent offense will result in ejection.

XII. BCS and Post Season Play

A) BCS Facilities

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

B) BCS Miscellaneous Items

- 1) All BCS Hosting Associations will pay to rent their Facilities and pay for their concession materials/costs from their Association accounts.
- 2) BCS Hosting Associations will also pre-pay for their Player medals, entry hand stamps and any other administrative cost or supplies. Medals and entry hand stamps will be purchased by CTYFL and reimbursed from the Associations.
- 3) All BCS Hosting Associations will pay the Game Officials fees either from their accounts or from their gate, T-shirt sales (optional) and concession proceeds.
- 4) The design of T-shirts to be sold at BCS Facilities will be approved by the CTYFL Board of Directors no later than the third (3rd) Sunday of September of the current season (date of the Regular Scheduled September CTYFL Meeting).
- 5) Orders for T-shirts will be submitted to the CTYFL Executive Vice President no later than the third (3rd) Sunday of October of the current season (date of the Regular Scheduled October CTYFL Meeting).
- 6) All Hosting Associations will pay ten percent (10%) of their BCS net proceeds, after all other expenses have been paid and/or reimbursed, to the CTYFL General Fund. The remainder will go to the BCS Hosting Associations.

C) Other Post Season Play

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

XIII. CTYFL Calendar of Events

A) Fixed Dates

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

B) 2018 Season Scheduled Dates

- 1) CTYFL Cheer Camp TBD
- 2) USA Football PSC Certification – TBD TBD
- 3) CTYFL Meeting July 15, 2018
- 4) Age Cut-off Day July 31, 2018
- 5) First Day of Practice August 1, 2018
- 6) Draft Week August 12-18, 2017
- 7) Coaches Meeting/Field Director Training (Mandatory) August 11, 2018
- 8) Official Draft Day August 18, 2017
- 9) Make-Up Coaches Meeting/Field Director Training August 18, 2018
- 10) CTYFL Meeting August 19, 2018
- 11) Jamboree / Early Registration Cut-Off August 25, 2018
- 12) Registration Cut-off August 31, 2018
- 13) Official Certification Day August 31, 2018
- 14) Opening Day (First Game) September 8, 2018
- 15) Game #2 September 15, 2018
- 16) CTYFL Meeting - BCS Venue and T-Shirt Design Approval Due September 16, 2018
- 17) Game #3 September 22, 2018
- 18) Game #4 September 29, 2018
- 19) Game #5 October 6, 2018
- 20) Game #6 October 13, 2018
- 21) CTYFL Meeting - BCS T-Shirt Orders and Gate Stamps are Due October 14, 2018
- 22) Game #7 October 20, 2018
- 23) Game #8 October 27, 2018
- 24) Cheer Competition October 29, 2018
- 25) Make-Up Day for Rain-Outs and BYES November 3, 2018
- 26) BCS/Play-Off Date November 10, 2018
- 27) Championship Date November 17, 2018
- 28) CTYFL Meeting - Season Wrap-Up, Election for Officers November 18, 2018

All Games not played Due to Weather Conditions on Saturday WILL BE played the Next Day (Sunday) if Possible. If Weather Does Not Permit play on that day then the game will be played on the next, soonest Sunday with acceptable weather conditions. This may require 2 games being played by one or both teams during the same week and will be avoided if possible. If neither of the teams involved has a Bye during the season or any other weather-related missed games, then the game will be played on Make-Up Day rather than on Sunday with approval of both Head Coaches involved. Games WILL be played on their originally assigned field if available. If that field is not available then the game will be assigned to a neutral field by the CTYFL Scheduler. If either team is unable to play the game on the assigned day they will forfeit the game.

C) CTYFL MPR Regional Directors

- 1) Region 1 **TBD**
- 2) Region 2 **TBD**
- 3) Region 3 **TBD**
- 4) Region 4 **TBD**

XIV. CTYFL Age Approved Footballs

A) Flag Football – Must use footballs purchased by CTYFL

- 1) PeeWee Flag - foam rubber ball, equivalent to the Poof brand ball.
- 2) Rookie Flag - PeeWee (or equivalent) size leather or composite ball.
- 3) Junior Flag - TDJ (or equivalent) size leather or composite ball.

B) PeeWee Tackle

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

C) Rookie / Junior Tackle

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

D) Senior Tackle / 7 on 7 Touch

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

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

XV. CONCUSSIONS

A) Introduction

- 1) Concussions received by participants in sports activities are an ongoing concern at all levels. Recent interest and research in this area has prompted reevaluations of treatment and management recommendations from Youth Leagues to the professional level. Numerous agencies and associations throughout the United States responsible for developing guidelines addressing the management of concussion in athletes have developed or revised their guidelines for concussion management.
- 2) CTYFL has adopted the policy of ***“When in doubt, sit them out!”*** and will follow the current UIL Concussion Management Protocol

B) Definition of Concussion

- 1) A concussion is a type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion.
- 2) You’ve probably heard the terms “ding” and “bell-ringer.” These terms were previously used to refer to minor head injuries and thought to be a normal part of collision sports. Research has now shown us that there is no such thing as a minor brain injury. Any suspected concussion must be taken seriously. The athlete does not have to be hit directly in the head to injure the brain. Any force that is transmitted to the head in any manner may cause the brain to literally bounce around or twist within the skull, potentially resulting in a concussion.
- 3) It used to be believed that a player had to lose consciousness or be “knocked-out” to have a concussion. This is not true, as the vast majority of concussions do not involve a loss of consciousness. ***In fact, less than 5% of players actually lose consciousness with a concussion.***
- 4) What exactly happens to the brain during a concussion is not entirely understood. It appears to be a very complex process affecting both the structure and function of the brain. The sudden movement of the brain causes stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain. Once this injury occurs, the brain is vulnerable to further injury and very sensitive to any increased stress until it fully recovers.
- 5) Common sports injuries such as torn ligaments and broken bones are structural injuries that can be detected during an examination, or seen on x-rays or MRI. A concussion, however, is primarily an injury that interferes with how the brain works. While there is damage to brain cells, the damage is at a microscopic level and cannot be seen on MRI or CT scans. Therefore, the brain looks normal on these tests, even though it has been seriously injured.

C) Manifestation/Symptoms

- 1) If an athlete exhibits any signs, symptoms, or behaviors that make you suspicious that he or she may have had a concussion, that athlete must be removed from all physical activity, including sports and recreation. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death.
- 2) Concussion can produce a wide variety of symptoms that should be familiar to those having responsibility for the well-being of student-athletes engaged in competitive sports in Texas.

3) Signs Observed by Coaching Staff

- a) Appears dazed or stunned
- b) Confused about assignment or position
- c) Forgets an instruction
- d) Unsure of game, score or opponent

- e) Moves clumsily
- f) Answers questions slowly
- g) Loses consciousness (even briefly)
- h) Shows mood, behavior or personality changes
- i) Can't recall events prior to hit or fall
- j) Can't recall events after hit or fall

4) Symptoms Reported by Athlete

- a) Headaches or "pressure" in head
- b) Nausea
- c) Balance problems or dizziness
- d) Double or blurry vision
- e) Sensitivity to light or noise
- f) Feeling sluggish, hazy, foggy or groggy
- g) Concentration or memory problems
- h) Confusion
- i) Does not "feel right" or is "feeling down"

D) King-Devick (K-D) Remove From Play Test (OPTIONAL)

- 1) Any one or a group of symptoms may appear immediately and be temporary, or delayed and long lasting. The appearance of any one of these symptoms should alert the responsible personnel to the possibility of concussion. The King-Devick (K-D) Remove From Play Test will be immediately administered by an on-duty Field Director along with a Coach from the Player's team assigned by the Head Coach of that team. If an Official is present and not involved in the on-going game he will observe the test and results.
- 2) If there is any doubt about whether the Player should be allowed to return to play, we will at all times err on the side of caution and the Player will not be allowed to return to play until he has been cleared by a licensed physician. If there is simply a disagreement, between the Field Director and Coach observing the K-D test, about the results of the test, the Head Official of the game in progress will make the final decision.

E) Response to Suspected Concussion

- 1) If a student-athlete demonstrates signs or symptoms consistent with concussion, follow the ***Heads Up 4 - Step Action Plan:***
 - a) The student-athlete shall be immediately removed from game/practice as noted above.
 - b) Have the student-athlete evaluated by an appropriate health care professional as soon as practicable.
 - c) Inform the student-athletes parent or guardian about the possible concussion and give them information on concussion.
 - d) If it is determined that a concussion has occurred, the student-athlete shall not be allowed to return to participation that day regardless of how quickly the signs or symptoms of the concussion resolve and shall be kept from activity until a physician indicates they are symptom free and gives clearance to return to activity as described below. **Coaches and Parents may never authorize a Player's return to play.**
- 2) Parents and coaches are not expected to be able to "diagnose" a concussion. That is the role of an appropriate health-care professional. However, everyone involved in athletics must be aware of the

signs, symptoms and behaviors associated with a concussion. If you suspect that an athlete may have a concussion, then he or she must be immediately removed from all physical activity.

- 3) The signs, symptoms, and behaviors associated with a concussion are not always apparent immediately after a bump, blow, or jolt to the head or body and may develop over a few hours or longer. An athlete should be closely watched following a suspected concussion and should never be left alone.
- 4) Athletes must know that they should never try to “tough out” a suspected concussion. Teammates, parents and coaches should never encourage an athlete to “play through” the symptoms of a concussion. In addition, there should never be an attribution of bravery to athletes who do play despite having concussion signs and/or symptoms. The risks of such behavior must be emphasized to all members of the team, as well as coaches and parents.
- 5) If an athlete returns to activity before being fully healed from an initial concussion, the athlete is at greater risk for a repeat concussion. A repeat concussion that occurs before the brain has a chance to recover from the first can slow recovery or increase the chance for long-term problems. In rare cases, a repeat concussion can result in severe swelling and bleeding in the brain that can be fatal.

F) What to do in an Emergency

- 1) Although rare, there are some situations where you will need to call 911 and activate the Emergency Medical System (EMS). The following circumstances are medical emergencies:
 - a) Any time an athlete has a loss of consciousness of any duration. While loss of consciousness is not required for a concussion to occur, it may indicate more serious brain injury.
 - b) If an athlete exhibits any of the following:
 - decreasing level of consciousness
 - very drowsy or cannot be awakened
 - difficulty getting his or her attention
 - irregularity in breathing
 - severe or worsening headaches
 - persistent vomiting, or any seizures

G) Cognitive Rest

- 1) The first step in recovering from a concussion is rest. Rest is essential to help the brain heal. Students with a concussion need rest from physical and mental activities that require concentration and attention as these activities may worsen symptoms and delay recovery. Exposure to loud noises, bright lights, computers, video games, television and phones (including texting) all may worsen the symptoms of concussion. As the symptoms lessen, increased use of computers, phone, video games, etc., may be allowed, as well as a gradual progression back to full academic work.

H) Return to Learn

- 1) It may be necessary for individuals with concussion to have both cognitive and physical rest in order to achieve maximum recovery in shortest period of time. In addition to the physical management noted above, it is recommended that the following be considered:
 - a) Notify school nurse and all classroom teachers regarding the student athlete’s condition
 - b) Advise teachers of post-concussion symptoms
 - c) Student may need (only until asymptomatic) special accommodations regarding academic requirements (such as limited computer work, reading activities, testing, assistance to class, etc.) until concussion symptoms resolve.

- d) Student may only be able to attend school for half days or may need daily rest periods until symptoms subside. In special circumstances the student may require homebound status for a brief period.

I) Return to Activity/Play Following Concussion

- 1) After suffering a concussion, no athlete should return to play or practice on that same day. In the past, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown us that the young brain does not recover quickly enough for an athlete to return to activity in such a short period of time.
- 2) An athlete should never be allowed to resume physical activity following a concussion until he or she is symptom free and:
 - a) The player has been evaluated, using established medical protocols based on peer-reviewed scientific evidence, by a treating physician selected by the player's parent or other person with legal authority to make medical decisions for the player.
 - b) The player has completed the Return to Play protocol established by CTYFL.
 - c) The Association has received a written statement from the treating physician indicating, that in the physician's professional judgment, it is safe for the player to return to play.
 - d) Parent, or other person with legal authority to make medical decisions for the player signs and certifies that he/she:
 - Has been informed concerning and consents to the player participating in returning to play in accordance with the return to play protocol adopted by CTYFL.
 - Has provided the treating physician's written statement to their Association Board Officer responsible for compliance with the CTYFL Return to Play protocol.
 - e) Has signed the CTYFL Return to Play Form acknowledging that he/she:
 - Understands the risks associated with the player returning to play and will comply with any ongoing requirements in the return to play protocol.
 - Consents to the disclosure to appropriate persons of the treating physician's written statement and, if any, the return to play recommendations of the treating physician.
 - Agrees to indemnify and to hold CTYFL, its board members, officers, volunteers & affiliates free and harmless from any loss, liability, damage, cost or expense which may incur as a result of the Player returning to play.
- 3) The CTYFL Return to Play Form is located in the CTYFL Procedures Manual Appendix.

J) CTYFL Concussion Management Protocol

- 1) Following clearance and compliance with the above information, supervised progression of activities should be initiated utilizing the now standardized protocol:
 - a) Student-athlete shall be symptom free for 24 hours prior to initiating the return to play progression.
 - b) Progress continues at 24-hour intervals as long as student-athlete is symptom free at each level.
 - c) If the student-athlete experiences any post-concussion symptoms during the return to activity progression, activity is discontinued and the student-athlete must be re-evaluated by a licensed health care professional.

H) Phase 1:

- 1) No rigorous physical activity until student-athlete is symptom free for 24 hours and receives written clearance from a physician and submission of the required documentation following the concussion injury.

I) Phase 2:

- Step 1)** When the athlete completes Phase 1, begin light aerobic exercise: 5 - 10 minutes on an exercise bike, or light jog; no weight lifting, resistance training, or any other exercise.
- Step 2)** Moderate aerobic exercise: 15 - 20 minutes of running at moderate intensity in the gym or on the field without a helmet or other equipment.
- Step 3)** Non-contact training drills in full uniform. May begin weight lifting, resistance training, and other exercises.
- Step 4)** Full contact practice or training.
- Step 5)** Full game play.

J) Subsequent Concussion

- 1) Any subsequent concussion requires further medical evaluation, which may include a physical examination prior to return to participation. Written clearance from a physician is required any participation in practices, games or matches.