



**SOUTHLINGTON VALLEY MIDGET FOOTBALL  
ASSOCIATION, INC.**

**d/b/a**

**Southington Valley Midget Football League**

**BYLAWS**

**and**

**PLAYING RULES AND REGULATIONS**  
**(including Code of Conduct)**

**(April, 2015)**

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# **BYLAWS**

## **ARTICLE I – NAME AND LOCATION**

**Section 1. Name.** The name of this non-profit corporation shall be The Southington Valley Midget Football Association, Inc. d/b/a Southington Valley Midget Football League (hereinafter referred to as “SVMFL”).

**Section 2. Location; Mailing Address.** The physical location of SVMFL shall be Recreation Park, Maxwell Noble Drive, Southington, Connecticut. The mailing address for SVMFL shall be P.O. Box 163, Southington, Connecticut 06489, and all correspondence to SVMFL must be sent to this address.

**Section 3. Inclusivity.** The Playing Rules and Regulations and the Southington Valley Midget Football League Code of Conduct are incorporated herein.

## **ARTICLE II – VISION AND MISSION**

**Section 1. Vision.** The SVMFL supports the growth and Marketing of the whole child through physical and mental activities that develop self confidence and sportsmanship to facilitate the Marketing of our players into positive community role models.

**Section 2. Mission.** The SVMFL will provide an infrastructure focused on the Marketing of the player, coach, community volunteer and facilities management. Committees, comprised of volunteers, will systematically develop, monitor and improve content specific components of the SVMFL.

## **ARTICLE III – GOVERNANCE**

### **Section 1. Executive Board.**

**Section 1.1 Officers.** The following officers, as enumerated, shall constitute the Executive Board of SVMFL: the President, the Vice President, the Treasurer, the Secretary, the Tackle Commissioner, the Flag Commissioner, the Equipment Manager, the League Auxiliary Director, Marketing Manager and the Cheer Director (collectively, the “Executive Board Officers;” each an “Executive Board Officer”). No two offices may be held by the same person, and each Executive Board Officer shall hold office until their successor has been duly elected.

**Section 1.2 Terms of Office; Transition Period.** Executive Board Officers shall serve a term of one (1) year, commencing on January 1<sup>st</sup> and ending on December 31<sup>st</sup> of the same year. Commencing on the date of the First November Meeting (as defined in Section 1.3 below), but in no event later than December 31<sup>st</sup>, the Executive

Board Officers shall, in good faith, transfer all relevant and necessary SVMFL documentation and information to the newly elected Executive Board Officers.

**Section 1.3 Election Process.**

The Executive Board Officers will be elected at the General Membership Meeting (as defined herein) held on the second Tuesday of November of the current year (the “First November Meeting”). Any interested person may be nominated and elected to be an Executive Board Officer within the following guidelines:

1.3.1 All applicants for the Executive Board must be at least 21 years of age and must reside in the Town of Southington.

1.3.2. The offices of President, Vice President and Treasurer can only be held by individuals who have had direct participation with SVMFL, as a past board member, coach, parent or guardian of a participant, for a period of two (2) or more years.

1.3.3 The offices of Secretary, Tackle Commissioner, Flag Commissioner, Equipment Manager, League Auxiliary Director, Marketing Manager and Cheer Director can only be held by individuals who have had direct participation with SVMFL, as a past board member, coach, parent or guardian of a participant, for a period of one (1) or more years.

1.3.4 The election process will be facilitated by the outgoing President or his/her designee. If the outgoing President is running for a consecutive term of office as President, the next outgoing officer who is not running for reelection to office, following the order of enumeration, will facilitate the election process. This person will be known as the “Election Facilitator.” In the event that each current Executive Board Officer shall run again, the members will make a motion to nominate two (2) people to become the Election Facilitators, by a show of hands.

1.3.5 Applicants will be solicited beginning October 1<sup>st</sup> and an application, which will be available on the website or from the Election Facilitator, must be submitted to the Executive Board prior to the call to order for last General Membership Meeting in the month of October (typically held on the last Tuesday of October).

1.3.6 All applicants (excluding any past or current Executive Board Members or existing coaches, to the extent that they have previously submitted a background check) will be required to complete the application and submit to a background search (except that any past or current Executive Board Members seeking reelection or existing coaches running for election, to the extent that they have previously submitted to a background check, will not have to do so again).

In addition, all applicants, unless running unopposed, shall be required to speak before the general membership of SVMFL at the First November Meeting.

1.3.7 Background checks will be conducted on applicants as questionnaires are received. Applicants who do not produce a clean background check will be notified and their application withdrawn, pending an investigation by the President.

1.3.8 Five (5) calendar days prior to the First November Meeting, the Election Facilitator will present the members with an election packet containing the application submitted by the candidates who produced a clean background check, sorted by the Executive Board position sought.

1.3.9 At First November Meeting, the last item on the agenda before adjournment will be the election of the new Executive Board Officers. The Election Facilitator will distribute ballots to each member that has maintained voting rights. Each member must be present in order to cast a ballot, and only one ballot per member will be distributed. Completed ballots will be returned to the Election Facilitator who will tally the votes. The candidate for each Executive Board office receiving the highest number of votes cast by the voting members of the members present at the First November Meeting, shall be declared elected. In the event of a tie, the three highest ranking Executive Board Officers of the present Executive Board, excluding the Executive Board Officer of the position being sought, shall cast a tie-breaking vote.

1.3.10 The newly elected Executive Board will take office on January 1<sup>st</sup> with a transition period to commence on December 1<sup>st</sup>.

#### **Section 1.4 Vacancy.**

1.4.1 Executive Board Officer positions may be vacated by written resignation of the vacating Executive Board Officer, submitted to the President.

1.4.2 Executive Board Officer positions may also be vacated if an Executive Board Officer is absent without notice from more than two (2) consecutive Executive Board meetings or General Membership Meetings and accepted by a 2/3 majority vote of the Executive Board.

1.4.3 Vacancies will be filled by Presidential appointment and accepted by a two thirds (2/3) majority vote of the Executive Board. Appointees will serve the remainder of the unexpired term.

1.4.4 In the event that the office of President becomes vacant, the next officer in succession following the order named under enumeration shall fill in the position of Interim President for the remainder of the term.

**Section 1.5 Removal.** Any Executive Board Officer may be removed by a 2/3 majority vote of the Executive Board whenever, in its judgment, the best interests of SVMFL will be served thereby.

**Section 1.6 Voting Eligibility.**

To be eligible to vote on all SVMFL issues and in order to maintain such eligibility, the Executive Board Officers must be present at seventy-five percent (75%) of all scheduled (i) Executive Board meetings and (ii) General Membership Meetings. Two (2) excused absences are allowed for each Executive Board Officer without vacating their position; provided, however, if extenuating circumstances exist, the Executive Board may, in its sole discretion, approve additional excused absences.

**Section 1.7 Duties.** The Executive Board Officers shall run SVMFL and their individual duties are as follows:

**Section 1.7.1 General Duties of Executive Board Officers.**

1.7.1.1 The Executive Board Officers shall govern the SVMFL in accordance with approved SVMFL Bylaws, Playing Rules and Regulations and Code of Conduct.

1.7.1.2 The Executive Board Officers shall make a year-round commitment to SVMFL to, among other things, attend all Executive Board meetings, attend all General Membership Meetings and chair one or more of the SVMFL committees, such commitment to commence on January 1<sup>st</sup> of each year.

1.7.1.3 In the event of inclement weather or other extenuating circumstances, the most senior Executive Board Officer present at the field that is not involved in a competitive situation shall make the decision as to whether to cancel or delay practices or games.

1.7.1.4 The Executive Board Officers shall have the sole responsibility for determining and enforcing disciplinary action to be taken against players and coaching staff in situations that are in violation of the Code of Conduct.

1.7.1.5 The Executive Board Officers shall have the sole responsibility for determining and enforcing disciplinary action to be taken against any coaching staff that acts in violation of a determination made by the Executive Board Officers pursuant to Section 1.7.1.2 above.

1.7.1.6 The Executive Board Officers shall be responsible for creating and executing the protocols of expansion and elimination of any SVMFL team. Once such protocol is established, it shall be brought before the members for approval by a two-thirds majority vote.

### **Section 1.7.2 President.**

1.7.2.1 The President is the presiding officer at annual, regular, emergency and special meetings and shall call and conduct all meetings in accordance with the SVMFL Bylaws and Robert's Rules of Order, Newly Revised in Brief 2004, DeCapo Press.

1.7.2.2 It will be the duty of the President to see that all policies of the Board are enforced and all orders of the Executive Board are faithfully executed.

1.7.2.3 The President will directly oversee the activities of the Executive Board, general membership, all Committees and all participants and volunteers of SVMFL.

1.7.2.4 In the absence of the Secretary at annual, regular, special or emergency meetings, the President will appoint a Secretary pro-tem.

1.7.2.5 The President will serve as the SVMFL liaison to the community and will attend outside meetings by which SVMFL will be impacted, or shall appoint a person to act in his/her stead.

### **Section 1.7.3 Vice President.**

1.7.3.1 The Vice President shall report to the President, shall preside over all meetings with the President and shall be responsible for the day-to-day operations of SVMFL.

1.7.3.2 In the absence of the President or in the event of his/her inability to act, the Vice President will perform the duties of the President and when so acting, will have all of the powers of the President, as set forth in these Bylaws.

1.7.3.3 The Vice President will be the Chairman of the Bylaws Committee.

1.7.3.4 The Vice President will assist or substitute for any other Executive Board Officer as directed by the President.

1.7.3.5 The Vice President shall oversee the tackle and flag drafts.

1.7.3.6 The Vice President shall coordinate announcing booth duties.



#### **Section 1.7.4 Treasurer.**

1.7.4.1 The Treasurer shall report to the President and shall manage the financial policy of SVMFL (including budget(s)) and shall be responsible for the control of the funds of SVMFL, the financial records, bank deposits and distribution of SVMFL funds, as approved by the Executive Board.

1.7.4.2 The Treasurer will submit a monthly Treasurer's Report to the Executive Board displaying all receipts and disbursements and provide a copy of the most current SVMFL bank statement at any meeting at which a Treasurer's Report is being submitted. The Treasurer will also provide such other detailed information or documentation as may be requested by the Executive Board.

1.7.4.3 The Treasurer will prepare an annual report of SVMFL's finances and present such report at the First November Meeting.

1.7.4.4 The Treasurer will be responsible for coordinating with the SVMFL CPA to file annual tax returns.

1.7.4.5 At the end of the term of office, all books, records, funds, papers, documents and all other property of SVMFL having to do with the financial or other transactions of SVMFL which may have come into the Treasurer's possession or may have been compiled or created during the Treasurer's term of office, must be turned over to the successor Treasurer.

#### **Section 1.7.5 Secretary.**

1.7.5.1 The Secretary will report to the President and will be responsible for recording the minutes of all Executive Board meetings and General Membership Meetings and submit them for approval or corrections by the Executive Board before entering them in the permanent records of SVMFL.

1.7.5.2 The Secretary will handle all correspondence and emails of SVMFL, as directed by the President.

1.7.5.3 The Secretary will be responsible for the custody of the Bylaws and all other official records and documents of SVMFL.

1.7.5.4 The Secretary will be responsible for submitting an Annual Report with the Connecticut Secretary of State to ensure SVMFL's corporate active/good standing.

1.7.5.5 The Secretary will be responsible for keeping attendance records at all SVMFL meetings.

1.7.5.6 The Secretary will be responsible for submitting the schedule of General Membership Meetings for the year to the Media Committee to be posted on the SFMVL website prior to the first General Membership Meeting in January.

1.7.5.7 The Secretary will be responsible for background checks, as described in Article VIII hereof.

1.7.5.8 The Secretary will be responsible for SVMFL registration, assisted by the League Auxiliary Director.

1.7.5.9 The Secretary shall perform other duties as assigned by the President and/or Vice President.

**Section 1.7.6 Tackle Commissioner.**

1.7.6.1 The Tackle Commissioner shall report to the Vice President.

1.7.6.2 The Tackle Commissioner shall oversee the duties of all tackle division coaches and playing personnel to ensure compliance with the Playing Rules and Regulations which have been approved by the SFMVL.

1.7.6.3 The Tackle Commissioner is responsible for tackle field communications, statisticians and field equipment, and shall collect, review and submit any such communication/documentation to the Secretary for filing.

1.7.6.4 The Tackle Commissioner is responsible for the dissemination of all communications relevant to the tackle division from the Executive Board and members to the tackle coaches.

1.7.6.5 The Tackle Commissioner is responsible for conducting the tackle division drafts, as overseen by the Vice President.

1.7.6.6 The Tackle Commissioner shall act as the liaison between the tackle division coaches and the Equipment Manager for each tackle team's equipment needs.

**Section 1.7.7 Flag Commissioner.**

1.7.7.1 The Flag Commissioner shall report to the Vice President and preside over Flag and Powder Puff Divisions.

1.7.7.2 The Flag Commissioner shall oversee the duties of all flag and Powder Puff division coaches and playing personnel to ensure

compliance with the Playing Rules and Regulations which have been approved by the SFMVL.

1.7.7.3 The Flag Commissioner is responsible for flag field communications, statisticians and field equipment, and shall collect, review and submit any such communication/documentation to the Secretary for filing.

1.7.7.4 The Flag Commissioner is responsible for the dissemination of all communications relevant to the flag and Powder Puff divisions from the Executive Board and general members to the flag and Powder Puff coaches.

1.7.7.5 The Flag Commissioner is responsible for conducting the flag and Powder Puff division drafts, as overseen by the Vice President.

1.7.7.6 The Flag Commissioner shall act as the liaison between the flag/Powder Puff division coaches and the Equipment Manager for each team's equipment needs.

#### **Section 1.7.8 Equipment Manager/Safety Manager.**

1.7.8.1 The Equipment Manager/Safety Manager shall report to the Vice President and is responsible for refurbishing and/or purchasing equipment and uniforms, working directly with the Executive Board Officers. He/she shall put the purchase out to bid and shall submit the bids to the Executive Board for decision.

1.7.8.2 The Equipment Manager/Safety Manager must complete a course regarding fit of equipment and must provide documentation evidencing the same, which is to be approved by the Executive Board.

1.7.8.3 The Equipment Manager/Safety Manager is responsible for giving a full inventory of all equipment/uniforms to the Executive Board once a year at the March Executive Board meeting.

1.7.8.4 The Equipment Manager/Safety Manager is responsible for setting up distribution and collection dates for all equipment and uniforms and for the distribution and collection of all equipment and uniforms.

1.7.8.5 The Equipment Manager/Safety Manager is responsible for knowing the proper fit of equipment and uniforms.

1.7.8.6 The Equipment Manager/Safety Manager is responsible for supplying and maintaining each team with the appropriate number of footballs and equipment repair kits.

1.7.8.7 The Equipment Manager/Safety Manager may designate assistants from the Equipment Committee to help him/her complete the required tasks, after appropriate training.

1.7.8.8 The Equipment Manager/Safety Manager is responsible for collecting Code of Conduct and Medical Forms and shall not distribute equipment to anyone until all required paperwork has been submitted.

1.7.8.9 The Equipment Manager/Safety Manager is responsible for ensuring that all head coaches are CPR and First Aid Certified.

1.7.8.10 The Equipment Manager/Safety Manger is responsible for collecting all injury reports and shall not allow and injured player back on the field without a doctor's release.

1.7.8.11 The Equipment Manager/Safety Manager is responsible for handling any medical insurance claims.

1.7.8.12 The Equipment Manager/Safety Manager is responsible for hosting and implementing any medical and safety training that is beneficial to the Southington Valley Midget Football League.

1.7.8.13 The Equipment Manager/Safety Manager must gain authorization for any league equipment purchase exceeding \$1,500.00 from the president and/or treasurer.

### **Section 1.7.9 League Auxiliary Director.**

1.7.9.1 The League Auxiliary Director will report to the Treasurer or the Secretary and will support SVMFL in any way that is deemed necessary.

1.7.9.2 Should the league forgo hiring an outside contractor to run the SVMFL concession stand in an give year, The League Auxiliary Director responsibilities will include concession scheduling, running the concession stand, keeping an up-to-date inventory of food and supplies, purchasing food and supplies from vendors and communicating with vendors to ensure product delivery. The League Auxiliary Director may appoint a concession stand committee chair to assist with the scheduling and running of the concession stand and coordinate the volunteers working in the concession stand.

1.7.9.3 The League Auxiliary Director will communicate with the Team Parent (as defined in Article IV, §1.8 hereof) on various items that will need coordination of the teams including pictures, spirit wear ordering and, concession stand responsibilities, scheduling concession stand volunteers,

recruiting fundraiser volunteers and any other items that may come up throughout the season.

1.7.9.3(a) The League Auxiliary Director will coordinate and communicate with all League “Team Moms or Dads.”

1.7.9.4 The League Auxiliary Director will provide assistance to (i) the Tackle Commissioner and Flag Commissioner with the drafts/combines and (ii) the Secretary with the player registration, each in an administrative capacity. In addition, the League Auxiliary Director will support the other Executive Board officers in any capacity that is needed.

1.7.9.5 The League Auxiliary Director will appoint and work with committee chairs for Spirit Wear and team photos.

### **Section 1.7.10. Cheer Commissioner.**

1.7.10.1 The Cheer Commissioner will work with the Executive Board to create a Cheer Committee, and shall be the chairperson of such Committee.

1.7.10.2 The Cheer Commissioner will be responsible for the coordination and operation of all cheerleading activities and will facilitate the Marketing of and supervise the SVMFL Cheer Program in line with the SVMFL vision and mission.

1.7.10.3 The Cheer Commissioner will be responsible for compiling a list of cheer coaches and assistant coaches for submission to the Executive Board for approval.

1.7.10.4 The Cheer Commissioner will be responsible for coordinating cheerleading practice schedules, clinics and competitions for cheer coaches and cheerleaders.

1.7.10.5 The Cheer Commissioner will work with the Equipment Manager for the inventory, distribution and collection of all cheerleading uniforms and equipment, and shall be responsible for giving a full inventory of all equipment/uniforms to the Executive Board once a year at the March Executive Board meeting.

1.7.10.6 The Cheer Commissioner may designate assistants from the Cheer Committee to help him/her complete the required tasks.

### **1.7.11 Marketing Director**

1.7.11.1 The Marketing Director will work with the Executive Board to develop, coordinate and implement an annual fundraising plan including annual campaign,

major donor and event sponsorship/fundraising activities develop strategies to encourage new or increased contributions.

1.7.11.2 The Marketing Director will be responsible for identifying and cultivating sponsorships; all marketing and fundraising correspondence; developing and maintaining media contact lists; preparing and initiating press releases; developing and coordinating web-based fundraising and marketing; maintaining donor databases; monitoring progress of fundraising drives and promoting all League activities and fundraising efforts.

## **Section 2. Membership.**

**Section 2.1 Members.** SVMFL members are comprised of all individuals who are at least eighteen (18) years of age and have direct involvement with SVMFL as a coach, designated/registered Assistant Coach, team parent, a parent/guardian of a player or cheerleader, or a volunteer.

**Section 2.2 Voting. Effective January 1, 2016,** to be eligible to vote on all SVMFL issues and in order to maintain such eligibility, each member must be present at no less than seventy-five percent (75% or 12 out of 16 meetings) of all scheduled General Membership Meetings in a given year, as evidenced by a sign in and sign out sheet that will be provided by and maintained by the Secretary for each of such General Membership Meetings. For the year 2015, the time period for attending no less than seventy-five percent (75% or 12 out of 16) of all scheduled General Membership Meetings shall be defined from the 1<sup>st</sup> meeting in April through the first meeting in November, 2015. Each member shall be entitled to only one (1) vote, voting rights are not transferable and each member must be present to vote.

**Section 2.3 Members' Duties.** Members' responsibilities are to assist in the general league operation, as directed by the Executive Board, including but not limited to:

- (i) attend league meetings to keep abreast of SVMFL matters;
- (ii) serve on appointed committees;
- (iii.) participate in League events and fundraisers;
- (iv) offer suggestions for league operations;
- (v) vote on SVMFL Bylaws (assuming voting eligibility as set forth in Section 2.2 above); and
- (vi) elect the Executive Board Members.

## **Section 3. Appointed Committees.**

All committees are on a volunteer basis and shall be chaired by a member of the Executive Board, as appointed by the President. Committees are to report to the Executive Board on all committee action and all business of such committee must be brought before the

Executive Board. Insofar as possible, the membership of all committees shall represent different divisions and teams. The Executive Board has the right to amend any committees and add any committees they feel are necessary to the operation of SVMFL. The following are the current Committees of SVMFL:

- (i) Bylaws;
- (ii) Brand Management;
- (iii) Budget Coordinator;
- (iv) Building Management;
- (v) Camps;
- (vi) Cheer;
- (vii) Community Service;
- (viii) Concession;
- (ix) Equipment;
- (x) Field Management;
- (xi) Fundraising;
- (xii) Insurance;
- (xiii) League Safety;
- (xiv) Media;
- (xv) Officiating;
- (xvi) Professional Marketing;
- (xvii) Public Relations;
- (xviii) Scheduling; and
- (xix) Scholarship.

#### **ARTICLE IV. COACHING PERSONNEL**

##### **Section 1. Head Coaches.**

1.1 Each SVMFL team shall be supervised by one (1) Head Coach (the “Head Coach”). Each Head Coach will be elected as set forth in Article IV, Section 2 below.

1.2 All Head Coaches must be at least eighteen (18) years of age and be a resident of the Town of Southington.

1.3 Any person wishing to be a Head Coach or wishing to continue to be a Head Coach, must submit an application or have an active application on file, with a designation of his First Assistant, to the Executive Board no later than the call to order for the last General Membership Meeting in the month of October. Failure to do so will be construed as an intent not to continue coaching and the Executive Board will proceed to elect a new Head Coach, as provided for in Article IV, Section 2 below.

1.4 Each Head Coach may select assistant coaches for each “A,” “B,” “C” and Flag squad, as more particularly set forth in Article IV, §3.1 hereof (each, an “Assistant

Coach”), the names of such Assistant Coaches to be submitted in writing to the Executive Board for approval, pending a clean background check.

1.5 Each Head Coach must designate (a) a First Assistant and (b) a lead coach for the “B” tackle squad (the “B Squad Lead Coach), each at least two (2) week(s) prior to the first game of the season. The First Assistant will assume all responsibilities of the Head Coach in his absence. In addition, if the Head Coach resigns, the First Assistant would act as the interim Head Coach for the remainder of the current season, with a new Head Coach to be thereafter elected as set forth in Article IV, §2 below.

1.6 Each Head Coach is responsible for the proper conduct of all personnel on his team at all times, including but not limited to, all designated assistant coaches, players and designated statisticians, and that proper instructions are conveyed that are within the Playing Rules and Regulations. Additionally, it will be the Head Coach’s responsibility to maintain an appropriate atmosphere of respect from the spectators and parents on their side of the field.

1.7 Each Head Coach shall be responsible for disseminating all SVMFL communications to their respective team and shall be responsible for making sure that all background checks for each of his/her team’s coaches/parent volunteers have been processed, and the collection of any forms required to be submitted to SVMFL by the players, including, but not limited to, Health and Code of Conduct forms.

1.8 Each Head Coach will select one (1) team parent (the “Team Parent”) to assist in disseminating any necessary correspondence from SVMFL and coordination of 50/50 raffle and concession stand coverage for their respective team. The Team Parent may enlist other parents throughout the season to assist with his/her duties as Team Parent. In the event that the Head Coach cannot appoint a Team Parent, the SVMFL Auxiliary will seek volunteers to fill the position with approval from the Head Coach.

1.9 Each Head Coach, or his/her appointed representative(s), are expected to attend clinics, workshops or conferences regarding football, organization or play. As a head coach in any division it is required that a coach’s clinic be attended at least every 3 years. It will be the responsibilities of the coach to provide proof to the SVMFL Executive Board. Failure to provide proof of completion of a coach’s clinic can result in dismissal of head Coach Position for the season.

1.10 Each Head Coach will be responsible for working directly with the Equipment Manager to ensure an organized distribution, proper fit and timely collection/return of all uniforms and equipment.

1.11 Each Head Coach must sign and adhere to the CODE OF CONDUCT. Violation of the signed Code will result in disciplinary action, as determined by the Executive Board.



1.12 Each Head Coach will be responsible for ensuring that (a) if his team plays the first game of the day, they must set up the field, and (b) if his team plays the last game of the day, they must break down the field.

1.13 Each Division's individual head coaches, regardless of team, must maintain a current CPR/First Aid Certification.

1.14. Each Tackle League's Head Coach must submit a list of how many plays each player played in each game to show that all players played the minimum required 12 plays to the Tackle Commissioner.

## **Section 2. Head Coach Election.**

2.1 The President must notify the members of the availability of a Head Coaching position.

2.2 After notification to the members, the Secretary shall post the Head Coach position on the SVMFL website and on the bulletin board at the field house.

2.3 Any Assistant Coach or any other individual interested in such Head Coach position must submit a request for an application to the Secretary. The completed application and volunteer form must be received by SVMFL no later than two (2) weeks after receipt of notification of the vacancy.

2.4 If a vacancy occurs, the First Assistant of the team in which the vacancy occurs will assume the duties of Head Coach for the remainder of the current season and/or until one is elected officially by the members at the next annual election.

2.5 Requirements for the position of Head Coach are as follows:

- (a) Must be at least eighteen (18) years of age;
- (b) Must conform to SVMFL's Rules and Regulations;
- (c) Must submit a resume detailing his/her football experience;
- (d) Must have a clean background check;
- (e) If not previously a Head Coach, the applicant must speak to the Executive Board regarding his/her previous coaching experience;
- (f) Must have completed at least one (1) year with the SVMFL and have attended at least one (1) training session in order to qualify;
- (g) Must achieve a score of 70% or higher on a football knowledge assessment, such assessment to be administered and scored by the Chairperson of the Professional Marketing Committee.

2.6 Head Coaches shall be elected by the majority vote of eligible voters at the last November General Membership Meeting. Each Head Coach positions will be deemed terminated at the conclusion of each season and must be renewed pursuant to the election procedures set forth in this Article IV, §2. At no time will any coach appear on

any two rosters for the Tackle A, B and C Division. At no time will a coach in the Flag Division appear on two rosters within the same Flag Sub Division. Exception: if a coach wishes to change division/team, he may keep his original position until the new position is finalized, at which time he must relinquish his former position.

2.7 Any person may be removed from their position with a two-thirds majority vote of eligible voters of the Executive Board. Once a Head Coach has been removed, his/her name cannot be resubmitted for a coaching position for one full year from the date of the vote.

### **Section 3. Assistant Coaches/Assistant Coach Appointment.**

#### **3.1 Number of Assistant Coaches Permitted.**

3.1.1 **“A” and “B” Squads.** A maximum of six (6) registered Assistant Coaches per each “A” squad and “B” squad may be designated by the Head Coach, two of which will be the designated First Assistant and the “B” squad Lead Coach (provided that the First Assistant and the “B” squad Lead Coach may be the same person). In addition, the Head Coach may designate, for practice purposes only, two (2) additional Assistant Coaches for each squad. The names of such Assistant Coaches must be submitted in writing to the Executive Board for approval.

3.1.2 **“C” Squads.** A maximum of six (6) registered assistant coaches per each “C” squad may be designated by the Head Coach, one of which will be the designated First Assistant. In addition, the Head Coach may designate, for practice purposes only, two (2) additional Assistant Coaches for each squad. The names of such Assistant Coaches must be submitted in writing to the Executive Board for approval.

3.1.3 **Flag Squads.** A maximum of three (3) registered assistant coaches per each Flag squad may be designated by the Head Coach, one of which will be the designated First Assistant. In addition, the Head Coach may designate, for practice purposes only, two (2) additional Assistant Coaches for each squad. The names of such Assistant Coaches must be submitted in writing to the Executive Board for approval.

3.1.4 **Powder Puff Squads .** A maximum of three (3) registered assistant coaches per each Powder Puff squad may be designated by the Head Coach, one of which will be designated First Assistant. In addition, the Head Coach may designate, for practice purposes only, two (2) additional Assistant Coaches for each squad. The names of such Assistant Coaches must be submitted in writing to the Executive Board for approval.

3.2 Any Assistant Coach may be removed from that position with a two-thirds majority vote of eligible voters of the Executive Board. Once an Assistant Coach has

been removed, his/her name cannot be resubmitted for any coaching position for one full year from the date of the vote.

3.3 Any individual that would like to become an Assistant Coach must approach the Head Coach of the team for which he/she would like to be considered to discuss whether there are any openings at that time. In the event of an opening, such individual must submit an application and background check form to the Head Coach and the Head Coach will then submit the application and background check form to the Tackle Commissioner or the Flag Commissioner for consideration.

3.4 No Assistant Coach may be added to any staff before his child or legal dependent is assigned to a team. However, an Assistant Coach may be added at any time so long as such individual does not have a child or legal dependent that will be involved with such team within two (2) years of the Assistant Coach's signing. EXCEPTION: An expansion team start up will be exempt from this section.

3.5 Consideration for the position of Assistant Coach will be as follows:

- (a) Must be at least eighteen (18) years of age;
- (b) Must be willing to conform to SVMFL's Rules and Regulations;
- (c) Must be willing to participate in a professional Marketing program outlined by the Professional Marketing Committee;
- (d) Must have a clean background check;
- (e) Must have completed at least one (1) year with the SVMFL and have attended at least one (1) training session in order to qualify.

## **ARTICLE V. TEAM CREATION/ELIMINATION**

**Section 1. Creation.** The creation of any expansion team shall be at the discretion of the Executive Board, as set forth in Article III, Section 1.7.1.6, with a two-thirds (2/3) approval by the members. Head Coaches transferring from an established team to an expansion team may take an experienced player that resides in the Head Coach's household. The Head Coach also has the opportunity to pick one (1) Assistant Coach players residing in the Assistant Coach's household.

### 1.1 Tackle Division.

1.1.1 In the event that the number of registrants will cause all teams of a division to exceed twenty (20) players each, a new tackle team may be formed, at the discretion of the Executive Board.

1.1.2 The Executive Board will determine expansion team names and/or colors.

### 1.2 Flag Division.

1.2.1 In the event that the number of registrants will cause all teams of a division to exceed sixteen (16) players each, a new flag team may be formed, at the discretion of the Executive Board.

1.2.2 The Executive Board will determine expansion team names and colors.

### 1.3 Powder Puff Division.

1.3.1 In the event that the number of registrants will cause all teams of a division to exceed sixteen (16) players each, a new Powder Puff team may be formed, at the discretion of the Executive Board.

1.3.2 The Executive Board will determine expansion team names and colors.

**Section 2. Team Elimination (all Divisions).** The elimination of any team shall be at the discretion of the Executive Board, as set forth in Article III, Section 1.7.1.6, with a two-thirds (2/3) approval by the members.

## **ARTICLE VI– MEETINGS**

**Section 1.** The Executive Board will establish a calendar of monthly general membership meetings (each a “General Membership Meeting”) to be published no later than the January General Membership Meeting. All meetings will follow the published calendar for the entire year. The calendar of General Membership Meetings will be posted on the website and the Secretary will send a meeting notice via email to those members of the SVMFL who have submitted their email address to the league.

**Section 2.** General Membership Meetings will always be held on a Tuesday, unless otherwise stated. General Membership Meetings from December through June will be held on the second (2<sup>nd</sup>) Tuesday of each month at 7:00 p.m. General Membership Meetings from July through November will be held on the (2<sup>nd</sup>) and last Tuesday of each month at 7:00 p.m.; provided, however, that meetings held on a practice night will be held at 8:15 p.m.

**Section 3.** General Membership Meetings will be open to the general public. All attendees of each meeting should sign-in at each meeting. Any member wishing to retain SVMFL voting rights must sign out at the adjournment of each meeting.

**Section 4.** The parliamentary authority which shall govern the procedures of SVMFL in all meetings in any respect not covered by these Bylaws is Robert’s Rules of Order, Newly Revised in Brief 2004, DeCapo Press, unless otherwise specified prior to the commencement of the meeting.

**Section 5.** Special meetings (those other than General Membership Meetings or regularly scheduled Executive Board meetings) may be called by the Executive Board. No business other than that for which the special meeting was called shall be conducted at such special meeting. No special meetings will be held without a minimum of twenty-four (24) hours notice to all Executive Board Officers by email and telephone call.

**Section 6.** Quorums for the transaction of SVMFL business shall consist of at least five (5) members of the Executive Board. They shall act on SVMFL matters with a simple majority vote.

## **ARTICLE VII. FINANCIAL POLICY**

**Section 1.** Any SVMFL basic, fixed expenses less than Five Hundred Dollars (\$500.00) may be paid by the Treasurer without a vote by the Executive Board.

**Section 2.** All SVMFL expenses and purchases greater than Five Hundred Dollars (\$500.00) but less than One Thousand Dollars (\$1,000.00) (other than regular concession food/beverage purchases which are more particularly set forth in this Article VII), will be submitted to the Executive Board in writing and must be approved by a 2/3 majority vote of the Executive Board.

**Section 3.** Any SVMFL purchases over One Thousand Dollars (\$1,000.00) shall, prior to purchase, require a minimum of two (2) bids prepared on vendor stationary detailing the purchase with quantity and purchase prices and submitted to the Executive Board for approval. The Executive Board has the right to waive bid procedures. Consideration shall be given to delivery dates and variables. All bids should be made on an equal basis and part number whenever applicable.

**Section 4.** All checks will have the signatures of either the President or the Treasurer. Other than regular concession food/beverage purchases, any checks over Five Hundred Dollars (\$500.00) shall have the signature of both the President and the Treasurer.

**Section 5.** Any General Membership Meetings wherein bids are being submitted for approval, six (6) eligible voters from the general membership must be present to constitute a quorum. In the absence of a quorum, the members present will assemble and declare no legal meeting.

**Section 6.** All invoices and receipts must be submitted to the Treasurer and made available to the general membership at the first scheduled General Membership Meeting following the purchase.

**Section 7.** All expenses shall be in accordance with SVMFL financial policy.

**Section 8.** All monies are to be deposited in the SVMFL checking or savings account.

**Section 9.** No merchandise or funds may be accepted from any outside vendor by any individual without approval by the Executive Board.

**Section 10.** Any player requesting a refund due to their withdrawal from SVMFL will be assessed a \$25.00 processing fee on their refund. The fee shall be assessed without regard to whether the player had participated in any practices or games and shall not be refunded until all equipment is returned.

**Section 11.** The Fundraising Committee Chairperson shall submit a financial report to the Executive Board at each General Membership Meeting.

**Section 12.** The League Auxiliary Director shall set a budget for the concession stand on or before June 1<sup>st</sup>, which budget shall be submitted to the Executive Board for approval. The Auxiliary Director shall be permitted to make regular purchases for the concession stand in an amount up to \$500.00, without approval. The Treasurer shall be permitted to approve regular purchases for the concession stand in an amount up to \$1,000.00, without approval. Any purchases which either individually, or in the aggregate, total more than \$1,000.00 must be brought to the Executive Board for approval by a 2/3 majority vote.

**Section 13.** The fiscal year of SVMFL for financial purposes and the filing of all regulatory reports with the federal, state and local agencies, shall begin on January 1<sup>st</sup> of each year and end of December 31<sup>st</sup> of the same year.

## **ARTICLE VIII – BACKGROUND CHECKS**

**Section 1.** Background checks are mandatory for all persons that will have repetitive access to, or contact with, SVMFL football and/or cheerleading participants, including but not limited to Executive Board Officers, Head Coaches, Assistant Coaches, Cheer Coaches, Assistant Cheer Coaches, Team Parent(s), Team Medics, and any other individual that the President deems necessary. All applicants will be required to submit to a background check (except that any past or current Executive Board Members seeking reelection or existing coaches running for election, to the extent that they have previously submitted to a background check, will not have to do so again).

**Section 2.** Repetitive access is defined as any supervised contact with participants in situations to include, but are not limited to the following sanctioned activities: practice, games, competitions and fundraising.

**Section 3.** The SVMFL volunteer form that will be submitted by all volunteers of SVMFL shall provide that all such volunteers shall be subject to periodic background checks, such background checks to be performed at the discretion of the President. Failure to complete and submit the volunteer form by those required to do so will result in such individual being barred from involvement in any SVMFL sanctioned activities in the capacities set forth in §1 of this Article VII.

**Section 4.** All background checks will be performed by the President and the Secretary.

**Section 5.** All background checks must be completed before any individual assumes his/her official duties.

**Section 6.** The background investigation will be conducted maintaining the confidentiality of the search and the privacy of the subject individual. As such point that the investigation reveals a criminal history that should be addressed, the subject will be provided with notice and a copy of the history/report. The subject volunteer will be provided an opportunity to discuss the history/report with the President and/or the Secretary.

#### **ARTICLE IX. INSURANCE**

**Section 1.** An Insurance Committee representative will be appointed by the Executive Board. An Executive Board Member will act as the chairperson of the Insurance Committee. The Insurance Committee shall be responsible for setting medical and liability insurance guidelines. Such guidelines will be presented to and acted upon by the Executive Board at the June Executive Board meeting.

**Section 2.** All SVMFL insurance shall be subject to annual review by the Executive Board. The automatic renewal of any insurance coverage without such approval by the Executive Board is prohibited.

#### **ARTICLE X– BYLAWS/BYLAW AMENDMENT**

**Section 1.** These Bylaws shall govern the SVMFL.

**Section 2.** The Executive Board shall decide all questions of interpretation of the Bylaws with a two-thirds (2/3) majority vote.

**Section 3.** These Bylaws, once approved, shall be effective as of June 1<sup>st</sup> of the current year.

**Section 4.** These Bylaws may be amended from time to time, with such amendments to be proposed, in writing, and submitted to the Vice President, who will then submit such proposals to the Executive Board for consideration. Following approval by a two-thirds (2/3) majority vote of eligible voters in attendance, the amendments shall be appended to the end of these current Bylaws for inclusion in the next revision thereof. This vote will be conducted at the May General Membership Meeting, provided, however, that the written proposal outlining such addition or revision must have been given to the general membership at least ten (10) days prior to such General Membership Meeting.

## **ARTICLE XI. DISSOLUTION**

Upon dissolution of SVMFL, the assets of SVMFL shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

## **ARTICLE XII. INDEMNIFICATION**

No Executive Board Officer, Director, member or agent of SVMFL shall be personally liable for the acts or failure to act on the part of any other Executive Board Officer, Director, member or agent of SVMFL, nor shall any Executive Board Officer, Director, member or agent of SVMFL be liable for his acts or failure to act under these Bylaws, excepting only acts or omissions to act arising out of his/her willful misfeasance.

## **ARTICLE XIII MISCELLANEOUS**

**Section 1.** Any listing of player names, addresses, phone numbers or email addresses of past or present members or players of SVMFL shall not be given out for the purpose of solicitation of profit.

**Section 2.** The field house and/or kitchen may not be used for non-SVMFL business without the approval of the Executive Board.

**Section 3.** Smoking is not permitted in the field house or anywhere on or around the playing fields.

**Section 4.** No drinking of alcohol shall be permitted at any SVMFL sponsored event where players are present. Additionally, there will be no consumption of alcoholic beverages on or around the field house or the playing fields.

**Section 5.** No open fires will be permitted on Recreation Park grounds.



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**APPROVAL:**

The preceding Bylaws were approved by a vote of \_\_\_\_\_ “yes” votes and \_\_\_\_\_ “no” votes at the April \_\_\_\_\_, 2015 General Membership Meeting.

**SVMFL President,**

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**Dave Schneider**

**SVMFL Vice President,**

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**Andy Petolla**

**SVMFL Treasurer,**

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**Scott Kieras**

**SVMFL Secretary,**

---

**Kimberly Beaudoin**

**SVMFL Tackle Commissioner**

---

**Tom Porter**

**SVMFL Flag Commissioner**

---

**Jason Malachowski**

**SVMFL Cheer Commissioner**

---

**Beth DeLuco**

**SVMFL Auxiliary Director**

---

**Stacey Porter**

**SVMFL Equipment Manager/Safety Manager**

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**Fred Parke**

**SVMFL Marketing Manager**

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**Brian Dunn**

**PRESENT AT VOTE:**

# **PLAYING RULES AND REGULATIONS**

## **FOOTBALL:**

### **I. ELIGIBILITY:**

**Section 1.** Players must be a resident of Southington. However, any player who changes residence after being assigned to a team will be allowed to compete that season in which he/she moved.

**Section 2.** Classifications:

#### **K Division:**

Grade: Kindergarten

#### **Flag:**

Grades 1 and 2.

#### **Powder Puff:**

Grades 4 through 11

#### **C Tackle:**

Grades 3 and 4

#### **B Tackle:**

Grades 5 and 6

#### **A Tackle:**

Grades 7 and 8

Cut off for age is on midnight the last day of September.

### **Section 3. Powder Puff Division.**

3.1 The Powder Puff Division draft will be run by the Flag Commissioner with the aid of the Vice President.

3.2 Order of selection of the players will be determined by writing the names of the teams on a piece of paper and drawing the names from a container. Drawing will be made by the Vice President. **EXCEPTION:** Newly formed teams will select first (1<sup>st</sup>). In the event there is more than one new team, order of selection will be determined by writing the names of each new team on a piece of paper and drawing the names from a container.

3.3 Each roster will be resubmitted to each Head Coach. This will be the official roster to be used for the draft. Any returning player that returns after indicating that he/she would not return will be returned to the team with draft rights. Players not contacted by the Head Coach or the Vice President but are on the roster will automatically be included on such team's roster regardless if the player plays or not.

3.4 The Vice President will establish the team with the highest number of players. The cut off number will be this number plus two (2), assuring each team at least two (2) picks.

3.5 Selection will be in rotation of draft, any grade level.

3.6 Players can be added to the roster up to and including the second (2<sup>nd</sup>) week of the season (including any bye weeks), pending approval by the Vice President.

3.7 After the initial draft, any player that signs up will be placed on the team with the smallest roster.

3.8 A Head Coach who has an eligible child has the option of drafting this child for his own team.

Grade 10-11 – no later than 3<sup>rd</sup> choice

Grades 7-9 – no later than 4<sup>th</sup> choice

Grades 5 -6 – no later than 5<sup>th</sup> choice

3.9 There must be a minimum of three (3) players in the player pool before the extended draft or post draft selection of players can begin. The players are selected in the original draft order, following the original draft rotation. As soon as three (3) "post draft" players sign up, a draft will take place the first Tuesday prior to the first practice.

3.10 Siblings of returning players are automatically on the same team roster unless otherwise specified by the Flag Commissioner prior to the initial draft. Exceptions: if two or more relatives live in the same household.

3.11 If siblings or relatives from the same household in the draft are selected under the cut off number, the team does not lose their next draft choice if the cut off number has been met.

3.12 If siblings or relatives in the same household in the draft cause a team to meet or exceed the cut off number, the team will not pick again until all teams have reached the same number.

3.13 If siblings or relatives in the same household in the draft are picked after the cut off number has been reached by all of the teams, the team picking such sibling or relative will not pick again until all teams have reached the “new” cut off number.

3.14 Any two players living in the same household shall have the option to be on the same team, and the draft pick rotation will then be the same as set forth in Section 3.8 above.

3.15 The Flag Commissioner will submit a complete roster of all returning players to all Head Coaches no later than the first General Membership Meeting in June.

3.16 Waiver procedure: If an assigned player drops out and then later returns to SVMFL to participate, the player remains assigned to his original team.

3.17 Players can be traded, player for player, if both Head Coaches are in agreement with all conditions involved and the Flag Commissioner approves of such trade. The trade must take place on the same day that both players were drafted and prior to notification to the players.

3.18 Head Coaches transferring from an established team to an expansion team may take an experienced player that resides in the Head Coach’s household, as well as the first five (5) picks in the draft. The Head Coach also has the opportunity to pick one (1) Assistant Coach and one (1) player residing in the Assistant Coach’s household. Four (4) of the five (5) initial picks must consist of players in the appropriate grade level. The fifth (5<sup>th</sup>) pick is the Head Coach’s choice. The child or children of such Head Coach and/or Assistant Coach is not included in the first five (5) picks.

3.19 Any returning player not wishing to return to his/her original team must show just cause through consultation with the Flag Commissioner, parents and the respective Head Coach and may, upon approval by the Flag Commissioner, enter the draft. If the Flag Commissioner is directly involved in a conflict of interest s/he shall be recused and the decision will be made by the Executive Board.

3.20 Injured Reserve Clause: If a player has an injury and/or illness prior to the first draft that might force him/her to lose the entire year of playing time, that player would remain on the roster for the assigned team as an inactive player for the entire season. Any such player would be included in the cut off numbers for the draft.

**Section 4.** Adherence to grade level is the responsibility of the Flag Commissioner and the Tackle Commissioner for their respective divisions.

**Section 5.** All candidates for this league must be examined by a physician and evidence of good health must be presented at registration. No player shall be allowed to participate in any team-related physical activity until this requirement is met. No game or practice uniforms shall be distributed to any individual participant without a physician's certificate and parent signature.

**Section 6.** If a physical injury occurs during the playing season and the player requires outside medical treatment, a physician's note will be required specifying that the player is permitted to resume normal football activity.

**Section 7.** All player assignments will be based upon (a) returning roster, or (b) open draft.

## **II. DRAFT:**

### **Section 1. Tackle "A," "B" and "C" Divisions.**

1.1 Selection of players shall be in reverse order of final league standings of the previous year. Selections shall be in rotation from any age group.

1.2 A Head Coach who has an eligible child has the option of drafting his child for his own team. If selected, this child must be drafted as follows:

#### **1.2.1 "A" Division (Grades 7 and 8).**

14 years old – no later than 3<sup>rd</sup> choice  
13 years old – no later than 3<sup>rd</sup> choice  
12 years old – no later than 4<sup>th</sup> choice  
11 years old – no later than 5<sup>th</sup> choice

#### **1.2.2 "B" Division (Grades 5 and 6).**

12 years old – no later than 3<sup>rd</sup> choice  
11 years old – no later than 4<sup>th</sup> choice  
10 years old – no later than 5<sup>th</sup> choice

#### **1.2.3 "C" Division (Grades 3 and 4).**

10 years old – no later than 3<sup>rd</sup> choice  
9 years old – no later than 4<sup>th</sup> choice  
8 years old – no later than 5<sup>th</sup> choice

1.3 Any players signing up after the initial draft will be assigned to a team pursuant to the original draft rotation.



1.4 Siblings of returning players are automatically on the same team roster unless otherwise specified by the Vice President prior to the initial draft.

1.5 If siblings or relatives from the same household in the draft are selected under the cut off number, the team does not lose their next draft choice if the cut off number has been met.

1.6 If siblings or relatives in the same household in the draft cause a team to meet or exceed the cut off number, the team will not pick again until all teams have reached the same number.

1.7 If siblings or relatives in the same household in the draft are picked after the cut off number has been reached by all of the teams, the team picking such sibling or relative will not pick again until all teams have reached the “new” cut off number.

1.8 Any two players living in the same household shall have the option to be on the same team, and the draft pick rotation will then be the same as set forth in Section 1.2 above.

1.9 The Tackle Commissioner will submit a complete roster of all returning players to all Head Coaches no later than the first General Membership Meeting in July.

1.10 At least fourteen (14) days prior to the draft date, each Head Coach will submit a complete roster of returning players, including those players that have already registered and those that have yet to register but which the Head Coach believes will do so. The Tackle Commissioner will review the roster and attempt to contact any non-returning players. Any discrepancy with returning players is to be discussed between the Tackle Commissioner and the Head Coach, with the Tackle Commissioner making the final decision; provided, however, if the Tackle Commissioner is a Head Coach, then the Vice President will then make such final decision.

1.11 The roster will then be resubmitted to each Head Coach. This will be the official roster to be used in the draft. Any returning player that returns after having initially indicated that they would not return will automatically be placed in the pool for draft purposes. Players not contacted by the Head Coach or Tackle Commissioner but reflected on the roster will automatically be included on such team’s roster regardless of whether the player plays or not. The Tackle Commissioner will establish the team with the highest number of players. The cut off number will be this number, plus two (2), thus assuring each team with at least two (2) draft picks.

1.12 Waiver procedure: If an assigned player drops out and then later returns to SVMFL to participate, the player remains assigned to his original team.

1.13 Players can be traded, player for player, if both Head Coaches are in agreement with all conditions involved and the Tackle Commissioner approves of such trade; provided however, that if the Tackle Commissioner is directly involved in the

trade, then such approval must be made by the Executive Board. The trade must take place prior to the conclusion of the drafting session.

1.14 Any returning player not wishing to return to his/her original team must show just cause through consultation with the Tackle/Flag Commissioner, parents and the respective Head Coach and may, upon approval by the Tackle Commissioner, enter the draft. Final decision to be made by division commissioner in best interests of the league. If the Tackle Commissioner is directly involved in a conflict of interest s/he shall be recused and the decision will be made by the Executive Board.

1.15 Injured Reserve Clause: If a registered player has an injury and/or illness prior to the first draft that might force him/her to lose the entire year of playing time, that player would remain on the roster for the assigned team as an inactive player for the entire season. Any such player would be included in the cut off numbers for the draft.

1.16 Players can be added to the roster up to and including the second (2<sup>nd</sup>) week of the season (bye weeks included), pending approval by the Tackle Commissioner.

## **Section 2. Flag Division**

2.1 The Flag Division draft will be run by the Flag Commissioner with the aid of the Vice President.

2.2 Order of selection of the players will be determined by writing the names of the teams on a piece of paper and drawing the names from a container. Drawing will be made by the Vice President. **EXCEPTION:** Newly formed teams will select first (1<sup>st</sup>). In the event there is more than one new team, order of selection will be determined by writing the names of each new team on a piece of paper and drawing the names from a container.

2.3 Each roster will be resubmitted to each Head Coach. This will be the official roster to be used for the draft. Any returning player that returns after indicating that he/she would not return will be returned to the team with draft rights. Players not contacted by the Head Coach or the Vice President but are on the roster will automatically be included on such team's roster regardless if the player plays or not.

2.4 The Vice President will establish the team with the highest number of players. The cut off number will be this number plus two (2), assuring each team at least two (2) picks.

2.5 Selection will be in rotation of draft, any grade level.

2.6 Players can be added to the roster up to and including the second (2<sup>nd</sup>) week of the season (including any bye weeks), pending approval by the Vice President.

2.7 After the initial draft, any player that signs up will be placed on the team with the smallest roster.

2.8 A Head Coach who has an eligible child has the option of drafting this child for his own team. If selected, this child must be drafted as follows:

Grade 3 – no later than 3<sup>rd</sup> choice

Grade 2 – no later than 4<sup>th</sup> choice

Grade 1 – no later than 5<sup>th</sup> choice

2.9 There must be a minimum of three (3) players in the player pool before the extended draft or post draft selection of players can begin. The players are selected in the original draft order, following the original draft rotation. As soon as three (3) “post draft” players sign up, a draft will take place the first Tuesday prior to the first practice.

2.10 Siblings of returning players are automatically on the same team roster unless otherwise specified by the Flag Commissioner prior to the initial draft. Exceptions: if two or more relatives live in the same household.

2.11 If siblings or relatives from the same household in the draft are selected under the cut off number, the team does not lose their next draft choice if the cut off number has been met.

2.12 If siblings or relatives in the same household in the draft cause a team to meet or exceed the cut off number, the team will not pick again until all teams have reached the same number.

2.13 If siblings or relatives in the same household in the draft are picked after the cut off number has been reached by all of the teams, the team picking such sibling or relative will not pick again until all teams have reached the “new” cut off number.

2.14 Any two players living in the same household shall have the option to be on the same team, and the draft pick rotation will then be the same as set forth in Section 2.8 above.

2.15 The Flag Commissioner will submit a complete roster of all returning players to all Head Coaches no later than the first General Membership Meeting in June.

2.16 Waiver procedure: If an assigned player drops out and then later returns to SVMFL to participate, the player remains assigned to his original team.

2.17 Players can be traded, player for player, if both Head Coaches are in agreement with all conditions involved and the Flag Commissioner approves of such trade. The trade must take place on the same day that both players were drafted and prior to notification to the players.

2.18 Head Coaches transferring from an established team to an expansion team may take an experienced player that resides in the Head Coach's household, as well as the first five (5) picks in the draft. The Head Coach also has the opportunity to pick one (1) Assistant Coach and one (1) player residing in the Assistant Coach's household. Four (4) of the five (5) initial picks must consist of players in the appropriate grade level. The fifth (5<sup>th</sup>) pick is the Head Coach's choice. The child or children of such Head Coach and/or Assistant Coach is not included in the first five (5) picks.

2.19 Any returning player not wishing to return to his/her original team must show just cause through consultation with the Flag Commissioner, parents and the respective Head Coach and may, upon approval by the Flag Commissioner, enter the draft.

2.20 Injured Reserve Clause: If a player has an injury and/or illness prior to the first draft that might force him/her to lose the entire year of playing time, that player would remain on the roster for the assigned team as an inactive player for the entire season. Any such player would be included in the cut off numbers for the draft.

### **III. RULES OF PLAY**

#### **Section 1. Official Rules**

1.1 The official NFHS rules, as amended by SVMFL's Playing Rules and Regulations, shall be accepted as the official rules for all Tackle Divisions.

1.2 The official National Flag Football Rules, as published by the Athletic Institute and amended by SVMFL's Playing Rules and Regulations, shall be accepted as the official rules for the Flag and Powder Puff Divisions.

#### **Section 2. Additions and/or Amendments to Official Rules**

2.1 Tackle "A," "B" and "C" Divisions.

2.1.1 Failure to field (11) players at the start of the game constitutes a forfeit.

2.1.2 No Head Coach or Assistant Coach will be permitted beyond the 25 yard line during any game in which he/she is coaching.

2.1.3 In addition to the Head Coach, no more than six (6) individuals, including Assistant Coaches and Statisticians, may be allowed inside the ropes during a game.

2.1.4 Any Tackle or powderpuff Division game during the regular season that remains tied at the end of regulation will be determined by the Kansas City Rule (College Rules).

2.1.5 When any team reaches a twenty-five (25) point lead over their opponent. The trailing team will automatically receive the ball on the fifty (50) yard line in lieu of a kickoff until such time as the lead drops below 25 and the normal game rules would again apply. This rule will be suspended for playoffs and championship games for the Tackle "A" and "B" Divisions.

2.1.6 Extra points will follow NFHS rules. 1 Point will be awarded for a kick conversion after touchdown, 2 points will be awarded for a pass or rush conversion after touchdown.

2.2 Flag/Powder Puff Divisions. Flag/Powder Puff Division amendments to the Official Rules are as follows:

2.2.1 There will be four (4) twelve (12) minute quarters with a running clock for Flag Division and four (4) fifteen (15) minute quarters with a running clock for Powder Puff Division.

2.2.2 1 point will be awarded for kick conversion after touchdown, 2 points awarded for a pass or rush conversion after touchdown.

2.2.3 Interior lineman, both offense and defense, must be in a stance, 3 or 4 point stance accepted. Tight ends are considered interior lineman for purposes of this rule.

2.2.4 There will be no tie breakers in the Flag Division.

2.2.5 Three (3) time outs per half, per team will be allowed. Time outs may be called by the Head Coach, the coach on the field and the two (2) players designated by the Head Coach or Assistant Coach prior to the start of the game.

2.2.6 In Powder Puff Division blocking will be limited to a ten (10) yard zone on either side of the line of scrimmage. In Flag Division blocking will be limited to a five (5) yard zone on either side of the line of scrimmage.

2.2.7 If a player runs from the line of scrimmage, or from an intercepted pass, in the wrong direction and crosses his/her team's goal line, no score is granted and the ball comes out to the twenty (20) yard line nearest to the goal line crossed in error. Possession then goes to the opponent.

2.2.8 All plays will be dead in the case of an inadvertent whistle by the referee(s).

2.2.9 Kicks are to be announced.

2.2.10 Only one coach from each team will be allowed on the field during a play. This coach must be fifteen (15) yards behind the line of scrimmage at the snap of the ball.

2.2.11 At the start of the cadence/snap count of the offense, no on-field coach may verbally direct their players.

2.2.12 If the offense has the ball and it is fumbled on a snap and downed in the end zone, it must be returned to the original line of scrimmage with a loss of down.

2.2.13 When any team reaches a twenty-five (25) point lead over their opponent, the trailing team will automatically receive the ball on the fifty (50) yard line in lieu of a kickoff until such time as the lead drops below 25 and the normal game rules would again apply. .

**Section 3. Decisions by Field Referee(s).** The decisions of the field referee(s) shall be final. Protests will not be permitted.

**Section 4. Plays per game.** Each player will be assured a minimum of twelve (12) playing downs per game for all Tackle Divisions and the Flag/Powder Puff Divisions.

#### **IV. PRACTICE SESSIONS**

**Section 1.** A practice session is any session attended by any team, in whole or in part, regardless of the location or type of practice. Team meetings are not considered a practice session.

**Section 2.** The first week of practices are conditioning practices only, with a maximum of four (4) practice nights per week. Subsequent weeks practices, prior to the start of school, may be conditioning or practice with pads, at the discretion of the Head Coach, with a maximum of five (5) two (2) hour practice sessions, three (3) of which may be contact practices. Double practice sessions are prohibited at all times. Upon the start of school, there may be no more than three (3) practices per week.

**Section 3.** Practice sessions shall be conducted at Recreation Park unless otherwise authorized/approved by the Executive Board.

**Section 4.** Practice session area will be assigned for each team by the Field Committee, with approval by the Executive Board.

**Section 5.** Scrimmages during a practice session shall not exceed three (3) per week.

**Section 6.** No practice session shall be held without a coach from the respective team present. All Head Coaches are asked to stay with their players until they have been picked up by their parent(s).

## V. EQUIPMENT

**Section 1.** Once equipment has been distributed, no Tackle Division player shall participate in a game or practice unless equipped with regulation padded pants, approved helmet and face mask (with chin strap), shoulder pads, football cleats or shoes and a mouthpiece.

**Section 2.** No Flag Division player shall participate in a game or practice unless equipped with kneepads and a mouthpiece.

**Section 3.** No Powder Puff Division player shall participate in a game or practice unless equipped with kneepads and a mouthpiece.

**Section 4.** The referee(s) on the field shall be the sole judge of legality of equipment and shall restrict any player not properly equipped. The Field Committee shall be the sole judge during practice sessions.

**Section 5.** No exposed metal is allowed on any player. This includes, but is not limited to, cleats, splints, etc. Cleats are to be rubber, molded rubber or plastic. Any exposed metal must be taped.

**Section 6.** All uniforms shall be turned in at the end of the season. There will be a scheduled turn-in date, which date shall be determined by the Equipment Manager.

**Section 7.** Only clear shields will be permitted on helmets with such shield to be inspected and approved by the Equipment Manager prior to use and the cost of such shield to be borne by the player.

**Section 8.** Modification of SVMFL equipment is strictly prohibited.

## VI. TROPHIES AND BANQUETS.

### VI. TROPHIES AND BANQUETS.

**Section 1.** Trophies for the league Championship team players will be purchased by the members. The purchase price shall be determined by the Executive Board on or before September 30<sup>th</sup>, which purchase price shall be voted on by the members at the first October General Membership Meeting.

**Section 2.** Trophies for the Tackle “A” Division graduates are to be furnished by SVMFL, the cost of which will be determined by the Executive Board and voted on by the members at the first October General Membership Meeting.

**Section 3.** Trophies for the Flag/Powder Puff Division graduates are to be furnished by SVMFL, the cost of which will be in the “economy” price range with all trophies being the same size. “GRADUATE” will be inscribed on the trophies. Each Flag/Powder Puff Division



Head Coach will furnish a list of graduates to the Flag Commissioner prior to the last game of the season.. No plaques shall be permitted.

**Section 4.** The amount of any Banquet expenses, if any, to be covered by SVMFL for its teams will be determined by the Executive Board on or before October 15<sup>th</sup>, with any such expenses to be submitted to the Executive Board for approval at the second (2<sup>nd</sup>) October General Membership Meeting.

## **VII. CHAMPIONSHIP GAMES**

**Section 1.** Tackle “C” Division Playoffs and Championship games will be decided by majority decision prior to the end of the search by the division coaches. Teams having the best intra-league record after the regular season scheduled games have been completed will be deemed the “Division Champion.” If a tie occurs, the head to head win/loss record will apply. In the event of still another tie, the lesser points against (head to head) during the regular season will determine the champion or ranking.

**Section 2.** The Powder Puff Division will hold a championship game based on a two (2) week playoff tournament. Playoff seedings will be based on win loss record. In the event of a tie the head to head win/loss record will apply. In the event of still another tie, the lesser points against (head to head) will determine the seeding.

**Section 3.** The Tackle “A” and “B” Division teams having the best intra-league record after the regular season scheduled games have been completed will be deemed the “Division Champion.” If a tie occurs, the head to head win/loss record will apply. In the event of still another tie, the lesser points against (head to head) during the regular season will determine the champion or ranking.

**Section 4.** Flag Subdivision (1<sup>st</sup> and 2<sup>nd</sup>) Playoffs and Championship games will be decided by majority decision prior to the end of the search by the division coaches. Playoff seedings will be based on win/loss record. In the event of a tie the head to head win/loss record will apply. In the event of still another tie, the lesser points against (head to head) will determine the seeding.

## **VIII. FLAG DIVISION GRADUATE GAME**

**Section 1.** All players that will graduate out of this division due to grade will have an opportunity to play in this game. Once a player indicates that he/she will participate, they must play a minimum of one (1) full quarter.

**Section 2.** The Flag Commissioner will make a determination of the players and coaches that will participate in the graduate game, with the Flag Commissioner’s determination to be approved by the Executive Board. One (1) coach (including Head Coach and Assistant

Coaches) from each Flag Division team will be allowed to participate as a coach for the graduate game.

## **IX. SVMFL CONDUCT.**

**Section 1.** All members of SVMFL are expected to abide by and uphold the Bylaws approved by the members. SVMFL shall be held harmless from any unauthorized and/or unsanctioned act(s) committed in the name of SVMFL by an individual or group of individuals.

**Section 2.** Any member of SVMFL whose conduct is deemed detrimental to SVMFL shall be relieved of his/her duties by a two-thirds majority vote of the Executive Board. The suspension will remain in effect until such time as the Executive Board can meet in closed session to review the matter and determine the appropriate disciplinary measures to be taken and provide a recommendation to the members.

**Section 3.** Any Head Coach or Assistant Coach ejected from a game will automatically be suspended until the Executive Board can meet. Suspension shall be one (1) full week, including practice and the following week's game. The suspended party shall not be permitted on the SVMFL grounds, and shall have the right to one (1) appeal. The Executive Board's decision will be upheld for the remainder of the season in which such suspension takes place.

**Section 4.** All coaching staff and players are required to sign and abide by the Code of Conduct prior to the start of practices for each season, a copy of which is attached hereto.

## **X. MISCELLANEOUS**

**Section 1.** Any determinations to be made under these Rules and Regulations that result in a conflict of interest with any involved party shall be deferred to the next enumerated Executive Board Officer for such determination.

## **CHEERLEADING**

### **I. ELIGIBILITY:**

**Section 1.** Cheerleaders must be a resident of Southington. However, any player who changes residence after being assigned to a team will be allowed to compete that season in which he/she moved.

### **Section 2. Classifications:**

B Squad:

Grades K through 4, minimum 5 years of age.

A Squad:

Grades 5, 6, 7 and 8

**Section 3.** Cut off for age is on midnight the last day of September.

**Section 4.** Adherence to grade level is the responsibility of the Cheer Commissioner.

**Section 5.** All candidates for this league must be examined by a physician and evidence of good health must be presented at registration. No player shall be allowed to participate in any team-related physical activity until this requirement is met. No uniforms shall be distributed to any individual participant without a physician's certificate and parent signature.

**Section 6.** If a physical injury occurs during the playing season and the player requires outside medical treatment, a physician's note will be required specifying that the player is permitted to resume normal league activity.

## **II. AGE OF COACHES:**

**Section 1.** Head Coaches must be at least 21 years of age.

**Section 2.** Assistant Coaches must be at least 18 years of age and graduated high school or hold a GED certificate.

**Section 3.** Junior coaches must be a minimum of 14 years of age and may only carry out the directions of the Head/Assistant coaches. They must have a responsible adult with them when coaching.

**Section 4.** Each Squad must have a coach that is the holder of a current Red Cross Certificate or CPR/First Aid equivalent.

**Section 5.** Head Coaches are in complete control during practices, games and championships. They are responsible for their own actions or inactions, their assistants' actions or inactions and the actions of their cheerleaders.

**Section 6.** It is highly recommended that all coaches attend at minimum a cheerleading safety program.

## **III. PRACTICE STAFF REQUIREMENTS:**

**Section 1.** At least one Coach (18 years and older) must be present during every practice. There shall be at least one person holding a Red Cross Certificate or CPR/First Aid equivalent, present at all practices. The squad's emergency plan should be available at all times.

## **IV. WARMUPS:**

**Section 1.** Practices and games shall include a warm up and stretching schedule to minimize risk to the squad.

## **V. SAFETY RULES:**

**Section 1.** In addition to AACCA Safety rules, SVMFL cheer squads must follow the following additional general safety guidelines. These additional guidelines supersede any conflicting AACCA rule.

**Section 2.** Absolutely no jewelry will be allowed during practices or games. If the cheerleader has jewelry on she will be asked to remove it. If she does not remove it, she will not be allowed to cheer until the jewelry is removed.

**Section 3.** No gum chewing or food will be allowed during practices or games unless it is an authorized break.

**Section 4.** Banners, flags, megaphones, poms and signs are the only props allowed.

## **VI. SELECTION OF ALL-STAR CHEERLEADERS:**

**Section 1.** The selection of the end of the year All-Star cheerleaders will be done by the Cheer Commissioner and all coaches involved.

**Section 2.** The qualification for the All-Star Cheerleader selection is based the following:

- Jumps
- Motions
- Voice command
- Dance performance
- Cheer performance
- Knowledge of cheers and dance
- Attendance during practices and games
- Attendance to cheer camp
- Spirit

## **VII. EQUIPMENT:**

**Section 1.** Once all equipment has been distributed, no cheerleader shall participate in a game without the entire cheer uniform, poms, bloomers and appropriate cheer sneakers.

**Section 2.** All equipment shall be turned in at the end of the season.

## **VIII. TROPHIES:**

**Section 1.** Trophies for the cheerleaders are to be furnished by SVMFL, the cost of which will be in the “economy” price range with all trophies being the same size. Trophies will not be handed out if equipment has not been fully returned or there is any outstanding balances.

**IX. CODE OF CONDUCT:**

**Section 1.** All cheerleaders shall abide by the league's code of conduct explained within these by-laws.

## **Southington Valley Midget Football League**

### **Code of Conduct**

Players, coaches, officials, parents and spectators are to conduct themselves in a manner that “Honors the Game” of football and demonstrates respect to other players, coaches, officials, parents and spectators. The essential elements in this “Code of Conduct” are HONESTY and INTEGRITY. The following essential elements of the “Code of Conduct” must be followed:

1. Sportsmanship and teaching the concepts of fair play are essential to the game and must be taught at all levels and developed on the field during practices and games.
2. The value of good sportsmanship, the concepts of fair play, and the skills of the game should always be placed above winning.
3. The safety and welfare of the players are of primary importance.
4. Coaches must always be aware of the tremendous influence they have on their players. They are to strive to be positive role models in dealing with young people as well as adults.
5. Coaches should always demonstrate positive behaviors and reinforce them to players, parents, officials and spectators. Players should be specifically encouraged and positively reinforced by coaches to demonstrate respect for teammates, opponents, officials and spectators.
6. Players should always demonstrate positive behavior and respect toward teammates, opponents, coaches, officials, parents and spectators.
7. Coaches, players, parents and spectators are expected to demonstrate the utmost respect for officials and to reinforce that respect to players/teammates. Coaches are also expected to educate their players as to the important role of football officials and reinforce the ideal of respect for the official to players/teammates.
8. Grievances or misunderstandings between coaches, officials or any other parties involved with the sport should be communicated through the proper channels and procedures, never on or about the field of play or otherwise in view of spectators or participants.
9. Officials are professionals and are therefore expected to conduct themselves as such in a manner that demonstrates total impartiality, courtesy and respect and fairness to all parties.
10. Spectators involved with the game must never permit anyone to openly or maliciously criticize, badger, harass or threaten an official, coach, player or opponent.
11. Coaches must be able to demonstrate a solid knowledge of the rules of football, and should adhere to the rules in both the letter and the spirit of the game.

12. Coaches should provide a basic knowledge of the rules to both players and spectators within his/her program. Attempts to manipulate rules in an effort to take unfair advantage of an opponent, or to teach deliberate unsportsmanlike conduct, is considered unacceptable conduct.

13. Eligibility requirements, at all levels of the game, must be followed. Rules and requirements such as age, previous levels of participation, team transfer, etc., have been established to encourage and maximize participation.

14. There will be no drinking of any alcohol by any parents in Recreation Park before, during or after any game or practice. No open fires shall be permitted on Recreation Park premises at any time.

I/We hereby agree to abide by this Code of Conduct:

\_\_\_\_\_  
Player Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Coaches Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Team/Level

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date \_\_\_\_\_