

# DANE COUNTY AREA YOUTH FOOTBALL LEAGUE BYLAWS

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*WIAA & NFHS regulations will govern the league with the following exceptions...*

## OBJECTIVES

- I. The objectives of the DCAYFL shall be:
  - A. To provide wholesome recreation for all eligible youth to participate.
  - B. To develop the physical and mental well-being of the individual.
  - C. To increase self-confidence and self-respect and encourage leadership.
  - D. To teach a proper attitude toward competition and discourage the “win at all costs” attitude.
  - E. To teach sportsmanship and the fundamentals of competitive contact tackle football.
  - F. To operate a football league with consistent rules and requirements, providing organized and supervised tackle football.

## MISSION STATEMENT

- I. To provide an enjoyable, safe, and positive football opportunity for youth where they can learn the game of football and fundamental life principles.
- II. The goal of the DCAYFL is to develop and promote the ideals of responsibility, hard work, sportsmanship, teamwork, and fellowship in youth while teaching them the game of football in a positive, safe environment.
- III. The DCAYFL encourages that each player maintains a good academic record. All those associated with DCAYFL shall do their best to help/encourage players to achieve academic success.

### Active DCAYFL Programs

BELLEVILLE  
BELOIT  
DEFOREST  
EASTSIDE  
JANESVILLE  
MIDDLETON  
MONROE

NEW GLARUS/ MONTICELLO (NGM)  
POYNETTE  
MADISON WEST  
SOUTHSIDE  
MADISON MEMORIAL  
WARNER PARK

## **BOARD OF COMMISSIONERS**

The affairs and policies of the DCAYFL shall be conducted and determined by the Board of Commissioners. The Board of Commissioners is authorized and empowered to perform all decisions, establish rules and regulations, and to enact necessary actions, which are consistent with the DCAYFL Bylaws and Rules.

- I. The Board of Commissioners shall decide upon all general rules pertaining to DCAYFL Administration and game play. They shall organize and administer all committees necessary to DCAYFL operations. Any bylaw change shall be confirmed with a majority vote of the Program Directors.
- II. The Board of Commissioners shall consist of: President, Vice President, Commissioner – Scheduling, Commissioner – Officials, Commissioner – Treasurer, Commissioner – Weigh Ins, Commissioner – Grievances. Commissioner – Officials is allowed to be a non-Program Director (preferably a WIAA certified official). All other positions should be filled by active Program Directors. If the positions can not be filled, the nominations will be opened to outside candidates. Each program can only hold one active board position unless no other candidates are nominated.
- III. All board positions will be nominated and elected by a majority vote of the Program Directors. There is no limit on terms served as long as the board member is re-elected back into a position every two years by the Program Directors. President, Commissioner – Scheduling, Commissioner – Treasurer and Commissioner – Grievances will be elected on odd years, while Vice President, Commissioner – Officials and Commissioner – Weigh Ins will be elected on even years.
- IV. If a member of the Board of Commissioners is vacated, the Board will call for a meeting of the Program Directors and they will nominate and elect a new member with a majority vote (majority is defined as one more than half of the programs present).
- V. The Board of Commissioners will employ people for specific events, projects, maintenance, or any other business that the board deems necessary for operating the league.
- VI. The DCAYFL Board of Commissioners are responsible for all of the following:
  - A. Set all DCAYFL fees and levy all fines for violations.
  - B. Make all rule interpretations and safety guidelines.
  - C. Provide the league with the official game schedule.
  - D. Provide insurance for the league and programs.
  - E. Maintain the DCAYFL website.
  - F. Provide all players with a procedure/event for official league weigh-ins.
  - G. Administer other DCAYFL Business/Activities deemed necessary to the league.
  - H. Maintain all financial affairs and the regulation and dissemination of such information.
  - I. Post and maintain meeting agendas and minutes on the league website. Notice of meetings will be sent out to the Program Directors at least one week prior.

## **MEMBERSHIP REQUIREMENTS**

Any person(s) who has an interest in becoming a program member can be heard by the DCAYFL Board of Commissioners. The league will accept discussion on becoming an active participating program after it meets the following objectives of the DCAYFL:

- I. The potential Program(s) must have the same core values as the DCAYFL (refer to the Objectives and the Mission Statement). New Program(s) may only be admitted on the recommendation of one of the members of the Board of Commissioners and the majority vote of the Board of Commissioners.
- II. A new Program will not be accepted if the program needs players from an already existing program. If there is some question to whether the new program may potentially remove players from an existing program or programs, then the potential program or programs that could be losing players will be asked to help in discussion with the DCAYFL Board of Commissioners on what the concerns or issues are and if they can be worked out before a final decision is made by the DCAYFL Board of Commissioners. Note: DCAYFL will not affect a current program to add a new program into the league.
- III. A new Program that has been accepted into the DCAYFL will begin with a one year probationary period. At the end of that year, the DCAYFL Board of Commissioners will gather information as to how the new program operated throughout the year from the Program Directors. If the program directors have no issues, then the program will be admitted into the league as a permanent new member. If the program fails to meet the DCAYFL expectations, then the program may be asked to be on probation for another year to correct/comply with the DCAYFL Code of Conduct or the program may be asked to leave the DCAYFL at the majority vote of the Board of Commissioners. The program may reapply back into the DCAYFL if the program can show that things have changed enough to warrant another opportunity.
- IV. A new Program that has been accepted into the DCAYFL will also be asked to provide the DCAYFL with a \$500 fee.

## **MEETINGS**

- I. Each year before the start of the season there will be an annual mandatory meeting of the Program Directors and the Board of Commissioners. This meeting is set up to go over all, if any, changes in rules and/or by-laws. Program Directors will talk about any conflicts they may have with playing any games throughout the previous season. This is done prior to the final schedule coming out. Program Directors will also give the final number of teams they have for the year at each grade level. If there is some question to the number of teams a Program may have, then that needs to be communicated so that the final schedule for the season can be posted. Note: This DCAYFL meeting is mandatory and a \$50 fine will be levied against a Program not represented at the meeting.
- II. Special meetings of the DCAYFL may be called by the Board of Commissioners or Program Directors if a recognized or bona fide reason/need arises. The meeting date, time and location will be setup within a two week timeframe from the request by the Board of Commissioners.

## **PROGRAM EXPECTATIONS**

- I. No DCAYFL Member Program shall have rules or by-laws in conflict with or in violation of the DCAYFL rules or by-laws.
- II. Every DCAYFL Program Director will be responsible for signing the “DCAYFL Program Director Code of Conduct Contract”. The contract will be required to be handed in no later than the official DCAYFL weigh-in. This contract will be required each year by the Program Director. Failure to submit this contract or comply with the articles will result in the removal of that Program Director by the DCAYFL Board of Commissioners. In a case where the Program Director refuses to be removed, then the Member Program will be removed from the DCAYFL. Note: The DCAYFL Board of Commissioners will make all final decisions.
- III. No DCAYFL Program Member will state in their rules/by-laws that a coach/member of their organization is not be allowed to hold a position on the Program Member Board or the DCAYFL Board of Commissioners and/or any committees formed.
- IV. DCAYFL requires that all Member Programs perform background checks to screen all coaches, officials and program board members. If a coach or official is dismissed from coaching or officiating, the associated Program must inform the DCAYFL in writing within a two week timeframe.
- V. No DCAYFL Member Program shall recruit from any location occupied by another DCAYFL Member Program (mapped by school district boundary), except that Southside is allowed to recruit up to the next neighboring middle school area (defined as Hamilton and Sennett Middle School). If found in violation, the board can fine the program up to \$500 and the program will be placed on suspension.
- VII. Any program found to be in violation of any DCAYFL rules or bylaws may be subject to fine, probation, expulsion from the DCAYFL, or other consequences as deemed appropriate by the Board of Commissioners. The program that is put on probation or expulsion from the league may petition to the Board after a 12 month timeframe to be removed from probation or be reinstated into the league. The program must present evidence that the reason for probation or expulsion has been satisfactorily resolved.

## **COACHING REQUIREMENTS**

- I. Coaches are responsible for ensuring a safe environment for all team members. At least one coach per team (preferably the head coach) must carry a current First Aid/CPR/AED certification.
- II. All coaches must carry a current coaching certification through USA Football.
- III. It is the responsibility of the coach to have in their possession at all team activities the following:
  - A. DCAYFL Official Team Roster with information about each player on their team
  - B. Player Paperwork, including:
    1. DCAYFL Medical Emergency Information forms for each player on their team.
    2. Team photo or individual pictures of all players

3. Copies of the USA Football coach's certification for each coach
  4. Copies of the DCAYFL Rules and Bylaws
- C. Failure to have these forms will result in a \$50 fine to be imposed by the Board of Commissioners for each occurrence.
- IV. The DCAYFL requires that each player in good standing participate equally for one half of the plays per half, excluding special teams. Situations where a player cannot physically play or refuses to play that amount of time must be immediately communicated to the parents involved and the Board of Directors of the league.
- V. Any team with more than 22 players must have a designated offense and defense that rotates. No player can play both ways the entire game.
- VI. Scouting is not allowed in the league. The definition of scouting is the attendance of a youth football game or practice (that is not within your own program) for the intent of defining, viewing, filming, or otherwise documenting a future opponent's offense/defense or player/personnel abilities. A \$500 fine will be assessed for each occurrence.
- VII. On field coaches:
- A. Offense (grades 4-7): One coach is allowed on the field with the team on offense to assist in player organization and play calling within the huddle. Once the quarterback starts his cadence, the coach may not control his team by shouting directions, blocking angles, etc. or in anyway provide verbal encouragement once the play begins.
  - B. Defense (grades 4-6): Same conduct as offensive coach applies and must be 15 yards or deeper from the line of scrimmage and not in the end zone.
  - C. Infractions will result in 1 warning per game per team, then followed by a 5yd procedure penalty.
- VIII. The failure of any coach to comply with the rules regarding the Weigh-In/Registration or league games will result in disciplinary action, and/or forfeiture of contest, and possible removal from the league as imposed by the Board of Commissioners.
- IX. It is the responsibility of the coach to attest to the grade of the participant. If facts arise to the ineligibility of a participant, that team shall forfeit ALL previously played contests. The coach will then be subject to possible disciplinary action and/or removal from the league as imposed by the Board of Commissioners.
- X. It shall be the responsibility of the coach to maintain discipline and other behavioral control, not only within the ranks of his own team, but with parents and spectators as well. This is in regards to their conduct toward game officials, coaches, and players. Permitting undue verbal or other abuse of said personnel will result in the suspension of the coach, and possibly the team, from the DCAYFL for the remainder of the season, including forfeiture of all games played as well as possible the next year's season as imposed by the Board of Commissioners.
- XI. Any coach conducting him/herself in an inappropriate manner or having disrespect for any Director, program representative, coach, or game official shall be subject to disciplinary action as decided by the Board of Commissioners.

- XII. Coaches ejected from a league game will be suspended for the next league game. Repeated offenses may result in immediate removal from the DCAYFL by the Board of Commissioners.
- XIII. Any coach that refuses to play a game for any reason shall be subject to forfeiture of that game and dismissal from the DCAYFL if no valid reason can be made for the refusal to play. This will be reviewed by the Board of Commissioners as to which disciplinary action that will be taken. The coach may play under protest and follow the procedure for lodging such protest (“Grievance Procedure”). An exception to this rule shall be made in the case of which games must be rescheduled in accordance with the DCAYFL Rules.
- XIV. Coaches shall be responsible for prohibiting spectators from standing, loitering, traversing, or observing the game from within a rectangular **10** yard zone around the field.
- XV. Any coach responsible for DCAYFL infractions/violations shall be brought before the Board of Commissioners. Documented evidence should be made available supporting both parties’ positions. See GRIEVANCE PROCEDURE if the issue is a grievance.

## **PLAYER REQUIREMENTS**

- I. Any person is eligible for participation in the DCAYFL whom, as of September 1, of the fiscal year, is attending any grade in school from 4 through 8, and meets the age requirements set forth in the league rules.
- A. Note: Players that are homeschooled are eligible if they meet the age requirements.
  - B. Note: Programs can petition on behalf of a player that is outside the age rule to the DCAYFL Board of Commissioners if the Program fills out the WIAA “Application for Waiver of WIAA Age Rule” application. WIAA timeframes and schedules may not apply to the DCAYFL process.
- II. School records may be required to attest to a player’s year in school. It is the requirement of a coach for each team to be present at the time of weigh-in of all players.
- III. It is the requirement of each program director to attest to the grade in school of each participant.
- IV. If a player’s jersey becomes permanently damaged or lost, the respective coach must contact the DCAYFL’s President, Vice-President or Commissioner - Grievances before the next DCAYFL contest. For temporary misplacement, the head coach must notify the opposing coach prior to the beginning of the game or the head coach will be suspended for the next scheduled contest. The game will be played under grievance procedures.
- V. Flagrant game violations will include the use of illegal player(s), whether they are over weight limits, over age limits, or ineligible for any other reason. Any coach has the right to check the eligibility of an opposing player through the use of team photographs, rosters, and/or signatures. The final decision on the player’s eligibility in question will be made by the onsite-game head official, President of the league or the Vice-President of the league. If one of those individuals determine that an ineligible player has participated in said contest, the following penalties will occur:

- A. The coach of the team will be asked to leave the field, and be under consideration by the DCAYFL for permanent expulsion from any and all DCAYFL activities.
- B. The game is a forfeit win for the opposing team, and a loss for the infraction team. This will count towards their respective league standings.
- C. The assistant coach will be asked to continue coaching the team for the benefit of player participation. At this point, the game may continue upon the agreement of coaches from both teams, with the understanding that the contest remains a forfeit.
- D. The player in violation will not be allowed to participate in other DCAYFL contests that year.
- E. Protests and appeals shall follow the “Grievance Process”.

## **REGISTRATION**

- I. All persons wishing to play in the DCAYFL must complete the Medical Emergency Information Form online and have, on file with the coach(s), a photo as stated in the Weigh-in Section.
- II. All paperwork must be completed and turned in at the time of weigh-ins.
- III. A player becomes officially registered with the DCAYFL after they are weighed to determine any weight limit restriction and submits the paperwork defined above.
- IV. Under no circumstances will a person that fails to meet any of the player registration requirements at weigh-ins be admitted for competition in the league.
- V. If a player has registered for the current DCAYFL season and has played for another DCAYFL program in a previous year, they will not be allowed to transfer to another program without being released by the previous program. If mutual consent cannot be reached by the two programs, they will follow the “Grievance Process”.

## **WEIGH-INS**

- I. Weigh-ins will happen at designated sites for all programs. DCAYFL representatives will be on hand to assist in completion of the weigh-ins. DCAYFL Board of Commissioners will set the schedule for the weigh-ins with assistance from Program Directors. Each program is responsible for having a set location for their weigh-in, including a sheltered area large enough to hold all players and coaches in case of rain (including electrical outlets, tables and chairs). Programs should convey to their teams what time and day their teams are to be weighed-in. Each team should arrive at the location early enough so that they are ready to go at the time that the DCAYFL sets for your team. Once your whole team is there, you have all the required paperwork (as specified below) in the correct order, and your team is arranged in numerical order by jersey number, notify the head person that your team is ready to go. The head person will then allow you and your team to go to the scales. The head coach will take the team packet to the weigh-in staff. The team packet should be set up in the following way:
  - A. The DCAYFL Coaches Code of Conduct form and a copy of each coach’s current USA Football certification.
  - B. Two sets of team or individual photos; one for the DCAYFL and one to keep.
    - 1. Note: Please try to minimize the amount of individual photos.

- C. One DCAYFL Team Roster for the DCAYFL to keep.
    - 1. Note: The team roster is to be set up with the players in numerical jersey order from the smallest to largest number.
    - 2. Note: The DCAYFL Team Roster can be found on the league website.
    - 3. The roster must be submitted electronically to the DCAYFL by the established deadline. If changes are made after submission, a new version must be given to the weigh-in staff the day of the weigh-in.
  - D. DCAYFL Medical Emergency Information Form for each player in alphabetical order of last name.
- II. Players may remove all clothing except underwear to help reduce their weight before they arrive at the scale. Players weighing under the designated weight limit for each age division will not be subject to questioning for the remainder of the season unless a grievance is submitted.
  - III. Each program will provide three program assistants that are not coaches during the time of their weigh-in. One person will state the weight, one person will record the weight, and one person will monitor the players waiting to be weighed with assistance from the team's coaches.
  - IV. Note: The DCAYFL does not condone, nor will it tolerate the deliberate and willful encouragement of prospective players to lose unreasonable amounts of body weight in order to circumvent the good intentions of the safe tolerance limit imposed by the DCAYFL in each grade division. Programs/Players of the DCAYFL found to be in violation of the DCAYFL weight limits shall be subject to temporary, if not permanent, removal from the DCAYFL. The DCAYFL has the right to re-weigh any player that does not seem to be within the allowed limits. The weight of any player can be challenged throughout the season, through the use of the "Grievance Process".

## TEAM ROSTERS

- I. A team roster shall contain a reasonable number of participants for an eleven-man competitive football team. A minimum suggested roster should include 15 or more players.
  - A. 4<sup>th</sup> through 8<sup>th</sup> Grades
    - 1. Teams with over 30 players should attempt to create two separate teams. Teams with 36 players **will be required** to create two separate teams.
  - B. At the discretion of the Board of Commissioners, programs can be allowed to move players from team to team if numbers become an issue.
- II. Within each grade level, ALL players will be distributed equally so that the number, talent, and size of the players on each team are even. Each team is required to have approximately an equal number of blue stars. If one team in a specific grade level shows to be not equal or is more dominant than the other team in that grade level, then those teams may be redrafted at some point in the current football season to help in the keeping of equalized teams. If noticeably unequal teams have been created and the program does not redraft to correct the issue, then the DCAYFL Board of Commissioners have the right to impose a mandatory redraft. This redraft of teams will be done under the direct supervision of the DCAYFL Board of Commissioners. If this issue becomes a constant problem with any specific program, then the Board of Commissioners will take action.
  - A. In an effort to keep equalized teams when one program has multiple teams in each grade level, the following rules will be used to draft the teams:



1. Coaches kids will be drafted first.
  2. Blue stars will be drafted to equal out the number and talent of blue stars per team.
  3. Quarterbacks and running backs will be ranked and drafted. Quarterback #1 and running back #1 will be on separate teams. If coaches kids are those designations on the same team then the receivers and other backs, with that ranking, will be placed with the opposite team.
  4. The draft (1 for 1) will be used until all players are drafted.
  5. The drafting process will be documented in a spreadsheet with player positions/rankings/name/jersey number. This documentation will be submitted to the league. The league will supply the spreadsheet.
- III. Program Directors are required to submit completed rosters to the Commissioner – Weigh-ins at the designated time set by the Board of Commissioners. Any teams with no roster completed will be fined \$100 and will potentially delay their weigh-in.

## **PRACTICES**

- I. The rules set forth by the W.I.A.A. will apply. Prior to the start of school, there shall be no more than five practices a week. After the start of school, there shall be no more than a total of 4 hours (4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grades) and 5 hours (7<sup>th</sup> and 8<sup>th</sup> grades) per week for a total of no more than three total practices. The week runs from Sunday through Saturday.
- II. The first allowable practice will occur on or after the first Tuesday of August with a maximum of **15** total practices prior to the first game. A team meeting where football is discussed, video is watched, etc. is considered a practice. Under no circumstances can a team hold a practice, camp, or other event with their specific team prior to the start of the season unless approved otherwise by the Board of Commissioners.
- III. No practice for 4, 5, and 6 grades will last longer than **2** hours. No practice for 7 and 8 grades will last longer than **2.5** hours. All practices must be completed 15 minutes prior to official sunset.
- IV. Players participating in the DCAYFL football program will not play in any other organized football program, nor will they be permitted to practice with any other DCAYFL or non-DCAYFL team.
- V. Scrimmage games may only be scheduled with other DCAYFL teams. Under no circumstances may a team that is not in the same grade division play against each other. If there is a discrepancy as to the division a specific team is in, the President should be contacted for clarification. Each team will be allowed one scrimmage date in the preseason. The one scrimmage date will be counted as an official practice.

## **LEAGUE SCHEDULE & TOURNAMENT RESTRICTIONS**

- I. Games scheduled by the DCAYFL will adhere to the standard operating procedures set forth in the DCAYFL Rules. The DCAYFL Bylaws will serve to govern the league in accordance with the DCAYFL Rules with amendments being made by the Board of Commissioners.

- II. Schedules will be made up by the Commissioner – Scheduling with final approval by the Board of Commissioners. Games not scheduled by the league are not sanctioned by the DCAYFL or covered by the DCAYFL insurance.
- III. Regular season games will usually be scheduled on Saturdays, unless requested prior to the scheduling meeting, mutually agreed upon for an alternative date and/or site by both program representatives involved, and proper notification to the Commissioner – Scheduling, President or Vice-President.
- IV. Each program will be responsible for recording its home games on the league website. Any home score not recorded by noon on the third day after a scheduled league game will result in a \$25.00 fine per score to the program that has failed to do so. This fine will be assessed every week until the score is recorded.
  - A. Any program having problems recording their home scores must contact the Commissioner – Scheduling, President or Vice-President via email prior to the 3<sup>rd</sup> day in order to avoid the fine.
- V. As many games as practical and allowable within the limitations of the schedule will be placed on a single field/complex for maximum utilization of field/site and game officials.
- VI. The DCAYFL regular season schedule shall be the scheduled games as programmed yearly. Such play will normally start no earlier than the weekend prior to Labor Day weekend and should be complete before November. The DCAYFL will attempt to schedule each team seven league games.
  - A. The last two games will be scheduled mid-season and will be based solely on team record.
  - B. Each team will be allowed to participate in a maximum of eight “officiated” games. The additional game must be held on a Tuesday or Wednesday during the season and will be considered one of three weekly practices for the week.
- VII. Postseason games are not allowed for the 4<sup>th</sup> through 7<sup>th</sup> grade programs. Games not scheduled by the DCAYFL and played against non-DCAYFL programs are not allowed. For 8<sup>th</sup> grade teams, games played against other DCAYFL teams will use the same rules as the regular season games, however, these games will not be the responsibility of the DCAYFL.
- VIII. 7<sup>th</sup> and 8<sup>th</sup> grade programs are allowed to play in an end of the year tournament (which is not a DCAYFL sanctioned event), however, this cannot be done until after the DCAYFL season is over. Any games played after the DCAYFL season will not be the responsibility of the league. Those games will be played under the participating programs liability.

## **EQUIPMENT**

- I. The DCAYFL requires that each player shall be equipped with the following:
  - A. A NOCSAE approved helmet, including a faceguard and chinstrap.
  - B. Properly fitted shoulder pads and football pants with the necessary hip tail inserts, thigh pads, and kneepads.
  - C. Cleated football shoes are optional, however, the DCAYFL recommends cleats that are made of molded 16 rubber/plastic cleats. Metal cleats are prohibited. Football shoes with removable cleats are allowed under the following conditions:

1. Shoes are inspected prior to each game to ensure all cleats are tightened and none are missing.
  2. If a cleat is broken off or missing they must be replaced or the player will not be allowed to use them for the game.
  3. If a player is found to be using illegal/unsafe cleats, that player will not be allowed to play the remainder of the game and must be reported to the DCAYFL Board of Commissioners.
  4. The DCAYFL Board of Commissions has the right to ban any type of cleat that is deemed unsafe.
- D. Athletic supporters are optional, as are elbow pads, wristbands, gloves, etc.
- E. Jewelry, i.e., rings, earrings, bracelets, neck chains, and any other potentially dangerous adornments are banned for safety reasons.
- F. No equipment modifications will be allowed unless allowable by NFHS rules.
1. Tinted visors, chinstrap sleeves, and skullcaps are not allowed.
  2. Clear visors are allowed.
- G. Colored mouthguards are required for all players and must be attached to the helmet. One warning per team per half will be given, and then a five yard equipment penalty will be enforced.
- II. The intermediate-sized football will be used by the 7<sup>th</sup> and 8<sup>th</sup> grade divisions. The junior sized football will be used by 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade divisions. This football may be made of rubber or leather, provided it meets the size requirements above. Any team has the option of using their own football as long as that ball is consistent with the required shape, size, and construction of DCAYFL designated footballs.
- III. Each team must equip each player with a number jersey consistent with team uniform color(s). All new teams entering the DCAYFL should attempt to not duplicate other divisional team colors. Color coded socks are optional equipment.
- IV. The home field will be required to furnish a yard/down marker and official game ball. The home field should also be marked clearly with straight line striping, yard markers at 10 yard intervals, and flags and/or cones indicating end zones. Failure to comply with minimum acceptable field responsibilities may result in game cancellations, forfeiture, DCAYFL reprimand, or all three.
- A. The home team is responsible for providing three experienced, adult “chain-gang” workers. Chains are to be operated on home team side.
- V. The home program will be required to provide a playing field void of any dangerous litter (broken glass, shredded plastic, nails, etc.) that may cause a player injury. Removal of this dangerous foreign material is required prior to any DCAYFL contest. The coaches are encouraged to walk around prior to kickoff identifying such hazards.
- VI. The home field is not required to have a visible game clock, however, if it is working, make sure the operator(s) are familiar with the official’s signals for controlling it. The game official’s time is the official time.
- VII. The home team will be required to provide and wear scrimmage vests (pinnies) in situations where the team they are playing has the same colored jerseys.

VIII. The home team will be required to provide and pay for an athletic trainer or certified medical provider (doctor, paramedic, or EMT), as well as provide ice and water to all teams.

IX. At the conclusion of the contest(s), BOTH COACHES in the final game are responsible for the safe and proper return of all playing field equipment to storage.

## **GRIEVANCE PROCEDURES**

I. All grievances, including complaints, disputes, issues and/or formal protests occurring between DCAYFL members (coaches, directors, representatives), shall be submitted to the Commissioner - Grievances in written format (DCAYFL coach/official grievance form) or (via regular mail or email) completed with supportive documentation, witnesses, etc.. A copy of any grievance(s) must also be sent to each Program Director that the grievance applies to.

II. The Commissioner - Grievances must receive protests/grievances concerning a game played no later than two days past the date of the protested incident.

III. The Grievance Committee will consist of three of the Board of Commissioners, including the Commissioner – Grievances, President and Vice-President. If any of those members are involved in the grievance, the President will select other Commissioners to sit for that particular grievance.

IV. The Grievance Committee, upon receipt of the grievance shall meet with all concerned parties in attendance within five (5) days of the member's appointment at a reasonable time/location. Upon agreement between the Committee and the grieving parties, the grievance may be withdrawn prior to this meeting. There may be some leeway for the five days depending on what the grievance is. The Committee shall be responsible for maintaining minutes and custody of all documents.

V. The Committee shall meet with all concerned parties in attendance with a neutral platform for the airing of grievance(s).

VI. The Committee shall function to mediate between the parties concerned. This mediation process will be an official rules interpretation and render correct implementation of the DCAYFL's objectives, membership, and bylaws.

VII. For access to the Grievance form, Program Directors should be contacted.

A. Note: There is a \$50 charge for each grievance

VIII. Results from grievances can range from suspension of a coach for a game, forfeiture, or a fine levied against a program.

A. If a second violation occurs:

1. The head coach of the team in violation could be permanently banned from coaching in the DCAYFL.
2. The coach's team will forfeit the game.

## **CHILD ABUSE PREVENTION**

As a football coach you may become aware of situations regarding a player on your team. Please be aware that child abuse is the physical, sexual, or emotional maltreatment of a child (ages 0 to 18) by a parent, family member, caregiver or non-caregiver.

Physical abuse - will involve cuts, broken or fractured bones, burns, internal injuries, or “severe and frequent bruising” inflicted on a child by other than accidental means.

Sexual abuse - will involve sexual intercourse, other sexual contact, or exploitation.

Emotional abuse - will involve verbal mistreatment, withholding of love or companionship and the like.

If you believe a child (0 to 18) has been abused, neglected or is at risk of abuse or neglect, please report this to your county’s child protection agency (see below for contact information). If you are not sure whether or not to make a report, please report. Child protection staff will make follow up decisions. Although not every call results in an open case, child protection staff cannot protect children who are not brought to their attention. If you make a report, state law protects reporter confidentiality. The assigned social worker will not disclose your name to the family.

When you call to make a report, please call during regular business hours if possible (normally between 7:45am and 4:30pm). Have as much information about the child and family as you can available, including the child’s date of birth, address, parents’ names, telephone numbers, siblings’ names and ages, school district, place of employment for parents and a description of the concerning maltreatment.

If you have any concerns please notify your local county Human Services Department:

**Dane County: (608) 261-5437**

**Green County: (608) 328-9393**

**Rock County: (608) 757-5200**