

# **CHESTERFIELD QUARTERBACK LEAGUE BY-LAWS**

(Amended 4/4/17)

The bylaws are divided into 3 Sections containing 24 total Articles. The sections are as follows:

Section 1: Administrative guidelines for league leadership, structure and management.  
Article 1 through Article 11

Section 2: Game, Practice, Player, Coach and association rules.  
Article 12 through Article 19

Section 3: Additional league information, rules and expectations  
Article 20 through Article 24

Each Article within a given section covers a specific topic and or title which can only be used to make decisions for that area of questions (ex. Article 17 - Coaching requirements cannot be used to determine player eligibility. Player eligibility is covered in Article 16.) Any matter that does not have a designated section will require a written bylaw application ruling by the Governing Board prior to any action being taken. It is the responsibility of each Association to read, know and follow these guidelines under the direction of Governing Board to participate in the league.

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**Section 1:** Administrative guidelines for league leadership, structure and management  
Article 1 through Article 11

- Article 1: Name & Organization
- Article 2: Purpose of league
- Article 3: Definitions
- Article 4: Officers, Secretary and Treasurer
- Article 5: Duties of Officers and Secretary & Treasurer
- Article 6: Executive Committee
- Article 7: Board of Coaches
- Article 8: By-Laws effective date
- Article 9: Protests, complaints, disciplinary action, suspension appeals and penalties
- Article 10: Voting
- Article 11: Elections

**Section 2:** Game, Practice, Player, Coach and association rules  
Article 12 through Article 19

- Article 12: Conduct (adult team personal)
- Article 13: Playing rules
- Article 14: Chesterfield Quarterback League Variations
- Article 15: Registration
- Article 16: Player Eligibility for certification
- Article 17: Coaching requirements
- Article 18: Practice and Exhibition Games
- Article 19: League games schedule

**Section 3:** Additional league information, rules and expectations  
Article 20 through Article 24

- Article 20: Insurance
- Article 21: Officials
- Article 22: New Associations
- Article 23: Playing Field
- Article 24: Cheerleaders

- Appendix 1:** Equipment
  - Appendix 2:** Flag Football
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  - Appendix 4:** Team Colors
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**SECTION 1: Administrative guidelines for league leadership, structure and management**

Article 1 through Article 11

**ARTICLE 1 - NAME & ORGANIZATION**

- 1.1 The name of the Association shall be "The Chesterfield Quarterback League": hereafter, this shall be referred to as "The League."
- 1.2 The League is the basic unit or organization and is the highest authority. Unless approved by the Board of Coaches, Governing Board personnel serve on a non-compensated basis.
- 1.3 The League has 3 distinctive parts to provide a framework for all business and league issues:
  - 1) Executive Committee (Article 4)
  - 2) Governing Board (Article 5)
  - 3) Board of Coaches (Article 6)
- 1.4 School associations within Chesterfield County, Powhatan County or any league approved association may join the league for a period from August 1 to December 1 of any given year and must operate in a manner consistent with CQL bylaws and decisions of the league.

**ARTICLE 2 - PURPOSE**

- 2.1 To draw youth Athletic Associations from across Chesterfield County, Powhatan County and any league approved areas into closer fellowship through the participation in a county-wide football program.
- 2.2 To promote an organize youth football program on a basis of teamwork, fair play and sportsmanship, which are required of all players, coaches and parents at all times.
- 2.3 To teach youngsters, through playing experience, the fundamentals of football, teamwork, leadership and sportsmanship.
- 2.4 To take into consideration the health, welfare and ability of each individual participant.

**ARTICLE 3 – DEFINITIONS -**

The following definitions shall apply in the interpretation and the application of these by-laws:

- 3.0 Commissioner – Shall mean the President of the Chesterfield Quarterback League
  - 3.1 Deputy Commissioner – Shall mean the 1<sup>st</sup> Vice President of the League
  - 3.2 Division Commissioner – Shall mean the Northern and Southern Division Commissioner of the League
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- 3.3 Assistant Division Commissioners (ADCs) – Shall mean the assistants to Northern and Southern Division Commissioners of the League
- 3.4 Association – Shall mean the Athletic Associations that join and participate within the League
- 3.5 Board of Coaches – Shall mean the group of each Association’s one Voting Representative to the League as part of the League structure
- 3.6 Executive Committee – Shall mean the Committee composed of the Commissioner, Deputy Commissioner, Division Commissioners, Treasurer and Secretary
- 3.7 Governing Board – Shall mean the Executive Committee and all current Assistant Division Commissioners
- 3.8 League – Shall mean the Chesterfield Quarterback League
- 3.9 League Officer – See Executive Committee
- 3.10 Player – Any eligible Chesterfield or Powhatan County resident or governing board approved player
- 3.11 Secretary – Shall mean the Secretary of the League [Updated 4/15/15]
- 3.12 Treasurer – Shall mean the Treasurer of the League [Updated 4/15/15]
- 3.13 Team – Shall mean Minor, Junior and Senior teams
- 3.14 Voting Representative – Shall mean the representative registered with the League as the person communicating and voting for a given Association during the League meeting. See Section 1, Article 7.
- 3.15 Open Players – Shall include waivers, loans, non-fielding Associations and school zones without an Association
- 3.16 Issue – a) A matter that is in dispute between two or more parties b) (1) a vital or unsettled matter <economic issues, elections> (2) concern, problem <I have issues with his behavior>, to the point at which an unsettled matter is ready for decision <brought the matter to an issue>
- 3.17 League approved areas are as follows [Added 4/4/17]
- Chesterfield County
  - Powhatan County
  - Dinwiddie County (Added 2016)
  - City of Colonial Heights (Added 2016)
  - Prince George County (Added 2016)

#### **ARTICLE 4 – OFFICERS, SECRETARY AND TREASURER**

- 4.1 The Officers of the League shall be elected in the December meeting of each year (See Section 1, Article 11 – Elections)
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- 4.2 The Officers of the League shall be the Commissioner, the Deputy Commissioner, the Division Commissioners, Assistant Division Commissioners, Secretary and Treasurer
- A) No member of the Executive Committee may have more than one vote on league business regardless of how many positions they hold
- 4.3 Officers shall represent the league interest in county, legal and financial matters. Decisions will require Governing Board approval.
- 4.4 Officers shall govern all meetings with the most senior officers present, leading the meeting.
- 4.5 The Officers shall be known collectively as the Executive Committee and shall be a part of the Governing Board.
- 4.6 The Executive Board has the authority to make decisions on a player's eligibility and Association in special circumstances. The Governing Board and/or Board of Coaches will be notified of these decisions as needed. [Added 4/4/17]

## **ARTICLE 5 – DUTIES OF THE OFFICERS, SECRETARY AND TREASURER**

- 5.1 Commissioner – It shall be the duty of the Commissioner to preside at all League meetings. The Commissioner is the Chief Executive Officer of the League and is responsible for direct administration of all affairs of the League.
- 5.2 The Commissioner shall have the authority to discipline any player, League Official, coach or Association for infraction of League rules, or for any action that is deemed detrimental to the League. In these cases, the Commissioner shall communicate to the League via email or meeting forum within 48 hours [Updated 4/15/15].
- A) The Commissioner shall communicate to the League within 48 hours of receipt of any protest/disciplinary request. [Added 4/15/15]
- B) The Commissioner shall communicate to the League the outcome of the protest/disciplinary request within 48 hours of the decision. [Added 4/15/15]
- C) The Commissioner shall communicate to the League within 48 hours of the receipt of any appeal. [Added 4/15/15]
- D) The Commissioner shall communicate to the League the outcome of the appeal within 48 hours of the appeal decision. [Added 4/15/15]
- E) The Secretary will maintain a log of all disciplinary action for coaches, players and/or teams [Added 4/4/16]

Note: The Commissioner is not required to include player names in the communication to the League. [Added 4/15/15]

- 5.3 The Commissioner shall perform any other necessary functions as prescribed by the By-laws to conduct the affairs of the League.
- 5.4 The Commissioner shall present a detailed financial report to the Board and Association Presidents at the December meeting.
- 5.5 The Commissioner shall appoint all committees as necessary for the effective operation of the League.
- 5.6 The Commissioner shall assign practice fields on an equal basis prior to the first day of contact.
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- 5.7 The Commissioner must reside in Chesterfield County, Powhatan County, Dinwiddie County, Prince George County or the City of Colonial Heights with the following exceptions:
- A) Any current or previous Commissioner that moves outside of Chesterfield County, Powhatan County, Dinwiddie County, Prince George County or the City of Colonial Heights may continue to serve or run for re-election [Added 12/6/16]
- 5.8 Deputy Commissioner – It shall be the duty of the Deputy Commissioner to assist the Commissioner in conducting the affairs of the League.
- 5.9 The Deputy Commissioner shall:
- A) Assist the Commissioner as directed
  - B) Perform the duties delegated by the Commissioner
  - C) Serve as coordinator of any committee(s) so designated by the Commissioner
  - D) Conduct the League’s affairs in the absence of the Commissioner
  - E) Serve as liaison between the Commissioner and the two Division Commissioners
  - F) Reside in Chesterfield County, Powhatan County, Dinwiddie County, Prince George County or the City of Colonial Heights with the following exceptions:
    - F.1) Any current or previous Deputy Commissioner that moves outside of Chesterfield County, Powhatan County, Dinwiddie County, Prince George County or the City of Colonial Heights may continue to serve or run for re-election [Updated 12/6/16]
  - G) The Deputy Commissioner will the Commissioner for flag football
- 5.10 Division Commissioners: It shall be the duty of the Division Commissioners to enforce all CQL rules and otherwise govern their respective division.
- 5.11 The Division Commissioners shall be assisted by the Assistant Division Commissioners
- 5.12 The Division Commissioners shall:
- A) Assist the Commissioner as directed
  - B) Perform the duties delegated to them by the Commissioner
  - C) Serve as coordinator of any committee(s) so designated by the Commissioner
- 5.13 Problems not resolved by the Division Commissioner shall be transferred to the Commissioner for settlement.
- 5.14 The Division Commissioners must reside in Chesterfield County, Powhatan County, Dinwiddie County, Prince George County, or the City of Colonial Heights with the following exceptions:
- A) Any current or previous Division Commissioner that moves outside of Chesterfield County, Powhatan County, Dinwiddie County, Prince George County or the City of Colonial Heights may continue to serve or run for re-election [Added 12/6/16]
- 5.15 The Division Commissioners shall schedule Assistant Division Commissioners for game day coverage. In cases where an ADC is not available for a game, the Northern or Southern Commissioner may appoint a member from the Board of Coaches to serve in charge of a game. If the designated person’s team is not playing in said game, both Voting Representatives of the teams playing will be notified of the appointment by the Northern or Southern Commissioner. [Updated 4/4/17]
- 5.16 Assistant Division Commissioners – It shall be the duty of the Assistant Division Commissioners to assist the Division Commissioners in their respective divisions.
- 5.17 The Assistant Division Commissioners shall sever as liaison between the Division Commissioners
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and the several teams directly assigned by the Division Commissioners.

- 5.18 Problems not resolved by the Assistant Division Commissioners shall be transferred to the proper Divisions Commissioner for handling.
- 5.19 The Assistant Division Commissioners shall serve and assist as directed by the Commissioner or their respective Division Commissioner.
- 5.20 The Assistant Division Commissioners cannot be the Voting Representative for his Association.
- 5.21 The Assistant Division Commissioners must reside in Chesterfield County, Powhatan County, Dinwiddie County, Prince George County, or the City of Colonial Heights with the following exceptions:
  - A) Any current or previous Assistant Division Commissioner that moves outside of Chesterfield County, Powhatan County, Dinwiddie County, Prince George County or the City of Colonial Heights may continue to serve or run for re-election [Added 12/6/16]
- 5.22 Any person running for any position of the Executive Committee must be a Voting Representative for no less than two years or an active CQL coach for no less than four years.

### **CHAIN OF COMMAND**

Commissioner

Deputy Commissioner

Northern Division Commissioner

Southern Division Commissioner

Assistant Division Commissioner

Assistant Division Commissioner

Voting Representative

Voting Representative

- 5.23 If you have a problem or complaint, taking it through the following channels:
  - A) Voting Representative
  - B) Assistant Division Commissioner in cases where the problem or complaint is in reference to a game
  - C) Division Commissioner in cases where a problem or complaint needs to be escalated

Note: If there is an emergency, take it to the Division Commissioner.

- 5.24 Secretary – It shall be the duty of the Secretary of the League to: [Updated 4/15/15]
    - A) Keep full minutes of all meetings of the League
    - B) Prepare and send notices of all meetings of the League to Voting Representatives and Association Presidents
    - C) Prepare and post to website football game results and division standings during the football season
    - D) Maintain appropriate files on all permanent and legal papers of the League
    - E) Keep an accurate roster of the Associations' football teams
    - F) Make other necessary written correspondence as directed by the Commissioner, Executive Committee or the Board
    - G) Perform such other duties relative to the office as may be authorized by the Commissioner or the Executive Committee
    - H) Keep on file a detailed map outlining the area each Association serves and to be updated anytime there is a change in boundaries
    - I) Maintain a log of all disciplinary actions for coaches, players and/or teams [Added 4/4/17]
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- 5.25 Treasurer – It shall be the duty of the Treasurer of the League to: [Updated 4/15/15]
- A) Deposit all funds of the League in a demand or savings account as directed by the Executive Committee
  - B) Keep proper account of all funds received and disbursed by the League
  - C) Maintain and reconcile these accounts
  - D) Provide financial statements to the Board at each regular scheduled meeting
  - E) Make all books and financial records available to an Audit Committee at the appropriate time and assist the Committee in any way requested
  - F) See that all bills approved by the Commissioner are paid in a timely manner. All obligations will be paid by check, not cash.
  - G) Prepare a financial statement for the Board and Association Presidents for the December meeting
  - H) Make other necessary written correspondence as directed by the Commissioner, Executive Committee or the Board.
  - I) Perform such other duties relative to the office as may be authorized by the Commissioner or the Executive Committee
- 5.26 Executive Committee – Shall consist of all executive members
- A) The Committee shall establish an annual playing fee for each Association in the League. The fee is due and payable to the League’s Treasurer on or before the dates established by the Commissioner.
  - B) If a member of the Executive Committee other than the Commissioner leaves office for any reason, the Commissioner shall have the power to appoint an interim replacement pending open nominations and approval of a permanent replacement by the Board of Coaches at the next scheduled meeting.
  - C) The order of succession shall be the Commissioner, Deputy Commissioner, Northern Division Commissioner (Odd years), Southern Division Commissioner (Even years)

## **ARTICLE 6 – GOVERNING BOARD**

- 6.1 There shall be an Executive Committee (Governing Board) consisting of the Executive Committee and all sitting Assistant Division Commissioners
- 6.2 The Governing Board shall meet at the discretion of the Commissioner
- 6.3 The Governing Board shall rule on all protests and disputes if deemed “warranted” by the Executive Board per item 2 of the Steps of the Governing Process in Article 9
- 6.4 Governing Board member non-attendance for meetings shall be reviewed by the Commissioner, and if necessary, reported to the Board of Coaches [Updated 4/4/17]
- A) All Assistant Division Commissioners must attend a rules reading hosted by the Executive Board prior to the start of the season [Updated 4/4/17]
- 6.5 Left blank [Updated 4/4/17]
- 6.6 Left blank [Updated 4/4/17]
- 6.7 The Governing Board must have a minimum of 7 voting members to present to conduct business
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## **ARTICLE 7 – BOARD OF COACHES**

- 7.1 The Board of Coaches consists of one person from every Association participating in the League. This person must complete the coaching requirements as set forth in Section 17.10 A). Exceptions for other concussion training may be approved by the League. This person must: [Updated 4/15/15]
- A) Register name, contact phone number, email and Association they are representing with the League
  - B) Left blank [Updated 4/4/17]
  - C) Come to meetings and engage in the League leadership. Roll call vote on all important issues is published in the minutes.
  - D) Act as the intermediary between the League and their Association in conducting business
  - E) Participate as Voting Representative for a minimum of one full year prior to any Committee appointment
  - F) Read and be familiar with the Bylaws and the League chain of command
- 7.2 The Board of Coaches is the voting power of the League. Each Association has one vote. (See Article 10 – Voting)
- 7.3 If a Voting Representative can't be at any meeting, they must find another individual to attend and represent their Association at the meeting. [Updated 4/4/17]

## **ARTICLE 8 – BYLAW EFFECTIVE DATE**

- 8.1 The effective date of these Bylaws is April 4, 2017
- 8.2 The Bylaws shall be reviewed by a Committee appointed by the Commissioner a minimum of every three years
- 8.4 To amend or change these Bylaws, the following must be met:
- A) A petition shall be drafted and presented to the Executive Board at any regularly scheduled and conducted meeting
  - B) The petition shall:
    - B1) Contain at least seven signatures of eligible voting members of the Board
    - B2) Identify the rule(s) that the signers of the petition deem to be a problem
    - B3) Offer amendment(s) to the Bylaws to correct the problem
  - C) The proposal of the amendment(s) shall be placed on the floor as a motion. If seconded by an eligible Voting Representative of the Board of Coaches, the motion will be discussed in an open session at the Board meeting.
  - D) The amendment(s), either as presented or as amended on the floor, will be voted on by the Board of Coaches at the next regularly scheduled or called meeting for the purpose of voting on the amendment(s)
  - E) The amendment(s) will be approved when two thirds of the eligible Associations, present and voting, vote in favor of the amendment(s)
  - F) If the motion is not seconded, the motion dies and the petition is killed
  - G) The current edition of Robert's Rules of Order will govern parliamentary procedure during all meetings of the League except where they are in conflict with these Bylaws
  - H) Since many teams begin signups in Spring, any bylaw affecting player eligibility for the current year must be presented by the March meeting so it may be voted by the April
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meeting. In extreme cases, the Executive Board may exercise discretion to allow a player eligibility bylaw to be presented outside of this timeframe. [Added 4/4/17]

## **ARTICLE 9 – PROTESTS, COMPLAINTS, DISCIPLINARY ACTION**

### **Steps of the Governing Process:**

- 1) An issue, protest or matter occurs or is brought to the Executive Committee
- 2) Executive Committee reviews and if warranted, calls a Governing Board meeting. All members of the Governing Board must be notified by email or text message 24 hours prior to the meeting, as to the nature, place and time of meeting.
- 3) Parties to the matter are notified of meeting and asked to provide testimony and/or information for review by the Governing Board.
- 4) Governing Board discusses and sets action to be taken
- 5) Executive Committee leader informs Board of Coaches (Section 9.3) [Updated 4/15/15]

### **Suspension, Appeals, Penalties**

- 9.1 Protests: Protests concerning eligibility may be submitted timely, by any association, upon identification of an ineligible player. Additionally, the league may take disciplinary action for any teams with illegal players, coaches, etc. for regular season or playoff games. [Updated 1/17/17] Protests must be initiated in writing (e.g. email or letter, text is not acceptable). Anonymous protests will not be considered. The cost of a protest is \$200 and must be received at the time of the protest hearing [Updated 4/4/17]. The protest fee is refunded if the protest is upheld. [Updated 4/15/15]
- 9.2 Complaints: Complaints against players, coaches, teams, Associations or League officials must be submitted in writing (original and two copies) to a Commissioner within 48 hours of the incident. The complaint must be signed by the Complainant, Voting Representative, and the Association President of the complainant. The Commissioner shall keep the original of copy of the complaint, deliver one copy to the League's Secretary, and deliver one copy to the aggrieved party within 24 hours after receiving the complaint.
- 9.3 Disciplinary Action: Disciplinary action may be taken by the Commissioner or the Executive Committee against coaches, teams or Associations for any action deemed detrimental to the game of football or the League. The aggrieved party shall be notified in writing within 24 hours of the date the disciplinary action was rendered. All disciplinary actions rendered solely by the Commissioner shall be reaffirmed by the Executive Committee. The Commissioner shall communicate actions taken to the League via email or meeting forum within 48 hours. [Updated 4/15/15]
- A) The Commissioner shall communicate to the League within 48 hours of receipt of any protest/disciplinary request. [Added 4/15/15]
  - B) The Commissioner shall communicate to the League the outcome of the protest/disciplinary request within 48 hours of the decision. [Added 4/15/15]
  - C) The Commissioner shall communicate to the League within 48 hours of the receipt of any appeal. [Added 4/15/15]
  - D) The Commissioner shall communicate to the League the outcome of the appeal within 48 hours of the appeal decision. [Added 4/15/15]

Note: The Commissioner is not required to include player names in the communication to the League. [Added 4/15/15]

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9.4 Appeals:

A) Disciplinary action by the Commissioner or the Executive Committee against players, coaches, teams, Associations, or League officers may be appealed to the Appeals Committee. The Appeals Committee shall be composed of the Commissioner and eight members, two of which are alternates. The Board of Coaches shall nominate and approve four Voting Representatives from the Northern Division and four Voting Representatives from the Southern Division during the August meeting. The members of the Committee shall serve a term of one year. Except for the Commissioner, no members of the Appeals Committee shall be permitted to serve more than one consecutive term.

9.5 Duties of the Committee:

- A) Commissioner: The Commissioner shall preside over the Appeals Committee to keep order during the proceedings. The Commissioner shall not have a vote in the appeals process.
- B) In the event that participation in the committee results in a conflict of interest, as determined by the executive board, or there are less than 5 members for an appeals hearing, the commissioner shall have the power to appoint “stand ins” to serve on the committee.  
[Updated 1/17/17]

9.6 Committee Members:

- A) Shall hear all testimony and review all evidence relevant to the case
- B) From the testimony and evidence reviewed, determine whether the party is guilty of the infraction pursuant to the finding of the Commissioner or Executive Committee
- C) Determine whether the disciplinary action rendered by either the Commissioner or Executive Committee is fair and just with respect to the infraction committed

9.7 The Appeals Committee will review evidence and testimony to determine if the infraction occurred. If no infraction occurred, the Committee shall dismiss. If the infraction occurred, the Appeals Committee shall review the disciplinary action issued by the Governing Board and has full authority to keep the disciplinary action by the Governing Board or increase or decrease the discipline action. The decision of this Appeals Committee is by simple majority and is final. In case of tie, a revote shall occur until a decision is finalized. The Executive Committee member running the appeals meeting shall provide a written report to the Secretary for permanent record and inform the Board of Coaches of the decision at the next regularly scheduled meeting.

9.8 Conflict of interest clause: Any member of the Appeals Committee to include the Commissioner, which is directly involved in the matter pending before the Appeals Committee shall step aside. Should the Commissioner be unable to participate in the proceedings for any reason, his post shall be filled by the respective parties in the following order: Deputy Commissioner, Northern Division Commissioner during odd calendar years, Southern Division Commissioner during even calendar years, and Assistant Division Commissioner to be determined by tenure.

- A) The appeal must be initiated by the person or group against whom the action was taken, and must be delivered in writing to the League’s Secretary within 72 hours of the Commissioner’s action. The appeal must be accompanied by a check in the amount of \$100 that will be refunded if the appeal is sustained [Updated 4/4/17]. If the appeal is denied, the check will be deposited to the League’s bank account.
- B) All parties to the appeal will have the opportunity to present their case to the Appeals Committee. All parties shall include the person(s) making the original complaint and the person(s) the disciplinary action was taken against. After hearing the testimony, the Appeals Committee will go into a closed session to decide the appeal.

9.10 Penalties: Players, coaches, League officers or Associations found in violation of the League’s

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rules are subject to any or all of the following:

- A) Probation
- B) Suspension
- C) Loss of post season eligibility
- D) Expulsion from the League
- E) Monetary Fines [Added 1/17/17]

- 9.11 Any disciplinary action taken by an Association against a player, coach, or team shall be independent of any action taken by a Commissioner or the Committee.
- 9.12 In addition to any disciplinary action taken by the Commissioner or the Executive Committee, any Association found to have an ineligible player(s) and/or an incorrect roster will be fined \$25 per player for every regular or post season game the player(s) participated, or the roster(s) were submitted to an opposing coach.

## **ARTICLE 10 – VOTING**

- 10.1 A majority vote of the eligible voting members of the Board present and voting at any duly scheduled and conducted meeting shall decide any issue(s) presented at the meeting.
- 10.2 Each eligible Association shall have one vote
- 10.3 For an Association to be eligible to vote, their Voting Representative shall:
- A) Not miss two or more consecutive meetings (i.e. Missing December and January meetings will result in loss of voting rights) [Updated 4/4/17]
  - B) Not miss three or more regular or special meetings during any calendar year (January – December)
- 10.4 Voting privileges once lost can't be regained until attendance is recorded at two consecutive regular and/or special meetings and shall be reinstated under the following conditions [Updated 4/4/17]:
- A) An Association that is on probation may not miss any regular and/or special meetings remaining in the calendar year
  - B) The affected Association shall be assessed a re-entry fee of \$100 [Updated 4/4/17]. All privileges of an Association shall be suspended until re-entry payment is received by the League's Treasurer.
  - C) An Association that has not been reinstated by the end of the calendar year must meet the requirements of Article 10.4 A & B before they regain their voting privileges
- 10.5 The Secretary's roll call book shall be used to determine an Association's voting privileges. Any bylaw votes shall be done by the Association verbally voting "Yes", "No" or "Abstain". [Updated 4/15/15]
- 10.6 The League's Secretary shall notify, in writing, the Voting Representative and Association President that the Association has lost its voting privileges until they are in compliance with Article 10.4 A & B
- 10.7 Members of the Executive Committee shall not make motions or have a vote
- 10.8 The Secretary or Treasurer shall not make motions or have a vote on any issues
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- 10.9 The Commissioner shall cast the deciding vote on any issue that ends in a tie vote. If the Commissioner abstains from voting, the issue is defeated.

## **ARTICLE 11 – ELECTIONS OF OFFICERS/GOVERNING BOARD**

- 11.1 Elections are to be held every year at the December League meeting
- 11.2 Associations with current voting rights will have one vote for each Executive Committee Officer
- 11.3 The Commissioner will appoint a Nominating Committee consisting of 4 Board of Coaches Voting Representatives (2 Northern & 2 Southern) in the October League meeting. The Committee tasks are as follows:
- A) Gather names of any person seeking election
  - B) Verify eligibility of each nominee to hold position. Nominees must meet or have met in prior years at least one of the following: [Updated 4/15/15]
    - B.1) Be a sitting member or was a sitting member of the Governing Board [Updated 4/15/15]
    - B.2) Be a registered Association Voting Representative or was a registered Voting Representative for 2 years [Updated 4/15/15]
    - B.3) Must have coached in the League for 4 years (current or prior) [Updated 4/15/15]
    - B.4) Verify with the Secretary that none of the nominees are on probation status. Active probation does not include an Association being on probation. Active probation does include probation as a coach, Voting Representative or League official. [Added 4/15/15]
  - C) Compile a list of all positions and names for election and present to the Board of Coaches at the November meeting
- 11.4 Nominations are accepted from the floor after the list is presented to the Nominating Committee. Floor nominations must have a nomination and a second to be added to the list. It is the responsibility of the nominating party to prove eligibility to be a candidate for election at the time of nomination. Nominating Committee members are not eligible to be nominated except for the Assistant Division Commissioner position. Once a Nominating Committee member has accepted a position on the Committee, he/she forfeits his/her right to run for any position during that year's election (except Assistant Division Commissioner). [Updated 4/15/15]
- 11.5 Once the list is voted no new nominations can be added for that election period. The intent is to have all candidates identified at the end of the November meeting. After the regular November meeting is adjourned, no special meetings can be called to add additional candidates. [Updated 4/15/15]
- 11.6 Voting will take place at the December meeting by paper ballot. Simple majority shall prevail for all positions except as noted below for Assistant Division Commissioner positions. [Updated 4/15/15]
- A) A simple majority is defined as more than 50% of the votes. A simple majority is based on the total votes cast excluding illegal votes. [Added 4/15/15]
  - B) Uncontested positions – A simple majority is still required (except for Assistant Division Commissioner) [Added 4/15/15]
  - C) Write in votes – Not permitted. These votes shall be considered illegal and will not count toward the total votes cast [Added 4/15/15]
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- D) Assistant Division Commissioners must receive more “Yes” votes than “No” votes to be elected. A simple majority does not apply for this position. [Added 4/15/15]
  - D.1) Assistant Division Commissioners may be nominated at any time during the year by an eligible Voting Representative in good standing (i.e. not on probation). The vote will occur at the next meeting by paper ballot. [Updated 4/15/15]
- 11.7 If a tie for any position occurs, a new vote by paper ballot shall be conducted for the tied position only. This will be continued until a final decision has been made.
- 11.8 The counting of ballots will be conducted by one Northern Voting Representative and one Southern Voting Representative appointed by the Commissioner at the start of the December meeting.
- 11.9 All election material will be placed in a sealed envelope and presented to the Secretary to keep in permanent record.
- 11.10 Any election result may be contested in writing by any member of the League or any nominee within 72 hours of election. The Governing Board will review and make the final decision. [Updated 4/15/15]

## **SECTION 2: Game, Practice, Player, Coach and Association Rules**

Article 12 through Article 19

### **ARTICLE 12 – CONDUCT (ADULT TEAM PERSONNEL)**

- 12.1 Reserve constructive criticism for a private moment
  - 12.2 Conduct all coaching from the coach’s box
  - 12.3 Coaches will refrain from running up scores on opponents
    - A) If it is determined that a coach had run up the score he will be penalized by the Executive Committee
    - B) If the same coach runs up the score a second time, he will be suspended for the season to include the post season
    - C) Definition: Running up the score – Once a team leads by three offensive touchdowns, the coach must remove the threat to score
    - D) The three offensive touchdown rule is not in effect during playoff games. Coaches should still refrain from intentionally running up the score.
  - 12.4 Refrain from using profanity
  - 12.5 The use of sideline walkie-talkies, telephone or other telephone equipment, other coaches, and/or spotters (with or without a runner) is PROHIBITED DURING GAMES
  - 12.6 The use of game films, interchanged and/or taken by scouts, parents or others for the purpose of scouting future opponents is permitted
    - A) Parents, coaches, players or any member of a team are not permitted to attend or scout a practice of another team. This does not include scrimmages. [Added 4/4/17]
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- 12.7 “Sweating down” tactics shall not be permitted so that a player will make a team weight. “Sweating down” shall include, but is not limited to, the following: Use of steam rooms or steam cabinet, use of rubber sweat suits, use of medications.
- A) If it is determined that a coach used “sweating down” tactics, he will be automatically suspended for the season to include post season
- 12.8 Abide by the team’s doctor or player’s family physician in all matters of a player’s health, injury or physical ability to play
- 12.9 Strive to always make every football activity serve as a “training ground for life”

### **ARTICLE 13 – PLAYING RULES**

- 13.1 Except as amended, the Virginia High School League (VHSL) rules shall govern play in the League
- 13.2 Specific League variations shall supersede VHSL rules
- 13.3 Game rosters are due to the Division Commissioners by the Wednesday of the first game (11:59 PM) and will be distributed to the Board of Coaches by Friday night (11:59 PM) of the first game [Added 4/4/17]. Games Rosters shall include first names, last names and jersey numbers for each player. On each roster a “S” should appear by each player that has been striped by the League for the season, “OP” by each player that is a free agent, “OPC” by each player that is a free agent due to a parent coaching at that Association, “PD” by each player that is a play down and “LN” by each player that is loaned from an Association.
- Penalty: Any head coach that refuses to exchange a roster will be automatically suspended from participating as a coach through the next scheduled game.
- A) All players must wear their Saturday game uniform to Monday night games
- B) A Voting Representative may request a copy of a game roster from any team. The request must be sent via email to the respective Commissioner (Northern Commissioner or Southern Commissioner) and the Voting Representative. The Northern Commissioner or Southern Commissioner must provide the roster within 5 days. [Added 4/15/15]
- 13.4 Each Association’s colors must be listed with the League. Any color change must be approved by the Commissioner.

### **ARTICLE 14 – CHESTERFIELD QUARTERBACK LEAGUE VARIATIONS**

- 14.1 Games balls for all divisions classifications must be purchased through the League
- A) The following size football will be used for play among the three teams:
- Flag Ball – K2
  - Minor Ball – K2
  - Junior Ball – TDJ
  - Senior Ball – TDY
- 14.2 The home team shall furnish a satisfactory game ball
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- 14.3 The decision of the Head Official is final in matters involving the acceptability of a given ball for game purposes
- 14.4 No limit to the number of team players on the field for the “coin toss” preceding the opening kickoff. However, no more than three players shall advance beyond the hash marks for the “flip of the coin”.
- 14.5 Quarter – Stop and Go clock
  - A) Minor – Eight (8) minutes
  - B) Junior – Nine (9) minutes
  - C) Senior – Ten (10) minutes
  - D) Senior Bowl Game – Twelve (12) minutes

The clock shall operate under Stop and Go rules at all times unless the losing team’s Head Coach meets with the Head Official and agrees to a continuous running clock. The referee will not run the clock without the losing Head Coach agreeing to. Once a team is down by 28 points in the 2<sup>nd</sup> half, the clock status will move to “run” automatically without consent from the losing coach. Once the clock has moved to the “run” status based on either of the two rules stated above, the clock will not revert back to “stop and go” status. [Updated 4/4/17]

- 14.6 Intermissions:
  - A) Between the first and second quarter and third and fourth quarter – Play to resume after the chains are reversed
  - B) Between second and third quarter (half time) – 15 minutes
  - C) Between team games – Start next game (junior or senior) immediately – five minutes or less.
  - D) Team coaches, first aid person and water person are the only ones permitted in the team area at half time
- 14.7 Homecoming activities: An Association’s homecoming activity shall be limited to a total of twenty (20) minutes. It shall be the responsibility of the home team Association to inform the game officials and visiting Association prior to the start of the minor team game when the homecoming activities will be conducted. Delay of game penalties shall be assessed against the Association extending homecoming activities beyond the prescribed time frame.
- 14.8 Scoring Values:
 

A) Touchdown	6 points
B) Point after touchdown (kick)	2 points
C) Point after touchdown (run or pass)	1 point
D) Field goal	3 points
E) Safety	2 points

**ARTICLE 15 – REGISTRATION**

- 15.1 All players shall submit a CQL Player’s Contract to the Association with which they are playing, prior to any physical contact (5 days)
  - 15.2 League registration of teams:
    - A) Each head coach, by signing his team’s roster, does thereby certify its correctness and accepts full responsibility thereafter for any errors found
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B) Any unsigned roster will make that team ineligible until the signature is obtained

15.3 League registration shall include:

- A) Presentation of player's contact (permission slip)
- B) Presentation of player's birth certificate (and other required documents) or legal record of birth must be acceptable to the Northern or Southern Commissioner. Letters addressed to the League, signed by the school Principal certifying a player's birth date and age are acceptable. However, Section 1 Article 9.12 shall apply if the player's age is challenged and found to be incorrect.
- C) Presentation of one typed copy of your Association's Coaches Roster with coach's name, address (including zip code), telephone number, background check number and coaching position with team.
- D) Presentation of one typed copy of the Team Roster
- E) Player(s) added to a roster after the make-up weigh-in must have eligibility certified by either the Commissioner, Deputy Commissioner or a Division Commissioner. Birth Certificate(s) shall be reviewed and permission slips collected by the person approving the player for play at least 5 days prior to game time of the first game in which he plays [Updated 4/4/17]. A completed retyped roster must be furnished to the League.
- F) Any player added after the final weigh-in following the October 1 challenge date must play as a "striper"
- G) All rosters shall be approved by the League by the Wednesday before the first regular season game. **Approval of a roster by the League does not protect a team from forfeiture of games.**

## ARTICLE 16 – PLAYER ELIGIBILITY FOR CERTIFICATION

16.1 To be certified on a team roster a player must qualify as an eligible participant under the following requirements:

- A) All players must play with an Association representing the elementary school district where the player lives and would normally attend if in the first grade. The intent is to keep children in a geographical area and create a parody among Associations. The following exceptions apply: [Updated 1/17/17]
    - A.1) All players must reside in Chesterfield County or League approved area listed in section 3.17
    - A.2) Any player moving after the second week of practice and remaining in Chesterfield County or League approved area has the option of playing with the Association representing his new elementary school district or completing the season with the Association representing his former elementary school district. If the player chooses to remain with the former Association, the Voting Rep must notify the Northern or Southern Commissioner [Updated 4/4/17].
    - A.3) Any player in their last year of eligibility that is redistricted or moved and remains in Chesterfield County or a League approved area may choose to play for the Association he previously played for or he may play for his new Association [Updated 4/4/17]. He must have been a member of the senior team the previous year.
    - A.4) No players can be added to a team after 10/15 [Updated 4/4/17]
  - B) Each Association is allowed 36 open players (12/level). In subsequent seasons, the open players must play with the Association that recruited them and will count in the total number of open players. If returning players would create an overbalance of open players on a squad, that would be permissible, but you would not be allowed to add any new open
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players to that squad and any players creating the overbalance would count toward the total of 36 open players per Association. Open players are permitted to go to any Association. [Updated 4/15/15]

To cover an overflow of open players, there will be an open player waiver rule. When the open player waiver rule is exercised, the final results will be determined by the Northern Division Commissioner (if in the South) and the Southern Division Commissioner (if in the North). If there is an overflow of 15% or more, it needs to be brought before a Committee made up of two Voting Representatives from the North and two Voting Representatives from the South and the appropriate Division Commissioner. The end result will be brought before the Board of Coaches by one of the Voting Representatives of the Committee.

- C) Player waiver – The waived player can't practice with the new Association until both Voting Representatives and the Northern or Southern Commissioner have agreed to the waiver [Updated 4/4/17]. Failure to do this falls under Section 1 Article 9.10. An Association can't give a player a waiver until they have at least 15 players signed up (excluding the player in question) for the level at which the waived player will play and until August 1<sup>st</sup>. Exception may be approved by the League. [Updated 4/15/15]

Once waived, the player will remain with the Association waived to and will count as an open player for the remainder of the player's eligibility unless the new Association chooses to waive or loan the player in future years. The player must not be loaned or waived in the same year they were originally waived [Updated 4/4/17]. A player waiver must be issued prior to the first game unless otherwise approved by the Executive Board. Weigh in rules per Section 2 Article 16.3 shall apply. [Updated 4/15/15]

- C.1) It is the responsibility of the new Association to provide a copy of the waiver with approvals every year at weigh-in [Updated 4/4/17]
- C.2) When the legal residence of the player has changed and the new residence is of a new elementary school zone, then the player has the option of playing with new Association or the waived to Association. The player must declare his/her intent (choice) prior to game 1 of the regular season via the proper CQL registration process. If such player moves after game 1, said player must wait until the next season or appeal to the Governing Board for consideration for moving within a season. NO POST SEASON MOVEMENT. If the player decides to move to the new Association, the previous waiver is null and void [Updated 4/4/17].
- D) A maximum of 4 open player coach (OPC) players per level are allowed and will be counted as an open player on the roster. The parent must actively participate and be certified to coach. The 4 OPC players will remain with that Association and retain the OPC designation for the remainder of the player's eligibility as long as the parent continues to coach. [Updated 4/15/15]
- D.1) The open players who are covered under the coaching rule must be designated as "OPC" and all regular open players as "OP" on the CQL and games rosters. The OPC player's name and level played must be listed next to the coach's name on the game roster. [Updated 4/15/15]
- D.2) To be considered an OPC, the parent must actively coach. The player does not qualify as an OPC in the first year the parent coaches. For subsequent years, the player is considered an OPC as long as the parent continues to coach and meets all coaching requirements of Article 17 (e.g. coaching card, concussion training, etc.). OPC status can't break a loan or a waiver. [Added 4/15/15]
- D.3) A loss of coaching card (e.g. expiration, taken by issuer) from August 1<sup>st</sup> – November 30<sup>th</sup> constitutes a break in coaching and the player loses their OPC eligibility. The player must then return to their home Association the following
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year. [Added 4/15/15]

- E) Player cuts are not permitted (unless a player is ineligible) as long as the player and parent abide by the conduct rules and regulations established by the League and Association [Updated 4/4/17]
- F) If an Association fails to field a team in each division, the Executive Board will make a decision based on what's best for the League, including but not limited to:
  - Allow the Association to play without one or more levels
  - Merge the Association or division with another Association
  - Fold the Association or division and allow the players to play as open players with the Association of their choice[Updated 4/4/17]

Players not signed up with the Association that is being merged or folded will not be able to sign up with another Association at a later time unless approved by the Executive Board.

- G) When a boundary change occurs and no new school is involved, there will be a one year grace period allowed for those youths involved. The second year all youths involved would go to the new Association except those youth that would be in their last year of eligibility [Updated 4/4/17]
- H) Player loans: Each Association is allowed player loans. An Association can't give a player loan until they have at least 15 players signed up (excluding the player in question) for the level at which the loaned player will play. Exceptions may be approved by the League [Updated 4/15/15]. Player loans must be issued prior to the first game unless otherwise approved by the Executive Board [Updated 4/4/17].

A player may be loaned from year to year. The loaned player can't practice with the new Association until both Voting Representatives and the Northern or Southern Commissioner have agreed to the loan [Updated 4/4/17]. Coaching status of a parent will not override the requirement to return to the home Association. All player loans will count as an OP for the team they are on (Article 16.1 B).

## 16.2 At weigh-in:

- A) Present player's contract (permission slip) filled out completely and signed by parent(s) or legal guardian(s). Writing must be legible.
    - A.1) Players that attend a school other than those associated with their place of residence listed on the player contract must provide proof of residence. [Added 1/17/17]. Example – Attending a school on a school waiver, private school, school outside of their school district for Elementary, Middle or High School. Proof of residence will generally be proof of address from school [Updated 4/4/17].
  - B) The player must present a Birth Certificate or legal record of birth at all weigh-ins.
  - C) Left blank [Updated 4/4/17]
  - D) The weigh-in must be administered by the Division Commissioner or designee
    - D.1) Any Association's CQL Voting Representative is allowed to attend any other Association's weigh-in; however, they can't interfere with the process and must notify the Division Commissioner at least 24 hours in advance.
  - E) The Division Commissioner shall determine the place(s) and date(s) of the weigh-in. The weigh-in shall be completed by the Wednesday preceding the first scheduled regular season game. A minimum of 48 hours notice will be given by the Division Commissioner.
  - F) A make-up weigh-in will be at a time and place determined by the Division Commissioner
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- 16.3 The player will only be allowed one weigh in session. Once the player weighs, he must weigh during that session or he will automatically be striped. If the player is over the division weight, the player will be striped and remain striped for the season (that season only). [Updated 4/4/17]
- 16.4 Any player who participates in a practice game or regular season game of a High School Freshman or Junior Varsity football team after Labor Day will be ineligible to participate in the League [Updated 4/4/17].
- A) A player shall be striped if it determined that steam rooms, steam cabinets, rubber sweat suits, excessive exercise drills, running drills or the use of medication may have been employed in order to temporarily attain a division classification weight.
- B) Any coach caught in violation of Article 12.7 will be suspended for the season to include the post-season with no appeal.
- 16.5 Division Weights and Ages [Updated 4/15/15, 1/5/16, 5/18/16]
- A) Division weights shown below are applicable to offensive backs and ends (and additional positions listed in 16.5 D).
- B) Ages are minimum or maximum for division classification:

<u>Division</u>	Maximum Weight At <u>Weight</u>	<u>Age</u>
Minor	90 pounds [Updated 5/18/16]	Must be 8 before August 1 <sup>st</sup> and can't turn 10 before August 1 <sup>st</sup> in the year which he participates (Exception: Article 16.5 E)
Junior	115 pounds [Updated 5/18/16]	Must be 10 before August 1 <sup>st</sup> and can't turn 12 before August 1 <sup>st</sup> in the year in which he participates (Exception: Article 16.5 F)
Senior	150 pounds [Updated 2/7/17]	Must be 12 before August 1 <sup>st</sup> and can't turn 15 before August 1 <sup>st</sup> in the year in which he participates (Exception: Article 16.5 G)

- C) Each player over the maximum division weight classification must have at least a 1 ½ inch wide stripe 6 inches long running horizontally across the front and back of his helmet. The stripe shall be of a contrasting color to the helmet.
- D) Any player of the maximum weight for division classification (striped) shall not advance the football (except as noted below). To do so is a foul and the player's team shall be assessed a major penalty.
- D.1) Striped players may play anywhere on the kick off team including kicker
- D.2) Striped players may play anywhere on defense and blocking field goals, extra points and punts. Striped players on defense may advance the football in the case of a fumble or interception. An offensive striper may not advance the ball.  
[Updated 4/15/15]
- D.3) Striped players can't line up in the backfield or either end position. To do so is a foul and the team will be assessed a 5 yard penalty.
- D.4) Striped players may kick field goals and can't engage in blocking or other action related to the play for muffed snap or fake kicks.
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- E) Minor teams at the initial team weigh-in will be allowed to have a maximum of eight (8) ten year old players that weigh less than 90 pounds and must play “striped”. Once striped under this rule they shall remain striped for any level of play. [Updated 4/4/17]
- F) Junior teams at the initial team weigh-in will be allowed to have a maximum of eight (8) twelve year old players that weigh less than 115 pounds and must play “striped”. Once striped under this rule they shall remain striped for any level of play. [Updated 4/4/17]
- G) Left blank
- H) Players that turn 12 between August 1 and September 30 of the year they participate must choose to play either Senior or Junior at least one full week prior to the first regular season game. Players are striped based on the weight for the level they choose, are not considered playdowns, and cannot switch levels once the season has begun. [Added 1/17/17]
- I) Players that turn 10 between August 1 and September 30 of the year they participate must choose to play either Junior or Minor at least one full week prior to the first regular season game. Players are striped based on the weight for the level they choose, are not considered playdowns, and cannot switch levels once the season has begun. [Added 1/17/17]
- J) Players that turn 8 between August 1 and September 30 of the year they participate must choose to play either Minor or Flag at least one full week prior to the first regular season game. Players cannot switch levels once the season has begun. [Added 1/17/17]

- 16.6 Junior teams with 15 players or less dressed for the game are allowed to play minor team players in the junior game. The minor team players do not lose minor team eligibility.
- A) Senior teams with 15 players or less dressed for the game are allowed to play junior team players in the senior game. The junior team players do not lose junior team eligibility.

## **ARTICLE 17 – COACHING REQUIREMENTS**

- 17.1 Head coaches must be at least twenty-one (21) years of age
- 17.2 Leave blank [Updated 4/4/17]
- 17.3 Commissioner, Deputy Commissioner, Northern Division Commissioner and the Southern Division Commissioner may serve as coaches while holding their respective positions as League Officer. The Northern and Southern Division Commissioners or their appointee shall be the head coach of the Super Seniors.
- A) Upon request of an opposing coach or Voting Representative the Commissioner or Deputy Commissioner shall waive their right to any decision making matters where there is a direct conflict of interest.
- 17.4 Assistant Division Commissioners may serve as a coach
- 17.5 In addition to a team’s coach, a water person and first aid person are allowed in the coach’s box during a game, but may not be dressed the same as the coaches.
- 17.6 Coaches in the coach’s box shall be identified by either caps, shirts or jackets
- 17.7 A coach charged with a misconduct penalty will be assessed a fifteen yard penalty and may be ejected from the game. If a coach receives a second misconduct penalty, the coach will receive another fifteen yard penalty and will be ejected from the game. Failure to leave the coach’s box within three minutes will result in his team forfeiting the game. The coach may take a seat in the stands, keeping in mind Section 2, Article 12.2 and 12.5, or he may leave the premises. A fifteen
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yard penalty for coach being on the field does not necessarily constitute misconduct.

- 17.8 Any coach on the Association's Coach's Roster will be allowed to be in the coach's box during any regular season game. To be allowed in the coach's box during post season play, the coach must have been on the Coach's Roster and active during the regular season.
- 17.9 Any coach living in Chesterfield County or a League approved area and having coached for at least one full year and remaining active may have their own children play for that Association regardless of location or relocation within Chesterfield County or League approved area. If the parent leaves active coaching while the child has any eligibility left, that child must return to the proper Association the next year. Exception: Senior player in their last year of eligibility [Updated 4/4/17]. The player will carry the OPC designation and will count towards the maximum of four (4) OPC's (Section 2, Article 16.1). Coaching can't be used to break a player waiver or player loan [Updated 4/4/17].
- 17.10 Each team in every Association shall be represented at the annual CQL Coach's Clinic (if held).
- A) All coaches (including flag) must complete a concussion course approved by the league (online or coaches meeting provided by the league) and the voting representative must supply proof of course completion for all coaches with the Coaches Roster. The course must be completed and proof of completion must be provided by the first game. Exceptions for other concussion training may be approved by the League. [Added 4/15/15]
- 17.11 All coaches must be listed as eligible to participate in Chesterfield County Parks and Recreation Department co-sponsored youth activities (background check) before the first game. Exception: Coaches under 18 years of age [Updated 4/4/17].
- A) All coaches must wear the coach's card in plain view while on the sideline during games. Any member of the Governing Board may inspect coaching cards and request a coach to leave the sideline if this guideline is not upheld. Failure to comply may result in the forfeiture of the game.

## **ARTICLE 18 – PRACTICE AND EXHIBITION GAMES**

- 18.1 The Commissioner will set the official first practice date. No team shall practice on Sundays. [Updated 4/4/17]
- 18.2 No player shall participate in physical contact with any other player(s) until the player has completed five (5) days of supervised conditioning or a physical conditioning program related to football recognized by the League and until after the official League start date identified in 18.1.
- 18.3 During the player's first five days of practice and physical conditioning, the following equipment or devices may be used as prescribed below:
- A) Freestanding or hand-held blocking or tackling dummies may be used and helmets may be worn
- B) Devices such as car tires, rope boxes or similar devices may be used
- 18.4 Leave blank [Updated 4/4/17]
- 18.5 Players cut by Freshman or Junior Varsity teams will receive credit for all days of practice before being cut
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- 18.6 Players can't wear shoulder pads beginning with the player's first day of practice through the player's fifth day of practice. All other protective equipment may be worn beginning the first day of practice.
- 18.7 All players shall wear the protective equipment as specified in Appendix I during all session involving physical contact
- 18.8 Leave blank [Updated 4/4/17]
- 18.9 Leave blank [Updated 4/4/17]
- 18.10 Associations shall comply with the following practice schedule:
- A) No restriction on preseason or post season contact practice (NO SUNDAYS)
  - B) No team shall practice in full uniform dress nor with any equipment the Friday before a regular season game.
  - C) Contact is permitted the day before a weeknight game
  - D) All teams shall be limited to a maximum of FOUR PRACTICES PER WEEK during the regular season
  - E) Coaches will take the necessary precautions during hot weather to give players suitable water breaks to prevent heat exhaustion
- 18.11 To see that every team member up to a minimum of 25 will participate (if uninjured) in each game during the regular season.

## **ARTICLE 19 – LEAGUE GAME SCHEDULE**

- 19.1 The Deputy Commissioner will prepare the League's schedule. Games will be scheduled on a home-to-home basis whenever possible. The Deputy Commissioner in the development of the League's schedule will ensure that all conference teams compete against each other, and to the extent possible, limit regular inter-divisional games. The League's schedule shall be submitted in August.
- 19.2 Flag play first, then minors, then juniors and then seniors last unless a change is approved by the Commissioner, Deputy Commissioner, or a Division Commissioner.
- A) No team will be allowed to leave the playing field at half time
  - B) No non-coach adults are allowed in the half time huddle
- 19.3 The League will be comprised of the Northern and Southern Divisions. Each will be comprised of both an American and National Conference. Teams will rotate within each conference based on Executive Committee Assignment. All regular season ties will be played off according to the Kansas Plan. If a tie still exists after each team has had two possessions it will remain a tie and will count as a ½ game win and a ½ game loss.
- 19.4 Any team forfeiting a game shall have the cause reviewed by the Executive Committee. All Associations will be required to pay ½ of their regular season fees by September 1<sup>st</sup> and the other ½ by October 1<sup>st</sup>. If all regular season fees are not paid in full by October 15<sup>th</sup>, no teams of the Association will be eligible for post season play.
- 19.5 Playoff Teams: Each conference will have 4 teams at each level (minors, juniors, seniors)

There will be 4 teams from each conference  
 There will be 3 wildcard teams from each conference

- 19.6 Conference Champion is the team with the best conference record.  
 In the event that two teams tie for the Conference Champion, the winner of the regular season game will be the Conference Champion. In the event the regular season game ended in a tie, the teams will be Co-Conference Champions and a coin toss will be used for seeding purposes.  
 In the event that three teams are tied for Conference Champion, all three teams will be Co-Conference Champions. A coin toss will be used for seeding purposes.

- 19.6 Wildcard Teams  
 Each conference will have three wildcard teams. The wildcard teams will be the teams with the best conference record, exclusive of the Conference Champion.  
 In the event there is a tie for a wildcard slot, the first tie breaker is head to head competition. The second tie breaker is overall record. In the event there is still a tie, a playoff game(s) will be played to determine the wildcard team(s).

- 19.7 Playoff Seeding: Once the four playoff teams from each conference are determined, the teams will be seeded as follows:  
 #1 seed – Conference Champion  
 #2 seed – Wildcard team with the best conference record  
 #3 seed – Wildcard team with the next best conference record  
 #4 seed – Wildcard team with the next best conference record

- 19.8 The playoff games will be played as follows:

<b><u>1<sup>st</sup> Round (#1 and #4 seeds play PM games)</u></b>			
<b><u>Game</u></b>	<b><u>National Conference</u></b>	<b><u>VS</u></b>	<b><u>American Conference</u></b>
1	#1 Seed	VS	#4 Seed
2	#2 Seed	VS	#3 Seed
3	#3 Seed	VS	#2 Seed
4	#4 Seed	VS	#1 Seed

<b><u>2<sup>nd</sup> Round</u></b>			
<b><u>Game</u></b>	<b><u>National Conference</u></b>	<b><u>VS</u></b>	<b><u>American Conference</u></b>
5	Winner of Game 1	VS	Winner of Game 3
6	Winner of Game 2	VS	Winner of Game 4

<b><u>Division Championships (PM set is rotated between North and South)</u></b>			
<b><u>Game</u></b>	<b><u>National Conference</u></b>	<b><u>VS</u></b>	<b><u>American Conference</u></b>
7	Winner of Game 5	VS	Winner of Game 6

**Super Bowl**

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- 19.8 Super Senior All Star Bowl
- A) The Northern and Southern Division Commissioners will select their respective coaches
  - B) The roster for each team will be set at 48 players maximum
  - C) All players in the Super Senior All Star Bowl must be 13 or 14 [Updated 2/7/17]

### **SECTION 3: Additional League Information, Rules And & Expectations**

Article 20 through Article 24

#### **ARTICLE 20 – INSURANCE**

- 20.1 A Group Insurance Contract covering the League shall be negotiated by the Commissioner, subject to approval by the Board.
- 20.2 A First Report of Injury form shall be filed with the League’s Secretary within five days of any injury. The form shall be provided by the League and shall be signed by the Head Coach and the Voting Representative.

#### **ARTICLE 21 – OFFICIALS**

- 21.1 A contract with an Officials Association shall be negotiated by the Commissioner, subject to approval by the Board.
- 21.2 The Officials Association shall furnish at least 2 qualified and 1 or 2 trainees at each scheduled game
- 21.3 Officials shall not coach or be associated with any participating organization in an elected or appointed position related to football [Amended 1986]
- 21.4 The Official organization shall be provided with a current copy of the League rules and regulations

#### **ARTICLE 22 – NEW ASSOCIATIONS**

- 22.1 An Association applying for acceptance into the League shall prepare and submit to the League a map outlining the area in which their Association serves. The Bylaws of the Association applying for acceptance into the League shall be consistent with the rules, regulations and policies of the League. This application must be received by April 1<sup>st</sup> of the year the Association wishes to start playing in the League, and voted on in the April meeting of the League.
- 22.2 Leave blank [Updated 4/4/17]
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## **ARTICLE 23 – PLAYING FIELD**

- 23.1 The home team Association is responsible for preparation of a playing field and all required accessories for a game. All unfenced fields shall be roped off as practicable for the safety of players and spectators.
- 23.2 Fences, striped and roped off areas are reserved for players and other designated personnel. Sidelines are reserved for crew operating the yardage chain and down markers. General vicinity of field shall be clear except for the presence of an ambulance or law enforcement officers. Each Association is responsible for enforcement of these rules.
- 23.3 Unplayable field conditions must be decided by the Commissioner, Deputy Commissioner, or a Division Commissioner. The person declaring a field unplayable shall immediately notify the Commissioner and/or Deputy Commissioner or Division Commissioner and the Secretary and Treasurer. The Commissioner shall notify the Officials Association that the game has been cancelled.
- 23.4 It is the responsibility of the home team Association to see that the grounds are left in as good a condition as when the game started.

## **ARTICLE 24 – CHEERLEADERS**

- 24.1 Any and all cheerleader activities at League games will be under control of the League
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## *Appendix Section (1980)*

### **APPENDIX I – EQUIPMENT**

#### 1.1 General:

The physical contact in football demands that each player wear a full complement of protective equipment which makes participation relatively expensive in comparison with other youth activities. Therefore, to achieve maximum player protection while realizing genuine economy by spreading the initial higher cost of quality equipment over several seasons of reliable wear, no item should be purchased which is not at least in the middle-priced line of a recognized manufacturer of quality athletic equipment.

#### 2.1 Required Equipment:

The following equipment shall be worn by players in all divisions beginning with physical contact in practice sessions and shall meet the required standards as noted:

- 2.1a **Helmet:** Must be NOCSAE approved (labeled or stamped) with horizontal (double bar) face guard attached and chin strap. Helmets must be re-tested according to Virginia High School League regulations every five years, but recommended every three years. The League may request an Association to provide proof of helmet maintenance. This includes proof of reconditioning helmets or purchasing new helmets. [Updated 4/15/15]
- 2.1b **Shoulder Pads:** May be of corrugated molded fiber or plastic type (high density polyethylene) material with a coated (polyvinyl) washable padding, heaving web hinges and adjustable (catliver) underarm straps.
- 2.1c **Pants:** May be of one piece of “shell construction.” One piece pants must feature removal (snap on) hip and kidney pads. Knit (cotton or nylon) material is recommended with tunnel belt loops or attached web belt. Shell pants should feature sanforized knee guard an (waist suspended) thigh guard pockets. Make allowance for hip pads when ordering.
- 2.1d **Hip and Kidney Pads:** May be of corrugated molded fiber or plastic type (polyethylene) material covered on the inside with a shock absorbing (polyfoam) material and shall include spine piece. Girdle pads with polyfoam inserts are acceptable.
- 2.1e **Thigh Guards:** May be of corrugated molded fiber or plastic type (polyethylene material with adequate polyfoam padding).
- 2.1f **Knee Pads:** Shall be of durable shock absorbing material not less than ½ inch thick.
- 2.1g **Jerseys:** For game purposes, the jersey shall be durable and of high quality. Teams or Associations should follow VHSL rules for numbering linemen, backs and ends if possible.
- 2.1h **Teeth Protectors:** Shall be of the intra-oral custom or self-fitted impression type. Quality protectors usually carry an insurance benefit for the player. **ALL PLAYERS MUST HAVE MOUTH PROTECTION DURING PRACTICE AND GAMES.**
- 2.1i **Shoes:** Will be tennis, Junior League baseball or “Pop Warner” Junior League football shoes of mold type cleats. No hard soled shoes will be allowed.

#### 3.1 Football helmets, shoulder pads, pants and teeth protection are mandatory for players participating

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in scheduled games of the League. Officials are instructed to enforce this rule rigidly. All coaches shall inspect and approve the equipment for each player. Any complaint shall be handled by the Commissioner and his decision will be final.

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## **APPENDIX II – FLAG FOOTBALL**

**(Added 1992) (Updated 4/3/00, 4/15/15)**

**Note: Except as noted in the Flag Football and Flag Football Rules sections, all flag rules revert back to the general bylaws. [Updated 4/15/15]**

- 1.1 Teams: All flag players must play for their home associations. The same waiver and loan rules apply for flag. Flag is limited to 12 open players. [Updated 4/4/17]
  - 2.1 CQL Forms: All flag players must have a CQL form signed before practice begins. All players must have a birth certificate turned in with the CQL form.
  - 3.1 Rosters: Rosters must be turned in to the Division Commissioner at the Association weigh in with CQL forms and copies of birth certificates
  - 4.1 Uniforms: Players must wear any type shirt and pants (whatever works within your Association's budget). For example, shorts, sweat pants, baseball pants or football pants with either football jerseys or regular tee shirts, but shirts must be tucked in.  
\*\*\*Mouthpieces are required  
\*\*\*No helmets or shoulder pads. All other pads will be allowed.
  - 5.1 Flag: Flags are to be of contrasting color to team colors. For example, if team colors are red and black, the flag should be blue. Flags shall be at least 12 inches long. Flags should be attached to the belt with Velcro strips.
  - 6.1 Injuries: Must be reported to your Association CQL Representative immediately within 48 hours of injury. Also, leave a message on the hot line.
  - 7.1 Playoffs: None. Flag fun day will be held at the end of the season.
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## APPENDIX II CONTINUED – FLAG FOOTBALL RULES

**Note: Except as noted in the Flag Football and Flag Football Rules sections, all flag rules revert back to the general bylaws. [Updated 4/15/15]**

1. There will be two 20 minute halves [Updated 9/23/15]. Score will be kept and reflected on the scoreboard [Added 1/17/17]. The game clock will run continuously during the game and does not stop for out of bounds, incomplete pass, penalties, etc. The huddle shall be no longer than 30 seconds. If longer, a delay of game penalty shall be assessed. The clock is stopped for injury
  - A) Coaches will refrain from running up the score on opponents.
    - If it is determined that a coach had run up the score he will be penalized by the Executive Committee
    - If the same coach runs up the score a second time, he will be suspended for the season
    - Definition: Running up the score – Once a team leads by three offensive touchdowns, the coach must remove the threat to score

[Added 4/4/17]

3. Playing field will be 80 yards. There will be a 10 minute half time. Eleven players will be on the field at a time.
  4. At start of game and second half, the ball will be put into play at the 25 yard line of the team with possession.

No Punting – On 4<sup>th</sup> down, the team has the option of running the ball or having the referee advance the ball 20 yards (or ½ the distance to the goal line) inside the opponent's 40 yard line.
  5. One coach from each team will have the option of being on the field during play [Updated 9/23/15]. Coaches must be 10 yards behind the line of scrimmage.
  6. The ball will be placed on the 2 yard line for extra point attempt.
  7. Game can't end on a defensive penalty.
  8. Questions to the referee must be handled by a time out by the coach.
  9. The ball carrier must have both flags on to advance the ball. The ball is dead where the flag lands. A fumble is a dead ball.
  10. All flag coaches must fulfill the same coaching requirements as a coach for minors, juniors and seniors. [Updated 4/15/15]
  11. Standings will be kept and posted on the Chesterfield Quarterback League website. [Added 1/17/17]
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## **APPENDIX II CONTINUED – FLAG PENALTIES**

**Note: Except as noted in the Flag Football and Flag Football Rules sections, all flag rules revert back to the general bylaws. [Updated 4/15/15]**

**No tackling** – 10 yard penalty from the point of infraction, automatic first down. If the player continues to tackle, he/she will be ejected from the game.

**No blocking** – No blocking below the waist or to the head. 5 yard penalty from the point of infraction.

**No guarding** – No guarding of the flag. 5 yard penalty from the point of infraction.

**No down field blocking (more than 5 yards from line of scrimmage)** – 10 yard penalty from the point of infraction

**No defensive lineman** – No defensive lineman will line up directly (heads up) no the center. 5 yard penalty.

**No contact** – No contact with the center until his/her head is up. 5 yard penalty if contact is made.

**Any coach charged with a misconduct penalty may be ejected from the game. If ejected, this will result in a 1 week suspension to include practice and game for the week following the infraction. A 2<sup>nd</sup> occurrence may result in suspension for the entire season.**

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