

**Central Mass**  
**Youth Football and Cheerleading**  
**Conference**  
**2016 Bylaws**



**“ITS 4 THE KIDS”**

**(Approved March 2016 – Amended June 2016)**

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This corporation is organized exclusively for charitable purposes within the meaning of Section 501-C-3 of the Internal Revenue Code.

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer, or member thereof or the benefit of any private person. Upon the dissolution or closing out of this corporation it's assets remaining after payment or provision for payment of all debts and liabilities of the corporation shall be distributed to a non-profit fund, foundation or corporation of like goals and philosophy, and which has established its tax-exempt status under Section 501-C-3 of the Internal Revenue Code and/or by a majority vote of the Executive Committee.

All Association members shall be responsible for all dues and assessments that may be levied for the operation of the corporation.

**CMYFCC**  
**Executive Board of Directors (EBOD)**

The following positions make up the CMYFCC Board of Directors. EBOD are elected annually as the official Officers of CMYFCC. Presiding Officers are listed after each position title. Voting privileges are extended to all officers. Executive power granted to position of President.

**2016 Officers**

Conference President	Paul Dauderis
Conference Vice President	Tim Lawton
North Football Director	Chris Dignan
South Football Director	Scott Meleski
Cheer Director	Laurie Chalmers
Treasurer	Scott Ladner
Secretary	Melissa Morales

**Appointed Officials**

Associate Cheer Director	April Pelletier
PR Coordinator	Sara Phillips
Events Coordinator	Jen Mercier

**Suggested Others:**

*Appointed by the Conference President. Appointment is in effect until task complete, recalled and/or resignation. No Voting Privileges unless otherwise authorized, i.e.: Association President.*

Scholastic Coordinator  
Assistant Cheer Director  
Event Coordinator  
Fundraising Coordinator  
Mitey Mite Director  
Tiny Mite Director  
Publicity Director/Web Master

## CMYFCC

### Member Associations

1. Ayer/Shirley	2005
2. Clinton	2005
3. Hudson	2005
4. Lunenburg	2005
5. Leicester/Spencer	2005
6. Marlborough	2005
7. Nashoba (Stow, Bolton, Lancaster)	2005
8. Littleton	2005
9. Worcester	2005
10. Charlton/Dudley	2006
11. Groton/Dunstable	2006
12. Nipmuc (Mendon, Upton)	2006
13. Tyngsboro	2006
14. Maynard	2007
15. Milford	2007
16. Shrewsbury	2009
17. Leominster	2009
18. North Middlesex (Ashby, Pepperell, Townsend)	2010
19. Northborough/Southborough	2011
20. Westborough	2011
21. Millbury/Sutton	2011
22. Oxford/Webster	2012
23. Tantasqua (Brimfield, Brookfield, Holland, Sturbridge, and Wales)	2013
24. Chair City (Gardner, Phillipston, Templeton, Winchendon)	2013
25. Auburn	2015
26. Grafton	2015
27. Uxbridge/Northbridge	2015
28. Wachusett (Holden, Rutland, Paxton, Sterling, Princeton)	2015
29. Fitchburg	2016
30. Worcester Vikings	2016
31. West Boylston/Boylston	2016

## **Mission Statement**

The Central Mass Youth Football & Cheer Conference was founded in 2005, by nine well established youth football associations joined together to create a playing and cheering environment “for the kids” by fostering the growth of the sports of tackle football and cheerleading with the Central Mass and the surrounding area, by providing a positive and enjoyable experience for the participants while providing support, direction, organization, planning, and positive leadership to all associations who seek membership and agree to maintain the high standards and quality of program demanded of through the privilege of membership.

## **Goals**

To ensure that youth football and cheer is provided, by all member associations, to all Central Massachusetts youth that express an interest in the sports; and that no child is kept from participation due to the superficial restriction of size or weight.

To provide a well-balanced, competitive season schedule of games, and competitions while also maintaining the opportunity for post-season play, such as, playoffs, championships, all-stars and other bowl games as well as regional and national games and competitions for both Cheer and Football.

To assist and guide Member Associations with all aspects of administration of their programs, to include insurance, rules, regulations, and overall operation as needed to be successful.

To ensure that all Member Associations teach each child the value of fair play, sportsmanship, leadership, discipline, teamwork, discipline both on and off the field, respect for self and others through their participation in football and cheerleading.

To ensure that all Member Associations teach each participant the importance of always striving to succeed, to never give up, to win with grace and lose with dignity.

To ensure that all Member Associations promote, encourage and reward the concept of Academic Achievement through hard work in the classroom.

To ensure that all Central Mass Conference and Association Leadership and Volunteers are persons of exemplary character in all aspects of their lives, and demonstrate by example the value of Community Service and overall good citizenship.



## **ARTICLE 1 – ORGANIZATION NAME**

The name of the organization shall be known as Central Massachusetts Youth Football & Cheering Conference, Inc. – hereinafter referred to as CMYFCC, the Corporation, or the Conference.

### **SECTION 1: DEFINITIONS**

- Conference: Group of Affiliated Associations working under an elected Board of Executive Officers and governed by an agreed upon set of bylaws, rules, and regulations.
- Association: An accepted and fully participating CMYFCC organization, in good standing
- Organization: A non-CMYFCC youth football or cheering program
- Participant: An eligible child
- Central Mass: A predetermined geographical area used for the purpose of defining Conference Membership.
- Boundary: The area in which an Association may accept members from. Area is typically defined as the town border for those towns specifically included in the name of the Association, or of those towns that make up the school district of the Association.
- Non-Local Participant: Any Participant from outside of an Associations primary boundary, from a town/city which is not included in another Associations boundary and is not of the same national affiliation.
- Executive Board of Director: Also referred to as Conference Director, EBOD, and/or Executive Board Director; an elected position holding the responsibility of administering of the Conference.
- Board of Directors(BOD): All Association Presidents, duly elected by their Associations, who are in good standing with both their Association and the Conference.

## **ARTICLE 2 – PURPOSE**

The Purpose of the Corporation, organized exclusively for charitable purposes within the meaning of Section 501(C)(3) of the Internal Revenue Service (IRS) Code, is to promote and support amateur youth football and cheering activities, in a local, regional and national forum and all other activities related to promoting and supporting the growth, integrity, well-being and stability of the Conference.

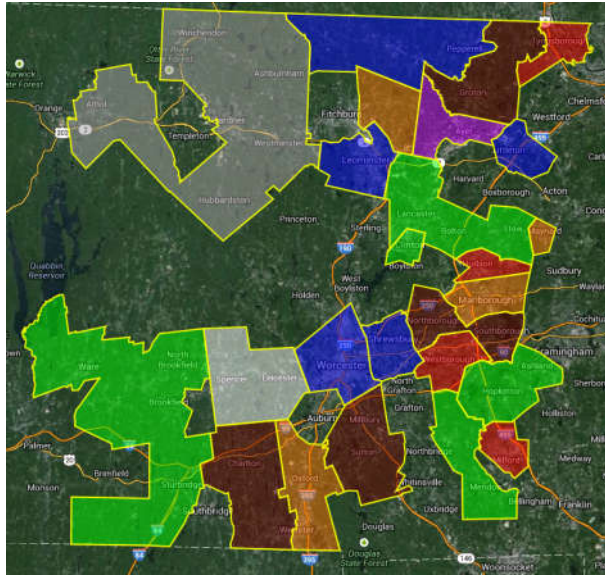
## **ARTICLE 3 – CONFERENCE MEMBERSHIP**

Conference Membership consists of all Associations voted, by majority, into CMYFCC and their *local* Participants currently registered with each Association. Membership is open to other organizations from within Central Massachusetts, after a formal notice to the E-BOD's in writing. Membership is revocable at any time due to failure to comply with all bylaws, rules, regulations, and/or directives issued by the Conference and/or Executive Officers of the Conference, provided due process has been afforded the Association, by a 2/3rds vote of all voting members.

### **SECTION 3.1: ASSOCIATE MEMBERSHIP**

CMYFCC welcomes interested youth football and cheer programs to become an associate member, provided they meet the following criteria:

- Program is of sound reputation, and is represented by elected officials deemed to be of good character willing to act in the best interest of the children in their area of operation.
- Program is within the "Footprint" designated to be that of Central Mass Youth Football and Cheer. This boundary is generally defined from Tyngsboro in the NE to Bellingham in the SE across to Sturbridge in the SW and up to Winchendon in the NW. See insert:



- Program does not interfere or overlap that of an existing CMYFCC Association.
- Program agrees to adhere to all Bylaws, Rules and Regulations and general governance of CMYFCC and AYF.
- A New Program must request membership in writing prior to May of any given year.
- New Program must be voted in to Conference by a Majority Vote of all voting members.

### SECTION 3.2: BOUNDARIES

CMYFCC Associations may only register participants from within their own boundaries. However an Association may also register non-local Participants, under the following conditions:

- The registering Association submits a request to the CMYFCC Football Director requesting permission to draw *non-local Participants* from each bordering town or city being requested. The letter of approval **MUST** follow any individual that this applies to throughout their participation in the association.
- The town or city is in Massachusetts and directly borders the registering Association.
- The registering Association does not “cut” a *local Participant* from their program to make room for the *non-local Participant*.
- The registering Association does not attempt to “stack” their Association and favor the *non-local Participants* over their own *local Participants*.
- It is recommended that all Associations draw from within their Public High School boundaries.

### SECTION 3.2.a: BOUNDARY WAIVER

A boundary waiver may be requested from another conference association for a child that has registered out of their home town or local association boundary. Pre-Eligibility for all boundary waivers are dependent upon the participant first registering within their local Association, regardless if division of eligibility exists. Both associations’ presidents must sign off on such waivers. Waivers shall apply to **one season only**, and must be renewed annually. Waivers should only be accepted if there is an extreme hardship presented and/or **that at least one of** the following criteria exists.

1. Player/Cheerleader had lived in and/or participated in the association requesting the waiver in the previous season. If a player or Cheerleader has participated in another towns program the previous season they should be allowed to continue in that program.
2. Player/Cheerleader’s local association does not offer a team at the child’s grade or division in which they would be eligible. If an Association does not offer a division of football or cheer, a participant may go to another association which offers that division. The player or Cheerleader must go to the closest bordering Association to their own Association that offers that division.
3. Player/Cheerleader attends school within the boundaries of the requesting association.
  - a. The Association requesting said waiver must provide a *letter of proof of enrollment*, from the district administration where the player will be attending during the season. Should for any reason the player stop attending school in the district the player must be removed from the roster

Both Presidents must agree to the waiver, if there is a disagreement, the Association asking for the waiver can appeal to the Central Mass EBOD for a binding decision. Regardless of an agreement

**All waivers regardless, of agreement between Association Presidents, MUST receive the approval and signature of the Conference President or his designee.**

### **SECTION 3.3: OVERLAP & RECRUITING**

If more than one CMYFCC Association borders a town or city with eligible *non-local Participants*, all CMYFCC bordering Associations may draw from this town or city provided:

- a. The appropriate written request and subsequent written approval is on file with CMYFCC for the upcoming season.
- b. Each Association agrees to coordinate their registration efforts and a cooperative statement by the Associations is delivered at a CMYFCC Directors meeting prior to said registration period.
- c. Recruiting of *non-local Participants* is not done by advertising that pits one Association against another with all advertising being approved by CMYFCC prior to being made public.
- d. Recruiting of *non-local Participants* does not “stack” one Association (or team) over another.

### **SECTION 3.4: PLAYER REGISTRATION SOFTWARE**

- a. All Member Associations shall use the same, standard and approved software program for player registration.
- b. The Conference Registration Software program shall be announced annually to all members no later than the March BOD’s meeting.
- c. Associations may choose to allow On-Line Player Registration or they may opt to manually enter all registrants’ information.
- d. Associations shall activate the Conference Access Tool, so as to aid in the Conference Team/Player Certification and Verification Process.

### **SECTION 3.5: ASSOCIATION BY-LAWS**

- a. All Member Associations shall maintain a set of Local Association By-laws, identifying their association as an Associate Member of the Central Mass Youth Football & Cheer Conference, as such agree to adhere to said Conference By-laws and Rules; Identify their local Board of Directors.
- b. Member Associations shall submit, annually a copy of their current local By-laws, by the May meeting.

### **SECTION 3.6: LARGE POPULATION**

- a. If numbers indicate that more than one association can be fielded, it is the responsibility of the local Associations, along with the EBOD, to draw boundaries.

### **SECTION 3.7: DISPUTES & PENALTIES**

- a. All disputes should be brought to the Conference Chair immediately - before they escalate.
- b. If there are any disputes, the CMYFCC Executive Board of Directors will decide by a majority vote.
- c. Failure to comply will result in the Association(s) being put on probation for one (1) full year and a \$200.00 fine per instance. Second Offense will result in additional fines, up to one (1) full year suspension of the Association, automatic suspension from play offs, and additional fines up to \$1000.00.
- d. Any and all fines sanctioned by CMYFCC will be directed to the Athlete Scholar Program.

## **ARTICLE 4 – GOVERNMENT/Affiliation**

The CMYFCC will produce, provide and maintain bylaws and rules annually, all associations by their acceptance into said Conference shall abide by all by-laws, articles and rules contained therein, as well as any decisions made by members of the duly elected Executive Board Members, so empowered to enforce such bylaws, articles, and rules. The Conference and all Associations shall also abide by rules and regulations of the Regional and/or National Organization under the guidelines set by the official rules adopted by and made available to all CMYFCC Associate members.

The CMYFCC shall maintain the right to choose which National organization of youth football and cheer, to align itself with, and at no time shall it align with such an organization that does not allow CMYFCC a voice and vote in all matters that affect

the conference and the participants. Additionally said National or Regional organization must allow for the un-obtrusive and self-government of the internal and in conference operation of CMYFCC.

To deal effectively with programs in the field, CMYFCC has installed the “Highest Local Authority” system, which is referred to as the HLA. The following chart will be used and adhered to in all CMYFCC communications:

1. National CEO or Football Commissioner or Cheer Director (as applicable)
2. CMYFCC President or designee
3. Association President
4. Coaches
5. Parents & Players

The above chart is to be used for all communications, particularly those involving local *association* issues, questions, concerns, complaints, and/or violations, starting with the Local Parents and Players and moving up the chain of responsibility. Only when no answer or action be given or taken within a reasonable time, generally 7 days, Contact should be made to include a letter may be written to the next highest authority level with a courtesy copy to the initial authority. The HLA Board of Directors has the authority and responsibility to take charge of, or communicate directly, with a lower authority when the HLA deems that the good name of the association, conference, region, or national organization or any individual’s name is used, and details are given in writing and *signed* by all those requesting the answer or action. Each level of authority shall act within their own bylaws and those of the HLA, to act on and ensure any and all issues are addressed and handled swiftly and appropriately by the local association. Failure to do so may result in punitive action from an HLA.

The CMYFCC – HLA has among its powers, the obligation and authority to enforce National, and or Regional rules, policy, and regulations. When a CMYFCC rule or regulation is more stringent than a National rule or regulation, it will have full force and effect within the jurisdiction of the CMYFCC and will be fully backed by National Headquarters.

The National administration manual is designed to keep each HLA and local association up to date on all administrative matters, as well as contribute to their business-like operation. This manual shall serve as a guide and is intended to assist local associations and conferences set up policy and procedure, it is in no way to be deemed as the official policy and procedure of said organization. This rule book, of the national organization, shall set in place a set of rules to be followed for all regional and national competition and games. These rules may be modified for inter-conference play as deemed acceptable by said conference. The rule book, of the current edition and administrative manual does not become personal property, but belongs to the team or association to which the volunteer belongs. All are to be returned to the Local association when the volunteer leaves.

No incoming association president should start his/her term without a copy of these publications. Contact your CONFERENCE director for information on replacement copies.

## **ARTICLE 5 – EXECUTIVE BOARD OF DIRECTORS**

The Executive Committee of the CMYFCC will be comprised of no less than five (5) and no more than nine (9) officers (EBOD) as follows:

- President
  - Vice President
  - Football Director- North Division
  - Football Director - South Division
  - Cheer Director
  - Treasurer
  - Secretary
- 
- All EBOD.’s shall be nominated by a member of the Board of Directors
  - All Nominees for positions on the EBOD must have held an executive board position of a member association .
  - The EBOD’s shall be elected by the Board of Directors annually, at the January meeting, based on the following schedule:
    - Odd Years – Vice president, Cheer Director, and Treasurer
    - Even Years – President, Football Directors, and Secretary
  - All EBOD’s are allowed voting privileges.

If a position is vacated during the year, the EBOD will nominate and elect an individual as acting position for the remainder of the term.

**The Conference President may appoint individuals or call for nominations and a vote for individuals to hold the following positions, and any other as needed:**

- 3<sup>rd</sup> Grade Director
- Cheer Competition Coordinator or Co-Coordinator
- Scholastic Committee Director
- Public Relations Director/Web Director
- Regional Event Director or Co-Director

The term of office for appointed positions will be 1 (one) year. Appointed positions DO NOT have voting privileges.

**The President may also create committees, subcommittees and appoint individuals or call for nominations and a vote for individuals to chair said committees, as needed.**

The term for committee chair and committee members shall remain in effect until said committee is dissolved.

In order to remove a member of any appointed or elected position The E.C.O.'s and The B.O.D.'s must hold a hearing and a two-thirds vote shall rule for all final decisions in these matters. Should an Individual holding an elected position of a member Association be removed, by the Conference, the other members of that association board may petition to 1. Allow that individual to remain in their position, however be censured by loss of a conference vote. 2. Allow that individual to remain in a reduced position in their association.

Only EBOD's and B.O.D.'s or their designated replacement for any meeting shall be allowed a vote.

A 2/3 vote of the conference represented, or their designated replacement, must be present to pass an article, bylaw and/or bylaw modification. All other motions require a majority vote.

The EBOD reserves the right to warn, penalize, fine, restrict or bar any CMYFCC member or organization that disregards the rules, policies, or procedures of CMYFCC or that of any accepted Regional or National affiliation.

#### **Resignation and Termination:**

(a) Any member of the Board of Directors may resign by delivering his or her written resignation to the Association at its principal office or to the President, Vice-President, Secretary/Clerk, or Treasurer. Such resignation shall be effective two weeks after its receipt unless it is specified to be effective at some other time or upon the happening of some other event.

(b) Any member of the Board of Directors who fails to attend three (3) consecutive meetings of the Board of Directors without a satisfactory excuse shall be deemed to have submitted his or her resignation from the Board of Directors as determined by majority vote of the other members of the Board of Directors. A Director may be removed from office for good cause by vote of two thirds (2/3) of the other Directors then in office.

### **ARTICLE 6 – RESPONSIBILITIES**

The following shall act as an outline of the responsibilities for all elected and appointed positions of the CMYFCC. **EBOD Positions**

#### **a) President**

Responsible for the overall operation and administration of the CMYFCC. Chairs, or delegates the Chair for all CMYFCC meetings. Represents CMYFCC at all Regional or National Events. Reviews all protests and authorizes any and all findings and sanctions for rules violations and disciplinary issues. Grants or denies all requests for a hearings and boundary waivers. Forms committees and/or appoints other Conference positions as allowed. Assists local associations with internal issues as needed. May delegate tasks and/or authority as needed. Authorizes spending as needed as allowed through by-laws.

**b) Vice President**

Assist with the overall administration and operation of the Conference. Assume the duties of the President in his/her absence. Oversee and enforce bylaw and rules compliance. Review and issue sanctions on any and all rules violations and disciplinary issues. Acts as liaison between other conferences, Regional Organizations, and National Organizations.. Shall act as liaisons to the assigning officials. Reports directly to the CMYFCC President.

**c) Football Director – North**

Assist with the overall operation of the Conference. Share the duties of the Vice President in his/her absence. Oversee and enforce bylaw and rules compliance. Investigate rules violations and disciplinary issues, and report and recommend sanctions to the VP. Assists and work with all North Associations in the operation of their programs and to ensure all information is properly passed on. Responsible for collecting weekly scores from team representatives and distributing to all organizations. Responsible to organize a conference game schedule. Submit conference game schedule to all associations. Reports directly to the CMYFCC Vice President.

**d) Football Director -South**

Assist with the overall operation of the Conference. Share the duties of the Vice President in his/her absence. Oversee and enforce bylaw and rules compliance. Investigate rules violations and disciplinary issues, and report and recommend sanctions to the VP. Assists and work with all South Associations in the operation of their programs and to ensure all information is properly passed on. Reports directly to the CMYFCC Vice President.

**e) Cheer Director**

Responsible for overall administration of cheering activities, represents the cheer advisors at conference executive committee meetings, communication with National Headquarters on all cheer matters and reports to the executive committee. Schedules the dry-certification of cheer. Cheering Director has the power to enforce rules, review protests, investigate and discipline with regards to matters involving cheerleading/dance. Any and all matters concerning discipline will need the final approval by the President of CMYFCC

**f) Treasurer**

Responsible for maintaining administrative bank account and reporting the budget to the BOD at all meetings, billing each association for dues, and insurance fees, etc. Paying conference wide insurance and charter fees. Filing tax forms.

**g) Secretary**

Responsible for taking minutes of executive committee meetings, monthly Conference BOD meetings. Conducts Roll Call & team counts at BOD meetings. Distribution of conference minutes to association representatives and executive committee. In addition, obtaining local game and practice locations including cheer Competition location, for the required Certificate of Insurance.

**B.O.D. Positions**

Each association is granted 1 (one) vote, unless otherwise allowed in the bylaws. The vote may only be cast by the Association President or designated Association member.

**a) Association Presidents**

Attend all conference meetings, and actively participate in the betterment of the conference. Shall conduct the business of their Association in compliance with both local, conference, regional and National bylaws and rules as they apply. Volunteer and accept any appointed positions. Holds voting privileges for their association. May elect to transfer their voting privilege to an Association member in their absence, provided due notice is made to a member of the EBOD

**b) Association Cheer Directors**

Attend all conference meetings, and actively participate in the betterment of the conference. Shall be allowed a vote on any and all issues directly or indirectly related to cheerleading. Volunteer and accept any appointed positions.

**Appointed Conference Positions**

**a) Event Coordinator**

Duties include planning and scheduling of local cheer competition as well as any other Conference events that may deem necessary by the Executive Board of Directors.

**b) Team Representatives**

Responsible for attendance to all executive meetings and prompt response to the President or the Board of Directors on all administrative matters. Each home team representative must call in game scores on Sunday night to the Football Director.

**c) Scholastic Committee Chair**

Responsible for the general organization, communication and oversight of the Annual CMYFCC Athletic Scholar Program. Additionally this person shall chair the ASP campaign, and may appoint up to 2 additional individuals to assist with all aspects of said campaign in order to be a success.

## **ARTICLE 7 – MEETINGS**

1. Conference meetings will be held monthly typically be held on the 3<sup>rd</sup> Thursday of each month. Should any change be necessary a new date will be determined by the Executive Committee and all members shall be notified via email.
2. Meetings are held each month from January to November of the current season.
3. The President or designee shall chair conference meetings.
4. The Vice President will chair meetings, in the absence or at the direction of the President. In the absence of the First Vice President the Cheer Director or Football Director will chair.
5. The President of CMYFCC may call additional meetings, as needed.
6. Monthly meetings will include both football and cheer related business; as such both Presidents and Cheer Directors shall attend all meetings.
  - a. The October meeting will be used in part to discuss and propose new or modifications of By-laws and rules. By-law or rule changes are to be submitted in writing
    - i. A copy of any proposal or modifications of By-law or rule change is to be provided to each association in written form. The floor must be opened to an equal number of individuals for and opposed to said proposal.
    - ii. Generally the President should be given an advanced copy of any proposals prior to the meeting as a courtesy, and to ensure proper placement.
    - iii. By-Law changes or additions will go into effect starting in January of the current season.
  - b. The November Meeting will be used primarily for two purposes.
    - i. First; a final vote on all by-law and rule proposals.
      - a. All By-Laws must be passed by a 2/3-majority vote.
    - ii. Second; Eligible Members with the intention of running for any Executive Board Position shall give notice and/or state their intention.
      - a. Eligibility for Executive Board Member positions requires interested parties, are a Central Mass Member in Good Standing; Have held an executive board position CMYFCC or a CM Association for a minimum of 3 years; Are nominated and seconded by a current Association President and/or Cheer Director at the November Meeting.
  - c. The January meeting will be the annual election of the Executive Committee officers of the Conference.
    - i. Candidates shall be voted on by Association Presidents in good standing.
    - ii. Cheer Directors SHALL have input on all positions up for election, in particular that of Conference Cheer Director. Presidents may elect to delegate voting rights to their associations Cheer Director for this vote.
7. Any obvious errors in the By-Laws may be corrected by a 2/3 vote of representatives present at any time during the season, provided said error has not been acted upon previously. Any proposed change in the by-

laws may be raised at any monthly meeting provided not less than 30 days prior written notice to the EOC, provided further that such amendment shall not take effect until November.

8. Rules may be modified as necessary by a 2/3rds vote of the BOD's at any monthly meeting and must be on the agenda provided it does not involve any rule already having effected any association during the same season.
9. Attendance by association presidents and cheer directors or authorized representatives, is mandatory at all Conference meetings. Presidents must notify the Conference Chair prior to the meeting if a representative will be attending in their absence in order to have voting privileges. Those organizations that do not have a representative present at each meeting will have penalties imposed.
  - a. First missed meeting, notice.
  - b. Second meeting, and any subsequent missed meetings, \$50.00 fine each.
  - c. Three meetings missed, that association would be placed at the end of the list for hosting the football jamboree, super bowl, fun comp, and will be ineligible for conference financial support for nationals or any other reason.
  - d. All fines imposed shall be placed in a fund to be used towards academic scholarships.
  - e. If fines are not paid an Association may be withheld from competing in the playoffs or cheer competitions. If they are not paid by the end of the season they will be assessed the following season and must be paid before the Association will be included in the season's schedule.
10. A Quorum of at least 50% of all current Associations must be present in order to hold a scheduled meeting.
11. Roberts Rules of Order / Parliamentary Rule will govern the meetings.
12. Notice of Special Meetings: Notice of the date, hour and place of all special meetings of the Board of Directors shall be given to each member of the Board of Directors by the Secretary/Clerk or an Assistant Secretary/Clerk, or, in case of the death, absence, incapacity, or refusal of such persons, by the officer or one of the members of the Board of Directors calling the meeting. Notice shall be given to each member of the Board of Directors either in person, or by telephone, e-mail, fax, or telegram sent to each Director's business or home address at least twenty-four hours in advance of the meeting, or by written notice mailed to such business or home address at least forty-eight hours in advance of the meeting. Notice need not be given to a member of the Board of Directors if a written waiver of notice is executed by such Director before or after a meeting and is filed with the records of the meeting, or to any member of the Board of Directors who attends the meeting without protesting prior thereto or at its commencement of the lack of notice to such member of the Board of Directors. A notice or waiver of notice of a meeting of the Board of Directors need not specify the purposes of the meeting.
13. Quorum: A Quorum of at least fifty-one percent (51%) of the Voting Board must be present to pass an item. At any meeting of the Board of Directors, a majority of the Directors then in office shall constitute a quorum. Less than a quorum may adjourn any meeting from time to time, and the meeting may be held as adjourned without further notice. One or more members of the Board of Directors may participate in a meeting by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can communicate with each other at the same time. Participation in a meeting pursuant to the foregoing sentence shall constitute presence in person at such meeting.
14. Action at Meeting: At any meeting of the Board of Directors at which a quorum is present, a majority of those present may take any action on behalf of the Board of Directors except to the extent that a larger number is required by law, the Restated Articles of Organization, as amended, or these Amended and Restated Bylaws. Each member of the Board of Directors who is present at any meeting of the Board of Directors shall be entitled to one (1) vote.

## **ARTICLE 8 – FINANCES**

Conference dues were established in 2005 by a unanimous vote of the BOD's. Conference dues are two hundred-fifty dollars (\$250.00) and shall be paid upon request, annually by all associations. Dues will be annually reviewed and a decision to stay, raise or lower shall be voted on by all voting members.



Dues are an administrative flat fee assessed to all CMYFCC associations used for the day-to-day operation of the conference expenses.

Insurance coverage costs, National and/or Regional Dues and Registration Fees, shall be paid in addition to Conference Dues, by each association to CMYFCC. CMYFCC shall prepare bills for each association based on their specific requirements. These expenses shall all be paid out by the CMYFCC Treasurer.

Central Mass Executive board shall establish and maintain an All American Academic Achievement Alliance; Conference based program. The Conference shall adopt a Policy and Procedure for the administration of an academic program. Annually Appoint a Chair to regulate a policy and procedure to ensure proper recognition of those eligible conference member athletes. Additionally the Conference shall appropriate and maintain funds, of no less than \$5,500, for the purpose of maintaining this program and granting financial awards/scholarships to the deserving recipients. *(See Policy & Procedure addendum 1 attached)*

It shall be the responsibility of the treasurer to accurately track and maintain, and record the finances of CMYFCC; and to report monthly to the BOD's by means of a treasurer's report.

The Treasures report shall list an itemized list of all receipts received as well as all expenses paid and/or pending, for the previous month. The report will also include a year to date income expense report, with starting balance and current balance.

The treasure shall ensure that all tax filings are completed as required.

Fund expenditure for all foreseen expenses shall be discussed and approved by the BOD's.

Fund expenditure for unforeseen expenses or expenses resulting out of necessity shall be authorized providing; (a) the expenditure benefits the conference, and (b) the expenditure does not benefit an individual personally, and (c) the expenditure is directly related to the performance of business of CMYFCC, and (d) the expense is reported to the EBOD within 72 hours, and / or (e) the expenditure is a previously accepted or past practice expense.

National & Regional Expenses:

It shall generally be accepted that the CMYFCC will send representation to all National & Regional events. CMYFCC will fund travel expenses, to include air fare, housing accommodations, reasonable meals and means of transportation, for the President and Cheer Director, and their designees. When possible should the EBOD also be an Association President or Association Cheer Director, said association shall be responsible in part or full for travel expenses, should that association also have a team or squad competing at that event.

CMYFCC will receive a flat fee, TBD annually, from the hosting Association for the Conference All-Star Games, Conference Super Bowl and any Regional Games played at a Central Mass. Site. CMYFCC will pay for any trophies required and game jerseys for the All Star games, the hosting Association will keep all other proceeds associated with these events and will pay for all other fees. The CMYFCC Board of Directors will run and organize the Cheerleading Competition and charge admission. The Cheer Competition will be under the control of the Cheer Director. The competition must be self-supporting. The Cheer Director may request, in writing, to the general membership funding for the competition, which will require 2/3-majority vote of the membership in attendance. That vote being one (1) per association at a quorum filled conference meeting. The Cheer Director, however, may not enter into any contracts without full CMYFCC Board of Director's approval.

Finances will be determined and reviewed by the Executive Board, as needed.

## **ARTICLE 9 – INSURANCE**

All CMYFCC associations must have current medical and liability insurance before registering teams for the current playing season. CMYFCC requires all associations to purchase insurance as a group to take advantage of group discounts.

Medical and liability insurance premiums are due to CMYFCC at the July conference meeting. This is necessary so CMYFCC can register and insure their association members with National Headquarters by August 1<sup>st</sup> of the current playing season. Failure of any association to pay premiums by the July conference meeting to CMYFCC could result in the association being dropped from the schedule.

## **ARTICLE 10 – CONFERENCE EVENTS**

Teams must confirm hosting the Football Jamboree by the April meeting or before of the current year, or relinquish the event. Jamboree Hosting will be offered through a rotation, using the list below. If the hosting Association declines, that Association will move to the end of the list and all other teams will move up by one year.

While the hosting of the league Jamboree and Cheer for Fun Comp are based upon a rotating schedule, the awarding of the Conference Super Bowl, Ralph D'Andrea Mitey Mite Bowl, Conference All-Star games and regional hosting games shall be assigned by the CMYFCC Executive Board. This should be done in a proposal to the Executive Board by the June meeting so a decision can be rendered at the July meeting. The proposal should outline the date of the event, venue for the event, financial plan and any other pertinent information. The CMYFCC Executive Board will base their decision in such a way to keep the awarding of events fair and equitable across the league.

**SECTION 10.1 - SCHEDULE FOR CMYFCC JAMBOREE**

<b>YEAR</b>	<b>Location 1</b>	<b>YEAR</b>	<b>Location 2</b>
2016	Leominster	2016	Westborough
2017	North Middlesex	2017	Shrewsbury
2018	Clinton	2018	Millbury/Sutton
2019	Lunenburg	2019	Milford
2020	Hudson	2020	Leicester/Spencer
2021	Nashoba	2021	Oxford/Webster
2022	Littleton	2022	Worcester Cowboys
2023	Groton/Dunstable	2023	Tantasqua
2024	Tyngsboro	2024	Nipmuc
2025	Maynard	2025	Northborough/Southborough
2026	Marlborough	2026	Grafton
2027	Chair City	2027	Auburn
2028	Wachusett	2028	Uxbridge/Northbridge
2029	Ayer/Shirley	2029	Charlton/Dudley
2030	Fitchburg	2030	Worcester Vikings
2031	West Boylston		

Jamboree playing times and teams involved will be at the discretion of the host association and will have final approval of teams and times by CMYFCC.

**SECTION 10.2 - SCHEDULE FOR CMYFCC CHEER FOR FUN**

<b>YEAR</b>	<b>Location 1</b>	<b>YEAR</b>	<b>Location 2</b>
2016	North Middlesex	2016	Millbury/Sutton
2017	Nashoba	2017	Westboro
2018	Littleton	2018	Oxford/Webster
2019	Tyngsboro	2019	Worcester
2020	Marlborough	2020	Nipmuc
2021	Ayer/Shirley	2021	Shrewsbury
2022	Clinton	2022	Northborough/Southborough
2023	Chair City	2023	Charlton/Dudley
2024	Groton/Dunstable	2024	Tantasqua
2025	Hudson	2025	Leicester/Spencer
2026	Leominster	2026	Uxbridge/Northbridge
2027	Lunenburg	2027	Auburn
2028	Wachusett	2028	Grafton
2029	Fitchburg	2029	Worcester Vikings
2030	West Boylston	2030	Milford
2031	Maynard		

Cheer for Fun schedules and teams involved will be at the discretion of the host association and will have final approval of teams and times by CMYFCC.

CMYFCC may modify rotation; add games or multiple locations when deemed necessary.

## **ARTICLE 11 – TEAM COMMITMENT**

All Associations must in good faith report the number of teams anticipated per division monthly beginning in May at the BOD's meeting. Associations will report an actual number of teams by division no later than the July BOD's meeting.

All teams must be confirmed before **AUGUST 1st** of the current playing season. Dropped teams after this date may result in fines by the conference of \$250.00 per dropped team.

Final Schedules will be presented to Associations no later than August 15<sup>th</sup>, or 2 weeks after final team counts are submitted and approved.

## **ARTICLE 12 – PUBLICIST**

Each local Association will have one person who reports the scores into the CMYFCC President and both Football Directors, who may report the scores to the Publicist. The Publicist will contact the newspaper Worcester Telegram & Gazette, **and any other papers deemed appropriate** to list the scores for all teams. There are NO SCORES for any Instructional Division.

## **ARTICLE 13 CERTIFICATIONS**

All team books and rosters will be done in accordance with the National standards.

## **ARTICLE 14 CONFERENCE PLAYER CERTIFICATION**

All player participants must have:

1. Copy of birth certificate (original is needed at the Regional & National level)
2. Proof of physical or Dr's consent form, dated after January 1 of the current year
3. Written parent/guardian permission, Release of Liability form
4. Current photo ID with game shirt, number visible for each player. Should a player hold two positions, that player must have a picture with each game shirt
5. Official Player, Parent, Volunteer Code of Conduct
6. Final Year End Report Card with 70% or better overall average of 4 core curriculum courses. (or School District Waiver)
7. Official CM/National Registration form

For the first official certification your final roster must be typed or computer printed. Two (2) copies.

### **A. ROSTERS**

1. Official National Roster form is required
  - a. Correctly fill in top of roster showing season, squad type, jersey/pants color, age/weight division of play
  - b. Team name – example: Tigers
  - c. Association name – example: Charlton Dudley Youth Football & Cheer Assoc
  - d. Adult Staff Section, with complete names, addresses and phone numbers
  - e. Player – Cheer/Dance section  
List by birth date, oldest to youngest
  - f. Conference/Federation name is to read:  
CENTRAL MASS YOUTH FOOTBALL & CHEERLEADING CONFERENCE, INC
  - g. In order for a team roster to be certified the teams Head Coach must have proof of completion of the ASEP Coaches Certification Course and The CDC Concussion Course.
2. All Rosters and Coaches information must be entered into or imported to the MyAYF website by deadlines listed.

**B. PARENTAL CONSENT/ RELEASE OF LIABILITY FORM** – Use standard form approved by CMYFCC, Inc.

**C. PHYSICIANS STATEMENT** – Use standard form approved by CMYFCC, Inc. if possible. It is understood that some physicians will use their own forms. Please highlight the child's name, physician's signature, and date. It must be dated no earlier than January 1<sup>st</sup> of the current season.

**D. PROOF OF AGE** – As per National rules,

F. ROSTER BOOKS – The roster books that are presented for certification, and which travel with each team, must be arranged in the same order as your official roster – by birth date, oldest to youngest. Adds are added to the back of the book or as they appear on the final certified roster.

G. DROPS AND ADDS – All adds must be completed by the third week of the current season. When doing a drop or add a new copy of the roster must be provided to Central Mass Youth Football And Cheer, Inc.

*Note: If at dry certification the paperwork is incomplete the certification board will not certify or take the paperwork until it is complete.*

#### ADDITIONAL PLAYER CERTIFICATIONS

The privilege of additional player certifications will be extended only until the 3<sup>rd</sup> week of the regular season. All paperwork and pictures must be available when weighing in a player. Should any paperwork be missing the player will not be added to the roster.

#### GAME DAY PLAYER CERTIFICATIONS

Failure to conduct weekly player certifications will result in an automatic suspension of one (1) game for the head coach. Failure to comply a second time will result in permanent suspension from CMYFCC football.

#### UNROSTERED PLAYERS

Any player found to be practicing or playing on a team who is not officially on the team's roster would cause the team to forfeit their entire schedule for the season.

#### MINIMUM ROSTER SIZE

No football team will be allowed to form a team who cannot field a roster of sixteen (16) players per team at the initial CONFERENCE Certification, unless written permission is received from the Conference President.

### **ARTICLE 15 – GAME OFFICIALS**

Game officials shall be accredited by the local / jurisdictional football officiating board.

Officials used for any regular or post-season games hosted by the Central Mass Conference or any Central Mass Association, regardless of location, must be assigned from within the CM Officials Board, This is to ensure proper knowledge of CM/National specific rules and create game day consistencies throughout the Conference.

The conference chief official or assigner, with the approval of the CMYFCC Vice President, will assign the officials for all games played within the boundaries of the CMYFCC.

It shall be the responsibility of the Vice President or designee to communicate with the conference chief official or assigner. The Conference schedule shall be supplied to the chief official or assigner, no later than the 2<sup>nd</sup> week in August.

- The home team shall be responsible for paying official's fees.
- The home team shall be responsible for notification of cancellation.
- The home team must notify the Conference Vice President, or designee, two (2) hours prior to the start of the game of any kind of cancellation.

Any cancellation less than 2 hours prior to game time shall be considered a forfeit, and the canceling association shall be responsible for paying the officials fees. In the case of a dispute of this rule, the EBOD will review each incident to determine which team is responsible for paying the officials.

The officials have the final word on any disagreement on the field.

### **ARTICLE 16 – CANCELLED/MAKE-UP GAME GUIDELINES**

Games should be made up by Wednesday of the following week. It is the responsibility of the home team to secure a field. It is also the responsibility of the home team to schedule a reasonable game time. If no field or times are available, the game will be scheduled for the following week... Every attempt should be made to make up the game as soon as possible, even exploring the alternatives of a neutral site or having the visiting team host the makeup game. Any disputes should be brought to the Executive board immediately and their decision will be final.

## **ARTICLE 17 – CHEER/DANCE**

- A. Cheer/Dance teams will follow the American Youth Cheer rules for Spirit and Dance.
- B. Rules/Regulations specific to CMYFCC will be governed under the Conference Rules and Regulations Section (R-11).

## **ARTICLE 18 – CONFERENCE RULES AND REGULATIONS SECTION**

The conference, through this by-law, accepts The Conference Rules & Regulations section as official policy of CMYFCC, and is hereby given the same strength of a by-law.

The conference BOD's may make modifications, additions, and deletions to the rules and regulations section with proper notice, cause, discussion and a majority vote of the conference presidents, as deemed necessary. Said vote may take place at any time and are not restricted to annual by-law voting rules. Rules and Regulations in this section may not violate or conflict with any CMYFCC by-law.

## **ARTICLE 19 - INDEMNIFICATION**

The Association shall indemnify each person now or hereafter elected or appointed a Director, officer, employee or agent of the Association (including each person who serves at its request as a director, officer, employee or agent of any other organization in which the Association has any interest as a stockholder, creditor or otherwise, or who serves at its request in any capacity with respect to any employee benefit plan) against all expense reasonably incurred or paid by him or her in connection with the defense or disposition of any actual or threatened claim, action, suit or proceeding (civil, criminal or other, including appeals) in which he or she may be involved as a party or otherwise by reason of his or her having served in any such capacity, or by reason of any action or omission or alleged action or omission (including those antedating the adoption of these Bylaws) by him or her while serving in any such capacity; except for expense incurred or paid by him or her with respect to (i) any matter as to which he or she shall have been adjudicated in any proceeding not to have acted in the reasonable belief that his or her action was in the best interests of the Association, or (ii) any matter as to which he or she shall agree or be ordered by any court of competent jurisdiction to make payment to the Association, or (iii) which the Association shall be prohibited by law or by order of any court of competent jurisdiction from indemnifying him. Such indemnification shall include payment by the Association of expenses incurred in defending a civil or criminal action or proceeding in advance of the final disposition of such action or proceeding, upon receipt of an undertaking by the person indemnified to repay such payment if he or she shall eventually be adjudicated to be not entitled to indemnification under these Bylaws.

No matter disposed of by settlement, compromise or the entry of a consent decree, nor a judgment of conviction or the entry of any plea in a criminal proceeding, shall of itself be deemed an adjudication of not having acted in the reasonable belief that the action taken or omitted was in the best interests of the Association. The term expense shall include, without limitation, settlements, attorneys' fees, costs, judgments, fines, penalties, and other liabilities. The right of indemnification herein provided for shall be severable, shall be in addition to any other right which any such person may have or obtain, shall continue as to any such person who has ceased to be such Director or officer and shall inure to the benefit of the heirs and personal representatives of any such person.

## **ARTICLE 20 - DISSOLUTION**

Except as may be otherwise required or permitted by law, the Association may at any time authorize a petition for its dissolution to be filed with the Supreme Judicial Court of The Commonwealth of Massachusetts pursuant to Section 11A of Chapter 180 of the Massachusetts General Laws by the affirmative vote of two-thirds (2/3) of all members of the Board of Directors then in office and entitled to vote; provided, however, that, in the event of any liquidation, dissolution, termination or winding up of the Association (whether voluntary, involuntary or by operation of law), the property or assets of the Association remaining after providing for the payment of its debts and obligations shall be conveyed, transferred, distributed and set over outright to one or more educational, charitable, religious or literary institutions or organizations created and organized for nonprofit purposes similar to those of the Association, contributions to which nonprofit institutions or organizations are deductible under Section 170(c) of the Internal Revenue Code and which qualify as exempt from income tax under Section 501(c)(3) of the Internal Revenue Code as a majority of the total number of the Directors of the Association may by vote designate and in such proportions and in such manner as may be determined in such vote.

## CONFERENCE RULES & REGULATIONS

### R-1 – PRACTICE REQUIREMENTS

- a. No AYF team may practice before the 4<sup>th</sup> Monday in July of the current season. However, all CMYFCC member teams MUST start practice by the first Monday in August of the current season.
- b. Under no condition will water be withheld as a disciplinary measure from any player or cheerleader. Warm weather precautions, as outlined in the AYF National Rule Book, will be adhered to scrupulously. Failure to comply will result in the permanent suspension of the Head Coach.
- c. A ten (10) minute mandatory break shall be given after each hour of practice. Break time is not counted against the hours of practice allowed.
- d. No team may schedule more than ten (10) hours per week of practice before Labor Day. This applies to Cheer/Dance as well. A week being seven (7) consecutive calendar days beginning on Monday and ending on Sunday.
- e. No more than two (2) hours of practice may be scheduled on any one (1) day.
- f. Practices after Labor Day are limited to eight (8) hours per week, a week being seven (7) consecutive calendar days beginning on Monday and ending on Sunday. Practices after Labor Day are not to exceed two (2) hours per day or more than four (4) days per week.
- g. No more than two (2) scrimmages per week with another association before Labor Day Weekend.
- h. No more than one (1) scrimmage per week after Labor Day Weekend.
- i. All scrimmages count against allotted practice times, and therefore are in fact a practice.
- j. All scrimmages will be arranged through each Association President and in no case will the scrimmages be arranged by the coach.
- k. No scrimmages are to be held between different divisions.
- l. All players, regardless of when they join the team, must have at least one week (10 hrs) of conditioning before they are allowed to practice with full equipment or have live contact with another player. Even if a player joins the team after the start of the regular season schedule, this requirement must be met.
- m. All Cheer practices shall include a 15-minute warm up and a 15-Minute cool down period.
- n. At least one rostered coach must be present during every practice.
- o. There shall be at least one person holding a Red Cross (or Equivalent) first aid & CPR certification, or of similar equivalency, present at all practices. This can be a coach or any volunteer approved by the team or club.

*Practices are defined as skull sessions, film viewing, conditioning, scrimmaging, Scrimmaging other teams, stunt/dance group practice and/or gathering by the team for any football or cheer purpose*

*Note:* Any player trying out for a school team will be ineligible for practice with any CMYFCC team. Associations are required to enforce all rules with its member teams and clubs.

**Penalty for failure to comply: 1<sup>st</sup> offense – association fined \$100.00; 2<sup>nd</sup> offense - organization suspended for one year; 3<sup>rd</sup> offense – organization permanently suspended.**

### R-2 – START TIMES / LENGTH OF PERIODS / TIMEOUT

All competitive football teams will play 4 ten (10) minute quarters with a ten (10) minute half time, each team will have 3 time outs per half. Instructional divisions will follow the rules in R-7.

Start times will be set in the Conference schedule.

### R-3 – GAME RELATED RULES

- a. The free substitution rule is always in effect
- b. The eligibility of a player must be challenged prior to the start of the game
- c. Once a game has been stopped and/or a player removed by reason of injury the player must leave the game for at least one complete play, and be checked by team trainer or Field EMT before returning to play.

- d. No player shall play on or for any other football team during the CMYFCC season. The same rule applies to cheer/dance.
- e. Any player or coach removed from a game for any reason by a game official will be ineligible to participate in the next scheduled game. (This should be reported to the conference official when the scores are reported on Sunday night.)
- f. If the player or coach plays or participates in the next game the offending team will forfeit the game, and remain suspended for the following game. It is the responsibility of the Local Association President, whose player/coach was ejected from the game, to notify the Association President of the next opposing team.
- g. Adults, players, cheerleaders will refrain from using profanity at all times.
- h. Adults, players, cheerleaders will practice good sportsman ship at all times.
- i. All instructional divisions will be under the guidance of CMYFCC for rules.
- j. The Game balls to be used for each division shall be as follows:

<b>Flag through Grade 5</b>	<b>Wilson K-2, or Equivalent</b>
<b>Grades 6 and Grade 7</b>	<b>Wilson TDJ or Equivalent</b>
<b>Grade 8</b>	<b>Wilson TDY or Equivalent</b>

**R-4 – MANDATORY PLAY RULE (MPR)**

- Every team will have 2 mandatory play counters, one for each sideline.
- Each team will have an AYF official mandatory play form available..
- Only National approved MPR form will be used.**
- When a team has completed the MPR, the monitor will sign the form in the appropriate location.
- The head coach is responsible for turning in the MPR to their Association President/Conference Rep.
- All MPR forms must be maintained and available to the Conference E-Board and opponents throughout the season and post season.
- Any person assigned as a Mandatory Play Monitor must be instructed to be respectful while on the opponents sideline or working with the opponents volunteer.
  - Mandatory Play Monitors may only stand from the end zone to the 30 yard line on both sides of the field.
  - The opposing teams monitor should be the only one that writes on the MPR form.
  - There is to be no excessive cheering, cell phone use, and no coaching of any kind.
  - At any time the opponent for any reason may ask the volunteer be replaced and this request must be complied with immediately without question.
  - Failure to comply will be considered a violation of the Mandatory Play Rule and may result in discipline for the association, team, and coaches involved.
- MPR minimum number of plays (through CMYFCC Playoffs):
 

Team Size:	16 – 25 players	= 10 plays
	26–30 players	= 8 plays
	31–35 players	= 6 plays

Note: Instructional Division plays are noted in CMYFCC K-3 Rule, R-7
- All players who have not completed their minimum play requirement by the end of the third (3<sup>rd</sup>) quarter, must be put for the first play of the fourth (4<sup>th</sup>) quarter and remain in the game until they have completed their required number of plays.
  - a. Prior to the end of the third (3<sup>rd</sup>) quarter the **Head Coach** should check with the MPR counter(s).
  - b. ALL PLAYERS that still need plays at the end of the third (3<sup>rd</sup>) quarter must be noted at the bottom of the MPR form (ex. 32 John Smith \*4 plays).
  - c. If, on the first play of the (4<sup>th</sup>) quarter, all players that have not met their mandatory play count are NOT in the game, the MPR counter should bring the uncompleted MPR form to the **Head Coach**,

association board member, or CMYFCC Representative and inform them that they will not be signing off on completion of the form. This includes if twelve (12) or more players have not met their mandatory play requirement.

- d. The appropriate CMYFCC Football Director should be notified immediately.

Number of plays is based on the number of players eligible, dressed and ready to play at the start of the game, plays count based on the following criteria:

1. Kickoffs, kickoff receiving, and point after touchdown **will not be** counted towards fulfilling the MPR.
2. Plays which result in a penalty which then results in the play being replayed (with or without loss of down) **will not be** counted toward the MPR.
3. Plays used to “run out the clock”, such as the quarterback dropping to a knee upon the snap of the ball, **will not be** counted toward the MPR.
4. All plays from “scrimmage”, indicated by having a down number, **will be** counted towards the MPR.

#### **Discipline for failing to complete MPR:**

1. Head Coaches are solely responsible for their own teams MPR tracking.
2. First offense will result in the following:
  - a. Two (2) game suspension for the head coach
  - b. The game is forfeited
  - c. The association will be fined (\$500).
3. Second offense (during the same season) will result in the following:
  - a. Lifetime suspension of the head coach.
  - b. The game is forfeited
  - c. The association will be fined (\$1000)
4. The penalties set forth in this section of the bylaws will apply, and supercede the coaches code of conduct.

#### **R-5 LOPSIDED SCORE RULE (aka Mercy Rule)**

- The CMYFCC lopsided score rule is 31 Points.
- Once the score differential reaches 31 points
  - the game clock will become a running clock and stay a running clock for the remainder of the contest and a win is automatically declared.
  - Once the clock becomes a running clock it can only be stopped for injuries, official, or team time outs.
  - It will be the losing team’s preference as to whether they will receive a normal kickoff or they may choose to take the ball on their own 40-yard line.
  - The winning team is prohibited from running any misdirection, counter, reverses or “trick plays” of any kind, or any play that has been consistently run with success during the game.
  - Skill position starters (offense AND defense) must be replaced whenever possible.
  - Winning teams are not limited to only running between the tackles.
  - Mandatory plays must be completed regardless of the score or game clock.
  - If the winning team does not complete their required mandatory plays, the full force of the mandatory play rules and penalties will be in effect.
  - CMYFCC will investigate/review all reported losses of 31 points
- An intentionally run-up score is occurs when a team continues to pour it on even after the game is in their favor and far out of reach for their opponents.
- An intentionally run-up score **does not** have to be a “mercy rule” game.
- Any coach deemed to be intentionally running up the score shall be subject to discipline as included in the coaches code of conduct.



## **R-6 – TIES**

If a regular season game or playoff game ends in a tie, a tie breaker will be played. The NCAA Football Tie-Breaker Rule, as modified by the MIAA, Shall be used.

- Immediately following the conclusion of the fourth quarter, the teams will go to their team areas for two minutes.
- The officials will escort the captains to the middle of the field for the coin toss. The winner of the toss shall choose one of the following options: (1) offense or defense; or (2) which end of the field shall be used in both series of the overtime period (ten- yard line).
- During the regular season a maximum of two (2) overtimes is allotted.
- In the postseason, starting with the third (3<sup>rd</sup>) overtime teams must “go for 2”, or kick.
- The defense may score during the tiebreaker.
- Each series shall begin at the ten-yard line unless a penalty overrides. First down chains will not be used. It is always goal-to-go. If penalty enforcement calls for an automatic first down, it will be first and goal.
- If there is a change of possession during the last play of overtime, fouls by opponents on the team in possession give the team in possession the option of putting the ball in play, where the penalty leaves the ball, for one down free of penalty. This option is exercised only if the offensive team is free of foul during the down.
  - Example: Second Series - Team B intercepts Team A's pass and, during Team B's run back, Team A commits a personal foul.
  - Ruling: Extend the overtime for one down free of penalty, with Team B putting the ball in play where the penalty leaves the ball, provided Team B has not fouled during the down.
- Each team is allowed one full time-out in the overtime period. Time-outs remaining from the second half do not carry over to the overtime period.

## **R-7 – INSTRUCTIONAL DIVISION RULES (K-3)**

1. Two (2), forty (40) minute running time halves with a ten (10) minute half time. Maximum game time will be 1 (one) hour and 30 (thirty) minutes.
2. NO kickoffs, punts, special teams, etc.
3. Optional rib protection is highly recommended.
4. Two (2) official’s minimum per game.
5. Only two (2) coaches can be on the field at any one (1) time. When quarterback sets up behind the center – coaches on both sides must be five (5) yards behind furthest player back from line of scrimmage and cease all verbal instructions or encouragement until the play is whistled dead.
6. One (1) time out each half, one (1) minute in length. Clock does not stop running during the time out.
7. Clock does not stop except for an Official injury time out. Not to exceed five (5) minutes per game.
8. Coin toss to take place at start of game. The team that starts on offense will start the second half on defense.
9. EMT must be present at all times during the game. The game cannot start or resume without an EMT. The EMT must have either a radio or immediate phone availability to contact either an ambulance or rescue personnel.
10. NO SCORE is ever kept in an Instructional level game...on the field, scoreboard, PA system or in any newspaper.
11. Any article in a newspaper must be positive in nature toward both teams, without any score.
12. Mandatory Play Rule (MPR) is in effect and must be logged as in other levels (it differs from the other levels.

Mandatory Play Rule – Instructional levels only

Player Availability: 16 – 25 players = 12 plays

26 – 35 players = 10 plays

13. No hurry-up offense.

## **OFFENSE**

1. Every change of possession always starts on the 50 yard line – NO EXCEPTIONS.
2. Maximum splits between center and guard is 2 feet.
3. No quarterback sneaks are allowed but the other backs can run between the offensive tackles.
4. Announce extra point option: Free Kick (NO defense rush) or Run/Pass with a defensive rush
5. Delay of game penalty will be called after 50 seconds during weeks 1 & 2; after 45 seconds during weeks 3 & 4; after 40 seconds during weeks 5 & 6; after 35 seconds during weeks 7, 8 & 9.

## **DEFENSE**

1. No blitzing!!! – No Encroachment
2. Everyone is to play “4-6-1” defense (4 down linemen, 6 linebackers, 1 safety)
3. Four (4) down linemen (in a 3 or 4 point stance) can rush in any direction upon the center snap of the ball (NO 2 point stance for the front 4)
4. All other players will be a minimum of four (4) yards off the line of scrimmage
5. “Center Free Zone” at all times (NO nose guards)
6. Defense guard and tackle must be on outside shoulder of the offense guard or tackle
7. Linebackers must be a minimum of four (4) yards off the line of scrimmage. Inside the five (5) yard line two (2) yards off the lines are allowed.
8. No rushing P.A.T. kick

## **OFFICIALS/TEAM COACHES**

1. must be aware that this is an Instructional Division and that they can and are encouraged to instruct and call appropriate penalties. If coaches do not keep this ‘instructional philosophy’ in mind during the game, they should be warned, then penalized for the second infraction and removed from the playing field for a third infraction.
2. Mouthpieces – must be worn and should be watched closely. A pre-game inspection of mouthpieces and helmet fit should be conducted by coaches and monitored by all officials.
3. Unsportsmanlike Conduct – in any form by player, coach and fans should not be tolerated at all and should be penalized accordingly.

## **R-8 – SCHEDULE / CONFERENCE / PLAYOFFS Officials**

1. CMYFCC Associations for the purpose of schedule creation and post season play-offs are divided into four (4) divisions. These divisions are generally based on geographic location and as such are referred to as The North Division , The Central Division, The Southeast and The Southwest Division. Divisions may be modified, increased or decreased as determined by the EBOD based on the overall number of games to be scheduled, number of weeks, number of teams and/or associations, pending majority approval of the BOD Membership.
2. Each year the CONFERENCE President, along with the Vice President and Football Directors, will put together a schedule with the conference and playoff format and submit it to the CONFERENCE.
3. If teams are tied at the end of the season, the tiebreaker below will be used.

### Tiebreaker:

- First: Head to Head if two teams are tied  
*If They Did not play each other, use point system*
- Second: Points System if 3 or more teams are tied
- Third: Coin flip for placement

### **POINT SYSTEM FOR TIEBREAKER**

- 10 points for every win your team has
- 5 points for every tie your team has
- 2 points for every win an opponent has that your team beat
- 1 point for every tie an opponent has that your team beat

## **R-9 – FORFEIT AND PROTEST PROCEDURE**

While it is not a general practice of CMYFCC to condone a forfeit, the following guidelines should be followed, no other reason will be allowed.

1. If there is a School function or town function that results in too many players not being able to attend the game will be rescheduled to a date that works for both teams. If this is the case an absentee form will need to be filled out for each player involved. (this can be found in the software) Documentation of the event will need to be provided as well.
2. If there are Family commitments, unless it is an emergency there should be proper notice extended so the game can be rescheduled to a date that works for both teams. If this is the case an absentee form will need to be filled out for each player involved. (this can be found in the software)
3. If you have injuries you must have Doctors notes stating that the effected players are not able to play. If this is the case an absentee form will need to be filled out for each player involved. (this can be found in

the software) You will also need to have the reporting doctor fill out a doctors resume note to have that player eligible to play in any following games. ( this form can also be found in the software)

The only time you should consider a forfeit is if your team falls below the minimum 12 required, if you have 12 you will need to play. We do not want to have to get into any disciplinary actions so please follow these guidelines, failure to follow these guidelines will result in fines and suspensions. The fine and suspension will be as follows:

- A. An amount of \$500.00 will be paid to CMYFCC
- B. An amount to \$500.00 will be paid to the Association that the forfeit was against.
- C. The head coach may be suspended for the remainder of the season and the following season
- D. If the fines are not paid the offending Association will be banned from playoffs and cheer competitions for that season.

PROTESTS must be officially reported to CONFERENCE officials immediately after alleged infraction has occurred and must be followed up with written protest within twenty-four (24) hours. Emailed to both The Conference must make a determination within 48 hours of alleged infraction. Rulings of Game Officials may not be protested.

#### **R-10 – POST SEASON PARTICIPATION**

1. All Member Associations of Central Mass agree to advance any team or squad which qualifies for post season play, regional play and national play.
2. All Cheer teams finished 1<sup>st</sup>-3<sup>rd</sup> place at Local Competition they must move on to Regional Competition, if a team finishes 1<sup>st</sup> at Regional Competition they must move on to National competition, there cannot be a score tied into the result and teams must move on, no exceptions. Failure to move on will result in a suspension for the entire Association the following season.
3. CMYFCC also encourages 2<sup>nd</sup> and 3<sup>rd</sup> place regional cheer finishers to advance to National Competition as well. This participation is optional to be decided upon by the qualifying association.

**R-11 – FOOTBALL & CHEER TEAM DIVISION CHARTS**

**A. Football**

ALL-AMERICAN DIVISION			
Grade Max.	Age Range	Protected Age	Protected Age Explanation
k/1 <sup>st</sup>	5/6	7	7 in 1 <sup>st</sup> grade cannot turn 8 on before 12/31/15
2 <sup>nd</sup> /3 <sup>rd</sup>	7/8/9	9	9 in 3 <sup>rd</sup> grade cannot turn 10 on or before 12/31/15
9U	8/9	9	Cannot turn 10 on or before 8/1/16
4 <sup>th</sup>	8/9/10	10	10 in 4 <sup>th</sup> grade cannot turn 11 on or before 12/31/15
10U	9/10	10	Cannot turn 11 on or before 8/1/16
5 <sup>th</sup>	9/10/11	11	11 in 5 <sup>th</sup> grade cannot turn 12 on or before 12/31/15
11U	10/11	11	Cannot turn 12 on or before 8/1/16
6 <sup>th</sup>	10/11/12	12	12 in 6 <sup>th</sup> grade cannot turn 13 on or before 12/31/15
12U	11/12	12	Cannot turn 13 on or before 8/1/16
7 <sup>th</sup>	11/12/13	13	13 in 7 <sup>th</sup> grade cannot turn 14 on or before 12/31/15
13U	12/13	13	Cannot turn 14 on or before 8/1/16
8 <sup>th</sup>	12/13/14	14	14 in 8 <sup>th</sup> grade cannot turn 15 on or before 12/31/15
Grades or Ages can be Combined, Ages and Grades will play together during the season as grouped above.			
Associations can split based on Grade or Age (not both).			

**B. Cheer**

AYC CHEER DIVISIONS FOR COMPETITIONS			
Division	Age Range	Protected Age Explanation	Level
8	5,6,7,8	Cannot turn 9 before 7/31	White and Red Level ONLY
10	7, 8, 9,10	Cannot turn 11 before 7/31	White, Red or Blue Levels
12	9, 10,11,12	Cannot turn 13 before 7/31	White, Red or Blue Levels
14	11, 12, 13, 14	Cannot turn 15 before 7/31	White, Red or Blue Levels
<p><b>**Contender Division</b>                      The AYC Contender Division enables youth with either cognitive or physical disabilities to participate in football and cheer. The Contender Division is further explained in the Official AYF/AYC Contender Rule Book at MyAyf.com.</p> <p><i>Central Mass, following the recommendation of AYF strongly supports High School Cheer programs and will require all HS students to join their local school team rather than that of a youth program.</i></p>			

## **R-12 – CMYFCC National All Star Team Guidelines**

- **Refer to All Star Addendum**

## **R - 13 – CHEER RULES AND REGULATIONS**

1. The CMYFCC Cheer Director, along with the Association Cheer Coordinators, will be responsible for instituting rules and regulations for all cheer/dance personnel to follow. These rules and regulations, along with National Rules, will become part of the CMYFCC By-Laws under the rules section beginning in 2006 and may be updated until August 30<sup>th</sup> of the current year.
2. All rules and regulations regarding cheer will require a 2/3 majority vote by the Association Cheer Coordinators attending the cheer/dance monthly meetings
3. Only one Cheer Coordinator from each Association may vote. If for some reason the Cheer/Dance Coordinator for the association cannot attend a meeting, the person attending the meeting is allowed to vote on behalf of their association.
4. All rules, regulations and changes coming from the Regional Cheer Director or National Cheer Commissioner, in writing, will automatically go into effect.
5. Any association fielding three (3) or more football teams MUST register at least one cheer/dance squad.

Cheer/Dance participants who qualify 1<sup>st</sup> and 2<sup>nd</sup> or 3<sup>rd</sup> in any Competitive Divisions at the CMYFCC Local Competition shall participate in the Regional Cheer/Dance Championships.