

# Peninsula Youth Football and Cheerleading Organization

## 2018 By-Laws August 1, 2018

**CRIZON "HEAVY" COURTNEY**  
PYFCO President

**AMY MCLEOD**  
PYFCO Commissioner

**JAMES STEPHENS**  
PYFCO Commissioner

**VACANT**  
PYFCO Cheer Commissioner

**TONI CROCKETT**  
PYFCO Treasurer

**MICHELLE AILSTOCK**  
PYFCO Secretary

**DEREK WHITESIDE**  
President, Back River

**WILLIAM CARTER**  
President, Gloucester

**RON HISER**  
President, Grafton-Tabb

**LEROY MASK**  
President, Hampton

**CHARLES RIVONGHAM**  
President, Poquoson

**ROBERT HARRIS**  
President, Tidewater

**JAMIL COLLINS**  
President, Tri Citi

**ASHLEY MCHUGH**  
President, Williamsburg

**JESSICA DAY**  
President, York-Seaford

**JOAN HOLLOWAY**  
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**DONALD SULLIVAN**  
President, Oldtown

**GERALD HOWELL**  
President, James City

**SARA GARRINGER**  
President, Middlesex

**DONALD JOHNSON**  
President, Boys & Girls Club

**JAMIE TAYLOR**  
President, Deer Park

**DENNIS MICKELSON**  
Advisor

### Additional PYFCO Board Members

**VACANT**  
Webmaster/Parliamentarian

**R. WAYNE STOKES**  
President Emeritus

**VACANT**  
Sargent of Arms

**JOE AILSTOCK**  
President Emeritus

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## I. GENERAL BY-LAWS:

A. **OBJECTIVE**: The objectives of the Peninsula Youth Football and Cheerleading Organization shall be to instill in the youth of the Organization members the desire to engage in an activity that will endeavor to teach them physical and mental skills through the enjoyment of the game of football and its related activities.

B. **ORGANIZATION**: The Organization shall consist of a governing body and leagues from geographic areas in and around the Peninsula. Leagues consist of players, cheerleaders, coaches, and administrative officials. Leagues are organized into five divisions: Mini Mites, Mites, Mighty Mites, Midgets and Junior. Each of the leagues participating in the Organization must field a team in at least three of the five divisions.

1. **Dissolution Clause**: Upon dissolution of PYFCO, the remaining Board of Directors shall collect and secure all league assets and place them in storage until a Board convenes. During the storage period, all insurances and fees will be paid from the Organization's treasury. If a new Board does not convene within two years from the date of dissolution or Organization's treasury funds are exhausted, remaining Board members shall determine charitable beneficiaries and distribute all assets.

### C. **GOVERNMENT**:

1. **Governing Body**: The Organization governing body shall be composed of the following officers and shall be known as the Peninsula Youth Football and Cheerleading Organization Board of Directors.

a. **PYFCO President**: The Organization President shall be the administrative head of the Peninsula Youth Football and Cheerleading Organization, Inc. He/she shall be responsible for calling meetings of the Board and shall act as Chairperson of the Board. He/she is responsible for creating an operating budget to be submitted to the PYFCO BOD at the March meeting. He/she is responsible for assembling the agenda for each meeting of the Board of Directors, with input from any league director or members of the governing body. Agenda for the meeting will be emailed to all BOD members by the Thursday prior to the meeting for review. He/she shall be responsible for the orderly conduct of business within the Organization, except for playing rules. The President has the authority to reconvene the BOD to reengage controversial decisions within 48 hours of the initial decision. If the PYFCO President is dual-hatted and serving as a current league President then his Proxy will vote. No Proxy, no vote. To qualify for the PYFCO president, a candidate must have three years' league board experience within PYFCO or two year's PYFCO board experience. In the absence of the treasurer, the president will be responsible for issuing checks for league expenditures in accordance with the rules governing the treasurer. The President shall have one (1) vote in the event there is a tie during *PYFCO* Board meetings. The PYFCO President may not hold a league proxy or vote at any other time. In the event that the current PYFCO President is unavailable or unable to fulfill his position, the longest tenured member of the PYFCO Board of Directors shall act in his stead.

**NOTE**: *One person may not hold the President and Commissioner positions simultaneously.*

b. **PYFCO Commissioners**: The Organization Commissioners shall act as Judicial Administrators of the Organization. They shall be responsible for monitoring all playing rules, assignment of Officials, scheduling of games, player eligibility, and all other activities directly affecting Organization play. They shall travel randomly between fields on game day. They shall act upon disputes concerned with playing rules. They shall assist the Organization President with development of an agenda for Organization meetings. The Commissioners may not hold a league proxy or vote at any time. *The Commissioners shall be non-voting members of the BOD.* The Commissioners shall enforce the PYFCO By-Laws. If a PYFCO Commissioner is dual-hatted and serving as a current league President then his Proxy will vote. No Proxy, no vote. To qualify as a

PYFCO commissioner, a candidate must have three years' experience within PYFCO or two year's PYFCO board experience. Commissioners cannot be Coaches, but must be certified. When possible, persons interested in being commissioners should accompany a current commissioner for a minimum of two game days.

**c. PYFCO Cheer Commissioner:** The Cheer Commissioner shall act as Judicial Administrator of the Organization Cheer program. He/she shall be responsible for monitoring all cheer rules, collecting cheer rosters and forms of id, if required, cheerleader eligibility, and all other activities directly affecting Organization cheering. The Cheer Commissioner shall travel randomly between fields on game day and/or practices as needed. He/she shall act upon disputes in accordance with cheerleading rules. He/she shall assist the Organization President with development of an agenda for Organization meetings. The Cheer Commissioner may not hold a league proxy or vote at any time. *The Cheer Commissioner shall be a non-voting member of the BOD.* If the Cheer Commissioner is dual-hatted and serving as a current league President, then his/her proxy will vote. No Proxy, no vote. The Cheer Commissioner can be a coach, and must be certified.

**d. PYFCO Secretary:** The Organization Secretary shall be responsible for scheduling meetings of the Organization Board of Directors and arranging for a meeting place. The Secretary shall be responsible for providing board members with an agenda and a copy of the previous meeting's minutes one-week prior to the next meeting. The Secretary shall be responsible for notifying board members of meetings. The secretary shall record minutes of the meetings and review the most recent minutes at the start of each meeting. The Secretary shall record how members votes on issues. Separate minutes will be taken for personnel issues. *The Secretary shall be a non-voting member of the PYFCO Board, unless he/she is acting as a member of the BOD*

**e. PYFCO Treasurer:** The Organization Treasurer shall administer the Organization's central account/fund. The Treasurer will provide a bank statement with written explanations of transaction. The Treasurer or designated representative will research and provide each league with copies of the insurance policy and related forms. They are responsible for preparing all tax related paperwork, as needed. The treasurer shall be at all major PYFCO events to collect funds throughout the course of the day. When collecting funds at events they will maintain a record of collected funds with two signatures (PYFCO Treasurer and BOD Member) and leave a receipt in drawer to show all monies collected. They will ensure the payment of referees at these events and ensure all debt accrued by PYFCO is paid in a timely manner. Account for all leagues that owe PYFCO money not collected IAW PYFCO bylaws. Check the PYFCO mail box once a week and maintain possession of the laptop provided by PYFCO. The Treasurer and the President are the only members authorized to disburse Organization funds. The Treasurer shall present an annual financial statement at the last board meeting of the year. *The Treasurer shall be a non-voting member of the PYFCO Board, unless he/she is acting as a member of the BOD.*

**NOTE:** *One person may hold the Secretary and Treasurer positions simultaneously.*

**f. Directors:** The Organization Directors shall be made up of one (1) representative (League President) from each league. Each league, except new leagues, is *entitled to one (1) vote for the conducting of Organization business.* During the first season in the Organization, new leagues will have no voting privileges. Leagues may field two teams in three or more divisions but retain one (1) vote and pay fees as if one league. No other member will be entitled to vote except in the event of a tie, and then the President of the Board shall be permitted one (1) vote. Proxies for each league President shall be identified and submitted to the Organization secretary by the April board meeting. League Presidents/Directors must submit any item to be added to the agenda to the PYFCO President no later than the Tuesday prior to the scheduled meeting. League presidents are responsible for keeping their proxies current and submitting the updated information to the organization secretary.

**2. Election of PYFCO Officers:** An annual meeting of the Organization must be held for the purpose of electing officers and conducting business as may be necessary to close out the present

season. This meeting is to be held as soon as possible following the season ending Super Bowl and must be held prior to December 31<sup>st</sup> of the current year. The Organization Board of Directors may nominate a candidate to run against the current President, Commissioners, Secretary or Treasurer for the following term. Each position will be discussed and voted on by secret ballot. The votes will be counted by two assigned individuals and announced as a YES/NO vote. The number of each yes/no vote will not be disclosed. In the event this is not possible, then any vacant positions will be filled by each of the participating leagues on an annual rotational basis. The first league on the list will fill the first vacant position; then the next team on the list will fill the next vacant position on the list. This will continue until all Board officer positions are filled. The order of the leagues that must fill these positions during the 2018 season is: Back River, Hampton, Poquoson, Yorktown, Williamsburg, Oldtown, James City, Gloucester, Tidewater, Tri Citi, York Seaford, Grafton Tabb, Middlesex, Boys & Girls Club. If the position requirements are not met; the next organization on the list will fill the position.

**Note:** Decisions can only be rendered by a majority vote of the members present at the meeting. A quorum must be present to render all decisions. Fifty percent (50%) of the Directors plus one of the above PYFCO Officers constitutes a quorum.

### **3. NON-Governing Positions: Positions to service PYFCO**

**a. PYFCO Sergeant of Arms:** The Sergeant of Arms shall maintain control during board meetings and perform other duties as assigned by the BOD. *The Sergeant of Arms is a non-voting PYFCO board member.*

**b. President Emeritus:** The PYFCO may recognize outstanding contributions to the Organization by conferment of the title of President Emeritus. Retiring Presidents, to be eligible for such consideration, must have had at least ten (10) years of service to PYFCO as President. The title should be considered a distinctive honor, not a right and should only be given to those who have made significant contributions to PYFCO through long and distinguished service. The President Emeritus may be called upon to provide counsel or to serve in various roles and/or capacities for the enhancement of PYFCO. A standing invitation to attend regular meetings and events conducted by PYFCO is extended. The appointment of President Emeritus is for life. *This is a non-voting position.*

**c. Webmaster:** *A non-voting volunteer* responsible for maintaining the PYFCO website. The webmaster will post information on the website at the discretion of the PYFCO President. Position is optional and filled at the discretion of the PYFCO Board of Directors.

**d. Parliamentarian:** *A non-voting volunteer* responsible for assisting in the upkeep of the Organization bylaws. Position is optional and filled at the discretion of the PYFCO Board of Directors.

**e. Advisor:** May be called upon by the PYFCO President to provide guidance or act as a mediator during special discussions or appeals. Position is optional and filled at the discretion of the PYFCO Board of Directors. *This is a non-voting position.*

**f. Referee Liaison:** The Referee Liaison/ Head Referee shall be decided by the Football Commissioners. This person must have worked within PYFCO for a minimum of three (3) years, have good communication skills and possess strong knowledge of the VHSL rules and PYFCO exceptions. He/She will receive Seven Hundred dollars (\$700) at the beginning of the season to offset time for managing the following duties. Actively recruit new referees, organize official orientation and training meetings for new and returning Officials. He/She shall distribute the PYFCO schedule and assignments to each Official crew and move Officials where necessary during the week and on game day to ensure enough manpower to cover each field. They shall acquire and schedule officials for all make up games as scheduled by the PYFCO Commissioners. Communicate with all Officials relaying both complaints/information between the PYFCO Commissioners and all Officials. They must communicate to the Commissioners information regarding all ejections and game day issues at the end of the game day. *This is a non-voting position.*

**D. INSURANCE:** The Organization shall not be responsible for any injuries. All participants in the Organization shall participate entirely at their own risk. By the May board meeting of the current year, the Treasurer/designated representative will arrange for a combined liability and accident insurance plan to cover each civilian team in the Organization. Leagues are required to pay insurance premiums to the Organization Treasurer by June 1st. In the event a leagues insurance is not paid by June 1<sup>st</sup> a \$200 fine will be added to the amount due. Any league with insurance still owed by July 10<sup>th</sup> will not be able to assemble until their insurance has been paid. Any outstanding claims must be submitted to PYFCO by the December meeting.

**E. FINANCES:** The Organization shall maintain a central account/fund to pay annual operating expenses, and to provide achievement awards to participants. At the beginning of each season, the Treasurer shall identify the location and status of the account

**F. EQUIPMENT OWNED BY PYFCO:** Any items purchased with PYFCO funds remain the property of PYFCO. See Attachment 1.

## **II. OPERATIONAL PROCEDURES:**

**A. OPERATING EXPENSES:** All costs will be borne by each league equally.

**1. Annual Expenses:** The PYFCO president and commissioners shall be allowed reimbursable expenses up to \$2,000 total. The PYFCO president and commissioners will keep track of their expenses for the year and submit the PYFCO Expense Form (see Attachment 2) to the Board for payment at the end of the year as needed. Expenses will be paid at the travel rates listed in the current Joint Travel Federal Regulation

**2. Miscellaneous Expenditures:** \$200.00 annually for miscellaneous expenditures (anticipated total expense incurred by the Organization Officers in the performance of their duties.) Officers will track and submit the PYFCO Expenditure Form (See Attachment 3)

**3. Super Bowl and Play-Off Games Officials:** The Organization Treasurer will pay the Super Bowl Officials as directed by the Organization Commissioners and Board of Directors. The Playoff officials will be paid by the hosting leagues.

**4. Other Expenses:** All other expenses (Academic All-Stars, trophies, hats, programs, and concession stand supplies, etc.) will be voted on at regularly scheduled board meetings.

### **B. OPERATING INCOME:**

**1. League Fee:** The cost of meeting any authorized annual operating expenses will be borne equally by each of the leagues participating in the Organization. The annual league fee will be discussed and voted on at the first board meeting of the year. League fees will be due on or before the August board meeting of the current year. In the event the Organization is unable to meet its financial obligations each league must supply equally the necessary funds to the Organization in order to satisfy any and all outstanding obligations. The 2018 league fee will be \$800.

**2. Super Bowl Entrance Fee:** Super Bowl entrance fee is \$5.00 per person. Uniformed players and cheerleaders enter free. Children 5 and under will be free. Concession stand prices will be determined by the PYFCO Board of Directors.

**C. PAYMENT OF GAME OFFICIALS:** Costs will be borne by the home team participating in the game under consideration. There will be a minimum of three officials per game. The

Commissioners shall negotiate for officials prior to the start of the season. Home teams are encouraged to pay the officials during half time of the last game of the day. Official's fees are as follows: Flag Ref, \$20 White Hat, \$40 and the others are \$35 each per game. One meal per day and drinks all day for the referees.

**D. ANNUAL OPERATING BUDGET:** The organization president will present an annual operating budget to the BOD for approval by the first annual meeting of the year or the February meeting whichever comes first. The treasurer will provide the last year's financial reports to the president for review when building the budget. This budget will be reviewed and voted on in the March meeting by the BOD. The annual operating budget is available for review upon request.

**E. ADMINISTRATION:**

**1. Game Scores:** All teams are to call, email or text home game scores into the Commissioners by 8:00pm on game day. The Commissioners are responsible for notifying the local newspapers and uploading game scores to the website.

**2. Amendments:** Amendments to these by-laws may be considered at any Organization meeting, excluding previously approved/disapproved amendments, which will stand for one playing season. The by-laws become permanent on July 1<sup>st</sup> each year and will not change for the remainder of the upcoming season. As an exception, the Board of Directors by a  $\frac{3}{4}$  majority vote may call for a review of an amendment to the by-laws that has already been considered during the current year. Any change must also prevail by a  $\frac{3}{4}$  majority vote. A maximum of two voting sessions may be exercised on any one amendment during the calendar year.

**NOTE:** Once an amendment has been voted on the 2<sup>nd</sup> time, any further issue with amendment will be tabled until the following year's by-law discussions.

**3. Meetings:** Board meetings will be conducted monthly or more frequently as directed by the Organization President. Regularly scheduled monthly meetings will be held on the fourth Sunday of the month and will commence at a time to be determined by the Board. At the beginning of the year, each league will provide PYFCO Board Members with a list of their league's officer's name, phone #'s and duty title. At the discretion of the Organization President, each agenda item will have two rounds of discussion. Each league will have 3 minutes for discussion during the first round. Each league will have 1 minute for rebuttal during the second round of discussion. All regularly scheduled meetings called by the President of the Organization shall be conducted in an open and democratic forum. Special meetings (committees) will be conducted at the discretion of the meeting chairman. When the Organization President determines that the topic of discussion is sensitive or personal in nature, he may call for an Executive Session, which will consist of only PYFCO Board members. The minutes for these meetings shall be closed but available to the BOD upon request. Meetings will have a two-hour time limit. However, with a majority vote of the attending voting members the time limit may be extended.

**4. Participant Registration:** Each league will determine when to conduct its own registration. Leagues will charge each cheerleader and/or football player a minimum of \$25.00 (to be paid by the parent or guardian) to participate and will openly advertise this fee. Family discounts will be excluded from minimum registration fee. No new players may be listed on the Official Roster after the last eligibility day of the current year.

a. Every league will have a refund policy in their league by-laws and include information on their registration form.

**NOTE:** Each league will provide the PYFCO Secretary a copy of their registration form by the first PYFCO meeting of each year.

**5. Game Forfeiture:** The PYFCO Commissioners and/or the PYFCO Board of Directors can decide forfeiture of games.

**6. Line of Command in Regard to Games:** During the games, the Blue Hats are representatives of PYFCO. If a league President is coaching on a team, he/she is only recognized as a coach not as a league President or a PYFCO Board of Director. While coaching, he/she has no authority as a Director; he answers to the Blue Hat and other PYFCO Board of Directors.

**7. Coaches:** All coaches must be certified by the PYFCO approved program for the current year prior to any on-field activities. PYFCO will allow only up to 8 certified Football coaches, 3 certified Cheer coaches and two team moms/team dads to be on the sideline in the designated team area for all five divisions: Mini Mites, Mites, Mighty Mites, Midgets and Juniors.

**8. Certified Coaches Roster:** Each league President will submit a list of all football and cheerleading coaches with signed ethics forms verified and signed by league Presidents to the PYFCO Commissioner's Office, no later than the first scheduled practice. As a minimum it must contain name, address, telephone number, certification number and expiration date and the division/team he/she is coaching. Additions/changes to the coaches' roster will be made by the Thursday prior to each game until the last eligibility day at which time no changes will be accepted.

**9. Background Checks:** All leagues will have a National background search completed on all Volunteers. This includes, but is not limited to, league board members, coaches, team moms/dads and equipment personnel. Anyone listed in the Virginia State Police Sex Offender Registry (both currently/previously) or is a convicted sex offender not listed on the registry, will not be eligible to participate in any capacity for PYFCO or any member league, other than as parent or guardian. Leagues are encouraged to conduct full criminal background checks on these personnel.

**10. Coaches Changing Leagues:** Any football or cheerleading coach that changes leagues within PYFCO is required have a transfer letter executed. The gaining league President will submit to the previous league President the transfer letter for signature. The coach in question cannot take the field to coach (practice or games) until this letter has been signed by both Presidents and submitted to the Commissioner's office. In the event the previous President refuses to sign the transfer letter the gaining President may petition to have the matter investigated by the PYFCO Commissioners and brought before the PYFCO BoD for decision. (NOTE: Coaching constitutes both at practices and/or games.)

**11. Sideline Personnel:** In addition to the coaches for the game being played and team personnel listed in item 7 above, only the league Presidents or their designee, the Blue Hat for the game being played, no more than two youth water people and the team photographer are allowed to be on the sideline when the game is being played. An exception shall be made for leagues that have two sides. No other league personnel will be allowed on the sideline. Note: One photographer, video or still, and One costumed mascot shall be allowed on their own sideline from the 25 yard line to the end of the end zone, outside the coaches box. A spotter with a walkie talkie, assisting the announcer, shall be allowed on the home side of the field.

**F. NEW LEAGUES:** New leagues may petition the board or the Organization President for membership at any time between November and April 1st. Prospective new leagues must provide the following as soon as it is available: a list including names, phone numbers, and addresses of league officers (Board of Directors); proposed location for games and practices; planned budget to include available assets (player equipment is paramount); plan for accumulating additional assets (must consider insurance requirements, league fees, referees at home games, equipment requirements, etc.); and bank statement indicating league name, account balance, and bank identification; league by-laws; list of coaches with phone numbers (including cheerleading coaches); team name and colors. After presentation of the petition, the Organization President will open the floor for discussion. The Organization's objective is to make football available to as many youth as possible; the board will make every effort to assist the new league. However, new leagues will not be added if they will cause existing leagues to fold. Following discussion, the President will establish a committee of two, chaired by the Organization Commissioners. This committee will meet with the new league to verify that it has



available or planned assets necessary to participate in the Organization. At the next scheduled PYFCO board meeting, the committee will present its findings to the board at an executive session and following discussion, the board will vote on acceptance of the new league. New leagues will have insurance paid by the June board meeting of the current year and annual Organization fees paid by August 1<sup>st</sup> of the current year. Accepted new leagues will not have voting privileges during their first year of existence in the PYFCO and will be on probation. New leagues shall be prohibited from accepting participants from existing PYFCO leagues for a period of one year. Board members leaving existing leagues and moving to the new league shall be considered on a case by case basis. At the conclusion of the first season, the PYFCO Board of Directors, by secret ballot, shall vote to determine by majority if the new league will be accepted as permanent members of PYFCO or disqualified from PYFCO. Any league that is accepted and joins PYFCO must stay for a minimum of 2 years. In the event a league leaves early they will pay a \$400 (four hundred dollar) fine and be prohibited from coming back to PYFCO for 3 years. All new leagues must have at least three teams to join PYFCO.

**G. CHEERLEADING:** Cheerleading is an integral part of PYFCO. Cheerleaders shall cheer under the Virginia High School League Rules for Cheerleading.

**1. Cheerleading Coaches:** All cheerleading coaches must be certified by the PYFCO approved program for the current year prior to the first scheduled practice. PYFCO will allow one head cheerleading coach and two assistant cheerleading coaches to be in the cheerleading area of the sideline unless a written request for additional assistants is made to the PYFCO Commissioners and is approved.

**2. Cheerleading Area:** The cheerleading area will normally be from the 25 yard line to the end zone on both 80 and 100 yard fields. Stadium fields that have at least 10 yards from the edge of the playing surface to the player's bench may allow cheerleaders to conduct cheers along the length of the field from behind the player's bench. No stunting or lifts will be allowed in this area. Stunting or lifts will be restricted to the area from the end zone to the 25 yard line and during half time routines only.

**3. Cheerleading Eligibility:** Cheerleaders must be at least 5 years old as of July 31<sup>st</sup> and no older than 14 years old as of July 31<sup>st</sup> of the current year. Cheerleaders that are 5 years old as of July 31<sup>st</sup> must have atleast one foot on the ground at all times and will be allowed at the discretion of the individual leagues.

**4. Movement of Cheerleaders from One League to Another:** An initial written request on the PYFCO Transfer Form by the parent/guardian to transfer their child to another league will be signed by the gaining and losing league presidents, and presented to the PYFCO Commissioners for their review and honored as long as no outstanding equipment or fees are owed to the initial league and no other issues with that league remain. Any participant changing leagues may not be "scholarshipped" the first year by the new league. All subsequent requests to transfer a child will be questioned and must be approved by the PYFCO Commissioners with input from the League Presidents involved.

**5. Cheerleading Sportsmanship:** Cheerleaders will show good sportsmanship on the sidelines and during all routines and will not demean or degrade the players, cheerleaders, coaches, or parents of their team or the opposing team or the game officials.

**6. Cheerleading Ethical Standards:** Cheerleading coaches and parents shall adhere to the Ethical standards requirements as outlined in item D of Section III of these by-laws.

**7. Competitive Cheerleading:**

Competition cheer within PYFCO is covered by PYFCO insurance.

**8. Rosters:**

Cheerleader rosters must be submitted to the Commissioner's office no later than the first eligibility date.

## **9. Cheerleading Rules.**

- a. All leagues will follow the NFHS Spirit Rule Book for the given year. This book is the same book that governs the Virginia High School League. It is most important that all leagues use this book to govern their programs. It will answer all questions regarding all aspects of cheerleading.
- b. All leagues will send cheerleading commissioners/coordinators and head coaches to the annual coach's meeting. All coaches are invited, but head coaches and cheer commissioners/coordinators are required to attend.
- c. All half time routines will be kept to a maximum time of 3 minutes. This will insure each squad has a chance to perform, and will allow time for any special event a team may be having on a given game day.
- d. All music used in any routine must be appropriate for family listening.
- e. Routines and uniforms must be appropriate for family viewing. (no midriffs, too short skirt, or derogatory moves will be tolerated)
- f. Home team cheerleaders will perform first to the visitors. Each squad will come over to each sideline and support each other. There will be no booing or putting down of squads during their performance.
- g. No jewelry is to be worn at any time while cheering. The only jewelry acceptable is for medical alert per NFHS rules. Medical alert jewelry must be taped to the body under the uniform. Coaches must be aware of any and all medical conditions of their cheerleaders requiring medical alert jewelry.
- h. All coaches and cheer commissioners will act in a professional and ethical manner at all times.
- i. Cheer complaints and penalties will follow the same guidelines as outlined for football teams.
- j. All cheerleaders must be uniformly dressed, by division, during game day/sideline cheering.

## **III. PLAYER ELIGIBILITY:**

**A. DESIGNATION OF TEAMS:** Mini Mites, Mites, Mighty Mites, Midgets and Juniors divisions shall be divided according to the age, weight, and other restrictions as established in this section.

1. Leagues can have the five core teams (Mini Mites, Mites, Mighty Mites, Midgets and Junior) filled. Any additional expansion over the 5 or 10 established teams must be approved by PYFCO by the June meeting. In the event a league is unable to fill 3 core teams they can petition PYFCO BoD for an exception no later than the June meeting.

*NOTE: Minimum number per team is 11 and unlimited maximum.*

**B. AGE AND WEIGHT RESTRICTIONS:** Any changes to age and weight restrictions will be finalized at the January By-Law meeting for the current year. Players must play under the age and weight restrictions unless a waiver is signed by the player's parents/guardians on the PYFCO Waiver Request Form requesting a one-time move up to the next age division and is presented to the Commissioners at eligibility days or subsequent weigh-ins. Once a player moves up, he cannot move back down to his original age division. Cut off date for all age groups is July 31<sup>st</sup> of the current year.

AGE:	5	6	7	8	9	10	11	12	13	14
<b>Mini Mites</b>	N/L	N/L <sup>1</sup>	X	X	X	X	X	X	X	X
<b>Mites</b>	N/A	N/L <sup>1</sup>	N/L	N/L	X	X	X	X	X	X
<b>Mighty Mites</b>	N/A	N/A	N/A	N/A	N/L	N/L	X	X	X	X
<b>Midgets</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/L	N/L	X	X
<b>Juniors</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/L	185

N/A - Not Applicable

N/L - No Limit

X – Not allowed at that age division

Note 1 - 6 year olds cannot play both Mini Mites and Mites

***ALL PLAYERS MUST MEET THE APPLICABLE INITIAL WEIGHT LIMIT IN THE CHART ABOVE AT THE BEGINNING OF THE SEASON. THE WEIGHT GAIN ALLOWANCE WILL APPLY FOR EACH RE-WEIGH.***

**1. Verification of Age:** A legal document defined as a military or state ID and/or a passport shall be used to establish the age of the player. Individual leagues may choose to accept only state ID's. Players' ages will be determined by their age on July 31<sup>st</sup> of the current year for all players. Mascots that are 5 years old as of July 31<sup>st</sup> will be allowed at the discretion of the individual leagues. Mascots are not eligible for Super Bowl trophies (regular season champions, Super Bowl participant, and Academic All-stars). A new league player presenting an original passport, military or state ID as proof of age must present the original passport, state/military ID to his/her league President. The league President (or Proxy) will certify a copy of the original state/military ID to be presented to the PYFCO Commissioners on eligibility day. The league President (or Proxy) is to sign and date the copy of the passport or state/military ID to be turned into PYFCO Commissioners.

**C. ADDITIONAL FOOTBALL EXPERIENCE:** Only Midgets or Juniors may play for both a Middle School team and a PYFCO League. PYFCO football players may not play with other recreational football leagues, High School Varsity or Junior Varsity team while participating in the PYFCO season.

**D. PYFCO ETHICAL STANDARDS:**

1. Each PYFCO and League Board member and coaches will read, sign and date a PYFCO Ethical Standards form (Attachment 4), verified and signed by league Presidents and shall be maintained by individual leagues and provided to PYFCO Commissioners upon request. If a coach has not signed and returned the form, he/she will not be allowed to coach until it's accomplished

2. At least one parent per football player and cheerleader will read, sign and date a PYFCO Parent/Guardian Code of Ethics & Behavior form (Attachment 5), verified and signed by league Presidents or executive board member and shall be maintained by individual leagues and provided to PYFCO Commissioners upon request. If a parent/guardian fails to sign and return the form his/her child will be ineligible until the documentation is completed.

3. All Coaches, Parents, Fans, Board Members and Participates must adhere to the PYFCO Zero Tolerance policy or face disciplinary action.

#### **E. ELIGIBILITY DAYS:**

**1. Eligibility Schedule:** Initial eligibility days will be set by the Commissioners at dates & locations they designate at the July PYFCO Board meeting. Additional eligibility days will be conducted on subsequent Thursdays until the Thursday prior to the **third scheduled Organization** game. Anything after the third week, up to the fifth week, is by appointment only. After initial eligibility days, players must be re-weighed as follows:

**a. Juniors Reweighs:** Fourteen year-old juniors that are within 10 pounds of their maximum weight (see weight chart for limits) must be re-weighed twice during the season. Those players that are not within 10 pounds of the max weight after the first reweigh will not be required to re-weigh a second time. The maximum weight for each player will be increased to include the weight gain allowance **after the initial eligibility has been established (initial weight limit is met)**. For 14 year old Juniors, the maximum weight will increase by 5 lbs to 190 lbs for the re-weighs.

*The players identified above must be re-weighed by the Commissioners two times during the season, at the Commissioners discretion. The second reweigh must be held prior to starting the playoffs. The Commissioners will notify the league Presidents on the Monday prior to the weigh-ins. The Commissioners or their appointed representatives may re-weigh players on any Thursday during the playing season. Leagues must coordinate with the Commissioners for all unscheduled re-weighing. No player shall be weighed on the day prior to a game or on game day. Failure to make the allowed weight on a Thursday prior to a game will make the player ineligible to play in the next scheduled Organization game following that Thursday. The player will be required to re-make the allowable weight limit before any subsequent game or the player may move up to a higher division. The league must provide a three-part form for any player to become eligible after the 2<sup>nd</sup> eligibility day.*

**2. Additional Rules for Weigh-Ins and Reweighs:** It is the responsibility of the league President or his proxy to seek out the Commissioners for all re-weighs. An adult member of an opposing league/ team will be present at all eligibility days. The PYFCO Commissioners will schedule league representatives as witnesses for all eligibility days. At any time during the course of the season, with just cause, the PYFCO President or PYFCO Commissioners may challenge a player's eligibility. All re-weighs will be completed on Thursdays. Exceptions can be made for non-Saturday games. The PYFCO Commissioners will provide the appropriate League Director with one-day notice of any player whose eligibility is being challenged. All teams will re-weigh at the date and time designated by the Commissioners unless previous arrangements are made. Any player that does not re-weigh or has not verified their age at this time will be ineligible for the team's next scheduled Organization game. For all weigh-ins (initial eligibility days and any subsequent re-weighs), players must wear at least underwear or shorts. No player will be allowed to completely undress for a weigh-in. A player will only be allowed one step on the scales for each weigh-in. A President or their Proxy for each player being weighed must be present for the weigh-in.

**NOTE:** Designated Proxies must be identified in advance to the Commissioners.

#### **F. ROSTERS:**

**1. Working Team Rosters:** No later than the Thursday prior to the first eligibility day leagues will electronically provide the PYFCO Commissioners with rosters in alphabetical order with the Head Coach's name and telephone number. If a player is listed on the roster with a last name that is not on the player's identification card, the roster needs to also identify the player's given last name that

is on the identification card in parentheses. The PYFCO Commissioners will provide standard forms for rosters to all leagues.

**2. Official Team Rosters:** The Friday prior to the first scheduled PYFCO game, the PYFCO Commissioners will provide each league President with a copy of signed, dated and approved Official Team Rosters sorted by last name and jersey number or access to the Official Team Rosters sorted by last name and jersey number via the PYFCO web site. Rosters will include players' date of birth, weight (14yr old only) and assigned jersey number. Under no circumstances will any player be allowed to play until approved by the PYFCO Commissioners. Any new players added to a team's roster must meet all requirements as specified for players on the initial roster. Once a player is on the Official Roster for a team and has weighed in, he cannot be moved to any other team without the approval of the PYFCO Commissioners with one exception as noted in "**Movement of Players From One League to Another.**"

**3. Official Updated Official Rosters:** Changes to rosters will be submitted to the PYFCO Commissioner when appropriate. The Commissioners will publish signed and dated approved updated Official Rosters and distribute to all the PYFCO leagues.

**4. Movement of Participants from One League to Another:** An initial written request on the PYFCO Transfer Form by the parent/guardian to transfer their child to another league will be signed by the gaining and losing league presidents, and presented to the PYFCO Commissioners for their review and honored as long as no outstanding equipment or fees are owed to the initial league and no other issues with that league remain. All subsequent requests to transfer a child will be questioned and must be approved by the PYFCO Commissioners with input from the League Presidents involved. All league Presidents will identify to the PYFCO President, by the first day of eligibility, any names of children who possess outstanding equipment or owe money (fees) to that league. If the deadline is not met, the losing league cannot dispute the transfer of the participant. **Any child without a transfer letter will be ineligible.** These children will not be allowed on the roster of another league until the issues of the equipment and fees are settled with the initial league of which the child was a member. The PYFCO Commissioners will notify all leagues of player transfers. *Once practice has started, transfer of players from one league to another must be reviewed and approved by the Commissioners. This will include the first transfer to other leagues. No transfers will be allowed after the initial Eligibility Days have been conducted unless approved by the Board of Directors. Any team with 3 or more players attempting to transfer to another league will be reviewed/approved by the commissioners and PYFCO Presidents.*

**5. PYFCO Official Number Change Form:** No player will be allowed to participate in a game wearing a jersey number that does not coincide with his/her assigned jersey number listed on the Official Roster. If there is a necessity for a permanent jersey number change or temporary number change the 3-part form will be utilized. The PYFCO Commissioners must be notified of all permanent jersey number changes utilizing the PYFCO Official Number Change Form (which will be in triplicate.) This form will include the player's name, birth date, weight (14yr only), prior jersey number, new jersey number, team, reason for the jersey number change, and whether the number change is permanent or temporary. If for any reason the PYFCO Commissioners cannot be notified by Thursday prior to the game, the following procedure is to be followed in regards to jersey number changes that occur on game days:

- a. Present all three copies of the completed PYFCO Official Number Change Form in the presence of the opposing Blue Hat to the opposing coach for signature.
- b. Give one copy of the completed and signed PYFCO Official Number Change Form to the Opposing Blue Hat for his records.
- c. Keep one copy of the completed and signed PYFCO Official Number Change Form for your records.
- d. Your league will send the third copy of the completed and signed PYFCO Official Number Change Form to the PYFCO Commissioners only if the jersey number change is a permanent

change. The form must be presented to the PYFCO Commissioner by the Thursday prior to the next scheduled Organization game in order for the number change to be included on an Official Roster Addendum. If the PYFCO Commissioner is not notified of the number change, then the jersey number change is only in effect on the day it is presented prior to the game.

**6. Permanent Number Changes:** For permanent jersey number changes prior to game days, the league directors are responsible for completing and submitting the PYFCO Official Number Change Form to the PYFCO Commissioners by Thursdays prior to scheduled Organization games. The PYFCO Commissioners will sign all three copies of the Official Number Change Form. The Commissioners will give the league representative two copies of the PYFCO Official Number Change Form. The league representative given the two copies of the Official Number Change Form will follow the following procedure:

a. Present the two completed PYFCO Official Number Change Forms to the opposing coach who must also sign the forms.

b. Give one copy of the completed and signed PYFCO Official Number Change Form to the opposing Blue Hat for his records.

c. Keep one copy of the completed and signed PYFCO Official Number Change Form for your records.

*Note: The league Presidents or their designee may email the Commissioner's office with any permanent number changes for adjustment on the Official game day rosters as well.*

**7. Player using number not listed on the Official Roster:** The PYFCO Commissioners are responsible for ensuring that all league representatives receive all Official Roster prior to the next scheduled Organization game. If a coach or Blue Hat determines that a player is wearing a jersey number that does not coincide with their assigned jersey number listed on the Official Roster he/she will notify the Chief Referee (White Hat) and the opposing Blue Hat immediately upon obtaining such knowledge and a three part form will be filled out, signed and exchanged. The PYFCO Commissioners are to be notified prior to the next Organization game. If it becomes necessary to change a jersey during the game, the opposing coach will be notified through the Officials.

**8. Ineligible Player:** An ineligible player is defined as a player who has been placed on an Official Roster, but has not made weight (14yr only), has not had a birth date verified, has not shown their original ID for the game being played to the opposing teams blue hat for verification or wears a jersey number different from the official roster (except as authorized above.) Any coach, who **knowingly** permits an ineligible player to participate in a game, will forfeit said game and will be automatically suspended for the year and will be identified to the BoD by the PYFCO Commissioners. When the PYFCO Commissioner notifies a coach that he is suspended, the Commissioners must advise the coach of the reason for the suspension. The PYFCO Commissioners must also notify the coach of the necessary action that must be taken to avoid any further suspension. If the corrective action is not effected prior to the team's next scheduled and played Organization game, the coach will remain suspended by the PYFCO Commissioners. Duration of the suspension for the coach will normally be for the remainder of the season; however, length of suspension and reinstatement of suspended coaches is at the discretion of the Ethics Committee.

*All players have until the start of half time to produce and have their ORIGINAL ID verified by the opposing blue hat. In the event the ORIGINAL ID has not been verified before the start of half time that player shall remain ineligible for the entire game. **NO PLAYER CAN PLAY UNTIL THEIR ID IS VERIFIED BY THE OPPOSING BLUE HAT.***

**9. Illegal Player:** An illegal player is any player that has not met PYFCO eligibility requirements or is illegal due to other reasons stated in these by-laws. Any coach who knowingly or unknowingly permits an illegal player to participate in a game will be automatically suspended by the PYFCO Commissioners Office. The Commissioners Office will inform the coach of the reason for the suspension and the corrective actions required to avoid further suspensions. An illegal player infraction will cause the team to be disqualified from all post season play. The coach will remain

suspended until all necessary actions are completed and a final ruling is determined by the Ethics Committee.

**G. LATE TEAM ENTRY:**

1. If a league cannot field a team by the third week of the Organization's scheduled season, that league will not be allowed to field said team for the remainder of the season.
2. If said league does have a team roster submitted to the PYFCO Commissioners by the Thursday prior to the third scheduled week, they may play the remainder of the season. However, the first and second scheduled games of the season will be forfeited.

**H. LEAGUE NAMES:**

Back River Panthers	Oldtown Ducks
Boys & Girls Spartans	Poquoson Bulls
Deer Park Cougars	Tidewater Wolves
Gloucester Knights	Tri Citi Hurricanes
Grafton-Tabb Tigers	Williamsburg Hornets
Hampton Tornados	York Seaford Bulldogs
James City Jaguars	Yorktown Patriots
Middlesex Colts	

**I. TEAM COLORS:** Official PYFCO colors are Navy Blue & White. All leagues are assigned one **primary** color and the primary color will be the first listed color for each league. The assigned primary color will be the jersey color and all teams from a given club shall wear the assigned color. All players will be issued game uniforms at least one week prior to the Organization's first scheduled game. Any league wanting to change league colors must petition the PYFCO Board of Directors for approval by the last meeting of the current season. Assigned league colors are as follows:

<b>Back River:</b>	Black, Teal and White
<b>Boys &amp; Girls Club:</b>	Green, Gold
<b>Deer Park:</b>	Gray, Royal Blue, Black
<b>Gloucester Red:</b>	Red, Grey and White
<b>Gloucester Grey:</b>	Grey, Red and White
<b>Grafton-Tabb:</b>	White, Navy Blue and Orange
<b>Hampton:</b>	Red, White and Black
<b>James City:</b>	Carolina Blue, Black and White
<b>Middlesex:</b>	White, Royal Blue
<b>Oldtown:</b>	Black, Yellow and Silver
<b>Poquoson:</b>	White, Vegas Gold and Maroon
<b>Tidewater:</b>	Purple, Silver and Black
<b>Tri-Citi:</b>	Black, White and Orange
<b>Williamsburg Green:</b>	Green and Vegas Gold, and White
<b>Williamsburg Gold:</b>	Vegas Gold, Black, and White
<b>York-Seaford:</b>	Royal Blue, Black and Silver
<b>Yorktown:</b>	Navy Blue, Red and White

**J. PRACTICES:** The first day of adult supervised practice is July 23<sup>rd</sup> of the current year. No practice may occur before this date without prior approval of the Board of Directors. The first two days of practice will be shirts, shorts and cleats only. Third day is helmets and fourth and fifth days shoulder pads may be added. From the sixth day forward, full equipment. Note: Special circumstances can be addressed by the PYFCO BoD. However, leagues may organize clinics/camps as long as they are conducted for the benefit of and are open to all PYFCO members. All clinics/camps must be approved by the Board of Directors. Any PYFCO-sponsored camp shall take precedence over any other camps. Coaches in any league of PYFCO can only participate in PYFCO sponsored/approved football camps. Coaches can assist in approved PYFCO football camps. Coaches cannot participate in league-sponsored football camps. Coaches determined to be in violation of the above rules will be suspended pending decision of PYFCO Board of Directors. Practices for the current playing season shall end no later than December 31 of the current year.

*In accordance with Virginia High School League guidelines (VHSL Heat Guidelines), leagues will not conduct practices when the Heat Index reaches 105° at their designated practice fields. Practices will be limited, per league guidelines, when the heat index is in between 95° and 104° at their designated practice fields.*

#### **HUMITURE VHSL INFORMATION:**

**105° and up:** No outside activities.

**95° to 104°:** No equipment (helmets, pads, etc) be used during activity.

**90° to 94°:** Equipment is removed as often as possible (during rest breaks on sideline, etc). Carefully monitor all athletes for signs of heat problems.

**Below 89°:** Adequate water supply will be furnished at all practices and competitions with breaks every 20 to 30 minutes for rehydration.

**NOTE:** **No practice if thundering or lightning.** Once practice has been suspended, leagues must wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play or practice.

#### **K. OFFICIAL PYFCO GAME SCHEDULE:**

**1. Official Game Schedule:** The PYFCO Commissioner's are responsible for preparing the Official Game Schedule. He/she will distribute the official schedule by the July PYFCO meeting. The schedule should be arranged to allow for the first game to be played on the last Saturday of August unless amended by the PYFCO Board of Directors on a yearly basis. At the June BoD meeting the Commissioners will bring the league points earned for the past three seasons for the BoD to divide into two divisions to create the game schedule.

**2. Saturday Games:** First priority will be given to Saturday games. Organization games will have priority, any exhibition games played on the same field on the same day will be played at the conclusion of all Organization games. Changes, once schedules are published, will be allowed through mutual consent of all League Presidents involved, provided the home team also makes arrangements for the playing field. If a change is made for one team from a league, all games should be changed to preclude double scheduling of officials whenever possible. Scheduling of individual games may result in the participating teams being assessed an extra charge for game officials.

**3. Game Time Change:** The PYFCO Commissioners must be notified, by the League President at least 5 days in advance of a contemplated game time change. The Commissioners are responsible for notifying game officials of the location of the game, the date and time of the game, and the number of games to be played.

**4. Game Cancellation/Postponement:** Games may be cancelled and postponed due to inclement weather. The PYFCO President has the authority to cancel weekend games due to inclement weather, emergencies or special circumstances. In this event, the home team President shall request



the cancellation or postponement from the PYFCO Commissioners at the earliest possible time to prevent inconvenience to the game officials and the visiting team. White Hats will also have the authority on game day to postpone the game due to the weather. The decision to play or postpone the game rests with the Home Team. Local field management officials may override PYFCO decisions to play games. Games will be postponed when the Heat Index reaches 105° at the game field in question, per Virginia High School League guidelines (VHSL Heat Guidelines). The PYFCO Commissioners will work with the affected league Presidents and the White Hat to determine when it is safe to resume play.

NOTE: Postponed Saturday games will be played the next day, if possible.

**5. Exhibition Games:** If a visiting league fields a team in a division that the home league does not and if the visiting team wishes to play an exhibition game at the home league's field, the home league must make facilities available (concessions, restrooms, P.A. system, etc.) so that said game may be played. The visiting league must notify the home league and the commissioners no later than five days prior to the Saturday game. Any expenses associated with the game will be the responsibility of the visiting league. Any income derived from the game will be to the benefit of the home league.

**6. Away Games for New Leagues:** Any new league entering the PYFCO may be required to play all scheduled games as away games. This will be determined by the distance of travel, and will be based on a majority vote of the PYFCO Board of Directors.

**7. Make-up Games:** The PYFCO Commissioners will schedule all make-up games as soon as possible and provide all affected leagues (those scheduled to play and those who will be affected by the outcome) with the game date, time, and location. The PYFCO BOD must approve permanently removing any games from the schedule.

NOTE: All efforts will be made to play **all** scheduled games.

**8. Regular Season Championship:** The Organization Regular Season Championship and play-offs will be decided on a point basis. In determining standings, a victory shall count two (2) points and a loss will be (0) points. Ties will count one (1) point for each team. A forfeit will count two points for the team awarded the forfeit and zero (0) for the team that forfeited. In the event of a tie for first place by two teams at the end of the Regular Season, the PYFCO Board of Directors will utilize the tiebreaker guidelines to determine the top eight teams (for seeding purposes only) in each division.

**9. Tiebreaker Guidelines for Determination of the Top Six Teams in Each Division:**

PYFCO Commissioners shall maintain the official standings during the Regular Season for all age divisions (i.e. **Mini Mites, Mites, Mighty-Mites, Midgets, and Juniors**). At the end of the Regular Season, if two or more teams in the same age division have the same winning percentage, ***the following TIE BREAKERS shall be in effect:***

- a. ***FIRST TIE BREAKER:*** If only two teams are tied, the winner of the head-to-head game will rank higher. If more than two teams are involved in the tie breaker and the head-to-head is not complete (i.e. all of the teams involved did not play each other), go to the SECOND tie breaker.
- b. ***SECOND TIE BREAKER:*** If all teams involved in the standings played an equal number of games, the teams will be ranked from the highest winning percentage to the lowest winning percentage to 3 decimal places. The winning percentage is calculated as follows: number of wins divided by the total number of games. Total number of games is calculated by adding the number of wins plus the number of losses.

***Example: Team A has a record of 5.5 wins and 2.5 losses***

***Total number of games is 8 (5.5 + 2.5 = 8).***

***The winning percentage is .688 (5.5 ÷ 8 = .688).***

If all teams involved in the standings did not play an equal number of games, the standings will revert to the total number of wins with no deference to losses (e.g. Rain-outs or other “called” games). If this situation presents itself prior to the start of the season, the League may designate certain games as “Bye” games. That is, the games do not count towards the team record and therefore the team standings will not be affected.

If two or more teams are still tied after the winning percentage is calculated or the number of wins is determined, then the strength of schedule percentage for the tied teams will be applied to determine play-off seeding.

**Strength of Schedule Percentage** (SSP = Total number of opponents wins divided by the opponents total number of games) assuming all teams involved have played an equal number of games

**Example:**

*Team A has a record of 6 wins and 2 losses.  
 Team B has a record of 5 wins and 3 losses.  
 Team C has a record of 5 wins and 3 losses.  
 Team D has a record of 5 wins and 3 losses.  
 Team E has a record of 4 wins and 4 losses*

*Team B and C did not play each other in Regular season play.  
 Team D beat both B and C.  
 Team E beat Team D.*

*Team B’s opponents had a total of 11 wins out of 36 total games. Team B’s SSP = 11/36 = 31%.*

*Team C’s opponents had a total of 13 wins out of 36 total games. Team C’s SSP = 13/36 = 36%.*

*Team D’s opponents had a total of 9 wins out of 36 total games. Team D’s SSP = 9/36 = 25%.*

	<b>Record</b>	<b>Win %</b>	<b>SSP</b>
<b>Team A</b>	6-2	.750	
<b>Team B</b>	5-3	.625	31%
<b>Team C</b>	5-3	.625	36%
<b>Team D</b>	5-3	.625	25%
<b>Team E</b>	4-4	.500	

**Final standings**

**1<sup>st</sup> Team A** .750 highest winning percentage  
**2<sup>nd</sup> Team D** .625 beat both B and C in head-to-head  
**3<sup>rd</sup> Team C** .625 ranked higher than Team B on SSP  
**4<sup>th</sup> Team** .625 ranked lower than Team C on SSP  
**OUT Team E** .500 Even though Team E beat Team D, their winning percentage is lower than B, C, or D so they are out of the play-offs.

If two or more teams are still tied after the second tie breaker has been calculated, go to the third tie breaker.

- c. **THIRD TIE BREAKER:** Playoff or coin toss if a play-off is not possible. See **Coin Toss Protocol** below.

**COIN TOSS PROTOCOL:** The coin toss shall be conducted by the PYFCO President or his designated representative. For two participants a single coin will be tossed by the PYFCO President. For three or more participants a single coin will be tossed in the first round by each League President representing the team(s) involved. If multiple teams from the same League are involved the coins will be tossed by Board members from that League. Coaches of the teams may be present to consult with their League President but will not do the coin toss.

- a. The coin used in all coin tosses shall be a US \$.25 coin (quarter). If more than two teams are involved, each coin will be identified to avoid confusion as to who tossed which coin.
- b. The coin toss will be conducted on a flat hard surface.
- c. Two teams - to decide who gets to call the coin toss, numbers will be written on paper and placed in a hat. Each League President will then draw one piece of paper. The HIGHER number will call the coin toss.
- d. The coin toss will be executed as follows:
  1. Two teams - after the caller is chosen, the PYFCO President will toss the coin and let it hit the ground.
  2. Three or more teams - on command of the PYFCO President, the coins will be tossed in the air by the League Presidents at the same time following the Special Coin Toss rule below. The coins will hit the ground and be read as they lie face up.
- e. SPECIAL COIN TOSS: When more than two teams are in a coin toss, all teams will be in a group coin toss. Representatives from each team will toss their coins on command until one of the coins is different from all of the others. The odd coin will be declared the winner of that toss and will be ranked highest. If there are still more than two teams in the tie, the remaining teams will toss their coins again. The odd coin will be declared the winner of that toss and will be ranked as the next highest. Once the tie is down to two teams, go to the coin toss rule above for two teams.

**10. Outstanding Teams Awards:** Each regular season champion organization team (football and cheer leading) will receive one team trophy, paid for by PYFCO.

**11. Academic All-Stars Awards:** In recognition of their academic success, all participants of PYFCO who meet the eligibility requirements, as identified in these by-laws, will receive an Academic All-Stars Award presented at a PYFCO sponsored Academic All-Star event. A committee consisting of representatives from each league and one PYFCO Board member as the Chairperson will determine which participants have met the eligibility requirements. The report cards are for the final marking period of the previous school year and are due by the PYFCO August meeting. Only K5 report cards will be accepted in October. Only core academic subjects will be considered - Reading, English, Spelling, Math, Social Studies, Science, Language Arts, History, Foreign Languages, and Computer Classes. If a subject is not listed above, then the league Academic All-star representative can ask the PYFCO Academic All-star Chairperson for a decision on whether or not the subject can be included in the calculation for the award.

*The Academic All Star Committee will meet in August to discuss the process and when they will meet again to elect children into the different categories.*

**12. Super Bowl:** The Super Bowl is an official Organization sanctioned event. It is considered to be part of the Organization's regular season play. The top eight teams in each division will participate in play-off games to determine the two participants for the Super Bowl game.

a. All PYFCO Board of Directors (or Proxy) will be present at Super Bowl and Play-off games and perform assigned duties from beginning to end or will be fined \$200.

b. Only PYFCO Board of Directors and Treasurer may oversee money during the Super bowl.

c. Each team participating in the Super Bowl must provide six concession stand workers and a list of their names. These names shall be listed on an attendance sheet that is provided to the teams for each game. If six workers are not provided the league must pay \$50.00 per worker to pay someone else to work in their place. The \$50.00 must be paid to PYFCO Treasurer. If the names are provided and the workers or a representative fail to show at the appointed time, the league will be charged \$50.00 per no show. In order to verify that all assigned workers were present, the appropriate PYFCO Board member will accompany his workers to the assigned concession stand. The assigned concession stand PYFCO Board member will sign a piece of paper stating the workers were present.

d. All money collected by leagues within the PYFCO for Super Bowl Program advertisements will be turned into the PYFCO Treasurer. The Treasurer will maintain a record of the money collected from each league. At the end of the season, the individual leagues will have the option to have their advertisement money refunded to their league or have the money applied toward their league fees for the next season. PYFCO will retain 10% of the advertisement money collected per league to help offset the costs of printing the Super Bowl program.

e. **SUPER BOWL ELIGIBILITY:** A player must be eligible (meet all PYFCO criteria), be suited and must play in at least **50%** of scheduled Organization games. As an exception, the affected league can ask the Board of Directors for a waiver due to extenuating circumstances. Play-off games to determine Super Bowl participants are considered scheduled Organization games.

f. Super Bowl participants (cheerleaders and football players) will receive a trophy or plaque. The cost of these shall be paid by PYFCO.

**13. PLAY-OFF GAMES:** The top eight teams in each age division will participate in play-off games as follows:

a. The play-off games will be held on 100 yard fields with lights and goal posts as voted on by the BOD, and played on consecutive Saturdays. The respective leagues will have first choice at setting up the field and running the concession stand to make money for their own leagues. Host leagues will coordinate concession prices for all fields.

b. There will be one Commissioner or PYFCO President and designated PYFCO Board members present at each play-off game field.

c. See the bracket in Attachment 6 for the play-off breakdown.

**14. Organization Scrimmages/Non-Organization Games:** Coaches are encouraged to arrange additional games when feasible; primarily to permit participation of the younger and smaller players who do not play regularly in the scheduled Organization games. Both teams must be insured and verified by the Commissioners. The Commissioners **must** be notified by the league President **at least 48 hours before** Non-Organization scrimmages and games are played. The Commissioners must be notified no later than the day of the scrimmage for Organization scrimmages. The league Presidents must verify compliance with PYFCO age and weight guidelines for Non-Organization teams. See Attachment 7 for the penalty.

**15. T'n'T Jamboree:** The PYFCO T'n'T Jamboree" is a small tribute to honor Mr. Vernon Taylor and Mr. George Teagle for all their many years of hard work and dedication to youth sports and PYFCO in particular. The Jamboree will be held on a Saturday in August of each year, before regular season play begins. For the 2018 season, the Jamboree will not be limited to PYFCO leagues only.

The following rules apply:

- a. All PYFCO leagues must participate by entering and having at least two teams (Gloucester and Williamsburg will have at least two teams per side) participate in the Jamboree. Any exceptions must be voted on and approved by the Board of Directors. Any league that does not meet this requirement will be charged a \$200 fee and will not be eligible to host play-off games for the current playing season.

- b. Coaches of teams that are not in the Jamboree can attend the Jamboree but they cannot scout (videotape, take notes, etc) other PYFCO teams. Coaches in the Jamboree can videotape their own team's games but not others.
- c. All PYFCO players must be registered with a PYFCO league and placed on a PYFCO roster for that league in order to participate.
- d. All PYFCO Board of Directors (or Proxy) will be present at the Jamboree and perform assigned duties from beginning to end or will be fined \$200.
- e. Additional events may be held concurrently with the Jamboree (NFL Punt, Pass, and Kick competition, Heads Up Football clinic, etc).

#### **IV. PLAYING RULES:**

The Organization shall play under Rules of National Federation of State High School Associations (NFSHSA)/Virginia High School League (VHSL) with exception of rules listed in these by-laws and any amendments to these by-laws.

##### **A. EXCEPTIONS TO NFSHSA PLAYING RULES:**

**1. Game Field Size:** Games will be played on a standard size field, where available, except that for the Mites Division, the length of the field will be reduced to 80 yards. The PYFCO Commissioners shall approve any exceptions. \*See Mini Mite addendum

**2. 80-Yard Field Penalties:** Fifteen yard penalties, by rule, are 10-yard penalties on an 80-yard field.

**3. Game Officials:** The Mini Mite games shall have 2 officials. All other games when possible will have four game officials. In no case will there be less than three game officials.

**Exception:** Mite games can be started with only two officials if both league Presidents/Blue Hats agree to do so.

**4. Jersey Numbers:** Players are not required to have jersey numbers that correspond to their playing position. Uniform numbering rules regarding eligible receivers and lineman are eliminated.

**NOTE:** Duplicate jersey numbers are not allowed. (i.e., 0 & 00, 1 & 01, etc.)

**5. Attempts for Point After Touchdown (PAT):** Two points will be awarded for successful kick for a PAT and one point will be awarded for successful run or pass. The team captain for the team attempting the PAT has the option of announcing to the head referee that his/her team will kick for the PAT. In this situation, the head referee will position the ball eleven yards from the goal posts and announce to the defending team captain that the only option available to the offense is a kick for the PAT. If this option is selected, the referees will blow the play dead once the kick has failed. Once the ball is ready for play on the one-yard line, a kick is the only option for scoring the PAT. Otherwise the ball will be placed on the 3 yard line where kicking is one of several options. If the game is played on a field where no goal posts are available, the two-point conversion is dropped for that game. PAT kicks are not free kicks.

**a. Mite Division PAT Exception:** One point is awarded for a successful run and two points are awarded for a successful kick or forward pass, pass must cross the line of scrimmage, for a PAT. The offense must announce its intent to the referee if the kick option is selected and the referee will inform the opposing team. Once that selection is made a kick must be attempted unless there is a penalty or time out called to change the option.

**6. Length of Periods:** All divisions: (Mites, Mighty Mites, Midgets and Juniors): Each quarter will have a 12 minute clock. The clock will run continuously except for injuries, charged team timeouts, delay of game and scores, except for the last two minutes of each half, when traditional timing rules apply. The Mini Mites shall have two 25 min halves with a 5 min. half time. The clock will run continuously except for injuries, charged team timeouts, delay of game and scores.

**7. Game Ball:** Mites and Mighty Mites will use a Wilson K-2 or equivalent. Midgets will use a Wilson TDJ or equivalent, Juniors will use a Wilson TDY or equivalent. This is to include

official rubberized balls. Footballs utilized by PYFCO leagues are not required to have the NFHS emblem. Logos are allowed.

**8. Coaches on the Field:** Mites and Mighty Mites may have a maximum of two coaches on the playing field during live ball play. Coaches may cheer their team after the ball is snapped. However, the coaches on the field can't direct or coach the players either by words or motions during the execution of a play (between the start of the cadence by the quarterback and when the play ends.) See Attachment 7 for the penalty. **Coaches must be at least three yards behind the deepest official on both sides of the line of scrimmage when the ball is snapped.** The Midgets and Juniors divisions may have only one coach on the playing field during time-outs.

**9. Punts for Mites and Mighty Mites:** Mites and Mighty Mites shall have free punts. All players will remain behind their free kick line on free punts. All free punts must be made directly behind the Center. If there is an errant snap the punter will be allowed to get the ball, however, the punter must return to his position behind the Center to punt the ball. Failing to follow this rule will result in a 5-yard penalty. On free punts if the kicked ball should hit a defensive lineman, the ball is to be considered dead and down on contact (first down for the receiving team).

**10. Game Starting Times:** All games will start no earlier than stated times, unless agreed upon by both Presidents (or Proxy). If a division is not fielding a team by the schedule then the other divisions move up to the preceding division's starting time. Teams that are not ready to play 15 minutes after the scheduled start time will be subject to forfeiture of the game as determined by the PYFCO Board of Directors. Games starting late will not be played unless the Blue Hats of both leagues resolve the problem. Every effort is to be made to play the game that day within the time scheduled. Eleven players constitute a team. Starting times for each division are as follows:

Mini Mites	8:30 am
Mites	9:30 am
Mighty Mites	11:00 am
Midgets	12:30 pm
Juniors	2:00 pm

Officials can start games earlier than the scheduled start time with the consent of both league Presidents involved. The order in which the games are played may be rearranged if the two leagues' Presidents (or Proxy) and Blue Hats agree to do so and there has been at least one week's notice to the Commissioner's office.

**11. Down Marker Chains:** Chains will be kept on the Home side of the field by the home team. At the play-offs and the Super Bowl, the chains will be kept on the Visitor side of the field by the visiting team or referees.

**12. Communication/Electronic Devices:** No microphones, cell phones, headset or communication and electronic devices may be **used** by any coaches or team personnel on the sidelines. ***NOTE:*** *If a cell phone must be used due to personal emergencies or work related issues, both league Presidents must be informed prior to the start of the game.*

**13. Game Day Roster:** A Game Day Roster will be utilized that includes the following information: Official PYFCO Roster Information, indicates and if players are absent, injured, or being disciplined and therefore not playing in the game. Players that do not play in a game because of absence, injury, or disciplinary action must be reported to the Commissioners along with the scores of the games and shall be allowed to stand on the sideline wearing his game day jersey without game pads. Both teams' Head Coaches/Blue Hat will sign their respective Game Day Roster forms. A copy of the form will be given to each team's head coach and to respective Blue Hats. Game Day Rosters will be exchanged no later than half time of the previous game or 15 minutes before start of the first game. The President or his/her designated representative will turn a copy of game day paperwork into the PYFCO Commissioners no later than the next scheduled game day or at the next meeting after the

last game. The Game Day Rosters will be kept on file for future reference. The Game Day Roster forms will be filled out in ink and all changes/ errors will be initialed. If the player is wearing game pads, he will be considered an eligible player. The game day roster shall also include a list of the persons designated to coach on each game day. **Non-compliance with use of the Game Day Roster could result in disciplinary action.**

**14. Mandatory Playing Rule (All Divisions):**

**a. Game Day Roster:** At the beginning of each game, each Blue Hat will present to the Head Coaches a completed Game Day Roster (as explained above).

**b. Mandatory Playing Rule (24-Point Rule):** In the third and fourth quarters whenever there is a 24-point lead by one team the Mandatory Playing Rule goes into effect as described in d and e below. See Attachment 7 for the penalty for violation of this rule. Call timeout – if proven get time out back. **Note: Coaches shall deliver to the blue hat a list of the opposing team’s impact players at the beginning of half time up to a maximum of 11.**

**c. 3rd Quarter Rule:** As soon as the Mandatory Playing Rule goes into effect in the 3rd quarter the team that is ahead by at least 24 points on ensuing kickoff shall remove the **impact players** that have been designated by the opposing team. Once removed an **impact player** cannot return to the game at all unless an injury or ejection occurs that bring the team's numbers below 11 players or the lead becomes less than 24 points.

**d. 4th Quarter Rule:** At the beginning of the fourth quarter, if there is a 24 point lead, both teams must pull selected **impact players** as defined in the 3rd quarter rule. As long as the Mandatory Playing Rule remains in effect players chosen must not return to the game.

**Note:** An **“impact player”** is **described as a player having a dramatic effect on the outcome of the current game.** **Any coach violating this rule or caught trying to stratagem** (a clever ruse or scheme that is designed to deceive others or achieve a goal) **the system will be subject to an ethics violation complaint.**

**e. All Players Shall Play:** All players in every league shall play at least four plays per PYFCO game; including special teams. In the event the player is chosen as an impact player, this by-law shall not apply. The penalty for violation of this rule is in Attachment 7.

**NOTE:** *Organization Leagues may set higher number of mandatory plays but not less.*

**15. Coaches’ and Player’s Box:** The coaches’ box will be from 25-yard line to 25-yard line on both the 100-yard field and the 80-yard field, regardless of the marking on the field.

**16. Players Exiting Field:** Players can exit through their end zones in addition to anywhere on their team’s side of the field.

**17. Center’s Head Down:** The center cannot be hit with his/her head down on all snaps of the football.

**18. Kick-Offs:** It is legal to kick from the ground for free kicks. Scrimmage kicks: must occur in or behind the neutral zone. The ball may be placed, punted, dropped kicked, etc. Place kicks: (field goals & point after touchdown) the ball must be kicked from a kicking block. When the kicking team has a 24 point lead the receiving team will get the ball at their 40 yard line, regardless of the quarter of the game. (Exception: On an 80 yard field, the ball will be placed on the 30 yard line.)

**19. Players’ Facemasks:** Coaches are not to touch any part of players’ facemasks, as this can lead to unintentional injury.

**20. Overtime:** A “10 yard line” overtime procedure as identified in the NFSHSA Rule Book will be utilized for each game that ends the fourth quarter in a tie. One series of downs is allowed per team. The defense cannot score. Change of possession ends a scoring drive. PAT procedures apply as in regular game play. Following the second team’s drive, if the score is tied, a second series of downs will be played. The resulting score is final.

**21. Game Officials and Blue Hats:** Officials shall have complete charge of the game at all times. Only coaches, team captains, Blue Hats, and league Presidents will be allowed to talk to the Officials. **Profanity, racial, or sexual comments by coaches, players, or spectators will not be tolerated.** Only White Hats can eject people for rules violations. Crowd control is the responsibility of each respective Blue Hat. Ejected adults (coaches, team parents, spectators, etc.) must leave the playing area (including the spectator area) before play can resume. Ejected players can remain on the sideline but must remove equipment (helmet and shoulder pads).

a. Presidents of leagues or Blue Hats have the right to meet with the officials prior to the start of the game day to get an understanding of how the officials will interpret the rules.

b. Head Referees must go to the sidelines when a coach requests a time-out to discuss a play or to dispute a rules violation.

c. Head Referees and League Presidents (or Blue Hats of the game) must notify the PYFCO Commissioner by telephone of all ejections with details.

d. Officials organizations are official non-voting members of the PYFCO.

e. Officials must notify coaches when players are given warnings. Once a coach or player is asked to leave the field for a “cooling off period,” suspension, or for the rest of the game, that is considered an ejection by the PYFCO.

f. Each team will be represented by an adult identified as a “Blue Hat”. All individuals serving as Blue Hats are acting as representatives of the PYFCO Board. Blue Hats will identify themselves to the officials and each other prior to the start of each game. Blue Hats will be knowledgeable of the rules and the intent of the rules as well as PYFCO By-laws. They are responsible to assist the White Hats whenever required. Blue Hats will be in sight of the officiating crew and remain on the sidelines to ensure Organization objectives are met. This includes preserving the safety of all participants including the officiating crew. ***Note:*** *Coaches cannot serve as Blue Hats during a game in which they are coaching. Blue Hats cannot coach during a game in which they are serving as a Blue Hat. Blue Hats MUST wear their blue hat.*

g. Blue Hats are responsible for checking the original ID’s of all opposing football players participating in the game being played that day. Blue Hats will fill out the Official ID Check sheet and have it with all game day paperwork to be turned in weekly. A Blue Hat **CAN NOT** check in an ID after half time has begun, track the teams playing time or pick impact players.

h. Blue Hats can be removed by the PYFCO Commissioners if not acting IAW PYFCO by-laws.

i. Officials will sign forms disclosing any “relationship” with an organization.

**22. Head Coach in Control:** Head Coaches must have complete control of their players and assistant coaches at all times. No unsportsmanlike conduct by the players or by their coaches will be allowed.

a. Any individual coach that receives two unsportsmanlike penalties will be ejected. When a team reaches three total unsportsmanlike conduct penalties on coaches, the head coach will be ejected on that third penalty.

**23. Spectators:** Each home team will establish a physical barrier 10 yards (if space allows) behind the back of the end zone and parallel to the sidelines behind the players and far enough from the playing field to prevent injury to the players. All spectators must remain behind the physical barrier. If spectators are loitering on the playing field side of this barrier, the White Hat is to stop the game and direct the Blue Hat to remove the spectators from the sidelines. Further occurrences may be grounds for delay of game penalty, unsportsmanlike conduct penalty, or game forfeiture (as determined by the PYFCO Board of Directors). Unsportsmanlike conduct by parents or spectators can result in their expulsion from the spectator areas.

**24. Uniforms:** All players must have full equipment on during any contact practice sessions and games. Full equipment includes the following at least: helmet, mouth guard, shoulder pads, football pants and pads, jersey, and shoes. Only tennis shoes or shoes with non-metallic cleats may be



used. All padding must be covered by either a jersey or pants. Quarterbacks are required to wear their mouthpiece when calling signals. All teams must adhere to equipment rules, including outside teams playing Organization sponsored games.

a. Wrist coaches can be worn anywhere on the arm.

b. Pink towels are allowed for the month of October.

c. Eye black and wrist jewelry – first offense – warning; second offense results in a 15-yard penalty (10 yards on an 80-yard field); third and subsequent offenses will result in unsportsmanlike penalty on the head coach.

**25. Water Bottle on Field:** Coaches may hold a water bottle on the field for the players' use during Mites and Mighty Mites games.

**26. Halftime:** Only photographers/videographers are allowed on the field at halftime during the cheerleaders' routines except for the cheerleaders, coaches and the team mom(s) for the respective cheerleading squads. After the cheerleaders have finished, only players, and Coaches of the game currently being played will be allowed on the field until the conclusion of the game.

**27. Video Taping:** No videotaping of other teams during their practices or before games; except your own teams. It is considered unethical and will be brought up before the PYFCO board.

a. Coaches may not review video tape or any pictures during game, to include during half-time.

**28. Any attempt to interfere** with or influence an official's decision to eject or disqualify a player or coach will result in a complaint to be filed by the head official and could lead to disciplinary actions.

**29. Violation of Rules:** A violation of any by-law contained herein may subject a league, team or individual to any one or all of the following penalties to be levied after an ethics hearing has been completed:

a. Suspension, expulsion, ineligibility, disbarment or probation of coaches or players.

b. Forfeiture of game or games.

c. Disqualification from competing or taking part in any playoff game.

## **B. USA FOOTBALL ADDITIONS:**

### **1. Contact Fouls:**

a. All facemask fouls result in a 15-yard penalty on a 100-yard field; 10-yard penalty on an 80-yard field. (there is no five-yard option for grasping but not twisting or pulling the facemask).

### **2. Penalty Enforcement:**

a. Pass interference against either team results in a 15-yard penalty enforced from the previous spot on a 100-yard field; 10-yard penalty on an 80-yard field.

## **C. PYFCO POINTS OF EMPHASIS (for current season):**

a. Have Officials focus on leading with the head.

**V. RULES AND ETHICS COMMITTEES:** As required, the President, or his/her designee shall organize and chair these committees unless otherwise prohibited as defined below:

**A. RULES:** This committee shall function to hear and judge disputes arising from rulings made by the Commissioners. The committee member's decision shall be rendered by secret ballot. The committee shall act as an Appellate Judge for the aggrieved party(s). The President/Board of Directors shall chair the committee. The President/Board of Directors shall have the authority to field questions, review by-law procedures for accuracy, and discriminate the evidence being presented by the parties involved. If during this process the President/Board of Directors determines a procedure or a situation has been wrongly accused of any of the parties involved and has influenced the ruling of the

Commissioners, then the President/Board of Directors has the authority to overturn the Commissioners' decision with approval of the committee members. The committee will consist of the Commissioners and three (3) additional Organization members, not involved in the dispute. All committee members must not stand to benefit from any potential outcome of the appeal. All committee members must vote. There are no abstentions allowed. The Commissioners shall have no voting privileges. They will act as the Prosecutor in relation to the disputed issue.

**B. ETHICS:** Ethic Committees are for "bad behavior." Any League administrator, coach, player or parent that signs an "Ethics Form" and exhibits any unethical practices such as personal misconduct, flagrant poor sportsmanship or knowingly giving false information or misrepresent by word or deed will be subject to disciplinary actions as deemed appropriate by the PYFCO Board of Directors. Such corrective action may call for dismissal from further administrative or coaching responsibilities for the remainder of the playing season or longer as determined by the PYFCO Board of Directors.

**1. Corrective Action:** Corrective action can only be mandated by the Rules/Ethics Committee and only after the offending member's league has not demonstrated an ability to correct the problem. The President/Board of Directors shall determine if such ability has been demonstrated. However, if the President/Board of Directors determines that the actions of the party/parties in question are so flagrant (as determined by the Board of Directors), to merit immediate board intervention then the Board of Directors shall have the authority to act on the issue independent of the league involved. If the league involved has not demonstrated an ability to correct the problem in writing to the PYFCO President within 48 hours of being notified of the problem, then the PYFCO President will convene a Rules/Ethics Committee to conduct a hearing with the offending member. The Rules/Ethics Committee will consist of the PYFCO President and a minimum of three and a maximum of five league presidents who are chosen by the PYFCO President as identified in Attachment 8, not involved in the dispute. The President will contact the committee members via email and phone (call and/or text). All committee members must not stand to benefit from any potential outcome of the appeal. The PYFCO President will notify all PYFCO Officers of the time, date, place, and reason for such meetings. The Rules/Ethics committee can apply any penalty short of expulsion from the PYFCO. Committee recommendations for expulsion must be taken to the PYFCO Board of Directors for decision within 72 hours. The Rules/Ethics committee will meet before the next scheduled Saturday PYFCO game, allowing the offending member the right to represent himself/herself and present witnesses on his/her behalf. Speakers required at the Rules/Ethics Committee hearings will be the accused individual, his/her league President, the Rules/Ethics Committee members (which will consist of a quorum of the remaining league Presidents or their proxies), and the PYFCO President. There will be no abstentions allowed during votes taken within the Rules/Ethics Committee. The committee will render a decision immediately and report the findings immediately to the affected parties. The PYFCO President will send the results in writing to the affected league President. The committee's results and related decisions will be presented to the PYFCO Board of Directors at the next PYFCO board meeting. Actual minutes will be provided and approved by PYFCO President and Secretary. No electronic notifications will be made for ethic related matters. Findings become effective immediately upon a decision by the Rules/Ethics Committee. Any and all appeals must be reported to Commissioners within 48 hours of decision. Any appeal of an ethics committee decision will be heard by the PYFCO Board of Directors. While the decision is under appeal, the original decision will be enforced.

**NOTE:** *There is no "off season" for members of the PYFCO Board.*

**2. Censured Member:** If a censured member continues to participate in Organization games, his/her team shall forfeit any and all games in which he/she participates **(as determined by the PYFCO Board of Directors or the PYFCO Commissioners.)**

**3. Coach Ejection:** If a coach is ejected from a game, he/she must sit out of practice for one week from the date of the ejection and the following scheduled and played Organization game, in any

PYFCO capacity. In the event of an appeal, the coach can continue to participate until the appeal is heard and a ruling is made. If the ejection is upheld, the penalty starts immediately to sit out the required week of practice and the next schedule game. If the ejection happens at the last game of the season the penalty shall be enforced in the following season. If a coach is suspended more than once in a season, he/she will be brought before the Rules/Ethics Committee. He/she will be subject to permanent suspension from coaching duties with PYFCO. Any coach suspended by the PYFCO Commissioners has the right to appeal the suspension to the Ethics Committee. League Directors may appeal coach ejections to the PYFCO President, or his/her designee, if they feel the coach is being treated unfairly by an interpretation of a rule. The President is responsible for convening a meeting of the Rules/Ethics Committee to hear the appeal and make a ruling based on information presented by all parties involved. The appeal fee is \$500.00.

**4. Player Ejection:** If a player is ejected from a game, he must sit out the following scheduled and played Organization game. . The player can be on the sideline, but cannot wear a helmet or shoulder pads. The player can continue to practice with his/her team. League Directors may appeal player ejections to the PYFCO President, or his/her designee, if they feel the player is being treated unfairly by an interpretation of a rule. The President is responsible for convening a meeting of the Rules/Ethics Committee to hear the appeal and make a ruling based on information presented by all parties involved. The appeal fee is \$500.00.

**VI. GAME PROTESTS/APPEALS:** Any protest and/or appeal must be accompanied by a \$500.00 fee in order to be considered. The \$500.00 protest fee also covers the protesting party's appeal fee if he/she loses his protest. The protest fee cannot be waived. The fee can be brought to the Committee meeting. Protest procedures must be followed or the protest is invalid. *NOTE:* All protests/appeals must be reported to Commissioners within 48 hours of game.

**A. PROTEST PROCEDURE:** *It should never be about an individual's character. It should be about what the individual did at that particular moment, nothing else.* Protests must be based on rules or by-law violations.

**1.** In the event that a dispute arises at a ball game, the Head Coach must notify his Blue Hat. The Blue Hats of both teams and the White Hat shall try to resolve the dispute at that time. Blue Hats' decisions cannot affect the eligibility of a player with the only exception being jersey number changes. They cannot allow ineligible/illegal players to participate in any games. In the event the dispute cannot be resolved at that time, then and only then, can the game be protested. The protesting team's Blue Hat must notify the White Hat and the opposing Blue Hat that the game is being played under protest. All protests must be lodged while the game is being played. In the event that the protest is based on the last play of the game, the league has until the next game starts to let the White Hat and the opposing Blue Hat know they are protesting the game. If the protest is lodged on the last game of the day, the league has 30 minutes after the game ends to lodge the protest. The President of the protesting league and/or the Chief Referee (White Hat) must notify the Organization Commissioners within 48 hours of the game in question. **The 48 hours will start at 6:00pm on the day of the game in question.**

**2.** The Commissioners shall answer both parties involved and the Organization President in writing with a written or verbal ruling within 48 hours of receipt of the protest. If the Commissioner rules in favor of the protesting party, the \$500.00 protest fee will be refunded. Otherwise, the \$500.00 will be considered a non-refundable fee.

**3.** If an appeal should arise from a ruling by the Commissioners, the appellate process of the Rules/Ethics Committee shall take effect.

**4.** If the President of the league involved in the protest is not satisfied with the BoD's ruling he/she shall have 48 hours to request of the Organization President, in writing or verbally, an appeal

hearing before the Rules/Ethics Committee. Only the President of a league may request an appeal hearing. The league's President's decision will be final.

**5.** The Organization President, upon receipt of a request for an appeal and the \$500.00 fee, if not previously paid, shall call a meeting of the Rules/Ethics Committee by Thursday following the protest to hear said appeal. Representatives from each party involved in the dispute will be present at the meeting.

**6.** All appeals must be argued by the respective league's President. Under no circumstance shall a parent in that capacity be allowed to bring forth and argue an appeal alone. This further reinforces the respective league's President's decision is final.

**7.** Only two (2) speakers for each team may present protests or appeals. These speakers are limited to 5 minutes each, including audio/video review time. It is the responsibility of the league with the audio/video to review to bring the audio/video equipment needed for review.

**8.** The Blue Hats of the game being protested must be at the Rules/Ethics Committee meeting for questioning by the committee. The Blue Hats are present in addition to the two representatives for the teams involved. The White Hat of the game will be strongly encouraged to attend the Rules/Ethics Committee meeting.

**9.** The decision of the committee shall be reached by democratic vote and shall be final.

**10.** The committee's decision shall be shared with all Organization members in writing and entered into the record (minutes) of the next meeting for future reference. The PYFCO Secretary will keep written decisions from protest/appeal hearings on file.

**11.** In the event that the Rules/Ethics Committee is unable to field an appeal within the allowed time, the Commissioners' original ruling will stand with no further recourse.

## ATTACHMENT 1 – EQUIPMENT OWNED BY PYFCO

Any items purchased with PYFCO funds remain the property of PYFCO.

Laptop

Digital Scale and calibration weights (2)

Weather bulbs (2) to be purchased for the 2018 season

Coolers (3)

Crock pot (1)

Voice Recorder (1)

## ATTACHMENT 2 – PYFCO EXPENSES FORM

PYFCO Commissioner Game Mileage 2015 Season

Start	Miles	Site	Miles	Site	Miles	Site	Miles	Site	Miles	Site	Miles	Site	Miles	Site	Miles	Total Miles	
Date																	
Home																0	
Date																0	
Home																0	
Date																0	
Home																0	
Date																0	
Home																0	
Date																0	
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Date																0	
Home																0	
Date																0	
Home																0	
Date																0	
Home																0	
<b>TOTAL</b>		<b>GSA Mileage Rate</b>															<b>0</b>
<b>TOTAL \$</b>		<b>X</b>	<b>0.56</b>	equals													
Apprentice School		3901 Marshall Avenue, Newport News, VA 23607															
Coventry Elementary School		200 Owen Davis Blvd, Yorktown, VA 23693															
Dozier Middle School		432 Industrial Park Dr, Newport News, VA 23608															
Heritage High School		5800 Marshall Avenue, Newport News, VA 23605															
JCC's Warhill Complex Warner Field		4725 Stadium Road, Williamsburg VA 23188															
James River Elementary School		8901 Pocahontas Trail, Williamsburg, VA 23185															
Lindsay Middle School		1636 Briarfield Rd Hampton Va 23661															
Poquoson Middle School		985 Poquoson Rd, Poquoson VA															
Seaford Elementary School		1105 Seaford Rd, Seaford VA, 23696															
Tabb Middle School		300 Yorktown Rd Yorktown Va 23693															
Waller Mill Elementary School		312 Waller Mill Rd, Williamsburg VA 23185															
Yorktown Middle School		9300 George Washington Mem Hwy Yorktown VA 23692															
Page Middle School (Formerly) Field Or		5628 Geo Wash Mem Hwy, Gloucester VA 23061															

# PYFCO

## 2018 Reimbursable/Purchase Request Form

Payable to: \_\_\_\_\_

Request/Purchase payment for: \_\_\_\_\_

Amount: \_\_\_\_\_

Requested By: \_\_\_\_\_

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

Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Payees Signature: \_\_\_\_\_

Treasurers Signature: \_\_\_\_\_

## ATTACHMENT 4 – PYFCO ETHICAL STANDARDS

# 2018 PYFCO ETHICAL STANDARDS

By action of the Peninsula Youth Football and Cheerleading Organization (PYFCO), all coaches and board members are asked to abide by the following standards in order to preserve the quality and spirit of youth football. Please review these standards carefully as they represent the basic code of conduct we wish to display to the players, parents, fellow coaches, community members and board members.

- ◆ I will maintain emotional control and demonstrate respect for athletes, officials, coaches, directors, parents and community members.
- ◆ I will comply with the Rules and Regulations governing the PYFCO and the game.
- ◆ I will make maintaining the safety and welfare of the players more important than winning.
- ◆ I will not seek out any unfair advantages by teaching deliberate unsportsmanlike behavior (i.e. faking of injuries, intentional injury to opposing players, taunting, or illegal play tactics.)
- ◆ I understand that it is unethical to recruit players from other PYFCO leagues.
- ◆ I will avoid any contact that may be perceived as physically or verbally abusive.
- ◆ I will fairly distribute my coaching time and efforts to all players regardless of skills.
- ◆ I will not practice, condone, ignore, or promote any form of discrimination.
- ◆ I will not use alcohol or drugs at any PYFCO practices or games and will not use tobacco products in the immediate vicinity of children or playing field.
- ◆ I will learn and utilize the necessary first aid principles needed to treat injuries.
- ◆ I agree to resign my volunteer efforts with PYFCO if I cannot support these basic guidelines or perform my youth volunteer responsibilities in the manner prescribed herein.
- ◆ I will not make negative comments about players, coaches, officials, BOD members or any PYFCO team on any form of social media.

By signing this form, I agree to abide by the PYFCO By-laws and Ethical Standards.



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Signature

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Date

**ATTACHMENT 5 – 2018 PYFCO PARENT/GUARDIAN CODE OF ETHICS & BEHAVIOR  
FORM**

***Code of Ethics:***

***I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parents' Code of Ethics:***

I will encourage good sportsmanship by demonstrating positive support for all players, **coaches**, and officials at every game, practice, or other youth sports event.

I will place the emotional and physical well-being of my child ahead of a personal desire **to win**.

I will make every effort to ensure that my child play in a safe and healthy environment.

I will require that my child's coach be trained in their responsibilities as a youth sports coach and upholds the Coaches' Code of Ethics.

I will support coaches and officials working with my child, in order to encourage a positive enjoyable experience for all

I will remember that the game is for youth - not for adults.

I will remain positive on Social media and not speak negatively about Coaches, Players, Referees or any other Volunteer within any PYFCO organization.

I will do my very best to make youth sports fun for my child.

I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.

**The Peninsula Youth Football & Cheerleading Organization (PYFCO) has the right to implement rules and policies deemed necessary to ensure smooth management and integrity of the football and cheerleading program.**

1. ***Attendance in School:*** Any player absent from school should not be taking part in practice sessions/games. Head Coaches and parents will judge individual cases, and participating in a practice or game will be up to the discretion of the parent/guardian.
2. ***Registration/Medical Forms:*** Each athlete must have a signed parental consent form on file in order to participate. It is suggested that all athletes are required to have medical approval prior to the first practice of the season.

**PYFCO Behavior Rules:**

1. Smoking, using smokeless tobacco, drinking alcoholic beverages and/or using drugs or narcotics of any kind is not permitted during any PYFCO sponsored events.

**2. The following behaviors are unacceptable:**

- a. Any adult who: 1) verbally abuses; 2) attempts to intimidate; 3) is flagrantly rude, or, 4) cannot control their language or actions with an official, coach, PYFCO volunteer or other spectators will be asked to vacate the area.
- b. Any adult that commits a second similar offense will be banned from PYFCO events and their child/children are subject to be removed for the remainder of that season pending a decision by PYFCO Board of Directors. The sponsoring organization may refund a pro-rated portion of the registration fee minus jersey or equipment cost.
- c. Any adult who physically assaults an official, coach, PYFCO volunteer or other spectator will be banned from PYFCO and their child removed from the program for one year from the date of the offense. The child/children may not participate in any association in PYFCO during the sanction period. After one year, the parent may apply for re-instatement of his or her child. Any time the adult commits a similar offense, he or she will be permanently banned from PYFCO along with their children. The term physical assault includes, but is not limited to, hitting, slapping, pushing, spitting, kicking or striking in any way with any part of the body or any physical implement.

**League Name:** \_\_\_\_\_

**Name of Child/Children:** \_\_\_\_\_

**Agreed to by Parent/Guardian:**

\_\_\_\_\_  
(Signature) (Print Name) (Date)

**Witnessed by League Representative:**

\_\_\_\_\_  
(Signature) (Print Name) (Date)

## ATTACHMENT 6 – PYFCO PLAY-OFF BRACKET

In the first series of play-off games, the first seeded team in each age division will play the Eighth seeded team in each age division. The Second seeded team in each age division will play the Seventh seeded team in each age division. The Third seeded team will play the Sixth seeded team and the Fourth seeded team will play the Fifth seeded team. The winners of this play-off series will advance to the second series of play-off games. For the second round of play-offs, the Highest remaining seeded team will play the lowest remaining team and the Second highest remaining seed will play the second lowest seeded remaining team.

The two winning teams will be the Super Bowl participants.

ROUND 1	ROUND 2	SUPERBOWL	CHAMPION
Seed 1 _____			
	<u>Highest seed remaining</u>		
Seed 8 _____			
		<u>Superbowl participate</u>	
Seed 2 _____			
	<u>Lowest seed remaining</u>		
Seed 7 _____			
			<u>SUPERBOWL CHAMPION</u>
Seed 3 _____			
	<u>Second highest seed remaining</u>		
Seed 6 _____			
		<u>Superbowl Participate</u>	
Seed 4 _____			
	<u>Second to the lowest seed remaining</u>		
Seed 5 _____			

## ATTACHMENT 7 - PENALTIES

### III.L.14. Organization Scrimmages/ Non-Organization Games:

- For the first offense, the league President will handle the offense and report in writing the actions taken to correct to the PYFCO President.
- For the second offense, the league will be assessed a \$200 fine and the league President will address the situation to the PYFCO Board of Directors.

### IV.A.8 Coaches on the Field:

- For the first offense, the penalty for violation of this rule is illegal procedure resulting in a 5 yard penalty.
- For the second or excessive violation of this rule, it will result in a 10 yard penalty.

### IV.A.14.C Mandatory Playing Rule (24-Point Rule): Failure to adhere to the 24-point rule IAW these by-laws will result in the following penalties:

- For the first offense, a 10 yard penalty will be assessed.
- For the second offense, an unsportsmanlike penalty will be assessed against the head coach.

### IV.A.14.g All Players Shall Play:

- For the first offense, the head coach will be suspended for 2 games.
- For the second offense, the head coach will be suspended for 4 games.

### IV.A.24.C Uniforms – Eye Black and Wrist Jewelry:

c. Eye black and wrist jewelry – first offense – warning; second offense results in a 15-yard penalty (10 yards on an 80-yard field); third and subsequent offenses will result in an unsportsmanlike penalty on the head coach.

### IV.B. USA FOOTBALL ADDITIONS:

#### 1. Contact Fouls:

All facemask fouls result in a 15-yard penalty on a 100-yard field; 10-yard penalty on an 80-yard field. (there is no five-yard option for grasping but not twisting or pulling the facemask).

#### 2. Penalty Enforcement:

a. Pass interference against either team results in a 15-yard penalty enforced from the previous spot on a 100-yard field; 10-yard penalty on an 80-yard field.

## **ATTACHMENT 8 – ETHICS COMMITTEE MEMBERS - 2018**

### **May**

Grafton Tabb President – Ron Hiser  
Boys & Girls Club President – Donald Johnson  
Middlesex President – Sara Bristow- Garringer

### **June**

Poquoson President - Charles Rivongham  
James City President – Gerald Howell  
Hampton President – Leroy Mask

### **July**

Tri Citi President – Jamil Collins  
Williamsburg President – Ashley McHugh  
York-Seafood President – Jessica Day

### **August**

Yorktown President – Joan Holloway  
Tidewater President – Robert Harris  
Oldtown President – Donald Sullivan

### **September**

Gloucester President – William Carter  
Back River President – Derek Whiteside  
Middlesex President – Sara Bristow-Garringer

### **October**

Boys & Girls Club President – Donald Johnson  
Grafton Tabb President – Ron Hiser  
James City President – Gerald Howell

### **November**

Hampton President - Leroy Mask  
Poquoson President- Charles Rivongkham  
Tri Citi President – Jamil Collins

### **December**

Williamsburg President – Ashley McHugh  
York Seafood President- Jessica Day  
Yorktown President- Joan Holloway

### **January**

Grafton Tabb President – Ron Hiser  
James City President– Gerald Howell  
Hampton President – Leroy Mask

**February**

Poquoson President – Charles Rivongkham

Tri Citi President – Jamil Collins

Williamsburg President – Ashley McHugh

**March**

York Seaford – Jessica Day

Yorktown – Joan Holloway

Oldtown – Donald Sullivan

**April**

Tidewater – Robert Harris

Gloucester – William Carter

Back River – Derek Whiteside

## ATTACHMENT 9 – MINI MITES (FLAG)

2018 PYFCO Flag Football rules

NFL flag football rules will be followed except the following

Game set up:

- Game Field is 30 yards wide by 50 yards long and should be played from 50-yard line to the endzone. Game field will start at 8:30 and game field should be set up no later than 8:15
- Game will have 2 25 min. halves
- Each game will have a 3 min. halftime
- There will be 25 sec. game clock
- Five-yard penalty for delay of game
- Each team gets a 20 sec. timeout for each half.
- The clock only stops for injury
- Each game will have 2 referees.
- Football Size- K-2
- Two coaches are allowed on the field during play
- All kids must play 4 downs and every player must wear their jersey.

Player Equipment

- Uniform - Every player will have a team jersey/shirt with the same specifications as a Mites jersey regarding name and numbers. The jersey must be tucked in at all times. Shorts/Pants cannot have belt loops or pockets.
- Helmets – all players must wear a soft shell helmet built for flag football
- Flags - Flags belts must be Sonic Pop Flags (no Velcro) with two flags. Flags are to be worn one on each hip of the player. Flags cannot be tied, wrapped, or tucked around the flag belt. Flags must be clearly visible to the defending players. Flags must not be the same color as the players shorts/pants. Flags must be at least 16 inches in length.
- Shoes-Cleats are mandatory and should be the same specifications as youth tackle football

- Protective Equipment- Mouth guards are mandatory and should be the same specifications as tackle football except the mouth piece should not have any strings or lanyards attached. Players may tape their forearms, hands and fingers. Gloves, elbow and knee pads are allowed.
- Jewelry- Players must remove ALL jewelry such as watches, earrings, rings, necklaces and any other jewelry.

#### Game Play:

• Each series will start from the 2-yard line. The first down marker will be at mid field. A team has three downs to make a 1st down or score. If they reach the 1st down marker they get another three downs to score. There is only one 1st down per series. If there is a turn over on downs the opposing team will start their series from their 2-yard line. (except for interceptions)

- Overtime will be 3 plays from mid field and both teams will get the ball

• Fumble -The ball will be marked dead and considered a down of play at the place where the ball touches the ground. Unless the ball falls forward giving the offensive team an advantage. Then ball is place at the spot of the fumble.

- Interceptions can be returned until the intercepting team flags are pulled, they fumble, penalty, step out of bounds or a touchdown.
- There will be no punting.

#### Offense

- The ball may be snapped by either: The center may turn and hand the ball to QB, Under center snap or Shotgun.
- Blocking - Offensive lineman can screen or shield block only. No intentional contact. After the ball has past the line of scrimmage all offensive players are not allowed to screen or shield block or in any way impede the defensive from 'downing' the ball.
- Quarterback and center sneaks are not allowed.
- Running - There will not be a no run zone. Quarterback can run once he hands the ball off. If a runner gets possession of the ball with only one flag, no flags, or knocks his/her own flag off it's a dead ball at the spot. The ball is spotted where the runner's feet and hips are not where the ball is. Runners may not leave their feet to advance the ball. Diving, leaping, or jumping to avoid a flag pull is considered flag guarding. Spinning is allowed.
- Receiving - All offensive players are eligible ball carriers and receivers. Quarterback must have full possession of the ball before center becomes eligible receiver. Quarterback must handoff ball or throw a lateral pass before he/she is eligible. A player must have at least one foot in bounds when making a reception. If a player catches the ball after their flag has fallen off, the ball is dead at the spot of the catch. The ball is spotted where the receiver's feet and hips are not where the ball is.
- Motion -Only one player may be in motion when the ball is snapped. All other players must be set for one second prior to the snap of the ball. 5 yrd penalty

#### Defense

- Defensive line of scrimmage is one yard away in front of the ball.
- No defensive player may line up directly across from the center (no nose guard).
- Players who blitz should be 7 yards from line of scrimmage. Once the ball is handed off all players can rush.



- Avoid Contact - It is the defensive rusher's responsibility to avoid contact with the offensive linemen shielding or screening. The ball carrier may not be pushed or shoved out of bounds. Tripping or using the leg to stop an offensive player is not allowed.
- Flag/Ball Stripping - Defenders may not intentionally pull an offensive player's flag, other than the ball carrier. Defenders may not intentionally strip or pull the ball from the ball carrier's arm.
- Defenders who remove the flag should immediately hold the flag above his/her head to assist the official in locating the dead ball spot. Then immediately give the flag back to the player it belongs to.

#### Scoring

- Touchdown= 6 Points
- Point after Touchdown-Ball placed at the 5 yard line
- One point-offensive team runs the ball in. Two point- Offensive team throws the ball across the goal line.
- Hips and feet with both flags must cross the goal line
- Safety = Turnover on Downs.

#### PENALTIES

All penalties are assessed from the line of scrimmage. Except where noted.

##### All

- Unsportsmanlike Conduct (From trash talking, taunting, tripping etc.) - 10 yards enforced from the line of scrimmage.

##### Defense

- Off-sides - 5 yards and repeat down
- Illegal Rushing (start rushing from inside 7-yard buffer) - 5 yards and repeat down
- Illegal Flag Pull (before player has ball) - 5 yards
- Illegal Contact (holding, pushing, stiff arming, tackling, improper blocking, & clipping) - 10 yards and automatic first down
- Interference - 10 yards

##### Offense

- Illegal Motion - 5 yards and replay down
- Illegal Forward Pass - 5 yards and replay down
- Flag Guarding – dead ball at point of infraction
- Offensive Pass Interference (Illegal pick play, pushing off/away defender) - 10 yards and loss of down

##### Notes:

- Any coach or parent who curses or threatens a player or ref will be removed after 1st warning.
- Any coach caught cheating will cause his team to forfeit

During the match, all spectators must be located across from the teams. Absolutely no spectators are allowed with the teams or behind the goals. No sideline coaching is allowed from the spectators. Spectators, players, and coaches are not permitted behind the goal lines. All players, coaches, and spectators must remain a minimum of 5 feet away from the sideline to allow the players and referees room to see and maneuver