



## **BYLAWS OF**

### **CHEROKEE YOUTH FOOTBALL ASSOCIATION, INC.**

**2295 Towne Lake Parkway, Suite 116-309, Woodstock, GA 30189**

#### **Title 1. General Provisions**

##### **1.1. Purpose of Bylaws**

These bylaws constitute the code of rules for the regulation and management of **CHEROKEE YOUTH FOOTBALL ASSOCIATION, INC.**, as authorized by its articles of incorporation. As used in these bylaws, this Corporation is referred to as the "Corporation," and the Georgia Nonprofit Corporation Code (or a section codified in Chapter 3 of Title 14 of the Official Code of Georgia Annotated) is referred to as the "O.C.G.A." (or "Code"). These bylaws are adopted in order to fulfill the objectives of the Corporation as stated in its articles of incorporation and O.C.G.A. 14-3-301, and to exercise the powers conferred upon the Corporation under O.C.G.A. 14-3-302.

##### **1.2. Registered Office and Agent**

The board of directors will designate a registered agent and registered office for service of legal process; these designations are to be filed with the Georgia Secretary of State as required by the Code. The board may change these designations at any time. In the event the board fails to make designation, or a registered agent resigns without a new designation of a registered agent and office, then the President of the Corporation, and the President's address, are to be filed with the Georgia Secretary of State as the registered agent and office of the Corporation until the board of directors makes some other affirmative designation.

##### **1.3. Business Office(s) Authorized**

The board of directors of the Corporation may establish one or more offices for the conduct of business within this state, whenever circumstances warrant.

##### **1.4. Procedure Rules at Meetings**

It is understood that in the transaction of its business, the meetings of the Corporation, its board of directors and its committees may be conducted with informality; however, this informality does not apply to procedural requirements required in the articles of incorporation, these bylaws, or the Code. When circumstances warrant, any meeting or portion of a meeting will be conducted according to generally understood principles of parliamentary procedure as stated in the articles of incorporation, these bylaws, or a recognized procedural reference authority. The procedural reference authority for the Corporation is designated as the latest edition of Robert's Rule of Order.

### **1.5 Business Purpose**

The Corporation is organized exclusively to carry on educational and recreational services and to conduct related activities which qualify this Corporation for exemption from taxation under Section 51(c)(3) of the Internal Revenue Code of 1986, as amended, and to expend or apply the assets of the Corporation for such purposes.

### **1.6 Mission Statement**

The objective of this Corporation shall be to implant firmly in the minds of the boys and girls of the community the ideals of good sportsmanship, honesty, loyalty, courage, physical fitness, self-discipline and respect in order to enable them to develop the skills necessary to become healthy, responsible, principled adults. This objective will be achieved by providing supervised instruction in the sports of football and cheerleading. The supervisors shall constantly bear in mind that the attainment of exceptional athletic skill or the winning of games or competitions is secondary to the prime objective of molding future men and women. In conducting the activities of this Association, the maximum benefits can be obtained by following a theme of allowing coaches to coach, managers to manage, and the committees to function as defined in these by-laws.

## **Title 2. Board of Directors**

### **2.1. Establishment and Function**

The affairs of the Corporation shall be controlled and administered by a governing body known as the "Board of Directors." As used in these bylaws, a reference to the "board of directors" or "Directors" refers to the entire board collectively or to a member of the board generically. The board of directors conducts its proceedings as provided in the articles of incorporation, these bylaws and the Code.

As used in these bylaws, a reference to the "Executive Board " refers to the President, Vice President Football, Vice President Cheer, Equipment Director, and Administrator. When deemed necessary, the Executive board shall have the final ruling on all matters with or without a quorum vote.

Board members may occupy no more than two voted in positions; however, Executive Board members may not occupy another board position. Board members are required to serve a minimum of a 2-years before being eligible to serve on the Executive Board. Executive Board members will serve a minimum of a 2 year commitment.

## **2.2 Composition and Term**

The board of directors shall be composed of the following members:

- a) President
- b) Vice President Football
- c) Vice President Cheer
- d) Administrator
- f) Equipment Director
- g) Communications Director
- h) Competition Cheer Director (non-voting)
- i) Cherokee District Football Director
- j) Assistant Cherokee District Football Director (non-voting)
- k) Cherokee District Player Safety Coach (non-voting)
- l) Cherokee District Cheerleading Director
- m) Assistant Cherokee District Cheerleading Director (non-voting)
- n) Creekview District Football Director
- o) Assistant Creekview District Football Director (non-voting)
- p) Creekview District Player Safety Coach (non-voting)
- q) Creekview District Cheerleading Director
- r) Assistant Creekview District Cheerleading Director (non-voting)
- s) Etowah District Football Director
- t) Assistant Etowah District Football Director (non-voting)
- u) Etowah District Player Safety Coach (non-voting)
- v) Etowah District Cheerleading Director
- w) Assistant Etowah District Cheerleading Director (non-voting)
- x) River Ridge District Football Director
- y) Assistant River Ridge District Football Director (non-voting)
- z) River Ridge District Player Safety Coach (non-voting)
- aa) River Ridge District Cheerleading Director
- bb) Assistant River Ridge District Cheerleading Director (non-voting)
- cc) Sequoyah District Football Director
- dd) Assistant Sequoyah District Football Director (non-voting)
- ee) Sequoyah District Player Safety Coach (non-voting)
- ff) Sequoyah District Cheerleading Director
- gg) Assistant Sequoyah District Cheerleading Director (non-voting)
- hh) Woodstock District Football Director
- ii) Assistant Woodstock District Football
- jj) Director (non-voting)
- kk) Woodstock District Player Safety Coach (non-voting)
- ll) Woodstock District Cheerleading Director
- mm) Assistant Woodstock District Cheerleading Director (non-voting)
- nn) Team Mom Coordinator (non-voting)

The Administrator shall be an ex officio voting member of the board of directors.

Each person shall be voted in by existing board member beginning on the 1st day of January. Board members voted in shall take the position with the understanding that they are not entitled to compensation for services provided. Board members voted in shall conduct the business of the Corporation as directed by these bylaws, shall be responsible for assisting at registration, equipment and fittings, and shall be required to perform "Director on Duty" responsibilities during games in accordance with a published schedule.

## **2.2. Powers**

- (a) The executive board of directors may exercise all powers granted to it as they determine to be expedient and necessary for the interest of the Corporation, subject to the articles of incorporation, these bylaws, or the Code.
- (b) If some catastrophic event occurs that precludes the Corporation or the board of directors from assembling, then those directors who are capable of assembling, either in person or through a communications system permitting all the participants to hear each other, shall convene as required and take any necessary action to preserve the Corporation until the emergency ceases. The quorum shall consist of one-half of the directors who participate in the initial emergency session. Each emergency session shall be convened by any manner of notice reasonable, prudent or practicable in the circumstances. The acting board of directors may exercise all emergency powers authorized under the Code, in the name of the Corporation, if the action taken is reasonably necessary during the presence of emergency conditions.

## **2.3. Annual Meeting**

The annual meeting of the Corporation is held in February, unless the directors of the Corporation designate a different time or date for a particular year. Any matter relating to the affairs of the Corporation may be brought up for action by the directors, except for any matter of which prior notice is required by the articles of incorporation, these bylaws, or the Code.

## **2.4. Regular Meetings**

The Executive board and the board of directors shall meet as necessary to conduct the business of the association, at least but not limited to, once per month. The President will announce the time and location of the monthly meeting. The board of directors may call meetings of the board of directors, at the call of:

- (a) the President.
- (b) the Vice-President of Football or Cheer; or (c) any two directors.

All board members are encouraged to attend meetings. Unexcused absences of more than three. Will result in the dismissal from the board.

The conduct of business of the Corporation shall be handled in an orderly manner at all meetings. Each member is encouraged to respect everyone's rights to have their opinion heard regarding the affairs of the Corporation.

Following the vote for new board members, the newly voted in board of directors will meet in joint session with the outgoing board of directors for an organizational session, at which they will review all pending matters before the outgoing board, permit the new board to organize its affairs, and establish a fixed meeting schedule as to the regular board meetings of the Corporation. Any matter relating to the affairs of the Corporation may be brought before the board, unless notice of the matter is required to be included in the notice of the board of directors meeting. Notice of each special meeting is to be sent to each director by United States mail, postage prepaid, addressed to the address of record in the membership roster, at least two (2) days prior to a special meeting. Where circumstances require a meeting on less than two days' written and mailed notice, such notification to each member of the board of directors may also be made by any other reasonable method. At board of directors' meetings, the quorum consists of a majority of the directors. No proxy votes may be used.

## **2.5. Use of Contemporaneous Communications Systems for Board Meetings**

The board of directors, or any Corporation committee, may utilize a contemporaneous communications system approved by the board, in which all participants in the meeting can hear each other; and participation in a meeting by this system constitutes the presence of the participant at the meeting.

## **2.6. Voting; Quorum**

All matters to be voted on must be first submitted to the President prior to the next board meeting and approved by the President or VP of Football in the absent of the President. Each director has one (1) vote on the board of directors. The President shall vote only when voting is conducted by ballot or in the event of a tie. A quorum, generally defined as the number of members required to be present for the legal transaction of business of the Board shall consist of those members in attendance of any regular or called meeting and will exist when a majority of the voting members of the board are present and 3 of 5 Executive Board are present. If a board position is considered vacant it will not count in the quorum required to hold an official meeting. Only the Executive Board and the Head District Directors (both football and cheer) or those appointed by the President may vote. District Assistants are not eligible to vote unless their District Director is not present. Each District will have one (1) vote for football and one (1) vote for Cheer. No business of the Corporation shall be carried out without said quorum, unless voting is conducted via email.

For in person meetings, Once quorum is established, all matters put to a vote before the board of directors will require the affirmative vote of a majority of directors voting on the matter, in the presence of a quorum, unless a greater majority is required by the articles of incorporation, these bylaws or the Code. The participation of a majority of the directors, whether present in person or through an approved contemporaneous communications system, constitutes a quorum of the board of directors in order to conduct business.

## **2.7. Removal of Director**

- (a) One or more directors, or the entire board of directors, may be removed by the affirmative vote of a majority of the Executive Board and the remaining board of directors of the Corporation present and vote on removal at a regular or special meeting of the board of directors of the Corporation. A separate vote on removal must be made as to each director proposed for removal.
- (b) Any director who was voted in to complete an unexpired term of a director on the board through election by the directors may be removed by an affirmative vote of a majority of the remaining directors for a stated cause.
- (c) Any director who has not participated in any meeting of the board of directors during a period of no less than six (6) months may be removed by an affirmative vote of a majority of the remaining directors due to such absence.
- (d) In the event of removal, the provisions of Section 2.9 of these bylaws will apply.
- (e) Any director who is in violation of the Directors Code Conduct may be removed by the Executive Board.

## **2.8. Vacancies**

Whenever a vacancy occurs, or will occur, on the board of directors, then that vacancy is to be filled by appointment District Director and approved by the President and voted on by the remainder of the board. If the President cannot fulfill his/her term, the Vice-President shall assume the office of President and a new Vice President shall be appointed.

## **2.9. Written Consent Action by Board**

Any action required by law or permitted to be taken at any meeting of the board of directors, may be taken without a meeting, if a written consent, setting forth the action so taken is signed by a majority of the directors. This consent is the equivalent to a vote of the board of directors during a meeting with a quorum and is to be filed and recorded with the minutes of the Corporation's board of directors. The directors who did not sign the consent action shall be given notice of the action as soon as practicable, but not later than the next membership meeting after the written consent action is signed by a sufficient number of directors.

## **2.10. Selection and Duties of Volunteer Corporation Officers**

Each officer of the Corporation who is voted in to serve by a majority vote of the participating board members exercises the following responsibilities pertaining to their office, in addition to any other duty imposed on that office by the articles of incorporation, these bylaws, the Code or by vote of the membership or the board of directors of the Corporation as follows:

- (a) **The President** generally presides at all meetings of the board of directors and the membership of the Corporation; may invoke the executive order to handle any situation without a voting quorum from the board of directors, reports on the activities of the Corporation to the directors at each annual meeting of the Corporation; oversees the activities of the Corporation, and reports on those matters determined

appropriate to the board of directors of the Corporation. Specifically the President is responsible for the following:

- 1) Coordinate all activities of the organization by providing leadership to organization officers and elected positions.
- 2) Votes only when voting is by ballot or break a tie.
- 3) Presides over all meetings of the Board, preserves order throughout meetings and decides all parliamentary questions unless an official Parliamentarian is present.
- 4) Schedule and conduct all officer/board meetings and prepare all agendas for these meetings.
- 5) Delegate authority to the Vice-President in the event of his/her absence or to another officer in the event of the Vice-President's absence.
- 6) Initiate and direct discussion in an unbiased manner.
- 7) Works in conjunction admin to Act as liaison to Cherokee Recreation and Parks Agency
- 8) Approve all expenditures including overseeing all expenditures voted on by the Board.
- 9) Submit a yearly budget to Executive Board
- 10) Acts as an observer in all drafts.
- 11) Administer and/or appoint members for all weigh-ins.
- 12) Prepare game schedule and playoff schedule.
- 13) Prepare Director on Duty schedule.
- 14) Settle all protests.
- 15) Co-sign checks with the Administrator.

(b) **Vice-President of Football** generally presides at all meetings of the board of directors of the Corporation in the absence of the President, and in the case of a vacancy in the office of President, acts as President until a new President is elected. In addition, the Vice-President oversees the operations of the Corporation committees and reports on those matters determined to be appropriate to the board of directors of the Corporation. Specifically the Vice-President is responsible for the following:

- 1) Chair any office, board, or general membership meeting in the event of the President's absence.
- 2) Aid the President in overseeing all expenditures voted on by the Board.
- 3) Aid the President in the yearly budget proposal.
- 4) Overseas and assist team mom coordinator with "the official team mom meeting at the beginning of each season.
- 5) Oversee all administration of Certification and background checks.
- 6) Resolve all problems or discrepancies, which are verbally reported to the Board for resolution upon decision of said Board. If a problem or discrepancy is reported to a board member in writing, then the written report shall be considered in formal grievance and shall be handled according to the procedure outlined in Title 10.

- 7) Prepare a written response from the Board of any decisions related to formal grievances filed.
- 8) Have *overall* responsibility for the football coaching staff. Must thoroughly investigate any discrepancies involving coaches reported as well as those of his/her own determination. Will determine if conduct requires action by the Board to place the coach(es) on probation or suspension. Recommendation to replace a coach(es) must be presented to the Executive Board approval.
- 9) Will be responsible for soliciting persons interested in becoming coaches for the next season and will assist all Football District Directors with submission of all applicants to the Board along with any recommendations.
- 10) Has overall responsibility for the football program.
- 11) Organize and oversee football summer camp.
- 12) Conduct the pre-season coach's meeting.
- 13) Assist in the certification of all coaches

**(c) Vice President of Cheer**

- 1) Has overall responsibility for the cheerleading program.
- 2) Have *overall* responsibility for the cheerleading coaching staff. Must thoroughly investigate any discrepancies involving coaches reported to him/her as well as those of his/her own determination. Will determine if conduct requires action by the Board to place the coach(es) on probation or suspension. Recommendation to replace a coach(es) must be in writing to the Board.
- 3) Chair the coaching staff/team parent meetings for the purpose of setting practice schedules.
- 4) Assist in the certification of all coaches.
- 5) Serve as an advisor to any girl whose conduct is deemed detrimental to a team and/or the Corporation.
- 6) Will coordinate the distribution and collection of all girls' equipment with the support of the coaching staff.
- 7) Submit a budget to the President for all cheerleading equipment such as uniforms, pompoms, etc.
- 8) Will oversee placement of all new cheerleaders in the event of squad rosters being full based on district first then where needed.
- 9) Will be responsible for soliciting persons interested in becoming coaches for the next season and will assist all Cheerleading District Directors with submission of all applicants to the Board along with any recommendations.
- 10) Coordinate the distribution & collection of equipment and uniforms with the District Directors and provide a schedule of hand out dates to each District Director. Will ensure sufficient help to effectively size, disperse, and collect uniforms.
- 11) Selects and appoints an outside vendor for Competition Cheer



#### **(d) Equipment Director**

- 1) Will take a complete inventory along with the outgoing Vice President of Football (Equipment Manager) each year and determine quantities of equipment items needed for the upcoming year.
- 2) In cooperation with the President and Administrator, pursue a reliable supplier with competitive prices for required purchases of equipment and uniforms.
- 3) Forward to the President, for Board approval, a schedule of expenditures for equipment and uniforms for the upcoming season.
- 4) Coordinate the distribution of equipment and uniforms with the District Directors and provide a schedule of hand out dates to each District Director. Will ensure sufficient help to effectively disperse equipment.
- 5) Will be responsible for the collection of all equipment and will coordinate with the District Directors for turn in dates and ensure sufficient help to effectively classify equipment serviceability or condition.
- 6) Will maintain a system for identifying equipment and for re-ordering equipment as it is issued both during registration and the season.
- 7) Will maintain records of any equipment issued to coaches.
- 8) Will maintain acceptable levels of consumable items for repair or replacement to equipment.
- 9) Will provide the Board with an updated inventory during the annual turnover meeting and will maintain a current inventory at all times.
- 10) Monitor all equipment; coordinate all needed repairs and replacement of defective or unsafe equipment as required.
- 11) Will maintain a system to track reconditioning reusable equipment.

#### **(g) Communications Director**

- 1) Will coordinate team/individual pictures, provide vendors, and calculate rebates.
- 2) Will coordinate gathering of game scores and maintaining standings of each week's games to be provided to CYFA for posting on the Corporation website.
- 3) Coordinate advertising for the league
- 4) Design and upkeep of the website/email addresses
- 5) Design and upkeep of online registration
- 6) Work with the Administrator, Vice President of Football and Vice President of cheer on registration and camp databases.
- 7) Develop and execute a comprehensive communications strategy
- 8) Support all communication and marketing functions of the organization including web, social media, and other print or digital platforms with a focus on expanding the league's public awareness, registration period and media relations.
- 9) Day-to-day management of social media platforms
- 10) Lead and support projects including special events and special marketing initiatives

- 11) Coordinate email campaigns and social media, including strategizing, drafting, editing, sending emails and posting to social media.
- 12) Improve online communications activities through refinement and the use of analytics.
- 13) Help develop and update organization collateral – printed and online materials
- 14) Oversee tracking qualitative and quantitative metrics for development and communication efforts and success.
- 15) Prepare or assist with the production of correspondence; web copy, including blogs; videos; tip sheets; conduct interviews; articles; press releases; photo selection and captions; quotes; talking points or presentations; pitch letter; and more.
- 16) Assist in handling inquiries from media, the public, and internally.

#### **h) Competition Cheer Director**

- 1) Non-voting
- 2) Report monthly to the Cheer VP with Competition Cheer Updates
- 3) Acts as a liaison to the outside competition partner chosen by the VP of Cheer

#### **(i) Assistant Competition Cheer Director**

- 1) Will assist the Competition Cheer Director with all duties.
- 2) Will assume responsibilities of Competition Cheer Director in his/her absence.
- 3) Nonvoting

#### **(j) Player Safety Director**

- 1) Non-voting
- 2) Oversees Player Safety Coach in each district.
- 3) Properly teach and instruct HUF techniques as prescribed by USA Football's HUF programs as well any other safety techniques prescribed by the league.
- 4) Teach and properly instruct the Player Safety Coaches at the district level as well as interested parents during football camp.
- 5) Mandate Incident Report Forms to be filled out at the district level on all injuries related to practice or games.
- 6) These Incident Report Forms will be tallied each year and a report will be presented to the board at the completion of the season each year.
- 7) Retain Incident Report Forms and send them to the Administrator and Vice President of Football upon the completion of each Incident Report. All severe incidents will also be reported to the president as soon as possible.

#### **(k) District Football Directors**

- 1) Aid Equipment & Assistant Equipment Directors in distributing and collecting equipment.
- 2) Oversee all communication from Board to coaches, including all game schedules, rules, etc.
- 3) Aid Vice-president in coaches' certification and background checks.
- 4) Implement all rules in regard to these bylaws.

- 5) Act as liaison between league officials, coaches, players, and parents.
- 6) Have responsibility for the football coaching staff. Must thoroughly investigate any discrepancies involving coaches reported to him/her as well as those of his/her own determination. Will determine if conduct requires action by the Board to place the coach(es) on probation or suspension. Recommendations to replace any coach must be in writing to the Board.
- 7) Serve as an advisor to any athlete whose conduct is deemed detrimental to a team and/or the Corporation.
- 8) Will be responsible for soliciting persons interested in becoming coaches for the next season and will submit all applicants to the Board along with any recommendations.
- 9) Will place new players that register after draft
- 10) Will be required to provide 3 representatives for football camp

**(n) Assistant District Football Directors**

- 1) Will assist the Football District Director with all duties.
- 2) Will assume responsibilities of Football District Director in his/her absence.

**(o) Player Safety Coach**

- 1) Non-voting
- 2) Oversees player safety in each district.
- 3) Properly teach and instruct HUF techniques as prescribed by USA Football's HUF programs as well any other safety techniques prescribed by the league.
- 4) Teach and properly instruct the players and coaches at the district level as well as assisting the Player Safety Director on teaching and instructing interested parents during football camp.
- 5) Evaluate any known injuries at practice and games
- 6) Complete Incident Report Forms to be filled out at the district level on all injuries related to practice or games.
- 7) Retain district Incident Report Forms and send them to the Administrator, Vice President of Football, and Player Safety Director upon the completion of each Incident Report. All severe incidents will be reported to the Player Safety Director and President as soon as possible.

**(p) District Cheerleading Directors**

- 1) Aid Cheerleading & Assistant Cheerleading Directors in distributing and collecting equipment.
- 2) Oversee all communication from Board to coaches, including all game schedules, rules, etc.
- 3) Assist Vice-president in coaches' certification and background checks. 4) Implement all rules in regard to these bylaws.
- 5) Act as liaison between league officials, coaches, players, and parents.
- 6) Have responsibility for the cheerleading coaching staff. Must thoroughly investigate any discrepancies involving coaches reported to him/her as well as those of his/her own determination. Will determine if conduct requires action by the Board to place the coach(es)

on probation or suspension. Recommendation to replace a coach(es) must be in writing to the Board.

- 7) Serve as an advisor to any athlete whose conduct is deemed detrimental to a team and/or the Corporation.
- 8) Will be responsible for helping with Uniform fittings & handouts

**(q) Assistant District Cheerleading Directors**

- 1) Will assist the Cheerleading District Director with all duties.
- 2) Will assume responsibilities of Cheerleading District Director in his/her absence.

**(r) Team Mom Coordinator**

- 1) Be a liaison between the league and Team Moms

**2.12. Selection and Duties of Paid Administrator**

- (a) An Administrator shall be selected, and compensation for said position determined by, the board of directors.
- (b) The Administrator shall act as Secretary and Treasurer of the Corporation.
- (c) The Administrator shall fulfill the duties listed in:
  - 1) Maintain and provide access to the records of the Corporation as required by O.C.G.A. 14-3-1601 and 14-3-1602; record the minutes of all proceedings of the board of directors of the Corporation and report on these matters to the board of directors of the Corporation
  - 2) Record all business conducted at board meetings including makers of motions, seconds of motions, and disposition of motions.
  - 3) Prepare for President agendas for meetings showing the order of business coming before assembly.
  - 4) Provide and maintain copies of the by-laws, minutes, and any other documents and correspondence required to conduct business of the Association.
  - 5) Make available and review minutes from prior meetings of the board.
  - 6) Assist any member, upon request, in the preparation of forms, reports, mailings, copies, flyers, etc.
  - 7) Upon notification, by the President, notify officers/members of scheduled meetings. Assist the President in the maintenance of permanent records of program activities.
  - 8) Generate and maintain the current database, rosters of participants, coaches, other staff, and participant's parents and ensure that these rosters are available to all board members upon request.
  - 9) Maintain current birth certificates on file in a reasonably accessible location.
  - 10) Secure and maintain insurance policies for the upcoming season.
  - 11) Answer telephone calls on telephone provided by the Corporation.
  - 12) Maintain the financial records of the Corporation.

- 13) Prepare the annual accounting and financial statement of the Corporation for the annual meeting of the directors of the Corporation (which may be prepared by a certified public accountant when authorized by the board of directors).
- 14) Report on financial matters to the board of directors of the Corporation.
- 15) Count ballots in any election for the board of directors of the Corporation.
- 16) Maintain a checking account for Corporation. This checking account shall require the signature of the President and Administrator.
- 17) Receive and disburse all monies of the Corporation as prescribed in these bylaws or as authorized by the action of the Board.
- 18) Provide financial statements (either written or oral) to the Corporation as directed by the President and/or the Board, including financial reports from the CRPA account. 19) Have the accounts examined by an auditor or auditing committee composed of not less than three members. The auditing committee, if used, shall be selected by the Board. The auditor/auditing committee shall sign the completed audit certifying its accuracy.
- 20) Act as purchasing agent by approving and maintaining accurate records of all concession stand vendors and purchases.
- 21) Ensure with the cooperation of the Concession Director that a complete money count is made at the close of each concession stand and that an accurate inventory is maintained by the Concession Director (when used).
- 22) Sign or countersign all checks.

### **2.13. Financial Regulations**

This section outlines certain policies and practices as to the financial procedures of the Corporation:

- (a) The Executive Board shall decide all matters pertaining to the finances of the association and as stated in these bylaws. The expenditure of funds shall not give any team or individual an advantage over another.
- (b) The President shall be responsible for handling day to day expenses and authorizing approved expenditures and any non-budgeted expenditure up to five hundred dollars (\$500.00). Expenditures of one thousand dollars (\$1000.00) or more shall be accompanied by three (3) competitive bids.
- (c) The signatory on any bank account and the depository institution for that account is established by the board of directors by an appropriate resolution. All Corporation checks shall require the signature of the President and Administrator.
- (d) Any director, committee chairman, or committee member of the Corporation may be reimbursed for their actual and necessary expenses when reasonably incurred on behalf of the Corporation. No director, committee chairman, or committee member of the Corporation may receive any salary, fees, compensation, commission, or other payment for rendering specific services to the Corporation unless approved by the board of directors of the Corporation.

- (e) The Corporation's fiscal year is the calendar year.
- (f) Requests for hardships may be submitted to or by any board of director's member for recommendation and a determination of fees (if any) shall be made by the board of directors for approval.
- (g) Anyone requesting to review financial documents must submit a request to meet in person to review documents. No documents shall be photo copied or taken away from the meeting.

#### **2.14. Board Committees**

The board of directors may establish such committees composed of at least one (1) member of the board of directors as it determines to be necessary and proper from time to time. The membership of such committees shall be composed solely of directors; but if the committee's charge and function does not involve the management responsibility for the affairs of the Corporation, then persons who are not currently directors, but who have served as directors within the past two (2) years may also be designated to serve on a board committee. Board committees may not exercise the authority of the board of directors when prohibited by the Code.

### **Title 3. Code Provisions Incorporated**

#### **3.1. Indemnification**

- (a) The provisions of Part 5 of Article 8 of the Code, relating to indemnification by the Corporation of any person who has served as an officer or director of the Corporation, or who has brought an action in the right of the Corporation, is adopted by the Corporation by this reference as a bylaw of the Corporation, except that as permitted under the Corporation's articles of incorporation, no advance payment by the Corporation for any expense or liability permitted under the Code is authorized unless paid through an insurance policy maintained by the Corporation for this purpose. All decisions by the board of directors concerning the payment of funds under this section, when not paid under a policy of insurance, shall be ratified by the affirmative vote of a majority of the board of directors of the Corporation.
- (b) The Corporation will purchase and maintain insurance on behalf of all persons who are or were directors, officers, employees or agents of the Corporation, or who are or were serving at the request of the Corporation as a director, officer, employee or agent of another Corporation, partnership, joint venture, trust or other enterprise, against any liability asserted against him and incurred by him in any such capacity, or arising out of his status as such, whether or not the Corporation would have the power to indemnify him against such liability under the provisions of this Title.
- (c) If any expenses or other amounts are paid under the provisions of this Title of the bylaws, whether by action of the board of directors, court order or an insurance carrier pursuant to insurance maintained by the Corporation, the Corporation shall send by first-class mail to its directors of record at the time, a statement specifying the persons paid, the amounts paid, and the nature and status at the time of such payment of the litigation or threatened litigation.

### **3.2. Procedures Where Director has Conflicting Interest in Transaction**

The provisions of Part 6 of Article 8 of the Code, relating to rules governing the procedures to be applied where a director has a conflicting interest in a transaction involving the Corporation, are adopted by the Corporation by this reference as a bylaw of the Corporation.

### **3.3. Sales of Assets Outside Regular Course of Business**

The provisions of Article 12 of the Code, relating to the sale of all, or substantially all of the assets of the Corporation outside the regular course of business, are adopted by the Corporation by this reference, as a bylaw of the Corporation.

### **3.4 Corporate Liability for Injuries**

Corporation officers, coaches, managers, referees, or any other supervisory personnel are not responsible for injuries to persons participating.

## **Title 4. Reimbursement by Corporation Employees**

Any payments made to an employee of the Corporation in the form of reimbursement, a salary, or bonus payment, that is disallowed, in whole or in part, as a deductible expense to the Corporation for federal or state income tax purposes by the Internal Revenue Service, or by the revenue department of any State, shall be reimbursed by such employee to the Corporation to the full extent of such disallowance within six (6) months after the date on which the Corporation is assessed a deficiency with respect to such allowance. It shall be the duty of the board of directors of the Corporation to enforce payment to the Corporation by any such employee for the amount disallowed. The Corporation shall not be required to legally defend any proposed disallowance by the Internal Revenue Service or by the revenue department of any state, and the amount required to be reimbursed by such employee shall be the amount, as finally determined by agreement or otherwise, which is actually disallowed as a deduction. In lieu of payment to the Corporation by any such employee, the board of directors may, in the discretion of the board, withhold amounts from such employee's future compensation payments until the amount owed to the Corporation has been fully recovered.

## **Title 5. Amendments**

### **5.1. Amendments to Articles of Incorporation**

Any change in the articles of incorporation of the Corporation is not adopted unless the following has occurred:

- (a) The recommendation concerning the proposal will be sent, along with the text of the proposal, to the directors of the Corporation with the notice of the meeting at which the proposal is to be presented.
- (b) When the proposal is presented for consideration at a meeting of the directors of the

Corporation, it is open to any amendments or other action as the directors approve, without limitation.

- (c) No proposal to change the articles of incorporation is adopted unless a majority of the directors voting; vote affirmatively to approve the proposal with a quorum present at the meeting.
- (d) Once adopted, no change is effective until it is filed with the Georgia Secretary of State as required by the Code

## **5.2. Amendments to Bylaws**

Any change in these bylaws is not adopted unless the following has occurred:

- (a) Any member may submit proposed amendments to the bylaws of the organization for consideration. The recommendation concerning the proposal will be sent, along with the text of the proposal, to the President for presentation to the members of the Corporation. Following presentation to the members, the board of directors shall vote on the proposed amendment. Discussions of proposals by the board of directors are encouraged and the directors may make amendments to such proposals.
- (b) When the proposal is presented for consideration at a meeting of the directors of the Corporation, it is open to such amendments or action as the directors approve.
- (c) No proposal to change these bylaws is adopted unless a majority of the directors voting; vote affirmatively to approve the proposal with a quorum present at a meeting.

Once adopted, any change to these bylaws is immediately effective. Bylaws are updated (1) time a year, before the start of the season and **WILL NOT** be changed till following season, for any reason.

## **Title 6. Coaching Staff**

- (a) The coaching staff for each football team, shall consist of one Head Coach and a minimum of four assistant coaches. Each team must have a team mom and only allowed one. The inclusion of a team photographer and statistician shall serve to limit the number of adults authorized on the sidelines during scheduled games to a minimum of eight(8). If no photographer or statistician is needed, the remaining badges must be used for assistant coaches.
- (b) A coach cannot be the head coach of two teams in CYFA without board approval. In addition, all head and assistant football coaches, as well as statisticians and medical support staff shall be USA Football, Heads Up Football (HUF) certified. (HUF certification shall be paid for by the corporation.) ALL cheerleading coaches (head coaches and assistant coaches) will be cheer stunting certified for the age-appropriate level they are coaching (at the expense of the corporation). (Stunting certifications are good for three years.) Copies of all coaching certificates are required to be included in all team certification documentation and turned in to the Administrator.
- (c) The selection of head football and head cheerleading coaches will be from applications received



from Cheerleading and Football District Directors as well as Vice-President and Cheerleading Vice President. Selections will be for one season only. All prospective coaches must submit a coaches' application and a CRPA background check by the date of the team certification in order to be considered for a coaching position. CYFA reserves the right to request a new background check at any time within the season.

- (d) Prospective coaches are responsible for the resulting non-refundable, nominal fee that will cover their background check and badge cost. Submitting an application and paying the fee DOES NOT guarantee that they will be selected to coach.
  
- (e) All Sideline personnel including but not limited to coaches, team parent, statistician, medical staff, photographer, etc. must display a current CYFA sideline badge. In the event a coach does NOT have his badge, he is NOT ALLOWED on the sidelines. Coaches/adults/team parents on the sidelines without badges will be asked to leave the sidelines immediately. Failure to do so may result in the team being penalized 15 yds for unsportsmanlike conduct and ejection of the coach. Anyone who is not a coach will result in a 15 yd unsportsmanlike penalty and ejection of the head coach.
  
- (f) Coaches and other volunteer staff (football and cheer) may be removed for any action or behavior, past or present, deemed to be detrimental to the league by a majority vote of the Executive Board Such as: objectionable material on social media sites and/or other web sites. Cherokee Youth Football Association teams, parents, and coaches may not have a social media site on platforms such as Facebook, Twitter, Instagram, Tik Tok, etc. Only official CYFA sites run by the CYFA Marketing Specialist are allowed.
  
- (g) It is mandatory that all trainers/junior coaches sign a code of conduct before the beginning of the season. Any issues with conduct that would remove a trainer/junior coach it must be reported to the District Director and Vice President of Cheer or Football for final decision. Cheer and football trainers/junior coaches are not given disciplinary rights and cannot run a practice or without a coach present.

### **Title 7. Duties of the Coaching Staff**

The duties of the coach staff are as follows:

- (a) Teaching of the basic fundamentals of the sport, including physical condition of the players, shall be foremost to the teaching of strategy.
  
- (b) Teaching of the competitive game in such a manner that the individual player will obtain a thorough knowledge of the correct method of participation, whether the skill to compete is in fact obtained.
  
- (c) Responsibility for any practice/game equipment issued by the Equipment Manager.
  
- (d) Coordinate all administrative functions through the Team Parent To alleviate distractions during practices.

- (e) Adhere to practice rules and the addition or cancellations of practices set by the District Director and attend any scheduled meetings that the District Director or the board of directors may deem necessary.
- (f) Adhere to all rules set forth in these bylaws.
- (g) Has final selection of player positions. Are responsible for, and have complete authority over, the players from the time they report for an event until they are dismissed or removed by parent(s). They must see that the parents stay in the bleachers behind the fence during a game and at halftime.
- (h) Each **WINNING** team is responsible for inputting the score for their game in Team Sideline. The scores must be entered prior to midnight on game day. Late scores will result in a \$50.00 fine to the offending team. Continued violations will result in head coach suspension. Teams may not play in their next game until the fine has been paid.
- (i) To comply with all requirements of O.C.G.A. § 19-7-5, which requires such staff members who have reasonable cause to believe that a child has been abused to report such abuse to the appropriate person or agency designated therein.
- (j) Each coach must attend the mandatory coaches meeting and sign the Coach's Code of conduct. Copies of these signed forms must be included in the team certification documentation and turned into the administrator.

## **Title 8. Conduct**

### **8.1. Coaches and Parents**

- (a) Once the game begins, the officials are in total control of the game. Coaches are responsible for the conduct of players and their parents. Coaches must see that parents stay in the bleachers during the game and at half time. Parents are not allowed on or in the field area at any time during a game or halftime. All coaches are responsible for their own actions and the use of appropriate language. Coaches and parents will not argue with the officials during half-time or after a game, Georgia High School Rules govern play. Parents using foul language or causing a disruption during a game, the referees can issue a penalty against the team.  
 1<sup>st</sup> Offense- Warning  
 2<sup>nd</sup> Offense- Personal foul 15-yard penalty  
 3<sup>rd</sup> Offense- Personal foul- Head Coach ejected from current game  
 If a referee ejects a coach or parent from a game, that coach or parent must leave the park immediately. The coach or parent will be suspended from the next team game and barred from the park for that game.
- (b) Parents and coaches shall conduct themselves in such a manner as to set a positive example for the children. Participating children should not overhear any discussion about the ability of one child as opposed to another. The shouting and/or yelling of anything other than encouragement to the players, coaches, linesmen, cheerleaders or officials may constitute grounds for expulsion from the area by local law enforcement officers if required. The loss of a parent's temper or that of a coach's(es'), whether resulting in bodily contact or not, while on the practice field or playing

field during a competitive event and especially to be witnessed by the players and other children constitutes grounds for immediate expulsion from the current event.

The District Directors may submit request for a permanent expulsion and loss of privileges to be approved by the Executive board. All notifications will be in writing from the President.

- (c) The head coach, assistant coaches and trainers are responsible for the behavior of the football players/cheerleaders while at practice or in a game situation. It is required that if a football player/cheerleader is unable to attend practice or games that the coach or assistant coach is informed before said practice or game.
  
- (d) Parents are also required to treat the coaching staff with respect. The coaches and board members of the Corporation are **VOLUNTEERS** and are performing their duties w/o any compensation whatsoever. It takes a great deal of time and energy to perform these duties. Things are done behind the scenes that the parents and cheerleaders are unaware of, so please show them respect and courtesy when confronting them with a situation. If there is a situation on your team and satisfaction is not received by speaking with the coach, then the next contact should be the district director. After that step has been approached and satisfaction is still not achieved, the final contact should be the Vice President if the grievance is football related or Cheerleading Vice President of the Cherokee Youth Football Association if the grievance is cheer related. If your coach also holds one of the positions listed in the chain of command, then you should by-pass that step and move to the next one. If your coach is the Corporation Cheerleading Vice President, then you should contact the league Vice-President. If your coach is the league Vice-President, then you should contact the President. All grievances and complaints will be governed by Title 10.
  
- (e) Use of noisemakers, EXCEPT cow bells, thunder sticks and shakers, are not allowed at CYFA games. (Shakers being described as empty plastic bottles, no larger than 20 ounces, filled with beans, rice, and/or glitter.) A violation may result in a fine (\$50) to the offending team. Fans are not allowed to have powered speakers, any bluetooth speakers, or any type of sound system in the stands.  
Teams may not play in future games until fines are paid.
  
- (f) Use of tobacco, alcohol and profanity will not be tolerated by coaches, parents or anyone else at the practice fields or game locations. Violations may result in a one game suspension.

#### Players and Cheerleaders

- (a) Players and cheerleaders should pay close attention to the coaching staff during practice sessions or competitive events and refrain from comments other than those beneficial to the event. **The use of profanity and vulgarity can be grounds for expulsion from the team/squad.**
  
- (b) Players and cheerleaders on the sidelines participating in an on-going game should not play amongst themselves by tossing balls, roughhousing, talking with parents or other participants and the like.
  
- (c) Football players/Cheerleaders are expected to treat their coaches and trainers as they would any other adult authority figure. **Disrespect will not be tolerated.** Parents are expected to attend

practice sessions and games to monitor the behavior of their child. The coaches and trainers are not baby-sitters, nor should they have to contend with an unruly child who is disrupting the performance of the other team members.

- (d) All participants (football and cheer) **MUST** have a responsible party at all practices and games.
- (e) Any participant ejected from a game by the referees will be suspended from participating in the next game. That player/cheerleader may be on the sidelines, OUT of uniform, to assist his/her teammates.

### **Title 9. Disciplinary Action**

- (a) Disciplinary action accepted by the Corporation includes, but is not limited to, running laps at practice, sitting out a portion or all of a game, or removal from a team/squad. If a coach chooses to use laps as a disciplinary action, the laps must be limited to 4 and suitable for weather conditions. A coach must monitor the player while running laps.
- (b) If a cheerleader has not attended practices or games and is deemed unprepared such as to place the other team members in an unsafe position during half-time that cheerleader, at the coach's discretion, may not be allowed to cheer during said half-time.
- (c) Disciplinary action such as striking a child will not be tolerated, and the Vice-President or Cheerleading Vice President of the Corporation should be notified immediately. The offending coach and/or trainer will be removed from their position and unable to coach with the Corporation again as outlined in Title 8.

### **Title 10. Protests, Complaints, and Grievances**

#### **10.1. Protests**

- (a) During a game, the head coach or his designated assistant must inform the head referee that the game is being played under protest. After the game, the Director on Duty must be informed that the game was played under protest. The head coach must submit a \$50 fee to the league President within 48 hours of the expired game. If the above procedure is followed, the league president will call a meeting of the protest committee to consider the protest. All parties involved may be asked to attend the meeting. The decision of the protest committee will be closed and final. Directors, whose team is involved in the protest, may enter into the discussion, but are prohibited to participate in the closed meeting due to a conflict of interest. After a decision is reached, the league president will receive a report. If the coach initiating the appeal wins the protest, his \$50 will be returned.
- (b) All protests shall be filed with the President in writing within 48 hours. No protests will be acted upon without written support of allocations being filed with the President.
- (c) The Vice-President will prepare a written decision for all parties involved in the protest.
- (d) Should a coach have a question regarding a player's weight from an opposing team, he should approach the Director on Duty and the Director will check the roster book. No official protest is required.
- (e) No protest concerning the officiating of the game will be heard. If there is a complaint/problem

with the conduct of an official, that complaint should be reported to the Vice President.

## **10.2. Grievances and Complaints**

- (a) The Board shall decide all participation grievances and/or complaints, after investigation by the Vice-President in order that adequate records of such issues are maintained. All interpretations of the by-laws shall be in writing and shall be provided to the board of directors.
- (b) In the event a parent feels that his/her child is not being treated fairly or is the subject of biased treatment, the parent shall contact the Vice-President and discuss the problem.
- (c) The Vice-President will schedule a conference with the parent(s), the coach(es), the appropriate District Director and the Vice-President, who shall also act as the arbitrator.
- (d) In the event that a parent is not satisfied with the solution offered by the Vice-President or the coach(es) a written formal charge must be filed with the board of directors. The formal charge will be stated in writing to the parents and a copy of such writing will be filed with the Administrator.
- (e) Any incident from a game regarding a coach, parent, or participant that needs to be added to the agenda for the next scheduled Board meeting must be reported to the District Director AND the President prior to the next meeting. Failure to make proper notification will result in the incident being dismissed and not discussed until the next meeting.
- (f) The President shall immediately call a meeting with the board of directors, which shall act as a grievance committee. The President (or his assigned) shall act as the chairman of the grievance committee. In the event the President is a party to a grievance, the Vice-President shall act as the chairman of the grievance committee.
- (g) The Vice-President shall respond to any written complaints or other inquiries in writing in order that adequate records of such issues are maintained.
- (g) Violation of the bylaws, principles of good sportsmanship, or conduct may result in the suspension of privileges for a period. Any person suspended by the board of directors can only be reinstated by the board of directors. The decisions of the board of directors are final.
- (h) Any coach or parent accused of a violation resulting in a fine, suspension or forfeiture may request an immediate hearing by the grievance committee. All fines go into the CYFA scholarship fund.

## Title 11. Practice Schedule, Rosters, Equipment, Equipment Draw and Turn-In, Uniforms, and Fees

### 11.1. Practice Schedule

**(a) Spring Work Outs:** Starting on the first day of registration, teams are allowed to have pre-season spring and summer workouts. All coaches who wish to conduct these pre-season work outs must notify the Vice President of football and follow these guidelines.

1. Work outs can be no more than two days.
2. Limited to 1.5 hours max.
3. Coach must provide adequate field and or practice facility.
4. Work outs must be open to all participants.
5. Each participants must complete the mandatory waiver which states they will be participating at their own risk.

Failure to adhere to these guidelines may result in disciplinary actions. These actions may include, but are not limited to, the termination of workouts and/or disciplinary measures imposed by Article 8.1 .

**(b) Football.** The first week of practice should be devoted to conditioning only, no pads are allowed. No child may practice in pads until that child has practiced at least 3 days without pads thus completing the acclimation period, as allowed by the Georgia High School Association. After the school year begins, teams are restricted to 2 practices a week- 2-hour limit- and a walk-through (helmets only and 1.5 hours only.) Teams are only allowed to practice on their District specific practice day and approved fields. Teams are to have no more than 5 hrs. and a half of practice during the school week. (MonThurs). Any team caught practicing outside of normal practice times(scheduled per district) prior to the posted start date for practices will be subjected to loss of Head coach badge and \$100 fine.

Coaches and directors are prohibited from canceling practice without the approval of the vice president and the administrator.

1) Full contact should be limited during games and practices as well as during activity outside of the traditional fall practice. When possible, an athletic trainer should be present at all practices and games. (Note: No limitation is placed on activities defined below as "AIR, BAGS or CONTROL" contact.

i) For purposes of this by-law, the following definitions shall apply:

- (a) **AIR** - Players run a drill unopposed without contact;
- (b) **BAGS** - Players run a drill against a bag or another soft-contact surface;
- (c) **CONTROL** - Players run a drill at assigned speed until the moment of contact and one player is pre-determined the "winner" by the coach. Contact remains above the waist and players stay on their feet;
- (d) **THUD** - Players run a drill at competitive speed through the moment of contact with no predetermined "winner." Contact remains above the waist, players stay on their feet and a quick whistle ends the drill;
- (e) **LIVE ACTION** - Players run a drill in game-like conditions and is the only time that players are taken to the ground;
- (f) **FULL CONTACT** - Contact which meets the definition of Live

#### **1) Pre-season**

- (a) Full contact shall be allowed in no more than 2 consecutive practice days per week;
- (b) Full contact during practice shall be limited to not more than 45 minutes per day;

(c) .Any incident from a game regarding a coach, parent, or participant that needs to

### **Regular season and postseason**

- (a) Full contact shall be allowed in no more than three (3) practice days per week;
- (b) Full contact during practice shall not be allowed on more than two (2) consecutive days;
- (c) Full contact during practice shall be limited to not more than 30 minutes per day.
- (d) Full contact during practice shall be limited to not more than 90 minutes per week

**Violations: The penalty to be imposed upon any member found to have violated this by law in any substantial manner shall be as follows:**

#### **a) 1st Offense- 2 game suspension of Head Coach**

**b) Cheerleading.** Practice generally begins no earlier than the last week of July and will extend until the season ends which should be just before Thanksgiving. The usual practices will be 2 times/week lasting 1-2 hours per session. Many teams will go to one practice per week once the season gets into full swing. This is purely up to the discretion of the District Director, as she will be the best judge of how much practice each individual team needs. Just because one team in a district goes to one practice does not mean all the teams will go to one practice.

**c) Rain or cancelled practice.** If practice is cancelled due to inclement weather and/or CRPA staff, for one district, no other district will be allowed to practice. Failure to comply will result in a board investigation and head coach's suspension or fine.

### **11.1 a CYFA Heat/Humidity Policy for Football and Cheerleading**

**CYFA Board reserves the right to cancel practice at any time.**

**Violations of this policy or CYFA practice cancellations may result in game forfeiture and/or Head Coach Removal.**

The following guidelines are in compliance with the NFSA, ACSM, GHSA

A scientifically approved instrument that measures the Wet Bulb Globe Temperature must be utilized at each practice (prior to October 1) to ensure that the written policy is being followed properly. WBGT readings should be taken at a minimum of 2 times. 30 minutes prior to practice beginning and at the start of practice. All WBGT monitors shall be calibrated, at a minimum, every two (2) years or earlier if recommended by the manufacturer. Each Director will be in possession of a Wet Bulb thermometer.

### **WBGT ACTIVITY GUIDELINES AND REST BREAK GUIDELINES**

**Under 82.0** Normal Activities - Provide at least three separate rest breaks each hour with a minimum duration of 3 minutes each during the workout.

**82.0-86.9** Use discretion for intense or prolonged exercise; watch at-risk players carefully. Provide at least three separate rest breaks each hour with a minimum duration of 4 minutes each.

**87 - 89.9** Maximum practice time is 2 hours. players are restricted to helmet, shoulder

pads, and shorts during practice, and all protective equipment must be removed during conditioning activities. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. For both football and cheer: Provide at least four separate rest breaks each hour with a minimum duration of 4 minutes each.

**90 - 92** Maximum practice time is 1 hour. For Football: no protective equipment may be worn during practice, and there may be no conditioning activities. For both football and cheer: There must be 20 minutes of rest breaks distributed throughout the hour of practice.

**92- or above.** No outdoor workouts. Delay practice until a cooler WBGT level is reached.

Readings may be different in each section of the county. Readings may also differ from the High Schools. Please be aware that the High School readings are taken in the afternoon, most initial CYFA readings will not be taken until 5:30. Once the sun begins to set, the Wet Bulb temperature drops quickly. It may be too hot at 6:00 but may be fine at 6:30. Follow the above guidelines.

**This policy applies only to outdoor practice sessions** (indoor practice locations must be approved by the Board). Games are not elements of the policy. The nature of football games allows for breaks in the competition; therefore, the policy will not apply to any regular season or post season games.

### **What is a wet bulb thermometer and why is it used?**

When you are hot, you sweat, or perspire. As that perspiration evaporates into the air, it cools off the surface of your skin. But for the process to occur, the air around your body has to be able to receive the water vapor. When the humidity is high, more water vapor is present in the air. Therefore, less water can evaporate from your skin. This results in greater discomfort, even without a higher temperature.

The wet bulb temperature is a measure of the amount of moisture, in the form of invisible water vapor contained in the air. As the name implies it is measured by a standard thermometer whose bulb is covered by a muslin sleeve that has been moistened by pure water.

The principle of the wet bulb thermometer is as follows; Water evaporates from the muslin cover passing into the air in the form of invisible water vapor, contained in the air. In doing so it absorbs heat from the thermometer bulb and the mercury it contains. The thermometer therefore indicates a lower temperature than that of the dry bulb thermometer. The difference between the readings of the dry and the wet thermometers is called the depression of the wet bulb.

If the air contains nearly all the moisture it can possibly hold, evaporation from the muslin will be slight and the depression of the wet bulb will be small. However, if the air is very dry, containing little

moisture, evaporation will be quite rapid, and the depression of the wet bulb will be quite large. In hot dry desert climates depressions of over 25°C have been observed, but at sea the depression is seldom more than 5°C. If the air contains all the moisture it can possibly hold, there is no evaporation from the muslin, and the dry and wet bulb thermometers will read the same. When this condition exists the air is said to be saturated.

The more saturated the air, the harder it is to cool the body; therefore, if the wet bulb reading shows a high level of moisture, caution must be taken during outdoor activities.



## **11.2. Rosters**

The league Vice President will maintain team rosters, which will consist of player's names, ages, birth dates, Jersey numbers and telephone numbers. The head coach is responsible for bringing his team's rosters to every game. (Note: rosters are checked at weigh-in. No CYFA player will be allowed on the roster, or play for another team, after opening day weigh-in. No jersey number may be changed after the number is recorded on the official league roster. If a position number must be changed, the Vice President must first approve such change. If a player's jersey is torn or blood stained during a game, the director on duty, head referee and opposing coach will be notified of the change. Once a team reaches 40 players for 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades or 32 players K thru 2nd, a new team will be formed. Once a team reaches 32 players, a new team MAY be formed at the discretion of the District Football Director. The District Football Director will evaluate player talent level, coach availability and skill, and discuss the decision with the district to your director. All teams exceeding 30 players will be required to submit a 6 play count sheet to the DOD table and to their District Football Director immediately following each game. Failure to do so will result in a forfeiture of the game period. If it is determined that a particular division will have enough players for two teams, the Vice President of football will notify the District Director that a draft will be needed. Drafting rules are contained in Title 15.5.

**Penalty for changing teams, adding players, or changing numbers without the appropriate Board approval may result in forfeiture of first win and/or expulsion of the head coach.**

## **11.2. Equipment**

- (a) K-3<sup>rd</sup> Grades will utilize a Wilson football (identified as Pee Wee or K2). All other age divisions will utilize a Wilson football (identified as Junior or TDJ). CYFA will supply 1 leather football and 2 composite footballs. However, a team can provide their own footballs, but they must be inspected by the Director on Duty prior to the start of each game and it must be the correct size for that age group. Violation may result in the forfeit of games and possible suspension of the Head Coach .
- (b) Mouthpieces are mandatory for football players and must be worn during all games and practices. Mouthpieces may not be white or clear. They must be attached to the helmet and of a solid color so they are clearly visible to the referees.
- (c) Chin straps must be completely snapped during play.
- (d) No jewelry will be allowed to be worn by football players during games or practice.

## **11.3. Equipment Draw and Turn-In**

Equipment directors will notify district directors when equipment draw will begin for each division. Equipment is serial-numbered and issued to each player. Players are responsible for proper care of equipment. Teams will be asked to turn the equipment in at their last scheduled game. If a player does not turn in his equipment after the last equipment turn in date held in December, the equipment deposit will not be refunded, and legal action may be taken.

Equipment issued to players by CYFA is to be solely used for the purposes of CYFA practices and games. Any other use is prohibited and subject to additional fines. Players and coaches must receive approval from the equipment manager to use the equipment for any other purposes.

## 11.4. Uniforms and Fees

### REFUND POLICY: NO refunds.

#### (a) Football

- 1) The registration fee consists of the cost of playing football in the league as well as providing two game jerseys and pants for each player to keep at the end of each season. This does not include a separate deposit required for obtaining equipment.
- 2) For 5<sup>th</sup> Grade, Offensive substitutions to the end or backfield positions, intending to become an eligible receiver, must report to the head referee (white hat) before the snap of the ball EVERY PLAY. Failure to do so may result in a penalty.
- 3) Upon receiving an equipment deposit CYFA will provide 1 helmet; 1 set of shoulder pads; 2 hip, 2 thigh, 2 knee, 1 tail pad (these pads will be omitted when a player receives game pants with integrated pads); 1 chin strap; 2 helmet jaw pads, and 1 pair of game pants. Once equipment is returned in good condition, the equipment deposit will be returned.
- 4) Registration fees and equipment deposits do not include practice jerseys or pants, cleats, mouthpieces or any other pads unless described above. Game pants are to be returned with all other issued equipment.
- 5) In the event a jersey is lost or damaged for any reason, it is the parent's responsibility to replace the jersey in a timely manner. When available, the jersey can be replaced with a non-issued jersey for a fee set by the President and with the approval of the Vice President. The head coach would immediately submit a new Team Certification form showing the number change. The player's old number becomes an illegal jersey and can NOT be worn in subsequent games.
- 6) A player who has misplaced his jersey or who has bought the wrong jersey to the game may borrow the correct colored jersey from another player in his district for 1 game only. The head coach must inform the opposing head coach as well as the officials BEFORE the start of the game. Failure to notify opposing coaches and/or referees may result in a \$100 fine and/or game forfeiture.
- 7) Illegal jerseys—Players participating (without above permission) in jerseys other than the jersey issued to the player during the current season may be fined \$100 and/or suspended from future game(s). If it is determined by the CYFA Board that the head coach knowingly allowed a player to participate in an illegal jersey, that coach may be fined, suspended and/or forfeit any game(s) in which the player participated.
- 8) Beginning in 2022, no player may play up on the 5<sup>th</sup> grade team. It will be for true 5<sup>th</sup> graders only.

#### (b) Cheerleading

- 1) The registration fee consists of the cost of cheering in the league as well as a uniform and pom-poms. **ALL cheerleaders must be sized by a CYFA volunteer or via the Varsity portal. Failure to do so by the end of the official registration period may result in no uniform.**

- 2) **CYFA cannot and will not be held responsible for any alteration fees.**
- 3) **No cheerleader may cheer up on the 5<sup>th</sup> grade squad. Only true 5<sup>th</sup> graders will be able to be on the squad.**

### **11.5. Sideline Rule**

- a) Georgia High School Rules apply. Coaches and players may stand between the 25-yard markers. The only team member that is allowed past this point is the team statistician and medical person. They must occupy a non-coaching capacity. If it is determined that these individuals are coaching, a 10-yard penalty will be invoked.
- b) **All** sideline personnel must display a current badge provided by CYFA, including all coaches, statisticians, cheer coaches, team moms, and medical personnel. Failure to display proper credentials will result in that person being asked to leave the sidelines immediately.

#### **c) Photographers and Videographers**

The head coach is responsible for all photographers/videographers on his sideline. All Photographers and Videographers must be approved by the head coach and are responsible for the non-refundable, nominal fee that will cover their background check and badge cost. Submitting a background check and paying the fee DOES NOT guarantee that they will be given a badge or allowed on the sidelines. They MUST stay between the 20 yd line and the end zone on their own sideline and give at least a 5 yd buffer to the cheerleaders. **CELL PHONES ARE ALLOWED, FOR RECORDING ONLY.** Cameras maybe mounted on stands but must attended to. Any interference with the cheerleaders will be handled by the DOD and his/her decision will be final. Failure to follow these rules will result in immediate and permanent removal from the field and/or game forfeiture and/or head coach suspension. One photographer and one videographer per team. Both must not be allowed to talk in a negative tone towards a player, coach or official at any point while on the sideline

### **11.6. Playoffs**

The top 6 teams from K-2nd Grade -5th Grade will advance to the playoffs

Each team will be seeded by the following criteria:

1. Best Overall record
2. Head-to-Head Competition
4. Record against common opponents
5. Least points allowed
6. Playoff to be held during the week before the first playoff game.

In the event that each team does NOT play the same number of Division Games, “Best overall record” will be substituted for “Best Division Record” for determining playoff teams.

Once seeded, the games will be as follows:

**Round One**

Seed 1 and 2 are awarded a bye

Seed 3 vs Seed 6

Seed 4 vs Seed 5

**Round Two**

Seed 1 vs winner of 4 vs 5

Seed 2 vs winner of 3 vs 6

The highest-ranking seed will be considered the home team.

**Title 12. Game Conduct**

**12.1. Game**

A game will consist of four ten-minute quarters for all grades. The scoreboard will reflect as close as possible the official time. The official time will be kept on the field by the head referee. Officials will switch play at the end of the 1st and 3rd quarters. A 10-minute halftime period will be observed. Unless specified, Georgia High School Rules will govern game play. Jerseys or undershirts hanging below the belt must be tucked in per Georgia High School Rules.

The visiting team is responsible for finding people to work the chains.

K2 games will consist of only two kick off special team plays. One to start the game and one to start the second half.

**12.1.a Defensive Line-up**

When the offense is using a shot-gun snap, the defensive linemen may not line up head-up on the center. They must be in either the A- or B-gaps. When the quarterback is under center, defensive linemen may line up head-up on the center.

**12.1.b Chain Crew**

The chain crew is considered part of the officiating crew. There will be **NO CELL PHONES (or other communication devices) ALLOWED ON THE CHAIN CREW**. Talking on a cell phone, texting, or passing on information heard from opposing coaches on the sidelines will result in **FORFEITURE** of the game. The chain crew is to be silent: no interaction with opposing sideline, no cheering, and no talking with (at) officials unless spoken to. Failure to follow these rules will result in immediate removal from the chain crew and/or a 15 yd unsportsmanlike penalty for the visiting team. **This rule is enforced solely at the referee’s discretion**. If a parent is removed from the chain crew, that parent may not work the chains in another game for the rest of the season.

**12.2. Radio Use**

All radio use (walkie-talkies, 2-way radios, cell phones etc.) is banned on the sidelines and video booths, except by the CYFA Directors on Duty who are not coaching or involved in the games' play in any manner. Penalty may be **forfeiture** of the game and/or suspension of the head coach and/or \$100 fine.

### **12.3. 24-Point Rule**

When a difference of 24 points between two teams occurs, the game clock will run continuously, except for called time outs. If the score drops below 24-point difference, the clock reverts back to regular time procedures.

### **12.4. Punting**

All grade levels may develop a punter. If Grades K2<sup>nd</sup> – 4<sup>th</sup> grades decide to punt the ball a 20- yard mark off will be standard yardage when the head coach calls for a punt. However, if K2<sup>nd</sup>-4<sup>th</sup> graders decide to have a punter punt the ball and the ball fumbles on the snap, it is a dead ball. (Note: You cannot take a 20-yard mark off by a referee if you are inside the opponent's 40-yard line) 5<sup>th</sup>Grade must develop a punter. Referee mark-off is not allowed in 5<sup>th</sup>Grade. 5<sup>th</sup> Grade punts cannot be rushed. (Note: game clock runs during mark off.) Must have at least 7 on the line of scrimmage.

#### **(a) Field Goal/Try**

Red stripe players may kick the ball. Ball is NOT dead when the holder has a knee down holding the ball for the kick. For grades K2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>: any snap over the head of the holder that rolls more than 10 yards from the line of scrimmage will result in a dead ball and the play is unsuccessful. Play will be blown dead if a player tries to advance a mishandled snap. Attempts must be made

from the traditional placement of the ball. Once snapped, the ball must be lined up behind the center in the traditional placement. Ball may only move laterally a max of 3 yards from the original spot. Ball must be placed on a kicking block for all age groups. Kick attempt must be initiated within 10 seconds or as deemed appropriate by the official, or the play will be ruled unsuccessful. Field goal attempts CANNOT be rushed. If the field goal attempt is unsuccessful, the ball is dead. **Successful kick is worth 1 point.**

#### **(b) Try (Extra Point)**

**1<sup>st</sup>-5<sup>th</sup> Grades may attempt a try from the 1-yard line.**

- 1) 1<sup>st</sup>-2<sup>nd</sup> Grade: Offense may NOT fake the kick. Defense may NOT rush the kicker. Defense may NOT distract the kicker. Distract is defined as "To cause to turn away from the original focus of attention or interest; divert". Ball may be placed on the kicking tee. No snap is necessary. Distracting penalty will be 5 yards or half the distance to the goal and is implemented at the

discretion of the officials.

- 2) 3<sup>rd</sup> & 4<sup>th</sup> Grade: Offense may NOT fake the kick. Defense may NOT rush the kicker. Defense may NOT distract the kicker. Distract is defined as “To cause to turn away from the original focus of attention or interest; divert”. Ball must be snapped. Snapper may roll the ball to the holder. **Successful kick is worth 1 point.** Distracting penalty will be 5 yards or half the distance to the goal and is implemented at the discretion of the officials
- 3) 5<sup>th</sup> Grade may attempt a try from the 3-yard line.
- 4) 5<sup>th</sup> Grade: Offense may NOT fake and Defense may NOT rush the kicker. Both offense and defense must line up in a legal formation. Lines may not block each other. Ball must be snapped. Snapper may roll the ball to the holder. Defense may try to distract the kicker.

**Successful kick is worth 1 point.**

(c) **Field Goal**

- 1) 1<sup>st</sup>-2<sup>nd</sup> Grade: Offense may NOT fake the kick. Defense may NOT rush the kicker. Defense may NOT distract the kicker. Distract is defined as “To cause to turn away from the original focus of attention or interest; divert”. Ball may be placed on the kicking tee. No snap is necessary. **Successful kick is worth 3 points.** Distracting penalty will be 5 yards or half the distance to the goal and is implemented at the discretion of the officials.
- 2) 3<sup>rd</sup> and 4<sup>th</sup> Grades: Offense may NOT fake the kick. Defense may NOT rush the kicker. Defense may NOT distract the kicker. Distract is defined as “To cause to turn away from the original focus of attention or interest; divert”. Ball must be snapped. Snapper may roll the ball to the holder. **Successful kick is worth 3 points.** Distracting penalty will be 5 yards or half the distance to the goal and is implemented at the discretion of the officials.

3) 5<sup>th</sup> Grade: Offense may NOT fake and Defense may NOT rush the kicker. Both offense and defense must line up in a legal formation. Lines may not block each other. Ball must be snapped. Snapper may roll the ball to the holder. Defense may distract the kicker. Successful kick is worth 3 points.

4) **5<sup>th</sup> Grade is strongly encouraged to develop a kicker.**

**(d) Overtime**

1) There will be a 3-minute intermission between the end of regulation play and the coin toss to start the overtime procedure. For all grades K-2<sup>nd</sup>-5<sup>th</sup>.

2) The captains will meet for the coin toss, and the winner may choose one of the following: a. Be on offense first

b. Be on defense first

c. Choose the end of the field on which to play

- The ball is placed on the 10-yard line and the offense keeps the ball until:

1. The ball is turned over on downs NOTE: The team on offense can gain a first down.

2. The defense gains possession of the ball (ball is dead immediately)

3. The offense scores a touchdown or field goal

4. The offense misses a field goal

3) After the first offensive team completes its possession, the opposing team gets its opportunity from the 10-yard line.

4) If the game remains tied after each team has had an offensive possession, there will be a

2minute intermission and the team that lost the first coin toss has the first option for the second possession.

5) For each additional overtime period (i.e., an offensive possession by each team) the coin toss options are alternated.

6) Beginning with the third overtime period, a team must attempt a 2-point conversion after a touchdown from the 5-yard line.

7) Each team is allowed one timeout per overtime period. No timeouts may be carried over from regulation play.

8) Penalty enforcement is handled the same way in overtime as in regulation play.

## **Title 13. Player/Cheerleader Participation and Eligibility**

### **13.1. Participation**

**(a) Football Player.** All players will play a minimum of 8 plays in regular season games and 6 plays in playoff games.

- 1) These plays can be earned on offense and/or defense and special teams  
The ball must be snapped or kicked for it to count as a play. Dead ball fouls do not constitute as a live play therefore it doesn't count toward the minimum play total.
- 2) Each head coach is required to maintain proof throughout the season of each player receiving their minimum plays. Please see **(Section 11.2 Rosters)** for play count totals. If a team is found to be in violation of the play rule for their grade, a warning will be given for the first offense and the coach will have to submit, to the Director on Duty, his play sheet at the conclusion of each remaining game, including playoff games. A second offense may result in game forfeiture and/or head coach suspension. The investigation may include but is not limited to video tape evidence, parent/coach interviews and anonymous play counting by a board member. Under NO circumstances is a child to be penalized for reporting lack of playing time.
- 3) If a child may not receive the required number of plays due to discipline reasons or excessive absences at practice, the head coach must notify the parents and file a form with the Director on Duty signed by the parent indicating the reason BEFORE the game begins.
- 4) Six (6) Plays may be monitored during playoff and championship games. Failure to provide eight (6) plays in ANY playoff games will result in game forfeiture.

**(b) Cheerleader.** All cheerleaders will cheer at each game unless he/she is injured or under disciplinary status by the head coach. The coach also has the right to "bench" a cheerleader for all or a portion of a game for missing two or more practices prior to the game. The pregame practice set by the head coach is considered a mandatory practice and will be included in this rule. Especially early in the season it is imperative that the cheerleaders attend each and every practice as the coaching staff is attempting to coordinate enough cheers to last an entire game as well as a half-time routine.

### **13.2. Eligibility**

- a) Football Player. Kindergarten players must be enrolled in Kindergarten for the current school year starting during the season of play. 1<sup>st</sup> grade players are enrolled in 1<sup>st</sup> grade for the current year during the season of play. 2<sup>nd</sup> grade players must be enrolled in 2<sup>nd</sup> grade for the current year during the season of play. 3<sup>rd</sup> grader players must be enrolled in 3<sup>rd</sup> grade for the current year during the season of play. 4<sup>th</sup> grade players must be enrolled in 4<sup>th</sup> grade for the current year during the season of play. 5<sup>th</sup> grade players must be enrolled in 5<sup>th</sup> grade for the current year during the season of play.



- b) Cheerleader. Kindergarten cheerleaders must be enrolled in Kindergarten for the current school year during the season of play. 1<sup>st</sup> grade cheerleaders are enrolled in 1<sup>st</sup> grade for the current year during the season of play. 2<sup>nd</sup> grade cheerleaders must be enrolled in 2<sup>nd</sup> grade for the current year during the season of play. 3<sup>rd</sup> grader cheerleaders must be enrolled in 3<sup>rd</sup> grade for the current year during the season of play. 4<sup>th</sup> grade cheerleaders must be enrolled in 4<sup>th</sup> grade for the current year during the season of play. 5<sup>th</sup> grade cheerleaders must be enrolled in 5<sup>th</sup> grade for the current year during the season of play.
- c) Cheerleaders may move up two grade levels with approval from the CYFA Board of Directors. **No cheerleaders will be allowed to cheer up to 5<sup>th</sup> grade for any reason.** Kindergarten cheerleaders may only cheer in the K-2<sup>nd</sup> grade. **No Kindergarten cheerleader may cheer up more than one age group without Board approval.** Any cheerleader in 1<sup>st</sup>-3<sup>rd</sup> grades cheering for a sibling may cheer up two grade levels.

## **Title 14. Team Sponsorships**

### **14.2. Team Sponsorships**

Outside team sponsorships will be limited to a maximum of \$500 per team. District sponsorships are not to exceed \$500 multiplied by the number of teams in the district. No cash gifts are allowed. Sponsors should issue a check to the League Administrator and then a check will be written to the team in that amount. All sponsorship paperwork must be filled and given to the League Administrator with the sponsorship check. Receipts from purchased items with the sponsorship funds should be turned into the Team Mom Coordinator.

## **Title 15. League Divisions, Football Weight Restrictions, League Districts, Drafting of Football Players and Cheerleaders, Playing Out of District/Division**

### **15.1. Football and Cheerleading Divisions**

#### **Football Divisions Cheerleading Divisions**

1. K-2<sup>nd</sup>Grade 2 - K-2<sup>nd</sup>Grade
2. 3<sup>rd</sup>Grade 3 - 3<sup>rd</sup>Grade
4. 4<sup>th</sup>Grade 4 - 4<sup>th</sup>Grade
5. 5<sup>th</sup>Grade 5 - 5<sup>th</sup>Grade

## 15.2 Football Weight Restrictions

Division	Weight Limit (Season weigh in)
Kindergarten*	60 pounds
K-2 <sup>nd</sup> Grade	85 pounds
3 <sup>rd</sup> Grade	110 pounds
4 <sup>th</sup> Grade	120 pounds
5 <sup>th</sup> Grade	135 pounds

\*The Kindergarten weight limit is for when there is a Kindergarten Rookie Tackle Football league.

- (a) A player who is over the weight limit the league designates for his division will wear a red stripe on his helmet to indicate to the referee that he must play on the line of scrimmage in a 2-, 3-, or 4-point stance. If not in a stance, a 5-yard penalty will be called.
- (b) On offense, the red stripe means that the player must line up on the line of scrimmage from tackle to tackle in a 2-, or 3-point stance. If not in a 2- or 3-point stance, a 5-yard penalty will be called.
- (c) On defense, the red stripe means that the player must occupy the line of scrimmage between the outside shoulders of the offensive tackles. The red stripe player must start in a 3 or 4-point stance. In the case of an unbalanced line when there is no tackle on the weak side, the red stripe player may line up on the OUTSIDE shoulder of the outermost lineman. On the strong side the red stripe player may line up no further to the outside than the inside shoulder of the furthest tackle.
- (d) On special teams, the red stripe means the player can play on the kick return team.
- (e) No red stripe player is allowed to advance the ball in any way. Once controlled by a red stripe player, the ball is "dead".
- (f) Red striped players must play in the positions of tackle or inside the line of scrimmage.
- (g) Red striped players may kick the ball on the kick off team but must take a knee after the kick. Showing advancement or failing to take a knee will result in a 5-yd penalty
- (h) It is the responsibility of the head coach to maintain the weight restricted players' red stripe on their helmets. Removal of the red stripe without the approval of the CYFA board **may** result in forfeiture of ALL wins the player participated in without the red stripe and immediate expulsion of the head coach. In the event it cannot be determined how many games the red stripe player

participated in, the CYFA board will determine how many wins will be forfeited. The CYFA Board decision will be final.

- (i) The Red stripe must be two (2) inches in width and must run from front to back down the middle of the helmet. **The only stripe allowed on a player's helmet is a red stripe.** No other stripes are allowed. The red stripe may not be modified in any way.
- (j) **Only approved league personnel may issue or remove red stripes**
- (k) There will be an official weigh in (“First Official Weigh In”) for all players at Jamboree. Any player above their weight limit for their grade will receive a red stripe.
- (l) There will be a mid-season weigh in and a post season weigh. Any player that is within 10 lbs. of their respective weight limit for their grade at the time of the First Official Weigh In will be reweighed at the mid-season weigh in. This will occur the first weekend after Fall Break.
- (m) CYFA may red strip any player approved by formal petition to the board to play “down, out of grade” regardless of the player’s weight.

### **15.3 7 on 7 Passing Tournament - Official Rules (2023 season will not include 7 on**

**7]** (a) Field Dimensions: Field Length- 40 yards End  
Zone- 10 yards deep

(b) Starting the game:

All games will begin and end on the designated timekeeper’s instructions. He will also announce the time remaining at the 10-, 5-, and 2-minute marks.

1. Visitors will have first possession and wear light.
2. Visitors (team wearing white) will always align their team on the right sideline facing the end zone, while the home team will always align their team on the left sideline facing the end zone.
3. Ball is always placed in the center of the hash mark when at the 40-yard line.

(c) Scoring:

Six (6) points for a touchdown

1. One (1) point for PAT from 3-yard line
2. Two (2) points PAT from 10-yard line (interception on PAT is dead ball.
3. Two (2) points for Defensive Stop on downs / 3 Points for interception (no runbacks) plus possession.
4. In the event an interception occurs on 4th down, the defense will only receive 3 points. The 2 points for the stop will not be awarded in this instance.
5. Official score is kept by the field referee and game manager.

(d) Game Times

All games will be two 15 minutes halves with a running clock, except as designated below. There will be a 3-minute period between halves. Game lengths may be adjusted to 20 mins, with a running clock (except as designated below), should tournament size dictate teams be required to play more than 2 games in one day, or as deemed necessary by the CYFA Board President or Vice President.

1. One timeout per team per game – (30 seconds)
2. The clock will operate by normal football rules during the final minute.
3. The game clock will stop after all scores (the PAT will be an untimed down) and after each change in possession while the field resets. The clock will also stop for a player down on the field in excess of the play clock.
4. The white hat will blow the ball in play to start the next possession.
5. No overtime. Games ending in a tie, will count as a tie.

(e) Moving the ball:

Possession always begins at the 40-yard line.

1. Offenses always move in the same direction.
2. Two first downs are possible per series, achieved when reaching the 25-yard line and 10-yard line.
3. Play begins when the ball is snapped to the QB.
4. There are no running plays allowed; everyone is eligible to receive a pass except the center. Double passes are not allowed.
5. Each team will have 25 seconds to snap the ball once it has been marked ready for play; delay of game penalty will be a loss of down.
6. There are no double passes or reverse passes.
7. There is no rushing the quarterback or crossing the line of scrimmage, until after a pass is thrown.
8. The QB has 4 seconds to release the ball, or it is blown dead, returning to the line of scrimmage for the next down.
9. Once the offensive team scores, possession changes. If the defense prevents the offense from achieving a first down, possession will also change.
10. The ball carrier is down when touched by one hand by a defender, and the ball is spotted at the spot of forward progress.
11. There are no fumbles: the ball is dead when it touches the ground. Ball is spotted at the last forward progress of the ball carrier. A muffled snap is not a fumble/dead ball and the 4-second rule still applies.

(f) Special Rules:

No blocking. A blocking or holding penalty is -5 yards from the spot of the foul and loss of down 1. Receiver/Ball carrier is legally down when touched below the neck with one or both hands. (Unnecessary or excessive force such as shoving or pushing will be penalized by automatic first down and 5 yards. Players will be ejected if they are unsportsmanlike or flagrant.) 2. Illegal motion -5 yards repeat down.

3. Normal substitution rules apply. Extra players must be off the field at the break of the huddle (offensive or defensive subs cannot watch from behind the huddle).
4. Defensive Pass Interference will be a spot foul. (First down at the spot.)
5. Responsibility to avoid contact is with the defense. There is a 5-yard penalty for any chucking (unnecessary bumping or grabbing).
6. 10-yard penalty for offensive pass interference. If the offensive team is on the 40-yard line, the penalty will result in a loss of down.
7. Offensive team is responsible for retrieving the ball after the play and returning it to the referee. Clock does not stop and any delay by offense in retrieving the ball will result in a delay of game penalty of 5 yards from the succeeding spot.
8. Teams are required to have a center. They are responsible for repositioning the referee's bean bag at the line of scrimmage. The centers are not eligible receivers.
9. The ball MUST be snapped from the ground.
10. Taunting and "trash talking" are not allowed and are punished with a 5-yard penalty. Players can be ejected if they are flagrant.
11. Fighting: The player(s) or COACHES involved will be ejected from the game as well as the tournament. If a team fight occurs, the teams involved will be ejected from the tournament.
12. If an offensive penalty occurs when the enforcement spot is the 40-yard line, the penalty yardage would move the first down marker (the 25 yd line or 10 yd line) the amount of the yardage associated with the infraction. Ex. If the offense is charged with illegal procedure and the LOS was the 40 yd line, the penalty will be assessed by moving the first down marker (the 25 yd line) to the 20 yd line and repeat the down. If the foul is determined to be flagrant and the LOS is 40 yd line, the enforcement would move the ball half the distance to the goal line which would place the first down marker on the 10-yard line.
13. Defenses will employ a single deep safety defense with at least 2 linebackers "in the box" as defined by GHSA rules unless the offense employs a 5-receiver set, at which time one LB may leave the box to cover the extra receiver. Pre-snap double coverage of a receiver will not be permitted. An illegal defense penalty will be 5 yards and replay the down.

(g) Team Members:

There is a maximum of 14 players per team.

1. All players must wear mouthpieces and bring helmets.
2. Each team will use its own ball during offensive possessions. Balls must be standard size as dictated by the league for each age group (i.e. 4<sup>th</sup> and 5<sup>th</sup> Grade use TDY, 6<sup>th</sup> and 7<sup>th</sup> use TDJ, etc.)

(h) Officials:

2 Referees.

1. Timekeeper: a designated official to keep the 4 second clock.

(i) Coaches:

Offensive coaches are the only coaches that can be on the field, behind the huddle.

1. Defensive coaches can be on the sideline or at the back of the end zone.

All team coaches will wear an identifying tag/shirt for clarification purposes. A team may not have more than four coaches on the sideline during tournament play

## **15.5 Districts**

- (a) A participant's district is determined by the public high school in which the participant is zoned to attend.
- (b) The districts are as follows: Cherokee, Creekview, Etowah, River Ridge, Sequoyah, and Woodstock.
- (c) Any player who gives false information or otherwise tries to manipulate the registration process to play in a district other than that in which he/she lives will immediately be removed from the league and any registration fees will be forfeited. The Executive Board will call an emergency meeting to decide if any or all games in which he/she participated will be forfeited. The only players who may play out of district are those approved by the CYFA board.
- (d) A district director represents each district. They act as a liaison between the league officials, coaches and players.
- (e) Once a team reaches 40 players for 3rd, 4th, and 5th grades or 32 players K thru 2nd, a new team will be formed. Once a team reaches 32 players, a new team MAY be formed at the discretion of the District Football Director. The District Football Director will evaluate player talent level, coach availability and skill, and discuss the decision with the district to your director. All teams exceeding 30 players will be required to submit a 6 play count sheet to the DOD table and to their District Football Director immediately following each game. Failure to do so will result in a forfeiture of the game period. If it is determined that a particular division will have enough players for two teams, the Vice President of football will notify the District Director that a draft will be needed. Drafting rules are contained in Title 15.5.
- (f) A minimum of 12 football players must be maintained to constitute a team in the Corporation.
- (g) A minimum of 11 football players must be suited before taking the field or a forfeit will occur.

## **Playing Out of District/Division**

### **Football**

- (a) Any football player who wishes to participate out of district or participate in another grade division other than the one to which they belong must appeal to the board in person with parents. For a child to be considered for playing out of district or division, there must be an opening in that district and grade division. No one will play up on the 5<sup>th</sup> grade team.
- (b) The absence of a petitioning child must not affect the minimum number to field a team in the district to which the petitioning child would normally belong, nor may their absence result in the minimum number being met to facilitate a draft, should the need arise
1. Each appeal will be taken by the Board case by case.
  2. Once a draft has taken place, no appeals will be heard.
  3. After all parties have been heard the Board will make a decision.

**(e) Any player approved by the CYFA Board to play down may be an automatic red stripe regardless of the player's weight. This will be evaluated by the board on a case-by-case basis and red stripes will be assigned at their discretion.**

**(f) Any player who tries to bypass the above procedure for playing out of district and gives false information or otherwise tries to manipulate the registration process in order to play in a district other than the one in which he/she lives will immediately be removed from the league and any registration fees will be forfeited. The Executive Board will call an emergency meeting to decide if any or all games in which he/she participated will be forfeited. **The only players who may play out of district are those approved by the CYFA board.****

**ALL BOARDS DECISIONS WILL BE FINAL.**

### **15.6 Drafting of Football Players**

Each team may freeze up to 3 players (head coaches child, and ANY other two players they wish ) All freezes must have a freeze protection form signed. Each player will be assessed during the 3-day conditioning period. Any player who has not been assessed or cannot attend the assessments during the conditioning week will become a hat pick in the draft. Each player must make 2 of the 3 assessments to avoid being a hat pick.

Each assessing coach will give each player a score of 1-10 on each drill. ALL coaches' assessments must be turned in to the President BEFORE the draft can occur. In the event the coaches do not agree on a player's score on a drill, the scores will be averaged, and the player will be given the closest score. i.e., A player receives two 10s and an 8. Player will be a "10". i.e., A player receives two 9s and a 5, player will be a 9. Players must attend at least 3 days of assessments in order to be assessed. Players will be scored on 10 drills then given an overall "grade" of A, B, C, or D. Any player who has not been assessed or cannot attend the assessments during the week, will be a hat pick.

Begin the draft: Head coaches will flip a coin to determine draft order. The coach with the most seniority will call the toss. Each coach will turn in his freezes and teams will be equalized based on the scores of the frozen players. Example: if Coach #1 freezes "A, B and C players", and Coach # 2 freezes "B, B , and C players," then Coach #1 will select a "B" player and Coach #2 will select a "A"

The coach drawing #1 will pick first and the coach with #2 will draw second starting with all “A or B” players. No “C” player may be picked until all “A” players have been chosen. Once all “A” players have been chosen, coaches may pick from remaining “B and C” players. No “D” player may be chosen until all “B” players have been chosen.

In the event there are more than 2 teams in the draft, the draw will go as follows, starting with the “A and B” players: #1 picks first, #2 second, #3 third (and so on) for the first round. For the second round, the pick order will be reversed, #3 will pick first (or the last team to pick if more than 3 teams) #2 second and #1 third. The rounds will continue reversing the pick order until all the players have been placed on a team.

Teams will be allowed to trade players at the end of the draft. The number of trades allowed will be limited to the lesser of 10% of the numbers of players in their draft (including hat picks), or the total number of hat picks. Meaning, if there are 52 players in the draft (including 7 hat picks), the number of trades allowed would be 5 (10% of 52 = 5.2 which is less than < 7 hat picks). If there are 62 players in the draft (including 5 hat picks), the number of trades allowed would be 5 (5 is < 10% of 62 or 6.2). Once the draft is finalized no more trades can occur.

**Sibling Rule:** When a player is chosen who has a sibling in the same grade level, the team selecting the first sibling must choose the 2nd sibling immediately when he becomes available (when there are no higher-ranking players left in the draft). I.e., Sibling 1 is an A player and Sibling 2 is a B player. The coach choosing Sibling 1 must choose Sibling 2 before he may choose any other B, C or D player. In the case of siblings not assessed closely, Sibling 1 is an A or B player, and Sibling 2 is a C (or D) player. The coach choosing Sibling 1 must choose Sibling 2 as soon as the C (or D) players may be chosen. In the case that a Sibling is a freeze, the remaining Sibling must be picked as soon as he becomes available when there are no higher-ranking players left in the draft.

### **15.7 Assessment Equalization Drills for the Draft:**

Each district will run the same drills and record results on the provided Assessment template over the 3-day conditioning period. The Assessments will consist of both Objective and Subjective scoring drills. The player will be assessed over the 3-day conditioning period as follows:

Day 1 - Strength, Speed, Agility

Day 2 - Skill

Day 3 – Other

- The specific drills are:
  - Strength
- # of Pushups in 60 seconds
- # of Up downs in 60 seconds
- Broad Jump



- Speed
- 10 Yard Dash
- 20 Yard Shuttle • 20 Yard Dash
  - Agility
- Figure 8 drill
- Agility Drill 2 (Work with all FD to come up with these two additional agility drills)
- Agility Drill 3 (Work with all FD to come up with these two additional agility drills)
  - Skill
- Throwing Distance
- Throwing Form and Accuracy
- Catching Ability
- Route Running
- Punting
- Kicking
- Tackling Form
- Blocking
- Coachability

Assessments must be done by each team and each district and turned in to VP Football at the end of the

Conditioning week. Teams/Districts that do not complete the Assessment forms will not be allowed to move on to Full Pad practices until after the Assessments have been completed. The scores will be totaled and labeled as follows:

A score is top 10% of team

B score is top 60 – 89% of team

C score is top 20 – 59% of team

D score is bottom 20% of team

Player totals and grades will be calculated and placed on the spreadsheet.

- For each Subjective Drill the Assessing coaches will give a score from 1 – 5 where 5 is the highest.

## 15.8. **Drafting of Cheerleaders**

Once the football teams are drafted the cheer squads will be formed. The District Director and Cheer Vice President will supervise the drafting of cheer squads. The cheer draft is not a “performance draft” like the football draft. The purpose of the cheer draft is to try and create balanced squads.

### **Considerations when preparing to draft teams:**

15.9.1 It's Recommended that no squad be less than 8 cheerleaders. The District Director and Cheer Vice President may choose to combine squads if there are not enough cheerleaders in a division to have a minimum of 8 cheerleaders per squad.

15.9.2 District Directors will submit the rosters of draft to the Cheer Vice President before notifying participants. If there are multiple squads per grade, they will be divided as evenly as possible.

15.9.3 Each squad can protect a maximum of 4 cheerleaders (including children of squad staff). The cheerleaders of Head Coaches, Assistant Coaches and Team Moms will not be part of the draft.

15.9.4 Directors will try to accommodate specific sibling requests, except if one sibling is in 5<sup>th</sup> grade. No one will cheer or play up on the 5<sup>th</sup> grade team.

### **15.10 Rotating of Sideline Cheer Teams**

If a division in a district has more football teams than cheer squads then the Cheer Vice President may allow for the rotation of cheerleaders to cheer for the football teams within that division. This will mean there may be times that football teams will not have cheerleaders but will ensure each team will have cheerleaders for some of their games. The rotation must be approved by the Cheer Vice President before it is implemented.

In the event there is more than one football team in a grade level and there are enough girls to form cheer squads for those teams, it will be the Cheer Director's responsibility to find coaches for those cheer teams. If the Cheer Director is unable to find suitable coaches, then the Cheer Director will be responsible for head coaching that team (to a max of 2 teams) and overseeing any others even if she is already coaching another team.

All possible squad rotations must be reported to the Cheer Vice President as soon as the need is determined. The Cheer Vice President will report any conflicts to the President and/or Vice President before Jamboree so they can be considered for game scheduling.

Cheerleaders will not be "guaranteed" that they will cheer for a sibling every game of the season in the event the football teams outnumber the cheer teams.

### **15.11 Competition Cheer Teams**

15.11.1 Cheer Vice President will select coaches for the competition teams. Coaches must be finalized by August 15<sup>th</sup>.

15.11.2 Competition rosters must be finalized by August 30<sup>th</sup>

Parents and cheerleaders interested in competition cheer will be required to sign a "Commitment agreement" that states practice attendance requirements for competition cheer requirements.

15.11.3 Competition practice will begin the same week as the beginning of sideline cheer and should be no more than 4 hours per week. The week prior to the competition the squad may practice up to 6 hours.

15.11.4 Gym fees are included in the registration price.

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The above Bylaws of this Corporation were adopted by the Board of Directors on the 13<sup>th</sup> day of June, 2021.  
(Signatures on file.)

President  
Robin Bauer

Football Vice President Tim Tippins

Cheer Vice President Erin Magana

Administrator  
Melissa Hilliard

(Corporate Seal)