



NCYFL - North Cascade Youth Football

League Address: PO Box 1433

Burlington, WA 98233

LEAGUE HANDBOOK

Please note: This handbook dated June 2021 replacing any previous handbook with an earlier date. We go to great lengths to ensure as much about the policies and rules but will not cover every situation or circumstance surrounding the game of football. Any and all information in this handbook can be changed without notice by the NCYFL Board.

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SECTION 1

NCYFL STRUCTURE AND POLICY

The North Cascades Youth Football League (NCYFL) is a partnership of non-profit youth football organizations located in Northwestern Washington State. The NCYFL is currently made up of the following members:

Anacortes Youth Football	La Conner Youth Football
Bellingham Youth Football	Lakewood Youth Football
Burlington Edison Youth Football	Lummi Youth Football
Concrete Youth Football	Mt. Vernon Youth Football
Darrington Youth Football	Sedro Woolley Youth Football
Ferndale Youth Football	Oak Harbor Youth Football
Friday Harbor Youth Football	North Whidbey Officials Association
Granite Falls Youth Football	

A Board of Directors consisting of a representative from each organization governs the NCYFL. A President, Vice President(s), Treasurer, Secretary and Cheer Coordinator are elected each year by these board members. The board meets on a scheduled basis to establish and revise league policies and rules, as well as plan the upcoming season.

The overall purpose of the NCYFL is the following:

- To provide a safe environment for children to participate in tackle football.
- To ensure the game is for the youth and the atmosphere in which they participate is free from the trappings of adult emotions and issues.
- To provide any and every opportunity to children to play football for fun, regardless of race, religion, gender, economical standing, or any other basis not related to the safety of the participants.
- To teach sportsmanship, discipline, self-control, and the fundamentals of football, while encouraging competitive play.
- To provide an environment where participation is with youth of comparable age and weight with the focus on ensuring a level playing field is established and maintained for the majority of participants.

Non-compliance with the policies, rules and regulations outlined in this handbook can result in a review of non-compliance by the NCYFL Board of Directors and a possible suspension of the guilty organizations participation in NCYFL events.

It will be the responsibility of the individual League Representatives to ensure that each coach and field monitor is given the referenced documents discussed in this handbook.

The following are policies that apply to the structure of the NCYFL and all organizations participating in activities sponsored by the NCYFL:

- 1.1 All youth, regardless of race, religion, sex, or color will be eligible to participate in any organization affiliated with the NCYFL as long as they meet and comply with all eligibility and player regulations and requirements.
- 1.2 All NCYFL organizations must be established and registered as a non-profit youth sports organization with the Washington Secretary of State.
- 1.3 All NCYFL organizations must maintain current Articles of Incorporation with the Washington Secretary of State.
- 1.4 All member organizations must have documented By-Laws, a Board of Directors, conduct board meetings and record minutes from each meeting as per organizational guidelines referenced in "Roberts Rules", which is the accepted organizational standard in the NCYFL.
- 1.5 All organizations requesting to participate in the NCYFL must field a minimum of 2 teams of separate divisional assignments. The following organizations are not subject to this policy under a grandfather clause:
 1. Friday Harbor
 2. Darrington
 3. Concrete
 4. La Conner
 5. Granite Falls
 6. Lummi
- 1.6 All organizations voted into membership will automatically be considered NCYFL Directors and will have voting privileges at NCYFL Director Meetings.
- 1.7 Each organization will pay the NCYFL a \$50.00 league fee due no later than the first scheduled game. Failure to comply will result in teams being suspended from the league until all fees are paid in full.
- 1.8 Each organization will pay the NCYFL a \$100.00 fee for each football team committed to the NCYFL due no later than the first scheduled game. Failure to comply will result in teams being suspended from the league until all fees are paid in full.
- 1.9 Each organization will pay the NCYFL \$50.00 for each cheer team committed to the NCYFL due no later than the first scheduled game. Failure to comply will result in teams being suspended from the league until all fees are paid in full.

- 1.10 Each organization is required to provide a blanket insurance policy for ALL participating members in their organization (players, coaches, etc.) The NCYFL no longer offers insurance.
- 1.10 The following policies will be considered the current rules applying to the scheduling of organizations for games:
- 1.10.1 An NCYFL Committee assigned by the NCYFL President will work with NWOA to draft a game-day schedule.
 - 1.10.2 Teams MUST play all games as scheduled unless changes are mutually agreed to by both Organization Representatives/NCYFL Directors and approved by the league president.
 - 1.10.3 Any changes MUST be approved three (3) days prior to the game. Every attempt MUST be made to notify anyone who may be impacted by any scheduled game change.
- 1.11 In the event of a written complaint, grievance, or alleged violation of NCYFL Rules or Code of Conduct, the following procedure is hereby adopted:
- 1.11.1 Anyone who wishes to address the league regarding any alleged Rule violation or Breach of Code of Conduct, MUST do so via email no later than forty-eight (48) hours from the alleged incident.
 - 1.11.2 A committee will convene which will be chaired by the NCYFL Vice President over the region they are assigned to, unless the issue is regarding their own league, at which time the at Large Vice President will supersede the process. The committee will be comprised of four (4) Organization Representatives chosen by the Vice President over the committee.
 - 1.11.3 The committee will investigate the alleged allegations, hear testimonies by any means and review any evidence necessary to validate or not, the accusations.
 - 1.11.4 The committee will have a seventy-two (72) hour time frame in which to come to a decision regarding the allegations unless uncontrollable circumstances force an extension.
 - 1.11.5 The committee will rule and hand down any sanctions or penalties as it sees fit. Punishments, sanctions, suspensions, expulsions, probation, etc., will be decided by the committee. The actions open to the committee range from imposing probation to permanent expulsion from the NCYFL.

SECTION 2

ORGANIZATIONAL REQUIREMENTS

- 2.1 All organizational representatives MUST attend all NCYFL meetings. In the event any the representative cannot attend a scheduled meeting or event; a substitute representative MUST attend in his/her absence.
- 2.2 If an organization is not represented at a NCYFL meeting, a \$50.00 penalty may be imposed. If an organization is not represented a 2nd time, that Organization may lose its voting privileges for the year, as well as an additional \$50.00 fine. Any subsequent missed meetings will incur a \$50.00 fine.
- 2.3 Each organization representative is responsible for the operation and management of the organization they represent.
- 2.4 The coaching staffs for each program are individuals who volunteer their time to teach skills, discipline and the conduct that fosters good sportsmanship. The coach is a vital element to the success of the program. As such, the coaching staffs of the various programs MUST CONFORM TO THE PHILOSOPHY OF THE NCYFL. In order to ensure a fun filled rewarding experience for everyone involved, the coaching staffs must uphold the Rules and Regulations of the NCYFL, as well as be the leaders in setting the proper example.
- 2.5 All member Organization Representatives MUST sign an “agreement to enforce compliance” document. This document will outline the member organization representative’s duties and responsibilities to the NCYFL. Failure to sign this agreement will result in the removal of that organization from the NCYFL.
- 2.6 All NCYFL participants MUST be insured by their organizations, regardless of the existence of primary insurance coverage held by the participant/volunteers. The policy should list “any and all sites hosting any sanctioned NCYFL events” as additionally insured. All insurance documentation MUST be submitted to the NCYFL Secretary no later than the first practice of the season insurance applies to.
- 2.7 Each coach, player and parent/guardian MUST be given the NCYFL Code of Conduct and must sign off acknowledging the receipt of Code of Conduct. Organizations MUST keep these signature sheets on file and MUST be immediately produced for inspection, when requested by the NCYFL.
- 2.8 Football camps/clinics that are run or hosted by any NCYFL Organization must be provided to all Organizations in the NCYFL.
- 2.9 Mini-camps, clinics, try-outs, or camps that are run for the purpose of dividing teams in the same weight class can only be two (2) days. This includes “drafts” or ANY gathering of players for this purpose.
- 2.10 Football camps will not be counted as any NCYFL practice at any time.

- 2.10 The following documents MUST be made available to a parent/guardian of each participant in your organization:
- 2.10.1 Grievance policy.
 - 2.10.2 Parent/Coach/Player Code of Conduct.
 - 2.10.3 Current NCYFL Handbook (this rule is optional; however, any Parent or guardian requesting a copy of the NCYFL rules/regulations MUST be given to them.)
- 2.11 All Organization Representatives/NCYFL Directors are responsible for the conduct of the fans, bystanders, and anyone else on their fields or facilities while they host practices, games or any other NCYFL events.
- 2.12 Each Organization representative/NCYFL Director MUST appoint 2 *Field Monitors* to attend each game hosted by their organization. In addition, each visiting team must appoint 1 *Field Monitor* to every site where they play. The *Field Monitors* will be responsible for the duties outlined in the “Game Structure and Requirements” section in the current Coach and Director Handbook.
- 2.13 An appointed officer from each member organization will be responsible to ensure, by his or her signature, that the original legal birth certificate was inspected, and a copy of that certificate was taken. The appointed officer will sign that copy, which is that organizations guarantee of its validity. The NCYFL will meet the week post jamboree to verify all roster for each organization. The signed and verified roster must be maintained as an Original Roster. Any changes to the Original Roster must be submitted to the NCYFL board for review. A copy of the authorized roster change must be maintained with the Original Roster and made available on game day upon request.
- 2.14 All Organization Representatives, NCYFL Directors, Coaches, Volunteers who will be within 10 feet of any minor during NCYFL events at minimum MUST be cleared by the Washington State Patrol Background Investigation Department. Background investigation forms and process instructions can be found on-line at <http://www.wa.gov/wsp/wsphome>. All cleared applicant reports MUST be kept on file with the organization requesting the background investigations. It is at the discretion of the individual organizations to allow or disallow any applicant whose report shows any derogatory contents; however, violent activities, sex, any crimes committed against a minor or any recent (7 years) drug related convictions warrant immediate dismissal of that applicant from any NCYFL function. Background checks should be completed prior to the start of EACH season.
- 2.15 During all NCYFL activities at least one (1) coach or volunteer MUST be CPR & First Aid certified and present during the entirety of the activity (practice, game, or other sanctioned events). Certifications can be obtained by attending a class given by most hospitals and fire departments.

2.16 Each team roster must list the players name, weight, age, date of birth, school district the player attends and jersey number. Rosters must be emailed to the NCYFL President no later than one week prior to the NCYFL jamboree.

SECTION 3

TEAM STRUCTURE REQUIREMENTS

3.1 Organizations with multiple teams in the same age division will organize teams and assign all new players to Divisional Teams with the following rules:

- 3.1.1 Organizations will NOT divide teams to be age specific.
- 3.1.2 Teams must have similar number of players assigned to their rosters.
- 3.1.3 An A team is defined as a select team drafted from a league tryout or football combine assessment. A B team is defined as a secondary team or additional team comprised of players who did not make the A squad. A teams will be placed in the Mountain Division while B teams will be placed in the Valley Division. A league may petition for their B team to also play in the Mountain Division if their league officials feel that they are competitive enough to do so. A teams WILL NOT be allowed to compete in the Valley division, regardless of the program's size.
- 3.1.4 All players must be given an opportunity to try out for an A team. Players cannot be cut if there is not an opportunity to play on a B team.
- 3.1.5 At no time will a Director or Organization Representative assign new players to a team outside of the draft or try out process or without approval of the NCYFL Board of Directors if that league has multiple teams within that age division.
- 3.1.6 Teams will only be allowed to automatically assign 2 participants related to a coach per team during the draft process.

3.2 The boundaries of the school district related to each NCYFL organization shall be considered the geographical area from which each organization can recruit participants. The following are the only exceptions that authorize a player to participate in an organization while not attending a school within the district.

- 3.2.1 There is no NCYFL Program in the school district the player is attending. Player must participate in the league closest to their school boundary/physical address. If player chooses to play in a non-adjacent league 3.2.3 applies.
- 3.2.2 The player maintains an address of residence in the organizational city or town.
- 3.2.3 There is a mutual agreement between 2 organizations that allows the player to play outside of his or her school district NCYFL organization. The coach must maintain proof of authorization.

3.3 Any participant being home schooled is assigned to an organization according to the school district boundaries based on the address of their residence.

3.4 At no time is it legal for a player to participate in tackle football with more than one team/league at the same time. No dual participation.

3.5 All teams will be divided into the four (4) age and weight divisions as defined in this handbook.

3.6 Any team with a roster size of more than 20 players participating in the NCYFL that shows a reduction in the number of players of 20% or greater from the time of the 1st practice to any point in the season will be reviewed by NCYFL Committee for organizational code of conduct violations.

- 3.8 Each team must have a TYPED team roster, complete with player's name, weight, jersey number, school district the player attends and D.O.B. available for Site Deputies and opposing coaches.
- 3.9 All teams will have on hand a copy of that player's, emergency medical release form, and a signature sheet stating that all coaches, parents, and players have read and understand the NCYFL Code of Conduct. Failure to have these records at a game will cause the offending team to forfeit that game if the opposing coach so elects.
- 3.10 All NCYFL game sites must provide bathrooms or honey buckets
- 3.11 Each team is required to have a medical emergency kit including AED on hand at all practices and games. Ice packs, tape and a blanket are also required as part of the medical emergency kit.

SECTION 4

DIVISION, AGE AND WEIGHT STRUCTURE

- 4.1 Division structure will be determined on a year-by-year basis per NCYFL Board of Director Vote.
- 4.2 If a player moves up an age division, he/she cannot move back down if they played in a game in the higher age division (scrimmages, jamborees or other pre-season games would not fall under this rule).
- 4.3 The participant's age as of June 1st of every year shall be the participant's league age in all divisions. At no time shall a senior division player be a Freshman (including homeschool).
- 4.4 During weigh-ins, all players will have eight lbs. (8) added to the weight maximum to account for the average weight for equipment. All players will be required to wear all equipment and hold helmet during weigh-in that includes the eight lb. average. If a player is over the maximum weight with the eight lbs. included, the player will be required to weigh in against the weight maximum without the eight lbs. while removing equipment until it is determined if the player is eligible within the established weight structure. Refer to added weigh-in procedure sheet attached.
- 4.5 The weight waiver rule is defined as a player weighing above the established weight limit for all divisions. All divisions will be allowed to play an unlimited amount of weight waived players but cannot have more than 5 waived players on the field per rule 4.7.
- 4.6 Any player applying for a waiver will only be authorized to participate in Offensive and Defensive line positions from Tackle inward until he or she is at or below the divisional weight limit. Defensively, weight waived players must be on the line of scrimmage and cannot be lined up wider than the offensive tackles (heads-up / 4-technique) when the ball is snapped. If there are found to be more than five weight waived players on the field at the same time or a weight waived player is improperly positioned at the snap of the ball it is subject to a 5-yard illegal procedure penalty from the original line of scrimmage.
- 4.7 ALL players will be required to weigh in prior to the start of the first game of the season. The following rules apply to weigh-ins:
- 4.7.1 The home organizations Field Monitor will conduct weigh-ins on a provided weight scale. An NCYFL Official will monitor all weigh-ins.
 - 4.7.2 Players arriving late MUST be immediately directed to the Field Monitor and weighed.
 - 4.7.3 Late arriving players can be weighed in at ANY time during the game and allowed to play.
 - 4.7.4 If a player MUST remove clothing to attempt to make weight, he/she MUST at the very least wear gym shorts.
 - 4.7.5 Players who cannot make weight will need to have their helmet marked to identify being a weight waiver or that player will not be able to play in the game.
 - 4.7.6 After the first game, opposing coaches can choose to only weigh players near the maximum weight limit. Players already marked as weight waivers and players that

are obviously well-below the weight limit are not required to be weighed but all players should be checked off the official roster.

- 4.7.7 Opposing coaches reserve the right to weigh any opposing player prior to their game including weighing the entire team if they choose to.
- 4.7.8 Athletes playing down to a lower division that meet a minimum requirement of less than 25% of the weight restriction of the division they will be playing in do not have to play as an "X" man. Notation on the official and game day roster will be required for all playdowns, whereas those athletes that meet the minimum 25% threshold are required to have an asterisk next to the play down notification on the roster to signify that the athlete is allowed to play outside of the tackles in a "skilled" position.

4.8 The following are specific age and weight specifications for each division.

DIVISION	AGE	WEIGHT
Pee Wee	6–8-year-old	110 lbs. maximum with unlimited Weight Waivers
Midgets	9–10-year-old	125 lbs. maximum with unlimited Weight Waivers
Junior	11–12-year-old	165 lbs. maximum with unlimited Weight Waivers
Seniors	13–14-year-old	195 lbs. Maximum with unlimited Weight Waivers

4.9 Only five weight waiver players can be on the field at one time, however a team can have more than five weight waiver players on the roster.

4.10 **A player may petition to be waived to play down 1 Division in the event his home league is not able to field a team in his Natural Age Division. Approval of all play-downs would require a majority vote by the NCYFL Board of Directors /League Reps and must adhere to the restrictions stated below.**

4.11 **Play down requests must be submitted to the NCYFL Board of Directors / League Reps prior to the start of the season. Play down requests must be voted upon in person and approved before final rosters are verified.**

4.12 **Players approved to play down shall not be more than 6 months older than the approved league age and must be marked and played as a weight waived player (tackle to tackle play only) unless 4.7.8 applies.**

SECTION 5

PRACTICE POLICIES

- 5.1 Practice start dates will be as directed by the NCYFL Board of Directors each season. The first three (3) practices must be non-contact practices. This rule also applies to all players registering or arriving late.
- 5.2 Divisions may practice 15 hours a week for the first four weeks from the official start date of the season or the earliest 1st week of school within the NCYFL represented leagues.
- 5.3 Upon start of the established school start date for the league, teams are only allowed 6 hours of practice a week until the end of the season.
- 5.4 Any gathering of players is considered a practice, unless in the following circumstances:
 - 5.4.1 The gathering is for fundraising purposes and no team specific football or practice related activities are performed.
 - 5.4.2 The gathering is for social purposes and no team specific football or practice related activities are performed.
- 5.5 All Players must have a total of six (6) practices prior to participating in a league game. These practices will consist of three (3) non-contact and three (3) contact practices (non-contact does not mean no-gear).
- 5.6 Organizations will be allowed to organize a 1-hour scrimmage per week in addition to practice time limitations to increase learning opportunities for less developed players. Scrimmages must:
 - 5.6.1 Be organized as a simulated game with all NFHS and NCYFL rules applying.
 - 5.6.2 Be solely focused on less developed players.

SECTION 6

GAME POLICIES

- 6.1 The Field Monitors will be the authority on all issues not directly related to the play on the field. Field Monitors will have ejection responsibility for all spectators not complying with NCYFL policies.
- 6.2 The assigned Official(s) will be the authority on all game related issues. Officials will have ejection authority for coaches and players for not complying with the NCYFL policies or NFHS rules.
- 6.3 All players MUST play in every game unless there is a medical, safety or disciplinary reason for not competing.
- 6.4 Coaches MUST notify the Field Monitor of any players not competing in a game and why that player is not playing via a roster exchange, prior to the weigh-in.
- 6.5 Any player not participating will remove his/her shoulder pads at a minimum prior to the start of the game
- 6.6 All games MUST be officiated by no less than two (2) Officials. In the event Officials fail to appear by the designated game start time, the visiting Head Coach may agree to use substitute officials or can opt for cancellation of the game. If the visiting coaching staff elects to play the game with substitute officials, no protest will be allowed based on quality of officials. NO GAME MAY BE ALLOWED TO START WITHOUT SOME KIND OF OFFICIATING! If any game is canceled due to the lack of officials, every attempt will be made to replay that game at a later time.
- 6.7 Organizations forfeiting games will incur a \$500 fine and will be postseason ineligible if the stated reason is less than honorable as deemed by the NCYFL Board of Directors / League Reps.
- 6.8 Coaches, fans, and spectators must stay within the designated areas during games and are not allowed to enter the playing field, except to treat an injury if requested by a NCYFL official
- 6.9 Only coaches will be allowed in the Coaches box at any time unless otherwise directed by the coaching staff assigned to the sideline.
- 6.10 Any of the following violations of Field Monitor rules found by the NCYFL President or Vice Presidents on game day at any site can incur fines up to \$300.00.
- 6.10.1 1 or less Home Site Field Monitor is present & no Visiting Team Field Monitor
 - 6.10.2 Field Monitor(s) assigned does not have knowledge of job responsibilities.
 - 6.10.3 Field Monitors do not have a rule book, NCYFL Handbook or Game Summary Sheet.
 - 6.10.4 Field Monitors are allowing NCYFL rule violations of any type
- 6.11 The following table is a summary of rules/responsibilities for personnel involved in game day activities:

HOME LEAGUE

- Ensure all Field Monitors are properly trained on game responsibilities and have access to official rules of the game (rules provided by the NCYFL)
- Ensure a chain crew is provided for each game to work with officials during the game
- Ensure the playing field is properly marked and safe from hazards
- Ensure there are adequate restroom facilities
- A first aid kit is available
- The home league representative must communicate any change in the scheduled game location to the head official as soon as possible. The NCYFL President must approve changes
- A covered area is provided in the weigh in area for kids to remove equipment in privacy.

COACHES OR LEAGUE REPRESENTATIVE

- Opposing head coaches should contact each other at least 3 days prior to each game to confirm game times, location and directions to field, team colors, etc. (please refer to the contact information – coaches' sections)
- Teams should arrive at the game field at least 45 minutes prior to the scheduled game start time to have enough time to check in with the field monitor and perform weigh-ins
- Both head coaches must notify the field monitor upon their arrival at site
- Ensure a team book is on-hand that includes the required documents listed earlier in this handbook
- Ensure all players are properly equipped
- Provide three (3) typed copies of the exchange roster for the field monitor.
- Exchanged rosters will list player name, jersey number, date of birth, weight, and school district the player attends and must be typed
- All players listed on the team roster not participating in the game for any reason is reported to the field monitor and opposing head coach. The coach will ensure the player removes his/her shoulder pads prior to the game starting
- At the completion of the game, both head coaches will review the official score sheet and sign it to make the game official. Any discrepancies or protests must be reported on the official score sheet
- Each team will provide a field monitor regardless of being home or away. Home monitor will act as the site deputy and manage weigh-ins and official game-day sheet.

Field Monitors

- Field Monitors MUST be wearing the yellow vests provided by the NCYFL, to be easily identifiable.
- Field Monitors will not act as a spectator/fan while acting as a Field Monitors
- Visiting teams Field Monitors must check in with the homesite
- Ensure the official game rules are available to coaches/referees
- Ensure the NCYFL Handbook is available to coaches/referees
- Ensure both teams have rosters,, and signed code of conducts available
- 3 exchange rosters are received from each team and are distributed as required
- An official score sheet is initiated prior to each game. Any players not eligible to play for any reason will be recorded on the score sheet. The field monitor will ensure players not participating remove their shoulder pads
- All participating players are available to be weighed prior to the start of the game. A coach from each team must be present during the weigh-in. Home team performs the weigh-ins
- Both coaches acknowledge receipt of NCYFL Coaches Advisory during weigh in
- The official score sheet is maintained during the game with all scoring, ejections and major penalties being logged
- Ensure the score sheet is signed at the end of the game
- Ensure spectators act in a manner that is compliant with NCYFL code of conduct
- Act as a liaison between parents, fans and coaches regarding NCYFL policy and rules
- Report any misconduct or violations of the NCYFL rules and regulations to NCYFL officers

- 6.12 All players MUST play a minimum of SIX (6) plays per game unless there is a disciplinary or safety reason or injury. Any roster player not playing must be listed as such on the official score sheet.
- 6.13 Parents of players who are deemed to be “at risk” MUST be made aware of the situation regarding their child as soon as it is decided by that team’s coaching staff that the player is “at risk” – NOT ON GAMEDAY!
- 6.14 Games will consist of four (4) 10-minute quarters for all divisions except Pee wee which will follow 6.26.
- 6.14.1 Once a score margin is equal to or greater than 32 points in the 2nd Half the game will proceed with a Running Clock and remain regardless of whether the point margin is closed.
- 6.15 The offensive team reserves the right to use their own ball.
- 6.16 Footwear will conform to High School Federation specifications and guidelines.
- 6.17 Mouthpieces are MANDATORY! The umbilical cord will not to be removed and must remain attached to the face mask unless a specific and noted medical release is provided to the official.
- 6.18 During Midget and Pee Wee Division games, offensive teams are required to declare their intention to either run a play or punt/kick the ball on 4th down to the Head Official. The Head Official will ensure the opposing team is notified of the offensive team’s intention.
- 6.19 During Midget and Pee Wee Division games, the following rules will be applied during extra point attempts and punts:
- 6.19.1 Defenses are not allowed to rush the opposing team or have player movement during punts or extra point attempts until the ball is away.
- 6.19.2 The punter will not be allowed to move outside the tackles of the offensive line until the ball is away.
- 6.19.3 Neither division utilizes kick off/return as part of game play. Midget division will start offensive possession at their 25-yard line.
- 6.20 Only one coach will be allowed on the field, inside the numbers, during any time out.
- 6.21 All game fields must be regulation size with clearly marked boundaries.
- 6.22 If only one (1) goal post is present, teams may move to it for kicking.

6.23 Extra points may be either kicked when goal posts are present, or run or passed in. A successful kicked conversion attempt is worth two (2) points. A run/pass conversion is worth one (1) point.

A) The Pee Wee Division point after conversion is explained in Additional Pee Wee Rules.

B) The Senior Division will utilize standard NFHS Rules regarding point after conversions.

6.24 If a game is tied at the end of regulation play, there will be overtime. Each team will get four (4) downs from the opposing team's 10-yard line. This will continue until there is a winner. There is no "tie" in this league.

6.25 The Pee Wee Division will comply with the Midget Division rules with the following exceptions:

Timing:

1. Each game is made up of four, 12-minute quarters with a running clock. The clock will stop on all whistles the last 2 minutes of each half will be a regulation Clock.

a. The clock will be stopped after a score (the point after attempt (PAT) is an untimed down) and to allow players to switch sides of the field and offense to defense.

b. Once the ball is placed at the 40-yard line, the starting of the clock is at the snap from the 40 of the first play from scrimmage.

2. Halftime is 5 minutes

General Rules:

1. Because of all the players, all positions, all skills philosophy, there are no restrictions on jersey numbers or player positions.

2. All game action starts on the 40- yard line going toward the end zone.

3. After each play, the ball is spotted in the middle of the field. Hash marks are not used.

4. All personal foul penalties include an immediate substitution from the field for a minimum of one play to allow coaches to address misconduct and promote good sportsmanship. We call this a cooling off period.

Field Set Up:

Cones or markers are set at the numbers on each side which is 9 yards off the sideline. The width of the rookie tackle field is 35 1/3 yards wide. All Players and Coaches and down marker holders should remain on the sideline as if we were playing the entire field width. This keeps them off the field. This level still allows a coach on the field to help set up the plays. It needs to be stress that once the players are set and the Offensive team is getting ready to run the play the coaches on the field need to stop coaching or in essences being the team's 12th player.

6.25.1 Prior to the snap of the ball, only 5 defensive players will be allowed at the line of scrimmage. All other defensive positions must be at least 3 yards off the line

of scrimmage at the time of the offensive snap of the ball unless the line of scrimmage is at the 5-yard line or closer to the defensive unit's end zone. Once the ball is snapped, play is the same as all other divisions unless otherwise stated elsewhere in this handbook.

- 6.25.2 One coach will be allowed on the field. Coaches will position themselves so not to interrupt the flow of the game.
- 6.25.3 Extra points may be either kicked when goal posts are present, run or passed. A successful kicked conversion is worth two (2) points. A run or pass conversion is worth one (1) point from the three (3) yard line or two (2) points if converted from the 5-yard line.
- 6.25.4 Coaches must maintain a 15-yard distance from both the offensive and defensive unit and be outside the hashmarks after their formation has been set.

6.26 The following rules apply to the Mercy Rule:

- 6.26.1 There is no mercy rule for the Junior and Senior Division. Sportsmanship guidelines still apply.
- 6.26.2 During Midget and Pee Wee games, at the point the margin of difference in score reaches 24 points or more, the losing team will have the following options directly after any score that led to the 24+ margin:
 - 6.26.2.1 Starting position from your 40-yardline.
 - 6.26.2.2 Declining the Mercy Rule and play game with normal rules.
- 6.26.3 Once the losing team chooses an option and play begins, normal playing rules will immediately be in effect.
- 6.26.4 If the losing team is unsuccessful in the offensive series, a change of possession will occur as it would in normal play.
- 6.26.5 At no time will the losing team be awarded consecutive possessions.
- 6.26.6 When or if the winning team does score on the next or subsequent series', the losing team will again be given the options outlined above
- 6.27.7 The Mercy Rule will not be applied during NCYFL playoff and championship games.
- 6.28.1 In the event of a Game Protest, the following procedure is hereby adopted:
 - 6.28.2 The coach initiating the protest MUST notify his representative within 72 hours of the alleged infraction.
 - 6.28.3 The Field Monitor will be notified of the protest if initiated during the game.
 - 6.28.4 The organizational representative will notify the NCYFL President within twenty (24) hours and in writing within seventy-two (72) hours from the date of the protest.

- 6.28.5 The league will collect a deposit fee of \$250.00 and an investigation of the protest circumstances will ensue upon payment.
- 6.28.6 A committee will convene consisting of the NCYFL President and four (4) Organization Representatives chosen by the NCYFL Vice President over the region the game was held. In the event the Vice President of the region is a part of the league that has had the complaint filed the Vice President at Large will oversee the proceedings.
- 6.28.7 The facts surrounding the protest will be investigated and before the next NCYFL scheduled games take place, a decision and ruling will be handed down.
- 6.28.8 If the protest is found to be valid, the \$250.00 fee will be refunded, and all efforts will be made to ensure any action stemming from a protest is taken prior to the game played after the protest was made will take effect.
- 6.28.9 If the protest is found to be not valid, the \$250.00 + expenses will not be refunded.

Note: If the decision of the committee is to replay the game, the game will be played at a site with officials. Any team choosing not to participate in the game will automatically hold up or disregard the protest, however applicable.

SECTION 7

CONDUCT POLICIES

7.1 Each coach must ensure their conduct meets the following general guidelines:

- 7.1.1 Coaches will always be fair, firm, and consistent.
- 7.1.2 Coaches will promote a positive attitude and lead by example.
- 7.1.3 Coaches will follow the rules of the sport, NCYFL rules and teach the fundamentals of football at a level and a pace that incurs the best possible environment for learning.
- 7.1.4 Coaches will not argue with parents or officials and will always demonstrate good sportsmanship.
- 7.1.5 Coaches will not use profanity at any time.
- 7.1.6 Coaches will not use any illicit drugs, alcohol or tobacco at any time while undertaking their coaching duties.
- 7.1.7 Coaches will listen to their player's concerns and try to help them any way they can.
- 7.1.8 Coaches will do the best they can to ensure each athlete is both physically and mentally ready for whatever task is asked of them.
- 7.1.9 Coaches will strictly adhere to the policies and procedures of the NCYFL and set a proper example with their actions for everyone to follow.
- 7.1.10 Coaches will stress teamwork and respect for every athlete.
- 7.1.11 Coaches will not allow anyone who has not completed a WSP background investigation (minimum requirement as stated in 2.15) form with their organization to come within 10 (ten) feet of any minor.
- 7.1.12 Coaches will allow each athlete the opportunity to compete and excel.
- 7.1.13 Coaches will use their best judgment when using social media such as Facebook, Twitter, or email and refrain from anything that violates any rules as noted above.

7.2 Any report of coaches failing to follow these guidelines or act in a manner conflicting with the positive philosophy of the NCYFL may be suspended or expelled upon a review of the facts by the NCYFL Board of Directors.

7.3 Intentional running up of scores may result in Board of Director review, league suspensions and league-imposed sanctions against the offending NCYFL organization. The following examples of play will be considered un-sportsmanlike conduct by the winning team when a point margin of 32 points or greater exists:

- 7.3.1 A known offensive starter on the winning team remains in their normal position or another skill position (skill positions are defined as any position with the ability to score points).
- 7.3.2 A known defensive starter on the winning team remains in their normal position or another skill position that greatly impacts the losing team's ability to successfully accomplish an offensive play.
- 7.3.3 The winning team attempts to pass while any starter is still set in a skill position.

- 7.3.4 The winning team attempts any type of deception or trick play (*i.e.*, reverse, flee flicker, double pass, fake punt, onside kick-off, etc.)
- 7.4 Any team winning by more than 32 points will be viewed negatively and in violation of this policy. The winning team's Head Coach will within 48 hours supply the NCYFL a written statement outlining all steps taken to not run the score up higher than a margin of 32 points. The NCYFL strongly recommends the following actions be taken by teams winning by a point margin of 32 points or greater to ensure fair play.
 - 7.4.1 Do not attempt to block or return punts.
 - 7.4.2 Down kick offs.
 - 7.4.3 Cease defensive blitzing calls.
 - 7.4.4 Cease spread, passing or stretch plays (subjective to losing teams compliance with playing a standard defense).
 - 7.4.5 The losing team should play a standard defense to match the offensive formation while the winning team is running offensive plays with substitute players under the sportsmanship guidelines. If the defense plays a non-standard alignment based on the offensive formation (like not covering wide receivers, bringing 9 or more in the box, or blitzing every play) then the offense is clear to run any play they want.
 - 7.4.6 If the winning team has pulled their starting offensive players and is clearly playing under the sportsmanship guidelines it is highly recommended that the losing team also puts their substitute players in the game on defense. If the losing team keeps their starting defense on the field after the sportsmanship guidelines have been applied the winning team may re-install offensive starters for safety reasons.
 - 7.4.7 Once the 32-point margin has been reached this is a great opportunity for **both teams** to get their substitute players in the game.
- 7.5 Coach or player ejections are at the sole discretion of the Game Officials. Spectator ejections are at the sole discretion of the Field Monitor with input from Game Officials as required. If ejected, any player, coach or spectator will be automatically suspended for the next game. Any coach ejection can, dependent on the severity of the situation, incur a personal fine up to \$250.00.
- 7.6 Any action by coach/player/member (any person at an event in support of an organization) of any league that consistently (more than twice) requires demarcation within a weekly site report will be subject to investigation. Pending investigation by the Vice President over the region, fines can be levied against the coach (head or assistant) and or organization up to \$500.00 dependent on the severity of the situation.

- 7.7 An investigation of all coach ejections will be performed by a committee as per NCYFL Rule. Any ejection found to be the fault of the coach will automatically result in a 3-game suspension. To be re-instated, the offending coach will be required to submit in writing a request to be reinstated to the NCYFL VP in charge of the investigation.
- 7.8 If a coach is ejected from two (2) games during a season, that individual will be suspended from the league for the remainder of the season and their organization & coach can, dependent on the situation, incur up to a \$500.00 fine. Reinstatement requests to the league will also be required in writing to the NCYFL VP in charge of the investigation.
- 7.9 Any acts of violence against an official will result in that organization related to the offending party losing all home games immediately, as well as facing additional league-imposed penalties/sanctions.
- 7.10 All league coaches, officers and representatives are prohibited from addressing officials outside the field of play at any time. Any report of misconduct of this nature will result in an automatic 1 game suspension for the coach, officer or representative if allegations are found to be true.¹
- 7.12 Violent conduct towards a player (i.e., pulling on the facemask or handling player in an overaggressive fashion) is strictly prohibited by the NCYFL. Verbal abuse towards a player is strictly prohibited by the NCYFL.
- 7.13 Scouting of opposing team **PRACTICES** is strictly prohibited by the NCYFL.
- 7.14 The use of alcohol, illegal drugs or tobacco products during practice or games is strictly prohibited during any NCYFL sponsored activity.
- 7.15 All coaches and officials will make every attempt to form a positive relationship and provide a proper example to the players and parents of the NCYFL regarding conduct before, during and after any game.
- 7.16 Each League Officer and Representative must ensure their conduct meets the following general guidelines:
- 7.16.1 Will always be fair, firm, and consistent.
 - 7.16.2 Will promote a positive attitude and set a proper example with their actions for everyone to follow.
 - 7.16.3 Will always follow the rules of the sport.
 - 7.16.4 Will not argue with parents or officials and will always demonstrate good sportsmanship.
 - 7.16.5 Will strictly adhere to the policies and procedures of the NCYFL and their organization.

7.16.6 Will not allow anyone who has not at minimum filed a WSP background investigation form with their organization to come within 10 (ten) feet of any minor. (As referenced in 2.15)

7.17 Any report of League Officers and Representatives failing to follow these guidelines or act in a manner conflicting with the positive philosophy of the NCYFL may be suspended or expelled upon a review of the facts by the NCYFL Board of Directors.

SECTION 8

LEAGUE BY-LAWS

Established: 21 April 1995

Revised: 30 May 2007

Last Reviewed: June 2021

SECTION 1 NAME & OFFICE

1.1 The name of the organization: North Cascade Youth Football League

1.2 The principal office of the organization shall be in Burlington, Washington, or such place or places as the League Board of Directors may from time to time determine.

SECTION 2 STATEMENT OF PURPOSE

2.1 The purpose and philosophy of the North Cascade Youth Football League is:

2.1.1 The game is for the youth.

2.1.2 To provide any and every opportunity for kids to play football for fun.

2.1.3 To teach sportsmanship, discipline, self-control, and the fundamentals of football, while encouraging a competitive spirit.

2.1.4 To provide an environment where participation is with youth of comparable age with the focus on ensuring a level playing field is established and maintained for the majority of participants.

SECTION 3 NON-PROFIT STATUS

3.1 The NCYFL is a nonprofit organization, and it is intended that this organization shall have the status of an organization which is exempt from Federal Income taxation under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c) (3) of the Internal Revenue Code. These Bylaws shall be construed accordingly, and all powers and activities of the organization shall be limited accordingly. The Organization shall not carry-on propaganda or otherwise attempt to influence legislation to such extent under Section 501(c) (3) of the Internal Revenue Code. No activity of the organization shall consist of participating, nor intervening in (including the publishing or distributing of statements) any political campaign on behalf of or opposition to any candidate for public office.

- 3.2 No part of the net earnings of the organization shall be paid to the benefit of the organization's members, officers, or private individuals, but the appointed and applicable officers shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose of this organization.
- 3.3 Upon dissolution of the organization, the Executive Board shall, after paying or making provisions for payment of all the liabilities of the organization, distribute all the assets of the organization exclusively for charitable, educational, or scientific purposes to such "qualified" organizations as the Board determines.

SECTION 4 MEMBERSHIP

- 4.1 Members of the North Cascade Youth Football League are required to be registered with the State of Washington as non-profit organizations and must have current articles of incorporation on file in Olympia, Washington.
- 4.2 The following positions within the organization will be considered "Organization Officers and Directors" having voting privileges as well as being considered the Executive Board:
- 4.2.1 President (must be registered agent of the NCYFL).
 - 4.2.2 Vice-President (may have more than one VP).
 - 4.2.3 Secretary.
 - 4.2.4 Treasurer.
 - 4.2.5 Cheer Coordinator
- 4.3 One representative from each of the member organizations, which will be considered a voting director.
- 4.4 The position of President will only be allowed to vote on matters before the board if a tie exists. The President shall be afforded the right to veto any vote decided by the board which is less than unanimous. All vetoed votes will automatically be put into motion at the subsequent scheduled meeting of the board.
- 4.5 The position of Vice Presidents will only be allowed to vote on matters before the board the vote margin is 60% or smaller.
- 4.6 No member will be allowed to abstain from a vote when a margin of 60% or smaller exists.
- 4.7 All players, parents, and NCYFL supporters will be considered "Associate Members" in the organizations. Associate Members will hold no voting privileges but will be allowed to provide input for matters to be discussed by the Executive Board Members.
- 4.8 Membership to the Organization may be terminated by resignation or by a majority vote of the Organization. The Executive Board, by a simple majority vote of those present at a duly

constituted meeting (60% of the Organization members present) shall have the authority to discipline, suspend, or terminate the membership of any member the Organization or Associate Member for good cause. The member shall be given the opportunity to be heard before any action terminating the member is taken.

SECTION 5 EXECUTIVE BOARD

5.1 All business affairs of the NCYFL shall be managed by the Executive Board outlined in Article IV. This will include but is not limited to managing the overall business operations of the organization, organization planning, organization policy, public relations, finance, and budgeting. The Board shall also have specific authority as set by these by-laws.

5.2 Members of the Board shall serve a minimum one (1) year term. No term limits will apply to members of the board.

5.3 Elections will be held each year for League Officer positions.

Officer positions include President, Vice-President, Treasurer, Secretary & Cheer.

5.4 Only existing League Officers & Directors may vote for annual Officers.

5.5 Executive Board positions are not authorized to abstain from votes.

5.6 Expired Executive Board positions may only be nominated at the end of the voted term.

5.7 Vacant Executive Board positions may be nominated during any scheduled meeting.

SECTION 6 DUTIES OF ORGANIZATION MEMBERS

6.1 President

6.1.1 Attend and preside over all scheduled board and/or organizational meetings.

6.1.2 Schedule, preside over and provide an agenda for all meetings.

6.1.3 Serve as the Chief Executive Officer in the name of the organization by executing contracts, policies, & decisions of the organization members.

6.1.4 To investigate and take decisive action on complaints, irregularities and Grievances, and report findings and actions to the executive board.

6.1.5 Act as the organization liaison between the NCYFL & any organization.

6.1.6 Responsible for the overall supervision and management of the organization. The President shall have the right to make on spot decisions regarding all aspects of managing the affairs of the league.

- 6.1.7 Must be the Registered Agent of the NCYFL (Articles of Incorporation)
- 6.1.8 Responsible for the overall management of the organizational finances
- 6.1.9 Must take every action necessary to ensure the integrity of the NCYFL

6.2 Vice Presidents

- 6.2.1 Act as the President in the absence of the President
- 6.2.2 Attend all scheduled board and/or organizational meeting
- 6.2.3 Assist the President by performing all duties assigned by the President
And/or Executive Board
- 6.2.4 Preside over any appointed grievance committee

6.3 Treasurer

- 6.3.1 Act as the Chief Financial Officer of the Organization
- 6.3.2 Maintain, in writing, and in accordance with good bookkeeping,
detailed financial records of the association
- 6.3.3 Pay organization bills
- 6.3.4 Prepare annual report for submission to the Executive Board
- 6.3.5 Provide current status of finances at all board meetings

6.4 Secretary

- 6.4.1 Record minutes of all meetings, mailing lists, and register of all members
- 6.4.2 Perform any other normal administrative tasks associated with the
position of Secretary, or as defined by the executive board.
- 6.5 Cheer Coordinator
- 6.5.1 Act as a liaison between each organization's cheer program and the NCYFL
- 6.5.2 Organize end of year cheer competition – location, structure, judging and requirements
necessary for competition cheer within the NCYFL
- 6.5.3 Cheer coordinator will have no voting influence on football related action items.

SECTION 7 FINANCIALS

7.1 All income and funds shall be placed in an Organization treasury fund of a local bank.

The Board shall not permit the solicitation of funds in the name of NCYFL unless all funds raised are deposited in the organization's common funds account.

7.2 Disbursement of organization funds shall be made by check ONLY

SECTION 8

8.1 These Bylaws may be amended, repealed, or altered in whole or in part by the majority vote of the Executive Board. All members of the Executive Board will be notified promptly of any amendments

8.2 The NCYFL shall use Roberts Rules as a guide and protocol reference.

WEIGH IN PROCEDURES GAME DAY

1. Make sure the scale is Zeroed out and balancing correctly.
2. Have the teams start heading to the weigh in location no later than 3 minutes left in the 3rd quarter. Coaches are encouraged to complete weigh-ins as early as possible, so it does not interfere with pre-game warm-ups.
3. A coach from each team must be present for the weigh-in and any information exchanged by the coaches becomes official.
4. Set the scale to the required weight of Pounds plus Gear (8 lbs. per each division). (Must have on all gear / holding or wearing helmet.)

Pee Wee: 118 lbs.

Midgets: 133 lbs.

Juniors: 173 lbs.

Seniors: 203 lbs.

5. Have the player step up fully onto the scale. If the scale does not move when the player steps on, they are okay to play. If the scale does move have that player wait to the side until you have finished weighing in all the other players.
6. If you have a player that moved the scale at any of the above weights they can strip down to their gym shorts and weigh again. If they weigh in at the below weight for their division, they are clear to play.

Pee Wee: 110 lbs.

Midgets: 125 lbs.

Juniors: 165 lbs.

Seniors 195 lbs.

*** If the player weighs above the listed weight they can play using the Weight Waiver rule listed below.

WEIGHT WAIVER PLAYERS: (If they did not make the above weight)

1. If the player is a weight waiver player, the front & back of his helmet needs to be properly marked with an "X" using 1-inch-wide tape that is contrasting in color to the player's helmet. This will identify the player for coaches and officials.

2. There is no limit to the number of weight waiver players on a team but only 5 can play on the field at one time and are restricted as follows: (Refer to 4.7.8 for exclusion of the "X" man rule)
 - Offensively can only play offensive line positions from Tackle to Tackle and cannot play any position that is eligible to throw, catch or run with the football.
 - Defensively can only play defensive line positions from Tackle to Tackle and must be on the line of scrimmage (standing or in a stance) and not be any wider than heads-up on the offensive tackle (4-technique) at the snap of the ball. Any action after the snap of the ball is legal within the rules of football.
 - Weight waiver players cannot play on kick-off or kick-off return.

Make sure you finish filling out all the areas of the Game Day Sheet for injured or absent players before the coach's leave the weigh in area.