



# League Handbook

League Address: PO Box 1433 Burlington, WA 98233

Please note: This handbook dated June 2024 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 of Directors which includes a Representative from each Affiliated Organization of the NCYFL.

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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 Affiliated organization:

Anacortes Youth Football	La Conner Youth Football
Arlington Youth Football	Lakewood Youth Football
Bellingham Youth Football	Lummi Youth Football
Burlington Edison Youth Football	Marysville Getchell Youth Football
Concrete Youth Football	Mount Vernon Youth Football
Darrington Youth Football	Oak Harbor Youth Football
Ferndale Youth Football	Sedro Woolley Youth Football
Friday Harbor Youth Football	Stanwood Youth Football
Glacier Peak Youth Football	Tulalip Youth Football
Granite Falls Youth Football	North Whidbey Officials Association

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 foot. ball
- 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 two 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. 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.

1.11 The following policies will be considered the current rules applying to the scheduling of organizations for games:

In principle, the NCYFL will operate game day structure under a hierarchy of controls under the following principles:

- NFHS guidelines will serve as the default mechanism of game structure.
- Whereas the WIAA stipulates gameplay in a manner that further emphasizes mechanism of game structure the NCYFL will default to the WIAA structure.
- Mechanisms of game structure that are outlined within the NCYFL Handbook will serve as the final means of which all games will be facilitated for NCYFL competition that are not captured within the NFHS or WIAA game structure.

1.11.1 An NCYFL Committee assigned by the NCYFL President will work with NWOA to draft a game-day schedule.

1.11.2 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.

1.11.3 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.

1.11.4 The NCYFL does not rank any division utilizing a point scored mechanism for any in season rankings or for playoff seeding given the mercy rule and sportsmanship expectations the NCYFL is founded on.

1.11.5 Playoffs in each division will be held for no less than the top half (50%) per division or as voted upon by the Executive Board / League representatives prior to the start of the season.

1.11.6 Playoff seeding will be based on final in season record, in the event of a tie in final standings head-to-head records will be the first determining factor for seeding. Strength of schedule based on like and kind opponents will be utilized as a secondary to playoff seeding.

1.11.7 Playoffs for each age division will be held in accordance with the division structure outlined in section 4.1.2 through 4.1.4 of the NCYFL handbook.

1.11.8 Each Division will be awarded a championship game in accordance with the division of play established in section 4.1.2 through 4.1.4 whereas competition has been.

conducted during the regular season.

1.11.9 If in the event seeding cannot be factored given 1.11.8 the NCYFL Executive Board will hold the final determining factor. Any Executive Board member that is part of an organization involved in the tie of seeding shall not have a determining vote.

1.11.10 Teams in each division that do not qualify for postseason play will be placed in a bowl game based on final record/strength of schedule.

1.11.11 Determining playoff locations:

- First round - Priority highest seed host or best available regional location.
  
- Semi-Final – Top seed priority/regional best available location, emphasis on field locations that will withstand traditional weather factors, able to place all regulation field markings, & must have a working scoreboard (preference of turf surface/covered fan seating).
  
- Finals – Voted upon by league representatives prior to start of season, taking into account the same points of emphasis as the semi-final locations.

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 composed 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 representative cannot attend a scheduled meeting or event; a substitute representative MUST attend in his/her absence.

2.1.1 NCYFL organizations that offer cheer will be required to have their respective organizations cheer coordinator attend meetings as designated by the NCYFL Cheer Coordinator on a no less than quarterly basis. The NCYFL Cheer Coordinator will serve as the liaison to the NCYFL Board of Directors.

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 second 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 staff 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 staff 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 staff 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 Minicamps, 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.

2.11 The following documents MUST be made available to a parent/guardian of each participant in your organization:

2.11.1 Grievance policy.

2.11.2 Parent/Coach/Player Code of Conduct.

2.11.3 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.)

2.12 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.

2.13 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.

2.14 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 organization's 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 ten 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 must 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 of attendance 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 and must have equal distribution of the two ages defining the division.
  - 3.1.2 Teams must have a similar number of players assigned to their rosters.
  - 3.1.3 All players must be given an opportunity to play at their natural age/weight division. Players cannot be cut if there is an opportunity to play on a secondary team within the same organization/division.
  - 3.1.4 All new players to the organization must be assigned to a team using a “draft” process managed by the organization, but personally performed by the assigned Coach, of the applicable teams.
  - 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 Any new player arriving after an organization draft is performed will be placed on the team requiring the player to equal out the roster size.
  - 3.1.7 Teams will only be allowed to automatically assign two participants related to a coach per team during the draft process.
  - 3.1.8 Reported violation of NCYFL guideline section 3.1 will be subject to review by the NCYFL Vice President over the home region of reported organization (or designated by NCYFL President in event of conflict of interest) and committee of no less than two NCYFL Representatives of organizations in good standing with the league. All findings will be shared with NCYFL Board of Directors and its representatives including recommendations for disciplinary action up to and including suspension of the season for violating teams and up to a \$1,000.00 fine to the organization.
- 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 athlete is attending. Athletes must participate in the league closest to their school boundary/physical address. If an athlete 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, i.e., a private schooled athlete that lives in the district.
  - 3.2.3 There is a mutual agreement between two organizations that allows the player to play outside of his or her school district NCYFL organization. The head coach must maintain a copy of the NCYFL transfer request.
  - 3.2.4 All transfer requests must be filled out by the organization accepting the transfer request via the current year Google Form found on the league's website.

**Each transfer request must follow the below guidelines:**

**\*Transfer requests must be submitted to the NCYFL Executive Board for review prior to jamboree. \*Once an athlete has participated in the jamboree or any practice for the respective “home” organization a request for transfer will not be allowed.**

**\*Completed form must be submitted to the Executive Board of the accepting organization. \*Accepting Organization League Representative MUST share approved transfer documentation with all NCYFL Organization Representatives.**

**\*Rosters will carry an asterisk\* to note transfer acceptance of athletes.**

**\*Transfer Requests away from the “Home” Organization MUST go to the nearest Organization of the athlete being transferred.**

**\*You may not bypass multiple Organizations within a single transfer request.**

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 in any organization / league that offers the same level of activities as the NCYFL. (This does not include cheer comp or 7v7 football).

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 twenty players participating in the NCYFL that shows a reduction in the number of players of 20% or greater from the time of the first practice to any point in the season will be reviewed by the NCYFL Committee for organizational code of conduct violations.

3.7 Organizations with multiple rosters from the Senior, Junior, Midget, or Pee Wee divisions will have no more than a 20% difference of older aged players on a single team (i.e., a 30-player roster will have no more than eighteen players of higher age.)

3.7.1 Any team outside of this rule can submit a request to the NCYFL prior to the season beginning for a committee to review on the reason for not being able to comply with the rule and to ask for board approval to participate.

3.7.2 Any organization that decides to limit or otherwise cap/close registration for any age division(s) regardless of reason **MUST** submit the roster and “waiting list” (If applicable) of the respected age division(s) to the NCYFL Vice President over their region or as directed by the NCYFL President in the event that the NCYFL Vice President of their region is of their own organization.

**\*\*Any changes to a team(s) roster must be submitted with an explanation as to the change\*\***

3.7.3 In the event that 3.7.2 applies, the respective organization limiting their roster(s) should grant an athlete transfer request for the athlete upon request and ensure that section 3.2 outlining transfer request is followed in accordance with the NCYFL Handbook.

3.7.4 Failure to follow 3.7.2 will result in the team(s) of the offending organization being considered a “select team” resulting in forfeiting of all games and potential playoff contention. A committee consisting of the NCYFL Executive Board & Subcommittee (no less than three members of the Board of Directors) will be established to review potential organizational misconduct.

3.8 Each team must have a TYPED team roster, complete with player’s name, weight, jersey number, school 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, & WEIGHT STRUCTURE

4.1 Division structure will be determined on a year-by-year basis per NCYFL Board of Director vote with emphasis on the below parameters:

4.1.2 Divisions structure will be based on the organization's high school affiliation of the respective community and school district as reflected by WIAA classification by default.

4.1.3 Whereas if an organization encompasses multiple school districts or high schools the default division of play of that organization will be to the highest division of play. Any request to play outside of these parameters must be voted upon by the NCYFL Board of Directors.

4.1.4 Structure to emphasize classification of the WIAA, whereas 3A and above organizations (or as noted in 4.1.3) compete within one division, 2A and below organizations competing in a separate division.

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 1<sup>st</sup> 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 helmets 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 the 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 five 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 organization's 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. The official NCYFL playdown roster will be required for all teams that have an athlete that is playing down a division, whereas those athletes that meet the minimum 25% threshold and noted on the NCYFL Playdown roster will 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.

<b>Division</b>	<b>Age</b>	<b>Weight</b>
Peewee	6–8-year-old	110 lbs. maximum with unlimited Weight Waivers
Midget	9-10 Years Old	130 lbs. maximum with unlimited Weight Waivers
Juniors	11-12 Years Old	170 lbs. maximum with unlimited Weight Waivers
Seniors	13-14 Years Old	No weight restrictions

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/her home league is not able to field a team in their Natural Age Division. Approval process for all play-downs request will require an athlete playdown request form to be submitted, a majority vote by the NCYFL Board of Directors / League Reps and must adhere to the restrictions stated below.**

**4.11 Final approval/acknowledgement of the playdown request of any athlete will be signed off by the Vice President over the region of the organization requesting the playdown. \*If NCYFL Regional Vice President is of the same organization requesting a playdown, Vice President at Large or alternatively assigned Vice President signed approval will be required. \***



**4.11.1** - A separate roster for playdown verification must be kept with the game day roster in the event any team has an athlete that is playing down a division.

**4.12** Play down requests must be submitted to the NCYFL Board of Directors / League Reps by way of the Google Form for the current year found on the league's website prior to the start of the season. Play down requests must be voted upon in person (or vote in proxy if a full vote is not viable due to restrictions outside the control of the NCYFL) and approved before final rosters are verified.

**4.13** Athletes approved to playdown that are less than 4 months old from the approved age cutoff date (**February 1st - June 1st**) will be allowed to play outside of the "X" man rules so long as the requirements under 4.7.8 are fulfilled. Athletes that are between 4 and 6 months older (**December 1st - February 1st**) than the approved league age and must be marked and played as an "X" man/ weight waived player.

**4.13.1** No athlete older than 6 months from any age division cutoff date will be allowed to play down unless the athlete has a physical or mental limitation that affects his/her ability, whereas playing at their natural age division could be a hindrance to the athlete's personal health & wellbeing.

**4.13.2** At no time will a single team be allowed to have a roster composed of more than 20% of its roster being playdown athletes. If more than 20% are needed to make a team, then propose that team plays up. If greater than the whole number, round up to a higher number of players.

\*In the event that an organization is limited to fielding a team due to the outlined then an official review of the specific team will be conducted by the NCYFL Board of Directors in efforts to facilitate the team structure within the respected organization.

**4.13.3** If any organization has four teams (one per age division), no playdown requests will be approved unless **the athlete has a physical or mental limitation that affects his/her ability, whereas playing at their natural age division could be a hindrance to the athlete's personal health & wellbeing.**

**4.14** Any athlete entering his/her eighth-grade year will be required to play at the Senior level, except for the following conditions:

- Under the principle that 4.10 applies
- The athlete has a physical or mental limitation that affects his/her ability, whereas playing at the Senior division will be a hindrance to the athlete's personal health & wellbeing.

**4.15** WEIGH IN PROCEDURES - GAME DAY

1. Make sure the scale is Zeroed out and balanced correctly.

2. Have the teams start heading to the weigh-in location no later than 3 minutes left in the third 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 a helmet.)

Pee Wee: 118 lbs.  
 Midgets: 138 lbs.  
 Juniors: 178 lbs.  
 Seniors: Unweighted

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: 130 lbs.  
 Juniors: 170 lbs.  
 Seniors: Unweighted

\*\*\* If the player weighs above the listed weight, they can play using the Weight Waiver rule listed below. 4.16 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 five can play on the field at one time but must follow the below provisions/restrictions: (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 at the Junior Division. (Pee wee/Midget Division has does not allow kickoff, Senior Division does not have an "X" man restriction.
  - At the Pee wee and Midget age divisions an athlete that is an "X" man will be allowed to kick for a point after touchdown/field goal or punt given the rules of the age division. IF for whatever reason there is an attempt at a fake/trick play with an "X" man as a Kicker/Punter the play will be penalized as unsportsmanlike action against the offending teams head coach.
3. Make sure you finish filling out all the areas of the Game Day Sheet for injured or absent players before the coaches leave the weigh in.

# 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 first week of school within the NCYFL represented leagues.

5.3 Upon the 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 player.

**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 the 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.
- 6.9.1 All coaches & additional staff including medical support and no more than one photographer for the team **MUST** be indicated on the Official NCYFL roster for the respective team in order to be allowed directly on the sideline.
- 6.9.2 The respective Head Coach for the team will have the sole responsibility to ensure that all members of their staff listed on the Official NCYFL roster are in compliance with ALL NCYFL guidelines and have obtained the proper background clearance as noted in 2.14 of this handbook.
- 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 are 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 function 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 function 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
- Three 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
- Function 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.

6.12a Failure to comply with the league policy that "all players MUST play a minimum of SIX (6) plays per game unless there is a disciplinary, safety reason, or injury reason" will be treated as unsportsmanlike conduct.

6.12b Head coaches are the responsible person for their respective team and shall ensure this process is complied with. All applicable actions outlined in Section 7 "Conduct Policies" regarding unsportsmanlike conduct shall be followed as appropriately deemed & reviewed by the NCYFL Board of Directors up to and including suspension or expulsion of a head coach.

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 Peewee which will follow 6.26.

6.14.1 Once a score margin is equal to or greater than thirty-two points in the 2<sup>nd</sup> 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 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 fourth 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.

6.19.4 Midget division will start offensive possession at their 35-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 will be managed in three formats in accordance with the respected age divisions in efforts to emphasize skill sets for each division.

A) The Pee Wee Division point after conversion is explained in Additional Pee Wee Rules. (6.25.3)

B) The Midget & Junior divisions may be either kicked when goal posts are present, run or passed in. A successful kicked conversion attempt is worth two (2) points. A run/pass conversion is worth one (1) point.

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

6.23.1 At the Peewee and Midget age divisions an athlete that is an "X" man will be allowed to kick for a point after touchdown/field goal or punt given the rules of the age division. **IF** for whatever reason there is an attempt at a fake/trick play with an "X" man aligned as a Kicker/Punter the play will be penalized as unsportsmanlike action against the offending teams head coach.

6.24 If a game is tied at the end of regulation play, there will be overtime.

- The team designated to kick off the second half will be the team allowed to call the coin flip to start OT.
- The winner of the coin flip will choose offense/defense OR which end of the field to play the tiebreaker. The loser of the coin flip will choose the other option.
- The offense will have four downs (barring any penalties that will gain an automatic first down) from the 10-yard line.
- If the offense scores, an extra point will be attempted as outlined in section 6.23.
- If the offense does not score, or there is a turnover, the ball will be given to the defense at the 10-yard line.
- At the end of the first session, the team with the most points is declared the winner.
- If there is a tie after the first session, a new session or overtime will be played until there is a winner.
- One timeout per team per session.
- Two minutes in-between sessions.

**\*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 two minutes of each half will be a regulation Clock and as followed:
  - 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 forty 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 games start at the 40- yard line, this includes the start of each half and upon reset post score. \*There are no kick offs at the Pee Wee division.
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:

A) Cones or markers are set at the numbers on each side which is nine 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 stressed 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 essence being the team's 12th player.

6.25.1 Prior to the snap of the ball, there must be five defensive players on the line of scrimmage. All other defensive positions must be at least three 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 as 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 hash marks after their formation has been set.

6.25.5 At no time will it be permitted for a defensive player to be lined up directly over the center. Defensive players may line up within the gap.

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.

6.26.2a 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:

6.26.2b Starting position from your 40-yard line.

6.26.2c Declining the Mercy Rule and playing games 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.

6.26.7 The Mercy Rule will not be applied during NCYFL playoff and championship games.

6.27 Senior division by default will follow all applicable NFHS/WIAA rules of play. All rules stated for lower divisions do not apply to the Senior division. It will be up to the individual organization to ensure that all coaches at the Senior division within their respected organizations understand the rules as applied under NFHS/WIAA guidelines.

6.28 In the event of a Game Protest, the following procedure is hereby adopted:

- The coach initiating the protest MUST notify his representative within 72 hours of the alleged infraction.
- The Field Monitor will be notified of the protest if initiated during the game.
- 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.
- The league will collect a deposit fee of \$250.00 and an investigation of the protest circumstances will ensue upon payment.
- 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.
- The facts surrounding the protest will be investigated and before the next NCYFL scheduled game takes place, a decision and ruling will be handed down.
- 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
- 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 unsportsmanlike conduct by the winning team when a point margin of thirty-two 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 thirty-two 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 thirty-two.

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 nine or more in the box, or blitzing every play) then the offense is able 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 reinstall 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, depending 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 depending 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 reinstated, 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, depending 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 In the event of any suspension or expulsion in which an organization wishes to review or challenge the suspension or expulsion as outlined within the NCYFL Handbook they may do so by submitting a formal request in writing to the NCYFL VP of their region & issuing a \$100.00 check to the NCYFL.

7.9.1 In the event the appeal to the suspension or expulsion results in a reversal of the decision, the retainer fee of \$100.00 will be returned to the requesting organization.

7.10 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 depending on the severity of the situation.

7.11 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.

7.12 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 one game suspension for the coach, officer or representative if allegations are found to be true.

7.13 Violent conduct towards a player (i.e., pulling on the facemask or handling a player in an overaggressive fashion) is strictly prohibited by the NCYFL. Verbal abuse towards a player is strictly prohibited by the NCYFL.

7.14 Scouting of opposing team **PRACTICES** is strictly prohibited by the NCYFL.

7.15 The use of alcohol, illegal drugs or tobacco products during practice or games is strictly prohibited during any NCYFL sponsored activity.

7.16 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.

7.17 Each League Officer and Representative must ensure their conduct meets the following general guidelines:

7.17.1 Will always be fair, firm, and consistent.

7.17.2 Will promote a positive attitude and set a proper example with their actions for everyone to follow.

7.17.3 Will always follow the rules of the sport.

7.17.4 Will not argue with parents or officials and will always demonstrate good sportsmanship.

7.17.5 Will strictly adhere to the policies and procedures of the NCYFL and their organization.

7.17.6 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)

7.18 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: 21st April 1995

Revised: 14<sup>th</sup>, May 2023

Last Reviewed: June 2024

## 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 if 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 Function 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 NCYF.

### 6.2 Vice Presidents

6.2.1 Function as the President in the absence of the President

6.2.2 Attend all schedule 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 Function 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

6.4.3 Function as a liaison between each organizations cheer program and the NCYFL.

6.4.4 Organize end of year cheer competition – location, structure, judging and requirements necessary for competition cheer within the NCYFL.

6.4.5 Cheer coordinator will have no voting influence on football related action items.

## SECTION 7 FINANCIAL

7.1 All income and funds shall be placed in an Organization treasury fund of a local bank. 7.2 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.

7.3 Disbursement of organization funds by way of check will be the preferred method of disbursement of organization funds. In the event that ANY organization funds are paid by way of debit card a communication to the Executive Board of Directors outlining the party which payment is being made to, total amount paid, and the reason for the payment being made outside of the preferred method shall be required for communication/approval reasons.

## 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 Robert's Rules as a guide and protocol reference.