

Official
By Laws & Rules
Of the
Cape Ann Youth Football League

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CAPE ANN YOUTH FOOTBALL

Final Draft Approved 4/1/08

I. BYLAWS

- 1.00 Name - The name of the league shall be the “Cape Ann Youth Football League” (CAYFL).
- 1.01 Purpose – The Cape Ann Youth Football League provides an organized, full contact football program for the youth of the Cape Ann and surrounding area.
- 1.02 Mission - It is the intent of the CAYFL to create a positive environment for the youth of each participating team, through a well structured and organized sports program, that helps to foster not only the building of good athletes but also of strong character and good values. The CAYFL is committed to insuring that all participating teams operate with an emphasis on skill development, personal growth and enjoyment. We encourage academic excellence, respect for others, discipline, teamwork and good sportsmanship. Our goal is to provide the largest number of pre-high school aged youth with a positive experience in the game of football.

We are committed to maintaining quality individuals to assist in the development of these young players and place as much emphasis on the character and values of the coaches and volunteers as we do on the development of the young athletes themselves. Our expectation is that every coach, team official and volunteer will act not only as a teacher of athletic and sport skills, but also as a role model for respect, discipline and good sportsmanship and that they fully accept this responsibility when they have taken on their role.

There will be No Tolerance for any individual that cannot meet this responsibility and that does not strive to improve the quality of the CAYFL program for the youth of our communities.

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- 2.00 Towns Eligible - All towns from the High School Cape Ann League will be eligible to join the Cape Ann Youth Football League. Any other towns or teams which request admission to the CAYFL may be admitted by a vote of not less than two-thirds affirmative vote by existing CAYFL member teams.
- 2.01 - Teams – A “Team” is defined as a town, group of towns or city
- 3.00 - Officers
- 3.01 - There will be three elected League Officials, Commissioner, Vice-Commissioner and Secretary
- 3.02 - Officers will be elected annually at the first CAYFL meeting following the end of the season. Any individual who is a past or present member of a CAYFL team coaching staff or past CAYFL officer is eligible for nomination. Officers will be elected by a simple majority of teams present.
- 3.03 - Any CAYFL officer may be removed from office, when
- a.) A Motion made and seconded from the floor to do so
 - b.) is passed by a minimum of two- thirds of all teams present.
- 4.00 - Meetings - Meetings will be called by the league Commissioner. Eligible participants are CAYFL Team coaches and officers, CAYFL officers the Director of Officials and persons invited by the CAYFL Commissioner.
- 5.00 - Voting - Each team is allowed one (1) vote all members in attendance may participate in discussion and raise motions. However, only one vote per team. In the event of a tie the League Commissioner will cast the deciding vote.
- 6.00 - Fines – Teams missing a scheduled meeting will be fined fifty dollars (\$50.00), the Commissioner may waive this penalty.

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7.00 - Expulsion – Any team may be permanently expelled from the league or suspended for a specific period. The League Commissioner will determine the duration of the suspension/expulsion. Before these penalties are assessed, the following steps must occur;

A. - A motion is made, seconded and approved requesting expulsion, at a CAYFL meeting,

B. - Not less than thirty (30) days prior to the expulsion/suspension vote the League Commissioner will notify in writing the following individuals from the target team;

All Head Coaches

Team Commissioner/President

High School Athletic Director

C. - The vote to suspend/expel will take place at the next CAYFL Meeting at least thirty (30) days after the appropriate notifications.

D. - The target team will be suspended or expelled from the CAYFL if not less than two-thirds of the members present vote for expulsion/suspension.

8.00 - Director of Officials

8.01 - At the first meeting of the year a Director of Officials will be nominated
And approved by majority vote.

8.02 - The Director of Officials is responsible for assigning and supervising
Referees and other officials for all CAYFL sponsored games.

8.03 - Salaries for game officials and the Director of Officials will be
established before each season by CAYFL vote.

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9.01 - Financial Authorization – The Commissioner will maintain the CAYFL checkbook and act as treasurer. Any expenditure over five hundred dollars (\$500.00) requires the signature of two officers.

10.01 - Dues – The CAYFL will assess yearly dues on each team. Dues can be adjusted by CAYFL vote. The revenue will be used to defray insurance, administration and operating expenses and award costs.

11.00 - Insurance- The CAYFL will provide Liability and Supplemental Medical Insurance, at cost, for all member Teams. This coverage does not extend to spectators.

12.00 - Team Levels - Teams in the CAYFL will adhere to the following chart,

<u>TEAM LEVEL</u>	<u>COMPETE FOR CHAMPIONSHIP</u>	<u>REQUIRED</u>	<u># OF TEAMS ALLOWED</u>	<u>GRADE LEVELS</u>	<u>ROSTER MINIMUM</u>	<u>MAXIMUM WEIGHT*</u>
A	Yes	Yes	1	7&8	20	148 Lbs
JVA	No	No	Multiple	7&8	16	148 Lbs
B	Yes	No	1	7	20	132 Lbs
C	Yes	Yes	1	6&5	20	116 Lbs
JVC	No	No	Multiple	6&5	16	116 Lbs
D	No	No	Multiple	3&4	20	90 lbs

*Maximum weight allowed for players to remain unrestricted as per Rule 23.

13.00 - Divisions

13.01- The Teams in the CAYFL will be divided into two (2) Divisions, the KITCHIN DIVISION and the WALSH DIVISION

13.02 - The KITCHIN DIVISION will consist of the following teams; Amesbury, Hamilton/Wenham, Ipswich, Lynnfield, Newburyport and North Reading,

13.03 The WALSH DIVISION will consist of the following teams; Danvers Marblehead, Masconomet (Boxford, Middleton & Topsfield) North Andover, Pentucket (West Newbury, Groveland & Merrimack) and Winthrop.

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14. Championships

14.01 - The A, B, and C Level teams will compete within their Division for the DIVISION CHAMPIONSHIP

14.02 - The best record against Division opponents will determine DIVISION CHAMPIONSHIP using the following scoring system

Win = 2 points

Tie = 1 point

Loss = 0 points

14.03- In the event of a tie, the DIVISION CHAMPIONSHIP will be Determined by the head to head game winner.

14.04 - The Winners of the A, B and C levels of the KITCHIN and WALSH Divisions will play for the CAYFL CHAMPIONSHIP of their level.

15. 00 - Trophies

15.01 – CAYFL will provide and award annually, Championship Trophies as follows;

A Team level the Rich Vitale Trophy,

B Team level the Bill Richardson Trophy,

C Team level the Joe Supino Trophy

15.02 – CAYFL will award two hundred dollars (\$200.00) each to the Championship winners. These grants are designed to supplement the winning teams award budget.

II. TEAM RULES

16.00 - Team Draw Area

16.01 - No team will accept a player from another CAYFL Team town(s).

The team town(s) are defined as the towns that are regular members of the Cape Ann High School Conference. See also Attachment A – Player Draw Area – for further definition of Team Draw Areas.

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17.00 - Age Restrictions

17.01 - The same restrictions apply to both football players and Cheerleaders.

17.02 - A, JVA and B team participants must be age fourteen (14) or less as of September 1st of the participating year.

17.03 - C and JVC team participants must be twelve (12) or less as of September 1st of the participating year.

17.04 - D team participants must be ten (10) or less as of September 1st of the participating year.

18.00 - Grade Restrictions

18.01 - The same restrictions apply to both football players and Cheerleaders.

18.02 - Seventh and Eighth graders will play on the A, JVA and B teams.

18.03 - Fifth and Sixth graders will play on the C and JVC teams.

18.04 - Third and Fourth graders will play on the D teams.

19.00 - Rosters

19.01 - Two (2) roster meetings will be held. The first will occur before the season starts and the second will take place approximately October 1st.

19.02 - No players will be added to the roster other than during these two sign up meetings without permission of the Commissioner.

19.03 - Rosters for teams for all levels in the approved CAYFL format, must be submitted and approved at the roster meeting prior to the start of the season.

19.04 - Players who are signed up at the 2d roster meeting are not eligible to play until one (1) week after late sign ups.

19.05 - Birth certificates are required for all players. Other age establishing documents must be approved by the Commissioner in advance.

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19.06 - A player may be moved up a level during the season to fill a roster minimum upon notification to the commissioners.

19.07 - Once a player moves up a level he may not move down a level.

19.08 - Players may be on one (1) roster per week. A week is defined as Monday through Sunday.

19.09 - Players may only participate in one (1) game a day

19.10 - Towns that cannot make the minimum for a required team will be exempt from the minimum rule, but will not be allowed to field a Non-required team using players from the same level.

20.00 - Start of Season

20.01 - No team will begin any type of practice before the second Monday in August, this applies to cheerleaders and football players.

21.00 - Required Teams

21.01 - All teams must field an A and C team.

21.02 - JVA, JVC and D teams are optional

22.00 - Uniforms

22.01 - Teams will attempt to adhere to NCAA guidelines regarding eligible receiver numbers.

23.00 - Weight Restrictions

23.01 - There will be no weight restrictions on defensive players.

23.02 - There will be no weight restrictions on interior linemen (ineligible receivers)

23.03 - Offensive Backs and eligible receivers are required to meet the weight criteria specified in rule 24.

23.04 - Punting, placekicking and point after attempts, the offensive team must still meet all weight requirements for backs and eligible receivers despite the formation. Restricted players cannot punt, act as holders or place kick. Refer to 30. for B team free punts.

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- 23.05 - Kick off receiving- all players more than fifteen (15) yards from the ball must be weight eligible.
- 23.06 - Punt receiving – Any player on a punt receiving team dropping back more than ten (10) yards from the line of scrimmage must be weight eligible.
- 23.07- If a restricted player inadvertently gains possession of the football in a situation where advancing the ball is legal, he may advance it. This does not include designed offensive plays, e.g. Fumblerskies are illegal.
- 23.08- All weight limits assume that the player is wearing all mandatory equipment except their helmet. This includes all required pads, uniform, footgear and undershirt. After weigh in, required equipment cannot be replaced by heavier equipment. If a player substitutes required equipment then the player becomes restricted. Optional pads, e.g. wrist pads, elbow pads, rib pads, etc. and additional clothing may be added without penalty.
- 23.09 - Weigh Ins will occur before each game.
- 23.10 - The Home team will provide a balance type weight scale. Spring loaded “home scales” are unacceptable.
- 23.11 - All teams will provide an official copy of Their teams roster to the opposing team at the weigh in. Failure to have a copy of the official roster will result in a Fifty Dollar (\$ 50.00) fine payable to the CAYFL.

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24.00 - Weight Limits

- 24.01– A Team – Eligible A team players will weigh 148 lbs or less.
- 24.02 - JVA Team – Eligible JVA team players will weigh 148 lbs or less.
- 24.03 - B Team – Eligible B team players will weigh 132 lbs or less.
- 24.04 - C Team – Eligible C team players will weigh 116 lbs or less.
- 24.05 - JVC Team – Eligible C team players will weigh 116 lbs or less.
- 24.06 - D Team – Eligible D team players will weigh 90 lbs or less.

III. GAME RULES

25.00 - NCAA RULES

- 25.01 - NCAA Rules as modified by the M.I.A.A. will be observed unless specifically superseded by CAYFL By-Laws.

26.00 – Timeouts

- 26.01- Each team will be awarded five (5) full time outs per half.

27.00 - Mandatory Equipment

- 27.01 - All NCAA mandatory equipment will be worn.
- 27.02 - Foot gear with screw on, metal or hard plastic are not allowed, molded rubber cleats only.
- 27.03 - All players must wear colored mouthpieces except in the special case of mouthpieces designed to wear with braces.

28.00 - Official Ball

- 28.01 – The A, JVA, B, C and JVC teams must play with a Wilson TDY Football.
- 28.02 – The D Team must play with a Wilson TDJ Football.

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29.00 - Game Duration

29.01 – A, JVA, B, C and JVC Teams will play nine (9) minute quarters with stopped time.

29.02 – D Teams will play twelve (12) minute Running time quarters with the last two (2) minutes of the Fourth quarter stopped time.

30.0 - Kickoffs

30.01 – On a free kick at least five (5) players must line up no more than fifteen (15) yards from the ball.

30.02 – D Teams will have no kick offs; The ball will be started on the thirty (30) Yard line.

31.00 - Punts

31.01 – On punts including C and JVC Free punts interior linemen will not release downfield until the ball is kicked, dropped to the ground or the ball is thrown or run out of the pocket.

31.02 – D Teams will have no punts. The ball will be advanced twenty (20) yards in lieu of a punt.

32.0 - C and JVC Free Punts

32.01 - On the C and JVC Team Level teams have the additional option of a free punt. A team electing to free kick will inform the officials and assume a punt formation. The referee will inform the defense that a free kick is in process and hand the ball to the kicker. The referee will blow his whistle to signal the start of the play. When the referee blows the whistle the play is live and the defense may attempt to block the kick. The kicker must kick the ball. If the ball is dropped or advanced then the ball is immediately dead, marked at the spot and the down is lost.

32.02 – Any player is eligible to perform a free kick.

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33.00 - Coaches

33.01 – Only one (1) coach will be allowed on the field during time outs in A, JVA, B, C and JVC games.

33.02 – Coaches in D games are allowed in the huddle, once the huddle is broken and the offensive team comes to the line, all coaches, both defense and offense will move away and not interfere with the progress of the play.

34.00 – Blitzing

34.01 – There will be no blitzing on the C, JVC and D levels. See Addendum #1 for the interpretation of this rule.

35.00 – Game Officials

35.01 – Game officials will be assigned by the Director of Officials.

35.02 – A, B and C Games will have a minimum of three (3) officials assigned.

35.03 - JVA and JVC Games will have a minimum of two (2) Officials assigned.

35.04 – D games will have a minimum of one (1) Official assigned.

35.05 – Games will be played if at least one official is present.

35.06 – Officials will be paid by the Home Team.

36.00 - Postponements/delays

36.01 - In the event of a game postponement the Home team is responsible for making the decision. The decision must be made at least two (2) hours prior to the scheduled start of the game. The Director of Officials, CAYFL Commissioner and opposing coach must be notified two (2) hours prior to the scheduled start. Teams unable to meet the two hour requirement will be liable to pay the assigned officials.

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36.02 – Home teams will determine weather delays.

36.03 – Postponed games must be rescheduled and played.

36.04 – Postponed games will be rescheduled by agreement between the two affected teams. If a consensus cannot be reached the CAYFL Commissioner will reschedule the game.

37.00 – Scheduling

37.01 The CAYFL will schedule all games for a particular weekend.

37.02 - The Home team will set the exact time, day and location of all Games scheduled by the CAYFL for a particular weekend.

37.03 - For Scheduling purposes, each season, Teams will notify the CAYFL Commissioner no later than August 1st as to the number of teams in the non-required levels that they will have playing. Schedules will be made according to participation.

38.00 – Forfeits

38.01 – A forfeit will be declared if a team is unable to field a team.

39.00 - Conduct

39.01 - Each Town will be responsible for the behavior of its own fans.

39.02 – A coach or player participating in any CAYFL event, who knowingly violates any CAYFL By-Law or Rule, shall be subject to possible expulsion or suspension from CAYFL activities. Any violation may also result in the forfeiture of game or games involved.

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IV. CHEERLEADERS

40.00 Cheerleaders

40.01- CAYFL Cheerleaders will adhere to CAYFL by-laws with the following addendum/exceptions:

40.02 - Meetings will be scheduled on an “as needed basis” by the Cheerleading Director and follow CAYFL meeting rules. Each town participating in CAYFL must send their contact or a representative to meetings whether or not they have a cheerleading squad or will be fined as league rules define. Each town will have one (1) vote with ties broken by the Cheerleading Director. The Director or Assistant Directors will attend all CAYFL meetings to represent the Cheerleaders. The Cheerleading Representative will be chosen by the CAYFL Commissioner and Football Board, and will keep the Commissioner informed of all Cheerleading issues and approvals. The Assistant Directors (2) will be chosen by the Cheerleading Director.

40.03 - Communications such as: any problems, questions or complaints regarding the CAYFL Cheerleading Program should be communicated to the Cheerleading Director by the town’s Voting Representative/Cheerleading Contact. If a town should not agree with the decision of the Cheerleading Director, they may request it be brought before the CAYFL Commissioner and/or Board. The Cheerleading Director will then present it to the Board. All contact and correspondence to teams must be made through the contact people. The Cheerleading Director will present the ideas and issues to the CAYFL Commissioner/Board at League Meetings. Any issues brought, must go through the proper channels.

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- 40.04 - The season runs from the second Monday in August to December 1.
- 40.05 - Sign ups may be held prior to the start of the season. Any activity held prior to the start of the season, including sign ups, tryouts, clinics, etc. must be limited to a total of seven (7) days.
- 40.06 - **There will be no Squad practice prior to the start of the season.**
- 40.07 - All Towns having an A (7th & 8th Grade) and C (5th & 6th grade) Football Team must have an A and C Cheerleading Squad. JVA & B (7th & 8th grade), JVC (5th & 6th grade) and D (3rd & 4th grade) Squads are optional. Age guidelines are as follows A, JVA, and B must be 14 or less before September 1st of the participating year, C & JVC must be 12 or less before September 1st of the participating year and D must be 10 or less before September 1st of the participating year. There will be two Roster meetings. The first will occur before the season starts and the second will take place before October 1st. Rosters for Squads for all levels in the approved CAYFL format must be submitted and approved at the roster meeting held prior to the start of the season. Cheerleaders who are signed up at the second Roster meeting will not be eligible to cheer until 1 week after late sign-ups. Birth Certificates are required for all Cheerleaders. Other age establishing documents must be approved by the Cheerleading Director in advance.
- 40.08 - Participation by CAYFL Cheerleading Squads in any other off-season activities such as Town Parades, etc. must have the approval of the Cheerleading Director.
- 40.09 - CAYFL Cheerleaders may be rostered but may **NOT COMPETE** on any other Cheerleading Squad (i.e. All Star Teams) from the season start to December.

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- 40.10 - A Competition will be held at the end of the season. It will rotate among the towns that have a facility large enough to host it. The Cheerleading teams will be limited to 24 Cheerleaders per squad for competition. **NO EXCEPTIONS**. All towns are required to send an A & C squad. JVA, B, JVC, & D are optional. Each town will be required to send a minimum of 2 people to work at each session. Town Directors will be required to work the entire day.
- 40.11 – CAYFL Cheerleading Squads may not compete in any Competitions out of CAYFL.
- 40.12 - Unsportsmanlike conduct by Squad Members or Coaches will not be tolerated. Coaches are expected to deal with unsportsmanlike conduct immediately or the situation will be referred to the Board.
- 40.13 - If Football Players **PLAY**, Cheerleading Squads **MUST CHEER**, exception is a mutual agreement between the town's Cheerleading Directors due to inclement weather.
- 40.14 - Any Squad may be permanently expelled from CAYFL or suspended for a specific period or fined up to fifty (\$50.00) or any combination of the aforementioned to be paid by cheerleading, if funds are separate from football; or football, if funds are commingled. Any coach may be permanently expelled or suspended for a specific period of time. Before suspensions or expulsions are assessed, the following steps must occur:
- A. A motion is made and seconded and approved at a Cheerleading meeting requesting expulsion.
 - B. The Cheerleading Director will notify in writing the target teams voting Representative/Cheerleading contact and the target team's Commissioner/President not less than 14 days prior to the vote.

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- C. The vote to suspend/expel will take place at the next cheerleading meeting occurring at least 14 days after the appropriate notification and requires a 2/3 vote.
- D. The Cheerleading Director will notify the League Commissioner of the outcome of each step.
- E. Fines are assessed by a figure agreed upon by the Cheerleading Director and the CAYFL Football Board and payable within 30 days of notification.

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V. ADDENDUM 1 – C, JVC & D TEAM BLITZING

1.0 Intent - The intent of the C, JVC and D team blitzing rule is to increase scoring on these levels. This is accomplished by limiting the initial inside defensive surge on the line of scrimmage and outlawing blitzing the quarterback on drop back passes.

2.0 Linemen

2.1 – C, JVC and D teams must have either four (4) or five (5) men on the defensive line of scrimmage.

2.2 – Interior defensive linemen will be in a “down” position. The two defensive ends may stand up if they are located outside the offensive tackles.

2.3 – Linemen may gap, slant or rush the passer in any legal method.

3.0 – Linebackers

3.1 – Before the snap, linebackers will not encroach over AN imaginary line set three (3) yards back from the line of scrimmage. The total of linebackers and linemen will not exceed nine players (there will be at least two (2) safeties).

3.2 - Inside linebackers (tackle to tackle) will not move forward on the snap. They can, however, move forward to tackle the ball carrier after reading the play.

3.3 – Outside linebackers (corners) may move directly forward on the snap. They may not angle in towards the quarterback, but may angle out away from the quarterback. After reading the play, they are allowed to pursue the ball carrier in any direction. (Also see passing)

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3.4 - If a defense opts for a four (4) man line, the linebackers may not move back and forth between a line backer and a lineman position. They must remain behind the three (3) yard linebacker line. This does not preclude a defense adjusting to the offensive set or to an offensive man in motion.

4.0 – Safeties

4.1- There will be at least two (2) safeties.

4.2 - Safeties will line up at least ten (10) yards behind the line of scrimmage. They will not move forward on the snap.

5.0 – Passing

5.1 - On drop back passes, only linemen are allowed to rush the passer. If the quarterback is flushed from the pocket he may be pursued and tackled by any defensive player.

5.2 – On Play action passes, linebackers pursuing the play action fakes are allowed to continue towards the quarterback.

5.3 – On rollout/sprint out passes, the quarterback will be considered a running back

6.0 – Penalty

6.1 – Any called infraction of the above rules will result in a fifteen (15) yard unsportsmanslike penalty.

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VI. Attachment A – Player Draw Area Definition

Pool Towns

North Andover, Marblehead, Danvers and Winthrop allow participation from only residents and /or students of their school systems. All four of these towns are governed by existing by-laws of their football organizations. With regard to “outside” players, the remaining eight teams in the CAYFL are allowed to draw players from many areas – from small towns to large cities. The officers have attempted to give those teams who often have an inadequate number of players from their immediate town or school system an opportunity to “recruit” players from towns of similar size within the Cape Ann area where no youth football is offered via the CAYFL.

These towns will be called “Pool Towns”. The emphasis is obviously on similar size towns. The following comprise the “Pool Towns”, with the 2007-2008 PK through 8th grade population.

Rowley	920
Salisbury.....	1,058
Newbury.....	1,075
Georgetown.....	1,276
Manchester/Essex.....	954
Rockport.....	612
South Hampton.....	95

Any team/town may draw as many players as necessary from any/all CAYFL “Pool Towns”.

TEAMS MUST REALIZE, HOWEVER, THE OVERRIDING INTENT IS TO FIELD A COMPETITIVE TEAM WITH AS MANY PLAYERS AS POSSIBLE FROM YOUR OWN TOWN/SCHOOL SYSTEM. ALSO THOSE PLAYERS FROM YOUR OWN TOWN/SCHOOL MUST BE GIVEN PREFERENCE WITH REGARD TO PLAYING TIME.

POOL CITIES

Any teams, who cannot recruit twenty-two (22) players, may draw a maximum of four (4) players from CAYFL “pool cities “. However only two (2) players from any one city may be allowed to play on any one (1) Team. Also, only fifty percent (50%) Of all “Pool City” players who play for any one team cannot be weight restricted. This eliminates any one team from recruiting players who are ineligible due to size in the Pop Warner Youth Football program.

If any one team has a minimum of twenty-two (22) players from their own town or Cape Ann “Pool Towns”, they cannot recruit “ Pool City “ players.

The following is the list of “Pool Cities”:

Beverly	Salem	Wakefield
Gloucester	Haverhill	Swampscott
Lynn	Lawrence	Andover
Methuen	Reading	Wilmington
Saugus	Melrose	Peabody

