AMERICAN YOUTH FOOTBALL CONFERENCE of Oklahoma BYLAWS

PART I – Bylaws

A-1 **Name.** The name of this organization is the American Youth Football Conference of Oklahoma (AYFCO). AYFCO is a non-profit organization within the meaning of the statutes and regulations of the state of Oklahoma**.** AYFCO is a League officially chartered by the internationally recognized American Youth Football, Inc. (AYF) headquartered in Miami, FL.

A-2 **Purpose.** The sole purpose of AYFCO is to provide youth with organized, adult-supervised, healthy football and cheerleading programs consistent with AYF rules and the Kids First Philosophy. In doing so, this organization will constantly promote the ideas of fellowship, community spirit, good sportsmanship and fair play while ensuring that proper training; instruction, safety and equipment are furnished to the participants.

A -3 **Definitions**.

A. The term **"Applicable Rules"** as used herein shall mean formally adopted AYF rules or other formally adopted rules by AYF Southwest Region, AYFCO, or individual Association rules so long as such rules are allowed by AYF rules for the subject matter at hand. Refer to the current American Youth Football Official Rules and Regulations Handbook for more details.

B. The term **"League or Conference"** shall mean AYFCO.

C**. Associations**: The term "Association" is utilized in the identification of 3 different types of Associations, as follows:

1. **Association** shall mean any organization with three or more football teams to include those that had two teams the previous season, and have three or more teams the following year, are in good standing (based on Board vote), has been approved as a AYFCO Association, and has paid the requisite fees during the calendar year as prescribed by AYFCO, and has 1 vote by the Association spokesperson on AYFCO voting matters.

2. **Probationary Association** shall mean any group with two or more football teams in their first year of existence in AYFCO, who has been approved as a AYFCO Probationary Association, has paid the requisite fees during the calendar year as prescribed by AYFCO, yet does not have AYFCO voting rights during its probationary year.

D**.** The term "**Association in Good Standing**" shall mean an Association whose fee payments to AYFCO are current**,** and are not subject to any pending or future known disciplinary action.

E. The term **"Individual Team"** means any team that participates in the AYFCO but does not belong to an association.

A-4 **Organizational Structure and Membership**.

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A. **Executive Board.** AYFCO is a youth football and cheerleading league that falls under the jurisdiction of the AYF and participates in the AYF Southwest Region. The day-to-day operations of AYFCO are managed and maintained by the Executive Board. The Executive Board will consist of a President, Vice President, Mighty Mite and 3rd Grade Director of Football Operations (DFO), 4th-7th Grade Director of Football Operations (DFO), National Scholastic and Leadership Director, Treasurer, Secretary.

B. **General Board**. The League is comprised of the Executive Board, Deputy Directors, various committees or other positions of responsibility, Associations, and teams. Associations are comprised of a management unit (e.g., Board of Directors), various committees or other positions of authority, and individual teams, which are further, comprised of coaches, other positions of responsibility, and youth participants. Each President of Associations in good standing (not including probationary associations) will have 1 vote on matters before the General Board.

C. **Volunteers**. All persons holding any position of responsibility within AYFCO shall serve as volunteers without remuneration except contracted sports officials (referees, umpires, scoreboard officials, announcers, photographers, etc.).

D**. Qualifications**

1. **Adult Volunteers (Coaches, Team Moms, Trainers, etc.)** Adult volunteers having any contact with children shall meet all qualifications established by Applicable Rules for the position in question and shall be subject to a police background check prior to undertaking his or her responsibilities.

2. **Coach Trainees**. Coach trainees shall be at least sixteen (16) years of age and meet all qualifications as established by Applicable Rules.

3. **Youth Participants.** Youth participants shall be football and cheerleading participants between the ages of five (5) and thirteen (13), both ages inclusive and shall meet all qualifications established by Applicable Rules.

E. **Finances.** AYFCO functions on a fiscal year basis. The fiscal year begins on January 1 and runs through December 31 of each year. AYFCO functions primarily through fees collected from Associations/teams, sponsorship donations, and other General Board approved fundraising activities.

1. **Annual Fees**

a. The General Board will approve an annual fee schedule for teams associated with AYFCO and a minimum player registration fee will be established no later than February 1 of each year. Each team associated with AYFCO will pay an annual fee (amount to be determined by the General Board) no more than 14 days after the fourth Monday in July. If the team fee is not paid by the 14th day following the fourth Monday in July, that team(s) will be assessed a $10 per day late fee and will not be able to compete in the current season until the annual fees are current. The annual fee will be set so as to help defray league expenses. Association/Team(s) annual registration fees are non-refundable. Approved Associations have no voting rights until annual

registration fees have been paid and checks are cleared by the AYFCO bank account.

b. Each Association/Team that participates in AYFCO shall collect its own individual participant registration fees, the amount of which shall be up to the sole discretion of each Association/Team while adhering to the minimum participant fee established by the AYFCO General Board for that year. Fees for individual youth participants that join after the first regular season game or thereafter, shall be due to the registering AYFCO Association/Team with a revised copy of the affected teams' roster being forwarded to the DFO for their grade prior to the newly registered player participating in a sanctioned game. Failure to forward the revised roster to the proper DFO prior to the new player participating in a sanctioned game SHALL result in the new player being ineligible for competition until a corrected roster is provided.

2. **Sponsorship Donations**. AYFCO may solicit sponsorship donations from persons, business, and other organizations. Such sponsorships shall be used to defray league expenses, to provide financial assistance for players/cheerleaders registrations as needed, or as the General Board otherwise deems appropriate. Associations possessing their own Internal Revenue Service tax/employer identification number may seek and keep for their own use sponsorship donations.

A-5 **Management.**

A. Executive Board. The Executive Board shall manage the affairs of AYFCO.

1. **Meetings**. The General Board shall meet at least eight times throughout the year or more frequently as requested by the AYFCO President or any two Executive Board members. All meetings shall be conducted in accordance with some provisions of Robert's Rules of Order; using it as a guide only.

2. **Voting.** A General Board vote shall only take place if a quorum (majority) of the General Board in good standing to vote is present in a face-to-face meeting. The Presidents of Associations (or assigns) in good standing that have at least THREE football teams and are not in their probationary year may vote on matters before the General Board. Each Association shall have only one vote. The AYFCO President, or the AYFCO Vice-President when acting for the President pursuant to these bylaws, may vote whenever his or her vote will affect the result. All votes shall be taken by the President upon a properly seconded motion and the opportunity for discussion. Unless specifically stated otherwise herein, all votes shall be by simple majority (51%) vote.

3. **Appointment/Removal of Association Presidents**.

a. Appointment. The President of each Association (Probationary Associations excluded) eligible for membership on the General Board, elected or appointed to said position shall serve on the General Board. Each Association (Probationary Associations excluded) shall appoint no more than three (3) Association officials (e.g. Vice President or Vice Commissioner) to represent the Association on the General Board if the Association President is unable to attend General Board meetings or otherwise conduct General Board business.

b. Removal. Upon proper motion of any General Board member, the

General Board may, upon 2/3 majority vote, remove, for sufficient cause including but not limited to violation of bylaws, an Association representative from future participation in General Board meetings or other AYFCO activities. In such case, the affected Association shall appoint another person to sit as a voting member of the General Board.

4. **Appointment/Appointment Process/Term of Office/Removal of Officers.**

a. **Appointment** The Associations (Probationary Associations are excluded) on the General Board shall appoint, upon simple majority vote, the AYFCO Officers. Association Officers may be appointed as AYFCO Officers. If an Association President is appointed as an AYFCO Officer, then the affected Association shall fill the vacancy with a duly authorized representative to serve as that Association's voting member on the General Board.

b. **Qualifications to be Considered for Officer Positions** Each year before the appointment process begins; the General Board may develop and publish the minimum qualifications necessary for a person to be considered for an officer position.

c. **Appointment Process**. From December through January each year, the General Board shall accept nominations from all Associations to fill AYFCO Officer positions for the upcoming year. At the January General Board Meeting each year, the previous year's General Board shall vote by secret ballot to appoint one of the nominees to fill each position.

(1) Nominating Committee. The General Board may elect to utilize the services of a Nominating Committee to facilitate the recruitment and screening of potential nominees for Officer positions. In such case, the General Board, by no later than the September meeting of the General Board, shall appoint a committee charged with developing a list of nominees.

d. **Term of Office**. Officers shall serve a one-year term beginning on January 31 and ending January 30. Unless an Officer resigns or was removed for cause, there is no limit on the number of times an incumbent may be re-appointed.

e. **Removal**. Upon proper motion by any General Board member, the General Board may, upon 2/3-majority vote, remove an officer for sufficient cause including but not limited to violation of bylaws. Upon removal of an officer, the General Board shall accept nominations from adult volunteers and vote by secret ballot to appoint a replacement.

5. **Officer Duties**

a. **President**. The President presides at all meetings of the General Board, conducts meetings in accordance with some provisions of Robert's Rules of Order using it as a guide only. The President shall represent AYFCO on all business (not otherwise delegated to or appropriately handled by the AYFCO Director of Football Operations) between AYFCO and other entities including the community, the Southwest

Region and/or AYF. The President shall perform such other duties as assigned by the General Board.

b. **Vice-President** The Vice-President shall fulfill duties of the President upon the President's absence or inability to perform his or her duties. The Vice-President will be an ex-officio member of all committees. The Vice-President shall perform such other duties as assigned by the General Board.

c. **Secretary.** The Secretary shall maintain a permanent and accurate file of all records and documents of the AYFCO, notify members of meetings of the General Board, record and publish the minutes of all such meetings (including the names of all attendees), maintain a master file of AYFCO membership (including Association Boards of Directors and team/squad rosters), publish a master list of Head Coaches within the league, and publish and update the AYFCO calendar approved by the General Board. The Secretary shall perform such other duties as assigned by the General Board.

d. **Treasurer.** The Treasurer shall establish and maintain a checking account in the name of AYFCO, maintain an accurate accounting of all AYFCO receipts and disbursements, prepare for the General Board and public disclosure (if requested in writing) monthly AYFCO financial statements and, for General Board approval, an annual AYFCO budget. The Treasurer shall maintain records of all sponsors for the AYFCO and ensure that any receipts or other information required by the Internal Revenue Service are provided to such sponsors. The Treasurer shall keep separate any donations given for Associations or individual teams and disburse the amount of such sponsorships to said Associations or individual teams. All AYFCO checks must have two signatures. The Treasure, President, and Vice-President will be the only officers authorized to sign checks. The Treasurer shall perform such other duties as assigned by the General Board.

e. **Football Directors.** The AFYCO DFOs have authority to make day-to-day operational decisions regarding the AYFCO football program, including, but not limited to, rules enforcement, scheduling, field assignments, player assignment disputes between Associations, and rules disputes. The DFOs shall communicate regularly with the General Board, National Scholastic and Leadership Director, Association Presidents, and Head Coaches, when appropriate, to facilitate compliance with rules and conduct other business. To this end, the DFOs may call league-wide mandatory attendance meetings of the Association Field Directors (and coaches, as appropriate). The DFOs ruling will stand until which time the General Board can meet, during which the General Board can then overturn or reinforce the DFO's decision by a majority vote. The DFO shall:

1) Enforce all Applicable Rules;

2) Preside at all meetings of the Association Field Directors, and/or Coaches (after the season starts at least one meeting will be called before September 15th);

3) Promote and ensure safe and healthy competition at all games;

4) Arrange for game officials unless an alternative arrangement is made with an Association;

5) Ensure Field Directors are trained and certified;

6) Publish League, Regional, and National Playoff schedules;

7) Interface with officials from other leagues and regions and gain appropriate Southwest Region approval for inter-league and inter-region games;

8) Review, certify and approve all Association/Individual Team football rosters;

9) Publish deadlines for the submission of paperwork for all AYF activities potentially affecting Association teams;

10) Ensure and forward any paperwork required by the Region or Nationals;

11) Ensure all Associations/Individual Teams have complied with AYF registration and insurance requirements;

12) Keep official record of all game scores as reported by the Field Directors.

13) Perform such other duties as assigned by the General Board.

14) The AYFCO President shall serve in the place of the DFOs when the DFOs are unavailable.

f. **National Scholastic and Leadership Director.** The National Scholastic and Leadership Director shall, in a timely manner, coordinate and review (with Association/Individual Team Scholastic Coordinators) scholastic records for all AYFCO youth participants to verify scholastic fitness as published in Applicable Rules. The National Scholastic and Leadership Director shall submit such scholastic records in the proper form to the Southwest Region Scholastic Director as required. The National Scholastic and Leadership Director shall also assist associations in preparing and implementing a leadership development program for their participants. The National Scholastic and Leadership Director shall be the AYFCO representative in all Regional and National AYF forums. The National Scholastic and Leadership Director is expected to work in concert with the AYFCO General Board's expectations to further growth, awareness and efficiency of AYFCO on the Regional and National level. The National Scholastic and Leadership Director will also assist the 4th-7th Grade DFO in making sure that all paperwork necessary to meet National Tournament Membership requirements is

verified and turned in on time. In the case of the National Scholastic and Leadership Director **NOT** being available, the AYFCO President will assume the role until such a time the National Scholastic and Leadership Director is able to resume duties.

B. **Committees.**

1. Scheduling Committee. There shall be a Scheduling Committee consisting of a representative from each Association hosting football games for the upcoming season. It is recommended that the Scheduling Committee appoint a person to serve as the Master Scheduler who will coordinate and develop the game schedule with input from those Associations. The Scheduling Committee will develop and present a proposed pre-season, regular-season, and post-season schedule that must be approved by the General Board before publishing to the League.

2. Ad Hoc Committees. The General Board may create standing and/or ad hoc committees as appropriate.

3. Appointment and Duties of Committee Chairpersons. The General Board shall appoint Committee Chairpersons for the Scheduling Committee and/or any ad hoc committees created by the General Board. Committee Chairperson shall perform duties as assigned by the General Board and may be relieved of their respective positions for sufficient cause by the General Board.

A-6. **Coaches and Other Team Officials**

A. Head Coaches. Head Coaches have daily personal contact with the community's children, and by definition and tradition, serve as important role models and mentors. Head Coaches must be **at least 21** years old and meet all the qualifications set forth in Applicable Rules. Associations shall select their Head Coaches and ensure the Background Check application is fully completed and submitted to the DFOs.

B. Assistant Coaches, Coach Trainees, Team Mom/Dad, Trainers, Equipment Managers. These officials shall meet all qualifications in Applicable Rules. All coaches must be NYSCA certified and be able to provide proof of certification to league officials. Associations shall ensure background check applications for these officials are fully completed and submitted to the DFOs, as appropriate. Such selections may be reviewed and, if sufficient cause exists, disapproved by the General Board.

PART II - General Rules

Violations of AYFCO approved Bylaws and guidelines will result in a minimum one (1) game suspension for first offenses. Repeat violations for the same offense will result in a minimum two (2) game suspension with consideration for suspension for the remainder of the year.

Violations of the Code of Conduct will result in a minimum two (2) game suspension upon the violation being proven and/or witnessed. Repeat violations

for the same offense will result in suspension for the remainder of the year with consideration for permanent suspension.

B-1 **Code of Conduct.**

A. **AYF Code.** Administrators, Coaches, Volunteers, and Parents shall adhere to the AYF Code of Conduct (Appendix A). Associations/Individual Teams shall deliver a copy of the AYF Code of Conduct to the participant's parents or legal guardians upon registration of the participant.

B. **Sideline Area.** Only official staff and players are permitted in the sideline area. Teams are allowed to have up to six (6) coaches on the sideline, not including Minimum Play Monitors or video camera operators. Any person violating this rule will first be asked to leave the sideline area. A second warning will result in the removal of the offending person from the event. Refusal to leave the event will result in law enforcement being notified and may result in the forfeit of the game for the team the offending person is supporting. Each Association will clearly designate a "sideline area" goal-line to goal-line and at least 5 yards from the sideline. Official staff and players must stay between the 25-yard lines.

C. **Rulings by Directors of Football Operations/Appeals**. Alleged violations of the Code of Conduct shall be reported to the Field Director, who shall relay the information to the DFOs. The DFOs shall gather the information he or she deems relevant, rule on the matter, and provide his written ruling to the complainant and respondent in writing (confirmed receipt e-mails; certified return receipt requested mail). Parties may appeal the DFO's ruling to the General Board no later than two business days after receipt of it. Parties wishing to make an appeal must submit it in writing to their Association President. The Association President will then notify the AYFCO President of the appeal. The appeal fee is $100. The General Board shall meet in Special Session to hear the matter, hear witnesses, collect documents, etc. The General Board shall then rule on the matter. The DFO or AYFCO President may call a Special Session within 48 hours of the incident for the General Board to make a ruling. Only those parties with testimony relevant to the incident will be allowed to attend and testify. All General Board decisions are final. The appeal fee will be refunded only if the General Board rules in favor of the appeal.

B-2 **Establishment of Associations.** Any person(s) seeking to establish an Association must have at least 2 teams within its association and submit a written request to the General Board no later than May 1. The written request shall set forth the following: 1) the proposed name of the Association; 2) bylaws or organizational structure of the Association; 3) proposed mascot and color scheme for teams; 4) proposed geographic boundaries of the Association (Associations or teams wanting to share boundaries with existing Associations must get the existing Association's approval); 5) proposed number of football teams and/or cheerleading squads in the first year; and 6) goal relative to the maximum number of teams anticipated in the future. Any person(s) seeking to establish an individual team must submit the same written request. Once submitted, the proposed Association's leadership must meet with AYFCO representatives to discuss the AYFCO Bylaws. The General Board shall consider the request and vote by majority vote whether to approve (in full or with modifications) or disapprove the request. If approved, the Association will be under a probationary

"Mentoring" period of no less than 1 year as a Probationary Association/Team(s). Upon the Probationary Association participating in AYFCO for 1 year without incident and being in good standing, the association may apply the following year to be a free standing Association with all AYFCO Association privileges. The General Board shall consider the request and vote by 2/3-majority rather to approve or disapprove the request. If the request is rejected, the Probationary Association has only one more year to become an Association in Good Standing. Probationary Associations can be removed from the league by a simple majority vote of the General Board. Associations in Good Standing can be downgraded to Probationary status with sufficient cause including but not limited to bylaws violations with a 2/3-majority vote of the General Board. The AYFCO reserves the right to refuse the membership of any Association/team with or without cause.

A. Mentoring Responsibilities – AYFCO or appointed Associations will be responsible for assisting and overseeing to the best of their ability but not limited to the following criteria upon acceptance of applications of Probationary Associations. Instructing probationary associations and insuring compliance with AYFCO /AYF rules included in bylaws to include but not limited to, MPR, game field management in regards to AYFCO rules, Proof of Insurance, Submission of AYFCO /AYF rosters, Coaching certification – as deemed by mentoring body, Background checks are performed and viewed by the mentoring body and field coordination will be managed by the AYFCO or an appointed body for that area.

B-3 Special Participants. Should an Association wish to accept the application of a participant who is (1) outside of its defined boundaries, or (2) previously rostered with another Association, it must provide full disclosure of these conditions to the AYFCO General Board. In the event that the participant was rostered with another Association permission must be granted by majority vote and if it is determined that the participant has NOT been recruited. Under no circumstances can any individual team roster more than 3 "special participants" without written permission from the National Office.

B-4 **Formation of Teams.**

A. Recruiting Players. Coaches are not allowed to initiate contact with a participant rostered on another Association's team or his parents in regard to the participant changing teams. Discussion about the participant changing teams must be initiated by and always involve the parents. Any allegations of recruiting should be reported to the General Board. If it is determined by 2/3-majority vote that a player was recruited, the coach in violation will be suspended for the upcoming season.

B. Team Drafts. A draft will be invoked any time participants exist within a given Association that have not been placed on an existing team. If the teams in the grade participating in the draft have an equal amount of participants, numbers are drawn out of a hat to determine the drafting order. The draft order remains the same for each round. If teams have an unequal amount of participants, the team with the least amount of participants will draft participants consecutively until they reach a total number of participants equal to the number of the team with the next highest total. When all teams reach the same amount of participants, numbers will again be drawn out of a hat to determine the order for the remainder of the draft. Any player not

drafted will be placed on the team with the least amount of participants in draft order. Associations may not "stack" one team over the other by intentionally placing all of the most talented players on one team. In the event that it is expected that an Association has stacked its teams, the General Board may require them to conduct a draft.

B-5 **Official Team Rosters**. In accordance with Part I, Article A-4, Section E, 1(b) of these bylaws, each Association that participates in AYFCO shall collect its own registration fees in the amount of which shall be up to the sole discretion of that Association, provided **not** less than the AYFCO established minimum player fee. Once the individual teams are registered, each Association will be required to submit team rosters to the AYFCO DFOs by the Monday prior to the 1st Saturday game of the season. Failure to comply submitting a team(s) rosters will suspend that team(s) play for the upcoming week, failure to comply by the following Monday will result in permanent suspension of that team for the remainder of the season and removal from the schedule. Each team must bring a written roster in order to participate in the Jamboree. Team rosters must consist of at least 16 eligible players to be an official team and not more than 36 players. The Association must approve any additions to the team roster after the start of the regular season and an updated roster must be forwarded to the AYFCO DFOs prior to the new participant playing in a sanctioned game. Participants cannot be added to rosters after the Friday before Labor Day. **AYFCO strongly discourages coaches adding players to team rosters without them being properly registered within the local Association level.**

PART III - Football Division Rules

C-1 **General.**

A. **High School Rules.** Except where specifically prescribed by these Bylaws and/or National AYF Rules, all football games will be played under National Federation of State High School Athletic Association Rules.

B. **Field Directors**. Each Association shall appoint at least two (2) adult volunteers to serve as Field Directors. All Field Directors must receive training from and be certified by AYFCO prior to serving in such capacity. Field Directors are the highest authority at all games played on that Field Director's field for that day (except the DFOs) unless an issue is protested to higher authority pursuant to these rules. Field Directors must be currently certified in Red Cross Community CPR and First Aid and Safety or its equivalent. The Field Directors will report game scores to the DFO by 12:00pm the next day.

C. The visiting team is responsible for providing a chain crew for each official league game. Officials will supervise this prior to the start of the game. The Field Director must grant any exceptions.

C-2 **Football Class/Division/Conference Assignments.**

A. **Assignment.** Depending upon the number of available teams, AYFCO may conduct organized football in any or all of the following grade/age/weight classes.

Mighty-Mite (K-2nd Grade): 5 - 7 Years; cannot turn 8 on or before 8/31; cannot be in grade higher than the 2nd Grade

3rd Grade: 7 - 9 Years; cannot turn 10 on or before 12/31; cannot be in grade higher than the 3rd Grade

4thGrade: 8 - 10 Years; cannot turn 11 on or before 12/31; cannot be in grade higher than the 4th Grade

5thGrade: 9 - 11 Years; cannot turn 12 on or before 12/31; cannot be in grade higher than the 5th Grade

6thGrade: 10 - 12 Years; cannot turn 13 on or before 12/31; cannot be in grade higher than the 6th Grade

7th Grade: 11 - 13 Years; cannot turn 14 on or before 12/31; cannot be in grade higher than the 7th Grade

Note: Only existing 4th-7th grade teams that will be affected by the transition from the 8/31 cutoff date to the 12/31 date may elect to use the 8/31 date with the understanding that they will be ineligible to compete in the Regional and National tournaments.

B. **Grade and Age Classifications.**

1. **Age.** A participant's age is his/her age as of December 31 of the current year.

2 **Practice**.

A. Teams can start practicing on the fourth Monday in July, with the first week being dedicated to Ten (10) Hours of conditioning ONLY, before full contact is allowed.
B. Pre-season practice can be on a daily basis until Labor Day, but must not exceed 10 hours a week, and two (2) hours in duration. A mandatory 10-minute break after each hour of practice is required. Mandatory Breaks are not counted against the hours per week nor the maximum hours per day.
C. After Labor Day, all practices may not exceed a maximum of eight (8) hours per week, with a maximum of two (2) hours duration per day. Mandatory Breaks are still required. All players, regardless of when they join the team, must have at least one week of conditioning before they are allowed to have live contact. Even if a player joins the team after the start of the regular season schedule, this requirement must be met.
D. No practices or games will be played between teams of different grade levels. This does not prohibit individual fundamental coaching sessions as long as there is no full contact between players of differing grade levels.
E. There shall be at least one person holding a Red Cross Card, or of similar equivalency, present at all practices. This can be a coach or any volunteer approved by the Association.

3. **Playing Schedule/Determining Champions.**

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A**. Schedule**

1) **Schedule Made by League.** AYFCO shall schedule all regular and post-season games and may offer a pre-season schedule as well. Associations/Individual Teams may schedule their own pre-season and post-season games as long as they do not interfere with post-season conference/regional/national playoff games.

2) **Development of the Schedule.** The Scheduling Committee shall develop a pre-season, regular season, and post-season schedule (including field assignments) and present it to the General Board pursuant to simple majority vote of the Scheduling Committee no later than August 15 of each year. If the DFOs approve the schedule, he or she shall forward it to the AYFCO General Board for approval. Any recommended change by the DFOs shall be considered by the Scheduling Committee and then pursuant to simple majority vote, the Scheduling Committee shall forward the proposed schedule to the General Board for approval. The General Board shall approve the schedule as soon as possible but no later than August 22 of each year. **Each Association hosting football games will provide input to the Scheduling Committee.**

3) **Games Cancellation/Rescheduling.** Games cancelled due to inclement weather or any other conditions deemed unsafe by the Field Director or DFO will be rescheduled by the DFO in conjunction with the affected Associations.

4) **Field Assignments.** Every effort shall be made to assign each Association four dates to host games at the Association's home field during the regular season where at least four teams of the Association play on its home field. In the event that an Association's home field is unavailable due to competing organizations from other leagues, the Association may use another Association's field as their home field.

5) **Inter-League/Inter-Region Games.** Inter-League/Inter-Region games are authorized so long as they do not interfere with the AYFCO regular season schedule.

B**. Determining Division/League Champions.** The AYFCO will have a post-season single elimination tournament with no more than 16 teams in each grade level competing for the AYFCO Championship. Playoff seeding will be determined by best record. However, should teams have identical records, the following guidelines will be:

(1) Head-To-Head records, if there is still a tie then,

(2) Head-to-Head Point Differential is the difference between the winning and losing score in all head to head games. The team with the largest number of points in all head to head games gets the higher seed. Example: Team A wins 20 to 14 (6pts)

over Team B, and in another game Team B wins 20 to 6 (14 pts) over Team A. Team B would be the winner with the larger point differential. If there is still a tie then,

(3) Season Point Differential is the difference between the winning and losing score in all regular season games. The team with the largest point differential for the season gets the higher seed. If there is still a tie then,

(4) Coin toss.

C. **Tie Games**. All games tied at the end of regulation play shall be settled by a tie-breaker using the ten-yard line overtime procedure, as set forth by the National Federation of State High School Association. Further explanation of the tiebreaker procedure is provided below:

- No Sudden Death will be allowed!
- There will ONLY be one time out granted to each team per overtime period – **(remaining timeouts during the regulation game do not carry over!)**
- The referee will conduct a coin toss to determine which team gets the football
- Teams will attempt to break the tie ball game with each team having one possession
- The possession will consist of four downs starting from the 10-yard line
- Penalties will be properly enforced during overtime play
- Extra points will be attempted
- Each team will get a series of downs and if neither team scores then the penetration will count. Whoever gets the closest to the goal line will win.
- If the offense turns over the ball past the 10 yard line, then penetration will be zero yards.
- If the offense turns over the ball behind the 10 yard line, then penetration will be marked at that spot resulting in negative yards.

C-4 Equipment

A. Football Player Gear.

1. Each Association is responsible for making sure that each player has the necessary equipment (helmet, shoulder pads, 7-piece pad set, game uniform, shoes, socks, and a colored (non-white) mouthpiece, attachable to the helmet is mandatory and must be worn at all games and practices. Shoes must be either sneaker type or shoes with molded or screw in cleats; metal cleats are prohibited.

B. **Footballs and Game/Field Equipment.** Each football team will provide their own game balls for the football game. The Mighty-Mite through 4th grade will use a ball at least as big as the Wilson K2. The 5th through 6th grade will

use a ball at least as big as the Wilson TDJ. 7th Grade will use a ball at least as big as the Wilson TDY. Each Association hosting the football game shall provide field equipment (e.g., chains, line markers, goal post pads) for games played at the Association's home field.

C-5 **Playing Rules.**

A**. Roster Requirements and Minimum Playing Time.**

1. All assigned players present for a game must play at least eight (8) plays from scrimmage. All teams must have **a minimum of 16 eligible** rostered players to be considered an official team and must have a minimum of **11 eligible rostered** players eligible to play at the start of a game. At all times, a team must have a minimum of **11 eligible** players to continue playing a regulation game. In the event a team has **less than the required eligible** rostered players, the game will be considered a forfeit. A forfeit score is documented as 6-0.

2. Head Coaches shall be held responsible for ensuring that all players play the minimum time in a game. At the end of the third quarter of play, the Field Director may stop the game to ensure all players have played the minimum number of plays. Mandatory play rosters must be provided to the Field Director immediately following each game.

B. **Mandatory Play Rule Procedures.** AYFCO set the minimum at 8 plays per game for each player rostered.

- Each team will assign two people to assist w/ tracking minimum plays… (1) Minimum Play Form (MPF) monitor and (1) MPF spotter. The MPF monitor will be staged on the opponent's sideline to track minimum plays. The MPF spotter will assist the opponent's MPF monitor in tracking minimum plays.
- MPFs need to be completed and available prior to the start each game.
- Only plays from scrimmage can be counted as a play (kickoffs, extra points, penalties or free kicks do not count as plays).
- If a player does not have his or her plays in before the start of the fourth quarter, he or she must immediately go into the game until they reach the minimum number of plays.

Note: If any player on either team does not meet the minimum play requirements – the violating team will forfeit that game.

C. Clock . There will be a 10-minute per quarter regulation clock for all tackle football games in the 3rd-7th Grade levels. There will be a 20-minute per half running clock for Mighty-Mite football games.

- A regulation clock is defined as the clock stopping on all out of bounds plays, incomplete passes, penalties, change of possession and the resetting of the chains for a 1st down.

- The running clock shall stop on all possession changes and at the

end of each half with two minutes remaining.

- Three (3) timeouts per half. Timeouts are not charged against a team for injuries or game officials' timeout.

- Halftime will be ten minutes unless previous arrangements are made. There will be a fifteen-minute maximum to accommodate special occasions (i.e. homecoming). Visiting cheerleaders will perform first followed by the home cheerleaders.

D. **Scoring.** A touchdown is worth 6 Points. A PAT is worth 2 points if kicked and a successful PAT by running or passing the ball is worth 1 point. A field goal is worth 3 points.

E. Centering /Long Snapping. During a long snap for purposes of a punt or extra point the center will **NOT** have a defensive player head up. In the case of an offensive formation with a **Shotgun snap**, the defense **WILL** be allowed to have a defensive player head up on the center. In Mighty-Mite and 3rd Grade the defense **WILL NOT** be allowed to have a defensive player head up on the center in the case of an offensive formation with a **Shotgun snap.**

F. **Mercy Rule Procedures**.

- If a team is up by 28 points, Mercy Rule shall be put in effect.
- Once the mercy rule goes into effect a running game clock is started.
- Winning team is prohibited from running any misdirection, counter, reverses or trick plays. Skill position players must be replaced when possible.
- Mandatory plays must still be completed by all players.
- AYFCO cannot limit winning teams to only running between the tackles.

IMPORTANT: Once the Mercy Rule is invoked; the team who was up by 28 points is declared the winner of the football game no matter the outcome of the game.

G. **Pre-game weigh – in and player verification procedures:**

Teams will weigh in and/or verify players 30 minutes before game time.

- The home team must furnish and use a balance type hospital scale or a commercial type digital scale prior to each team weigh-in.
- Field Director must conduct all weigh-ins and have players produce the proper ID.
- At a minimum, the Head Coach will have in his possession at every game (proper player ID, team roster, and mandatory play form)
- If a player is not present during the team weigh-in and/or player verification, he or she will not be able to go into the game until the second half. The late player must be weighed-in and/or verified by the end of halftime. The late player will still be required to meet the "MPR" as if the entire game was played.
- If a player does not weigh-in and/or get verified prior to the end of half time… they WILL NOT PLAY IN THE GAME!

- Head coach will ensure the **late player meets the minimum play requirements.**

H. Identification Cards. Teams are responsible for providing proper player identification at each game. Acceptable forms of ID are: Oklahoma Department of Motor Vehicle (DMV) ID or other AYFCO approved identification methods. Teams competing in the Regional and National tournaments will be required to use Oklahoma DMV IDs.

I. Coaches on Field. One offensive coach and one defensive coach are allowed on the field during the first two games of the season for the 3rd & 4th grades only. There will be no coaching while the play is in progress. The coach must be a minimum of 15 yards back from the line of scrimmage. There will be no communication with a player when the play starts. The play is in progress at the snap of the ball.

J. Coaches Communications. At Regional and National tournaments there will be no electronic devices from the press box, coaching box, sidelines, or any other position on the field that may be used to relay messages to the coaches or players at any time. Electronic devices include, but are not limited to, the use of a Cell Phone, Blackberry, PDA, Computer or other messaging device. All Bluetooth earpiece devices are not allowed within the field of play. A coach using a cell phone for emergency purposes must step outside the coach's box, off the playing field, and if it continues, may be asked to leave the field for the remainder of the game.

K. Scouting. Videotaping of games will be allowed but not from the end zones at field level. Scouting of any kind during a team's practice session is strictly prohibited. Any coach, team member or associate found or determined to be scouting another team's practice will be cause for the immediate suspension of the person involved and the head coach. AYF will allow scouting of teams during post-season play in the form of video and written reports.

L. Sanctioned Game. A minimum of two referees must be present to be a sanctioned football game**.**

M. Special Mighty Mite Game Rules.

1. **Coaches on Field.** Two offensive team coaches and two defensive team coaches may be on the field during live play and between plays. They cannot coach or yell at their players after the QB has started calling his play signals up until the time the play has ended. A team will be allowed one warning on this rule. The second offense will result in the banishment of the coach from the playing field to his team box. Any unsportsmanlike conduct by either coach will be penalized accordingly; Coaches must be 15 yards behind the play.

2. **Punts.** Mighty-Mite teams have the option of punting or moving the ball 25 yards from the line of scrimmage on fourth down. When punting, no rushing is allowed and the kicking team must remain stationary until the football is kicked.

3. **Clock.** There will be a 20-minute per half running clock for Mighty-

Mite games. The clock will stop on all possession changes and at the two-minute warning of each half.

4. **Weight.**

(a) **Game Day Weight Masters**. Field Directors shall serve as Weight Masters for all games at his or her respective field.

(b) **Weight Limit**. At the Mighty-Mite level only players 70 lbs or less may advance the ball. **Note**: Players are allowed to strip down to the minimum of gym shorts (no weighing in underwear). There are no exceptions to this rule. Violations of this rule shall result in a one-game suspension of both head coaches and a second violation will result in the removal of the offending coach for the remainder of the season. Taking extreme measures (i.e. sweating off weight, running just before weigh-in, etc.) to make weight is strictly prohibited.

5. **Mighty Mite** teams will **not kickoff**; the ball will be placed on their own 40-yard line.

6. **Player Participation.** All players in Mighty Might will be required to play a minimum of eight (8) plays in every regular and post-season league sponsored game. Special team plays will count towards the ten play minimum. The team in the lead must meet all player participant requirements prior to the mercy rule taking effect. Failure to observe the Minimum Play Rule: Game is a forfeited loss for the team violating the rule. First offense for the head coach: probation. Second offense for the head coach: suspension for one game and one week of practice. Third offense: suspension for the remainder of the season. If it is the last game of the season: suspension for the first half of next season's games. In the event a suspension should carry over to the next season, the Association that may appoint the offending coach will be obligated to enforce the suspension.

7. **Formations.** Formation: Offense 11 man/ seven on the line of scrimmage. Defense 11 man no set alignment. Maximum of 6 players only on the defensive line to include the nose guard, who must line up 2 ft. back on the protected center. He can line up in gaps on either side of the center and cannot intentionally make contact with him.

8. **Draft Grade Order.** All second grade players will be drafted first, and after second grade is complete then all first grade players will be drafted. After all the first graders are drafted then the kindergarteners will be drafted. This is to ensure equal amounts of grades per team.

9. Practices. There will be only three practices allowed per week. Each practice can only be a maximum of 1 1/2 hours long from the scheduled start time. This includes warm-up, drills, training, and cool down, team meetings (everything). There must be a 10-minute break after the first hour. The break does not count against the length of practice maximum.

C-6 **Protests.**

A. Head Coach or designated Assistant Coach may protest a game if such coach reasonably believes that a game official (DFOs, Field Director or Game Official) errored in a decision that affected the outcome of the game (i.e., the Coach's team would have won the game but for the decision).

B. All protests must be submitted to the DFOs or the General Board, in writing, no later than 1:00 pm of the day following the game being protested. Note: Grade/Age/Weight protests MUST be made prior to the initial kick-off of the game or such protest shall be barred.

C. The DFO shall review the protest, interview relevant personnel, and decide to uphold or deny the protest. Any protest decision may be appealed to the General Board for a decision for a $100 fee. The protest fee will be refunded only if the General Board rules in favor of the protest.

PART IV - Cheerleading Rules

D-1 All cheer squads will be required to dress in team cheer outfits at the games. Coordinators must also get National Youth Coaches Association certification and wear their badges while at the games. Squads having teams on their home field are required to cheer on their home sideline; visiting squads are required to cheer on the visiting sideline. Cheer Coordinators are responsible for their actions and the actions and their squads before, during and after the games. Neither negative or demeaning cheers nor inappropriate routines will be allowed during or after the game. These are MANDITORY RULINGS and anyone in violation will be banned from the field or suspended. Any disputes should be submitted to the DFOs.

D-2 Anyone not possessing coach's certification or passes will not be allowed in the sideline on bench area and will be asked to leave immediately. There will be no exceptions, parents are not allowed unless an injury occurs to a child on the cheer squad or player on the team. Cheer squads are not to get into conflicts with parents or fans on the sidelines or other cheer squads. Disciple will occur if squads or coordinators get into conflict or arguments. We must remember that this is a game for children and requires a certain amount of restraint.

PART V - Amendments

E-1 These Bylaws may be amended by 2/3-majority vote.

AMERICAN YOUTH FOOTBALL CONFERENCE of Oklahoma BYLAWS

Approval and Adoption by the AYFCO General Board

We, the undersigned representatives for the nationally recognized AYF Associations in Oklahoma, respectively, hereby approve and adopt these Bylaws and Rules. We agree to actively discharge the duties herein in a manner that is fair and consistent with National AYF and Southwest Region rules and policies, these Bylaws and all AYFCO General Rules.

East Tulsa Representative

Date: _____

Muskogee Representative

Date: _____

Owasso Representative

Date: _____

Salvation Army Representative

Date: _____

AMERICAN YOUTH FOOTBALL CONFERENCE of Oklahoma BYLAWS

Appendix A

All Administrators, Coaches, and Volunteers will abide by a Standard of Conduct, which includes the following provisions. If any of these provisions are violated, the Association / Conference shall have the authority to impose any penalty they see fit. If any of these provisions are violated during a Regional or National event, the National Office at its sole discretion shall have the authority to impose any penalty it sees fit with no right to appeal. Administrators, Coaches, and Volunteers, having already accepted and agreed to abide by the Coach and Administrators Pledge and the Coach and Administrators Code, by their accepting and active participation in membership, shall follow the intent of the Pledge and Code and shall inclusively and/or additionally agree to:

1. Not smoke and/or use smokeless tobacco on the field or in front of participants at any time.

2. Abstain from the possession and drinking of alcoholic beverages and the possession or use of any illegal substance on the field or in front of participants at any time.

3. Accept decisions of the game officials and judges on the field and in competitions as being fair and called to the best of their ability.

4. Not criticize an opposing team, its players, spirit participants, coaches, or fans by word of mouth or by gesture.

5. Together with team officials, be jointly responsible for the conduct and control of team fans and spectators. Any parent, guardian, or fan that becomes a nuisance and out of control must be asked to leave.

6. Not use abusive or profane language at any time.

7. Not encourage their team to intentionally run up the score on an opponent. In the event of a commanding lead every effort shall be made to let all players play.

8. Not permit or encourage, “extreme dieting”, or “sweating down” tactics of any kind for any reason. Must report any instance witnessed or suspected to the parent/guardian and local administrator.

9. Not recommend or distribute any medication, controlled or over the counter

10. Not deliberately incite unsportsmanlike conduct.

11. Not criticize/berate participants ever, to provide constructive criticism, in private, or in the presence of team/squad members if others might benefit.

12. Remove from a game or practice any participant when his/her health is in question, whether or not as a result of injury, until competent medical advice is available.

13. A coach will follow the parameters of the Anti-Substance Abuse Rule and see that it’s carried out faithfully and that all players understand its importance.

14. A coach will not use ineligible players and will take the responsibility of having

proper and legal documents on each and every player proving his eligibility at all times.

15. Insure that all participants meet the minimum required number of plays under the Mandatory Play Rules and Regulations.

16. Uphold all rules and regulations of Association, Conference, Region, and National AYF.

17. A coach must discourage the wearing of Gang colors or any gang symbol and the use of any gang related forms of communication during any and all team related activities including but not limited to team practices.