

AMERICAN YOUTH FOOTBALL CONFERENCE of  
Oklahoma BYLAWS



**2018 Rule Book**

*Internet Address: [www.ayfco.com](http://www.ayfco.com)*

AMERICAN YOUTH FOOTBALL CONFERENCE of  
Oklahoma BYLAWS

**Executive Board**

**President.....Marcus Ware**  
**Vice President..... Chris Greene**  
**Secretary..... Tracy Robinson**  
**Treasurer.....Tracy Robinson**  
**Director of Football Operation, Assistant 9 Under / 10 Under.....Mo Austin**  
**Director of Football Operation, Assistant 11 Under/ 12 Under ..... De Davis**  
**Director of Football Operation, Assistant 7 U n d e r / 8 U n d e r .....Jay Pilon**

**General Board**

**Crossover Sports Association Commissioner.....Issac Bennett**  
**East Tulsa Commissioner.....Phil Tottress**  
**Hulbert Riders Little League Football Association.....Melvin Thomas**  
**Mabee Red Shield Commissioner .....Chris Greene**  
**Muskogee Commissioner.....Al Parish**  
**North Mabee Commissioner.....Albert “Buck” Buchanan**  
**Tulsa Eagles Commissioner.....Marquise Williams**  
**West Mabee Commissioner.....James Jones**  
**Bartlesville Commissioner..... James Daniel**

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**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.

A-2 **Purpose.** The sole purpose of AYFCO is to provide youth with organized, adult-supervised, healthy football and cheerleading programs consistent with 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. **“League or Conference”** shall mean AYFCO.

B. **“Associations”** The term shall mean any organization with;

**1. Association**

- a. two or more football teams at beginning of the season
- b. are in good standing (based on Board vote), has been approved as a AYFCO Association
- c. has paid the requisite fees during the calendar year as prescribed by AYFCO
- d. has one (1) vote by the Association spokesperson on AYFCO voting matters.

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e. an organization with less than two teams will lose their voting privileges.

## 2. Probationary Association

- a. two or more football teams in their first year of existence in AYFCO
- b. who has been approved as a AYFCO Probationary Association,
- c. has paid the requisite fees during the calendar year as prescribed by AYFCO,
- d. does not have AYFCO voting rights during its probationary season.
- e. an organization that has lost its good standing status

D. **“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. **“Individual Team”** means any team that participates in the AYFCO but does not belong to an association.

## A-4 Organizational Structure and Membership.

A. **Executive Board.** AYFCO is an independent youth football and cheerleading league that falls under the jurisdiction of the General Board. The Executive Board will consist of a President, Vice President, Director of Football Operations (DFO), **Three** Assistant Director of Football Operations, Treasurer, and Secretary.

B. **General Board.** The General Board is comprised of the Executive Board and Association Commissioners.

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 for AYFCO Membership

1. **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 Commissioner of Associations in good standing (not including probationary associations) will have 1 vote on matters before the General Board.

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 before the annual coaches’ meeting. 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);

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5) proposed number of football teams and/or cheerleading squads in the first year;

6) determine maximum number of teams anticipated in the future.

7) 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 season as a Probationary Association/Team(s).

### 3. **Probationary Association or Individual Teams:**

1) Any association or team seeking to become a probationary association or team must fill out submit a completed Probationary Membership Application form and submit in writing a request to be considered for probationary membership.

2) The General Board shall consider the request and by majority vote approve (in full or with special conditions and/or requirements). If approved the Association/Team will be under a probationary mentor assigned by the General Board

3) The probationary period will be for one year—Associations have no voting rights during the probationary year.

4) After one year without incidents (violation of bylaws and/or code of conduct) and being in good standing, the Association/Team may request at the end of the probationary period to be a full-fledged member of AYFCO with all the privileges due respectfully as an Association or Team per AYFCO bylaws.

5) The General Board shall consider the request and vote by 2/3 majority vote to approve the request. If the request is rejected, the Probationary Association may be granted, by 2/3 majority vote, one more year to become an Association/Team in good standing.

6) Probationary Associations/Teams can be removed at any time from the league by a simple majority vote of the General Board.

4. **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 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 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.

5. **Disciplinary Probation:** 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.

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6. **Denial of Membership:** The AYFCO reserves the right to refuse the membership of any Association/team with or without cause.

7. **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 these bylaws.

E. **Finances.** AYFCO functions on a fiscal year basis. The fiscal year begins on January 1st and runs through December 31st 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 will be established no later than March 1st of each year. Each team associated with AYFCO will pay an annual fee of \$100.00 (amount to be determined by the General Board) no more than 14 days after the fourth Monday in July. The annual fee will be set so as to help defray league expenses. Association/Team(s) annual registration fees are non-refundable.

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. 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 **Vice President** prior to the newly registered player participating in a sanctioned game. Failure to forward the revised roster to the vice president 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 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, and ensure the day-to-day operations of AYFCO are managed and maintained.

1. **Meetings.** The General Board shall meet six 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



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of Order; using it as a guide only. A quorum shall consist of THREE voting members present at any duly called regular or special General Board meeting.

**2. Voting.** All General Board Members will be allowed to vote. A majority of the voting members must be present in order to vote on making changes to the bylaws. The Commissioners of Associations (or assigns) in good standing that have at least TWO 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. No votes by proxy (EXECUTIVE BOARD MEMBERS HAVE THE RIGHT TO PROXY A VOTE)

## **3. Appointment/Removal of Association Commissioners.**

**a. Appointment.** The Commissioner 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 Commissioner 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/ Removal of Officers (Appointment Process/Term of Office)**

**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 Commissioner 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.

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**(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 General Board members and vote by simple majority 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. 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 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 Treasurer, 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.

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e. **Directors of Football Operations.** The AYFCO DFO's 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 DFO's shall communicate regularly with the General Board, Association Commissioners, and Head Coaches, when appropriate, to facilitate compliance with rules and conduct other business. To this end, the DFO's may call league-wide mandatory attendance meetings of the Association Field Directors (and coaches, as appropriate). The DFO 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's shall:

- 1) Enforce all Bylaws;
- 2) Preside at all meetings of the Association Field Directors,  
and/or Coaches;
- 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) Vice President - Publish League schedules;
- 7) Review, certify and approve all Association/Individual Team  
football rosters;
- 8) Keep official record of all game scores as reported by the Field  
Directors.
- 9) Perform such other duties as assigned by the General Board.
- 10) The AYFCO President shall serve in the place of a DFO, when  
available.

## 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.

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## 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 18** years old. The coaching staff will be under his or her direction and supervision. The Head Coach is also expected to help maintain a positive, kid friendly environment in their sideline area. Associations shall select their Head Coaches and ensure the Background Check application is fully completed and submitted to the DFO.

Any coach that chooses to change to a different association or club due to being let go or fired from an association HAS to obtain a release from the old association or club. The release form will be provided to the website and to the DFO's. Any coach that fails to obtain a release is not eligible to coach for AYFCO. The coach will forfeit all games and will be suspended for a minimum for 1 year.

B. **Assistant Coaches, Team Mom/Dad, Trainers, Equipment Managers.** 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. Such selections may be reviewed and, if sufficient cause exists, disapproved by the General Board.

C. **Adult Volunteers:** Adult volunteers having any contact with children shall adhere to the Code of Conduct (see Appendix A) at all times and shall be subject to a background check prior to undertaking his or her responsibilities.

D. **Coach Trainees.** Coach trainees shall be at least sixteen (16) years of age and may only carryout the instructions of the Head or Assistant coaches.

E. **COACHES PASSES - IN ORDER TO OBTAIN A COACHING PASS FOR THE UPCOMING AYFCO SEASON, EACH COACH MUST ATTEND AT LEAST 2 COACHES MEETINGS. PASSES WILL NOT BE DISTRIBUTED TO ANY COACH THAT HAS NOT MET THE REQUIREMENT. PASSES WILL BE HANDED OUT BY MARCUS WARE OR CHRIS GREENE. COACHES NAMES WILL BE ON THE BACK OF PASSES AND WILL ONLY BE USED BY THE COACH WHOES NAME IS ON THE CARD. MIS-USE OF THE COACHES PASS WILL RESULT IN FORFITURE OF PASS AND WILL NOT BE ALLOWED TO COACH.**

## **PART II - General Rules**

Violations of AYFCO approved Bylaws, guidelines, and Code of Conduct will result in a minimum one (1) game suspension. The second violation will be considered for suspension for the remainder of the year with consideration for permanent suspension.

### **B-1 Code of Conduct.**

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

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the participant.

**B. Sideline Area.** Only official staff with a league coaching pass and current coaching certification, Minimum Play Monitors, Video Camera Operators and players are permitted in the sideline area. 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. Ejections:**

a. Coaches or team officials ejected during games will result in a **two (2)** game suspension and pay a \$50 fine for Regular Season Games and \$100 Fine for Playoffs and Championship Game, payable to the AYFCO before you will be allowed to coach in a sanctioned AYFCO game. The DFO will review the ejection and may increase the penalty.

b. Ejected/suspended coaches, parents, or team officials are not allowed to **watch or attend AYFCO games while suspended at any field. Ejected /suspended coaches will be allowed to attend practice to prepare teams only.**

**D. 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 DFO on day of event 1.) The DFO shall gather the information he or she deems relevant, rule on the matter, 2.) Shall notify respondent and his or her association commissioner via email or phone within 24 hours. **The DFO's ruling are final.**

## **E. Appeals**

1.) Parties may appeal the DFO's ruling to the General Board no later than two business days after receipt of DFO's ruling. 2.) Parties wishing to make an appeal must submit it in writing to their Association Commissioner. 3.) The Association Commissioner will then notify the AYFCO President of the appeal. 4.) The appeal fee is \$200.00 and must be paid prior to the meeting, 5.) The General Board shall meet in Special Session to hear the matter, hear witnesses, collect documents, etc. 6.) The General Board shall then rule on the matter. 7.) The DFO's or AYFCO Executive Board may call a Special Session within 48 hours of the incident for the General Board to make a ruling. 8.) Only those parties with testimony relevant to the incident will be allowed to attend and testify. 9.) All General Board decisions are final. 10.) The appeal fee will be refunded only if the General Board rules in favor of the appeal.

## **F. Protests.**

1.) Head Coach or designated Assistant Coach may protest a game if such coach reasonably believes that a game official (DFO, Field Director, or Game Official) erred 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).

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

3.) 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.

### B-2 Formation of Teams

A. **Special Participants.** Should an Association wish to accept the application of a participant who was previously rostered with another Association, it must provide full disclosure of these conditions to the AYFCO General Board. If it is determined that the participant has NOT been recruited, permission must be granted by majority vote.

B. **Recruiting Players.** Coaches are not allowed to initiate contact with a participant rostered on another Association's team or his or her parents in regard to the participant changing teams. Any allegations of recruiting should be reported to the Executive 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.

Note: Placing flyers outside designated team boundaries is a recruiting violation subject to a minimum one game suspension.

C. **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-3 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 an official typed team roster by the Monday prior to the 1st Saturday game of the season.

All AYFCO associations are responsible for providing each association with a copy of the roster at the FINAL Roster meeting AUG. 31<sup>ST</sup> 2018. AYFCO associations not present will result in a

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\$100.00 fine per team and each game will be forfeited until the rosters have been approved by the board. Failure to comply submitting a team roster will suspend that team from 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. Team rosters must consist of **at least 15 eligible players to be an official team and have games scheduled** 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 Secretary prior to the new participant playing in a sanctioned game.

Participants cannot be added to rosters after the Friday before Labor Day. A ONE WEEK EXTENSION OF \$50.00 WILL BE GRANTED TO ANY TEAM NEEDING TO FILL THEIR ROSTER IN THE OCCURANCE THAT THEY DROP BELOW 15 ELIGIBLE PLAYERS PAYABLE TO THE AYFCO BEFORE ANY KIDS CAN BE ADDED TO THE ROSTER. ENDING ON SEPT. 7<sup>TH</sup>

A TWO WEEK EXTENSION OF \$100.00 WILL BE GRANTED TO ANY TEAM NEEDING TO FILL THEIR ROSTER IN THE OCCURANCE THAT THEY DROP BELOW 15 ELIGIBLE PLAYERS PAYABLE TO THE AYFCO BEFORE ANY KIDS CAN BE ADDED TO THE ROSTER. ENDING ON SEPT. 14<sup>TH</sup>

**AYFCO strongly discourages coaches adding players to team rosters without them being properly registered within the local Association level.** Any teams that plays with a kid that is not on the roster will result in the game being forfeited (period) with no appeal rights.

### **COMPLETE ROSTER**

- 1. PLAYER NAME**
- 2. AGE**
- 3. DATE OF BIRTH**
- 4. COACHES NAME and PHONE NUMBERS**
- 5. LEAGUE NAME**
- 6. TEAM NAME**
- 7. TEAM COLORS**

**Failure to submit typed official team roster to the AYFCO Roster Meeting will result;**

1. Forfeit Game
2. the Association will be fined \$100.00 dollars per team
3. and will have to pay referee fees
4. Failure to pay fine and referee fees will result in the association losing its good standing.

### **PART III - Football Division Rules**

#### **C-1 General.**

A. **High School Rules.** Except where specifically prescribed by these Bylaws all football games will be played under National Federation of State Non-Varsity High School Athletic



# AMERICAN YOUTH FOOTBALL CONFERENCE of Oklahoma BYLAWS

## Association Rules.

**B. Field Directors.** Each Association shall appoint at least two (2) adult volunteers to serve as Field Directors.

1. All Field Directors must receive training from and be certified by AYFCO prior to serving in such capacity.
2. Field Directors are the highest authority at all games played on that Field Director's field for that day (except the DFO's) unless an issue is protested to higher authority pursuant to these rules.
3. Field Directors must be currently certified in Red Cross Community CPR and First Aid and Safety or its equivalent.
4. The Field Directors will report game scores to the DFO by the end of the day's games.
5. Verify each team has a mandatory play roster
6. Verify with each teams minimum play form at the end of the 3<sup>rd</sup> quarter of each game.
7. Field Director must conduct all weigh in and verify each team before the game.
8. Field Director must verify that individuals on the sideline have current certification.

**C. Chain Crew.** 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.

7 Under; cannot turn 8 before 9/1; Mighty Mite

8 Under; cannot turn 9 before 9/1;

9 Under; cannot turn 10 before 9/1

10 Under; cannot turn 11 before 9/1;

11 Under; cannot turn 12 before 9/1;

12 Under, cannot turn 13 before 9/1

**Academic Exception.** If a player has been promoted a grade for academic reasons, he or she may play down within the appropriate age range. The parents must provide documentation from the school that the child was advanced academically. The DFO must approve all academic exceptions.

## C-3 Practice.

- a. First official day of Practice is JULY 23<sup>RD</sup> (HELMETS ONLY) and first official day of FULL CONTACT Practice is JULY 30<sup>TH</sup> , IF IN VIOLATION WILL RESULT IN ALL



# AMERICAN YOUTH FOOTBALL CONFERENCE of Oklahoma BYLAWS

## COACHES PRESENT BEING SUSPENDED FOR REGULAR SEASON GAME.

- b. 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** (this includes preseason football camps). Even if a player joins the team after the start of the regular season schedule, this requirement must be met.
- c. 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.
- d. Teams can practice four (4) days a week. All practices may not exceed a maximum of two (2) Hours duration per day. Mandatory Breaks are still required. This includes warm-ups, drills, training, cool down, and team meetings.
- 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.

### C-4. Playing Schedule/Determining Champions.

#### 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 two weeks from first day of practice. If the DFO approves the schedule, he or she shall forward it to the AYFCO General Board for approval. Any recommended change by the DFO 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 the Monday before the first game. **Each Association hosting football games will provide input to the Scheduling Committee. IF THEY ARE IN ATTENDANCE DURING THE SCHEDULE MEETING, IF THEY ARE NOT IN ATTENDANCE THEN THE GAMES WILL BE SCHEDULED ACCORDINGLY.**

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. If the facility is unavailable, the game will be rescheduled.

4) **Field Assignments.** Every effort shall be made to guarantee each Association four home games at the Association's home field during the regular season. In the event that an Association's home field is unavailable due to competing organizations from other

## AMERICAN YOUTH FOOTBALL CONFERENCE of Oklahoma BYLAWS

leagues, the Association may use another Association's field as their home field.

5) **Inter-League Games.** Inter-League 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 (6 pts) 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 (Overtime).** 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:

- a. **No Sudden Death** will be allowed!
- b. There will **ONLY** be one time out granted to each team per overtime period – **(remaining timeouts during the regulation game do not carry over!)**
- c. The referee will conduct a coin toss to determine which team gets the football and end zone the series will be played.
- d. Teams will attempt to break the tie ball game with each team having one possession. **If neither teams scores there will be a second overtime without a coin toss. During the second overtime, if neither team scores and penetration is equal, teams will play another overtime period with they team that started on defense during the previous overtime starting on offense.**
- e. The possession will consist of four downs starting from the 10-yard line
- f. Penalties will be properly enforced during overtime play
- g. Extra points will be attempted
- h. Whoever gets the closest to the goal line will win **in any overtime after the first overtime (penetration rule).**
- i. If the offense turns over the ball the series is over. If the turnover is in between the 10-yard line and the end zone the spot is at the 10 yard line. If the turnover is behind the 10-yard line the spot is where the ball was turned over and negative yardage will be counted.
- j. 2 points will be awarded to the winning team if game is decided by the closets to the

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end zone.

k. No games will end in a tie.

## C-5 Equipment

### A. Football Player Gear.

1. **Player Equipment.** 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. **If two teams have the same color jersey, the visiting team will wear target jerseys provided by the home team. If the visiting team refuses to wear the target jerseys, they will forfeit the game and their association will pay referee fees.**

2. **Footballs and Game/Field Equipment.** Each football team will provide their own game balls for the football game. The Mighty-Mite through 10U will use a ball at least as big as the Wilson K2. The 11U and 12U will use a ball at least as big as the Wilson TDJ. 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. **Visitors (guest) are responsible for three Adults for assisting the chains crew.**

## C-6 Playing Rules.

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

1. All teams must have a **minimum of 15 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 **10 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 and team pays referees.
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 should 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. Clock Management

**Under 7 (Mighty Mite)-** There will be a **20-minute** per half running clock for Mighty-Mite games. The clock will stop on all possession changes and will start running at the official's ready signal. The clock will stop on all scores (including safeties) and will start running when the ball is set on the 40 yard line and at the official's ready signal and will become a regulation clock at the 2-minute warning of the second half. There will be a 35 second play clock. Two (2) timeouts per half for Mighty Mites (timeouts do not carry over).

**Under 8, 9 UNDER, Under 10, Under 11, and Under 12 -** 8-minute per quarter regulation clock

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with 25 second play clock.

- 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 scores and become a regulation clock at the end of 2<sup>nd</sup> half with two minutes remaining unless the mercy rule is in effect.
- Three (3) timeouts per half. Timeouts are not charged against a team for injuries or game officials' timeout.

Halftime will be five (5) minutes unless previous arrangements are made. There will be a (15) fifteen-minute maximum to accommodate special occasions (i.e. homecoming).

## D. Scoring.

- 6 points Touchdown
- 2 points PAT, if kicked
- 1 point PAT, if by running or passing the ball
- 3 points Field Goal
- 2 points Safety

**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.

## F. Mercy Rule Procedures.

- a. If a team is up by **25** points, Mercy Rule shall be put in effect.
- b. Once the mercy rule goes into effect a running game clock is started.
- c. The scoreboard is frozen and no other scores will be added.
- d. Winning team is prohibited from running any misdirection, counter, reverses or trick plays. Skill position players must be replaced when possible.
- e. Mandatory plays must still be completed by all players.
- f. AYFCO cannot limit winning teams to only running between the tackles.

**IMPORTANT:** Once the Mercy Rule is invoked; the team who was up by **25** points is declared the winner of the football game no matter the outcome of the game.

**G. No Coaches on Field.** **Coaches can be on the field during scrimmages only.**

**H. 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.

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

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## C-7. Special Mighty Mite Game Rules (Under 7).

**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. Coaches must be 10 yards behind the play. 1<sup>st</sup> offense warning, 2<sup>nd</sup> offense - 5 yard penalty and 3<sup>rd</sup> offense coach will be sent to sideline for remainder of the game (this is not considered an unsportsmanlike penalty). The team will not be able to replace that coach on the field with a different coach on that side of the ball.

1. **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. If moving the ball results in the ball going into the end zone a touch back will occur and ball will be spotted on the 20 yard line.

### **NEW RULE - Field Goal and Extra Points can be punted through the field goal POST,**

2. **Clock.** There will be a 20-minute per half running clock for Mighty-Mite games. The clock will stop on all possession changes and will start running at the official's ready signal. The clock will stop on all scores (including safeties) and will start running when the ball is set on the 40 yard line and at the official's ready signal and will become a regulation clock at the 2-minute warning of the second half. There will be a 35 second play clock. Two (2) timeouts per half (timeouts do not carry over).

3. **Mandatory Play Procedures (Rule).** AYFCO set the minimum play per person- per team at;

1. 8 plays per game for (16-25) players per team.
2. 6 plays per game for (26-30) players per team.
3. 4 plays per game for (31-36) players per team.

Minimum Play Spotter and Minimum Play Monitor (MPM):

- a. At the start of the game each team will have the right to assign a Minimum Play Form (MPF) monitor that will be staged on the opponent's sideline to track minimum plays. The opposing team will have the right to assign a MPF spotter to assist the MPF monitor.
- b. Minimum Play Forms need to be completed and available prior to the start of each game.
- c. All plays including special teams plays count as plays.
- d. If the down is replayed due to a penalty, it does not count as a play.
- e. HEAD COACHES MUST VERIFY WITH THE MPF monitor prior to the start of the SECOND HALF THAT ALL PLAYERS HAVE PLAYED THE REQUIRED AMOUNT.
- f. If a player does not have his or her plays in before the start of the SECOND HALF, 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 and the coach is subject to a minimum one game suspension.

3. **Weight.**

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

(b) **Scales:** The home team must furnish and use a balance type hospital scale or a commercial type digital scale prior to each team weigh-in.

(c) **Weight Limit.** At the Mighty-Mite level only players 80 lbs or less may advance the ball (no exceptions). ANYONE WEIGHING OVER 80 LBS. WILL BE A STRIPED PLAYER AND MAY NOT ADVANCE THE BALL OR PLAY IN A SKILL POSITION WHILE ON OFFENSE. **Any defensive player over 80 lbs can advance the ball on a turnover.** **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.

(d) **Weigh-In Procedure:** Each team must report 30 minutes prior to the start of the game for weigh-in. Players that are not there for the weigh-in must wait until half-time before they can weigh-in. In other words, if that player is under 80 lbs, they will not be allowed to carry the ball until they are weighed at half-time.

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

5. **Player Participation.** The Mighty-Mites will use the same Minimum Play requirements as the other grades (see section C-6, B).

## 6. Formations.

### OFFENSIVE FORMATION REQUIREMENTS

**OFFENSE – NO ONE OVER 80LBS. IS ALLOWED TO PLAY IN ANY SKILL POSITION WHILE ON OFFENSE (QB, RB, FB, TE, WR.)**

#### Defensive Formation Requirements:

**Defensive Line:** Maximum of 6 players only on the line of scrimmage. **NEW PENALTY - 5 YARD PENALTY.,**

**Nose Guard:** Must line up 2 ft. back on the protected center. **A player(s) can line up in gaps on either side of the center but cannot intentionally make contact with the center. N E W P E N A L T Y - 5 YARD PENALTY,**

8. **Draft Order.** All 8U 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.** Teams can practice four (4) days a week. All practices may not exceed a maximum of two (2) hours duration per day. Mandatory Breaks are still required. This includes warm-ups, drills, training, cool down, and team meetings.

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## **C-8. Injuries and Concussions (Oklahoma State Law for High Schools)**

A. A youth athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at that time.

B. A youth athlete who has been removed from participation may not participate until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to participation from that health care provider. The health care provider may be a volunteer. A volunteer who authorizes a youth athlete to return to participation shall not be liable for civil damages resulting from any act or omission in the rendering of such care, other than acts or omissions constituting gross negligence or willful or wanton misconduct.

C. SECTION 2. This act shall become effective July 1, 2010. SECTION 3. It being immediately necessary for the preservation of the public peace, health and safety, an emergency is hereby declared to exist, by reason whereof this act shall take effect and be in full force from and after its passage and approval. Passed the Senate the 10th day of May, 2010.

## **PART IV - Cheerleading Rules**

D-1 1 Visiting cheerleaders will perform first followed by the home cheerleaders.

D-2 2 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 MANDATORY RULINGS and anyone in violation will be banned from the field or suspended. Any disputes should be submitted to the DFO.

**D-3** 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. Discipline 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 of the General Board.

2017 changes are in Blue

2018 changes are in Red





## AMERICAN YOUTH FOOTBALL CONFERENCE of Oklahoma BYLAWS

# COACHES' CODE OF ETHICS

\_\_\_\_\_  
Team Name

\_\_\_\_\_  
Organization

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 AYFCO shall have the authority to impose any penalty it see fit. 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.



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13. 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.
14. Insure that all participants meet the minimum required number of plays under the Mandatory Play Rules and Regulations.
15. Uphold all rules and regulations of the AYFCO.
16. 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.
17. There will be a zero tolerance policy in regard to physical fights. Adults who fight will be banned for the remainder of the season. Coaches must be approved by the General Board in order to return the following season.



**I** hereby pledge to live up to my certification as a NYSCA Coach by following the NYSCA Coaches' Code of Ethics:

- **I** will place the emotional and physical well being of my players ahead of a personal desire to win.
- **I** will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- **I** will do my best to provide a safe playing situation for my players.
- **I** promise to review and practice basic first aid principles needed to treat injuries of my players.
- **I** will do my best to organize practices that are fun and challenging for all my players.
- **I** will lead by example in demonstrating fair play and sportsmanship to all my players.
- **I** will not cheat or engage in any form of unethical behavior that violates league rules.
  
- **I** will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.

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- **I** will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- **I** will use those coaching techniques appropriate for all of the skills that I teach.
- **I** will remember that I am a youth sports coach, and that the game is for children and not adults.

\_\_\_\_\_  
Print and Sign Head Coach Signature

\_\_\_\_\_  
Date

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Print and Sign Assist Coach Signature

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Date

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**Appendix B**

**Field Directors**

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

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

- a. The home team must furnish and use a balance type hospital scale or a commercial type digital scale prior to each team weigh-in.
- b. Field Director must conduct all weigh-ins and have players produce the proper ID.
- c. At a minimum, the Head Coach will have in his possession at every game (proper player ID, team roster, and mandatory play form)
- d. 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.
- e. 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!
- f. Head coach will ensure the **late player meets the minimum play requirements.**

# Fact Sheet for COACHES

To download the coaches fact sheet in Spanish, please visit [www.cdc.gov/ConcussionInYouthSports](http://www.cdc.gov/ConcussionInYouthSports)

Para descargar la hoja informativa para los entrenadores en español, por favor visite [www.cdc.gov/ConcussionInYouthSports](http://www.cdc.gov/ConcussionInYouthSports)

## THE FACTS

- A concussion is a **brain injury**.
- All concussions are **serious**.
- Concussions can occur **without** loss of consciousness.
- Concussions can occur **in any sport**.
- Recognition and proper management of concussions when they **first occur** can help prevent further injury or even death.

## WHAT IS A CONCUSSION?

Concussion, a type of traumatic brain injury, is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move quickly back and forth—causing the brain to bounce around or twist within the skull.

This sudden movement of the brain can cause stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain.

## HOW CAN I RECOGNIZE A POSSIBLE CONCUSSION?

To help spot a concussion, you should watch for and ask others to report the following two things:

1. A forceful bump, blow, or jolt to the head or body that results in rapid movement of the head.
2. Any concussion signs or symptoms, such as a change in the athlete's behavior, thinking, or physical functioning.

Signs and symptoms of concussion generally show up soon after the injury. But the full effect of the injury may not be noticeable at first. For example, in the first few minutes the athlete might be slightly confused or appear a little bit dazed, but an hour later he or she can't recall coming to the practice or game.

You should repeatedly check for signs of concussion and also tell parents what to watch out for at home. Any worsening of concussion signs or symptoms indicates a medical emergency.

## ACTION PLAN

### WHAT SHOULD I DO WHEN A CONCUSSION IS SUSPECTED?

No matter whether the athlete is a key member of the team or the game is about to end, an athlete with a suspected concussion should be immediately removed from play. To help you know how to respond, follow the Heads Up four-step action plan:

#### 1. REMOVE THE ATHLETE FROM

**PLAY.** Look for signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, sit them out!

#### 2. ENSURE THAT THE ATHLETE IS EVALUATED BY AN APPROPRIATE HEALTH CARE PROFESSIONAL.

Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body
- Any loss of consciousness (passed out/ knocked out) and if so, for how long
- Any memory loss immediately following the injury

- Any seizures immediately following the injury
- Number of previous concussions (if any)

#### 3. INFORM THE ATHLETE'S PARENTS

**OR GUARDIANS.** Let them know about the possible concussion and give them the Heads Up fact sheet for parents. This fact sheet can help parents monitor the athlete for signs or symptoms that appear or get worse once the athlete is at home or returns to school.

#### 4. KEEP THE ATHLETE OUT OF PLAY.

An athlete should be removed from play the day of the injury and until an appropriate health care professional says they are symptom-free and it's OK to return to play. After you remove an athlete with a suspected concussion from practice or play, the decision about return to practice or play is a medical decision.

### REFERENCES

1. Lovell MR, Collins MW, Iverson GL, Johnston KM, Bradley JP. Grade 1 or "ding" concussions in high school athletes. *The American Journal of Sports Medicine* 2004; 32(1):47-54.
2. Institute of Medicine (US). Is soccer bad for children's heads? Summary of the IOM Workshop on Neuropsychological Consequences of Head Impact in Youth Soccer. Washington (DC): National Academies Press; 2002.
3. Centers for Disease Control and Prevention (CDC). Sports-related recurrent brain injuries-United States. *Morbidity and Mortality Weekly Report* 1997; 46(10):224-227. Available at: [www.cdc.gov/mmwr/preview/mmwrhtml/00046702.htm](http://www.cdc.gov/mmwr/preview/mmwrhtml/00046702.htm).

**If you think your athlete has a concussion...  
take him/her out of play and seek the advice of a health care professional  
experienced in evaluating for concussion.**

## SIGNS AND SYMPTOMS<sup>1</sup>

### SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

### SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just "not feeling right" or "feeling down"

*Adapted from Lovell et al. 2004*

### WHAT ARE CONCUSSION DANGER SIGNS?

In rare cases, a dangerous blood clot may form on the brain in an athlete with a concussion and crowd the brain against the skull. Call 9-1-1 or take the athlete to the emergency department right away if after a bump, blow, or jolt to the head or body the athlete exhibits one or more of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

### WHY SHOULD I BE CONCERNED ABOUT CONCUSSIONS?

Most athletes with a concussion will recover quickly and fully. But for some athletes, signs and symptoms of concussion can last for days, weeks, or longer.

If an athlete has a concussion, his or her brain needs time to heal. A repeat concussion that occurs before the brain recovers from the first—usually within a short time period (hours, days, weeks)—can slow recovery or increase the chances for long-term problems. In rare cases, repeat concussions can result in brain swelling or permanent brain damage. It can even be fatal.<sup>2,3</sup>

### HOW CAN I HELP ATHLETES TO RETURN TO PLAY GRADUALLY?

An athlete should return to sports practices under the supervision of an appropriate health care professional. When available, be sure to work closely with your team's certified athletic trainer.

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Below are five gradual steps that you and the health care professional should follow to help safely return an athlete to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months.

**BASELINE:** Athletes should not have any concussion symptoms. Athletes should only progress to the next step if they do not have any symptoms at the current step.

**STEP 1:** Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.

**STEP 2:** Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (reduced time and/or reduced weight from your typical routine).

**STEP 3:** Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

**STEP 4:** Athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

**STEP 5:** Athlete may return to competition.

If an athlete's symptoms come back or she or he gets new symptoms when becoming more active at any step, this is a sign that the athlete is pushing him or herself too hard.

The athlete should stop these activities and the athlete's health care provider should be contacted. After more rest and no concussion symptoms, the athlete should begin at the previous step.

## PREVENTION AND PREPARATION

Insist that safety comes first. To help minimize the risks for concussion or other serious brain injuries:

- Ensure that athletes follow the rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Wearing a helmet is a must to reduce the risk of severe brain injury and skull fracture.
  - However, helmets are not designed to prevent concussions. There is no "concussion-proof" helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

Check with your league, school, or district about concussion policies. Concussion policy statements can be developed to include:

- The school or league's commitment to safety
- A brief description of concussion
- Information on when athletes can safely return to school and play.

Parents and athletes should sign the concussion policy statement at the beginning of the season.



## TYPES OF HEAT ILLNESS:

### Heat Cramps:

- Some students may experience heat cramps. This type of cramp is the tightening and spasms experienced in muscle. It is often preceded by heavy sweating and large electrolyte losses, this may look like white residue on clothing or equipment.
- If an student is experiencing heat cramps, he or she should stop the activity, find a cool spot to gently stretch and massage the muscle, and drink appropriate fluids like sports drinks (or salty foods and other fluids) that contain significant levels of sodium.

### Heat Exhaustion:

- Another type of heat illness is heat exhaustion. Conditions and signs of this problem can include profuse sweating, dehydration, fatigue, lightheadedness, rapid pulse, and low blood pressure. Body temperature may be slightly elevated. If heat exhaustion is suspected, the student should lie in a cool place with legs elevated, have cool, wet towels applied to the body, drink cool fluids, and have someone monitor their vital signs. With heat exhaustion, often the ill student feels better when he or she rests in a cool place and replenishes fluids by drinking cool liquids. Continue to monitor the student. If signs are present that the illness is severe or progressing, activate the emergency action plan. Check the student for warning signs. Call 911 or the local emergency number immediately. Have someone administer your emergency care plan.

### Heat Stroke:

- This is the most serious heat-related illness. With heat stroke, an student will have a high body temperature – 104° F or higher - and could have red, hot, dry or moist skin, vomit, be incoherent or lose consciousness, have shallow breathing and/or a weak pulse. He or she might experience mild shock, convulsions, or a coma, and can die from heat stroke.
- If he or she goes into respiratory or cardiac arrest, begin rescue breathing or CPR, as appropriate. Cool by any means possible, as quickly as possible. If necessary, medical or coaching personnel should place the player in an ice bath or “cool pool” and call for emergency medical services (EMS). Continue to cool and monitor the student while awaiting EMS.

HEAT INDEX	HEAT-RELATED EFFECTS
80-89	Fatigue
90-104	Heat cramps, and heat exhaustion
105-129	Heat cramps or heat exhaustion likely
130+	Heat Stroke Highly likely

# AMERICAN YOUTH FOOTBALL CONFERENCE of Oklahoma BYLAWS

## My Expectations

- Change Reputation
- Coaches Coach
- Kids Play Hard
- Parents Cheer
- Self Control (Pride, Walk-Away, Keep Coaching, Short Memory)
- (Ask Referee to look for holding in the middle, block below the waist, and face mask)
- Side Line Management (You are responsible for Parents Behavior)

## Three Character Traits for Good Coach:

- Set Expectations
- Have Good Principles
- Teach Good Techniques

## Three Basic Fundamentals for Youth

- Tackling
- Offense (Hit Holes Hard) no holding
- Know game from an organized standpoint
- Firing off of line of scrimmage

## Teach Terminology (Fundamentals)

- Do kids know the lingo?
- Teach the line of scrimmage
- How to line up
- Hustle
- Write a basic playbook
- Intensity
- Teach Parents the basic fundamentals
- Sportsmanship
- Fundamentals

## Practice

- Build Stamina Proper
- Drills Tired Players-
- Get Hurt

## Execution

- Create Practices Schedules
- Execute 5-8 Core Plays
- For Assistant Coaches
- AYFCO Goals – Coaches, Parents, Kids

## Other Roles for Staff

- Assistant Coaches
- Get Back Coach
- Chain Gang
- Monitors

# Coach Release Form

I, \_\_\_\_\_ representative of  
\_\_\_\_\_ organization on the

Date \_\_\_\_\_ 20\_\_\_\_, do hereby release

\_\_\_\_\_, \_\_\_\_\_

and \_\_\_\_\_, to coach for \_\_\_\_\_  
organization for the 20\_\_\_\_ season. For additional names, See back of page

This form must be signed by the DFO or President of AYFCO.

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DFO

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President of AYFCO

Note: If an organization does not release a coach. The coach must notify a Board Member, AYFCO President, or AYFCO Vice President to setup a special meeting with the AYFCO Board.