



## Keystone Youth Football & Cheerleading League

### KYFCL POLICY AND PROCEDURE MANUAL 2024

Changes to the Policy and Procedure Manual may be generated by submitting a draft copy to the President to be placed on the agenda for the next board meeting where it will be discussed and voted on. Changes will be passed by a majority vote.

#### **LEAGUE**

1. The annual entrance fee to the KYFCL shall be four hundred dollars (\$400.00) per year. The entrance fee must be paid by check to the KYFCL on or before the August meeting to the KYFCL Treasurer.
2. League expenses will consist of postal fees, rule books, printing, trophies, banners, office supplies, seminars, advertising, etc., and other expenses deemed necessary to conduct league business.
3. All head coaches (or designated alternates), 18 years of age or older (which has completed high school or the equivalent) for SMURF, Junior Varsity, Mid Varsity, and Varsity must attend the mandatory coaches' clinic and PIAA rules interpretation meeting for the entire clinic. Penalty will be \$100 fine per level not represented and head coach sits out first game. Head coach is not allowed on the sidelines; must sit in the stands.
4. The KYFCL, if requested, will provide each member organization with up to four (4) rule books published by the National Federation of State High School Associations, 361246, Indianapolis, IN 46236. Rule books will be distributed to member teams at the August meeting.
5. Criminal Record Check, Child Abuse History Clearance and FBI Criminal Background Check (if required by Pennsylvania code) will be conducted per local, state, and federal law on all member organization volunteers coming in contact with youth participants (game-day football chain gangs are excluded). Process used for these checks will be the Act 34 Criminal Record Check thru the Pennsylvania State Police, Act 151 Child Abuse History Clearance thru the Department of Public Welfare and fingerprint-based FBI Criminal Background Check thru Department of Human Services or approved alternate(s). Member organizations should have volunteer authorize the investigation of his/her background using the PA State

form DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS. It is the member organization's responsibility to submit and accept any costs associated with completing the checks. These background checks are good for five years before conducting follow up checks. Change in status of any check must be reported to the member organization and league administrators within 72 hours. Member organizations will maintain the results of the checks. Each member organization will certify to the KYFCL that checks have been completed by the July Board meeting. Executive Committee Officers hold the right to inspect any and all background checks and act independently of the member team to enforce denying participation in the KYFCL. Any coach whose Child Abuse History Clearance comes back that applicant is named as the perpetrator of a founded or indicated child abuse report within the past (5) five years cannot participate in the KYFCL. Per PA Code Title 23 §6344.2 (c) any criminal convictions listed in PA Code Title 23 §6344 (c) or on the DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS form prohibit participation in the KYFCL. The DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS form and copies of relevant PA Code are posted on the KYFCL website.

6. All persons in weigh-in areas, on the game fields or competition areas or working with any youth athlete must wear an identification badge that is visible at all times.
7. All football coaches must have current certification from HUF – USAFootball.com. All head cheerleading coaches must have current NFHS Cheer & Dance Safety certification. All cheerleading coaches must have current certification from NFHS in Concussion in Sports and Sudden Cardiac Arrest. One (1) coach per level for both football and cheer is required to complete CPR course training.
8. Member organizations are responsible for reporting to their local newspapers or social media.

### **FOOTBALL PLAYERS/CHEERLEADER AND ROSTERS**

1. Age of player/cheerleader must be verified by a valid birth certificate or approved alternate upon request of the KYFCL Executive Board at any time. For foster/adopted children, if the birth certificate is not obtainable, the child's case worker must certify age in writing to be kept with registration paperwork.
2. Ages of players shall be verified by member organization on official rosters and verified at the August meeting.
3. Official rosters, registration forms and photocopies of birth certificates must be available at all game sites. If a suspected violation occurs at game site, notify head coaches and KYFCL representatives of respective member organizations immediately. Upon completion of the game, notify the KYFCL Executive Board within 24 hours. If there is a violation, the final decision of such game(s) will then be made by the Board of Directors of the KYFCL.

4. A copy of the official KYFCL player roster from each member organization's SMURF, Junior Varsity, Mid Varsity, and Varsity teams for football and cheerleading shall be provided to the league by the August KYFCL Board meeting.
5. If a member organization's team(s) twenty-five (25) or less football players on their roster at the start of the first scheduled league game, they can add players up to and including the third week of the current season (by Noon Sunday). No player(s) can be added to the player rosters after the third week (after Noon Sunday) unless roster numbers fall below 18. Member Organizations must have KYFCL Board approval at regularly scheduled meeting or by email before adding players to their rosters. If you have twenty-six (26) or more players on your roster at the start of Week One (1) games (by Noon Sunday), you cannot add any more players to your roster for that season. All additions or changes on player's rosters must be emailed to the Secretary of the KYFCL. The Secretary of the KYFCL will distribute to all member organizations, and such information will be attached to the official roster.
6. It is in direct violation of the KYFCL By-laws to tamper with or withhold information on the KYFCL Player rosters.
7. Physicals are required for all players and cheerleaders before conditioning or practice begins. Because of insurance companies paying for only one physical/year, physicals are accepted within 366 days of season. Physical must be completed and on file as soon as year is up if during season. For physicals, player/cheerleader may have had during the year for other purposes, may use a prescription form signed by physician attached to the KYFCL medical form stating that football player/cheerleader are cleared to play football or cheer.
8. All four (4) levels will be capped at 33 players. When the maximum of 33 players is reached, each member organization is to create a "waiting list" and provide that contact information to KYFCL Executive Board starting at May meeting.
9. Football players may move up one level upon agreeance of parents, coaches of both levels, the player and member organization approval. Once a player is moved up they cannot move down. Players are allowed to be moved up till week 3 of the season. All such moves must be indicated on the official KYFCL roster prior to the next scheduled event.

**TEAMS**

1. Team Name, Colors, Location

<b>Chambersburg Junior Trojans</b>	White Helmets, Navy Blue Jerseys with White Numbers, Navy Blue Pants with White Stripe Chambersburg High School, 511 S. 6 <sup>th</sup> Street, Chambersburg Chambersburg North Middle School, 1957 Scotland Ave, Chambersburg, PA
<b>Fayetteville Browns</b>	Orange Helmets, Orange Jerseys with White Numbers and Brown Jerseys with White Numbers, White Pants Fayetteville Athletic Park

<b>Greencastle Blue Devils</b>	Blue Helmets; Jerseys Home and away - personalized blue, grey, gold and white accent. . Pants blue with gold, white, grey accents American Legion Field, 4775 Williamson Road
<b>N. Hagerstown Junior Hubs</b>	Black Helmets, Black Jerseys with Red Numbers, Black Pants N. Hagerstown High School 1200 Pennsylvania Avenue, Hagerstown, MD
<b>Hamilton Jaguars</b>	Black Helmet with Gold Decals; Teal with black numbers/Black with teal numbers – reversible Jerseys, Black Pants South Hamilton Baseball Field, 848 Warm Spring Road Chambersburg
<b>Mercersburg Rockets</b>	Green Helmets, White and Green Jerseys with opposite color numbers Green Pants Tuscarora Softball Complex, 9180 Ft. Loudon Rd, Mercersburg, PA
<b>Quincy Panthers</b>	Vegas Gold Helmets w/logo on side (Panther jumping through letter Q); White Jerseys for Cubs both away and home. <b>Away:</b> Vegas Gold Jerseys with navy numbers. Navy Blue w/White and Vegas Gold Trim pants; Varsity only Vegas gold numbers on side sleeve. <b>Home:</b> Navy Blue Jerseys w/ White Vegas Gold letters; Navy Blue w/White and Vegas Gold Trim pants. Varsity only Vegas gold numbers on side sleeve. Quincy Ox Roast Association Field, 8098 Anthony Hwy, Waynesboro, PA
<b>Smithsburg Leopards</b>	Purple Helmets, Purple Camo with White Numbers, Grey Camo with White Numbers, Black Pants Coach Carol Reid Field, 12543 Bradbury Ave. Smithsburg, MD

## **2. Territorial Draw Areas**

Each member team will certify its exact draw area at the January KYFCL meeting. NOTE: No road shall be divided between two teams. If a road is in your draw area then you have both sides to draft from. KYFCL Board will approve.

There will be an open draw area between Hamilton, Chambersburg, and Fayetteville for the Chambersburg Area School District.

### **CHAMBERSBURG**

Open draw area between Chambersburg, Hamilton, Fayetteville for Chambersburg Area School District.

### **FAYETTEVILLE**

Open draw area between Chambersburg, Hamilton, Fayetteville for Chambersburg Area School District.

### **GREENCASTLE**

Greencastle Antrim School District, Shady Grove, South Antrim, Greencastle Elem, Greencastle Middle

### **HAGERSTOWN**

Hagerstown School District

### **HAMILTON**

Open draw area between Chambersburg, Hamilton, and Fayetteville for Chambersburg Area School District. Open draw area between Mercersburg and Hamilton for Tuscarora School District.

### **MERCERSBURG**

Any child within the Tuscarora School District will be able play for either Mercersburg or Hamilton without requirement of a release form. Tuscarora School District, McConnellsburg area (from Rt. 30 south in the McConnellsburg School area); Clear Spring School District.

### **QUINCY**

Waynesboro School District and Cascade, MD.

### **SMITHSBURG LEOPARDS**

Smithsburg, Williamsport, and Boonsboro areas.

### 3. Weigh-In Rules

- Digital scales shall be used for all pre-game weigh-in procedures in the KYFCL, and will be kept in good working condition at all times and calibrated for each pre-game weigh-in of current season. Before any games are played, weigh masters will meet at weigh-in area with calibrated weights and confirm the scales accuracy. Whole numbers will be used for digital scales (tenths will not be counted); there will be no rounding. Example: If player weighs 150.9 lbs., his weigh-in weight will be 150 lbs.
- There shall be a weigh-in weight of: SMURF (80 lbs. maximum; 81 - unlimited lbs. red striped); Junior Varsity (105 lbs. maximum; 106 - unlimited lbs. red striped); Mid Varsity (135 lbs. maximum; 136 - unlimited lbs. red striped); Varsity (170 lbs. maximum; 171 - unlimited lbs. red striped).
- The member organizations' "weigh masters" shall be in charge of all pre-game weigh-ins and shall inform the KYFCL Executive Board of any infractions of KYFCL weigh-in rules so that the Executive Board can levy fines or penalties against teams not following rules. No coaches are allowed in weigh-in area.
- All SMURF, Junior Varsity, Mid Varsity and Varsity players must be weighed every game.
- Home weigh master will be required to set up a weigh-in area away from fans, spectators, parents, and people not affiliated with the weigh-in procedures.
- Players from each team will be lined up in numerical order and step on scales with their jersey on. If they tip the scales and are overweight, they must step aside of scale and will be permitted to strip down to underwear garments only for re-weigh-in after the remaining players have been weighed in. This may be done one time only. After reweigh-in, if player is still overweight, they are then eligible to be red striped for that day. Each Weigh Master will record actual weight on KYFCL roster. The same roster is to be used from week to week or previous week's recorded weights are to be available.
- During regular season, Smurf and Junior Varsity can weigh in at 11:30am Sunday (2:30pm Saturday) using above rules. Junior Varsity and Varsity can weigh in at the halftime of the Smurf game. Varsity and Mid Varsity can weigh in at the halftime of the Junior Varsity game. Mid Varsity can weigh in at the halftime of the Varsity game. If a player choses to weigh-in early, this will be his/her official weigh-in. He/She cannot weigh again with their team. Roster will be initialed by weigh masters.
- Post season early weigh-ins will be conducted one scale session ahead of the players scheduled scale session. Members of the Executive Board will be at the Pre-Playoffs, Playoffs and Championship games for all scale sessions.
- Once game has started, late players may be weighed in and play at start of next quarter. If not present/weighed in by kick-off of second half, they cannot play in that game.

- Any circumstances preventing a team from starting a game shall be considered a forfeit on the member team not able to field a team.
- There shall be no dietary or sweat-down procedures used by anyone connected with the KYFCL at any time.
- All football player(s) jersey numbers, names, birth dates, school grade, school name, phone number, physical and actual registration weight must be recorded on the official KYFCL player roster. Organization's designee must sign the weigh-in roster after weigh-ins each game.

#### 4. Junior Varsity special rules:

- Junior Varsity may have only one coach on the field, 15 yards back after calling play, for the first three (3) games. From the 4<sup>th</sup> game through the end of season, no coaches should be on the field.
- There will be no rush by the receiving team for the Point(s)-After-Touchdown (PAT) and punts. Head coach must declare.
- Kick offs will take place at the start of the game and the start of the second half. No onside kicks will be attempted.
- **An offensive possession after any score will start at the offensive 40-yard line.**
- Defense may line up on the line of scrimmage during PAT and punts; do not have to go off field.
- During PAT and punts, if a snap is fumbled, the ball is dead; the opposing team cannot pick up and return. If play is muffed, play continues and the player is allowed to set and kick the ball. **If a punt snap lands out of bounds, the ball can be retrieved and punted to complete the play.**
- Kicked PAT's and punt plays are not counted towards the minimum (8) play rule.
- Red-stripe players are eligible to punt and/or kick PAT's.

#### 5. Varsity Special Rules

- During game play, there will be no more than two (2) 14-year-old ninth graders on the field at any time.
- 14-year-old ninth graders will be identified with a green helmet stripe. 2" green stripe (tape) will be applied to the helmet from front to back. If the player is both a red and a green stripe, stripes to be applied side by side on the helmet.
- Varsity rosters will contain no more than four (4) 14-year-old 9th graders
- 14-year-old ninth graders are not permitted to play Quarterback or be lined up in a running back position behind the Quarterback (inside the tackle box). The positions of Slot, Tight End, and Wide Receiver are permitted.

#### 6. Red-stripe Rules

- SMURF (81 – unlimited lbs.); Junior Varsity (106 – unlimited lbs.);

- Mid Varsity (136 – unlimited lbs.); Varsity (171 – unlimited lbs.)
- 2” red stripe (tape) will be applied to the helmet from front to back after completion of weigh-in. Other color tape may be used if red conflicts with existing stripe on helmet.
- Red stripe Players are to be in a 3-point stance (with hand on the ground) on the line of scrimmage (no more than a yard off the ball), anywhere inside the tackle box. The “tackle box” is defined as anywhere between the offensive tackles on the line of scrimmage. For example, from the right offensive tackle’s “0 technique” or heads up position to the left offensive tackle’s “0 technique” or heads up position on the line of scrimmage. Red Stripe players are not allowed to line up on the “outside eye” of the Offensive tackles. Red Stripe players on defense do not have to be head up on the offensive lineman for JV through Varsity levels.

OFFENSE

Tackles  
Guards  
Center

DEFENSE

Tackles  
Guards  
Nose-Guard

- Maximum of 5 stripes on the field at one time per team (5 lineman)
- Players cannot advance the ball at any time.
- When a fumble or interception occurs, the ball will be ruled down at point of recovery.
- Cannot play Kick-Offs or Kick-Off Returns. If a team only has 10 players not red striped and one red-striped - red stripe player cannot participate on kick-off/return. Use 10 vs 11 on those plays only. Notify the opposing team ahead of time. They may choose to only put 10 players on the field also.
- Can play during Field Goals or PAT
- For the KYFCL interpretation, the second offensive player from the center is considered a tackle if red striped (even in an offset alignment).
- All red striped offensive players are ineligible receivers. Red stripe cannot go out for a pass, but can recover a touched pass.
- Red-Stripe Penalties

Officials will stop game play to address infractions -

- First infraction – Delay of Game penalty – Loss of Time Out
- Second Infraction - Delay of Game penalty – Loss of Time Out and 5 yard penalty from LOS
- Third Infraction - Delay of Game penalty – Loss of Time Out and 10 yard penalty from LOS



- Fourth Infraction - Delay of Game penalty – Loss of Time Out and 15 yard penalty from LOS
- Additional infractions - Delay of Game penalty – Loss of Time Out, 15 yard penalty from LOS,
- Disqualification of Head Coach from game

## 7. Safety Rules

- Practice limited to only 1/3 of the time at full contact. This will limit impacts and focus on skillsets development.
- No drills that involve full-speed, head-on blocking and tackling that begins with players lined up more than two yards apart, as well as forbidding head-to-head contact.
- It is recommended at a heat index of 95 degrees or greater, practice is canceled or postponed until it drops below that number. It is recommended at a heat index of 93 degrees, no helmets or shoulder pads are allowed and there must be a water break every 15 minutes.

## SCHEDULES

1. Players **are required** to have one week and **may have** two weeks of conditioning before starting practice. Practice starts on the Monday following July 4<sup>th</sup>. Full pads start three weeks prior to the first weekend of games. If you are doing 2 weeks of conditioning: First week: cannot wear pads, helmets; Second week: may wear helmets; no pads; may walk through plays. There will be no hitting at any time during conditioning. Conditioning consists of sprints, endurance training, stretches, exercise to get players used to heat. There will be no hitting or Physical Contact at any time during conditioning. For purposes of this Section, “Physical Contact” means blocking and/or tackling players. “Physical Contact” does not include contact with blocking and/or tackling dummies, shields, and/or sleds; and/or minimum risk “form” blocking or tackling.
2. SMURF, Junior Varsity and Mid Varsity may practice a total of 8 hours per week; no more than 2 hours per session. Scrimmages (inter or intra league) and games **count** towards practice. For example, once season starts, if you have a game on weekend, you may only have three 2-hour practices during the week. Varsity may practice a total of 10 hours per week; no more than 2 hours per session. Scrimmages and games **count** towards practice. For example, once season starts, if you have a game on weekend, you may have four 2-hour practices during the week. Any time players spend with any or all coaches working on football skills is considered practice time for that week. A week is Monday through Sunday.
3. At no time may the practice of the opposing team be filmed or recorded in any manner. Scrimmage games may be recorded by the teams participating in the scrimmage.
4. After each team is placed in its division according to the By-laws, a schedule will be developed. Each team must play all teams within its Division. When the number of Member Organizations is below 12, the league may use only 2 divisions. With limited number of Varsity squads, all Varsity teams will be under 1 division.

5. Games requiring postponements require sufficient notice to member organizations involved, the KYFCL Secretary, and the PIAA officials or their equivalent as soon as possible. Cancelled games should be played as soon as possible. The KYFCL Secretary, upon notification, will contact PIAA officials and revise schedule accordingly. Member organizations using equivalent officials are responsible for contacting them.
6. Each team will play a minimum of eight (8) regular season games; four (4) home, four (4) away; unless a make-up game requires a neutral field to be used.
7. Games will commence according to the league-approved schedule.

## **GAMES**

1. National Federation of State High School Associations (NFOSHA) rules will be used by the KYFCL with the exceptions or variations adopted by the KYFCL.
2. For points after touchdowns, a run or pass will count as one (1) point and a kick will count as two (2) points.
3. Under no circumstances will any member team(s) intentionally run the score up on another member team. When it is obvious that a member team has a commanding lead on another member team, the team in the lead shall substitute players accordingly. The total points scored during the season has no bearing on the league championship. (See Appendix A for rules on Lopsided Score, form and penalty.)
4. All players must have SMURF ten (10) plays; Junior Varsity eight (8) plays; Mid Varsity six (6) plays; and Varsity four (4) plays per game, unless they are on an ineligibility list, i.e., conduct, grades, injury. At least half of the Mid Varsity and Varsity plays are required to be offensive/defensive plays.
5. All Junior Varsity, Mid Varsity and Varsity games shall consist of four (4) nine (9) minute quarters during the season, with games ending in a tie at the end of regulation play remaining a tie. (See Appendix B for SMURF rules.)
6. Continuous Clock (Mercy Clock) will commence **after 22-point differential is reached in the second half**. The clock does not revert to standard clock if lead is reduced under 22 points.
7. SMURF scrimmages will start 1 1/2 hour ahead of J.V. games. Order of play is SMURF scrimmage, Junior Varsity, Varsity, Mid Varsity games. SMURF scrimmage will be 1 1/2 hour in length; all other games will be approximately 1 1/2 hour in length. Games will start as soon as preceding ends. Times for games will be determined each year by the KYFCL Board depending on field and official availability. J.V. games will run a normal 9 minute clock per quarter (as in the other games) with one exception. At 15 minutes prior to end of game, the PIAA officials or their equivalent will interrupt play and indicate that, from that point on, the clock will run nonstop. This will occur at no matter what point we are in the game. If the game finishes before 15 minutes prior to end of game, no problem. Leagues not using the South Penn PIAA officials may have different starting times.

8. Sunday games – Smurf starts at 12 noon, Junior Varsity 1:30, Varsity approximately 3:00, Mid Varsity approximately 4:30.
9. Saturday games – Smurf starts at 3:00, Junior Varsity 4:30, Varsity approximately 6:00, Mid Varsity approximately 7:30. **Smithsburg home games schedule follows Smurf, Junior Varsity, Mid Varsity, Varsity.**
10. Only the playoff and championship games will use the ten yard line overtime procedure rule as stated in the NFOHSA rule book to determine a winner.
11. Member organizations may charge admission at home games of \$4 for adults, \$2 school-age children; under school-age free. For Play-offs, Championship games, Smurf Jamboree, and Cheerfest, \$5 for adults, \$3 school-age children; under school-age free.
12. Half-time between all games will be limited to **eight (8) minutes** unless otherwise noted before games with each member team and the PIAA officials or their equivalent.
13. The home team will be responsible for reporting scores of the Junior Varsity, Mid Varsity, and Varsity games to the secretary of the KYFCL no later than nine o'clock (9:00 pm) Monday evening each week of season (\$50 fine if not done on time). KYFCL secretary is responsible for distribution of standings and stats to the league.
14. All scheduled league games in the KYFCL will be officiated by the Southern Chapter of Franklin County PIAA, or their equivalent having four (4) officials for the Mid Varsity and Varsity games and a minimum of two (2) officials for the Junior Varsity games at the prevailing rate. Those rates shall be divided equally between each member team in the KYFCL. **Fees for officials will be paid in one sum on or before the KYFCL August meeting of each current season. Make checks payable to the KYFCL.** The KYFCL treasurer will disburse a check to the secretary of the local chapter of the PIAA before start of season for approximately half their fees. Remainder will be paid before fifth game. If for some reason there are less than four (4) officials at any game, the home team must report that information to the KYFCL treasurer immediately after such game. Exception: N. Hagerstown Jr. Hubs, FSK Jr. Eagles, and Smithsburg Leopards will arrange and pay for their own Maryland officials.
15. All league games must have an emergency medical technician (EMT) or higher available at the game site. The EMT or higher certification must be made known to all head coaches and the officials prior to the start of games of each current week. EMT or higher certification must remain at the game site thru completion of all games. EMT or higher certification will be provided by the home or hosting member organization and should be located on or near the sideline for quick access to the playing field. The EMT or higher certification will visit with each injured player requiring game stoppage before they return to the sideline. AED equipment is highly recommended for each games site.
16. All scheduled league games in KYFCL must have at least 1 professional security personnel at the game site till completion of all games. Security should be introduced to the officials.

If security personnel for the day are not recognizable by uniform, home team must introduce security staff to each coaching staff at the coin toss/beginning of the game. Post-game events will require 2 professional security personnel at the game site.

17. All league games must have a home team administrator present. The administrator will be introduced to game officials and visiting team representative prior to start of games. If there is not a home team administrator present at the game site, the highest-ranking board member of the hosting member organization fills the role.

18. Any player that requires game play being stopped for medical personnel to assist three times is no longer eligible for play in that game.

19. Any decision to forfeit a game during play will be discussed by the game day administrator and/or member organization executive board member from each participating member organization.

## **EQUIPMENT**

1. One (1) official new football must be furnished by the home team at each league game. Visiting team offense can provide its own football. The visiting football must be presented to the officials and home team at the coin toss for inspection. The intention of the visiting team to use its own football must be made known to the officials and the home team at the coin toss. Delivery of the football to the officials must be prompt upon possession change. If delivery is not prompt, home team ball will remain in play for that possession. If delivery is not prompt twice, the home team football will remain in play for the rest of the game. The officials are not responsible for tracking down the football at a possession change. The play clock will begin if the football has not been provided.
2. Ball Guideline: SMURF—Wilson K-2; Junior Varsity--Wilson K-2; Mid Varsity--Wilson TDJ; Varsity: Wilson TDY or equivalent. Footballs may be leather or composite.
3. Any (NFOHSA) footwear is acceptable. Exception, no leaded tips. *See (NFOHSA) Section 5, Article 1 G.* Guideline: Little League style rubber molded cleats.
4. Each player shall wear a helmet which meets the NOCSAE (Nation Operating Committee on Standards for Athletic Equipment) test standards and has a visible exterior warning label regarding the risk of injury and a current recertification label. ***Note: Recertification is mandatory every two (2) years in the KYFCL. Recertification signed statement from each KYFCL organization must be submitted to the KYFCL secretary with the rosters turned in at the August meeting. NO TINTED SHIELDS ARE ALLOWED. Properly installed CLEAR SHIELDS ARE PERMITTED. Clear visors need to be brought to weigh-ins for inspection before each game.***
5. Beginning with the 2013 season, gloves, which may be anchored with athletic tape, and even though modified, must meet the NOCSAE test standard at the time of manufacture, unless made of unaltered plain cloth.

6. Prior to participation in practices, it shall be the responsibility of each member team to explain to all football players and their parents/legal guardians, all football equipment and the risk, danger and/or injury that could occur accidentally while playing football.
7. It will be illegal for any person(s) to modify or alter equipment for football players that would jeopardize or decrease the protection or safety of such players. All player safety equipment should be properly fitted by trained personnel, and players should never borrow another player's equipment unless properly re-fitted.
8. It will be required for each member organization to make available for each of their official scheduled KYFCL home games a regulation football field as stated in Section 2 of the NFOHSA rule book. Variations should be discussed at the August KYFCL Board meeting.

### **GRIEVANCES/PROTESTS**

See Appendix F.

### **PENALTIES AND FINES**

1. Any member organization not represented at regular KYFCL Board meetings and/or called special meetings by a representative or alternate or KYFCL Cheer committee meetings by a cheer representative shall be fined fifty dollars (\$50.00). Such fine will be paid by check payable to the KYFCL treasury due at or before the next Board meeting.
2. Any other violation of the KYFCL By-Laws by any member organization(s) will result in a minimum one-hundred dollar (\$100.00) fine and will be paid by check made payable to the KYFCL treasury on or before the Friday following the violation. If a violation occurred involving a game(s), member organization(s) will forfeit said game(s). This decision will be final.
3. A fine of one-hundred dollars (\$100.00) and forfeit of game(s) will be assessed any member organization(s) not submitting an official KYFCL player roster prior to the first scheduled league game of each current season, containing information stated as such on said roster or failing to or withholding roster information from the KYFCL or the PIAA or the President of the league. The one-hundred dollars (\$100.00) fine will be paid by check made payable to the KYFCL treasury immediately or said team(s) will be suspended from play until such fine is paid. Persons responsible for submitting incorrect or falsifying information to the KYFCL will be terminated immediately.
4. Other penalties or fines can be assessed to any member organization(s) the KYFCL Board of Directors deems necessary by calling a meeting with a majority of member organizations present and such penalty or fine discussed, voted upon and a written notice of such penalty or fine presented to such member organizations(s).

5. Any coach, squad leader, players, cheerleader, or parent who conducts themselves in an unsportsmanlike manner which would reflect discredit to this program while participating in any competition may be removed from further participation. There is a zero-tolerance policy that has been implemented by the officials and KYFCL Board.
6. For any by-law or policy violation, person/persons involved can be suspended at the discretion of the KYFCL Grievance Committee or Executive Board pending a written report of the incident and a hearing on same. Independent violators will be penalized for their actions. Such penalties could lead to the removal from further participation within the KYFCL.
7. No coach, squad leader, instructor, parent or adult party shall harass, abuse, heckle, or make any uncomplimentary remarks whatsoever to any opposing player, coach, person or official. Violation can result in suspension, removal from the field, and/or further participation within the KYFCL.
8. If head coach (or designated alternate) for each level of play in KYFCL does not attend the Coaches' Clinic and PIAA rules interpretation meeting for the entire clinic, penalty will be \$100 fine/level not represented and head coach sits out first game. Head coach is not allowed on side lines, half time, or team participation. Must sit in stands (may not coach from the stands).
9. If scores are reported to the KYFCL secretary later than 9:00 pm on Monday evening each week of season, a \$50 fine will be assessed.
10. If a lopsided score grievance is filed by the losing team, the losing report is due to the KYFCL secretary by 9:00 pm. on Monday. The opposing team must submit its lopsided score report within 48 hours of notification from the KYFCL secretary.
11. There will be a \$50 penalty for any organization not submitting information that is time sensitive by the due date, i.e., rosters, organizational forms, injury report forms, etc.
12. Organizations not abiding by motions or actions approved by the KYFCL Board of Directors will incur a \$500.00 fine for the first incident per season after seven (7) days of non-compliance. Fines will be increased \$250.00 for each additional non-compliant week and for repeated incidents per season.
13. All fines, unless otherwise stated, will be paid prior to the next scheduled game or within 7 days of the notice of disciplinary action.
14. The KYFCL Board and/or the KYFCL Executive Board, in the enforcement of these policies and/or the League's by-laws, may choose to levy an combination of or all of the following disciplinary measures onto any member organization, organization team, head or assistant coach, parent or guardian, player, volunteer or spectator attending or participating in any league event, game or scrimmage, acting or working in the representation of a member organization's leadership, speaking on behalf of a member organization or conducting business in the name of either the KYFCL or any of its member organizations. The KYFCL Board and/or the KYFCL Executive Board may also choose to act on its own behalf in issuing additional disciplinary actions to any member organization, organization team, head or assistant coach, parent or

guardian, player, volunteer, or spectator that has received discipline from a member organization due to violation of any Code of Conduct or Zero Tolerance policies.

List of Possible Disciplinary Actions to include but not limited to (not in any order):

- Warning Letters
- Monetary Fines
- Individual Suspensions
- Team Suspensions
- Probations
- Administrative Probations (defined conditions)
- Attendance Prohibition
- Removal from Regular Season Events
- Removal from Post Season Events
- Removal from the League

## **PLAY-OFF/CHAMPIONSHIP**

1. At the end of the regular season, eight teams go to Playoffs. All division winners will go to play-offs seeded based on points. Points are two (2) for win; one (1) for tie. There will be no extra points for in-Division win. The remaining slots will be seeded based on points.
2. Division winners are seeded by win/loss record.
  - a. If Division winners are tied in points, tie will be broken by (1) winner of head-to-head competition during the season, and (2) points against for the regular season.
  - b. If there is a tie for Division winner, tie will be broken by (1) head-to-head competition during season, and (2) strength of schedule (power points).
3. Strength of schedule is figured by taking win record of the teams played during current season, add them together. This is done separately for Junior Varsity, Mid
4. Varsity and Varsity.
5. Fields for first round of play-offs rotate alphabetically.
6. Schedule for first round will be: 1 vs 8; 2 vs 7; 3 vs 6; 4 vs 5; Varsity may vary depending on number of teams. Highest seed plays the lowest seed remaining.
7. 2<sup>nd</sup> round of Play-offs and Championship rotate alphabetically.
8. All games will be played until a winner is decided. If at the end of regulation play, the score is tied, the PIM (NFOHSA) ten-yard line overtime procedure will be utilized to determine a winner.
9. The host team must provide regulation NFOHSA football field and all facilities. Designated home teams provide footballs in sizes used during regular season **as per Equipment, Item 2.**
10. All teams must have completed all regular season scheduled games before they can participate in any play-off/championship games.
11. For Championship games, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place will be determined.



## APPENDIX A LOPSIDED/INTENTIONALLY RUN UP SCORES

The Executive Board will be responsible for monitoring and recommending penalties for lopsided/intentionally run up scores using the following basis:

A starting player is defined as:

- Player who began the game playing a position or has played the majority of the snaps. This prevents coaches from starting player “a” so he is labeled a starter then after one or two plays inserting player “b” who is the true starter.

Once a 30-point difference is obtained between the two opponents:

- the league reported score will be captured at that point in the game, and game play will continue for the remaining time under the lopsided rules
- there will be no blitzing by the winning team
- the winning team cannot pass the ball or run outside the tackles
- there will be no onside kicks attempted by the winning team
- the winning defense team cannot advance the ball on a turnover – ball will be blown dead immediately. Winning team offense may start play action from this point.
- teams are still required to complete the mandatory play rule

Once a 30-point difference is obtained between the two opponents, if team has 22 or more players:

- the winning team must take out its entire first string, both offense and defense
- first-string players (played the majority of the game) may give replacement players breaks, but they may not play their starting positions and they cannot stay in the game for longer than 2 plays consecutively

Once a 30-point difference is obtained between the two opponents, if team has less than 22 players,

- Substitution of players should proceed in the following manner for offense and defense
  - Offense: QB (1<sup>st</sup>); RBs (2<sup>nd</sup>); Offensive lineman (3<sup>rd</sup>);
  - Defense: LB’s (1<sup>st</sup>); DL (2<sup>nd</sup>); DB (3<sup>rd</sup>)
- Every attempt should be made to substitute in that order first with players off of the bench and after that, players may be played out of position
- Example: team of 19 players and spread of 30 points, all additional 8 players must be inserted before any remaining starters will be played out of position.

Specializing players in one single position is inconsistent with the purposes and goals of the KYFCL. Under lopsided play, ideally, the winning team should experience little difficulty or problem in keeping with the policy. If there are not a sufficient number of players to replace all starters, the few that remain must be shifted around to various positions, in a concerted effort to weaken the winning team and to allow the losing team the opportunity to score with dignity.

## **LOPSIDED SCORE GAME REPORTING INFORMATION FOR WINNING TEAM**

Please Print

Head Coach: \_\_\_\_\_ Organization & Level: \_\_\_\_\_

Date/Location: \_\_\_\_\_

Home Team: \_\_\_\_\_ Away Team: \_\_\_\_\_

Final Score: \_\_\_\_\_ to \_\_\_\_\_

What in your opinion caused the lopsided score?

Is there any ill will or animosity among the coaching staffs of the teams?

Has your team ever been involved in a lopsided score before? If so, list games and / or dates.

What actions were taken by you and your staff to prevent the score differential from reaching 30 pts? List details.

Did you take out starters both offensively and defensively? If so, when?

What actions were taken by you and your staff AFTER the point differential reached 30? List specific details with game time frame.

Did you run plays out of bounds to stop the clock after it became a running clock?

Did you use any time outs after the clock became a running clock? If so, provide purpose of time outs.

Did you follow the guidelines for lopsided scores and if not why? If so, which ones?

In retrospect, list specific ideas-you feel could have been done to prevent the score differential from reaching 30 points.

Signature of Head Coach: \_\_\_\_\_

Signature of Organization's President or KYFCL rep: \_\_\_\_\_

Date: \_\_\_\_\_

## **LOPSIDED SCORE GAME REPORTING INFORMATION FOR LOSING TEAM**

Please Print

Head Coach: \_\_\_\_\_ Organization & Level \_\_\_\_\_

Date/Location: \_\_\_\_\_

Home Team: \_\_\_\_\_ Away Team: \_\_\_\_\_

Final Score: \_\_\_\_\_ to \_\_\_\_\_

What in your opinion caused the lopsided score?

Is there any ill will or animosity among the coaching staffs of the teams?

Has your team ever been involved in a lopsided score before? If so, list games and / or dates.

What actions did opposing team take action to prevent the score differential from reaching 30 pts?

Did they take out starters both offensively and defensively? If so, when?

What actions were taken by opposing team's staff AFTER the point differential reached 30?

Did they use any time outs after the clock became a running clock?

Did they follow the guidelines for lopsided scores and if not, which ones?

Any other comments?

Signature of Head Coach: \_\_\_\_\_

Signature of Organization's President or KYFCL rep: \_\_\_\_\_

Date: \_\_\_\_\_

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## **APPENDIX B**

### **SMURF Game Play Rules**

These rules are not designed to create excessive competition at the SMURF level and any/all acts to create this will not be acceptable. Any/all coaches that remove the fun and create unacceptable levels of competition will be penalized. Any/all actions deemed by the KYFCL board as unacceptable should result in coaching suspensions or bans.

#### **SMURF Football Rules:**

##### 1. General:

- Games will be no longer than 85 minutes. Field must be vacated 5 minutes before start of the Junior Varsity game.
- Each game will consist of three (3) 10-minute periods per half; six (6) 10-minute periods in total. Visiting team starts offense for first series in game and then alternates.
- No Time stoppages, except for player injury
- Each player must have a minimum of 10 plays per game
- 10 Minute half time for player rest and Cheerleader performances
- Game clock to be kept on Field scoreboard
- Two coaches on field per team
- The Ball is not to be handed off or passed until coaches from both the Offensive and Defensive sides have their teams set and ready for the play.
- A (60) second clock will start at placement of the ball on LOS
  - (60) second clock should be managed by acting Referee.
  - One warning should be provided on 60 second violation then penalty resulting in loss of down on future infractions
- When play starts, coaches must be 10 yards behind players.
- Both away and home teams must each provide one official; cannot be a SMURF coach. \$100 fine will be assessed to any member organization not providing a referee
- Home team may provide a chain gang to mark downs and LOS (line of scrimmage); LOS marker must be provided.
- Each team must comply with all KYFCL rules as listed in the KYFCL by-laws (i.e. red stripe, weigh-in, # of plays per player, etc.)

## 2. APPENDIX B, cont.

### 3. Possessions:

- Every possession starts at the 30-yard line
- If first down is not achieved in 4 plays, ball is moved back to 30-yard line
- Every Change of Possession the ball is placed at the 30-yard line and a new series begins
- Turnover, ball goes back to 30-yard line and possession continues with remaining downs

### 4. Scoring:

- No scores will be kept

### 5. Blitzing/Defensive Alignment

- A maximum of six players are allowed to penetrate past the LOS on a play. A maximum of six includes down linemen and defensive ends. “A” gaps are closed for blitzing
- Defensive Linemen may not line up directly over the center. DT’s need to be head up on the guards (no “A” gap alignment)

### 6. Penalties:

- Teams should lean towards teaching after the play and avoid calling penalties as much as possible
- Penalties will be called only on flagrant safety issues, by the designated referees only
  - Definition of Flagrant Safety Issue: Flagrant facemask, blocking in the back (Block that directly impacts the result of the play), horse collar tackles (as defined by the PIAA)
- Accepted defensive penalty results in offense replaying possession
- Accepted Offensive penalty results in replaying of possession
- Accepting penalty moves ball back to original LOS for replay

## APPENDIX C

### SMURF JAMBOREE

1. The SMURF Jamboree will run by the same rules as during the season, with the exception of each half consisting of two 10-minute periods – possession switches at the end of the first period
2. Home team is required to provide a chain gang
  - **Each team is required to provide a referee for each game – this is required!**  
\$100 fine will be assessed to any member organization not providing a referee
3. Each team will play a minimum of three scrimmages
4. Each player receives a participation medal

## APPENDIX D

### **KYFCL Drug and Alcohol Policy**

#### **Purpose**

In compliance with Pennsylvania & Maryland State Law as well as 501c (3) regulations the Keystone Youth Football & Cheerleading League has a longstanding commitment to provide a safe, healthy and community based sports environment. Alcohol and drug abuse poses a threat to the health and safety of our League's participants and spectators as well as to the security of our Member Organization's property and/or facilities. For these reasons, The KYFCL is committed to the elimination of drug and alcohol use and abuse at any of its Member Organization's properties and at any KYFCL events.

#### **Scope**

This policy applies to all KYFCL participants, volunteers, paid staff, Member Organizations and all spectators in attendance at any game, practice, scrimmage or event hosted by any Member Organization or the KYFCL. The KYFCL Executive Board, KYFCL Football/Cheer Board and/or the Member Organization Board are responsible for this policy's administration.

#### **Rules**

1. Whenever KYFCL participants, volunteers, coaches, paid staff, Member Organizations or spectators are working/volunteering, operating any KYFCL or Member Organization vehicle, are present on any Member Organization or KYFCL premises, they are prohibited from:
  - a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
  - b. Being under the influence of alcohol or an illegal drug as defined in this policy.
  - c. Possessing or consuming alcohol.
2. The presence of any amount of any illegal drug, illegal controlled substance or alcohol in a KYFCL participants, volunteers, paid staff, Member Organizations any spectator's possession or property, while in attendance at any game, practice, scrimmage or event hosted by any Member Organization or the KYFCL, is prohibited.
3. The KYFCL and its Member Organizations will also not allow any KYFCL participants, volunteers, paid staff, Member Organization representatives and any spectators to volunteer or work while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their volunteer job duties.
4. Any KYFCL participant, volunteer, coaches, paid staff, Member Organization or any spectator found to possess any illegal drugs or drug paraphernalia (to include marijuana and/or marijuana consuming devises) will be turned over to an appropriate law enforcement agency, when applicable and may result in criminal prosecution.

## APPENDIX D, cont.

### ***Reasonable suspicion***

Those reporting Drug and/or Alcohol use should use this Reasonable Suspicion Observation Checklist to document specific observations and behaviors that create a reasonable suspicion that a KYFCL participant, volunteer, paid staff, Member Organization representative or any spectator is under the influence of illegal drugs or alcohol. Examples include but are not limited to:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion is warranted, no less than (2) two members of the hosting Member Organization's leadership and/or KYFCL Leadership along with a member of security or law enforcement will meet with the KYFCL participant, volunteer, coach, paid staff, Member Organization representative or spectator to explain the observations and/or remove the KYFCL participant, volunteer, paid staff, Member Organization representative or spectator from the Member Organization or KYFCL premises or event.

*If impairment is witnessed, under no circumstances should the KYFCL participant, volunteer, paid staff, Member Organization representative or spectator be allowed to drive himself or herself or operate any vehicle away from the Member Organization or KYFCL premises or event. A member of KYFCL participant, volunteer, coach, paid staff, Member Organization representative or spectator's family should transport the individual home or arrange for a cab.*

### **Consequences**

KYFCL participant, volunteer, coach, paid staff, Member Organization representative or spectator who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be immediately removed from the game, practice, scrimmage or event hosted by any Member Organization or the KYFCL and the property. If the KYFCL participant, volunteer, paid staff, Member Organization representative or spectator refuses to leave (depending on the location) the Pennsylvania or Maryland State Police will be called.

KYFCL participant, volunteer, coach, paid staff, Member Organization representative or spectator who violates this policy, will be subject to discipline from the Member Organization and/or the KYFCL.

### **Enforcement**

The KYFCL is responsible for policy interpretation, administration and enforcement.



## APPENDIX F

### *Grievances/Protests*

1. Protests and/or grievances are to be brought to the attention of the Executive Board via written testimony (email or letter) within (48 HOURS) of the incident.
2. If the incident cannot be immediately resolved without the possibility of issuing discipline, suspensions or fines, the Commissioner or Executive Board can then call for a Grievance Committee Meeting. a. The KYFCL Executive Board may choose to Investigate and issue discipline, if the reported incident is determined to be severe in nature (i.e., Zero Tolerance or Code of Conduct) or could have a negative impact on either league events, a member organization or the KYFCL itself. All actions taken by the Executive Board must have a unanimous vote by the Executive board to be issued.
3. Grievance Committee Meetings are separate from regularly scheduled KYFCL board meetings and can be conducted electronically or by conference call.
4. The KYFCL Commissioner (or designated chairperson) has the right to determine the Grievance Committee Meeting open or closed. As the Grievance Committee Meeting Moderator, the KYFCL Commissioner (or designated chairperson) can limit the “in-person” attendance of the Grievance Committee Meeting. \*\*Those unable to attend may submit testimony via letter or email.
5. The Grievance Committee will be given ALL the reported information and evidence for review PRIOR to the scheduled Grievance Committee Meeting
6. All those directly involved in the Protest and/or grievance will be invited to the Grievance Committee Meeting for the opportunity to present their case, evidence or “their side of the story” to the Grievance Committee.
7. After both affected parties have had the opportunity to present their case to the Grievance Committee, the Grievance Committee members (in private) will then review all evidence presented and give a ruling on the Protest and/or grievance as a committee. That ruling will either be given to those present at that meeting or emailed to the Member Organizations within (48 hours) of the conclusion of the Grievance Committee Meeting, as well as to the KYFCL board for their record.

## APPENDIX G

### *Grievance/Protests Appeal Process*

1. The affected party/parties can appeal the Grievance Committee ruling to the KYFCL Board for review. The Appeal must be submitted to the KYFCL Board via written testimony (email or letter) within (48 HOURS) of the receipt of the Grievance Committee ruling.
2. The KYFCL Board will be notified of the appeal and a special Board meeting will be scheduled at as soon as possible (either in-person or via internet meeting). During this time, the Grievance Committee ruling will remain in effect until the KYFCL Board can meet, review and rule on the case.
3. All those directly involved in the Protest and/or grievance appeal will be invited the KYFCL Appeal Meeting to represent themselves or answer any questions that may arise from the Board. **\*\*This meeting is NOT a “retrial”, no new evidence or testimony will be submitted during this meeting.**
4. The KYFCL Board members (in private) will then review all evidence presented and give a ruling on the Protest and/or grievance. The KYFCL Board can chose to either uphold the Grievance Committee ruling or change the Grievance Committee ruling. The KYFCL Board appeal ruling is final and cannot be appealed or protested further.
5. Any discipline issued directly from the KYFCL Executive Board is not appealable and final.

## APPENDIX P

### **KYFCL Political Activities Policy**

Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely **prohibited** from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or public statements of position (physical, verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. Violating this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise taxes.

Certain activities or expenditures may not be prohibited depending on the facts and circumstances. For example, certain voter education activities (including presenting public forums and publishing voter education guides) conducted in a non-partisan manner do not constitute prohibited political campaign activity. In addition, other activities intended to encourage people to participate in the electoral process, such as voter registration and get-out-the-vote drives, would not be prohibited political campaign activity if conducted in a non-partisan manner. Voter education or registration activities with evidence of bias that (a) would favor one candidate over another; (b) oppose a candidate in some manner; or (c) have the effect of favoring a candidate or group of candidates, will constitute prohibited participation or intervention.

All Member Organizations within the KYFCL will adhere to this policy and will educate any and all of their volunteers, board members, coaches, parents and youth that during any KYFCL event, game, practice or activity during the KYFCL Preseason, Regular Season and Post Season (July 1st to December 31<sup>st</sup>) Absolutely NO political activity (to include but not limited to protests, campaigns, fundraisers etc.) of any kind, will be tolerated. Member Organizations found in violation of this policy could face severe consequences to include but not limited to fines, suspensions and/or removal from the league for either the individual or member Organization. The KYFCL is for the growth and enrichment of our communities' youth and will not tolerate the use of any KYFCL event, game, practice or activity for any political stance or gain. The KYFCL will be ever vigilant about this prohibition as all 501(c)(3) organizations are absolutely forbidden to directly or indirectly participate in any political activities.