

**VALLEY YOUTH CONFERENCE,  
INCORPORATED  
FOOTBALL SPORTS CONFERENCE**

**2009**

**DEVELOPING DESIRE,  
DETERMINATION,  
AND DRIVE IN YOUTH**

**REGULATIONS**

**FOOTBALL SPORTS CONFERENCE  
PLAYING RULES**

**FOOTBALL SPORTS CONFERENCE  
ALL-STAR RULES AND REGULATIONS**

**[www.valleyyouthconference.com](http://www.valleyyouthconference.com)**

***This Rule Book belongs to: \_\_\_\_\_***

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# **Valley Youth Conference, Incorporated Football Sports Conference**

## **Mission Statement**

**The mission of the Valley Youth Conference, Incorporated, Football Sports Conference, is Developing Desire, Determination and Drive in youth, while providing for an equipped and safe environment for the youth of the area in gathering and interacting with each other. Our goal is to help the youth through consistent adult encouragement and support accomplished by teamwork, by preparing the youth of today in making healthy choices, by guiding them to become responsible citizens and leaders, by assisting them in building life skills and by nurturing their confidence and self esteem in the sense of belonging. We strive to improve the lives of youth of all backgrounds by providing a strong foundation of community spirit, achievement, respect and cooperation.**

**Bennie Diaz, Commissioner**

**THE  
VALLEY YOUTH  
CONFERENCE,  
INCORPORATED**

**CONSTITUTION  
AND  
BYLAWS**

**Valley Youth Conference, Inc. - Constitution and Bylaws**

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**VALLEY YOUTH CONFERENCE, INC. (VYC)****SECTION A****ARTICLE I NAME AND ADDRESS**

The name of this organization shall be the Valley Youth Conference, Inc. (Hereinafter referred to as the "Conference"). The address of this organization shall be the address of Post Office Box 3194, Chatsworth, CA 91313-3194.

**ARTICLE II ARTICLES OF INCORPORATION**

The purpose of this Conference is to protect, promote and perpetuate youth sports in the Conference area, and to inspire youth to practice ideas of good health, scholastics, citizenship and develop character.

**ARTICLE III SPECIFIC PURPOSE**

1. To acquaint the youth with high scholastic standards.
2. To acquaint the youth with the fundamentals of various sports and rules associated with that sport.
3. To teach sportsmanship.
4. To promote safe play.
5. To promote a safe environment for youth competition.
6. To provide a liaison with the school district, schools, the community, and  
Between sport conferences.

**ARTICLE IV JURISDICTION**

The Executive Board of Directors of the Valley Youth Conference, Inc. claims jurisdiction and shall be sole governing body over the games of amateur sports as played by each Sport Division in Conference.

**SECTION B****ARTICLE I EXECUTIVE BOARD OF DIRECTORS**

- A. The Executive Board of Directors of the Conference shall be composed of:
  - the Commissioner of each sport
  - the General Manager of each sport
  - an Executive Secretary
  - a Chief Financial Officer possessing qualifications similar to those of a Certified Public Accountant
  - a person possessing a legal background who shall provide advice to the Executive Board from time to time
  - a Member at large to assist the Executive Board in carrying out this mission

## Valley Youth Conference, Inc. - Constitution and Bylaws

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Each new sport shall also provide a Commissioner and a General Manager to the Executive Board of Directors. No disassociation from any sport is required of those serving on the Executive Board of Directors.

- B. The Office of Executive Director shall be elected from among the Executive Board of Directors and shall be for a three year term. The CFO and Legal Advisor shall also be elected for a term of three years.
- C. All members of the Executive Board shall have one vote however, the vote of the Executive Director shall be limited to a vote only to break ties.
- D. The Executive Board of Directors shall meet a minimum of four (4) times a year.
- E. The Conference fiscal year shall end on the last day of October 31.
- F. A quorum of the Executive Board of Directors shall be fifty percent (50%) plus one of the established members or a different number established by the Conference at a later date.
- G. Rules of parliamentary procedures shall govern all actions of this organization, as defined by the Roberts Rule of Order, except as modified herein.
- H. Membership of additional sport conferences may be accepted by a majority vote of the Executive Board.
- I. A Commissioner or a General Manager may choose a designee to serve on the Executive Board in their stead. This person must be of the respective sport conference.
- J. The Valley Youth Conference, Inc. is a non-profit corporation of the State of California and as such, must conform to all rules and regulations as set forth in the Corporation Code of the State of California.
- K. All member clubs shall be of non-profit status.

### **ARTICLE II            ELECTION OF EXECUTIVE BOARD OFFICERS**

- A. The Executive Director and Assistant Director may be nominated from the floor at the time that the office is to be elected. Each position shall then be elected by majority vote.
- B. The Executive Director shall, subject to approval of the Executive Board, appoint one member of each sport to a Nominating Committee.

**Valley Youth Conference, Inc. - Constitution and Bylaws**

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- C. The Nominating Committee shall poll all member sports for willing and qualified members for the office of CFO, and Legal Advisor.
  - 1. A willing and qualified individual must be a member of the Executive Board to serve as an officer on a sports conference  
Or as an officer on a club board of directors for a period of one Year in that respective position.
- D. An election for either of the above positions shall be held at the first meeting of the Conference in a calendar year.
- E. The voting parties shall be Executive Board, except the director whose office is being voted.
- F. The other members of the Executive Board of Directors shall be elected in accordance with the Uniform Regulations and Playing Rules of each sport.

**ARTICLES III      DUTIES OF THE EXECUTIVE BOARD**

- A. EXECUTIVE DIRECTOR (President/CEO): The duties of this office are as follows:
  - 1. Preside over all meetings of the Executive Board; the Assistant Director shall preside in the absence of the Executive Director;
  - 2. Call special meetings when deemed necessary or when requested to so by two (2) other members of the Executive Board;
  - 3. Oversea the performance of all duties required of the other Members of the Executive Board;
  - 4. Appoint, with the approval of the Executive Board, a Recording Secretary who shall:
    - a. Take minutes of all Board meetings;
    - b. Maintain minutes of all Executive Board meetings, attendance of required members, quorums, and guests;
    - c. Act as a central point of all correspondence regarding the Executive Board and maintaining copies of such Correspondence;
  - 5. Initiate a yearly audit of all financial records;

**Valley Youth Conference, Inc. - Constitution and Bylaws**

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6. Insure that all necessary forms, stamps, and letterhead are in supply for the various duties of the Executive Board and for the use of the sports conferences.
- B. Assistant Director (General Manager/COO): The duties of this office are as follows:
1. Act as Executive Director when office is vacant of the Director is Absent.
  2. Work at the direction of the Executive Director.
- C. Executive Secretary:
- The minimum duties of this office as follows:
1. Maintain personal current addresses to distribute to other members of the Executive Board and to the different sports conferences;
  2. Maintain all Executive Board Records;
  3. Relinquish all Executive Board records to a duly authorized Replacement;
  4. Responsible for all timely submission of all necessary forms to the proper regulatory agencies;
- D. Chief Financial Officer:
- The duties of this office are as follows:
1. Carry out duties as directed by the Executive Director with the approval of the Executive Board.
  2. Collect and maintain necessary records to substantiate the non-profit and tax exempt status of the Valley Youth Conference, Inc.
  3. File all necessary tax forms to the appropriate government agencies at the end of the fiscal year.
- E. ACTIONS BY THE EXECUTIVE BOARD.
- All members of the Executive Board shall have the minimum following duties:

**Valley Youth Conference, Inc. - Constitution and Bylaws**

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1. Review the minutes of all sports conference meetings for possible rule or constitutional violations. The Executive Board, upon gaining knowledge shall veto any action taken by a sport conference which violates the Valley Youth Conference Constitution & By-Laws, the Sport Conference Regulations, or the Rules and Regulations of that sport conference;
2. An Executive Board veto may itself be overturned by a three-fourths (3/4) vote of all sport Conferences pertaining to the action in question;
3. Conduct appeals of disciplinary actions taken by a sport Conference subject to the following:
  - a. Notice of the decision to appeal must be given, in writing, to the Executive Director or the Assistant Director within seven (7) days of the action by a sports conference. A clear written description of the matter to be considered shall accompany the appeal request submitted to the Executive Board;
  - b. The Executive Board shall call a special meeting of the Executive Board with the invitations to all parties involved in the action;
  - c. The Executive Board may call witnesses it deems necessary and the disciplined party may also call any appropriate witnesses deemed necessary for the defense;
  - d. The decision of the Executive Board is final and binding on all parties concerning any appeal for redress brought before the Board for adjudication. Participation of the parties in the process is acknowledgement by those parties that the decision of the Board is final, thus leaving no other avenue of appeal concerning the matter before the board.
4. Any member of the Executive Board may, at an indication of some impropriety, either the team area during any competition or practice and give assistance, council, or recommend discipline;
  - a. Any member of the Executive Board of Directors may at that member's option, discipline any other Sport Conference member or participant for an act that is, in that Board Member's option, inimical to the

## Valley Youth Conference, Inc. - Constitution and Bylaws

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operation, safety of participants, safety of other members, safety of athletes, perpetuity, and financial stability of the Valley Youth Conference, Inc.

- b. Only the Executive Director or Assistant Director may discipline a member of the Executive Board of Directors of the Valley Youth Conference, Inc. for an infraction as mentioned above. In either case, the discipline can be an official warning up to and including removal from the Conference. The procedure for a hearing is outlined in Section B, Article IV, and Paragraph E-3 in these By-Laws.
5. Written notice of absences by the Executive Board member exceeding three (3) consecutive meeting shall be sent by the Assistant Director to the executive committee of the concerned sport conference. This notice will also request action taken by the sport conference involved and to correct the absence problem;
6. In the event the Executive Director or the Assistant Director is the offending member of #5 above, a new Executive Director or Assistant Director shall be elected to fulfill the unexpired term;
7. Any infraction of the Constitution & By-Laws may be cause for suspension. Section B, Article III, Paragraph E-3 will guide the decision;
8. The Executive Board of Directors may provide insurance for all Sport Conferences;
9. Perform any other action necessary to the smooth operation or Perpetuation of the Valley Youth Conference, Inc.
10. The Executive Board of Directors may assess each Sport Conference reasonable fees for expenses, insurance, tax compliance and legal matters (If necessary) to be determined by need.

### ARTICLE IV SPORT CONFERENCE REGULATIONS

All Sport Conferences shall be governed by the Conference Uniform Regulations, the Sport Conference Regulations, the Sports Conference Playing Rules, and the Constitution & By-Laws of the Valley Youth Conference, Inc. If there is a conflict between the Constitution & By-Laws and any rule or regulation adopted by any Sport Conference, the Constitution and By-Laws shall prevail over all other regulations. The Executive Board of Directors has a duty to resolve the conflict in favor of the Constitution & By-Laws.

**Valley Youth Conference, Inc. - Constitution and Bylaws**

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**ARTICLE V REVISING THE CONSTITUTION & BY-LAWS AND SPORT CONFERENCE REGULATIONS**

- A. All proposed revisions initiated by any all sports must be passed at a legal board meeting by two-thirds (2/3) vote of the board members present of each sport conference. The minutes must indicate those present, the quorum, and the vote. Those minutes shall then be forwarded to the Executive Board Director.
- B. In order for any sport to initiate a Constitution & By-Laws or Sport Conference Regulations revision, all proposed changes must be read or distributed to the sport conference board of directors at least twenty-five (25) days prior to voting on the changes. A two-thirds (2/3) vote of the members present is necessary for the changes to be forwarded for the next level of review, Section C, this article.
- C. All sports must be presented the proposed Constitution & By-Laws or Sport Conference Regulations changes in writing and shall vote on the proposed changes at a meeting which will be held at least twenty-five (25) days after the proposed changes have been distributed to its board members. This does not preclude all sports from acting simultaneously on proposed changes, provided twenty-five (25) days elapsed from initial distribution. A two-thirds (2/3) vote of the board members present is necessary for the changes to be forwarded to the Executive Board of Directors.
- D. In the event a proposed revision is amended by any sport or by the Executive Board the other sport conferences may consider the amended at their next meeting.
- E. The Executive Board must ratify any and all proposed changes in the Constitution & By-Laws or Sport Conference Regulations by majority vote.
- F. The Executive Board may initiate revisions to the Constitution & By-Laws or the Sport Conference Regulations, by passing said changes by a two thirds (2/3) vote. Any such revision must be ratified by all sport conferences by two-thirds (2/3) vote of the members present.
- G. The Executive Board shall distribute approved revisions. These revisions need not be a complete reprint of the entire Constitution & By-Laws or Sports Conference Regulations. However, the Executive Board will make a distribution of the proper amount of copies of the complete documents every-odd numbered year to each sport conference.

**ARTICLE VI AFFILIATIONS**

Any Valley Youth Conference Sport Division affiliation with another governing organization with the equivalence of the Valley Youth Conference, Inc., must be approved by a majority vote of the Executive Board.

## Valley Youth Conference, Inc. - Constitution and Bylaws

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### **ARTICLE VII        INSURANCE**

The Executive Board of Directors shall maintain or make sure that there is liability insurance for the Valley Youth Conference, Inc. and all of its members.

### **ARTICLE VIII        DISSOLUTION**

All sports have a share in all properties, cash, etc., being held by this organization. Upon demise of this organization, all assets shall be distributed in proportion to the contribution among existing sport conferences which have tax exempt status under Section 501 (c) (3) of the Internal Revenue Code and in compliance with all State of California laws.

### **ARTICLE IX        FINANCE**

The Valley Youth Conference, Inc. Executive Board of Directors shall be financed by member Sport Conferences in accordance with these Constitution & By-Laws and Sport Conference Regulations.

### **ARTICLE X        DISTRIBUTIONS**

Whenever excess funds become available to the Valley Conference, Inc., or the various Sports Conferences, whether it is by way of earnings, charitable contributions, or any other distributions, the Executive Board of Directors shall distribute these funds on a proportional basis to its members. This distribution will be in the form of a credit issued to each club of their Sports Conference towards future expenditures within the Valley Youth Conference, Inc. and its Sports Conferences.

### **ARTICLE XI        CLAIFICATION**

Clarification of any part of this document or the Sport Conference Regulations will be furnished upon request to the Executive Board. Request for clarification shall be submitted to the Executive Board in writing at least one week prior to the meeting where the Executive Board shall convene to discuss such clarification. Clarification by the Executive Board will be final and binding.

### **Article XII        RESIDENCE**

- A. All territories pertaining to Club affiliation are to be open territories. These by-laws recommend that all players are recruited from the same district or town. A player once certified by a team shall remain with that team so long as the team or organization has a division for which the player is eligible. At the end of the playing season all players become released players or are subject to the **NON-RELEASED PLAYER LIST**. Each Sport Conference may define conditions under which players might not be released by a Club, however such conditions shall not fundamentally disadvantage the athlete in his/her attempt to switch Clubs.

## **Valley Youth Conference, Inc. - Constitution and Bylaws**

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- B. If a coach leaves a member organization and goes to another member organization, none of the players who played on the previously coached team by this individual may go to the new organization and be certified on the same coaches roster, with the exception of the members of his immediate family.
- C. Proselytizing is contrary to the philosophy, intent and purpose of the Valley Youth Conference. It is strictly forbidden in any form or practice. Proselytizing is the term used in describing the illegal recruitment of a player.

### **ARTICLE XIII        REQUIREMENTS OF PARTICIPATING CLUBS**

- 1. Each VYC Club shall be of non-profit status
- 2. Each VYC Club shall be financially sound in order to participate effectively in the Sport season.
- 3. Each VYC Club shall maintain and perpetuate the tenets and philosophy of the Valley Youth Conference as stated in Article 3 of the Constitution.

Each participating athlete shall be acknowledged with the award item given to other members of his or her team at their awards banquet ceremony.

### **UNIFORM REGULATIONS**

#### **I        MEMBERSHIP**

- A. The individual membership of this Conference shall consist of the following classes:
  - 1. **ACTIVE MEMBERS** – Are those individuals who actively participate and serve as managers, coaches, and trainers, or any individual who has authorized contact with the player on the playing area.
  - 2. **SUPPORTING MEMBERS** – Are those individuals who are not connected directly with the teams, as are the active members above, but who nevertheless have contact with the players and parents from time to time for various reasons.
  - 3. Teams membership is governed by the provisions of VYC Constitution and By-Laws.
  - 4. Each member club shall have 2 designees that will represent them at all Valley Youth Conference, Inc. Sport activities.
- B. Each Sport Division shall elect its officers at a duly convened meeting of the Board of Directors of that Sport and in accordance with the Constitution and By-Laws of the Valley Youth Conference.

## Valley Youth Conference, Inc. - Constitution and Bylaws

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The positions to be elected by the Sport are, Commissioner, General Manager, Treasurer and Secretary (in the absence of the Executive Secretary appointed by the Executive Board of Directors).

- C. A conference representative shall cast his organization votes for the Conference which he represents, unless authorized to do otherwise by a letter from his organization to the Executive Director.
- D. An organization in good standing is a Club that is fully paid in all fees and fines, and has no pending disciplinary issues before the Conference Board.

### II CONDITIONS OF MEMBERSHIP

- A. Application for membership into a Sports Conference shall be made in writing on a membership application form furnished by the Conference.
- B. In consideration of being permitted to become members of this conference, members and teams personnel shall agree to conduct and act in accordance with Constitutions, By-laws, and Rules and Regulations of the Conference.
- C. Those individuals who apply for membership under the classification of active membership shall be designated in writing to each Sports Conference by the Chief Executive Officer of each organization on the teams certified roster.
- D. The club requesting membership in the VYC shall be presented by that Sport Division to the Executive Board of Directors prior its acceptance into that Sport Division.

### III ELIGIBILITY

Definition of Amateur sportsman: An amateur sportsman is one who engages in sport solely for the pleasure and physical, mental or social benefits he derives from the sport, and to whom sport is nothing more than an avocation.

- A. To Be An Amateur Under Association Rules:
  - 1. Players or coaches cannot play or coach any Association governed sports for any monetary benefits such as cash, merchandise or any compensation.
- B. No Manager, Coach, or player shall complete under an assumed name.
- C. No player shall complete in any outside athletic team of the same sport at the same time without Sport Conference's approval.
  - 1. Any player who has been registered and certified with a team of the Sport Conference for the current season, who later plays the same High School Sport in any Division is ineligible to play in the Conference for that season.

**Valley Youth Conference, Inc. - Constitution and Bylaws**

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2. Any player dropped from any team in the Sport Conference for any reason, cannot again be certified to play in the Conference for that season.

**IV ACTS OF DISBARMENT**

Any active member or team competing as an amateur in amateur sports as played under the auspices of the Valley Youth Conference or any member of the Conference participating in any capacity, except the Conference or any member of the Conference participating in any capacity, except the Conference Secretary, may upon a majority vote of the Board after a hearing, be suspended, placed on probation or both, for any period of time as determined by the Conference if they are found to have committed any of the following acts:

- A. Competed under an assumed name.
- B. Committed an unsportsmanlike act.
- C. Received any portion of his annual income from or for services as a Manager or Coach in the Valley Youth Conference, Inc.
- D. By directly or indirectly receiving pay or financial benefits for participating within the Conference.
- E. For striking any Coach, Assistant Coach, Manager, Official, spectator, or player.
- F. For anyone attempting to proselytize or encouraging one to proselytize.
- G. For using profane language or abusive language, whether on the field or play or as a spectator.
- H. For having been a recorded violator under Section 290 of the Penal Code, or any criminal convictions.
- I. For any advocating the overthrow of the United States Government or for being affiliated with an organization that has such aims.
- J. For any unauthorized use of the funds within any organization of the Conference.
- K. For participating in or being responsible for serious acts of unsportsmanlike conduct as determined by the Conference hearing board.

**V PLAYERS ELIGIBILITY COMMITTEE**

- A. The Commissioner of the Sports Conference shall appoint a committee to certify the eligibility of players of each Division in a process called "Certification". Each team manager shall submit to this committee the appropriate forms and data in legible form and where required on the Conference forms:

**Valley Youth Conference, Inc. - Constitution and Bylaws**

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1. Appropriate certification documentation shall be described by the Sport Conference.

**VI PLAYERS AGREEMENT**

- A. After signing the current year's Approved Player's Contract, a player may obtain his release from the team to which signed, this release shall not be unreasonably withheld at any time prior to certification of the athlete. The Sport Division shall describe their specific guidelines for the release of athletes transferring from one club to another.

**VII COACHING ETHICS**

A coach, advisor, or other adult acting in an official capacity may be barred from further participation in the Conference by violation of any of the rules of the Sport or the Conference and will be subject to appropriate penalties. These penalties will be at the discretion of the Hearing board of that Sport.

**VIII INJURED PLAYER**

- A. The following procedures shall be used in the handling of claims:
  1. Every team shall have a fully equipped medical first aid kit at its practices and games.
  2. If the occasion arises when 911 or EMS is needed, an attempt must be made to contact the athlete's parents. The closest emergency facility shall be used unless special arrangements have been made.
  3. Home team officials will notify the head official and opposing team prior to the competition of the nearest emergency facility and where the nearest phone is located.
  4. In case of reported injury, the Sport's Conference insurance carrier shall be notified and nothing shall preclude an examination of all medical records by the carrier.
  5. An injured player who has been transferred to an emergency medical facility shall not participate in any sport practice or game until released by a physician. Conference Board members have the right to receive a copy of the players release form from the team officials.

**Valley Youth Conference, Inc. - Constitution and Bylaws**

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6. All team personnel and game officials shall abide by the decision of the parents or attending medical personnel regarding treatment, safety, and welfare of the injured player.

**IX PROTESTS**

- A. The Sport shall define its protest process. If a protest or appeal is requested of the Executive Board of Directors of the Valley Youth Conference, then the procedure shall be:
  - a hearing by a hearing committee of the Sport Conference
  - if necessary, a hearing by an appeal committee of the Sport Conference
  - Finally, a hearing by the VYC Executive Board of Directors where the outcome shall be final.

## **EXECUTIVE CONFERENCE BOARD EXECUTIVE BOARD OF DIRECTORS**

**EXECUTIVE DIRECTOR**

EARLE CHARLES

818-366-9577

**CHIEF FINANCIAL OFFICER**

BRIAN ANSON

818-342-4299

**SECRETARY**

PAM ALLISON

818-365-4841

**FOOTBALL COMMISSIONER**

BENNIE DIAZ

DON MC GEE, GENERAL MANAGER

**BASKETBALL COMMISSIONER**

RAY CALAME

HENRY GROOMS, GENERAL MANAGER

805-296-0146

818-360-6606

**TRACK COMMISSIONER**

GERALD HOOD, COMMISSONER

323-974-8093

**CHEER COMMISSIONER**

TARA FAUCETT, COMMISSONER

MELINDA CORTEZ, GENERAL MANAGER

818-366-0968

818-834-7251

**THE  
VALLEY YOUTH  
CONFERENCE,  
INCORPORATED**

**2009**

**REGULATIONS**

# VALLEY YOUTH CONFERENCE, INCORPORATED 2008 FOOTBALL REGULATIONS

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## THE VALLEY YOUTH CONFERENCE, INCORPORATED 2008 FOOTBALL REGULATIONS

### I ADMITTANCE TO FOOTBALL SPORTS DIVISION

- A. In consideration of being permitted to become members of this Conference, members and team personnel shall agree to conduct themselves and act in accordance with the Constitution and By-Laws, and the Rules and Regulations of the Valley Youth Conference, and Rules and Regulations of the Football Conference.
- B. Application for membership into the Football Conference shall be made in writing on a membership application form furnished by the Football Conference by the March Conference meeting with acceptance no later than the Conference meeting in May. **(Amended 2004)**
- C. A club applying for membership must:
1. Submit an application stating its reasons for wanting to join this Conference and outlining its capability to maintain a club financially, with at least a minimum number of four (4) teams acceptable to the Sports Conference. **(Amended 2004)**
  2. If the applying organization is leaving another Youth Conference, it must show that it left that Conference in good standing (no outstanding debts, no illegal or unsportsmanlike like charges pending, not on probation or under punishment status).
  3. Such application shall show specifically, with statistics, maps, or other valid documentation, the geographical area of the club its players are potentially drawn from.
  4. Such application shall show that it is not raiding", or pulling players, coaches, or other staff from an established Valley Youth Conference club. (In case of a challenge from another established Valley Conference club as to its alleged unfair encroachment, a full hearing shall be held by the Conference Executive Board to determine the validity of the charges. The burden of proof (that there is no encroachment) shall be on the applying club.
  5. The applying club must show that it is or shall be a non-profit California State Corporation, with a duly elected board having at least four officers (president, vice-president, secretary, and treasurer).
  6. Each new club with the desire to enter the Football Sports Conference shall pay an affiliation fee to the treasury in the current required amount of 50% of the previous year's certification fee per team. The affiliation fee is due upon submission of team applications in July. **Fee does not apply to certification.** If any **probationary** club is suspended by the Football Sports Conference for any infractions or violations of the Constitution, By-Laws, Uniform Regulations or Playing Rules of the Football Sports Conference the previous year, they may, upon majority vote of the Football Sports, be rejected for membership for the current year. **(Amended 2004)**

7. The Football Sports Conference Executive Board, shall at the earliest possible date, accompany the applying clubs representative(s) to a Valley Youth Conference Executive Board meeting for a full briefing on the operations of the Valley Youth Conference, including an introduction to the other Valley Youth Conference Sports.
  8. A newly admitted club shall be granted a temporary, non-voting probationary franchise for a minimum period of one year. At the end of the probationary period, the club shall make a presentation to the Football Board as to its full compliance to the application requirements, including a statement as to its financial standing with the Sports Conference. The Sports Conference shall then make a determination regarding granting a full and permanent membership franchise.
  9. If any newly admitted first year club is suspended by the Football Executive Board for any serious infraction or violation of the Constitution, By-Laws, Football Regulations, or Playing Rules during its probationary period, it shall have a full hearing of the facts and upon a majority vote of the Football Board, be either accepted or rejected for further membership.
- D. It shall specifically understand that there are no geographical boundaries enforced. (For additional requirements, see By Law II, Conditions of Membership)

## II MEMBERSHIP

- A. No club may accept any other new club to participate in the VYC under their club “umbrella” or “piggy-back” to bypass the VYC Rules of Application for Admittance to the Football Sports Division. **(New rule 2004)**
- B. The individual membership of this Sports Conference shall consist of the following classes:
  1. **ACTIVE MEMBERS:** Are those individuals who actively participate and serve as managers, coaches, and trainers, or any individual who has authorized contact with the player on the playing area.
  2. **SUPPORTING MEMBERS:** Are those individuals who are not connected directly with the teams, as are the active members above, but who nevertheless have contact with the players from time to time for various reasons, including parents.
  3. Team membership is governed by the provisions of ARTICLES V and X of the by laws.
  4. Each club should have 2 designees that will represent them at all Valley Youth Conference, Inc. Sports Conference functions.
    - a. One of the conference representatives from each club should be the club president or CEO of the club.
  5. All fees (team fees and certification fees) must be paid prior to or on certification day unless arrangements are made and approved by the VYC Football Board in advance. **(New rule 2004)**
  6. Only clubs in good standing, and current on club fees, shall have the right to vote in any Valley Youth Conference Inc. functions, issues, or circumstances. An organization in good standing is a club that is fully paid in all fees, and has no pending disciplinary issues before the Conference Board.

7. All fines must be paid prior to the seeding meeting to participate in play-offs. Any outstanding fines incurred after the seeding meeting must be paid by the Conference meeting in January. If fines not paid in January, a club may not vote and cannot certify the upcoming year. **(New rule 2004)**
- C. It shall be established that club's football representative(s) shall cast the vote for the club unless a letter from the organization has otherwise informed the Football Commissioner.
- D. A club conference representative(s) shall be allowed to cast his/her clubs votes for the Conference, which he/she represents, unless authorized to do otherwise, by a letter from his/her club to the Football Commissioner.
- E. Clubs may not sign up players for a specific sport for the following season, until the end of the current season, December 31. The Player Contract for all Valley Youth Conference football divisions is valid and binding to all parties only for the current season indicated on the face of the contract. Therefore all players become free agents at the conclusion of each football season. **(Amended 2004)**
- F. Any club wishing to change club name and/or club colors must apply to the Football Sports Conference for permission. **(New rule 2004)** Nothing in the above rule shall contravene the released — player rule. (Players Agreement / Non-Release Players)

### III Rule Changes

- A. Rule change proposals shall be submitted to the rules committee on the official rule change form at the January meeting. **(Amended 2005)**
- B. The proposed rule shall state whether it is a rule change or a new rule. If it is a rule change, it must state where the present rule is located and what the present rule is.
- C. The Rules Committee will review, clarify, check for rule duplication determine its value and make a recommendation on the proposed change. **(Amended 2005)**
- D. Once all rule changes are ready for distribution with the committee's recommendation, the designee compiles a complete packet of rule changes. The Rule changes are then handed out to the clubs for voting no later than the May Conference meeting. **(Amended 2005)**
- E. The clubs are to vote and bring their club vote to the June meeting on Club letterhead. **(New rule 2005)**
- F. A verbal vote will be made no later than the June Conference meeting. **(New rule 2005)**
1. If the proposal is not understood by the committee, the Committee must ask for a re-submission or an explanation. The deadline for re submission or an explanation shall not exceed two weeks.
  2. Following the annual off-season (winter) Conference Rule Changes procedure, no new rule change can be made during **the football season unless the commissioner grants an extension of time for a possible rule change, to be approved by the rules committee.**

The Football Sports Conference Board reserves the right to enforce the above stated rules, as it deems necessary to protect its members and the Valley Conference Inc. Executive Board members as well.

## IV SCHOLARSHIP PROGRAM

### The Conference Scholarship Committee

In February of each year, a committee of 5 to 7 persons shall be formed. The Committee should have representation from the Football Board and from the Cheerleading Board. One member shall be the Football Board Treasurer and one Member shall be the Cheer Board Commissioner. Once formed, the Committee shall elect its chairman. **(Amended 2004)**

In March the Committee shall meet to upgrade and revise, as needed, the Scholarship Packet. This packet shall include: **(Amended 2004)**

1. Cover Letter
2. Instruction Sheet
3. Scholarship Application
4. Activities Form
5. Counselor Evaluation Form

In April, copies of this packet shall be available to all public and private high schools in the geographical areas covered by the Valley Youth Conference, Inc. Clubs. **(Amended 2004)**

To be eligible, a candidate must:

1. Have been a certified participant on a Valley Youth Conference, Inc. team for a minimum of one complete football or cheerleading season.
2. Be a high school senior planning to attend a college, university or trade school following graduation.
3. Complete the Scholarship Application and the Activities Form.
4. Must write a 150-word essay concerning Valley Youth Conference Football participation.
5. Must submit, from a counselor the completed Personal Qualities Form and a copy of the student's transcripts.

All completed applications are to be submitted to the Scholarship Committee at a designated address. The deadline for applications shall be a date in May to be determined by Committee. **(Amended 2004)**

When applications are received, the Committee Chairman shall retain the original, make a copy, and then black-out all identifying information such as name and address, Conference Club or Team, high school, etc.

In June the Committee shall meet to review the blacked-out applications and shall select the winners by majority vote. **(Amended 2004)**

The winners shall be notified and shall be invited to an Awards Dinner to be determined. The winners and two (2) parents each shall be guests of the respective Conferences. The other applicants shall be sent a letter thanking them for their participation. The scholarship checks shall be mailed to the winners upon proof of registration at a college, university or trade school. **(Amended 2004)**

It is the intent to award two (2) Football Scholarships and two (2) Cheerleading scholarships in the amount of \$1,000.00 each.

The number of scholarships and the amount given may be revised according to the funds available, at the discretion of the Scholarship Committee.

Club fines shall fund the Football Sports Conference Scholarship (s) and the Cheerleading Scholarship(s) shall be as a budget item.

## **V ELIGIBILITY**

**Our goals are to provide a recreational environment that is fun, healthy and competitive for all who wish to play. We believe that this is the right of every player in our program. In addition we wish to protect these players from those who wish to violate their rights, via mean spirited play, unsporting behavior and/or undue or malicious outside interference. It is the intent of the Valley Youth Conference, INC. (VYC) to stop ANY and ALL violent conduct. All, players, parents, coaches and helpers who are connected with each VYC Club must read and sign this document.**

**First order: “Any player receiving discipline by a referee or other official of the Valley Youth Conference for throwing a punch, participating in a fight or any type of violent conduct”, is subject to the following:**

**1<sup>st</sup> offense: Automatic 1(one) game suspension.**

**2<sup>nd</sup> offense: Automatic season game suspension.**

**Any coach, parent or spectator sent off or asked to leave for violent conduct or other inappropriate behavior may be barred from attending any further games”.**

**“Furthermore, the use of alcohol, tobacco and illegal drugs will not be tolerated. If a player, coach or spectator is found to be under the influence of such substance, for that person’s safety and the safety of those around him/her, that person will be barred from attending the game in question, and that individual will be reported to the proper authorities.”**

**Second order: Should there be an incident of a fight or punches thrown involving athletics or coaches or participants at any Valley Youth Conference Sport activity, and then a report of this incident must be made to the Commissioner by the highest officials of the Club(s) in question within 24 hours of the incident. If the Commissioner is unavailable to receive the report, the General Manager is to be contacted next.**

**A committee shall be established by the Commissioner to review reports of fights and similar incidents. Input will be received from all affected parties including review of available video(s). Once the committee issues a ruling on the incident, a report shall be given to the Commissioner who shall inform the Club of the actions against the parties involved.**

**Any player, coach or parent refusing to sign this document will not be able to participate in play (Document in certification package). (New rule 2006).**

Definition of Amateur sportsman: An amateur sportsman is one who engages in sport solely for the pleasure and physical, mental or social benefits he/she derives there from, and to whom sport is nothing more than an avocation.

- A. To Be An Amateur Under Valley Youth Conference Rules:
1. Players or coaches cannot play or coach any Valley Youth Conference governed sports for any monetary benefits such as cash, merchandise or any compensation.
- B. No manager, coach, or player shall compete under an assumed name.
- C. No player shall compete in any outside athletic team of the same sport at the same time. **(Amended 2004)**
1. **(New rule 2002)** Any player who has been registered and certified and Plays in an official High School Football game in any division, is ineligible to play for any team in the Valley Youth Conference, for the current season. Also, any player in or going into his 3rd year of high school in the current season of the Valley Youth Conference from August 1 thru December 31 is ineligible to play Valley Youth Conference football. 10<sup>th</sup> graders are allowed to play in the Midget Division (only). They must meet all other Midget player requirements; example age, weight and academic requirement **(New rule 2006)**. This includes repeating a year of high school, i.e. — 9r's. **(Amended 2003)**
  2. Any player leaving from any club in the Conference after certification cannot again be certified to play in the Conference for that season. **(Amended 2004)**
  3. Should an athlete known to be ineligible, at any time participate in a contest, the game will be an automatic forfeit in favor of the opposing team.

## **VI PLAYER'S AGREEMENT I NON-RELEASE PLAYER**

Each club is responsible for initiating a letter of "non-release players", on club stationery, to the Valley Youth Conference, in time for the February meeting of the Football Conference. Such letter should list any player not released due to outstanding equipment obligations **(Amended 2008)**. Non-release players list should be comprised of players first and last name, date of birth and division. All other players are eligible to sign up with any club.

- A. After signing the current year's Approved Player's Contract, a player may obtain his release from the team to which signed, only upon application to and subsequent approval by the team's Manager. (Note: in these instances, the President of the Division and the Conference Secretary will be notified immediately.)
- B. A released player will not be eligible to play for any team in the Valley Youth Conference for the balance of the current season, unless approved by the Division President.

- C. Should a non-released player at any time participate in a game, the game will be automatically forfeited to the opposing team.
- D. Any pre-season cuts caused by a number of players exceeding the team maximum, as determined by the Valley Youth Conference rules, must be made not less than 7 days prior to the date set for certification for that coming playing season. This is to allow "cut players" ample time to tryout for another club.

## VII NON-RELEASE OF COACHING STAFF

Any Coach or Manager named on the most current season roster (i.e. the previous football year) and that team having fines or penalties due the Valley Youth Conference, Incorporated Football Sports Conference, shall not be able to be placed on a new roster within the Valley Youth Conference, Incorporated, Football Sports Conference, until all fines or penalties are remedied.

(see section VI, Players agreement/and or Non-release players, for player information.)

## VIII COACHING STAFF ETHICS

A coach, advisor, football staff or other adult acting in an official capacity may be barred from further participation in the Conference for violation of any of the following rules and will be subject to the prescribed penalties. **(New Rule 2003)** Any decision to suspend for more than two weeks will be brought to the Football Executive Board for a due process hearing. An appeal may then be made to the Football Protest Committee. A final appeal may be brought to the VYC Executive Board, whose decision will be binding.

Definition of penalties:

Penalty A	Permanent suspension
Penalty B	One calendar year suspension
Penalty C	Suspension of one or two weeks and/or monetary fine

All offenses can be regarded as cumulative from season to season by the Protest and Hearing Committee, in determining the degree of penalties.

**The Commissioner must review all suspensions within 72 hours of the Protest and Hearing Committees ruling.**

1. He/she will refrain from smoking or using illegal substances during all practices and games.  
1<sup>st</sup> offense                      penalty C
2. He/she will not criticize players in front of spectators, but reserve constructive criticisms in private, or in the presence of the team.  
1<sup>st</sup> offense                      penalty C

3. He/she will accept decisions of officials on the field as being fair and called to the best ability of the officials. He/she will not threaten, challenge, or use derogatory language toward officials on or off the field.

1 <sup>st</sup> offense	penalty C
2 <sup>nd</sup> offense	penalty B

4. He/she will not criticize the opposing team, its coaches or fans, by word of mouth or gesture.

1 <sup>st</sup> offense	penalty B
-------------------------	-----------

5. He/she will not permit “sweating down” tactics in order for a player to make the Team weight. Independent jogging, running or engaging in other physical activity, if performed in a normal football uniform or parts thereof, is not “sweating down.”

**Sweating down** includes but is not limited to:

1. Steam rooms
2. Steam cabinets
3. Rubber sweat suits or plastic bag
4. Physical activity while dressed in any heat retaining garment
5. Any method, including the use of drugs that might be injurious to health

1 <sup>st</sup> offense	penalty B
2 <sup>nd</sup> offense	penalty A

**He/she shall not permit the use of any artificial means of dehydration of any player (s).**

6. He/she will not permit a player to re-enter a game once the player is badly bruised or injured to such an extent that further play would jeopardize the player’s health. He/she will abide by the team doctor or a physician’s decision in all matters of injury.

1 <sup>st</sup> offense	penalty C
2 <sup>nd</sup> offense	penalty B

7. He/she will refrain from using abusive or profane language in the presence of anyone connected with the game.

1 <sup>st</sup> offense	penalty C
2 <sup>nd</sup> offense	penalty B/A

8. He/she will refrain from “**piling it on**” as the phrase is used where a team gets a commanding lead and desires to raise the score as high as possible. In these instances he/she will make every effort to let all players play, not just the required plays (4/8), but many plays.

1 <sup>st</sup> offense	penalty C
-------------------------	-----------

9. He/she shall not terminate game play at any time unless said game officials terminate the game.

1 <sup>st</sup> offense	penalty B
2 <sup>nd</sup> offense	penalty A

10. It shall be considered against coaching ethics to scout an opposing team in practice.
- |                         |           |
|-------------------------|-----------|
| 1 <sup>st</sup> offense | penalty B |
| 2 <sup>nd</sup> offense | penalty A |
11. Any coach who knowingly plays an ineligible player will be automatically suspended by the Football Conference Board, and may not again assume coaching or any other duties with any team in the Valley Youth Conference without approval of the Football Board.
- |                         |           |
|-------------------------|-----------|
| 1 <sup>st</sup> offense | penalty C |
| 2 <sup>nd</sup> offense | penalty B |
12. He/she will not strike any other coach, manager, player, game official or spectator during practice or games. Strike is defined as touching the body of another person in an aggressive manner with the intent to do harm or attempting to strike even though contact is not made.
- |                         |           |
|-------------------------|-----------|
| 1 <sup>st</sup> offense | penalty B |
| 2 <sup>nd</sup> offense | penalty A |
13. He/she will take action to prevent kicking, profanity, and gouging and/or dirty unsportsmanlike play, by any member of his /her team.
- |                         |           |
|-------------------------|-----------|
| 1 <sup>st</sup> offense | penalty B |
| 2 <sup>nd</sup> offense | penalty A |
14. He/she will not allow any uniform or equipment changes (including cleats) after weigh-in unless approved by the game official.
- |                         |           |
|-------------------------|-----------|
| 1 <sup>st</sup> offense | penalty C |
| 2 <sup>nd</sup> offense | penalty B |
15. He will not permit any practice or scrimmage to last over two (2) hours, nor will He allow more than the number of practice sessions as outlined.
- |                         |           |
|-------------------------|-----------|
| 1 <sup>st</sup> offense | penalty C |
| 2 <sup>nd</sup> offense | penalty B |
16. If he/she is ejected from a game: **(Amended 2003)**
- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> offense | penalty 7day suspension (1 week practice & game) |
| 2 <sup>nd</sup> offense | penalty B and \$100.00 fine                      |
17. Any coach, manager, or Conference Member who allows an ineligible player to play or allows players to play on or against a team in a different Division or to play under another player's name will be suspended, under penalty B.

**IX PENALTIES AND FINES**

Adding/dropping a team after August 19	\$ 200.00
Mandatory Coaches Clinic (not attending)	\$ 25.00
Mandatory Managers Meeting (not attending)	\$ 25.00
Score reporting (not calling in score to conference rep) This fine is per team	\$10.00
Scorecards (not turned in at designated location of home field)	\$ 10.00
30 point letter (not mailing letter to Div. Pres.)	\$10.00
Post season Bowl games (must be approved by Division President)	\$ 50.00 or suspension or both
Coaches ejected from the game Unsportsmanlike Conduct	suspension for next game
Bench clearing fight Immediate	canceling of Game
<b>Play rule violation (4 or 8 plays)</b>	<b>Unintentional – 1 game suspension Intentional – 3 game suspension (New rule 2008)</b>
Failure to notify Division President of scrimmage schedule and or changes	\$ 25.00 fine & possible cancellation of game
Failure to notify Division President and all division teams, of game schedule change	\$ 25.00
Failure to field a team 30 mm. after start time	\$ 300.00 fine plus, pay official's fees & forfeiture of game
Not providing a <b>certified</b> beam scale	\$ 250.00 each infraction
Not providing a <b>certified</b> 501b. weight	\$ 250.00 each infraction
Unauthorized personnel On the field	Monetary fine not to exceed \$ 150.00
<b>Football players crossing through Cheerleaders while they are out on the track in formation as a squad</b>	<b>\$25.00 (New rule 2009)</b>

**This list of fines, penalties, and violations may not constitute all infractions and remedies set forth in the Constitution & By-Laws, Uniform Regulations, or Playing Rules.**

## **X DISCIPLINARY ACTION**

- A. Coaches ejected from a game by the referee for unsportsmanlike conduct
1. Must leave the field and the school grounds immediately. **(New rule 2008)**
  2. Shall be suspended from the next game.
  3. A second ejection will result in suspension from the next game and a \$100.00 fine. The suspension will continue until the fine is paid. The method of payment shall be cash, money order or cashier's check. **No personal checks.**
  4. If a third ejection occurs the suspension will remain until the end of the season and all of the following season. The coach may apply to the Football Sports Conference board **at the end of the suspension period** to renew the coaching privileges.
- B. Player(s) ejected from a game by the referee for unsportsmanlike conduct shall be suspended from the next scheduled game to be played by his team. Identity of such suspended player shall be made known to the Division President, and information forwarded to that teams next scheduled opponent.  
**(Note: A scheduled 'bye' is not to be interpreted as a scheduled game)**
- C. Team fights:  
If a game is interrupted due to a fight caused by bench clearing, the game is to be called immediately. The Valley Youth Conference, Inc. Football Sports Conference Board at a meeting with both teams' staff will decide action taken against participants. This to take place within three (3) days of the event, or in case of business conflicts, as soon as possible thereafter.
- a. The team found to have initiated the incident forfeits the game in question.
  - b. If a team is found guilty of a second offense during the season, then:
    1. Team is disbanded for remainder of season
    2. No all-star eligibility
    3. Entire coaching staff suspended for the following season.

## **XI ACTS OF DISBARMENT**

Any active member of a team competing as an amateur in amateur sports as played under the auspices of the Valley Youth Conference or any member of the Conference participating in any capacity, except the Conference Secretary, may upon a majority vote of the football board after a hearing, be suspended, placed on probation or both, for any period of time as determined by the Valley Youth Conference if they are found to have committed any of the following acts:

- A. Participated under an assumed name (player, coach or manger). **(Amended 2004)**
- B. Received any portion of his/her annual income from payment for services as a manager or coach in the Valley Youth Conference, Inc.
- C. Directly or indirectly received pay or financial benefits for participating within the Valley Youth Conference.
- D. Struck any coach, assistant coach, manager, official, spectator, or player.
- E. Attempted to proselytize or encourage another person to proselytize.

- F. Been a recorded violator under Section 290 of the Penal Code.
- G. Advocated the overthrow of the United States Government or been affiliated with an organization that has such aims.
- H. Made unauthorized use of funds within any organization of the Valley Youth Conference.
- I. Participated in or was responsible for serious acts of unsportsmanlike conduct as determined by the conference protest and hearing committee.

## XII PROTEST RULES AND PROCEDURES

**Protests on matters of judgment as rendered by any official(s) will not be considered, and if a protest is submitted, the protest fee will be forfeited automatically.**

The Football Division shall consider any form of protest, grievance, or dispute resolution to mean one and the same. The following outlined procedures shall be followed when a complaint is filed either on an individual basis or a Club complaint:

- A. Where a rule infraction may have been wrongfully assessed by an official, the coach that wants to question said action should call for a time out. Then address the head official and explain why the official may have erred. If the official agrees that there has been an error, the official shall correct the error and the time out shall not be charged. If the official does not agree that there has been an error, the time out will be charged.
- B. Protests of a player's eligibility or where a rule infraction was wrongfully assessed by an official based upon the interpretation of the approved rules governing the Conference, which has a direct bearing on the outcome of the game, will be heard when properly submitted as outlined in Paragraph C.
- C. Notification of a protest must be made immediately after the incident occurred or became known. The protesting team manager or head coach must tell the head official that the game is being played under protest, and the reason for the protest. The head official and the protesting head coach or team manager shall immediately notify the head coach or team manager of the opposing team regarding the protest and the basis of the protest. The head official and both coaches shall note the period of play, time remaining, and the team that has possession of the ball, the down, and the yard line. (I.e., second quarter, 13 minutes-13 seconds Team A Mity Mite, third down, Team A Mity Mite 33 yard line) and any witnesses to the disputed event.
- D. Protest(s) must be in writing and submitted by Team Manager to the Commissioner with a \$25.00 protest fee, no later than 48 hours after termination of the game or event which is being protested. The protesting Manager shall mail a copy of the protest to the opposing Team Manager, Division President, and Club Presidents of both teams involved. **(New rule 2006)**. The Manager will list the specific player or players by name, jersey number, position played and the approximate amount of time including the period in which he played. The opposing Team Manager will upon request from the protesting Manager, furnish the name of the player or players. Where protests are for rules infractions, the specific play, period of play, official or official's name calling the infraction, and the specific rule or rules

of the Conference, which are believed to be in variance, will be furnished.

**(Amended 2004)**

- E. Where insufficient numbers of officials are present, it will not be necessary to submit the \$25.00 protest fee; however, the full details must be given, i.e., how many officials were present.
- F. The Conference Commissioner shall immediately refer the protest to the Protest and Hearing Committee. The Protest and Hearing Committee shall be composed of one (1) member from each of the Clubs within the Valley Youth Conference together with the Protest & Hearing chairperson(s) to be appointed by the Commissioner of the Valley Youth Conference, Inc. The chairperson(s) shall supervise the Protest & Hearing Committee. The members of the Protest Committee from the organizations involved in the protest shall have no vote on that protest. The rest of the members shall have one (1) each. A quorum must be present to consider the protest Six (6) or more voting members of the Protest Committee shall constitute a quorum; otherwise, the Chairperson shall be the sole judge acting with the advisement and consent of the other members. It shall require a two-thirds (2/3) vote of the Protest Committee to allow a protest. The Committee shall rule on all protest(s) the following Wednesday after receiving written notification of the protest. An earlier ruling should be made if the protest involves playoff games.
- G. The Committee or Chairperson may request the presence of a specific number of members of each team, as well as the official or officials involved as deemed necessary to arrive at a decision.
- H. The Protest and Hearing Chairperson(s) shall determine if the protest was made in a timely manner, and if not, the protest shall be disapproved. The Protest and Hearing Committee shall determine the merits of the protest. The Protest and Hearing Committee's decision is the final Football Conference action.
- I. The results of the Committee's findings and ruling are final to the Football Board and not revisable. The findings will be made known to the appropriate parties, and shall be part of the Division President's report at the next conference meeting. Should the protest be approved, the protest fee will be returned. If disapproved, the protest fee will be turned over to the Conference Treasurer for deposit to the Football Sports Conference General Account.
- J. When it is not expedient or possible to assemble a quorum of the Protest and Hearing Committee, the Commissioner shall appoint the Protest and Hearing Committee Chairperson(s) to act as the entire Protest and Hearing Committee.
- K. The Conference shall consider any form of protest, grievance, or dispute to mean one and the same, and shall require the above outlined procedures to be followed.
- L. Where a full hearing has been held on the merits, the Committee's decision is subject to being appealed only to the Valley Youth Conference Executive Board. The request must be made to the Committee within a reasonable time after the decision, as set by the Football Conference after the decision.
- M. Pending an appeal, the decision of the Protest Committee shall stand and be enforced.

**THE  
VALLEY YOUTH  
CONFERENCE,  
INCORPORATED**

**2009**

**Football Sports  
Conference  
Playing Rules**

# **VALLEY YOUTH CONFERENCE, INCORPORATED 2008 FOOTBALL SPORTS CONFERENCE PLAYING RULES**

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# Valley Youth Conference, Incorporated

## Football Sports Conference

### Football Sports Conference Policies & Procedures

#### I SPECIFIC CONFERENCE DATES

- A. Regular meetings of the Board of Directors of the Valley Youth Conference, Inc. Football Sports Conference shall be the first Tuesday of each month at a place and hour designated by the Commissioner.
- B. The Football Conference calendar year shall be from February 1<sup>st</sup> through January 31<sup>st</sup> of the following year.
- C. The Football Conference accounting/fiscal year shall be from January 1<sup>st</sup> through December 31<sup>st</sup> of the following fiscal year.
- D. In each year divisible by 3, the Commissioner shall be elected for a three (3) year term.  
The following year the General Manager shall be elected for a three (3) year term.  
The following year the Treasurer shall be elected for a three (3) year term.
- E. Nominations shall be made at the February meeting and the elections shall be conducted at the March meeting.
- F. Division Presidents shall be appointed by the Commissioner for a one (1) year term. The appointment is to be ratified by the Football Board. Division President serves at the discretion of the Commissioner.  
**a. Division Presidents CANNOT hold a Head Coaching position with a club with the exception of Jr. Clinic Division. (New rule 2009)**
- G. The Secretary is appointed by the VYC Executive Board and serves at its discretion. **(Amended 2008).**

#### Voting Procedures for the election of the Board Members:

1. A board nominating committee composed of members of each club and any Officer shall be formed. (Any club may waive their right to be fully represented)
2. The Commissioner, who is a voluntary member of all committees, shall instruct the nominating committee of its duties and shall hold an election to determine the chairperson. The Commissioner shall only vote in the event of a tie.
3. The nominating committee shall hold one open session prior to the fourth Tuesday of the election month. The date of this open meeting shall be announced to each organization at least two weeks prior to that meeting. Anyone wishing to present a candidate at this time may do so. The nominating committee must seek out, encourage, and determine the qualified candidates that will run for office. After the open session, the nominating committee shall hold a closed session to elect qualified candidates to fill each vacancy. The nominating committee shall announce its decision at the next meeting.
4. A qualified candidate for the position of Football Division Board Officer shall have satisfied the following minimum requirements:
  - A. Have been a member of the Football Sports Conference for at least two (2) years.

- B. Have served as a member of the Football Board of Directors for at least one year.
- C. Within thirty (30) days after being elected to the Board he/she must disassociate himself or herself from any member organization that he/she is affiliated with and remain so during his/her tenure for three (3) years, unless released from office.
- D. No Club President may be a Division President at the same time. To take effect with the 2004 Elections. **(New Rule 2003)**
5. The chairperson of the nominating committee or his/her alternate shall place the committee's candidates in nomination. The floor then shall be open to the nomination of qualified candidates.
  6. Votes shall be on the following basis:
    - Officers shall have one (1) vote each
    - Clubs with 2 or 3 teams... one (1) vote
    - Clubs with 4 or more teams....two (2) votes
  7. Each organization in good standing at the end of the season prior to the Election shall have the right and privilege of voting. The board shall make a determination as to what constitutes 'good standing', and the reasonable duration allowed to return to "good standing Good standing is described in membership & dues section I, sub-section A-5.
  8. Presidents-at-Large shall be elected by a majority vote. Each organization's vote shall be cast by that organization's representative(s) unless a letter from that organization has otherwise informed the Commissioner.
  9. Conference Representatives and alternate representatives shall be listed by name at the beginning of the season. If any change is necessary, the Conference Commissioner shall be notified as soon as possible.

The voting Board of the Football Division shall consist of:

1. The voting members of each club, (i.e. The club president or one or more representatives)
2. The Division Presidents
3. The Treasurer
4. The General Manager
5. The Presidents-at-Large (if earlier established)
6. The Head Official
7. The Cheer Division Commissioner
8. The Commissioner (only votes to break a tie)
10. If any Officer, numbers 3 and 4, does not finish out his/her term, there shall be an election in accordance with the voting rules and the new Officer shall finish out the unexpired term. In order to expedite replacing the Officer where an emergency or necessity exists, upon a vote by the board membership, the nominating committee may immediately place names before the Board for consideration as well as accept nominations from the floor. The Board shall then be prepared to vote on the replacement at the next regularly scheduled Conference meeting not less than 30 days following the nominations.
11. Only non-compensated members of the Board shall have the right to vote on Conference matters and issues.
12. A quorum of fifty percent + one of the total Board members must be present in order for a valid vote to take place.

13. In order for a vote to pass, two-thirds of the votes cast must be in favor of the issue to be decided upon. An abstention shall be considered a cast vote for the majority.
14. Conference Officers must vote by voice vote. They have one vote on an issue. No proxy votes are permitted for Officers.
15. If a Club has a right to vote on an issue and a sufficient number of its representatives are not present; the Club's vote shall count if it has been previously submitted to the Board on Club stationery signed by the Club president. It will be considered a valid proxy vote and will be valid.
  1. If a club is entitled to more than one vote and only one representative is present and no voting instructions have been submitted in advance, that club shall be allowed only one vote by the representative present.
16. Nothing in these rules shall prohibit a total voice vote on any issue on the floor by the members of the Board.

## **II DIVISION FRAMEWORK:**

1. The Valley Youth Conference, Inc. Football Sports Conference shall be composed of seven Divisions:
  - a. Jr. Clinic (see specific rules)
  - b. Sr. Clinic (see specific rules)
  - c. Gremlin (see specific rules)
  - d. Tiny Mite
  - e. Mity Mite
  - f. Pee Wee
  - g. Midget
2. All Divisions to consist of not less than four teams not more than 12 teams: however, as an exception, should more than 12 teams qualify for membership, the Division will then be divided into leagues (normally National and of not less than four nor more than 12 teams in each league. If more than 12 teams qualify for membership a third league will then be formed called the Continental league. They must consist of at least 7 teams per league. If there are 12 or less teams in the division, the division may be divided into leagues with the approval of the Football Sports Conference Board of Directors. Any deviations must be approved by a majority vote of the Board.
  - A. If 12 teams or more qualify for membership a third league will then be formed and named the Continental League.

## **III SPECIFIC RULES**

The following specific rules and any other rules written in this manual that are in conflict with the National Federation of High School Rules for the current season will, nevertheless govern all players, coaches, manager, officials, and any other members connected with the Conference.

1. Game ball to meet specifications of rule XV, official ball.
2. The stopwatch to be carried and controlled exclusively by an official on the field of play, unless an official is provided for this function.
3. All visiting teams will wear a white jersey. The home team will wear

- jerseys in their team colors, but not white. For the visiting team, all colors and decorations but white shall be confined to the sleeves, yoke and numbers. The Division President must approve all deviations.
4. All divisions will wear polyurethane cleats, soft rubber cleat shoes or molded-sole soccer type shoes. No tennis shoes, baseball cleats (**New Rule 2008**) or basketball shoes or solid aluminum, nylon, solid steel, or hard rubber cleats are allowed for any classification.
  5. Three (3) time-outs may be taken by each team in each half. A charged time out occurs when a request by the captain (or other authorized player) is granted by an official. When a team's 2<sup>nd</sup> time-out during a half is used the official will notify the captain and the coach that they have **ONLY ONE** more time-out left for the half.
  6. An injured player for whom the clock is stopped, or for whom the ready-for-play signal is delayed, shall be replaced for at least one play. The game officials through the team's head coach shall enforce this rule.
  7. The official will not charge a time-out to a team when the captain calls for a time out and there is cause for the official to have an official's time out by reason of an injury, etc. He will inform the captain in this case that he was already calling a time out, which is not chargeable, and that the team's request will not be honored unless the team captain desires to have the additional time out taken and charged.
  8. Coaches shall be informed by the official closest to the player's number and the rules infraction for which a penalty is imposed.
  9. Coaches Exam: To be a Head Coach a person must pass a written exam prepared by the Board of Directors. After passing it the first time, each Head Coach must pass the exam every three years. A copy of sample exam question will be given to applicants. Eighty percent will be a passing grade. Each coach will have five chances to pass the exam. If a Head Coach is replaced at any time, the new coach will have two weeks to pass the exam.
    - a. Two coaches per team must have passed the written exam and be certified each year.
    - b. Only one coach who is certified has to be present in a regulation game.
  10. The clock time shall be as follows: JR. CLINIC, SR. CLINIC, (**Amended 2006**), GREMLINS, TINY-MITES, MITY-MITES, PEE WEES AND MIDGETS — 10 minute quarters with a 2 minute intermission between the 1<sup>st</sup> and 2<sup>nd</sup> periods and 3<sup>rd</sup> and 4<sup>th</sup> periods, with a 15-minute intermission between the 2<sup>nd</sup> and 3<sup>rd</sup> periods.
  11. The point after touchdown is to be attempted from the 2-yard line and count as 1 (one) point when kicked, 2 (two) points when run or passed, For midget division and above. For Pee Wee divisions and lower, kicked conversions shall count as 2 (two) points and if the conversion is a run or passed, it shall count as 1 (one) point.
  12. Teams are allowed to warm up on the field at half time of prior game. (**New rule 2008**)
  13. No horse collar. This is a fifteen (15) yard penalty. (**New rule 2008**).

#### IV SPECIFIC RULES FOR JR. CLINIC (Amended 2003)

The Jr. Clinic Program is designed to teach the fundamentals while allowing the (6) six year old to adjust to the disciplined training required in contact sports. Therefore, it is a directive of the Valley Youth Conference, Inc. Football Sports Conference Board that the Jr. Clinic Program is held in perspective and that the words LOW KEY are stressed at the organizational level. With these goals in mind the following specific rules apply:

**(Amended 2003)**

- A. No scrimmages between other Conferences will be allowed.
- B. No pre-season, regular season, or bowl games will be allowed between teams of the Valley Youth Conference and other Conferences.
- C. Each Jr. Clinic team shall be allowed a maximum of thirty-eight (38) players and a minimum of fifteen (15) registered and certified players. No cuts below the maximum of 38 players will be allowed and every effort to place cut players with other clubs will be made. The Division President will be given the names, addresses, and phone numbers of all cut players prior to September 1st and no player may be cut after that date. If a team loses players and falls below the maximum or minimum, they may add players in an equal number any time until the fourth regularly scheduled game. After the fourth game a team may only add players if they fall below the minimum and only an equal number to bring the team up to twenty. If more than one team is formed, the teams should be split as equally as possible and a balance among the teams should be stressed.
- D. In the Jr. Clinic division there will be no tie breaking since no score is kept.
- E. In the Jr. Clinic division there will be no score reporting or recording of any scores in organizational publications such as flyers, or newsletters, etc.
- F. In the Jr. Clinic division there will be no attempt to schedule teams in a manner as to create playoffs or championships.
- G. No awards of any kind other than for participation will be allowed. (No patches, individual merit trophies such as "Most Valuable", etc.)
- H. Only one color game jersey will be required. If both teams have the same color, the home team will be required to wear scrimmage vests.
  - 1. All teams are to have one fill in jersey to be listed on the certified roster. The fill in jersey will be used on a temporary basis to allow a child to play if a jersey is lost, torn, etc. The team will be responsible for having the fill in jersey available at all games. **(New rule 2005)**
- I. One coach per team will be allowed on the field at all times, but must remain 20 yards behind his team during the actual play. Coaches on the actual playing field, not the sidelines of the playing field, CANNOT wear or use any communication devices while on the actual playing field.
- J. The length of the football field shall be 80 yards for Jr. Clinic and Sr. Clinic.
- K. No penalty shall exceed ten yards except for penalties for unsportsmanlike conduct.
- L. The quarters will be 10 minutes with a two-minute break between the first and second, and third and fourth quarters, and a fifteen-minute break at the half.
- M. There shall be 30 seconds allowed to setup to call plays. **(New rule 2008).**
- N. Half time will be confined to discussing the corrections needed or other constructive guidance. No abusive firing—up tactics will be allowed. (This also applies to pre-game and post-game). A designated Conference Representative or Game Official will be allowed access to any half-time talk.

- O. There will be three Officials at all Jr. Clinic games. The Official designated by the referee will administer these playing rules and report to the Jr. Clinic President, any violations.
- P. There will be no cheerleaders for Jr. Clinic divisions.
- Q. The offensive team will have a free kick in all punting situations, and the ball must be kicked within 40 seconds of when the ball is marked ready for play. If a team does not have a kicker, they may choose to have the ball placed twenty yards down field but not inside their opponent's fifteen-yard line. This may only be done on fourth (4<sup>th</sup>) down, and the ball is then put in play by the opposing team.
- R. There shall be no minimum weight requirement for the Jr. Clinic division.
  - 1. The Jr. Clinic division is allowed up to five (5) weeks to make weight. **(New rule 2008).**
- S. The ball will be the same size and specifications as that of the Sr. Clinic.
- T. All other rules governing the Football Sports Conference shall apply to Jr. Clinic.
  - 1. The Football Sports Board and the Commissioner shall assist in the formation of teams within the Football Sports Conference.
  - 2. Team colors shall be approved by the Board of Directors of the Conference.

## V SPECIFIC RULES FOR SR. CLINIC AND GREMLINS:

If a club fields a Gremlin team it shall also be allowed to field a Jr. Clinic and/or a Sr. Clinic Team **(New division established 2002)**. These programs are for six year olds (Jr. Clinic - only 6 year olds), seven (7) and eight year (8) olds (Sr. Clinic) interested in learning the fundamentals of tackle football. The intention of the Football Sports Conference is to allow these young athletes who would otherwise not have an opportunity to participate in tackle football to do so.

- A. The offensive team will have a free kick on all punting situations.
- B. Notification of kick must be given to the officials and the defensive team. Fake punts are not allowed.
- C. In lieu of an actual punt, a team may elect to have the ball moved 20 yards and spotted 1 and 10 for the opposing team.
- D. The ball shall be kicked in the normal 25 seconds from the time the ball is marked ready for play.
- E. The defensive team must have a minimum of 6 players on the line of scrimmage with a minimum of 2 players within 3 yards of the line of scrimmage. These players must remain in these positions until the ball is kicked.
- F. Penalty for infractions Of the above will be 5 yards.
- G. Sr. Clinic Only - One coach per team will be allowed on the field for the first two games of the season, but must remain 20 yards behind his team during the actual play. Coaches on the actual playing field, not the sidelines of the playing field, CANNOT wear or use any communication devices while on the actual playing field. **(New rule 2005)**
- H. All teams are to have one fill in jersey to be listed on the certified roster. The fill in jersey will be used on a temporary basis to allow a child to play if a jersey is lost, torn, etc. The team will be responsible for having the fill in jersey available at all games. **(New rule 2005)**

- I. The official ball for Jr. Clinic and Sr. Clinic shall be the Pee Wee ball. **(New rule 2005)**

## VI TEAMS

1. Each team shall be allowed a maximum of 33 players and must have at least 18 registered and certified players as of the final date for certification established by the Football Sports Conference Board. If, after this certification a team falls below the minimum (18) or below their original number of certified be it 33 or less by reason of players moving out of state, or seasonal injury, the team may apply to add players in compliance with this rule **(Amended 2005)** The Division President has authority to approve or disapprove depending on the substantiation furnished (full substantiation must be furnished in any of the cases just mentioned before consideration will be given.) If a player is certified late, and therefore not appearing on the team's certified roster, the President will forward to the team's manager, within 48 hours after the player has been certified, a copy of the document as established by the Valley Youth Conference, Inc., approving the late certification. In addition, copies of the approval document will be forwarded to the Secretary, Treasurer and Certification Chairperson of the Conference within 48 hours for his/her and the insurance carrier's files. The team Manager will present this document, together with the team's certified roster, to the Game Official at the time of weigh-in, and will make known to the opposing team manager the name of the player. This type of certified player is not eligible to go into contact practice until five days from the date of certification; a date, which will be so listed on the document, referred to.
2. The limitation on the number of players that may be added after certification date in compliance with the rule in 1, Teams. This type of player is not eligible to go into contact practice until five (5) days from the date of certification. This only applies to after certification day. Prior to certification a player must complete 20 hours of conditioning before going into contact practice. Above shall be governed by the following examples:
  - a. Team "A" certifies 18 players — they may make a request to the Division President to have approved sufficient number of players to bring their total to 26 players only. Limitation of number of players needs to be enforced, not "INTERPRETED". **PLAYERS ARE NOT ALLOWED TO BE ADDED TO A TEAM ROSTER IN VIOLATION OF THIS RULE.**
  - b. Team "B" certifies from 28 to the maximum of 33 players and loses one or more players, which brings their total down to 28 or more, but not below 28. This team cannot certify any additional players. Limitation of number of players needs to be enforced, not "INTERPRETED". **PLAYERS ARE NOT ALLOWED TO BE ADDED TO A TEAM ROSTER IN VIOLATION OF THIS RULE.**
  - c. However if this team loses one or more players bringing their total to less than 28, they can then have others certified up to a total of 28 players only. Limitation of number of players needs to be enforced, not "INTERPRETED". **PLAYERS ARE NOT ALLOWED TO BE ADDED TO A TEAM ROSTER IN VIOLATION OF THIS RULE.**
  - d. Team "C" certified 18 or more but not more than 27, and loses one or more players. This team can then certify up to that number that would give them the same number as they originally certified, or up

to 27 players maximum. Limitation of number of players needs to be enforced, not "INTERPRETED". PLAYERS ARE NOT ALLOWED TO BE ADDED TO A TEAM ROSTER IN VIOLATION OF THIS RULE.

- e. **(New rule 2002)** No new/additional players will be added to a roster after the conclusion of week 3.
3. If on the day of certification a team lists 33 or less players on their official roster, but are not able to certify all of those listed on that roster by reason of not having all the correct documentation, it may upon Board approval, be granted until the third official game, to complete certification. This day will be used to re-examine old, as well as new documentation used for the certification of players shown on their original roster. Should a team fail by opening day to certify the minimum of 18 players, they will be dropped from the Conference, unless given special permission to compete with a lesser number, by the Division President and the Football Sport Conference Commissioner.
4. All certified players are eligible to play upon certification, unless the Football Sports Conference Board has established a later date. One example is that of players certified late, as above.
5. All players will be weighed prior to each approved scheduled game. After each player is weighed in he shall go directly to the area designated by an official or manager; said area shall be open and visible. As soon as the team has been weighed in they shall go to the field in one group. No player shall be allowed to leave this group until after the game has started. If a player leaves the area or the group he shall not be eligible to play in the first half and shall be treated as a player late for weigh-in. If a player is over the weight prescribed elsewhere in this manual, that player then will become ineligible to play in that game. If a player is late for the weigh-in, he will remove his shoulder pads and sit on the bench and will not be allowed to play in the first half. At half time the official or manager will weigh the late player and if found eligible, he may play in the last half.
6. The Head Official and team managers must enforce this ruling. Team Sportsmanship Card must list the boys' names and numbers who are overweight.
7. The Commissioner, General Manager, Treasurer, Division Presidents or Valley Youth Conference, Inc. Executive Board Members may conduct and/or spot check any weigh-in at any time.
8. Each team must have as a minimum: head coach, assistant coach, manager and team physician or doctor (or suitable arrangements made and approved by the Board for the proper handling of an injured player.) Only head coaches, assistant coaches, managers, trainers, doctors, photographers, water boys or water girls of the team currently playing are allowed in the bench area and at no time will this number exceed 10 (ten) individuals. All adults and Jr. assistants assigned to coach and/or assist the team on the field of play or practice shall have signed an application which the Team Manager retains, and they will be listed on the team roster. Only these individuals may be on the bench with the team. In those instances where the head coach or his assistant act as manager, or trainer in conjunction with their other duties, the certification roster must reflect this information. The head coach and manager must be 18 years of age or older. Assistant coaches must be 16 years of age or older. The official roster will not contain more than 10 (ten) individuals on the back of the roster.
9. All teams must have their players in matching uniforms, with 4-inch numerals or larger on the front of their jerseys and at least 6-inch numerals on the back, when on the field of play. No two jerseys will have the same numerals. All teams are to have one fill in jersey to be listed on the certified roster. The fill in jersey will be used on a temporary basis to allow a child to play if a jersey is lost, torn, etc. The

- team will be responsible for having the fill in jersey available at all games. **(New rule 2005)** Should it become necessary that jerseys be changed, or numerical requirements are not met during the game for any reason, the head official will have sole authority to approve or disapprove, and if approved, will notify the opposing manager or head coach of the change. Under no circumstances will there be any advertising placed on the player uniforms.
10. All member clubs must adopt a player drafting system that provides an essence of parity between two fielded teams in the same division from the same club.
  11. No two teams from the same club, competing in the same division, will be scheduled to play each other during the regular season. This rule will not be enforced if there is insufficient number of teams within the division to complete a full regular season schedule.

## VII START AND CONCLUSION OF CONFERENCE PLAY

- A. Game Season: **The game season shall consist of eleven (11) regulation games (Amended 2006)** with a sudden death post season. A teams' loss in the play-offs will end the season for that team. **(New rule 2005)**
- B. Practice: Season practice will start on the 1<sup>st</sup> day in August (unless the 1<sup>st</sup> day of August is a Sunday) that is approved as the start date of practice by the Valley Youth Conference, Inc. Board, with no physical body contact of any degree nor the wearing of any part of a football uniform other than football shoes, prior to completion of 20 hours of conditioning. **No coach or coaches from the staff of a team may practice prior to August 1, with any players or would be players; this includes all contact with two or more players. (New rule 2009).** Should a player sign up late or is absent due to school, vacation, etc. he/she must not wear any part of a football uniform other than football shoes, nor engage in any body contact until the completion of the 20 hours of conditioning, minimum of 10 (ten) days of two (2) hour conditioning exercise. After certification a minimum of 5 (five) days of two (2) hour conditioning exercise applies. No inter-club scrimmages are allowed until completion of the 20 hours of conditioning. There may be one (1) daily practice session, which shall not exceed two (2) hours duration. Practice sessions are at the direction of the coach, but no night session shall last past 8:30 p.m. Any coach violating this will be suspended. During the day/week after Labor day and thereafter, practice sessions shall be limited to six (6) hours per week and shall be three (3) two (2) hour sessions. Practice time may be extended 1/2 (one half) hour for practice scrimmages only (to allow teams to arrive to warm up and stretch prior to designate start time). Overall time not to exceed past the designated end of practice time for said day of week. (Designated to mean practice hours listed and sent to Division President at the beginning of the season.) **(New rule 2008)**. At all body contact sessions, players must wear full safety equipment as they would in a regular game, and if possible, a physician or trainer should be present. Notice of the date, time and place of all practices must be given to the Division President in one (1) copy no later than August 5. The Division President shall see that these schedules are distributed to the Football Sports Conference and the Valley Youth Conference, Inc. Executive Board Members. -- Special Note: **(New rule 2003)**. A passing league may be added the 2<sup>nd</sup> Saturday in August in all divisions. This will be a round robin affair. This will be an optional event, not mandatory.

## VIII WEIGH-IN AND GAME MANAGEMENT PROCEDURE

The following procedure establishes responsibilities and sets up guidelines for proper conduct of a weigh-in at all Valley Youth Conference, Incorporated football games. Conference Head officials shall conduct weigh-in of teams for the first three (3) games only. The home and visiting team managers shall conduct weigh-ins for the remainder of the season. A white cap, Division President, or Conference Official (whoever is available) shall be called upon to settle any disputes. There absolutely shall be no interference with the official while the weigh-in procedures are being conducted. The penalty shall be forfeiture.

Penalty for illegal weigh-in procedures shall be forfeiture of the game, and/or manager suspension.

### A. WEIGH-IN

1. **Under no circumstances shall a Valley Youth Conference game be played before the mandatory weigh-in has been done. Players not meeting the required weight are ineligible players. Team officials (managers and/or coaches) shall be held directly responsible for the enforcement of this rule**
2. It shall be permissible to conduct the weigh-in procedure utilizing the team manager from each team only. If a dispute should arise between the team managers, Game Officials shall step in and supervise the process to its conclusion. **There shall be no agreements to by pass the weigh-in rules. Team Managers shall not allow Game Officials to persuade them to commence a game without weighing the players. Any official attempting such persuasion should be reported on both teams' blue card.**
3. All players must make weight no later than the 3<sup>rd</sup> week of the scheduled games of the season. This is the 3<sup>rd</sup> week of the season, not an individual 3 game. If your team has a bye on week 3, you're over weight players must come to make-up weigh- in the Monday following the 3<sup>rd</sup> week season game. The Jr. Clinic division is allowed up to five (5) weeks to make weight. **(New rule 2008)**. If a player needs to move to a different division, it must be done prior to week 3. If a players does not make weight on week 3, the player is declared ineligible and must be dropped from your certified roster. **(Amended 2005)**
4. Midget players have until the 5<sup>th</sup> week of the season to make weight. The weigh-in area shall be in a private and secluded area. Each player shall be dressed in the uniform in which he intends to play the game except he need not include his helmet or any arm, wrist, elbow or knee pads (basketball type). for weigh-in. Any player changing equipment worn for weigh-in after weigh in without the approval of the official shall be immediately declared ineligible for that game and the official shall record the player's name on his game report card. No one other than the Game Officials, the Commissioner, Division Presidents, Team Managers or Executive Board members, who may weigh the players, shall be in attendance at the weigh-ins. Should the Officials consider a player to be overweight, the Officials will notify the Manager. Only in the event of overweight will a strip weigh-in be allowed (Removing upper body pads, consisting of shoulder pads, rib pads, arm pads, tee-shirts, and sweatshirts with hoods, shoulder pad webbing, hand and arm pads, protective collars, neck pads and gloves). All players must attend weigh-in fully dressed in their equipment. **(Amended 2005)**
5. **20 minutes prior to a scheduled game time the home manager shall present their team, lined up by name in the order listed on the certified team roster,**

- to the game officials or team managers and assistants in the weigh-in area.**  
(If a team is not at the weigh-in on time, a fifteen (15) yard unsportsmanlike conduct penalty maybe charged against the Head Coach. **(New rule 2008).**)
6. The home manager at this time shall record on the reporting card the name of each of the three officials.
  7. The home manager shall present to the officials the teams certified (with seal indentation) roster and a copy of the visiting team's roster.
  8. The home team manager shall provide a private and secluded area for weigh-in. He/she will also be responsible for clearing the weigh-in area of unauthorized personnel and notifying the visiting team manager to prepare their team for weigh-in.
  9. The officials shall inspect each player for having proper identification and safety equipment (Rule IX.) The player shall uncover any protective pads for closer inspection upon the request of the official. If any unsafe equipment is found, the official shall notify the team manager and require the player to repair or replace such unsafe equipment, in order to be eligible. Such findings shall be on his/her reporting card to the Football Sports Conference.
  10. Each player as he approaches the weigh-in scales will identify himself by calling out his full name. The official shall record on his reporting card the name of any player whose name appears on the roster but does not weigh-in. A distinct separation between those players who have been weighed-in and those waiting will be kept at all times.
  11. All over and under weights will be handled in accordance with rules of this manual.
  12. Upon the completion of the home team weigh-in the officials will signal the visiting team's manager to bring their team to the weigh-in area. The players shall be lined up in the order as they appear on their certified roster.
  13. At this time, the visiting team's manager will record on the reporting card the names of the three officials. He! she shall then clear the area of all unauthorized personnel.
  14. The officials shall inspect and weigh-in the visiting team as called out in #5, #6 and #7.
  15. After the weigh-in is completed, the official shall return the team rosters to the home manager.
  16. The home team must provide a certified beam-type scale for the official weigh-in. No other type of scale is permitted. The scale must be calibrated on a yearly basis with the certified sticker posted on the scale and certification must be completed prior to the first (1<sup>st</sup>) season game and must not expire before the last scheduled season game. **(New rule 2008).**
  17. The home team must provide a (50) fifty pound certified weight to set the scales to for accuracy.
  18. **There shall be no agreements made between team managers regarding unqualified or ineligible players.**
  19. The weight (see chart).

## 2009 FOOTBALL SPORTS CONFERENCE WEIGHT CHART & QUICK REFERENCE AGE CHART

Ages	Eligible Divisions for Each Age Group
6	Jr. Clinic (New rule 2002)
7	Sr. Clinic
8	Sr. Clinic or Gremlin
9	Gremlin, Tiny Mite, Mity Mite
10	Gremlin Playdown, Tiny Mite, Mity Mite Pee Wee
11	Tiny Mite Playdown, Mity Mite, Pee Wee, Midget
12	Mity Mite Playdown, Pee Wee, Midget
13	Pee Wee Playdown, Midget
14	Midget

### Eligible Weight for Week Number (All weights are maximum weights)

(New Rule 2002—5lb. Weight increase Clinic — Pee Wee, Midget increase 15lbs.)

<u>DIVISION</u>	<u>Age on Aug 1<sup>st</sup></u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>
Jr. Clinic	6	100	101	102	103	104	105	106	108	108	109	110
Sr. Clinic	7,8	100	101	102	103	104	105	106	108	108	109	110
Gremlin Playdown	8,9 10(12 max)	115 95	116 96	117 97	118 98	119 99	120 100	121 101	122 102	123 103	124 104	125 105
Tiny Mites Playdown	9,10 11(12 max)	125 105	126 106	127 108	128 108	129 109	130 110	131 111	132 112	133 113	134 114	135 115
Mity Mites Playdown	9,10,11 12 (12 max)	135 115	136 116	137 117	138 118	139 119	140 120	141 121	142 122	143 123	144 124	145 125
Pee Wee Playdown	10,11,12 13 (12 max)	145 135	146 136	147 137	148 138	149 139	150 140	151 141	152 142	153 143	154 144	155 145
Midget (Unlimited 14 year olds)	11,12,13 14	175	176	177	178	179	180	181	182	183	184	185

At the Official Weigh-in, prior to the game the weight given is for the playing uniform and player. (Upper body pads may be removed if required to make weight, consisting of shoulder pads, rib pads, arm pads, tee-shirts, sweatshirts without hoods, shoulder pad webbing, hand and arm pads, protective collars, neck pads and gloves, and may be put on after weigh-in and play in the game.)

FOOTWEAR: Polyurethane cleats, soft rubber cleats, or soft rubber cleats molded to the soles are legal. Maximum cleat length is 1/2 inch. All screw-on cleats must be the type with the female receptacle in the shoe. Tennis shoes or baseball cleats type configurations are not allowed. **(New rule 2008).**

## IX GAME CONDUCT

1. If there is any problem with anyone who is authorized to be on the sidelines, then the head official will check the team roster and remove unauthorized personnel.
2. **The home team is responsible to set up and maintain a (3) three-man chain gang. The visiting team may, if they so desire, furnish one of the three men.** There will be no coaching or undue display of emotions from any member of the chain gang. The official observing any violation of the above shall ask the home team manager to replace the unruly member of this group.
3. Persons bearing cameras may approach the playing field providing: they are on the certified roster or permitted by mutual agreement between both teams and game officials; they are actually taking pictures, they do not interfere with the progress of the game, they do not coach any team or player nor show undue emotions.
4. Each manager is responsible to maintain order among the spectators on his side of the field (Rule VII A&C.) At any time the officials find the spectators disorderly they will request the manager to establish order and will delay the game until such order is established.
5. The Commissioner shall appoint one individual to chair a Score Reporting Committee subject to the approval of the Football Sports Conference Boards. The Chairman may appoint committee members also subject to the approval of the Football Sports Conference Board. The Score Reporting Committee shall present a Score Reporting Procedure to the Football Sports Conference for adoption. This procedure shall incorporate a fine of \$10.00 per team for failure to report a score.

## X PLAY

- A. Conference approved scheduled games Shall start as designated by the Valley Youth Conference Football Board. **(Amended 2005)**
- B. No team will be allowed to play more than **eleven (11) (Amended 2006)** league games. This will include play-off games and Division Championships, if required. Any deviations of this must be approved by a majority vote of the Board. **(Amended 2005)**
- C. Scrimmages may be scheduled among this or other Conference's teams but such scrimmages shall not exceed five per season. **Under no circumstances may a team scrimmage, or play any team or group who is not in their same classification. A Player may not exceed 10 pounds over the allowable weight limit as per the weight and age chart for the current year and will be ineligible to scrimmage. If a valid weight scale is not present then good sportsmanship should apply.** These scrimmages must be approved by the Division President who must be notified of the date, time and place no later than 48 hours before the day of the scrimmage, and whether they are between teams within the Valley Youth Conference they must meet the Conference weights and ages-no deviations. **(Amended 2005)**
- D. League games starting times will be as shown on the approved Division schedules. The scheduling chairperson, who will notify the Division Presidents, must approve any deviations of the times. Upon obtaining this approval the team manager or his/her assistant must inform every other team in that division of the scheduled change no later than 24 hours prior to game time. A fine of \$25.00 will be assessed for non-compliance.
- E. Failure to field a team 30 minutes after the approved scheduled game time will result in automatic forfeiture of the game and a \$300.00 fine to the team in

violation. Should this situation arise, the team causing the forfeiture of the game will be charged for the official fees and a \$300.00 fine even though it may not be the home team. The fine will be distributed as follows: \$150.00 to the hosting club and \$150.00 to the Conference to be deposited in the Scholarship Fund. All fees due as a result of this rule infraction must be paid before the next club game. This applies to all teams, all divisions. No game will be started after 8:30 p.m.

**(Amended 2004)**

- F. **It will be the duty of the home team manager to notify the visiting team 3 (three) days in advance of game as to the place, time and color of uniforms.** In the case of inclement weather, or the possibility of postponement, notify the visiting team manager at least 4 (four) hours before game time is required.
- G. Any officially postponed game is to be played at a later date, if needed, as decided by the appropriate Division President. **(Amended 2005)**
- H. The home team must furnish a certified beam type scale and 50 lb. calibrated weight for the weigh-in.
- I. **A period of 2 (two) calendar days must lapse between the conclusion of one game prior to playing another game or scrimmage game.** This rule applies to all Valley Youth Conference, Inc. Football Sports Conference games, whether pre-season, regular season or post season. **(Note example)** If a team plays either a scheduled game or a scrimmage game on Saturday, that team may not play another game until the following Tuesday, etc. (With the Division President's approval, post season non conference tournaments (i.e.; Las Vegas) may be allowed as exception to the 72 hour rule).
- J. The host team must have adequate rest rooms, drinking water available, and all field equipment necessary to prepare and play the game.
- K. The won and loss record of a team shall be determined by accumulating the total number of games won and separately accumulating the total number of games lost.
  - 1. Tie games will be accumulated as one-half a win.
  - 2. In the event two or more teams have identical won and loss records the teams shall be considered tied, if they tied each other during the regular season, but not if one team defeated the other.
  - 3. Only games between teams of the Valley Youth Conference shall be used to determine a won and loss record for a team.
  - 4. Games between teams other than the Valley Youth Conference, Inc., Football Sports Conference shall also be used to determine a won and loss record of a team if the game is a scheduled regular season game by the scheduling committee.
- L. In divisions where leagues have been formed, the team finishing the season with the best won and loss record shall be the league champion. In the event two or more teams share the best won and loss record, the teams shall be declared co-league champions. In the event two or more leagues are formed, the number of teams in each league shall not differ by more than one team.
- M. In divisions where leagues have not been formed, the team finishing the season with the best won and loss record shall be the division champion. In the event two or more teams are tied, a play-off game or games will be conducted in a manner and at a time and place designated by the Commissioner.
- N. In divisions where leagues have been formed, the division champion shall be determined by conducting a Division Championship Tournament.
- O. No club or team will have home field in the second round of play-offs as per High School rule. All games must be played at a neutral site. **(New rule 2004)**

## INJURED PLAYER

A. The following procedure shall be used in the handling of injuries:

1. Every team shall have a fully equipped medical first aid kit on its sideline, bench, or field equipment area.
2. The home team must insure that a phone is available prior to the commencement of the game.
3. If the occasion arises that 911 is called, or EMS is needed, an attempt must be made to contact the player's parents. The closest emergency facility shall be used unless special arrangements have been made.
4. Home Team Managers will notify the head official and opposing Team Manager prior to the game of the nearest emergency facility and where the nearest phone is located.
5. In case of reportable injury, the Conference's insurance carrier shall be notified and nothing shall preclude an examination of all medical records by the carrier.
6. An injured player who has been transferred to an emergency medical facility shall not participate in any football practice or game until released by a physician. Conference Board members have the right to receive a copy of the players medical release form from the team manager.
7. All team personnel and game officials must abide by the decision of the parents or attending medical personnel regarding the treatment, safety, and welfare of the injured player.
8. An injured player who has a soft cast on the hand, wrist or arm is allowed to play with sufficient padding to protect the player and others from being injured and clearance from their attending medical personnel and a parent release. Final decision at the discretion of the officials. **(New rule 2008).**

## XI POST SEASON GAMES

The Football Sports Conference Board must approve all post-season games. No team will play more than two post-season games (conference playoff, championship and all-star games excluded), unless the Football Sports Conference Board has granted special approval.

- a. One bowl game must be at home
- b. One bowl game must be away

Every team must notify their Division President in writing of their intent to participate in any post-season event. A copy of the written request must also be given to the VYC Football Secretary and any other Football Board Member as appropriate **(New rule 2003).**

No other games will be scheduled to be played, by any team on the day that a Football Sports Conference sponsored game is being held. Should a team not be in the sponsored event by the Football Sports Conference, but play a game on this day, the head coach and/or manager will be subject to a \$50.00 fine or suspension or both, as decided by the Football Sports Conference Board. Should the head coach or manager be suspended, the suspension will carry through the year following.

All clubs that accept All-Star and Championship games shall be prepared to provide the following:

1. Program
2. Time clock (i.e. scoreboard)
3. Sound system
4. Security, both professional and non-professional
5. Marked fields (i.e. line fields, number side line markers)
6. Field equipment appropriate to conduct the event
7. Scale

At all all-star and championship games a nominal fee for entrance into the event will be charged. (Dollar amount of fees shall be left to the discretion of the Football Sports Conference Board) Players, coaches and other team personnel that are participating in the event and be on the Certified Roster are exempt from this fee. All money will go to the Valley Youth Conference, Inc. Football Sports Conference General Fund. All hosting teams may provide food, drinks, tee shirts, or any other legitimate fundraising item in order to offset costs of hosting the event.

## **XII GAME OFFICIALS**

- A. The Head Official of the Football Sports Conference shall assign all officials to all games, subject to those conditions outlined in the Official's Contract.
- B. Any Official finding it necessary to eject a coach, team official or player shall make a full and detailed report to the Commissioner within 24 hours.
- C. No head official shall be under 21 years of age. Any other official must be at least 18 years of age. The Board must approve any deviations of this rule.
- D. At least 3 (three) officials shall be scheduled for all approved and scheduled games. If only 2 (two) officials are present at game time, the game shall be started and played.
- E. All game officials must be dressed in a striped, black and white Official shirt, white pants, and have approved game whistle, approved stopwatch and flags. Failure to appear in this uniform or with proper equipment will be subject to a \$5.00 fine. The Conference "Sportsmanship Card" (Gold Card) must be completed by head official for the game and submitted to designated club representative. **(Amended 2005)**
- F. Officials shall weigh all football players for the first three (3) games only. (see section XIV weigh-in and game management procedure)
  1. All divisions except Midgets must make weight not later than the 3<sup>rd</sup> week of scheduled games of the season.
  2. Midget players have to make weight by the 5<sup>th</sup> week of scheduled games of the season.
- G. The head official will notify the participating teams when there are 5 (five) minutes left before the start of the second half.
- H. Official in charge of game will declare the game forfeited should any team not be ready to play 30 minutes after the official game starting time.
- I. Except where special Valley Conference rules apply, the Game Officials shall officiate the games according to the National Federation of High Schools Rules.
- J. If a player leaves the designated area of his team after the weigh-in, the Official shall enforce the forfeiture penalty of these playing rules and the player becomes ineligible for that game. **(Amended 2005)**

The President of the Division will be notified within 24 hours whenever an official has to forfeit a game and the reason thereof. The Conference "Sportsmanship Card" (Blue Card) furnished to the person so designated by the Chief Official will also give details on the forfeiture.

### XIII GAME REGULATIONS

- A. **The Everybody Plays Rules: The Everybody Plays Rule guarantees that all available and eligible certified team players participate in a minimum of four or eight (4/8) downs per conference game, unless prevented from playing because of injury, sickness or disciplinary action.** Any play in which the football is in play or in motion constitutes a game down for the purpose of substitution. **(Amended 2004)**
- B. Determination of Plays: The determination of plays will be based on the amount of eligible participants at game time at the scale for weigh-in (each game for the season) **(New rule 2006)**. Each team with twenty-two (22) or less participants must follow the eight (8) play rule. Each team with twenty-three (23) or more participants will follow the four (4) play rule. **(New rule 2005)**
1. Four Play Rule: All eligible players must play no less than four (4) downs in the first half of the game (ineligibles must be declared at the weigh-in). The play can be offense, defense or special teams. If a player has not completed four (4) downs in the first half, the first (1<sup>st</sup>) offense may not constitute an immediate forfeiture of the game. The second (2<sup>nd</sup>) offense of violating the four play rule will constitute forfeiture of the game **(New rule 2008)** and a penalty phase for the Head Coach as follows:
    1. Unintentional – 1 (One) game suspension
    2. Intentional – 3 (Three) game suspensions  
Initial decision to be determined by the Division President **(New rule 2006)**

In addition to the penalty, the player must start the second half of the game and complete their four (4) plays regardless of whether that player is an "offensive" or "defensive" player. **(New rule 2005)**
  2. Eight Play Rule: All eligible players must play no less than four (4) downs per half (ineligibles must be declared at the weigh-in). The play can be on offense, defense, or special teams. If a player has not completed four (4) downs in each half, the first (1<sup>st</sup>) offense may not constitute an immediate forfeiture of the game. The second (2<sup>nd</sup>) offense of violating the eight play rule will constitute forfeiture of the game **(New rule 2008)** and a penalty phase for the Head Coach as follows:
    1. Unintentional – 1 (One) game suspension
    2. Intentional – 3 (Three) game suspensions  
Initial decision to be determined by the Division President **(New rule 2006)**

In addition to the penalty, the player must start the second half of the game and complete their four (4) plays regardless of whether that player is an "offensive" or "defensive" player. **(New rule 2005)**
  3. Enforcement: Each team must have a staff member from the opposing team to monitor all players to play eight (8) downs (four (4)

downs each half). This staff member must be listed on that team's certified roster. The monitor must stand on the opposing team sidelines and work collectively with opposing Team Manager until it has been documented that all players have played eight (8) downs.

**(New rule 2004)**

1. Failure to abide by the above rule will result in the players affected playing 8 (4 play rule) to 16 (8 play rule) plays in the next game. If the designated coach does not comply with this phase of the penalty, it will automatically be considered an intentional violation and a 3 (three) game suspension will be assessed.

**(New rule 2006)**

- C. This suspension will include playoff and all-star games if qualified, and will carry forward to the next season, if required, to complete the suspension.
- D. **No parents, other team coaches, players or unauthorized personnel shall be allowed on the field during the game.** This includes during a game, at half-time or after a game. Game officials shall instruct team managers to clear the playing field. Play will not be resumed until all unauthorized persons have left the playing field. If the field is not cleared after a warning, the team causing the problem will be penalized 15 (fifteen) yards for unsportsmanlike conduct. A 2<sup>nd</sup> (second) offense shall be a monetary fine to club not to exceed \$150.00. **(Amended 2004)**
- E. Rest intervals between 2<sup>nd</sup> (second) and 3<sup>rd</sup> (third) quarter is 15 (fifteen) minutes. Rest intervals between quarters are 2 (two) minutes. (In the case of an injured player, someone other than from the coaching staff may obtain permission from an official to enter the playing area to render necessary assistance to the injured player. Usually this is a medical person.)
- F. Side line travel of members of the coaching staff shall be limited to the 25 yard space to the 25 yard space in the center of the playing field (Called the 25 to 25 coaches and players box) and 3 (three) yards off line to allow for chain crew and referees. NOTE: Violation E shall be a major penalty.
- G. Time will be kept by one of the officials on the field during the game.
- H. Only Valley Youth Conference, Inc. Executive Board, Football Sports Conference Commissioner, General Manager, Treasurer or Division Presidents are to be allowed to enter the playing field. A club president is authorized to enter their home field. **(Amended 2005)**
- I. In every regularly scheduled game (including playoffs and Championships), if the differential in score is 30 (thirty) points or more, the coach of each team shall submit no later than Wednesday following the game, a letter addressed to the President of the Division involved. Such letter shall briefly set out the reasons for the differential and shall spell out whether or not there was a conscious effort to hold the score down or pile it on. The letters and the time limits shall be mandatory and noncompliance shall be punished by a fine of \$10.00 per occurrence and may be considered a breach of coaching ethics. **(Amended 2005)**
- J. No restrictions shall exist on numbering players by position. (see section II, sub section Teams, number 9)

#### **XIV A TIE BREAKING SYSTEM**

The National Federation of High School Playing Rules Tie-Breaking System will be used in all of the football playoffs when games end with the score tied. This rule is for all playoffs except for Division Championship Games. Division championships can end a tie.

The 2 (two) teams in the division championship game that are tied at the conclusion of regulation play will be co-division champions.

In the event that the playoff game ends in a tie score, a 5 (five)-minute intermission will be declared. During that time the officials will meet with the captains of the respective teams for a coin tossing ceremony. The winner of the toss will be given the option as to whether or not his team would like to put the ball in play or be on defense for the first play.

If the score is still tied at the end of the tiebreaker, another tiebreaker will be played. This will continue until a winner is declared.

## XV PLAYING FIELD

- A. At the request of the Scheduling Committee, each club shall submit prior to the preliminary scheduling meeting, a facilities report which will provide for 11 (eleven) **(amended 2006)** home playing dates. No team or teams shall be approved to play home games unless they have an approved field as determined by a committee appointed by the Conference Commissioner. This approval must be received prior to date of approved Division schedule.
- B. All fields will be regulation football fields.
1. If goal posts are used, they must meet following measurements: Goal post 10 (ten) yards from goal line, regulation 10 (ten) feet high cross bar, 18 foot 6-inch width. The exception being the 80 yard field for Jr. Clinic and Sr. Clinic divisions.
  2. All fields will be properly marked to include yard markers. The goal lines must be marked with safety flags. The coaching staff side line travel limit shall be clearly marked 20 yards on either side of the mid field stripe. The posts of the yardage chain shall have a target at least 4 inches in diameter that is distinctly marked so as to be readily visible across the field.
  3. There must be a suitable maintained safety barrier, clearly defining the playing field from the spectator area. When no other barrier exists, restraining ropes will be placed an appropriate distance behind the benches of both teams.
  4. The home team shall provide a suitable bench area for the visiting team, which must be within reasonable proximity of the playing field, and the visiting team must use the bench area provided.
  5. It shall be the home Team Manager's duty to furnish personnel to operate the yard and down markers with the visiting team allowed to provide one member of this group. Home team must supply suitable distinctive outer garments.

## XVI OFFICIAL BALL

- A. The official ball shall be:
1. For Jr. Clinic and Sr. Clinic — Pee Wee Ball **(amended 2005)**
  2. For Gremlin, Tiny Mite, Mity Mite, Pee Wee - Junior Ball (19 inch circumference)
  3. For Midgets - Intermediate Ball

## XVII SAFETY EQUIPMENT

A. Mandatory safety equipment shall include:

1. Helmet that is NOCSAE approved
2. Nylon face guard, double bar
3. Shoulder pads
4. Thigh guards
5. Knee pads
6. Athletic supporter with a hard protective cup **(amended 2005)**
7. Hip pads or kidney pads, and tailbone pads
8. Mouth piece. Cannot be clear or red. **(New rule 2008).**
9. Cleats - to be checked before each game; max. Length of cleats shall be ½ inch. Tennis shoes or baseball cleats cannot be worn. **(New rule 2008).**
10. Bandannas! skull caps may be worn under helmets and must be white in color only. They must be completely concealed under helmet (not showing).
11. Socks

Once a player a player is weighed-in, you (Head Coach) are certifying that the player is fully equipped. Once a player steps up to the scale and is not fully equipped, that player will then become ineligible to play the first half of the game. He can not re-enter the game until halftime after he has been fully equipped and properly dressed and reweighed. **(New rule 2006).**

Every team must have a first aid kit present at all games, scrimmages and practices. The name, address and phone number of the nearest emergency ambulance and hospital service must be provided by the home team and a copy of it attached to first aid kit.

There shall be a Standing Committee of not less than 3 (three) individuals appointed by the Commissioner to make specific recommendations to the Conference on all equipment, including safety-first equipment.

## XVIII DRAWING FOR LEAGUES (Amended 2003)

1. The Conference shall be divided into leagues such that there is a minimum of four clubs and a maximum to be determined on an annual basis. **(Amended 2005).**
2. The top 3 (three) clubs in the Conference shall be seeded into separate leagues.
3. The remaining clubs shall be drawn according to club on club play. **(Amended 2008).**
4. The Conference schedule shall be club to club except where teams are matched in BYE situations. No team shall have more than one BYE per season in any division, unless all teams in that division shall have a BYE.

The following was the established method prior to the 2002 rule change, described above:

Each year the Football Sports Conference Board will hold a drawing to determine League alignment for that current season for all Divisions, The first four (4) teams drawn in each Division will be the four (4) semi-finalists from the prior year in the next lower Division.. The Sr. Clinic Division will be excluded from the seeding process. The 2 (two) finalists from the prior year cannot be seeded in the same league.

After the 4 (four) semi-finalists are seeded by random draw, then the remaining teams will be drawn to fill out the Leagues. This rule applies to 2, 3, and 4 league divisions.

## 1. TWO LEAGUE DIVISION

- a. All regularly scheduled season games (**Amended 2008**) will count in the league standings (**amended 2006**)
- b. If 2 (two) teams tie for 1<sup>st</sup> (first) place in a given league, both teams will enter the Championship Tournament. For purposes of seeding, the teams will be designated 1<sup>st</sup> (first) or 2<sup>nd</sup> (second) based on: the team, which won the regular season game between the 2 (two) teams, will enter the playoffs as the 1<sup>st</sup> (first) place team.
- c. If they tied during the regular season game, then a coin toss will be used. Both teams will receive League Championship Awards.
- d. If 3 (three) teams tie for 1<sup>st</sup> (first) place, all 3 (three) teams will be declared League Champions, and the following criteria will be used to break the tie: -Records between the teams tied: **EXAMPLE** if 1(one) team has beaten the other 2 (two) teams during the regular season then that team would automatically be seeded before the other 2 (two) teams. Therefore, the record within the play of the 3 (three) teams tied is the 1<sup>st</sup> (first) consideration. Record against teams of the league in which they play. If only 1(one) team can be seeded after using the above criteria and 2 (two) of the teams remain tied for the other seeded berth, then they will play a tiebreaker between the remaining 2 (two) tied teams. It will be played at a time and location determined by the Scheduling Chairman and Division President. If 3 (three) teams remain tied after using all other methods of breaking the tie, then a 3 (three)-way tiebreaker between the tied teams will be played at a time and location determined by the Scheduling Chairman and the Division President. The tiebreaker will be conducted on a double elimination basis; the 1<sup>st</sup> (first) team to lose 2 (two) tiebreakers will be eliminated from the playoff tournament. **EXAMPLE** The winner of the 1<sup>st</sup> (first) tiebreaker will be Team A, the loser Team B, and other Team C (A coin toss by the Commissioner will determine pairings).

- |                 |            |
|-----------------|------------|
| 1 <sup>st</sup> | tiebreaker |
| 2 <sup>nd</sup> | tiebreaker |
| 3 <sup>rd</sup> | tiebreaker |
| 4 <sup>th</sup> | tiebreaker |

(Note: In a double elimination 3-way tie-breaker, a maximum of 4(four) rounds and a minimum of 2 (two) rounds are required to eliminate one team.)

- e. In a 2 (two)-way tie for 2<sup>nd</sup> (second) place the following criteria will be used to break the tie: Any meeting between the 2 (two) teams not counting Pre-season games or scrimmages. Records against teams of the league in which they play. If no determination can be made then a tiebreaker between the tied teams will be played at a time and location determined by the Scheduling Chairman and the Division President.
- f. In a 3 (three)-way tie for 2<sup>nd</sup> (second) place the following criteria will be used to break the tie: Records between the teams tied (see c above for example). Record against teams of the league in which they play. If three (3) teams remain tied after using all other methods

of breaking the tie, then a 3 (three)-way tiebreaker between the tied teams will be played (see c). Two (2) teams will be eliminated.

- 1<sup>st</sup> tiebreaker
- 2<sup>nd</sup> tiebreaker
- 3<sup>rd</sup> tiebreaker
- 4<sup>th</sup> tiebreaker
- 5<sup>th</sup> tiebreaker

**SEEDING: League Champions will be Best League Record and will be seeded 1<sup>st</sup> Place and 2<sup>nd</sup> Place. In the event of a tie in league record, the tiebreaker will be determined by best overall record. Seeding 3<sup>rd</sup> Place through 8<sup>th</sup> Place will be seeded based on overall record. Tiebreakers will be determined by Best League Record. (Amended 2009)**

## 2. THREE LEAGUE DIVISION

In a division with three leagues the 1<sup>st</sup> (first) and 2<sup>nd</sup> (second) Place teams in each league, as determined by the number of wins after all regularly scheduled season games **(Amended 2008)** will qualify for the Division Playoffs including 2 (two) wild card teams (the next Best Overall record **(Amended 2008)** selected from all leagues) provided there are no ties for 1<sup>st</sup> (first) or 2<sup>nd</sup> (second) place in all 3 (three) leagues. If there are any ties then the following rules will apply **(Amended 2005)**:

- a. If there are 2 (two) or more teams tied for 1<sup>st</sup> (First) Place then all 1<sup>st</sup> (First) Place teams will qualify and be placed in seeding by Best Overall record. **(Amended 2008)**.
- b. After the 1<sup>st</sup> (First) Place teams have been selected for the tournament then the 2<sup>nd</sup> (Second) Place team in each league shall be selected provided there is not a tie for 2<sup>nd</sup> (Second).
- c. If there is a tie for 2<sup>nd</sup> (Second) place, the tie breaking criteria will apply. Note d. below. **(Amended 2008)**.
- d. If there are any remaining Wild Card spots to be selected to the tournament the following criteria will be used:
  - Conference record
  - Any meeting between 2 (two) teams not counting pre-season games or scrimmages
  - Record against teams of the league in which they play
  - If no determination can be made then a coin flip will take place. **(Amended 2008)**.
- e. Only 1 (one) 2<sup>nd</sup> (Second) Place team may automatically qualify for the Tournament in given league. All other teams must qualify according to the criteria given in d above.
- f. For purposes of seeding: If there are 2 (two) teams tied for 1<sup>st</sup> (First) Place in a given league, and have identical records, a coin flip will take place to determine 1<sup>st</sup> place. **(Amended 2008)**.
- g. If a situation arises that is not covered under any of the above rules then it will be the sole determination of the Commissioner to rule on any controversy.

h. Seeding is as follows:

**SEEDING: League Champions will be Best League Record and will be seeded 1<sup>st</sup> Place, 2<sup>nd</sup> Place and 3<sup>rd</sup> Place. In the event of a tie in league record, the tiebreaker will be determined by best overall record. Seeding 4<sup>th</sup> Place through 8<sup>th</sup> Place will be seeded based on overall record. Tiebreakers will be determined by Best League Record. (Amended 2009).**

<b>#1 Seeded</b>	<b>1<sup>st</sup></b>	<b>Best League record (Amended 2009)</b>	<b>1<sup>st</sup></b>	<b>Place Team</b>
<b>#2 Seeded</b>	<b>2<sup>nd</sup></b>	<b>Best League record (Amended 2009)</b>	<b>1<sup>st</sup></b>	<b>Place Team</b>
<b>#3 Seeded</b>	<b>3<sup>rd</sup></b>	<b>Best League record (Amended 2009)</b>	<b>1<sup>st</sup></b>	<b>Place Team</b>
<b>#4 Seeded</b>	<b>4<sup>th</sup></b>	<b>Best Overall record (Amended 2009)</b>		
<b>#5 Seeded</b>	<b>5<sup>th</sup></b>	<b>Best Overall record (Amended 2009)</b>		
<b>#6 Seeded</b>	<b>6<sup>th</sup></b>	<b>Best Overall record (Amended 2009)</b>		
<b>#7 Seeded</b>	<b>7<sup>th</sup></b>	<b>Best Overall record (Amended 2009)</b>		<b>Wild Card Team</b>
<b>#8 Seeded</b>	<b>8<sup>th</sup></b>	<b>Best Overall record (Amended 2009)</b>		<b>Wild Card Team</b>

**In the 1<sup>st</sup> Round of A Three League Division Playoff an American League or National League or a Continental League 1<sup>st</sup> Place Team cannot play a 2<sup>nd</sup> Place Team from their own League**

**The Tiebreaker will be used to determine the winner of any championship tournament game that is tied at the end of regulation play, except for the Division Championship game.**

**A game tied at the end of the Division Championship game will remain a tie and Co-Champions will be named.**

Three League Division Championship Seeding is as Follows:

<b>#1</b>	<b>Seeded Team plays the</b>	<b>8<sup>th</sup></b>	<b>Seeded Team</b>
<b>#2</b>	<b>Seeded Team plays the</b>	<b>7<sup>th</sup></b>	<b>Seeded Team</b>
<b>#3</b>	<b>Seeded Team plays the</b>	<b>6<sup>th</sup></b>	<b>Seeded Team</b>
<b>#4</b>	<b>Seeded Team plays the</b>	<b>5<sup>th</sup></b>	<b>Seeded Team</b>
<b>#5</b>	<b>Seeded Team plays the</b>	<b>4<sup>th</sup></b>	<b>Seeded Team</b>
<b>#6</b>	<b>Seeded Team Plays the</b>	<b>3<sup>rd</sup></b>	<b>Seeded Team</b>
<b>#7</b>	<b>Seeded Team plays the</b>	<b>2<sup>nd</sup></b>	<b>Seeded Team</b>
<b>#8</b>	<b>Seeded Team plays the</b>	<b>1<sup>st</sup></b>	<b>Seeded Team</b>

**The higher seeded team in the playoff brackets is always the Home Team regardless of the field where the game is being played. (New rule 2008).**

**THE  
VALLEY YOUTH  
CONFERENCE,  
INCORPORATED**

**2009**

**PEE-WEE/MIDGET  
ALL-STAR  
GAME RULES**

**VALLEY YOUTH CONFERENCE, INCORPORATED  
2008 FOOTBALL SPORTS CONFERENCE**

**PEE-WEE/MIDGET (Amended 2008) ALL STAR RULES TABLE OF  
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## THE VALLEY YOUTH CONFERENCE, INCORPORATED 2008 PEE-WEE/MIDGET ALL-STAR GAME RULES (Amended 2008)

The Pee-Wee Division is to be added to the December All-Star game only, and shall be known as the Pee-Wee/Midget All-Star Game **(Amended 2008)**

### I HEAD COACH AND ASSISTANT COACHES

- A. **The 2 (Two) Head Coaches for the Pee-Wee/Midget All-Star Game will be the coaches who win their league championship**, if they are available.
1. In case 2 (two) or more teams are tied for 1<sup>st</sup> (first) place in a given league, the Head Coach for the All-Star Game will be the coach whose team advances the farthest in the Championship Playoffs.
  2. **The Winning Head Coach of the All-Star game in December will be the Head Coach of the June All-Star Game. (New rule 2009)**
- B. **In the Pee-Wee/Midget All Star Game, all assistant coaches must have been a Pee-Wee/Midget Head Coach from the current season only. There must not be assistant coaches from any team or who were listed as assistant coaches on the back of any roster. Staff for Pee-Wee/Midget (Amended 2008) All-Star game is not to exceed ten (10). All other Pee-Wee/Midget (Amended 2008) Head Coaches shall be Assistant Coaches for their Leagues All-Star Team if they are available.**
1. However, the Offensive and Defensive coordinators must be selected from the other Pee-Wee/Midget **(Amended 2008)** Head Coaches in his/her league.
- C. The All-Star Head Coach may elect anyone he/she wishes to act as Team Manager.

### II SPECIFIC DATE

- A. The game shall be played in December as determined by the Football Board. **(Amended 2005). On the same day as the Pee Wee/Midget All-Star Games, hold a Friendship Bowl with our League Division Championship Teams against a surrounding Conference League Division Championship team in the following divisions: Sr. Clinic, Gremlin, Tiny Mite, and Mity Mite, leading up to the Pee Wee/Midget All-Star Games. Club hosting the games will keep daily profit from the Snack Bar and the Conference will keep the gate entrance donations. (New Rule 2009).**
- B. The amount of practice for the game shall be 2 (two) hours a day and shall not exceed four days, plus one day of non-contact, the day prior to the game.
- C. The same rules will apply to this game as any other League game except for the following:
1. There will be 5 (five) officials.
  2. EVERY PLAYER MUST PLAY at least 8 (eight) PLAYS (unless the player is unable to play because of injury or disciplinary reasons). All players on the roster at an All-star game must be given the opportunity to play. This must be monitored by the Conference. **(New rule 2006)** The players will be chosen as either offensive players or defensive players and every effort will be made to play them in their designated category. However, if a player is changed from offense to

defense or from defense to offense, he must then remain in that position for the rest of the game.

3. The American League shall be the Home Team on odd numbered years and the National League shall be Home Team on even numbered years.
4. Completed player contracts and completed physical forms must come each team for their players selected to participate in the game. No player may practice or participate in the game without their contract and physical exam form.

### III TEAM SELECTION OF PLAYERS

**For the Pee Wee/Midget All-Star Games, enforce the rule that if you submit a player, he is not returning to Conference and is going on to High School (New Rule 2009)**

- A. The Head Coach of each Pee-Wee/Midget (**Amended 2008**) Team shall meet together at the end of the 8<sup>th</sup> week of league play, prior to the Championships. At that time they will provide the All— Star Committee with their team player selections, (paragraphs B, C or D below), plus their 1<sup>st</sup> (first) and 2<sup>nd</sup> (second) place nominations for quarterback, running back, wide receiver or tight end, to be chosen from the teams in their League only, excluding their own team.
  1. Selections must be made by the Head Coach and his staff prior to the meeting.
  2. The players receiving the most votes in each category will represent their league. In the event of any ties, the ruling of the All-Star Committee shall be final.
- B. The player selections for any League having 5 (Five) Teams are as follows:
  1. Each team shall provide 1 (one) player for each category below:
    - a. 1 (One) offensive lineman
    - b. 1 (One) offensive running back, or wide receiver, or tight end
    - c. 1 (One) defensive lineman
    - d. 1 (One) defensive linebacker
    - e. 1 (One) defensive safety or cornerback
  2. The 1<sup>st</sup> (first) and 2<sup>nd</sup> (second) place team in this league may send 1 (one) extra player each from any category a, b, or c or a total of 2 (two) players.  
NOTE: In making these selections, caution should be used to insure a proper balance in running backs, tight ends, and wide receivers and also between linebackers and safeties.
  3. The remaining players will be the 2 (two) quarterbacks, 2 (two) running backs, 2 (two) wide receivers or tight ends receiving the most votes from the coaches. (RE: Article III, Paragraph A.)
  4. The All-Star Head Coach will have 2 (two) free choices for any type player he may desire for a total of 35 players maximum. HOWEVER, these 2 (two) players may not be chosen from the same team or his clubs team.
  5. In addition to ARTICLE III B-4, the All-Star Head Coach may select if he chooses; 1 (one) kicker and/or 1 (one) punter. These players may not participate in the game in any other capacity. The 8 PLAY RULE does not apply here.

- C. The player selections for any League having 6 (Six) Teams are as follows:
1. The top 3 (three) teams in the standings shall provide 1 (one) player for each category below:
    - a. 1 (One) offensive lineman
    - b. 1 (One) offensive running back, or wide receiver or tight end
    - c. 1 (One) defensive lineman
    - d. 1 (One) defensive linebacker
    - e. 1 (One) defensive safety or cornerback
  2. The remaining 3 (three) teams in the league shall provide 1 (one) player for each category below:
    - a. 1 (One) offensive lineman
    - b. 1 (One) offensive running back, wide receiver or tight end
    - c. 1 (One) defensive lineman.
    - d. 1 (One) defensive linebacker, safety or cornerback

NOTE: In making these selections, caution should be used to insure a proper balance in running backs, tight ends, and wide receivers and also between linebackers and safeties.

3. The remaining players will be the 2 (two) quarterbacks, 2 (two) running backs, 2 (two) tight ends or wide receivers who receive the most votes from the coaches. (RE: Article III, Paragraph A.)
  4. The All-Star Head Coach will have 2 (two) free choices, for any type player he may desire for a total of 35 players maximum. HOWEVER, these 2 (two) players may not be chosen from the same team, or his/her own team.
  5. In addition, the All-Star Head Coach may select if he chooses; 1 (one) kicker and/or 1 (one) punter. These players may not participate in the game in any other capacity. The 8 PLAY RULE does not apply here.
- D. The player selections for any League having 7 (Seven) Teams are as follows:
1. Each team shall provide one player for these four categories:
    - a. 1 (One) offensive linemen
    - b. 1 (One) offensive running back
    - c. 1 (One) defensive linemen
    - d. 1 (One) defensive linebacker, safety or cornerback
  2. The remaining players will be the 2 (two) quarterbacks, 2 (two) running backs, 2 (two) tight ends and the 4 (four) wide receivers that receive the most votes from the coaching staffs.
  3. The All-Star Head Coach will have 1 (one) free choice, for any type of player he may desire for a total of 35 players maximum, but may not be from his/her club.
  4. In addition to ARTICLE III C-4 the All-Star Head Coach may select, if he chooses; 1 (one) kicker and/or 1 (one) punter. The players may not participate in the game in any other capacity. The 8 PLAY RULE does not apply here.

#### **IV TROPHIES AND AWARDS**

- A. The conference will purchase a “patch” for each athlete and coach who participates in the All-Star Game.
- B. The conference will purchase and display a perpetual trophy at their office designating the League champion for each year.
- C. The most valuable offensive, defensive and inspirational player will receive an individual award.
- D. The All-Star Head Coach whose team wins the game will also receive an individual award. In the event of a tie game, both All-Star Head Coaches will receive an individual award.

#### **V PEE-WEE/MIDGET (Amended 2008) ALL-STAR COMMITTEE**

- A. The committee will be made up of the following:  
Commissioner, General Manager, Treasurer, Midget All-Star Committee Chairman, and Midget President.
- B. The committee will select the most valuable offensive, defensive and inspirational player.
- C. The committee has the final decision on all matters regulating the Midget All-Star Game.
- D. The Midget All-Star committee will notify the winning head coach, if the winning team is ahead by 18 or more points then the losing team has the option to receive any kick-offs after touchdown and or field goal, as long as winning team’s point margin is 18 or more points.

**THE  
VALLEY YOUTH  
CONFERENCE,  
INCORPORATED**

**2009**

**Football & Cheer  
Sports Conference**

**Calendar of Events**

The calendar is subject to change. Please check the Valley Youth Conference website at [www.valleyyouthconference.com](http://www.valleyyouthconference.com) on a periodic basis for updates.

## VALLEY YOUTH CONFERENCE 2009 CALENDAR

DATE	TIME	LOCATION	ACTIVITY
05/05/09	7:00 P.M.	Fulton MS	Conference Meeting
05/27/09	7:00 P.M.	Town Hall	Cheer Directors Meeting
05/31/09	1:00 P.M.	TBA	Hall of Fame Dinner – Knollwod Country Club
06/02/09	7:00 P.M.	Fulton MS	Conference Meeting – <b>Team Apps to Clubs</b>
06/06/09	5:00 P.M.		All-Star Barbeque
06/07/09	1:00 P.M.	Birmingham HS	Midget All-Star Game
06/07/09	3:30 P.M.	Birmingham HS	High School All-Star Game
06/24/09	7:00 P.M.	Town Hall	Cheer Directors Meeting
07/07/09	7:00 P.M.	Fulton MS	Conference Meeting – <b>Return Team Apps to Conference</b>
07/22/09	7:00 P.M.	Town Hall	Cheer Directors Meeting
07/26/09	10:00A.M. - 12:00 P.M.	TBA	Mandatory Head Coaches & Managers Meeting
08/01/09			First Day of Football Practice
08/03/09			First Day of Cheer Practice
08/04/09	7:00 P.M.	Fulton MS	Conference Meeting
08/09/09	TBA	Valley College	Mandatory Coaches Clinic
08/13/09			First Day in Pads (Contact)
08/17/09	CLUBS		First Day of inter-Club Scrimmages
08/22/09			<b>Last Day clubs report # of teams to Conference</b>
08/22/09			<b>Last Day for Player Releases</b>
08/23/09	9:00 A.M.	TBA	Mandatory Managers Meeting
08/23/09	12:00 P.M.	TBA	League Draw (Club Presidents)

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>	<b>ACTIVITY</b>
08/26/09	TBA	TBA	Mandatory Cheer Mom's Meeting
08/29/09	TBA	TBA	Cheer Clinic
08/30/09	TBA	TBA	Cheer Clinic
08/30/09	TBA	TBA	<b>CERTIFICATION - ALL FEES DUE AT THIS TIME</b>
09/01/09	7:00 P.M.	Fulton MS	Conference Meeting – <b>Championship &amp; All-Star Sites Certified Rosters to Clubs</b>
09/01/09	CLUBS		Football Practice begins 3 nights a week - 6 hours total
09/01/09	CLUBS		Cheer Practice begins 3 nights a week - 6 hours total
09/07/09			<b>LABOR DAY</b>
09/13/09	TBA	TBA	Cheer Certification
09/16/09	TBA	TBA	Cheer Make-up Certification
09/10/09	6:00 p.m.	Fulton MS	Certified Rosters to Club Presidents
09/12/09			Game One (1)
09/13/09	TBA	TBA	Cheer Certification
09/16/09	TBA	TBA	Cheer Make-up Certification
09/19/09			Game Two (2)
09/23/09	7:00 P.M.	Town Hall	Cheer Directors Meeting
09/26/09			Game Three (3) - <b>Last Date to Make Weight - Last Date for Birth Certificates</b>
09/29/09	8:00 P.M.	Fulton MS	Make-up weigh-in - teams with a bye on Game 3 (only)
10/03/09			Game Four (4)
10/06/09	7:00 P.M.	Fulton MS	Conference Meeting
10/07/09	TBA	TBA	Cheer Board Meeting
10/07/09	7:00 P.M.	Fulton MS	Cheer Directors Meeting – Competition Rosters Due (2 meetings in October)

DATE	TIME	LOCATION	ACTIVITY
10/10/09			Game Five (5)
10/17/09			Game Six (6)
10/21/09	7:00 P.M.	Town Hall	Cheer Directors Meeting
10/24/09			Game Seven (7)
10/25/09	TBA	Birmingham HS	Cheer Competition
10/31/09			Game Eight (8)
11/04/09	7:00 P.M.	Fulton MS	Conference Meeting -Playoff Meeting
11/07/09			Playoff Games - 3 League Divisions
11/10/09	7:00 P.M.	Fulton MS	Midget All-Star Meeting - <b>Certified Head Coaches &amp; Managers Only</b>
11/14/09			Semi Finals - All Divisions
11/22/09	TBA	TBA	<b>Conference Championship</b>
11/23/09	7:00 P.M.	Town Hall	Cheer Directors Meeting
11/23-12/01/09			Approved Bowl Games
11/26/09			<b>HAPPY THANKSGIVING</b>
12/01/09	7:00 P.M.	Fulton MS	Conference Meeting
12/10/09	TBA	TBA	Cheer Holiday Social
12/07/09 -12/11/09	6:00 P.M. - 8:00 P.M.	TBA	Midget All-Star Practice Begins
12/13/09	TBA	TBA	Midget All-Star Game
12/25/09			<b>HAPPY HOLIDAYS &amp; HAPPY NEW YEAR</b>
01/05/10	7:00 P.M.	Fulton MS	Conference Meeting
01/27/10	7:00 P.M.	Town Hall	Cheer Directors Meeting
02/02/10	7:00 P.M.	Fulton MS	Conference Meeting - Rule Changes Due - Non Release Players List Due Board & Conference Rep. Information Due
02/23/10	7:00 P.M.	Town Hall	Cheer Directors Meeting
03/02/10	7:00 P.M.	Fulton MS	Conference Meeting - Rule changes Announced

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>	<b>ACTIVITY</b>
03/23/10	7:00 P.M.	Town Hall	Cheer Directors Meeting
04/06/10	7:00 P.M.	Fulton MS	Conference Meeting
04/28/10	7:00 P.M.	Town Hall	Cheer Directors Meeting
05/04/10	7:00 P.M.	Fulton MS	Conference Meeting - Non Profit Status Due
05/26/10	7:00 P.M.	Town Hall	Cheer Directors Meeting

**THE  
VALLEY YOUTH  
CONFERENCE,  
INCORPORATED**

**2009**

**Executive Board &  
Football Sports  
Conference  
Telephone Roster**

**VALLEY YOUTH CONFERENCE, INC.  
2008 FOOTBALL CONFERENCE TELEPHONE ROSTER**

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**THE  
VALLEY YOUTH  
CONFERENCE,  
INCORPORATED**

**2009**

**MANAGER'S  
“HOW TO”  
I NSTRUCTIONAL  
HANDBOOK**

# **VALLEY YOUTH CONFERENCE, INCORPORATED 2008 MANAGER'S "HOW TO INSTRUCTIONAL HANDBOOK**

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## MANAGERS HANDBOOK

[www.vallevvouthconference.com](http://www.vallevvouthconference.com)

The role of the Manager is extremely important. To assist you in the responsibilities of a Manager, this hand book has been created.

Make sure you are familiar with the Football Playing Rules. Please read the entire section in your rule book. If you cannot locate an answer to a problem or question, seek assistance from your Club President or Athletic Director. If you still cannot locate the answer, contact your Division President.

## II PLAYERS ELIGIBILITY

### Team Certification

- A. Each team manager shall submit to the appropriate Division President the following forms as follows and data typed, where required on the Conference forms:
1. Birth Certificate, certified copy of birth certificate, birth certificate abstract, military birth certificate, current passport or foreign birth document or green card. (Note: Where a player's name on the team's roster is other than that listed on a birth certificate, a copy of the Court Order changing the name must also be submitted). Further, on each separate Valley Youth Conference, Football Sports Conference document as stated above for that player, his/her name must appear exactly on the required documents as stated above and listed on the team roster and must be attached to the birth certificate.
  2. Player's contract form completed fully, and exactly on all 3 (three) copies. This contract must be in the Manager's possession prior to the player entering into any type of practice whatsoever.
  3. A completed physical exam form. The physical exam form must be signed by the physician or chiropractor doing the physical, and contain his/her office stamp. Results of this physical examination must be shown on the proper approved form. No substitute form may be used. (Note: it must be completed and in the Manager's possession prior to player entering into any type of practice whatsoever).
- A. All players must have a physical before participating in any Valley Youth Conference activity. Those Clubs, Coaches, and Managers who violate this requirement will be subjected to the following:

Team will be suspended for the season.

Any Head Coach or Manager, who violate this requirement, will automatically receive a One year suspension.

The Club involved in the violation will automatically be put on Three year probation.

Any decision for a suspension or probation may be brought to the Football Executive Board for a due process hearing. An appeal may then be made to the Football Protest Committee. A final appeal may be brought to the VYC Executive Board, whose decision will be binding. **(New rule 2008).**

5. There must be a minimum of the number of team roster forms as specified by each Division President (They must be photocopied from an original typewritten or computer generated copy, so long as they are clearly readable). The rosters must list players named alphabetically from top to bottom with the player's last name first (i.e., Adams, Paul R.). Any play down players should be listed separately but alphabetically, and placed after non play down players, separated by the words "play down"

## **DUTIES OF A MANAGER**

**You are responsible for all the paperwork concerning your team.** The required paperwork for certification is a completed and signed player's contract, a completed physical form, proof of age (Birth Certificate, Passport or a Valley Youth Conference Identification Card), a completed and signed code of conduct form and a Parents Medical Release form. All of these documents must be kept in a three (3) ring binder inside sheet protectors. The documents should be placed as a open book on each player.

Verification of the above documents is required to ensure that the players are placed in the proper age and weight group.

### **III TEAM MANAGER'S DUTIES**

- A. **Team managers have primary control over all activities of his/her Conference team, and are answerable to the Football Conference for the conduct of these activities.**
- B. Team managers are responsible for the proper completion of all Conference forms by their team for Certification, as outlined elsewhere in this manual, and that these forms are submitted on time as required.
- C. Team managers will insure that the coaching ethics, spectator control, playing field requirements, and any other control requirements are adhered to at all times.
- D. It is the Team Manager's responsibility to see that all medical data forms are properly completed and mailed to the insurance company or other officials so designated by the Board, not later than the time specified by those persons.
- E. It shall be the responsibility of the Team Manager to fully explain the insurance coverage to the players and their parents.
- F. It shall be the duty of the Team Manager of each division to attend the managers meetings.
- G. It shall be the home Team Manager's duty to notify the head official and visiting Team Manager, prior to game time, of the provisions made to take care of any injuries.
- H. It shall be the Team Managers responsibility to become familiar with the "how to" booklet, provided for managers, by the Valley Youth Conference.
- I. He/she will emphasize that good athletes are good students.

- J. He/she will strive to make every activity serve as a training ground for life, and as a basis for good mental and physical health.
- K. He/she will emphasize that the winning of a game is a result of “team work.”
- L. He/she will at all times be on the alert for any signs that would indicate a possibility of a health hazard and will encourage alertness by the members of the staff.

#### IV PRACTICE AND CERTIFICATION DUTIES

1. Before any player can participate in practice, **the player must have a completed and signed contract as well as a recent physical examination.** No player may participate in practice without these 2 (two) items. There could be liability issues without the correct documentation. Players may participate in practice without a birth certificate, but not without a contract and physical.
2. The documentation should be kept in a notebook and kept on the field with the team at all practices, scrimmages, games, etc. If an injury occurs, the contract must be available. **There are no exceptions.** If you are unable to make a practice or game, make the necessary arrangements to have the book at the field. A team may not practice or participate in a game unless the book containing the contract and physical are present.
3. **There must be a first-aid kit with proper equipment at every practice and game.** Critical items include: Tape, some type of ice treatment, bandages, disinfectant, scissor, smelling salt, etc. The name address and phone number of the nearest emergency treatment facility should be listed inside the kit. It is suggested to also have extra mouthpieces, cup supporters, and shoe laces, pad laces, etc. If you have a player who is asthmatic, please be sure to have an extra inhaler in the first-aid kit.
4. **Make sure water is readily available at all practices and games.** Instruct the players to bring their own water, or make sure the team supplies water. Our fall practices are held in hot weather, It is strongly recommended that the players be given 2 (two) water breaks per practice. Make sure all players are well hydrated, especially in hot weather.
5. Call roll on a daily basis from your contracts. This will give you an opportunity to see if you have players practicing without a contract. Please also verify ages of the players. Every year, players are placed on a roster that is inappropriate for their age, making the participant ineligible. A players age is determined as of August 1 It is very difficult to discover an age discrepancy after a player has been practicing for a month with a particular team. Please check ages early on.
6. It is recommended that you weigh players early on to determine weight and to identify any players who may be borderline for that particular weight group. A determination should be made to move a player to a different team as soon as possible; this is for the players benefit. **There are no “sweating down” tactics allowed.** Players should not be allowed to lose excessive amounts of weight without a physician’s- approval.
7. Managers should be the 1<sup>st</sup> (first) point of contact for complaints and parent questions. If the manager cannot resolve an issue, arrange a time when both the coach and manager can meet with the parent, which would not interfere with practice time.
8. Keep all parents and other spectators out of practice areas. Only players and staff members listed on the back of a roster should be allowed on the field.
9. Each team can have **5 (five) pre-season scrimmages.** Division Presidents must approve all scrimmages at least 48 hours prior to scrimmage start time. **Two (2)**

**calendar days must elapse between scrimmages.** Direct all other questions regarding scrimmages to your Division President.

10. As a Manager, you should ensure all practice drills used are safe and appropriate. The playing/practice field should also be assessed for safety.
11. **All coaches, managers, trainers, etc, is required to complete a Staff Ethics form and a Code of Conduct form prior to conducting practice.** All staff members are required to complete the Staff Ethics and Code of Conduct form in order to be listed on a roster. Any water-boy or assistant coach under 18 must have a contract signed by a parent.
12. **Practice time is 2 (two) hours and is not to be extended. If the time of your practice changes, you must contact your Division President.** Practice time may be extended 1/2 (one half) hour for practice scrimmages only (to allow teams to arrive to warm up and stretch prior to designated start time). Overall time not to exceed past the designated end of practice time for said day of week. (Designated to mean practice hours listed and sent to Division President at the beginning of the season.) **(New rule 2008).**

## V GAME TIMES

1. **Each week, you should call the opposing manager and verify game site, game time, and color of jersey to be worn.** It is also advised that you keep a relationship with your Cheer Mom and notify your cheer team of any schedule changes. Try to call no later than Wednesday so that you may have ample time to notify the teams if there are any changes.
2. At each game you will need the certified roster, contracts, staff ethics and code of conduct forms.
3. Only 2 (two) staff members should be allowed on the field in the event of an injury. Prior to the start of the game, the 2 (two) individuals need to be identified to the head official.
4. The home team should appoint a person to maintain control of the field and track. The track/field should be clear of kids, bikes, etc. The only people of the track/field should be football and cheer participants and appropriate staff members.
5. To expedite the weigh-in process, please make sure that you take roll prior to weigh-in and are aware of absent players. At the beginning of weigh-in, you should provide the opposing manager a list of absent, sick, or players not participating due to disciplinary reasons.
6. The scale should be placed in a private location, free from spectators and parents. No one except game officials, players, managers, Division Presidents and Conference Officials are allowed in the weigh-in area.
7. Read the weigh-in procedures thoroughly in the Playing Rules.
8. **You are responsible for controlling your bench conduct. There should be no swearing, smoking or arguing with officials.**
9. If your team wins or loses by a margin of 30 points or more, your Head Coach must complete a 30-point letter and submit to your Division President, no later than Wednesday following the game.
10. You must make sure to document the officials at your game. Please have the officials sign your game card prior to commencing the game. If an official arrives late or leaves early, please document on your card. It is crucial that we have accurate information regarding the officials at each game.

11. Your coach must rate the officials on the game scorecard rating form immediately after the game. This will help identify any issues that may need to be addressed with the officials. Your scorecard must then be turn in at the designated area of the home field where the game is being played.

## **VI INSURANCE**

Forms and information regarding the VYC insurance coverage will be provided to you at the Mandatory Managers meeting. Be sure to report any injury from which a claim might arise. Please also notify your Division President of an injury that may produce a claim and provide a copy of the claim form.

Make copies of this form immediately. Keep the forms with you at all times. Read the forms and familiarize yourself with the process in the event of an injury. A claim form should be completed immediately if a player is injured. This includes practice, scrimmages, games, etc.

## **CONFERENCE PAPERWORK**

## **VII TEAM RECORD**

Make extra copies of this blank form immediately. This form will be submitted to your Division President indicating your practice times and location. You will need additional copies to submit dates, times and location of scrimmages. You must bring a completed team record to the mandatory managers meeting. Scrimmages can be added as they become available.

## **VIII STAFF ETHICS & CODE OF CONDUCT (NO FIGHT CONTRACT)**

Each staff member over the age of 18 should immediately fill out the Staff Ethics form and sign it. All staff members must complete and sign a Code of Conduct form. Include you, head coach, assistance coaches, trainers, etc. Every staff member listed on your roster must have a completed ethics form and Code of Conduct. The ethic forms are to precede the player contracts and be placed in front sections of your book. The forms should be placed in the same order as listed on the back of your roster. If you have any members of your staff under the age of 18, you must have a signed player's contract and an ethics form. The Code of Conduct form for staff members should be on the opposite page of the Ethics form.

## **IX FOOTBALL STAFF**

You may only have 10 (ten) staff members listed on the team roster, and only 10 (ten) staff members on the field. The 10 (ten) staff members include coaches, trainers, water-boys, managers, asst. managers, team-moms, monitors, etc. A staff member on your team can assist as a staff member on another team in your club in another division, but not in the same position. A Head Coach cannot be a head coach on another team, or a

Manager cannot be a manager on another team. They can be an assistant coach or an assistant manager, etc. **(New rule 2008).**

## **X      PLAYER CONTRACT**

**No player can be permitted to participate in practice, scrimmages, games or any other team function until a player contract has been completed and signed by parent or legal guardian.** Player contracts are to appear on the left side of your Managers' book.

## **XI     PHYSICAL FORM**

**No player may begin practice until you have received a completed physical form.** The physical form must be signed by a parent or an adult over the age of 18, related to the player. This person is responsible for the information about the player on the physical. The physical form must be completed by a physician. It must be signed and dated by the physician, and must have the office stamp on the form. (The office stamp must include: name of the physician or facility where physical was taken, complete mailing address and telephone number). The physical is to be put on the right side of the opened book.

## **XII    PARENTS MEDICAL RELEASE FORM**

All players must have a signed form by the parent. If a player has a known pre-existing medical condition (such as asthma), that player must have clearance to play in the Valley Youth Football Sports Conference by a medical physician. The form must be signed by the physician and dated. No exceptions. This form will be placed on the right side.

## **XIII   PLAYERS CODE OF CONDUCT**

All players must have a completed Code of Conduct form. This form must be signed by the player, a parent and staff member of your team. Manager, Head Coach, etc. This form is to be placed on the right side of the book at the bottom of the sheet.

## **XIV   SCORECARDS**

You will receive 11 (eleven) scorecards, one for each game to be played during the season. There is a \$10 fine if a score card is late or not turned in.

- A. Before the weigh-in, complete the top portion of the score card.
- B. Have the officials complete their names and numbers before the game.
- C. Immediately after the game verify the score with the opposing manager. Complete score card and turn in immediately. It is advised that you keep a record of the officials' names and numbers in the event you have a question, comment or complaint.
- D. Your scorecard must then be turned at the designated area of the home field where the game is being played.**
- E. You must list all of the over-weight and absentee players on the back of your scorecard.**

## **XV MONITORING/MONITORING SHEET**

**Your team must designate a person to monitor all players for number of plays.** Refer to Conference Playing Rules, XIII Game Regulations, page 52. The monitor must be listed on the back of your roster as one of your 10 staff members. You must design a monitoring game sheet ( design a sheet with numbers only in numeric order) for your monitoring. All players must be monitored for number of plays. No exceptions. If any players (numbers) are absent or over weight is must be noted on the sheet. **You must forward your monitoring game sheet after every game to your Division President either by mail, fax, or e-mail.**

## **XVI CIF RULE BOOK**

Each Head Coach may purchase the CIF rule book from the National Federation of State High School Association, for more information go to [www.nfhs.com](http://www.nfhs.com) . This rule book contains the football rules that are used by the officials.

## **XVII VYC RULE BOOK**

Read the VYC Rule book and keep the rule book with you at all times. This book contains the rules by which the VYC is governed. This book should also be read by the Head Coach.

## **XVIII 30 POINT LETTER**

If a team wins or loses by 30 points or more, a letter must be sent to your Division President explaining what actions were taken by your coaching staff to prevent from winning or losing by 30 points. This letter is to be completed, signed and dated by the Head Coach. The letter should be sent to your Division President by the Wednesday following the game. Since this letter requires you to list scores by quarters, it is advisable to incorporate a game accounting form. There is a \$10 fine assed to your team for letters not received by that specified day, and can be assed to your team on a weekly basis until your Division President receives the letter for that specific game.

## **XIX GAME ACCOUTABILITY**

This form is used to aid in tracking your scores by quarters, and to ensure that all players have played a minimum of 4/8 downs. This form can assist the Head Coach in writing his/her 30 point letter. You may use this form, or develop your own tracking form.

## **XX TEAM CERTIFICATION**

Two (2) copies of this form must be presented on Certification Day, **August 30, 2009.** Type the information on the top 3 (three) lines.

**XXI ROSTER**

- A. **All team rosters must be typed. You may download a copy of the form from the VYC website at: [www.valleyyouthconference.com](http://www.valleyyouthconference.com)**
- B. List all players in alphabetical order (you only need to list the middle initial, not the complete middle name) by last names: You're "Play Down" players are listed separately and at the bottom of the list. This will aid with the weigh-in process. This way you have automatically grouped your boys for different weight limits.
- C. Players whose proof of age is a birth certificate or passport must have an asterisk (\*) in the left hand column just before their name. Please place the asterisk (\*) inside the bordered line.
- D. An asterisk (\*) must be placed next to the names of the coaches who have passed the Head Coaches Exam. Please place asterisk (\*) to the left of the coach's name along with their ID Number. In addition to your Head Coach, you must have at least 1 (one) other coach who has completed and passed the test be listed on your staff. We recommend that all coaches on your roster take the exam. You must include ID Numbers of each staff (located on your staff identification card) next to each staff name.
- E. In order for a coach to be certified on the back of a roster, **all coaches must attend the Mandatory Coaches Meeting held in August. This will be strictly enforced. This applies to Head Coaches, assistant coaches and trainers.**
- F. Players listed on your official roster, but not certified due to a missing birth certificate, must be typed on the top of your roster. The player should be listed by last name first, and then first name followed by B/C (birth certificate) followed by the date of the 3<sup>rd</sup> (third) game, **October 26, 2009**. You have until this date to obtain the birth certificate. **If a birth certificate is not received and certified by your Division President by the 3<sup>rd</sup> (third) game, the player will automatically be dropped from the team roster.** Be aware if you allow this player to play in any games, and a birth certificate is not received and certified, you will forfeit the games in which the player participated. **If the birth certificate is obtained by this date, you must contact your Division President immediately to make the appropriate arrangements to clear the player for participation.** You will be fined by Conference on Certification Day for not producing a birth certificate.
- G. You will be required to take with you to Certification, photocopies of your completed roster. You will be instructed by your Division President how many copies to make of your roster. You will need to bring copies \_\_\_\_\_ of your roster complete with address and phone numbers, and copies \_\_\_\_\_ of your roster with the address and phones numbers obscured. Once again, your Division President will inform you how many copies of each are required.
- H. Once the roster has been certified by your Division President, the roster then becomes a legal document. This roster cannot be changed in any way without the approval of your Division President. The roster must be recertified by your Division President if any changes are made of any kind (jersey number changes, adding players, coach, etc.). If your roster is altered in any way without your Division Presidents' approval (examples: adding or dropping a player, coach, changing jerseys or pants) the Head Coach will be subject to suspension, monetary fine and or forfeiture of the game. **(New rule 2006).**

## XXII CERTIFICATION

**Club Certification (New rule 2005).** What this means is that the Club will not complete certification until each individual division within your organization has successfully completed certification. No certified rosters will be distributed to your team until every division within your club has passed certification.

The following will be reviewed what is required for certification and how to organize your book:

- A. Completed VYC player contract. All fields must be completed, you should not have a blank space on the contract. If the player does not have insurance, put "n/a" for carrier and policy number. We recommend that you review the contract thoroughly.
- B. Proof of age is a Valley Youth Conference photo identification card ,certified birth certificate with the appropriate state/country seal or a current passport. Remember to place an asterisk (\*) next to all players you are certifying with a birth certificate or passport. The following documents are acceptable to verify proof of age:
  1. Birth Certificate
  2. Photocopy of birth certificate with original seal (this photocopy means a copy by a government agency and embossed with a seal)
  3. Birth certificate abstract obtained from County Registrar Recorder.
  4. Military birth certificate
  5. Current Passport
  6. Foreign birth document with official seal
  7. Green card

The following items **are not acceptable:**

1. Hospital records
  2. Letter from school or school documents, etc.
  3. Xerox copy of birth certificate
  4. Birth certificate from the internet (does not have an embossed seal)
  5. Previous copies of VYC rosters
- C. Completed and signed physical form. Again, all fields must be completed. The name on the physical must match the name on the contract. The physical must also have a stamp from the MD office or facility where the physical was completed to be valid. A valid physical must have been completed in the same year.
  - D. Parents Medical Clearance and Permission to Participate form. If a player has an existing Medical Condition, he/she must have clearance from their medical doctor to participate. **This includes all medical conditions, including asthma.**
  - E. Code of Conduct form (No Fight Contract) must be completed for every player. The contract must be signed by parents or legal guardian. This is a required document for certification. All fields must be completed.

As a separate insert, you will be provided information on how to obtain a birth certificate for Los Angeles County **only**:

**Birth certificates should be requested early, especially if requesting an out of state birth certificate. It takes approximately 5-6 weeks to receive a birth certificate from out of state.**

- F. At certification, you must have a loose-leaf binder with plastic sheet covers. The pages should be facing each other. Put the original team copy of the players' contract on the left hand side and the medical and proof of birth on the right side (medical form on the bottom and proof of age on the top) and the code of conduct form behind.
- G. The contracts should be placed in alphabetical order just as the names are listed on the VYC Football rosters. All teams must list their play downs at the bottom alphabetically (except Jr.Clinic, Sr. Clinic & Midget). Your roster should state the difference in age.
- H. Line out or asterisk (\*) the blank spaces on the roster.
- I. The yellow Conference copies of the roster should be in alphabetical order by last name, just as they appear on the roster. You will be provided a large envelope to turn in your yellow copies. The other envelope provided is to turn in copies of your roster, which your Division President will inform you of.
- J. Directions to your field and a map must be listed on the back of your roster. You must also provide directions to the nearest emergency hospital.
- K. NO TEAM ROSTER WILL BE ACCEPTED FOR CERTIFICATION UNLESS IT IS TYPED OR DONE ON THE COMPUTER.**

**VALLEY YOUTH CONFERENCE, INC.  
FOOTBALL SPORTS CONFERENCE**

**2009 AGE ELIGIBILITY**

[www.valleyyouthconference.com](http://www.valleyyouthconference.com)

<b>AGE</b>	<b>BIRTHDATE</b>
<b>6</b>	<b>08-02-02-----08-01-03</b>
<b>7</b>	<b>08-02-01-----08-01-02</b>
<b>8</b>	<b>08-02-00-----08-01-01</b>
<b>9</b>	<b>08-02-99-----08-01-00</b>
<b>10</b>	<b>08-02-98-----08-01-99</b>
<b>11</b>	<b>08-02-97-----08-01-98</b>
<b>12</b>	<b>08-02-96-----08-01-97</b>
<b>13</b>	<b>08-02-95-----08-01-96</b>
<b>14</b>	<b>08-02-94-----08-01-95</b>