



2009

**JACKSON YOUTH FOOTBALL
ASSOCIATION**

**MEMBERS
MANUAL**



GO BEARS

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*** PORTIONS OF THIS MANUAL ARE AMENDED FOR THE 2009 SEASON ***

SECTION I -- LEAGUE PHILOSOPHY

Striving to create an atmosphere of positive instruction in a competitive environment, encouraging participation, sportsmanship, and scholastic achievement, while engaging in youth football activities in and around Jackson Township.

SECTION II -- THANK YOU FOR DONATING COUNTLESS HOURS

The Jackson Youth Football board would like to thank all of you who donate your time and energy to help develop our youth into future Bears, knowing your only true reward will be to look down on the playing field at Robert Fife Stadium and see the athletes who once played youth football under your instruction and guidance.

President	Donnie Childress	Vice President	Steve Kelly
Secretary	Chad M. Bailey	Treasurer	Mike Morgan
Commissioner	Todd Rohrer	Asst Commissioner.....	Keith Much
Business Manager.....	Debbie Dalton	Flag Commissioner.....	Chad Bailey
Equipment Coordinator	Larry Good	Legal Council.....	Tom Winkhart
Cheer Director.....	Lisa Eckstein	Cheer Assistant.....	Tracie Bailey
Trustee.....			

GOOD LUCK – HAVE A GREAT SEASON!

SECTION III – COACHES RULES OF CONDUCT

Coaches Rules of Conduct

I hereby pledge to conduct myself in accordance with the JYFA Rules of Conduct:

1. I understand this league is for the youth of the Community; it is a “Players” League not a Coaches League.
2. I will place the emotional and physical well being of the JYFA players ahead of any personal desire to win. I will not unnecessarily run up the score against an opponent.
3. I will treat each player as an individual and with respect.
4. I will provide a safe playing situation for all players by emphasizing fundamentals, techniques, proper skills and sportsmanship.
5. I will organize and attend practices so as to challenge, instruct, and prepare the boys for success.
6. I will notify players of all JYFA events and attend them, to the extent possible, including scheduled games and practices, picture day, and the Kick-Off Classic.
7. I will provide an environment that will be free of alcohol, drugs, tobacco, and profanity in accordance with all Jackson Local Schools’ polices.
8. I will respect the opposing coaches and players.
9. I will not argue calls with the game officials or referees or opposing team. I will conduct myself calmly when discussing rule interpretation.
10. I will be responsible for the actions of my team’s coaches, players, and spectators.
11. I will abide by the JYFA playing rules, coaches’ rules of conduct and all Board policies, objectives, and by-laws.

I understand that unsportsmanlike behavior can lead to my suspension from and possible forfeiture of a game. I understand that violating the rules of conduct may also lead to my suspension. I understand that in these instances I may be required to appear before the Board to explain my actions and that the Board may take whatever action it deems necessary.

* The Board reserves the right to release information to other youth leagues in Jackson Twp.

SECTION IV- MANAGERS/COACHES/CHEER MOM APPLICATION AND AGREEMENT FORM

**Jackson Youth Football Association
Managers/Coaches Application and Agreement Form**

Personal Information

Last Name: _____ First Name: _____ MI: _____

Nickname (if applicable): _____ Social Security # _____

Date of Birth: _____ Sex: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____ Email address: _____

Driver License #: _____ State: _____ Expiration Date: _____

Why are you interested in coaching in the JYFA? _____

Have you ever been convicted of a crime other than a minor traffic violation*? _____

If yes, please explain: _____

Have you ever been disciplined, suspended or banned from any coaching position by any league or organization? _____ If yes, please explain: _____

Coaching Experience/References

Coaching Experience (beginning with most recent): _____

Reference: _____ Phone: _____

Reference: _____ Phone: _____

Coaches Agreement

By signing below, I certify that I have read, understand, and agree to the following statements:

- I have read the Code of Conduct, JYFA Playing Rules, and Bylaws and agree to adhere to all rules and regulations.

- I certify that all information supplied on this application is true, accurate, and complete, and no information is false or has been purposely withheld.

- I understand that my Coaching status can be terminated at any time for any reason.

- I understand the Board has sole authority to enforce rules, policies, and objectives and may at its sole discretion remove any coach from their position for any reason.

- I understand that a Coaches' application must be filled out each season and be submitted to the JYFA Board before the season.

- I give the Board permission to conduct a background check to the extent they find necessary.

- I agree to release liability and hold harmless the JYFA, its officers and Board while engaged in coaching activities.

Manager/Coach Signature

Date

**PLEASE REMIT TO: Jackson Youth Football Association
 PO BOX 35754
 CANTON, OHIO 44735**

SECTION V – OFFICIAL PLAYING RULES

National Federation and State High School Athletic Association football rules will be adhered to with the following exceptions:

1. There will be no kickoffs. Play will begin from the 20-yard line of the team gaining possession of the ball (determined by the coin toss).
2. A-League games will consist of 4 (four) 8-minute quarters. B-League games will consist of 4(four) 7 minute quarters. The clock will stop as in OHSAA rules. Half times will be 10 (ten) minutes long unless shortened by consent of both head coaches and the game officials (not to be shortened to less than 5 (five) minutes).
3. If point spread is >21 in the 4th quarter, the clock will run continuously.
4. A team may continue or start a game with a minimum of 10 (ten) players on the field. If a team cannot field 10 (ten) players within 15 (fifteen) minutes of the scheduled starting time (or at any time during the game), it will automatically forfeit that game to its' opponent.
5. Time-outs are limited to 3 (three) per team, per half and will be 2 (two) minutes long.
6. Each team is permitted 2 (two) coaches on the field (in the huddle), during time-outs. Only head coaches or his designated assistant coaches are permitted on the field unless attending to an injured player. Other coaches/parents can call players to the sidelines, but cannot go onto the field.
7. Injury time-outs will not be assessed against a team and will last as long as is necessary to administer to the injured player. One additional coach from the injured players' team is permitted on the field to assist him as required. The injured player must exit the game for at least one play after an injury time-out, and is not permitted to reenter the game without the permission of his head coach and/or parents approval, if possible.
8. There will be no equipment time-outs. Players must either exit the game or request an official time-out to repair or adjust equipment.
9. Players over 130.00 pounds in the "A" league and 95.00 pounds in the "B" league will be designated by having a black stripe on their helmet. Players over 150 pounds in the "A" league and 125 pounds in the "B" league, will be designated by having a black X on their helmets and will be restricted to playing down positions within the tackle box on offense or defense.
10. If a black striped player intercepts the ball or recovers a fumble the play will be ruled dead at the spot of the possession.
11. (1) Intentionally grabbing the face mask, (2) Spearing, (3) Crack back blocking—being any block originating outside of the tight end with the exception of a stationary wing back (one on one), and (4) Unsportsmanlike conduct, will result in a 15 (fifteen) yard penalty. The second infraction of any of the four listed penalties by an individual may be accompanied by ejection from the game. No crab blocking. (If shoulder pads are below the knee, this is considered crab blocking.) A wingback can be no further out than the outside shoulder of the tight end.
12. Penalties within the offensive team's 20 (twenty) yard line are limited to a maximum of one half the distance to the goal line.
13. Players without required equipment (issued by the association), plus proper footwear, athletic supporter and mouth guard will not participate in the game or practice.

14. Point(s) after touchdown (PAT), attempts will be from the 3 (three) yard line. 1 (one) point is awarded for running or 2 points if caught in the end zone.
15. Coaches are encouraged to not run up the score.

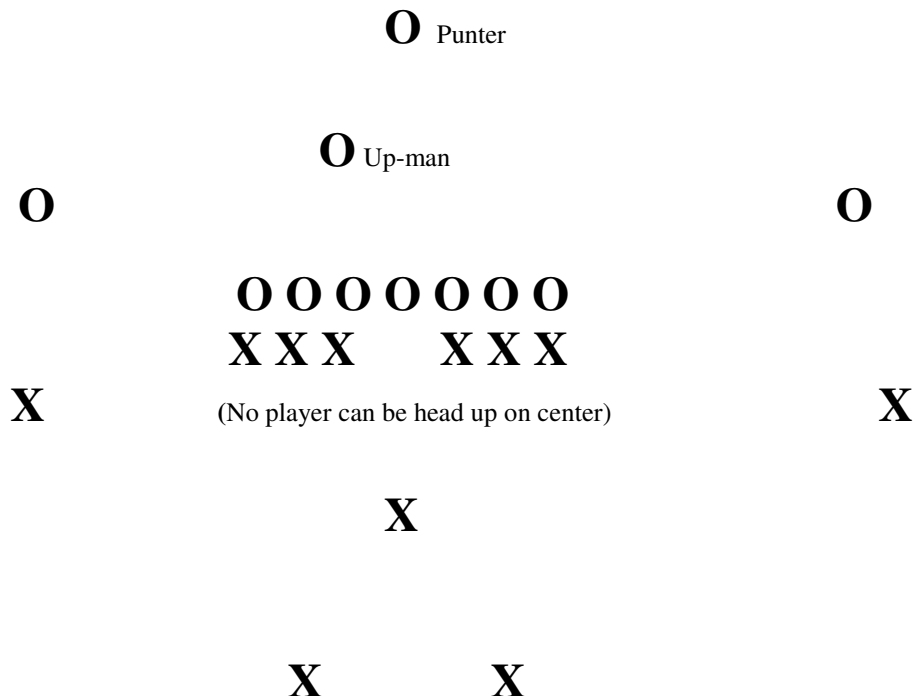
PLAYING RULES – “B” LEAGUE

- I) Head coaches will make reasonable efforts to have each player participate a minimum of 50% during each game. Each player will start the game on either offense or defense. The following factors could decrease or increase actual playing time:
 - i. Safety
 - ii. Practice attendance and participation
- II) All coaches and players must remain on the sideline and inside an area between the 20-yard lines. A warning will be given for the first infraction. A second (and subsequent) infraction will receive a 15-yard penalty. Spectators must remain (behind designating team box area) a minimum of 5 (five) feet from the sidelines.
- III) Must use a balanced offensive line (two (2) tight ends at all times) and defensive line (6-main front).
- IV) Offense can use one (1) wingback or flanker or one (1) man in motion.
- V) A black stripe player cannot be a ball carrier or play the position of running back, wingback, quarterback, wide receiver or flanker. In the event of a fumble or interception the ball will be ruled dead at the point of the black stripe possession.
- VI) A black stripe player can be used as a punter but cannot advance the ball past the line of scrimmage running or throwing.
- VII) A black stripe player can be used as a tight end, but is not an eligible receiver. He can only be a blocking tight end.
- VIII) All Interior offensive linemen must be in a set position, 3 or 4-point stance (no standing up).
- IX) No rushing on a punt. The offensive team must announce their intention of punting. NO fake punts and NO quick kicks.
- X) The defense must use a 6-3 alignment (see attachment) and must be lined up head to head to outside shoulder. An illegal defense will result in a 5 yard penalty for each infraction. Prevent defense is not allowed.
- XI) Linebackers must be stationary, 3 yards back from the line of scrimmage. NO BLITZING ALLOWED.
- XII) The defensive ends may be in either 2 or 3-point stance and line up no further out than the outside shoulder of the offensive end (unless the defensive end splits for pass coverage).

- XIII) All defensive linemen must be lined up shoulder to shoulder over the offensive linemen. All defensive backs **MUST** line up on the outside shoulder of the widest receiver and also 7 yards back from the line of scrimmage.
- XIV) Overtime games will be limited to 2 (two) overtime periods. Overtime period will start on the 10-yard line.
- XV) Play offs will be determined at the end of the season.
- XVI) “B” League Free Kick:
 The offense may call a free kick at anytime and anywhere on the field. The intent to free kick must be declared to the officials before the play. The kick will take place from a regular formation, 7 (seven) players on the line of scrimmage, head to head. The receiving team may have 2 (two) players back to receive the ball. The kicking team will have 2 (two) players behind the line of scrimmage, a punter and a signal caller. The signal caller must be 1 (one) yard behind the line of scrimmage and inside the tackles. The punter will retrieve the ball and **punt it from directly behind the center**. No one on either side of the ball will move until the ball has crossed the scrimmage line. (See diagram below). The ball must travel beyond the line of scrimmage 5 yards to be a live ball. If the ball is touched by a player from either team prior to going beyond the line of scrimmage 5 yards, it will be a dead ball at that point and possession will go to the receiving team at the point it was touched

Warning: The first infraction of these rules, unless otherwise noted, will constitute a verbal warning to the head coach and a discussion with the player to instruct on what the violation is. A second (and subsequent) infraction will constitute a 5-yard penalty unless noted elsewhere.

ALLOWED PUNT FORMATION



ALLOWED OFFENSIVE/DEFENSIVE SETS "B" LEAGUE

OFFENSE

O O O 3 Backs (Man in motion permitted also)

O QB
O O O O O O O

O O 2 Backs

O Wing **O** QB
O O O O O O O

O O 2 Backs

O Flanker **O** QB
O O O O O O O

DEFENSE

O Ball
X X X X X X

← X X X →

Outside LB can line up outside shoulder of offensive tackle and out

X Def. Back

Def. Back **X**

PLAYING RULES – “A” LEAGUE

- I.) Head coaches will make reasonable efforts to have each player participate a minimum of 50% during each game. Each player will start the game on either offense or defense. The following factors could decrease or increase actual playing time:
 - i. Safety
 - ii. Practice attendance and participation
- II.) All coaches and players must remain on the sideline and inside an area between the 20 yard lines. A warning will be given for the first infraction. A second (and subsequent) infraction will receive a 15-yard penalty. Spectators must remain a minimum of 5 (five) feet from the sidelines. Refer to “B” League Rules.
- III.) Must use a balanced offensive line and defensive line.
- IV.) A black stripe player cannot be a ball carrier or play the position of running back, wingback, quarterback, wide receiver or flanker. In the event of a fumble or interception the ball will be ruled dead at the point of the black stripe possession.
- V.) A black stripe player can be used as a punter but cannot advance the ball past the line of scrimmage running or throwing. During a punt 6 (six) down linemen are the only ones allowed rushing the punter. If the ball is miss-snapped or fumbled linebackers are allowed to advance to the ball.
- VI.) A black stripe player can be used as a tight end, but is not an eligible pass receiver. He can only be a blocking tight end.
- VII.) Interior linemen must be in a set 3 or 4-point stance (no standing up). With the exception of punting.
- VIII.) The offense cannot be in a trips formation prior to snap of the ball. Trips = 3 eligible receivers outside the tackle box.
- IX.) The defense must use a 6-3 or 5-4 alignment. Outside linebacker or corner backs can line up outside shoulder of the offensive end (unless the defensive end splits for pass coverage). An illegal defense will result in a 5 yard penalty for each infraction. Prevent defense is not allowed.
- X.) Linebackers must be 3 yards from the line of scrimmage. **NO BLITZING ALLOWED.**
- XI.) The defensive ends may be in either a 2 or 3 stance and line up no further out than the outside shoulder of the offensive end (unless the defensive end splits for pass coverage).
- XII.) All defensive linemen must be lined up shoulder to shoulder over the offensive linemen. All defensive backs **MUST** line up on the outside shoulder of the widest receiver and also 7 yards back from the line of scrimmage.
- XIII.) Overtime games will be limited to 2 (two) overtime periods. See “B” League Rules

Play offs will be determined at the end of the season.

Warning: The first infraction of these rules will constitute a verbal warning, unless noted elsewhere, to the head coach and a discussion with the player to instruct on what the violation is. A second (and subsequent) infraction will constitute a 5-yard penalty unless noted elsewhere.

ALLOWED PUNT FORMATION

O Punter

O Up-man

O

O

O O O O O O O O

X X X X X X X X

X

(No player can be head up on center)

X

X

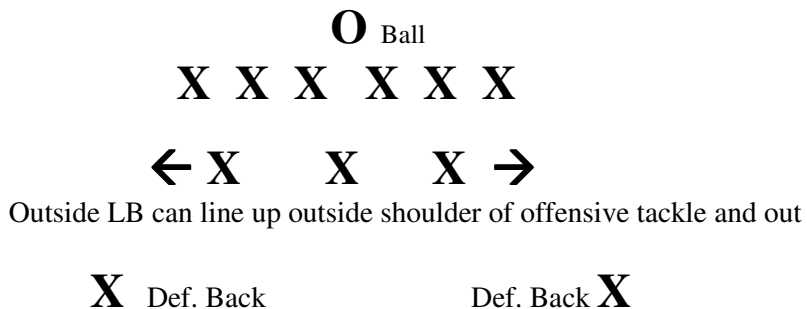
X

X

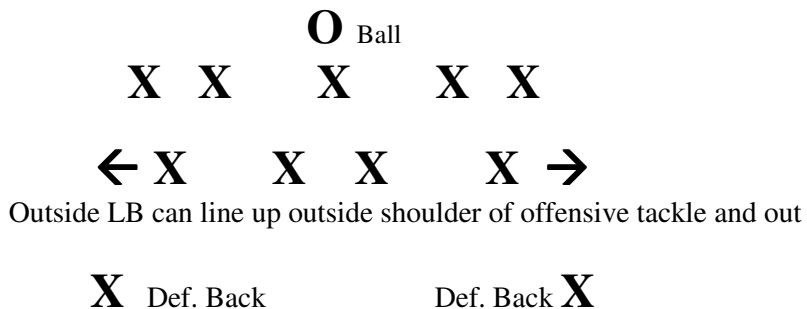
ALLOWED OFFENSIVE/DEFENSIVE SETS "A" & "B" LEAGUES

DEFENSE 6-3 (ONLY DEFENSIVE SET ALLOWED IN "B" LEAGUE)

DEFENSE



DEFENSE 5-4 (ONLY "A" LEAGUE)



SECTION VI – LEAGUE POLICIES FOR FOOTBALL

1. Head Coaches will make reasonable efforts to have each player participate a minimum of 50% during each game. Each player will start the game on either offense or defense. The following factors could decrease or increase actual playing time:
 - A. Safety
 - B. Practice attendance and participation
2. Sons of head coaches will be assigned to their father's team prior to the draft. No provision is made for assistant coach's sons.
3. Each player must wear his helmet, face mask, shoulder pads, jersey, pants with thigh and knee pads, athletic supported, molded rubber cleated or soft sole athletic shoes (no hard cleats), and an approved athletic mouth guard during contact practices and games. All jerseys worn must cover pads completely. Players not meeting equipment requirements will not participate in any type of contact. The League Rules Committee MUST approve all equipment not purchased by the league.
4. All practices will begin at the scheduled times, not before, and end at the scheduled times, not later. All scrimmages should be concluded 10 (ten) minutes before the scheduled end of practices. All teams are limited to one scrimmage per week, which will occur only on Wednesday. In case of dangerous weather (lightning, thunder, etc.) all practices activities will terminate immediately and the players released to their parents or escorted to appropriate shelter. There will be no organized off site practice.
5. The first week of practice is limited to physical conditioning, fundamentals, chalk talks, etc. No football equipment other than the helmet and mouthpiece will be worn. (4 days/minimum of 3 days)
6. The board before the Kick Off Classic will conduct official weigh-in. (At this time all players must obtain the 95.00 lb and 130.00 lb max to be eligible to advance the football). Any player found to be using diet pills, water pills, steam baths, rubber or plastic sweat suits or any other extreme measure of reducing weight, may be suspended from the league. Any player within 10 lbs of weight limit shall be weighed weekly prior to game. After week 4 each player is given a 3 lb allowance. Weigh ins will be done during week at commissioner's discretion Reweighing of kids close to 150# will be done.
7. Wearing of full equipment and contact drills are permitted starting with the second week of practice. Contact drills, including scrimmages, will be one half the practice session. Scrimmages will be on Wednesday nights.
8. A 10 (ten) minute warm-up session is required prior to all games and practices. If a player arrives late, he must exercise for at least 10 (ten) minutes prior to participating in any contact or physically demanding activity.
9. Game officials' rulings are final. No protest will change the out come of game or league standings. It is the coach's responsibility to clarify rules or their interpretation by officials calmly at the time of occurrences. Judgment calls are not to be disputed.
10. The Board has sole authority to terminate or postpone any practice or game. This will only be done at the field, and only if conditions are detrimental to the safety of the players. Football is an all weather sport and decisions will be made accordingly.
11. Any child in the immediate surrounding areas of Jackson Township may participate, providing practices and games will be attended.

12. Players and cheerleaders will pick up trash and place it in provided receptacles at the conclusion of all practices and games.
13. The first team listed in game schedules is the home team and will occupy the Fulton Road side of the field. Home team is responsible for the chains.
14. No loud, abusive, or profane language will be tolerated. Unsportsmanlike conduct **WILL NOT** be tolerated from the membership.

SECTION VII -- LEAGUE POLICIES FOR CHEERLEADING

1. Cheerleaders must be in grades 3-7 in the 2009-2010 school year to be eligible to cheer.
2. All practices will begin and end at the scheduled times. There will be no practices other than those scheduled by the league.
3. Cheer Moms may cancel practice due to inclement weather at her discretion.
4. If a Cheer Mom does cancel her squads practice-a director needs to be notified.
5. Cheerleaders are required to attend practice at least one night a week to be permitted to cheer in that week's game. If this becomes an issue – a director must be notified.
6. Attendance will be kept by each Cheer Mom and turned in every Thursday.
7. Any cheerleader who is unable to attend a practice or unable to attend a game is to contact the Cheer Mom immediately.
8. Cheer Moms will provide a list of all cheerleaders and their phone numbers to each member of their squad.
9. BE ON TIME for drop off and pick-up. The Cheer Mom or adult supervisor is to remain at the practice until all girls on the squad have been picked up.
10. Parents are expected to participate in league functions (Kick-off Classic, Games, and Concession Stand etc.)
11. Football is an all weather sport. Rain or shine cheerleaders will be expected to cheer at all games.
12. Games are cancelled by the Board – Cheer Moms will be notified by a director.
13. All girls must be in full uniform to cheer at games.
14. Absolutely no cutting or altering uniforms.
15. Any cheerleader or parent causing dissension or disharmony at the practice or games will be brought before the Cheerleading Directors. If further action is needed, the Board will review the situation.

CHEERLEADING CO-DIRECTORS

LISA ECKSTEIN 330.265.4174
Tracie Bailey 330.494.8436

lleckstein@sbcglobal.net
traciet1@yahoo.com

SECTION VIII -- OFFICIAL PLAYING RULES FOR FLAG FOOTBALL

1. Teams will be put together, using blind draft system (consideration will be made for siblings playing on the same team).
2. Team Formation-best effort to place 5 first, 5 second and 5 third graders on each team. Every effort is used to place players on prior year team and/or per specific parent request.
3. Coaches are responsible for the conduct of their players and are advised to control the emotions of the game.
4. Teams, players, and parents must remain on the sidelines, in designated boundaries during the game.
5. Coaches are encouraged to use their best efforts in accomplishing the following during each game:
 - a. Every effort to allow each player to run the ball per game. ANY player not getting the chance should be the first to carry the ball in the NEXT game.
 - b. Make sure each player gets to carry the ball.
 - c. Substitute players often.
 - d. Make sure each player gets to play offense and defense.
6. There will be no kick-offs, play will begin from the designated yard line of the team gaining possession of the ball (determined by coin toss)
7. Play shall begin from the SECOND hash mark from the goal line. See field diagram. 12-yard marker.
8. Each team will be represented by a parent, filling the position of game referee. That parent should provide their own whistle.
9. Games will consist of 4 (Four) 10 minute quarters with clock running continuously, half times will be 10 (Ten) minutes long.
10. Teams may have up to 2 time-outs per half, IF agreed upon by both head coaches prior to the start of the game. Maximum 60 seconds/timeout
11. Teams will have approximately 1 (one) minute from the time the ball is spotted to put the ball back in play. (Referees should encourage timely ball play)
12. Each team is permitted 2 (two) coaches on the field; they must be 10 (ten) yards behind the ball during play.
13. Injury time outs will not be assessed against a team. In case of injury, a player must exit the field and is not permitted to reenter the game without the permission of the head coach and the parents.

A parent MUST give permission for an injured player to return to the game.
14. Quarterback must call the sequence to put the ball in play:
 - a. ONE -- the line gets ready
 - b. TWO -- the center picks up the ball
 - c. THREE -- the center delivers the ball to the quarterback
 - d. GO -- Quarterback has full control of the ball, play starts....
15. If the quarterback drops the ball before he says "GO", it may be picked up but the quarterback must say "GO" to start the play.
16. If movement on either side starts before "GO" – play the down is over.

17. No Blitzing by Linebacker at any time. First steps must be lateral unless the ball is coming directly at the middle linebacker.
18. A player is not allowed to leave their feet to grab a flag.
19. There will be no intentional stripping of the ball, tackling, holding or in anyway trying to stop the ball carrier other than by pulling their flag.
20. Referees are to give "warning" to offending players.
21. Penalties will result in down over.
22. This is an instructional league.
23. No more than 11 (eleven) players on the field during the play. All designated positions must be filled.
24. No 11(eleven) man lines.
25. All fumbles are dead where the ball hits the ground. The ball may only be advanced if it is caught in the air before hitting the ground.
26. Any FUMBLE touching the ground is a dead ball. The next play is from the spot of the fumble. Any fumble NOT touching the ground may be advanced/returned. Any intercepted pass may be returned.
27. No ball carrier may use their hands or spinning moves to avoid having their flag pulled. All shirt tails/Flag Belt straps must be tucked in.
28. The ball carrier is down when any part of their body, other than their feet, touch the ground, to include football.
29. The center may snap the ball side saddle, shot gun, or between their legs but their body and feet must be behind the ball.
30. There will be no punts. If a team fails to make a 1st down, the ball will go over to the defensive team at the designated starting position for putting the ball in play. See #5
31. No cut blocks will be allowed. Any blocking above the shoulders will be considered an illegal block. All blocking will be with the arms folded across the chest, in front of the body, and within the framework of the body.
32. *NO 3-PT Stance at anytime.
33. In the event of a safety, the team scoring the safety takes possession of the ball at the designated starting position on their side of the field.
34. There may be a flanker (tight or wide) but not a man in motion; you must always have 2 (two) tight ends.
35. Points after touchdowns (PAT) attempts will be from the 3 (three) yard line. 1(one) point is awarded for running the ball across the goal line, and 2 (two) points for passing the ball into the end zone.
36. The ball must be caught in the end zone by the receiver, not caught and run across the goal line. PAT spot is 3 yard /paces from the goal line. Not the first hash.
37. Players without required equipment will not participate in game or practice.

FLAG FOOTBALL COMMISSIONER

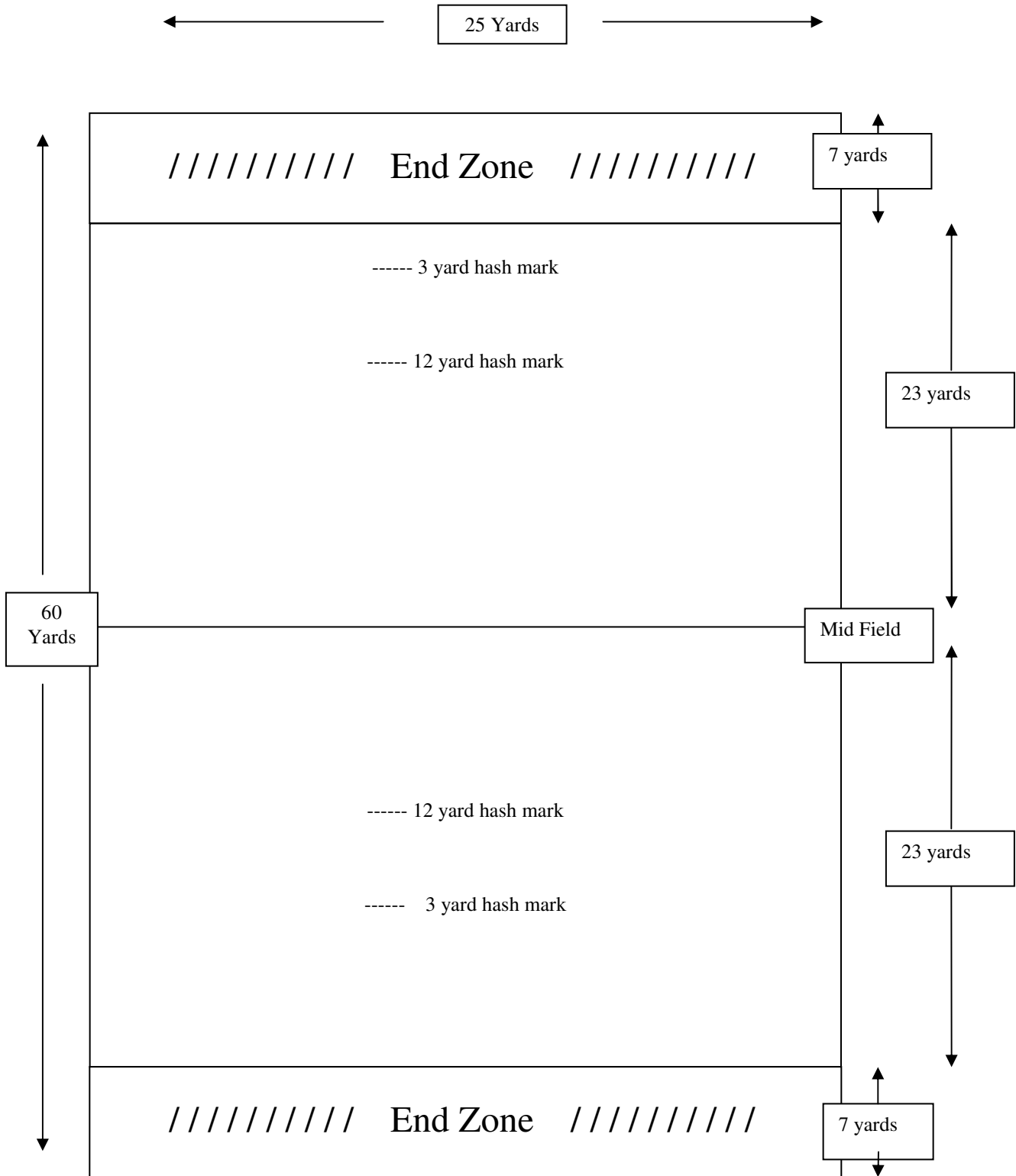
Chad M. Bailey

330.494.8436

chad@akronautoauction.com

Flag Football Field

(25 x 60 yards)



SECTION IX -- CONSTITUTION

ARTICLE I. Name

The name of this organization shall be the “Jackson Youth Football Association”.

ARTICLE II. Objectives

The objectives of Jackson Youth Football shall be:

- A. To educate our youth in proper moral and physical values.
- B. To afford youths the opportunities to engage in healthful supervised competition with proper physical training and protection with adequate equipment.
- C. To bring adults and youths together in a relationship which will be of mutual and lasting benefit.
- D. To instill in the minds of all participants, both adults and youths, that the idea of good sportsmanship shall prevail as one of the primary objectives of this organization.
- E. To instill in the minds of adults and parents of participants their voice and opinions pertaining to our league may be presented at any open meeting.

ARTICLE III. Membership

Membership of Jackson Youth Football shall consist of:

- A. All coaches and assistants, counselors, cheer moms and assistants, and board members.
- B. Parents or legal guardians of all boys and girls registered for participation in the current playing year.

ARTICLE IV. Government

- A. Final sovereignty shall be vested in the Constitution, By-Laws, and Playing Rules of the Jackson Youth Football Association and by the Board of Directors.
- B. Government of the league shall be vested in the Board of Directors.
- C. The Executive Board shall consist of the Board of Directors and appointed members.
- D. Constitutional amendments and changes in the By-Laws, or Playing Rules shall be made by the majority affirmative vote of the Board of Directors present.
- E. Any interpretation of the Constitution, By-Laws, or Playing Rules must have Board of Directors approval.

ARTICLE V. Officers

- A. Board of Directors shall be elected annually by the membership of the league and will assume office January 1 of the following year. Elected Board of Directors of this league shall be:
 - a. President
 - b. Vice President
 - c. Commissioner
 - d. Secretary
 - e. Treasurer
 - f. Business Manager
- B. Assistant Commissioner, Legal Advisor, (if available on a volunteer basis), Head Counselor, Equipment Manager, and Director of Cheerleaders shall be appointed by the Board of Directors.

ARTICLE VI. Responsibilities

A. President

1. To preside at all Jackson Youth Football Association meetings.
2. To discharge the duties of his/her office as prescribed in the Constitution, By-Laws, and the Playing Rules.
3. Shall have a vote on all subject matters.
4. To see that parliamentary procedure is followed during meetings of the league.
5. To be an ex-official member of all committees.
6. To appoint all members of special committees.

B. Vice President

1. To assist the President.
2. To perform the duties of the president in his/her absence.
3. Shall have a vote on all subject matters.

C. Commissioner

1. To assist the President in any way possible.
2. To preside over the weigh-in.
3. To serve as chair person of the Rules committee.
4. To declare forfeit when a team does not appear within the allotted time.
5. To discharge any duties required by the Board of Directors.
6. To decide all disputes during a game or practice. All formal protests must be brought before the Board of Directors.
7. To develop team rosters with the assistance of the Vice President.
8. Organize preparation and maintenance of the fields, with full cooperation of the Board.
9. To obtain officials for all games, and to see that officials have knowledge of an copies of league rules and any changes made by the Board of Directors, in ample time in order to become familiar with the changes.
10. To supervise the chain operators.
11. Shall have a vote on all subject matters.

D. Head Counselor

1. To serve on the Kick Off Classic committee.
2. To handle all problems pertaining to the concession stand and turn over all monies to the Treasure at the end of game day or any monies received from any other projects.
3. Preside over Team Counselors.

E. Secretary

1. To preside over meetings of the league in the absence of the President and Vice President.
2. To keep an up-to-date record of all proceedings of the league.
3. To read the minutes at each meeting.
4. To carry on all correspondence of the league.
5. To be an ex-official member of all committees.
6. To keep an accurate list of the members of the league including the name, address, and telephone number of each member.
7. To formally notify members of their appointment to a committee within 10 (ten) days of their appointment.
8. To maintain copies of official records of birth dates and weights of all team members.
9. To obtain permits for schools, fields, etc.
10. To serve on the Kick Off Classic committee.

11. Shall have a vote on all subject matters.

F. Treasurer

1. To collect all monies and deposit them in the league Treasury.
2. To pay out money only as provided in the Constitution, By-Laws, or as directed by the Board of Directors.
3. To render to the league a financial report of the league at each regular meeting or at any time the President requires him/her to do so.
4. To maintain accurate records of all receipts and payments.
5. To disperse payments to referees.
6. To serve on Kick Off Classic committee.
7. Shall have a vote on all subject matters.

G. Cheerleader Advisor

1. Select a staff.
2. Conduct registration.
3. To establish the uniform for the cheerleaders and/or staff with the Board of Directors approval.
4. To attend all Executive Board meetings and Board of Directors meetings.
5. To attend all practice sessions unless the President or Commissioner has been notified of his/her absence.
6. To see that all notices are given out to each child the same day or as soon as possible thereafter.
7. To serve on the Kick Off Classic committee.
8. Shall have a vote on all subject matters.

H. Business Manager

1. To take charge of and organize all fundraising. Can appoint a fund raising committee with the approval of the Board of Directors.
2. To serve on the Kick Off Classic committee.
3. To preside over the concession stand.
4. Shall have a vote on all subject matters.

I. Equipment Manager

1. To take charge of and organize the football equipment storage facility.
2. To take charge of and organize all JYFA owned team equipment, uniforms, practice clothing and field equipment.
3. To ensure that all football equipment and uniforms are in a safe condition for use.
4. To supply each head coach of A & B League with equipment repair tool kit and first aid kit. To supply each head coach of Flag League with a first aid kit.
5. To take charge and organize team equipment and handout and collection.
6. Shall have a vote on all subject matters.

J. Flag Football Commissioner

1. To conduct registration.
2. To determine head coaches for each team with the assistance of the Commissioner.
3. To develop team rosters with the assistance of the Commissioner.
4. Organize preparation and maintenance of the fields, with full cooperation of the Board.
5. To develop schedules and practices.
6. To inventory all Flag Equipment (footballs, jerseys, cones, markers, flags, flag belts) as well as distribute at the start of the season and collect at the end of the season.

7. To decide all disputes during a game or practice. All formal protests must be brought before the Board of Directors.
8. To serve of the Kick Off committee.
9. Shall have a vote on all subject matters.

ARTICLE VII. Executive Session

- A. The Executive session will consist of the Board of Directors, appointed members, and invited guests.

ARTICLE VIII. Committees

- A. The rules committee will be appointed by the League President
 1. The Commissioner shall serve as chairman of the Rules Committee.
 2. The duties of the Rules Committee shall be to present any rule changes to the Board of Directors, who shall have final approval on any and all changes.
 3. The committee shall report on any proposed rule change within 2 (two) weeks or at the next meeting of the Board, whichever is shorter.
 4. The Assistant Commissioner may serve in place of the Commissioner during any meeting. His/her authority is the same as the Commissioner on all matters of policy within the duties of the Commissioner.

ARTICLE IX. Amendments

- A. The Constitution or its By-Laws may be amended by a majority affirmative vote of the Board of Directors.

SECTION X -- BY-LAWS

ARTICLE I. Meetings

- Part 1. Newly elected officers will assume office January 1 of the next playing year.
- Part 2. Special meetings may be held at any time providing an attempt is made to notify all of the membership at least one day prior to the meeting.
- Part 3. Board of Director Meetings may be held at any time at the discretion of the President.
- Part 4. All Board meetings will be open; however, any Executive Board meetings will be closed sessions.
- Part 5. In the event any member of the Board is absent from 3 (three) or delinquent of their assigned duties consecutive regularly scheduled Board of Director meetings, it may deem sufficient for the Board of Directors to terminate his/her participation and an officer of the Board. The Board of Directors will then appoint a successor for that position.
- Part 6. Should any elected or appointed Board Member resign his/her position during the playing year, the Board of Directors shall appoint, by majority vote, a successor to serve in that position for the balance of the year.

ARTICLE II. Purchases

- Part 1. The Board prior to the purchase shall approve all purchases, other than those provided by the constitution.

ARTICLE III. Finances

- Part 1. All invoices for payment must be submitted to the Treasurer. Who in turn must submit them to the Board for authorization of payment.
- Part 2. Each check will bear the signature of any 2 (two) of the 4(four) elected Board members:
President League Treasurer League Commissioner Business Manager
- Part 3. The Board may use any legal device, which they see fit in order to raise funds for the league.
- Part 4. All league funds will promptly be submitted to be Treasurer for deposit.

ARTICLE IV. Eligibility

- Part 1. Football Requirements: For Leagues A & B

To be eligible to participate in the football program, each participant must meet the following age and weight qualifications.

- A. Age- B League(4th and 5th grade)

Players in fourth grade and fifth grade during the current playing season shall play in the “B: league. Third graders may play in the “B: league upon board approval and must meet the following criteria:

- 1. Must be 9 years of age by July 1. A copy of the birth certificate must accompany the registration.

2. There will be no guarantee of minimum playing time for 3rd graders. This is primarily a fourth and fifth grade league, and playing time, if any, will be determined by the coaches.

Age-A League(6th and 7th grade)

Must be entering 6th or 7th grade

Any parent requesting their child play down a league, must present request, in writing, to the board for approval.

B. Weight of A & B Leagues

Minimum playing weight of 45 pounds with no maximum playing weight. The Commissioner shall be in charge of weigh-ins. The Secretary shall maintain a record of all official weights.

C. Age -- Flag Football

Minimum: Must be entering the kindergarten.

Maximum: Must be entering third grade.

D. Exceptions will be permitted to age and weight limits with Board approval.

E. The League suggests that each athlete show he/she has had a physical within this calendar year.

Part 2. Cheerleaders:

To be eligible to participate in the cheerleading program, each participant must meet the following qualifications.

A. Any girl entering the third, fourth, fifth, sixth, or seventh grades during the current playing year is eligible.

Part 3. The Board of Directors shall have final authority in any case in question.

Part 4. Penalty for knowingly and willingly using ineligible players shall be forfeiture of all games played in which the ineligible player participated.

Part 5. If a player is absent from 2 (two) practice sessions and does not have a legitimate excuse, the team coach will declare him ineligible to play in that week's game.

ARTICLE V. Registration.

Part 1. Late registration for football players shall be not later than the day established by the Board of Directors.

Part 2. Any player, who has failed to register by the draft date, will be placed on the team that would have drafted next in that age group division or at the discretion of the commissioner in accordance to his responsibilities.

Part 3. Only \$30.00 will be refunded to any child that withdraws prior to the first game.

Part 4. The registration fee shall be determined by the Board of Directors and payable at the time of registration.

Part 5. Within one week of the draft a complete roster will be submitted to the Board and the Head Coaches. This roster will include the name, age, weight, address, and phone number.

ARTICLE VI. Counselors/Team Mom

- Part 1. Each team shall have at least one team counselor/team mom whose duties shall be:
- A. To maintain a high standard of integrity with their team.
 - B. To assist the Head Coach and Head Counselor as requested by them.
 - C. To take care of the team's notices. All notices are given out the same day they are received from the Head Counselor.
 - D. To attend all team counselor/team mom meetings.
 - E. Responsible for attendance and write-ups from the coaches. Records to be submitted to the Head Counselor on Tuesday following practice.
- Part 2. Counselors/Team Mom shall be selected by the respective Head Coaches.

ARTICLE VII. Coaches and Cheer moms

- Part 1. Applications for coaching positions/cheer moms shall be submitted to the Board of Directors for consideration each year.
- A. All coaching positions will be reviewed and approved or disapproved by the J.Y.F.A. Board on an annual basis.
- Part 2. Coaching positions shall be established pursuant to the following:
- A. Football experience, preferred
 - B. Coach's positions will be filled by Board decision.
- Part 3. Each team shall be directed by a Head Coach who will be approved by the Board of Directors.
- Part 4. The Head Coach shall have the privilege of selecting his staff of 2 Assistant Coaches and appointing them to their duties for his team, with Board approval.
- Part 5. The duties of the Head Coach shall be:
- A. To be in full charge of his team at all practice sessions until all players are retrieved.
 - B. To be in full and complete charge of his team at games.
 - C. To attend meetings of the league.
 - D. To serve on rules committee.
 - E. To appoint a team counselor/team mom.
 - F. Assign an assistant coach or Team Mom to serve as the team equipment manager to help with equipment issue and turn-in. This is a must!
 - G. To be at practice sessions and games or to have an Assistant Coach.
 - H. To be responsible for parents and fans actions.
- Part 6. The duties of the Assistant Coach shall be:
- A. To carry out their duties as assigned by the Head Coach.
 - B. To be in charge of the team in the absence of the Head Coach.
 - C. To be at practice sessions and games, especially in the absence of the Head Coach.
- Part 7. The duties of all Coaches shall be:
- A. To maintain a standard of coaching which is at least equal to the league objective.
 - B. To comply with the decisions of any examining physician as to the advisability of allowing a player to play.
 - C. To file an incident report on any injury pertaining to all persons involved with said team.
 - D. To avoid any discrimination.
 - E. To assist the Counselors/Team mom in maintaining and keeping an accurate inventory of equipment and supplies.

F. To inflict suitable penalties on players who display unsportsmanlike conduct.

ARTICLE VIII. Elections

- Part 1. Open nominations will be held during the second to the last week of the season.
- Part 2. Elections will be held during the last week of the season.
- Part 3. Parents/Guardians of paid participants will have 1 vote per paid participant.

ARTICLE IX. Team Identifications

- Part 1. No insignia shall be worn on Jackson Youth Football equipment during games except with approval of the Board of Directors.

ARTICLE XI. Spectator Conduct

- Part 1. No alcoholic beverages or smoking permitted at practices or games on school/Park property.
- Part 2. No abusive or obscene language will be tolerated.
- Part 3. No abusive physical contact will be tolerated.
- Part 4. Violators will be removed from the premises at the discretion of referee's and/or board members.

ARTICLE XII. Two-thirds of the individuals currently serving as Board members shall constitute a quorum for the transaction of business other than the governing of the league.

ARTICLE XIII. Development of Team Rosters

- Part 1. A player draft will be held for team selections. Head Coaches should be present during the draft. In the absence of a Head Coach or his assistant, the Commissioner shall conduct the draw. The Commissioner shall inform all Head Coaches as to the time and place of the draft.
- Part 2. Registration establishes playing year for each individual player.
- Part 3. Assignment of a player to a specific team roster permanently establishes his team identity. (Except when registering after the draft date when he has played the previous year.) This player will be put into the draft.
- Part 4. The Head Coach shall have the privilege of coaching his own son.
- Part 5. Players in fourth and fifth grade during the current playing season shall play in the "B" league. Any exceptions must have board approval.
- Part 5a. Third Graders may play in the "B" League upon board approval and must meet the following criteria:
 - 1. Must be 9 years of age by July 1. A copy of the birth certificate must accompany the registration.
 - 2. There will be no guarantee of minimum playing time for 3rd graders. This is primarily a fourth and fifth grade league, and playing time, if any, will be determined by the coaches.
- Part 6. Players in the fifth and sixth grade during the current playing year weighing 75 pounds or less may be assigned to either "A" or "B" league. This will be determined after the final registration by the Board of Directors based on the number of registrants and official weights.

- Part 7. Players in the sixth and seventh grade during the current playing year shall play in the “A” league. Sixth graders may play in the “B” league with Board approval. Approval can be obtained by submitting a written request to the Board.
- Part 8. Players in kindergarten, first, second and third grade during the current playing season shall play in the Flag football league. Any exceptions must have board approval.

ARTICLE XIV. Format for Players Draft

- Part 1. The draft will be similar to the NFL parity draft where the team in last place picks first the following season, next to last picks second, etc.
- Part 2. Based upon the number of perspective registrants, the Board will advise the Head Coaches of the order of selection in the draft.
- Part 3. All athletes who wish to be drafted must attend one of the two mandatory evaluation sessions. (If unable to attend , name will be drawn out of hat in draft order.
- Part 4. Anyone wishing to change teams must submit a written letter to the board with an explanation of reason. Board decision will be final.

*** Warning: Any coach found to be tampering or requesting players to re-enter the draft for his own benefit will have a hearing with the JYFA Board and is subject to removal.**

ARTICLE XV. Board Meetings

- A. Roll call of the officers.
- B. Previous meeting’s minutes. Motion must be made that minutes are approved.
- C. Financial report.
- D. Old Business.
- E. New Business.
- F. Committee reports.
- G. For the good of the league.
- H. Date of the next meeting.
- I. Motion to adjourn.

ARTICLE XVI. Conflict of Interest Policy

- A. **Purpose.** The purpose of the conflict of interest policy is to protect the JYFA’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the JYFA or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to non-profit and charitable organizations.
- B. **Definitions**
 - 1. **Interested Person.** Any director, principle officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
 - 2. **Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - i. An ownership or investment interest in any entity with which the JYFA has a transaction or arrangement.

- ii. A compensation arrangement with the JYFA or with any entity or individual with which the JYFA has a transaction or arrangement, or
- iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the JYFA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article IX, section C, paragraph 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that conflict of interest exists.

C. Procedures

1. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. **Procedures for Addressing the Conflict of Interest.**
 - i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - ii. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - iii. After exercising due diligence, the governing board or committee shall determine whether the JYFA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the JYFA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
4. **Violations of the Conflicts of Interest Policy**
 - i. If the governing board or committee has a reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis of such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

- D. **Records of Proceedings.** The minutes of the governing board and all committees with board delegated powers shall contain:
1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed
 2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
- E. **Compensation.** All positions held with the JYFA (Board of Directors, Managers, League Directors, Trustees, Commissioners, Advisors) are permitted on a volunteer basis.
- F. **Annual Statements.** Each director, principle officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:
1. Has received a copy of the conflicts of interest policy,
 2. Has read and understands the policy,
 3. Has agreed to comply with the policy, and
 4. Understands the JYFA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
- G. **Periodic Reviews.** To ensure the JYFA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
 2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the JYFA's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement impermissible private benefit or in an excess benefit transaction.
- H. **Use of Outside Experts.** When conducting the periodic reviews as provided for in Section G, the JYFA may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE XVII. **Dissolution**

- A. Three-Fourths $\frac{3}{4}$ Vote of the Board of Directors of the JYFA is required to dissolve and end this Association. In that event, the assets of the JYFA shall be distributed to any eligible non-profit exempt organization such as a charity or youth sports as directed by the majority of the Board of Directors.