

# New Mexico Young America Football League



# Rules

**Approved with Amendments**

July 2018

<b>Amended July</b>	<b>2018</b>
Amended June	2018
Amended April	2018
Amended February	2018
Amended March	2017
Amended March	2016
Amended March	2015
Amended June	2013
Amended June	2012

# New Mexico Young America Football League Rules

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## **INTRODUCTION**

The following rules, regulations and appendixes are required to be followed and complied with by all Board of Director (BOD) members, staff, coaches, parents, players, league officials and anyone representing or participating in any league activity.

## **NMYAFL OBJECTIVES**

The objectives and purposes, for which this New Mexico Young America Football League (NMYAFL) is formed, are as follows:

- To engage in teaching and encouraging participation in the sport of American football and cheerleading.
- To assist in combating juvenile delinquency by promoting the physical and emotional well-being of young people by interesting them in participating in the sport of American football and cheerleading.
- To further SPORTSMANSHIP and the importance of physical activity in their lives.
- To organize and manage competitive games and exhibits.

Every effort is to be made to apply pressure to every player to perform and excel in their respective classroom. While playing time restrictions with parents' written consent may be acceptable, each player, parent and coach should be working towards the goal of hard work and discipline of the child in the classroom. Education of our children is a priority, and once the player reaches NMAA participation levels, it is a rule that minimum academic performance be realized. Let's assist in developing good habits, and positively affect these great young minds as well.

# **ARTICLE I: ORGANIZATION**

## **Section 1. The League**

The League is the basic unit of organization and is the highest authority. A league is the instrument through which team memberships are chartered by NMYAFL Headquarters. A league when applying for a charter must prepare and submit to NMYAFL Headquarters a map of the area in which the league operates and upon which the boundaries of the league have been drawn. When incorporating, a league must prepare and submit to NMYAFL a constitution and by-laws consistent with all rules, regulations and policies of NMYAFL. A league is comprised of lower echelons.

## **Section 2. Divisions**

NMYAFL is divided into eight distinct divisions, Midget, Mighty Mite, Pee Wee, Rookie, Freshman, Sophomore, Junior, and Varsity/Senior.

## **Section 3. Districts**

All players should be assigned to a team in the division, in the high school district in which the player resides at the time of registration or January 1 of the current year, whichever is later. Players that did not participate in NMYAFL the previous fall season may be assigned to the team of their choice subject to availability.

Returning fall football players may choose to change teams under the following guidelines:

- The team registration process must be complete.
- Player must be registered for the current fall season before the request to move will be accepted
- Out of District Transfer Request forms must be completed and submitted at the NMYAFL Office.
- The requested team must have space to allow your transfer.
- Must be moving from and to an existing team from the prior season with a minimum number of players as determined by the BOD
- Players can request to move from an existing team to newly formed team where the district did not have an established team as long as they reside in that District and register during open registration. They will be counted towards the minimum number of players as determined by the BOD to form that team.
- Transfer requests will be considered until the close of business on April 30th
- A request is not a guarantee
- Request must be approved before the move will be made.

## **Section 4. Teams**

- a. Teams shall be assigned to districts in accordance with guidance established by the BOD.
- b. All NMYAFL districts shall be identical to the established high school districts. As such, all teams in a district shall have the same name and colors as the high school district. In the event two or more teams are established in a single high school district, the Executive Director (ED) shall designate the name and colors of each additional team.
- c. Each team shall have at least one of the following Team Mother/Team Father, Team Coordinator/Manager and any other representative required by the League. The names of these people will be provided to the League by completing the online contact form and must submit to and pass the league background check. Additionally, these persons must be issued a badge by the NMYAFL office.
- d. All teams are required to have at least one parent meeting with the Head Coach and assistants before the first practice. The Head Coach is required to discuss all NMYAFL rules and policies included in the League Rules at the parents meeting. The Head Coach shall also distribute the League Rules and Regulations and any other policy handout, as may be determined by NMYAFL, at the first parents meeting.
- e. The Head Coach is required to develop, distribute and obtain a signed Team/Parent Contract that outlines the team rules and expectation that the Parents, Coaches and Players are required to follow.
- e. All teams shall have a minimum of 16 and a maximum of 23 players.
- g. A Coach can request to have up to 26 players if their team roster had 26 players in the previous year.
- h. A team may be expanded at the league's discretion.

- i. If a team in any division does not have the minimum number of players required to form a team, then the League, at its sole discretion on a day or various days designated as Team Consolidation Day, may distribute the players registered in said district to other teams in other districts within the same division.
- j. Team Consolidation Day shall be determined solely by the President or his designee.
- k. If a team in any division has more than 23 players, those players added to the roster after 23 may be used to create an expansion team in that division. This is at the sole discretion of the League. The League will make every attempt to keep a player in his neighborhood, residential area and high school district; however the League cannot guarantee this.

## **ARTICLE II: REGISTRATION REQUIREMENTS**

### **Section 1. Registration and Team Rosters**

A player shall not be eligible to play in a regular season game until he/she has completed the registration requirements.

Registration consists of the following:

- a. Valid proof of age/Birth Certificate and a valid proof of current residency.
- b. Full payment of registration fee or satisfactory payment as approved by the League.
- c. Completed required weigh-in.
- d. Release signed by parent/guardian and player.
- e. The BOD shall establish registration dates.
- f. The League makes all decisions regarding player assignments to teams.
- g. Any registration collected by any coach shall be submitted to the league as soon as possible.

\* NOTE \* All cheerleading teams must be registered and affiliated with the Young America Cheerleaders. Non-approved youth cheerleading teams may not coordinate or perform at NMYAFL/YAC practice's, events or games.

## **ARTICLE III: PLAYERS**

### **Section 1. Eligibility**

In order to be certified on a team roster, a player shall qualify as a candidate under these eligibility requirements. No player shall play in a regular season game until he/she has been properly certified.

- a. Parental Consent. A player shall furnish a written release and statement of consent from his/her parents or legal guardian (online submission by the parent/guardian on the Registration Form fulfills this requirement).
- b. Age Requirements. A player shall be eligible for any Division in which he/she can qualify. A player's eligibility by division shall be determined by the age of the player on August 31<sup>st</sup>.
- c. A player shall have attained a minimum age as specified in Appendix A.
- d. A player who attained the age of fifteen on or before August 31<sup>st</sup> of the current calendar year and/or is in the 9<sup>th</sup> grade or higher will not be eligible to participate with NMYAFL. Players will not be allowed to play in their previous year's division unless the leagues wavier protocol is followed.

#### **e. Weight Guidelines**

There is no maximum weight limit for each division. In cases where a parent believes their child falls below the lower weight limit and wishes for their child to be moved down to the lower division they may elect to have the child officially weighed at NMYAFL. This weigh in must be accomplished prior to team consolidation only during a scheduled equipment issue date or as directed by the Executive Director or Board of Directors.

#### **f. Residency Requirements.**

Players should be assigned to a team in the high school district in which the player resides at the time of registration.

Players who did not participate in the previous fall season have the option to register for a team in any high school district for their division (age group).

Exception: those players meeting Article I section 3. Should a registered player provide proof (prior to start of season) or change of address in accordance with applicable school district rules, the child may

be moved to new team, as allowed by the League taking into consideration registration date, registration number, verification of address change as per the Albuquerque Public School guidelines on transfers.

a. All players shall provide the League with proof of their correct place of residency in order to satisfy the above requirement.

g. Waive Up.

A player may waive up into a higher age division. The Head Coach of the team receiving the waived player, the parents of the waived player and the league must all approve the waived player in writing. All fourteen year old players must play in the Varsity/Senior Division regardless of weight unless otherwise placed by a Player Agent.

h. Waive Down.

A player who may not possess the needed athletic ability to participate in their division may ~~later~~ be evaluated down upon request and evaluation by an appointed league official. Players are evaluated no sooner than the second day in pads. A representative appointed by the President will be assigned to evaluate the player in question. Request for evaluation shall be either in writing, email, or facsimile and proof that the parent/guardian has been notified of this request is required. Having an evaluation does not guarantee placement down, and several evaluations may be necessary to determine whether or not the player should be moved down. Evaluations that result in a waiver down are to be in writing and are good for current season only. Written documentation must be kept in league file, as well as head coach file, with evaluator's report. Challenges to any player waived down shall be handled by President of the league on a case by case basis with the decision reported to the BOD. There are no appeals in this matter.

## **Section 2. Retention of Eligibility**

Once certified on a team roster, a registered player shall meet the following requirements in order to retain eligibility: Retain parental consent, maintain sound physical condition, and have properly completed a Player Registration Form, and consideration paid in full.

Protected Player Status. When a player is moved out of the district where the player lives for purposes of consolidation, that player is then considered to be a 'protected player' on that team. A 'protected player' during the following year then may choose to register onto the team he was consolidated onto, or he may delay registration until after the team registration period thereby forfeiting his protected player status. Once his protected player status is forfeit he may or may not be able to play on his previous season's team depending on space available but he does gain the opportunity to request an Out of District transfer in accordance with the guidelines in Article 1, Sect 3. This ability is based on their registration number which may or may not subject that player to further consolidation, as our league operates on a first come first serve basis.

## **Section 3. Player Agents and Enforcement**

- a. The President of NMYAFL may appoint a Player Agent or other League Representative in order to determine player eligibility and enforce eligibility rules. The player agent or other authorized League Representative shall be responsible for registering and certifying players.
- b. The Player Agent or League Representative may receive and investigate all complaints. The Player Agent or League Representative shall refer complaints regarding coaches to the CSC and shall report all other complaints directly to the President.
- c. The player eligibility and participation in the League may be revoked by the assigned Player Agent and/or BOD if it is determined that a player has falsified information on the Player Registration Form or documents used to verify the information contained on the registration form.
- d. If the BOD determines after an investigation that the coach of the team in which an ineligible player participated, had prior knowledge of the player's ineligibility, then the BOD shall discipline said coach, up to and including suspension, or dismissal.
- e. If an ineligible player has participated in a game(s), the game(s) in which the ineligible player participated in may be forfeited at the discretion of the BOD taking into consideration the totality of circumstances.
- f. If a player's eligibility has been revoked, there shall be no refund of any fees, registration or otherwise.

## **ARTICLE IV: COACHES**

### **Section 1. Head Coaches**

- a. All first and second year head coaches shall be required to attend the First and Second Year Coaches Orientation Meetings prior to the first practice of the football season.
- b. All head coaches shall be USA Football certified and provide proof of certification to the league prior to receiving a NMYAFL Coaches badge
- c. All Head Football Coaches must be at least 21 years old prior to the beginning of the first day of practice.
- d. All Cheer Managers must be at least 21 years old prior to the beginning of the first day of practice.
  1. All Cheer Squads must have a Cheer Manager.
  2. Cheer Managers can and usually are Head Cheer Coaches.
- e. All Cheer Head Coaches must be at least 18 years old prior to the beginning of the first day of practice.
- f. All head coaches shall supply the league with a team sponsorship fee determined by the BOD by the first game of the current season.
- g. The Head Coach is responsible for the following:
  1. Issuing equipment, fitting, correctly and properly, each and every player on his team. Turning in all of his/her team's issued equipment.
  2. Equipment Return will be conducted by the head coach and his/her assistants at a mandatory final practice or at a time designated by NMYAFL that will be held no later than seven days after the team's final game. The head coach and/or the head coach's assistants are required to be present in order to supervise the return of equipment. If the Head Coach, through his/her best efforts, cannot obtain equipment from a player, the Head Coach is required to advise the NMYAFL staff of the missing equipment. Violations of this rule may result in ineligibility for future NMYAFL participation.
  3. The replacement cost of any equipment which has been altered. (See Article VIII, Section 4), (NMYAFL will advise of replacement cost).
  4. Secure and return, on the first business day, all NMYAFL equipment of players who have quit in order that team records and office records may be kept current and accurate.
  5. Ensure sidelines at practice fields, and games are kept clean and free of all litter.
  6. Help provide the best possible league by participating in the entire League's efforts; attending Coaches Council meetings and clinics, equipment issue/return, etc., and support our Young America Cheerleader (YAC) programs.
  7. Attendance at all Coaches Council Meetings is mandatory, and a representative from each assigned team shall be in attendance.
  8. Responding to NMYAFL upon request or the team's parents with a financial statement weekly and upon request. A financial statement consists of a balance sheet, receipts of what has been purchased for the players, and past and current bank statements and copies of sponsorship monies donated to the team. The Football Head Coach is responsible for both football and cheerleading financials.
  9. Notifying the league immediately if any improper or suspicious financial activity is discovered, or suspected.
  10. Notifying the league of any contact information changes, email address changes, all phone number changes. All coaches must be able to be contacted by phone and email.
  11. Ensure that all coaches pass the background check and obtain badges to signify they have complied. Head coaches will also ensure that Team Moms/Dads also pass the background check. All individuals who have direct contact with players/cheerleaders must possess and display their badge to any League official whenever requested. Badges must be displayed in the bench area.
  12. All Head Football Coaches must submit a candidate for the team cheerleading head coach as part of their Coach Application. All Head Cheer Coaches will go through the YAC Coaches Council selection process. Head football coaches are required to attend all YAC Cheerleading Competitions with all the coaches and players. Coaches who fail to attend cheer competitions will be subject to penalties per the CSC.



## Section 2. Team Assignments

- h. The Coaches Selection Committee (CSC) shall select and assign head coaches for each team within the League taking into consideration prior coaching experience, references, complaints, and any other information which the CSC deems appropriate.
- i. All team assignments are subject to withdrawal for cause by the CSC.
- j. Team assignments to all head coaches are not final until:
  1. Team is filled with minimum number of players.
  2. Final approval of the BOD.
  3. Head coach passes a criminal background check. Assistant Coaches, Team Moms, Team Dads, Managers are required to pass background check.
    - a. Any team originally assigned to a returning NMYAFL head coach who is not USA Football certified on or before the appropriate date may be reassigned to a USA Football certified coach at the discretion of the CSC. Determination of whether or not a non-certified head coaches shall retain their original team assignment is left up to and at the discretion of the CSC
    - b. Any coach who is certified under the USA Football high school certification for the current calendar year may substitute their high school certification for the USA Football Youth certification.

Cost: is determined by the League annually.

## ARTICLE V: SCHEDULES

### Section 1. Practice

- a. The first authorized practice session for each season will be as established by the NMYAFL BOD.
- b. OTA's-Other Team Activities
  - 1) A coach once awarded and approved by the league BOD will be allowed to contract with the trainer to work with the athletes on his assigned team.
  - 2) It is the responsibility of the Head Coach to insure that all Player's participating in OTA's have been weighed in at the league prior to starting OTA's.
  - 3) The League will determine the starting date, times and locations of approved OTA parks.
  - 4) Any violation of the preselected and approved areas, will be considered a class I act which will cause for the immediate dismissal of the head coach.
  - 5) During OTA's, the Head Coach will be allowed to conduct two practices per week lasting only for 1.5 hours per each practice at any of the approved OTA areas.
  - 6) These practices are considered volunteer. Players should not be punished for any reason for not attending OTA's.
  - 7) **Players are allowed to wear t-shirts, shorts and cleats ONLY. Helmets, shoulder pads and football pants are NOT ALLOWED and any violation will be considered a class I act which will cause for the immediate dismissal of the head coach.**
  - 8) **PHYSICAL CONTACT** will be **STRICTLY PROHIBITED** during all OTA's sessions.
  - 9) The Head Coach must adhere to the league standards in regards to issuing the athletes water.
- c. **First week of the Fall Season practice restrictions:**
  - 1) During the first two days of practice, helmets, pants with pads and mouthpieces are the only issued equipment permitted to be worn by the players. No other issued equipment shall be worn by the players during the first (2) two days of practice. Physical contact (hitting) between players shall not be permitted during this period.
  - 2) On the third day of practice the players may wear full pads, however, physical contact (hitting) between players shall not be permitted.
  - 3) Contact between players in pads may commence only on the fourth day of practice.
- d. Other practice guidance:

Any and all players added to the roster or arriving after the first day of practice shall not participate in full contact until their third day, or at the coach's discretion, with the exception of first year players.

- e. All Players participating in physical contact will be required to wear the protective equipment specified in these rules. *Non-Registered players are not allowed to be involved in practice.*
- f. At no time shall a player with pads be allowed to participate in physical contact between players without pads. No practice session will exceed two hours in duration and shall end no later than 8:00 P.M. or sundown. Disciplinary sessions are not allowed after the two hour practice.
- g. The maximum number of practices permitted by the League is as follows:
  - 1) First two weeks - six per week with Sunday off.
  - 2) Third week until end of regular season play:
    - i. 7 v 7, Mighty Mite and Pee Wee Divisions – (3) three days per week.
    - ii. All other Divisions – (4) four days per week.
  - 5) Playoffs through Championships add one more day (coach's option).
  - 6) Only one practice session per day is permitted.
  - 7) No Sunday practices are allowed without the express consent of the League President or the Executive Director.
- h. A minimum of three team water breaks per practice session are required. Water is not to be withheld for any reason at any time ever by league rule. If water is not available on a practice field or game field, the Head Coach is required to furnish water, or require players to bring their own. Withholding water will not be tolerated and may subject a coach to immediate dismissal. During times of high heat index, players shall be allowed to have water at will. Common sense and plenty of water will protect the players in NMYAFL.
- i. Any contact drill or exercise is PROHIBITED if:
  - 1) The players start off directly more than (5) yards apart.
  - 2) A player is forced to complete a drill or exercise without an exit.
  - 3) An exercise or drill results in an extension of the player's thigh to an angle of more than 90° for reasons other than stretching (such as duck walk).
  - 4) It requires a player to start with his/her back turned to the other player in a contact drill.
  - 5) It requires the player to put his/her weight on his/her neck in any manner. No neck bridging to stretch neck muscles, at any time.
- j. Practice field rules:
  - 1) Teams will submit a request and receive permission to play at a park of their choosing. Coaches should move practices a few yards each day at each park to prevent overuse of grass.
  - 2) Teams will not park in driveways, one ways, or break traffic laws or rules. Use extreme courtesy at all times.
- k. Lightning Safety (30-30) Rule:

When one or more players (hereinafter "team") have gathered for a practice situation or preparing to enter into a practice situation, and lightning is spotted, a head coach, assistant coach, team official or supervising parent shall count the number of seconds from the time the lightning is seen until thunder is heard. (Flash-Bang Method) If the time elapsed is less than 30 seconds, the practice shall immediately cease and all helmets shall be removed. The team shall find safe and appropriate shelter immediately and remain there for at least 30 minutes. If the lightning has not completely ceased after the 30-minute period a new 30-minute monitoring period must be started. Once a 30-minute monitoring period is started an individual or any part of the team shall not start practice before the expiration of the 30-minute period.
- l. Practice fields are to be examined daily for foreign articles that could harm players or cheerleaders such as needles, glass, rocks, sticks, sharp objects, unclean objects, holes, wires etc. No team shall practice within 15 yards of a fixed structure such as trees, poles, fences, cars, water hydrants, buildings, walls, sprinklers, chairs, cots or tents. Pertaining to sanctioned games: Tents or chairs at fields, determination shall be by NMYAFL commissioners and/or referees.

- m. No ladders on sidelines or behind the end line. Fields are to be kept free of trash, water bottles, and after practice dinner trash. Neighbors of parks and fields are to be treated with courtesy and respect at all times.

### **Section 1.1 Sanctioned YAFL Camps (High School Sponsored)**

The BOD defined YAFL camps as High School sponsored/insured camps open to all NMYAFL ages where fundamentals are being taught. Camps must be advertised, in advance and sponsored by the respective high school to comply. Individual Team Camps are strictly forbidden. A team camp is where players, who normally would not get together, meet and work out with coaches or non-coaches to practice, view video, run plays, condition, or chalk talk, or as our rules specify. If a team gets together informally, or with the intent to circumvent the rules or spirit of these rules, the BOD may take action against the Head Coach or team to correct the behavior, subject to the provisions of our rules. Practicing prior to the official published start of the season will not be tolerated. Failure to abide may result in coach being ineligible to coach in NMYAFL and may include forfeiture of games.

### **Section 2. Scrimmages**

- a. One controlled scrimmage is allowed per week with an opponent in the same division. A controlled scrimmage although not a "practice" shall count as one practice session as specified by our rules with the two(2) hour limit, etc. Driving time does not count. All scrimmages must be held in the same division. Scrimmages between teams from different divisions are strictly prohibited. Notification of scrimmages must be made no later than 24 hours prior to the scrimmage at the League office. Scrimmages between teams are not practices (but count as a practice) therefore scouting of scrimmages is allowed. Regarding scouting: scripting, filming, and watching another team practice by anyone affiliated by, or to any other head coach for any reason is strictly prohibited. Scouting someone's practice will not be tolerated, and is cause for removal as head coach as well as the person asked, recruited or communicated with to execute such request. The Head Coach is ultimately liable for the conduct of his parents, fans, assistant coaches and players.
- b. Controlled scrimmages may be held on the first Saturday of the season. Notification of what team and when must be made to league office.
- c. Scrimmages may be held on Tuesday or Wednesday. If a team has a bye, that team may practice on that Saturday said team has the bye, no longer than two hours.

### **Section 3. Regular Season Schedule**

- a. The League shall adopt a regular schedule of games for each division, subject to the following requirements:
  - 1. A period of two full days shall elapse between regularly scheduled games for a given team.
  - 2. The regular schedule shall limit a given team to no more than eight regular season games, exclusive of playoffs, championship and post season games. The League reserves the right to add games to schedule.
  - 3. Sunday and night games may be scheduled with the prior approval of the League and any night game must be completed and/or terminated no later than 10:30 P.M.
  - 4. A game that is canceled or terminated for any reason, except forfeiture, prior to completion of half of the game, will be rescheduled at the discretion of the League and shall not count against the maximum number of scheduled games authorized or number of practices allowed. The rescheduled game shall be completed starting where the game left off. If a game is canceled due to weather or other emergency and if such game has completed one half, the game is over and the score is final. Exception is when there is a tie; the game shall be as if it ended in the first half. At the discretion of the League said game will be played from the beginning and completed at earliest available time, notwithstanding the rules.
  - 5. All teams in a given conference must be scheduled to play the same number of conference games. The League reserves the right to add or amend games to schedule or change times whenever needed.

#### **Section 4. Playoff Schedule**

The League shall adopt a playoff schedule of games for each division, subject to the provisions of these rules.

#### **Section 5. Unauthorized Schedule**

Under no circumstances may a NMYAFL team/affiliate participate in a game or scrimmage game, which is not arranged by, through and/or with the knowledge and consent of the League.

### **ARTICLE VI: EQUIPMENT**

#### **Section 1. General**

It is the policy of the League to achieve maximum player protection while maintaining cost effectiveness. As such, the League may spread the higher initial cost of quality equipment over many seasons of reliable wear in an attempt to abide by the League's policy.

#### **Section 2. Required Equipment**

Unless otherwise specified herein, all players shall wear the following items at all times during practice sessions and games. The League shall supply the following items:

- Helmet, helmet pads and face guard (must be returned at end of season)
- Shoulder Pads (must be returned at end of season)
- Hip pads and tail bone pad (must be returned at end of season)
- Thigh Pads (must be returned at end of season)
- Knee Pads (must be returned at end of season)
- Chin Strap
- Jersey (game only)
- Pants
- Mouthpiece (must be attached to the helmet and must cover the bicuspid (back teeth))
- All Custom Game Jerseys must display NMYAFL Logo on the left shoulder or left breast.  
The player shall supply the following:
- Socks
- Shoes (sneakers or shoes with rubber non-detachable cleats) No metal or baseball cleats allowed
- T-shirt must worn under shoulder pads

#### **Section 3. Optional Equipment**

The following items are optional and may be supplied by the player:

- Individual players may purchase and use helmets and shoulder pads of their choice provided they meet the safety standards specified by NFHS and are also individually approved by NMYAFL. The individual approval process is an annual requirement.
- Forearm pads
- Rib pads
- Hand pads
- Elbow pads
- Neck pads
- Athletic supporter and cup

#### **Section 4. Optional Player/Team Supplied Equipment**

- Teams may purchase and use helmets in colors other than white. These helmets must meet the safety standards specified by NFHS and NOCSAE and be individually approved by NMYAFL. The approval process is an annual requirement. Teams are cautioned that failure to plan for and provide a uniformly colored helmet for each player could result in the suspension of the Head Coach.

#### **Section 5. Altered Equipment**

League equipment shall not be altered in any fashion, including helmet painting and or dipping. Head coaches are financially liable for replacement costs if equipment is altered. All teams will use only those helmet decals that are supplied by the League or those that meet league approval. If any player alters his/her face mask, and

does not return helmet in original issued condition, helmet will be accepted and any aftermarket face mask/visors will be forfeited upon return.

### **Section 6. Lost Equipment**

All lost or stolen equipment will be replaced at the player's expense.

### **Section 7. Equipment Return**

The Head Coach will collect all equipment following the team's final practice after the teams final NMYAFL sanctioned game or approved post season tournament. All equipment is due on or before December 1<sup>st</sup> at a time determined by the League. It is the responsibility of the Head Coach to make sure that all equipment is returned (see Article IV, Section 1, Item E). Equipment turn-in will be conducted by the Head Coach and assistants at a mandatory final practice that will be held no later than seven days after the team's final game. The Head Coach or the Head Coach's assistants are required to be present in order to supervise the return of equipment. If the Head Coach, through his/her best efforts, cannot obtain equipment from a player, the Head Coach is required to advise the NMYAFL staff of the missing equipment.

#### **IMPORTANT**

***Parents are ultimately responsible for returning equipment to the League. Collection proceedings will be initiated as approved by the BOD if equipment is not returned by December 1st of each year or no more than one week after your approved post season tournament.***

## **ARTICLE VII: PLAYING RULES**

### **Section 1. Commissioners**

The President of NMYAFL may appoint Commissioners or other League representatives in order to assist in the enforcement of the playing rules and other rules proscribed herein.

- a. Commissioners or other League representatives may:
  - 1) Assist the President in administration of all rules and regulations.
  - 2) Supervise use of equipment and coaching techniques.
  - 3) Visit practices periodically to determine that all rules and regulations are being followed.
  - 4) Monitor games to determine that all rules and regulations are being followed
  - 5) Have the authority to designate aides.
  - 6) Maintain records as directed by the BOD.
  - 7) Be bound by the League rules.
  - 8) Ensure coaches police sidelines after their game.
- b. The Commissioner has the authority and the responsibility to see that League rules are upheld and that coach's and other League participants conduct themselves in accordance with NMYAFL League Rules. Board members are automatically commissioners and officials of the League.

### **Section 2. General Rules**

- a. Officials:
  - 1) The League shall arrange for the appearance of two to four qualified officials at each scheduled regular season game when possible. If less than two appear, the game will be postponed until proper number of officials appears or rescheduled at the discretion of the League.
  - 2) Qualified officials should be registered collegiate, high school, junior high school or independent officials.
  - 3) The NMYAOA and NMAA Officials Association shall be provided with a current copy of NMYAFL rules and regulations by the League.
  - 4) The League shall decide rate, type and responsibility for the payment of officials.
  - 5) Officials shall provide stopwatches.
  - 6) Four qualified officials and a qualified time-keeper, if possible, will be provided for each playoff and championship game.
  - 7) Head coaches will rate the officials each week. A Board member shall communicate the results to the appropriate official's association contact person.
- b. Parent/Spectator, Player and Coach Ejection/Removal or Disqualification:
  1. Parent/Sideline Ejection – When a Parent or Spectator is ejected or removed from the game by a NMYAFL Representative for unsportsmanlike or other conduct that does not for not adhere to

NMYAFL or NHFS rules, that Parent or Spectator will be not be able to attend the next contest/game.

2. Player Ejection - When a participant is ejected or disqualified from any contest or game for unsportsmanlike conduct by a uniformed game official, that player is automatically suspended from the next contest/game.
3. Coach Ejection - When a coach is ejected or disqualified from any contest/game for unsportsmanlike conduct by a game official, the coach is required to sit out the next game. Coach's badges will be confiscated by field commissioners upon ejection and verbal notification given to the League President, or his/her designee, within 24 hours of the game. There is no appeal of these types of ejections.

c. Game Ball:

1. The game ball shall be a good grade of rubber with the following specifications:
2. Mighty Mite: Mighty Mite Ball
3. Pee Wee, Rookie: Pee Wee Ball
4. Freshman, Sophomore Divisions: Junior ball or similar
5. Junior Division: Youth Ball or similar
6. Senior/Varsity Division: Official Size Ball or similar
7. The Commissioner will provide a satisfactory game ball.
8. A decision of the head game official is final in matters involving the acceptability of a given ball for game purposes.

d. Playing Field:

1. Both teams are responsible for the following:
2. The first scheduled game on a game day each team shall help setup the required field equipment for all subsequent games.
3. Keeping sidelines free from trash and policing field after each game,
4. The last scheduled game on game day both teams shall prepare field equipment to be picked up by NMYAFL personnel for storage.
5. A hundred yard field shall be acceptable for all divisions, except as approved by the league.
6. When playing on an 80-yard field, major penalties shall be 10 yards instead of 15 yards. When playing on a 100-yard field, major penalties shall be 15 yards.
7. All fields shall be equipped and marked in accordance with National Federation Standards, orange or red flags may be used to mark the end zones as long as both end zones are the same.
8. The bench area (reserved area) is reserved for players, coaches, team statisticians and staff. The remainder of the sidelines is reserved for the crew operating the yardage chain and marker. All other individuals must be at least three yards back (where field allows) from the playing field during the game. Coaches shall identify reserved area individuals at the Commissioner's request.

\*NOTE\* NMYAFL also provides a safe area known as the Spirit Box for cheerleaders to perform, which is free of obstacles, coaches, spectators and players, which will be designated by the League.

9. Only one statisticians and/or one team videographer/photographer during the game are permitted in the bench area and on the remainder of the same team sidelines. During the playoffs, Head Coaches must identify these individuals prior to the game. These reserved area individuals must agree to stay off the field and back five yards from the sideline. No loitering in the end zone during Semi-final and Championship games whatsoever. These individuals may follow the team as it moves up and down the field. They will be identified to any league official by the Head Coach, upon request. Ladders, benches, scaffolding (composite, steel, wooden or hard plastic cones) are banned from the sidelines for safety purposes. Only soft plastic cones and breakable tape or like material are allowed for marking the bench area. Failure to follow safety rules may result in head coach suspension.
10. The bench area shall extend from the 20-yard line to the 20-yard line when playing on an 80-yard field: between the 25-yard lines on a 100-yard field. Coaches are not permitted to move beyond the bench area while a game is in progress, unless otherwise specified by the rules. The bench area shall be defined by painted lines or by each team's own marking equipment such as soft cones and tape.
11. On 80-yard fields, the receiving team will line up on the 40-yard line (midfield) and the kicking team on the 30-yard line. When a kick off goes out of bounds before the receiving team touches

the ball, the receiving team has the option of taking the ball 25 yards from the point of the kick or at the point where the ball went out of bounds.

12. Any team in the Mighty Mite, Pee Wee, and Rookie division may have one coach on the playing field during the game. This coach may join the huddle and call plays, but must retreat ten yards behind the last player, as soon as the huddle breaks. Both coaches must cease instruction, talking, signaling or manipulation once the quarterback goes under center or the offense goes set. It is the responsibility of the coach to help keep the game running smoothly and not impede the clock. As soon as a team achieves a 21 point lead, the coach must leave the field, while the losing coach may remain. As soon as the score is less than a 21 point differential the winning coach may return.
  13. When any team gains a 35-point lead, in the fourth quarter: The clock will run continuously except on: change of possession, official or team time-out.
  14. The home team will be on the east (north) side and the visitors will be on the west (south) side. The visiting team is required to change jersey color if a color conflict occurs per NFHS rules however game officials are the ultimate authority in this matter. NMYAFL will supply game vests. Regarding color conflicts, all coaches are required to follow Ethics and Sportsmanship standards, (i.e. changing into a custom jersey to force an opponent to wear a vest/pinnie is unsportsmanlike). NMYAFL jersey takes precedence.
  15. The chain gang will be located on the Visitors side of the field and staffed by the Visitors.
  16. During games, parents are restricted to stay in the area five yards back from the sideline and inside the goal line. No parents, fans, spectators of either team currently playing are allowed to be in the end zone area.
  17. Many teams warm up in this area, and that is permissible. Each team shall remain on their sidelines unless otherwise directed by the Uniformed Game Official or NMYAFL Commissioner
  18. Scouting and Filming Games
    1. Scouting Film is defined as filming for the purposes of delivering the scout film to the coaching staff to use to make adjustments in the current game and or subsequent games.
    2. Scouting is *ONLY* allowed from the end zone at non-stadium venues. Scouting at stadium venues is allowed from the stands on the side of the opponent you will not be facing the next contest.
    3. Absolutely NO SCOUTING from behind a team's sidelines, all scouting must be done in the end zone. Proper etiquette must be observed by persons scouting to not disturb, distract or otherwise detract from the game.
    4. Scouting is optional for all teams. Violations of this rule by head coach, assistant coach or any team member may result in suspension or removal the Head Coach.
  19. All head coaches (this includes spring and fall) are responsible to submit game reports to the league no later than the following Tuesday of when the matches are played. Reports must be submitted to the league by the close of business of that day. If reports are not received by the league from coaches by the date specified above, coaches can expect disciplinary actions by the league disciplinary matrix. Coaches can expect for the first violation a one quarter suspension, for the second violation a 1 game suspension, for the 3<sup>rd</sup> violation a 2 game suspension, and for the 4<sup>th</sup> violation to be dismissed.
- e. Time: Quarters shall be 10 minutes long on a stop and go clock for all divisions. NMYAFL follows game time management set forth by the National Federation of State High School Associations (NFHS) Rules.
1. Intermissions:
    - a. Between the first and second quarter; third and fourth quarters two minutes. Time between the two quarters shall be allowed as official conference time.
    - b. Between second and third quarters (half time) - 15 minutes. Three minutes must be allowed for proper stretch and warm up.
    - c. One coach is allowed in the huddle during intermissions.
  2. Time Outs:
    - a. All divisions are allowed three time outs per half in accordance with the NFHS Rule Book.
    - b. During any charged time out, one coach per team will be allowed on the field in the huddle. Discussion with officials during these time outs is discouraged. Non-coach water personnel are allowed to disseminate water during timeouts and injury timeouts.

3. In the Mighty Mite, Pee Wee and Rookie division, a coach from the sideline is allowed to enter the huddle during a time out, with the coach that is on the field and confer with the coach and/or the players. Should the team be under the 21 point lead rule, then only one coach is allowed on the field to confer with the players.
4. Scoring Values:
  - a. Touchdown - 6 points
  - b. Point after touchdown - 1 point for run or pass, 2 points if kicked (PAT)
  - c. Safety - 2 points
  - d. Field goal - 3 points
  - e. Forfeit - offended team wins by 1-0.
5. Close kick option: (applicable to point after kick in the Mighty Mite, Pee Wee, Rookie, Freshmen and Sophomore) Coaches have the option of requesting that the ball be placed 3 yards from the goal posts on the PAT (Point After Touchdown). The team must kick, if this option is exercised. If the close kick option is not chosen, a team may either kick or run. In the event of any defensive penalty, the kicking team may re-declare their option. If the Close Kick option is once again chosen and the penalty is accepted, the ball will be placed the same distance from the end line as it would have been placed from the goal line after the acceptance of the penalty.
6. All PAT and Field Goal attempts are considered live ball- i.e. K can decline an encroachment call if PAT or Field Goal are successful. K may also accept the defensive penalty and decline the spot.
7. Game Tie Breakers: The tiebreaker rule of the NFHS Rule Book will be in effect for all NMYAFL regular season, playoff, and championship games. After the first tiebreaker period, the ball shall be placed one yard closer to the goal line for each successive overtime period.
8. Players:
  - a. The free substitution rule is always in effect. The National Registration system of numbering players according to their team position is not mandatory in NMYAFL.
  - b. All players will play in a predetermined minimum number of plays each and every game (six plays per each half of each game), unless physically unable, bleeding or restricted for disciplinary reasons. Head coaches must notify a league commissioner of any player not playing, or for disciplinary reasons before their scheduled game, in writing. Plays involving penalties will not count toward the minimum play requirement unless the down is not replayed. Ex: If the down is replayed due to acceptance of a penalty, then the play in which the penalty occurred does not count toward the minimum play requirement. The League office will submit a complete roster to the game Commissioners before each game. Included with the roster at the end of the game is to be a complete accounting of plays participated in by each player on the roster (only number of plays up to the minimum number need to be shown). This roster must be signed by the Head Coach and the Team Dad and submitted to the Commissioner immediately after the completion of the regular scheduled game. A coach's failure to comply with these required plays may mean loss of game by forfeiture. The Commissioner will submit a full report to the CSC or the BOD for any complaint received that a coach has violated this rule. An interview of the Head Coach by the CSC, after receipt of this report, is mandatory. Reports of this nature are taken very seriously, even resulting in suspension of coach.
  - c. The minimum play requirements are set at six plays per half for all divisions.
  - d. During the game, if a player is bleeding from any part of his/her body, the player must be removed from the game until the bleeding is stopped and any open wound or abrasion has been properly covered and/or treated. Blood stains on clothing must be rinsed out before participation is once again allowed. Game and or league officials are the ultimate authority on this. Injured, bleeding or hurt players are not subject to the minimum play requirements since safety is the League's first concern.
9. Parent Behavior:

Parents must act in a proper manner. Foul language, demeaning, derogatory, critical, negative comments will not be tolerated by NMYAFL. The League reserves the right to remove any spectator, fan, relative, passersby who conducts himself/herself in an inappropriate manner around NMYAFL participants, parents, or on the sidelines at games, scrimmages or practices. NMYAFL also reserves the right to remove fans for the use of alcohol, drugs, using foul language, abhorrent behavior or



inciting violent behavior. NMYAFL has a ZERO tolerance policy regarding parent's behavior and the League supports its coaches.

10. Protest and Penalties:

Uniformed Game officials are the highest authority during any game and there is absolutely no grievance procedure nor are there any appeal processes where uniformed game officials are concerned

### Section 3. Seasonal Class Determination, Playoff Seeds and Tie Breakers

- a. The preseason class ~~conference~~ determination process adopted by the NMYAFL board will involve splitting each ~~age division the league~~ into a two tiered format. This split will be done based on the results of the playoffs of the prior season. The tiers will consist of (2) ~~Classes, Division I and Division II. the Zia and Lobo~~ The classes ~~conferences~~ will be split evenly for ~~each divisions of 20 teams or less. The split for larger divisions follows: 22 teams split 11 Zia and 11 Lobo. Teams will split evenly within their respective conferences. If there is an uneven amount of teams within a division, the division shall be split with the remaining team(s) placed in the Zia conference.~~

~~The Division I teams will consist of the previous post season Division I Championship bracket Lobo Conference will consist of the 1<sup>st</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, and 20<sup>th</sup> according to the previous season post season results The Zia Conference will consist of the 2<sup>nd</sup>, 3<sup>rd</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 14, 15, 18<sup>th</sup>, 19<sup>th</sup> according to the previous season post season results.~~ Final conference selections cannot be completed until the league determines the total number of teams per division.

The preseason class ~~conference~~ seeding will follow the process already in place with the exception that now the seeds will only be separated into the north or south sides of their respective conferences.

- b. The post season playoff reseeding will be done by the Competition Committee, comprised of NMYAFL board members or others as appointed by the President of the League, after the final regular scheduled game of the season. The Competition Committee also reserves the right to meet and determine postseason reseeding on the Sunday immediately following the final regular scheduled game of the season or as determined by the BOD. Notification of rulings will be published on the web site as soon as practical and reasonable.  
The post season reseeding format for the playoff Super Bowl Championship will work as follows:

Mighty Mite Division-the top 4 teams from both the Zia and Lobo conferences will have the opportunity to compete for the super bowl.

Pee-Wee through Sophomores Division-The top 4 teams in each division from both the Zia and lobo conferences will have the opportunity to compete for the super bowl. In the event of a tie the league rules will be in effect. Teams that fall below their respective will have the opportunity to compete for a divisional championship.

Junior/Seniors Divisions-the top seven teams from both the Zia and Lobo conferences will be allowed to compete for the super bowl. In the event of a tie the league tie breaker rules will be in effect.

1. Conference
  2. Head to head
  3. Overall
- If still tied a coin flip shall be executed.

### Section 4. Post Season Games and Traveling Teams Must:

- a. Invite all original participants who are on NMYAFL roster who completed the regular season and any playoff games.
- b. No team affiliated with NMYAFL shall be permitted to practice or play any post season games nor is permitted to travel out of the city in which the League is located without the express written consent of the Executive Director, for definition purposes, staying overnight constitutes traveling.

- c. Any person participating in post season practices, games and/or traveling with the consent of the League, shall comply with all NMYAFL Safety Rules and any other requirements established by the Executive BOD. NMYAFL will require teams to submit a release of all claims and application for equipment use. Failure to complete above requirements will result in cancellation of all post-season travel and play. Coaches who neglect to follow these rules risk suspension, disbarment, and/or being banned.
- d. Only head coaches are allowed to apply to take their team traveling. The NMYAFL Executive Director will approve or disapprove head coach's request. Your request to travel must be declared on or before the first week of playoffs for your division.
- e. Gain written permission to invite other players currently registered in NMYAFL from the league office, prior to practicing with these players (This would only be done to fill in any spots opened by players not electing to participate)
- f. Notify League office of intent to travel and invite ONLY players who are currently registered, in same division as traveling team. Non registered players are forbidden to participate. No Exceptions.
- g. Notify the NMYAFL office in the event of injury to any registered player, or any other significant material issue regarding the team immediately, by phone or fax, within 48 hours.

Any postseason banquets, award ceremony or the like shall be handled with all players in mind. No player may be excluded.

## **ARTICLE VIII: FINANCIAL ISSUES**

### **Section 1. Solicitations**

- a. The League does not wish to cause hardship or embarrassment to any parent/guardian or player. The League also does not want to keep any individual from participating in the League as a result of unnecessary expenses such as colored helmets, game jerseys, wind breakers, socks, water bottles, helmet decals, special practice jerseys, etc. As such, except as provided herein—The MAXIMUM contribution a team is permitted to request is \$28.50 per football participant and \$35.00 per cheer participant total value per child in any combination of cash, services and/or products. Parents should contact NMYAFL if they are required to contribute in excess of this amount. A head coach and/or his or her staff may ask players and/or parents of players to volunteer to help raise additional funds for his or her team. Asking for additional funds above and beyond the maximum mandatory contribution is to be done strictly on a volunteer basis, and at no time shall it be a requirement to raise additional funds to be able to participate on any team.
- b. Notwithstanding the above, the League authorizes individual pictures (in addition to the Mandatory League pictures), treats, banquet expenses and trophies, but such contributions shall be considered voluntary. No child may be excluded from any gifts the team decides to purchase. Reason and care are to be used in determining size, cost, and extravagance of such awards.
- c. Team fundraising is defined as solicitation of funds or engaging in profit making activities to obtain funding or benefits for all members of your team including coaches. Team fundraising may begin once the head coach is awarded/approved (by the BOD) a team and a roster of at least 16 athletes and or more. If an athlete is removed from the roster and participated in team fundraising activities, if she or he is placed on another team roster, it will be the responsibility of the head coach on the departing team to evenly disburse the correct amount of fundraising dollars collected by the team to the departing athlete who participated in such activities. Any head coach found in violation of said rule may be investigated by the CSC and disciplinary action will be taken. All fundraising activities must have strict adult supervision to provide for the safety of all players and cheerleaders. Helmet drives are strictly prohibited. Helmet drives are defined as having players, cheerleaders or parents use any helmet, container or like device to ask for donations in vehicular traffic, sidewalks, shopping center parking lots, or any similar type area. No fundraising is allowed that would cast a poor image on NMYAFL. The League will determine if such fundraising is in poor taste and will be the final judge. Advertising for car washes or other fundraising activity in the median of any street is strictly prohibited.
- d. Soliciting for team sponsorship is defined as a head coach soliciting local businesses, colleagues, friends, family, etc. for sponsorship money for his/her team. A head coach may begin soliciting sponsors after he/she has been awarded their team by the CSC. A head coach may utilize his/her staff (assistant coaches, team managers, team moms, team dads) in assisting him/her in soliciting for sponsorship. At no time shall any player/cheerleader participate or be present while the head coach or his/her staff is

soliciting for sponsors. Including any player/cheerleader that is a child of the head coach or his/her staff. NMYAFL has no direct or indirect affiliation or involvement with its head coaches or his/her staff when it comes to soliciting for sponsors. NMYAFL does recommend to its coaches to use the utmost respect and honesty when it comes to matters of soliciting for sponsors so as not to cast a poor image on themselves, their team or NMYAFL.

## **Section 2. Team Financial Management.**

- a. Each team shall have a separate checking account for the team with the team name on the account. The account shall be used for all team purchases for both football and cheerleading but the Head Cheer coach has the option of opening a separate account. Two signatures shall be required on the checking account and one signature shall be the head coach and the other signature shall be a parent or guardian of a team member who shall not be related by marriage or family to the head coach.
- b. All financial records shall be available for inspection at any time by any team parent upon request. Senior and/or Varsity teams must close their checking accounts and equally distribute all remaining funds to the team. In cases where the Senior/Varsity Head Coach intends to continue coaching, the account may remain open with the minimum amount required by the bank.
- c. Bank statements and receipts must be made available within 48 hours upon request.
- d. Financial statements must be made available to the parents of your team upon request. Financial statements will show all money raised and money paid out when and to whom. Due care will be exercised. Coaches, failure to voluntarily provide your financial statement is subject to immediate suspension by CSC.

## **Section 3. Photographer**

All teams shall schedule and use the League appointed photographer. For the purpose of clarification - the Head Coach must bring his entire team (football and cheer) to the photo session determined by the League Photographer. **If a Head Coach does not bring their team to take a team photo with the League Photographer it is considered a Class 5 violation.**

## **Section 4. Concessions**

Only League-approved concessions shall be permitted at the game fields.

## **Section 5. Insurance Requirements**

A valid excess medical insurance policy for all football players will be in force prior to the first practice session. Personal insurance, State coverage, New MexiKids, Insure NM will remain primary coverage for accidents and injuries since league insurance is considered excess medical, and in the scope as defined by the policy issued to NMYAFL. Any league required releases must be signed prior to the first practice.

## **ARTICLE IX: CONDUCT AND GUIDANCE FOR NMYAFL COACHES**

A coach is a representative of the League and has a special responsibility to parents and players associated with the League. As a representative of the League, a coach performs many functions, which include, but are not limited to, role model, instructor, advisor, mediator, and counselor. In all functions, a coach should be competent, honest, and understanding and should endeavor to attain the highest standards of honesty and good sportsmanship.

The relationship between coach and player in large part determines whether the League will be able to accomplish the established objectives. Coaches more than any other individuals make our program succeed or fail. The coach controls many, if not all, situations in which parents and/or players/participants may be benefited or harmed. A coach may be relieved or suspended of all coaching duties if a coach's actions are deemed detrimental to a player, team or the League.

The League is charged with the responsibility of obtaining head coaches for each team. The Head Coaches in turn select assistant coaches and assume responsibility for those coaches. The League is interested in protecting and promoting a youth's participation in the League. As a result of the foregoing, the League has established the Code of Conduct and Ethics for all NMYAFL coaches. It is mandatory to abide by Code of Conduct and Ethics, failure to do so may result in not being considered for a coaching assignment, whether head coach or assistant.

### **Section 1.**

Head coaches, assistant coaches, team dads, team moms, representatives, parents, fans, and/or any other individual affiliated with NMYAFL are strictly prohibited from consuming any alcoholic beverages/products, illegal drugs, or tobacco products on any practice field or game field before, during or after practice sessions, and or games. This rule shall apply even where a city ordinance permits consumption of alcoholic beverages in city parks. Any person in violation of this rule is subject to suspension or any other disciplinary action deemed appropriate by the BOD.

### **Section 2.**

Profanity, physical abuse, verbal abuse, striking, hitting or kicking of any individual is strictly prohibited and will not be tolerated by the League. Complaints of this nature are serious and will be investigated immediately, and any coach accused of any of these actions shall be temporarily suspended from coaching until an investigation can be conducted. Any accused coach must meet with the CSC in order to determine what disciplinary action, if any, shall be taken, up to and including suspension or any other disciplinary action deemed appropriate.

### **Section 3.**

It is strictly prohibited for any person to directly or indirectly receive financial benefits, or compensation or offer to pay to anyone financial benefits or compensation for participation as a coach or player within the League. While sponsoring a player is allowed, using sponsorship to encourage a child to play out of district is not allowed, nor is, back stacking, ghost enrolling (registering a child knowing his/her intentions are they will not play, allowing the coach to pick up additional players or reducing his/her roster).

### **Section 4.**

No person barred/suspended from NMYAFL shall be permitted to participate in NMYAFL activities. Any head coach that knowingly takes as an assistant, a person who has been barred/suspended from NMYAFL, and is found in violation of this rule is subject to removal as head coach.

### **Section 5.**

One of the coach's functions is to teach proper respect for authority. Therefore, a coach must act with proper restraint in all of his/her actions toward the NMYAFL, its BOD, individuals and toward game officials. Any improper conduct by a coach towards any individual or game officials shall be cause for removal as a coach and may be subject to prosecution as New Mexico State Law allows. All head coaches are also responsible for the actions of their respective assistant coaches and parents of the players. They are also responsible for any and all misconduct by anyone on their sidelines before, during and/or after a game, including, but not limited to taunting, fighting and verbal abuse of officials. These actions could result in suspension of the head coach and ineligibility of the team for post-season play. The league will assist the Head Coach with contest sidelines

in the event fans are out of control. If they are awarded a team in the following season they may be required to serve a one game suspension for the previous year's championship ejection.

#### **Section 6.**

All complaints by players, parents/guardians, coaches and league officials **regarding misconduct or violation of the league rules by a coach** shall be presented in writing to the CSC. Abuse, neglect or unsafe practices, or violations of Section 1 & 2 **will be acted upon by league officials** immediately or as soon as reasonable for the protection of the child **with the complaint to be followed up in writing**. The CSC shall notify coaches, as soon as possible, of any written formal complaint filed against them. If a coach is charged with an offense that would cause possible removal, the coach will be notified of the nature of said complaint immediately **and followed up in writing**. Failure to respond to the CSC may result in **removal as a coach**. Complaints may require a coach to have a meeting with the CSC. This meeting will be held as soon as reasonable for both the coach and CSC or any member or representative thereof as stipulated by the CSC Chair. **All complaints against a coach must be submitted and filed in writing with the league office no later than December 1st of the current season for the complaint to be investigated and any action taken against a coach. All complaints will be acted upon by the league by December 31<sup>st</sup> of the Current season. The Football Selection Chairman has the discretion to review any complaints received and will determine if an investigation is required. If the Football Selection chairman determines that an investigation is required you will be required to interview for any future coaching position. The complainant needs to realize that the longer they wait to file a complaint the less likely the league can do a proper investigation.**

#### **GRIEVANCES/DISPUTES RESOLUTION CONSENT TO WAIVER OF LITIGATION, BINDING ARBITRATION**

All grievances against any coach, player, Officer, NMYAFL Official must be submitted and filed in writing with the league office. Complaints or grievances against coaches must be submitted in writing and addressed to the CSC. All other grievances must be submitted in writing and addressed to the NMYAFL League BOD. **The league must investigate the complaint within 15 days of the filed complaint. All complaints against a coach, player, officer or NMYAFL Representative must be submitted and filed in writing with the league office no later than December 1<sup>st</sup> of the current season for the complaint to be investigated and any action taken against a coach, player, officer or NMYAFL Representative. The Football Selection Chairman has the discretion to review any complaints received and may determine if an investigation is required.** All allowed appeals of final determinations by the NMYAFL BOD shall be submitted to binding arbitration in accordance with league regulations. Players, parents, guardians, or any one participating in any fashion with NMYAFL knowingly consents to waiving any rights to avail them to the civil court system and accepts as the sole remedy for dispute resolution binding arbitration in accordance with applicable NMYAFL regulations.

#### **Section 7.**

All teams will be represented at the monthly meeting of the Coaches Council. It is the Head Coach's responsibility to make certain that a representative from the coach's assigned team is in attendance at the Coaches Council meeting. The President of the Coaches council has discretion in matters of attendance.

#### **Section 8.**

A Head Coach will report in writing to the League Office/Executive Director when a player quits or is injured due to a related league activity. It is the opinion of the League that if more than 10% of any team's members quit or are injured during the season; the Head Coach may be called upon by the CSC to give an explanation of the causes of such occurrences. In the event of injuries, any time a player is removed by medical personnel a report will be made to NMYAFL with diligence and timeliness.

### **Section 9.**

All rulings by the CSC are subject to appeal to the NMYAFL BOD (the appeal process is defined in Article III, Section 10, below). The President of the NMYAFL will decide whether to hear such appeals.

### **Section 10.**

Within 48 hours after notice of a decision, which adversely affects an appellant, the appellant may request a hearing by the BOD. The request must be in writing and made to the President of the League, such request having been received if delivered to the League office. The appeal request must contain the original decision, the basis of the appeal and relief sought from the BOD. The President determines whether or not a hearing needs to take place and the time and place for such hearing of the appeal. The President may at his/her discretion elect not to hear an appeal.

## **HEARINGS**

The President or if unavailable the next highest officer of the BOD present will preside at the appeal hearing. Immediately after the hearing is called to order, any Board Member electing not to vote on the appeal will so declare his/her position, but this will not affect his/her ability to question the participant(s) or to participate in the discussion prior to a board decision.

If a decision being appealed was made by a committee chairperson, said chairperson shall be in attendance and will present a summation of the facts and information, which led to the decision being appealed. The appellant will then present his/her summation of the facts and information, which forms the basis of the appeal hearing. The presiding officer of the hearing can waive this rule if the situation warrants.

After the opening remarks of both parties, the person on whose complaint the committee's decision was based, witnesses for the appellant and/or any other interested individuals, if available, may make a statement at the discretion of the presiding officer. Witnesses designated by the parties may speak only after being called upon by the presiding officer. After all witnesses have been heard, the Board members may question any or all individuals who testified at the hearing.

When the presiding officer determines that all relevant information to the appeal has been obtained, he/she will dismiss the person(s) making the appeal and all witnesses. The BOD will discuss the issue and try to reach a decision. The presiding officer, or person appointed by the presiding officer, will attempt to notify the person making the appeal within 24 hours of the BOD's decision.

The options available to the BOD are as follows:

- (1) Overturn the committee's decision.
- (2) Uphold the decision.
- (3) Invoke a lesser or greater penalty.
- (4) Not reach a decision, the committee's original decision will remain in force.

The presiding officer will announce the final decision of the BOD. Within 10 calendar days of receipt of the final decision of the BOD, the appellant may petition the BOD for review of its decision. Any petition for review must be presented in writing, addressed to the President of the League, and received by the League office. At the sole discretion of the BOD, and only upon a majority vote, the decision may be reviewed and modified. No additional evidence will be taken or considered during this final step of the appeal process.

## **GRIEVANCES/DISPUTES RESOLUTION CONSENT TO WAIVER OF LITIGATION, BINDING ARBITRATION**

All grievances against any coach, player, officer, NMYAFL official must be submitted in writing to the NMYAFL office. Grievances against coaches must be submitted in writing and addressed to the CSC. All other grievances must be submitted in writing and addressed to the NMYAFL BOD. Only written grievances will be acted upon (see Article III Section 6). Designated Uniformed Game officials are the highest authority during any game and there is absolutely no grievance procedure nor is there any appeal process where game designated game officials are concerned. All allowed appeals of final determinations by the NMYAFL BOD shall be submitted to binding arbitration in accordance the league regulations. Players, parents,

guardians, or any one participating in any fashion with NMYAFL knowingly consents to waiving any rights to avail them to the civil court system and accepts as the sole remedy for dispute resolution binding arbitration in accordance with applicable NMYAFL regulations.

The Arbitration Committee shall be assigned by the President of the NMYAFL or the next highest officer and may include at least two different age division coaches, one non-interested party, and/or member of the local community. The committee will consist of an odd number of members. Arbitration committee members may not include any member of NMYAFL from the same division or district as the person requesting arbitration. The arbitration panel from which the president or other designated officer shall choose from will typically consist of NMYAFL or YAC Coaches with at least three years of experience in NMYAFL.

## **ARTICLE X: ACTS OF SUSPENSION / DISBARMENT**

### **Section 1. General**

Any player/participant, member, coach, parent/guardian, official or other individual associated with NMYAFL upon majority vote of the NMYAFL BOD, after a hearing, may be suspended for any period as determined by the BOD, if he/she is found to have committed any of the following acts:

- a. Violation of any of the rules proscribed herein.
- b. Consuming illegal drugs while in the presence of NMYAFL members.
- c. Committing any unsportsmanlike act, such as taunting or fighting.
- d. Any unauthorized use of funds within any organization of the League.
- e. Striking, physically abusing and/or verbally abusing any player/participant, coach, assistant coach, commissioner, league official, game official, parent/guardian, or spectator.
- f. Using profane language or abusive language, whether at practice, on the field of play, or as a spectator.
- g. By directly or indirectly receiving financial benefits or compensation or offering to pay to anyone financial benefits or compensation for participating as a coach or player/participant within the League.
- h. Committing or having committed any act that reflects unfavorably upon the League, up to and including being convicted of a misdemeanor or felony regarding any crimes against children. Domestic Violence, Drug or Alcohol related charges, Embezzlement, repeated offenses as determined by the BOD.
- i. Withholding player registrations with consideration (payment), to enhance, change, and alter a roster is a violation of NMYAFL rules. Registrations filled out, signed and payment made must be turned in next business day to NMYAFL.
- j. Violation of any rules or policies listed above will be prosecuted as New Mexico State Law allows.
- k. Using or conspiring to use ineligible players in a practice, scrimmage game, season game or participation in a post season tournament.
- l. Consistent violations of league rules not listed in this section.
- m. This section does not apply to disqualification of coaches, or players or others by designated Uniformed Game Officials.

## **ARTICLE XI: AMENDMENTS**

The rules, regulations and appendixes set forth in this official booklet can be changed or modified by a majority vote of the BOD. Changes or modifications are first considered by the Rules Committee and its recommendations made to the BOD for action. Nothing in these rules are meant to conflict with City, County, State, or Federal Law.

# Appendix A

## Age and Weight Chart

<b><u>MITES</u></b>	<b><u>PEE WEES</u></b>	<b><u>ROOKIES</u></b>	<b><u>FRESHMAN</u></b>	<b><u>SOPHOMORES</u></b>	<b><u>JUNIORS</u></b>	<b><u>SENIORS</u></b>
7yr olds	8yr olds	9yr olds	10yr olds	11yr olds	12yr olds	13yr olds
	9yr olds 54lbs or less	10yr olds 59lbs or less	11yr olds 69lbs or less	12yr olds 85lbs or less	13yr olds 105lbs or less	All 14yr olds

A player's eligibility by division shall be determined by the age of the player on August 31<sup>st</sup> of the current year.



## Appendix B

### Coach's Code of Conduct and Ethics

#### Conduct

The coach shall ensure that assistant coaches, team dads, moms, representatives, parents, fans, and/or any other individual affiliated with NMYAFL do not consume any alcoholic beverages, illegal drugs, or tobacco products on any practice field or game field before, during or after practice sessions and/or games

The coach shall not use profanity, or physical/verbally abuse any individual.

The coach and any person associated with his team shall not receive any financial benefits for participation in NMYAFL.

The coach shall ensure that no person barred/suspended from NMYAFL shall be permitted to participate in NMYAFL activities.

The coach shall act with proper restraint in all of his/her actions toward the NMYAFL, its BOD and any individual in particular, to game officials. All head coaches are also responsible for the actions of their respective assistant coaches and parents of the players. They are also responsible for any and all misconduct by anyone on their sidelines before, during and/or after a game.

The coach shall not criticize players/spirit participants in front of spectators, but reserve constructive criticism for later, in private, or in the presence of team/squad members if others might benefit.

The coach shall accept decisions of the game officials and judges on the field and in competitions as being fair and called to the best ability of said officials.

The coach shall not criticize an opposing team, its players, spirit participants, coaches, or fans by word of mouth or by gesture.

The coach shall emphasize that good athletes strive to be good students and that both are physically and mentally alert.

The coach shall not "pile it on"; not encourage their team to get a commanding lead and raise the score as high as it can. In these instances, every effort shall be made to let all players play.

The coach shall not permit an ineligible player or spirit participant to participate in a game or practice.

The coach shall not deliberately incite unsportsmanlike conduct.

The coach shall uphold all rules and regulations.

The coach shall not strike any member, coach, player, parent, official, spectator or participant.

## Ethics

The function of a coach is to educate kids through participation in athletic competition. A program should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she was the coach's own, and his and her welfare should be uppermost at all times.

The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, YAFL administrators, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of illegal drug, alcohol and tobacco use.

The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, parents and supporters and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.

# Appendix C

## Sportsmanship Policy

The New Mexico Young America Football League (NMYAFL) wants to make our sports league an enjoyable experience for everyone. To help create this positive environment we established a "Sportsmanship Policy" that everyone in the league is required to acknowledge and uphold.

### Parents/Guardians/Spectators

- I will provide positive support, care, and encouragement for my child participating in sports at NMYAFL. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials, at every game, practice or Event.
- I will place the emotional and physical well being of my child ahead of my desire to win.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all. I will avoid "coaching" from the sidelines or stands.
- I will treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching, participating in team events and help maintain the fields.
- I understand the following items/actions are not tolerated at NMYAFL sponsored activities:
  1. No Alcoholic products, Smoking, illegal drugs, or Use of profanity.
  2. No unsportsmanlike comments towards staff, coaches, officials, parents, spectators, children and players.
  3. No derogatory yelling, verbal threatening, or physically attacking a league official, coach, parent or child.
  4. No entering the field of play without permission of the Head Coach, or League Official.
  5. No mistreatment of property or facilities to include equipment, fields and buildings.
  6. No negative or derogatory cheering / yelling at anyone.
  7. No yelling at the other teams players or coaches by parents, players, spectators or coaches unless it is to cheer them on.

## All League Coaches

- I understand as a coach that I am responsible for my player's parents, family, and friend's sportsmanship behavior.
- I understand that the game officials are here for the kids, the game and are the highest authority during a game. I will not question their calls or make unsportsmanlike comments towards the officials. I understand that the league provides guidelines for the head coach to address officials. I will not approach an official during or after a game to question their calls but only to get an interpretation of the rule.
- I understand that as a coach I should provide guidance to this policy to team members, parents, family and friends that attend NMYAFL sponsored activities to include games and practices.
- I understand that if I or any member of my team or spectator who fails to follow the items listed above could be ejected from the property. The Field Referee or the League Commissioners will make the ruling in accordance to NFHS or League rules.
- I understand that as a Coach I must display good sportsmanship toward other coaches, parents and players. After every game all coaches and players will shake hands with the other team (coaches and players).
- I understand that as a coach if I am ejected that I must leave the complex immediately. I understand that as a coach I will be suspended for a minimum of one game and up to permanent suspension from the league depending on violation of league rules or policy.

**At NMYAFL our children come first...together we will have NO TOLERANCE for anyone treating officials, coaches, players or parents with poor sportsmanship behavior.**

## Appendix D

### Zero Tolerance Policy against Abuse

The league is committed to providing a safe environment for its members and participants, and to preventing abusive conduct in any form. Every member of this organization is responsible for protecting our participants and ensuring their safety and well being while involved in sponsored activities.

To this end, we have established the following guidelines of behavior and procedures for our staff, volunteers and participants. All members of this organization, as well as parents, spectators and other invitees are expected to observe and adhere to these guidelines.

1. Abuse of any kind is not permitted within our organization. This means we do not tolerate physical, sexual, emotional or verbal abuse or misconduct from our players, coaches, officials, volunteers, parents or spectators.
2. Physical and sexual abuse, including, but not limited to, striking, hitting, kicking, biting, indecent or wanton gesturing, lewd remarks, indecent exposure, unwanted physical contact, any form of sexual contact or inappropriate touching, are strictly prohibited within our organization.
3. Emotional abuse or verbal abuse is also prohibited. These include, but are not limited to such forms of abuse as: yelling, insulting, threatening, mocking, demeaning behavior, or making abusive statements in regard to a person's race, gender, religion, nationality/ethnicity, sex or age.
4. We are committed to providing a safe environment for our players, participants and staff. We do so by appointing all coaches, officials and volunteers – and anyone else affiliated with our organization – as protection advocates. Every member of this organization is responsible for reporting any cases of questionable conduct or alleged mistreatment toward our members by any coach, official, volunteer, player, parent, sibling or spectator.
5. Buddy System: We recommend that every activity sponsored by our program put a Buddy System in place. Each youth participant should be assigned a buddy during sponsored activities. No child should go anywhere – to the bathrooms, locker rooms, or other location – without his or her buddy.
6. To further protect our youth participants, as well as our coaches, officials and volunteers, we strongly advise that no adult person allow him/herself to be alone with a child or with any group of children during sponsored activities. In particular, we recommend that coach or other adult members of this organization:
  - Do not drive alone with a child participant in the car
  - Do not take a child alone to the locker room, bathrooms or any other private room
  - Provide one-on-one training or individual coaching with the assistance of another adult or the child's Buddy
  - If you must have a private conversation with a youth participant, do it within view of others, in the gym or on the field, instead of in a private office
  - Coaches and other adult members of this organization should not socialize individually with the participants outside of sponsored activities
  - Supervision/Chaperone ratio: We recommend that for any sponsored activity, the ratio of adults to youth participants be 1:8 – one (or more) adults for every eight children, with a minimum of two adults for every activity.

When traveling overnight with youth participants, children should be paired up with other children of same gender and similar age group, with chaperones in separate but nearby rooms.

We want to empower our children to trust their feelings and let them know that their concerns, fears and hopes are important by listening to them. Open communication between children and parents, or between children and other adults in the organization may help early warning signs of abuse to surface.

We encourage parents to become as active as possible in sponsored activities, games, practices and other events. The more the parents are involved, the less likely it is for abusive situations to develop.

We will respond quickly to any and all allegations of abuse within this organization. This information will be communicated to the authorities for investigation and will be reviewed by the organization's directors. The alleged offender will be notified of such allegations promptly.

Any person accused of sexual or physical abuse may be asked to resign voluntarily or may be suspended by the board until the matter is resolved. Regardless of criminal or civil guilt in the alleged abuse, the continued presence of the person could be detrimental to the reputation of the organization and could be harmful to the participants. A person who is accused but later cleared of charges, may apply to be reinstated within the organization. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his/her former position.

We promote good sportsmanship throughout the organization and encourage qualities of mutual respect, courtesy and tolerance in all participants, coaches, officials and volunteers. We advocate building strong self-images among the youth participants. Children with a strong self-image may be less likely targets for abuse; similarly, they may be less likely to abuse or bully others around them.

# Appendix E

## Coaches Selection Committee Operating Guidelines Coaches Selection Guidelines

### I. Coaches Selection Committee Operating Guidelines

#### A. Purpose

An official committee to review and select coaching candidates for each team fielded by NMYAFL; such a Coaches Selection Committee (CSC) will review all applications and will, by the criteria as specified in these Selection Committee Operating Guidelines and the Coaches Selection Guidelines, select who the coaches will be. These applicants will also be subject to NMYAFL's background check criteria.

#### B. Code of Conduct

**Failure to strictly adhere to these codes of conduct will be grounds for dismissal from the Coaches Selection Committee**

1. Members of the CSC shall not permit personal feelings, prejudices, national origin, or friendships influence their decisions.
2. Members of the CSC shall obtain information in a professional and courteous manner.
3. Members of the CSC shall maintain the utmost strict confidentiality of all information that it receives or discusses.
4. Members of the CSC are strictly prohibited for any reason to directly or indirectly receive any financial benefits or compensation or offer to pay to anyone financial benefits or compensation for participation as a coach or player within the league.
5. If any member of the CSC is found to be guilty of violating any of the NMYAFL rules the CSC member will be dismissed from the CSC.
6. Members of the CSC shall abide by, uphold and enforce all NMYAFL rules at all times.

#### C. Coaches Selection Committee Members

**All persons being considered for the CSC members shall be subject to NMYAFL's background checks criteria prior to becoming a member.**

1. **The Coaches Selection Committee will consist of the following members and serve from date of appointment through December of the current football season:**
  - a. Chairman of the CSC (appointed by the NMYAFL Board President)
  - b. Vice-Chairman of the CSC shall be selected by the Chairman of the CSC and approved by the NMYAFL Board
  - c. A Minimum of 5 experienced NMYAFL football coaches (appointed by the Chairman and Vice-Chairman of the CSC). Coaches must have served a minimum of 3 years as a coach in NMYAFL and be in good standing with the league.
  - d. The total number of CSC members shall be an odd number including the Chairman, Vice-Chairman and all members.
2. **CSC Chairman Duties:**
  - a. Keep records of the applications submitted and a record of the coaches interviewed.

- b. Once a coach is awarded a team, the application and any pertinent information is submitted to the NMYAFL staff for filing. League paid staff will make a file for each coach.
- c. Provide a file with the interview information will be created for coaches not awarded and will be kept at the NMYAFL office for appeal purposes or in case another team needs a coach.
- d. A listing of awarded coaches is submitted to the NMYAFL Board of Director's at the regularly scheduled monthly meetings.
- e. The Chairman will prepare a listing of all coaches assigned with contact numbers by date determined by NMYAFL, which will be posted in the NMYAFL web site for all members to access.
- f. All Head Coaches for teams will be assigned three weeks prior to the season starting with the exception of last minute team formations by the league and in this case the CSC will find and assign a coach as soon as reasonably possible.
- g. The Chairman will provide a report to the BOD at all Board meetings regarding selections or any issues regarding coaches.
- h. If a coach appeals a CSC's decision the Committee Chairman will have all documentation to the Board of Director's regarding the reason and basis for such decision prior to the meeting. The Board will allow the committee at least one week to prepare this documentation before the appeal is heard. All appeals will be followed according to Article III, NMYAFL Rules.
- i. The Chairman will attend all NMYAFL Board meetings or ensure Vice-Chairman is present.
- j. At the end of the NMYAFL football season the CSC will convene and review all Head Football Coaches that had issues with the league during the season. The CSC will determine whether there is enough evidence to meet with coaches and inform such coaches of what there chances are for being awarded a team the following football season.
- k. Investigate complaints regarding coaches of NMYAFL as soon as they become known. Notify the person that the complaint has been brought against. Take necessary actions in determining if any sanctions or suspensions are deemed necessary.
- l. When any issues regarding the mistreatment of a player by a coach, parent or any other person, immediately notify the coach, parent or any other person who being accused of the mistreatment
- m. Abide by, uphold and enforce the CSC Code of Conduct and NMYAFL League Rules
- n. May serve as field commissioner.

### **3. CSC Vice-Chairman Duties:**

- a. Will fill in the absence of the chairman and fulfill duties assigned to such position.
- b. Will help in assigning coaches and preparing required documentation for appeals.
- c. Ensure Head Coaches submit Assistant Coach names and background checks are done.
- d. Help chairman during season in reviewing league complaints regarding head coaches and assistant coaches.
- e. Help Chairman in ensuring all coaches follow league rules and policies.
- f. Help Chairman in keeping records of Head Coaches or Representatives attending Coaches Council Meetings for future assignment of teams.
- g. Attend NMYAFL Board meetings as requested by CSC Chairman.
- h. May serve as field commissioner.



#### **4. CSC Committee Member Duties:**

- a. The CSC will meet to assign coaches using the criteria set forth in Coaches Selection Guidelines prior to start of the football season
- b. Set up and interview coaches.
- c. Will help notify all coaches of coaching appointment.
- d. Help locate coaches for necessary teams.
- e. Ensure all Head Coaches and assistants get background checks.
- f. Meet as required to investigate coaches regarding violations of NMYAFL policies and rules.
- g. When NMYAFL member complaints regarding coaches are brought to your attention. Contact the Chairman of the CSC immediately. If complaints are in writing, forward any and all documentation to the Chairman of the CSC. Help with the investigation.
- h. When any issues regarding the mistreatment of a player by a coach, parent or any other person, immediately notify the Chairman of the CSC. These complaints do not need to be in writing. Help with investigation.
- i. Convene as requested by Chairman during the season and at end of season to review issues with coaches that need to be addressed before next season.
- j. May serve as field commissioner.

#### **5. Complaints / Disciplinary Actions / Appeals**

- a. All complaints by Players, Parents, coaches or any other person concerning the code of conduct of a coach shall be submitted in writing to the CSC. The exception to this shall be abuse, neglect, unsafe practices or violation of Section 1 & 2 of Article III of the NMYAFL League Rules.
- b. Complaints regarding Profanity, physical abuse, verbal abuse, striking, hitting or kicking of any individual, and in particular a youth is strictly prohibited and will not be tolerated by the league. Complaints either in writing or verbal in this nature are serious and will be investigated immediately. Any coach accused of any of these shall be temporarily suspended from coaching until an investigation can be conducted. Per Article III, Section 2 of the NMYAFL League rules.
- c. Disciplinary Actions of violations of the NMYAFL league rules shall be dealt with by the CSC according to Article III and IV of the NMYAFL League Rules.
- d. All Rulings of the CSC shall be subject to appeal to the NMYAFL BOD per Article III, Section 9 and 10 of NMYAFL Rules.

## **II. Coaches Selection Guidelines**

### **A. Coaching Applicants Requirements**

1. All coaches will be expected to follow all NMYAFL rules.
2. All coaches will fill out a complete Coaches Application Form by the date established by NMYAFL. The purpose is to identify who wishes to coach, some pertinent background information and which team they would like to coach in the coming year. There will also be a section dealing with screening coaching applicants (NMYAFL's background check) to ensure the integrity of the coach and to protect the league and the players who play football. If NMYAFL does not receive qualified applicants by the deadline established by the league the CSC will solicit for coaches to fill those vacancies.
3. All Head Coaches must be 21 years old prior to the first day of practice. Assistant Coaches must be 18 years or older before the first day of practice. Individuals under 18 years old may be trainers and must have an Assistant or Head Coach supervising their activities at all times.
4. All Current coaches and new applicants are to provide a copy of certificate of completion of USA Football level one and level two. The Certificates shall be placed in each coach's file.
5. A Head Coach returning to the same team and with no written complaints or issues with NMYAFL will be awarded the team and may not be interviewed unless the coach does not submit an application by the deadline, then he/she will be interviewed. All returning Head coaches are encouraged to help with mentoring new incoming coaches.
6. All returning Head coaches, Assistant coaches, Team Moms and Team Dads will be required to attend a group orientation. This orientation will be to sign contracts, review Code of ethics, review new league policies, and go over expectations of coaches, parents and players.
7. In some cases where a returning coach is not offered a coaching position, solicitation of new coaches may be required in order to ensure the league has enough coaches and the open positions in question will not be offered to these coaches who the league has determined should not return as a coach. Head Coaches will be notified of coaches that are not allowed to coach.
8. All other applicants will be interviewed using the Coaches Selection Criteria and teams awarded accordingly. A Head Coach with the most seniority as a NMYAFL Head Coach may be given priority over other applicants but will have to interview.
9. Coaches being interviewed will be required to provide an outline of a season plan, coaching philosophy, practice plan and goals to the CSC prior to final selections.
10. All First and Second year coaches will be required to attend League Certified Orientation Training before season starts and will be encouraged to participate in a mentorship program.
11. Coaches must know that all team assignments are subject to withdrawal for good cause by the CSC or if a team is not filled with minimum players.
12. Before any coach is officially assigned and awarded a team NMYAFL may opt to test each coach in various aspects of NMYAFL to ensure that each coach is properly prepared to face the many obstacles and issues that may arise during a football season. The test will be the same for each coach and this will be given to all coaches both incumbents and new coaches and must be passed in order to be awarded a team.

### **B. Coaches Selection Criteria**

- **The most important criteria is the ability to coach youth players in a positive and ethical manner.**
- Coaches will be interviewed by a minimum of two CSC members using a standard questionnaire developed by the CSC addressing the following.

## 1. **Organization / Philosophy**

- a. Does the coach have the ability to raise the \$500 team sponsorship? How will this be done?
- b. Keep paperwork up to date to include financial records? How will new coach keep such paperwork?
- c. Can the Coach Communicate effectively with parents, coaches, players, officials and league staff?
- d. Does the coach understand the role as an instructor?
- e. How will a coach manage the team, practices and game day?
- f. What is the coach's knowledge of League and game rules?
- g. Does the Coach understand and implement the coach's code of conduct?
- h. Does a coach demonstrate teamwork?
- i. Does a coach project a positive image?
- j. How does the Coach motivate players?

## 2. **Participation Level / Time Commitment**

- a. Does the Coach attend the coaches meetings?
- b. Has the Coach attended any coaches' clinics?
- c. Is the coach involved in League activities or an ambassador for the league? How?
- d. Does the Coaches personal life and Profession allow him to make the time commitment to coaching?

## 3. **Fundamental Knowledge**

- a. Is the coach USA Football Certified? Any other certifications?
- b. Does the coach have knowledge to teach fundamentals?
- c. Does the coach understand safety concerns?
- d. Does the coach have the ability to teach kids at all levels in NMYAFL?
- e. Can the Coach demonstrate the proper teaching skills?
- f. Does the coach know all the facets of the game?
- g. Does the coach understand youth football?
- h. How does the coach strive to improve?
- i. Does the Coach have a system to teach; offense/defense?

## 4. **Background Checks**

- a. **If an applicant for a head or assistant coaching position has issues in his/her law enforcement background check dealing with DUI, domestic violence, child endangerment or abuse, whether convicted or pending the applicant will not be allowed to coach until all issues are dismissed and or addressed by NMYAFL. The coach must bring written proof to NMYAFL before the applicant can be considered for a coaching position.**

**b. Violation of league rules can be grounds of not being allowed to coach.**

**League By-laws and Rules will take precedence in case there is a conflict with these standard-operating guidelines.**

## Appendix F

### NMYAFL Rules Violations and Sanctions

Article	Rule	Class
II Section 1. G	Coaches do not have the authority to place any player on any team, nor shall any coach promise to place a player on any specific team. Coaches will not withhold a player's registration.	1
V Section 1b	1st week of practice: 1st 2 days of practice will ensure only helmets, pants with pads and mouthpieces are the only worn equipment by players. Physical contact (hitting) between players shall not be permitted.	7
V Section 1b	3rd day full pads but physical contact (hitting) between players shall not be permitted	7
V Section 1c	Any and all first year players added to the roster or arriving after the first day of practice shall not participate in full contact until the third day.	6
V Section 1e	Non-registered players are not allowed to be involved in practice.	1
V Section 1d	At no time shall a player with full pads be allowed to participate in physical contact between players without full pads	1
V Section 1f	No practice session will exceed two hours in duration and shall end no later than 8:00 PM or sundown. Disciplinary sessions are not allowed after the two hour practice.	6
V Section 1	No Head Coach will exceed the number of practices as per Article V. Section 1. Or Start practice before the approved date per Article V Section 1.	3
V Section 1f	Practices are not to be held within 15 yards of any fixed object.	6
V Section 1i	A minimum of 3 waters breaks per practice session required. Water is not to be withheld for any reason at any time ever. Coaches are required to furnish water at games or practice or require players to bring their own.	3
V Section 1i	Prohibited Contact drills as per V. Section 1	6
V Section 1j	Head Coach is responsible to submit a request and receive permission to play at a park of their choosing to the League Office. Teams will not park in driveways, one ways, or break traffic laws or rules.	7

<b>V Section 1k</b>	Lightning Safety Rule	5
<b>V Section 1l</b>	Practice fields are to be examined daily (before each practice session).	7
<b>V Section 1.1</b>	Individual Team Camps are strictly forbidden. Practicing prior to the official published start of the season will not be tolerated.	1
<b>V Section 2</b>	Scrimmages will be held as per Article V Section 2.	3
<b>V Section 5</b>	Under no circumstances may a NMYAFL team/affiliate participate in a game or scrimmage game which is not arranged by, through and/or with knowledge and consent of the league.	3
<b>V Section 7</b>	It is the responsibility of the Head Coach to make sure all equipment is returned. Equipment turn-in will be conducted by the Head Coach and assistants at a mandatory practice that will be held no later than seven days after the team's final game. If the Head Coach, through his/her best efforts, cannot obtain equipment from player the Head Coach is required to advise the NMYAFL staff of the missing equipment.	1
<b>VII Section 2B</b>	Participant Ejection - When a participant is ejected or disqualified from any contest or game for unsportsmanlike conduct by a uniformed game official, that player is automatically suspended from the next contest/game.	4
<b>VII Section B</b>	Coach Ejection - When a coach is ejected or disqualified from any contest/game for unsportsmanlike conduct by a game official, the coach is required to sit out the next game. Coach's badges will be confiscated by field commissioners upon ejection and verbal notification given to the League President, or his/her designee, within 24 hours of the game. The badge shall be delivered to the League President or his/her designee within 72 hours of the completion of the game. The League President, or his/her designee, shall hold the badge until completion of the prescribed penalty or until the CSC reviews the issue.	5
<b>VII Section D</b>	The first scheduled game on a game day each team shall help setup the required field equipment for all subsequent games.	7
<b>VII Section D</b>	Keeping sidelines free from trash and policing field after each game,	7
<b>VII Section D</b>	The last scheduled game on game day both teams shall prepare field equipment to be picked up by NMYAFL personnel for storage.	7
<b>VII Section D</b>	Only one statisticians and/or one team videographer/photographer during the game are permitted in the bench area and on the remainder of the same team sideline. During the playoffs, Head Coaches must identify these individuals prior to the game. These reserved area	7

	<p>individuals must agree to stay off the field and back five yards from the sideline. No loitering in the end zone during Semi-final and Championship games whatsoever. These individuals may follow the team as it moves up and down the field. They will be identified to any league official by the Head Coach, upon request. Ladders, Benches, Scaffolding (composite, steel, wooden or hard plastic cones) or devices are banned from the sidelines for safety purposes. Only soft plastic cones and breakable tape or like material are allowed for marking the bench area. Failure to follow safety rules may result in head coach suspension.</p>	
<b>VII Section D</b>	<p>Any team in the Mighty Mite, Pee Wee, and Rookie division may have one coach on the playing field during the game. This coach may join the huddle and call plays, but must retreat ten yards behind the last player, as soon as the huddle breaks. Both coaches must cease instruction, talking, signaling or manipulation once the quarterback goes under center or the offense goes set. It is the responsibility of the coach to help keep the game running smoothly and not impede the clock. As soon as a team achieves a 21-point lead, the coach must leave the field, while the losing coach may remain. As soon as the score is less than a 21-point differential the winning coach may return.</p>	7
<b>VII Section D</b>	<p>During games, parents are restricted to stay in the area five yards back from the sideline and inside the goal line. No parents, fans, spectators of either team currently playing are allowed to be in the end zone area. Scouting is still allowed in the end zone area. Many teams warm up in this area, and that is permissible. Each team shall remain on their sidelines unless otherwise directed by the Uniformed Game Official or NMYAFL Commissioner.</p>	6
<b>VII Section D</b>	<p>Absolutely NO SCOUTING from behind a team's sidelines, all scouting must be done in the end zone. Proper etiquette must be observed by persons scouting to not disturb, distract or otherwise detract from the game. Scouting is optional for all teams. Violations of this rule by head coach, assistant coach or any team member may result in suspension or removal the Head Coach.</p>	5
<b>VII Section E</b>	<p>All players will play in a predetermined minimum number of plays each game (six plays per each half of each game), unless physically unable, bleeding or restricted for disciplinary reasons. Head coaches must notify a league commissioner of any player not playing, or for disciplinary reasons before a scheduled game, in writing. Plays involving penalties will not count toward the minimum play requirements unless the down is not replayed.</p>	5

<b>VII Section E</b>	The roster must be signed by the Head Coach and Team Dad and submitted to the commissioner immediately after the completion of the regular scheduled game. A coach's failure to comply with these required plays may mean loss of game by forfeiture.	5
<b>IV Section 1 a</b>	All first and second year head coaches shall be required to attend the First and Second Year Coaches Orientation Meetings prior to the first practice of the football season.	7
<b>IV Section 1 b</b>	All head coaches shall be ASEP/PACE/USA Football certified and take CDC/NFHS Concussion training within 12 months of the team assignment. Provide Certification to the League.	7
<b>IV Section 1 c</b>	All head coaches shall be at least 21 years old prior to the beginning of the first day of practice.	1
<b>IV Section 1 d</b>	All head coaches shall supply the league with a sponsorship fee, by the first game of the current season.	6
<b>IV Section 1 e</b>	Head Coach is responsible for Equipment fitting, assisting, issuing, and return of equipment.	7
<b>IV Section 1 e</b>	Ensure sidelines at practice fields and games are kept clean and free of all litter.	6
<b>IV Section 1 e</b>	Head Coach/Representative are to attend Coaches Council Meetings.	5
<b>IV Section 1 e</b>	Responding to NMYAFL upon request or the team's parents with a financial statement weekly and upon request.	5
<b>IV Section 1 e</b>	Notifying the league of any contact information changes, email address changes, all phone number changes. All coaches must be able to be contacted by phone and email.	7
<b>IV Section 1 e</b>	Ensure that all coaches pass the background check and obtain badges to signify they have complied. Head coaches will also ensure that Team Moms/Dads also pass the background check. All individuals who have direct contact with players/cheerleaders must possess and display their badge to any League official whenever requested. Badges must be displayed in the bench area.	1
<b>IV Section 1 e</b>	All Head Football Coaches must submit a candidate for the team cheerleading head coach as part of their Coach Application.	5
<b>VIII Section 1 (a)</b>	Asking for additional funds above and beyond the maximum mandatory contribution is to be done strictly on a volunteer basis, and at no time shall it be a requirement to raise additional funds to be able to participate on any team.	6
<b>VIII Section 1 (b)</b>	No child may be excluded from any gifts the team decides to purchase. If a coach withholds from any child because they	6



	believe the parents did not fund raise or contribute they will be in violation of league rules	
<b>VIII Section 1 (c)</b>	Head coaches will ensure that no team fundraising shall take place prior to a team being awarded with at least 16 rostered players. Any head coach found in violation of said rule may be investigated by the CSC and disciplinary action will be taken.	6
<b>VIII Section 1 (d)</b>	At no time shall any player/cheerleader participate or be present while the head coach or his/her staff is soliciting for sponsors.	6
<b>VIII Section 2 (a)</b>	Each team shall have a separate checking account for the team with the team name on the account. The account shall be used for all team purchases for both football and cheerleading but the Head Cheer Coach has the option of opening a separate account. Two signatures shall be required on the checking account and one signature shall be the head coach and the other signature shall be a parent or guardian of a team member who shall not be related by marriage or family to the head coach.	6
<b>VIII Section 2 (d)</b>	Financial statements must be made available to the parents of your team upon request. Financial statements will show all money raised and money paid out when and to whom. Due care will be exercised. See also Article III Section 3 of these rules for further guidance. Coaches failure to voluntarily provide your financial statement is subject to immediate suspension by CSC.	6
<b>IX Section 1</b>	Head coaches, assistant coaches, team dads, team moms, representatives, parents and fans and/or any other individual affiliated with NMYAFL are strictly prohibited from consuming alcoholic beverages.	4
<b>IX Section 1 (cont)</b>	Head coaches, assistant coaches, team dads, team moms, representatives, parents and fans and/or any other individual affiliated with NMYAFL are strictly prohibited from consuming illegal drugs.	1
<b>IX Section 1 (cont)</b>	Head coaches, assistant coaches, team dads, team moms, representatives, parents and fans and/or any other individual affiliated with NMYAFL are strictly prohibited from consuming tobacco products.	7
<b>IX Section 2</b>	Profanity towards any individual is strictly prohibited and will not be tolerated by the League. Complaints of this nature are serious and will be investigated immediately, and any coach accused of such actions shall be temporarily suspended from coaching until an investigation can be conducted. Any accused coach must meet with the CSC in order to determine what disciplinary action, if any, shall be taken, up to and including suspension or any other disciplinary action deemed appropriate.	6
<b>IX Section 2 (cont)</b>	Physical abuse towards any individual is strictly prohibited and will not be tolerated by the League. Complaints of this nature are serious and will be investigated immediately, and any coach accused of such actions shall be temporarily suspended from coaching until an investigation can be conducted. Any accused coach must meet with the CSC in order to determine what disciplinary action, if any, shall be taken, up to and including suspension or any other disciplinary action deemed appropriate.	1

<p><b>IX Section 2 (cont)</b></p>	<p>Verbal abuse towards any individual is strictly prohibited and will not be tolerated by the League. Complaints of this nature are serious and will be investigated immediately, and any coach accused of such actions shall be temporarily suspended from coaching until an investigation can be conducted. Any accused coach must meet with the CSC in order to determine what disciplinary action, if any, shall be taken, up to and including suspension or any other disciplinary action deemed appropriate.</p>	<p>4</p>
<p><b>IX Section 2 (cont)</b></p>	<p>Striking, hitting, or kicking towards any individual is strictly prohibited and will not be tolerated by the League. Complaints of this nature are serious and will be investigated immediately, and any coach accused of such actions shall be temporarily suspended from coaching until an investigation can be conducted. Any accused coach must meet with the CSC in order to determine what disciplinary action, if any, shall be taken, up to and including suspension or any other disciplinary action deemed appropriate.</p>	<p>1</p>
<p><b>IX Section 3</b></p>	<p>It is strictly prohibited for any person to directly or indirectly receive financial benefits or compensation or offer to pay anyone financial benefits or compensation for participating as a coach or player within the League. While sponsoring a players is allowed, using a sponsorship to encourage a child to play out of district is not allowed, nor is, back stacking, ghost enrolling.</p>	<p>1</p>
<p><b>IX Section 4</b></p>	<p>No person barred/suspended from NMYAFL shall be permitted to participate in NMYAFL activities. Any head coach that knowingly takes as an assistant, a person who has been barred/suspended from NMYAFL, and is found in violation of this rule is subject to removal as head coach.</p>	<p>1</p>
<p><b>IX Section 5</b></p>	<p>One of the coach's functions is to teach proper respect for authority. Therefore, a coach must act with proper restraint in all of his/her actions towards the NMYAFL, its BOD, individuals and toward game officials. Any improper conduct by a coach towards any individual or game officials shall be cause for removal as a coach are also responsible to the action of their respective assistant coaches and parent of the players. They are also responsible for any and all misconduct by anyone on their sidelines before, during, and/or after a game, including, but no limited to taunting, fighting, and verbal abuse of officials.</p>	<p>7</p>
<p><b>IX Section 7</b></p>	<p>All teams will be represented at the monthly meeting of the Coaches Council. It is the Head Coach's responsibility to make certain that a representative from the coach's assigned team is in attendance at the Coaches Council meeting. The President of the Coaches Council has discretion in matters of attendance.</p>	<p>7</p>
<p><b>IX Section 8</b></p>	<p>Report in writing when a player quits or is injured due to a related league activity. It is the opinion of the League that if more than 10% of any team's members quit or are injured during the season; the Head Coach may be called upon by the CSC to give an explanation of the causes of such occurrences. In the event of injuries, any time a player is s removed by medical personnel a report will be made to NMYAFL with diligence and timeliness.</p>	<p>6</p>

<b>X 1d</b>	Unauthorized use of Funds	1
<b>X 1i</b>	Withholding player registrations	6
<b>X 1k</b>	Using or conspiring to use ineligible players	1
<b>X 1l</b>	Consistent Violations of league rules not listed in this section	7

## Chart of Sanctions

<b>Class</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>1</b>	<b>Suspension/Dismissal</b>	<b>N/A</b>	<b>N/A</b>
<b>2</b>	<b>Suspension 4 Weeks</b>	<b>Suspension/Dismissal</b>	<b>N/A</b>
<b>3</b>	<b>Suspension 3 Weeks</b>	<b>Suspension 4 Weeks</b>	<b>Suspension/Dismissal</b>
<b>4</b>	<b>Suspension 2 Weeks</b>	<b>Suspension 3 Weeks</b>	<b>Suspension 4 Weeks</b>
<b>5</b>	<b>Suspension 1 Week</b>	<b>Suspension 2 Weeks</b>	<b>Suspension 3 Weeks</b>
<b>6</b>	<b>Written Reprimand</b>	<b>Suspension 1 Week</b>	<b>Suspension 2 Weeks</b>
<b>7</b>	<b>Verbal Reprimand</b>	<b>Written Reprimand</b>	<b>Suspension 1 Week</b>