



The Bylaws of the Ashburn Youth Football League (AYFL)

20 July 2010

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Article I The League

Section 1 League Composition

- A. The AYFL is comprised of the Board Members, Player/Cheerleader Participants, Coaches, and the general AYFL Community (comprising parents and volunteers supporting the league).
- B. The AYFL is a not-for-profit organization and as such relies upon the countless hours of work provided by the AYFL community members.
- C. The League playing structure is comprised of Divisions and further composed of Teams within a division.

Section 2 Board Members

- A. The Board is comprised of the following members:
 - 1. President, Two Vice Presidents, Treasurer, and Secretary.
 - 2. Various Directors positions, as defined by the Board and elected into office by the AYFL community.
 - 3. All Board members serve for a period of one year.
- B. Board members will be elected into office under the following guidelines:
 - 1. The Board must establish and communicate open nominations for Board positions with the AYFL community at least 2 months in advance of elections
 - 2. Board member elections will be conducted during an open Board meeting in December of each year.
 - 3. Candidates must be present to be elected to a position.
 - 4. Election ballots are to be utilized for all contested Board positions
- C. The President, Vice Presidents and Treasurer Positions are required to meet all of the following guidelines to be elected into office:
 - 1. President and Vice President Candidates must have served on the Board for the last completed season.
 - 2. Treasurer candidates should be interviewed and approved by the Board if not returning for a second term.
- D. The VP of Coaches positions must meet *one* of the following requirements:
 - 1. Must have served on the Board for the last completed season.
 - 2. Must have served as a head or assistant coach during the last completed season.
- E. All other BOD positions must meet *one* of the following requirements:
 - 1. Have a child enrolled for the last and upcoming season.
 - 2. Attended a minimum of three open Board meetings.
 - 3. Sponsored the league or aided the league in valuable way during the last season and intends to assist the league again.

4. Volunteered their time as a coach, team parent, or for other AYFL functions as required by the Board.

Section 3 Divisions

- A. The Ashburn Youth Football League is comprised of the following contact football divisions:
 1. The "A" division will consist of players in grades 7 and 8 (players enrolled in High School are ineligible)
 2. The "B" division will consist of players in grades 5 and 6.
 3. The "C" division will consist of players in grades 3 and 4.
 4. The "D" division will consist of players ages 6 and 7.
* Players may regress or advance with Board approval.

- B. The Ashburn Youth Football league is comprised of the following cheerleading divisions:
 1. The "A" division will consist of participants in grades 7 and 8 (participants enrolled in High School are ineligible)
 2. The "B" division will consist of participants in grades 5 and 6.
 3. The "C" division will consist of participants in grades 3 and 4.
 4. The "D" division will consist of participants, ages 4, 5, 6 and 7 (4 yr olds must have parental supervision at all events).
* Players may regress or advance with Board approval

Section 4 Teams

- A. The composition of teams within a division is based on the number of players registered in each division ("A", "B", "C" and "D").

- B. Division rosters will be set as follows (max/min): A (25/20), B (24/19), C (19/17) and D (18/18) at the roster deadline date unless otherwise approved by the Board. The Board retains the flexibility to modify roster sizes in order to account for the quantity of registrations.
 1. The Board must approve any transfer of players between teams within a division. Reasons for a transfer might be to get siblings onto the same team or some other extenuating circumstance.
 2. A complete roster of each team shall be submitted to the Board at least one week before the first scheduled official league game. This roster must be provided to the Board in numerical sequence according to jersey number. It must include the player's full name, position and jersey number.
 3. The Board is responsible for maintaining team rosters to include the Player Advancement Forms of any players who have moved from one division to another. Head Coaches must sign the roster certifying their concurrence with the Bylaws.
 4. Waiting lists will be established in A, B, C and D Division by the Board when the total number of players registered exceeds the number of teams supported within the division. The Board will determine when to close registration and to begin a waitlist of players. Newly registered players

and Advancement applicants will be added to this list on a first come first serve basis based upon the following criteria:

- a. When registration to the division is closed all subsequent registration and advancement applicants will be required to register without paying the registration fee as well as participate in league tryouts in order to be added to the waitlisted players.
 - b. If a team loses a player after the draft, a waitlisted player will be assigned to that team. Waitlisted players will typically be assigned on a first-in, first-out basis, but the Board will have final approval over these assignments in order to ensure competitive balance among teams. Players can still be added up to the end of the second week of the season.
5. The Board will determine team names and colors. No changes may be made without prior Board approval.

Section 5 Participants

A. Ashburn youth football is open to participants ages 6 to 14 (excluding those who will enter the ninth-grade during the participating season) cheerleading is open to participants ages 4* to 14 (excluding those who will enter the ninth-grade during the participating season).

B. All participants must be officially registered through the Board approved registration process.

* 4 year old participants are permitted as long as the participant's parent volunteers to Head Coach (with Board Approval) the participant's team and be available for all practices and games. 4

Article II AYFL Participation

Section 1 Residency of Participants

- A. Participation in Ashburn youth football is open to children that reside or plan to reside in Loudoun County. Special consideration for participation by children outside of these areas shall be made on a case-by-case basis in light of transportation needs, necessity because of parental scheduling.

Section 2 AYFL Age of Participants

- A. September 30th is the date to be used for the cutoff when determining the division in which a participant may play. Participants will be placed in the appropriate division based upon their grade on that date
- B. Cheerleading participants may request to move up or down from one division to another. Requests based on siblings staying together (must be within 2 yrs of each other) and children cheering within grade (as opposed to age) will be accommodated when possible. All other requests will have to be approved by the Board after review of special circumstances.

Section 3 Registration Process

- A. For the purpose of team selection the AYFL provides each participant with an official registration form to be completed and submitted prior to participating in pre-draft workouts or team practices. Registration will be accomplished using an on-line, internet service.
- B. Registration fees will be established by the Board prior to the commencement of registration each year. There is a \$15 service charge for all refund requests.
- C. Participants may not engage in any other organized football program besides that which may be required within a school's physical education program during the AYFL season.
- D. All contact football players are required to submit a doctor's statement each season, ***dated no sooner than 90-days prior to the start of*** participation in practice, certifying that they are physically able to play football. Any visit to a physician due to an injury during the season requires a doctor's release prior to being reinstated to participate in practice and games.
- E. A contact football player's weight shall be recorded at a pre-draft workout as approved by the Board. All players will be weighed with the minimum requirements of shorts, shirt, and shoes. Any player not weighed in prior to the first week of practice will be ineligible to carry the ball until weighed in by a member of the Board.
- F. A maximum weight for running backs will be determined by the Board for each tackle division, with the exception of „D” which will have no RB weight limit,

and announced prior to team selections. Determination of maximum weights will be based upon safety for all players and will include an analysis of the weights recorded for all registered players within a division. The Board will be responsible for documenting the process for determining weights prior to establishing the weights each season.

- G. All players who are running back weight may be re-weighed twice during the season. The board will decide who needs to be re-weighed based on the player's initial weight range. Weigh-in rules apply as per Section 3 paragraph F. Allowances will be made for normal weight gain for each division at each re-weigh.
- A league - 5 pounds at the first re-weigh, an additional 5 pounds at the second re-weigh.
 - B league - 4 pounds at the first re-weigh, an additional 4 pounds at the second re-weigh.
 - C league - 3 pounds at the first re-weigh, an additional 3 pounds at the second re-weigh.

Players not meeting these maximum weights will be considered a red dot and will be ineligible to carry the ball for the remainder of the season (to include ALL play-off games). Once a player has been designated the status of "red dot" they cannot have their status changed even if they lose weight at the re-weighs.

Section 4 Draft Process

- A. All new players to a division shall be assigned to a team through a common draft procedure approved by the Board. "D" division players will be assigned to teams by way of grade. The objectives of the draft are as follows:
1. To ensure that every registered player that attended a workout is selected and assigned to a team.
 2. To ensure that player talent is distributed equally among teams.
 3. To ensure that no team dominates play through selective player recruitment from year to year.
- B. Players who do not attend a workout will not be included in the draft and will be informed to request a refund.
- C. The order of the draft will be determined by the previous year's regular season record, with the team finishing last drafting first and the team finishing in first place drafting last.
- D. An grade-based draft will be used; meaning a draft of the older players in the division will take place first, followed by a draft of the younger players in the division. The draft order for the teams will be remain the same for both the older and younger players.
- E. For the older-age players in the draft, the draft order will remain the same for each round. For younger-aged players, the drafter order will be reversed after each

- round (i.e. team that receives the first pick in the draft will pick last in the second round draft).
- F. Head Coaches may identify assistant coaches that will support their team throughout the season. There will be 2 coach freezes allowed per team, one (1) for the child of the head coach and one (1) for the child of the approved assistant coach. The identification of these player freezes must be made prior to the first tryout session conducted by the league. ALL COACHES AND COACH FREEZES ARE SUBJECT TO BOARD APPROVAL.
 - G. The player freezes for each team will be placed according to their respective ranking. Prior to the draft, the evaluators will provide their input on players that are freezes to determine where the player should be taken in the draft. Based upon this input, the player will be slotted in a specific round. This process will also apply to siblings of freezes and siblings of returning players.
 - H. Siblings in the same division will be assigned to the same team during the draft (unless otherwise requested by parents). Once a sibling is drafted all remaining siblings will be assigned to the team according to the predetermined round ranking for each player.
 - I. After the draft has been completed, trades can be made with Board review/approval. Trades can only be made for same grade players.

Section 5 League Provided Equipment

- A. The league will provide each participant with the following equipment: Contact football players - Helmet, Shoulder Pads, 7-piece pants pads, game jersey, game pants; Cheerleaders – Uniform and pom-poms.
- B. Equipment replacement costs are: Contact football - \$150.00; Cheerleader - \$75.00. In order to be eligible to participate in subsequent seasons each participant is required to return all league equipment at the end of the season or reimburse the league accordingly.
- C. Each team will be furnished with a first aid kit, equipment repair box, tackling dummies and blocking shields, footballs, kicking tee, a water cooler, and water bottles.
- D. Players names on jerseys are prohibited.
- E. No hard casts (including any plastic or metal) are permitted, regardless of any wrapping. If there is any question as to whether a cast is permitted, the Director of Player Safety has the final decision.
- F. No coach/team may make changes or substitutions to the AYFL issued game jerseys or pants without prior approval from the Board of directors.

Article III Coaches

Section 1 Requirements and the Selection Process

- A. Persons wishing to be considered for Head Coaching positions shall submit an application to the Board.
- B. The Board must review and approve all persons selected for Head Coaching positions.
- C. Each Head Coach appointed by the Board shall retain the position for one year or until dismissed by action of the Board. Coaches will be evaluated at the end of the year and/or the beginning of the next season if he or she wishes to return. He or she shall be subject to removal at any time for actions deemed detrimental to the objectives and goals of the AYFL.
- D. Each appointed Head Coach must select an Assistant Head Coach (subject to approval of the Board) who will be responsible for carrying out the duties of the Head Coach in his/her absence. The Assistant Head Coach will be subject to the same qualifications and requirements as the Head Coach. The Head Coach may appoint other Assistant Coaches and/or Parent Volunteers.
- E. All Head Coaches, and appointed Assistant Coach must possess a coaching certificate through the USA Football certification program (www.usafootball.com). Coaches are also subject to a background check and must be willing to provide personal information for processing this check.
- F. All Coaches must attend the AYFL Coaches Training and should be CPR certified.

Section 2 Responsibilities of a Head Coach

- A. The Head Coach will be responsible for the following:
 - 1. To issue and collect, through appropriate team representatives, required documents, fees and equipment.
 - 2. To submit team rosters, player ratings prior to team selection, team game scores, injury reports, game participation reports, and other paperwork required by the Board or as stated by these Bylaws.
 - 3. To know and to uphold the AYFL rules and to be able to advise team players and parents as to their interpretation.
 - 4. To schedule and to supervise all practices within Board guidelines.
 - 5. To provide each player with the opportunity to participate and become an integral part of the team.
 - 6. To teach each player the skills and fundamentals associated with the game.
 - 7. To maintain discipline of all players and team representatives and report all actions or problems concerning players or teams affecting eligibility or participation to the Board.

8. To be responsible for the assignment of team parent volunteers to support the various league volunteer functions.
9. To perform other duties incident to the position as required by the Board.
10. To insure the safety and well being of players at all times during AYFL events.
11. To adhere to the Coaches Code of Conduct.

Article IV Administering Policies

Section 1 Practices

- A. Practice may not be held prior to the date specified by the Board. The first three (3) practices are dedicated solely for conditioning, where only helmets (not shoulder pads) may be worn. A player must present a signed physical form from an accredited physician and participate in a minimum of three (3)-conditioning practices (not more than one (1) per day) prior to any contact. During conditioning practices, only helmets (not shoulder pads) may be worn. Practice with full equipment and player contact is prohibited prior to the date established by the AYFL Board.
- B. The practice week shall be Monday through Saturday. No practice may be longer than two (2) hours. Practices will be limited to 2 hours prior to the first day of school and 90 minutes during the school year. Any game played Monday through Friday shall be considered a practice.
- C. Prior to the start of school practices may be conducted up to four (4) times per week (excluding first week of practice which will consist of 5 practices). Once school begins only three (3) practices per week can be conducted.
- D. For player safety, all coaches will conclude practice prior to darkness unless practice is held on a properly lighted field. Players must be provided transportation from practice or the coaches must wait until all players have been picked up. Practice will end immediately when lightning is visible from the practice area.
- E. In the event of practice called due to inclement weather, practice will not be made up if it has exceeded 45 minutes in duration. It will then be considered a full practice.
- F. Contact in practice sessions or games is prohibited unless two (2) coaches are present at the same location. Any violation of this regulation may result in disciplinary action or dismissal of the coaches involved.
- G. Preseason scrimmages against any team outside the league require prior approval of the Board and a Board member must be present. Each League must have adequate insurance coverage. Scrimmages within the AYFL are allowed.

Section 2 Game Officials

- A. The Board shall contract for game officials. If at least two (2) contracted game officials are present (for A, B, and C; 1 for D), the game must be played, unless otherwise approved by the Board.

- B. The assigning commissioner of the contracted Association shall assign officials to games.

Section 3 Regular Season Games

- A. For all games, the league is required to identify the availability of one of the following: a medical doctor, registered nurse, and a rescue squad or have telephone access to such healthcare providers. An AYFL Board member or designate will be present at each game to maintain order and contact with facility attendants.
- B. The home team must furnish two (2) capable persons (preferably adults) and the visiting team will furnish one (1) capable person to act as the chain crew. These persons should be ready to work at least fifteen (15) minutes before game time.
- C. On fields so equipped, the scoreboard clock will be used, provided an adult timekeeper operates the clock. The official's clock on the playing field will keep the official game time.
- D. Each team is allowed to have no more than six (6) adults in the coach's box during a scheduled league game. They must be coaches, managers, statisticians, and trainers. The Coaches box will be considered the area 10 yards from the sideline and between the 30-yard lines goal to goal. Additionally, all teams must remain a minimum of three (3) yards from the sideline during the game. At the snap of the ball only two (2) coaches may be in this area (the areas three (3) yards from the sideline for the length of the Coaches box). Failure to obey this rule may result in a sideline warning and penalty from the officials.
- E. If a game is interrupted (suspended) due to inclement weather, the game will proceed at a later date with the same score, field position, time and down as when the game was stopped. The Board will reschedule all make up games as soon as is practical. If the game is suspended before half time, a coach from each team must initial a sheet indicating score and location of ball. If play is suspended during the second half, the game will be considered complete and the score will stand. Play-off games may be handled differently and at the discretion of the Board.
- F. Cheerleaders will be allowed inside the spectator retaining fences, but must remain between the twenty (20), and thirty-five (35) yard lines.
- G. Possession or consumption of alcoholic beverages, intoxicating substances or illegal drugs at any park, playground or athletic facility is prohibited. The result may be reprimand, probation, or suspension from Loudoun County PRCS facilities.
- H. Any violation of the AYFL Bylaws or Code of Conduct by a coach, player or spectator will result in an investigation by the Board for appropriate action, which

may result in a reprimand, probation, or permanent suspension from AYFL activities.

- I. No protests are allowed on game situations except protests involving player eligibility. Protests must be filed in writing with the Director of Coaches within forty-eight (48) hours after completion of the game in question. The full Board will make all decisions concerning protests.
- J. League Penalties for Personal Fouls. In the event a player is flagged for one of the following penalties:
 - 1. Spearing
 - 2. Late hit
 - 3. Unnecessary roughness
 - 4. Un-sportsmanlike conductNot only will the standard game penalties be enforced, the following additional actions will be taken over the course of the season: 1st time: Player is removed for the following play. Warning issued from coach to player. 2nd time: Player is suspended for the remainder of the game. 3rd time: Matter will be referred to the Board for disciplinary action. Such action may include suspension for the remainder of the season.
- K. The Head Coach will be responsible for logging the foul and player number and providing that information to the league at the end of every game. Each type of penalty is unique in terms of counting towards the additional penalties.
- L. Overtime - During regular season games, if a game should end in a tie after regulation, then for C division, one overtime period would be implemented (each team would have one offensive possession). For B and A division, two overtime periods would be implemented. If the score is tied after the overtime, then the game ends as a tie.
 - 1. For playoff games, there is no restriction on the number of overtime periods.

Section 4 Playoffs/Championship Games

- A. All rules identified under the Regular Season Games apply to Playoff/Championship games.
- B. At the conclusion of regular season play, the Win/Loss record of each individual team will determine the final standings. Head-to-head Wins will be used as the first tiebreaker between teams. Second tiebreaker will be a coin toss.
- C. The minimum player participation rule described in Article V, Section 2 will also apply in the play-off and championship games. The Board must approve any exceptions.

Section 5 Awards and Recognition

- A. Appropriate Awards to signify participation on the teams of the AYFL will be determined by the Board on an annual basis. These awards may be presented to all teams and squad members, including coaches, squad coaches and cheerleaders.
- B. Teams may issue helmet stickers to reward player participation.

Article V Player Participation Rules

Section 1 General Guidelines

- A. The High School Federation rulebook will govern all playing rules, except as documented in the AYFL Rules (both tackle and flag).

- B. All players must wear a mouth protector that is a solid color (*cannot* be a *clear* mouth protector) and protective cup along with the other equipment required by the High School Federation rules. The mouthpiece must be of good quality and will be attached to the helmet. All helmets must be league issued/approved with a facemask. Only clear visors are permitted. The coaches and officials will not allow any player to participate in practices or games who does not wear the required equipment.

- C. Players may wear rubber-molded football/soccer shoes or plastic screw-in cleats. No metal cleats are allowed.

- D. For safety and injury prevention, hard casts, jewelry such as wristwatches, bracelets, neck chains, earrings or any other item that may be deemed dangerous by the referee may not be worn during practice or games.

- E. When blood is found on a player's uniform, the player should be removed immediately from the game and the blood should be wiped with alcohol or hydrogen peroxide. Understanding that blood will stain, after wiping the blood dry, the player may continue to participate in the game. The Head Coach should indicate to the officials that the player has re-entered and the blood has been wiped dry.

Section 2 Player Participation Rule

- A. Each player must play a minimum of twelve (12) plays per game, broken out as six (6) plays each half.

Article VI Conduct of Conduct

Section 1 Board Members, Coaches, Volunteers and Participants

- A. Board Members, Coaches, Volunteers and participants shall not:
1. At any time lay a hand upon, push, shove, or be guilty of physical contact as an aggressor upon any official, participant, coach, or spectator.
 2. Verbally abuse any official, participant, coach or spectator.
 3. Bait or be guilty of objectionable demonstration or dissent at any official's decision.
 4. Refuse to abide by an official's decision.
 5. Disobey or attempt to circumvent rules and regulations or the intent thereof.
 6. Use tobacco, alcohol or illegal narcotics in front of participants during practices or games or be present during practices or games under the influence of alcohol. Any time a Board member, coach, or volunteer is representing the AYFL this rule applies.
 7. Film games for scouting purposes. Any filming of a game by a coach or team representative for scouting purposes will be treated as a Code of Conduct issue.
 8. Improper conduct by a Board Member, Coach, Volunteer, participant or others should be reported to the Board for appropriate action.
- B. Any coach, manager, or player who is ejected (removed) from a game is automatically suspended from the next game his team plays, except for physical abuse (fighting) which will result in immediate suspension from the team until reviewed by the Board. This rule is not subject to protest or review. (Removal from a game shall be interpreted to include the playing field and the spectator area). A second offense of all the above, by the same person, will be handled by the Board. While on suspension, the coach may not attend any practice or games that his/her team participates in. Suspended persons must take the initiative to contact the Board to apply for reinstatement.

Section 2 Spectators/Others

- A. Spectators shall not:
1. At any time lay a hand upon, push, shove, or be guilty of physical contact as an aggressor upon any official, player, coach or spectator.
 2. Verbally abuse any official, player, coach or spectator.
 3. Verbally bait any official, player, coach or spectator.
 4. Be under the influence of illegal narcotic substances during practices or games.
- B. Spectators or others who do not abide by the above guidelines will be asked to leave from the event and may be legally barred from attending any other AYFL sponsored event.

Section 3 Code of Conduct Enforcement

- A. The Board will be responsible for establishing the league policy, which enforces the code of conduct. At a minimum this policy will define the following:
 - 1. The process by which league members can report violations of the league bylaws, playing rules, and code of conduct.
 - 2. The process the Board will undertake to investigate reported violations.
 - 3. The mechanism for communicating the outcome of the investigation to the league members.

- B. The Board, at their sole discretion, may appoint a specific committee comprised of Board members, coaches, and parents to investigate all code of conduct violations.
 - 1. Findings of the committee will be reported back to the Board for formal action as deemed appropriate by the Board.
 - 2. First time offenses, resulting in warnings to the offender, do not require Board approval and may be issued by the committee.
 - 3. Disciplinary actions as the result of code of conduct violations cannot be appealed.

- C. All reported code of conduct violations will be documented by the Board and maintained for future reference as deemed appropriate by the Board.

Article VII Amendments

Proposed amendments or additions of these Bylaws may be offered only by a member in good standing and must be presented in writing to the Board for consideration.

Notification of the proposed bylaw amendment shall be given in writing to all Board members in good standing. Proposed amendments or additions to these Bylaws may only be enacted by a majority vote (of those present) of the AYFL Board.