

Culpeper Football Association, Inc.

# BYLAWS, RULES AND PROCEDURES

2020



Revised: 2-20-2020

***CFA Bylaws, Rules and Procedures  
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**Article I. General Information**

1. This organization shall be known as Culpeper Football Association, Inc. hereinafter referred to as "CFA".
2. The following guidelines will be adhered to by CFA.
3. This document expires at the end of the calendar year and must be reviewed annually.
4. These By-Laws set specific ground rules for all coaches, parents, spectators, volunteers and participants.
5. Participants are defined as football players and cheerleaders.
6. Officials are defined as board members and referees.
7. CFA will guarantee any youth the right to participate.
8. No exceptions will be made to the bylaws; however, appeals can be made directly to the Executive Board. Decision of the Executive Board must be unanimous on all appeals.
  - a. The Executive Board will email all board members to allow for input. (time limit will be end of day unless otherwise specified)
  - b. Board Members will be notified of appeal decision before other parties involved.
9. Administrative and playing rules, regulations and procedures pertaining to player participation and eligibility, structure of league divisions, game and practice rules, cheerleading rules and other football related activities are covered by the following sources, in this order:
  - a. The Official Football Playing rules and regulations as published by the Virginia High School League (VHSL) for the current season
  - b. CFA By-Laws
  - c. Minutes of Meetings for specific local rules. Any minutes that override the VHSL and Bylaws will be found in field manager books as well as online under rules and regulations.

**Article II. Team Sportsmanship**

1. Participants should be taught to be competitive, but to learn how to win and lose graciously.
2. Unsportsmanlike comments or actions will not be tolerated.
3. Both teams will shake hands in a sportsmanlike fashion at the end of each game; this includes the cheerleaders, football players, cheerleading coaches and football coaches.
4. All coaches, parents, spectators, volunteers and participants are encouraged to display and maintain a positive atmosphere at any CFA functions.
5. CFA Executive Board has the power to remove anyone included in Article III Sections 1/2/3 from the fields, with a follow up meeting to be held the following week, to discuss cause of removal.

**Article III. Code of Conduct**

Codes of Conduct are essential in youth programs and the adoption of the following code is a method devised to help develop sportsmanship, character, safety and fair play.

**1. Football and Cheerleading Coaches:**

All football and cheerleading coaches should refrain from:

- a. Use of foul language.
- b. Abusing participants.
- c. Harassment and abuse of players, coaches and officials from the sidelines and/or social media will not be tolerated.
- d. Ridning of opposition of fans by word or gesture.
- e. Permitting an injured player to enter or re-enter a game.
- f. Disobeying or attempting to circumvent rules and regulations or the intent thereof.

- g. Encourage unnecessarily rough tactics in the play of the game against the body and person of any participants.
- h. Use of tobacco (to include vaping), drugs, or intoxicants while going on or coming off the field of play or while on the field of play, be it at practices or games.
- i. Misconduct resulting in ejection by an official. Any coach who is ejected (removed) from a game is automatically suspended from the next game his team plays. This rule is not subject to protest or review. Removal from a game shall be interpreted to include the playing field and spectator area. A second offense by the same person will result in suspension from all future team activities for that year.
- j. All football and cheerleading coaches will uphold the rules and regulations of the League By-Laws and decisions of the CFA Board. Failure to comply will result in disciplinary action or suspension. All disciplinary action meetings will be held as a closed session Executive Board meeting, including the Division Coordinator; all decisions will be made based on a majority vote.
- k. If a coach is suspended they may still attend practices during the week. The suspensions are only for game days unless otherwise stated by the Board.

## 2. ***Parents, Spectators and Attendees***

All parents, spectators and attendees shall:

- a. Conduct themselves in a sensible manner at all games and practices. Riotous, boisterous, threatening or indecent conduct or the use of abusive, threatening or indecent language at all games and practices will not be tolerated.
- b. Never harass officials, opposition or the coaching staff.
- c. Harassment and abuse of players and coaches from the sidelines and/or social media will not be tolerated.
- d. Refrain from the use, consumption or presence of any tobacco products (to include vaping), drugs or intoxicants at all games and practices. There is NO SMOKING at any CFA function or event.
- e. Refrain from any unauthorized presence on the playing field or practice field.
- f. Refrain from interacting with the participants and coaching staff during the game.
- g. Obey the league established sideline boundaries. Failure to comply may result in a penalty up to 15 yards for the team the infraction is on.
- h. Obey the CFA officials if asked to keep the end zones clear during play. Failure to comply may result in a penalty up to 15 yards for the team the infraction is on.
- i. Adhere to proper attire (i.e. no obscene graphics).
- j. All Parents, Spectators and Attendees will uphold the rules and regulations of the League By-Laws and decisions of the CFA Board. Failure to comply will result in disciplinary action, suspension or removal for the season. All disciplinary action meetings will be held as a closed session Executive Board meeting.

## 3. ***Participants***

All participants shall not:

- a. Refuse to abide by an official's decision;
- b. Show disrespect to any official, any coach or any other participant;
- c. Harassment and abuse of players and coaches from the sidelines and/or social media will not be tolerated;
- d. Use unnecessarily rough tactics in the play of the game against the body and person of an opposing participant;

- e. Any use tobacco (to include vaping), drugs, or intoxicants while going on or coming off the field of play or while on the field of play, be it at practices or games;
- f. Use of abusive or profane language;
- g. Alter equipment to gain a competitive advantage or to inflict injury to an opponent;
- h. If a participant is ejected from a game, for any reason, they must sit out the next game. A second ejection will result in the suspension from all future activities for current season;
- i. All participants will uphold the rules and regulations of the League By-Laws and decisions of the CFA Board. Failure to comply will result in disciplinary action or suspension. All disciplinary action meetings will be held as a closed session Executive Board meeting;
- j. If a player is suspended they may still attend practices during the week. The suspensions are only for game days unless otherwise stated by the Board.

4. **Culpeper Football Association, Inc. Social Media Guidelines**

a. **Comment Policy**

- i. Posted comments and images do not necessarily represent the views of Culpeper Football Association, Inc. External, non-CFA links on this site do not constitute official endorsement by CFA.
- ii. While we encourage fans to share thoughts and opinions on the social media site, we expect that this will be done in a respectful manner. CFA does not agree with or endorse every comment that individuals post on our pages. Our goal is to share ideas and information with as many individuals as possible and our policy is to accept the majority of comments made to our pages.
- iii. Therefore, a comment will be deleted if it contains any of the following:
  - 1. Hate speech;
  - 2. Profanity, obscenity or vulgarity;
  - 3. Nudity in profile pictures;
  - 4. Defamation to a person or people;
  - 5. Name calling and/or personal attacks;
  - 6. Comments whose main purpose are to sell a product;
  - 7. Comments that infringe on copyrights;
  - 8. Spam comments, such as the same comment posted repeatedly on a profile; and
  - 9. Other comments that the CFA Executive Board and Board of Directors deems inappropriate.
- iv. All links posted as comments on CFA posts will be reviewed and may be deleted. Repeated violations of the CFA comment policy may cause the author to be blocked from all social media sites.
- v. We understand that social media is a 24/7 medium; however, our moderation capabilities are not. We may not see every inappropriate comment right away, and we are trusting in the maturity of our community to ignore personal attacks and negative speech or respond politely.
- vi. **MISSION:** CFA believes that the well-being of the sport depends on a broad appreciation of the game, excellence in coaching, an emphasis on safety and health, high levels of youth participation and collaboration with many partner organizations involved in youth football and cheerleading. CFA will promote this through fun, family and fundamentals.

For official CFA information, go to [www.cfa4kids.com](http://www.cfa4kids.com). The CFA Social Media sites are provided as service to Facebook users for informational purposes.

### ***Article IV. Parent/Legal Guardian Responsibilities***

1. All participants are expected to be on time and in proper uniform for all practices and games. Parents/Guardians are responsible for transporting children to and from all practices and games.
2. Excessive tardiness/absenteeism will result in limited participation, at the discretion of the Head Coach.
3. If transportation arrangements have to be made with someone other than the parent/guardian, please provide to the Head Coach in writing who will be picking up and/or dropping off your child.
4. Please escort your child to and from the practice and game locations. Children should NOT be left unattended, unless otherwise arranged with Coach.
5. Games and practices could be played in inclement weather, please dress your child appropriately.
6. If your child has special medical needs or allergies, please provide written instructions to the Head Coach.
7. It is the parent's responsibility to ensure all equipment has been returned. Parents must sign the Equipment Usage Agreement before equipment is distributed.
8. CFA is not responsible for lost or broken personal items such as glasses, retainers, etc.
9. In case of injury or inclement weather, it is highly recommended for a responsible adult to be present during all practices and games.

### ***Article V. Volunteers***

1. **Definition**
  - a. Volunteers are defined as Board Members, Head Coaches, Assistant Coaches, & Athletic Directors, Team Parents & Jr Coaches (Football/Cheer).
2. **Requirements**
  - a. CFA Volunteers over 18 years old, are mandated to complete and successfully pass a background check (see Child Safety Policy).
  - b. Jr. Coaches are ages 14-17 years old.
3. **Process**
  - a. Head Coaches, Assistant Coaches, Athletic Directors and Jr Coaches (Football/Cheer) of all teams/squads shall be reviewed, selected and approved annually by the Board of Directors.
  - b. All volunteers must wear CFA issued badges for credentialing purposes.
  - c. CFA Executive Board has the power to remove anyone included in Article III Sections 1/2/3 from the fields, with a follow up meeting to be held the following week, to discuss cause of removal.
4. **Eligibility** for coaching appointments is open to those in good standing with CFA.
5. **Culpeper Football Association, Inc. Child Safety Policy**
  - a. **Purpose**
    - i. Background Checks will be used to determine if any CFA volunteer has a criminal history that could jeopardize the safety and welfare of any child participating in CFA.
  - b. **Description**
    - i. A background check is a manual or database search of national files to determine if the individual applying to volunteer has had a past criminal conviction. A background check must be sufficiently comprehensive to ensure that all convictions are revealed. Background checks should be conducted semi-annually on all volunteers who have direct contact with youth participants that register in CFA. Parents enroll their children in a league fully expecting that they will be safe from harm. Conducting a background check is

one of several actions that CFA Executive Board must take to protect their participants from abuse. Others include training and certifying their volunteers, setting guidelines on parent behavior and direct supervision of the teams and programs.

**c. Process**

- i. To be effective, a background check must be conducted before the volunteer is permitted to associate with children and must be done semi-annually on all volunteers regardless of their position or the number of years they have been involved in the league.
- ii. Once completed and successfully passed the background check, coaches, assistant coaches and team parent shall be reviewed, selected and approved by the Board of Directors.

**d. Disqualification**

- i. **A person will be disqualified and prohibited from serving as a volunteer for CFA, if s/he has been found guilty of the following crimes. Guilty means the individual was found guilty following a trial, entered a plea of guilty or nolo contendere, entered a no contest plea accomplished by court's finding or guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt or the record has been expunged. This policy does not apply if criminal charges resulted in acquittal or dismissal.**
- ii. All sexual offenses, regardless of the amount of time since the offense. Examples include, but not limited to:
  1. Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure.
- iii. All felonies that constitute offenses against the person, regardless of the amount of time since the offense. Examples include, but are not limited to:
  1. Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary.
- iv. Any crimes involving children, regardless of the amount of time since the offense.
- v. All offenses other than those against the person or sexual within the past 10 years require a mandatory appearance before the CFA Executive Board. Examples include, but not limited to:
  1. Drug offenses, theft, embezzlement, fraud.
- vi. All misdemeanors that constitute offenses against the person within the past 7 years. Example include, but not limited to:
  1. Simple assault, battery, domestic violence, hit & run.
- vii. All misdemeanor drug and alcohol offenses within the past 5 years or multiple of such offenses in the past 10 years. Examples include, but not limited to:
  1. Driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia.
- viii. Any other misdemeanor within the past 5 years that could be considered a potential danger to children or is directly related to the function of the applicant. Example of this is theft if the person is handling money.
- ix. In addition, applicants will be disqualified if they have:
  1. Been adjudged liable for civil penalties or damages involving sexual or physical abuse of children.
  2. Been subject to any court order involving sexual abuse or physical abuse of a minor, including but not limited to a domestic order or protection.
  3. Had their parental rights terminated.



- x. For offenses listed Article IV.5.c.v through Article IV.5.c.viii, prior to the time period noted, CFA Executive Board may consider accepting the applicant on a case by case basis. Careful consideration will be given to the nature of the offense, the rehabilitation of the individual, and the offense as it relates to the position being applied for and the potential risk of children.
- e. **Appeal**
- i. Decisions - Any coach denied by CFA may request an interview/review by the CFA Executive Board which will consist of CFA President, CFA Vice President of Football, CFA Vice President of Cheer, Secretary and Treasurer. The vote of the CFA Executive Board regarding the appeal will be final.
  - ii. How to appeal – to appeal a decision, a person must file a notice of appeal. The notice of appeal must be in writing (by email or snail mail) to Culpeper Football Association President within 30 days of receiving the background check notification letter of disqualification. A copy of the decision that is being appealed (i.e., the notification letter) should be included with the notice of appeal. In order for the notice of appeal to be accepted, it must include:
    1. The full name and address of the appellant.
    2. The name of the person, if any, making the request for an appeal on behalf of the appellant.
    3. The address of the person making the request on behalf of the appellant.
    4. The ground for the appeal (provide a detailed explanation of the appellant’s objections to the decision; describe additional facts or factual errors in the decision).
    5. The particulars relevant to the appeal (describe any background facts that relate to the appeal including how you are affected by the decisions).
    6. A description of the relief requested (what do you want the Executive Board to do at the end of the appeal).
    7. The signature of the appellant or the appellant’s representative.
- f. **Handling of information**
- i. The applicant will submit their background check request through the CFA online registration process. S/he will release consent to CFA Executive Board to review all information regarding background check. All information received as a result of the screening process will be kept confidential. The results will not be disclosed to anyone other than the CFA Executive Board.
  - ii. Should information be found that would prevent a volunteer from being accepted, the CFA President/or designee will be responsible for issuing any required written notices to the volunteer in a confidential manner. The volunteer is responsible for taking appropriate action to have the results of the background check report corrected if they believe information was reported in error.
  - iii. Should the background check indicate that a volunteer has criminal charges pending that fit the description of charges in our detailed infractions list; the volunteer may be rejected from coaching until there is a resolution of the charges.
  - iv. Should an approved volunteer subsequently have any criminal charges brought against him/her that are listed in the detailed disqualification list during their term of services to CFA, they will be required to immediately disclose the nature of the charges to the Culpeper Football Association President and voluntarily terminated their volunteer duties until a determination is made by CFA regarding the effect of the pending charges on the volunteer’s function within the program.

**g. Non-waiver**

- i. Nothing in this policy shall be construed as a waiver or limitation of the discretion of CFA to disqualify an applicant for a volunteer position when, in the sole opinion of CFA, such is in the interests of CFA or its program participants.

### ***Article VI Coaches Responsibilities***

**1. Head Coaches**

- a. Must be 21 years or older.
- b. Must go through interview process, if required as outlined by the CFA Coaches Selection Committee.
- c. Tackle head coaches are expected to attend all scheduled player evaluations.
- d. Overall responsibility and organization of the team/squad;
- e. Must appoint a team administrator (“team mom” or “team parent”);
- f. Must uphold rules and regulations of the CFA By-Laws, as well as the decisions of the CFA board;
- g. Must attend annual CFA Coaches Clinic;
- h. Must complete concussion course found online at [www.cfa4kids.com](http://www.cfa4kids.com) offered free of charge;
- i. If head coaches fail to attend the annual meeting or leaves early, they must complete the USA Football concussion online class, at their own expense;
- j. Coaches with excessive complaints may be asked to take the USA Football concussion online class at their expense and at the discretion of the Executive Board;
  - i. If the course has been completed, the Division Coordinator and Executive Board will review for course of action;
- k. Communicate any information passed on to them by the CFA board to their team/parents;
- l. Provide at least one email address (accessed frequently) in order for CFA to communicate;
- m. Review Code of Conduct with parents and participants at the initial meeting;
- n. Show up for all scheduled duties, such as Field Maintenance, Field Manager or Concessions duties;
- o. Carry all participants’ Registration/Medical Release forms at all times;
- p. Responsible for his/her sideline, fans and coaches throughout their game. Should any problems arise that the head coach cannot handle, they should consult with the designated Field Manager for assistance;
- q. Ensure sidelines/bleachers are clear of any trash after their game is over or disciplinary action will be taken;
- r. Be responsible for collecting all equipment in the event that a participant quits. Contact the equipment manager to schedule to get the equipment back to CFA. Contact the league secretary to update the league records with the name and the date that the player quit;
- s. Contact the insurance coordinator in the event of player injury that results in medical attention;
- t. Signing and picking up all team uniforms/equipment and distribute the uniforms/equipment;
- u. Responsible for all return of equipment and to keep track of the equipment agreement forms;
- v. Responsible for ensuring the team athletic director (or selected coach) is filling out the team play sheet properly;
  - i. Board Members and/or Field Managers may check play sheets at any time during a game.
  - ii. This sheet must be signed by the Athletic Director (or selected coach) and must be given to the Field Manager or Board Member at the end of the game.

iii. **PENALTY:** Consequences for any Head Coach whose play sheet is incomplete, pre-filled, or falsified in anyway, will be in violation:

- a. **1<sup>st</sup> Offense:** Head Coach will be served next one (1) game suspension, (includes all practices during the time period) and the game will result in a forfeited.
- b. **2<sup>nd</sup> Offense:** Head Coach will be removed from the team and suspended for the remainder of the season (includes practices) and the game will result in a forfeit.

- w. Responsible for the score board operations for their game, when scheduled as the home team;
- x. Responsible for chain crew when scheduled as the visiting team;
- y. Must attend mandatory meetings and fulfill mandatory coaches' duties;
- z. Responsible for setting up, picking up and returning ALL field equipment to the storage shed.

## 2. Assistant Coaches

- a. Must be 18 years or older.
- b. maximum of four (4) assistant coaches per football team; maximum of two (2) assistant coaches per cheerleading squad and Anklebiter teams; and up to three (3) per flag football team.
- c. Must be pre-approved by the Board of Directors pre-approved at a duly constituted meeting.
- d. It is highly recommended to complete online concussion course found online at [www.cfa4kids.com](http://www.cfa4kids.com) offered free of charge prior to the first game.

## 3. Athletic Directors

- a. Must be 18 years or older;
- b. specific to football teams only.
- a. Responsible for ensuring all players have received their minimum number of plays and aid the coaching staff.
- b. Must be pre-approved by the Board of Directors at a duly constituted meeting.

## 2. Jr. Helpers

- a. Must be between ages 14-17 years old;
- b. Parental consent required;
- c. Assist the coaches and cheerleaders throughout the season.
- d. Must be pre-approved by the Board of Directors.

## 3. Team Administrator (aka "Team Mom" or "Team Parent")

- a. Appointed by Head Coach; no more than two (2) TA's per team.
- b. Responsible for collecting and tallying team funds from CFA sponsored fundraising events;
- c. Maintain player parent contact list, player names and jersey numbers (football), snack schedule (if applicable) and other duties assigned by Head Coach;
- d. Act as teams "go-to" person for information on CFA events, team activities, and other duties assigned by Board of Directors;
- e. Must attend scheduled meetings during the season and relay information to the coaches and parents/legal guardians;
- f. Notify parents of CFA evaluation forms.

## 6. Coaches' Meetings Requirements

*All Football teams are expected to have representation (Head Coach, Assistant Coach, or approved volunteer) at the following:*

- a. Pre-Practice meeting to be held in mid- July;
- b. Player evaluations;
- c. Player draft and supplemental drafts (specific for MM, Midget, Bandit and Flag coaches); CFA Coaches Clinic to be held in July;
- d. Pre-Season meeting to be held in August;
- e. Opening Day festivities to be held in August;

- f. Scheduled Field Manager duties;
- g. Scheduled Field Maintenance duties;
- h. Scheduled Concession duties;
- i. Pre-Playoff meeting to be held in October;
- j. Any additional meetings held by the Board of Directors, President and/or VP of Football.
- k. **PENALTY:** Head Coaches will receive automatic suspension for their next game for not attending.

*All Cheerleading teams are expected to have representation (Head Coach, Assistant Coach, or approved volunteer) at the following:*

- a. Pre-Practice meeting to be held in July;
- b. Cheer draft;
- c. Summer Cheer Camp and Pre-Season meetings to be held in July.
- d. Opening Day festivities to be in August.
- e. Scheduled concession duties;
- f. Pre-Competition meeting to be held in September;
- g. Any additional meetings held by the Board of Directors, President and/or VP of Cheerleading.
- h. **PENALTY:** Teams will receive deductions off competition if duties are not met.

### **Article VII. Field Manger Responsibilities**

1. Field Managers are consisted of Board members and approved head or assistant coaches.
2. The Field Manager's primary responsibilities:
  - a. Ensure that all CFA duties are carried out in a timely manner;
  - b. Ensure order pre, during and post games;
  - c. Enforce CFA rules, in addition to Complex policy and regulations, and
  - d. Resolve issues and concerns in as timely and professional manner
3. Field Manager responsibilities:
  - a. Ensure that order is maintained during the game by coaches, fans and referees;
  - b. To determine game cancellation due to inclement weather;
  - c. Ensure the two (2) teams playing the first game on the field(s) are setting up field equipment
  - d. Set up Sponsorship signs on the fields (signs are located in the storage room at Concessions)
  - e. Maintain cleanliness of fields
  - f. Make sure all "No Parking" areas are clear of all vehicles.
  - g. Designated Manager's Binder containing:
    - i. All Division Schedules
    - ii. Coaches Contact Sheet
    - iii. Insurance paperwork for injuries/claims
    - iv. Mandatory play sheets
    - v. Injured Player Sheet by division
    - vi. Keep track of any injured players and contact the insurance coordinator within 24 hours with the injured player's name, team and division.
    - vii. VHSL Rule Book
  - h. At the start of each game:
    - i. Check In with Coaches (reminder of Mandatory Play Sheets) and Referee's
  - i. At the end of each Mighty Mite, Midget, Bandit and Flag game:
    - i. Collect Signed Mandatory Play Sheets
  - j. For the days last game(s):
    - i. Make sure that the 2 teams on the field(s) are picking up all field equipment
    - ii. Collect and store Sponsorship signs to the storage room.

- iii. Ensure all fields, sidelines and common areas have been cleared of trash.
  - iv. Remove and replace trash bags
  - v. Take trash to the dumpsters.
  - vi. Ensure scoreboard(s) lights have been turned off.
  - vii. Winning coach enters game score.
4. Three (3) Field Managers assigned during Saturday games; three (3) Field Manager assigned during Sunday and one (1) weeknight games-
  5. Field Manager shifts is as follows: (times may change due to the number of games played and the schedule):
    - a. Early: 9:00 am – Noon;
    - b. Late: Noon – Closing
    - c. Weeknight: 5:30pm – Closing
  6. **PENALTY:** Unexcused absences (as determined by CFA Executive Board) warrant next game suspension

### **Article VIII. CFA Administrative Rules & Regulations**

1. Any changes to the guidelines will be coordinated through the Vice President of respective program and must be approved by the CFA Board of Directors.
2. **Chain of Command**
  - a. Head Coach
  - b. Division Coordinator
  - c. VP of Football/VP of Cheerleading
  - d. President of CFA
  - e. Board of Directors
3. **Daylight Savings and Inclement Weather**
  - a. The team with the highest score is declared the winner should a game start and then be cancelled because of darkness or bad weather;
  - b. Games that has been played less than half of its playing time will be replayed.
  - c. Inclement Weather guidelines is followed by VHSL & NFHS guidelines for lightning and heat safety.
    - i. Lightning Safety Guidelines, as stated by VHSL & NFHS criteria for suspension and resumption of play
      - a. Evacuation plan in the event of thunderstorm, must leave the fields and take shelter.
      - b. When thunder is heard or a cloud-to-ground lightning bolt is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for thirty (30) minutes and take shelter immediately.
      - c. Thirty-minute rule: Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
      - d. Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minutes count should begin
    - ii. Heat Safety Guidelines, as stated by VHSL
      - a. Humiture (feels like temp) is 105 degrees and up, VHSL recommends no outside activities; 104 to 95 degrees, VHSL recommends no equipment (helmet, pads, etc) be used during activity; 94 to 90 degrees, VHSL recommends equipment be removed as often as possible (during breaks, on sideline, etc). Careful monitoring of all athletes for signs of heat problems. Remove helmet and shoulder pads when not in active drill; below 89 degrees, VHSL recommends adequate water supply at all practices and games with breaks every 20 to 30-minutes for rehydration. Remove helmet when not in active drill.
      - b. Policy applies to Football for Instructional ONLY (104 to 95 degrees).

**4. Head Injuries/Concussions**

- a. If a player is suspected by a coach, board member, or official of a concussion or brain injury in a practice or a game the player is to be removed immediately from the activity and contact the parents immediately.
- b. Concussion symptoms include but are limited to: headaches, pressure in the head, confusion, and loss of consciousness, dizziness, or sensitivity to light. Any of those symptoms or anything the coach, board member or official deems as a concern for concussion is reason that the player is to be removed and parents are to be contacted.
- c. The player who has been removed from practice or a game shall not return to activity that day and must be evaluated by a licensed health care provider who is trained in head injuries and concussions before they may return to play. Once evaluated and cleared by a licensed health care provider written clearance must be provided to the head coach and a copy to VP of Football as well as notify Division Coordinator before the player may return.
- d. Prior to the next game the player must attend one practice for coach evaluation before playing in the next game. Coaches, Parents, Officials and the CFA Board are to always be extremely cautious with any suspected head injury/concussion, always remember "When in Doubt, Sit Out."
- e. If a child is out for injury from school sports, then they are not allowed to play any CFA games until cleared by a medical professional.
- f. CFA will adhere to Virginia Code § 22.1-271.5. Guidelines and policies and procedures on concussions in student-athletes, which states, each non-interscholastic youth sports program utilizing public school property shall either (i) establish policies and procedures regarding the identification and handling of suspected concussions in student-athletes, consistent with either the local school division's policies and procedures developed in compliance with this section or the Board's Guidelines for Policies on Concussions in Student-Athletes, or (ii) follow the local school division's policies and procedures as set forth. In addition, local school divisions may provide the guidelines to organizations sponsoring athletic activity for student-athletes on school property. Local school divisions shall not be required to enforce compliance with such policies. As used in this section, "non-interscholastic youth sports program" means a program organized for recreational athletic competition or recreational athletic instruction for youth.

**5. Coaches Selection Process**

Selection of coaches for football and cheerleading shall be based not only on knowledge but on leadership, character, communication skills and sportsmanship.

- a. Fill out Coach's application form;
- b. Read and sign the Coach Contract, once approved by Board of Directors;
- c. All applications will be evaluated
- d. New Coach to CFA or Division will be interviewed, ranked, and assigned to a team by the Coaches Selection Committee.
- e. Ranking is based on interview, history with CFA, years of coaching, prior complaints, evaluations, etc.
- f. All Coaching recommendations will be presented by the Coaches Selection Committee to the Board of Directors for vote. Any approved existing Assistant Coach will be given 1<sup>st</sup> preference of current team.
- g. The Coaches Selection Committee will contact all applicants with the Board of Director decision.

**6. CFA League Restriction & Age Breakdown**

- a. Tackle football players may not participate in more than one (1) tackle football league; to include, but not limited to middle school and travel teams.
- b. The number of participants per team per Division will be determined by Board of Directors decision each season.

- c. Cheerleading
  - i. Fall Cheerleading – ages 5 - 13 years old, as of August 1<sup>st</sup> of current year
- d. Football
  - i. Fall Football Anklebiters Division – ages 5 and 6 years old, as of Aug 1<sup>st</sup> of current year
  - ii. Fall Football Mighty Mites Division - ages 7 and 8 years old, as of Aug 1<sup>st</sup> of current year
  - iii. Fall Football Midgets Division – ages 9 and 10 years old, as of Aug 1<sup>st</sup> of current year
  - iv. Fall Football Bandits Division – ages 11 – 13 years old, as of Aug 1<sup>st</sup> of current year
  - v. Fall Girls Flag football – ages 8 – 17 years old, as of Aug 1<sup>st</sup> of current year
  - vi. Fall Boys Flag football – ages 14-17 years old, as of Aug 1<sup>st</sup> of current year
  - vii. Co-Ed Spring Flag Football – ages 5 – 6 years old, April 1<sup>st</sup> of current year
  - viii. Co-Ed Spring Flag Football – ages 7 – 9 years old, as of April 1<sup>st</sup> of current year
  - ix. Co-Ed Spring Flag Football – ages 10 – 12 years old, as of April 1<sup>st</sup> of current year
  - x. Spring Boys Flag Football – ages 13 – 17 years old, as of April 1<sup>st</sup> of current year
  - xi. Spring Girls Flag Football – ages 7 – 17 years old, as of April 1<sup>st</sup> of current year

**7. Equipment Guidelines**

- a. Helmets – Players must wear league approved helmet
- b. Shoulder Pads and chin straps
- c. CFA issued uniforms (practice and game pants and jersey and game socks)
- d. Mouth Guards – Players must wear clearly visible mouth guards
- e. Football
  - i. Anklebiters – Peewee size
  - ii. Mighty Mite – Peewee size
  - iii. Midgets - Leather Junior TDJ or any comparable
  - iv. Bandits - Leather Youth TDY or any comparable
  - v. Flag – Youth or Intermediate sized

**8. Dress Code**

- a. No necklaces, bracelets, earrings, long nails, durags or bandanas may be worn at practice or games.

**9. Accepted Payment, Refund Policy & Late Fee**

- a. CFA accepts cash, checks (made payable to CFA or Culpeper Football Association) or credit card payments (there is an additional credit card fee).
- b. Any returned checks will be charged an additional \$25 fee and no further checks will be accepted.
- c. A \$25 late fee will be charged for registration after draft.
- d. If a participant quits anytime between registration and prior to the drafts, 100% of their registration fee will be refunded except for a \$3.00 non-refundable processing fee.
- e. If a participant quits any time after draft but before the first game, 50% of their registration will be refunded except for a \$3.00 non-refundable processing fee.
- f. If a participant quits after first game, no refund is offered.
- g. All refund requests must be submitted online at [www.cfa4kids.com](http://www.cfa4kids.com) or email to [secretary@cfa4kids.com](mailto:secretary@cfa4kids.com). Please allow 4-6 weeks for processing.

**10. Middle School Football Team & Cheerleading Squad**

- a. CFA participants trying out for the Middle School Football Team or Cheerleading Squad will be required to pay the full registration fee;
- b. Refunds will be given, if the participant makes the Middle School Football team or Cheerleading squad;
- c. Please notify VP of Football or VP of Cheerleading of middle school team acceptance.

**11. Cheerleading Summer Camp**

- a. The Cheerleading Summer Camp is open to all cheerleaders.

- b. The date and times will be determined each season by the Cheerleading Summer Camp committee.
- c. Registration fee pays for t-shirt and water.

**12. Registration Cut-off/Wait List/Late Registration**

- a. The last scheduled registration date will be the cut-off for all participants to register at the current fee.
- b. Participants registering after the last scheduled registration date will be placed on a waiting list.
- c. Completed registration forms and payment must be received prior to being placed on the waiting list.
- d. The board will determine the need for these players on the waitlist to participate based on the roster availability.
- e. If participants register after the drafts they are considered “hat picks” and assignments to teams will be made:
  - i. To maintain balance of rosters and
  - ii. Order of the draft

**13. CFA Game Schedules**

- a. All games will be scheduled by the Pre-Season Committee and will be distributed to all coaches at the Pre-Season Coaches Meeting in August each season;
- b. Make-ups will be determined by the Board of Directors;
- c. Based on registration numbers, the five (5) football divisions (AB, MM, M, B & FF) may be broken down by conferences to help in the scheduling of all games.

**14. Practices**

- a. First day of practice will be held approximately two (2) weeks prior to start of school
- b. Anklebiter practices limited to 1 ½ hrs and all other divisions are limited to two (2) hrs. Team meetings with instructional intent are considered practices.
- c. Practices schedule, prior to school, Flag - twice (2) a week, Anklebiters - three (3) times and all other divisions up to five (5) times a week.
- d. Practice schedule, after school begins, Flag – up to twice (2), Anklebiters, and Mighty Mites – twice (2) a week, Midgets and Bandits - three (3) times a week.
- e. No practice will be held the day prior to first day of school
- f. No practice will be held on Sunday, with the exception of Flag Football
- g. Practice can be held on CFA approved sites ONLY
- h. There shall never be no more than one (1) practice allowed on any day
- i. Coaches must use good judgement and hydrate players on high temperature days.
- j. Tackle divisions: Pertains to all players regardless of entry date, with the exception of middle school tryout players; whereas, Parent/Legal Guardian must sign waiver, if choose not to have their child practice the following rule: First two (2) practices will be helmets only. Third practice will be helmets and shoulder pads. Waivers may be obtained from head coach. Fourth day of practice – full gear.
- k. Midget and Bandit Division: no more than 50% of practices can be full contact/tackling practices.

**15. Home side**

- a. Scoreboard side of the field;
- b. Responsible for the game clock and score board (tackle and flag football only)
- c. Responsible for set up and breakdown of fields
- d. Flag Football – jersey are dark side

**16. Visitor side**

- a. Responsible for the chains
- b. Responsible for set up and breakdown of fields



- c. Flag Football – jersey is white side
- 17. Mascots**
  - a. Must adhere to sideline spectator boundaries
- 18. Halftime**
  - a. Ten (10) minute half time required
- 19. Protests**
  - a. No protests are allowed on game situations involving referee judgment calls. Protests must be in writing addressed to the President of CFA within twenty- four (24) hours after completion of the game in question.
- 20. Playoffs**
  - a. The starting date for the Playoffs will be determined by the number of teams in each division (Mighty Mites, Midget, Bandit & Flag), based on registration numbers, which will dictate how many playoffs games will be required to be played.
  - b. The Championship Games for the Mighty Mites, Midget, Bandit and Flag divisions will be held mid-November at a site determined by the Board of Directors.
  - c. The seeding for the Mighty Mite, Midget, Bandit and Flag playoffs will be determined by the overall record.
  - d. Based on registration numbers, all teams in each division (Mighty Mites, Midget, Bandit & Flag) will make the playoffs.
  - e. Playoff **Tie breakers** will be determined in the following order:
    - i. Head to head regular season games
    - ii. Division Record
    - iii. Point Differential (total points) in the head to head regular season games
    - iv. Coin Toss
  - f. If a playoff game is cancelled due to weather or any other incident, it may be rescheduled on a Sunday

## ***Article IX. CFA Playing Guidelines***

### **Contact (Tackle) Football Guidelines – AB, MM, M and Bandit Divisions**

- 1. General Rules**
  - a. **Coaches**
    - i. Will not be allowed on the playing field except during a timeout or a player injury.
- 2. Extra Points**
  - a. If a team kicks or completes any type of forward pass, it will be a 2-point conversion.
  - b. If a team runs the ball in, it will be a 1-point conversion.
  - c. Mighty Mite and Midgets divisions may use a kicking block for extra points
  - d. If the holder comes out the traditional holding position, then the play is dead. The holder must receive the snap. The holder must have one knee down at the snap.
- 3. Field Goals** are 3 points
- 4. Overtime**
  - a. VHSL rules – team “A” gets the ball at the 10-yard line and they have 4 downs to score (unless the ball is turned over before the 4th down), then team “B” gets its chance, and this continues until a deciding victory. Each team will get the ball the same number of possessions before a victory is decided.
  - b. For regular season play, there will be a limit of three (3) overtime possessions for each team. If at the end of the third possession for both teams, the score is still tied, the game is considered a tie.

- c. For playoff games, a winner must be decided, so there is no limit to the number of possessions that can take place.

**5. Blitzing/Defensive Position**

- a. Any defensive player that goes up to the line of scrimmage between the offensive tackles must be in a three- or four-point stance;
- b. All other defensive players between the offensive tackles must maintain a position of 3 yards off the line at the snap of the ball.
- c. Failure to comply with the defensive positioning rule will result in an illegal participation PENALTY of 15 yards.
- d. Exception – Inside the 10-yard line, linebackers may stack behind down lineman.

**6. Playing Time & Player Participation** - Every play is considered a play, including special teams (Kickoffs, kickoff returns, punts, punt returns, extra points and field goal kicks) except in the slaughter rule in which case the extra point is a continuous play.

- a. Each Mighty Mites quarter will be 10 minutes and each player shall participate in 8 plays per half except for a coach or parental disciplinary action.
- b. Each Midget quarter will be 10 minutes and each player shall participate in 8 plays per half except for a coach or parental disciplinary action.
- c. Each Bandit quarter will be 10 minutes and each player shall participate in 10 plays per half except for a coach or parental disciplinary action.
- d. Play sheets logging the amount of plays per player will be kept by each team and turned in to the CFA Designated Field Manager or Board Member after the game has ended.
- e. If there is disciplinary action, an injury or tardiness/absenteeism in which a player cannot fulfill his minimum number of plays per half, this should be documented on the team's playing time sheet.
- f. **PENALTY:** Consequences for any Head Coach whose play sheet is incomplete, pre-filled, or falsified in anyway, will be in violation:
  - i. **1st Offense:** Head Coach will be served next one (1) game suspension, (includes all practices during the time period) and the game will result in a forfeit.
  - ii. **2nd Offense:** Head Coach will be removed from the team and suspended for the remainder of the season (includes practices) and the game will result in a forfeit.

**7. Players**

- a. Each team will participate with eleven (11) players on the field each play during the game

**8. Playing Field**

- a. Culpeper Sports Complex (CSC), Canavan and any additionally Board approved football fields.

**9. Punting/Kicking (Mighty Mites and Midget Divisions ONLY)**

- a. The Head Coach must declare a punt/field goal/point after kick to the Referee, no fakes allowed.
- b. The Offense & Defense will assume the traditional lineups and stances.
- c. No rush/to block punt/field goal/point after kick will occur.
- d. Once the ball leaves the punter's/kicker's foot, regular playing rules apply.
- e. If the punter misses the ball on the 2nd attempt it will be called dead
- f. Each Coach has the option of punting or 30 yard walk off (Mighty Mite ONLY)

**10. Slaughter Rule**

- a. If during a Mighty Mites, Midget or Bandit game, a team goes ahead by 25 points or more, the slaughter rule is in effect once the extra point has been attempted. Continuous running clock is in effect automatically.
- b. If a team reaches 50-point lead, the game is over.
- c. All the leading teams' kickoffs will occur from their own 20-yard line.

- d. Each team is responsible for keeping track and documenting who scores all touchdowns for their team on their game play sheets. The head coach will be held responsible if this is not documented on the play sheets.
- e. Reporting violations of the slaughter rule:
  - i. If you feel a coach has violated the slaughter rule, please report this as soon as possible in a formal complaint to the division coordinator and the VP of Football.
- f. **PENALTY:** Any Head Coach in violation of the slaughter rule will be served a one (1) game suspension and forfeit of the game in question.

**11. Two Minute Warning**

- a. At the 2-minute warning (before half & at the end of the game), notification will be given to both coaches from the referee & the game clock will stop for an official 30 second timeout.
- b. After the 30 seconds, the 30 second play clock will start and then the game clock will start with the snap of the ball.

**12. Time between Plays**

- a. There will be only 30 seconds allowed between plays for Mighty Mite, Midget and Bandit divisions.

**13. Time Out**

- a. Each team will have three 60 second timeouts per half.
- b. Each team will have one timeout in overtime play.
- c. No more than 2 approved volunteers may be on the field to give water and only one may address the team on the field per timeout

**Flag Division – NFL Flag powered by USA Football Guidelines Add 7 on 7 Flag Football Rules**

Unless specified, flag football will use NFL Flag powered by USA Football guidelines and regulations

**18. General**

- a. Game – Captains of both teams start game by coin toss called by visiting team.
- b. Winner of coin toss decides offense or defense. Loser of coin toss has choice of direction. Teams may not choose to defer to the second half.
- c. Offense team takes possession of ball at its 5-yard line and has three (3) plays to cross midfield. Once a team crosses midfield, they have three (3) plays to score a touchdown.
- d. If offense fails to score, the ball changes possession and the new offense team starts its drive on its own 5-yard line.
- e. If the offense team fails to cross midfield, possession of the ball changes and the opposition starts its drive from its own 5-yard line.
- f. All possessions change, except interceptions, start on the offenses' 5-yard line.
- g. Team change sides after the first half. Possession changes to the team that started the game on defense

**19. Players**

- a. 5 on 5 Teams must consist of at least 5 players, with a maximum of 8 players, with exception to extraordinary circumstances, should a team exceed 8 by two.
- b. 7 on 7 teams must consist of at least 10 players, with a maximum of 12 players, with exception to extraordinary circumstances should a team exceed 10 by two.
- c. **Spring Boys 13-17 and Fall Boys 14-17 will consist of 7 on 7 players.**
- d. Teams must start a game with a minimum of five players. In the event of an injury, a team with insufficient substitute players may play with four players on the field, but no fewer than four.

**20. Flags and Jerseys**

- a. All players must always keep flags visible.
- b. Flags cannot be tied to the belt.

- c. Jerseys must be tucked into the belt.
- 21. **Playing Field**
  - a. The field dimensions are 30 yards by 70 yards with two 10-yard end zones, and a midfield line-to-gain. No-Run Zones precede each line-to-gain by 5 yards. However, field size may vary based on field availability for each league.
  - b. No-Run Zone are in place to prevent teams from conducting power run plays. While in the No-Run Zone (a 5-yard imaginary zone before midfield and before the end zone), teams cannot run the ball in any fashion. All plays must be pass plays, even with a hand off.
  - c. Stepping on the boundary line is considered out of bounds.
  - d. Each offensive squad approaches only TWO NO-Run Zones in each drive (one zone 5 yards from midfield to gain the first down, and one zone 5 yards from the goal line to score a TD).
  - e. Culpeper Sports Complex (CSC) or any additional board approved football field.
- 22. **Playing Time & Player Participation** - Every play is considered a play, including special teams (kickoff's, kickoff returns, punts, punt returns, extra point and field goal kicks) except in the slaughter rule in which case the extra point is a continuous play.
  - a. Each game are played on a 40 minute continuous clock with two (2) twenty minute halves. The clock stops only for timeouts.
  - b. Each player shall participate in 8 plays per half except for a coach or parental disciplinary action.
  - c. Play sheets logging the amount of plays per player will be kept by each team and turn in at the completion of the game to Field Manager.
  - d. Each time the ball is spotted, a team has 30 seconds to snap the ball. Teams will receive one warning before a delay of game penalty is enforced.
  - e. Officials can stop the clock at their discretion.
  - f. In the event of an injury, the clock will stop and then restart when the injured player is removed from the field of play.
- 23. **Half Time** – 5 to 10 minutes
- 24. **Time Out** - Each team has one (1) 60-second time out per half.
- 25. **Overtime** - if the score is tied at the end of 40 minutes, the game shall go into overtime.
  - a. Each team is allowed a minimum of one possession.
    - i. First possession choice goes to the winner of regulation coin toss.
    - ii. Each team gets a minimum of one possession.
  - b. All regulations period rules and penalties are in effect.
  - c. There is one (1) time-out.
  - d. Each team will be scored based on yardage gained or points scored.
    - i. Yardage gained – each team will be given one complete series to drive the field as far as they can. The yardage gained will be noted by the official. The team with the most yards gained wins. If both teams score touchdowns and complete the same amount of points in conversions, the process is repeated.
      - 1) In the case of an interception, the ball will be marked at either the line of scrimmage or the point where the defender's flags were pulled, whichever is the more advantageous spot to the defense.
      - 2) If Team B intercepts the ball and returns it for a touchdown, Team B wins.
    - ii. Scoring – Same as regulation. The team with the most yards gained wins.
      - 1) Winning through yardage is equivalent to winning by 6 points for tie breaker purposes.
  - e. Change of Possession
    - 1) Change of possession takes place when Team A's forward progress is halted on downs or scores a touchdown.

- 2) Team B takes possession on the same 5-yard line as Team A and advances in the same direction.
  - f. Multiple OT periods:
    - i. First OT period – shown above:
      - 1) Scoring teams can go for 1- or 2-point PAT.
    - ii. Second OT Period
      - 1) First possession goes to loser of regulation coin toss
      - 2) Scoring team must go for 2-point PAT.
26. **Scoring**
- a. *Touchdown* – 6 points
  - b. *PAT (Point After Touchdown)* 1 Point (5-yard line) or 2 points (12-yard line). NOTE: 1-point PAT is pass only, 2-point PAT can be run or pass.
    - i. A team that scores a touchdown must declare whether it wishes to attempt a 1 pt conversion (from the 5-yard line) or a 2 pt conversion (from the 12-yard line). Any change, once a decision is made to try for the extra point, requires a charged time out. Decisions cannot be changed after a penalty. Interceptions on conversions cannot be returned.
  - c. *Safety*: 2 points
    - i. A safety occurs when the ball carrier is declared down in his/her own end zone. They can be called down when their flags are pulled by a defensive player, their flag falls out, they step out of bounds or they hit the ground with their knee or arm. A Safety also occurs when there is an offensive penalty in the end zone.
  - d. *Mercy Rule*: After one team is winning by twenty-eight (28) points or more, the losing team gets one offensive series to continue regulation play. If they do not score, the game goes into scrimmage mode.
27. **Scrimmage Mode**
- a. Score board resets to 0-0. Coach of losing team decides whether to practice offense or defense. Each possession lasts until the team scores or fails to achieve the Line-to-Gain. Points do not count in final score. Remainder of game is played until end of regulation time.
28. **Live Ball/Dead Ball** - The ball is live at the snap of the ball and remains live until the official whistles the ball dead.
- a. The official will indicate the neutral zone and line of scrimmage. It is an automatic dead ball foul if any player on defense or offense enters the neutral zone. In regard to the neutral zone, the official may give both teams a “courtesy” neutral zone notification to allow their players to move back behind the line of scrimmage.
  - b. The player who gains possession in the air is considered in bounds as long as one foot comes down in the field of play.
  - c. The defense may not mimic the offensive team signals, by trying to confuse the offensive players, while the quarterback is calling out signals to start the play. This will result in an unsportsmanlike penalty.
  - d. Substitutions may be made on any dead ball.
  - e. Any officials can whistle the ball dead.
  - f. Play is ruled “dead” when:
    - i. The ball hits the ground.
    - ii. The ball carrier’s flag is pulled.
    - iii. The ball carrier steps out of bounds.
    - iv. A touchdown, PAT or safety is cored.
    - v. The ball carrier’s knee or arm hits the ground.
    - vi. The ball carrier’s flag falls out.

- vii. The receiver catches the ball while in possession of one or no flag(s).
- viii. The 7 second pass clock expires.
- ix. Inadvertent whistle.

*NOTE: There are no fumbles. The ball is spotted where the ball carrier's feet were at the time of the fumble.*

- g. In the case of the inadvertent whistle, the offense has two options:
  - i. Take the ball where it was when the whistle blew, and the down is consumed.
  - ii. Replay the down from the original line of scrimmage.
- h. A team can use a time out to question an official's rule interpretation. If the official's ruling is correct, the team will be charged a time out. If the rule is interpreted incorrectly, the time out will not be charged, and the proper ruling will be enforced. Officials shall all agree upon any controversial call in order to give each team the full benefit of each call.

29. **Running**

- a. The ball is spotted where the runner's feet are when the flag is pulled, not where the ball carrier has the ball. Forward progress will be measured by the players front foot.
- b. The quarterback cannot directly run with the ball. The quarterback does have the ability to scramble in the back field but cannot advance the ball beyond the line of scrimmage.
- c. Only direct handoffs behind the line of scrimmage are permitted. Handoffs may be in front, behind, or to the side of the offensive players, but must be behind the line of scrimmage. The offense may use multiple handoffs.
  - i. "Center Sneak" play - The ball must completely leave the center's hand on the snap and he/she must step backwards off the line of scrimmage in order to receive a direct handoff from the QB before advancing the ball.
- d. Absolutely NO laterals or pitches of any kind.
- e. "No-Run Zones," located 5 yards before each end zone and 5 yards on either side of midfield are designed to avoid short yardage power running situations. Teams are not allowed to run in these zones if the subsequent line is LIVE. (Reminder: Each offensive squad approaches only TWO No-Run Zones in each drive – one 5 yards from midfield to gain the first down, and one 5 yards from the goal line to score a TD).
- f. The player who takes the handoff can throw the ball from behind the line of scrimmage.
- g. Once the ball has been handed off in front, behind or to the side of the QB, all defensive players are eligible to rush.
- h. Runners may not leave their feet to advance the ball. Diving, leaping or jumping to avoid a flag pull is considered flag guarding.
- i. Spinning is allowed, but players may not leave their feet to avoid a flag pull. Jumping in the air in a forward motion to advance the ball, while attempting to avoid a flag pull, is not allowed. Lateral moves to the left or right are permitted.
- j. Runners may leave their feet if there is a clear indication that he/she has a done so to avoid collision with another player without a flag guarding penalty enforced.
- k. No blocking or "screening" is allowed at any time.
- l. Offensive players must stop their motion once the ball has crossed the line of scrimmage. No running with the ball carrier.
- m. Flag Obstruction - All jerseys MUST be tucked in the shorts or pants before play begins. The flags must be on the player's hip and free from obstruction. Deliberately obstructed flags will be considered flag guarding.

30. **Passing**

- a. All passes must be from behind the line of scrimmage, thrown forward and received beyond the line of scrimmage.
- b. Shovel passes are allowed but must be received beyond the line of scrimmage.
- c. The QB has a seven second “pass clock”. If a pass is not thrown within the 7 seconds, play is dead, the down is consumed, and the ball is returned to the line of scrimmage. Once the ball is handed off, the 7 second rule no longer is in effect.
  - i. If the QB is standing in the end zone at the end of the 7 second clock, the ball is returned to the line of scrimmage (LOS).

**31. Receiving**

- a. All players are eligible to receive passes (including QB, if the ball has been handed off behind the line of scrimmage).
- b. Only one player is allowed in motion at a time. All motion must be parallel to the line of scrimmage and no motion is permitted towards the line of scrimmage.
- c. A player must have at least one foot inbounds when making a reception.
- d. In the case of simultaneous possession by both an offensive and defensive player, possession is awarded to the offensive.
- e. Interceptions change the possession of the ball at the point of interception. Interceptions are the only changes of possession that do not start on the 5 yard line.
- f. Interceptions are returnable but not on conversions after touchdowns.

**32. Rushing the Passer**

- a. All players who rush the passer must be a minimum of seven yards from the line of scrimmage when the ball is snapped. Any number of players can rush the quarterback. Players not rushing the quarterback may defend on the line of scrimmage.
- b. Once the ball is handed off, the seven-yard rule no longer is in effect and all defenders may go behind the line of scrimmage.
- c. A special marker, or the referee, will designate a Rush Line seven yards from the line of scrimmage. Defensive players should verify they are in the correct position with the official on every play.
  - i. A legal rush is:
    - 1) Any rush from a point 7 yards from the defensive line of scrimmage.
    - 2) A rush from anywhere on the field AFTER the ball has been handed off by the quarterback.
    - 3) If a rusher leaves the rush line early (breaks the 7 yard area), they may return to the rush line, reset and then legally rush the quarterback
    - 4) If a rusher leaves the rush line early and the ball is handed off before they cross the line of scrimmage, they may legally rush the quarterback.
  - ii. A penalty may be called if:
    - 1) The rusher leaves the rush line before the snap crosses the line of scrimmage before a handoff or pass – Illegal Rush (5 yards LOS and first down).
    - 2) Any defensive player crosses the line of scrimmage before the ball is snapped – Offside (5 yards LOS and first down).
    - 3) Any defensive player, not lined up at the rush line crosses the line of scrimmage before the ball is passed or handed off – Illegal Rush (5 yards LOS and first down).
  - iii. Special circumstances:
    - 1) Teams are not required to rush the quarterback, seven second clock in effect.
    - 2) Teams are not required to identify their rusher before they play, however, if they do send a rusher, the rusher must verify with the official that they are in the correct position.

- 3) If rusher leaves the 7-yard line before the snap, he/she may immediately drop back to act as defender with no offside penalty enforced.
  - d. Players rushing the quarterback may attempt to block a pass; however, NO contact can be made with the quarterback in any way. Blocking the pass or attempting to block the pass and then contacting the passer will result in a roughing the passer penalty.
  - e. The offense cannot impede the rusher in any way. The rusher has the right to a clear path to the quarterback, regardless of where they line up prior to the snap. If the “straight direct path or line” is occupied by a moving offensive player, then it is the offense’s responsibility to avoid the rusher. Any disruption to the rusher’s path and/or contact will result in an impeding the rusher penalty. If the offensive player does not move after the snap, then it is the rusher’s responsibility to go around the offensive player and to avoid contact.
  - f. A sack occurs if the quarterback’s flags are pulled behind the line of scrimmage. The ball is placed where the quarterback’s feet are when flag is pulled.
    - i. A Safety is awarded if the sack takes place in the offensive team’s end zone.
33. **Flag Pulling**
- a. A legal flag pull takes place when the ball carrier is in full possession of the ball.
  - b. Defenders can dive to pull flags, but cannot tackle, hold or run through the ball carrier when pulling flags.
  - c. It is illegal to attempt to strip or pull the ball from the ball carrier’s possession at any time.
  - d. If a player’s flag inadvertently falls off during the play, the player is down immediately upon possession of the ball and the play ends.
  - e. A defensive player may not intentionally pull the flags off a player who is not in possession of the ball.
  - f. Flag guarding is an attempt by the ball carrier to obstruct the defender’s access to the flags by stiff arming, dropping the head, hand, arm or shoulder, or intentionally covering the flags with the football jersey.
34. **Formation**
- a. Offense must have a minimum of one player on the line of scrimmage (the center) and up to four players on the line of scrimmage. The quarterback must be off the line of scrimmage.
    - i. One player at a time may go in motion 1-yard behind and parallel to the line of scrimmage.
    - ii. No motion is allowed towards the line of scrimmage.
  - b. Offensive players must come to a complete stop for one second before the ball is snapped unless he/she is the only player in motion.
  - c. Movement by a player who is set or a player who runs toward the line of scrimmage while in motion is considered a false start.
  - d. The center must snap the ball with a rapid and continuous motion between his/her legs to a player in the backfield, and the ball must completely leave his/her hands.
35. **Unsportsmanlike Conduct**
- a. If the field manager or official witnesses any acts of intentional tackling, elbowing, cheap shots, blocking or any unsportsmanlike act, the game will be stopped, and the player will be ejected from the game. The decision is made at the referee’s discretion. No appeals will be considered. **FOUL PLAY WILL NOT BE TOLERATED!**
  - b. Offensive or confrontational language is illegal. Officials have the right to determine offensive language. If offensive or confrontational language occurs, the referee will give one warning. If it continues, the player or players will be ejected from the game.
  - c. Players may not physically or verbally abuse any opponent, coach or official.
  - d. Ball carriers MUST try to avoid defenders with an established position.
  - e. Defenders are not allowed to run through the ball carrier when pulling flags.



- f. Fans must also adhere to good Diresportsmanship, as well:
  - i. Yell to cheer on your players, not to harass officials or other teams.
  - ii. Keep comments clean and profanity free.
  - iii. Compliment ALL players, not just one child or team.
- g. Fans are required to keep fields safe and kids friendly:
  - i. Keep younger kids and equipment such as coolers, chairs and tents a minimum of 10 yards off the field in the sideline area.
  - ii. Stay in the sideline area.

36. **Penalties – General**

- a. The referee will call all penalties.
- b. Referees determine incidental contact that may result from normal run of play.
- c. All penalties will be assessed from the line of scrimmage, except as noted. (spot fouls).
- d. Only the team captain or head coach may ask the referee questions about rule clarification and interpretations. Players may not question judgment calls.
- e. Games may not end on a defensive penalty, unless the offense declines it.
- f. Penalties are assessed live ball then dead ball. Live ball penalties must be assessed before play is considered complete.
- g. Penalties will be assessed half the distance to the goal yardage when the penalty yardage is more than half the distance to the goal.

37. Spot Fouls

<b>Defensive Pass Interference</b>	<b>Automatic First Down</b>
<b>Holding</b>	+5 yards & Automatic First Down
<b>Stripping</b>	+10 yards & Automatic First Down
<b>Defensive Unnecessary Roughness</b>	+10 yards & Automatic First Down
<b>Screening, Blocking or Running with the Ball Carrier</b>	-5 yards & Loss of Down
<b>Charging</b>	-10 yards & Loss of Down
<b>Flag Guarding</b>	-10 yards & Loss of Down
<b>Offensive Unnecessary Roughness</b>	-10 yards & Loss of Down

38. Defensive Penalties

<b>Offsides</b>	<b>+5 yards from scrimmage &amp; Automatic First Down</b>
<b>Illegal Rush</b> (starting rush from inside 7-yard marker)	+5 yards from scrimmage & Automatic First Down
<b>Illegal Flag Pull</b> (before the receiver has the ball)	+5 yards from scrimmage & Automatic First Down
<b>Roughing the Passer</b>	+10 yards from scrimmage & Automatic First Down
<b>Taunting</b>	+10 yards from scrimmage & Automatic First Down
<b>Defensive Pass Interference</b>	SPOT FOUL, +5 yards & Automatic First Down
<b>Holding</b>	SPOT FOUL, +10 yards & Automatic First Down
<b>Stripping</b>	SPOT FOUL, +10 yards & Automatic First Down
<b>Defensive Unnecessary Roughness</b>	SPOT FOUL, +10 yards & Automatic First Down

39. Offensive Penalties

<b>Offside/False Start</b>	<b>-5 yards from line of scrimmage &amp; Loss of Down</b>
<b>Illegal Forward Pass</b> (pass received behind the line of scrimmage or throwing a pass beyond the line of scrimmage)	-5 yards from line of scrimmage & Loss of Down

<b>Offensive Pass Interference</b>	-5 yards from line of scrimmage & Loss of Down
<b>Illegal Motion</b> (more than one person moving)	-5 yards from line of scrimmage & Loss of Down
<b>Delay of Game</b>	-5 yards from line of scrimmage & Loss of Down
<b>Impeding the Rusher</b>	-5 yards from line of scrimmage & Loss of Down
<b>Screening, Blocking or Running with the Ball Carrier</b>	SPOT FOUL, -5 yards & Loss of Down
<b>Charging</b>	SPOT FOUL, -10 yards & Loss of Down
<b>Flag Guarding</b>	SPOT FOUL, -10 yards & Loss of Down
<b>Offensive Unnecessary Roughness</b>	SPOT FOUL, -10 yards & Loss of Down

### **Article X. Football Draft**

Division drafts for football and cheerleading will be held in late June/early July. Any draft irregularities for any division will be handled by the CFA Board of Directors.

#### **1. Draft Procedures for Anklebiter Division**

- a. Established teams from previous season will retain those players who sign up and are eligible to participate in the Anklebiter Division (ages 5 and 6) based on their age.
- b. Run evals
- c. Once drafted to a team, the rights to a player belong to the originally drafted team. The only way to obtain a team waiver is through an appeal process with the CFA Board.
- d. **The Draft Order**
  - i. The draft order for all teams will be decided by a lottery pick. The odd numbered rounds will be in descending order and the even numbered rounds will be in ascending order.
  - ii. Head coaches' children must be declared in writing before the start of the draft & will be assigned to the team prior to the evaluations.
  - iii. All players already assigned to a team, who have siblings in the draft, will be automatically placed together on the same team prior to the draft.
- e. **Draft Rounds by Age**
  - i. All 6-year olds will be drafted first until there are not enough 6-year olds to complete a full round.
  - ii. Then all 5-year olds will be drafted, along with any remaining 6-year olds until all players have been assigned to a team.

#### **2. Draft Procedures for Mighty Mites and Midget Divisions**

- a. Established teams from the previous season will retain those players who sign up and are eligible to participate in the Mighty Mites Division (ages 7 and 8), Midget Division (ages 9 and 10) based on their age.
- b. Once drafted to a team, the rights to a player belong to the originally drafted team. The only way to obtain a team waiver is through an appeal process with the CFA Board. A player may only be drafted one time per season.
- c. All players already assigned to a team, who have siblings in the draft, will be automatically placed together on the same team prior to the draft night.
- d. A **parity draft** will be used where the number of open draft rounds will be determined by the CFA board based on the registered number of participants.
- e. All head coaches' children in the draft must be selected in the first available round in the parity draft. Any players who try out for the Middle School Football Team will have to attend the

evaluation process, just in case they do not make the Middle School Football team. If they do not make the Middle School Team, they will go back to their previous team, if roster balance allows.

- i. Any player who makes the Middle School Football Team will not be allowed to also play for CFA.
- ii. Any player that is playing in another league such as a travel league or for another county is ineligible to be drafted or play for CFA. Disciplinary action will be issued by Executive Board.
- f. There will be fifteen (15) minutes before and after the draft for trades, once coaches leave the room or the fifteen (15) minutes is up there will be no more trades.
- g. Draft example:
  - i. If there are 4 teams in the division - Team 1 has three (3) returning players, Team 2 has no returning players, Team 3 has three (3) returning players and Team 4 has two (2) returning players and the board has decided to have 2 open draft rounds.
  - ii. Draft sample with all remaining rounds continue until all players have been drafted:

Round	Type	Team 1	Team 2	Team 3	Team 4
Round 1	Open Draft	Eligible players are to be drafted			
Round 2	Open Draft	Eligible players are to be drafted			
Round 3	Parity Draft	Returning Player	Draft a Player	Returning Player	Returning Player
Round 4	Parity Draft	Returning Player	Draft a Player	Returning Player	Returning Player
Round 5	Parity Draft	Returning Player	Draft a Player	Returning Player	Draft a Player
Round 6	Parity Draft	Draft a Player	Draft a Player	Draft a Player	Draft a Player

- h. Draft Order
  - i. The championship team will have the last pick, the runner-up team will have the 2nd to the last pick.
  - ii. All other teams will be the reverse order of their regular season record.
  - iii. Head coach's child(ren) will be at the end of the returning player list.
  - iv. Teams will draft in descending order.
  - v. Tie breakers will be determined in this order between any tied teams:
    - i. Head to head regular season games
    - ii. Point Differential in the head to head regular season games
    - iii. Coin Toss
- i. Late registration
  - i. Drafted by hat picks in a supplemental draft or at any other time the executive board feels it is necessary.
  - ii. All attempts will be made to keep this before the first practice is possible. A team representative is to attend.

**3. Draft Procedures for Bandit Division**

- a. Established teams from the previous season will retain those players who sign up and are eligible to participate in the Bandit Division (ages 11-13) based on their age.
- b. Once drafted to a team, the rights to a player belong to the originally drafted team. The only way to obtain a team waiver is through an appeal process with the CFA Board. A player may only be drafted one time per season.

- c. All players already assigned to a team, who have siblings in the draft, will be automatically placed together on the same team prior to the draft night.
- d. A **parity draft** will be used where the number of open draft rounds will be determined by the CFA board based on the registered number of participants.
- e. All head coaches' child(ren) in the draft must be selected in the first available round in the parity draft. Any players who try out for the Middle School Football Team will have to attend the evaluation process. If they do not make the Middle School Team, they will go back to their previous team, as long as roster balance allows.
  - i. Any player who makes the Middle School Football Team will not be allowed to also play for CFA.
  - ii. Any player that is playing in another league such as a travel league or for another county is ineligible to be drafted or play for CFA. Disciplinary action will be issued by Executive Board.
- f. There will only be 15 minutes before and after the draft for trades, once coaches leave the room or the 15 minutes is up there will be no more trades.
- g. Draft Example:
  - i. If there are 4 teams in the division - Team 1 has three (3) returning players, Team 2 has no returning players, Team 3 has three (3) returning players and Team 4 has two (2) returning players and the board has decided to have 2 open draft rounds.
  - ii. Draft sample with all remaining rounds continue until all players have been drafted:

Round	Type	Team 1	Team 2	Team 3	Team 4
Round 1	Open Draft	Eligible players are to be drafted			
Round 2	Open Draft	Eligible players are to be drafted			
Round 3	Parity Draft	Returning Player	Draft a Player	Returning Player	Returning Player
Round 4	Parity Draft	Returning Player	Draft a Player	Returning Player	Returning Player
Round 5	Parity Draft	Returning Player	Draft a Player	Returning Player	Draft a Player
Round 6	Parity Draft	Draft a Player	Draft a Player	Draft a Player	Draft a Player

- h. Draft Order
  - i. The championship team will have the last pick, the runner-up team will have the 2nd to the last pick.
  - ii. All other teams will be the reverse order of their regular season record.
  - iii. Head coach's child(ren) will be at the end of the returning player list.
  - iv. Teams will draft in descending order.
  - v. Tie breakers will be determined in this order between any tied teams:
    - a. Head to head regular season games
    - b. Point Differential in the head to head regular season games
    - c. Coin Toss
- i. Late registration
  - i. Drafted by hat picks in a supplemental draft or at any other time the executive board feels it is necessary.
  - ii. All attempts will be made to keep this before the first practice is possible. A team representative is to attend.

**4. Draft Procedures for Flag Division**

- a. Once drafted to a team, the rights to a player belong to the originally drafted team. The only way to obtain a team waiver is through an appeal process with the CFA Board. A player may only be drafted one time per season.
- b. All players who have siblings in the draft, will be automatically placed together on the same team.
- c. All head coaches' child(ren) in the draft must be selected in the third and fifth round in the parity draft.
- d. There will only be 15 minutes after the draft for trades, once coaches leave the room or the 15 minutes is up there will be no more trades.
- e. Players will be re-drafted each season.
- f. Draft Example:

Round/Team	Team 1	Team 2	Team 3	Team 4	Team 5	Team 6
Round 1	➔		➔		➔	
Round 2		←		←		
Round 3	Coaches Child	Coaches Child	Coaches Child	Coaches Child	Coaches Child	Coaches Child
Round 4						
Round 5	Coaches Child	Coaches Child	Coaches Child	Coaches Child	Coaches Child	Coaches Child
Round 6						

- g. Draft Order will be decided by pulling numbers depending on number of teams available that season.
  - i. Example: For six (6) teams: Team 1 picks first, through Team 6, then Team 6 picks first at 2<sup>nd</sup> round, then Team 5 through Team 1. Team 1 picks first in Round 3 then moves to Team 2 through Team 6. Round 3 assigns Head Coaches child, if Head Coach does not have assigned child, then they may choose a player from the draft. If a Head Coach has more than one child, Round 5 assigns Head Coaches child also.

**5. Draft Procedures for Cheerleading**

- a. Cheerleaders may remain on the team they were originally drafted on unless Cheerleaders with siblings in the same cheer division will be placed on the same team. All of the above must be stated before the cheerleading drafts. Special requests will be considered but cannot be guaranteed.
- b. Draft Order:
  - i. The draft order will be decided by a lottery pick. The odd numbered rounds will be in descending order and the even numbered will be in ascending order.
  - ii. All head and assistant coaches' children must be declared in writing before the start of the draft and will be assigned to the team prior to the evaluations.
  - iii. The first round will be an open round; the second round will be for the assistant coaches' child, beginning in the third round they will draft by age after siblings. Head coach's child(ren) will be at the end of the draft.
  - iv. Drafts by rounds - Before the draft the VP of Cheer will notify coaches of how many children from each age group need to be drafted to each team. This number is based on registration totals.

**Article XI. Expansion Teams and Dissolution**

**1. One Expansion Team:**

- a. The newly expanded team will be awarded 1st pick in the draft & the parity draft rules will be followed.

- b. The newly expanded team will be awarded the 1st pick. This team will pick a total of 4 players or picks the same number of players as the team that has the least returning players, whichever is less, before any other team gets to pick. The assistant coach and 2nd assistant coach round occurs next, then the Open Round picks and then the parity draft rules will be followed.
- 2. **Multiple Expansion Teams:**
  - a. A lottery pick or coin toss (depending on the number of new teams) will be drawn for the draft order for the newly expanded teams only & the parity draft rules will be followed.
  - b. To establish the draft order of the newly expanded teams, a coin toss will occur, or a lottery pick will be drawn, depending on the number of newly expanded teams. Each team will get 3 picks, then the assistant coach picks will occur, then the open round picks & then the parity draft rules will be followed.
- 3. **Dissolution of a Team:**
  - a. The CFA Board will use standardized criteria to determine the dissolution of a team, which could include:
    - a. To dissolve the team with the least number of returning players, or
    - b. To dissolve a team that does not have a Head Coach assigned.
  - b. The Board has the final decision! Must be done before the draft.
  - c. Dissolved players will be placed into a supplemental draft which will occur before regular season draft.
- 4. **Dissolution of a Coach:**
  - a. Existing Head Coaches in good standing are safe; lowest ranked coach of those interviewed will be released.

## ***Article XII. Cheerleading Guidelines***

- 1. **General Rules**
  - a. Athletic Shoes (cheer appropriate) must be worn to practice. Dress appropriately for cold weather practice.
  - b. No jewelry of any kind can be worn at practice or game (including post earrings or hair wraps).
  - c. Hair must be worn up at all time at practices and games. Cheerleaders will not be allowed to stunt, if hair is NOT up.
  - d. If a cheerleader is unable to attend a game or practice because of an illness or family emergency they should notify the coach prior to the practice or game (please make every effort to notify your coach as soon as possible).
  - e. Cheerleaders must attend practice. We do not suggest that your daughter participate in another sport while cheering. Cheering and performing at halftime is a team effort. If the cheerleader misses a practice before the game, the coach has the discretion to not permit her to perform at halftime.
  - f. If the parent fails to report for their volunteer duty or trade with another parent, it will result in a 5-point deduction from the team's final score at Competition.
  - g. It is the responsibility of all cheerleaders to participate in all practices, games and fundraising events.
  - h. Cheerleaders are required to attend every game in full uniform (including team approved turtleneck/bodysuit, league provided bloomers, socks and shoes). Failure to do so will result in sitting out the entire game.
  - i. Cheerleaders will cheer all four quarters.
  - j. All Cheerleaders should remain with their team after the halftime performance.

- k. There will be no horseplay of any kind, talking or laughing during stunting. This is important, otherwise Cheerleaders will get hurt and we will not risk injury. If the cheerleaders are unwilling to adhere to this rule they will not be allowed to stunt.
  - l. Drop off no earlier than ten (10) minutes before practice and pick up promptly after practice. Cheerleaders must not be left at practice unless they see their coach. This is a safety issue and will be strictly enforced.
  - m. No Cheerleader will be allowed to leave unless a coach sees the parent leaving with their child. Cheerleaders must remain together with their coach. If a Cheerleader is to be picked up by anyone other than their own parent, you must have a note in writing prior to releasing the child to anyone other than the parent.
  - n. When practicing or cheering at a game, they are a team. Personal differences should be left at home and they should treat each other with respect and courtesy. Disrespect towards any person will not be tolerated.
- 2. Championship Game – Squads will be invited to perform during the Championship games for their division.**
- 3. Recreation Cheer Competition**
- a. Teams will perform their routines in a random order picked by a hat draw at the October competition meeting,
  - b. Competition time limits will be the standard 2m 30s. Additional time limits for set-up and exit will be determined by the competition committee.
  - c. Routines are to consist of a stunt, a dance and a cheer
  - d. Music is to be approved by VP of Cheer, Cheer Director, & Cheer Competition Chair 2 weeks prior to the competition date and may not be suggestive or explicit in nature.
  - e. Coaches should receive score sheets after competition for improvements.
- 4. Cheer Content**
- a. Cheers which seem suggestive or explicit in nature will not be allowed
  - b. Please use good judgment when choosing cheers and chants.
  - c. Music used during cheers cannot have suggestive or explicit lyrical content nor be derogatory or profane in nature.
- 5. Stunting**
- a. No one will be stunting the first week of practice
  - b. A good rule of thumb is that a stunt should NOT be performed unless they have done it properly and successfully 5 times in a row.
  - c. It is very important that we teach the girls the proper method of stunting (flying, basing and spotting). Our job is to prepare the girls for the next level and doing a stunt improperly and/or unsafely will not help progression.
  - d. There will be no basket tosses at any level!
  - e. Liberty and heel stretches are allowed only at the prep level.
- 6. Half-time Routines**
- a. The visitor/guest squad goes first with half-time routines.
  - b. Routines are to be performed in the center of the field.
  - c. Cheerleaders should be lined up and prepared to take the field with no less than 30 seconds on the clock for halftime. Routines must be limited to 3 minutes. Girls may then return to the sidelines with their coach for a 10 minute snack break.
  - d. Cheerleaders are not allowed to leave the field during games except to use the restroom.
- 7. Injured Football Players**
- a. All Cheerleaders will take a knee.
- 8. Mascot - No Mascots (children under the age of 5) are allowed.**

**9. Practices**

- a. The 1st day of practice will be held approximately two weeks prior to school starting.
- b. Practices will be limited to 2 hours.
- c. Prior to school, practices can be held up to 5 times a week.
- d. After school starts, practices will be held only twice a week.
- e. No practices will be held on the day prior to the 1st day of school.
- f. No practice will be held on Sunday.
- g. There shall never be more than one (1) practice session allowed on any day.
- h. On hot days, coaches should use good judgment and keep all participants hydrated.
- i. Practices are permitted after school hours.
- j. Practices may only be held at CFA Approved locations.
- k. All coaches are to clean mats with solution and supplies provided by CFA and put mats away.

- 10. Schedule** - Teams must abide by the schedule that they have been given; unless they have approval from the VP of Cheerleading to change.

***Article XIII. Equipment***

**1. Equipment Distribution**

- a. No participant will be issued equipment until registration fees are paid or payment arrangement have been made between Executive Board and parent/legal guardian.
- b. All equipment and uniforms will be distributed prior to the 1st practice date of the season.
- c. A coach must sign for all items received at the league’s designated equipment distribution date.
- d. **All parents/guardians will be required to sign an equipment usage form in which they agree to return all equipment, or they will have to pay the full cost of replacing the equipment before they can register again.** This agreement also is an understanding they could face collections and legal fees if not returned.
- e. Distribution of the football uniforms/equipment by the coach should happen at a team meeting immediately following the coach receiving the uniforms/equipment. Any sizing discrepancies should be handled at that time with a board representative
- f. Care must be taken to prevent misuse of the League Uniforms/Equipment by Participants.

**2. Equipment Return**

- a. All items (except football socks, mouth piece and cheerleading bloomers) must be returned to the league at the league’s designated equipment return date in clean condition.
- b. A CFA representative will go through all items and check off each item returned designated equipment return date.
- c. Any items not returned must be paid for at the league’s designated equipment return date.
- d. As per agreement signed at equipment distribution, parents agree to pay the full fee to replace any unreturned equipment or face collections and legal fees.
- e. Any participant not turning in all equipment will not be considered in good standing with CFA.
- f. If any football player or cheerleader officially resigns the team, uniforms and equipment must be turned in to the Head Coach within seven (7) days. Failure to return uniform/equipment within seven (7) days will result in being charged the full replacement cost of equipment, plus \$50 service fee and the player/cheerleader forfeits the participation award.

***Article XIV. Player Evaluations***

- 1. Requirements for football player evaluations (AB, Mighty Mites, Midget, Bandit and Flag Divisions)**
  - a. Attend one (1) scheduled evaluation;



- b. New players to CFA and moving up in tackle Divisions;
  - c. Players trying out for the Middle School tackle football team and
  - d. Players waived from previous teams.
2. **Missed scheduled football player evaluation (AB, Mighty Mites, Midget, Bandit and Flag Divisions)**
- a. Not eligible for draft process;
  - b. They will be assigned to a team by a “hat pick” drawn by the Division Coordinator.

### ***Article XV. Survey (Coaches and CFA)***

- 1. **Survey**
  - a. Survey forms will be available online at [www.cfa4kids.com](http://www.cfa4kids.com).
  - b. All team administrators will be notified and should inform their team to complete the form at their convenience.
  - c. Paper copies will be available at Concessions.
  - d. Completed paper evaluations can be returned to Concessions or given to any Executive Board member.
- 2. **Review of Surveys**
  - a. Annual review of CFA Surveys are conducted by the CFA Board of Directors.
  - b. The Board of Directors will discuss strengths and weakness of current program year and propose future changes for new Board of Directors to consider.

### ***Article XVI. Participation & Championship Awards***

- 1. All participants shall be recognized for their contribution to their squad/team by receiving an award at their last scheduled game.
- 2. All football players and coaches of the winning teams in the Mighty Mites/Midget/Bandit/Flag Championship games will receive a CFA Division Champion award.
- 3. All football players and coaches of the runner-up teams in the Mighty Mites/Midget/Bandit/Flag Championship games will receive a CFA Runner-Up award.
- 4. All Cheerleaders and coaches of the winning team cheer competition will receive a CFA Cheer Competition Champion award.
- 5. All Cheerleaders and coaches of the runner-up cheer competition team will receive a CFA Cheer Competition Runner-Up award.

### ***Article XVII. Amendments***

These By-Laws may be amended, repealed or altered in whole or in part by a 75% vote of the total number of CFA Board Members at any duly organized meeting of the Regular Members provided notice of the proposed change is included