



2017

BIG LAKE YOUTH FOOTBALL ASSOCIATION

PARENT/PLAYER HANDBOOK

4th, 5th & 6th GRADES

The information contained in this Big Lake Youth Football Association Player Handbook will provide our football players, Coaches and Parents/Guardians with a general outline of the rules under which the program is structured. It is the Parents/Guardians responsibility to become familiar with this information. We are happy to welcome all Players, Coaches and Parents/Guardians to the 2017 Big Lake Youth Football program.

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2017 CONTACT INFORMATION

BIG LAKE YOUTH FOOTBALL BOARD OF DIRECTORS

Board Position	Name	e-mail	Cell Phone
President	Maggie Hoeg	maggieh@biglakefootball.org	612-280-8883
Vice President	Brady Bagne	bbagne@biglakefootball.org	612-616-9629
Secretary	Liz Fagen	lizf@biglakefootball.org	612-834-4339
Treasurer	Kim Dailey	kdailey@biglakefootball.org	763-458-3174
Intro (2 nd – 3 rd Grade) & Flag Director	Jason Hoeg	jhoeg@biglakefootball.org	612-750-7673
4 th Grade Director	Jon Duchene	jduchene@biglakefootball.org	763-760-0520
5 th - 6 th Grade Director	Ray Anderson	randerson@biglakefootball.org	612-490-7922
Tournament Director	Maggie Hoeg	maggieh@biglakefootball.org	612-280-8883
Registration Co-Coordinator	Heather Anderson	handerson@biglakefootball.org	763-670-8578
Registration/Volunteer Coordinator	Amy Kvilhaug	akvilhaug@biglakefootball.org	612-978-8337
Equipment Coordinator	Josh Cremers	jcremers@biglakefootball.org	763-607-7250
Apparel/Fundraiser Coordinator	Tiffany Caswell	tcaswell@biglakefootball.org	763-269-1097
Communications/Website Coordinator	Noel Krebs	nkrebs@biglakefootball.org	763-442-2367
Concessions Coordinator	Liz Fagen	lizf@biglakefootball.org	612-834-4339
Safety Coordinator	Maggie Hoeg	maggieh@biglakefootball.org	612-280-8883

Twin City North League Board Members

All League related concerns should be directed to the BLYFA Association Board of Directors. The League President will be the only representative to bring an issue directly to the League.

*****NO EXCEPTIONS*****

League Director:

John C. Swanson, jcswanson@msn.com

Website Coordinator:

Tom Greenhalgh, nsscores@aol.com

League Website TCNYFL: www.allprosoftware.net/tcnyfl16

BLYFA VISION STATEMENT

Developing our youth to achieve individual success through teamwork, sportsmanship and character building that will guide them both on and off the field and into our community.

BLYFA MISSION STATEMENT

The Big Lake Football Association's mission is to foster a program that is dedicated to providing the youth of Big Lake an environment that is fun, safe and educational to learn and succeed in the game of football. We will achieve this through:

- Providing a safe and nurturing environment for the players
- Coaching to help them develop the skills needed to succeed
- Fostering an environment where respect to ones-self, teammates, opponents, officials and coaches are demanded.
- Providing our coaches with the tools, resources and support they need to succeed
- Embracing the diversity of our community and the communities around us
- Encouraging the continued involvement of the parents

BLYFA 4th, 5th & 6th GRADE DIVISION RULES AND KEY INFORMATION

Division Specifics

The BLYFA 4th- 6th Grade Division is a competitive Youth Traveling Football Program that participates in the Twin City North League. Our Players will compete against other Teams from other Youth Associations in the Twin Cities North West Suburbs. There will typically be one to two Big Lake Teams for each Grade in this Division dependent on registration enrollment numbers. Teams will be formed by a player draft that will be held after registration is closed by the designated Head & Assistant Coaches for each Grade. Each team in this division will play 9-10 regular season games from the beginning of September to the end of October. Due to League scheduling requirements & our lack of lighted playing fields, home games will be minimal (2-3 games) & will take place on a Saturday or Sunday.

Registration

Player Registration & Payment for the BLYFA Program should be done online at <http://www.biglakefootball.org> via Sports NGIN

2017 Registrations dates are as follows:

Online Registration April 20th - June 21st

Open Registration & Uniform Ordering:

(You will be required to enter your registration information online so please do so prior if at all possible)

Open Registration Dates:

Sunday, June 4th from 2-6pm in the Independence Elementary Community Room

Monday, June 5th from 5:30-8pm in the Independence Elementary Community Room

Wednesday, June 21st from 5:30-8pm in the Friendly Buffalo Party Room

Registration Fees for this Division for 2017 are **\$150.00**

Any registrations submitted after June 21st will be considered late registrations and enrollment will be strictly at the discretion of the Board of Directors & will be subject to a \$50 late registration fee. Any registration payments that are being made offline must be done at one of the three open registration dates.

Refund Policy

There will be no Uniform Refunds issued after the Uniform order has been placed with our Supplier-NO EXCEPTIONS! Registrations can be cancelled up to June 21st, please contact the BLYFA Registration Coordinator. Any requests for registration cancellations & subsequent refunds after June 21st are strictly at the discretion of the Board of Directors. Any refunds that are issued will be net of any administrative costs incurred by the BLYFA.

Scholarships

The BLYFA Board has a limited number of Scholarships available that Parents may apply for based on needs. You will be required to submit a Scholarship application by the scholarship deadline describing your specific situation. Scholarships will be awarded based on needs and funds availability. If awarded, you agree to work an additional 4 hours (per family) All Scholarship application information will be kept strictly confidential.

Code of Conduct

All Players registering to play in the BLYFA Association are required to read, understand & sign a Player Code of Conduct (see below). All Parents/Guardians of registered players are required to read, understand and sign a Parent/Spectator Code of Conduct (see below), in addition they are also responsible for advising all invited visitors/spectators of this Code of Conduct and ensuring that they adhere to it as well. All Code of Conduct Forms will be collected at the Mandatory Parent Meeting before the beginning of the Season.

Practices

Practices for Intro Division are on Tuesday & Thursday Nights at the 4-plex starting July/August. The fundamental skills taught at practice each week may vary. New skills are learned, problem areas are corrected and new plays are taught. Your child will be at a disadvantage by not regularly attending practice or not arriving on time. Players missing practices may affect game play time. Additionally, please make sure that the players are picked up on time at the end of practice so that the coaches can go home to their families.

Coaching

All Coaches in the BLYFA are strictly Volunteers. Parents/Guardians interested in Coaching for the BLYFA are required to submit a Coaching application & will be required to submit a background screening every two years. Coaching assignments are strictly at the discretion of the BLYFA Board & decisions are based on information provided on their application and background check. All Coaches that are appointed by the BLYFA Board, must attend and receive certification from Heads-Up Football training, as well as sign and agree to abide by the Coaches Code of Conduct.

Player Playtime

Player Playtime in this Division for League games is governed by the Twin City North League Rules. All Coaches are required to play, to the extent when possible, all players in at least one-half (1/2) of each game. Teams with 22 or less players should therefore start each player on either offense or defense. Teams with more than 22 players are required to devise an equitable system to assure that all players participate in as close to one-half (1/2) of the game as reasonably possible. **(Discipline and attendance issues, may affect player game play time.)** Player Playtime for Tournaments will be at the discretion of the Teams Head Coach based on game & player position needs.

Player Positions

To be successful, a player must study the playbook and understand all of the positions and responsibilities of the football team. During the first few weeks of practice the coaches will assess the most appropriate positions for each player. A player's attitude, effort, and ability play a large role in the position that they are assigned. Modifications will be an ongoing process with the goal of making the team more effective.

Tournaments

In that event that BLYFA hosts a Tournament or scrimmage, all BLYFA eligible Teams will be allowed to participate free of charge in the event. No BLYFA Team participation in any competing Tournament or event during the same timeframe will be permitted. All Player Tournament participation will be considered optional & all Team Tournaments will be determined by the Teams Head Coach & must be approved by the BLYFA Board of Directors prior to their Team registering. BLYFA sponsorship of any Team Tournament Registration Fees will be at the discretion of the BLYFA Board of Directors & will be based on funds availability & funds will be awarded equally amongst all traveling teams participating in tournaments.

Playoffs

Playoffs for this division are scheduled to take place during the last week of October & the first week of November. Due to prior years scheduling conflicts with regards to League Playoffs & Out of Town Tournament Participation the BLYFA Board of Directors are required by the Twin City North League to designate by Grade whether our Team(s) will be participating in Playoffs or will opt out in favor of Tournament Play. For 2017 this designation will be discussed with each grade at the Mandatory Parent/Player meeting & a decision will be made.

Parent Volunteer Hours

All Parents/Guardians of registered Players will be required to complete 4 hours of volunteer time per Family. Volunteers completing the hours must be at least 16 years of age. A deposit check of \$150 will be required per Family & will be collected at the Parent Meeting/Equipment hand-out & will be returned at the end of the Season upon successful completion of hours. NO Player will be allowed to start practice without a Volunteer Deposit check being turned in. NO EXCEPTIONS! Any Parent/Guardian wishing to opt out of doing their Volunteer Hours may choose to do so & will need to designate this on their volunteer check or send a written communication to the Volunteer Coordinator of the association. Any Families not completing their volunteer hours by the end of the Season will have their deposit checks cashed. If you have been assigned a volunteer shift that you do not show up for without express permission from the Volunteer Coordinator beforehand your check will be cashed.

The BLYFA is a strictly volunteer organization & without the volunteer assistance of our Parents/Guardians the Board of Directors would not be able to successfully run our Association or Events. Any Parents/Guardians that are willing to donate additional volunteer hours are encouraged & greatly appreciated; inquiries should be made with the Volunteer Coordinator or any Board Member. An e-mail communication will be sent out to all registered Parents from the Volunteer Coordinator notifying them of volunteer hours that they may sign up for once they become available. All Parents/Guardians of registered Players will be required to complete 4 hours of volunteer time per Family from these volunteer shifts. The only Exceptions to this are Board Members, Registered Coaches & Parent Reps. (Parent Volunteers that help at practices & Volunteer to Run the Chains at Games are required by the League & while these volunteers are greatly appreciated by the Association, this will not count towards your volunteer hours unless they are listed on the volunteer site & you have specifically signed up to work them.)

Equipment

All BLYFA Players are required to wear an Athletic Supporter with protective cup, a mouth guard that is attached to their helmet (a basic one will be provided by the Association, but it is highly recommend that a back-up one be purchased for each player), rubber cleated shoes (no metal cleats will be allowed), Helmet, Shoulders Pads & each player will need to provide a practice jersey.

Parents/Guardians of registered Players that would like to use BLYFA helmets & shoulder pads will be required to complete an equipment deposit form. A deposit check of \$200 will be required per Player & will be collected at equipment hand-out & will be returned at the end of the Season upon return of equipment in good condition. Any Families not turning in their equipment by the end of the Season will have their deposit checks cashed. All equipment will be handed out at the Mandatory Parent Meeting before the beginning of the Season. You will be notified by the BLYFA's Intro Director of the meeting date & time. No equipment will be handed out with a signed equipment deposit form & a deposit check being received-NO EXCEPTIONS!

Due to Insurance Requirements, BLYFA Player Equipment may not be utilized by Players for events that are not specifically specified in this handbook and/or approved by the BLYFA Board of Directors.

Uniforms

All BLYFA Players in this Division are required to purchase two Big Lake Traveling Jerseys one black & one white, Shiny Black Football Pants with built in pads & Long Black Football Socks. In order to reduce costs the Association uses the same uniforms for all of our traveling teams which can be used year over year. All uniform pieces are sold individually so they can be replaced as needed. All uniforms MUST be purchased from our designated vendor; you may purchase pants and socks where you choose, though they will be available through our designated vendor. If your player is new to the Association or requires a new jersey you will need to attend one of the open registration dates to get sized & order your Uniform. All Incoming 4th Grade Players will need to purchase new Traveling Jerseys. All Players in the Traveling Divisions will be assigned a unique jersey number by grade from available numbers based on the player's choice. These are assigned during the open registration dates and are on a first come first served basis. This will be your player's number for the remainder of their seasons in the 4th – 6th grade traveling league. In the event that a jersey is passed down from one sibling to another or a player comes back after not having played the prior year, their jersey number needs to be specified at registration & will only be allowed if that number has not already been assigned to a different player in the same grade.

Fundraising

Association, Team & Individual Fundraising opportunities will be presented by our Fundraiser Coordinator via an e-mail blast or to each Teams Parent Rep Liaison throughout the season. Player participation in these programs is strictly voluntary. Any Fundraising that is done in the name of the Big Lake Youth Football Association must be approved ahead of time by the BLYFA Board of Directors & all funds along with the corresponding documentation collected during this fundraiser must be turned into the Fundraiser Coordinator & the BLYFA Treasurer for distribution to the Teams and/or individuals. Individual funds raised will be logged by the Treasurer & will be paid out on behalf of the Player to reimburse for any football related expenses. Ex. BLYFA Registration & Uniform fees, Out of town tournament expenses related to travel, lodging, meals, fees, & player purchased equipment. If you are requesting reimbursement on personal football related purchases, detailed receipts of the appropriate item will need to be submitted to the BLYFA Treasurer for approval and reimbursement. Individual balances that have not been paid out in full in a given season will be carried over to the following season.

Mandatory Parent Meeting

A Mandatory Parent Meeting will be scheduled mid to late July by the BLYFA's 4th, 5th and 6th Grade Directors. They will discuss all BLYFA & League policies, procedures & rules & answer and questions that you may have. If you have any questions prior to this meeting please contact the appropriate board member.

Questions

If you have any questions that were not answered in this document, or not available on our website <http://www.biglakefootball.org> please feel free to contact the appropriate board member listed above. If you are unsure whom to contact please check with your Teams Parent Rep & they can assist you.

Concerns/Complaints

If you have a Concern or Complaint, please contact your Teams Parent Rep liaison first & then your Team's Head Coach to resolve. If you are not satisfied with the resolution of the issue, please discuss the complaint with the BLYFA Intro Grade Director listed above who will work with you to resolve when possible, otherwise he will bring the concern to the attention of the BLYFA President and/or Board of Directors. If you would like to bring an unresolved issue before the entire Board, you may do

so at our Monthly Board Membership Meeting. Please notify the President of the Association listed above in writing of the issue you would like to discuss at least one week prior to the scheduled Board meeting so that it may be placed on the Board Meeting Agenda. BLYFA Monthly Board Membership Meetings take place the first Sunday of the month at 6:00 in the Back room of the Friendly Buffalo unless otherwise specified on our website. <http://www.biglakefootball.org>.

Rules

All BLYFA Registered Players will adhere to the 2016 Twin City North Youth Football League as spelled out in Part 3 except as specifically stated above or where Tournament Rules are in effect.

BIG LAKE YOUTH FOOTBALL ASSOCIATION PARENT/GUARDIAN/SPECTATOR CODE OF CONDUCT

I hereby pledge to provide positive support, care and encouragement for my player and their team participating in youth sports with the Big Lake Youth Football Association by following this Parents code of conduct:

1. I will understand, support and help enforce the Player Code of Conduct for my player.
2. I will refrain from publicly ridiculing or verbally abusing any player from either team.
3. I will not embarrass my player or others by publicly ridiculing or verbally abusing any player, parent, coach or official.
4. I will not participate in or allow my player to participate in any actions that intimidate, ridicule, or verbally and/or physically abuse any player, parent, coach or official.
5. I will ask my child to treat other players, parents, coaches, fans and officials with respect.
6. I will set a positive example and encourage good sportsmanship at all games.
7. I will place the emotional and physical well-being of my player and their team ahead of any personal desire to win.
8. I will insist that my child play in a safe and healthy environment.
9. I will demand a sports environment that is free from profanity, drugs, alcohol and tobacco and refrain from their use at all games, practices and tournaments sponsored by the Big Lake Youth Football Association.
10. I will ensure that my player is dropped and picked up on time for team events. I understand that if my player misses practices it may affect their game playtime.
11. I will promote the emotional, physical, academic and athletic dimensions of my player.
12. I will do my very best to make youth sports fun for my child.
13. I will do my best to remember that the game is intended to be fun and the game is for children and not adults.
14. I will treat all players, parents, coaches, fans and officials with respect regardless of race, gender, creed or ability.
15. I will practice open communication with coaches, players, parents, team parent reps & Big Lake Youth Football Association Board of Directors. I will show discretion when speaking with my player, another player, the coach or another parent with regards to any problems that may arise.
16. I will make an effort to be aware of the Big Lake Youth Football Association & League rules, for every game and event that my player participates in, and will respect and adhere to these rules and require my player to do the same.
17. I agree that I have read and fully understand the Big Lake Youth Football Association Parent Handbook Policy and that I will follow the guidelines spelled out in it to bring up any concerns through the proper channels and will do so in a dignified manner.
18. I will read the Big Lake Youth Football Association Policies and do everything in my power to assist the organization to implement and enforce them.

All Big Lake Youth Football Association Parents/Guardians/Spectators are expected to adhere to the code of conduct and display good sportsmanship. Failure to adhere to the code of conduct may include, but are not limited to removal of the Parents/Guardians/Spectators from a practice(s), game(s), league/tournament suspension, or possible expulsion from Big Lake Youth Football. I acknowledge that I have read and understand this code of conduct policy and that I and all other Parent/Guardians/Spectators of the Big Lake Youth Football Association player listed below will abide by this code of conduct.

BIG LAKE YOUTH FOOTBALL ASSOCIATION COACHES' CODE OF CONDUCT

I hereby pledge to provide positive support, care and encouragement for my team participating in youth sports with the BLYFA by following this Coaches' code of ethics:

1. I will be a consistent role model. I will maintain personal and professional integrity both on and off the field.
2. I will promote the emotional, physical, academic and athletic dimensions of the player. I will not participate in or allow any players to participate in actions that intimidate, ridicule, or verbally and/or physically abuse any player.
3. I will place the emotional and physical well-being of the player ahead of any personal desire to win.
4. I promise to win and lose with dignity and integrity.
5. I will practice open communication with players, parents, team parent reps and the Big Lake Youth Football Association Board of Directors. I will show discretion when speaking with a player or parent with regards to any problems that may arise.
6. I will keep the game and practices fun as well as challenging and provide a positive athletic experience.
7. I will practice good sportsmanship by demonstrating fair play, comply with Big Lake Youth Football Association player playtime guidelines appropriate for the grade I am coaching, and provide positive support for the players, parents, coaches, volunteers and officials at every game.
8. I will demand a sports environment that is free from profanity, drugs, alcohol and tobacco and refrain from their use prior to and at all games, practices and tournaments sponsored by the Big Lake Youth Football Association.
9. I will do my best to remember that I am a youth coach, and that the game is intended to be fun and the game is for children and not adults.
10. I will be knowledgeable in the Big Lake Youth Football Association and League rules, for every game and event that I coach, and will respect and adhere to these rules & require my team to do the same.
11. I will not verbally abuse coaches, parents, team parent reps, players, volunteers or officials and I will not tolerate verbal abuse by coaches, parents, players or officials.
12. I will treat all players, parents, coaches, fans & officials with respect regardless of race, gender, creed or ability.
13. I will be on time to all games and practices, or I will communicate to another coach or Team Parent Rep my delay or absence in a timely manner to allow for other coaching arrangements to be made.
14. I will supervise the arrival and departure of all players or ensure that another qualified person does so.
15. I agree to act as representative of the Big Lake Youth Football Association and in doing so I acknowledge that I have read the Big Lake Youth Football Association Parent/Player Handbook, by-laws, conflict of Interest Policy and the League Rules and guidelines and I agree to abide by them.
16. I agree that under the Big Lake Youth Football Association Parent Handbook Policy that I will bring my concerns to the proper board member and will do so in a dignified manner.
17. I agree that I, or another fellow Team Coach or Team Parent Rep will represent my Team and our interests at all monthly Big Lake Youth Football Association Board meetings.

All Big Lake Youth Football Association coaches are expected to adhere to the code of conduct and display good sportsmanship. Failure to adhere to the code of conduct or failure to disclose any other legal violations that occur after back ground screening but during their coaching assignment may include, but are not limited to removal of the Coach from a game(s), league/tournament suspension, or possible expulsion from Big Lake Youth Football. I acknowledge that I have read and understand this code of conduct policy and that I will abide by it.

BIG LAKE YOUTH FOOTBALL ASSOCIATION PLAYER CODE OF CONDUCT

1. I will treat my parents, coaches, teammates, opponents, property of others and game officials with the same respect that I would like to be treated regardless of race, gender, creed or ability.
2. I will practice good sportsmanship by demonstrating respect both on and off the field. Destructive or inappropriate behavior, during or after a game or practice, will not be tolerated & may affect game playtime.
3. I will demand a sports environment that is free from profanity, drugs, alcohol and tobacco and I will refrain from their use at all times.
4. I will practice and play to the best of my ability at all times.
5. I will be on time (as assigned by my coach) to all team events. I understand that missing practices may affect my game playtime.
6. I will recognize football as a team sport and will put the interests of the team over my own individual interests and personal desire to win.
7. I will not intimidate, ridicule, or verbally and/or physically abuse any player.
8. I will not criticize officials, coaches, parents, teammates or opposing players.
9. I will not attempt to deliberately injure another player(s).
10. I will agree to abide by all Association, League, & Tournament rules.
11. I will wear my team uniform and equipment with pride and treat it with respect.
12. I will keep up with my schoolwork by balancing my time and school assignments with games and practice schedules.
13. I will follow the Hornet Way both in the classroom, on the playground and on the field.

All Big Lake Youth Football Association players are expected to adhere to the code of conduct and display good sportsmanship. Failure to adhere to the code of conduct may include, but are not limited to removal of the player from a practice(s), game(s), league/tournament suspension, or possible expulsion from Big Lake Youth Football. I acknowledge that I have read and understand this code of conduct policy & that I will abide by it.

TWIN CITIES NORTH YOUTH FOOTBALL LEAGUE RULES, POLICIES AND PROCEDURES

- 1. Introduction** - The Twin Cities North Youth Football League ("TCYNFL") is an informal Association of communities located in the northern suburbs of Minneapolis and St. Paul organized with the intent to provide a football league for youths in grades 2-6. The league is the direct descendant of the Blaine-Spring Lake Park youth football league, and has grown tremendously over the past six years due to the collective common sense and cooperation of park and recreation and community education professionals and community volunteers from many different communities. In 2011 the league will include teams from St. Francis, Andover, Blaine-Spring Lake Park, Lino Lakes-Centennial, Irondale, Mounds View, Fridley, St. Anthony, Brooklyn Park, Brooklyn Center, Columbia Heights, Big Lake, and Robbinsdale Cooper.

- 2. Philosophy and League Functions** – The league is organized with the intent to promote, organize and coordinate the activities of its member communities with the goal of enhancing the quality of football in the Twin Cities area. The league is an informal organization, and operates with a minimum of rules, regulations, policies and procedures. League members believe that the focus of the organization should be on providing youths with the opportunity to play football and increasing overall participation in the sport, and should not be on the personal agendas of various adults who are not interested in the long-term growth of the sport. The basic operating functions of the league are summarized as follows:
 - 2.1.** Provide a simple and functional framework that allows teams from the various participating communities to play each other, thereby allowing participating teams to play teams from several different communities.
 - 2.2.** Establish a uniform set of playing rules and provide training for referees to maintain consistency in the enforcement of playing rules.
 - 2.3.** Develop and maintain game schedules for each grade division among the participating communities, including a playoff system for those communities that desire to participate in a postseason playoff.
 - 2.4.** Provide a mechanism and authority for receiving, investigating, and resolving complaints.
 - 2.5.** Establish registration deadlines.

- 3. Organization Bylaws** – The TCNYFL functions on an informal basis as possible. Operation of the TCNYFL is governed by the following simple rules:
 - 3.1.** Commissioner – Participating communities will elect a Commissioner in July of each even numbered year. The Commissioner will serve a two (2) year term. The Commissioner is responsible for coordinating and running meetings, maintaining league records, including meeting minutes and community contact information, initiating the scheduling process, revising and distributing league rules, monitoring the registration process, and acting as the final arbiter of any disputes that might arise.
 - 3.2.** Scheduling and Website Coordinator - The TCNYFL will employ a Scheduling and Website Coordinator, who will be selected and supervised by the Commissioner. The Scheduling and Website Coordinator will be paid directly by the member communities on a "per team" basis, at a rate agreed upon by the Commissioner and Scheduling and Website Coordinator.
 - 3.3.** Community Representative – Each participating community will select one (1) person as their TCNYFL representative. This person will be responsible for attending TCNYFL meetings and coordinating all TCNYFL activities with their community.
 - 3.4.** Meetings – The TCNYFL will conduct two (2) preseason meetings in the summer of each year and one (1) postseason meeting in November of each year. Meeting dates, times

and places will be determined by the Commissioner. The Commissioner may call special meetings as needed. Notice of all meetings will be sent via e-mail or in other written form.

- 3.5.** Votes - Any formal proposal to amend league policies, procedures, bylaws or playing rules, or to sanction a player, coach, team, or participating community must be approved by a majority vote of the participating community representatives present at the meeting at which the vote is taken. Each community will receive the following number of votes, based upon participating teams:

Blaine-Spring Lake Park – 5 votes

St. Francis – 3 votes Brooklyn Park/ Brooklyn Center – 3 votes

Andover – 5 votes Lino - Lakes - Centennial – 3 votes

Mounds View – 2 votes Irondale – 2 votes

Fridley, Columbia Heights, St. Anthony, Big Lake, Robbinsdale Cooper – 1 vote each

The Commissioner may adjust the votes each participating community receives as the number of teams enter in the league changes. In the event of a tie vote, the Commissioner will vote to break the tie.

- 3.6.** Confirmation of Participation – Each participating community must confirm their participation in the upcoming season no later than June 1. Confirmation must be sent to the Commissioner by e-mail or other written form.

TCYNYFL PLAYING RULES (Subject to change-please see your Coach for 2017 changes)

- 1. Composition of Divisions and Teams** – The league will have four (4) grade divisions, 2nd – 3rd grade (one division) **(BIG LAKE does not participate in this division)**, 4th grade, 5th grade, and 6th grade. Participants must play in their appropriate grade division, unless the participant elects to play in an older grade. Any participant that elects to play in an older grade is required to have his or her parents sign an informed consent form. Participating communities are prohibited from turning down participants based upon ability, and “hand-picked teams”, “select teams”, “all-star teams” and teams with participants outside a community’s jurisdiction are prohibited. Communities that field more than one team in a division must construct their teams based upon geography or an equi-draft system. Community representatives are responsible for the composition of their teams and assuring that all players are properly registered and equipped.

- 2. Weight Restrictions** - The restrictions on the weight of ball carriers are as follows:

- 2nd – 3rd grade: 90 pounds
- 4th grade: 100 pounds
- 5th grade: 125 pounds
- 6th grade: 135 pounds

These weights must be verified no earlier than the player’s community’s last regularly scheduled registration date. Players over these weight limits must have a red stripe affixed to their helmet. These players may not line up in the offensive backfield or at wide receiver. They may line up at tight end, but under no circumstances may run the ball or receive a pass from the tight end position. Overweight players must play on the first line on a kickoff receiving team. Overweight players may only run the ball in the following circumstances:

- Fumble Recovery
- Pass Interception
- Kickoff Return from the first line, provided there is no lateral or handoff.

Each community must weigh its players no earlier than the community's last regularly scheduled registration date, and provide its community representative with complete rosters, including the names and weights of all players who are overweight. Community representatives are not required to submit this information to the Commissioner or another community representative unless requested to do so. If a team believes that an opponent has allowed an overweight player to carry the ball, the team must have its community representative contact the community representative of the opposing team after completion of the game. The individual community representatives of the communities involved will then arrange for a weigh-in. If the player in question weighs-in more than four (4) pounds over the ball carrier limits described above, the game will be forfeited and the player in question will be prohibited from carrying the ball in subsequent games. All violations of the weight restriction rules must be reported to the Commissioner.

- 3. Game Administration** - The following procedures apply to the administration of league games:
- 3.1.** The "host team" (the team at whose field the game is being played at) is responsible for having the field in playable condition, having the field marked properly, and having the chains out. The host team is also responsible for providing and paying for a minimum of two qualified officials. This responsibility is for ***all games scheduled at the host site on a particular date, regardless of whether or not the host has teams participating in all of the scheduled games.***
 - 3.2.** The league requires that both teams occupy the same sideline, and that all fans and the chain gang occupy the opposite sideline. Each team may occupy the area from the 20 yard line to the 45 yard line on their half of the sideline. The team listed second on the schedule is responsible for providing the chain gang. We do not want the chain gang to change at halftime.
 - 3.3.** Games may be postponed before the teams have arrived at the field only by the community representative of the host team, and only for inclement weather or unplayable field conditions. In the event a community representative elects to postpone a game before the participating teams have arrived at the field, the community representative must notify the community representatives and coaches of all other teams affected by the postponement. Once a game has started, the decision to postpone a game may only be made by the game officials. Coaches and community representatives of teams who have had games postponed must contact the Scheduling and Website Coordinator to reschedule the game.
 - 3.4.** Coaches and community representatives are responsible for the behavior of their respective players, coaches and fans. Coaches are prohibited from smoking during games or practices, and alcohol consumption by coaches, officials and spectators is prohibited at games or practices. Unsportsmanlike or abusive behavior will not be tolerated. The TCYNFL reserves the right to suspend or ban players, coaches, and spectators who exhibit unsportsmanlike or abusive behavior. Game officials have the authority to order an ejected player or coach, or any spectator exhibiting unsportsmanlike or abusive behavior, from the game premises. Failure to abide by such an order will result in immediate forfeit of the game by the offending team.
 - 3.5.** The winning coach of each game is responsible for reporting the game score to the league website.
 - 3.6.** Playoff formats will vary from year to year based upon weather, time constraints, and the number of teams in each grade division. The Commissioner will determine the playoff format in early October. The TCYNFL believes in simple, short playoff formats. The TCYNFL does not provide trophies or awards for either regular season or playoff champions. Participating communities are free to provide whatever awards their community feels are appropriate for their teams and players.

3.7. Protests or complaints regarding officials or unsportsmanlike or abusive behavior must be submitted by the community representative to the Commissioner and the community representative of the other team involved within twenty-four (24) hours of the incident.

4. **Modifications to Playing Rules** - In general, National Federation rules apply to all TCNYFL games with the following modifications:

- 4.1. **Playing Field** – The playing field for the 2nd – 3rd grade division is only 80 yards long. Kickoffs on the 80 yard field are from the 35 yard line. All major penalties on the 80 yard field are ten (10) yards instead of fifteen (15) yards, except for unsportsmanlike conduct, which shall remain at fifteen (15) yards on the 80 yard field.
- 4.2. **Declared Punts** – In the 2nd – 3rd grade and 4th grade divisions, all 4th down punts must be declared, and the officials will acknowledge the declared punt to both teams and their respective coaches. When a 4th down punt is declared, no player on either team may move until the punter has actually kicked the ball. In the event the punter fumbles the snap, he or she is allowed to pick the ball up and kick the ball. Other players may not move until the ball is kicked. Each team is required to have seven (7) players on the line of scrimmage for declared punts. The penalty for early movement in a declared punt situation is a warning for the first infraction by a team, and a penalty of five (5) yards for each subsequent infraction by the same team. Normal rules apply to punting situations in the 5th grade and 6th grade divisions. At the 5th and 6th grade levels, the league emphasizes that the center cannot be touched until the snap has been completed and the center has an opportunity to lift his hands and head and protect himself.
- 4.3. **Coach on Field** - Each team may have one (1) coach on the field or in the huddle in the 2nd – 3rd grade division. Coaches are not allowed on the field or in the huddle in all other divisions.
- 4.4. **Other Modifications to Penalties** – Officials will assess penalties for improper equipment, such as no mouthguard and dangling chinstrap, after one (1) team warning. Subsequent infractions to a team will result in five (5) yard penalties. Referees are instructed to use discretion when assessing penalties for too many players on the field. If the official determines that a player was making an honest effort to get off the field and the play was not affected by the extra player, the official can elect not to penalize the offending team. Assessed penalties for too many players shall be ten (10) yards.
- 4.5. **Extra Points** – All extra points will be played from the two (2) yard line. Teams receive two (2) points for a forward pass and one (1) point for a run. No kicks are allowed.
- 4.6. **Modifications to Timing Rules** – Games will consist of four (4) fifteen (15) minute quarters. The quarters will be **running time**, with the following exceptions:
 - 4.6.1. Injuries. The clock will stop until the injured player has been cleared from the field and both teams are ready to play.
 - 4.6.2. Scores. The clock will stop after a team scores a touchdown, and will remain stopped until completion of the extra point. The clock will start again immediately after completion of the extra point. In the event of a safety, the clock shall stop when the safety occurs and will remain stopped until the ball is touched after the free kick.
 - 4.6.3. Official time outs to discuss rules interpretations with coaches. The clock will be stopped until the conference is completed and both teams are ready to play. In no event shall any such conference take more than one (1) minute.
 - 4.6.4. Team time outs. Each team has three (3) time outs per half. The clock will be stopped until the next snap after the time out.
 - 4.6.5. **The last one (1) minute of each half** will be “book rule” stop time.

- 4.6.6.** In the event one team is seventeen (17) or more points ahead at any time in the game, the clock shall continue to run **in all circumstances except team time outs and injuries**. This modification shall continue until the team behind cuts the deficit to less than seventeen (17) points.
- 4.6.7.** Halftime shall be no more than five (5) minutes and quarter breaks shall be no more than one (1) minute. Officials have the discretion to reduce the length of halftime if the officials determine the game is running behind schedule.
- 4.6.8.** In instances of extremely warm weather, regardless of the actual heat index, the officials have the discretion to lengthen play stoppages for time outs and quarter breaks for the purpose of allowing players extra time for hydration. Officials may, at their discretion, also stop play mid-quarter for an extra hydration break. Coaches are encouraged to discuss this issue with officials before the game starts on extremely warm days.
- 4.7. Size of Footballs** – The 2nd – 3rd grade and 4th grade divisions will use a “junior” size football. The 5th grade and 6th grade divisions will use a “youth” size football.
- 4.8. Playing Time** – Teams participating in the TCNYFL are required to play, to the extent possible, all players in at least one-half (1/2) of each game. Teams with 22 or less players should therefore start each player on either offense or defense. Teams with more than 22 players are required to devise an equitable system to assure that all players participate in as close to one-half (1/2) of the game as reasonably possible. The TCNYFL acknowledges that no playing time system will result in a perfect equalization of playing time, and the TCNYFL does not consider itself the “playing time police.” Individual areas are free to set their own policies regarding attendance and discipline, and are free to limit playing time for those reasons. Coaches are required to notify the opposing coach before the game if the coach intends to limit one or more of his or her player’s participation for such reasons. Although the TCNYFL is not the “playing time police”, the league will investigate complaints that coaches are not abiding by the spirit and intent of this rule. **The league absolutely reserves the right to forfeit games and ban coaches, teams, and communities who are not abiding by the spirit and intent of this rule.**
- 4.9. Overtime** – In the event of a tie game at the end of regulation time, only one (1) overtime period shall be played. If the game remains a tie after one (1) overtime period, it shall be recorded as a tie game, unless the game is a playoff game. Tie playoff games shall be played out until one team wins. National federation rules govern overtime play except that the teams shall not switch ends of the field at the end of each series.
- 4.10. Restrictions on Defenses** – The following restrictions apply to defenses. Defenses who do not comply with these restrictions will receive one (1) warning. Subsequent infractions will result in a delayed dead ball five (5) yard penalty, with the offense having the option of taking the play or the penalty.
- 4.10.1. Blitzing is not allowed at any grade level. For all divisions inside linebackers must, at the snap, be at least three (3) yards off the line of scrimmage, and corners must, at the snap, be at least one (1) yard off the line of scrimmage, and be at least three (3) yards outside the “box”, which is defined as at least three yards outside the normal alignment of the defensive end. In all circumstances other than goal line situations there must be at least (2) players lined up in a “safety type” position no closer than four (4) yards from the line of scrimmage. These restrictions do not apply to goal line situations. Inside linebackers, corners, and safeties may not begin to cross the neutral zone until after the quarterback hands off the ball or after the quarterback leaves the box, which is defined as the area between the normal alignment of the defensive ends.**

- 4.10.2.** In the 2nd – 3rd grade, 4th grade and 5th grade divisions, the defense must line up in a 5-2 “Okie” alignment in accordance with the attached diagram. In the 6th grade division, a team may line up in either a 5-2 or 4-3 alignment, per the attached diagram.
- 4.10.3.** The defense is permitted to line up in any alignment inside their own five (5) yard line (goal line defense). Any players off the line of scrimmage in the goal line defense are still prohibited from blitzing.
- 4.11. *Restrictions on Offenses*** – All offensive formations are required to have seven (7) players on the line of scrimmage, and three (3) players on the line of scrimmage on each side of the center, with at least two players lining up adjacent to each side of the center. In other words, no “unbalanced” lines.