

OFFICIAL TACKLE RULEBOOK

REVISED 6/2025



COLUMBIA BASIN

CBYF

YOUTH FOOTBALL

COLUMBIA BASIN YOUTH FOOTBALL TACKLE FOOTBALL RULES

Last Revised June 2025

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I FUNDAMENTAL PRINCIPLES OF OPERATION

- I.1 All persons who indicate a desire to play football by meeting the registration requirements as they pertain to parental consent, weight and age shall become accepted participants in Columbia Basin Youth Football (CBYF).
- I.2. There shall be no cutting of eligible players.
- I.3. All players must have three (3) non-padded and eight (8) padded practices before playing in any CBYF games.
- I.4. Regular season games will consist of seven (7) games followed by three (2) weeks of play-off games which culminate in a Super Bowl the following week at each grade-based division level. League practices can start six (6) weeks prior to the first regular season game with regular season games beginning the weekend after Labor Day.
- I.5. During CBYF's regular season, which is marked by the season opening and the season ending Super Bowl, there will be no "All Star" teams formed.
- I.6. Sponsoring organizations, league, city or group associated with CBYF that refuses to register an eligible applicant before the end of the last sign-up date shall be suspended from CBYF for a period of one year.
- I.7. CBYF will allow one charter per high school boundary. Current approved charters are:

The CBYF will allow one charter per high school boundary. Current approved charters are: Junior Falcons (Richland), Junior Mustangs (Prosser), Junior Bombers (Richland), Junior Riverhawks (Pasco), Junior Bulldogs (Pasco), Jr Southridge Suns (Kennewick), Jr Cadets (Yakima), Junior Leopards (Zillah), Junior Braves (Kennewick), Junior Lions (Kennewick), Junior Bears (Benton City), Junior Panthers (Finley), Junior Blue Devils (Walla Walla), Junior Coyotes (Burbank), Junior Bulldogs (Hermiston), Jr Grizzlies (Sunnyside), Junior Warriors (Mattawa), Jr Eagles (Connell), Jr Tigers (Ephrata), Jr Huskies (Othello), Jr Jacks (Quincy), Jr Knights (Royal), Jr Rangers (Naches), Jr Cougars (Warden), Jr Wildcats (Toppenish), Junior Spartans (Granger), Junior Wolves (Wapato), Junior Mavericks (Moses Lake), Junior Hawks (College Place), Junior Pioneers (Milton Freewater), Junior West Valley Rams (Yakima) and Junior Buckaroos (Pendleton), Junior Vikings (Mabton), Junior Red Devils (Moxee), Junior Vikings (Selah), Junior Warriors (Coulee City).

Teams will substantially consist of players from within the district of each respective Junior Charter's high school boundary. A player is deemed to be vested with an Out of District Charter once a Transfer Request Form is fully signed by both charters. It is the receiving charter's responsibility to maintain copies of these releases for the duration of that player's CBYF career.

- I.8. All players must be registered prior to Book Check Certification. No player can practice or participate until that player is fully established in that respective charter's registration system.

2 SPECIAL EVENTS

- 2.1. The schedule and format of the annual CBYF season shall be approved by the Board of Directors (BoD).
- 2.2. Any individual, coach, officer, player or parent of any sponsoring organization attempting to do business, schedule games or coordinate activities without the CBYF Executive BoD's knowledge and/or approval shall be suspended immediately, pending review of the incident by the CBYF BoD.
- 2.3. All special events shall be approved by the CBYF BoD.
- 2.4. Regular scheduled league games played at any of the CBYF sanctioned playing fields shall not be considered special events.
- 2.5. Playoff games and championship games shall be considered special events.
- 2.6. The field for all special event games shall be awarded to one of the member charter cities. The CBYF BoD shall determine the city.
- 2.7. The format for any special event game shall be approved by CBYF.
- 2.8. Format considerations will be time, place, league or exhibition game, referee availability, insurance validity, travel plans, costs, etc.
- 2.9. A CBYF charter may host a jamboree/scrimmage in the month of August that only includes teams within the CBYF. (See rule 1.3 regarding eligibility.)
- 2.10. The teams, times and locations for all playoff games shall be determined and approved by the CBYF BoD.
 - 2.10.1. A special event shall be defined as any game or other activity that involves the use of the CBYF name. Any game or other activities not covered by this set of CBYF rules shall be considered a special event.
 - 2.10.2. Playoff system, after culmination of the seven (7) game regular season, will be:
 - CBFY Charters will be divided based on WIAA Enrollment Classifications for the 4th, 5th and 6th grade divisions. All charters classified as 3A/4A will compete against each other in the playoffs. All charters classified as 2A or below would compete against each other in the playoffs.
 - 7th and 8th grade would be unable to split due to total team numbers league wide.
 - Any Charter 2A or below, wishing to play up in the 3A/4A division would elect to do so prior to week 1.

- In regard to smaller programs who are 3A (for example Walla Walla), they should/would be eligible to play down due to total program numbers/size. This could be evaluated prior to the season.
- Teams will still play in their normal divisions (North, South, East and West) like the high schools and their leagues. The league will maintain two (2) “overall league standings pages” on Team Sideline as two (2) large “conferences” for each grade level. Regular season schedule will follow the same process when being built.
- Playoffs will consist of top 8 for 3A/4A and top 8 for 2A/below. This keeps playoff team numbers the same overall and works within the 7-week regular season and two (2) weeks of playoff games culminating with a Super Bowl for each classification.
- Additional Bowl season – those who finish outside of the top 8 can participate in “bowl season” and opt in for one (1) additional game. CBYF charters would need to opt in by the conclusion of week 4 so plans can be made accordingly. Bowl games will be scheduled (mostly across conferences) with teams that have similar records. This will allow the last two games of the season for most teams to be very competitive and to play teams that aren’t normally on their schedule. Teams will get to travel and participate in fun events that should encourage them to come back next year.
- If there are only eight (8) teams or less per grade-based level —all teams shall qualify for playoffs. Highest seed plays lowest seed until two teams remain for the Super Bowl. If an odd number of teams are eligible for the playoffs, the number one seed receives a bye in the first playoff round. The highest seeded team per playoff game has preference on field location.

2.11. Tie breakers - Head to Head competition will be the first tie-breaker to qualify for playoffs. If head to head is not applicable, points against will determine position to qualify for the playoffs. If Head to Head and points against are not applicable, a Kansas City Tie Breaker will be used to determine playoff participants.. Kansas City Tie Breaker to be played from the 25-yard line.

2.12 Head to Head competition determines tie position, in terms of seeding, for teams qualified for playoffs. A hat draw will determine seeding if head to head is not applicable.

3 PARTICIPANT OBLIGATION (FOOTBALL AND CHEERLEADER)

3.1 Participants are expected to maintain their schoolwork at a passing level.

3.2 Participants are expected to be a credit to their community by practicing good leadership and fair play.

3.3 The CBYF follows the Washington Interscholastic Activities Association (WIAA), the governing body of athletics and activities for secondary education schools in the state of Washington, rules on participant ejections.

3.4 Participants are expected to attend all team practices and chalk talks. The only excuses for absences shall be illness, injury, or family emergency.

3.5 Participants are expected to take good care of and treat their equipment with respect.

3.6 A participant, who does not follow the preceding rules, does not show a desire to participate and learn and by either their speech or actions creates problems, or dissension between other team members or coaching staff can be recommended for dismissal through the local youth football charter.

4 PARENT/GUARDIAN OBLIGATION

4.1 The parent/guardian shall inform the participant's coaching staff of any medical or other problems the player may have.

4.2 The parent/guardian shall help the participant live up to their obligations as stated in the Participant Obligation section of this rulebook.

4.3 The parent/guardian shall help the participant take care of and promptly return (upon request) all equipment that has been issued to the player.

4.4 The parent/guardian will attend as many of the participant's games as possible. A parent's/guardian's encouragement and support play a big part in their player's growth and desire to participate, and also in their overall feelings and self-esteem.

5 COACH OBLIGATION (FOOTBALL AND CHEERLEADER)

5.1 All members of a team's coaching staff should treat all their participants and participants on opposing teams with respect.

5.1.1 All members of a team's coaching staff shall teach participants sportsmanship and fair play.

5.1.2 Any coach or assistant coach who, by example or by encouragement, incites unsportsmanlike or disrespectful behavior by their participants, shall immediately be ejected from the current game and will be subject to further disciplinary action upon review by the CBYF BoD.

5.2 The CBYF follows the Washington Interscholastic Activities Association (WIAA), the governing body of athletics and activities for secondary education schools in the state of Washington, rules on coach ejections. The ejected coach can coach practices for the following week but cannot be on the property for the game following an ejection. Additionally, if the coach is ejected twice in the same season, that coach can no longer coach for the remainder of that season.

5.3 All members of a team's coaching staff shall, to the best of their ability, teach their participants the fundamentals of football or cheerleading.

5.4 It is required that all coaches be at least 18 years of age and certified by the National Youth Sport Coaches Association, USA Football or similar and have a background check from a credible source on file with the charter. All coaches, assistant coaches or volunteers who violate any of the rules or Fundamental Principles of Operation, which s/he has been told about or given a written copy of, may be terminated from the CBYF and their position.

5.5 At the end of each game coaches will meet with their team and the opposing team to award a Sportsmanship Award. Coaches will award a player from the other team.

5.5.1 Acknowledging the Sportsmanship Award is mandatory. Any coach who does not acknowledge a Sportsmanship Award at the conclusion of the game, will be suspended from coaching the following week.

5.6 Violation of these rules shall be handled as follows:

- First Violation: Warning letter to the coach or helper stating the infraction committed.
- Second Violation: Two-week suspension from all practices and games.
- Third Violation: Third Violation is cause for dismissal from the program.

5.7 Serious offenses committed by a coach, assistant coach, volunteer or official may be directed immediately to the CBYF BoD to be ruled upon in a manner deemed to be in the best interest of the CBYF Organization.

5.8 Probation is defined as not being allowed to vote on all matters in the CBYF for a period of one calendar year. The CBYF BoD can by simple majority place an existing Charter on probation after the offending Charter has had the opportunity to present their case to the CBYF Executive BoD. After a majority vote by the CBYF BoD, a newly admitted Charter will be automatically placed on probation and after one (1) year, the CBYF BoD will have a follow-up vote on whether or not to grant full member status to the new Charter.

6 TEAM SPLIT PROCEDURE

6.1 All Flag and Rookie Tackle Divisions

6.1.1 Players get split between teams with respect to coach, carpool, and friend requests, such that there will be a fair distribution of talent across the division.

6.2 Team Split process 4th – 8th

6.2.1 These age groups only need to split if the number of teams is changing from the previous year. Examples; 1 team goes to 2, 2 teams go to 3 etc.

6.2.2 If this is a first time split (going from 1 to 2 teams), no team split will occur until two head coaches have been established at the grade level. The 2 coaches will flip a coin to determine who picks first and will alternate picking players until all players have been selected.

6.3 Team split going from 2 to 3 teams , 3 to 4 etc.

6.3.1 Each head coach may shield 3 of their returning players from the split process. These can include any assistant coach's child. All other returning players not shielded will go back into the pool to select from. The new team's head coach would select 3 players from the remaining pool of players. Once complete the team split process will begin.

6.4 Coaches will select players for their teams based on their evaluation during preseason/ summer camp or the first week of practice.

6.4.1 Players that are not at any of the evaluation practices or preseason camps will be assigned to a team via a hat draw at the end of the split process.

6.5 In the case of 2 teams splitting, the order will be determined by coin toss. If there are more than two (2) teams splitting, coaches will draw numbers out of a hat with the lowest drawn number getting the first pick.

6.5.1 Example: three (3) teams splitting, numbers 1 through 3 are placed in a hat. The coach that draws 1 will pick first in the first round. The coach who draws #2 will pick 2nd in the first round, etc.

6.5.2 If there are two (2) teams splitting, the teams will alternate picks until all players are selected.

6.5.3 If there are more than two (2) teams splitting the process will follow a snake order example: round one 1-2-3, round two 3-2-1, round three 1-2-3, etc.

6.6 If adding new players to the grade level:

6.6.1 If the team count in the division is the same as the prior year, only new players to the grade level will participate in the split process.

6.6.2 Players that are not at any of the evaluation practices or preseason camps will be assigned to a team via a hat draw at the end of the split process.

6.7 Players assigned to a team via the CBYF team split process are to remain on their assigned team for the duration of their CBYF playing career. No player is deemed eligible to be reassigned or re-teamed within their program without written approval from the CBYF Division General Managers.

7 PLAYER / COACH REGISTRATION AND PLAYER ELIGIBILITY

7.1 Parental Consent: No player shall be registered if they have not secured the written consent of their parent/guardian as well as the required head concussion form.

7.2 Players will be allowed to simultaneously participate in a WIAA recognized middle school football program as well as the CBYF.

7.3 The goal of CBYF and the charter junior football programs is to build high-level competitive high school football within our region. As such, CBYF levels of play are based upon school grade levels to facilitate cohesion of players entering high school. Player eligibility and team placement shall be determined as follows:

7.3.1 Player grade level shall be determined by their school grade for the given season as determined predominantly by their school age as of a common school district age as of August 31st of the current year. In addition, a player shall be allowed to play in their grade level group as long as their age is not greater than one (1) year older than the common school district age.

7.3.2 8th grade division: Team members will largely consist of 13-year olds but a player may be 14 years old if the player is in the 8th grade during the fall playing season. There is no ball carrier weight limit for the 8th grade division.

7.3.3 7th grade division: Team members will largely consist of 12-year olds but a player may be 13 years old if the player is in the 7th grade during the fall playing season. There is no ball carrier weight limit for the 7th grade division.

7.3.4 6th grade division: Team members will largely consist of 11-year olds but may be 12 years old if the player is in the 6th grade during the fall playing season. There is no ball carrier weight limit for the 6th grade division.

7.3.5 5th grade division: Team members will largely consist of 10-year olds but a player may be 11 years old if the player is in the 5th grade level during the fall playing season. There is no

weight restriction except for the ball carrier. The ball carrier weight limit for the 5th grade division level is 120 lbs.

7.3.6 4th grade division: Team members will largely consist of 9-year olds but a player may be 10 years old if the player is in the 4th grade during the fall playing season. There is no weight restriction except for the ball carrier. Ball carrier weight limit for the 4th grade division is 110 lbs.

7.4 Any player that has been placed on a team by using the predetermined requirements above shall remain on that team for the duration of the season. A player must participate in a minimum of three (3) regular season games to be eligible to participate in the post season.

7.5 Player Weigh-ins:

7.5.1 A player must be identified on the CBYF master roster by name, grade level, age and jersey number that is maintained by the CBYF Registrar to be eligible to play.

7.5.2 All 4th & 5th grade players are to be weighed in before the start of the regular season and prior to the start of the playoffs. Weigh in dates will be set each year by the CBYF BoD. Each official weigh in must use a copy of the official CBYF roster, and each weigh in must be witnessed by at least two members of the CBYF BoD or their designees.

7.6 Players ineligible to be a ball carrier (because they are over the ball carrier weight limit) will have an "X" marked next to their name on the official CBYF roster which indicates them as being ineligible to be a ball carrier. This roster must be initialed by two members of the CBYF Executive BoD, or their designees, validating the weight of each player. Each ineligible ball carrier will have a sticker on the back of their helmet identifying them as an ineligible ball carrier. Any protests in relation to ball carrier weight must be presented to the CBYF Executive BoD.

7.7 All teams participating in the postseason will be required to have their players weighed in at the location of the postseason contest or game site. Players not weighed in prior to the postseason contest are ineligible to play in the contest. Ball carriers are to meet the regular season weight limits for the postseason.

7.8 The CBYF Registrar will provide one master copy of the rosters to each member youth football charter. The member youth football charter will provide each head coach with a copy of the official master team roster which is to be used for all games.

7.9 Players who wish to play for a CBYF charter organization but reside in another CBYF organization's boundaries may apply for a player transfer waiver. There are two types of transfer waivers. One is seasonal, and the other is a full transfer. Each type of transfer is outlined below. No player shall register for an organization outside of their boundary without a transfer waiver.

7.10 Seasonal Transfer Waiver

7.10.1 A seasonal waiver allows a player to play for another organization for one season, either spring or fall. The waiver form must be signed by the parent/guardian of the player, the releasing organization charter's president, and the receiving organization charter's president. This must be completed prior to registration and must be sent to the CBYF Transfer Coordinator. If the waiver is not on Team Sideline for book checks, the player will be deemed ineligible.

7.10.2 A player that has been granted seasonal transfer waivers to the same organization for two (2) calendar years will be deemed vested in the organization that they have transferred to and will no longer require a seasonal waiver.

7.10.3 If a charter cannot field a team at a grade level due to low registration numbers, at the close of registration they must offer signed seasonal transfer waivers to all players registered at that grade level to give them an opportunity to find a place to play. It will be the player's / parent's responsibility to find another charter to accept them.

7.11 Full Transfer Waiver

7.11.1 A full transfer waiver allows a player to play for another organization permanently. The full waiver form must be filled out completely. It is the responsibility of the player wishing to transfer to start the waiver process. The form must be signed by the parent/guardian of the player, the releasing charter president, and the accepting charter president. The full transfer waiver only needs to be completed once during a player's career with CBYF, but the waiver should be retained in the Team Sideline account permanently. A transfer waiver can be used in place of proof of address during book checks.

7.11.2 A player that resides outside of the boundary for any CBYF organization, or where a CBYF charter is not available, may fill out a transfer waiver. The waiver must be signed by the player's parent/guardian, the receiving charter's president, and the CBYF Division GM or Assistant GM for that division.

7.12 Unless unable to field a team, a releasing or receiving organization is under no obligation to accept any transfer waiver or release a player. The organizations have full discretion to approve or deny.

7.13 Players, coaches, and official helpers not meeting the above eligibility requirements shall not be allowed to participate in the program.

8 TEAM MAKE UP

8.1 No team shall have more than thirty-four (34) players unless a team split would cause extreme hardship for the member youth football charter, or create scheduling difficulties for CBYF. The CBYF Executive BoD must approve any situation where a team will exceed the player limit. Any teams with less than seventeen (17) players must be approved by the CBYF Executive BoD.

8.2 When the player limit is exceeded, the local youth football Charter member must follow the procedure for controlling the team split.

9 TEAM ROSTERS

9.1 Team rosters showing the players' names, grade, age and jersey number, and the coach contact information must be provided at time of Book Check Verification by league registrar and must contain all registered players. Rosters should be typed, and players listed by jersey number in ascending order when possible. Official rosters will be provided to all youth football charter presidents.

9.2 Any team that fails to present their roster by that time shall forfeit each subsequent game until rosters are presented.

9.3 All players' weights must be recorded on the official weigh-in roster. Weigh-ins must include player name, grade, age, jersey number, weight and initials of those coaches present at the time of weigh in. This roster must be initialed by the coaches validating the weight and it must be returned to the CBYF Registrar for record keeping.

9.4 With parent consent, a player will be allowed to play up a grade level. Once the player has moved up, they must play on that team for the entire season.

9.5 Team Roster/Registration Book Check: Each team will be responsible for presenting a book for inspection to the league registrar no more than 48 hours after the close of league registration. For each player on the roster, the book needs to include:

- a. signed medical waiver
- b. signed concussion form
- c. copy of birth certificate or passport copy for all players
- d. proof of address, school enrolled in, and grade enrolled in for fall (utility bill can be used IF player is new to area)
- e. a picture of the player
- f. a roster also needs to be provided that includes the player's name, grade, jersey number, and date of birth. Each organization will be responsible for supplying one team parent to help certify books.

10 PRACTICE

10.1 Each team is allowed a maximum of four (4) practices per week. This means four (4) total get-togethers whether for chalk talks, field practices, or games.

10.2 Practice sessions shall be limited to three (3) hours each before Labor Day and two (2) hours each after Labor Day.

10.3 Practice definition – A practice is defined as an organized session where more than eight (8) players get together with a coach or coaches to work together on football related skills such as, but not limited to, throwing, tackling, ball carrying or scheme specific like offense and defense installs, walkthroughs and film study.

II FOOTBALL PLAYING RULES

II.1 Any questions regarding the rules shall be directed to the President of the CBYF Executive BoD, who in turn shall seek clarification from the rest of the CBYF Executive BoD as to the meaning and intent of the rule in question.

II.2 These rules are not intended to take control away from the youth football charters. Each charter may adopt rules for their own organization that do not conflict with the rules of CBYF.

II.3 Any rule adopted by a youth football charter that will affect a team outside of their charter, the rule must be submitted to all of the CBYF Executive BoD members, so they will be aware of the rule (e.g., playing rule variations caused by local conditions, etc.). If the rule is not submitted, the visiting team will not be bound by it.

II.4 It will be the responsibility of the youth football charters to give a copy of these CBYF Rules and Regulations, and any other rules that may be enacted during the season, to head coaches and their youth football charter members, so they may be informed of the rules. Failure to do so could result in censure of the charter.

II.5 The CBYF football rules shall be the same as the Washington State High School (WIAA) rules with the following exceptions.

II.5.1 A ball carrier is considered to be any player who lines up to receive the ball, including punts and kickoffs. If a player is lined up in the position of running back (including fullback), QB, TE, or WR he/she must meet the weight-limit for a ball carrier so as not to deceive the opposing team. Players who intercept a pass or recover a fumble may advance it regardless of their weight. Players who are ineligible to run may field kickoffs, punts, or kick field goals but are considered down at the point of reception.

II.5.2 For 4th and 5th grades, each quarter shall be eight (8) minutes with a three-minute (3) break between quarters when possible.

II.5.3 For 6th, 7th, and 8th grade, each quarter shall be ten (10) minutes with a three-minute (3) break between quarters when possible.

II.5.4 Half-time break shall be ten (10) minutes when possible.

II.5.5 The free substitution rule shall be in effect at all times.

II.5.6 Kicked extra points shall be counted as two (2) points. A run or pass extra point shall count as one (1) point.

II.5.7 Playoff and Super Bowl games ending in a tie shall be decided by the “Kansas City” style tie breaking method and will be played immediately after the conclusion of the regular game. Playing overtime will begin at the 10-yard line. There will be no overtime in regular season games.

II.5.8 4th grade division shall allow a free kick on any punts and PATs (point after touchdown). Coaches shall announce to the head official of their intent to punt or kick the PAT. Head official will notify the opposing coach. There is no rush allowed, and the ball is dead where it is possessed by the return team or comes to rest on the field of play. The ball must be punted with no exceptions. For PATs, the kicking team has five (5) seconds from the time the ball is snapped to place and kick the ball.

II.5.9 There shall be no more than one (1) head coach and four (4) assistants on the sidelines during games. Each coach must be identified with a lanyard/badge that includes name, USA Certification, and grade coached.

II.5.10 One coach per team will be allowed on the playing field during 4th grade division games. Neither on field coach is able to physically or verbally assist players once the offense lines up on the ball. On field coaches are to be deeper than the deepest player and no closer than ten (10) yards from the line of scrimmage. Inside the 5 yard line, the defensive coach cannot be in the end zone. After week three (3), the defensive coach can no longer be on the field.

II.5.11 If any game, 4th through 8th grade division, has a 30-point lead or more at halftime, the game continues under a “running clock”. The clock will stop in accordance with WIAA rules.

II.6 To avoid interference with games, spectators are not allowed within a 10-yard perimeter of the coaches’ box and not within five (5) yards of the rest of the sideline. Spectators are not allowed in the back of the end zones.

11.7 The 5th & 6th grade teams may choose to declare a punt. This will notify both teams and officials that the team intends to punt to assure his snapper protection in the event the punter is not lined up at least ten (10) yards behind the line of scrimmage. The defense cannot line head up over the center, or rush the center once a punt has been declared.

II UNSPORTSMANLIKE CONDUCT AND PERSONAL FOULS

11.8 Any player who is penalized with two (2) unsportsmanlike conduct penalties in the same game will be ejected from the game. They will be suspended for the next scheduled game.

11.9 Any player who is penalized with three (3) personal foul penalties in the same game will be ejected from the game. They will be suspended for the next scheduled game.

12 GAME OFFICIALS

12.1 If no league assigned game officials are present for a game, the game shall not be played.

12.2 All coaches, players, parents/guardians and league officials will treat game officials courteously and with respect.

12.3 Coaches shall be responsible for the conduct of their players, parents, and fans and may be held responsible and penalized for any unsportsmanlike conduct.

12.4 The responsibilities of the Adult League Official/Field Representative are as follows:

12.4.1 Maintain order of the officials, players and spectators.

12.4.2 This person will be responsible for handling problems that may arise at their assigned field during the times games are played.

12.4.3 Any incidents must be reported to the individual youth football charter president immediately following that day's games.

12.4.4 The youth football charter president is responsible for reporting scores to the CBYF Registrar no later than noon on Sunday. Scores not reported will not be recorded for the official standings.

13 NO SHOWS

13.1 It shall be the home team's responsibility to notify CBYF members of any schedule change at least 72 hours before game time, even when they are not the team requesting the change.

13.2 Any no call/no show games will be counted as a forfeit against the team that fails to show up on time for their game.

13.3 Any organization that does not notify the CBYF administration 72 hours prior to game time that one of their teams will not play in their scheduled game will be charged a \$100 fine and the game will be logged as forfeit.

14 BENCH AREA

14.1 The bench area is reserved for the players in uniform, one (1) head coach and four (4) assistant coaches. All non-participants are not allowed on the sidelines unless pre-approved by CBYF. Teams may have a maximum of four (4) non-coaches that are on the sideline that must have completed a background check and be identified by a lanyard.

15 EQUIPMENT

15.1 All equipment shall be in compliance with the most recently mandated safety requirements as set by the manufacturer. It is the youth football charter's responsibility to be aware of the requirements and to strictly follow them.

15.2 Equipment required to participate in the CBYF shall include, but not be limited to, a complete helmet with face mask, shoulder pads, thigh pads, knee pads, hip pads and pants. Tinted visors are not allowed. Other required equipment includes a mouthpiece and game jersey. Athletic supporters are recommended but not required.

15.3 Players must have any equipment outside of that issued to them by the youth football charter approved by their charter before they are allowed to use it.

15.4 Metal cleats and removable hard plastic cleats are not allowed for 5th, 4th, and 3rd grade division teams. Those on 8th, 7th, and 6th grade division teams are allowed to wear standard, non-metal football cleats.

15.5 All 8th and 7th grade division teams shall have the choice to use either an official youth sized or high school sized ball. All 6th and 5th grade division teams shall use either a youth or junior sized ball. All 4th grade division teams shall use either a junior or pee-wee sized ball.

15.6 WIAA rules state all footballs must be brown. Footballs of any other color will not be allowed for an official CBYF game.

16 SCHEDULING

16.1 The schedule will be determined and approved at least five (5) days before the first game by the CBYF Executive BoD.

17 CBYF GRIEVANCE PROCESS

17.1 A written grievance must be initiated for record no more than 48 hours after being made aware of the situation.

17.2 The CBYF President shall promptly select a Grievance and Compliance Committee composed of three (3) neutral members of the BoD for league matters.

17.3 A hearing on the grievance will be convened at a place and time to be determined by the committee, but no later than four (4) days after the written grievance notice was received by the CBYF President. All involved parties shall be notified of the place and time of the hearing. The Grievance and Compliance Committee shall issue a written recommendation to the President promptly following the conclusion of the hearing. The recommendation must be signed by all members of the committee.

17.4 The recommendation of the Grievance and Compliance Committee shall be one of the following:

17.4.1 Denial.

17.4.2 Probation for a period.

17.4.3 Forfeiture of game(s).

17.4.4 Suspension of person(s).

17.4.5 Expulsion for a period of time or permanently.

17.4.6 Request voluntary removal of a charter member(s).

17.4.7 Other appropriate actions to be determined on a case by case basis.

17.5 The final determination on all Grievance and Compliance Committee recommendations will take place no later than four (4) days following the delivery of the Committee's recommendation to the President and will require approval of the CBYF BoD.

17.6 Each charter should keep all documentation to share with the CBYF BoD if it becomes necessary.

17.7 A charter matter that goes unresolved and is presented to the CBYF BoD, or negatively affects the CBYF organization in part or whole, will cause the CBYF to immediately initiate an inquiry and investigation of the charter.

17.7.1 In such an event the charter must provide all current information of any investigation or detail to the CBYF President and BoD.

17.7.2 The CBYF President and BoD will then decide whether CBYF action is necessary.

17.8 Nothing in this section shall prevent the CBYF BoD, at its discretion, from taking any disciplinary action it deems necessary in the best interests of the CBYF.

17.9 If an accuser or complainant is found to be abusing the process and unnecessarily wasting the time of members of the league, the BoD may enforce disciplinary action including:

- Fines in scale \$150/1st, \$300/2nd, \$500/3rd
- Suspension
- Expulsion
- Other appropriate actions to be determined on a case by case basis

18 FUNDRAISING

18.1 Fundraising events are the responsibility of the youth football charters and do not normally require CBYF BoD approval. However, CBYF reserves the right to review any fundraising event that does not appear to be in the best interest of other youth football charter members or promote the welfare of the CBYF Organization.

19 SUMMER/PRE-SEASON CAMPS AND CONDITIONING

19.1 Camp Definition –. A camp is defined as an organized practice session where more than eight (8) players get together with a coach or coaches to work together on football skills and football related skills and drills such as, but not limited to, throwing, tackling, ball carrying or scheme specific like offense and defense installs or walkthroughs. This would include any summer conditioning or practice program organized by a CBYF member Junior program or one of their coaches.

19.2 Camps will be limited as follows - Each CBYF member may hold one summer/preseason camp. These camps can be held prior to the first official CBYF practice date. These camps are often hosted/run by the high school program. These camps will be non-contact, and will focus on football fundamentals. The camps must be open/available to all registered players within a junior program. Summer/preseason camps must be limited to four (4) days in length, and a maximum of three (3) hours per day.

19.3 Camps run by the charter's high school partner program must adhere to WIAA standards for pre-season camps. Conditioning Programs Definition - A member school in coordination with their high school may organize and supervise a conditioning program which may include weight training, running and exercising provided all of the following conditions are met:

- Participation in conditioning cannot be a requirement, incentive for, or a condition of participation on a team
- It is open and advertised to all students in that school boundary;
- Instruction in specific sports skills is not provided.

20 CBYF ROLES AND RESPONSIBILITIES

20.1 CBYF Roles and Responsibilities are to be agreed to, revised and voted on for implementation by the CBYF Executive BoD each year.

CBYF Director of Tackle/Spring Operations

The CBYF Director of Tackle/Spring Operations is responsible for, but not limited to the following:

- Enforcement of all CBYF Rules and Bylaws with assistance from Charters.
- Oversee and work in conjunction with any CBYF appointed committee.
- Oversee and communicate with CBYF General Managers, hearing concerns from within their divisions and bringing them to the CBYF Executive BoD if necessary.
- Develop a working relationship with presidents of each CBYF Charter organization.
- Oversee questions/issues regarding rules from within CBYF divisions in conjunction with advice of the CBYF Rules Coordinator/or Committee.
- Oversee game day operations and be a resource for CBYF General Managers during the season.
- Coordinate and assist in scheduling special events involving CBYF Charters.

CBYF Division General Manager -

The CBYF Division General Managers are responsible for, but not limited to the following:

- Enforcement of all CBYF Rules and Bylaws with assistance from Charters within division.
- Preside over the CBYF Eligibility Committee along with other league GMs to rule on player eligibility. This panel will have final say on player eligibility in regards to age, address, or other eligibility issues that arise.
- Serve as the voice of their division, bringing concerns from within their division to the CBYF Executive BoD if necessary.
- Develop a working relationship with presidents of each organization within their division.
- Present questions/issues regarding rules from within division to the Rules Coordinator.
- Rule on game day conflicts within their division such as issues with a parent, coach, fan or player behavior.
- Create a draft of their divisions schedule and coordinate with Schedule Committee. Facilitate coordination of the season schedule for their division and resolve any scheduling issues that occur during the season.
- Work with the Officials Coordinator, or WOA certified officials to ensure that officials are at each game that occurs within their division.
- Distribution of Sportsmanship Certificates to teams in division.

- Oversee game day operations and be a resource for Field Coordinators during the season.
- Collect division scores weekly and post on league website.

CBYF Team Coordinator –

The overall function and duties of the CBYF Team Coordinator are WEB based with Team Sideline.

The CBYF Team Coordinator is responsible for, but not limited to the following:

- Registrar will be granted and have administrative access to all organizations Team Sideline sites.
- Assist CBYF Charters with any and all Team Sideline questions.
- Be the intermediary contact with the CBYFs Team Sideline Representative
- Ensure all programs have their boundary map active, correct and enabled.
- Ensure all programs have Background Checks for coaches and volunteers who are active on team sites.
- Provide standardized “Teamsideline Registration Setup Manual” Word Document to all CBYF Charters.

CBYF Registrar Coordinator -

The overall duties of the CBYF Registrar Coordinator is to ensure all programs are adhering to the CBYF registration requirements. CBYF Registrar Coordinator functions are, but not limited to the following:

- Will be granted and have administrative access to all organizations’ Team Sideline sites.
- Will be current and up to date on any and all CBYF registration requirements.
- Will seek volunteers from, but not limited to CBYF Charters for assistance in completion of the CBYF Book Check process.
- Create a book check audit spreadsheet for volunteers, of all participating CBYF Charters.
- Verify all Charter volunteers have passed a CBYF approved background check.
- Obtain enrollment and team counts from all CBYF Charters
- Confirm all CBYF Charters registrations are closed on Team Sideline in accordance with the deadline set forth by CBYF Executive BoD.
- Registrar will oversee and manage the CBYF Book Check process with all volunteers.
- Finalize and upload all CBYF Charter Photo Rosters for distribution to Charters.

CBYF Transfers Coordinator -

The overall duties of the CBYF Transfers Coordinator are to input and track all CBYF Transfer Waivers sent via email, text, and phone from all Charter Presidents. CBYF Transfers Coordinator functions are, but not limited to, the following:

- Have administrative access to all CBYF Charter Team Sideline sites.
- Ensure they have reviewed the current and most up to date CBYF rules on transfers and waivers.
- Generate and maintain a spreadsheet of each Charter’s transfers and waivers.
- Collect and digitally store all transfers and waivers for CBYF record keeping.

- Registrar has full authority to disable and enable Charter boundary checks with completed and approved CBYF transfer paperwork.

CBYF Safety Coordinator -

The CBYF Safety Coordinator's role and function is to assist in general safety related issues that impact the CBYF and Charters. The Safety Coordinator is responsible for, but not limited to, the following:

- Have administrative access to all CBYF Charter Team Sideline sites.
- Ensure Charters have the necessary background check systems in place for coaches and volunteers through Team Sideline.
- Will ensure all CBYF Charters are enrolled in and current with USA Football as per CBYF rules.
- Serve as the point of contact for USA Football and all charters with USA Football questions in regards to Coaches' certifications and grant applications.
- Serve as the point of contact for Team Sideline and all charters for support with background check integration through registration.
- Assist charter presidents in administering USA Football Coaches certification and background checks.
- Review all "Flagged" background checks, promptly reviewing with the charter president to verify eligibility of the coach or volunteer. Reasons for "flagged" check not permitted per CBYF rules are, but not limited to: violent crimes, domestic violence, and/or crimes against and/or involving children.
- In conjunction with the CBYF General Managers, can review without prejudice any "flagged" background check to ensure accuracy of all information provided.
- Ensure programs have access to "Weight Limit stickers" for the fall season.
- Assist charters in coordination of weigh-ins as explained on CBYF rules.