

CENTRAL ARIZONA YOUTH FOOTBALL AND CHEER LEAGUE ADMINISTRATIVE GUIDE

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I. TEAM ASSIGNMENT/CERTIFICATION

ROSTERS CERTIFIED WITH CENTRAL ARIZONA YOUTH FOOTBALL & CHEER LEAGUE, INC. It shall be the responsibility of the Association President to prepare one (1) copy **(from the computer program, see page 4 Item 9)** of the team roster forms (player and spirit member) as provided by Central Arizona Youth Football & Cheer League. The team roster shall include players' names **(by league age starting with the oldest age)**, players' addresses and zip codes, player's telephone numbers, players' birth date, league age, players' certified weight. The team roster shall also include names of all coaches, managers, water persons, trainers along with their address, zip codes and phone number. **The roster shall also indicate which person on the staff is the holder of a valid Red Cross-card(or its equivalent) Community CPR and First Aid Card.** (See Coaches Requirements, CAYFL Rulebook)

ROSTER SIZE

Central Arizona Youth Football & Cheer League, Inc., requires the following for team numerical size. Each team may have a maximum of thirty-five (35) players in each division. Each team must have at least twenty (20) players registered and certified as of the final day of certification, a date to be established by the Central Arizona Youth Football & Cheer League. A team which certifies the minimum number of players, but less than the maximum may add players until the maximum number of players is reached. If after the certification date, a team who has certified the maximum players loses players by reason of moving from one city to another, injury, or written withdrawal of parental consent to play in any association, the team may make an application to add players in compliance with this rule. The Certification Committee has the authority to approve or disapprove this application. Full substantiation must be furnished in the cases just mentioned, before consideration will be given.

DROPS AND ADDS: Central Arizona Youth Football & Cheer League, has established the following for Dropping from a Team. See "Roster Size" above and CAYFL Polices page 14 of this Manual.

All paperwork (physicals, registration forms and rosters) for players and spirit squads must be completed and submitted by the first League Problem Resolution Committee meeting after the second scheduled game. **NO ADD ONS WILL BE ACCEPTED AFTER THIS DATE.** Any exceptions will be reviewed and approved or disapproved by the League Team Assignment and Certification Committee. **Player Certification and Player Documents.** Each player and spirit member is required to submit to association officials the following forms and data:

REQUIRED DOCUMENTATION

A. **Birth Certificate:** Proof of Age: A certified copy of the birth certificate on file bearing the seal of the issuing office of the state of birth is the best guarantee or reliability of claimed birth date. Passports are also reliable. Military ID cards are acceptable. Certified wallet-size certificates issued by a state or commonwealth are acceptable. Any other alleged "proof of birth date," "including photo copies of originals:" are to be accepted only upon the willingness of the team administration to have forfeited should fraudulent application later be determined. Once the player/spirit member's age has been verified, a copy of said document will be retained by the League. Once certified and stored electronically by the League, the birth certificate requirement will not be in effect for the individual in subsequent years. **(Baptismal & hospital certificates are not acceptable.)**

B. When the player/spirit member name on the team roster is other than that listed on a birth certificate a copy of a court order/document changing the name, copy of the marriage certification in the case of the mother remarrying, affidavit certifying that the player/spirit member is the one and the same, a statement signed by a school official, on school stationary or any other legal document which associates the player/spirit member in question as one and the same.

C. Participants Contract: The football/spirit Application must be in the team's Business Manager's or staff member's possession at all times during any type of CAYFL function, practices, games, fund raisers, banquets, competitions, etc.

D. Verification of Forms: The President and/or Business Manager shall have the responsibility to check all forms for completeness. The President and the Business Manager or up to two (2) designated association officials (members of the association's Executive Board, or CAYFL representative) shall have the responsibility of verifying (signing of the contract to designate such verification) the proper age of each player/spirit member.

E. Picture ID: A picture ID (photo) is required for all players and spirit members in all divisions, Flag, Mitey Mites through Midgets. Each team is to have a photo roster on a ring, or in a binder, in the order of the roster for weigh-in and it is to be presented at weigh-ins at all games, season and post-season.

F. Scholastic Fitness: Proof of satisfactory progress in school is required. A 2.0/70% or the equivalent shall be the minimum grade point average acceptable to participate. In cases of doubt or conflict of opinion, a written statement by the school administration shall be deemed final. No local team/squad may be eligible to participate in any playoffs/championships, bowl games, or other competition, if it has not met the League published scholastic requirements.

NOTE: This rule as it relates to scholastic grades may not be made more stringent by a team, or association.

Weight Certification: Each association's designee and a CAYFL approved Board Member shall conduct the certified weigh-in and shall verify such weight by their signatures on the appropriate form as provided by the League. Such certified weigh-in shall be conducted on a **DATE** established by the CAYFL, but **MUST** be prior to the first practice where player to player contact is permitted.

The certified weigh-in will be a stripped weigh-in, minimum clothing required for stripped weigh-in shall be athletic shorts. The Association's President will take action to place the players in the proper division. Players not present at certified weigh-in, or late players shall be weighed on a date set by the League Certification Committee Chair. Associations will have their scales certified prior to the established date for weight certification, with the League representative verifying such certification prior to commencing with the weigh-in.

Association's President Responsibilities. Each Association's President shall be responsible for conducting all CAYFL designated registrations and all additional registrations by the association. After each CAYFL or Association registration, weekly after the first day of practice, each Association's President shall submit a fully completed Registration Roster to the Chairperson of the CAYFL Team Assignment and Certification Committee. It shall be the responsibility of the Association's President to review all documents with each Business Manager to ensure completeness and that all rules are satisfied. These documents include:

1. Team Roster and Team Assignment Roster
2. Registration Form
3. Birth Certificate (copy)
4. Physical Form (must have doctor's name stamped and/or printed on the physical form)
5. Proof of Scholastic Fitness
6. Proof of address
7. Any other documents that may be required

The Association's President shall initial each Team Roster and shall submit all rosters on the date established by CAYFL to the Certification Committee in League approved software, and retain for his/her records a copy of the participants registration form, each Association's President will retain possession of all registration forms until the team assignment is completed, and until those players registering after completion of the team assignment are placed on the appropriate teams according to rules herein. Registration Rosters are to be completed and forwarded to the appropriate CAYFL Board official immediately following each registration.

Certification Committee's Responsibility. The Certification Committee is comprised of all association presidents by defaults and any other individuals appointed by the CAYFL Chairperson. The Certification Committee shall have responsibility to review submitted team documents for completeness, and accuracy to assure that all rules are met. Once the Committee is satisfied all information is complete and meets all rules and regulations, the chairperson of the Certification Committee and/or designee will sign the copy of each team's roster and said signature shall signify a team as certified. The Certification Committee is responsible for certification of all initial rosters and all late certification. Certification forms of players certified after the team roster is Certified may be signed by a member of the Certification Committee and/or CAYFL Executive Officer. Copies will be made and distributed with a complete set of the Association's certified rosters to the Association's President. Each team's Business Manager will receive a copy of their roster for their team to be used for purposes of weigh-ins.

Certification Procedures:

1. Association certification dates will be determined by the League, but MUST occur prior to the first practice where player to player contact is permitted.
2. Certification will take place at a location selected by the Association where a computer and records are located.
3. A League member of the Certification Committee and/or Executive Board will be present to monitor association certification, check paperwork, explain requirements, check boundaries, etc.
4. A work copy of the computer program used by CAYFL will be required by each association. The association will input roster data into the program which will check accuracy and proper placement.
5. The League will input association data into the master program, which will again check for accuracy.
6. Certified rosters will be provided by the League and signed off by the League.
7. Incomplete or deficient association rosters, will be returned to the association for action.
8. Associations will need access to an IBM compatible computer and laser printer to be able to run the program.

Player Records Responsibility. Copies of all Applications and team rosters shall be in the possession of the Business Manager or designee during all activities involving the team. As to the spirit squads, the coach or designee will be in possession of said documents.

Late Certification: If a player is certified late, copies of the approved documents will be forwarded to all associations and the chairperson of the Certification Committee. The Business Manager will present this document, together with the team's Certified Roster to the opposing team manager at the time of the game weigh-in. A Certified weigh-in of a late player will be conducted by a member of the Executive Board of CAYFL League the first day the player reports to practice or back to practice. Certification of a late player may be performed by any member of the Certification Committee. Certification Committee members certifying a late player will sign and distribute the later certification player replacement forms provided by CAYFL.

PLAYER ASSIGNMENT: Specific Guidelines.

Brothers and Sisters: May or may not be able to play on the same team depending upon parental request age/weight compatibility.

CAYFL and its associations will adhere to the geographic method of placing players on teams. Using League approved software, teams boundaries will be determined at the association level, subject to League review and approval. In all cases, volunteers with an interest in any given team must recuse themselves from the team formation process for the respective level of play to ensure the integrity of team boundary formation.

General Criteria:

- A. Teams must be formed such that at the conclusion of the formation process, no team has greater than 2 additional players than any other team at the same level of play.
- B. Team boundaries must be contiguous natural lines following clearly defined streets, canals, mountains or other natural boundaries. The League review process will disallow gerrymandered boundaries.
- C. Boundaries will be very likely altered annually based upon the shifting populace of the participants. Priority will be to keep returning players together wherever possible, but will not guarantee returning players a certain team by definition.
- D. Waivers (as described under "Boundaries") will be considered at the time of boundary definition whenever possible to minimize player movement after the initial formation.

Boundaries:

- A. CAYFL and its associations have established mandatory boundaries as shown on the map attached to this rulebook. Participants registering in CAYFL for football/spirit must reside within an association's established and approved boundaries. Exceptions are:
 - 1. The participating child of a head football coach shall be assigned to that coach's team regardless of residency.
 - 2. Waivers. Waivers may be intra Association waivers, that is between teams within an Association, or inter Association waivers, that is between teams in different Associations. Each team shall be permitted a combined three intra Association or inter Association waivers.
 - 3. Non-Waiver Exceptions (NWE). Non-Waiver Exceptions may be granted to allow a player who does not live within a CAYFL association boundary to be randomly placed on a CAYFL team by the League only. The NWE players may not total more than 3 on any League team and will not count toward the waiver totals in item 2 above.

All players of the aforementioned status (groups 1, 2 and 3) will require League issued documentation which must be maintained and presented at certification and weigh in.

- B. All disputes regarding boundaries will be referred to the League Executive Board for review, consideration and rulings.

II. ADMINISTRATIVE MANUAL

EQUIPMENT AND STAFF CERTIFICATION

Association presidents will provide the League the following written Certification:

1. That the Association's equipment has been inspected and meets National/AIA requirements for use in the CAYFL Football program. Such certification to be provided the League no later than August 1.
2. That the Association's Head Coaches, Assistant Coaches, Business Managers, and Team Equipment Managers have been trained and meet League requirements to coach and/or to be a part of a team's staff in the CAYFL program. Such Certification to be provided the League at the time of that Association's team's certification.
3. **HELMET CERTIFICATION:** It shall be mandatory that all helmets be inspected, by an authorized NOCSAE Inspection Company. It is recommended by all helmet manufactures that helmets be inspected every two (2) years. The following policy applies:

1. Each association is to inspect each helmet in use and storage annually, but for purpose of this rule no later than May 1 of the current calendar year for date of certification and/or purchase date.
2. Each helmet needs to be inspected using the suggested inspection check list, or an equivalent check list from the helmet manufacturer or authorized certification company. **ANY HELMET THAT IS SUSPECT IS TO IMMEDIATELY BE REMOVED FROM INVENTORY.**
3. Any helmet that is out of date but still serviceable may be used, but must be recertified prior to use.

FIELD MONITOR RESPONSIBILITIES.

1. Check the authorized personnel on the field (must have an identification badge).
2. Monitor weigh-ins.
3. Make certain each team has sufficient water.
4. Watch for unauthorized substances at the field, and take appropriate action in the event of such.
5. Make sure home teams have chain crews.
6. Make sure teams have necessary emergency information.
7. Make sure teams are ready to go on time so there is no delay of games.
8. Let teams know where they can warm up.
9. Have a stop watch available for officials if needed.
10. Control the game ball, if provided by the host association.

EMERGENCY INFORMATION

The hosting association will prepare and give out to each visiting team an emergency medical list. At a minimum the list will contain the following: (a) street address of school or park where the games are played; (b) location of nearest phone; (c) phone number of emergency vehicles; (d) 911 emergency number; and (e) location of first aid kit. Each association will maintain a medical kit for practices and games.

METHOD OF WEIGH-IN.

A medical scale is mandatory for weigh-ins. Equipment worn at weigh-in shall include the girdle with all pads, game pants with all pads, shoes and shoulder pads with game jersey. Helmets with proper mouthpiece attached must also be available for inspection at weigh-in. All equipment to be used in the game must be worn at weigh in except the helmet. Check for pant, hip and tail pads. The shoes a player wears at weigh-in must be those they will play in.

PROCEDURE FOR WEIGH-IN.

1. The home team will weigh in first.
2. The opposing Business Manager must weigh all players at all scheduled games prior to the start of the game. **Head Coaches are NOT allowed in the weigh in area (one assistant coach is allowed).**
3. Weigh ins shall be completed 40 minutes prior to game time. It is suggested they are started 1 hour before game time to meet this requirement.
4. If a player arrives after the weigh-in, but within ten (10) minutes prior to scheduled game time, and both Business Managers are in agreement, they player may be weighed in with both Business Managers present. If a player is late for the weigh-in, they will remove their shoulder pads and sit on the bench and will not be allowed to play in the first half. At half-

time, the Business Managers will weigh the player, or players, having missed the weigh-in and if found eligible, they may play in the last half. The Business Managers must enforce this ruling.

5. Business Managers report must list the name(s) and number(s) who were ineligible to play and reasons. Weigh-in will consist of minimum and maximum weight.
6. Players will cross the scales by in certified roster order.

The home Association will provide a certified weigh in official to administer the pre game weigh in. Each player may cross the scale one time in an attempt to make game weight. It is recommended that both Business Managers agree that any player who “TIPS” the scale (the bar rests on the top for over-weight, be asked to step aside, not leaving the weigh-in area, and be reweighed once the remainder of the team has been weighed. This will enable the managers to determine the player’s actual weight without the distraction of others. **THE ACTUAL WEIGHT OF ANY PLAYER INELIGIBLE TO PLAY BECAUSE OF WEIGHT MUST BE SHOWN ON THE GAME REPORT, ALONG WITH THE JERSEY NUMBER FOR OVER WEIGHT/UNDER WEIGHT PLAYERS:** The League requires a stripped weigh-in for the maximum, and the results annotated on the Business Manager’s Report. A player who fails to make weight during the pre-game weigh-in will not reweigh at half-time. Only those players who fail to arrive at the game field within ten (10) minutes of a scheduled game time will be weighted at half-time.

ANY ATTEMPT TO WITHHOLD A PLAYER FROM THE PRE-GAME WEIGH-IN TO ENABLE HIM TO “MAKE WEIGHT” AT HALF-TIME WILL BE CONSIDERED A DIRECT VIOLATION OF LEAGUE RULES (SWEATING DOWN A PLAYER AND KNOWINGLY PLAYING AN INELIGIBLE PLAYER.) Jersey numbers must be on rosters and exchanged prior to the actual weigh-in. Have each player call out their own name to you as they approach the scale.

REMEMBER, we have the weight maximums for a reason, and no exceptions are to be made under any circumstances--not for an ounce and not for a pound. Both Business Managers will be held responsible in the event an ineligible player is allowed to participate and they had this knowledge.

Injured players and players not playing for disciplinary reasons do not count towards the 16 player minimum player requirement. **IN ORDER TO MET THIS 16 PLAYER REQUIREMENT, ALL 16 PLAYERS MUST BE ABLE TO PARTICIPATE IN THE GAME.**

SIGNATURES ON BUSINESS MANAGER’S REPORT:

It is **MANDATORY** that the head coach’s signature appear on the Business Manager’s Report as well as the Business Manager’s signature.

LEAGUE PLAYOFFS:

A. One (1) Conference: All teams will make the playoffs. They will be seeded according to winning percentage (wins + .5*ties / games) in conference play ONLY. Any preseason games in conference will not be used for tiebreakers at all. The tiebreakers in order are 1) head to head 2) coin flip.

B. Two (2) or more Conferences. The champion in each conference will be given the top seeds. The determination for conference champion is 1) winning % in conference 2) head to head 3) coin flip. In seeding the conference champions and the remaining seeds both will be done on 1) winning % vs CAYFL 2) head to head 3) vs common opponents 4) coin toss.

C. Playoff Format: is an 8 team 3 week tournament. There is no reseeding after round 1. In a 1 conference format with less than 8 teams the byes will be awarded to the top seeds.

CAYFL POLICIES:

1. LEAGUE AND/OR ASSOCIATION SPONSORED EVENTS:

All sponsored events League & Association **MUST BE** on file with the League including off-season events. A completed registration form and/or coach’s application must be on file with the League and/or Association for a person not participating the prior year (those participating the prior year would appear on a Certified Roster). Those under league age that participate in an Association and/or League event must have a signed release form.

2. Transportation of children in the backend of pickups or trucks is **PROHIBITED.**

3. If a visiting team function is planned for a home team’s field on scrimmage and/or game days obtain, the hosting association’s permission prior to doing said function.

4. At all home game filed, if the host association uses a locker room for its teams, a locker room must also be provided for the visiting association's teams.
5. Failure to attend committee meetings will result in a \$100.00 fine being assessed against offending association. Said monies to be placed in the scholarship fund. A \$200.00 fine applies to the offending association if they fail to attend the scholarship meeting.
6. All registrations must be sanctioned by the CAYFL.
7. Any Association that does not have 18 players on a team after the second week of practice shall be required to disband said team and give the players the opportunity to go to other teams.
8. No team, squad or outside vendor may sell anything for any reason at a League sponsored Playoff, Championship or Special Event without the express written approval of the League.
9. **MANDATORY TEAM MEETING:** A mandatory team meeting requiring the attendance of at least one (1) parent or guardian, will be held by all Flag and Tackle Football teams and Spirit Squads prior to the end of August to explain CAYFL Policies as follows:
 1. That the risk of injury does exist.
 2. A participant may not participate in a school program and CAYFL at the same time, i.e., middle school or high school tackle and CAYFL, except as part of a PE Curriculum or for spirit tryout purposes.
 3. Misbehavior by adults will not be tolerated at practices, games or special events. Law enforcement will be called.
 4. Good sportsmanship is to be exhibited at all times.
 5. In the JPW through Midget Division, since many associations participate in Regional/National competitions, parents/guardians must be made aware of the competition and the costs involved.
 6. The policy on missing practice.
 7. The policy regarding casts.
 8. Other relevant team/squad/association requirements.
 9. All coaches, team/squad staff members, football and spirit athletes and parents must sign a code of conduct form.
10. **Participating in football/spirit with a cast.** In order to participate in a football or spirit/game competition, the following requirements must be met.
 1. Tackle/Flag Football: Referees approval: Spirit Squad: game: City Sprit/ Dance Coordinator and League President approval. Local Competition: Judges and City Spirit/Dance Coordinator; Director; Regional/National: Regional/National Spirit Director Judges.
 2. A valid medical release authorizing participation.
 3. A signed written authorizing from the parent/guardian.
 4. Cast must be properly wrapped in accordance with AIA/Spirit League specifications.
 5. All conditioning practice rules must be met.
 12. The League has adopted the policy of zero "0" tolerance.

POLICIES ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST

Those who choose to be involved with Central Arizona Youth Football and Cheer League (CAYFL) are held to the highest standards of conduct. As trustees of the principles and images of CAYFL, you assume an obligation to subordinate individual interests to the interests of the organization.

Those who serve CAYFL must do so without personal gain and behave in such a manner that the organization's trust and public confidence are enhanced. It is important to avoid both real and appearance of a conflict of interest. Written guidelines cannot guarantee acceptable behavior but you must follow the following principles disclosure, non-participation in the decision making process where personal or family gain is possible, and a commitment to honor the confidentiality of CAYFL information. Conduct is ultimately founded on the individual's own sense of integrity and he or she must accept the burden of public disclosure and scrutiny. In our fast paced society,

the mixture of volunteer work, business interests and family relationships can sometimes create conflicting interests. What is required is the disclosure of conflicts when they arise and non-participation in any evaluation process relating to the matter at hand. The following are guidelines intended to point us in the right direction:

- a. CAYFL League and Association business is to be conducted according to all applicable League and state laws. # CAYFL and Association property, services, opportunities, authority and influence are not to be used for private benefit.
- b. Anyone participating with CAYFL is required to make full disclosure of the nature of any actual potential conflict of interest. In consideration of issues where possible conflicts exist, such individual will not evaluate or vote on the matter. This includes but is not limited to, contracts, purchase of goods and services, Rules, Regulations, Policies and Procedures and allocation of resources.

To the extent that an association adopts policies and procedures in addition to those provided in the CAYFL Rule Book, a copy of the association's board approved policy or procedure shall be kept on file with the League Executive Secretary.

Definitions:

- a. Association will consist of at least two (2) tackle teams and apply for membership to the CAYFL as specified in the League By-Laws.
- b. Player. Boy or girl eligible to participate in the CAYFL program.
- c. Assignment: The term "assignment" will refer to the player selection system, as approved by CAYFL.
- d. Non-Player. A non-player, is a CAYFL member, water person, junior coach/trainer, spirit student demonstrator or mascot.
- e. Head Player/Spirit Coach: A person of 21 years of age or older.
 1. Business Manager. A qualified person 18 years of age or older.
- f. Assistant Player/Spirit Coach. A qualified person of age 18 years or older.
 1. A player team may have a maximum number of four (4) assistant coaches.
- g. Player/Spirit Coach Trainee. A qualified person of 15-18 years of age.
One (1) per tackle and flag team and spirit squad is allowed.
- h. Spirit Squad Member. Girl or boy eligible to participate in the CAYFL program ages 5 to 15.
- i. Mascot. Any one of age 6 by July 31 of the current year for Mitey Mite Division only.
- j. Water Person. A non-player of age 5 to 15.
- k. Equipment Manager. A qualified person of age 18 years of age or older.
- l. Suspension. An act to deny a person of any association with Tucson Youth Football & Spirit for violation of rules. The term/time of suspension will be determined by the CAYFL Hearing Tribunal, and approved by the League Board.
- m. Game Weight. Player plus all his equipment game jersey, pants and girdle with pads, socks and cleats.
- n. Contrasting Uniforms. A team will have as a minimum different color of jerseys. A color within a color is allowable providing that the numbers are of a different color for each team.
- o. Authorized Personnel. No parents, or unauthorized personnel, shall be on the practice field or playing field during practice or games. The Head Coach or Business Manager is responsible for ensuring this action. No person meeting all other rules of eligibility can participate in practice or game activities unless approved/certified by the association.
- p. Intoxicating Beverages and Illegal Substances. Any illegal substance or any beverage with alcohol content may not be consumed during a game (on or near the field, or near the practice area while practice is in progress). Consumption of alcoholic beverages at school fields is **PROHIBITED**.
- q. Conditioning: That period of time devoted entirely and exclusively to exercise, physical training, active participation in non-contact practice, not wearing pads; however, helmets shall be permitted.

SUMMARY AUTHORITY

This is authority exercised immediately, without formality, only on occasions when the nature of a violation is too severe that it cannot be allowed to continue between observation and the time a formal hearing would take place. It is similar to an arrest based on reasonable belief a crime is or has been committed.

USE OF SUMMARY AUTHORITY

Summary Authority is to be applied in all cases where quick action is needed to stop, alter, change, or otherwise modify a condition which cannot be allowed to continue until a hearing is held. This may involve a threat to the safety and well-being of juveniles (i.e., a team holding contact without helmets), an obvious violation of League rules (use of ringers, or something which adversely affects the image and good name of the League in the community (i.e., two associations funding raising in the same area). Summary Authority may be exercised only by officers of the League and Associations. The powers of Summary Authority include ordering a game or practice stopped, as well as to suspend, on the spot, any adult or juvenile judged to be the cause of a problem. Summary Authority is to be used with the utmost of caution. In no case does it substitute for final action. The League and/or Association must schedule a hearing to arrive at a final disposition of the case.

V. ASSOCIATION JUDICIAL COMMITTEES AND LEAGUE HEARING TRIBUNAL: PURPOSES, FUNCTIONS AND PROCEDURES

I. ASSOCIATION JUDICIAL COMMITTEE

A. **GENERAL:** The Association President in accordance with the Association's by-laws and, with the approval of the Board of Directors, shall annually appoint a Judicial Committee comprised of not less than three (3) or more than five (5) members. Except in cases involving a conflict of interest, the president shall be the chairperson. The Association President shall provide a list of the Judicial Committee members to the League Executive Secretary and the League Hearing Tribunal Chairperson. The Association Judicial Committee shall meet as necessary, weekly during the practice and playing season, to resolve internal problems and to conduct hearings as needed.

B. **PURPOSE:** To enforce National, League and Association rules, regulations and written policies in an expeditious and fair manner at the lowest possible level .

C. **DUTIES:** To act on matters referred to the AJC due to the conduct and/or actions of adults and juveniles as a result of:

1. A Complaint filed by a party of status.
2. Protest filed by a party of status.
3. A Petition filed by a party of status.
4. The Application of Summary Authority by an officer of an Association or the League.
5. To investigate and take appropriate action to deter an action within the Association that is detrimental to the National and/or local Warner program.
6. And/or as directed by the League Hearing Tribunal.

D. PROCEDURES:

1. To review, investigate, take action or conduct hearings as appropriate on all Complaints, Protests or Petitions.
2. The review and investigation must be concluded within seventy-two (72) hours of receipt or notice of a member of the Association Judicial Committee or a member of the association Executive Board.
3. Results of investigations and decisions of hearings are to be reported to the League Hearing Tribunal Chairperson no later than the next regularly scheduled League

Board of Directors Meeting.

4. Hearings shall take place within the time limits proscribed in the Association Judicial Committee * League Hearing Tribunal section of this Administrative Manual. The only exception is written waiver of notice from the charged party or parties.

5. Hearings shall be conducted according to the procedures described herein.

6. All Complaints, Protests, Petitions or Applications of Summary Authority, must be resolved before the team or teams involved will be allowed to participate in any playoff championship or post-season game.

7. All Complaints, Protests, Petitions or Applications of Summary Authority involving alleged safety of participants violations must be resolved before the charged parties will be allowed to participate or resume duties with the team participants.

E. APPEALS: The decision of the Association Judicial Committee may be appealed to the League Hearing Tribunal. However, the Tribunal is not obligated to hear all appeals. The procedures are stated in this Administrative Manual. Appeals must be filed in writing, in letter form, stating clearly the reasons for appeal and documentation in support thereof.

F. ADULT, JUVENILE AND TEAM OR ASSOCIATION OFFENSES: Adult, juvenile and team offense are those set forth in this manual.

G. PENALTIES FOR ADULT, JUVENILE AND TEAM OR ASSOCIATION OFFENSES:

Penalties shall be as set forth in the League Rules and Regulations, League Administrative Manual and Association Rules and Regulations in written form in compliance with the above. Suspension of a minimum mandated penalty by an Association Judicial Committee shall require a written explanation with reasons stated to the League Hearing Tribunal.

The ruling of the Association Judicial Committee is absolute except in a manner involving permanent suspension for ninety (90) days or more. Suspension of ninety (90) days or more shall be referred to the Association Board of Directions at its next regularly scheduled meeting for a vote of support by a majority of the Directors.

II. LEAGUE HEARING TRIBUNAL:

A. GENERAL: The League President shall annually appoint a League Hearing Tribunal comprised of three (3) members of the Executive Board and approved by the League Board of Directors. The Chairperson shall be the President, or in cases of conflict of interest, his designee

In cases of conflict of interest involving a Tribunal member or members, another member of the League Executive Board shall be appointed.

B. PURPOSE AND POWERS: The League Hearing Tribunal shall have the authority and duty to enforce all rules, regulations and written policies of the League regarding the Associations, the adults and the juveniles involved in the program. Thus, the League Hearing Tribunal has authority over member Associations, teams, subsidiary groups and all adults and juveniles officially connected with them.

The League Hearing Tribunal may and will intervene in the affairs of an Association, when in the sole opinion of the League Hearing Tribunal an Association is not discharging its responsibilities or duties.

The League Hearing Tribunal will receive and review all Complaints, Petitions, Protests and Applications of Summary Authority and determine within seventy-two (72) hours if the matter is to be referred to an Association Judicial Committee or to be handled by the Tribunal.

C. DUTIES: To act on matters referred to the League Hearing Tribunal which includes, but is not limited to the following:

1. Settle unresolved disputes between member Associations.
2. Receive and review all Complaints, Protests, Petitions and Applications of Summary Authority, and at the discretion of the League Hearing Tribunal refer same to the AJC for handling at the lowest possible level, except the following which will be handled by the League Hearing Tribunal:

- a. Protests involving non-judgmental calls of CAYFL and/or AIA rule interpretations by a game official. (Note: Protest on judgment calls by a game official **WILL NOT BE CONSIDERED.**)
 - b. Petitions of the Application of Summary Authority initiated by a member of the League Executive Board or member of the League Board of Directors.
 - c. A second Complaint, Protest, Petition or Application of Summary Authority against an individual, team or Association, when in the opinion of the League Hearing Tribunal, the charges are similar nature.
 - d. A Complaint, Protest, Petition or Application of Summary Authority against an individual, team or Association already on "probation status" as a result of a prior offense.
 - e. And/or as directed by the League President and/or the League Board of Directors.
- 3. Review all Association Judicial Committee results/decisions.
 - 4. Review/Hear appeals.

D. HEARINGS AND PROCEDURES:

A formal hearing beings with the basics of due process which are as follows;

NOTICE: Written notice of the hearing must be delivered to each charged party. The notice must include the date, place and time of hearing and a list of specific charges. It must also advise the parties of their right to be represented at the hearing by a person of their choice. If the term "counsel" is used, it does not mean the representative must be an attorney.

TIME TO PREPARE: At least seven (7) days must pass between the date the charged parties receive written notice and the hearing itself.

The only exceptions are:

- a. Written waiver of notice from the charged party or parties.
- b. All Complaints, Petitions, Protests or Applications of Summary Authority must be resolved before the team or teams involved will be allowed to participate in any playoff, championships or pre-season bowl games.
- c. All Complaints, Petitions, Protests and Applications of Summary Authority alleging harm to or safety of participants must be resolved before the charged party or parties will be allowed to participate or resume duties with the teams.

RIGHTS: Charged parties may introduce witnesses and/or bring documents to support a defense, cross-examined witness(es), and inspect any item introduced as evidence at the time it is presented.

AFTER THE HEARING: A written statement and decision, including penalties imposed, must be delivered to each party within fourteen (14) days of the hearing.

CONDUCTING A HEARING:

- 1. A hearing panel shall consist of not less than three (3) persons, and may consist of more, provided it shall always be an odd number to prevent tie votes. The panel is called a Tribunal. One person shall act as Chairman. At the Association and League level, the President should be the Chairman of the Hearing Tribunal.
- 2. Hearings are private and, therefore, not open to the general public or the media.
- 3. The hearing room should, to the greatest extent possible, exclude outside noises and/or disturbances.
- 4. Witnesses must be kept outside of the hearing room until the time of their testimony. This is called "sequestering witnesses."
- 5. The hearing must be recorded (cassette recorder) for the official record. The League/Association shall maintain the official record. No other recording(s) shall be allowed. Set up of the recording device should take into account microphone placement, background noise, recording level, and location of individuals giving testimony.
- 6. Breaks are required on a periodic basis --10 minutes per each hour of proceedings.

PROCEDURAL ORDER OF HEARINGS:

1. The charging party (plaintiff) is heard first. His/her witnesses and documents are presented. Then cross examination of each witness may be conducted by the opposing side (defendant). Redirect examination by the plaintiff follows immediately after cross, if desired. If the defendant then wishes to cross-examine (after redirect), questions must be limited to testimony covered on redirect.
2. The defendant is heard second. Procedures of cross-examination, redirect, etc., apply as in "1" above.
3. Once all parties have been heard, the plaintiff gives a summation, followed by the summation of the defendant.
4. Copies of documents (as opposed to originals) may be introduced as evidence at the discretion of the Hearing Tribunal. However, certain cases may require introduction of an original document. The Tribunal's decision on such matter is final.
5. Members of the Tribunal have the right to ask questions of witnesses and inspect evidence at any time, and may temporarily excuse, but later call back, any witness.
A Tribunal may allow limited hearsay testimony. As long as the Tribunal follows the due process procedures outlined above there is no need to become entangled in legal rules of evidence or courtroom maneuvers. At the conclusion of a hearing, the Tribunal may deliberate and reach a decision if it is prepared to do so. Deliberations must take place privately. Although formal written notice must follow, a Tribunal's decision takes effect upon verbal notice.

WHEN TO DEFER TO CIVIL AUTHORITY

If something happens for which criminal charges could result upon learning of the incident, an association or League must contact the appropriate authorities and turn over any evidence it may hold. Full cooperation with the appropriate civil authority is mandatory.

Any person subject to criminal proceedings shall be temporarily suspended from all League activities pending a resolution of the matter. A finding of "not guilty" in a court of law shall result in reinstatement if there are no "open" or "pending" team, association, or League charges against the individual.

E. **APPEALS:** The decision of the League Hearing Tribunal may be appealed to the Tribunal. However, the Tribunal is not obligated to hear all appeals. Appeals and Exceptions to Decision must be filed in writing in letter form, stating the reason and documentation in support thereof.

F. ADULT OFFENSES:

RUN-UP SCORE (Intentional): A finding of "guilty" shall result in **Probation** at a minimum. **Suspension** if the conduct is found to have been intentional; and **Dismissal** in the case of a repetitive pattern (malice).

ENDANGERMENT OF JUVENILES: Defined as any practice placing the health, welfare and safety of a juvenile in jeopardy, including "sweating down." Sweating down applies in the broadest sense of inducing weight loss by any artificial means, including, but not limited to, use of steam room or cabinets, rubber sweat suits, weight reducing or appetite-killing drugs, and/or diuretics (water pills).

Minimum Penalty: Suspension for 1 year, to permanent suspension upon repeated offenses.

TEACHING PROHIBITED OFFENSE & DEFENSE TECHNIQUES: Teaching such techniques to players and/or encouraging or teaching players to physically hurt opponents.

Minimum Penalty: Suspension for 1 year, to permanent suspension upon repeated offenses.

FIGHTING: Fighting among same team or opponent team adults or fans.

Minimum Penalty: Suspension for 1 year, to permanent suspension upon repeated offense.

CHEATING: Cheating of any type, including, but not limited to, forging of birth certifications, falsification of roster data, etc.

Minimum Penalty: Suspension for 1 year; permanent suspension upon second offense.

THREATS: Threats of a physical nature or otherwise, against team/association or League authorities.

Minimum Penalty: Suspension for 1 year; permanent suspension upon second offense.

GAMBLING ON GAME OUTCOME: Self-descriptive.

Minimum Penalty: Suspension for 1 year.

LACK OF COOPERATION/OBSTRUCTION: Lack of cooperation with team/association or League authorities and/or obstruction of an official team or League investigation into and hearing of cases of a disciplinary or dispute/conflict nature.

Minimum Penalty: Suspension until compliance is achieved.

SPECIAL NOTE: For any of the above offenses, the minimum mandated penalty may be suspended and the accused placed upon probation instead. However, suspension of the minimum mandated penalty is not recommended unless there are substantial mitigating circumstances and malice was not evidenced.

VIOLATIONS OF MANDATORY PLAY RULE

1st Violation: Suspension (may be reduced to probation.)

2nd Violation: PROBATION REVOKED and original suspension reinstated.

DISMISSAL if original suspension still in effect.

Upon suspension of any penalty provided herein, an accused shall be placed on probation, among the general conditions of which shall be:

1. That the accused be and remain of good behavior and that he strictly enforce all rules and regulations of the League.

2. That the accused prepare and submit to the League his written plan to supervise implementation of the Mandatory Play Rule (MPR).

A suspension shall last seven (7) days for the first violation of a season, and shall continue for the remainder of the season for a second violation in the same season.

A coach found guilty of a MPR violation during a playoff, championship or bowl game shall first be required to obtain concurrence of the League Board of Directors before his reappointment as a coach in a subsequent season by his association.

In addition, a player denied his required number of plays will start the next game and receive double the number of mandatory plays in that game. The failure of a convicted coach to comply with this provision will be deemed a second violation.

JUVENILE OFFENSES:

FIGHTING: Any act of fighting, or while down during the course of a lay, or after a play, the act of hitting, kicking, striking, or otherwise abusing opponents.

Minimum Penalty: Removal from game for first offense; one week suspension from team for second offense; and suspension from team for the balance of the season for third offense.

INTIMIDATION: Verbal or physical intimidation of opponents outside of the normal talk across the line (of a non-profane nature.)

Minimum Penalty: Removal from game for first offenses; one week suspension from team for second offense; and suspension from team for the balance of the season for third offense.

DISRESPECT FOR AUTHORITY: Any act of disrespect for team/association/League authorities, or game officials.

Minimum Penalty: Removal from game for first offense; one week suspension from team for second offense; and suspension from team for the balance of the season for third offense.

TEAM & ASSOCIATION OFFENSES:

FAILURE TO KEEP FAITH WITH JUVENILES & PARENTS: This charge covers any deliberate practice of a team or association which places the health, welfare and safety of juveniles in jeopardy, or exploits or treats them in such a manner that the juvenile becomes a "tool" of the team. To file this charge, the violation must result from team or association policy, and not be an aberration of one individual. This implies that the practice is carried out by order of, or with the knowledge of, the officership, and no steps are taken to end it.

The charge can also cover failure to supervise implementation of the Mandatory Play Rule and the intentional running-up of scores.

Minimum Penalty: Probation of the organization coupled with permanent suspension of its president and all others who participated in the practice. Upon a second offense, suspension of the organization until all officers are removed.

FIGHTING/RIOTING/INCITEMENT TO RIOT: At games or scrimmages between different teams, any fight or riot between team members, as opposed to one-on-one altercations, will be deemed

a team offense rather than an individual offense. An incitement to riot is defined as team heckling or "egging-on" of an opponent in a manner which may result in a riot.

Minimum Penalty:

1. Game-related: Forfeiture of the game for first offense; forfeiture of the season for second offense within the same season.
2. Scrimmage-related: At the discretion of the League.

INELIGIBLE PLAYERS: Forfeiture of all games in which the ineligible player was a member of the team and participated in a game shall be the standard penalty applied to the offending team.

G. PENALTIES FOR ADULT, JUVENILE AND TEAM OR ASSOCIATION OFFENSES:

1. Suspension of the minimum mandated penalty by the League Hearing Tribunal shall require a written explanation with reasons stated to the League Board of Directors.
2. The ruling of the League Hearing Tribunal shall be absolute, except in cases involving a suspension of more than ninety (90) days shall require confirmation by a majority of the League Board of Directors at its next regularly scheduled meeting.

H. DEFINITIONS: However, the following shall apply:

1. A Complaint requires the review and investigation by the Hearing Tribunal, but not necessarily a hearing.
2. A Petition requires a hearing.
3. A Protest states a violation of a rule, regulation or written policy and involves the outcome of a game. It requires the Tribunal to review and investigate, but not necessarily a hearing.
4. Suspension: As stated in the Administrative Manual under Definitions item "p".

III. Board of Directors:

A. **GENERAL:** Annually the President of each Association will submit to the League President or Executive Secretary a proposed committee member and one (1) alternate. This list will constitute the Board of Directors.

B. **PURPOSE:** The Board of Directors will perform the following duties:

1. Prior to the start of the playing season, said committee shall meeting monthly (January-August) to address issues related to the Flag and Tackle Football Programs including but not limited to selection of coaches, regional and national competition, risk management, drills, clinics and any other relevant issues.
2. Review all weekly game reports and conduct necessary investigations into run-up scores, mandatory play rule violations and unsportsmanship-like actions and refer the results to the League Hearing Tribunal or the Association Judicial Committee for further action.
3. Review all injury reports and return to participation release, investigate if necessary and refer the results to the League President with a recommendation for action if necessary.
4. Meet and discuss with the AIA liaison official and medical personnel coordinator any problems or issues involving officiating and treatment of injury. Refer to the League President for action if necessary.
5. Review other problems that arose during the games the preceding week involving safety issues safety issues, juvenile and adult behavior and any other matter relating to the game and refer same to the Association and/or League for resolution.
6. Assist the Associations in the resolution of problems at the association level.
7. Any changes to the Administrative, Cheer, Tackle or Flag Rule Book requires a 2/3 majority of the Board of Directors.
8. Any other vote handled by the Board of Directors shall require a majority. In the case of a tie the CAYFL President shall cast the deciding vote.

POLICY AGAINST DISCRIMINATION

Central Arizona Youth Football & Cheer League, Inc. ("CAYFL") is proud of its tradition of offering programs providing activities in which all individuals are treated equally. To ensure the continuation of this tradition, the League has established a written policy prohibiting discrimination in and guaranteeing access to all programs and activities run, offered

or supported by the League with regard to any individual's race, color, religion, sex, national origin or handicap.* In order to facilitate a clearer understanding of this policy, the League has established the following principles:

Non-Discrimination Policy

1. Neither the League nor any person acting on its behalf or in its name will directly or indirectly deny any individual the opportunity to participate in any program or activity run, offered or supported by the League because of that individual's race, color, religion, sex, national origin or handicap.*
2. Neither the League nor any person acting on its behalf or in its name will directly or indirectly refuse or deny any individual any benefit, advantage, facility** or privilege involved in any program or activity run, offered or supported by the League because of any individual's race, color, religion, sex, national origin or handicap.*
3. The League will make all readily achievable efforts to remove barriers which deny, limit or disadvantage individuals with disabilities from full participation in and enjoyment of programs run, offered or supported by the League.* For purposes of this provision, the term "barriers" includes communication barriers which limit the opportunities of individuals with sensory disabilities from fully participating in and enjoying the League's program and activities. For purposes of this provision, the term "disability" includes any physical or mental disability which substantially limits one or more major life activities; a record of having such an impairment; or being regarded as having such an impairment.*

Responsibility for Implementing Policy

Every agent, coach or other individual with authority for supervising participants or otherwise providing services for participants in League activities and programs will be considered responsible for fully implementing this policy, and failure to comply with this policy will be grounds for removing such individual from any League programs.***

Notification Required

Any individual who believes he or she requires an accommodation or removal of a barrier because of the individual's disability may request such accommodation or barrier removal by notifying the League President in writing of the need for such accommodation or barrier removal and the kind of accommodation and barrier removal required to permit the individual to fully participate in and enjoy the program, activities, facilities** or privileges of the League.

Complaints for Violation of Policy

Any individual who believes that he or she has been discriminated against in violation of this policy may make a complaint by contacting:

President

Central Arizona Youth Football & Cheer League, Inc.
6100 S. Maple Suite 115 Tempe, Arizona 85283

or may file a complaint with the Civil Rights Division of the Arizona Attorney General's Office by contacting the office
at either of the following addresses:

Arizona Civil Rights Division
1775 West Washington
Phoenix, Arizona 85007
602-542-5236
Arizona Civil Rights Division
402 West Congress Suite 215
Tucson, Arizona 85701
520-688-6500

* Compliance is based on Central Arizona Youth Football & Cheer League, Inc. Rules and Regulations, 2003 edition, including that each participant (flag player, tackle player, spirit member, mascot and water person) have a physical examination, to be signed by a physician stating that the participant is physically fit and there are not observable conditions which contraindicate the participant from participating in athletics (flag and tackle football, spirit, mascots and water person). Regarding the tackle football program, for safety, accident insurance and liability insurance consideration, ages and weights are carefully correlated and there are no exceptions.

** The League and its associations use City and County parks and public and private schools over which the League and its associations have no control as to access to said facilities or to the facilities themselves for people with physical handicaps.

*** As to responsibility for implementing policy (removal), this is subject to League/Association Hearing Tribunal and due process provisions.

CENTRAL ARIZONA YOUTH FOOTBALL AND CHEER LEAGUE POLICY ON SEXUAL HARASSMENT

Sexual harassment is a form of prohibited sex discrimination under Title IX of the Education Amendment of 1972 and is a growing source of legal concern. Therefore, under no circumstances will sexual harassment be tolerated within the Central Arizona Youth Football & Cheer League, Inc.

Two Types of Conduct Constitute Sexual Harassment

1. Quid Pro Quo Harassment: Occurs when an administrator or coach causes a student-athlete or adult to believe that he or she must submit to unwelcome sexual conduct in order to participate in the program or activity, regardless of whether the student-athlete or adult submits to the demands.
2. Hostile Environment Harassment: Occurs when the unwelcome sexual conduct is so severe, persistent or pervasive that it affects the student-athlete or adult's ability to participate in the program or activity.

WHAT CONSTITUTES SEXUAL HARASSMENT

1. Sexual advances.
2. Touching of a sexual nature.
3. Graffiti of a sexual nature.
4. Displaying or distributing sexually explicit drawings, pictures and written material.
5. Sexual gestures.
6. Sexual or dirty jokes.
7. Pressure for sexual favors.
8. Touching oneself sexually or engaging in sexual activity in front of others.
9. Spreading rumors about or rating student-athletes or adults regarding sexual activity or performance.

SEXUAL HARASSMENT CAN HAPPEN AT ALL LEVELS OF RELATIONSHIP

**COACH STUDENT-ATHLETE
ADMINISTRATOR AND ATHLETES
COACHES AND ASSISTANT COACHES
ADMINISTRATORS AND COACHES
STUDENT-ATHLETE AND STUDENT-ATHLETE
HOW TO DEAL WITH SEXUAL HARASSMENT
STUDENT-ATHLETES AND ADULTS**

If you believe you are being sexually harassed:

1. Tell someone - parents, league official, friend, police.
2. Keep records - keep a diary of what happened and when with the names, dates, time and what happened.
3. Say "NO" to the harasser. Tell the harasser verbally and non-verbally that his or her behavior is unwelcome and you want it to stop.
4. Take personal action - report the harassment to the Association and League. File a complaint with the police.

COACHES

1. Use discretion when alone with an athlete and when coaching, try to have another coach present.
2. Do not touch an athlete outside of a necessary touch to teach a skill.
3. Do not drive alone with an athlete.
4. Stay in separate sleeping quarters when traveling for athletic events.
5. Educate your athletes about sexual harassment.
6. Document any behaviors by athletes directed to you which are sexual in nature.

ADMINISTRATORS

1. Notify student-athletes, parents and coaches of sex discrimination grievance procedures, including where and to whom complaints may be addressed.
2. Conduct thorough and impartial investigations.
3. Assure your coaches, parents and athletes that sexual harassment will not be tolerated.
4. Use discretion in the investigation because peoples' lives are at stake. If necessary, contact the police sex crimes unit.
5. Conduct hearings at either the association or League level in a prompt and impartial manner.

HOW TO FILE A COMPLAINT FOR VIOLATION OF THIS POLICY

1. WRITE THE LEAGUE PRESIDENT AT THE FOLLOWING ADDRESS:

President

Central Arizona Youth Football & Cheer League, Inc.

6100 S. Maple Suite 115 Tempe, Arizona 85283

2. CONTACT OR WRITE YOUR ASSOCIATION PRESIDENT.