



BYLAWS

of the

NORTHERN CONNECTICUT FOOTBALL LEAGUE, INC.

Originally issued January 19, 1987

As amended by the League Membership on March 16, 2017

BYLAWS OF NORTHERN CONNECTICUT FOOTBALL LEAGUE, INC.

Article I - Meetings

- A) Regular League meetings shall be held on the third Thursday, (unless otherwise noted), of the following months: January (Annual Meeting); March (Rules); April (Rules Vote); June (Declaration of Teams to play in current year); July; August; September; October and November (General Meetings). See Appendix A for basic calendar year agenda outline.
- B) The Commissioner may call a special Meeting, by a majority of the members of the League, or by a minimum of three members of the Executive Committee. Notice of Special Meeting must be given by telephone or in person within 48 hours before such meeting and must clearly set forth the purpose of such meeting.
- C) A quorum shall consist of half plus one of all representative towns of the League. No meeting shall be held without a quorum being present.
- D) In all matters not covered by the Bylaws of the League, Robert's Rules of Order shall govern.
- E) The agenda for each meeting is noted on Attachment A: Annual Calendar Year Agenda. If there is an important issue any member of the Executive Committee feels needs to be discussed, that member will call the Commissioner by the Tuesday before the league meeting to request that a meeting of the Executive Committee take place one hour before the league meeting on Thursday to discuss the special issue. The Commissioner will then advise the Executive Committee of the executive committee meeting.
- F) Regular League cheerleading meetings shall be held on the second Thursday of the following months: March, May, July, August, September, October and November. A mandatory meeting of all Head Coaches will be held at the September meeting. If necessary, they may schedule a Special Meeting at any other time during the season. Cheerleader Coordinators and/or one Town Representative from all member towns shall attend.

Article II - Officers - Executive Committee & Town Representatives

- A) Officers: Officers of the League shall consist of the Commissioner, Deputy Commissioner, Secretary, Treasurer, President, First Vice President, Second Vice President, Officials Coordinator, Field Inspector, Cheerleader Coordinator, Webmaster and Flag Coordinator. The term of each officer shall be one (1) year. An Officer will be nominated from each participating town. An election of Officers shall be conducted at the Annual meeting in January of each year. Any town can request, in writing to the Commissioner that the Executive Committee member from their town no longer represents their interests and may submit a new nominee for the position. Any vacancy created by the resignation of a member of the Executive Committee or at the request of a town in the circumstance described above must be voted on by the Town Representatives.
- B) The Executive Committee shall consist of all of the officers of the League. No Executive Committee member will be allowed to have any of the rights of the League Representative as provided for in the Certificate of Incorporation. The Executive Committee will set the agenda for the town's representative meeting and function as the administrative body for the League. Any member of the Executive Committee that does not make a good faith effort to perform their assigned duties can be removed from their position by majority vote of the League Representatives.
- C) League Representatives and Alternate League Representatives shall be designated in writing to the NCFL Secretary and Commissioner by the town President noting name, address and phone number. If a League Representative and Alternate League Representative cannot attend a League meeting, then any member of that town's Board of Directors may

represent the town as League Representative. The Board Member must provide their name and position on the Board to the NCFL Secretary and Commissioner at the meeting. An NCFL Executive Board Member who is also a Town Board Member cannot act as League Representative.

Article III - Duties of Officers

- A) Commissioner: The Commissioner shall preside at all meetings of the League and shall be an Ex-officio member of all committees. Appointment of all committees, except the Executive Committee, shall be the responsibility of the Commissioner. The Commissioner shall direct the policies of this league, oversee the duties of other members of the Board of Directors, and perform other duties as may be deemed necessary by the league for its proper and efficient administration.
- B) Deputy Commissioner: The Deputy Commissioner shall assist the Commissioner in the execution of his duties, create the game schedule for the year, distribute the game schedule at the April meeting, and receive regular season and playoff game results. The Deputy Commissioner shall investigate potential infractions of League rules and bylaws, and shall administer any fines, sanctions, suspensions, or other penalties as prescribed herein.
- C) Secretary: The Secretary shall record the minutes of all meetings of the League. A copy of the minutes shall be mailed to each league representative, town president and executive committee members within ten (10) days after the league meeting, track attendance of all league representatives and notify Treasurer of any fines per Article V.A.2 and 3, and shall perform such other duties as may be delegated to him/her.
- D) Treasurer: The Treasurer shall receive all monies of the League and shall maintain an accurate record of all receipts and expenditures and shall present a statement of account at each Executive Committee and regular League meeting. The Treasurer shall maintain such bank accounts as required. A copy of the written monthly report to the Secretary is to be distributed to each town representative. The Treasurer will prepare a calendar year income statement for review at the annual meeting held in January. The Treasurer will develop a budget for the championship game, which will be approved annually by the NCFL board of directors. The Treasurer will develop a budget for the league, which will be approved annually by the NCFL board of directors. The league will operate within the approved budgets.
- E) President: The President shall be responsible for the coordination and documentation of the eligibility of all players and team rosters. He/She shall inspect all approved team rosters for discrepancies and make sure that all towns receive a copy of approved rosters from each member town.
- F) First Vice President: The First Vice President shall coordinate and oversee all aspects of the Championship games to include but not be limited to procurement of championship trophies and plaques, procurement of championship game footballs, filming and televising on public access channels of local cable TV of championship games, and coordination of all advance publicity of the game.
- G) Second Vice President: The Second Vice President shall be responsible for the coordination and documentation of the eligibility of all coaches. He/She shall inspect all copies of USA Football certifications and background checks to assure the league that all coaches have met the established requirements set forth by the league, and shall inspect all helmet recertification's for compliance.
- H) Officials Coordinator: The Officials Coordinator shall set up the annual preseason meeting with the league and the Head Official, procure and distribute the schedule of officials to all towns before the start of the season, be the league liaison to

the head official, supply the head official with a copy of the League bylaws and handle any official concerns that may arise during the season.

- I) Field Inspector: The Field Inspector shall inspect all playing fields in the conference in the spring and report any deficiencies in the playing fields to the appropriate town to be repaired before the start of the season. They shall also inspect the playing fields prior to the start of the season, approve or reject them for game playing, and inspect and approve all weigh-in scales according to the requirement of these bylaws.
- J) Cheerleader Coordinator: The Cheerleader Coordinator shall preside over league cheerleader rep meetings as scheduled per the NCFL Bylaws and oversee all functions of the Cheerleader Rep Committee, including the cheerleading competition. The Cheerleader Coordinator will act as a liaison between the Cheerleader Rep Committee and the NCFL Board. The Cheerleader Coordinator shall prepare and submit an annual budget to be approved by the League.
- K) Webmaster: The Webmaster shall be responsible for upkeep of the NCFL Website, www.ncfl-ct.org. At this time minimal requirements would include maintaining links to all NCFL towns and posting current bylaws, including all NCFL forms. Further functions within the website can be performed based on the skill set of the current Webmaster.
- L) Flag Football Coordinator: The Flag Football Coordinator shall be responsible for the ongoing facilitation of the Flag Football program(s) within the League. This facilitation includes, but is not limited to, establishing rules and standards, coordinating the scheduling of games between towns, and acting as a resource for information regarding the program.

Article IV – Fees

- A) A \$1,000.00 initiation fee shall be charged to each new representative town (representing a specific geographic area) voted into the League as a member. Said fee must be paid in full along with the annual membership fee before such new representative town can exercise any right or prerogative granted by membership in the League. Payments shall be paid with a bank or certified check. Upon completion of 2 years in good standings in the NCFL, the new member town would receive a refund of \$700. If the new member town did not complete 2 full seasons, the \$700 would be kept by the league and used to offset any expenses of the league or specific towns affected by the early departure of a new member town.
- B) The annual membership fee shall be \$250.00 and shall be due and payable at the start of the April League meeting. Failure to pay said dues by the start of the April League meeting shall result in suspension of said representative towns voting rights until paid and a mandatory late fee of \$50.00 shall be charged. Failure to pay said dues and late fee by the July League meeting will automatically result in forfeiture of the non-paying representative towns voting rights in the League as well as possible membership expulsion by the Executive Committee.

Article V - Penalties

- A) Any fines incurred by a representative town must be paid to the League at the next regular meeting. Said fines will be applied to operating expenses. Failure to pay said fine by the second regular meeting may result in further disciplinary action by the Executive Committee.
 - 1) The Executive Committee may fine a representative town \$50.00 for each team that a representative town represents it will field at the June meeting but fails, without good reason to field in September, as determined by a majority vote by the Executive Committee. Upon such action by the Executive Committee, such fine shall be paid over to the League and applied to operating expenses of the League.

- 2) The Executive Committee shall levy a mandatory \$50.00 fine for each regular or Special Meeting and Cheerleading regular or Special Meeting in a calendar year that a representative town fails to attend, provided, however, that such town may miss one meeting in such calendar year without being subject to said fine.
- 3) The Executive Committee may, by majority vote, levy fines and/or penalize and/or remove any individual from further League activity immediately, as the Executive Committee deems necessary, against any representative town whose players, coaches and/or spectators are found to be in violation of good sportsmanship or is willfully negligent in his/her actions on/off the field as determined by the majority of the members of an ad hoc committee. Said fines and/or penalties shall be based on, but not limited to, those described in Article XI, section O.
- 4) If a Town fails to field a squad at the A, B, or C Squad level it will require the Town to reapply to the league for the next playing season. Reapplying fees will be waived. Football squad minimum is 15 players.

Article VI - Insurance

- A) An Insurance Committee shall be appointed by the Commissioner. The Insurance Committee shall be responsible for setting medical and liability insurance guidelines. Such guidelines will be presented to and acted upon by the League at the June meeting. Any town not providing the Treasurer with a \$2,000.00 payment by check for insurance at the regular April League meeting will be subject to a mandatory \$50.00 fine. Any overage paid by this \$2,000.00 payment will be returned to the towns by the regular June meeting.
- B) Provision for Insurance Coverage:
 - 1) Medical Insurance: The League shall provide medical insurance coverage in accordance with the guidelines adopted at the June meeting and each representative town shall be responsible for paying for said coverage no later than the Regular June League meeting.
 - 2) Liability Insurance: Unless provided by the League, each representative town shall be responsible for obtaining its own liability coverage. Such coverage shall, at minimum, meet the standards of coverage adopted at the June meeting. In the event the League provides such coverage, each representative town shall be responsible for paying for said coverage in the same manner and at the same time that payment of the medical insurance is required.

Article VII - Auditing Committee

- A) An Auditing Committee shall be appointed by the Commissioner and shall examine the accounts of the Treasurer for the prior year and prepare a statement noting the propriety of the Treasurer's actions during the prior year to be reported at the March meeting. The Treasurer cannot be on Auditing Committee.
 - 1) The Auditing Committee and the Treasurer may employ the use of a CPA or other Tax Professional to process appropriate non-profit organization paperwork requirements for the IRS
 - 2) The Treasurer will maintain a PO Box in the Town of the current NCFL Treasurer for Tax purposes and other appropriate NCFL Business

Article VIII – Amendments to Bylaws

- A) The Bylaws of the League shall be published and maintained on the league's website.
- B) Any substantive change to the Bylaws of the League must be voted upon by the member towns of the League, and must pass by a majority of members present at the time of the vote.
- C) Any proposed change to the Bylaws, whether adopted by the league or not, cannot be voted on again the following year.
- D) Any change made to the Bylaws with regards to age and/or weight eligibility must stay in effect for a minimum of two (2) seasons.
- E) Each town shall have one representative on the Bylaw Committee to review and recommend changes. Any town whose representative does not attend at least 50% of the meetings will not be permitted to vote on Bylaws changes.

Article IX – Season Schedule and Limitations of Play

- A) A "season", for purposes of these bylaws and rules, shall begin on January 1 and end on December 31 of each year.
- B) Clinics:
 - 1) Member towns may not hold organized practices, clinics, scrimmages, competitions, games, or tournaments except as authorized by the Bylaws of the League.
 - 2) Flag Football Clinic – NCFL Coaches are allowed to coach a flag team between May 1st and June 15th of the current season. The rules must follow our Flag Football rules and the NCFL Town must notify the NCFL of dates and times. A Flag Football team can only practice one-day a week for a maximum of two hours.
 - 3) Member towns may hold a preseason clinic, not to exceed five (5) days in length. Clinics must take place during the first three (3) weeks of July. All attendees must be registered NCFL players. No NCFL Coaches or equipment is permitted to participate in an organized tackle football game or practice outside of our season (6 weeks prior to the first game of the season).
- C) Practice:
 - 1) Football players: No practice of any form shall begin until 6 weeks prior to the first game of the season.
 - a) Contact drills may not begin before a player has participated in a minimum of ten (10) hours of organized, instructed conditioning over five (5) or more practice days. This rule applies to all players, regardless of their start date with the team. Any players added to the squad after the first week of practice must be certified by the Town President to have completed this requirement.
 - 2) Cheerleaders: Must participate in five (5) organized practices before they can stunt and/or participate in an NCFL event or game. Cheerleaders may practice at any point during the year.

Article X – Participant Eligibility and Registration

A) Geographic Eligibility:

- 1) All players must reside at an address within the boundaries of the town (or draw town) where they are registered. At least one (1) parent or legal guardian must reside in the town where the player is registered. When determining the player's residence their place of education will be a factor.
- 2) Draws: A Base Town may freely draw a player from an adjacent town that is NOT included as part of another NCFL town's base. Draws must still meet the requirements listed in item, X.A.2.b.
 - a) Draw from a "non-adjacent town" must be approved by a majority vote of the Executive Committee after consideration of the following factors:
 - (I) Preliminary registration reports given at regular June meeting;
 - (II) Number of students available to participate in program in base town;
 - (III) Competing youth programs;
 - (IV) A showing of concerted effort to recruit in schools, scouts and similar organizations and youth activities;
 - (V) A showing that such draws will not weaken the base town program;
 - (VI) A showing of substantial effort to obtain and increase participation in the base town.
 - b) Each squad must have one-half ($\frac{1}{2}$) base town players with one-half ($\frac{1}{2}$) possible draws. If after Squad registration acceptance, a player in the home base percentage is no longer a member of that squad (for whatever reason), their leaving should not affect that town's squad percentage of home base players. However, no new players can be added to that squad except to maintain home base percentage first. (Notice to be given to the NCFL regarding these changes.)
 - c) No cuts of players from base town will be permitted if a town receives draws.
 - d) Presentations regarding draws to the Executive Committee will not be permitted prior to July 1.
 - e) If a representative town cannot meet the minimum number of players to field a squad, such representative town must go in front of the Executive Committee for a majority approval before the players are allowed to play for another NCFL representative town.
- 3) Grandfather Clause:
 - a) A draw having completed playing two (2) consecutive years in the same town will no longer be considered a draw.
- 4) Population Qualifications:
 - a) The population of a town applying to join the NCFL must be equal to or less than the population of the largest town currently in the NCFL
 - b) A town applying to join the NCFL requires a majority vote of the current NCFL towns

5) Base Towns shall be defined as:

| | |
|-------------|--|
| Colchester: | Colchester |
| Coventry: | Coventry |
| Ellington: | Ellington |
| Enfield: | Enfield |
| RHAM: | Hebron, Andover, Marlborough |
| Stafford: | Stafford |
| Suff/Gran: | Suffield, Granby, Windsor Locks, East Granby, Hartland only, no draw towns permitted |
| Tolland: | Tolland |
| WPTP: | Woodstock, Putnam, Thompson, Pomfret |

- 6) Exceptions to these rules must be submitted for approval by the League at any regular or special meeting before the September meeting. Such approval requires a simple majority vote of the representative towns attending the meeting at which time such vote is taken.

B) Registration of Players:

- 1) Registration for teams may begin at any time on or after January 1 of the current year.
- 2) All member towns must utilize the registration format or system adopted by the League. All participants must register using the league-mandated registration system, and must furnish for review all required forms (including Birth Certificates and Physician Statements).
- 3) Squad Size: A, B, C & D Squad - not to exceed 40 eligible players in uniform for each squad. Cheerleader squads shall not exceed 30 members in uniform for each squad.
- 4) Each member town shall declare the number of participants for each squad at the June league meeting. If the minimum number of players on a football squad is not met, the town is deemed in default, must reapply to participate in the League for the following season and games may be rescheduled with approval by a majority vote of the league membership. The minimum squad size for football is 15 players. If a town fails to field a squad consisting of at least 15 players at any point during the season, the town is deemed in default and must reapply to participate in the League for the following season.
- 5) All registration information must be collected from participants using a league-approved electronic registration system. All member towns are required to maintain accurate participant information in the system.
- 6) No player shall be permitted to participate in any organized practice or game prior to registering in the system.
- 7) The accuracy of information entered into the registration system shall be verified by the Commissioner or Deputy Commissioner. This verification shall occur via electronic means, and must be completed prior to Weigh-Ins.
- 8) A completed official league medical form or doctor's physical form signed by an MD, APRN or RN must be completed for all participants before participating in League activities. Written permission by parent or legal guardian, league medical form or doctor's physical form signed by an MD, APRN or RN stating that the child is physically fit to

participate in either cheerleading or the contact sport of football is compulsory for all candidates prior to the first practice session each season. Physicals must have been taken after January 1 of the current season. An opposing town President or designee must verify the presence and completeness of this document as part of the player verification process.

- 9) During the registration process, parents/guardians must verify that they have reviewed and will strictly abide by the NCFL Parent Code of Ethics, and that they will review the NCFL Player Code of Ethics with their participant(s).
- 10) At weigh in, the Head Coach of the Town's first scheduled opposing team and the Executive Board Member present shall assure that all players fall within the appropriate weight and age requirements of the league. Any other Head Coach may also be present to observe, if they desire.
- 11) After weigh in, players making weight and having all required verifications shall be designated as **eligible to play** in the registration system. Players not meeting weight requirements and/or missing required documentation or verifications will be designated as **not eligible to play** in the registration system. Any player designated as **not eligible to play** in the registration system shall not be permitted to participate in a scheduled game.
- 12) Any additions to the roster after the League Weigh-In must be submitted in the electronic registration system. The player shall not be permitted to participate until an opposing Town President or Executive Board Member verifies the presence of required documentation, and that the player is within the weight limits prescribed herein. Upon verification of this information, the opposing Town Representative shall notify the NCFL President that the new player has been approved. The NCFL President shall designate that player as **eligible to play** in the registration system.

C) Player Qualification:

- 1) Age: League age is determined by their age as of July 1st of the current year.
 - (I) Flag Football (3-5): Must be at least 3 years of age and cannot turn six (6) years of age on or before July 1 of the playing year.
 - (II) D Squad (6-7): Must be at least 6 years of age and cannot turn eight (8) years of age on or before July 1 of the playing year.
 - (III) C Squad (8-9): Must be at least seven (7) years of age and cannot turn ten (10) years of age on or before July 1 of the playing year.
 - (IV) B Squad (10-11): Must be at least nine (9) years of age and cannot turn twelve (12) years of age on or before July 1 of the playing year.
 - (V) A Squad (12-13): Must be at least eleven (11) years of age and cannot turn fourteen (14) years of age before July 1 of the playing year. High school students are prohibited from playing in the NCFL
- b) Football and Cheer Exception
 - (I) A first year D Squad player can turn six on September 1st of the playing year.
 - (II) A Squad 14 yr. old Cheerleader may not turn fifteen (15) years of age before December 31st of the playing year and must be in 8th grade or lower during the playing year.

2) Weight:

- a) As used herein, all weights shall be determined by stripped weight wearing only necessary street clothing to permit player to be in public view.
- b) D Squad: Weight shall be one hundred five (105) lbs. Halo Player from 105.1 to 119.9
- c) C Squad: Weight shall be one hundred twenty (120) lbs. Halo Player from 120.1 to 144.9
- d) B Squad: Weight shall be one hundred forty-five (145) lbs. Halo Player from 145.1 to 174.9
- e) A Squad: Weight shall be one hundred seventy-five (175) lbs. Halo Player is greater than 175.1

(a) "Halo" Rule: All Halo players will be allowed with the following guidelines:

- (i) Must be a down lineman in a 3 or 4-point stance
- (ii) Must be positioned between the offensive tackles. May not be offensive ends.
- (iii) May not "Pull" as an offensive down lineman on any running play designed to go outside the last down lineman; may pull on inside traps or passing plays. Defensive linemen can shade the outside shoulder of the offensive tackles, but cannot be lined outside the last down offensive lineman.
- (iv) May not be a kicker or punter
- (v) May not be on the kickoff or kick return teams
- (vi) May advance the ball as a result of a fumble recovery or interception. Any other touching of the ball will result in a "dead ball" foul
- (vii) Must wear a "Halo" of contrasting color tape visible 360 degrees around the helmet
- (viii) Highlighted on roster to identify player
- (ix) If an official does not catch a violation and the result has an impact in the outcome of a game the opposing coach may bring the violation to the commissioner for review
- (x) Any repeated violation or coach not keeping with the spirit of these rules may be identified by the opposing coach, and brought to the commissioner for review and possible disciplinary action subject to the degree of the violation

3) Weigh-in Procedures:

- a) The Commissioner and members of the Executive Board will oversee the weigh-in procedures on the Saturday prior to the opening day game. All head coaches (or their representative) will witness the weighing in of each NCFL player of their respective squads, A, B, C & D. The weigh-in will be conducted to include players per Article X, Section C, Player Qualification. Numbers 1 & 2.
- b) There will be a central weigh-in location for all A, B, C and D squads. The town responsible for providing scales at the weigh-ins will be the previous seasons A, B, and C Squad Champions, the D squad will be the Town that hosted the previous season D Squad Jamboree.
- c) Weigh-in will begin at 8:00 AM and will continue alphabetically until all players have been weighed.
- d) All players must be weighed in at this time.
- e) Any player that does NOT make the weight requirements for their registered squad can chose to move up to the next weight appropriate squad. If the player chooses not to move to the next weight appropriate squad, they will have to forfeit playing for the current season.

- f) Any player NOT ATTENDING this central weigh-in must meet the following criteria:
 - (I) The Executive Board member of both towns will weigh in this player at their FIRST available game. Their weight will be forwarded to the NCFL President, by both Executive Board members by Sunday evening for recording in the registration system. This player will not be eligible to play in this game.
 - (II) The Executive Board member of both towns will weigh in this player again at their NEXT and/or subsequent available games. Each weigh-in will be recorded and reported to the NCFL President by both the Executive Board members by Sunday Evening.
 - (III) The higher weight of the two weigh ins will be the prevailing weight to determine the players weight appropriate squad. The NCFL President will report this to all NCFL towns after two subsequent weigh ins have been reported.

- g) Any player registering after this weigh-in is required to meet the maximum allowable weight standard and must meet the same criteria as any player not attending the central weigh-in.

- h) For purpose of weigh-in each player must be wearing his/her game jersey, with number.

- i) Counterbalance or digital scales shall be used for the weigh-in. Digital scales must display weight increments in tenths of a pound. All scales shall be certified annually between July 1 and August 15. Scales will be examined by the league's Field Inspector prior to the weigh-in.
 - (I) Counterbalance Scale: During weigh-in, a player will be deemed ineligible to play for reasons of excess weight if the balance beam of the scale, preset for the maximum weight of that player rises and, at rest, is in continuous contact with the upper limit stop of the scale.
 - (II) Digital Scale- During weigh-in, a player will be deemed ineligible to play for reasons of excess weight if the scale, registering weight in tenths, displays the next highest full pound over the legal weight. (This serves the same function as a counterbalance scale "coming to rest with the upper limit stop")

- j) Any squad found in known violation of these rules by a majority vote of the Executive Committee will forfeit any standing, and will not be eligible for playoff participation.

- k) An executive board member found in known violation by signing off an ineligible player will be removed from the NCFL board and that town will lose eligibility to fill the position with an alternate for the remainder of the season.

- l) A player found to be in knowing violation of the age or weight standards will not be eligible to play on any squad for the remainder of the season.

- m) Any player meeting these requirements will not be required to weigh in for the remainder of the season.

- n) *Exceptions to the weight and/or age restrictions will be NOT be granted.*

- 4) Transfer of Players between Teams:
 - a) No player may play in more than one game on any one weekend. No player in High School may play on an NCFL team. Failure to comply with this will cause the forfeiture of all NCFL games that this player was on the field for. Participating in one play in a game shall constitute playing in that game.

- b) Any player who qualifies to play on more than one team from the same representative town on a particular weekend may only play for one team on that weekend and, so long as he qualifies for two teams for such representative town, may play on a different team on a subsequent weekend, provided however that he plays only for one team each weekend. Participating in one play in a game shall constitute playing in that game.
- c) No transfer of any player from one squad to another is permitted for a playoff or championship game unless necessary to bring the squad size up to 15 players and such transfer is approved by the majority vote of the Executive committee. For the purpose of determining whether a player has been transferred in a playoff or championship game, any player who played more than half his regular season games with another squad shall be deemed a player subject to these transfer limitations.

Article XI - Regulation of Play

The following rules and regulations shall govern the playing of football in the Northern Connecticut Football League:

A) Equipment

1) Player:

- a) Required: Intramural mouth guard, NOCSAE approved helmets with NOCSAE approved face guard, shoulder pads, hip pads with tailbone protector, thigh pads, knee pads, shoes, jersey, pants which cover the knees and protective cups to be worn by both males and females.
- b) Any belt must be standard football equipment without metal buckle.
- c) Four point chinstraps and football shoes. Shoes may have molded sole, non-detachable cleats OR, detachable cleats may be used as long as there are no exposed metal parts of ANY kind AND as long as the cleats do not exceed 1/2" in length.
- d) Rib pads, flak jackets, hand, wrist, forearm, elbow pads and neck rolls will be considered optional equipment.
- e) Any town considering changing uniform colors needs to receive NCFL approval before changes are made. Exception: during the month of October, towns may choose to wear pink socks to support Breast Cancer Awareness.
- f) Guardian caps or any like products are not allowed in the game.

2) Ball: All towns will use regulation-sized footballs in accordance to the following guidelines:

- a) D & C Squad: Pee Wee or equivalent.
- b) B Squad: Junior or equivalent.
- c) A Squad: Youth or equivalent.
- d) Each team shall supply their own game balls.

3) Field:

- a) A regulation high school field with regulation goal posts shall be used for all games.
- b) The home team must rope the field off completely with the exception of the end zones. The rope must be at least fifteen (15) feet outside the playing area.
- c) The player's area and coaching box must be clearly marked.
- d) Goal post protection padding must be at least three (3) inches thick.
- e) Cheerleading "stunting" is only permitted on mats, grass or artificial turf.

4) Helmets:

- a) Each helmet and face guard to be used by a town in NCFL play must be NOCSAE recertified by an accepted outside vendor/supplier at least once every two (2) years. League towns must provide written confirmation to the Second Vice President each year that helmets have been inspected and certified in accordance with guidelines above.

5) Cheerleading:

- a) Cheerleader uniforms, sneakers and practice attire / dress code will be at the discretion of each town's local board.

B) Game Regulations:

- 1) Current NFHS Rules shall govern all play, except as outlined in the NCFL Bylaws. Each member town must provide to their Head Football & Cheerleading Coaches a copy of the current NFHS rulebook prior to the start of the season.

2) Playing Time:

- a) D Squad: Two 48 minutes' halves - game will end at 10:45 am
- b) C Squad: Four (4) ten (12) minute quarters stop time.
- c) B Squad: Four (4) ten (12) minute quarters stop time.
- d) A Squad: Four (4) ten (12) minute quarters stop time.
- e) All games shall be timed in accord with the National Federation rules as they pertain to high school football.

3) Game Rosters:

- a) Each head coach must print for each game two copies of their official Game Roster from the NCFL registration system, listing the name and number of each player. Halo players must be highlighted on roster.

- b) No team will be allowed to play a player whose name and number does not appear on the official team roster or team roster update, unless that player is approved by weigh-in per the NCFL bylaws before the game. If the player is not approved that day by weigh in and no team roster update has been given to the opposing town that player is ineligible to play that day.
- c) If a number change is necessary due to a damaged jersey, the change must be noted in the NCFL registration system. If the number change happens the day of a game, the opposing coach must be notified before or during the game.
- d) Game rosters are to be exchanged at least one half (1/2) hour before game time and must be updated if new players are approved by the league.
- e) Failure to comply with this will be a mandatory \$25.00 fine to the town who is noncompliant upon receipt of noncompliant documents by the Commissioner.

4) Substitutions:

- a) D Squad: Free substitutions and all players should play in at least eight (8) plays per game.
- b) C Squad: Free substitutions and all players should play in at least six (6) plays per game.
- c) B Squad: Free substitutions and all players should play in at least six (6) plays per game.
- d) A Squad: Free substitutions and all players should play in at least six (6) plays per game.
- e) Each member Town must include, in their organizational bylaws, a provision stating the minimum number of plays per game. This provision must meet, at a minimum, the current NCFL bylaw requirements above. This bylaw must also describe steps for enforcement of this rule at the town level. Penalties for infractions must meet, at a minimum, the currently NCFL penalties described below.
- f) Any Head Coach may limit a player's playing time for disciplinary reasons with the prior knowledge and approval of the town's President and/or Vice President.
- g) Failure to play a player the standard play time (other than for disciplinary reasons) will result in first offense of a written warning, 2nd offense one game suspension, and 3rd offense is removal from the squad. Infractions of this rule must be reported to the Town President and the Deputy Commissioner of the NCFL. The Town President must review the infraction and self-impose the above disciplinary actions. These actions must be reported to the Deputy Commissioner within 48 hours.

B) Additional Rules of Play: these rules will apply to all squads (A, B, C, and D) unless specifically stated:

- 1) Scoring: Six (6) points shall be awarded for Touchdowns. Three (3) points shall be awarded for a Field Goal. Two (2) points shall be awarded for a PAT that is successfully kicked through the uprights. One (1) point shall be awarded for a PAT that is scored during a running or passing play from scrimmage.
- 2) Players between tackles should not be moving within two yards of the line of scrimmage at the snap. All players between tackles on the line of scrimmage must be in a down position in a three-point or four-point stance.

- 3) Tackles and all linemen inside the tackles must be in a down position in a three-point or four-point stance. Penalty will be illegal formation.
- 4) Defensive ends (line up outside of the tackle box) and any player lined up outside of the defensive end may be in an upright position on the defensive line of scrimmage.
- 5) Mandatory pre-season Head Coach's meeting for all Squad level. If the Head Coach does not attend, the President must attend or the Head Coach cannot be head coach.
- 6) At any point in the game, the score differential cannot exceed 40 points. Failure to keep the game score within 40 points will result in first offense of a written warning, 2nd offense one (1) game suspension, and 3rd offense eight (8) game suspension. This penalty may be waived by the League if the opposing Head Coach or Head Referee notifies the League, in writing, that the Head Coach in violation of the rule took appropriate steps to prevent the of >40 points. (i.e. removal of starting players from game, agreeing to run-time, etc.).
- 7) Any player accumulating three (3) Personal Fouls during the course of the game shall automatically be ejected, and shall be suspended for one (1) subsequent game. Town presidents must notify the league of ejection as described in section XI.O.5.

C) Bench Conduct:

- 1) Seven (7) coaches and three (3) support staff will be allowed on the sidelines/coaching area, excluding EMT and assistant, for all squads.
- 2) All coaches and support staff must stay within the coaching area, on the sidelines between the 25-yard lines on either side of the midfield stripe. Referees may impose a 15-yard penalty for any infraction of this rule. Except for C Squad and D Squad, no more than two coaches may be outside the coaching area to act as instructors during the time of play.
- 3) Any player or coach ejected from a game must be reported to the Commissioner within twenty-four (24) hours by the Town President of the Town the player or coach represented. Failure to comply will result in a mandatory fine of \$50.00.
- 4) Extreme negative behavior by a parent or guardian proven credible can result in the expulsion of the player from the NCFL program.
- 5) Cheerleading: Other than C or D squad, coaches are not allowed on the field for any reason other than an emergency.
- 6) No communication devices, radios, cell phones, wireless headsets, etc, will be allowed on the sidelines during any game (unless it is being used to notify emergency personnel).

D) Game Officials:

- 1) State Board Officials will be supplied a complete set of the League rules one month prior to opening games by the League.
- 2) The League shall provide at least two state board officials for A, B and C Squad games including playoffs and championships. A Referee Representative will be in charge of ensuring that Referees are supplied for all towns with games each week and will coordinate with the league's Official Coordinator.
- 3) Officials must always have foremost in mind the welfare of the players.
- 4) May stop play at any time to explain doubtful points to the players.
- 5) May bench tired, winded or injured players at their discretion.
- 6) May advance the clock to meet schedules, protect players or avoid letting a one-sided game get out of hand, provided that approval of both coaches prior to or during the game is obtained.
- 7) Officials shall enforce bench conduct rules by inflicting penalty according to rules under Article IX D. 5.
- 8) Game referees are not responsible for determining player eligibility disputes. Such matters shall be handled by a protest under the Bylaws as noted in Section O, Paragraphs 1 and 2 of this Article.
- 9) Use of an official field clock is mandatory. This clock will be used to keep "official game time" and will be operated by an official. A fifth official should be used but it is not mandatory. This clock may be operated by remote on the field.
- 10) All game officials are required to sign-in at the announcer's booth in order to collect payment for the day. The hometown president will retain the sign-in sheet for future use by the Commissioner or Officials Coordinator.
- 11) The visiting team has first responsibility to personnel the chain crew. If the visiting team cannot provide a chain crew, then it falls to the home team to provide the chain crew. The chain crew will not be allowed to speak to any game referees, coaches, cheer for anyone on or off the field, and cannot use any electronic devices at any time during the game.

E) First Aid:

- 1) Home team must provide a currently certified E.M.T or E.M.S. at all games. Such person must investigate every injury as seen fit at once on the field or as soon thereafter as possible.
- 2) All teams shall have readily available a suitable medical kit.
- 3) It is mandatory to have an emergency vehicle or communication to an emergency vehicle available at every game.
- 4) The home team shall automatically forfeit any game for which no E.M.T. or E.M.S. is available (at the start of and during the entire game). An automatic fine of \$25.00 will also be levied against the home team.

F) Game Results:

- 1) D Squad will not keep score during any game.
- 2) Scores for A, B, and C games are to be provided by all town Presidents to the Deputy Commissioner and Webmaster no later than 7pm on Sunday evening. This communication shall be via email, text message or using an electronic league management system as dictated by the Deputy Commissioner.
- 3) Standings will be posted on the League's website by the Webmaster each week during the season. Standings shall consist of each team's win/loss record for the purposes of playoff seedings. Cumulative score data shall not be considered for tiebreak or playoff purposes.

G) Cancellation of Game:

- 1) In case of inclement weather, the President of the home team town will call the President of the visiting team town two hours before the start of the scheduled game to cancel that game and/or any other games that day. The canceling of a game does not necessarily cancel play of any remaining games for that day. Once a game is within 2 hours of its starting time, this game can only be cancelled by the Town Presidents or the Officials ON SITE.

H) Game Changes:

- 1) Sunday games can be changed to Saturday if the request form is signed by both Town Presidents and returned to NCFL Official at least two (2) weeks prior to the date requested. The date is not officially changed until the form is returned to the NCFL Coordinator. Either Town backing out after the game is officially rescheduled would result in the Town cancelling paying the officials for the date they would not play.

I) Timeouts:

- 1) A & B Squads- During timeouts up to two (2) coaches from each team may enter the playing field for consultation with players. They may be accompanied by one (1) non-coach for the distribution of water to players.
- 2) C & D Squads- During timeouts a maximum of three (3) coaches from each team may enter the playing field for consultation with players. They may be accompanied by one (1) non-coach for the distribution of water to players.

J) Coin Toss:

- 1) Team captains as authorized in National Federation Football Rules will be accompanied by their Head Coach for the coin toss ceremony, as well as before the start of the second half. This is for the purpose of exchanging handshakes with the opposing team captains and coach in demonstration of good sportsmanship.

K) Tie Games:

- 1) Ties during regular season games will result in the 10-yard overtime rule being used as outlined in Article XII, Section D. With the exception that there will be only one round of overtime, each team getting one possession of four (4) downs. If only one team scores, they are declared the winner. If both teams score OR if no teams score, the game ends in a tie.

L) Forfeitures:

- 1) If an A, B or C team cannot field a team in a given week, the President of the town forfeiting the game must call the Commissioner to advise as soon as possible. The Commissioner will in turn notify the President of the affected town. This will be the only recognized procedure to forfeit a game, other than an on the field forfeit. The town forfeiting the game is subject to a mandatory \$25.00 fine payable to the league, loss of the game and is responsible for payment of game officials if the game officials are to be paid for the forfeited game.

M) D Squad Guidelines:

- 1) All games shall consist of two (2) halves consisting of 48 minutes running time. Clock does not stop for any reason. Play schedule should be as follows:

| | |
|-------|---|
| 8:45 | Introduction of Players |
| 8:55 | Coin toss and Kickoff to begin first half |
| 9:38 | 5-minute warning |
| 9:42 | First half ends |
| 9:55 | Second half begins |
| 10:38 | 5-minute warning |
| 10:42 | End of game |
- 2) Timeouts will be allowed and DO NOT stop the clock, 3 per half and cannot be carried over. Timeouts are limited to one (1) minute long. A timeout does NOT extend the time remaining in the half or the game. No timeouts in the last two (2) minutes of a D team game.
- 3) Game clock: Field clocks will be set to 9:42 (end of first half) and 10:42 (end of game). No exceptions.
- 4) Field Coaches: Only two (2) coaches will be allowed onto the field to act as instructors during the time of play. The Field Coaches must be 10 yards behind the deepest player at the snap of the ball.
- 5) Two Touchdowns Rule: On the possession immediately following the second touchdown, the team down by two (2) scores will have two (2) series of four (4) downs on offense, (a potential of 8 plays). If they get a first down in the initial four-down series, the game continues on as normal. If the offense DOES NOT get a first down in the first four-down series, they retain the ball for another four downs. The offense can declare a punt on the fourth down of the second series. OR, if no first down is made after the eighth play, the ball is turned over to the defense. If the ball is lost by the offense, either on the ensuing kickoff or on a play from scrimmage within these eight downs, (before a first down is made), the offense retains possession of the ball at the previous line of scrimmage. This team would not get the benefit of the 2 TD rule again unless there is another score AND they are still down by 2 scores. Any unused plays cannot be carried over after a touchdown or halftime.
- 6) Scoring: At no time shall scores be kept, or scores be mentioned. No D team standings will be kept. D team is an instructional league.
- 7) Play clock: No play clock has been adopted by the NCFL. However, the referee will be responsible for reminding coaches to initiate play 45 seconds after the ball is whistled ready to play. A concerted effort should be made by both teams to keep play calling to no more than 1 minute.
- 8) Kickoffs: Are governed by current NFHS rules (this is the same for all Squads).

- 9) Declared punts: a “Declared Punt” may be called by the offensive team ONLY inside their own 50-yard line. If a Declared Punt is called, the ball will be advanced 30 yards and a change of possession will occur.
 - 10) Referees: Must be a documented Coach or Board Member. Referees must be verified by their Town’s President to have a clear understanding of the Rules of Football and the NCFL D Team guidelines. Only Town Presidents & NCFL Representatives will be allowed to enter the field to clarify a rule/ruling with the referees and Head Coaches. In the case of disputes, the final decision hierarchy will follow: Home Team President/Rep, then (if they are not present), Visiting Team President/Rep, then (if neither are present) the Home Team Referee.
 - 11) Penalties- All penalties that result in a gain or loss of yardage will be 5-yard penalties from the spot of the foul. During the first half, only penalties that affect player safety will be called: Facemask, flagrant block in the back/clipping, unsportsmanlike fighting or late hit after the whistle. In the second half, yardage penalties will be expanded to include additional infractions that, in the opinion of the referee, affect the outcome of the play, i.e., holding, offside, pass interference. Examples of infractions that will not be called (but may be reset before the snap) include: 6 men on the line of scrimmage, lining up in the neutral zone and motion/shift penalties.
 - 12) All Town Presidents, D Squad Referees and D Squad Head Coaches must attend a rules training session at the Weigh In. Details to be set by the NCFL Deputy Commissioner.
- N) Flag Football guidelines:
- 1) Each town may, at their discretion, operate a Flag Football division for 3, 4, & 5 year-olds. Players must turn 3 years of age before July 1 of the playing season.
 - 2) Games will be held on Saturday mornings, or as agreed upon between opposing towns.
- O) Enforcement of Rules:
- 1) Protest, Disputes, Misconduct Issues:
 - a) All protests, disputes or misconduct issues concerning games, players, coaches, spectators or board procedures must be filed verbally with the Deputy Commissioner of the Executive Committee within twenty-four (24) hours following the conclusion of the incident, and followed up in writing, postmarked, e-mailed or faxed within twenty-four (24) hours of the verbal notification. All protests, disputes or misconduct issues concerning games, players, coaches, spectators or board procedures must be filed by the President of said town. The Deputy Commissioner will render a decision (based on the interpretation of League rules) within twenty-four (24) hours, including fines and/or penalties.
 - 2) Referral/Appeal to Commissioner:
 - a) Any appeal to the Deputy Commissioner’s ruling must be made in writing, within twenty-four (24) hours of said ruling, outlining reasoning for the appeal based on the interpretation of league bylaws. The Commissioner, Deputy Commissioner, and President will review said appeal within twenty-four (24) hours of receipt, and render a decision to: 1) Submit to an Ad Hoc Committee comprised of a quorum of Executive Committee member, who will render a decision on the appeal, or 2) Deny the appeal. The Ad Hoc review will be completed either via

conference call or live meeting, at the Commissioner's discretion. Parties not subject to the appeal will not be allowed to attend the Ad Hoc Committee meeting.

3) Ad Hoc Committee Action

- a) The Commissioner must appoint an ad hoc committee within 48 hours of the referral of the issue if a standing ad hoc committee has not been established by the Executive Committee. The ad hoc committee shall consist of no fewer than five (5) Executive Board members. All members of the ad hoc committee must agree that all other participants have no determined conflict of interest with the alleged infraction or appeal.
- b) All parties involved will be allowed to present their facts at the ad hoc committee meeting. In the course of their investigation of the events surrounding the alleged infraction or appeal, the ad hoc committee will be allowed access to any league or town records held by any party involved and any other information that may be determined to add clarification to the decision.
- c) The ad hoc committee must advise the Executive Committee within seven (7) days of their appointment or referral of the issue as to their findings. In the event of a protest involving a player eligibility issue, the ad hoc committee must notify the Commissioner no later than three (3) days from the date of appointment or referral of the issue as to their findings. In every case possible, the ad hoc committee should attempt to render their findings prior to the next scheduled game of the team being protested.
- d) The Commissioner will notify the parties involved of the findings of the ad hoc committee immediately or as soon as practical following notification.
- e) In the event that the ad hoc committee finds a player to be ineligible, that player will not be allowed to participate in any game pending receipt of additional information that may substantiate the player's eligibility.

4) Executive Committee Actions:

- a) The Executive Committee will review the findings of any ad hoc committee action involving a protest or appeal. Determination of any fines or penalties that may be assessed will be left to the discretion, by majority vote, of the Executive Committee. Consequences up to and including forfeiture of game are possible for any known violation of NCFL bylaws.

5) Ejections

- a) Any player who is ejected from a game shall automatically be ineligible to participate in their next league game. The Town President of the ejected player must notify the Deputy Commissioner within 24 hours of the ejection. This notification will facilitate an appeal process to the ad hoc committee or to initiate the ad hoc committee procedure.
- b) The ejection of any coach from a game is a mandatory suspension from the next two (2) games in current season or following season if ejection was the last season game.

- 6) Suspensions:
- a) All suspensions, regardless of number of games, shall begin on immediately upon notification from the League. During the length of the suspension, players and coaches may not participate in any practices or games in any manner. Suspensions typically begin on Monday and run through Sunday.
 - b) Suspensions will be applied during playoff and championship weeks, in the same manner as regular season games.
 - c) In the event that a suspension extends from one season to the next, the coach shall be permitted to participate in the practice weeks in the subsequent season. The suspension shall resume on the Monday prior to the first regularly-scheduled league game.

P) No Filming:

- 1) No Coach, Coaching Staff, Member, Parent, or Player will be allowed to create a video recording of and/or watch a video recording of any NCFL game other than a game that their Town has played in. Breaking of this rule will result in the Head Coach to be suspended for six (6) games within that current season or rolled over to next season depending on the timing of suspension. To be determined by an ad hoc committee whereas they find evidence to lead them to believe this violation occurred.

Q) Social Media Policy:

- 1) Any use of foul language, sexual harassment or sexual misconduct directed at a teammate, coach or a member of the NCFL program, either in-person or via social media, should receive a written warning and a one (1) week suspension from a game, after that a two (2) day suspension and 3rd violation removal from the squad.

Article XII - Scheduling, Playoffs and Determination of Champions, Cheer Competitions

A) Schedules:

- 1) The NCFL schedule shall consist of an eight (8) week regular season beginning the first Sunday after Labor Day, followed by a three (3) week post season. Since the eight week regular season does not allow all towns to play one another, the following applies:
 - (I) The schedule will be created by the Deputy Commissioner using the Schedule Making Worksheet, Bylaw.
 - (II) The schedule as constructed will account for a six-town Northern Conference and a six-town Southern Conference. Each town will play all towns within their conference and three towns out-of-conference in a given year. Out of conference games are "weighted" per the previous season's total win/loss standing as recorded on the Schedule Making Worksheet.
- 2) The league schedule for all teams must be approved by the League, and towns that do not meet a scheduled game will be subject to an automatic \$25.00 fine, loss of one game and payment of game officiating costs to home team
- 3) During the regular season play, rankings in each division shall be determined and published as follows:
 - a) Win/Loss record
 - b) If equivalent Win/Loss record (tie): head to head result.
 - c) If the teams have not played, they are considered tied (end of season rankings are determined in section XII.C.1

- 4) Any town with any scheduling conflicts must make arrangements with the opposing team and notify the NCFL of the change.
- 5) Limit on Number of Games:
 - a) No team shall participate in more than the regularly scheduled games; playoff games, championship game and two additional pre- or post-season games in any one season. This limitation shall not apply to scrimmages

B) Playoffs:

- 1) Only A, B and C Squads will participate in the playoffs.
- 2) Any town with outstanding fines or fees due the NCFL will be deemed ineligible to participate in the playoffs.
- 3) Round 1- The top (4) ranked Towns in each Conference, as determined by regular season play, will be in the playoffs with games determined by the following:
 - a) 1st vs 4th, 2nd vs 3rd in the Northern Conference
 - b) 1st vs 4th, 2nd vs 3rd in the Southern Conference
 - c) The first place team will host all, A, B & C, 1st vs. 4th games. The second place team will host all, A, B & C, 2nd vs. 3rd games.
 - d) The fifth and sixth place teams in each conference shall not participate in the playoffs.
 - e) Round 1 home fields will be determined by the ranking of Squads on a rotating basis (A, B, C, A, B, C...). For the 2015 season, B Squad final standings will determine home teams. For 2016, C Teams standings will determine home teams. In 2017, A Team standings will determine home teams, and so on. The highest ranked team shall be considered the home team. In the event that a game is played where the town hosting the playoff game is considered, by virtue of the standings, the Away team, the hosting town shall afford all due considerations to the Home team (order of introductions, home sidelines, coin toss, etc.)
- 4) Round 2, Conference Championship will be held between the (2) winning teams from Round 1 in each conference. The higher ranked team will be considered the home team. This game will be hosted by the highest remaining ranked team based on the rotating schedule described above in XII.B.3.e. This town would host the A, B & C Conference Championship games.
- 5) Round 3, NCFL Championship- would be held between the (2) remaining, winning teams from each conference. The higher ranked team will be considered the home team. The game will be hosted by a NCFL member town, per vote at the September NCFL Meeting.

C) Tiebreakers

- 1) For the purpose of standings and end-of-season rankings, all ties are to be broken using the following method:
 - a) 1st tiebreaker: winner of the head-to-head game between the two teams.
 - b) 2nd tiebreaker: in-conference win/loss record. Better record is the higher seed.
 - c) 3rd tiebreaker would be a coin flip by the Commissioner.

D) Overtime Rules - Playoffs

- 1) In the event of a tie game at the end of regulation of a playoff game the 10 yard Overtime procedure will be used.
 - a) Ball is placed on the 10 yard line, side of field as agreed to by each Head Coach. All play will remain on this side of the field for the duration of overtime. If no agreement can be reached as to the side of the field to be used, the referees on the field will determine the side to be used.
 - b) Each team is given one (1) set of downs (4 attempts) to score 6 points only. There will be no field goal attempts, extra point attempts, or 2 point conversions. If a team scores a touchdown in less than 4 attempts this constitutes 1 set of downs, unused downs are not cumulative.
 - c) A coin toss will determine which team plays offense first. The coin toss will be at center field.
 - d) No timeouts granted during play. 30 seconds granted each team after coin toss. 30 seconds granted each team between unit changes (offensive unit to defensive unit and vice versa.)
 - e) All other rules apply.
 - f) If, after each team has had 1 set of downs to score, and no score is made, then play continues until 1 team scores 6 more points than the other, each team having an equal set of downs.

E) Playoff Game Times: Playoff Round 1 and Round 2 game times will be as follows:

- 1) C Squad at 10:00 am
- 2) A Squad at 12:00 pm
- 3) B Squad at 2:00 pm

F) Championship game:

- 1) The member that hosts the championship game shall be responsible for the following:
 - a) Approved playing field.
 - b) Certified and approved scale.
 - c) Minimum of four sanitary units.
 - d) Adequate segregated parking area to facilitate the collection of gate donations and personnel to collect gate donations and direct parking.
 - e) Any requirements set forth by the town and or parks and recreation department.
 - f) Currently certified E.M.T. with emergency vehicle or communication to an emergency vehicle.
 - g) Adequate power supply to facilitate the filming of the game by a television crew.
- 2) All towns wishing to host the championship game will submit their request by the September Executive Board meeting. The Executive Board will decide on the site of the championship game using the town request forms. No town will host the championship game two consecutive years.

- 3) The highest-ranked squad at the end of the regular season shall be considered the Home team.
- 4) In the event of a tie at the end of regulation play in the Championship Game, the 10 yard overtime procedure will be used. See definition in XII.D
- 5) Gate Donations
 - a) Each League Championship shall be self-financing. The participating squads shall have the choice of equally sharing the costs of the game.
 - b) The League will use the gate donations to pay for the following provided by the league for the championship games:
 - (I) 5 referees
 - (II) Game balls
 - (III) Championship trophies
 - (IV) Championship programs
 - c) The Host Town shall collect the donation at the Championship game and shall turn over to the Executive Committee proceeds to cover expenses pertaining to the game as above set out in section F,5,b. The Host Town shall retain all gate donations collected to cover local expenses after these League expenses have been paid.
 - d) Any deficit for any championship game shall be made up equally by all towns in the league.

G) D Team Jamboree

- 1) All "D" Teams will participate in a jamboree at the conclusion of the regular game season to be hosted by a town electing to do so.
- 2) Any town wishing to host the jamboree will submit in writing to the Commissioner their request to do so no later than the June board meeting. The Executive Board will decide on the location of the D team jamboree at the June board meeting.
- 3) The hosting town will keep all revenues from sales of concessions for their town.
- 4) The hosting town will be responsible for the following:
 - a) Supplying the jamboree plaques, medals or trophies.
 - b) Minimum of four sanitary units.
 - c) Certified EMT with emergency vehicle per NCFL guidelines
 - d) Approved playing fields
- 5) The host town will receive money from the NCFL treasury to help cover the costs of the jamboree. This amount will be determined yearly by the Executive Board.

H) Cheerleading Competition

- 1) All Cheerleading squads are eligible to participate in a Competition to be hosted by the NCFL.
 - a) There can be no more than 30 cheerleaders on all squads for competition. Final rosters are to be turned in to the Head Cheerleading Coordinator at the September Cheerleading meeting.
 - b) Only cheerleaders that are on the active roster by week 3 of the regular season are eligible for the competition

- c) A cheerleader must compete at the level, A, B or C that they participated in for the majority of the regular season and D Squad will be exhibition and the NCFL competition.
 - d) In the event a town only has a limited amount of cheerleaders they may combine two squads not to exceed 30 cheerleaders. The Team must compete at the age level of the oldest cheerleader.
- 2) This Competition will be governed by AACCA Safety Guidelines and the National Federation of State High School Spirit Stunting Regulations. All other regulations will be determined by the current season Cheerleading Committee. It is each participating towns responsibility to acquire the updated version each season, as outlined herein.
 - 3) Scoring for the competition will discussed and handed out at the September Cheerleading meeting.
 - 4) Cheerleader bylaws listed in other sections of the bylaws apply to competition.
 - 5) All towns will be required to have a minimum of (4) four Volunteers to aid in the facilitation of the NCFL Competition.
 - 6) The proceeds from the NCFL Competition will be disbursed amongst all towns that participated in the competition and had the minimum (4) four Volunteers participate in the NCFL Competition.
 - 7) NCFL Cheer committee will provide the following:
 - a) Supplying the Championship plaques, medals or trophies.
 - b) Minimum of four sanitary units.
 - c) Certified EMT with emergency vehicle per NCFL guidelines
 - 8) The Cheerleading Committee will submit the budget for the event to the NCFL Cheer Coordinators by the September meeting and the NCFL League Coordinator will submit the budget to the Board at the October meeting

Article X – Coaching Certification

- A) All NCFL member Towns must maintain certification through USA Football’s Head’s Up program in its entirety. This includes Level 1 certification for all Football Coaching Staff members, which includes concussion training. Yearly certification and training must be completed prior to the first day of practice. Confirmation of completion for each coaching staff member shall be printed from the USA Football website and submitted to the second Vice President at the August league meeting.
- B) Copies of current NYSCA and concussion certifications for Cheer Coaches must be submitted to the Cheer Coordinator at the August league meeting
- C) Coaches Code of Conduct: Every coach must sign a Code of Conduct as specified by the NYSCA, copies of such must be maintained by each town.
- D) At least one Cheerleading Coach/representative from each Town will be AACCA Certified by August 1st of the playing season.

- E) All coaching personnel must undergo and pass an online background check mandated by the league. The background check will minimally consist of a statewide check for sex offenses against youth and sex offenses against any persons. Online background checks results for all league coaches' will return to the Town President and League Commissioner. Coaches will not be allowed to take the field or participate with any registered NCFL athlete until their background check has been cleared.

- F) Any coach that has not met the above requirements will not be allowed to participate in any league sponsored event, practices, or games. If a coach that has not met the above requirements is placed on the coaching roster or is participating on the sidelines during a game, that game may be forfeited and the town will be fined \$50.00.

INDEX

Ad Hoc Committees, 20

Background checks, 26

Ball sizes, 13

Base Towns, 7

Bench Conduct, 16

Cancellations, 17

Certifications, 26

Championship game, 24

Cheerleading Competition, 25

Cheerleading meetings, 2

Clinics, 6

D Squad Guidelines, 18

D Squad Jamboree, 24

Disputes, 20

Draws, 7

Duties of Officers, 3

Ejections, 21

Enforcement of Rules, 20

Equipment, 13

Executive Committee, 2

Fees, 4

Filming, 21

Fines. See Penalties

Flag Football, 20

Forfeitures, 18

Game Regulations, 14

Grandfathered players, 7

Halo rule, 10

Insurance, 5

League age, 10

Meetings, 2

Minimum plays, 15

Misconduct, 20

Officials, 16

Overtime rules, 18, 23

Participant Eligibility, 7

Penalties & fines, 4

Playoffs, 22

Practice Guidelines, 6

Protests, 20

Registration, 7

Roster changes, 9

Rosters, 14

Schedules, 22

Tiebreakers (standings), 23

Town Representatives, 2

Weigh-in Procedures, 11

Weight limits, 10

APPENDIX A: ANNUAL CALENDAR YEAR AGENDAS

JANUARY:

- Election of officers.
- Vote on towns that require readmission to the league for not meeting rules regarding squad size.
- Appoint Bylaw Committee to review bylaws and make recommendations for rule changes for coming season. Committee should agree to meet as soon as necessary to begin the review process.
- Appoint Audit Committee. To be reported in March.
- Treasurer to present calendar year financial statement.
- Schedule Presidents meeting.

FEBRUARY:

- No regularly scheduled NCFL league meeting.
- Bylaw committee meeting(s) as required throughout the month. No new bylaw changes can be proposed after the FEBRUARY bylaw committee meetings.

MARCH:

- Treasurer should send out dues notices. (Payments due by April League meeting)
- Appoint Insurance Committee. To be reported in June.
- Report from Audit Committee.
- Reading of proposed rules changes. Vote on proposed rules changes.
- Submit requests to host Cheerleading Competition to Head Cheerleading Coordinator.
- Cheerleading meeting on 2nd Thursday of the month.

APRIL:

- Revise Bylaws based on vote and publish revised document.
- Review dues payments.
- Review insurance premium payments.
- Begin arrangements for certification of coaches.
- Solicit town to host the D Squad Jamboree. Determination will be made by vote at the June meeting and included on the official league schedule of games.
- Begin determination of weigh-in location.
- Distribute game schedule for the upcoming season.

MAY:

- The Treasurer will file an annual tax return to the IRS.
- Cheerleading meeting on the 2nd Thursday of the month. Final requests to host Cheerleading Competition due.

JUNE:

- Declaration and review of registrations and squad sizes from each member town. (Towns must have a minimum of 15 players by this date).
- Each town must acquire High School Federation rulebooks and provide to head football/cheerleading coaches prior to coaches/referees meeting or the first game of the season whichever comes first.
- Report from Insurance Committee. Any overages paid for insurance at the April meeting will be refunded to the towns, after payment of approved league expenses (ie. Background checks).
- The Officials Coordinator will contact the referee's representative to review schedule, referee game rates, and arrange coaches/referees meeting for late August.
- Vote to approve location of D Squad Jamboree.

JULY:

- Town(s) may hold a preseason clinic-no pad, no contact not to exceed five (5) days during the first three (3) weeks of July; attendees must be registered NCFL players.
- Training may begin six weeks prior to the first game (may be in July or August)
- Cheerleading meeting on the 2nd Thursday of the month.

AUGUST:

- Coaching certifications (as required herein) and helmet certifications submitted to Second Vice President
- Announcement by Commissioner of date, time and place of coaches/referees meeting.
- Submissions for hosting of Championship Games begin.
- Cheerleading meeting on the 2nd Thursday of the month. (Review roster books)

SEPTEMBER:

- Executive Committee Meeting (as needed throughout season) to address issues.
- Requests for hosting the championship games due and will be voted on.
- Cheerleading meeting on the 2nd Thursday of the month; turn in final rosters for Cheer Competition to Cheerleading Coordinator.

OCTOBER:

- Review Championship game preparations.
- Set up Nominating Committee/procedure for election of League Executive Committee for next Year.
- Cheerleading meeting on the 2nd Thursday of the month.

NOVEMBER:

- NCFL meeting - Finalize all business for the year, including declaring of Towns that will need to be voted back in at the January Board Meeting for the upcoming season.
- Cheerleading meeting on the 2nd Thursday of the month.

DECEMBER:

- No regularly scheduled NCFL meeting.