

Antelope Valley Youth Football Association, Inc.



NOTE: Updates on the AVYFA website at www.avyfa.org supersede this printed book

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Article I — Introduction

Section 1: Name

The Antelope Valley Youth Football Association, hereinafter referred to as AVYFA, is a nonprofit public benefit corporation

organized and operated in compliance with the California Nonprofit Public Benefit Law. The AVYFA Articles of Incorporation and official By-Laws were filed with and accepted by the California Secretary of State in May of 1994.

Section 2: The Association

AVYFA is an association of independent local community Youth Football Leagues commonly referred to as “Areas”, who have joined together in a cooperative spirit to provide youth football and cheerleading programs for their communities. Each Area is an independent organization, governed by its own By-Laws and Board of Directors, which has agreed to operate under the AVYFA Football and Cheerleading Rules and Procedures as defined in this document. Membership in AVYFA is at the sole discretion of the AVYFA Board of Directors in accordance with the AVYFA By-Laws and these Rules and Procedures.

Upon becoming a member of AVYFA, a Local Area Board of Directors accepts the responsibility and obligation to operate their program in full compliance with the AVYFA By-Laws, these Rules and Procedures, and all AVYFA Board of Directors directives. Failure to do so can result in the Local Area being suspended from AVYFA activities and/or expelled from AVYFA under rules and procedures contained in this document.

Information about the current members of the Association is listed in Article III, Sections 7.

Section 3: Objectives and Purposes

The primary objectives and purposes of this Association shall be:

- A. To stimulate community interest in youth football and cheerleading competition among the youth of our communities;
- B. To educate the general public in the use of youth football and cheerleading competition as a tool in the healthy development of the youth in our communities;
- C. To help young people build healthy bodies, strong minds, and develop a positive sense of self worth;
- D. To help young people develop skill and proficiency in youth football and cheerleading competition;
- E. To teach young people the concepts of teamwork, pride, loyalty, honesty, and courage;
- F. To do all these things under the guidance of responsible adults, placing the welfare of the young people first and foremost, without adult ambitions for personal glory.

Section 4: Scope

This document supplements the AVYFA Articles of Incorporation and By-Laws by providing detailed rules, procedures, and objectives. These Rules & Procedures define the intent of the AVYFA of Directors and are to be recognized as the law of the AVYFA in its daily operations. The rules, procedures, and informational material in this document may be amended only by majority approval of the AVYFA Board of Directors, preferably during the December through June off-season. The Articles of Incorporation and the official By-Laws shall take precedence over this document in case of conflict.

Article II —

Section 1: of Directors

Primary responsibility for the management of AVYFA operations lies with the AVYFA of Directors.

- A. Structure/Composition of the :
 1. BOARD MEMBERS – Each member Local Area (as defined in Section 3, Paragraph A of this Article) is represented on the of Directors by its Local Area .
 - a. Each local area has only one vote on the of Directors.
 - b. Each local area must officially designate to the AVYFA Secretary alternate representatives to assume their voting privilege in their absence at AVYFA meetings where items are intended to be put to a vote of the . Any Local Area not represented for two or more Board of Directors meetings during the season will lose hosting privileges for that season. Proxy delegation is permitted, with the exception of that Area’s Cheer Director .
 2. EXECUTIVE OFFICERS – The Executive Officer include the Commissioner , , and elected by the voting membership of the of Directors. The Deputy Commissioner s and Cheer Commissioner s are appointed by the Commissioner with the approval of the Board of Directors. Local area Presidents elected to the position of Treasurer or Secretary may retain their local area Presidency. To avoid conflict of interest situations, local area Presidents who have been elected to the positions of Commissioner and appointed Deputy Commissioners must relinquish local area Presidencies and/or Board Directorships.

B. Elections

At the regular December of Directors meeting, the incumbent voting members of the Board of Directors shall elect the Commissioner , , and for the following year. At the close of the elections, the new officers shall assume duties immediately and serve a term of office not to exceed one year.

C. Confidentiality

All personal member information must be kept confidential at all times. Each President, President-designate and AVYFA Officer must sign a Confidentiality Agreement at the start of each season. This form is available in the FORMS section of the AVYFA website at www.avyfa.org.

D. Responsibilities of Local Area Presidents

Local Area Presidents function as the leaders of their Local Area and as members of the AVYFA Board of Directors. In order for AVYFA to operate in an efficient manner, each President has personal responsibilities including, but not limited to, the following:

1. Represent his/her Local Area on the AVYFA Board of Directors:
 - a. As detailed in Section I, Paragraph A, 1 of this Article
 - b. Including the meeting attendance and voting procedures detailed in Section 4 of this Article.
 - c. Including the Mandatory AVYFA Board of Directors meetings detailed in Section 5 of this Article.
2. Provide leadership to his/her Local Area Board of Directors that insures that the Local Area performs in a manner consistent with the Objectives and Purposes of AVYFA as detailed in Article 1, Section 3.
3. Provide leadership to his/her Local Area that insures that all Local Area Board of Directors members, coaches, players, cheerleaders and other participants in the Local Area program are knowledgeable about AVYFA Rules and Procedures as detailed in this document and that they carry out the Local Area program in accordance with those Rules and Procedures.
4. Work in a cooperative manner with the AVYFA Executive Officers, AVYFA Board of Directors, other Local Area Presidents, coaches and other participants, officials, and others, as necessary, to insure the success of AVYFA.
 - a. Participate in AVYFA Standing Committees listed in Article III as assigned by the AVYFA Commissioner.
5. Mandatory attendance at all AVYFA Board of Directors meetings, regularly called or otherwise. Any Local Area not represented for two or more AVYFA Board of Directors meetings during the season will lose hosting privileges for that season.
6. Local Area Presidents are required to attend ALL home and away games for the duration of all scheduled games during the season. When unavoidable circumstances arise which prevents the Local Area President from being in attendance for ANY portion of that game day, an appointed representative from the Local Area must be clearly identified to the opposing Local Area's President.
7. It is preferable, when possible, that Local Area Presidents relinquish all personal team coaching assignments whether Head Coach or Assistant Coach. When a Local Area President is acting in a coaching capacity, he/she will turn over their Presidential responsibilities to a designated person for the duration of that game and clearly identify that person to the opposing Local Area's President.
8. Crowd control at all home games is a primary responsibility. Of particular concern are school district policies prohibiting the use of alcohol, drugs and smoking on school grounds. This includes parking lots, spectator stands, snack areas and all playing fields.
9. Enforcement of all AVYFA Rules and Procedures by Local Area participants at all regular season games IS the responsibility of the Local Area President.
10. Managing the administrative detail of Local Area insurance matters including timely claims processing and follow-ups in accordance with the requirements and procedures specified in Section 6 of this Article.
 - a. Claims processing and Incident Reports shall be handled as specified in Section 6. An Incident Report form is available in the FORMS section of the AVYFA website at www.avyfa.org.
11. Reporting all game scores within the time frame required by the AVYFA scorekeeper.
 - a. The home Local Area President is responsible for submitting all final scores to the AVYFA scorekeeper no later than 9:00 p.m. the same Saturday as the game. Failure to comply assesses an automatic fine of \$25. Fines must be mailed, postmarked within 72 hours, to the AVYFA Commissioner . Appeals process: the area assessed a fine may appeal the fine by submitting a written request with the fine. Two AVYFA Deputy Commissioner s will review and make recommendations to the AVYFA Commissioner.
 - b. The Hosting site Local Area President is responsible for reporting post-season and scores. Conditions and consequences as listed above also apply.
12. Assuring that the Local Area pays its fees, fines and any other financial obligations to the AVYFA Treasure in a timely manner including meeting all established deadlines.
13. Assuring that a Local Area Personnel Form is provided to the AVYFA Secretary in a timely manner and updated as necessary. The Local Area Personnel Form is available in the FORMS section of the AVYFA website at www.avyfa.org.
 - a. Complete the team names and colors in the spaces provided on the Local Area Personnel Form.
14. Assuring that current maps outlining the Local Area boundaries are on file with the AVYFA Secretary no later than August 1 of each season.
15. Assuring that his/her Local Area recruiting and sign up procedures comply with the requirements specified in Article IV,

- Section 2 of this document.
16. Assuring that his/her Local Area team composition is in accordance with Article IV, Section 3 for football; Article VI, Section 2 for Cheerleading.
 17. Assuring that his/her Local Area football coaching staff complies with the requirements specified in Article IV, Section 4 and cheerleading coaching staff complies with the requirements specified in Article VI, Section 1, paragraph D.
 18. Assuring that his/her Local Area fully complies with the football practice and related rules specified in Article IV, Section 5 including reporting requirements in paragraph 6 of that article and cheerleading fully complies with the practice and related rules specified in Article VI, Section 6.
 19. Assuring that his/her Local Area registration process complies with the team certification requirements specified in Article IV, Section 6 for football and Article VI, Section 3 for cheerleading.
 - a. Including residency and football Exponents; cheerleading Age Point System.
 - b. Including the procedures specified for changing football team and cheerleading squad certified rosters.
 - c. Including providing certified football rosters to the AVYFA Board of Directors/AVYFA Secretary; certified cheerleading rosters to the AVYFA Cheer Commissioner.
 20. Complying with the Game Day Procedures specified in Article IV, Section 7.
 21. Assuring the availability of game officials at all home games in accordance with Article IV, Section 8.
 22. Complying with the Game Time Rules specified in Article IV, Section 9.
 - a. Including equipment as specified.
 - b. Including the Ten Play Rule.
 - c. Including the 28 Point Rule.
 - d. Including the 8-Man Football Rule when applicable.
 23. Complying with Sportsmanship Rules specified in Article IV, Section 10.
 - a. With special attention to the behavior of coaches, parents and fans.
 - b. Enforcement of all player or coach suspensions or ejections by the officials including ejection of parents and others.
 24. Encourage utilization of the Complaint Procedures specified in Article IV, Section 11.
 25. Encourage utilization of the material contained in Article V, Coaching.
 26. Insure that the Local Area Cheer Director and Cheerleading coaches comply with all requirements of Article VI, Cheerleading Rules.

Section 2: Executive Officers

Overall responsibility for day to day administrative operations of the AVYFA lies with the Executive Officers whose duties are defined by the By-Laws, this set of Rules & Procedures, and directives from the of Directors. Executive Officers serve at the discretion of the Board of Directors and the Board may, with or without cause, replace an Executive Officer at any time, exercising proper respect for said individuals' right to due process. The Executive Officers of the Board shall have no vote, except for the Commissioner , or acting Commissioner, to break a tie.

A. AVYFA COMMISSIONER:

1. The assignment of specific responsibilities and duties to this office requires authorizations that will allow the Commissioner to act on behalf of the Board. Ordinarily any such authorizations are implicit with the assignment itself. However, should a dispute arise with the Commissioner's authority as to actions or lack of action in any given situation within his/her sphere of influence, only written challenges presented to the voting membership of the Board no later than the next regularly scheduled Board meeting shall be considered for Board review. The Board will decide whether the action will be considered for discussion/action in a closed session or at an open Board meeting.
2. The Commissioner may levy fines , declare game forfeits, assign penalties for rules infractions, and declare suspensions of personnel for violations of rules and general misbehavior unbefitting that of adult participation in AVYFA activities. In all disputes that would affect the health and safety of the minor children within the AVYFA charge, the Commissioner has authority to take whatever action he/she feels is necessary for the protection of all parties concerned, including a call for the intervention of Local and/or State law enforcement agencies. The Commissioner is to consult with his/her Deputy Commissioner s in all matters pertaining to disciplinary action and/or fines prior to issuing a decision. Decisions by the AVYFA Commissioner on enforcement of game forfeitures are not subject to review and shall be final.
3. In addition to general duties and responsibilities as outlined in the By-Laws, the Commissioner shall:
 - a. Preside over all meetings of the AVYFA of Directors;
 - b. Appoint, with approval, all AVYFA Deputy Commissioner s, AVYFA committees, standing and/or otherwise, and act as a de facto member of all such committees;
 - c. Arbitrate all disputes within the AVYFA, issuing expedient decisions that will be binding until such time as the of Directors can resolve the matter;
 - d. Enforce all AVYFA By-Laws, Rules & Procedures, and directives from the of Directors;
 - e. Promote the public image of the AVYFA using effective tools such as, among other things, an official AVYFA website

run by an experienced, knowledgeable, Webmaster.

B. AVYFA DEPUTY COMMISSIONERS:

1. Deputy Commissioners are appointed by the Commissioner and act in accordance with the authority delegated to them by the Commissioner and the of Directors. They will answer directly to the Commissioner, and in turn, the Board of Directors. The Commissioner will outline their duties at the time of their appointment and their term of office will not exceed one year. All appointees must be approved by vote of the Board of Directors.
2. Deputy Commissioners act as the Commissioner in the absence of the Commissioner. In the event of the permanent loss of a duly elected Commissioner, and with of Directors approval, Deputy Commissioners may act jointly as Co-Commissioners until the Board of Directors resolves a replacement, either temporary or permanent.
3. Deputy Commissioners are assigned specific duties by the AVYFA Commissioner, which include, but are not necessarily limited to:
 - a. Enforcing all AVYFA By-Laws, Rules & Procedures, and directives of the Board of Directors.
 - b. Assuming responsibilities and duties, acting with the Commissioner in leadership roles, in the Standing Committees (see Article III)
 - c. Arbitrating disputes within the AVYFA as assigned by the Commissioner, making decisions that will be binding until such time as the matter can be resolved by the Commissioner and/or the of Directors.
 - d. Attending to other duties as assigned by the Commissioner and/or of Directors.
 - e. Organizing and conducting a Football. at this Football Coach's Clinic is mandatory for all local area Presidents and local area Head Football Coaches.

C. AVYFA TREASURER: in addition to the general duties as outlined in the By-Laws, the AVYFA shall:

1. Administer all financial activity of the AVYFA, with approvals;
2. As an agenda item at all scheduled regular monthly meetings, prepare and submit for approval, reports of AVYFA financial activities for the preceding month; the report to include, but not necessarily be limited to, monthly income, monthly expenditures, outstanding bills and current status of account balances.
3. Working within a time-line as determined by the of Directors:
 - a. Prepare and submit an annual budget for approval by the ;
 - b. Prepare and submit the annual schedule of Local Area membership assessments for approval by the ;
 - c. Prepare and submit an annual financial report for approval by the, subject to audit by special appointment of the Commissioner and/or the Board of Directors;
 - d. Prepare and submit, subject to approval by the of Directors, all tax returns and other reports required to be submitted to the United States Internal Revenue Service and/or State of California.

D. AVYFA SECRETARY: in addition to the general duties outlined in the By-Laws the AVYFA Secretary shall:

1. Maintain current copies of the By-Laws, Rules & Procedures, and Membership Directory;
2. Establish and maintain a Directory of all AVYFA of Director members and local area membership personnel.
3. Using a regularly updated mailing list, notify all members of the of Directors and Local Area Cheer Director s with timely announcements of scheduled Board meetings making use of e-mail as a means of communication preferable to the United States Postal Service.
4. Establish, maintain and be custodian of all AVYFA official files.
5. Accept and prepare agenda items from members of the ;
6. Record and prepare all minutes of regularly scheduled meetings for presentation to the for approvals;
7. Be prepared to record and prepare minutes of unscheduled and/or special meetings for presentation to the for approvals if necessary;
8. Accept, evaluate, and retain minutes from all committee meetings if appropriate.
9. Process and prepare the annual Rules & Procedures handbook for publication.
10. Maintain separate confidential lists of football and cheer coaching problems for reference by the AVYFA Board of Directors.

E. AVYFA CHEER COMMISSIONER:

1. Local area s are to submit a name as their choice for AVYFA Cheer Commissioner to the Commissioner no later than the February meeting of each season. The Commissioner will submit the candidate's name for approval to the of Directors. Upon approval, the Cheer Commissioner:
 - a. Will be responsible for the day-to-day executive management of the AVYFA cheerleading program;
 - b. Shall call and chair meetings with local area s;
 - c. Has the authority to appoint Deputy Cheer Commissioner s, subject to approval by the of Directors;
 - d. Is responsible for organizing and conducting a Cheer Coaches Clinic. at this Cheer Coach's Clinic is for all local area s and local area Head Cheer Coaches.
 - e. Will assist local area s' in the planning and conducting of cheer clinics or camps as scheduled;
 - f. Conduct **Local Area** and Cheerleading.
2. The Cheer Commissioner answers directly to the AVYFA of Directors and the Commissioner and regularly reports on the status and progress of the AVYFA Cheerleading Program. The Cheer Report, conducted by the Cheer Commissioner, is a

reserved agenda item at regular AVYFA monthly meetings.

Section 3: Local Areas

- A. Local Areas are youth football organizations in communities that represent geographical divisions within the operational configuration of the AVYFA. Hereafter maybe referred to as Local Areas.
- B. Soliciting and/or recruiting of new local areas for membership will be concluded no later than March for a given season. This cut-off date is established to eliminate problems encountered in trying to fit a new area into the playing schedule for that season. Late candidates for membership can be given priority for inclusion in the next season.
- C. New Local Areas may be admitted to the AVYFA by making application, usually in writing, to and receiving a two-thirds majority vote of the Board of Directors. All new local areas are admitted subject to a one-year probation during which the new Local Area will have full voting rights and all other privileges available to permanent Local Areas with some exceptions. This one year probationary period may be extended at the end of the first year by a 2/3 majority vote of the Board of Directors. At the end of the probationary year, permanent status may be granted to the Local Area by a two-thirds vote of the Board of Directors.
 - 1. Definition of Probation - a period of time assigned by the AVYFA Board of Directors to a new local area characterized by subjection of said area to surveillance and to such examination and evaluation as to ascertain suitability to be included in membership of the AVYFA. A vote by the Board of Directors at the end of the time period assigned will either accept or not accept the area for permanent membership.
 - 2. Conditions of Probation - those areas on a first year of probation must
 - a. Demonstrate a sound fiscal policy backed up by a reasonable bank balance; to be able to provide, upon request, a record of solvency. AVYFA is not in a position to loan money or assume local area indebtedness.
 - b. Demonstrate a commitment by the Area to full compliance with all AVYFA Rules and Procedures.
 - c. Demonstrate the ability to resolve major and minor Local Area violations of AVYFA Rules and Procedures, as they occur, to the satisfaction of the AVYFA Board of Directors.
 - d. Accept restrictions on hosting AVYFA pre-season and post-season Post activities.
 - e. Demonstrate the ability and commitment to conduct a football and cheerleading program consistent with the goals of AVYFA.
 - 3. Areas placed “on probation” for disciplinary purposes will have specific conditions outlined by the Board of Directors. The conditions will include those steps that the area must follow to be reinstated to full membership.
- D. Organization, management, and operation of local areas are the jurisdiction of the Local Area and are not subject to AVYFA intervention. AVYFA management may assist local areas and provide temporary management in cases where no clear leadership is apparent. Such assistance shall have as its only objective the establishing of viable local area management and this assistance shall cease as quickly as this can be established.
- E. All Local Areas shall comply with the AVYFA Articles of Incorporation, By-Laws, these Rules & Procedures, and all directives from the Board of Directors. Each Local Area shall, when and if necessary, change its governing rules to eliminate any conflicts with the above compliance. It is strongly recommended that area Boards of Directors be installed as early as possible, preferably at the same time (in December) that the AVYFA Executive Officer Executive are elected. This will allow for full area participation in the rules revision processes that begin in January of the new season.
- F. The Local Area President or Representative, acting as a direct liaison between the AVYFA Board of Directors and the local area Board, must assume specific personal responsibilities as detailed in Article II, Section 1, paragraph D.
- G. Suspension of a Local Area’s status and privileges, including voting rights and rights to positions in the playoffs, may be affected by:
 - 1. The AVYFA Treasurer Executive for delinquency in fees Local and assessments Local.
 - a. Delinquency is defined as failure to pay Local Area fees on or before the due dates specified in this section; or failure to pay fines, penalties, assessments or other amounts due AVYFA on or before the date specified in these Rules and Procedures or as otherwise set by the Board of Directors.
 - b. Local Area fees for each calendar season shall be paid to the AVYFA Treasurer in accordance with the following schedule:
 - I. \$500 on or before July 1
 - ii. \$500 on or before August 1
 - iii. \$500 on or before September 1
 - iv. Full balance of Local Area fees on or before November 1
 - c. A penalty of \$50.00 per month shall be assessed for each Local Area fee, fine, penalty or assessment payment that is delinquent. Penalties are cumulative. For example, if two payments are delinquent, the penalty accrues at \$100.00 per month.
 - d. Total fees for a Local Area must be paid in full on or before November 1. If a Local Area's fees are not paid in full by November 1, that Local Area forfeits all eligibility for playoff games and may be subject to termination by the Board of

Directors as specified in paragraphs H-2 or H-3 of this Section.

- e. Relief from payment of the \$50.00 per month delinquency penalty may be granted only by a two-thirds vote of the Board of Directors after consideration of mitigating circumstances.
 2. The AVYFA Commissioner Executive for noncompliance with the Articles of Incorporation, the By-Laws, these Rules & Procedures, or the directives of the Board of Directors including failure to pay penalty Penalties fines Penalties on or before the due date; subject to review by the Board of Directors.
 3. A two-thirds vote of the Board of Directors, with or without cause.
- H. Termination of a Local Area's status, including forfeiture of all rights, privileges, and claims; may be affected by:
1. Voluntary withdrawal or resignation, either in writing or by declaration during an AVYFA meeting where such declaration is recorded in the minutes of that meeting.
 2. By majority vote of the Board of Directors following a failure to pay proper fees Local and/or penalty Penalties fines Penalties on or before the due date.
 3. By a two-thirds vote of the Board of Directors, with or without cause.

Section 4: Quorum and Meeting Attendance by the Voting Members

- A. The quorum concept: a quorum is defined as the minimum number of members required to be present at an assembly or meeting before it can validly proceed to transact business. AVYFA requires a simple majority of the voting members of the Board of Directors present to establish a quorum. Only then can voting decisions of the Board become binding.
 1. Ordinarily, once a quorum is established at a meeting, voting on properly motioned and seconded items calling for Board decisions require only a simple majority to pass or not pass (a simple majority is one more than half).
 2. Certain votes call for a 2/3 majority in order to be passed; these are identified in these Rules & Procedures and deal mostly with personnel issues.
- B. Attendance at all regularly scheduled meetings of the AVYFA Board of Directors is mandatory for all Local Area Presidents or their designated representatives. The AVYFA Secretary Executive will send out a reminder, via e-mail to all Area Presidents 48 hours in advance of a regularly scheduled meeting. Area Presidents are required to notify the secretary within 24 hours of their intent to attend the meeting. This is to insure that the meeting will meet the quorum requirements in advance.
- C. Telephone Conference Telephone Call meetings of the Board of Directors may be convened by the Commissioner Executive or by an Executive Officer Executive designated by the Commissioner. The AVYFA Secretary Executive or a person designated by the person calling the meeting shall record minutes of the discussion and decisions made. The same quorum requirements as for regular meetings must be met. The minutes of Telephone Conference Call meetings shall be read into the minutes of the next regularly scheduled Board of Director's meeting. The Board of Directors may vote to approve or reject the minutes.
- D. Electronic meetings of the Board Meeting of Directors using E-mail may be convened by the Commissioner Executive or by an Executive Officer Executive designated by the Commissioner. The AVYFA Secretary Executive or a person designated by the person calling the meeting shall act as moderator of the meeting. The same quorum requirements as for regular meetings must be met. The minutes of E-Mail meetings shall be read into the minutes of the next regularly scheduled Board of Directors meeting. The Board of Directors may vote to approve or reject the minutes.

Section 5: Meeting Schedule

The Association will adhere to the following monthly meeting schedule. The agenda for the meetings will be prepared by the AVYFA Secretary Executive and/or the Commissioner Executive and disseminated to the Board of Directors before scheduled meetings.

- A. Mandatory Board of Directors Meetings:
February March April May June September October November
- B. There will be no mandatory Board of Directors Meeting scheduled for:
January July August December
- C. Election of AVYFA Officers shall be conducted at the February Board Meeting.

Section 6: Insurance

AVYFA carries medical insurance that is paid for by a portion of the fees Local collected from each Local Area. This insurance is primarily a supplemental policy, secondary to the parents/guardians primary medical insurance. Primary medical insurance information is listed on the AVYFA Contract that each player/cheerleader must complete.

Under some circumstances, when there is no primary medical insurance coverage, then the AVYFA medical insurance may serve as the primary medical insurance coverage.

- A. The AVYFA Insurance Administrator Insurance, appointed by the Board of Directors, is the primary contact for insurance matters.
- B. The local area President Area is responsible for making sure that the administrative detail related to insurance claims involving

his/her area is completed in a timely manner.

- C. The team/squad Head Coach Head is responsible for making sure that an injured player/cheerleader immediately receives appropriate medical treatment. It is recommended that a properly staffed ambulance or other emergency personnel be on hand at all football games.
1. All players and cheerleaders must have completed the AVYFA Contract including parental/guardian consent and procedures for emergency treatment. This SIGNED contract must be on file BEFORE the player/cheerleader may participate in any practice or game. The contract file must be present at all games and practices.
 2. It is important to adhere to the emergency contact and emergency treatment instructions on the contract.
 3. Fill out and file with the AVYFA Insurance Administrator Insurance an AVYFA Incident Report. This form is available for download from the FORMS section of the AVYFA website AVYFA at www.avyfa.org.
- D. Insurance Claims: It is the local area President Area's responsibility to follow up each injury incident to make sure that the Incident Report is filed in a timely manner and that Insurance Claims are filed in a timely manner.
1. The procedure for filing an Insurance Claim is found on the Claim Form. The form requires certain information be entered and the form signed by a "POLICYHOLDER REPRESENTATIVE". The Local Area President Area is that person and must sign the claim.
 2. Assistance with filing claims can be secured from the AVYFA Insurance Administrator Insurance.
 3. The AVYFA Insurance Administrator Insurance may request a copy of the claim.
 4. Problems with insurance claims should be reported to the AVYFA Insurance Administrator Insurance or AVYFA Commissioner Executive or AVYFA Board of Directors.

Article III — Standing Committees

Standing committees assist the Executive Officer Executive in the detailed management of major functions within AVYFA operations. These are not to be confused with Board Advisory committees described in the By-Laws. All committee positions are filled by the Commissioner Executive using the guidelines listed below. Each committee member serves at the discretion of the Commissioner. Except as noted below in the descriptions of the Local Areas Committee, the Commissioner may, with or without cause and without consulting the Board of Directors, change any committee assignment at any time. Each committee will appoint one of their members to be the committee Secretary. Minutes of all committee meetings must be prepared by that Secretary and submitted to the AVYFA Secretary Executive for review before incorporation into AVYFA permanent records. Currently there are 7 standing committees.

Section 1: Rules and Alignment Rules Committee

- A. Membership: Chaired by the Commissioner Executive, mandatory membership of Deputy Commissioner Executives; general membership consists of interested Local Area Presidents, and/or Executive Officer Executive of the AVYFA. No proxy delegation will be permitted.
- B. Responsibilities & Duties:
1. Determine the number, names, and boundaries of the areas for the coming year;
 2. Locate and recruit potential new local areas;
 3. Resolve the number of teams required from each local area, team colors and other details necessary to define AVYFA conferences.
 4. Review all AVYFA documents for possible changes including the Articles of Incorporation, the By-Laws, and these Rules & Procedures, making written recommendations for improvements to the Board of Directors.
 5. Review the minutes of all AVYFA meetings searching for approved directives from the Board of Directors that should become a part of the above documents. Make changes to the documents, present them to the Board of Directors and obtain their approval for the changes.
 6. Review proposed rule changes from every possible source, making written report of the proposals and written recommendations to the Board of Directors.
 7. Determine method to develop the current season schedule.
- C. Timeline:
1. The committee will meet in the months of January, February, and March to do the major part of its area definitions and rules recommendations. It should have complete written documentation of its definitions and recommendations ready for the March meeting of the Board of Directors.
 2. The committee may meet at any time to consider the application or possible recruitment of new local areas. Written recommendations should be prepared for the next meeting of the Board of Directors. If the timing of acceptance of a new local area is critical to the scheduling for the coming year, the committee should set up a conference call with all Directors and seek an immediate decision on an application from a new local area.
 3. The committee may meet at any time to consider proposed rule changes and prepare written recommendations to the Board of Directors.

4. No work or duties assigned to this committee shall prevent the Board of Directors from taking any action on area alignment or rules changes at any time it deems necessary, with or without the recommendations of this committee.
5. The committee secretary shall be responsible to prepare official changes approved by the Board of Directors and provide them to the AVYFA Secretary Executive who shall incorporate the changes into the official documents.
6. Changes in Rules or Procedures made and approved by the Board subsequent to the annual printing and distribution of the AVYFA Rules and Procedures Handbook will appear on the AVYFA website AVYFA in the appropriate section. In such case that the printed Handbook and the website conflict, the website version will supersede.

Section 2: Cheerleading Committee

- A. Membership: Chaired by the AVYFA Cheer Commissioner Executive; general membership composed of the Deputy Cheer Commissioner Executives, any interested local area Presidents and their Cheer Director Cheers, and other appointees with related experience.
- B. Responsibilities & Duties:
 1. CHEERLEADING RULES – Review the cheer rules for certification, game time performances, half time performances, and other aspects of regular season cheerleading. Prepare written recommendations for changes and secure decisions from the Board of Directors. Submit approved recommendations to the AVYFA Secretary Executive for incorporation into the Cheerleading Rules, Article VI of these Rules & Procedures.
 2. CHEER COACHES CLINIC - Prepare plans for and execute an annual mandatory AVYFA Cheer Coaches Clinic that is educational and training in nature for all Cheer Director Cheers and Cheer Head Coach es. Prior to the event, the Commissioner Executive, his/her staff, and each Area President Area will be advised of the location, date, and time of the clinic. In. In addition, assist local area Cheer Directors in the planning and conduct of local area clinics or camps as scheduled.
 3. CHEERLEADING COMPETITION - Review the rules and procedures for cheerleading competition and make any changes needed for the current annual competition. Make and execute appropriate plans to carry out the competition. Approval by the Board of Directors shall be necessary for proposed rules and rule changes for cheerleading competitions. The Board of Directors may direct any changes it deems necessary and the committee shall comply.
- C. Timeline:
 1. The committee shall meet as called by the AVYFA Cheer Commissioner Executive for its annual review and preparation of written recommendations to the Board of Directors at the March meeting of the Board.
 2. The committee shall meet again in June and/or July to complete planning for the annual Cheer Coaches Clinic Coach's.
 3. The committee shall meet in October and/or November to complete planning for the annual Cheer leading competition.

Section 3: Finance Committee Finance

- A. Membership: Chaired by the AVYFA Treasurer Executive, staffed with appointees of the Commissioner Executive and Treasurer to act as assistants to the Treasurer; volunteer membership of any interested local area President Area or Executive Officer Executive. All membership is subject to approval of the Board of Directors. Prior to Board approval, if necessary and/or if requested by the Board, new committee members must provide proof that no conflict of interest exists as an impediment to membership on the committee.
- B. Responsibilities & Duties:
 1. Annual Budget: Prepare and present to the Board of Directors for approval, a projected annual budget to include estimated incomes, anticipated cost of insurance premiums, officials Officials' fees Local, costs of awards, and other estimated expenses;
 2. Local Area Assessment Local: Prepare and present to the Board of Directors for approval, an annual assessment schedule listing assessments to each local area;
 3. Annual Year-End Financial Report: Prepare and present to the Board of Directors for approval, an annual year-end financial report; the report to provide enough significant detail for Board members to audit the year's financial activity.
 4. Assist the AVYFA Treasure to prepare and submit, subject to approval by the Board of Directors, all tax returns and other reports required to be submitted to the United States Internal Revenue Service and/or State of California.
- C. Timeline:
 1. The committee shall meet at the request of the AVYFA Treasurer Executive and/or Commissioner Executive to prepare for presentations of the annual budget, local area assessments Local, and annual year-end financial report to the Board for approvals.
 2. The Finance Committee Finance is not tasked with the monthly Treasurer Executive's report. This report is an agenda item at all scheduled regular meetings of the Board of Directors, and is the responsibility of the Treasurer as an elected Executive Officer Executive. However, should there be a need, the Commissioner Executive or Board of Director members may request such an intervention.

Section 4: Awards Committee

- A. Membership: Chaired by the AVYFA Treasurer Executive, staffed with volunteers from the Executive Officer Executive and/or voting membership. All membership is subject to approval of the Board of Directors. Prior to Board approval, if necessary and/or if requested by the Board, new committee members must provide proof that no conflict of interest exists as an impediment to membership on the committee.
- B. Responsibilities & Duties
 - 1. Review and critique past season's awards selection and disbursement processes.
 - 2. Survey the membership for guidelines as to appropriate types of awards, suggested amounts to be expended, and to whom and at what times the awards should be distributed.
 - 3. Assist the Treasurer Executive in a bids process;
 - a. Establish an awards package;
 - b. Contact vendors;
 - c. Solicit bids/quotes;
 - d. Award the most appropriate bid after approval by vote of the Board of Directors.
- C. Timeline:
 - 1. The committee shall meet at the request of the AVYFA Treasurer Executive and/or Commissioner Executive at timely intervals to prepare for presentations of awards packages and bids offered to the Board for approvals.
 - 2. Members of the committee will assist the AVYFA Treasurer Executive and Commissioner Executive in the distribution and disbursement of awards.

Section 5: Officials Committee

- A. Membership Chaired by the Commissioner Executive; members will include the AVYFA Treasurer Executive, any interested Local Area Presidents and/or Executive Officer Executive.
- B. Responsibilities & Duties:
 - 1. Liaison with Officials Organizations - maintain continuous contact with the officials' organizations, keep the Board of Directors advised as to: availability and numbers of officials, complaints by officials, complaints about officials, fee schedules, possible alternate sources for officials, game schedules, and, in general, any matter requiring communication between the two organizations.
 - 2. Payments to Officials are made as described in Article IV, Section 8.
- C. Timeline: as established between the AVYFA and the officials Organizations.

Section 6: Certification Committee

- A. General Characteristics: Using guidelines established by the AVYFA Commissioner Executive and approved by the Board of Directors, conduct the season activities concerning the AVYFA official certification of local area teams in accordance with the provisions of Article IV, Section 6.
- B. Membership: Chaired by a Deputy Commissioner Executive and staffed by representative volunteers from the AVYFA Executive Officer Executive and/or voting membership. Local area certification team Certification members will be appointed by the Deputy Commissioner Executive on the recommendation of Local Area Presidents. The appointment is subject to approval by the Board of Directors and once achieved, the area Certification Team members will answer directly to the Commissioner and the Board of Directors in matters of team certification.
- C. Responsibilities and Duties: Following procedural directives from the Commissioner Executive and the rules as defined in Article IV, Section 6, all area Certification Team Certification members will receive training, a certification stamp, and authorization from the Commissioner to approve final official local area team certification. Their signature, accompanied by the official certification stamp on team roster forms and the date of certification inspection will be required on all AVYFA officially certified roster Certified. The certification team has a further requirement to collect a copy of the official certified roster from all teams certified within their Certification Team's area of jurisdiction. This set of official team rosters must be forwarded to the Commissioner no later than one week after certification.
- D. Timeline: As determined by the Commissioner Executive and approved by the Board of Directors. Certification schedules will be established and available for distribution at the Football Coach's Clinic Coach's or at the regularly scheduled meeting closest to season opening, whichever occurs first.

Section 7: Local Areas Conference

- A. General Characteristics: Local Areas situated in all portions of the Association.
- B. Membership: Chaired by a Deputy Commissioner Executive; members will include the local area Presidents from each local

area in the Association as determined by the Rules and Alignment Rules Committee and approved by the Board of Directors.

C. Local Areas of Membership: 2010

1. Big Bear Boundaries: Big Bear City including all boundaries of those elementary and intermediate schools that have students who would ordinarily progress to Big Bear High School.
2. Bishop Boundaries: The city of Bishop including all boundaries of Inyo County.
3. Boron Boundaries: Those communities served by the Murom Joint Unified School District that lie outside the boundaries of Edwards Air Force Base. Included, but not limited to, participating areas are the communities of Boron, Desert Lake, North Edwards, Aerial Acres, Santa Fe Depot, and Kramer Junction where children reside Residency who are in attendance at Boron Jr./Sir. High School, West Boron Elementary School, Richard B. Lynch Elementary School and at the Oasis Christian School. Residents of Silver Lake are permitted to play for the Boron Local Area.
4. California City Boundaries: California City including all boundaries of elementary and intermediate schools serving the community of California City.
5. High Desert Patriots Boundaries: The Town of Apple Valley including all boundaries of those elementary and intermediate schools that enroll students who would ordinarily progress to the Apple Valley High School or Granite Hills High School within the Apple Valley Unified School District boundaries. The community of Spring Valley Lake including all boundaries of those elementary and intermediate schools that enroll students who would ordinarily progress to the Victor Valley Union High School.
6. Kern Valley Boundaries: The Kern River Valley and surrounding areas including all boundaries of those elementary and intermediate schools that have students who would ordinarily progress to Kern Valley High School and to also include participants who reside Residency in Walker Basin.
7. Mammoth Boundaries: are the same as those of the two Mono County local school districts: Mammoth Unified serving Mammoth Lakes and Crowley Lake, and Eastern Sierra Unified serving Coleville, Walker, Bridgeport, Lee Veining, June Lake and Benton.
8. Mojave Boundaries: The city of Mojave including all boundaries of those elementary and intermediate schools within its city limits.
9. Rim of the World Boundaries: General area of San Bernardino County known as Rim of the World including all boundaries of those elementary and intermediate schools that have students who would ordinarily progress to the Rim of the World High School.
10. Trina Boundaries: The city of Trona and surrounding areas including all boundaries of those elementary and intermediate schools that have students who would ordinarily progress to Trona High School. The city of Ridgecrest, city of Inyokern and surrounding areas including all boundaries of those elementary and intermediate schools that have students who would ordinarily progress to Burroughs High School.
11. Participants from the Rosamond Area will be permitted to play for Boron, California City and Mojave.

Note: Maps outlining Local Area boundaries will be on file with the AVYFA Secretary Executive. In cases of dispute, the maps will be reviewed and interpreted by the Commissioner Executive. That interpretation and subsequent decisions based on that map will be final. Player eligibility Player is also governed by the rules in Article IV, Sections 2 and 3.

Article IV — 2010 Football Rules

Section 1: Introduction

- A. The rules for playing football in the AVYFA will be the current published rules of the National Federation National of State High School Athletic Associations. Additionally, the Board of Directors may modify these rules and add its own rules that AVYFA Local Areas must follow. These modifications and additional rules are detailed for the current season within this Article.
- B. Playing rules are maintained by the Rules and Alignment Rules Committee, which is responsible for continual review and revisions. Any proposals for change should be presented to that committee. No change may be made to the Playing Rules after the date of the first scheduled game without the unanimous approval of the Board of Directors.

Section 2: Recruitment and Sign Usings

- A. No local area may recruit; hold signups, or sign up players residing outside their own local area boundaries (as defined in Article III, Section 7). Recruitment or sign ups in neighborhoods which are not currently included within the boundaries of the local area may not be done without prior approval by the Board of Directors to include that neighborhood within the local area's boundaries.
- B. No local area may display informational flyers or other promotional devices outside its own boundaries unless that information clearly indicates the local area's boundaries and states that no player residing outside of those boundaries may be signed up. Such promotional material may not be displayed within the boundaries of another local area without written permission from the President Area of that local area.

- C. A player residing outside the local area boundaries (as defined in Article III, Section 7), an “out-of-area player”, found signed up before any league games are played and who does not meet the Eligible Player requirements specified in paragraph D of this Section is a violation of this Section.
- D. Eligible Player Defined Eligible: To be eligible to play on any AVYFA team, a player must meet the following requirements:
1. Residency as defined in paragraph E of this Section.
 2. Special permissions Special, when applicable, as defined in paragraph F of this Section.
 3. Contractual requirements Contractual as defined in paragraph G of this Section including a signed contract with parental/guardian permissions, emergency instructions, physical exam Physical and insurance information.
 4. Comply with the age and weight exponents defined in Section 3 of this Article for the team on which the player will play.
 5. Be certified on the roster of the team on which the player will play as defined in Section 6 of this Article.
 6. Have met the practice requirements as defined in Section 5 of this Article.
 7. Not on suspension Local or otherwise excluded from playing as a result of violations of any AVYFA rules as defined under all Articles and Sections of these Rules and Procedures.
- A Player who does not fully meet these requirements is defined as an In-Eligible Player. Penalties for playing an In-Eligible Player are defined in Section 7 of this Article.
- E. Residency requirements: To be eligible, players must live within the boundaries defined in Article III, Section 7 of the Area for which they play. The Local Area President Area and his/her Area Board of Directors are responsible for complying with this requirement. Failure to comply with this requirement can result in severe penalties including expulsion Local of the Local Area from the AVYFA. In the event of a question, the AVYFA Commissioner Executive shall resolve the question and may require documentation in the form of a school or other document acceptable to the Commissioner.
- F. The AVYFA Commissioner Executive may grant a player permission to play for a team in an Area other than the Local Area in which the player resides upon receipt of a written request from the parent or guardian of the player. Permission will be considered when at least one of the following conditions is met:
1. To play for a team in the same AVYFA Local Area that he played for in the previous year as junior or senior;
 2. To play for a team where the Head Coach Head is the parent of the player;
 3. To play in the same Local Area as a sibling;
 4. When there is no Local Area division in which the player qualifies within the AVYFA.
 5. The player has written permission from both Local Area Presidents.
 6. The player has moved out of the AVYFA Local Area in which the player lived when the player’s team roster was certified. The player may continue to play for the player’s original team if the player meets all the practice, attendance and other participation requirements of that team. In addition the parent must supply the AVYFA with a letter from the player’s school verifying the change of address. Out of Area Players are described as those players who are found to be playing for an AVYFA Local Area other than the one in which they reside Residency.
- G. Contractual requirements Contractual: All players must complete the information and provide the signatures required on the AVYFA Contract including parent/guardian consent and information for emergency treatment. This SIGNED contract with the medical exam portion completed or a separate signed medical exam form in accordance with Section 6, paragraph D, subparagraph 3 of this Article must be on file BEFORE the player may participate in any practice or game. The contract file must be present at all games and practices.
- H. All references to written permission shall not be considered complete and effective until a copy of the written permission is on file with the AVYFA Secretary Executive.
- I. Penalties for recruitment and sign up violations:
1. Violations of paragraph A, B and/or C of this Section:
 - a. For the 1st infraction, the offending Local Area will be fined Penalties \$100;
 - b. For the 2nd infraction the Local Area will lose all voting privileges for the remainder of the year and be placed on probation;
 - c. For the 3rd infraction the Local Area will be brought before the Board for expulsion Local.

Section 3: Team Composition

- A. Players shall be divided into five divisions designated as Rookie, Freshmen, Sophomores, Juniors and Seniors. Players shall be assigned to a division based on the exponents of weight and age. The purpose and design of the exponents is to protect the health and safety of players by avoiding excessive size and weight miss-matches. Exponent chart for the current AVYFA season is on the immediately following page.
1. Exponent charts for each division shall be reviewed by the Rules and Alignment Rules Committee yearly. Changes to the exponent chart must be approved by the Board of Directors.
 2. No individual who has reached 15 years of age on or before August 1 of the current season will be eligible to play in the AVYFA . An individual who is 14 years of age on August 1 of the current season and turns 15 years old on or after August 2 through December 31 of the current season may participate provided they meet the requirements specified in the exponent

chart. Restrictions may apply.

3. No individual who is or will be enrolled in the ninth grade Ninth during the current season will be eligible to play in the AVYFA regardless of the exponents.
4. There shall be no exceptions to the exponent qualifications. Neither the Board of Directors nor any AVYFA executive may issue a waiver or grant special permission to play outside the division ranges as defined by these exponent rules.
5. Player contracts verifying exponent qualifications shall be present at all practices, scrimmages, and games.
6. Maximum number of players per team is 30; this includes games, rosters and practices. A Local Area may NOT allow any player to practice with a team who does not appear on the certified or yet to be certified roster.

AVYFA Official - Exponent System Player 2011

(Without equipment)

| Division | Age | Maximum Weight |
|------------|-----------|----------------|
| I | 6 Years | 200 lbs |
| | 7 Years | 200 lbs |
| | 8 Years | 200 lbs |
| II | *9 Years | 200 lbs |
| | 10 Years | 200 lbs |
| | 11 Years | 200 lbs |
| III | *12 Years | 200 lbs |
| | 13 Years | 200 lbs |
| | 14 Years | 200 lbs |

Notes:

1. There are no exceptions to these exponents. No waivers will be granted.
2. Actual weight at certification must be recorded on the team roster, recording maximum weights for division is not acceptable.
3. Minimum age is 6 years old or more as of August 1st of the season.
4. Age is the age of a player as of August 1 of the current season for all ages. Special provisions apply to 14 year olds.
5. All players must present acceptable proof of their age each season. Acceptable proof is an original document as listed in Article IV, Section 6. NOTE: The names on the proof of age must correspond with the names on the certification paperwork. If an adoption or legal name change has occurred, appropriate legal paperwork must be available to ensure both names are the same person.
6. Maximum age and weight for Seniors is defined as follows:
 - a. No older than 14 years on August 1 of the current season.
 - b. Player must be in the eighth grade or lower during the entire current season.
 - c. Player may turn 15 on or after August 2 – restrictions may apply
7. There will be no ninth grade Ninths eligible for participation in AVYFA. No exceptions.
8. Placement of players in each division is at the discretion of the Local Area.
9. **9 year olds**
 - A. **4th year plays will play on division II**
 - B. **under 50lbs will play on division I**
10. **12 year olds**
 - A. **under 120 lbs will play on division II**
 - B. **over 120 lbs will play on division III**

Section 4: Coaching Staffs

- A. **Head Coach Head:** The Head Coach of each team is required to read and know all the rules of the National Federation National of State High School Athletic Association and all AVYFA modifications and additions as found in the AVYFA Rules and Procedures. The Head Coach is responsible to see that all rules and regulations are adhered to and that all coaching staff and team members are knowledgeable and in compliance with same. Failure to abide by rules, regulations, modifications, and additions is just cause for removal by the local area management or the management of the AVYFA.
- B. **Discipline:** The Head Coach Head is responsible for the sportsmanship and discipline of the players and the coaching staff. Any player or member of a coach's staff that is ejected from a game will be suspended for one week. The Head Coach of that team may also be suspended for 1 week for failing to control the players and/or coaching staff.
- C. **All Head Coach Heades** must have valid certification in first aid First and CPR for continued participation as AVYFA Head Coaches. This requirement also includes cheer Head Coaches. (This same training required by both county and state Title V mandates for high school coaches).
 1. Local area Presidents shall make this training and certification available to their Head Coach Heading candidates as a local

- area responsibility.
2. Any exceptions to this rule must be approved in writing by the local area President Area and the AVYFA Commissioner Executive with a copy filed with the AVYFA Secretary Executive
- D. No more than seven non-players may be in the team box during any game or controlled scrimmage Scrimmages. Non-players include any person, adult or minor, other than players eligible to play in the game, EXCEPT non-playing members of the team on the field (who must have their jersey on inside out and wear no shoulder pads), the local area President Area, and AVYFA Executives. There will be one additional person allowed per sideline for photography purposes, and one additional person permitted from the opposing side to fulfill 10-play requirement. Violation of this rule (additional persons on the sideline) will result in loss of one time out per offense for the offending sideline. Officials are responsible for enforcement of this rule.
- E. Attendance at the annual AVYFA Football Coaches Clinic Coach's is Mandatory for all Presidents and Football Head Coaches.

Section 5: Practice Rules, Scrimmages, and Post Season Post Games

- A. Practice: Practice includes warm-ups, actual practice, skill sessions, chalk talk, movie or videotape reviews, and all team activities designed to improve ability and playing skills. Verification of practice rules is the responsibility of the local area President Area and is subject to review by the Board of Directors.
1. Regardless of the player's experience, physical condition, or the number of hours the team is practicing per week, each player shall have 10 hours of no contact practice before wearing pads or helmets.
 2. Each player shall have 16 hours of practice before participating in an AVYFA game or scrimmage Scrimmages.
 3. At no time will there be more than 2 1/2 hours of practice in any one day during the first three weeks of practice and no more than 2 hours of practice per day after the third week of practice.
 4. During the first two weeks of practice, the maximum total practice time per week is 12 1/2 hours (2 1/2 hours each day, Monday through Friday). The third week of practice is limited to 10 hours (2 1/2 hours each day, on any four days during the third week).
 5. After the first three weeks of practice, the maximum total practice time per week is 6 hours, if the team is playing that weekend, or 8 hours, if the team has a bye and is not playing (or scrimmaging during that week/weekend).
 - a. After the third week of practice, new players will be allowed to condition for five consecutive days at a maximum of two hours per day. Each area utilizing this procedure must (1) assign a conditioning coach, (2) assure that new players complete conditioning prior to joining their teammates and (3) assure that only new players participate in this conditioning program.

NOTE: this rule may not be used for make-up practices or team sessions, and does not allow practice in pads, which must be on schedule with and together with the new players' teammates.
 6. Local area Presidents will provide the AVYFA Secretary Executive, a written schedule of practice times, dates, and sites for each team. These schedules shall be subject to on site verification by the Commissioner Executive and/or Deputy Commissioner Executives.
 7. At no time will teams from one division practice or scrimmage Scrimmages against teams of different divisions except under special conditions of extreme caution, which are:
 - a. If a division has less than 24 certified players, that division may have inter-division scrimmages with a neighboring division. Neighboring divisions are Freshmen vs. Sophomores, Sophomores vs. Juniors, and Juniors vs. Seniors.
 - b. NO HARD HITTING IS ALLOWED.
 - c. Particular attention is made to be sure there are no matches scheduled where there would be even a remote possibility for larger sized and/or more experienced players having a dangerous advantage over their opponents.
 - d. The team with less than 24 certified players cannot reasonably have a full team scrimmage Scrimmages within its own division.
 - e. Rookie Division must practice by themselves and not with the Freshmen.
 8. No Local Area will sponsor any organized camp for more than 2 days duration prior to the official start of the AVYFA season.
 9. All participants playing for the AVYFA MUST have a valid contract with the medical exam portion completed or a separate signed medical exam form in accordance with Section 6, paragraph D, sub-paragraph 3 of this Article on file with the Area President BEFORE they start any type of practice.
- B. Scrimmages: Inter-area scrimmages are allowed under the following rules:
1. All inter-area scrimmages must be approved in writing by the AVYFA Commissioner Executive.
 2. Each team is limited to two preseason inter-area scrimmages.
 3. Inter-area scrimmages are limited to 2 hours per division and counts as 2 hours of practice for the week unless that team/area had a bye during the regularly scheduled season. A team/area having a bye will be permitted to scrimmage Scrimmages without it counting for practice.

4. If an Intra-area scrimmage Scrimmages is played, teams may only play a neighboring division (Freshmen vs. Sophomore, Sophomore vs. Junior, Junior vs. Senior)
- C. Requests for post-season Post games must be approved in writing by the AVYFA Commissioner Executive. These requests must be accompanied by the other Organization's exponent system Player, their method for determining height, weight, and age.
- D. Mandatory Attendance Mandatory: Attendance at Kick Off Bowls, regular season games, and playoff games is mandatory for all teams. Any area having a team that fails to attend an event scheduled for that team could be suspended for the next scheduled game and/or the rest of the season. At the first Board of Directors meeting after the incident, a discussion will take place. All involved parties will be heard from and then a closed discussion/vote will take place. The area which represents the team does not have a voting right in the suspension Local.

Section 6: Team Certification Team

- A. No team may play a game unless it has a certified player roster which includes all players who will play in that game.
- B. No player may play in a game unless the player has been certified and the team's certified roster Certified includes that player.
- C. Each team shall have its player roster and each of its players certified by the Certification Team Certification assigned by the AVYFA Certification Committee on the date for team certification set by the AVYFA Commissioner Executive and Certification Team.
- D. At the time of Certification, the Local Area must provide an indoor facility for purposes of certification. NO parents, coaches or anyone other than the Local Area President will be permitted in the certification area. The Local Area President must provide a complete set of Certification paperwork to the Certification Committee.

For Each Player this will consist of:

 1. A completed, signed AVYFA contract.
 2. Two (2) ID photos of the player, either a school picture or a head shot.
 3. Clear evidence Contract of a physical examination Physical by a Medical Doctor Medical or a Chiropractor certified to do sports physicals in the State of California. The Local Area must be able to produce this certification. Physicals by Physician Assistants will not be accepted.
 4. Verification of date of birth: Each player must present to the Local Area an ORIGINAL of either a Certified Birth Certificate Birth, military ID, passport, letter from the player's school on school letterhead signed by a school official, or other proof approved by the AVYFA Commissioner Executive or an AVYFA Deputy Commissioner Executive.
 - a. Copies will not be acceptable. The Local Area must keep the ORIGINAL document until certification has been completed. The Local Area MUST present the ORIGINAL document to the Certification Team on Certification day. No Exceptions to this policy will be allowed. Players without an ORIGINAL proof of age document available AT Certification will be disqualified and not allowed to play.
 - b. Any attempt by anyone to falsify a player's date of birth will result in disciplinary action by the AVYFA Commissioner or AVYFA Board of Directors.
 - c. Prior year's rosters or other prior year's proof of age documents will NOT be accepted as proof of age for the current season.
 - d. Any questions regarding the acceptability of a proof of age document MUST be resolved with the AVYFA Commissioner or Certification Committee BEFORE the date of certification.

For Each Team this will consist of:

1. Two (2) completed roster forms with required information. The forms must be typed or filled out neatly and legibly in ink. The forms are available for download from the FORMS section of the AVYFA website AVYFA at www.avyfa.org
- E. It is recommended that Local Areas utilize the Certification checklist available in the FORMS section on the AVYFA website AVYFA at www.avyfa.org to make sure that all documents and information needed at the Certification meeting are complete.
- F. After the Team Certification Team detailed in paragraph D, additional players may be certified and added to the certified team roster in the following manner.
 1. Additional players must be certified by the AVYFA Commissioner Executive or an AVYFA Deputy Commissioner Executive.
 - a. In the event that the AVYFA Commissioner or an AVYFA Deputy Commissioner is not available at a game where additional players need to be certified, the following procedure shall apply.
 - i. The President of the opposing Local Area may grant "provisional certification" using the certification requirements specified in this Section and the player shall be allowed to play.
 - ii. The "provisional certification" must be subsequently approved by the AVYFA Commissioner or an AVYFA Deputy Commissioner at the earliest possible date.
 - iii. The Local Area President is responsible for assuring that all his/her provisionally certified players are fully approved by the AVYFA Commissioner or an AVYFA Deputy Commissioner prior to the next game if possible or at the first game where the AVYFA Commissioner or an AVYFA Deputy Commissioner is present.
 2. There shall be no player certified after the third regularly scheduled game except in the case where a team falls below 18

- certified players. In this case, one of the AVYFA Commissioners may certify additional players wishing to join the team to bring the team up to the maximum team size specified in Section 3, paragraph A, 6 of this Article.
3. The team certified roster Certified must be updated in accordance with paragraph J before a newly certified player may play in a game.
- G. The local area President Area shall verify that each player meets the residency requirements specified in Article IV, Section 2. The AVYFA Commissioner Executive shall resolve any residency questions using the rules and procedures defined in Article IV, Section 2.
 - H. During the first three weeks of the season a player may be moved up a division. There will be no downward mobility. If a special circumstance requires movement after this time, it will be considered on a case-by-case basis and must be approved by the AVYFA Commissioner. Team certified roster Certified must be updated in accordance with paragraph I before the player may play a game in the new division.
 - I. Player certification Player shall be determined by the exponent levels of age and weight as set by the Official Exponent System Player established by the Rules and Alignment Rules Committee.
 - J. Changes to Certified Roster Certified - Any proposed changes to certified roster Rosters must be approved by the Commissioner Executive or a Deputy Commissioner Executive in writing prior to the next scheduled game. Execution via fax or electronic transmission is acceptable for the purpose of updating. The updated roster must be immediately forwarded to the Commissioner or AVYFA Secretary Executive. It is the responsibility of each Local Area President Area to ensure that the most updated version of their Area rosters is filed with the AVYFA.
 1. Additions to Certified Roster Certified clearly marked as additions with date
 2. Deletions – Single line strike out only
 3. No white-out permitted
 4. No reproductive/retype of certified roster Certified will be permitted with the exception of photocopying for distribution to opposing teams.
 - K. All Area Presidents that have roster Rosters of 18 or more will bring a complete set of rosters for all football teams and cheer squads to the September Board of Directors meeting. All Areas will comply by the October Board of Directors meeting. Noncompliance will result in a \$25.00 fine Penalties per team and/or squad.
 - L. The AVYFA Commissioner Executive, in consultation with the affected parties, may grant exceptions to this Section on a case-by-case basis.

Section 7: Game Day Procedures

- A. Games start times Start are established by the AVYFA Board of Directors. Game start times for regular season and play off Play off Championships games are shown in the chart below. Super Bowl Super game start times are different and are specified in the Super Bowl information material. Game start times may only be changed using the procedures specified in this Section.
- B. Game start time changes:
 1. On game day, the AVYFA Commissioner Executive, Deputy Commissioner Executives or local area Presidents of areas competing on that day may, by mutual agreement, change the start times Start, when circumstances require it.
 2. Prior to game day, local area Presidents of areas competing on a given day may, by mutual agreement prior to game day, change the start times Start when circumstances require it. Such circumstances would include the case where all four divisions were not playing and games would be moved up or down to avoid a gap between games. Travel time and weather can be considered. The home area President Area shall notify the appropriate Deputy Commissioner Executive of such changes prior to game day.
- C. Local Area Presidents are responsible for notifying all of their Area coaches and other personnel affected by mutually agreed changes in games start times Start. A team that fails to show up ready to play at the re-scheduled game time shall forfeit Penalties the game unless the two Local Area Presidents can make arrangements for the team to play sometime during the day.
- D. The home area President Area is responsible for coordinating game times with officials to make sure officials have accurate game time information and have agreed to be on the field at those times to officiate.

Figure 2 - AVYFA Division Start Times Division

- E. Whenever any area cannot field all 3 football teams (Division I, II, III), the other team can schedule “scrimmage Scrimmages games” with other teams/leagues. All games played at the scheduled field that count in AVYFA standings will be played first and scrimmages will be played after these games. Scrimmages played at a site not hosting AVYFA games on that day may be scheduled as agreed by the involved team coaches.
- F. Playing an In-Eligible Player Playing:
 1. An in-eligible In player is defined in Section 2 of this Article. Each in-eligible player is a separate offence (i.e. 3 in-eligible players is 3 offences).
 2. First Offense: The Head Coach shall be removed for the remainder of the season and the Local Area fined \$500.

3. Second Offense: The Head Coach shall be removed from AVYFA for life and the Local Area fined \$1,000.
 4. Third and Subsequent Offense: The Local Area shall be considered for expulsion from AVYFA at a regularly scheduled Board of Directors meeting occurring after the conclusion of post-season games.
 5. The offending area shall forfeit Penalties all games in which the in-eligible In player was a member of the team, regardless of whether or not the in-eligible player actually played.
 6. Decisions by the AVYFA Commissioner on enforcement of game forfeitures are not subject to review and shall be final.
 7. The in-eligible In player will be removed from the team.
 - a. A player declared in-eligible In because the player fails to meet residency requirements specified in Section 2 of this Article may transfer to a team in the area where the player resides subject to agreement by that area's President Area and the team Head Coach Head. All fees Local paid for the player will be transferred to the new area.
 - b. A player declared in-eligible In because of failure to comply with the exponent age and weight requirements for that team may move up a division if the player meets the requirements for that division.
 - c. The status of a player declared in-eligible In for any reason other than a. and b. above, shall have the player's status determined by the AVYFA Commissioner Executive.
 8. Fines under this Section shall be paid to the AVYFA Treasurer Executive no later than during the next regularly scheduled Board of Directors meeting. Failure to pay the fines Penalties on time may result in the immediate termination of all area rights and privileges.
- G. Pre-Game Procedures:
1. Each team shall provide the opposing team with an Official Certified Roster Certified prior to game start. Failure to provide an Official Certified Roster to the opposing team prior to game start will incur a fine Penalties of \$25.
 2. Each Head Coach Head or his/her designate may make an equipment inspection of the opposing team targeting the use of illegal equipment such as screw on cleats, etc. The Head Coach may waive his/her right to make this inspection.
 3. Verifying eligibility Verifying of players: Prior to each game a face-to-face inspection of the opposing team players for the purpose of verifying each player's eligibility to play is required. Upon request, the Head Coach or designate of the opposing team shall provide the requesting Head Coach or designate an opportunity to inspect the players, examine the team's book of player contracts with attached picture It's and the Certified Roster Certified and compare this paperwork with the physical players on the field to verify each player's eligibility to play. This inspection shall occur at a mutually agreed time but no later than twelve minutes before game start time. Eligibility questions, if any, shall be resolved by the two local area Presidents before the disputed player may enter the game. The Commissioner Executive or a Deputy Commissioner Executive may be contacted to arbitrate such a dispute if necessary. Failure of the opposing team Head Coach to provide this inspection opportunity shall result in the area forfeiting the game.

Section 8: Game Officials

- A. All game officials are members of various officials associations and organizations. These organizations operate and meet independently of the AVYFA. Game officials are free-lance independent contractors who are responsible directly and solely to the AVYFA Commissioner Executive.
 1. The officials Officials' organizations handle all training with respect to standard CIF high school officiating. The AVYFA Commissioner Executive provides training opportunities with respect to AVYFA modifications to CIF high school rules.
 2. The person specified in paragraphs B and C of this Section is responsible for arranging and scheduling officials through the cooperating officials' organizations. That person may contact any Presidents, the Commissioner Executive, or Deputy Commissioner Executives for assistance in arranging for officials. The crew chief at each game should be a "Varsity Qualified" certified CIF official.
 3. Only the AVYFA Commissioner Executive or the official's organization may discipline or suspend Suspension Local an official.
- B. Regular Season Games: The desired number of officials for any regular season game is 3 officials. The home area President Area will make every attempt to arrange for the required number of officials for each game. Officials, regardless of the number officiating, will be paid the negotiated individual fees Local for the games that they work that day. Payments should be made directly to the Officials at the conclusion of the games unless other arrangements are made. When only one official is available for a game, that official will obtain the assistance of two adults, one from each area. The assistants, on request, will be paid by the home area. Negotiated payment will be between the adults and the area. The home area may request reimbursement for excessive costs such as transportation allowances from AVYFA subject to approval by the Board of Directors.
- C. Playoffs and Championships: A minimum of three officials will work every play off Play off Championships game. A minimum of four will work championship games.
 1. Officials for all playoff, championship and Super Bowl games shall be arranged for by the AVYFA Commissioner or the person designated by the AVYFA Commissioner to make the arrangements. The AVYFA Commissioner shall notify the President of the hosting Local Area the name and contact information for the person who is making the arrangements for their site.

2. The cost of the officials for the first round of playoffs will be paid by those areas/teams making the playoffs. Second round of playoffs and the Super Bowl will be paid by AVYFA.
 - a. For first round of playoffs the Hosting area will establish cost per game and that cost will be shared by the areas playing that game. The hosting Area President shall make arrangements to collect the fees from participating areas and shall make arrangements in advance to pay the officials at the games.
 - b. For the second round of playoffs and the Super Bowl the AVYFA Commissioner or the person designated by the AVYFA Commissioner to make the arrangements for officials shall make arrangements in advance to pay the officials at the games. In the event that payment is made using funds provided by individuals or Local Areas, the AVYFA Treasurer shall reimburse the individuals or Local Areas as soon as possible after the event but no later than the first Board of Directors meeting immediately following the event.
3. Payments should be made directly to the Officials at the conclusion of the games unless other arrangements are made.

Section 9: Game Time Rules Game

A. Equipment:

1. Game Ballgame
 - a. Division I will use a Pee Wee ball (designed for 6-9 year olds).
 - b. Division II will use a Junior/Pop Warner ball (designed for 9-12 year olds)
 - c. Division III will use a Youth/Intermediate ball (designed for 12-14 year olds)
 - d. Prior to the game, each team will provide the game umpire the ball they wish to use. If the balls are of identical composition and condition, the home team's ball will be used throughout the game. If the balls are not identical or the visiting team insists on using their ball, then both teams will provide the officials with a ball person to exchange balls at every change of possession. At the prerogative of the officials, failure to provide a ball without causing a game delay will forfeit Penalties their chances of playing with their ball during the subsequent series of downs.
2. Mandatory Player Equipment:
 - a. Certified helmets are mandatory for games and practice
 - b. An approved mouthpiece.
 - c. Jock and any type of athletic cup.
 - d. Shoes with screw on cleats are not allowed.

B. Ten Play Rule: All eligible players will play a minimum of 10 plays in each regular season, play off Play off Championships, and championship game regardless of athletic ability. The purpose of this rule is to assure that all players have an opportunity to play in every game regardless of ability. This rule will be strictly enforced.

1. The Local Area President Area and Head Coach Head shall have the primary responsibility for compliance with this rule. It shall be the responsibility of the Head Coach to complete the assigned 10 plays before the end of the game.
 - a. A ten play form and instruction sheet is available for download from the FORMS section of the AVYFA website AVYFA at www.avyfa.org. Areas may use their own form design provided it meets the intent of this rule.
2. A declared running clock shall not affect or reduce the requirements of this rule.
3. In an 8-man game, the 10-play requirement will be reduced to 5 plays. All other requirements of the rule remain unchanged.
4. Regular Season Games: Every team will have a statistician at each game to monitor and record the number of plays for each player. Every Head Coach Head shall work closely with the statistician throughout the game to be sure that this rule is fulfilled. The statistician will be required to show 10 play data upon request to the AVYFA Commissioner, Deputy Commissioners, Area President and/or AVYFA Executives charged with the responsibility of enforcing this rule during each game. Each Area must furnish a 10-play statistician for the opposing sideline as well. The 10-play sheets, upon completion are to be signed by both 10-play keepers and the Head Coach immediately following each game. The completed, signed sheets are to be turned into the hosting area President who shall verify the signatures and make note that he/she has received them. The President does not need to save the sheets.
5. Playoff Games: MANDATORY - Each Area shall provide a total of two 10-play statisticians for Play-off and Super Bowl games. As with regular season play, one statistician will be required on their own teams' sideline, the second statistician will be located on the opposing sideline to ensure that all 10 play requirements are being met. This makes a total of 2 statisticians on EACH sideline. If a statistician, at any time, believes that the 10 play requirement is not going to be met, the statistician should immediately inform their own Area President or Head Coach.
 - a. The 10 play status will be reviewed by the AVYFA Commissioner or Deputy Commissioner at various intervals during the game. The AVYFA Commissioner will specifically designate the monitoring Deputy Commissioner or Commissioner "Designate" for each playoff game or group of games.
6. Super Bowl Games: The statistician requirements for Playoff Games apply. The 10 play status will be reviewed by the AVYFA Commissioner or Deputy Commissioner at half time.
 - a. Penalty for failure to satisfy the 10 play requirement will be forfeiture of the game, a \$1000.00 fine to the Area and suspension of the offending Head Coach from the AVYFA for the duration of one year (the entire following season).

7. For Regular Season and Playoff Games, if a Head Coach Head violates this rule, the Head Coach and the local area President Area shall take the following steps to remedy the violation:
 - a. The offending team will forfeit the game.
 - b. Any eligible player who does not play 10 plays in a game will start the next game and play a minimum of 15 plays. Following completion of the 15 plays, the player will continue to play an additional 10 plays to comply with that game's 10-play rule for a total of 25 plays.
 8. For Regular Season and Playoff Games, any Head Coach Head refusing to comply with requirement 1 above shall be suspended from the next game played. Any Local Area failing to suspend Suspension Local a Head Coach for refusing to comply shall forfeit Penalties the game in which the refusal occurred. A suspension by this rule shall remain in effect until removed by the AVYFA Commissioner Executive or the AVYFA Board of Directors.
 9. The AVYFA Board of Directors will keep track of 10-play Team infractions. They must be reported within 24 hours to the appropriate Deputy Commissioner Executive and to the AVYFA Board of Directors by communication to the AVYFA Secretary Executive no later than the next regularly scheduled Board meeting.
- C. Game start times Start will be in accordance with the provisions of Section 7 of this Article.
- D. All Freshmen, Sophomore, Junior and Senior games shall be a total of forty minutes long, consisting of four ten-minute quarters. Half time intermissions shall be twelve minutes long. Rookie games shall consist of two 30 minute halves with a running clock (clock to be stopped only for an injured player) and a 10 minute half time intermission.
- E. The minimum time between games will be twelve minutes. Game start times Start may be changed in accordance with the procedures in Section 7 of this Article.
- F. All divisions will be allowed a maximum of four time outs per half. Unused time outs may not be saved and added to the four time outs in the next half.
- G. Official time outs for injured players:
 1. In all cases, the injured player must leave the field for a minimum of one play. The team may not take a charged time out to allow the player to remain in the game.
 2. For an obviously feigned injury, the officials will first warn the Head Coach Head. A second occurrence of a feigned injury will incur a delay of game penalty Penalties. If the offense is deemed to be flagrant, a 15-yard penalty for "unsportsmanlike Sportsmanship conduct" will be assessed.
- G. For Freshman games only, one coach shall be permitted on the field for the offensive huddle only. When the team leaves the huddle, the coach will retreat to a safe area on the field. Any interference, accidental or unintentional, will result in a 15-yard "illegal participation" penalty Penalties from the spot of the interference. Intentional interference will result in the coach's disqualification and a rescinding of that team's "On Field Privileges" for the remainder of the game. Also, for Freshman games only, a defensive coach is permitted outside the coach's box to include the entire length of the field as long as he/she does not go onto the field. The defensive coach only has this privilege while his/her team is on defense.
- H. Scores:
 1. Game Points Game: Points following a touchdown in all divisions shall be: by field goal (two points), drop kick (two points), run (one point), or pass (one point). A safety is two points for the defense (Offense must kickoff from the 20 yard line).
 2. Reporting Scores - Regular Season Games Reporting: The home area President Area must report game scores to the designated official AVYFA scorekeeper no later than 9:00 p.m. the Saturday of the game.
 - a. The President SHOULD notify the scorekeeper in advance, whenever possible, if he/she is going to be using an alternate email address or designate representative to report scores.
 - b. There will be an automatic \$25 fine Penalties assessed to the home area should this deadline not be met. This fine must be paid in full to the AVYFA Treasurer Executive before the home area can play its next scheduled game. Should there be extenuating circumstances accounting for the delay in reporting scores, the home area can appeal to the Board of Directors for a reimbursement of the fine.
 3. Reporting Scores – Post-Season Playoff games and Super Bowl: The hosting site area is responsible for reporting post-season Post play off Play off Championships game and Super Bowl Super scores to the AVYFA scorekeeper no later than 9:00 p.m. the Saturday of the game. The fine specified in 2.b. above also applies to post-season games.
- I. Any replaced players may leave the field in any direction, of either sideline or end line provided that they continue onto their team box without hesitation. Illegal participation and illegal substitution penalties will not be called on any player who is clearly trying to get off the field, does not interfere with the play, and is outside the flank of the official on that side of the field when the ball is snapped.
- J. There will be no ties in any AVYFA game. All games that end in a tie will have the tie broken using the "Ten Yard Tie Breaker Rule" as outlined in the CIF rule book.
- K. The 28 Point Rule: Once a team has a lead of 28 or more points, the leading team Head Coach Head must adjust his/her team's play to less aggressive play Aggressive. The intent of this rule is to prevent or limit running up the score by the stronger team. The stronger team is not prohibited from scoring and a large lead in the score at the end of the game is not indicative of a violation of this rule. However, the leading team's Head Coach must adjust play on the field by limiting or removing first string players in favor of less experienced or weaker players, call less aggressive/successful plays, or take other actions to meet this

intent.

1. Once a team has a lead of 28 or more points, the trailing team Head Coach Head or area President Area may identify overly aggressive play Aggressive by the leading team. The trailing team area President will contact the leading team area President and indicate that the leading team Head Coach must adjust his/her team's play to less aggressive play in accordance with this rule.
 2. A fine Penalties of \$250 will be imposed on the offending area, due and payable to the AVYFA Treasurer Executive at the first Board of Director's meeting following the violation when:
 - a. Continued aggressive play Aggressive by the leading team is identified by the trailing team's Head Coach and the trailing team's area President Area has notified the leading team's area President. First complaint will serve as a warning. Second complaint will result in fine Penalties. All warnings/complaints are to be handled between area Presidents, not coaches.
 - b. Areas will have their fine Penalties doubled each month until such time the debt is settled. Failure to pay the accrued fine at or before the December Board of Directors meeting will result in the Local Area being brought before the Board of Directors for consideration of being expelled Local from AVYFA.
 3. If, during the fourth quarter, a team is dominating the game by 28 or more points, the above rule is applicable in addition to the declaration of a running clock.
 4. The officials will return to normal timing when the leading team's lead drops below 28 points.
- M. 8-Man Rule: If a Head Coach Head anticipates that there will be 12 or less players available to play in a game then he/she may request that the game be an 8-man game. The officials will honor this request and the game will be played under National Federation National of State High School Athletic Association 8-Man Rules with the following conditions:
1. Post-season Post play off Play off Championships and championship games: All games played under this rule during regular season will count towards advancement to the playoffs subject to the following conditions Super.
 - a. 8-man play is allowed only in regular season games. All post season games must be played as 11-man games.
 - b. 8-man teams progressing to playoff games (including the Super Bowl) are permitted to move players from the Local Area's divisions directly below or above to augment the 8-man team with enough players to play 11-man in the playoff games. (Example: A Sophomore Team plays 8-man during the regular season and advances to the playoffs. The Local Area may move players from their Freshmen and/or Junior teams to the Sophomore team in order for that team to play 11-man in the playoffs.)
 - i. Players moved from other divisions must meet the age/weight exponent requirements for the team they are moved to.
 - ii. In the event that a moved player's original team also has advanced to the playoffs, that player may also play for his/her original team provided that the player accumulates no more than 2.5 hours of total playing time on that day.
 2. Notwithstanding National Federation National of High School Athletic Association Rules, the field size for an 8-man game shall be the same as 11-man football.
 3. The requesting Head Coach Head must notify the local area President Area or Head Coach of the opposing team no later than the Sunday preceding the game. The local area President or Head Coach of the opposing team MUST accept notification by any person having the authority to make such a request (such as Football Director, any Commissioner Executive) as long as the Sunday preceding the game deadline is met. If such notification is not given in time, the game will be played but the official score will be recorded as a loss by the team requesting 8-man play.
 4. If 13 or more players arrive at the game, then an 11-man game will be played (even though notification to play an 8-man game was made).
 5. In an 8-man game, the 10-play requirement will be reduced to 5 plays. All other requirements of the 10-play rule remain unchanged.
- N. Except as noted in these rules and procedures, there shall be no appeal after the end of a game where such appeal has the objective of changing the outcome of the game or forcing a replay of any part of the game. Any appeal during the game must be made to the game officials. All decisions made by the game officials shall be considered final and shall not be subject to any higher authority.
- O. Decisions by the AVYFA Commissioner on enforcement of game forfeitures specified in this Section are not subject to review and shall be final.
- P. The following game time rules apply for Division I.
1. All games will be played as the first game of the day as prescribed by the Division Start Times in Section 7 of this Article.
 2. Length of games shall be in accordance with Paragraph D of this Section.
 3. For division I only, a total of 1 coach shall be permitted on the field at a time.
 4. One Official will be used for each game.

Section 10: Sportsmanship

- A. The AVYFA is committed to good sportsmanship at all of its events including meetings, practices, and games. Any displays of unsportsmanlike Sportsmanship behavior will be dealt with immediately and severely. The following will be in effect to emphasize our commitment to sportsmanship.
- B. No coach, substitute, trainer, other team attendant, local area President Area, or AVYFA officer shall act in any unsportsmanlike Sportsmanship manner during any AVYFA or local Area event including games, practices, and meetings as per National Federation National of High School Rules.
- C. The game officials are in full charge of the players, coaches, and the field during the games and any unsportsmanlike Sportsmanship conduct at the field may be cause for immediate ejection from the game, field, and stadium. During any game, no coach, player, non-player (parent), or AVYFA officer may go onto the field in defiance of the game officials.
- D. If any local area President Area or AVYFA official observes misconduct by any parents, fans, coaches, players, or any other person not already mentioned above, they will first attempt to stop those actions (if safety or vandalism is involved), otherwise they will immediately report the situation to the AVYFA Commissioner Executive and/or AVYFA Deputy Commissioner Executive. The home local area President, AVYFA Deputy Commissioners, and/or AVYFA Commissioner have the right and authority to remove anyone from the playing stadium including other local area Presidents, AVYFA officials, game officials, and/or coaches for displays of unsportsmanlike Sportsmanship behavior. Law enforcement officers will be called if necessary.
- E. In the interest of safety, spectators are not permitted to be within 10 yards of the team box or any portion of the playing field. Local areas Presidents are responsible to keep their fans in the stands and off of the field if at all possible. Camera people may be allowed near the field with the approval of the officials as long as they do not cheer or communicate in any way with any member of either team on the field.
- F. No area shall visit another area and bring with them cooking utensils such as barbecues, stoves or the like. While small coolers will be permitted for ice, suitable half time refreshments for the players, and some personal refreshments including sandwiches, visiting areas will not bring such a volume of refreshments as to prevent the home team from raising funds at its snack bar. Violations may result in the loss of the violator's snack bar privileges for a period to be determined by the Board of Directors.
- G. **PENALTIES:** any actions concerning rules infractions targeted against specific individuals, teams and/or Local Areas that result in a complaint (formal or otherwise) from anyone other than the Commissioner Executive and/or game official must be delivered to the Commissioner in writing and accompanied with hard evidence (the kind that will be hold up in court) no later than 48 hours after the occurrence under consideration.
 1. Players suspended by officials for non-physical altercations with other players will be suspended for the remainder of the game with two suspensions for this action allowed per season. Players ejected from a scrimmage Scrimmages and/or scheduled game for physical altercations will be suspended for the next scheduled game. Suspended players may not participate in practice and may attend Attendance but not participate in the next scheduled game.
 2. Coaches ejected from a game will be suspended for a period of one week (including the next game to be played). Based on the recommendations of the game officials, local area Presidents, coaches, parents who are involved or who may have witnessed the behavior; the Commissioner Executive, Deputy Commissioner Executives and the coach's local area President Area have the authority to impose more drastic penalties up to and including banishment from future AVYFA activities.
 3. A coach ejected from a game for a second time will be suspended for the remainder of the season.
 4. Enforcement of suspensions shall be the responsibility of the local area President Area. The local area President shall report any such suspension Local to the AVYFA Commissioner Executive by the Sunday following the suspension. The Commissioner shall then notify all local area Presidents of the suspension. If any suspended player or coach participates in a game while under suspension, that team's local area shall be fined Penalties \$250 payable to the AVYFA Treasurer Executive no later than the next regularly scheduled Board of Directors meeting. More severe penalties to the individuals may also result.
 5. Players, coaches, area officials, game officials, AVYFA officials, or spectators ejected from games, removed from the stadium, or displaying other acts of unsportsmanlike Sportsmanship conduct (either before, during, or after a game) will be dealt with in the following manner:
 - a. The complaining person, whether it be a game official, coach, local area President Area, or other AVYFA officer will document the behavior and send copies to the **Local Area assigned Conference** Deputy Commissioner Executive, AVYFA Commissioner Executive, and the AVYFA Secretary Executive.
 - b. The offender will meet with the Conference Deputy Commissioner Executive, AVYFA Commissioner Executive and the person who is making the complaint.
 - c. If called for, the AVYFA officers will impose a penalty Penalties immediately after this meeting. The penalty may vary depending upon the offense. The AVYFA maintains the right to administer whatever penalty it deems necessary to prevent another occurrence of the offense. When a penalty is administered which is not otherwise stated within these rules, the AVYFA Board of Directors will vote to approve or not approve the penalty. A majority vote in favor approves the actions taken.

- d. The minutes of the meeting with the ruling and the initial complaint must be included in the minutes of the next AVYFA Board of Directors meeting. At this time the Board of Directors may, but are not required to, discuss and reevaluate the ruling made on the incident. For discussion, a motion must be made and seconded and approved by a majority vote.
 - e. Because the AVYFA is a nonprofit organization which cannot have a large balance of money on hand, the following disclaimer applies: Any local area, representative from a local area, or third party who disagrees with, and subsequently brings legal action upon the AVYFA shall be responsible for all legal fees Local necessary for proper legal representation.
- H. Penalty Penalties for jumping offside with the intent to injure (decided by the official) with the commonly associated penalty of 15 yards for the first infraction. The second infraction doubles the penalty to 30 yards. The third infraction results in a 30 yard penalty and the ejection of the Head Coach Head for a period of time including the balance of the game, the following week(s) of practice and the teams' next game.

Section 11: Complaint Procedures

- A. In order to resolve complaints with equitable solutions, the following procedure will be followed:
1. Each complaint must follow an appropriate "chain of command" conforming to upward mobility, level by level, as outlined below:
 Complainant/Coach
 Complainant/Coach/Area President Area
 Complainant/Coach/Area President Area/AVYFA Deputy Commissioner Executive
 Complainant/Coach/Area President Area/AVYFA Deputy Commissioner Executive/AVYFA Commissioner Executive
 Complainant/Coach/Area President Area/AVYFA Deputy Commissioner Executive/AVYFA Commissioner Executive/AVYFA Board of Directors
 2. Each complaint must be submitted within 72 hours of the incident that prompted the complaint, accompanied by a written narrative, backed up by reliable eye witnesses (no hearsay admitted), and acceptable hard evidence (able to stand up in court). *Bypassing a level will automatically invalidate the process.*

Section 12: Playoffs and Championships

- A. **First Round Playoff** place finish will be determined by the win/loss record of the teams.
- B. Final regular season standings shall be determined by the AVYFA Commissioner after consultation with the Deputy Commissioners. Ties shall be resolved as follows:
1. Head to Head: Any tie as the result of identical regular season records shall first be broken by adding the scores of games played between the tied opponents. The opponent who has scored the most points against the other team in regular season play gets the higher standing.
 2. If "Head to Head" still results in a two way tie, then coin flip, the winner gets the higher standing.
 3. If "Head to Head" still results in a three way tie, then draw. In a draw the first two will then coin flip. The loser of the coin flip will then coin flip with number 3. The loser of the coin flip will then coin flip with number 4, etc. until all participants in the draw have completed a coin flip. The winner of each coin flip gets the higher standing.
- C. Playoff Brackets will be as follows:
1. First Round will be 1st place vs. 4th place, 2nd place vs. 3rd place,
 2. Super-Bowl will be the two winners of the first round
- D. Sites for all play off Play off Championships games shall be determined by the Board of Directors.
- E. The first of October, before the Super Bowl Super, a typed roster will be given to the President Area of the Area that is hosting the Super Bowl to be used for a program to be printed up with the team names and colors of all Football, Cheerleaders, and Coaches participating. It is recommended that this program to be sold at Competition and the Super Bowl game.
- F. Officials for playoff and championship games shall be provided in accordance with Section 8 of this Article.
- G. The Local Area hosting the Super Bowl MUST provide a visible running clock, available running water, clean and adequate restroom facilities and clean playing field & spectator areas. Monitoring and policing of all facilities during the event to maintain a reasonable level of cleanliness is required.

Section 13: All-Star Game

- A. An All-Star Game will follow the Super Bowl. It will take place on the Sunday immediately following the Super Bowl Saturday; however it may be held at a different location than the Super Bowl as determined by the AVYFA Board of Directors.

- B. Participation by each Local Area is strictly voluntary. Jerseys are the responsibility of the Local Area.

Article V — Coaching

Section 1: Preface

The intent of this Article is to provide instructional information in the art of coaching young people. Please remember that some ideas presented here are recommendations, not hard and fast rules. They are, however, supported by and reinforced with rules as stated in this document, the of High Schools, and common law. AVYFA Rules & Procedures take precedence over any conflicting statement in this Article.

Section 2: Coaching

- A. Not everyone has the coaching skills and abilities necessary to coach young people. Take pride and strive to improve your ability to teach and develop team skills and strategy.
- B. Learn appropriate methods and drills for developing good physical conditioning and skills.
- C. Teaching a philosophy of clean living and clean playing is more important than winning.
- D. Teach the individuals about their responsibility to the team.
- E. Be a counselor to the individuals on attitudes, appearance, etc.
- F. Promote good citizenship and conduct at all times.
- G. Always support and cooperate with your fellow coaches. Help in the teaching of new coaches. Don't second-guess your colleagues. Backup your colleagues in matters of team discipline and team strategy. In striving for excellence in the total athletic program, you are, in effect, improving your own particular coaching situation and bettering yourself as an individual. Good interpersonal relationships with your colleagues will result in reciprocation and make the coaching task more fun for everyone.
- H. Read in detail the rulebook published by the National Federation National of High Schools and be familiar with regulations within the book.
- I. The Head Coach Head is in charge of the total team, responsible for its conduct and the assignment of all duties of other coaches.
- J. When coaches, area Presidents, AVYFA officials or game officials suspect that questionable coaching techniques are being used, the person will bring the subject up to any AVYFA official on the field, or telephone the AVYFA Commissioner Executive. The incident will be followed up at the next AVYFA Board of Directors meeting.
- K. Coaches will provide a full written explanation of legal and illegal equipment to parents as their children are signed up for football. The explanation will enable the parents to purchase correct, legal, safe, and inexpensive football equipment for their children.

Section 3: Health and Safety

- A. The health and welfare of the athlete supersedes all other priorities.
- B. The Head Coach Head is primarily responsible for the health and safety of his/her players. If there is a serious injury, the procedures in Article II, Section 6 shall be followed.
- C. All players must have completed the AVYFA player contract including parent/guardian consent. Ensure that procedures for emergency treatment have been established. This SIGNED contract must be on file BEFORE the player may participate in any practice or game. The contract file must be present at all games and practices.
- D. Maintain a first aid First kit. Keep it at the practice or playing field at all times.
- E. Never let a player reenter a practice or game after a suspected head, neck, or any other serious injury has occurred.
- F. It is strongly recommended that an ambulance service be present during all football games.
- G. At all practice sessions and games, all coaches should:
 - 1. Utilize safe methods and techniques of instruction that will keep injuries (both yours and the opponents) at a minimum.
 - 2. Utilize protective equipment and safe facilities. Under NO circumstances will a coach, game official, local area President Area, or any other AVYFA official instruct you to modify a certified piece of equipment such as a helmet.
 - 3. Utilize drills and exercise designed to strengthen and condition the body.
 - 4. Don't let an athlete attempt a feat that the athlete is not ready or conditioned for (including running too many laps). An injury may occur.
 - 5. Instruct the athlete in safe use of all equipment.
 - 6. Instruct and require clean play and good sportsmanship.
- H. Determine if and what medications any of the players may be taking. Ensure that an adequate supply is available during away games. Also ensure that player's contract and registration indicate the medications and dosages taken. This will be essential if

medical care is required for an injury.

- I. Drug, alcohol and tobacco use by a player, at or away from AVYFA events, will be considered cause for discipline, including, but not limited to, suspension Local and/or removal from the AVYFA.

Section 4: Discipline, Conduct Sportsmanship, Grooming and Appearance

- A. Make clear to the athletes that they are expected to attend Attendance all practices, games, meetings, and other sponsored events unless you give them permission to miss.
- B. Conduct Sportsmanship an explanation and discussion with your athletes explaining your rationale and philosophy, playing rules, and any additional rules you have. Thoroughly explain any rules you have that are more stringent than may be found in other teams or sports. The team members are more likely to adhere to the requirements if they feel actively involved in the discussions and are perhaps allowed to help formulate some rules. Modification of your rules by their suggestions may help build team spirit and pride in discipline.
- C. Enforce all rules and regulations. They are only as effective as the coach's attitude toward them. If there is a problem that you cannot resolve, do not hesitate to call on your local area President Area or an AVYFA Deputy Commissioner Executive for help.
- D. Remember and teach that rules and regulations are not set up to penalize, but are set up to help an athlete. However, rules without penalties are usually worthless.

Section 5: Parent Meeting Guidelines

- A. Explain coaching philosophy.
 1. Coach as you are. Do not try to emulate professional or other famous coaches.
 2. Try to look at your coaching efforts through parents' eyes:
 - a. You want all players to learn and play; explain the AVYFA 10-play rule (Article IV, Section 9, Paragraph B).
 - b. Don't intimidate players.
 - c. Encourage the athletes to have as much fun as possible.
 - d. Teach them to gracefully accept losses as well as wins.
 - e. Invoke fair and consistent discipline.
 - f. Criticism will come only from the coaching staff, not other players.
 - g. Stress Team Play, not individual play.
 - h. Always have a positive attitude.
 - i. Respect for authority; never dispute or ridicule an official's call.
 - j. Do not hurt the player.
 - k. We are teaching football, not just the drills.
 - l. We want the athlete to love the game as much or more after the season is over.
 - m. Keep the parents informed of schedules, games, pictures, awards, etc.
 - n. Explain rules about missing practice or games.
 - o. Explain that you, your assistants and area officers, the officials and the AVYFA will not tolerate unsportsmanlike Sportsmanship behavior at any time. Cussing, using racial slurs, provocative and/or obscene gestures, illegal actions on the field against opponents will not be tolerated, and may result in the violator being ejected or removed from the stadium or both.
 - p. Cleanup your sidelines during and after each game regardless of whether you are at home or visiting.
- B. Relationships with parents
 1. Parents are welcome at practice. Please do not air complaints or make suggestions to coaches.
 2. Explain proper procedure for complaints (Article IV, Section 11).
 3. Parents are responsible for player's attendance and must notify coaches of intended absences.
 4. No alcohol or tobacco is permitted on school grounds. NO EXCEPTIONS.
 5. Players may be benched for a game if he/she misses practice or disrupts practice. Parents will be notified and the player must show up for the game anyway.
 6. Parents will be asked to help with transportation to away games.
 7. Parents must conduct themselves at games and practice with the same discipline required of the players.
 8. Parents should help the players build confidence. Do not expect too much or too little.
 9. Realize that registration fees Local are kept to a minimum through the hard work of volunteers during fund-raisers year round. Parents should help with fund raising activities to prevent registration fees from rising.
- C. Practice
 1. Practice hours are limited to the number of hours specified in Article IV, Section 5, paragraph A.
 2. Game uniforms are not allowed in practice.
 3. Players should be prompt. Latecomers disrupt practice. A player cannot learn if he/she is not there.

4. Let the parents know where your practice sessions are held.
 5. Distribute your practice schedule in time for parents to adjust their schedules.
- D. Games
1. Distribute both schedules and maps in time for parents to make plans. Maps and travel directions are available on the AVYFA website AVYFA at www.avyfa.org
 2. Describe the AVYFA Conference setup and play off Play of championships arrangements.
 3. Work out car-pooling for away games.
- E. Equipment Rules
1. Explain the approximate cost of the equipment
 2. Parents and players must take care of their equipment, and keep it clean. Read cleaning instructions on the labels before washing.
 3. Game jerseys are expensive. Any player caught wearing a game uniform for any reason other than a game or when the Head Coach Head requests it, will be disciplined.
 4. Parents must clean and return equipment in good condition at year's end.
 5. All equipment is furnished except for: shoes, socks, mouthpiece, jock, and any type athletic cup. The last three items are mandatory for practice and games. Shoes will be constructed of a single soft molded rubber sole. Absolutely NO screw on cleats will be permitted.
- F. Game Officials
1. Games are played on regulation-sized fields using National Federation National of High School Athletic Association (CIF) rules with some AVYFA modifications.
 2. Officials are hired by the AVYFA. They are not volunteers. They are annually trained and qualified to officiate at high school levels.
 3. Officials have complete charge of the field. Do not go onto the field without their permission for any reason. You may be ejected from the stadium if you do.
 4. Officials are not perfect. They will make mistakes. They will see action differently than you do. The AVYFA watches officials carefully to ensure they are not prejudiced toward any one team. Mistakes made by officials are no different than a bad bounce on a punt. They are not intended to help or hinder any specific team. Mistakes will even out in the long run.
 5. Always show respect to the officials. Set a good example for the players. Let them know they are appreciated. They are paid, but not highly. They put in long hours at our games and at their training meetings. They add a high sense of formality and order to our efforts. We cannot do without them.
 6. Be aware that since January 1992, it is a felony punishable by up to one year in jail and a \$2,000 fine Penalties for striking, hitting or otherwise battering a game official.
 7. Game officials shall never touch a player while effecting punishment.

Section 6: Team Orientation

- A. Explain how players should address coaches.
- B. Explain how coaches will address players.
- C. Explain practice and game schedules.
- D. Be ready for practice promptly. Don't disrupt practice by being late.
- E. Players must call coach if unable to attend Attendance.
- F. Any unexcused absence is grounds for benching during the next game.
- G. Explain the AVYFA 10-Play Rule (Article IV, Section 9, Paragraph B).
- H. Pay attention to practice. Inattention or distractions are unfair to others who want to learn and win games. It is also the grounds for benching during the next game.
- I. Put out a 100% effort in practice.
- J. Do as your coaches teach you not what your Mom, Dad, uncle or friend tells you.
- K. How to answer roll call.
- L. How to line up for drills.

Article VI – Cheerleading Rules

Section 1: Management

The Antelope Valley Youth Football Association (AVYFA) cheerleading program is managed by a combination of AVYFA officials and officials from each local area with the following chain of command:

- A. **Cheer Commissioner:** The Cheer Commissioner is responsible for the day-to-day administration of the program developed by the Cheerleading Committee (Article III, Section 2). The Cheer Commissioner answers to the AVYFA Board of Directors and

- the AVYFA Commissioner.
- B. Deputy Cheer Commissioner (s):
1. A Deputy Cheer Commissioner acts as the Cheer Commissioner in the absence of the Cheer Commissioner.
 2. Each Deputy Cheer Commissioner is assigned a specific Local Area or group of Local Areas with the AVYFA and duties include:
 - a. Enforce all AVYFA Cheerleading Rules, and directives of the Cheer Commissioner.
 - b. Oversee all assigned games and activities pertaining to AVYFA Cheerleading.
 - c. Assist the Cheer Commissioner in the physical and organizational operation of all Cheer Competitions, not to be involved in judging, guidelines, nor rules.
- C. The local area Cheer Director is elected by each local area and is responsible to the local area President and local area Board of Directors. They are both charged with responsibility for the day-to-day operation of the area cheerleading program.
- D. The Team Coach: Each cheerleading squad must have an adult coach (18 years or older), responsible to the local area Cheer Director. The local area determines the selection method for coaches. All Head Coaches shall be CERTIFIED in CPR and first aid. Copies of first aid certification must accompany team rosters. A CPR/First Aid Certified adult must be present for cheerleaders to practice and or perform. PENALTY: Will be suspended from coaching until presentation of CPR/First Aid certificates.
- E. Complaints must be handled as specified in Article IV, Section 11 of this document. The AVYFA officials will not interfere with the management or complaint resolution of a local area. However, AVYFA officials may listen to local problems and offer advice. The AVYFA Cheer Commissioner and/or the AVYFA Commissioner will enforce the cheerleading rules as outlined in this Article.
- F. Local Areas represented at monthly meetings will be awarded one point for each meeting attended. Points acquired will be used for placement of squad performances at competition. The more points acquired, the later the area's squads will perform. In the event of a tie, numbers will be drawn. Points will be awarded January through October. Effective May 2005. Cheer Directors who are not present at scheduled meetings do not have a vote on business conducted at that meeting.
- G. Article V – Coaching, Sections 1-4 in their entirety, and Article V – Coaching, Section 5, A thru D are incorporated into this section.

Section 2: Participation

- A. Application: Each cheerleader and mascot must fill out an AVYFA Contract that includes the parents' permission and signature. These contracts, copies of proof of age (as defined in Section 3: Squad Certification of this Article) along with rosters, are to be present at all practices, performances and games. When the squad is gathered as a whole (example . . . parades, cheering for the school, etc.), Cheer Director and Cheer Coaches must have copies of everything present at all times. Copies of everything must be presented to the AVYFA Cheer Commissioner at the September AVYFA Board of Directors meeting.
- B. Physical exams are required for all cheerleaders and mascots.
- C. Roster Placement: refer to 2009 Cheerleading Age Point System.

NOTES:

1. Minimum age (except mascots) is 6 years old or more as of August 1 of the season.
2. Maximum age is no more than 14
3. All cheerleaders must present acceptable proof of their age each season. Acceptable proof is an original document as listed in Article VI, Section 3. NOTE: The names on the proof of age must correspond with the names on the certification paperwork. If an adoption or legal name change has occurred, appropriate legal paperwork must be available to ensure both names are the same person.
4. Ninth graders may not participate in AVYFA Cheerleading regardless of point placement.
5. Cheerleaders must complete an AVYFA Contract including a physical exam by an appropriate health care provider.
6. There will be no exceptions to these rules.

AVYFA Official - Exponent System 2011

| Division | Age | age as of August 1, 2010 |
|-----------|----------|--------------------------|
| I | 6 Years | |
| | 7 Years | |
| | 8 Years | |
| II | 9 Years | |
| | 10 Years | |
| | 11 Years | |

III

12 Years

13 Years

14 Years

- D. A **four** point rule has been established and should be used only in special situations for girls who fall within **4** points either direction and would benefit more by being placed in either the higher or lower squad position. This will also help an area Cheer Director even out squads. These changes must, however, be brought to the attention of the other area Cheer Directors at the AVYFA meeting prior to certification and be agreed to.
- E. Maximum age: An applicant who has reached 15 years of age on or before July 31 of the current season will NOT be eligible to participate in the program.
- F. High School: An applicant who is in the ninth grade will not be permitted to participate in the program regardless of point placement. There are no exceptions to this rule.
- G. A participant will be permitted to participate in cheer programs outside AVYFA jurisdiction. The practice hours and game times must not conflict with participation in the AVYFA.
- H. Mascots are left to the discretion of the local area Cheer Director/President. Mascots do not compete in the competition, but may perform in special, non-judged routines at competition. Mascots minimum age: none. Maximum age is 7 years old as of December 31st of the current season. If the mascots are disrupting the cheerleaders, the parent must keep them under control. Mascot parents shall be present at all practices, performances and games.
- I. Squad size: A squad shall consist of four or more cheerleaders. In the instance that an area has only three cheerleaders on a squad, that cheerleader shall be moved up to a higher squad if their birthday is before August 1st, and down to a lower squad if their birthday is on or after August 1st. No cheerleader may be moved more than one division in either direction. Local areas reserve the right to have less than four cheerleaders on a squad.
- J. LIST ON CONTRACT EVERY KIND OF MEDICATION THE CHILD IS TAKING.

Section 3: Squad Certification

- A. No cheer squad may compete in AVYFA competition unless it has a certified cheerleader squad roster which includes all cheerleaders who will participate in that competition.
- B. No cheerleader may compete in AVYFA competition unless the cheerleader has been certified and the cheer squad's certified roster includes that cheerleader.
- C. Cheerleader squad rosters must be certified prior to the third football game. Each squad shall have its cheerleader roster and each of its cheerleaders certified by the Certification Team assigned by the AVYFA Certification Committee on the date for squad certification set by the AVYFA Commissioner and Certification Team.
- D. At the time of , the Local Area must provide an indoor facility for purposes of certification. NO parents, coaches or anyone other than the Local Area President will be permitted in the certification area. The Local Area President must provide a complete set of Certification paperwork to the Certification C.

For Each Cheerleader this will consist of:

1. A completed, signed AVYFA contract
2. Clear evidence of a physical examination by a Medical Doctor or a Chiropractor certified to do sports physicals in the State of California. The Local Area must be able to produce this certification. Physicals by Physician Assistants will not be accepted.
3. Verification of date of birth: Each cheerleader must present to the Local Area an ORIGINAL of either a Certified Birth Certificate, military ID, passport, letter from the player's school on school letterhead signed by a school official, or other proof approved by the Commissioner or a Deputy Commissioner.
 - a. Copies will not be acceptable. The Local Area must keep the ORIGINAL document until certification has been completed. The Local Area MUST present the ORIGINAL document to the Certification Team on Certification day. No Exceptions to this policy will be allowed. Cheerleaders without an ORIGINAL proof of age document available AT Certification will be disqualified and not allowed to cheer.
 - b. Any attempt by anyone to falsify a cheerleader's date of birth will result in disciplinary action by the AVYFA Commissioner or AVYFA Board of Directors.
 - c. Prior year's rosters or other prior year's proof of age documents will NOT be accepted as proof of age for the current season.
 - d. Any questions regarding the acceptability of a proof of age document MUST be resolved with the AVYFA Commissioner or Certification Committee BEFORE the date of certification.
4. Photos are not required for Cheerleaders.

For Each Squad this will consist of:

1. Two (2) completed roster forms with required information. The forms must be typed or filled out neatly and legibly in ink.

The forms are available for download from the FORMS section of the AVYFA website at www.avyfa.org

- E. It is recommended that Local Areas utilize the checklist available in the FORMS section on the AVYFA website at www.avyfa.org to make sure that all documents and information needed at the Certification meeting are complete.
- F. After the Squad Certification detailed in paragraph D, additional cheerleaders may be certified and added to the certified squad roster in the following manner.
1. Additional cheerleaders must be certified by the AVYFA Cheer Commissioner, AVYFA Commissioner, AVYFA Deputy Cheer Commissioners or AVYFA Deputy Commissioners.
 2. Additions: No cheerleaders may be added less than 30 days prior to competition. There will be NO changing/additions of cheerleaders (girls and/or boys) to make up Competition squads.
 3. The squad certified roster must be updated in accordance with paragraph L before a newly certified cheerleader may participate.
- G. Removals: No cheerleader may be removed from a certified roster within 30 days of the cheer competition without permission of the AVYFA Cheer Commissioner and assigned AVYFA Deputy Cheer Commissioner. A cheerleader may not be removed because he/she is not good enough for the competition. Exception: Parent's request for grades, etc. The squad certified roster must be updated in accordance with paragraph L prior to participating in competition.
- H. Cheerleader certification shall be determined by the Cheerleading Age Point System established by the Rules and Alignment Committee.
- I. Each Cheer Director will turn in a list of their squad colors and total number of cheerleaders on each squad to the AVYFA Cheer Commissioner at the September meeting.
- J. Residency requirements: To be eligible, cheerleaders must live within the boundaries defined in Article III, Section 7 of the Area for which they cheer. The Local Area President and his/her Area Board of Directors are responsible for complying with this requirement. Failure to comply with this requirement can result in severe penalties including expulsion of the Local Area from the AVYFA. In the event of a question, the AVYFA Cheer Commissioner shall resolve the question and may require documentation in the form of a school or other document acceptable to the Cheer Commissioner.
- K. The AVYFA Cheer Commissioner may grant a cheerleader permission to cheer for a squad in an Area other than the Local Area in which the cheerleader resides upon receipt of a written request from the parent or guardian of the cheerleader. Permission will be considered when at least one of the following conditions is met:
1. To cheer for a squad in the same AVYFA Local Area that the cheerleader cheered for in the previous year as junior or senior;
 2. To cheer for a squad where the Head Coach is the parent of the cheerleader;
 3. To cheer in the same Local Area as a sibling;
 4. When there is no Local Area division in which the cheerleader qualifies within the AVYFA.
 5. The cheerleader has written permission from both Local Area Presidents.
 6. The cheerleader has moved out of the AVYFA Local Area in which the cheerleader lived when the cheerleader's squad roster was certified. The cheerleader may continue to cheer for the cheerleader's original squad if the cheerleader meets all the practice, attendance and other participation requirements of that squad. In addition the parent must supply the AVYFA with a letter from the cheerleader's school verifying the change of address. Out of Area Cheerleaders are described as those cheerleaders who are found to be cheering for an AVYFA Local Area other than the one in which they reside.
- L. Changes to Certified Rosters - Any proposed changes to certified rosters must be approved by the Cheer Commissioner or a Deputy Cheer Commissioner in writing. Execution via fax or electronic transmission is acceptable for the purpose of updating. The updated roster must be immediately forwarded to the Cheer Commissioner or AVYFA Secretary. It is the responsibility of each Local Area President to ensure that the most updated version of their Area rosters is filed with the AVYFA.
1. Additions to Certified Rosters clearly marked as additions with date
 2. Deletions – Single line strike out only
 3. No white-out permitted
 4. No reproductive/retype of certified rosters will be permitted with the exception of photocopying for distribution at competition.
- M. The AVYFA Cheer Commissioner, in consultation with the affected parties, may grant exceptions to this Section on a case-by-case basis.

Section 4: Appearance

- A. JEWELRY: NOT ALLOWED except medical bracelets or chains. These will be pre-wrapped and taped. NO EARRINGS, BRACELETS, WATCHES, RINGS OR NECKLACES OR BODY PIERCINGS OF ANY TYPE.
- B. MAKEUP: May be used in moderation and with local area Cheer Director's discretion.
- C. HAIR: Must be pulled out of the eyes, and bangs above the eyes.
- D. There must be uniformity among the squads. Shoes must be white athletic shoes.
- E. NO GLITTER of any kind on persons or signs.

Section 5: Stunt Routine Guidelines

- A. AVYFA will follow AACCA High School Safety Rules with changes as listed in this Section.
- B. Score sheets used for competition judging may be downloaded from the FORMS area of the AVYFA website at www.avyfa.org.
- C. Stunting
 - 1. Lift: division I will be waist high, division II chest high. Division III may extend above the head, mandatory two base structure with one spotter. Shoulder Stands and Twist Downs shall be allowed by division III squads. Basket tosses will be allowed by division III squads only whose coaches have received proper technical training for this stunt.
 - 2. BASKET TOSSES (for divisions I and II) LAY-OUT POP-UPS and AERIAL FLIPS are prohibited. See AACCA Rule Book for definitions.
 - 3. In addition to the above limitations, the AACCA rules list certain stunts as prohibited. A document named "AVYFA PROHIBITED STUNTS, PYRAMIDS AND TOSSES" is available from the FORMS and CHEER areas of the AVYFA website at www.avyfa.org to aid in understanding what is prohibited.
 - 4. AVYFA Rules and Procedures shall supersede all other organization rules.
- D. SPOTTERS: A squad of 5 or less may have an adult spotter for all stunts. Squads consisting of 6 or more shall use a squad member as spotter. Spotters must be present at stunt and hands on until the squad member is on the ground. Single and double base Thigh Stands require spotter on Freshman squads only.
- E. Timing: Cheer routines for competition shall be a minimum of 2 minutes and a maximum of 3 minutes. Music may be used to emphasize cheers. Music shall be limited to a maximum 1 minute 30 seconds of total routine. A penalty of 10 points will be assessed when these time limitations are exceeded by the routine. Each competing team shall have a designated cheerleader to signal when their competition routine is to start and when it is completed. Competition will begin at the wave of a hand and shall end at the wave of a hand. Infractions will be signaled by a flag. No timers shall be cleared until the local area Cheer Director and the Cheer Commissioner resolve the matter. Any disputes over the time infraction shall be handled immediately following the performance and prior to any other performance.
- F. Props: The only props allowed will be hoops, pompoms, signs, and/or megaphones. Props are to be taken off the field by the Cheerleaders only (NO COACHES). After competing the squads will go to the designated areas with the exception of the mascots. Coaches can be with the mascots at all times.
- G. No squad shall pay for a routine to be prepared by any professional organization including, but not limited to, USA Cheer.
- H. A 10 point deduction will be assessed for any infractions of the AVYFA and AACCA rules. In the case where a prohibited stunt is performed, that penalty is increased to a 15 point deduction.

Section 6: Practice/Games

- A. During the first two weeks of practice, the maximum total practice time per week is 12 1/2 hours (2 1/2 hours each day, Monday through Friday). The third week of practice is limited to 10 hours (2 1/2 hours each day, on any four days during the third week). Starting the fourth week of practice there will be a maximum of 6 hours of practice per week with a 2-hour daily maximum unless there is no game. If there is no game there will be 8 hours of practice allowed for that week.
- B. Preparation for Competition: There shall be NO increase in the maximum practice hours when preparing for Competition.
- C. Location and schedule shall be distributed in time for parents to adjust their schedules.
- D. Participants will meet in locations clearly covered by current insurance certificates only.
- E. Mandatory 15-minute warm-up at all games and practices.
- F. Routines shall be in accordance with Section 5 of this Article.
- G. Areas with Cheer Squads wishing to participate in events outside of the AVYFA season will be permitted to do so as long as those events fall within the current insurance coverage period and all practice guidelines are followed.
- H. Mandatory Attendance: Attendance at Kick Off Bowls, regular season games, and playoff games is mandatory for all cheer squads. Any area having a cheer squad that fails to attend an event scheduled for that squad could be suspended for the next scheduled game and/or the rest of the season in addition to placing their participation in competition in jeopardy. At the first Board of Directors meeting after the incident, a discussion will take place. All involved parties will be heard from and then a closed discussion/vote will take place. The area that represents the team/squad does not have a voting right in the suspension.
- I. Squads who have a football team playing in a playoff game WILL cheer for that team. They are not to use that as a practice day for the competition. Squads not complying could be disqualified from competition.
- J. It will not be mandatory to field a squad at games after playoff competition or Super Bowl competition as the girls will have competed that morning, fulfilling the maximum time restrictions for participation that week. It will be at the Area's discretion whether or not a cheerleader remains at these events.
- K. All local area Cheer Directors and local area Head Cheer Coaches MUST attend the AVYFA Cheer Coaches Clinic for technical

training.

Section 7: Sportsmanship

- A. Objective: The main objective of the Cheer Directors will be to promote goodwill within the Association, setting a good example for their teams/squads. It is most important that we teach the meaning of real friendship and the ability to be a good sportsman.
- B. Cheers: There shall be no cross cheers allowed. No cheers showing any distaste or derogatory remarks will be tolerated. Violation of this rule can result in the suspension of the offending squad for the rest of the season.
- C. Refer to Article IV, Section 10, paragraphs A through G for additional Sportsmanship rules.

Section 8: Competition

- A. Scheduling: Cheerleading Competitions at playoff and Super Bowl games will be scheduled to begin at 8:00 a.m. and end no later than 12:00 noon, preceding the football games. Check-in no earlier than 7 AM.
- B. Competition shall be held indoors with approved cheer floor. Boundary lines shall be marked at 48' x 48'. Stepping out of boundaries will be an infraction.
- C. The first of October, before the Super Bowl, a typed roster will be given to the President of the Area that is hosting the Super Bowl to be used for a program to be printed up with the team's names and colors of all Football, Cheerleaders, and Coaches participating. It is recommended that this program to be sold at Competition and the Super Bowl game.
- D. Judges: Judges for both rounds of competition shall preferably be USA judges. If USA judges are unavailable we will recruit from a college. AVYFA shall follow AACCA Cheer rules for judging, adjusted to incorporate Section 5 – Stunt Routine Guidelines of this Article. The Cheer Commissioner shall make sure that the judges have been made aware of the information in Section 5.
- E. Score Sheets: Copies of competition score sheets must be provided to local area cheer coaches in a timely manner either for information or to assist them in preparing for the next level of competition. The Cheer Commissioner will keep the originals for two years for information only.
 - 1. Upon completion of a playoff Cheer Competition the AVYFA Cheer Commissioner shall provide copies of the Competition score sheets to every local area Cheer Director regardless of placement in the competition results. This shall be accomplished no later than 24 hours after completion of Competition.
 - a. Local area Cheer Directors shall provide copies of the playoff Competition score sheets to all of their local area Head Cheer Coaches. This shall be accomplished no later than 24 hours after receiving the score sheets from the AVYFA Cheer Commissioner for squads that will participate in the Super Bowl Competition and no later than one week after receiving the score sheets for non-advancing squads.
 - b. The AVYFA Cheer Commissioner is responsible for making sure that the playoff Cheer Competition score sheets are distributed to local area Cheer Directors in accordance with this rule.
 - 2. Upon completion of the Super Bowl Cheer Competition the AVYFA Cheer Commissioner shall provide copies of the Super Bowl Competition score sheets to all local area Cheer Directors, including non-competing areas, regardless of placement in the competition results. This shall be accomplished no later than the next regularly scheduled AVYFA Board of Directors meeting.
 - a. Local area Cheer Directors shall provide copies of the Super Bowl Competition score sheets to all of their local area Head Cheer Coaches. This shall be accomplished no later than one week after receiving the score sheets.
 - 3. Copies of the blank Score Sheets may be downloaded from the FORMS section of the AVYFA website at www.avyfa.org
- F. No squad shall pay for a routine to be prepared by any professional organization including, but not limited to, USA Cheer.
- G. Coaching, in any form, by spectators or coaches during a cheer competition routine is not permitted. Any persons observed coaching a squad during a routine may be removed from the competition site or facility; however, the performing squad will not be penalized.
- H. Reporting Competition Results: At **playoff** Competition and Super Bowl Competition the results must be reported to the designated AVYFA Scorekeeper no later than 9:00 p.m. the Saturday of the competition by the AVYFA Cheer Commissioner or **assigned** Deputy Cheer Commissioner.

Section 10: Insurance

- A. AVYFA Insurance must be in place for all practice. Insurance information and instructions for filing claims is in Article II, Section 6 of this document.