

**KYFL POLICY AND PROCEDURE MANUAL**  
**July 2006**

Changes to the Policy and Procedure Manual may be generated by submitting a draft copy to the President to be placed on the agenda for the next board meeting where it will be discussed and voted on. Changes will be passed by a majority vote.

**LEAGUE**

1. The annual entrance fee to the KYFL shall be two hundred twenty-five dollars (\$225.00) per year, per member team. The entrance fee must be paid by check to the KYFL on or before the August meeting to the KYFL Treasurer. Exception granted for SSVC. SSVC will owe \$150 each season.
2. League expenses will consist of postal fees, rule books, printing, trophies, banners, office supplies, seminars, advertising, etc, and other expenses deemed necessary to conduct league business.
3. All head coaches (or designated alternates) must attend the PIAA rules interpretation meeting and first aide course. PIAA will announce when the PIAA rules interpretation meeting will be held.
4. The KYFL will provide each member team with four (4) rule books published by the National Federation of State High School Associations, 11724 NW Plaza Circle, P.O. Box 20626, Kansas City, Missouri 64195-0626. Rule books will be distributed to member teams at the August meeting.

**FOOTBALL PLAYERS AND ROSTERS**

1. Age of player must be verified by a valid birth certificate upon request of President of KYFL at any time.
2. Ages of players shall be verified by members' teams on official rosters and verified at the August meeting.
3. Official rosters, registration forms and photo-copies of birth certificates must be available at all game sites. If suspected violation occurs at game site, notify head coaches and KYFL representatives of respective organizations immediately. Upon completion of game, notify KYFL President within 24 hours. If there is a violation, the final decision of such game(s) will then be made by the Board of Directors of the KYFL.
4. A copy of the official KYFL player roster from each member team's j.v., midvarsity, and varsity for football and cheerleading should be brought to the August KYFL Board meeting. SMURF players may appear on separate roster or appear with \* on the JV roster. Each

member team must bring with them enough copies of each roster for all other member teams, the KYFL President, Vice President, Secretary and Treasurer.

5. If a member team(s) has less than twenty-five (25) football players on their roster at the start of the first scheduled league game, they can add players up to and including the third game of the current season. No player(s) can be added to the player rosters after the third game unless roster numbers fall below 18 through season ending injuries. Must have KYFL Board approval at regularly scheduled meeting or by email before adding. If you have twenty-six (26) or more players on your roster at the start of the first scheduled league game, you cannot add any more players to your roster for that season. All additions or changes on player's rosters must be emailed to the Secretary of the KYFL. She will distribute to all member teams, and such information will be attached to the official roster.
6. It is in direct violation of the KYFL By-laws to tamper with or withhold information on the KYFL Player rosters.

## **TEAMS**

1. Team Name, Colors, Location

<b>Chambersburg Steelers</b>	Black Helmets, Black Jerseys w/White numbers, Black Pants CAMS or J. Frank Faust Junior High School
<b>Cumberland Valley Eagles</b>	Black Helmets, Red Jersey (home) w/White numbers, Black Trim; White Jersey (away) w/ Red Numbers and Black Trim; Black Pants Good Hope Middle School, Skyport Road, Mechanicsburg
<b>Fairfield Knights</b>	Green Helmets, White Jerseys (away) with Green Numbers trimmed in Gold, Green Jerseys (home) with White Numbers trimmed in Gold, Pants Green w/gold & white stripes Fairfield High School or Carroll Valley Ranch Section Field
<b>Fayetteville Browns</b>	Orange Helmets, Brown and Orange Jerseys White with Orange Stripe Pants Fayetteville Athletic Park
<b>Gettysburg Warriors</b>	White Helmets, Red White Jerseys, Black Pants Gettysburg Recreation Park
<b>Greencastle Eagles</b>	White Helmets, Kelly Green Jerseys, White Green Stripe Pants Kaley Field Greencastle High School
<b>Greencastle Falcons</b>	White Helmets w/Falcon logo and black stripe; Black Jerseys with a Red Panel insert on the sides, White Numbers Outlined in Red, Black Pants

	Kaley Field Greencastle High School or Antrim Township Park
<b>Hamilton</b>	Black Helmet, White Jersey and Black Numbers Jersey, Black Pants J. Frank Faust Junior High School or Hamilton Recreation Park
<b>Scotland Broncos</b>	Royal Blue Helmets, Royal Blue Jerseys (home), White Jerseys (away), Royal Blue Pants Scotland School for Veterans Children
<b>Mercersburg Tuscarora Rockets</b>	White Helmets, Green Gold Jerseys, Green Pants James Buchanan High School
<b>Quincy Panthers</b>	Vegas Gold Helmets w/logo on side (Panther jumping through letter Q); White w/navy blue and Vegas Gold Trim Jerseys; Navy Blue w/White and Vegas Gold Trim Quincy Ox Roast Association Field, 8098 Anthony Hwy, Waynesboro, PA
<b>Shippensburg Greyhounds</b>	Silver/Pewter Helmets, Maroon Jersey (home); White or Grey Jerseys (away); Black Pants Shippensburg Memorial Park Stadium
<b>SSVC Cadets</b>	White Helmets, Red White Jerseys, Red White Pants Scotland School for Veterans Children
<b>Waynesboro Stallions</b>	Blue Helmets, Royal Blue Jerseys, Gold (Away) or Blue (Home) Pants Waynesboro High School

## 2. Territorial Draw Areas

Each member team will certify its exact draw area at the January KYFL meeting. NOTE: No road shall be divided between two teams. If a road is in your draw area then you have both sides to draft from. KYFL Board will approve.

All current players and cheerleaders along with siblings of current players and cheerleaders of Chambersburg Steelers, Hamilton Jaguars, Mercersburg Rockets, Fayetteville Browns and Scotland Broncos may be grandfathered to team currently registered with. For the 2006 season only there will be an open draw area between Chambersburg, Hamilton, Fayetteville and Scotland Broncos. There will also be an open draw area between the Shippensburg Greyhounds and the Scotland Broncos for 2006.

**CHAMBERSBURG**

Chambersburg Borough, Sollenberger Road to Johnson Road to Edenville Road to Chambersburg Borough limits.

**CUMBERLAND VALLEY**

Cumberland Valley School District which includes Monroe Township, Hampden Township, Silver Springs Township, Middlesex Township

**FAIRFIELD**

Fairfield School District, Emmitsburg and Taneytown Elementary, Mother Seton parochial.

**FAYETTEVILLE**

Chambersburg Area School District east of Interstate 81 in Green and Guilford townships including elementary schools Fayetteville, Duffield, Guilford, Faith Valley, Falling Spring, New Franklin.

**GETTYSBURG**

All Gettysburg Area School District, Upper Adams school district and Littlestown school district including Gettysburg Middle High School, James Getty, Eisenhour, Franklin Township, St. Francis Xavier, Adams County Chris, Biglerville Junior High, Arendstville Elem, Bendersville Elem, Littlestown Elem, Littlestown Junior High, Maple Avenue Elem, Biglerville Elem., Lincoln (4<sup>th</sup> & 5<sup>th</sup> grade)

**GREENCASTLE**

Greencastle Antrim School District, Shady Grove, South Antrim, Greencastle Elem, Greencastle Middle

**HAMILTON**

CASD district west and south of Interstate 81 and Chambersburg Borough limits, west to Tuscarora school district, Edenville Road and south to Johnson Road, Wst of Johnson Road.

**MERCERSBURG**

Any child within the Tuscarora School District will be able play for either Mercersburg or St. Thomas without requirement of a release form. Fort Loudon and surrounding area Lemasters, Cove Gap, Peters Township and Little Cove, Warren Township, Montgamoer Township, Tuscarora School District, Mt. View, Montgomery, Mercersburg Elem, JBMS, McConnellsburg area (from Rt. 30 south in the McConnellsburg School area) ; Clear Spring School District.

**QUINCY**

Open draft area between Quincy and Waynesboro.

**SCOTLAND BRONCOS**

West and north of Chambersburg Borough to west of Interstate 81, north of Edenville Road to Ft. McCord Road to Mountain Road and north.

## **SCOTLAND SCHOOL**

Campus of Scotland School for Veterans Children

## **SHIPPENSBURG**

Shippensburg Area School District, Newburg and Newville.

## **WAYNESBORO**

Open draft area between Quincy and Waynesboro.

3. The home team will be responsible for reporting scores of the junior varsity, midvarsity, and varsity games to the designated Executive Committee member of the KYFL no later than nine-o'clock (9:00 p.m.) Sunday evening each week of season. It will be this designates' responsibility to relay the standings, stats to KYFL member teams.
4. Member organizations are responsible for reporting to their local newspapers.
5. Weigh-In Rules
  - Balance beam or digital scales shall be used for all pre-game weigh-in procedures in the KYFL, and will be kept in good working condition at all times and calibrated for each pre-game weigh-in of current season. A calibrated weight should be available at weigh-in site for person in charge of weigh-ins to spot check scales to see if they are correct. Whole numbers will be used for digital scales (tenths will not be counted); there will be no rounding.
  - There shall be a weigh-in weight of : j.v. (100 lbs maximum; 101-110 lbs red striped); midvarsity (120 lbs maximum; 121-130 red striped); varsity (150 lbs maximum; 151-165 lbs red striped).
  - The organization's designee shall be in charge of all pre-game weigh-ins and shall inform the KYFL President of any infractions of KYFL weigh-in rules so that he and or his designee can levy fines against teams not following rules.
  - All players must be weighed every game.
  - Designee will be required to set up a weigh-in area away from fans, spectators, parents, and people not affiliated with the weigh-in procedures.
  - Players from each team will be lined up in numerical order and step on calibrated balance beam scales with their jersey on. If they tip the scales and are overweight they must step aside of scale and will be permitted to strip down for re-weigh-in after the remaining players have been weighed in. This may be done one time only. After reweigh-in, if player is still overweight, they are then eligible to be red striped for that day as long as they do not weigh more than the limits. If they weigh more than the

red stripe limits, they are ineligible to play that day. Players must remove all football equipment and may not participate in the game that day. Designee will record actual weight on KYFL roster.

- Weigh-in's will begin promptly 30 minutes prior to each game. Late players will be weighed at the discretion of organization's designee. Once game has started, no player for that game will be weighed.
- Any circumstances preventing a team from starting a game shall be considered a forfeit on the member team not able to field a team.
- There shall be no dietary or sweat-down procedures used by anyone connected with the KYFL at any time.
- All football player(s) jersey numbers, names, birth dates, school grade, school name, phone number, physical and actual registration weight must be recorded on the official KYFL player roster. Organization's designee must sign weigh-in roster after weigh-ins each game.

#### 6. Red-stripping Rule

- Any j.v. (101-110 lbs maximum); midvarsity (121-130 maximum); varsity (151-165 lbs maximum)
- 2" red stripe (tape) will be applied to the helmet from front to back after completion of second weigh-in. Other color tape may be used if red conflicts with existing stripe on helmet. May also use red helmet socks.
- These players will only play DOWN LINEMEN POSITIONS ONLY as follows:

OFFENSE	DEFENSE
Tackles	Tackles
Guards	Guards
Center	Nose-Guard
- Cannot advance ball at any time.
- When a fumble, interception, or completion occurs ball will be ruled down at point of recovery.
- Cannot play SPECIAL TEAMS:
  - a. Kick-Offs
  - b. Kick-Off Return
- Can play during Field Goals or P.A.T. (Point after touchdown).

- “PENALTIES”

OFFENSE	DEFENSE
Minus 15 yards	Automatic First Down
&	&
Loss of Down	+15 yards

- These penalties will be after the snap penalties.
- All penalties will be from the spot of the ball.
- Any player with two offenses during same game WILL BE REMOVED from game for ONE COMPLETE SERIES. KYFL Grievance Committee will review for additional action to be taken.

- “KYFL RULINGS”

- Fines given to organizations depending on severity of infraction.
- Amount of fine to be determined by Grievance Committee ranging from \$50 and up.
- Suspension or removal of Coach and/or player.
- Any of the above or all 3 may be handed down depending on the severity of the infraction.

## SCHEDULES

- Practice starts on the Monday immediately preceding August 15<sup>th</sup>. Players must have at least one week of conditioning before wearing pads, helmets and starting to hit. Footballs may be used during conditioning. Coaches may start conditioning players on August 1; first week of conditioning players cannot wear pads or helmets and cannot hit; second week players may wear helmets but still no pads or hitting.
- After each team is placed in its division according to the By-laws, the following schedule will be used.

<b>Under revision</b>	<b>Week #1</b>	<b>Week #2</b>	<b>Week #3</b>	<b>Week #4</b>	<b>Week #5</b>	<b>Week #6</b>	<b>Week #7</b>	<b>Week #8</b>
<b>TEAM LIBERTY</b>								
#1	vs 2	vs 10	vs 6	vs 4	vs 3	vs 7	vs 5	vs 9
#2	vs 1	vs 6	vs 3	vs 8	vs 10	vs 11	vs 9	vs 4
#3	vs 7	vs 4	vs 2	vs 12	vs 1	vs 5	vs 11	vs 8
#4	vs 9	vs 3	vs 5	vs 1	vs 11	vs 8	vs 12	vs 2
<b>FEDERATION</b>								
#5	vs 11	vs 8	vs 4	vs 10	vs 6	vs 3	vs 1	vs 7
#6	vs 10	vs 2	vs 1	vs 7	vs 5	vs 9	vs 8	vs 12
#7	vs 3	vs 11	vs 8	vs 6	vs 12	vs 1	vs 10	vs 5
#8	vs 12	vs 5	vs 7	vs 2	vs 9	vs 4	vs 6	vs 3
#9								
<b>AMERICAN</b>								
#10	vs 4	vs 12	vs 10	vs 11	vs 8	vs 6	vs 2	vs 1
#11	vs 6	vs 1	vs 9	vs 5	vs 2	vs 12	vs 7	vs 11
#12	vs 5	vs 7	vs 12	vs 9	vs 4	vs 2	vs 3	vs 10
#13	vs 8	vs 9	vs 11	vs 3	vs 7	vs 10	vs 4	vs 6
#14								

- Games requiring postponements require sufficient notice to member teams involved, the KYFL President, and the PIAA officials as soon as possible. Cancelled games should be played asap or during the bye week at the end of season.
- Each team will play eight (8) regular season games; four (4) home, four (4) away; unless a make-up game requires a neutral field to be used.
- Games will commence on the last weekend in August.
- There will be one bye week at the end of the eight (8) game season. This bye week will be used to make-up rain outs and to play any head-to-head ties for play-offs.
- SSVC will play its Week #1 game during the bye week.

## GAMES

1. National Federation of State High School Associations (NFOSHA) rules will be used by the KYFL with the exceptions or variations adopted by the KYFL.
2. For points after touchdowns, a run or pass will count as one (1) point and a kick will count as two (2) points.
3. Under no circumstances will any member team(s) intentionally run the score up on another member team. When it is obvious that a member team has a commanding lead on another member team, the team in the lead shall substitute players accordingly. The total points scored during the season has no bearing on the league championship.
4. All players must have six (6) plays per game, unless they are on an ineligibility list, i.e., conduct, grades, injury.
5. All mid varsity and varsity games shall consist of four (4) eight (8) minute quarters during the season, with games ending in a tie at the end of regulation play remaining a tie.
6. SMURF games will start at 11:30 a.m. (Sunday) or 3:30 p.m. (Saturday night games); J.V. games will start at 12:30 p.m. (Sunday) or 4:30 p.m. (Saturday) and will run a normal 8 minute clock per quarter (as in the other games) with one exception. At 1:45 p.m. (5:45 p.m.), the PIAA officials will interrupt play and indicate that, from that point on, the clock will run nonstop. This will occur at no matter what point we are in the game. If the game finishes before 1:45 p.m. (5:45 p.m.), no problem. Mid varsity game must start at 2:00 p.m. (6:00 p.m.).
7. Only the playoff and championship games will use the ten yard line overtime procedure rule as stated in the (NFOHSA) rule book to determine a winner.
8. Member teams may charge admission at home games of \$2 for adults, \$1 school-age children; under school-age free. For Play-offs and Championship games an additional \$1 will be charged for admission that will go to the KYFL following season. Everyone is required to pay (includes coaches), except players/cheerleaders. Individual organizations may reimburse their coaches.
9. Half-time between all games will be limited to ten (10) minutes unless otherwise noted before games with each member team and the PIAA officials.
10. All scheduled league games in the KYFL will be officiated by the Southern Chapter of Franklin County PIAA, having four (4) officials for the mid varsity and varsity games and a minimum of two (2) officials for the junior varsity games at the prevailing rate. Those rates shall be divided equally between each member team in the KYFL. Fees for officials will be paid in one sum on or before the KYFL August meeting of each current season. Make checks payable to the KYFL. The KYFL treasurer will disburse a check to the secretary of the local chapter of the PIAA on Monday of each week of the current season. If for some reason there

are less than four (4) officials at any game, the home team must report that information to the KYFL treasurer immediately after such game. Exception: Cumberland Valley will use their area referee chapter for officials for their home games only. They will be responsible for paying their officials.

11. All league games shall have an emergency medical technician (EMT) or first aid person available at the game site. The EMT or first aid person must be made known to all head coaches and the PIM officials prior to the start of the junior varsity game of each current week. EMT or first aid person must remain at the game site thru completion of all three games.
12. All schedule league games in KYFL shall have security personnel at the game site till completion of all three games.

### **Equipment**

1. One (1) official new football must be furnished by the home team at each league game. Guideline: junior varsity--Wilson K-2; mid-varsity--Wilson TDJ; varsity: Wilson TDY or equivalent.
2. Any (NFOHSA) footwear is acceptable. Exception, no leaded tips. *See (NFOHSA) Section 5. Article 1 G.* Guideline: Little League style rubber molded cleats.
3. Each player shall wear a helmet which meets the NOCSAE (Nation Operating Committee on Standards for Athletic Equipment) test standards and has a visible exterior warning label regarding the risk of injury and a current recertification label. *Note: Recertification is mandatory every two (2) years in the KYFL.*
4. Prior to participation in practices, it shall be the responsibility of each member team to explain to all football players and their parents/legal guardians, all football equipment and the risk, danger and/or injury that could occur accidentally while playing football.
5. It will be illegal for any person(s) to modify or alter equipment for football players that would jeopardize or decrease the protection or safety of such players.
6. It will be required for each member team to make available for each of their official scheduled KYFL home games a regulation football field as stated in Section 2 of the (NFOHSA) rule book. Variations should be discussed at the August KYFL Board meeting.

## **GRIEVANCES/PROTESTS**

1. Protests and/or grievances should be brought to the attention of the President within 24 hours of the incident. The President will then call a Grievance Committee meeting, if necessary. If resolution is not met by Grievance Committee, the protest/grievance will then be brought to the full Board for final decision and vote.
2. The Grievance Committee will recommend penalty and/or fines to Board for approval.

## **PENALTIES AND FINES**

1. Any member team not represented by either Director or Alternate Director at all scheduled KYFL meetings shall be fined fifty dollars (\$50.00). Such fine will be paid by check payable to the KYFL treasury within fifteen days.
2. Any other violation of the KYFL By-Laws by any member team(s) will result in a one-hundred dollar (\$100.00) fine and will be paid by check made payable to the KYFL treasury on or before the Friday following the violation. If a violation occurred involving a game(s), member team(s) will forfeit said game(s). This decision will be final.
3. A fine of one-hundred dollars (\$100.00) and forfeit of game(s) will be assessed any member team(s) not submitting an official KYFL player roster prior to the first scheduled league game of each current season, containing information stated as such on said roster or failing to or withholding roster information from the KYFL or the PIAA or the President of the league. The one-hundred dollars (\$100.00) fine will be paid by check made payable to the KYFL treasury immediately or said team(s) will be suspended from play until such fine is paid. Persons responsible for submitting incorrect or falsifying information to the KYFL will be terminated immediately.
4. Other penalties or fines can be assessed to any member team(s) the KYFL Board of Directors deems necessary by calling a meeting with all member teams present and such penalty or fine discussed, voted upon and a written notice of such penalty or fine presented to such member team(s).
5. Any coach, squad leader, players, cheerleader or parent who conducts themselves in an unsportsman-like manner which would reflect discredit to this program while participating in any competition may be removed from further participation.
6. For violation, person/persons involved shall be suspended at the discretion of the KYFL Grievance Committee pending a written report within seventy-two (72) hours of the incident and a hearing on same. Independent violators will be penalized for their actions. Such penalties could lead to the removal from further participation within the KYFL.

7. No coach, squad leader, instructor, parent or adult party shall harass, abuse, heckle, or make any uncomplimentary remarks whatsoever to any opposing player, coach, or official. Violation will result in suspension and removal from field.

### **PLAY-OFF/CHAMPIONSHIP**

1. At the end of the regular season, all three (3) division winners will go to play-offs based on points. Points are two (2) for win; one (1) for tie. There will be no extra points for in-Division win. The next 5 will be chosen based on points.
2. Ties will be broken as follows: (1) winner of head-to-head play during regular season; (2) head-to-head competition during bye-weekend at end of season; and (3) strength of schedule. Strength of schedule will only be used in case of rain outs so that the season may be completed.
3. Fields will be determined for first round of play-offs at the October board meeting.
4. Schedule for first round will be: 1 vs 8; 2 vs 7; 3 vs 6; 4 vs 5
5. 2<sup>nd</sup> round and Championship played at field designated in January based on the alphabetic listing of the member teams.
6. All games will be played until a winner is decided. If at the end of regulation play, the score is tied, the PIM (NFOHSA) ten-yard line overtime procedure will be utilized to determine a winner.
7. The host team must provide regulation (NFOHSA) football field and all facilities. They must provide footballs in sizes used during regular season.
8. All teams must have completed all regular season scheduled games before they can participate in any play-off/championship games.

**SENIOR BOWL**

## **FORMS**

- KYFL Preparticipation Physical Evaluation Form
- PIAA Waiver Form
- Player/Cheerleader Release Form
- KYFL Registration Form
- Injury Report Form
- KYFL Official Information Form
- KYFL Organization Form
- KYFL Official Roster Form
- Criminal Investigation
- Child Abuse