
Camdenton Lakers Youth Football League
Policies & Procedures Manual

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2021 FINAL

Camdenton Lakers Youth Football League

Policies & Procedures Manual

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Change Page

Change	Para	Date
Section J is changing to all divisions; no blitzing. The only change is that they can blitz inside the 20 yard line. All divisions have been outlined separately.	J.1, paragraph 8	October 17, 2021
J4 – 1 Punt JV – Varsity No rush on the punter. Both teams will line up standing. The defense will be 2 yards off the ball. The offense will snap the ball to the punter. Once the ball is kicked, it's a live ball and play will begin. There is no option for a 30 yard advance.	J.4, paragraph 1	October 17, 2021
J5 PAT. PW-Varsity No rush. Both teams take a knee and no yelling, waving arms, or jumping.	J.5, paragraph 1 and 2	October 17, 2021
D6, add (between the 47 and 50 yard line) after "can only be in front line"	D6	October 17, 2021

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A PREAMBLE

All Camdenton Lakers Youth Football League (CLYFL) coaches must realize the game of football is played for the benefit of the participants. An emphasis will be placed on developing lifelong values. Coaches are role models and will set positive examples for players, parents, and spectators. Following this philosophy and coaching within these guidelines will bring credit and recognition to the individual teams and the league.

The CLYFL shall consist Camden County residents. Players are organized into teams in accordance with league rules.

National Federation of State and High School Associations (NFHS) rules apply to all scheduled league and interleague games unless amended by the rules and regulations of the CLYFL. Any questions not covered by these rules, official interpretation thereof, or any conflict not subject to protest shall be decided by the commissioner of the league.

B COACHING RESPONSIBILITY

B.1 Players

1. A coach must be aware of the influence he has on his/her players. All actions are expected to follow the rules of proper sportsmanship and respect the dignity his/her players and the opposition.
2. All coaching techniques and decisions will be within the rules of the game. Every effort shall be made to abide by the high principles that promote mutual respect between the coach and his/her players.
3. Coaches shall consult trained medical personnel when injuries take place. The orders of the physician or certified trainer shall be followed.
4. All coaches are expected to know eligibility rules and apply them uniformly.
5. Consideration for academic performance should be a priority.

B.2 League

1. The primary function of the coach is to educate players through participation in the game of football.

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2. A coach shall be defined as a volunteer of CLYFL and is expected to conduct him/herself in a manner that brings credit to the league.
3. The coach must be sensitive to the fact that he/she is promoting a positive image for the program and for the league.
4. Coaches will be required to consent to a background check.
5. Coaches shall be issued a picture identification which is required for admittance to any facility utilized for play by the CLYFL. ID's must also be available at all practice sessions.
- a) Coaches shall provide a typed roster in numerical order to each field prior to the first game at that facility.

B.3 Rules

1. The rules and suggestions in NFHS and the exceptions/additions to those rules enforced by the CLYFL are an integral part of the league and shall be followed.
2. Every coach shall know the rules and convey them to his players. The coach shall promote sportsmanship and respect for the opponent through teaching proper techniques consistent with the guidelines provided by NFHS and the CLYFL.
3. Proper blocking, tackling, alignment, use of clock, etc. shall be promoted through maintaining high ethical standards in practice and games. All coaches shall use proper tackling technique as defined by the USA Football, Heads Up Program. It is a requirement that ALL CLYFL coaches come Heads Up certified.
4. Coaches shall stress that on-field communication should be between teammates only.
5. Good sportsmanship habits are formed on the practice field. The coach shall provide direction to guarantee that proper standards are followed at all times.
6. New coaches shall be required to attend an annual mandatory coaches meeting. All coaches must stay informed of rule changes. Failure to attend the mandatory coaches meeting will automatically disqualify an individual as a candidate to coach that season. The CLYFL Board of Directors (BOD) reserves the right to call a mandatory coaches meeting for ALL coaches in any given year.

B.4 Officials

1. Officials will have the respect and support of the coaches and players. Comments during and after the game must focus on the players.
2. Officials should be treated in a courteous manner. Concerns about officials shall be expressed in writing to the CLYFL for BOD review.
3. Showing of video contradicting an official's decision has no real value and is considered unethical. Quick decisions must be made during games and officials will make the best decision at that time.

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B.5 Other

1. Before and after the game opposing coaches should meet and exchange greetings. NO forfeitures will be tolerated.
2. The coach should limit his comments about the game to members of his team and encourage his players to do the same.
3. It is ethical to limit all rewards, celebrations, etc. to the team and to respect the dignity of the opponent.
4. All coaches shall follow the rules and regulations as determined by the CLYFL policy and procedures manual.

C ELIGIBILITY

C.1 Players

1. All athletes involved in the football league as a player must be 5 years old on or before 1 August and starting Kindergarten, but no older than 6th grade, of the participating season.
2. The league will consist of three (3) divisions:

Division	Grade
PeeWee	K-2
JV	3-4
Varsity	5-6

3. Players shall play in their grade respective divisions regardless of playing ability or weight. Players shall not be moved up or down unless circumstances arise that leave a varsity team with the inability to compete due to lack of participants. Should this occur and a 4th grader is moved up to the varsity level on a permanent basis, he/she is ineligible to compete at the JV level. Should a varsity team have 14 or fewer players, that team may dress out 4th graders, however they shall not start the game nor shall they be given more playing time than a 5th or 6th grader on that team.
4. To establish boundaries, participation is dependent on the parent's residence and high school boundaries. All players must reside in Camden County.

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C.2 Coaches

1. All first-year coaches shall complete a certified coaching program prior to submitting an application to coach and attend the scheduled new coach mandatory meeting. This shall be a mandatory requirement and no coach shall be eligible until such time the league has a certificate of completion on file. The Missouri State High School Activities Association (MSHSAA) certified coaching program and the online USA Football Heads Up Coaching Program are two acceptable certifications and are available at minimal costs.
2. New coaches to the league shall complete their certified coaching program (through USA Football) prior to the first practice of the season.
3. Coaches shall be required to submit an application and submit to a background check annually and shall not be guaranteed a position the following season.
4. The league shall have a designated "head coach". The head coach shall appoint a "lead coach" to oversee each division. All support personnel shall be deemed "assistant coaches".
5. Coach's lists are due at or before the mandatory coaches meeting in June.
6. All player rosters are due at the weigh-in.

D WEIGHT

1. There are no weight restrictions for a player to participate.
2. Players who handle the ball on offense shall meet the following weight restrictions (without equipment):

Division	Weight
PeeWee	≤ 75 lbs
Junior Varsity	≤ 100 lbs
Varsity	≤ 125 lbs
This applies to quarterbacks, receivers, running backs	

3. There is no weight restriction for kickers or punters, however if the ball is fumbled on the extra point attempt, there can be no advancement by the kicker if they do not meet the weight requirements. No fake punts or kicks can be attempted with an overweight kicker. Should an overweight kicker touch the ball, it is considered dead at the spot. Should the ball be fumbled on a punt attempt, the ball is live and the overweight punter must fall on it. An overweight punter can only advance the ball by kicking it.

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4. Defensive players may advance the ball after fumbles and interceptions under the appropriate weight limit for their division. If the ball is retrieved after fumbles and interceptions by a player who is over the weight limit for their division, the ball will be placed at the original line of scrimmage, or where the ball is recovered, whichever is best.
5. Punts can only be returned by players under the appropriate weight limit for their division.
6. JV/V: Players over the weight limit can only be on the front line for kickoffs, between the 47 and 50 yard lines.
7. All players over the weight must have a black mark on the back of the helmet in full view of all players, coaches and referees. This mark shall be in an "X" and shall be approximately 6 inches tall. Should an ineligible player with no visible "X" on the helmet advance the ball, the team will be charged a time out and penalized 10 yards. The player shall not return to the game until the stripe is visible.
8. An overweight offensive player (having an "X") cannot handle the football. If this occurs the play is blown dead and the ball is placed at the original line of scrimmage with a loss of down.
9. An overweight player (with an "X") can be placed anywhere on the line of scrimmage but shall remain ineligible.
10. There will be two CLYFL group weigh-ins per season.
 - a. The first weigh-in will be for ALL CLYFL players and will be conducted at a location designated by the league. Weigh-ins will be done by division and will have at least two members of the CLYFL board at the scale. Teams will be provided with specific times for the weigh-in. The CLYFL board, if needed, will determine a makeup weigh-in.
 - b. The second weigh-in will be scheduled after game 4 of the season and will include a 5lb weight allowance at each division. This weigh-in will NOT be for all CLYFL players, but instead will be an opportunity for coaches to challenge individual players from other teams that they believe are over the allowable weight. This will also be an opportunity for coaches to bring in players from their teams that they believe are able to make the prescribed weight for each division (these players are NOT granted a 5lb weight allowance and must make the division prescribed weight). Both sets of players - those coaches wish to challenge and those they want re-weighed, MUST be provided in an email or written form to the designated CLYFL board member to tabulate the list by a published date. CLYFL board must provide a minimum of four (4) days to coaches/parents warning of weigh-in.
 - c. Players MUST bring their helmets for the weigh-ins where they will be marked with an 'X' if the player is over the prescribed weight.
 - d. CLYFL board members will document the individual weights and will post to the website.

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E PARTICIPATION

E.1 Practice:

1. Teams shall not be permitted to have any practice session prior to the predetermined date annually set by the CLYFL BOD.
2. To prevent bending of the rules and as a method to ensure equality throughout the league, practices are defined as a gathering of players, without a minimum number, in the presence of at least one (1) coach, where one or more of the following take place:
 - a. Chalk talk/ skills lesson
 - b. Viewing film
 - c. Conditioning (individual or group)
 - d. Individual skill session (QB, receiving, blocking, tackling, kicking, etc.)
 - e. Group skill session
 - f. Dummies or other inanimate objects
 - g. Run-through without pads (shorts & t-shirt)
 - h. Run-through with pads
 - i. Intra-squad scrimmages
3. Practice schedules shall be set by the individual teams, but will not start prior to the league's predetermined start date.
4. No team shall scout another team unless it is an organized event between two separate teams that takes place on a playing field.

E.2 Playing time:

1. There is a six (6) play mandatory requirement for junior varsity and varsity teams. These six (6) plays shall include special teams play except at the PeeWee levels. PeeWee teams shall participate at least one (1) full half and players shall play offense and defense (if the team has more than 22 players, they must participate in one full quarter, both O & D).
2. Coaches found to be in disregard of the play rule shall be reprimanded in the following order:
 - a. First offense: lead coach suspended for one (1) game (including practices)

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- b. Second offense: lead coach suspended two (2) games (including practices)
- c. Third offense: lead coach suspended for the remainder of the season.

F CONTACT

F.1 Contact during practice:

In an effort to reduce the risk of concussions and to make the CLYFL a safer football playing environment, the following Pop Warner rules have been added.

- 1. Coaches must limit contact to no more than one third of their practice time
- 2. Banning full speed, head on blocking and tackling drills in which the players line up more than three (3) yards apart (coaches can have full speed drills only where players approach each other at an angle, not straight at each other)

G REGISTRATION

Should a low number of participants hinder the function of the league, the CLYFL BOD may vote to extend the registration period for that particular season. This may result in an additional registration/draft day, if required.

H TRYOUTS

This is an event that allows the coaching staff of each team to evaluate the participant's abilities. Try outs shall be conducted through a league-organized event.

I DRAFT

- 1. The draft is held annually to place participants on teams.

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2. Draft procedures shall be conducted through a league-organized event with all participating coaches.

J GAME RULES

The league follows the same rules established by NFHS, except for the following:

J.1 General

1. Players' bench should be reserved for players in uniform. All uniforms will follow school district standards (ie. No names on the back of the jerseys) and must remain league-approved during the season. Coaches and players should remain in their team's coach's box. No un-named coaches are allowed in the bench area. Coaches without picture identifications will be asked to leave the field.
2. No more than three (3) coaches are allowed on the each sideline during games. These coaches shall be among those listed on the official roster. No team moms shall be allowed on the sidelines. Head coaches attending games shall not be counted as a sideline coach.
3. Any changes in the coach's names on the roster must be submitted in writing to the league at least 48 hours prior to that coach participating in any game or practice.
4. No smoking or use of any tobacco products in practice or games. All facilities are tobacco free.
5. Cussing at all levels will not be tolerated in practice or games.
6. The league will be responsible for the press box (announcers and the clock).
7. The visiting head/lead coach shall be responsible for the chain crew and shall have them in place prior to the start of their game. In the event that this responsibility has been neglected, a 5-yard penalty shall be enforced for delay of game. Coaches are prohibited from functioning as a member of the chain crew.
8. A. PW: There will be no blitzing from the line of scrimmage. There shall be no more than five (5) defensive players on the defensive line of scrimmage and at least three (3) players will have one hand in contact with the ground. ALL remaining players must be three (3) yards behind the line of scrimmage. NO defensive players can be in this 3-yard buffer zone prior to the snap. Infractions to this rule will result in a 5-yard penalty. The exception to this rule is a goal line defense inside your own 5-yard line. When inside the 5-yard line there is no line up rule.
B. JV: There will be no blitzing from the line of scrimmage. The exception is inside the 20 yard line. There shall be no more than five (5) defensive players on the defensive line of scrimmage and at least three (3) players will have one hand in contact with the ground. ALL remaining players must be three (3) yards behind the line of scrimmage. NO defensive players can be in this 3-yard buffer zone prior to the snap. Infractions to this rule will result in a 5-yard penalty. The exception to this

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rule is a goal line defense inside your own 5-yard line. When inside the 5-yard line there is no line up rule.

C. Varsity: There will be no blitzing from the line of scrimmage. The exception is inside the 20 yard line. There shall be no more than six (6) defensive players on the defensive line of scrimmage and at least three (3) players will have one hand in contact with the ground. ALL remaining players must be three (3) yards behind the line of scrimmage. NO defensive players can be in this 3-yard buffer zone prior to the snap. Infractions to this rule will result in a 5-yard penalty. The exception to this rule is a goal line defense inside your own 5-yard line. When inside the 5-yard line there is no line up rule.

9. If any of the playoff eligible teams end the season with identical records, the CLYFL rules shall apply to designate final season standings and who enters the playoffs.
10. The CLYFL uses the following balls:

Division	Ball
PeeWee	Wilson K2
JV	Wilson TDJ
Varsity	Wilson TDY
Only Wilson footballs are to be used in the above sizes. Both leather and composite are acceptable. Teams are allowed to switch balls during play.	

J.2 League schedule

All teams will play an eight (8) game schedule, at most, dictated by number of teams. Top four (4) of potentially five (5) teams from each division will play in the playoffs, dictated by number of teams.

J.3 Penalties

1. All penalties shall apply as indicated in the NFHS handbook. These will be 5, 10, and 15-yard penalties based on the offense.
2. No warnings shall be given for use of a mouthpiece. Referees shall make an attempt to remind players throughout the game. Infractions will result in a 5-yard penalty.
3. A coach or player that is ejected from a game shall not participate in any team activity until such time the next scheduled competition has been completed.
4. Referees shall have the authority to enforce an unsportsmanlike conduct call on any coach should they witness the use of explicit or derogatory language during the game. If a coach receives two

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(2) unsportsmanlike penalties in that game, he/she shall be ejected from the game and suspended for one week to include the next contest.

J.4 Kickoffs / punts

1. JV/V: No rush on the punter. Both teams will line up standing. The defense will be 2 yards off the ball. The offense will snap the ball to the punter. Once the ball is kicked, it's a live ball and play will begin.
2. PW: Shall place the ball on the 40-yard line of the offensive side of the field after each score and start of each half. After a scored safety, the ball will be placed on the opponent's 40-yard line.
3. PW: Shall be allowed to call punt at any time. Both offense and defense will take a knee except for the punter on offense and the three (3) punt returners on the receiving team. Referee will hand the ball to the punter five 5-yards behind the line of scrimmage where the ball shall immediately be kicked. The ball will be spotted on either the yard line the ball is caught or where the ball eventually comes to a complete stop.
4. V: Shall be live in accordance with the NFHS rules.
5. PW/JV: PeeWee may have two (2) coaches and junior varsity may have one (1) coach on the field at all times. The designated coach(s) must be made known to the referees prior to the start of the game. It is permitted to have one coach for offense and a different coach for defense. These two coaches must complete the whole game. The purpose of this rule is to speed up play and enhance the quality of the game. Time between plays shall not deviate at any level.
6. PW/JV: On field coaches shall not move, point, or verbally dictate movement of the game at any time. At the snap, on field coaches shall remain still until the end of the play and be positioned 10 yards behind the deepest player on both sides of the ball. Coaches not abiding by these rules shall be penalized the same way as a sideline infraction; 1st offense – flag thrown and warning given; 2nd offense – flag thrown and 5-yard penalty; 3rd offense and beyond – flag thrown and a 15-yard penalty.

J.5 Field goals / PAT

1. In the case of point after touchdown attempt, there shall be no rush on the kicker. Both teams will take a knee and no yelling, waving arms, or jumping. There shall be no snapping for JV and PW. Referee will hand the ball to the holder and placed on the tee. Varsity will snap the ball.
2. In the case of a field goal there shall be no rush on the kicker. Both teams will take a knee and no yelling, waving arms, or jumping. There shall be no snapping for JV and PW. Referee will hand the ball to the holder and placed on the tee. Varsity will snap the ball. A field goal missed inside the 20-yard line shall be placed at the 20-yard line. A field goal missed outside the 20-yard line shall be placed at the original line of scrimmage. Missed field goals cannot be returned.

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J.6 Length of quarters

Team	Length of Quarter	Length of Halftime	Time Outs
ALL Divisions	8 Minutes	10 Minutes	3 Per Half

J.7 Overtime

1. Overtime shall be played at all levels. In the Varsity and JV divisions, teams will have up to three (3) series to decide the contest. The PeeWee level shall participate in one (1) series to decide the contest.
2. The overtime period shall be played according to the following:
 - a. Coin toss
 - b. Start at opponent's 10-yard line
 - c. Four (4) downs to score
 - d. If tied, repeat 2 & 3 for a maximum of three (3) times (except PeeWee level)
 - e. If tied after three (3) periods (or 1 at the PeeWee level), the game is called a tie
 - f. Playoff and championship games shall not be limited in number of overtime periods
 - g. During the overtime, period time outs will be handled according to the NFHS guidelines.

J.8 Score

1. The point after a touchdown shall be scored as one (1) point if successfully ran or passed in.
2. The point after a touchdown shall be scored as two (2) points if it is kicked. This rule shall apply to all divisions.

J.9 Huddle

All teams shall huddle utilizing two (2) rows of five (5) players and the quarterback as illustrated below:

XXXXX

XXXXX

Q

J.10 Offense

All players with an "X" may only line up on the line of scrimmage.

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J.11 Defense

1. A defensive player may play any position regardless of weight.
2. At the PeeWee level, no defensive player shall line up directly over the center, however they may line up in the “a” gaps, but must be ‘squared’ to the line. A maximum of six (6) players on the line of scrimmage, and all others must be 3 yards off the ball. Inside your own 5-yard line it is permissible to go to a goal line defense.

J.12 Other

1. There shall be 25 seconds between plays at all levels once the ball has been placed. Referees shall enforce a 5-yard delay of game penalty at anytime a team fails to snap the ball within that period.
2. There shall be a designated field manager at the facility any time a competition is occurring. He/she shall be ultimately responsible for all activity at the playing facility to include: rule discrepancy/interpretation, coach and referee conflicts, concessions, field clean up, spectators, etc. He/she shall have final say at that time. An appeal of their decision may be filed in writing to the BOD within 48 hours of the occurrence.
3. To alleviate conflicting uniforms, the home team shall wear the purple side, while the away team wears the white side of the league’s reversible jersey.

K OFFICIATING

1. Officials shall be sanctioned by EPFOA.
2. Officials shall be compensated at the same rate and shall be paid by the league.

L BOARD OF DIRECTORS

1. The BOD of the CLYFL shall serve as the governing body of the league.
2. Each member of the BOD may cast one (1) vote on all voting issues.
3. The BOD shall also serve as the “rules, standards, and appeals committee”.
4. Meetings shall be held monthly in the off season and on variable dates and as needed throughout the season.

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5. The BOD shall be responsible for implementation and enforcement of the policies and procedures contained within this manual.
6. Decisions that affect the league or its operation to include coaching issues, background checks, finance, player issues, rule changes, etc. shall be addressed by the BOD as a whole. Majority vote shall rule.
7. Complaints shall be directed to the president of the league to be handled.
8. The BOD will address all complaints and concerns received in writing. Verbal complaints shall not be recognized and will be dismissed. Complaints received that are deemed to be time constrained will be addressed immediately through an emergency meeting.
9. Decisions of the CFYFL BOD shall be final.

M DISCIPLINE

1. Violation of these policies and procedures or the code of conduct subjects the violator to discipline by the BOD. The BOD shall have total discretion to determine penalties based upon the nature of the violation except where otherwise dictated within these policies and procedures. Potential penalties include written warnings up to and including permanent suspension from all league activities. Violation of the parent's code of conduct and the coach's zero tolerance policy will be dealt with harshly and will, absent mitigating circumstances, result in suspension.
2. The CFYFL board reserves the right to dismiss, suspend, or discipline any coach or referee for any conduct which is deemed contrary to the interest of the league, its staff, its contracted employees, or its players. This shall also include infringement to the code of ethics.
3. The CFYFL board reserves the right to dismiss, suspend, or discipline any coach, referee, or parent for any violation as spelled out in the policies and procedures manual. Should a coach, referee, or parent be disciplined for any reason, the BOD will review the situation and notify the coach / referee / parent in question via written response as to his/her standing in the league.
4. Any coach receiving an unsportsmanlike penalty in a game shall receive a written warning from the BOD. Should the same coach receive a second unsportsmanlike penalty he will be suspended from all participation for one (1) week to include the next competition. Upon receiving a third unsportsmanlike penalty, the coach shall be dismissed for the remainder of the season and must submit a new application to coach the following season. Referees shall have the authority to call an unsportsmanlike conduct call on any coach should they witness the use of explicit or derogatory language during the game. If a coach receives two (2) unsportsmanlike penalties,

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he/she shall be ejected from the game and suspended for one (1) week to include the next contest. If an official cannot determine the coach responsible for the explicit language, the unsportsmanlike penalty will be given to the lead coach.

5. A coach who is ejected from a game shall not participate in practice the following week or the next competition. The same applies to any player who is ejected from a game.
6. The head coach is ultimately responsible for the adherence to the rules and for the proper conduct of all the coaches, parents and players at all levels.
7. The head coach has the authority to remove any assistant or lead coach from his staff if their conduct or manner is detrimental to the players or policies and procedures of the CLYFL.
8. Coaches found drinking alcohol, using illegal or illicit drugs without a physician's order, or engaging in any immoral practice during the league season shall be suspended or terminated following review of the BOD.
9. Discipline to players shall be the responsibility of the head / lead coach of each team, unless the offense directly impacts the league as a whole. Coaches may request the BOD intervene with any situation they feel uncomfortable dealing with.
10. The head/lead coach may request parents or spectators to leave any practice for any conduct which is deemed contrary to the interest of the league, its staff, its contracted employees, or its players. This shall also include infringement to the code of ethics.
11. The field manager may dismiss, suspend, or discipline any coach or parent for any violation as spelled out in the policies and procedures manual. Should a coach or parent be disciplined for any reason, the individual league BOD in conjunction with the CLYFL BOD will review the situation and notify the coach/parent in question via written response as to his/her standing in the league.
12. In the event that a disciplinary action occurs and the recipient retaliates, the league representative shall immediately remove themselves from the situation and request law enforcement.
13. **The football code:** Football is an aggressive, rugged contact sport. Only the highest standards of sportsmanship and conduct are expected of players, coaches, and others associated with the game. There is no place for unfair tactics, unsportsmanlike conduct or maneuvers deliberately designed to inflict injury. The American Football Coaches Association code of ethics states:
 - a. The football code shall be an integral part of this code of ethics and should be carefully read and observed.
 - b. To gain an advantage by circumvention or disregard for the rules brands a coach or player as unfit to be associated with the game of football.
14. Through the years, the rules committee has endeavored, by rule and appropriate penalty, to prohibit all forms of unnecessary roughness, unfair tactics and unsportsmanlike conduct. But rules alone cannot accomplish this end. Only the continued efforts of coaches, players, officials and friends of the game can preserve the high ethical standards that the public has a right to expect

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in America's foremost sport. Therefore, as a guide to players, coaches, officials, and others responsible for the welfare of the game, the committee publishes the following code:

15. **Coaching ethics:** Deliberately teaching players to violate the rules is indefensible. The coaching of intentional holding, beating the ball, illegal shifting, feigning an injury, interference, illegal forward passing or intentional roughing will break down rather than aid in the building of the character of players. Such instruction is not only unfair to one's opponent, but is demoralizing to the players entrusted to a coach's care and has no place in a game that is an integral part of an educational program.