

Maine Youth Football League

By-Laws

Revised on March 13, 2007

Article 1: CONSTITUTION

Item A: The Entity

The entity shall be known as the greater Portland Youth Football League and for this document as MYFO. This is what is filed with the Secretary of State of Maine.

Article II: Intentions

The objective of the Maine Youth Football Organization shall be to implant firmly in the children of the community ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be decent, healthy, and trustworthy citizens.

Item B: Area of Operation

The league will be made up of teams from Portland and the surrounding communities.

Item C: Area of Responsibility

The MYFO Board shall have the following powers in addition to expressly or implicitly conferred on it by law set forth.

Sub Item 1: To make and enforce rules and regulations to govern it self on local basis. Teams that belong to MYFO will need to abide by the rules and regulations set forth by the Board of Directors of MYFO.

Sub Item 2: The Board of Directors will be responsible for setting and collecting the dues that will be needed to operate the league.

Article II: ORGANIZATION STRUCTURE

Item A: Executive Board

The MYFO shall be self-governing by electing their own officers. They will be:

- | | |
|--------------|-------------------|
| 1. President | 2. Vice President |
| 2. Secretary | 4. Treasurer |

5. Athletic Coordinator

6. Trustee

Each community will have the opportunity to have one (1) representative on the Executive Board. If there are more than five representatives, they will have a vote on the Executive Board but not hold an officers position on the Executive Board.

Item B: Board

The MYFO shall consist of the Executive Board plus one (1) representative from each team. The Executive Board will present a slate of officers, which will be elected by a majority vote of the Board of Directors. The team representatives will head up and participate in various subcommittees as needed and appointed by the Board President. All members are required to attend every meeting.

Two consecutive absences, without prior notification and substitution will result in removal from the Board. It will be the responsibility of the town board to find and send a replacement, to fill a vacancy.

Item C: Meeting

Sub Item 1: Regular meetings shall be held on the second Wednesday of the following month’s January, April, June, and August. Each town shall submit a list of its representatives to the Board by the first of January.

Sub Item 2: The annual meeting will be held at the January meeting.

Sub Item 3: The President of the Executive Board shall call special meetings at any time.

Item D: Quorum

A Quorum of a simple majority is required for any and all rulings and amendments to the Bylaws.

Item E: Amendments

Amendments must be submitted in writing to the Secretary at least one (1) regular meeting prior to being voted on. A simple majority of those present is required to carry an amendment. All By-Law amendments when adopted will be incorporated into the existing By-Laws and updated copies of it will be distributed to the Executive board members at the regular meeting.

Item F: Board Membership

Members in good standing will perform duties to the best of their abilities. It is the responsibility of the representative of each town to attend the Board meetings. If they cannot attend they need to send another representative that can speak and vote on their town's behalf. The President shall assign any committee leadership left vacant by any dismissal until a board member can be inducted and leadership replaced. If performance degradation or conflict of interest occurs, then it is the right of the Board to ask for resignation or reassignment of any board member, which also requires a majority vote by the Board. Examples of degradation would include but not limited to: lack of attendance, violating league rules and not providing disseminating information to their respected Boards.

Article III: BY-LAWS

Item A: League Membership

To be a member you must be a community-based organization that is able to fulfill the following requirements:

1. Pay dues.
2. Send Board representation.
3. Abide by the By-laws.
4. Provide a roster.
5. A three-year commitment.
6. Each team will provide a JV and a varsity team.

Approval of membership will require a 2/3 vote of the Board of MYFO.

Item B: Executive Board Duties

1. Give suggestions to possible by-law changes.
2. Insurance for the Board and Team Umbrella policy.
3. Draft game day rules and present to the Board for vote.
4. Present a budget to the full Board by the annual meeting.
5. Obtain Referees and ensure they are scheduled for all games.

6. Schedule games and events.
7. Coordinate the annual Harvest Bowl.
8. Make sure Head Coaches are trained by NYSCA coaching standards.
9. Verify all team rosters to meet MYFO rules and regulations.

Item C: Officers Duties

The President Shall:

1. Preside over all meetings.
2. Call all meetings of the MYFO Board.
3. Be an ex-officio member of all committees.
4. Enforce all By-Laws and directives.
5. Request volunteers for appointment for standing and special committees.
6. Have the power to remove any disorderly member impeding the progress of any meeting.
7. Be responsible with the treasurer for contents of the treasury.
8. In the event of a tie vote. The President shall have the deciding vote.
9. Must follow meeting order and present an agenda.

The Vice President shall:

1. Preside over all meetings where the President is not present.
2. Be responsible for all By-Law documentation and amendments.
3. Be an ex-officio member of all committees.
4. Enforce all By-Laws and directives when the President is not present
5. Coordinate all media information.
6. Provide all injury reports and documentation to MYFO Board.
7. Be responsible with the league Secretary for all league records.

The Treasurer shall:

1. Receive and be accountable for all money from all sources.
2. Treasurer's report to be submitted bimonthly in writing, detailing a breakdown of monthly income and expenses by category.
3. Pay all bills by check, and keep a record of all money correctly.
4. Treasurer to submit an annual itemized statement to the Executive Board at the annual meeting.
5. An annual budget detailing a breakdown of income and expenses by category will be presented to the Board at the annual meeting.
6. Dual signature required on all expenditures over 200.00.
7. A dual accountability system to be instituted for all cash received.
8. Monthly bank statements to be reconciled monthly.

The Secretary Shall:

1. Be responsible for all MYFO records.
2. Give proper notification of all MYFO meetings and will keep minutes thereof and make available for all meetings and make copies upon request.
3. Establish and submit a full MYFO teams roster. This will include all the teams in the league and have weight, jersey numbers and the ages, by the start of the first game of the season.
4. Mail minutes to Executive Board and Board members.
5. Post the minutes to the WEB. Only after being approved by the Board.

Item D: Dues

There will be a dues charge of \$50.00 for every town that joins the Maine Youth Football Organization. Payable thirty days after joining the organization.

Item E: Meeting Order

“Robert’s Rules of Order” shall be Parliamentary authority on all matters not covered by the Constitution and By-laws of the MYFO. The order of business as follows:

1. Call to Order (by the presiding officer)
2. Roll Call (by the s\Secretary)
3. Public Forum-limited to 15 minutes.
4. Reading of the minutes of the previous meeting (by the Secretary }, followed by the necessary questions and a vote on acceptance of the minutes.
5. Treasurer’s report.
6. Report of officers and committees (By Chairperson of each committee }.
7. Old Business.
8. New Business.
9. Adjournment.

Article IV: Rules

Item A: Registration of Teams

1. All communities must submit a list of the number of teams they are going to have for the football season by August 1st.
2. If a player chooses to play football on a MYFO participating team, that player must live in that community. If the player resides in a community that does not have a MYFO participating team, special permission must be obtained from the MYFO Board before the player is allowed to participate. *For example, if a player lives in Scarborough, but wants to play on a South Portland team, the President of MYFO must be notified and permission must be granted by the President of MYFO.* This should be a rare occurrence. Special consideration may be given to a player that lives in one participating community, but attends a school in another participating community. *For example, if a resident of Falmouth attends St Joseph’s school in Portland, but would like to play with his classmates on a Portland team, permission must be obtained by the Portland Football Director from both the President of MYFO and the Falmouth Football Director.* If permission is not granted, that player must play for their home town or be ruled ineligible to participate. Once a player has been granted to play in a program, it is

not required that the player to petition to remain on the team for the remainder of his enrollment in MYFL. (Note: Players currently in the league are grandfathered to remain on their respective teams for the entire playing experience in MYFL)

Item B: Grades

1. All kids in grades 3,4,5 and 6
2. Twelve years old are eligible to play provided that they do not turn 13 years old before November 1st of the current year.

Item C: Teams

1. League will be comprised of local area town teams.
2. How the towns divide up their teams will be up to the individual town organizations.
3. J.V. squads are made up of 3rd, 4th, and 5th graders. Varsity squads are made up of 5th and 6th graders.
4. Once the season starts a player cannot change teams.
5. A player cannot be added to the team once the first game of the season starts. Only by approval of the Executive Board, by majority vote. The President of the town must be the person to contact the President of the MYFL, to make the request to add a player to a team.
6. Any player in the 5th grade that is 12 years old must have the permission of the opposing teams coach to play in the JV game prior to the game.

Item D: Equipment

1. JV teams will use a Youth or Junior or Pee Wee size football.
2. Varsity teams will use a Youth or Junior size football.
3. All players will use mouthpieces at all times.
4. No metal cleats on the shoes will be allowed.

Item E: Rules and Regulations

Rules and Regulations will be Maine High School Rules, with the exception of The MYFO rules.

Item F: Preseason practice

Sub item 1: No practice may commence prior to August 1 of the current season.

However, all members must commence by the third Monday in August.

Sub item 2: There will be no double session practices.

Item G: Practices

After Labor Day, practice is restricted to three (3) days. The Sunday prior to the first full week of school shall begin the shorter practice schedule. No team shall Practice more than three (3) nights per week for a maximum of two (2) hours per day excluding warm up and break time.

Item H: Coaches

1. All teams are required to have a minimum of one certified NYSCA (National Youth Coaches Association) Coach at all games.
2. Each participating town must present to MYFO, a copy of the NYSCA certificate to the President of MYFO, no later than September 1

Item I: Squad Size

Sub Item 1: A recommended squad size is a maximum of 40 players and a minimum of 25 players per football team. A team is made up of a complete Varsity and J.V. squad.

Sub Item 2: Rosters will be closed by the first scheduled game of the season.

See item c-5 for exception to the rule.

Item J: Game

1. Both the varsity and J.V. games will have 8-minute quarters, with stop time.
2. During the varsity game, one Coach will be allowed on the field. They cannot be more than five yards from their sidelines.

3. For J.V. games, up to two Coaches will be allowed on the field and must be positioned behind the offensive and defensive line, in such a manner, not to interfere with the field of play.
4. Overtime period will consist of each team having four plays from the ten-yard line. Whoever scores the most points wins. There will be a limit of 2 overtimes. Overtime will be played by varsity teams only.
5. A player who plays in two or more quarters (playing in one play constitutes playing in that quarter) at a skill position in the varsity game may not play a skill position in the J.V. game. Any player who plays in two or more quarters (playing in one play constitutes playing in that quarter) at a skill position in four or more regular season varsity games may not play a skill position in the J.V. Harvest Bowl or State Championship. Each J.V. team will supply the President of the MYFO with a list of players who are ineligible to play in the J.V. Harvest Bowl and State Championship at a skill position pursuant to this rule at least 3 days prior to the J.V. Harvest Bowl and supply this list to each team it plays in the J.V. Harvest Bowl and State Championship prior to the game. For the purposes of this rule, a "skill position" is defined as quarterback, tight end, running back or wide receiver.

Item K: Weight Rule

1. Varsity: No one weighing more than 135 lbs. may be in the offensive backfield or run the football. An end weighing more than 135 lbs. may receive a pass that crosses the line of scrimmage.

2. J.V.: No one weighing more than 115 lb. may be in the offensive backfield or run with the ball or receive a pass.

3. Players will be weighed in equipment before the season starts by the Athletic Coordinator. Helmets will be excluded from the weigh-in.

Item L: Game Rules

Sub Item 1: Ejection's

Coaches ejected from a game will be suspended for the next game.

Coaches ejected twice will be suspended for the remainder of the season.

Sub Item 2: Kicking Game

Varsity: There will be a kicking game at the varsity level for kickoffs with punting being optional. If you are to punt, you must declare it. If a punt is declared there will be no rushing the punter. Also, on declared punts all offensive linemen must be covered by a defensive lineman. A Coach has a choice to have a player kick or have the referee march the ball off 25 yards from the line of scrimmage. You cannot declare an automatic punt if the ball is inside the other teams 40-yard line.

Sub Item 3: Extra Points and Field Goals

The defense will be allowed to rush an extra point try. There will be no center snap of the ball. The holder will hold the ball in the air. Then the holder will use the cadence of “Down-Set-Hut” The defense can rush the kicker. If a team wants to attempt to kick the extra point, the PAT would be worth 2 points.

Sub Item 4: J.V. Kicking Game

There will be no kicking game at the J.V. level.

The team that wins the coin toss will start at their own 40-yard line.

If a punt is declared, the ball will be moved 25 yards.

You cannot declare a punt if the ball is inside the other teams 40-yard line.

Sub Item 5: Line Splits

Offensive lineman must be lined up not more than fingertips to fingertips from tackle to tackle.

Sub Item 6: Defensive Rules

a. Defensive Alignment: Players from tackle to tackle are to be lined up head to head. Linebackers inside the tackles are 5 yards back from the line of scrimmage. All other defensive positioning is at the discretion of the defensive team.

b. All Linebackers can line up within two yards of the line of scrimmage when the offensive team is on or within your five-yard line.