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**LEAGUE**

**OPERATIONS GUIDE**

**2022 SEASON**

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# PREFACE

The members of the Tualatin Valley Youth Football League resolve that the following rules and regulations have been adopted by a majority vote of the Board of Directors and ratified by a majority vote of the TVYFL Membership.

The Tualatin Valley Youth Football League (TVYFL) follows the Oregon School Activities Association’s (OSAA) Handbook unless specified in this document. Rules set forth in this document take precedence in cases when OSAA and TVYFL policies differ.

All Titles of the TVYFL may only be amended by a majority vote of the Board of Directors and a majority vote of all members at a duly noticed meeting of the league. These Titles are binding on all members of the TVYFL and by committing to membership in the TVYFL, all members accept all bylaws, rules, regulations, and Titles as adopted without recourse.

# 2021 OPERATIONS CHANGES

|  |  |
| --- | --- |
| 2.4.a | 2021 Season Waived Language: Officials who are not registered and do not take the test are not eligible to officiate. |
| 2.8 | Missing more than 3 meetings per calendar year can result in removal from TVYFL. An administrative penalty can be applied, in which the Association loses voting rights at League meetings for one calendar year. |
| 3.2 | Registrants must verify Association with either report card or ParentVue |
| 3.1.b | A signed OSAA medical release must be signed by anyone.... |
| 4.14 | The maximum roster number for any one team for 5th/6th, JV, Varsity or Blend is not to exceed thirty-three (33) players. |
| 4.15 | associations may form a wait list at their discretion. |
| 4.16 | Updated team formation for K-2 Flag allowing teams to be comprised of all 3 age levels |
| 5.1 | The head coach and the safety coach have separate requirements |
| 5.4 | Each head coach and assistant coach must have completed, signed and submitted a coach's contract online. |
| 6.6 | At all times, every team in all associations must have at least three persons on a team’s coaching staff (2 coaches, 1 Safety Coach) who are First Aid and CPR certified and have completed certified concussion training on practice and game fields |
| 9.1.g.i | A player arriving after the first half is not eligible to play. If a player arrives after weigh-ins have closed, the weighmasters will weigh the player as soon as possible and the player will be eligible for the second half of the game. Weighmasters must weigh late players. The 10-play minimum rule still applies to the tardy player. |
| 10.12 | Losses are independent of “in division” and “out of division” games. Overall record of wins and losses determines seeding. |

# TITLE 1: ADMINISTRATION OF DIVISIONS & PENALTIES

1. The Division Co-Presidents of each division shall have full jurisdiction over grievances, challenges, enforcement and interpretation of rules, policies and protests within their division and they will conduct such investigations, if any, as they in their sole discretion deem necessary and issue such sanctions as they in their sole discretion deem appropriate.
2. Each Member for itself and for its players, parents, guardians, and coaches, waive, release and discharge any and all rights, if any, to notice and an opportunity for a hearing as it relates to actions by the Division Co-Presidents and waive, release and discharge any and all rights, if any, to pursue, commence or maintain any legal challenge, proceeding or action arising under or related to the action of the Division Co-Presidents.
3. Division Co-Presidents shall have the full power and authority to suspend, fine or provide whatever sanction they deem appropriate upon any officer, player, parent, guardian, or coach within the following guidelines for each violation:
   1. Forfeits and Suspensions of not more than two games and weeks
   2. Fines of not more than $250
   3. Directions to provide communications of explanation, apology or acceptance to any person or entity
   4. Probations of not more than one season.
4. If the Member filing the grievance, or having the grievance filed against it, is that of a Division Co-President, the Commissioner of League will fill that position for all purposes. To the extent the people serving in the role of Co-Presidents disagree on the outcome then the Executive Board shall make the determination on the grievance by a majority vote. A vote of the Executive Board will be taken on any issues not covered by the Tualatin Valley Youth Football League Bylaws.
5. Any sanctions beyond those granted the Division Co-Presidents hereby shall be determined by the Executive Board upon such terms and conditions and in such manner as they in their discretion shall deem appropriate. There shall be no appeal to the Executive Board or to any court, arbitrator or any other person or entity of any sanctions by the Division Co-Presidents. There shall be no appeal to any court, arbitrator or any other person or entity of any sanctions by the Executive Board. Provided, however, no Member shall be expelled from the League except upon a vote of the presidents of all the Members of the League.
6. Teams found in violation of League Bylaws or Titles shall be subject to sanctions up to and including being required to forfeit all rights to become Division Champion and being prohibited from participating in any playoff, championship, or post-season game. Additionally, all games played wherein an ineligible player participated may be forfeited by the team involved.
7. Members shall, as determined by the Executive Board, be divided into one or more divisions. Teams from other divisions may, subject to the terms of these bylaws, engage in scrimmages against or practice with each other. No Members teams may practice, scrimmage, or play teams from other leagues or associations except during a scheduled bye week to allow for a team to have eight (8) games during the regular season. TVYFL is not responsible for any issues that arise from such games nor shall TVYFL make any effort to schedule or host non-league games. The Member must notify their Division Co-President of the game and what rules it will be played under.

# TITLE 2: GENERAL MEMBER OBLIGATIONS

## MEMBERSHIP

Per TVYFL Bylaw 2.2: Members of the League must be either non-profit corporations, school district-managed organizations, or entities organized under a special district such as a Park and Recreation District that meet additional requirements set forth by the Executive Board and are eligible for full membership in the League if they meet all the following qualifications:

1. Organized to provide youth tackle and flag football programs within the geographic boundaries of a single high school attendance area.
2. Subscribe to the Articles, Rules, Executive Board Policies, Executive Board Interpretations, Participation Limitations, Sports Seasons, Plan Books and Officials Fees (collectively, the Regulations) of the League
3. Annually certify to the TVYFL that its policies and practices follow all federal and state laws and regulations regarding non-discrimination.
4. Pay general membership dues and participation fees annually as established by the League membership.

## DUES

1. The Executive Board shall establish procedures relative to payment of membership dues and special fees for championships.
   1. Full Membership Dues.  Full Member school dues are $1000, plus $85 for each OSAA sponsored activity in which the school participates, payable on or before October 15 of each school year.
   2. Associate Membership Dues.  Associate Member school dues are based on the number of students attending the Associate Member school ($100 for 1-100 students; $250 for 101-500 students; $500 for 501+ students).  Associate Member school students are not eligible to practice or participate in a contest until the Associate Member school is listed on the OSAA website.
2. If a member brings an administrative or judicial challenge to any Regulations or Rules of the Association and/or a final determination of the Executive Board or the Eligibility Appeals Board, and the Association is the prevailing party, the member shall be assessed a membership surcharge equal to the Association’s attorney fees and costs actually incurred in defending such action, whether at the administrative or trial court level or on appeal or discretionary review.
3. Member Obligation.  Members of this Association shall be bound by the Regulations, standards, rulings and position papers of the League and other decisions made by the the Executive Board and shall be bound to self-report any violations of the Regulations to the Executive Director.
4. Members of this League have a responsibility to educate student participants, coaches and other appropriate persons about League Regulations that could affect them.
5. Each Member shall be responsible for funding its own teams and operations.
6. Members are required to provide the TVYFL with proof of all insurance outlined in the Bylaws of the TVYFL.
7. Members who are not current with these requirements will have their membership rescinded.

## NON-PROFIT CORPORATION YEARLY REQUIREMENTS

As defined by the Oregon Dept of Justice, “Nonprofit corporation” means a mutual benefit corporation, a public benefit corporation or a religious corporation. Further, a “Public benefit corporation” means a domestic corporation that:

* Is formed as a public benefit corporation under ORS 65.044 (Incorporators) to 65.067 (Corporation sole), is designated as a public benefit corporation by a statute, is recognized as tax exempt under section 501(c)(3) of the Internal Revenue Code of 1986 or is otherwise organized for a public or charitable purpose;
* Is restricted so that on dissolution the corporation must distribute the corporation’s assets to an organization organized for a public or charitable purpose, a religious corporation, the United States, a state or a person that is recognized as exempt under section 501(c)(3) of the Internal Revenue Code of 1986; and
* Does not come within the definition of “religious corporation.”

​Nonprofit organizations must register with and be certified by the Secretary of State. The Department of Justice regulates charitable activities in Oregon. You may also need to register with them. Nonprofit corporations must register and renew annually with the Secretary of State Corporation Division.

### State Required Filings and Fees

All organizations registered with the Charitable Activities Section of the Oregon Department of Justice must annually file Form CT-12, with all required attachments and fees to the Charitable Activities Section’s office no later than 4 months and 15 days after the end of the organization’s fiscal year. If the due date falls on a weekend or legal holiday, the due date is the next business day. The Charitable Activities Section does not use the postmark date to determine whether an organization has filed timely. Instead, filings are considered timely if they are physically received within 5 business days after the due date. All filings received more than 5 business days after the due date will be assessed a late charge.

Amendments to Articles of Incorporation, Bylaws, Trust Documents, or Tax-Exempt Status: you must attach copies of amendments to articles of incorporation bearing the Secretary of State’s file stamp, signed and dated copies of amended bylaws, amended trust documents, and/or IRS determination letters with your yearly CT-12.

### Federal Required Filings and Fees

Don’t lose your tax-exempt status. Most tax-exempt organizations other than churches must file a yearly return with the IRS. Very small organizations are required to file IRS Form 990, Form 990-N or Form 990-EZ -N, also known as the e-Postcard, on a yearly basis. The IRS is required by law to revoke the tax-exempt status of any organization that has failed to file a required return for three consecutive years.

### Who must file

Most small tax-exempt organizations whose annual gross receipts are normally $50,000 or less can satisfy their annual reporting requirement by electronically submitting Form 990-N if they choose not to file Form 990 or Form 990-EZ instead.

Exceptions to this requirement include:

Organizations that are included in a group return,

Churches, their integrated auxiliaries, and conventions or associations of churches, and

Organizations required to file a different return

Form 990-N is due every year by the 15th day of the 5th month after the close of your tax year. You cannot file the e-Postcard until after your tax year ends.

Example: If your tax year ended on December 31, the e-Postcard is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.

If your 990-N is late, the IRS will send a reminder notice to the last address we received. While there is no penalty assessment for filing Form 990-N late, organizations that fail to file required Forms 990, 990-EZ or 990-N for three consecutive years will automatically lose their tax-exempt status. Revocation of the organization’s tax-exempt status will happen on the filing due date of the third consecutively missed year.

## OFFICIALS

1. Each Member shall be solely responsible for obtaining such number of officials and official’s candidates as the Executive Board of the League deems appropriate.
2. Officials must be certified by TVYFL or an OSAA certified association to be allowed to officiate TVYFL contests.
3. Associations who do not qualify Officials by the final training date will not host any home games during the regular or post season.

## FEES & FINES

1. The fees and costs, if any, for officials, insurance, and any other expenses relative to the operation of the League, will be itemized on invoices to be given to each Member. Each Member shall be solely responsible for paying all fees and costs related to its participation in the League. Dues are set by the Executive Board before the July Meeting. Failure to comply with payment, will result in a fine of $250, unless an agreement has been worked out with the Association’s Division Co-President.
2. Should any civil matter arise by a Player, Parent, Guardian, or Coach against the League concerning League Bylaws or Titles or any sanction imposed, the Member for whom the Player participates shall to the fullest extent permitted by law defend, indemnify, and hold the League and its officers, directors, and other members harmless there from.

## MEETING ATTENDANCE

1. A representative of each Member must attend all League Meetings. A Member may be excused if notification is given to their Division Co-President prior to the meeting taking place. Members will be fined $250 for each non-excused meeting missed. If a Member is absent for three (3) meetings in a calendar year they will be subject to further sanctions that can include teams not being scheduled for that season, forfeiture of games, prohibited from participating in or hosting playoff and/or championship games and up to expulsion from TVYFL. An administrative penalty can be applied, in which the Association loses voting rights at League meetings for one calendar year.
2. As of August 1st, each Member shall have paid all fees and penalties to TVYFL. If there is a balance unpaid on August 1st the Member will be subject to further sanctions determined by the Executive Board and brought before the Membership. Sanctions can include teams not being scheduled for that season forfeiture of games, prohibited from participating in or hosting playoff and/or championship games and up to expulsion from TVYFL.

## ADMINISTRATOR WORKSHOP ATTENDANCE REQUIREMENT

1. Each member school shall ensure that at least one representative participates in one of the annual Administrator Workshops presented by OSAA staff. Roll shall be taken at the Workshops to confirm compliance with this policy.
2. Should it be determined that a member school failed to have a representative at any of the Administrator Workshops, that school shall have an administrator view a recorded version of the workshop within five days, receive a $1,000 fine, appear before the Executive Board at their next meeting and be placed on probation during the Association Year of non-attendance. The Executive Board shall consider the probationary status of the school when assigning penalties for any violations of OSAA Regulations by the school that might occur during the period of probation.

# TITLE 3: REGISTRATION, AGE & BOUNDARY WAIVERS

## PLAYER REGISTRATION AND DOCUMENTATION

1. Fundamental Rule: It is a Fundamental Rule of the League that a student must register with the member association based on the high school in the high school attendance boundary within which the Joint Residence of the student and the student’s parents is located. Exceptions to this Fundamental Rule are to be narrowly construed.
2. Players must register with their individual Association and provide the following information for eligibility. All blanks on all forms shall be completed, except the equipment record portion of the player contract, prior to team verifications and if the response is None or Does Not Apply, the form shall so indicate by use of a word or a mark indicating that there is no response to the blank. A Straight line across any blank shall be considered a nonresponse:
   1. League Contract - A written agreement from either parent or legal guardian regarding the student’s participation in the League.
   2. Medical Consent - A signed OSAA Medical Release must be signed by anyone licensed or approved by the State of Oregon that the candidate is physically fit and there are no observable conditions which would contradict playing football. All medical releases are valid for two (2) years from the date of signature.
   3. Other - Such other documents or agreements as the Executive Board or any Member may require.

## BOUNDARY VERIFICATION

1. If any student wishes to participate for a Member other than where the student resides the student shall be required to have a waiver. The waiver is within the sole discretion of the presidents of the two Members at issue and must be signed by the president of the Member where the student resides and the president of the Member where the student would like to participate. Inter-association waivers must be fully completed and approved. The association president seeking the waiver must notify the granting president no later than July 1st. For players signing up after July 1st the president shall have seventy-two (72) hours to notify the granting president. All Registrants must be verified by either report card or ParentVue.

## EXCEPTIONS TO THE FUNDAMENTAL RULE

1. Students attending private school during the Leagues season or students who have an approved public school intra or inter-district transfer may choose the Member that provides the most convenience in consideration of travel and family arrangements. The Student may play in either the Member in which boundaries the student resides or the Member the school street address is in, without any waiver. If the student desires to play in any other Member than as specified here a waiver is required.
2. Students who are wards of the court. A student who is otherwise eligible does not become ineligible by virtue of being made a ward of the court and placed in a residence (such as a foster home) in a different attendance boundary, except a student made a ward of the court under ORS 419C.555 (Juvenile Code).

## PLAY UP AT THE NEXT GRADE LEVEL

1. Students shall play at their grade level. Provided, however, a student may play up if:
   1. The parent or guardian so requests in writing before August 1st
   2. The coach of the team the player would otherwise be on determines that it would be in the best interest of the player and the coach’s team to approve such request and does so
   3. The coach of the team the player would move to determines that it would be in the best interest of the player and the coach’s team to approve such request and does so
   4. The Member can comply with the terms of these bylaws relating to the composition of teams and determines that it would be in the best interest of the player and both teams to approve such request and does so; and
   5. The Co-Presidents of the Division approve such waiver.
   6. No waiver is required for 8th graders to play at the JV level or 7th graders to play at the Varsity level. No waivers are required if participating in the Blend level of play.

## MID-SEASON TRANSFERS

1. In connection with any student who has transferred but is eligible under the Rules of the League the member shall complete an Eligible Student Transfer Certificate in the form prescribed by the League, properly signed by the president of the association the student enters and maintain it at the Association for inspection at the request of the League.
   1. If the student is transferring from a program that participates in USA Football’s Heads-Up program and that program provides written certification the student has completed conditioning periods and participation within the current season, the student does not need to compete additional conditioning and practice time before being eligible to participate in competition.

## Q&A

|  |  |
| --- | --- |
| **Q** | An association drops an activity or does not offer a form of play in its program, so a student then transfers to another association that provides the activity. The parents do not move from one school district to another in connection with the transfer. What is the student's eligibility status? |
| **A** | This student will be ineligible for a period of one year from the date of their transfer. |
|  |  |
| **Q** | How does legal guardianship apply to eligibility when both guardians reside in different associations? |
| **A** | Historically, TVYFL allows the guardians to decide which program the student will participate in. In several instances, the non-custodial guardian has tried to invoke TVYFL or its members to force the other guardian to accept their preferred association. TVYFL does not get involved in these instances. The guardians will need to resolve where the student will participate based on their legal residence and student’s school boundary. |
|  |  |
| **Q** | At what point is a student considered to have transferred to another school? |
| **A** | A student is considered to have transferred to another school if the student attends classes (or studies at a home school) at another school. |
|  |  |

## AGE RESTRICTIONS

|  |  |
| --- | --- |
| **AGE RESTRICTIONS CHART** | |
| Division | Age |
| Varsity/Blend | 15 |
| JV | 14 |
| 5/6 | 13 |
| 3/4 RT | 11 |

1. No player may participate in the designated divisions if they are the noted age before August 1st. For example, someone who turns fifteen (15) on July 31st, would not be permitted to participate at any level. A player, who turns fifteen (15) on August 1st, could only play at the Varsity or Blend level.
2. Waivers can be granted to allow a player to play within a player's grade level (different age level) or at their appropriate age level (different grade level), this waiver will need Division Co-President approval for the extenuating circumstance.

## INELIGIBLE PLAYERS

1. No team shall knowingly use an ineligible player in practice or a game. An ineligible player shall be defined as:
   1. Not falling within the division of play guidelines as designated by the Bylaws and Titles.
   2. Residing outside of legal boundaries without required waiver. Falsification of information provided to the League or to the Member. Residing outside of legal boundaries defined by the Oregon Department of Education without a required waiver. Penalties for waiver infraction will include a $250.00 association fine, probation for one (1) year, and forfeiture of all rights for post-season play.
   3. Participation in any other football program other than the Leagues program during the same season.

# TITLE 4: TEAM FORMATION

1. If a Member fields more than one team in at any given level the teams shall be equitably and equally balanced.
2. No Member shall offer, provide, or permit any stacked teams, any “A” or “B” teams, any competitive or developmental teams. Stacking is defined, in part, as a coach or Member continuing with, drafting, selecting, or placing students (or permitting the same) with the intended purpose of dominating or continuing to dominate other teams with disregard to or at the expense of other students who participate for the Member.
3. Every effort should be made by the Members to place all students with the intent of promoting the development of the entire student population of the Member as teammates, athletes, and citizens of their community. Each season, each one of the Member’s players and coaches must and shall be available for placement on any one of the Member’s teams. There shall be no core teams. There shall be no returning teams, players, or coaches.
4. The president of each Member is solely responsible for balancing each one of the Member’s teams. This includes, but is not limited to, balancing the players and the coaching staffs.
5. If any issue arises concerning the balancing of the Member’s teams, only the Member’s president may provide any explanation or analysis of their efforts. The president may not and shall not defer this responsibility or right to any other person.

## DRAFT

1. Members may utilize a draft or other methods to assign players to teams, but the results of any draft and other team assignment method not conducted by the president shall be subject to being overridden and changed by the Member’s president if the Member’s president determines that the teams are not equitably and equally balanced.
2. If a draft is utilized, each one of the Member’s players must and shall be available in the draft each year and a team’s coaching staff may not be organized prior to any draft to enable or assist the coach’s children being placed on a particular team.
3. Members may, however, adopt a rule which permits a team the right to draft in that season the brother or sister of a player previously chosen in that season’s draft so that brothers and sisters are on the same team.
4. A description of each association’s player draft process will be submitted to division presidents by July 1st.
5. If a Member fields more than one team at any given level, the team rosters shall be divided as follows:
   1. As of verification day, not more than a one-person difference in the grade level participants.
      1. Example: If a team has fifteen (15) 5th graders the other team must have fourteen (14), fifteen (15), or sixteen (16) 5th graders
      2. Example: If a JV team has six (6) 8th graders the other JV team must have five (5), six (6), or seven (7) 8th graders)
   2. Subject to the requirement of these bylaws, Members are encouraged to divide their teams by feeder schools.
6. Members may not divide teams, draft any players, or place any player on any team prior to having at least four (4) hours of regular scheduled practice time that is freely open to all player participation. Provided, however, that a head coach may select up to two assistant coaches with a child/relative to play on his/her team, prior to team formation.
7. New players, with Division Co-President approval, can be added to a team after book verification, but will require the book to be re-verified by the Division Co-President and all conditioning and practice hours still apply to the new player.
8. No Member shall conduct any form of tryout related to acceptance or consideration for acceptance by the Member as a player. Only after a player is accepted by the Member as a player may tryouts be conducted to assist in the placement of players on their respective teams. No player shall be cut by the Member because of any tryout.

## MAXIMUM ROSTER SIZE

1. The maximum roster size for any one team
   1. Flag: twelve (12) players
      1. The ideal team size is approximately ten (10) players.
   2. 3rd/4th Rookie Tackle: twenty-one (21) players
      1. It is preferred that the team sizes be closer to fourteen (14) to sixteen (16) players to optimize playing time and player development. Minimum team size will be nine (9) players. Every effort should be made to increase numbers to the recommended number.
   3. 5th/6th 11-Man Tackle: thirty-three (33) players
   4. JV 11-Man Tackle: thirty-three (33) players
   5. 7th /8th Blend 11-Man Tackle: thirty-three (33) players
   6. Varsity 11-Man Tackle: thirty-three (33) players
2. No association will close registration for any level before 12:01am on June 16th though associations may form a wait list at their discretion.

## FLAG TEAM FORMATION

1. Flag teams can be comprised of all three (3) levels. Where possible, Kindergarten should not be assigned to teams with 2nd grade. Preference are teams comprised of Kindergarten with 1st Grade or 1st Grade with 2nd Grade.
   1. Kindergarten
   2. 1st Grade
   3. 2nd Grade
2. Each team is limited to three (3) coaches.
3. If a Member fields more than one team in at any given level the teams shall be equitably and equally balanced.

## BLEND LEVEL TEAM FORMATION

1. Blend level of play: Associations will only be eligible to participate in the Blend level of play if forming a full Varsity or a full JV team is not possible due to insufficient numbers. A full team will be defined as twenty (20) or more players. Teams that participate in this level of play, from a scheduling standpoint, will be matched, as closely as possible, with teams with similar number of 8th grade players.
   1. For example, ten (10) or more 8th graders on a team will play in one division. Less than ten (10) 8th graders will play in another division. This could be expanded, depending on number of participating associations.

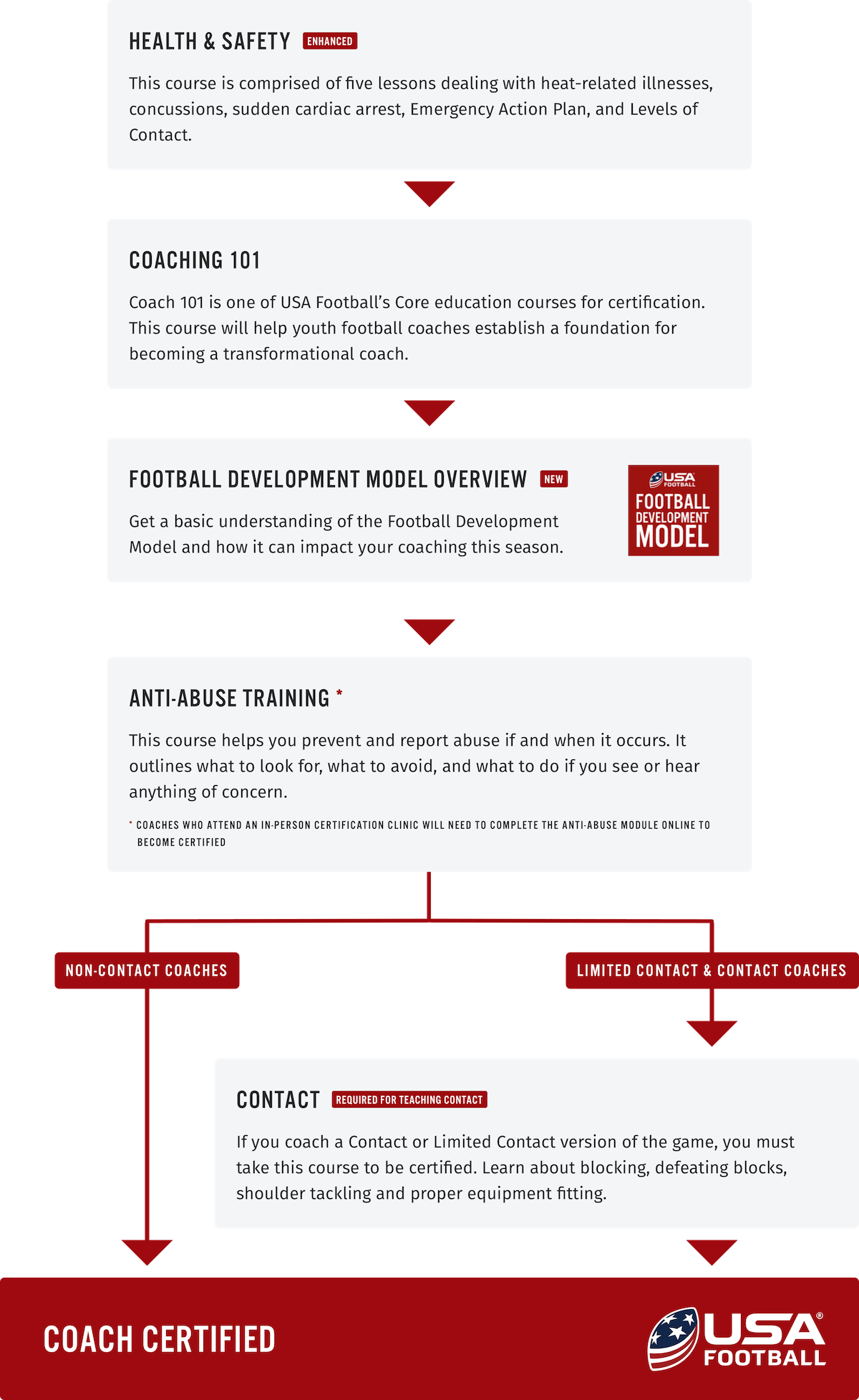
## VARSITY/BLEND/JUNIOR VARSITY

1. Varsity/Blend/Junior Varsity Variations
   1. These levels shall include players from the 7th and 8thgrades. Teams will be arranged to accommodate ability, experience, size, and maturity of player.
   2. The Varsity level shall be the Member’s higher level of player talent, experience, and size.
   3. The Junior Varsity level is designed to be a level to gain experience for players of similar ability.
   4. In the event of fifty (50) or more 8th grade players within a Member, it is required that two (2) varsity teams are established within said Member.
   5. Teams with eight (8) or more 8th grade players on verification day are a Varsity team. The exception to this rule is if a team is eligible for and chooses to participate in the Blend level.
   6. Any 8th grade player over 175 pounds on the Member’s verification day, which shall not be before August 15th, must play at the Varsity level. In special circumstance cases, a player exceeding this weight, can be waivered down to play at the JV level. This will be reviewed on a case-by-case basis and requires Division Co-President, President, Coach, and Parent sign off.

## Q&A

|  |  |
| --- | --- |
| **Q** | We had a player sign-up after teams were formed and this will put us over by one player. Can we expand one player beyond the maximum roster size? |
| **A** | No |
|  |  |
| **Q** | We do not have enough coaches to form a second team, can we have a team with more players than the maximum roster size? |
| **A** | No |
|  |  |
| **Q** | We have 35 8th graders and we have already sent eight (8) 8th graders down to the JV team, but the JV team only has 33 players, can we send the additional 8th grader down to JV and still have one JV team and one Varsity team? |
| **A** | No, any JV team with more than eight (8) 8th graders is considered a Varsity team. |
|  |  |
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# TITLE 5: COACH CERTIFICATION REQUIREMENTS

1. Coach Certification Requirements
   1. Tackle Coaches
      1. USA Football – Tackle Football Level 1 Certification
      2. Background Check
      3. Safe Sport Act – Abuse Prevention Training (Once per calendar year. Proof of training completed in another sport is acceptable)
      4. First Aid Certification (optional but recommended)
      5. CPR Certification (optional but recommended)
   2. Safety Coach
      1. Concussion Awareness Training (Brain 101)
      2. Background Check
      3. Safe Sport Act – Abuse Prevention Training (Once per calendar year. Proof of training completed in another sport is acceptable)
      4. First Aid Certification
      5. CPR Certification
   3. Flag Coaches - TBD
      1. USA Football Non-Tackle Certification
      2. Background Check
      3. First Aid Certification (optional but recommended)
      4. CPR Certification (optional but recommended)
2. All head coaches must be age twenty-one (21) or over. Assistant coaches, reporting directly to the head coach can be age eighteen (18) or over. Coach trainees will be allowed with the consent of the individual Member president.
3. The head coach shall be present at all practices and games unless excused by the Member president and appropriate arrangements have been made. Subject to the terms of these bylaws related to team formation, the head coach shall be allowed to select his assistants as the Member deems appropriate. The head coach shall be subject to removal as the Member deems appropriate.
4. Each head coach and assistant coach must have completed, signed, and submitted a coach’s contract online.
5. Coaches do not make league policies; however, they are expected to follow all rules and regulations. On the playing and practice fields, the coaching staff is in complete charge and shall not be interfered with except in cases of bylaws or rules violations and any other conduct deemed inappropriate by Member or League officers or directors.

## BACKGROUND CHECKS

1. Associations will submit the names of all volunteers that might have 1:1 contact with a player to Criminal Information Services (CRIS). The TVYFL rubric for criminal offenses shall be consulted as a guideline when determining the eligibility of any volunteer with a criminal history and the eligibility of this person should be put to a vote of the association’s executive board with the applicant’s name withheld for privacy. Any person who is required to register as a sex offender in any state shall be automatically refused from any position and should not be allowed to serve in any capacity within an association.
   1. The below criteria act as a guide; each applicant will be considered individually and their merits as a volunteer considered. The safety and proper development of each child is our first priority along with the security and liability of each Association and the TVYFL.

## VOLUNTEER APPROVAL GUIDELINES

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **VOLUNTEER APPROVAL GUIDELINES** | | | | | | | | | | | |
| **Year** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **10+** |
| Felony | | | | | | | | | | | |
| Class A |  |  |  |  |  |  |  |  |  |  |  |
| Class B |  |  |  |  |  |  |  |  |  |  |  |
| Class C |  |  |  |  |  |  |  |  |  |  |  |
| Misdemeanor | | | | | | | | | | | |
| Class A |  |  |  |  |  |  |  |  |  |  |  |
| Class B |  |  |  |  |  |  |  |  |  |  |  |
| Class C |  |  |  |  |  |  |  |  |  |  |  |
| Sex Abuse (Any) | | | | | | | | | | | |
| Any crime involving a child or children |  |  |  |  |  |  |  |  |  |  |  |
| Any crime with sex as the main element |  |  |  |  |  |  |  |  |  |  |  |
| DUII/DWI | | | | | | | | | | | |
| Diversion Program |  | Maybe after diversion program is completed and the charge is dismissed | | | | | | | | | |
| 1st Conviction |  |  |  |  |  |  |  |  |  |  |  |
| 2nd Conviction (within 3 years) |  |  |  |  |  |  |  |  |  |  |  |
| 3rd Conviction (within 3 years) |  |  |  |  |  |  |  |  |  |  |  |
| Drug Manufacturing and Distribution | | | | | | | | | | | |
| 1st Conviction |  |  |  |  |  |  |  |  |  |  |  |
| 2nd Conviction |  |  |  |  |  |  |  |  |  |  |  |
| Manufacturing Methamphetamine | | | | | | | | | | | |
| Arrest/Conviction/Association with |  |  |  |  |  |  |  |  |  |  |  |
| Drug Possession and/or Use | | | | | | | | | | | |
| 1st Conviction |  |  |  |  |  |  |  |  |  |  |  |
| 2nd Conviction (within 3 years) |  |  |  |  |  |  |  |  |  |  |  |
| 3rd Conviction (within 3 years) |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | = Not qualified to participate |  | = May be approved upon further investigation |  | = The applicant is qualified |

## BEHAVIORAL ISSUES

1. Behavioral Issues
   1. No player, parent, guardian, or coach shall by any act or omission result in any conduct unbecoming to the League, the game of Football or the ideals of teamwork, good sportsmanship, good citizenship and character at any time.
   2. If any Member bans a player, parent, guardian, or coach for life, the League shall uphold said ban for at least the following football season. The banned person then shall be eligible to re-apply to a different association. If the banned person is accepted by the new member, the Leagues Executive Board shall vote whether to lift the ban. Any member who bans a player, parent, guardian, or coach for life shall immediately notify his or her Division Co-President. Any Member who knowingly accepts a banned player, parent, guardian, or coach shall be subject to discipline as listed above.

# TITLE 6: EJECTION POLICIES

## EJECTION POLICIES – COACH EJECTED; CONTEST FORFEITED

1. If a coach is ejected from a contest and that contest is forfeited, such incident must be reported to the TVYFL by the associations involved and by the contest officials. If a coach is ejected and the game is not forfeited, it is the association’s responsibility to be certain that any such person who assumes the coaching responsibilities in such a situation meets the requirements of the TVYFL and that school district.

## EJECTION POLICIES – EJECTED PLAYER OR COACH

1. If a player or coach is ejected by an official, the commissioner of officials shall notify the TVYFL and the association president of the association of the ejected player/coach by completing the online ejection report by the next workday. Ejected coaches must leave the contest immediately and shall remain out of “sight and sound” of the team for the duration of that contest and any other association contests that day. It shall be the responsibility of the association to disallow the ejected player or coach from participating during the period of suspension specified, regardless of whether written notification has been received by the association from the commissioner of officials. Should an ejected player participate, or an ejected coach remain within “sight and sound” of the team during the period of suspension, and no appeal is pending, that action shall be considered use of an ineligible participant and shall result in forfeiture of that contest and other penalties as determined by the Co-Division Presidents.

### Additional Requirements Regarding an Ejected Coach

* 1. In addition to the requirements previously listed in this policy, an ejected coach shall be required to complete the online NFHS course, “Teaching and Modeling Behavior”, within seven calendar days of the association being notified of the ejection. Should a coach fail to complete the course requirement within the time limit stipulated in this policy, the ejection suspension shall be reinstated, and the coach shall be ineligible to coach until the requirement has been fulfilled. Should an ejected coach remain within “sight and sound” of the team during the reinstated period of suspension, and no appeal is pending, that action shall be considered use of an ineligible participant and shall result in forfeiture of that contest and other penalties as determined by the Co-Division Presidents.

### Appeal Process

* 1. If the association president of the ejected coach/player and the commissioner of officials agree that the suspension should be set aside, the association president may appeal to the Co-Division Presidents within 48 hours of the ejection to set aside the next game suspension portion of the penalty. Unless the commissioner of officials agrees that the suspension should be set aside, the appeal must be denied by the Co-Division Presidents as the final ruling. Implementation of the next game suspension may be postponed during the time that an appeal is pending.

## EJECTION POLICIES – FINES

1. Associations shall be assessed fines for ejections. When the first participant or coach is ejected, the association that the participant or coach is representing shall be assessed a $50 fine by the Co-Division Presidents. A second ejection during the same season shall result in the assessment of a $100 fine, and each ejection thereafter during that season shall result in a fine to be increased by $50 increments for each ejection without limitation.
   1. EXCEPTION: The fine for an ejection in the last contest of the season shall be increased by $100 over the greater of the standard fine described above or the most recent fine for that program.
2. An association receiving five or more ejections during one season shall be required to attend a sportsmanship training class and submit a written Plan of Correction to the TVYFL, including timelines for implementation of the plan.

## EJECTION POLICIES – MULTIPLE EJECTIONS OF INDIVIDUAL

1. A second ejection during the same season will result in a two-game suspension. A third ejection during the same sport season will result in disqualification from further participation during that season.

## EJECTION POLICIES – PHYSICAL CONTACT WITH OFFICIAL

1. Inappropriate physical contact between a coach/player and an official shall be considered a gross act of unsportsmanlike conduct. The offending coach/player shall be immediately ejected from the contest, shall be suspended, and may be required to satisfy other requirements as prescribed by the Co-Division Presidents. Both the association president of the offending coach/player and the commissioner of officials shall notify the TVYFL in writing of the incident by the next workday. In addition, the association shall be fined and may receive other penalties as determined by the Co-Divisions Presidents.

## Q&A

|  |  |
| --- | --- |
| **Q** | When a player is ejected, may the player remain on the bench? |
| **A** | Yes. The player is required to sit out the remainder of the contest but may remain on the bench. |
|  |  |
| **Q** | When a coach is ejected, must the coach leave the playing area? |
| **A** | Yes. The coach must leave the playing area and shall be allowed no further direct or indirect contact with the team until the contest is completed. To avoid direct or indirect contact, the coach must be “out of sight and sound” of the team. |
|  |  |
| **Q** | May a player sit on the bench during a period of suspension? |
| **A** | Yes, but the player must not be in uniform. |
|  |  |
| **Q** | May a coach have any contact with a team at a contest following an ejection or at the contest at which the suspension is served? |
| **A** | No. The coach is allowed no direct or indirect contact with the team during the contest following ejection. To avoid direct or indirect contact, the coach must be “out of sight and sound” of the team. Further, the coach is allowed no direct or indirect contact with the team at the contest at which the suspension is served nor is the coach permitted to attend the contest at which the suspension is served. |
|  |  |
| **Q** | May a coach or participant who has been suspended at one level of competition (e.g. varsity) participate in a contest at another level during the period of suspension? |
| **A** | No |
|  |  |
| **Q** | May a coach or participant who has been suspended at one level of competition (e.g. varsity) serve the suspension in a contest at another level? |
| **A** | No |
|  |  |
| **Q** | When a coach or player is ejected, when and over what period of time are the ejection period and suspension period? |
| **A** | NOTE: If the ejection occurs in the last contest at a particular level, the suspension carries over to the next contest at any level in that sport in that season. Ejection Period is for the remainder of that day, the Suspension Period is through the next contest at that level. |
|  |  |
| **Q** | When does the period of suspension begin? |
| **A** | The suspension is served after the ejection has been served. The ejection and suspension may not be served simultaneously. |
|  |  |
| **Q** | May a coach or participant ejected from a contest serve the one-game suspension at a jamboree? |
| **A** | No, the coach or participant may not count a jamboree as a “contest” for the purpose of serving the period of suspension. The coach or participant must sit out the jamboree and the next contest at that level of competition. |
|  |  |
| **Q** | May a suspended coach have contact with team members/other coaches of the team during the period of suspension on a game day that is a school day? |
| **A** | A suspended coach may have contact with team members/other coaches of the team during regular school hours. However, once the regular school day is over, the coach must be “out of sight and sound” of the team members/other coaches of the team and have no contact with them until the game is over. |
|  |  |
| **Q** | May a suspended coach have contact with team members/other coaches of the team during the period of suspension on a game day that is NOT a school day? |
| **A** | The suspended coach may have no contact with team members/other coaches of the team until the game is over. |
|  |  |
| **Q** | May a suspended coach have any contact with other coaches of the team (for example, via mobile phone or wireless radio) during a game in which a suspension is being served? |
| **A** | No. The suspended coach must be “out of sight and sound” of the contest during which a suspension is served. |
|  |  |
| **Q** | If a player or coach is ejected during the last contest of the season, does the unserved suspension carry forward to a subsequent season? |
| **A** | Yes |
|  |  |
| **Q** | When a player or coach is ejected while acting as a spectator at a contest in the same sport in which the coach or player participates, but at which he or she is not serving as a player or a coach, does a period of suspension still apply? |
| **A** | Yes. The ejected player or coach is suspended from all participation for the same period of time as if he or she had been a participant in the contest at which the ejection occurred. |
|  |  |
| **Q** | May a forfeited contest that is not actually played count toward the period of suspension for a player or coach? |
| **A** | Yes, but only for a player or coach from the team that is receiving the forfeit. It would not count toward the period of suspension for a player or coach from the team forfeiting the contest. |

# TITLE 7: PLAYER SAFETY

1. It is STRICTLY PROHIBITED for a player or group of players to participate in any practice session or game with players from another grade level (i.e., No 5th/6th vs. JV or JV vs. Varsity).

## CONCUSSION TRAINING

1. In addition to first aid training, all coaches on the team will be required to complete concussion specific training. Documentation of successful completion of this training will be kept in the team book for the duration of the season.

## INJURY REPORTING

1. Injury reporting: Injury reporting is a weekly requirement for all teams in the TVYFL. The method used for this reporting will be communicated to all associations and coaches. Reporting will be required on a weekly basis for all injuries in practice or games that meet the following criteria:
   1. Any injury identified as head or spinal.
   2. Any injury identified as soft tissue and/or internal damage that requires a player to be removed for the remainder of a game or practice.
   3. Any injury that requires a player to have normal practice modified to a “light duty”.
2. All Injury Reports are due by midnight on Sunday, even if no reportable injuries occur. In this case, a report would be filed as, “No injuries to report”. Failure to report will result in:
   1. First offense: Warning
   2. Second / third offense: $100 fine to association
   3. Fourth / Fifth offense: $250 fine to association
   4. Additional offenses will result in suspension of coach for balance of the year. Further coaching in the league may also be jeopardized by this situation.

## TEAM SAFETY COACH

1. All teams will be required to have a coach, identified on team roster, who is the Team Safety Coach. This person cannot be the head coach and should not be an offensive/defensive coordinator. The role of this person will be to ensure compliance on concussion protocol.
2. At all times, every team in all associations must have at least three persons on a team’s coaching staff (2 coaches & one Safety coach) who are First Aid and CPR certified and have completed certified concussion training on practice and game fields.
   1. Flag TBD

## BASELINE CONCUSSION TESTING

1. Baseline concussion testing is required for all 7th and 8th grade players in the TVYFL.
   1. A baseline test, once completed, is considered current for a two (2) year period. Thus, all 7th grade players are required to have baseline testing done. This test will be considered a current test for their 8th grade season as well, so, at the varsity or blend levels, only 8th graders who did not complete baseline testing at the 7th grade level, would be required to complete this testing. It is important that test results and/or proof of testing is maintained from year to year so that proof of this testing can be put in books for verification.
   2. Testing must be completed before a player can put on pads and participate in any on field contact related activity.
2. Each team book will have an Emergency Action Plan for their “Home” game site as well as for their practice facility, if different from their home game site. This plan should mirror the contents of the template sent out by TVYFL regarding Emergency Action Plans. Books that do not have this included will not be signed off.

## RETURN TO PLAY

1. Once a player is removed from the game due to a serious injury or any injury involving the head, neck, or spine, that player shall not re-enter the game nor shall they be allowed to practice or play in a subsequent game, scrimmage, or practice session unless specifically cleared for such activities by a licensed physician or Nurse Practitioner in writing. At no time may the player, or the player's parent or guardian, or the player's coaches (this includes all coaches even those who are licensed physicians or nurse practitioners or any other person on site) make the decision for the player to return to play without such written consent. The written consent to return will be kept on file by the player’s local association for a period of three (3) years or for a period that the law or insurance may require, whichever is greater. A copy of the written medical consent will be placed in the player's team book for the duration of that season.

## CONCUSSION PROTOCOL

1. Concussion Protocol requirement: Any time a player is removed from play for suspected head injury (concussion), Concussion protocol will be administered by sideline designee. After protocol is completed, a minimum of ten (10) minutes (real time, not clock time), must elapse. Once the ten (10) minutes has elapsed, a follow-up protocol check will be administered. If player passes both checks, only then may he be released to come back into the game.

## AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

1. An Automated External Defibrillator (AED) is required to be at any field where games are played. Failure to have an AED will result in games not getting scheduled at that facility. Field use forms reflect acknowledgement and compliance of the requirement. Playing a game at a field without an operating AED is a bylaw violation and will be treated as such.

## ADVERSE WEATHER CONDITIONS (based on [OSAA Participant Handbook](https://osaa.org/governance/handbooks/osaa#_Toc456100325))

1. There may be times in the interest of minimizing risk due to adverse weather conditions and/or a clear area-wide emergency that it becomes necessary to postpone, cancel, and/or reschedule regular season or postseason events. The intent of this policy is to outline procedures and policies to provide guidance to OSAA member schools when such conditions impact an event.
   1. Regular Season Events: Administrators have the responsibility to define and communicate contingency plans in the event of adverse weather conditions and/or a clear area-wide emergency. A stepwise progression that places emphasis on minimizing risk for athletes, coaches, contest staff, spectators, and contest officials will be used to help guide decision makers on the appropriate course of action.
   2. The following steps shall be taken:
      1. Suspend the event - NFHS rules allow officials to "delay" or "suspend" any contest where factors may endanger the participants. At no time may officials "terminate" a contest between schools unless administrators or representatives from each school mutually agree to end the game the contest will be considered complete. Officials should use the following guidelines when choosing to suspend a contest:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EVENT SUSPENSION CHART** | | | | |
| Start time of event | 8am – 12pm | 12:01pm – 3:30pm | 3:31pm – 6pm | After 6pm |
| Maximum Suspension | 2 hours | 2 hours | 1.5 hours | 1 hour |

* 1. Modify the event - NFHS rules in most sports and activities allow for modifications to timing and structure, if necessary, with mutual agreement of participating members, to address factors that may endanger the participants.
  2. Reschedule the event - When situations arise involving a suspension of play and the participating members cannot reach mutual agreement on ending the contest, the following steps shall be taken:
     1. Convene a meeting between representatives from participating members
     2. Review and record contest details up to the point of suspension
     3. Review each of the following options

|  |  |  |
| --- | --- | --- |
| **EVENT RESCEDULING CHART** | | |
| Option | Implication | Contest Result |
| Schools agree to reschedule contest during the current game week (i.e. Saturday game, continued on Sunday) | Contest shall be continued from point of interruption unless the teams agree to terminate the game with the existing score. | Upon conclusion result is final |
| Schools agree to reschedule contest during the future game week (i.e. Saturday game, continued on following Tuesday) | Contest shall be continued from point of interruption unless the teams agree to terminate the game with the existing score. | Upon conclusion result is final |
| Schools cannot reach agreement on when to reschedule contest. | Contest is suspended. | No result |

* 1. Cancel the event - Cancelling the contest is not an option if the cancellation has a bearing on advancing a team(s) to the playoffs.

## LIGHTNING SAFETY GUIDELINES ([NFHS Position Statements and Guidelines](https://www.nfhs.org/sports-resource-content/nfhs-sports-medicine-position-statements-and-guidelines/))

1. These guidelines provide a default policy to those responsible or sharing duties for making decisions concerning the suspension and restarting of practices and contests based on the presence of lightning or thunder.
2. Proactive Planning:
   1. Assign staff to monitor local weather conditions before and during practices and contests.
   2. Develop an evacuation plan, including identification of appropriate nearby safe areas and determine the amount of time needed to get everyone to a designated safe area.
      1. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium, or library. An alternate safer place for the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
   3. Develop criteria for suspension and resumption of play:
      1. When thunder is heard or a cloud-to-ground lightning bolt is seen\*, the leading edge of the thunderstorm is close enough to strike your location with lightning.  Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
      2. Thirty-minute Rule.  Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed \* prior to resuming play.
      3. Any subsequent thunder or lightning\* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
      4. When lightning detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning\* should always take precedence over information from a mobile app or lightning detection device.   
         \*At night under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate and uncertainty.
   4. Review annually with all administrators, coaches and game personnel and train all personnel.
   5. Inform student athletes of the lightning policy at start of season.
3. For more detailed information, refer to the “Lightning and Thunder Safety” section contained in the NFHS Sports Medicine Handbook

## AIR QUALITY GUIDELINES

1. These guidelines, created in consultation with the Oregon Health Authority (OHA), provide a default policy to those responsible or sharing duties for making decisions concerning the cancelation, suspension, and/or restarting of practices and contests based on poor air quality.
   1. Designate Personnel: Given the random behavior of wind and air currents, air quality may change quickly. Members shall designate someone who will monitor the air quality prior to and during outdoor activities. While typically due to wildfires, members need to also consider non-wildfire situations if the air quality is unhealthy.
   2. Areas With Air Reporting Stations: The Air Quality Index (AQI) should be monitored throughout the day, and during an event, to have the best data possible to make informed decisions about conducting practices and competitions. Member personnel shall review the AQI information for all regions throughout the state on either the Oregon Department of Environmental Quality (DEQ) website at <https://oraqi.deq.state.or.us/home/map>, the Oregon DEQ app "OregonAir", or on the Environmental Protection Agency (EPA) Air Now website at <https://airnow.gov/index.cfm?action=airnow.local_state&stateid=38> to determine if action is necessary (see chart below). Members shall regularly review the AQI throughout events to assess deteriorating conditions.

|  |  |  |
| --- | --- | --- |
| **AIR QUALITY CHART** | | |
| Air Quality Index (AQI) | 5-3-1 Visibility Index | Required Actions for Outdoor Activities |
| 51 - 100 | 5-15 Miles | Athletes who are unusually sensitive to air pollution should consider indoor activities only. Athletes with asthma should have rescue inhalers readily available and pretreat before exercise if directed by their healthcare provider. All athletes with respiratory illness, asthma, lung or heart disease should monitor symptoms and reduce/cease activity if symptoms arise. Increase rest periods as needed. |
| 101 - 150 | 3-5 Miles | Because they involve strenuous activity for prolonged periods of time, all outdoor contests shall be canceled or moved to an area with a lower AQI. Consider moving practices indoors, if available. Be aware that, depending on a venue’s ventilation system, indoor air quality levels can approach outdoor levels. Practice shall be no longer than 90 minutes total for the day. Level of activity should be less than “normal” practice session and include rest periods. Athletes who are unusually sensitive to air pollution should consider indoor activities only. Athletes with asthma should have rescue inhalers readily available and pretreat before exercise if directed by their healthcare provider. All athletes with respiratory illness, asthma, lung or heart disease should monitor symptoms and reduce/cease activity if symptoms arise. |
| 151 - 200 | 1-3 Miles | Because they involve strenuous activity for prolonged periods of time, all outdoor activities (practice and competition) shall be canceled or moved to an area with a lower AQI. Move practices indoors, if available. Be aware that, depending on a venue's ventilation system, indoor air quality levels can approach outdoor levels. |
| >200 | 1 Mile | Because they involve strenuous activity for prolonged periods of time, all outdoor activities (practice and competition) shall be canceled or moved to an area with a lower AQI. Move practices indoors, if available. Be aware that, depending on a venue's ventilation system, indoor air quality levels can approach outdoor levels. |

## ACCIDENT MEDICAL CLAIMS

1. When filing a claim, the injury must go through the family’s insurance first. The medical policy picks up on a secondary basis with a $250 deductible after the primary is exhausted. If the family does not have insurance, then the medical policy will act as the primary with $250 deductible.
   1. Please see below process on filing claim.
      1. Section A completed by associaiton president
      2. Section B completed by parent/guardian
      3. Claim form signed and dated by league commissioner
      4. Claim form submitted to AIG by league commissioner
   2. Claims Reporting Process:
      1. Accident Medical Claims (PARTICIPANTS ONLY)
         1. Please note on all Participant Medical Claims that the guardian’s insurance is the primary. If the participant does not have insurance, then your league’s insurance is the primary.
      2. Complete the [AIG CLAIM FORM (PARTICIPANTS ONLY).](https://www.tvyfl.org/forms) After the form is completed, you need to notify and send the claim form to AIG.
   3. Participant Medical Claims:
      1. Reference Policy Number: SRG0009158709
      2. AIG
      3. Fax: 866.831.3636
      4. Phone: 800.551.0824
      5. Email: AHClaims@AIG.com

# TITLE 8: PRE-SEASON AND PRACTICE REGULATIONS

## START OF SEASON

1. 11-Man Tackle – The season officially starts on Monday, four (4) weeks before Labor Day of each year and ends the 2nd Sunday of November. No practice may occur prior to the season starting date and no conditioning prior to the starting date shall apply to the conditioning requirements hereof.
2. Rookie Tackle – The season officially starts on Monday, four (4) weeks before Labor Day of each year and ends eight (8) weeks after Labor Day. No practice may occur prior to the season starting date and no conditioning prior to the starting date shall apply to the conditioning requirements hereof.
3. Flag – The season officially starts on Monday, two (2) weeks before Labor Day of each year and ends the Sunday six (6) weeks after Labor Day.
4. The TVYFL off-season occurs between the 2nd Sunday in November and July 15th of the following calendar year.

## MORATORIUM PERIOD

1. Moratorium Period
   1. The TVYFL Moratorium Period begins July 15th up to the start of the season.
   2. During the Moratorium Period no football related practice, camp or event organized by a TVYFL Association, association board member or Coach may occur and no conditioning prior to the end of the Moratorium Period shall apply to the conditioning requirements hereof.
   3. Exceptions to the Moratorium Period are equipment hand-out and other administrative matters, administrative meetings, and TVYFL sanctioned events such as a 7 on 7 league or camp that is approved yearly by the Executive Board.
   4. Associations may promote and communicate camps to their members throughout the year without restrictions, but they are not allowed to organize, register, or run camps during the Moratorium Period.
   5. Any TVYFL coach or association board member who wishes to participate in a football camp during the Moratorium Period where there could be contact with players from his/her association needs to notify their Division Co-President to ensure that the spirit of the Moratorium Period is not being violated. It will be up to the decision of the Division Co-President if such a violation is taking place.

## CONDITIONING

1. The first ten (10) hours of practice shall be devoted entirely and exclusively to conditioning. No pads will be allowed; however, helmets shall be permitted. Each Member may extend this conditioning to more than ten (10) hours, but not less than.
2. No Player shall be permitted to participate in any practice, conditioning, or other Member activity until all the necessary paperwork has been received by the Member, including but not limited to: Player Contract and Medical Consent.
3. All practices where contact takes place shall be conducted with full protective gear as covered by these bylaws.
4. A mandatory ten (10) minute water break after each hour of practice is required. During extreme heat, fifteen (15) minute water breaks, or on demand, are encouraged to avoid heat exhaustion or fatigue. It is highly recommended to require water vs. soft drinks during these practices. Breaks do not count against practice time limits.
5. Any player training or camps organized, run, or coached by TVYFL association members after the start of the TVYFL season will be counted as practice time.

## PRACTICE TIME LIMITATIONS

1. 11-Man and Rookie Tackle
   1. Practice Time Limitations (A week is defined as Sunday – Saturday)
      1. Pre-Labor Day:
         1. Maximum of ten (10) hours per week, not including water breaks
         2. Maximum of two (2) hours per day, not including water breaks
      2. Post-Labor Day:
         1. Maximum of six (6) hours per week, not including water breaks
         2. Maximum of two (2) hours per day, not including water breaks
   2. Non-Practice Time Limitations
      1. Maximum of ninety (90) minutes per week for any team activities, including but not limited to, team parties, watching tape/film, and all other similar activities. These types of activities do not count as practice.
      2. Maximum of one (1) hour of warm-up and preparation time prior to a game on game day. This counts as practice time only if it exceeds one (1) hour.
2. Flag
   1. Practice Time Limitations (A week is defined as Sunday – Saturday)
      1. Pre-Labor Day:
         1. Maximum of six (6) hours per week, not including water breaks
         2. Maximum of two (2) hours per day, not including water breaks
      2. Post-Labor Day:
         1. Maximum of four (4) hours per week, not including water breaks
      3. Maximum of two (2) hours per day, not including water breaks

## SCRIMMAGES AND JAMBOREES

1. Scrimmages and Jamborees
   1. After 4 hours of full pads, teams are permitted to engage in joint practice sessions with other teams in what are called controlled inter-squad scrimmages. Prior to the onset of these scrimmages, both coaches MUST mutually agree on the guidelines to conduct these scrimmages. However, these scrimmages ARE NOT to be held between two different grade levels, but rather two teams within the same grade levels.
   2. Scrimmages and jamborees between associations count as a practice time.
   3. All the time warming up and preparing for a scrimmage or jamboree counts as practice time.
   4. The one (1) hour warm-up exception for games does not apply for scrimmages and jamborees and does count against the weekly hour limitations.

## CONTACT LIMITATIONS

1. Contact Limitations
   1. Contact is described as any drill or scrimmage in which the drill is run at competitive speed until the moment of contact even if the players stay on their feet, or the drill is run in game-like conditions and players are taken to the ground (examples of contact include but are not limited to lineman vs. lineman drills, player on player tackle drills, team scrimmages, etc...).
   2. Prior to Labor Day, there can be no more than 3.5 hours of contact per week. Excludes Jamboree games.
   3. After Labor Day, there can be no more than 90 minutes of contact per week.

# TITLE 9: GAME FIELD PREPARATION

The home site (Member) is responsible for the preparation of the playing field and all required accessories for a game. All fields will be equipped and marked in accordance with high school standards.

## FIELD GREETER (SITE OFFICIAL)

1. The home site (Member) is responsible for providing a field greeter. This person(s) will be required to greet officials and maintain order on the site. Greeters should be visible at all times; (approval for [flagger vest](https://www.amazon.com/dp/B0928YLMD5?pd_rd_i=B09CYQ36YY&pd_rd_w=uIiPX&pf_rd_p=7ea8e9d0-fed1-49e8-a002-f2d3f5cb151d&pd_rd_wg=qPAYA&pf_rd_r=E3QYCHT5Y8JJKN659FW5&pd_rd_r=81deb929-f0ee-4e64-9e84-32474f3f5a38&th=1) wording here that maybe says “Site Official” on the back).
   1. Greet officials as they arrive and direct them to the Officials Dressing Room
   2. Greet visiting teams as they arrive and direct them to the practice fields where they can warm-up
   3. Facilitate weigh-ins:
      1. Prior to weigh-in, validate the scale is calibrated. This is done using the provided 10lb weight and ensuring the scale registers at 10lbs. This should be done with both home and away weigh masters present if possible. After calibration, set the scale to the ball carrying weight:
      2. Coordinate weigh-ins between both the home and visiting teams. Visiting teams weigh-in first 30 minutes prior to the start of the game immediately followed by the home team.
      3. On occasion, the field greeter may have to make a call on weigh-in guidelines. If needed, the TVYFL Weigh Guidelines are included in every team book.
   4. Resolve any issues that arise between coaches and officials on the field.

## CHAINS AND DOWN MARKER

1. The chains and down marker shall be on the visitor side of the field, staffed by the visiting team, and provided by the home site.

## SCALE

1. The home site will provide a beam doctor type scale for weigh-in prior to the game. The home site will also provide a ten (10) lb. weight at the site of the scale and the scale will be calibrated to the ten (10) lb. weight prior to weighing players for each game. Should the beam doctor type scale fail, an alternate scale (that both head coaches agree to) can be used. In the event a backup scale is not available, the weights for the prior week will be used for each player.
2. Use of any electronic communication device between coaches on the sideline area and other players or coaches in other locations is prohibited. This includes handheld radios or headsets.
3. Both teams shall have equal access to locker rooms and or covered facilities before, during and after the game. If equal facilities are not provided for both teams, the available facilities shall be shared equally or not used by either team. Warm-up areas for the home and visiting teams must be equivalent.

## PHOTOGRAPHER & VIDEOGRAPHER

1. Each team will be allowed one (1) official videographer and one (1) official photographer.
   1. The videographer will have access to the Press Box if available, or any equivalent location on either sideline. No videographer is allowed in the bench area.
   2. The photographer will be allowed on the sideline area or spectator locations. Equal access must be given to both teams.
   3. Individual associations can further restrict the location of the videographer and photographer if the restriction is equal.
2. The home site (Member) will provide a Ready Ref to the referee in charge of the game. This will be used by the referee to time the play clock for delay of game penalties. If a referee refuses to use the Ready Ref, the home site (Member) will report this to the Head of Officials for discipline.

## GAME CLOCK AND SCOREBOARD

1. All sites must have a game clock and score visible to both sidelines to be eligible to host games. If a clock becomes disabled during a game day, time and score will be kept on the field by the referee crew, and this will be the official time. A site will not be allowed to host games until the clock is fixed or a temporary clock is brought in for use.
2. Stadium announcers, if used, need to be un-biased and fair to both teams and show sportsmanship expected by the TVYFL. Repeated complaints of an announcer will be investigated by the home team Division Co-President and possible sanctions up to season ban from announcing could be enforced.

# TITLE 10: GAME TIME RULES & REQUIREMENTS

## WEIGH-IN

1. Weigh-In for Contact Teams
   1. The Member will conduct a weigh-in prior to the first game of the season. Each player will be weighed with full gear except helmet. This determines their playing weight. However, a player's weight at game time weigh in determines who can carry the ball or line up in a position defined as "ball carrier" (Backs and Ends).
   2. Required for all games (with Team Books) and jamborees (without Team Books).
   3. Takes place thirty (30) minutes before game time with the visiting team weighing in first.
   4. Weigh Master(s) (refer to the TVYFL Weigh-In Guidelines and Weigh Master Responsibilities documents for more detailed information)
      1. Each team will provide their weigh master(s) at the scales at the time of weigh-in.
      2. Weigh master(s) cannot be a coach on either team.
      3. No more than two (2) weigh masters from each team will be allowed at the scales during weigh-in. TVYFL executives and association board members are exempt from this, unless they are coaching a team involved in the weigh-in.
   5. A written list of ineligible players for the game must be presented and given by the weigh master to the opposing team at the time of weigh-in.
   6. The helmet and mouth guard are not worn at weigh-in. The following is the minimum equipment that must be worn at weigh-in: Girdle w/ pads, pants w/ pads, game shoes, game shoulder pads, and jersey. All these items may not be changed after weigh-in. Further, any optional equipment that is to be worn in the game must be worn at weigh-in, including but not limited to items such as socks, arm pads, cowboy collars, gloves, undergarments, knee braces, elbow pads, kidney pads and rib protectors. Any violation will result in a fine, suspension, or expulsion. Provided, however, games shoes may be changed if the weather or field conditions reasonably so require. The only exception to this rule shall be to allow a kicker to change into a specialty shoe for the purposes of kicking or punting. In such instance, the opposing coach shall be informed of such change prior to the start of the game.
   7. Weigh-in remains open for both teams until the home team's book is signed. The home team's book shall not be signed until every player present at the field has been weighed.
      1. A player arriving after the first half of the game is not eligible to play. If a player arrives after weigh-ins have closed, the weighmasters will weigh the player as soon as possible and the player will be eligible to play during the second half of the game. Weighmasters must weigh late players. The 10-play minimum rule still applies to the tardy player.
   8. A player will be allowed to weigh in only one (1) time. There will be no exceptions.
   9. All players over the weight limit must have a one (1) inch stripe of a contrasting color, clearly visible, placed horizontally on the front and back of their helmet. This tape stripe must be of contrasting color to helmet color, helmet stripes and decals.
   10. The weigh master may inspect cleats and mouth pieces and advise both coaching staffs of the possible equipment issue. They may not refuse to weigh the player or sign their player card for that game. Any disqualification of a player for equipment issue is up to the referee of the game. A weigh master can be removed from the field by the field greeter, association president or Division Co-President if they do not comply with this bylaw.
   11. If there is a discrepancy with both weigh masters, the chain of command is as follows:
       1. Field Greeter > Head Officials > Division Co-Presidents

## TEAM BOOK AND PLAYER IDENTIFICATION

1. Team Book and Player Identification for Contact Teams
   1. The weigh-in sheet will have a full-face photograph of the player wearing game jersey (or reasonable facsimile thereof) with number clearly visible. If a player wears more than one game number (i.e., if a team has home and away jerseys with different numbers), the player must be photographed in each number.
   2. Each weigh-in sheet must have a verification stamp from Tualatin Valley Youth Football Commissioner.
      1. If pictures are attached to the weigh-in page individually versus printed directly, each picture must have a verification stamp from Tualatin Valley Youth Football Commissioner.
   3. Two or more players cannot wear the same game jersey number.
   4. Game jersey numbers do not restrict the position(s) that a player plays.
   5. The team roster will be at the front of the coach’s book with the book arranged by jersey number, lowest number first.

## GRIEVANCE PROCESS

1. Grievance Process
   1. Grievances may be initiated by the Executive Board or Division Co-Presidents at any time.
   2. Grievances by a Member must be signed and submitted by Member president to the Division Co-Presidents. This must take place by the 9:00 p.m. on the Monday following the game.
   3. The president of the filing Member must contact the president of the Member having the grievance filed against them. This must take place by the 9:00 p.m. on the Monday following the game.
   4. The president of the Member having the grievance filed against them must contact the head coach of the team affected and explain the reason the grievance was filed.
   5. A written response to the grievance must be submitted by the Co-Presidents by 9:00 p.m. on the Thursday following the game.
   6. The Executive Board and Division Co-Presidents may undertake and consider grievances, challenges, enforcement and interpretation of rules, policies, and protests at any time and in any manner they deem appropriate.

## SCORE REPORTING

1. All associations with home field games must report their scores to the league secretary no later than Saturday at midnight. Playoff games shall be reported by Home team no matter field played on. Team scores must be reported in the SportsEngine app. There shall be no excuse for reporting late. The first occurrence shall result in a warning; any occurrence after the warning shall result in an automatic fine of $100 up to $250.

## CROWD CONTROL

1. Sportsmanship Responsibility. The association administration, coach and other responsible officials of each member shall take all reasonable measures to ensure that the coaches, players, students, and spectators maintain a sportsmanlike attitude at all events so that events may be conducted without unreasonable danger or disorder. All cheers, comments and actions shall be in direct support of one’s team. Discriminatory harassment and bullying behavior will not be tolerated. Discrimination is defined as (OAR 581-021-0045(1)(a) "any act that unreasonably differentiates treatment, intended or unintended, or any act that is fair in form but discriminatory in operation, either of which is based on age, disability, national origin, race, color, marital status, religion, sex, and sexual orientation." Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which include use of cell phones or the internet; or other conduct that may be physically threatening, harmful, or humiliating. Examples include but are not limited to hazing, intimidation, taunting, bullying, cyberbullying, or menacing another, or engaging in behavior deemed by the member to endanger the safety or well-being of students, administrators, self or others. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent, so as to interfere with or limit the ability to participate in or benefit from the services, activities, or opportunities offered by a member. This includes the use of, or engagement in, abusive verbal expression or physical conduct, especially if that conduct interferes with the performance of students, staff, event officials or sponsors of interscholastic activities.
   1. Spectator Conduct. The following expectations regarding spectator conduct at all TVYFL sanctioned events, including regular and post season competition, are provided. Those violating or threatening to violate the following League rules or site management spectator conduct expectations, may be ejected from the premises, issued a trespass citation, excluded from sanctioned activities temporarily or permanently and/or referred to law enforcement officials.
      1. All cheers, comments and actions shall be in direct support of one's team. No cheers, comments, or actions shall be directed at one's opponent or at contest officials. Some examples or unacceptable conduct include but are not limited to: disrespecting players by name, number or position; negative cheers or chants; throwing objects on the playing surface; use of derogatory or racially explicit language; discriminatory harassment or conduct that creates a hostile environment that is disruptive to the educational environment.
      2. Spectators shall not be permitted to use vulgar/offensive or racially/culturally insensitive language or engage in any racially/culturally insensitive action.
   2. Sportsmanship Violations/Penalties. When the coaches, players, staff or spectator of any member engage in unsportsmanlike conduct, discriminatory harassing behaviors, act in a manner disruptive to the environment, or cause disorder or infliction of damage to persons or property in connection with any contest or championship sponsored by this League, the Board may treat such acts as a violation by the member of the League Operations and the member shall be subject to penalty. Penalties may vary depending on the actions taken by the member after the event as it relates to trespassing spectators involved, removing player/coaches from the team for a period of time, requiring additional education/training etc. Upon a ruling by the Co-Division Presidents or Board the member may be subject to probation, required plan of action, forfeitures, fines, suspension of membership or expulsion from the League as determined by the Board. The Board may determine that no penalties are necessary when an incident has been handled appropriately and in a timely fashion by the member.

## Q&A

|  |  |
| --- | --- |
| **Q** | Is the host school exclusively responsible for crowd control? |
| **A** | No. While the host school for any activity must assume a primary responsibility for the physical management of the activity, including providing for crowd control, this is a mutual responsibility. The visiting school also must take such measures as are necessary to ensure proper behavior on the part of its own students and fans. |
|  |  |
| **Q** | May home team schools display signs and/or banners at their home venues? |
| **A** | Yes, home team schools may display “permanent” signs and/or banners that are positive / supportive at their home venues. Examples are welcome signs, in-season rosters, league banners, league / state championship banners and sportsmanship banners. |
|  |  |
| **Q** | Are “run through” signs allowed? |
| **A** | Yes, so long as the message is positive/supportive. |
|  |  |
| **Q** | May visiting schools bring signs and/or banners to hang at the host school’s venue? |
| **A** | No |
|  |  |
| **Q** | May spectators have signs at events? |
| **A** | Spectators are not permitted to have signs or banners larger than 8 1/2 by 11 inches. "Fathead" type items are considered signs and shall not be larger than 8 1/2 by 11 inches. Spectators are required to wear shirts. |
|  |  |
| **Q** | May a spectator use an artificial noisemaker? |
| **A** | No, spectators are not permitted to have artificial noisemakers. Some examples of artificial noisemakers are: Thunder Stix, cowbells, clappers and air horns. |
|  |  |
| **Q** | May a school use an artificial noisemaker at specific times during athletic events? |
| **A** | In limited cases, yes. An example of an allowable use of artificial noisemakers by a school would be the firing of a cannon or the ringing of a bell after a touchdown is scored. |
|  |  |
| **Q** | May spectators use small, handheld megaphones? |
| **A** | Yes, provided they are not electric. Only cheerleaders are allowed to use large megaphones. Neither cheerleaders nor spectators may use megaphones for banging on the floor or bleachers. |
|  |  |
| **Q** | May spectators have oversized foam fingers at athletic events? |
| **A** | Yes, they are allowed so long as they are not blocking spectator viewing. |

## SIDELINE CONTROL

1. The sidelines are reserved for players, coaches, and authorized team personnel only. Sidelines are specifically for medical personnel and chain crews only. At no time should parents and/or spectators be allowed to stand directly in the area designated for the above. The following individuals are allowed on the sidelines:
   1. Coaches who are listed on the team roster
   2. Chain Crew for visiting teams
   3. The photographer will be allowed on the sideline area or spectator locations.
   4. Play Plotter (no more than x)
2. At no time shall any individual other than the Head Coach speak with an Official on the field of play or a member of the opposing team
   1. If anyone outside of the Head Coach speaks to an official on the field or opposing team participant, it will result in an Unsportsmanlike Conduct call against the team. Continued infractions will lead to ejection from the game and additional penalties as defined under Ejections.
   2. Foul language, threats or aggression directed toward the coach, official, player or even another parent. Providing excessive instruction or coaching from the sidelines. Often, in contrast to what the child's coach has instructed, generating confusion and embarrassment for players.

# TITLE 11: SCHEDULING

1. All regular season games, regardless of the opponent, count in the standings of the division(s) in which both teams are playing.
2. Unless later afternoon or evening games are scheduled, reasonable efforts will be made to schedule the younger grade levels first and older players later at any game site.
3. Scheduling for TVYFL Divisions Games will utilize this section in developing the annual game schedule.

## TEAM/PLAYER COUNTS, FIELD AVAILABILITY

1. To get the season’s schedule out in a timely manner, all team numbers, field availability, and player counts for all grade levels must be turned into the Scheduler by August 1st. These will be the player count used for scheduling that season.
   1. Failure to do so will result in fines to the Member Association of $250 and possible Association teams not being scheduled for that season.
   2. Any material changes to team counts, field availability, and player counts that affect the schedule will also result in a fine to the Member Association of $250.

## DIVISION DEFINITION 5TH – 6TH GRADE

1. Scheduling for 5th -6th Grade teams and creating annual competitive divisions, the TVYFL will prioritize scheduling by the following criteria:
   1. Teams will be assigned for divisions by OSAA Conference as much as possible to create a division. Where there are not enough teams from different associations in each OSAA Conference to fill the division, teams will be brought in first based on proximity, second by scheduling necessity.
   2. Teams will be assigned for scheduled games first by assigned division, second by out of division by proximity and third by out of division by scheduling necessity.

## DIVISION DEFINITION JV, BLEND & VARSITY

1. When scheduling for JV, Blend, and Varsity teams and creating annual competitive leagues, the TVYFL will prioritize scheduling by the following criteria:
   1. Teams will be assigned divisions by number of players registered for each association. All 7th graders will be counted towards JV team placement; all 8th graders will be counted towards Varsity team placement.
   2. Teams will be assigned for scheduled games first by assigned division, second out of division by scheduling necessity.
   3. Blend divisions will be assigned based on number of 8th grade players registered on each team. Geography will be second criteria for division assignments for the Blend level.
2. On an annual basis, the Bylaws Committee will consider realignment of divisions based on individual and collective requests from member associations. The Bylaws Committee will make an annual recommendation on assignment of divisions to the Board of Directors for ratification.

# TITLE 12: PLAYOFFS

1. Playoffs will be conducted the first and second weeks immediately following the regular season for all JV, Blend, and Varsity Divisions using TVYFL regular season rules except for the Kansas Plan as detailed in the bylaws.
2. JV Playoffs
   1. Playoffs for JV will be between two (2) divisions in the same conference and take place in two (2) flights:
      1. Gold – #1 and #2 seeds from each division
      2. Silver – #3 and #4 seeds from each division
      3. The pairing for the first-round games in each bracket will be:
         1. #1 seed from Division A vs. #2 seed from Division B
         2. #2 seed from Division A vs. #1 seed from Division B
         3. #3 seed from Division A vs. #4 seed from Division B
         4. #4 seed from Division A vs. #3 seed from Division B
      4. The winner of the first-round games will play in their bracket (Gold or Silver) championship the follow week.
   2. Division Matchups (Note: These may change each season due to team counts or as other situations arise):
      1. Percich-Pacific (PP) vs. Montavon-Metro (MM)
      2. Montavon-Valley (MV) vs. Landry-Valley (LV)
      3. Percich-Valley (PV) vs. Harrison-Pacific (HP)
3. Varsity Playoffs
   1. Each division will be seeded based on strength of teams and will be decided by the Commissioner and Executive Board members if needed. The seeding within each bracket (Gold, Silver, Bronze, 4th) will be determined by the Commissioner and Executive Board if needed. There will be no re-seeding of brackets once the determination is complete.
   2. Brackets/Pairings:
      1. Gold – #1 and #2 seeds from #1 and #2 seeded divisions.
         1. T1D1 vs. T2D2
         2. T2D1 vs. T1D2
      2. Silver – #1 and #2 seeds from #3 and #4 seeded divisions.
         1. T1D3 vs. T2D4
         2. T2D3 vs. T1D4
      3. Bronze – #3 and #4 seeds from #1 and #2 seeded divisions.
         1. T3D1 vs. T4D2
         2. T4D1 vs. T3D2
      4. 4th Bracket – #3 and #4 seeds from #3 and #4 seeded divisions.
         1. T3D3 vs. T4D4
         2. T4D3 vs. T3D4
   3. The winner of the first-round games will play in their bracket (Gold, Silver, Bronze, 4th) championship the follow week.
4. Blend Playoffs
   1. Playoffs for blend will not be determined until after it is known how many teams / divisions will be participating. When those numbers are finalized, the executive board will send out playoff details.
5. Standings for seeding are based on the number of losses during the regular season. Losses are independent of “in division” and “out of division” games. Overall record of wins and losses determines seeding. If there is tie the tie breakers are as follows:
   1. Ties: The team with the lowest number of tied games will get the higher seed
   2. Head-to-head: The winner of any head-to-head meeting will get the higher seed.
   3. Coin Flip: The Member's Presidents will flip a coin to determine who gets the higher seed. If the seed in question is only the 4th and final seed, then the Coin Flip is not used, and a Play-In game is used to break the tie.
6. In case of tie for the last seed or seeds for the playoffs there will be a Play-In Game. The game will be on the Wednesday after the regular season at a site determined by the Executive Board:
   1. If there are only two (2) teams tied for the final seed, they will play a full Kansas Plan from the 25-yard line with each team granted the opportunity to possess the ball. The Kansas Plan continues until there is a winner. There is no Minimum Play Rule in effect.
   2. If there are three (3) or more teams tied for the final seed, they will play a Round Robin where each team will play each other using a full Kansas Plan from the 25-yard line.
      1. Each Kansas Plan continues until there is a winner for that game.
      2. After the Round Robin, if only one (1) team has most of the wins, they win the final playoff seed.
      3. If two or more teams have the majority of wins after the first round, then only those teams continue to another round until there is a winner.
   3. If there are two (2) playoff seeds at stake and there are three (3) or more teams tied, then they will play a Round Robin where each team will play each other using a full Kansas Plan from the 25-yard line.
      1. Each Kansas Plan continues until there is a winner for that game.
      2. After the first Round Robin, if a team has more wins than the rest, they will receive the higher available seed. The second-place team will receive the second playoff seed and the third-place team will receive the third playoff seed if available.
      3. If after the Round Robin, there are still ties for playoff seeds, but the number of eligible teams equal the number of playoff seeds, then head-to-head in the Round Robin will be used to determine the seeding. If the head-to-head cannot break the tie than a Coin Flip will be used to determine the seeding. A Coin Flip cannot be used to keep a team out of the playoffs, only to determine the playoff seeding.