

**Katy Youth Football
Administrative Rules and Guidelines 2011**

I.	Coaches	Pg. 1
II.	Football Players	Pg. 1
III.	Cheerleaders	Pg. 2
IV.	Duties of Coaches and Teams	Pg. 3
V.	Team Assignments	Pg. 5
VI.	Division Structure	Pg. 5
VII.	Play-Off Structure	Pg. 5
VIII.	Sponsorships	Pg. 10
IX.	Contact Information	Pg. 10

I. COACHES

1. Any person wishing to be considered as a head coach or assistant coach must submit an application of intention to coach to the KYF Board. All coaches must submit and pass a background check.
2. The KYF Board will approve all head coaches. The Board reserves the right to interview all new applicants for head coaches.
3. Board approval – for this case and others stated in the Rules – will be defined as a majority vote of at least a quorum of board members. Board members that coach teams in the division in question will not participate in the approval process.
4. All coaches and assistant coaches must conduct themselves in a sportsmanlike manner at all times and must teach clean, sportsmanlike football and cheerleading. The Board reserves the right to replace any head coach or assistant coach at any time for any cause upon majority vote by the Board.
5. Assistant coaches will be chosen after players and cheerleaders are assigned to teams. These coaches are to be either parents of team members or unassociated coaches. Transfer of players or cheerleaders out of their assigned team area for assistant coaches will not be permitted.
6. Coaches are prohibited from promising any prospective player or cheerleader that he/she will be assigned to a specific team.
7. At the discretion of the head coach, each team in the tackle division may choose to have up to 7 official coaches. The coaches must be identified at the beginning of the year. Teams **will not** be allowed to add coaches right before the Turf Bowl.
8. There will be a maximum of 7 registered coaches per team or squad. Only these 7 coaches will be allowed inside the coach's box on the sidelines during all football games. One of the five registered coaches must be a monitor and complete the KYF board approved play monitor sheet during games. The KYF Monitor Sheet can be downloaded from www.katyouthfootball.com/forms.html. Parents (including Team Mom) and all other spectators are forbidden from completing the play monitor sheet.
9. Each coach must wear KYF Board issued coach's sideline pass around their neck.

II. FOOTBALL PLAYERS

1. Players are to include students residing in the Katy or surrounding area and attending any public, private or home school at the time of registration. A player may not participate if the player is in a grade level above sixth grade.
2. All players must be registered through the office of the KYF Board to be assigned by the Board in accordance with the following rules. All applications must be signed by a Board member prior to the player beginning practice sessions.
3. All players must pay registration fees. The KYF board will review hardship cases.
4. Players will be assigned to a division according to their grade as follows:

Division	Grade	Game
Junior Flag	Pre K/K	Flag – non competitive
Mitey Mites	1 st	Tackle – 1 st year
Pee-Wee	2 nd	Tackle
Rookie	3	Tackle
Junior Varsity	4	Tackle
Varsity	5	Tackle
Senior Varsity	6	Tackle

5. At no time shall players be allowed to play down to a lower division.
6. Starting in Rookie players can request to play up to the next division, after receiving approval by the Board. Only players in 3rd grade or higher may request to play up, and they may only play up one division above grade level. Players in Pre K through 2nd grade

must play at grade level. The division directors and EBOD will render final decision on all requests to play up out of division.

7. Should there not be a sufficient number of players to field teams in the Rookie division, the players can be assigned to their Junior Varsity division teams, at which time the parents could then request a refund should they decide their child should not play in that division.
8. An **"Age Cap"** per grade for placement of football players is in effect for all Divisions. All Players are placed based on grade for the current season, with the exception of a player that exceeds their grade age cap. Any player exceeding their grades Age Cap must play "up" in the next division. This rule applies to new players only. Prior year players are "Grandfathered" and are excluded from this rule, unless that player opts out of their prior year team. In that circumstance a returning player loses their "Grandfathered" status and will be treated, for purposes of this rule only, as a new player. The Age Cap Guidelines are as follows:

Age Cap per Grade for Placement of Football Players ONLY

JR Flag - Pre-K & Kindergarten

- Player shall not be older than (6) years old on or before September 1 of current season.

Mitey Mite – 1st Grade

- Player shall not be older than (7) years old on or before September 1 of current season

PeeWee – 2nd Grade

- Player shall not be older than (8) years old on or before September 1 of current season

Rookie - 3rd Grade

- Player shall not be older than (9) years old on or before September 1 of current season

JR Varsity - 4th Grade

- Player shall not be older than (10) years old on or before September 1 of current season

Varsity - 5th Grade

- Player shall not be older than (11) years old on or before September 1 of current season

SR Varsity- 6th Grade

- Player shall not be older than (12) years old on or before September 1 of current season

***PLAYERS THAT EXCEED THE AGE CAP HAVE TO MOVE UP TO THE NEXT DIVISION**

9. No player shall be younger than four (4) years old by September 1st.
10. Seventh (7th) graders shall not be allowed to participate in KYF football.
11. All players must be completely uniformed for all contact practices and games – both flag and contact. A tackle division uniform consists of helmet, mouthpiece, jersey, shoulder pads, pants with hip pads, thigh pads, kneepads and shoes. A Junior Flag division uniform consists of jersey, pants, flags, and shoes. Shoes may be baseball, soccer, or

football shoes with canvas or leather tops. All players must wear shoes. Molded rubber-cleated shoes and detachable or screw-in cleats will be allowed. Metal cleats of any kind, open heel and/or toe shoes are prohibited. Helmet visors must be clear; player's eyes must be visible.

- 12. All players must use mouthpieces on the field of play and during practice at all times. In Junior Flag divisions, absolutely no lanyards – or other items worn around the neck of players – will be allowed during games or practices.**
13. No player will practice or play with any other team or league than his own official team. Under no condition shall any player practice or play with two teams after opening day.
14. Every player is expected to maintain a sportsmanlike manner at all times. Fighting will not be tolerated. Unsportsmanlike conduct by a player is subject to Board review and could result in a one or more game suspension.
15. No refunds will be given unless a team cannot be formed for said age group.
- 16. Each player's football helmet must be NOCSAE approved.**

III. CHEERLEADERS

1. Cheerleaders are to include students residing in the Katy or surrounding area and attending any public and/or private school at the time of registration. A cheerleader may not participate if the cheerleader is in a grade level above sixth grade.
2. All cheerleaders must be registered through the office of the KYF Board to be assigned in accordance with the following rules. All cheerleaders must be registered prior to the cheerleader beginning practice sessions.
3. All cheerleaders must pay registration fees. The KYF board will review special needs cases.
4. Siblings of football players shall be assigned to teams at the discretion of the Cheerleader Directors. All cheerleaders will be assigned to a division with minimum and maximum squads according to their grade as follows:

Division	Grade	Minimum/Maximum	
Junior Flag	Pre K/K	4	17
Mitey Mite	1	4	17
Pee-Wee	2	4	17
Rookie	3	4	17
Junior Varsity	4	4	17
Varsity	5	4	20
Senior Varsity	6	4	20

5. Minimum age for a cheerleader is four (4) years old. A parent or guardian MUST be present for all activities with children younger than six (6) years old.
6. No cheerleader shall be older than twelve (12) years old on or before September 1 of the current season.
7. Seventh (7th) graders shall not be allowed to participate in KYF cheerleading.
8. A copy of a birth certificate or acceptable proof of age and a report card will be required. The only exception regarding a report card is when a child is being home schooled or has not entered kindergarten.
9. All cheerleaders must be completely dressed in KYF provided uniforms to participate in performances/games.
10. During games, all cheerleaders are to stay within the KYF designated area on the sidelines, remaining within the 20-yard line markers.
11. During halftime, all cheerleading activities will be limited to five (5) minutes, after which each cheerleading team will greet their opponents. The home team shall initiate these activities.
12. Every cheerleader is required to maintain a sportsmanlike manner at all times. Fighting will not be tolerated. Unsportsmanlike conduct of a cheerleader is subject to Board review and could result in a one or more game suspension.

13. The cheerleader coach(s) will be responsible for conducting all cheerleader practices.
14. No refund will be given unless a squad cannot be formed for said age group.
15. Cheerleaders performing stunts — under their coach's supervision and at their own risk — such as a pyramid should not exceed a height of 2 person(s) tall. NOTE: The league strongly recommends and promotes safety for all players/cheerleaders registered in Katy Youth Football.

IV. DUTIES OF COACHES AND TEAMS

1. All coaches must have a meeting with parents before the season starts. A Board member will be available for the meeting, if desired.
2. As part of the meeting, coaches shall discuss topics as outlined in KYF Parent Meeting Guidelines posted on the "forms" page of the KYF website.
3. Upon a date to be determined by the Board, all coaches will collect current report cards, progress reports, or class schedules from players to verify that the school they currently attend and the grade they are in are the same as what was stated on their league registration form. Varsity and Senior Varsity coaches will also collect birth certificates to verify that no player is 13 years of age as of September 1 of the current season. These documents will be turned in to the respective division director for review. After review, said documents will be returned to the coach's possession to be returned to the player. Any player that does not turn in the necessary documents will not be allowed to play. Coaches found to either not have these documents, or to be playing an illegal player will be subject to punishment up to a lifetime suspension from participation in KYF activities. A team found in violation will be subject to punishment up to a forfeiture of all of the current season's victories.
4. No coach is allowed to practice any player or cheerleader with his/her team that is not assigned to his/her team or squad.
5. There shall be no smoking, tobacco chewing, or drinking of alcoholic beverages on the field of play during practice or games. Tobacco, alcoholic beverages and drugs are not permitted on any KISD premises at any time per KISD policy. KYF agrees with and supports KISD policy in this matter. This policy also applies to other KYF events, or any premises in which official KYF activity is conducted.
6. ANY PERSON SUSPECTED TO BE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS WILL BE REQUIRED TO LEAVE THE KISD PROPERTY OR OTHER KYF USED PREMISES. Any coach who is suspected to be under the influence of alcohol or drugs at any game or practice shall be subject to Board disciplinary action up to and including removal as coach.
7. All coaches and fans are expected to exhibit appropriate behavior while at KYF games, i.e. no cursing, obscenities, or otherwise unsportsmanlike conduct. Vulgar language is strictly prohibited. Coaches are expected to encourage and enforce this behavior among their players, cheerleaders and parents.
8. Unsportsmanlike conduct of a coach or spectator is subject to review by the President, VP Football Operations, and the Divisional responsible for that division. Disciplinary action may result in a one or more game suspension.
9. No pets are allowed anywhere on KISD property or other KYF premises.
10. Football coaches shall not teach the side body block. This shall not apply to line blocking.
11. Coaches, players, and cheerleaders shall remain within the 20-yard line markers during the playing of games. All fans must stay behind the line or cones marking 3 yards back from the sideline. No one other than Flag, PeeWee, and Rookie coaches that are on the field of play will be allowed in or around the end zone area. This rule applies to all spectators, players and coaches — not just those associated with the game in progress.
12. All head coaches have the responsibility of ensuring any and all assistant coaches, players, cheerleaders, and fans do not bring discredit to their team by word or action, such as use of foul language, playing dirty football, or participating in unsportsmanlike cheers.

13. The Head Football Coach is responsible for ensuring that NO music is to be played during a game. Music may be played before the start of a game, during halftime and at the conclusion of the game. "Radio edit" music only. Absolutely no explicit lyrics are allowed.
14. Loud speaker/megaphone announcements and/or play-by-play of any sort during any game are prohibited.
15. It is recommended that all coaches inspect players or cheerleaders equipment to be sure it is of sufficient quality to be safe and protective.
16. All coaches shall assume their share of responsibility of the football and cheerleading program and assist in acquiring sponsors, or any fund raising project approved by the Board.
17. Home teams of the first scheduled game for each Saturday are responsible for setting up yard markers, first down chains, and garbage cans for their respective fields. Home teams are listed *last* on all game rosters and the game day boards.
18. Home teams of the last scheduled games are responsible for collecting all yard markers, first down chains, and garbage cans and positioning on the sideline near the 50 yard line. All teams are responsible for cleaning their respective sidelines at the conclusion of their games.
19. Each team will provide personnel to staff a three-person chain and down marker crew for the game. The three-person crew will consist of two members from the home team and one from the visiting team. The chains and down markers will be run from the home team's sideline.
20. Coaches, referees, and Board members are responsible for enforcing all standards of conduct.
21. Only Jr. Flag, Mitey Mite, Pee-Wee and Rookie football coaches are allowed on the field of play. Two coaches are allowed on the field in Jr. Flag and Mitey Mites, one coach is allowed on the field in Pee-Wee & Rookie. Rookie coaches must coach from the sideline beginning the third week of the season. When on the field, coaches **cannot** diagnose plays or call adjustments. When on the field, coaches **must** be silent after the offense breaks the huddle and until the play is over. Referees will warn the coach of the first offense. Referees will impose a team unsportsmanlike conduct penalty on the second and all subsequent offenses.
22. Use of cellular phones, hand held radios, "walkie-talkies", or any other personal portable communications devices to communicate with coaches or individuals either on the field, on the sidelines, or in the stands is prohibited.
23. The head coach is responsible for having a representative of his/her team attend each coaches meeting or team mom meeting that is called by the Board. Football and cheer meetings may be held separately. Attendance is required.
24. The head football coach is responsible for ensuring each player will play 6 downs per half for a total of 12 downs during each game. Consequences are as follows: 1st Offense – 15 yard penalty, 2nd Offense – 1 game suspension of the Head Coach and removal from KISD property or other KYF premises, 3rd Offense – Removal of Head Coach. The consequence for this infraction in a playoff or championship game is forfeiture. ALL exceptions to the minimum play rule must be determined by the head coaches and monitors PRIOR to the start of the game, and must be shared with the opposing coach and initialed by all parties on the monitor sheet. Acceptable exceptions include:
 - Illness.
 - Disciplinary action due to missing practice during the preceding week. Disciplinary action can include not starting individuals; withholding play for several downs; series of downs, or entire quarters of play; or conditions warranting, suspending the individual from play for the entire game.
25. One coach must be assigned to complete the game's KYF board approved play monitor sheet. The form can be downloaded from www.katyouthfootball.com/forms/Monitor_Sheet.doc. Only the top section (with exception of score), player names and numbers, and game notes/comments are allowed to be filled in prior to game start. The team must have the KYF board approved monitor sheet available at all times for review by league officials or referees. Each team must have the signature of an attending referee,

opposing team Head Coach, and opposing team Monitor Coach and the final score after each game. Completed monitor sheets must be turned into the board tent at end of each game. Failure to have the monitor sheet readily available, turned in after the game, or the sheet being pre-populated with play time could result in forfeiture of the game.

26. The league chain of communications should be followed for all items requiring resolution. The chain is as follows:

Players

Parents
Coaches
Head Coach
Division Director
VP Football Operations
President

Cheerleaders

Parents
Coaches
Head Coach
Division Director
VP Cheer
President

V. TEAM ASSIGNMENTS

1. All team assignments are based on the area the player resides in and the school they attend. Private schooled and home schooled children will be placed on teams according to the public school they would attend.
2. Returning players and cheerleaders shall return to their previous team unless they were placed completely out of their area and need to return for convenience.
3. Placement priorities are as follows:
 - Returning players and cheerleaders are protected to return to their original team until the end of the second physical (Walk in) registration date. The Board reserves the right to extend this deadline as it sees fit to facilitate registration. Any extension will apply league-wide and the new deadline will be issued as a public announcement.
 - All other players and cheerleaders are assigned to a team in the order in which their completed application was received.
 - Returning players and cheerleaders lose priority status after the second official walk-in registration date, or other date determined and communicated by the Board, and will be assigned according to team member and division requirements.
 - Considerations will be given to families consisting of players and cheerleaders with every effort being made to place children on the same team, with the division of the football player taking precedence.
4. Players will be assigned to a team by the Division Directors and the Executive Committee in accordance with the League team assignments.
5. A returning player or cheerleader may change teams prior to the start of the season. Their placement will be treated as if they are a new player to the league and will be governed by existing League rules. Players **will not** be allowed to choose the team they are assigned.
6. Requests by new or returning players to be placed on specific teams will not be honored. Their placement will be governed by existing League rules. Specifically, carpooling and the player's parent volunteering to be an assistant coach will not be accepted as reasons for team placement.

- All teams in any division shall have a minimum number of players including if applicable, the expansion team, before a new team can be formed. The suggested minimum and maximum number of players per team shall be as follows:

Division	Minimum	Maximum
Junior Flag	13	16
Mitey Mites	13	18
Pee-Wee	16	22
Rookie	16	22
Junior Varsity	16	22
Varsity	16	22
Senior Varsity	16	22

- Section V, rule 2 (“grandfather clause”) and any other Board approved circumstance takes precedence over team maximum as long as these situations are in effect.

VI. DIVISION STRUCTURE

- 7 Teams or less: One conference will be formed.
- 8–14 Teams: Two conferences will be formed.
- 16–22 Teams: Two conferences will be formed. Each conference will be further divided into two sub-conferences.

VI. PLAY-OFF STRUCTURE

- The winner of tie games during playoffs will be determined as follows:
 - Coin toss to determine ball possession or field position. The team that receives field position will select which end of the field will be used for the match up. The same end of the field will be used by both teams for the duration of the tiebreaker play (both teams will run plays at the same end of the field).
 - Referees will place the ball on the 10 yard line. The team with possession gets four (4) downs to score. The opposing team will then get four (4) downs to score. This rotation will continue until someone scores, with both teams having equal opportunity to score.
 - Sudden death IS NOT in effect. If the possession team (team that was awarded first possession) scores, the opposing team then has the opportunity to score. If the opposing team does score, play continues in this fashion. If the opposing team does not score, the possession team wins.
 - Attempts for extra points after scoring are the same as regular play and are not against the four play rule.
 - All penalties will be assessed under the same rules of regular play.
- Playoff structure will be determined by the total number of teams in each age division. (As outlined in the following sub-sections A, B, and C.)

A. 7 teams or less- One conference will be formed.

Tackle Divisions, not including Mitey Mites

- Six teams will make the playoffs.
- The top two seeds will receive a bye for round 1. The round 1 playoff games will have the third seed play the sixth seed and the fourth seed play the fifth seed. The highest surviving seed after the round 1 games will then play the second seeded team and the lowest surviving seed will play the first seeded team in round 2. The winners of the round 2 games will meet in the championship game. The board reserves the right to cancel the round 1 games if that week is needed

to complete rained out regular season games. If Round 1 is cancelled, only the top four seeds will make the playoffs.

- Seeding will be determined by the best won-lost-tied percentage in the single conference.
 1. Best won-lost-tied percentage
 2. 2nd best won-lost-tied percentage
 3. 3rd best won-lost-tied percentage
 4. 4th best won-lost-tied percentage
 5. 5th best won-lost-tied percentage
 6. 6th best won-lost-tied percentage

Note: Tie games count as one-half win and one-half loss for both teams.

Mitey Mites Division

- Four teams will make the playoffs.
- The round 1 playoff games will have the first seed play the fourth seed and the second seed play the third seed. The winners of the round 1 games will meet in the Championship Game. The board reserves the right to cancel the round 1 games if that week is needed to complete rained out regular season games. If round 1 is cancelled, only the top two seeds will make the playoffs and they will meet in the Championship Game.
- Seeding will be determined by the best won-lost-tied percentage in the single conference.
 1. Best won-lost-tied percentage
 2. 2nd best won-lost-tied percentage
 3. 3rd best won-lost-tied percentage
 4. 4th best won-lost-tied percentage

Note: Tie games count as one-half win and one-half loss for both teams.

If, at the end of the regular season, two or more teams finish with identical won-lost-tied percentages, the following steps will be taken to determine seeding.

Two teams:

1. Head-to-head (best won-lost-tied percentage in games between the teams).
2. Strength of victory (higher winning percentage of opponents that were beaten)
3. Coin toss.

Three or more teams:

(Note: If two teams remain tied after third or other teams are eliminated during any step, tie breaker reverts to step 1 of the two-team format).

1. Head-to-head (best won-lost-tied percentage in games among the teams)
2. Strength of victory (higher winning percentage of opponents that were beaten)
3. Coin toss.

B. 8-14 teams- Two Conferences (e.g. AFC/NFC) will be formed.

1. 8 teams: Two conferences of 4 teams each will be formed.
2. 10 teams: Two conferences of 5 teams each will be formed.
3. 12 teams: Two conferences of 6 teams each will be formed.
4. 14 teams: Two conferences of 7 teams each will be formed.

Tackle Divisions, not including Mitey Mites

- Eight Teams will make the playoffs - 3 teams from each conference and two wild card teams from either conference. The 2 wild card teams can come from any conference and will be awarded to the top two teams that did not win one of the top 3 spots in their conference.
- The top 3 teams from each conference are selected by best won-lost-tied percentage, if tied – Head to Head, if tied – conference record – if tied – strength of victory (Higher winning percentage of opponents that were beaten) – if tied – coin toss.
- Wild card teams can come from either conference are selected by best won-lost-tied percentage, if tied – Head to Head, if tied – conference record – if tied – strength of victory (Higher winning percentage of opponents that were beaten) – if tied – coin toss.
- The board reserves the right to cancel the round 1 games if that week is needed to complete rained out regular season games. If round 1 is cancelled, only the top two teams from each conference will make the playoffs.
- These 8 play-off qualified teams will then be seeded by overall record, if tied, head to head, if tied, conference record (within their own conference), if tied, strength of victory, if tied - coin toss – for the play-offs
 - 1 seed will play 8 seed
 - 2 seed will play 7 seed
 - 3 seed will play 6 seed
 - 4 seed will play 5 seed
 - Winner of 1 vs. 8 will play winner of 4 vs. 5
 - Winner of 2 vs. 7 will play winner of 3 vs. 6
 - Winners of second round will meet in Turf Bowl

Note: Tie games count as one-half win and one-half loss for both teams.

Mitey Mites Division

- Four teams will make the playoffs, 2 teams from each conference.
- Top 2 teams from each conference will be decided by overall record, if tied, head to head, if tied, conference record (within their own conference), if tied, strength of victory, if tied - coin toss – for the play-offs
- These 4 play-off qualified teams will then be seeded by overall record, if tied, head to head, if tied, conference record, if tied, strength of victory, if tied - coin toss – for the 4 play-off spots.
 - 1 seed will play 4 seed
 - 2 seed will play 3 seed
 - Winner of 1 vs. 4 will play in Championship Game
 - Winner of 2 vs. 3 will play in Championship Game

Note: Tie games count as one-half win and one-half loss for both teams.

C. 16-22 teams- Two Conferences will be formed. Each conference will be subdivided into two separate divisions, North and South, creating a total of four divisions. There will be a minimum of 4 teams per division.

- 16 teams
 - Two Conferences- 8 teams each (8, 8)
 - Four Divisions- 4 teams each (4, 4 and 4, 4)
- 18 teams
 - Two Conferences- 9 teams each (9, 9)
 - Four Divisions- two with 5 teams, two with 4 teams (5, 4 and 5, 4)
- 20 teams
 - Two Conferences- 10 teams each (10, 10)
 - Four Divisions- five teams each (5, 5 and 5, 5)
- 22 teams
 - Two Conferences- 11 teams each (11, 11)
 - Four Divisions- two with 6 teams, two with 5 teams (6, 5 and 6, 5)

Example:

Number of total Teams formed	# Teams in NFC North	# Teams in NFC South	# Teams in AFC North	# Teams in AFC South
16	4	4	4	4
18	4	5	5	4
20	5	5	5	5
22	5	6	6	5

VIII. SPONSORSHIPS

Please see the KYF sponsor sheet handout for details.

IX. CONTACTING KATY YOUTH FOOTBALL

Questions about league activities, rainouts, or information requests should be directed to the league website – www.katyyouthfootball.com. We offer a staffed phone system to leave message and receive pre-recorded information (713) 331-1907.