



MAINE YOUTH FOOTBALL LEAGUE

By-Laws

Article 1: CONSTITUTION

Item A: The Entity

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

Item B: Intentions

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

Item C: Area of Operation

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

Item D: Area of Responsibility

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

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

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

Article II: ORGANIZATION STRUCTURE

Item A: Executive Board

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

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Athletic Coordinator
6. Trustee
7. Director of Communications

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

Item B: Board

The MYFO shall consist of the Executive Board plus one (1) representative from each Team. The Executive Board will present a slate of officers, which will be elected by a majority vote of the Board of Directors. The Team representatives will head up and participate in various sub committees as needed and appointed by the Board President. All members are required to attend every meeting. Two consecutive absences, without prior notification and substitution will result in removal from the Board. It will be the responsibility of the town board to find and send a replacement, to fill a vacancy.

Item C: Meeting

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

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

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

Item D: Quorum

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

Item E: Amendments

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

Item F: Board Membership

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

Article III: BY-LAWS

Item A: League Membership

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

1. Pay dues,
2. Send Board representation,
3. Abide by the By-Laws,
4. Provide a roster,
5. A three-year commitment, and
6. Each Team will provide a JV Squad and a Varsity Squad.

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

Item B: Executive Board Duties

1. Give suggestions to possible by-law changes,
2. Insurance for the Board and Team Umbrella policy,
3. Draft game day rules and present to the Board for vote,
4. Present a budget to the full Board by the annual meeting,
5. Obtain Referees and ensure they are scheduled for all games,
6. Schedule games and events,
7. Coordinate the annual Harvest Bowl,
8. Make sure Head Coaches are trained by NYSCA coaching standards, and
9. Verify all Team rosters to meet MYFO rules and regulations.

Item C: Officers Duties

The President Shall:

1. Preside over all meetings.
2. Call all meetings of the MYFO Board.

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

The Vice President shall:

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

The Treasurer shall:

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

7. A dual accountability system to be instituted for all cash received.
8. Monthly bank statements to be reconciled monthly.

The Secretary Shall:

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

Item D: Dues

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

Item E: Meeting Order

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

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

Article IV: Rules

Item A: Registration of Teams

1. All member communities must submit to “MYFO Office” the number of Teams they plan to field by August 1st. *Amendment April 2011*
2. If a player chooses to play football on a MYFO participating Team, that player must live / reside in that specific community.

Exception #1: Special consideration may be given to a player that resides in one participating community, but attends school in another participating community. In such a case, permission must be granted by the MYFO President / Director of both communities with final approval from the MYFO President. If permission is not granted, that player must play for their home town, or be ruled ineligible to participate. Once a player has been granted permission to participate in a program, it is not required to petition to remain on the Team for the remainder of his enrollment in MYFO.

Exception #2: If the player resides in a community that is not a participating community (MYFO). Special permission must be granted by MYFO President prior to allowing the player to register and participate in the league.

Exception #3: Any requests for player movement not specifically mentioned in Exception #1 and Exception #2 must have approval form the MYFO League President.

Amendment April 2011

Item B: Grades

1. All kids in 1, 2, 3, 4, 5 and 6 grades are eligible to participate. *Amendment April 2011*
2. Twelve year-olds are eligible to participate provided they do not turn 13 prior to December 1st of the current year. *Amendment April 2011*

Item C: Teams

1. League will be comprised of local area town Teams.
2. Teams will be organized in accordance with Team size. Teams will have a maximum of 40 players and a minimum of 25 players grades 4-6.
 - A single Team is made up of both a Varsity Squad and a JV Squad.
 - JV Squads are made up of 4th and 5th graders.
 - Varsity Squads are comprised of 5th and 6th graders.

- 5th Graders are eligible to play on both Varsity and JV Squads, and are to be included on both rosters.

Amendment April 2011

3. The Executive Committee will review any requests to deviate from the Team structure, and may grant permission to do so. *Amendment April 2011*
4. Once the season starts a player cannot change Teams.
5. A player cannot be added to the Team once the first game of the season starts. Only by approval of the Executive Board, by majority vote. The President of the town must be the person to contact the President of the MYFO, to make the request to add a player to a Team.
6. Any player in the 5th grade that is 12 years old must have the permission of the opposing Squad's coach to play in the JV game prior to the game.

Item D: Equipment

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

Item E: Rules and Regulations

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

Item F: Preseason Practice

Sub item 1: No practice may commence prior to August 1 of the current season. However, all members must commence by the third Monday in August.

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

Item G: Practices

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

Item H: Coaches

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

Item I: Conferences and Divisions

1. MYFO will be comprised to two Conferences – the Western Conference and the Coastal Conference.
2. Each Conference will have two divisions – a North Division and a South Division.
3. Conferences and Divisions will be established based on geographic proximity of the member communities.
4. Conferences and Divisions may be adjusted from year-to-year with the geographic location and the number of Teams participating considered.
5. Conferences will hold Divisional Harvest Bowls with the Divisional Champions playing for the Conference Championship.
6. Conference Champions will play in the State Championship Game.
7. In reference to items 1-6, the Executive Board has the authority to modify the format of any post season play based on the number of Teams participating in post-season play.

Amendment April 2011

Item J: Game

1. Both the Varsity and JV games will have 8-minute quarters, with stop time.
2. In JV games, Squads will not change ends of the field at the end a quarter, bill will change ends of the field at the beginning of the second half. *Amendment April 2011*
3. During the Varsity game, one Coach will be allowed on the field. They cannot be more than five yards from their sidelines.
4. For JV games, up to two Coaches will be allowed on the field and must be positioned behind the offensive and defensive line, in such a manner, not to interfere with the field of play.
5. Overtime will be played by Varsity Squads only. Overtime period will consist of each Squad having four plays from the ten-yard line. Whoever scores the most points wins. There will be a limit of 2 over times.

6. A player who plays in two or more quarters (playing in one play constitutes playing in that quarter) at a skill position in the Varsity game may not play a skill position in the JV game. Any player who plays in two or more quarters (playing in one play constitutes playing in that quarter) at a skill position in four or more regular season Varsity games may not play a skill position in the JV Harvest Bowl or State Championship. Each JV Squad will supply the President of the MYFO with a list of players who are ineligible to play in the JV Harvest Bowl and State Championship at a skill position pursuant to this rule at least 3 days prior to the JV Harvest Bowl and supply this list to each Squad it plays in the JV Harvest Bowl and State Championship prior to the game. For the purposes of this rule, a “skill position” is defined as quarterback, tight end, running back or wide receiver.

Item K: Weight Rule

1. Varsity: No one weighing more than 135 lbs. may be in the offensive backfield or run the football. An end weighing more than 135 lbs. may receive a pass that crosses the line of scrimmage.
2. JV: No one weighing more than 115 lb. may be in the offensive backfield or run with the ball or receive a pass.
3. Prior to the start of the season, Teams will be required to weigh their players in the presence of a MYFO approved official. The player’s name, jersey number and weight will be submitted to the “League Office” and distributed to all Teams. This will be required for all JV and Varsity players. Players will be weighed in full uniform without helmet.
Amendment April 2011

Item L: Game Rules for Varsity and JV

Sub Item 1 - Ejection’s: Coaches ejected from a game will be suspended for the next game. Coaches ejected twice will be suspended for the remainder of the season.

Players ejected from a game will not be allowed to play for the remainder of the day. The MYFO President must be notified of any ejection. *Amendment April 2011*

Sub Item 2 - Kicking Game: Varsity: There will be a kicking game at the Varsity level for kickoffs with punting being optional. If you are to punt, you must declare it. If a punt is declared there will be no rushing the punter. Also, on declared punts all offensive linemen must be covered by a defensive lineman. A Coach has a choice to have a player kick or have the referee march the ball off 25 yards from the line of scrimmage. You cannot declare an automatic punt if the ball is inside the other Squad’s 40-yard line. If a punt is declared, there will no runoff of the game clock from the time the punt is declared. The clock is stopped at the time the punt is declared.

Sub Item 3 - Extra Points and Field Goals: The defense will be allowed to rush an extra point try. There will be no center snap of the ball. The holder will hold the ball in the air. Then the holder will use the cadence of “Down-Set-Hut” The defense can rush the kicker. If a Squad wants to attempt to kick the extra point, the PAT would be worth 1 point.

Sub Item 4 - JV Kicking Game: There will be no kicking game at the JV level. The Squad that wins the coin toss will start at their own 40-yard line.

If a punt is declared, the ball will be moved 25 yards. You cannot declare a punt if the ball is inside the other Squad's 40-yard line. If a punt is declared, there will be no runoff of the game clock from the time the punt is declared. The clock is stopped at the time the punt is declared.

Sub Item 5 - Line Splits: Offensive linemen must be lined up not more than fingertips to fingertips from tackle to tackle.

Sub Item 6 - Defensive Rules: Defensive Alignment: Players from tackle to tackle are to be lined up head to head. Linebackers inside the tackles are 5 yards back from the line of scrimmage at the snap of the ball. All other defensive positioning is at the discretion of the defensive Squad. A Squad violating these rules will be penalized 5 yards.

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

Sub Item 7 - Coaches / Players Box: Coaches / Players box is from the 25 yard line to 25 yard line. *Amendment 2010*

Sub Item 8 – JV Play Clock: There will be a 40 second play clock in the JV games. *Amendment 2010*

Sub Item 9 – Declaring Punts: On 4th down, the Squad in possession of the ball can use up the 25 second play clock before having to “declare punt” if they so choose. *Amendment 2010*

Item M: Pee Wee Football Rules

The Pee Wee Division will generally follow the same rules and guiding sportsmanship principles, which govern MYFO.

Sub Item 1 – Grades: Pee Wee football is for players entering the first, second and third grades only.

Sub Item 2 – Possession: The Game shall begin with a coin toss; the winning Team shall elect to play offense or defense for the first “possession”. Possessions shall begin on the 40 yard line, heading toward the closest end zone.

Each possession shall encompass eight (8) offensive plays. Should the defensive Team recover a turnover, the ball should be replaced at the 40 yard line.

Should the offensive Team recover a turnover, the ball will be placed at the site of the recovery.

Interceptions and fumbles may not be advanced.

Two possessions (16 offensive plays), shall be considered a half. It is the responsibility of the Coaches to make sure that plays take no longer than 45- 60 seconds to run.

Sub Item 3 – Game Officials: It is suggested, but not required that towns use officials provided by MYFO. The Home Team is responsible for paying the officials. If MYFO officials are not used, it is strongly suggested that two volunteer officials be used.

Sub Item 4 – Players On Field: Teams should have eleven players on the field at all times. In the event where a Team can only field 10, or 9 players, the opposing Team should agree to play 10-on-10 or 9-on-9 football.

Sub Item 5 – Injury: In the event of any injury, players must return to their respective huddles.

Sub Item 6 – Time Outs: A Team is allowed one time out per possession (offense / defense)

Sub Item 7 – Player Weight: A player weighing more than 90 lbs. may not play an offensive position where he or she can advance the football. Weight shall be determined prior to the start of the season, by weighing the player with full equipment, less the helmet.

Sub Item 8 – Defensive Alignment: Defensive linemen are required to line up head to head against the offensive linemen.

No defensive player shall line up over the offensive center.

Defensive ends may shade the outside shoulder of the end if desired.

All linebackers and secondary defenders must be five yards from the line of scrimmage at the snap. The only exception being if the ball is within the five yard line of the end zone and then the defensive players must no closer than 3 yards.

Sub Item 9 – Blitzing: No Blitzing allowed.

Sub Item 10 – First Graders: It is suggested that players in the first grade play at “low-vulnerability” positions.

Sub Item 11 – Bad Snaps Count: Bad snaps count as an offensive play.

Sub Item 12 – Coaches: Teams may have up to three coaches on the field. Coaches must remain clear of the players as not to interfere with the play. Each Team must have at least one Coach on the sideline as a Bench Coach.

Sub Item 13 – Post Season Play

Any “post season event” i.e. The Pee Wee Bowl should be played with a round robin schedule vs a championship tournament.

Rules for Bowl: Same as above except each Team will play 4 offensive plays followed by 4 defensive plays which will equals half of the game. This sequence will be repeated and that will be the game. Each game will last a maximum of 30 minutes. Coin toss determines possession at the beginning.

Amendment 2010