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I. TEAM ASSIGNMENT/CERTIFICATION

ROSTERS CERTIFIED WITH TUCSON YOUTH FOOTBALL & SPIRIT FEDERATION, INC.

It shall be the responsibility of the General Manager to prepare one (1) copy (**from the computer program, see page 4 Item 9**) of the team roster forms (player and spirit member) as provided by Tucson Youth Football & Spirit Federation. The team roster shall include players' names (**by league age starting with the oldest age**), players' addresses and zip codes, player's telephone numbers, players' birth date, league age, players' certified weight (rounded to the nearest full pound, a player weighing less than ½ pound above a full pound will be rounded down, while a player at or above ½ pound will be rounded up). The team roster shall also include names of all coaches, managers, water persons, trainers along with their address, zip codes and phone number. Water persons and trainers ages must also be indicated **The roster shall also indicate which person on the staff is the holder of a valid Red Cross-card (or its equivalent) Community CPR and First Aid Card.** (See Coaches Requirements, TYFSF Rulebook)

ROSTER SIZE

Tucson Youth Football & Spirit Federation, Inc., requires the following for team numerical size. Each team may have a maximum of thirty-five (35) players in each division. Each team must have at least twenty (20) players registered and certified as of the final day of certification, a date to be established by the Tucson Youth Football & Spirit Federation. A team which certifies the minimum number of players, but less than the maximum may add players until the maximum number of players is reached. If after the certification date, a team who has certified the maximum players loses players by reason of moving from one city to another, injury, or written withdrawal of parental consent to play in any association, the team may make an application to add players in compliance with this rule. The Certification Committee has the authority to approve or disapprove this application. Full substantiation must be furnished in the cases just mentioned, before consideration will be given.

DROPS AND ADDS: Tucson Youth Football & Spirit Federation, Inc., has established the following for Dropping a Team. See "Roster Size" above and TYFSF Polices page 10 of this Manual.

All paperwork (physicals, registration forms and rosters) for players and spirit squads must be completed and submitted by the first Federation Problem Resolution Committee meeting after the second scheduled game. **NO ADD ONS WILL BE ACCEPTED AFTER THIS DATE.** Any exceptions will be reviewed and approved or disapproved by the Federation Team Assignment and Certification Committee.

Player Certification and Player Documents. Each player and spirit member is required to submit to association officials the following forms and data:

- A. **Birth Certificate:** Proof of Age: A certified copy of the birth certificate on file bearing the seal of the issuing office of the state of birth is the best guarantee or reliability of claimed birth date. Passports are also reliable. Military ID cards are acceptable. Certified wallet-size certificates issued by a state or commonwealth are acceptable. Any other alleged "proof of birth date," "including photo copies of originals:" are to be accepted only upon the willingness of the team administration to have forfeited should fraudulent application later be determined. Once the player/spirit member's age has been verified, a copy of said document will be retained by the Federation. Said copy to be attached to the application that goes to the Certification Committee. Commencing in 1995, a copy of said documents is not required by anyone on a certified roster the previous year. **(Baptismal & hospital certificates are no longer acceptable.)**
- B. When the player/spirit member name on the team roster is other than that listed on a birth certificate a copy of a court order/document changing the name, copy of the marriage certification in the case of the mother remarrying, affidavit certifying that the player/spirit member is the one and the same, a statement signed by a school official, on school stationery or any other legal document which associates the player/spirit member in question as one and the same.
- C. **Participants Contract:** The football/spirit Application must be in the team's Business Manager's or staff member's possession at all times during any type of TYFSF function, practices, games, fund raisers, banquets, competitions, etc.

- D. **Verification of Forms:** The General Manager and/or Business Manager shall have the responsibility to check all forms for completeness. The General Manager and the Business Manager or two (2) association officials (members of the association's Executive Board, or Tucson Youth Football & Spirit Federation representative) shall have the responsibility of verifying (signing of the contract to
- E. **Picture ID:** A picture ID (photo) is required for all players and spirit members in all divisions, Flag, Mitey Mites through Sr. Midgets and unlimited weight. Each team is to have a photo roster on a ring, or in a binder, in the order of the roster for weigh-in and it is to be presented at weigh-ins at all games, season and post-season. Photographs will be supplied by the parent/guardian to the association
- F. **Scholastic Fitness:** Proof (copy of report card for previous year ending - must be for the entire year) of satisfactory progress in school is required. In cases of doubt or conflict of opinion, a written statement by the school administration shall be deemed final. **NOTE: This rule as it relates to scholastic grades may not be made more stringent by a team, or association.**
- G. **Weight Certification:** Each association's General Manager and a Tucson Youth Football & Spirit Federation Executive Board Member or Certification Committee Member shall conduct the certified weigh-in and shall verify such weight by their signatures on the appropriate form as provided by the Federation. Such certified weigh-in shall be conducted on a **DATE** established by Tucson Youth Football & Spirit Federation, Inc. NO Executive Board Member or Certification Committee Member shall weigh in his or her own association.

The certified weigh-in will be a stripped weigh-in, minimum clothing required for stripped weigh-in shall be athletic shorts. The Association's President or General Manager will take action to place the players in the proper division. Players not present at certified weigh-in, or late players shall be weighed on a date set by the Federation Certification Committee Chair. Associations will have their scales certified, unless it is digital prior to the established date for weight certification, with the Federation representative verifying such certification prior to commencing with the weigh-in.

- H. **Association's General Manager's Responsibilities.** Each Association's General Manager shall be responsible for conducting all Tucson Youth Football & Spirit Federation designated registrations and all additional registrations by the association. After each Tucson Youth Football & Spirit Federation or Association registration, weekly after the first day of practice, each Association's General Manager shall submit a fully completed Registration Roster to the Chairperson of the TYFSF Team Assignment and Certification Committee. It shall be the responsibility of the Association's General Manager to review all documents with each Business Manager to ensure completeness and that all rules are satisfied. These documents include:
1. Team Roster and Team Assignment Roster
 2. Registration Form
 3. Birth Certificate (copy)
 4. Physical Form (must have doctor's name stamped and/or printed on the physical form)
 5. Proof of Scholastic Fitness
 6. Any other documents that may be required

The Association's General Manager shall initial each Team Roster and shall submit all rosters on the date established by Tucson Youth Football & Spirit Federation to the Certification Committee along with one (1) copy of the player/spirit members registration form and retain for his/her records a copy of same, each Association's General Manager will retain possession of all registration forms until the team assignment is completed, and until those players registering after completion of the team assignment are placed on the appropriate teams according to rules herein. Registration Rosters are to

be completed and forwarded to the appropriate TYFSF Board official immediately following each registration.

Those teams that fail to certify on the date established by TYFSF Football Federation Certification Committee shall not be certified until after the first (1st) game of the season.

- I. **Certification Committee's Responsibility.** The Certification Committee shall have responsibility to review submitted team documents for completeness, and accuracy to assure that all rules are met. Once the Committee is satisfied all information is complete and meets all rules and regulations, the chairperson of the Certification Committee and/or designee will sign the copy of each team's roster and said signature shall signify a team as certified. The Certification Committee is responsible for certification of all initial rosters and all late certification. Certification forms of players certified after the team roster is Certified may be signed by a member of the Certification Committee and/or TYFSF Executive Officer. Copies will be made and distributed with a complete set of the Association's certified rosters to the Association's General Manager. Each team's Business Manager will receive a copy of their roster for their team to be used for purposes of weigh-ins.
- J. **Certification Procedures:**
1. Association certification dates will be two (2) days in August as determined by the Federation.
 2. Certification will take place at a location selected by Federation where a laptop and records can be brought .
 3. A Federation member of the Certification Committee and/or Executive Board will be present to monitor association certification, check paperwork, explain requirements, check boundaries, etc.
 4. A work copy of the computer program used by TYFSF will be provided to each association. The association will input roster data into the program which will check accuracy and proper placement.
 5. The Federation will input association data into the master program, which will again check for accuracy.
 6. Certified rosters will be provided by the Federation and signed off by the Federation.
 7. Incomplete or deficient association rosters, will be returned to the association for action.
 8. Associations not completing all requirements for certified rosters (see TYFSF Administrative Manual, page 3, - Those teams that fail to certify on the date....shall not be certified until after the first game of the season.”)
 9. Associations will need access to an IBM compatible computer and laser printer to be able to run the program. If you do not have access to the computer and printer needed, then you can do it manually and submit to the Federation for processing (doing the rosters on the computer) for which you will be charged.
- K. **Player Records Responsibility.** Copies of all Applications and team rosters shall be in the possession of the Business Manager or designee during all activities involving the team. As to the spirit squads, the coach or designee will be in possession of said documents.
- L. **Late Certification:** If a player is certified late, copies of the approved documents will be forwarded to all associations and the chairperson of the Certification Committee. The Business Manager will present this document, together with the team's Certified Roster to the opposing team manager at the time of the game weigh-in. A Certified weigh-in of a late player will be conducted by a member of the Executive Board of TYFSF after the first day the player reports to practice. Certification of a late player may be performed by

any member of the Certification Committee. Certification Committee members certifying a late player will sign and distribute the later certification player replacement forms provided by TYFSF.

PLAYER ASSIGNMENT: Specific Guidelines.

A. **Brothers and Sisters:** May or may not be able to play on the same team depending upon parental request age/weight compatibility.

B. **Exempt Players from Team Assignment.**

1. Once a player has exercised his/her option for exempt status, this player will not be eligible for further exemption until he/she moves to another division. The only exception to this rule would be the case of an Assistant Coach moving to a Head Coach position.
2. Each team will be allowed a maximum of five (5) exemptions per year.
3. All exempt players will be listed as an exempt player on the Initial Team Assignment Roster.
4. A player may not be listed as an exempt player on more than one Initial Team Assignment Roster.
5. An explanation of exempt status will be included on the Initial Team Assignment Roster, including a copy of the request for exemption.
6. Inappropriate use of the exemption status will result in a reassignment with those wrongly exempted players placed in the open selection/assignment. No additional exemptions may be taken to replace those disallowed in any reassignment.
7. When two (2) teams existed in a division during the past season and are moving up to a division that only had one (1) team the past season, the teams moving up will go to their respective teams in the new division. Returning players to the division that only had (1) team the past season will go through the team selection process as will all new players.

As to exemptions: Since both teams had the benefit of exemptions when first selected to the teams the previous year and to allow five (5) more exemptions would in effect be “team stacking” so to be fair, only those many exemptions, maximum five (5) as each team has lost from last year’s exemptions, will be allowed: If team “A” loses three (3) of the five (5) then it can have three (3), if Team “B” lost one (1), then it can have one (1). If neither has lost any, then they will have none.

C. **Initial Assignment Roster (IAR):** This roster is required for all teams that go through the selection/assignment. This roster will be the basic instrument in determining how many players from each age group will be assigned to a given team in order to ensure that each team has equal strength numbers by age groups) at the end each Business Manager will submit a roster of his team’s returning players and exempt players to the Association’s General Manager a minimum of forty-eight (48) hours prior to the day of the selection/assignment unless otherwise directed by TYFSF, or the Certification Committee the night of the assignment. In case of dispute, the Certification Committee’s copies of records will be the governing documentation.

D. **Returning Player.** Every effort possible will be made by the Association (team) to contact any player who is eligible to be classified as a returning player, and has not re-registered or contact anyone.

1. It is understood that it is the players’ parents, the Association’s and the team’s responsibility to prepare as accurately as possible an Initial Assignment Roster.
2. Explanation of failure to return must be included on the IAR for each player eligible who does not appear on the IAR. (If there were 2 teams the prior year).

3. A non-registered non-contacted returning player may be listed on that team's IAR as a returning player if the head coach wants to take the chance.
- E. **Actual or Original Assignment Steps.** Expansion teams before initial assignment. When an association expands for more than one team in a division, each team will be allowed five (5) exemptions, and these must appear on the IAR.
- F. **Time of Initial Assignment.** The initial assignment for the player season will take place no sooner than seven (7) days prior to the opening of practice and no later than three (3) days prior to the opening of practice. TYFSF will specify the exact date on which the assignment will be held.
- G. **Responsibility.** The Association's General Manager and/or the Association's Athletic Director and the Business Manager from each team will be responsible for that's teams' assignment under the direction of the TYFSF Certification Committee and/or designated member (***ONLY NON-COACHING INDIVIDUALS WILL BE ALLOWED TO PARTICIPATE IN THE TEAM ASSIGNMENT FOR THEIR ASSOCIATION.***) If necessary, the Association's General Manager and/or President may designate a non-coaching member to Participate in this procedure for a specific team should such a team not have a Business Manager at the time of assignment. An Association's General Manager and/or President may also elect to have that Association's General Manager handle the entire procedure with the assistance of the TYFSF Certification Committee and/or designated member.
- H. **Assignment Procedures.** As follows:
1. Each team will be assigned a precedence order (who goes first) according to the IAR. The team with the least amount of returning players will be first. In case of a tie, a coin flip will decide who goes first.
 2. The precedence order will be used whenever equal numbers within a particular age group occurs. This precedence will apply to all subsequent and follow-up assignment.
 3. All assignments are blind draws. Contracts will be shuffled by the Committee by age group. Contracts will be placed face down in a single pile, according to the age to be assigned. The Business Manager will be told when to take a contract and mark the order at that time. This method is used in all assignment.
 4. During the initial assignment, the experienced players are selected first. This separation of players is only used in the initial assignment, all other assignments are by age only. (Experienced means that a player participated in TYFSF the previous season.)
 - a. Assign oldest age experience player first.
 - b. Add the number of players in the oldest age to the number of players in the next age. Assign the second age group of experienced players.
 - c. Total the first two age groups, add players in the third age group, assign the experienced players in the third age group. Repeat steps for the fourth age group.
 - d. After all the experienced players have been assigned, do the same procedure with the inexperienced players.
 - e. Start with the oldest age for the division. If you do not have the oldest age in the assignment, then start by adding the oldest and the next age group.
 - f. Once a player has been through the open selection/assignment, and the Association continues to consecutively expand, the player will remain on the IAR of the players previous open selection assignment. This regardless of returning to the same division or advancing in a division. This is an attempt to make every effort possible to keep teammates together who have already undergone the blind draw.

NOTE: After the assignment, the Business Manager will do a Post Assignment Roster, listing the assigned players in the order they were assigned. This form with the IAR is a team.

I. **Post Assignment Roster.** Each Business Manager will provide Post Assignment Rosters to the association's General Manager and the TYFSF Certification Committee after the initial assignment.

1. This roster will list each player in order of assignment, beginning with the oldest
2. This roster will list the date that each player was assigned.
3. Post assignment rosters to be presented at the time of certification.

J. **Expansion Team Formed After Initial Assignment.** An expansion team formed after the initial assignment will be formed at the time of the subsequent assignment.

1. All players in the assignment pool of the highest age group for that division will be assigned to the expansion team until it is equal in number of the other team.
2. Should there not be enough players to bring equalization, the last players assigned in that particular age group on the existing team will be removed from the existing team's roster until equalization is reached. An expansion team may not form after the third (3rd) day of contact.

K. **Subsequent Assignment.** Players to be assigned in the subsequent assignment. All players not assigned in the in the initial assignment will be distributed in the subsequent assignment. Any player in the next oldest age category would go to the team with the lowest cumulative total in the highest two (2) age categories, etc. At no time however, shall a team be allowed to have over two (2) players more than a sister team in the same division.

1. **Responsibility for Subsequent Assignment.** The TYFSF Certification Committee will be responsible for conducting the subsequent assignment. TYFSF will decide when the subsequent assignment will be. The fourth (4th) night of practice has been a past precedent.
2. **Division Changes:** Any player found to be eligible for a different division after the initial selection/assignment will be moved, and selected/assigned as a new player following the guidelines as previously stated. However, there will be no transfer between sister teams in a division.
3. **Follow-up Assignment:** All assignments after the subsequent assignment will be conducted on an as needed basis by the association's General Manager under the direction of the TYFSF Certification Committee.
4. **Follow-up Rosters:** Following the subsequent assignment and all assignments, a roster will be made in accordance with TYFSF procedures as previously stated.
5. **Late Registrations-Certified Weight.** Any player reporting after the certified weigh-in or reporting for his/her first practice session after certified weigh-in will be weighted weighed at the first practice session attended, and must have weight certified before being placed in the selection/assignment.

L. **Administration.** The Association's General Manager and Athletic Director will be responsible for policing the assignment, under guidance of the TYFSF Certification Committee.

II. ADMINISTRATIVE MANUAL

COACHES CERTIFICATION

Tucson Youth Football Spirit Federation Coaches Standard Application and Test. The Application and Test will be maintained at the Association level for three (3) years. Player and spirit coaches may be tested by the Federation. All Head and Assistant player/spirit coaches **MUST** attend a Federation sponsored coaches clinic. **HOWEVER**, a coach may attend an alternative clinic sanctioned by the Federation. However, even those who attend an alternative clinic must attend the portion of the Federation Clinic dealing with Rules and Practices and review of risk management and pass a written examination. **NO ONE WILL BE PLACED IN A COACHING POSITION AFTER THE DATE OF THE LAST SCHEDULED FEDERATION CLINICS.** (See Coaches Requirements, TYFSF Rulebook , page 3) Due to the new coaches' clinic format, coaches must coach for ten (10) consecutive years before they are exempt.

CLINICS:

The Federation will arrange and/or conduct a coaching clinic. The following are the minimum criteria to be covered at coaches clinics: (1) AIA/NFHS rules; (2) Local rules; (3) conditioning and sports injury; (4) sports psychology; (5) risk management; (6) sexual harassment; (7) other items determined necessary by the Federation.

EQUIPMENT AND STAFF CERTIFICATION

Association presidents will provide the Federation the following written Certification:

1. That the Association's equipment has been inspected and meets National/AIA requirements for use in the TYFSF Football program. Such certification to be provided the Federation no later than August 1.
2. That the Association's Head Coaches, Assistant Coaches, Business Managers, and Team Equipment Managers have been trained and meet Federation requirements to coach and/or to be a part of a team's staff in the TYFSF program. Such Certification to be provided the Federation at the time of that Association's team's certification.
3. **HELMET CERTIFICATION:** Commencing with the 1997 season, it shall be mandatory that all helmets be inspected, by an authorized NOCSAE Inspection Company. Commencing in 2003 it is recommended by all helmet manufactures that helmets be inspected every two (2) years. The following policy applies:
 1. Each association is to inspect each helmet in use and storage annually, but for purpose of this rule no later than May 1 of the current calendar year for date of certification and/or purchase date.
 2. Each helmet needs to be inspected using the suggested inspection check list, or an equivalent check list from the helmet manufacturer or authorized certification company. **ANY HELMET THAT IS SUSPECT IS TO IMMEDIATELY BE REMOVED FROM INVENTORY.**
 3. Any helmet that is out of date but still serviceable may be used, but must be recertified prior to use.
 4. Any helmet with a certification date or date of purchase that a will be two (2) years or older in 2003 must be inspected and certified prior to use in 2003.

FIELD MARSHALL RESPONSIBILITIES.

1. Check the authorized personnel on the field (must have an identification badge).
2. Monitor weigh-ins.
3. Make sure there is plenty of ice water for each team.
4. Watch for unauthorized substances on the school premises and/or in the parks.
5. Make sure home teams have chain crews.
6. Make sure teams have necessary emergency information.
7. Make sure teams are ready to go on time so there is no delay of games.
8. Let teams know where they can warm up.
9. Have a stop watch available for officials if needed.
10. Control the game ball, if provided by the host association.

EMERGENCY INFORMATION

The hosting association will prepare and give out to each visiting team an emergency medical list. At a minimum the list will contain the following: (a) street address of school or park where the games are played; (b) location of nearest phone; (c) phone number of emergency vehicles; (d) 911 emergency number; and (e) location of first aid kit.

Each association will maintain a medical kit for practices and games.

METHOD OF WEIGH-IN.

A digital scale and/or medical scale is mandatory for weigh-ins. One scale **MANDATORY** to check for maximum weight only. Scale will be unlocked and locked before and after each weigh-in, and the Field Marshall or designee shall remove the lock in the presence of both Business Managers.

Equipment worn at weigh-in shall include the, girdle with all pads, game pants with all pads, shoes and the game jersey. Helmets with proper mouthpiece attached, and shoulder pads must also be available for inspection at weigh-in.

SOCKS (PREFERABLY THOSE THAT COME UP TO CALF) AND A PROTECTIVE CUP (HARD FOR BOYS, SOFT FOR GIRLS) MUST BE WORN AT WEIGH-IN.

Have players tuck their jerseys in for weigh-in, or have them hold the jersey up as they approach the scale, so that you can check for pant, hip and tail pads. The shoes a player wears at weigh-in must be those they will play in.

PROCEDURE FOR WEIGH-IN.

There is no set precedent as to who weighs in first. Policy has been set, that whoever is ready first, goes first.

The opposing Business Manager must weigh all players at all scheduled games prior to the start of the game. **NO COACHES WILL BE PERMITTED IN THE WEIGH-IN AREA DURING THE WEIGH-IN.** Each team will have a separate weigh-in without opposing team players in attendance. After each player is weighed in, he or she will go directly to the designated area; said designated area shall be specified by the home team and shall be open and visible.

No player shall be allowed to leave the designated area after weigh-in has been completed without prior approval of the opposing Business Manager. If a player leaves the designated area without the prior approval as noted, the player shall not be eligible to play in the first half and shall be treated as a player late for weigh-in. If over the game weight, player may have a stripped weigh-in, if after stripped weigh-in the player is still over, he/she becomes ineligible to play in that game.

If a player arrives after the weigh-in, but within ten (10) minutes prior to scheduled game time, and both Business Managers are in agreement, they player may be weighed in with both Business Managers present.

If a player is late for the weigh-in, they will remove their shoulder pads and sit on the bench and will not be allowed to play in the first half. At half-time, the Business Managers will weigh the player, or players, having missed the weigh-in and if found eligible, they may play in the last half. The Business Managers must enforce this ruling.

Business Managers report must list the name(s) and number(s) who were ineligible to play and reasons.

Weigh-in will consist of "Heavy Weight" (maximum) weight. Players will cross the scales by age; starting with the oldest age group on a team. After each group is weighed in, the scales will be set up to correspond to the next age group.

Business Managers, Assistant Business Managers or Equipment Managers may be at the weigh-in, and their names must appear on the team's certified roster.

The Field Marshall is to be in attendance at the weigh-in, in case any problems or questions should arise. The Business Managers are to conduct the weigh-in itself.

Any Problem Resolution Committee Member or Federation Officer may be in attendance if deemed necessary by an Association Officer, or if requested by either Business Manager.

In the case where an individual holds a team position other than Business Manager and is also an Association General Manager, Association Officer, Problem Resolution Committee Member or a Federation Officer, he or she cannot be in attendance at the weigh-in unless specifically requested to be there.

Each player may cross the scale one time in an attempt to make game weight. It is recommended that both Business Managers agree that any player who "TIPS" the scale (the bar rests on the top for over-weight, be asked to step aside, not leaving the weigh-in area, and be reweighed once the remainder of the team has been weighed. This will enable the managers to determine the player's actual weight without the distraction of other **THE ACTUAL WEIGHT OF ANY PLAYER INELIGIBLE TO PLAY BECAUSE OF WEIGHT MUST BE SHOWN ON THE GAME REPORT, ALONG WITH THE JERSEY NUMBER**

FOR OVER WEIGHT/UNDER WEIGHT PLAYERS: The Federation requires a stripped weigh-in for the maximum, and the results annotated on the Business Manager's Report.

A player who fails to make weight during the pre-game weigh-in will not reweigh at half-time. Only those players who fail to arrive at the game field within ten (10) minutes of a scheduled game time will be weighted at half-time.

ANY ATTEMPT TO WITHHOLD A PLAYER FROM THE PRE-GAME WEIGH-IN TO ENABLE HIM TO "MAKE WEIGHT" AT HALF-TIME WILL BE CONSIDERED A DIRECT VIOLATION OF FEDERATION RULES (SWEATING DOWN A PLAYER AND KNOWINGLY PLAYING AN INELIGIBLE PLAYER.)

Jersey numbers must be on rosters and exchanged prior to the actual weigh-in.

Have each player call out their own name to you as they approach the scale. **IT IS TO YOU BENEFIT AND FOR YOUR PROTECTION TO USE THIS METHOD RATHER THAN HAVING A MANAGER CALL OUT THE PLAYER NAMES. CHECK ID PICTURE AT THIS TIME. THERE WILL BE NO TRADE-OFFS AT THE SCALE. REMEMBER, we have the weight maximums for a reason, and no exceptions are to be**

made under any circumstances--not for an ounce and not for a pound. Both Business Managers will be held responsible in the event an ineligible player is allowed to participate and they had this knowledge.

Injured players and players not playing for disciplinary reasons do not count towards the 16 player minimum player requirement. **IN ORDER TO MET THIS 16 PLAYER REQUIREMENT, ALL 16 PLAYERS MUST BE ABLE TO PARTICIPATE IN THE GAME.**

SIGNATURES ON BUSINESS MANAGER'S REPORT:

It is **MANDATORY** that the head coach's signature appear on the Business Manager's Report as well as the Business Manager's signature.

DIVISION PLAYOFFS:

A. **One (1) Conference in a Division:** The first (1st), second (2nd), third (3rd) and fourth (4th) place teams will go to the playoffs with No. 1 vs No. 4 and No 2 vs. No. 3. Standings are determined by the number of points earned during the season (Win = 2 points, Tie = 1 point, Loss - 0 points). If there is a tie between first (1st) and second (2nd), second (2nd) and third (3rd); third (3rd) and fourth (4th), or fourth (4th) and fifth (5th), standings will be determined first by the result of Head-to-head competition between the teams involved, second by conference standings (points) and third by overall standings (points). If a tie remains for fourth (4th) place, a mid-week game will be held. If a tie results between first and second, second and third, and third and fourth, a coin toss will be used to determine seeding.

B. **Two (2) Conferences in a Division:** The first (1st) and second (2nd) place team from each conference will advance, with Conference A team No. 1 vs. Conference B team No. 2 and Conference B team No. 1 vs Conference A team No. 2. Standings are determined by the number of points earned during the season (Win = 2 points, Tie = 1 point, and a Loss = 0 points). If a tie results between first and second, second and third, standings will be determined first by head to head competition, second by conference standings (points), and third by overall points standings, conference and non- conference. If a tie remains, a mid-week playoff between second and third will occur. If a tie results between first and second, a coin toss will be used to break the tie.

If both Playoff Games and the Championship games, should a game end in a tie at the end of regulation time, the A.I.A. tie breaker will be used to determine the winner.

Home Team will be the higher seeded team.

TYFSF POLICIES:

1. **FEDERATION AND/OR ASSOCIATION SPONSORED EVENTS:**

All sponsored events Federation & Association **MUST BE** on file with the Federation including off-season events. A completed registration form and/or coach's application must be on file with the Federation and/or Association for a person not participating the prior year (those participating the prior year would appear on a Certified Roster). Those under league age that participate in an Association and/or Federation event must have a signed release form.

2. Transportation of children in the backend of pickups or trucks is **PROHIBITED**.

3. If a visiting team function is planned for a home team's field on scrimmage and/or game days obtain, the hosting association's permission prior to doing said function.

4. At all home game filed, if the host association uses a locker room for its teams, a locker room must also be provided for the visiting association's teams.

5. Failure to attend committee meetings will result in a \$100.00 fine being assessed against offending association. Said monies to be placed in the scholarship fund. A \$200.00 fine applies to the offending association if they fail to attend the scholarship meeting.

6. Associations may not hold any registration prior to the first of April unless approved by the TYFSF. Board of Directors.
7. Any Association that does not have 18 players on a team after the second week of practice shall be required to disband said team and give the players the opportunity to go to other teams.
8. No team, squad or outside vendor may sell anything for any reason at a Federation sponsored Playoff, Championship or Special Event without the express written approval of the Federation.
9. **MANDATORY TEAM MEETING:** A mandatory team meeting requiring the attendance of at least one (1) parent or guardian, will be held by all Flag and Tackle Football teams and Spirit Squads prior to the end of August to explain TYFSF Policies as follows: (Note: Non-attendance by at least one (1) parent or guardian will result in the child being unable to participate further until compliance is achieved):
 1. That the risk of injury does exist.
 2. A participant may not participate in a school program and TYFSF at the same time, i.e., middle school or high school tackle and TYFSF, except as a part of a PE Curriculum or for spirit tryout purposes.
 3. Misbehavior by adults will not be tolerated at practices, games or special events. Law enforcement will be called.
 4. Good sportsmanship is to be exhibited at all times.
 5. In the JPW through Sr. Midget Division and unlimited weight, since many associations participate in Regional/ National competitions, parents/guardians must be made aware of the competition and the costs involved.
 6. The policy on missing practice.
 7. The policy regarding casts.
 8. Other relevant team/squad/association requirements.
 9. All coaches, team/squad staff members, football and spirit athletes and parents must sign a code of conduct form.
10. **Participating in football/spirit with a cast.** In order to participate in a football or spirit/game competition, the following requirements must be met.
 1. Tackle/Flag Football: Referees approval: Spirit Squad: game: City Spirit/Dance Coordinator and Federation President approval. Local competition: Judges and City Spirit/Dance Coordinator; Director; Regional/National: Regional/National Spirit Director Judges.
 2. A valid medical release authorizing participation.
 3. A signed written authorizing from the parent/guardian.
 4. Cast must be properly wrapped in accordance with AIA/Spirit Federation specifications.

5. All conditioning practice rules must be met.

11. The Federation has adopted the policy of zero "0" tolerance.

12. POLICIES ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST

Those who choose to be involved with Tucson Youth Football & Spirit Federation, Inc. (TYFSF) are held to the highest standards of conduct. As trustees of the principles and images of TYFSF, you assume an obligation to subordinate individual interests to the interests of the organization.

Those who serve TYFSF must do so without personal gain and behave in such a manner that the organization's trust and public confidence are enhanced. It is important to avoid both real and appearance of a conflict of interest.

Written guidelines cannot guarantee acceptable behavior but you must follow the following principles disclosure, non-participation in the decision making process where personal or family gain is possible, and a commitment to honor the confidentiality of TYFSF information. Conduct is ultimately founded on the individual's own sense of integrity and he or she must accept the burden of public disclosure and scrutiny.

In our fast paced society, the mixture of volunteer work, business interests and family relationships can sometimes create conflicting interests. What is required is the disclosure of conflicts when they arise and non-participation in any evaluation process relating to the matter at hand. The following are guidelines intended to point us in the right direction.

- TYFSF Federation and Association business is to be conducted according to all applicable federation and state laws.
- TYFSF and Association property, services, opportunities, authority and influence are not to be used for private benefit.
- Anyone participating with TYFSF is required to make full disclosure of the nature of any actual potential conflict of interest. In consideration of issues where possible conflicts exist, such individual will not evaluate or vote on the matter. This includes but is not limited to, contracts, purchase of goods and services, Rules, Regulations, Policies and Procedures and allocation of resources.

1. To the extent that an association adopts policies and procedures in addition to those provided in the TYFSF Rule Book, a copy of the association's board approved policy or procedure shall be kept on file with the Federation Executive Secretary.

13. All Federation rules and by-laws, to include any additions and changes of the current year must be kept in a folder of the preset year. It is the responsibility of the President or the Executive Vice President (the board member who is not on the election ballot for the upcoming year)

14. Federation Executive Board Member and Commissioners shall submit a budget to the Federation Treasurer in advance of preparation of the Federation Budget, itemizing proposed expenditures for the fiscal year, (July 1 to June 30) including season operating budget, playoff or championship event and special events including post season. proposed budgets are due to the Federation Treasurer by May 1 of the current calendar year to allow for presentation to the Board of Directors for review at the May calendar year Board of Directors meeting and for budget approval at the June 1 Board of Directors meeting.

15. All member associations must provide the Federation Treasurer with a monthly

financial statement showing funds available, income and expenses. Failure to comply will result in loss of voting rights until compliance is achieved.

Definitions:

- a. Association will consist of at least two (2) tackle teams and apply for membership to the Tucson Youth Football & Spirit Federation as specified in the Federation By-Laws.
- b. Player. Boy or girl eligible to participate in the TYFSF program.
- c. Assignment: The term “assignment” will refer to the player selection system, as approved by Tucson Youth Football & Spirit Federation.
- d. New Player: Any player not certified the previous year. Any player moving to a different division and any player not on the Initial Assignment Roster.
- e. Returning Player: Any player previously certified with a particular Tucson Youth Football & Spirit Association must return to the same team, if he/she qualified for that team and division.
- f. Exempt Player: Any player not eligible to be assigned. An exempt player will be defined as the son/daughter of a Head Coach, or Assistant Coach of that particular team or any child who parents have signed a request for exemption. The Exemption Request must also be signed by the Head Coach, General Manager or Association President.
- g. Non-Player. A non-player, is a Tucson Youth Football & Spirit team member, water person, junior coach/trainer, spirit student demonstrator or mascot.
- h. Head Player/Spirit Coach: A person of 21 years of age or older.
- i. Business Manager. A qualified person 18 years of age or older.
- j. Assistant Player/Spirit Coach. A qualified person of age 18 years or older.
 - 1. A player team may have a maximum number of four (4) assistant coaches.
- k. Player/Spirit Coach Trainee. A qualified person of 15 years of age or older.
 - 1. One (1) per tackle and flag team and spirit squad is allowed.
- l. Spirit Squad Member. Girl or boy eligible to participate in the TYFSF program ages 5 to 15.
- m. Mascot. **There will be no mascots.**
- n. Water Person. A non-player of age 5 to 15.
- o. Equipment Manager. A qualified person of age 18 years of age or older.
- p. Suspension. An act to deny a person of any association with Tucson Youth Football & Spirit for violation of rules. The term/time of suspension will be determined by the Tucson Youth Football & Spirit Federation Hearing Tribunal, and approved by the Federation Board.
- q. Game Weight. Player plus all his equipment except helmet and shoulder pads.
- r. Warm Weather Break of 15 Minutes. A break in the middle of practice to allow the players a chance to rest/vent/cool, etc. The players may drink as much water as desired. The Business Manager may talk to them about fund raising, safety related topics, school activities and the success of the player’s school studies, ride sharing and administrative matters. No football topics are to be discussed or chalk talks.

- s. Contrasting Uniforms. A team will have as a minimum different color of jerseys. A color within a color is allowable providing that the numbers are of a different color for each team.
- t. Authorized Personnel. No parents, or unauthorized personnel, shall be on the practice field or playing field or playing field during practice or games. The Head Coach or Business Manager is responsible for ensuring this action. No person meeting all other rules of eligibility can participate in practice or game activities unless approved/certified by the association.
- u. Intoxicating Beverages and Illegal Substances. Any illegal substance or any beverage with alcohol content may not be consumed during a game (on or near the field, or near the practice area while practice is in progress). Consumption of alcoholic beverages at school fields is **PROHIBITED**.
- v. Conditioning: That period of time devoted entirely and exclusively to exercise, physical training, active participation in non-contact practice, not wearing pads; however, helmets shall be permitted.

SUMMARY AUTHORITY

This is authority exercised immediately, without formality, only on occasions when the nature of a violation is too severe that it cannot be allowed to continue between observation and the time a formal hearing would take place. It is similar to an arrest based on reasonable belief a crime is or has been committed.

USE OF SUMMARY AUTHORITY

Summary Authority is to be applied in all cases where quick action is needed to stop, alter, change, or otherwise modify a condition which cannot be allowed to continue until a hearing is held. This may involve a threat to the safety and well-being of juveniles (i.e., a team holding contact without helmets), an obvious violation of Federation rules (use of ringers, or something which adversely affects the image and good name of the Federation in the community (i.e., two associations funding raising in the same area).

Summary Authority may be exercised only by officers of the Federation and Associations. The powers of Summary Authority include ordering a game or practice stopped, as well as to suspend, on the spot, any adult or juvenile judged to be the cause of a problem. Summary Authority is to be used with the utmost of caution. In no case does it substitute for final action. The Federation and/or Association must schedule a hearing to arrive at a final disposition of the case.

III. SCHOLAR AWARDS

Scholar/Athlete Program: The Federation will sponsor an annual scholar awards program to honor eleven (11) players and eleven (11) spirit members scholars from each grade level in school beginning with the 2nd grade up to and including the highest grade level represented during that year/season. These scholars shall make up the grade level scholar/athlete teams (player and spirit).

From these scholar teams two (2) candidates, a player and spirit member, will be selected from each grade level beginning with the 2nd grade, up to and including the highest grade level represented that year/season. These two (2) candidates shall be the scholar athletes (player and spirit).

From these scholar teams a minimum of two (2) candidates, a player and a spirit member, from the eighth grade (8th) and higher will be selected. These two (2) candidates shall be the scholarship awardees.

The duly elected Federation Scholarship Commission, who will distribute scholar applications to the associations no later than the second week of practice. The applications and report card from the previously entire school year (most generally August through May), may be submitted to the Federation chairperson no later than the Federation Problem Resolution Committee meeting after the second scheduled game (same as last add-ons), or an announced meeting for turn-in purposes.

Nominees: Gold Team . 8th Grade or Higher. All players and spirit members with a ninety-six percent (96%) or greater grade average, who have completed the Application per Federation I requirements and who have turned in the required report card from the previous entire school year and who meet all other Federation requirements, will be nominees. All applicants must present proof of activities, honors and extracurricular activities (certificates, letters, etc.) as indicated on the Scholarship application. A written essay on a subject specified by the TYFSF Board is also required.

Home schooled participants, player and spirit members with an ninety-six percent (96%) or higher grade average, who have completed the Scholar Application as required and who have submitted four (4) quarters (or equivalent) test grades from the previous year can be nominated.

Silver Team: All players and spirit members with an eighty-six percent (86%) or greater grade average, who have completed the Application per Federation I requirements and who have turned in the required report card from the previous entire school year and who meet all other Federation requirements, will be nominees, (Exception, see Awards, Paragraph 1, regarding flag and mitey mite participants and Awards, paragraph 2, regarding 2nd through 4th graders.) Applicants may present proof of activities, honors and extra curricular activities (certificates, letters, etc.) as indicated on the Scholarship Application. Lack of said activities shall not constitute a reason for excluding a nominee from consideration by committee members. Certificates, letters, etc., may be used to break a tie between applicants. Scholarship shall be the primary consideration of a child's nomination.

Home schooled participants, player and spirit members with an eight-six percent (86%) or higher grade average, who have completed the Scholar Application as required and who have submitted four (4) quarters (or equivalent) test grades from the previous year can be nominated.

Awards: Awards for nominees and team members will be reviewed and determined each year and will be based on the Tucson Youth Football & Spirit Federation budgeted and/or donation amount.

Award recipients shall be announced to each association by the last week in October.

1. All 2nd graders and up, players and spirit members, who meet the qualifications set above for Nominees with an eighty-six percent (86%) or higher grade average but not selected to be on the scholar team, will receive a certificate. (Consideration will be given to those applicants in the 2nd, 3rd, and 4th grades with an eighty-six percent (86%) or higher who do not have Addendum items.)

2. The scholar team members, player and spirit members, named to each grade level team will be awarded a certificate and a patch. The scholar athlete, player and spirit, from each grade level will be awarded a certificate, a patch, a plaque (cost of plaque shall not exceed \$15 each) and a \$50 bond for 2nd grade and up except in the level where the “scholarship” is given and in that grade level the individuals (player and spirit) will receive a certificate, a patch, plaque and the scholarship award.

Awards Luncheon: The Federation chairperson shall arrange an Awards Luncheon to honor the scholar team members, scholar athletes and scholarship awardees, the Hall of Fame Inductees and the TYFSF volunteer(s) of the year who will be the guests of Tucson Youth Football & Spirit Federation, Inc.

Scholar Teams: These teams consisting of up to eleven (11) players and up to eleven (11) spirit members per grade, will be determined by the Tucson Youth Football & Spirit Federation Scholar/Award Committee, made up of a representative from each of the associations and chaired by the Federation chairperson.

The standard of selection used by the committee shall be ninety percent (90%) from scholastic grade and ten percent (10%) from activities outside of Tucson Youth Football & Spirit. Other activities must be verified by an independent letter or certificate stating that the nominee participated in said activity.

Scholar Athlete/Scholarships:

Procedures: Each year the Federation President and/or the Federation chairperson shall appoint a Scholarship Selection Committee, composition of which may include the following, and who have no affiliation with the Federation and/or a participant:

1. One or more members from the education field
2. A member of the clergy
3. One or more members of the business community
4. A member of another civic group

This committee shall select two (2) candidates, a player and a spirit member from each grade level, 2nd grade up to and including the highest grade level represented during that year/season. These two (2) candidates, per grade level, shall be the scholar athletes (player and spirit).

This committee shall select a minimum of two (2) candidates, (number of candidates to be reviewed and determined/set by the Federation Board of Directors prior to the first of October each season) a player and a spirit member, from the eighth grade (8th) and higher to receive a scholarship of \$500 each (this amount to be reviewed annually). Those who are awarded scholarships must have been an active participant in the Tucson Youth Football & Spirit program for a minimum of two (2) years including the year of the scholarship award. No candidate shall receive the scholarship award more than one (1) time.

Scholarship monies will be in a segregated account until the participant graduates from high school and must be used within two (2) years of graduation from high school for expenses directly related to attendance at a college or university, Jr. college or a trade/school (expenses include tuition, books, registration and activity fees.) Should the scholarship not be used within two (2) years of graduation from high school, said monies shall revert back to the Federation scholarship fund.

Exception, upon documentation that a recipient has a military or religious commitment immediately following high school graduation, that recipient’s scholarship shall remain in the account until such obligation is completed. However, the monies must then be used within one (1) year or it reverts back to the Federation Scholarship fund.

Funding: The cost of certificates, patches, plaques, and saving bonds will be borne by the Tucson Youth Football & Spirit Federation general fund.

The cost of the luncheon for those invited guests (i.e., scholar team members, scholar athletes, scholarship awardees and speaker) attending the Scholar Award Luncheon will be borne by the Tucson Youth Football & Spirit Federation general fund.

Commencing in 1995 funding for the annual scholarship shall come from donations by individuals, businesses, associations and/or fund raising, and/or fines assessed to associations. No funds from the annual Federation budget will be used for the scholarships unless approved by a two-thirds (2/3rds) majority of the Federation Board of Directors.

Penalties: Failure of an association and head football/spirit coach to provide participants with information and applications for the scholarship program, or who do not encourage participation in the scholarship program, or which does not nominate names for the “team” awards will result in that association’s president and head coach appearing before the Federation Hearing Tribunal with an explanation of same.

Sanctions can include probation, suspension and/or fines.

IV. VOLUNTEER OF THE YEAR & HALL OF FAME

VOLUNTEER OF THE YEAR:

Each Association may annually nominate a male and female volunteer of the year. The names to be presented on the Volunteer of the Year Form at the December Board of Directors Meeting, and selection accomplished at the February Federation Board of Directors Meeting. It is noted here that in this instance, each association and each Federation Executive Board Member will have only one (1) vote count. Said volunteer(s) will receive an award from the Federation and receive community recognition. Award is not to exceed an economic value of \$50.00.

Volunteer of the Year Requirements: Nominees to have a minimum of seven (7) consecutive, or ten (10) non-consecutive years involvement in TYFSF through or by a combination of service on an association team/squad staff, Association Executive/board of Directors Federation Executive/Board of Directors.

HALL OF FAME:

The Federation Board of Directors will accept nominations during the Federation Board of Directors meeting in December for and **induct no more than three (3) members annually to the TYFSF Hall of Fame at the Federation Board of Directors meeting in February. Each Association can nominate three (3) nominees yearly and the TYFSF Executive Board can also nominate three (3) nominees.**

Each member of the Federation Executive Board shall have one (1) vote. Association board members will vote the same way they vote on everything else, by team count. The selected member of the TYFSF Hall of Fame will receive an award from the Federation and receive community recognition. Award is not to exceed an economic value of \$50.00.

A letter of nomination (typed or clearly printed) should be presented, listing a minimum of the following requirements: 1) 15 years involvement in TYFSF programs since its inception in 1969; 2) what the nominee has done for and contributed to the TYFSF program in the past and/or currently contributing; 3) demonstrate the nominee's commitment to the TYFSF program, 4) how the nominee has demonstrated his/her sportsmanship, 5) the nominee's good standing in TYFSF and the community, and 5) the nominee's good standing in TYFSF and the community during active participation in the program.

V. ASSOCIATION JUDICIAL COMMITTEES AND FEDERATION HEARING TRIBUNAL

PURPOSES, FUNCTIONS AND PROCEDURES

I. ASSOCIATION JUDICIAL COMMITTEE

- A. **GENERAL:** The Association President in accordance with the Association's by-laws and, with the approval of the Board of Directors, shall annually appoint a Judicial Committee comprised of not less than three (3) or more than five (5) members. Except in cases involving a conflict of interest, the president shall be the chairperson.

The Association President shall provide a list of the Judicial Committee members to the Federation Executive Secretary and the Federation Hearing Tribunal Chairperson.

The Association Judicial Committee shall meet as necessary, weekly during the practice and playing season, to resolve internal problems and to conduct hearings as needed.

- B. **PURPOSE:** To enforce National, Federation and Association rules, regulations and written policies in an expeditious and fair manner at the lowest possible level .
- C. **DUTIES:** To act on matters referred to the AJC due to the conduct and/or actions of adults and juveniles as a result of:
1. A Complaint filed by a party of status.
 2. Protest filed by a party of status.
 3. A Petition filed by a party of status.
 4. The Application of Summary Authority by an officer of an Association or the Federation.
 5. To investigate and take appropriate action to deter an action within the Association that is detrimental to the National and/or local program.
 6. And/or as directed by the Federation Hearing Tribunal.

D. PROCEDURES:

1. To review, investigate, take action or conduct hearings as appropriate on all Complaints, Protests or Petitions.
2. The review and investigation must be concluded within seventy-two (72) hours of receipt or notice of a member of the Association Judicial Committee or a member of the association Executive Board.
3. Results of investigations and decisions of hearings are to be reported to the Federation Hearing Tribunal Chairperson no later than the next regularly scheduled Federation Board of Directors Meeting.
4. Hearings shall take place within the time limits proscribed in the Association Judicial Committee * Federation Hearing Tribunal section of this Administrative Manual. The only exception is written waiver of notice from the charged party or parties.
5. Hearings shall be conducted according to the procedures described on pages 19-21.
6. All Complaints, Protests, Petitions or Applications of Summary Authority, must be resolved before the team or teams involved will be allowed to participate in any playoff, championship, or post-season game or post season game.
7. All Complaints, Protests, Petitions or Applications of Summary Authority involving alleged of participants violations must be resolved before the charged parties will be allowed to participate or resume duties with the team participants.

- E. **APPEALS:** The decision of the Association Judicial Committee may be appealed to the Federation stating clearly the reasons for appeal and documentation in support thereof. However, the Tribunal is not obligated to hear all appeals. The procedures are stated in the Administrative Manual (page 19-21). Appeals must be filed in writing, in letter form, stating clearly the reasons for appeal and documentation in support thereof.
- F. **ADULT, JUVENILE AND TEAM OR ASSOCIATION OFFENSES:** Adult, juvenile and team offenses are those set forth in this manual, page 23.
- G. **PENALTIES FOR ADULT, JUVENILE AND TEAM OR ASSOCIATION OFFENSES:** Penalties shall be as set forth in the Federation Rules and Regulations, Federation Administrative Manual and Association Rules and Regulations in written form in compliance with the above.

Suspension of a minimum mandated penalty by an Association Judicial Committee shall require a written explanation with reasons stated to the Federation Hearing Tribunal.

The ruling of the Association Judicial Committee is absolute except in a manner involving permanent Suspension for ninety (90) days or more. Suspension of ninety (90) days or more shall be referred to the Association Board of Directions at its next regularly scheduled meeting for a vote of support by a majority of the Directors.

II. FEDERATION HEARING TRIBUNAL:

- A. **GENERAL:** The Federation President shall annually appoint a Federation Hearing Tribunal comprised of three (3) members of the Executive Board and approved by the Federation Board of Directors. The Chairperson shall be the President, or in cases of conflict of interest, his/her designee. In cases of conflict of interest involving a Tribunal member or members, another member of the Federation Executive Board shall be appointed.
- B. **PURPOSE AND POWERS:** The Federation Hearing Tribunal shall have the authority and duty to enforce all rules, regulations and written policies of the Federation regarding the Associations, the adults and the juveniles involved in the program. Thus, the Federation Hearing Tribunal has authority over member Associations, teams, subsidiary groups and all adults and juveniles officially connected with them.

The Federation Hearing Tribunal may and will intervene in the affairs of an Association, when in the sole opinion of the Federation Hearing Tribunal an Association is not discharging its responsibilities or duties.

The Federation Hearing Tribunal will receive and review all Complaints, Petitions, Protests and Applications of Summary Authority and determine within seventy-two (72) hours if the matter is to be referred to an Association Judicial Committee or to be handled by the Tribunal.

- C. **DUTIES:** To act on matters referred to the Federation Hearing Tribunal which includes, but is not limited is not limited to the following:
 1. Settle unresolved disputes between member Associations.
 2. Receive and review all Complaints, Protests, Petitions and Applications of Summary Authority, and at the discretion of the Federation Hearing Tribunal refer same to the AJC for handling at the lowest possible level, except the following which will be handled by the Federation Hearing Tribunal:
 - a. Protests involving non-judgmental calls of TYFSF and/or AIA rule interpretations by a game official. (Note: Protest on judgment calls by a game official ***WILL NOT BE CONSIDERED.***)
 - b. Petitions of the Application of Summary Authority initiated by a member of the Federation Executive Board or member of the Federation Board of Directors.

- c. A second Complaint, Protest, Petition or Application of Summary Authority against an individual, team or Association, when in the opinion of the Federation Hearing Tribunal, the charges are similar nature.
 - d. A Complaint, Protest, Petition or Application of Summary Authority against an individual, team or Association already on “probation status” as a result of a prior offense.
 - e. And/or as directed by the Federation President and/or the Federation Board of Directors.
3. Review all Association Judicial Committee results/decisions.
 4. Review/Hear appeals.

D. HEARINGS AND PROCEDURES:

A formal hearing beings with the basics of due process which are as follows;

NOTICE: Written notice of the hearing must be delivered to each charged party. The notice must include the date, place and time of hearing and a list of specific charges. It must also advise the parties of their right to be represented at the hearing by a person of their choice. If the term “counsel” is used, it does not mean the representative must be an attorney.

TIME TO PREPARE: At least seven (7) days must pass between the date the charged parties receive written notice and the hearing itself.

The only exceptions are:

- a. Written waiver of notice from the charged party or parties.
- b. All Complaints, Petitions, Protests or Applications of Summary Authority must be resolved before the team or teams involved will be allowed to participate in any playoff, championships or pre-season bowl games.
- c. All Complaints, Petitions, Protests and Applications of Summary Authority alleging harm to or safety of participants must be resolved before the charged party or parties will be allowed to participate or resume duties with the teams.

RIGHTS: Charged parties may introduce witnesses and/or bring documents to support a defense, cross-examined witness(es), and inspect any item introduced as evidence at the time it is presented.

AFTER THE HEARING: A written statement and decision, including penalties imposed must be delivered to each party within fourteen (14) days of the hearing.

CONDUCTING A HEARING:

1. A hearing panel shall consist of not less than three (3) persons, and may consist of more, provided it shall always be an odd number to prevent tie votes. The panel is called a Tribunal. One person shall act as Chairman. At the Association and Federation level, the President should be the Chairman of the Hearing Tribunal.
2. Hearings are private and, therefore, not open to the general public or the media.
3. The hearing room should, to the greatest extent possible, exclude outside noises and or disturbances.
4. Witnesses must be kept outside of the hearing room until the time of their testimony. This is called “sequestering witnesses.”

5. The hearing must be recorded (cassette recorder) for the official record. The Federation/Association shall maintain the official record. No other recording(s) shall be allowed. Set up of the recording device should take into account microphone placement, background noise, recording level, and location of individuals giving testimony.
6. Breaks are required on a periodic basis --10 minutes per each hour of proceedings.

PROCEDURAL ORDER OF HEARINGS:

1. The charging party (plaintiff) is heard first. His/her witnesses and documents are presented. Then cross-examination of each witness may be conducted by the opposing side (defendant). Redirect examination by the plaintiff follows immediately after cross, if desired. If the defendant then wishes to cross-examine (after redirect), questions must be limited to testimony covered on redirect.
2. The defendant is heard second. Procedures of cross-examination, redirect, etc., apply as in "1" above.
3. Once all parties have been heard, the plaintiff gives a summation, followed by the summation of the defendant.
4. Copies of documents (as opposed to originals) may be introduced as evidence at the discretion of the Hearing Tribunal. However, certain cases may require introduction of an original document. The Tribunal's decision on such matter is final.
5. Members of the Tribunal have the right to ask questions of witnesses and inspect evidence at any time, and may temporarily excuse, but later call back, any witness.

A Tribunal may allow limited hearsay testimony. As long as the Tribunal follows the due process procedures outlined above there is no need to become entangled in legal rules of evidence or courtroom maneuvers.

At the conclusion of a hearing, the Tribunal may deliberate and reach a decision if it is prepared to do so. Deliberations must take place privately. Although formal written notice must follow, a Tribunal's decision takes effect upon verbal notice.

WHEN TO DEFER TO CIVIL AUTHORITY

If something happens for which criminal charges could result upon learning of the incident, an association or Federation must contact the appropriate authorities and turn over any evidence it may hold. Full cooperation with the appropriate civil authority is mandatory.

Any person subject to criminal proceedings shall be temporarily suspended from all Federation activities pending a resolution of the matter. A finding of "not guilty" in a court of law shall result in reinstatement if there are no "open" or "pending" team, association, or Federation charges against the individual.

E. **APPEALS:** The decision of the Federation Hearing Tribunal may be appealed to the Tribunal. However, the Tribunal is not obligated to hear all appeals. Appeals and Exceptions to Decision must be filed in writing in letter form, stating the reason and documentation in support thereof.

F. **ADULT OFFENSES:**

RUN-UP SCORE (Intentional): A finding of "guilty" shall result in **Probation** at a minimum. **Suspension** if the conduct is found to have been intentional; and **Dismissal** in the case of a repetitive pattern (malice).

ENDANGERMENT OF JUVENILES: Defined as any practice placing the health, welfare and safety of a juvenile in jeopardy, including "sweating down." Sweating down applies in the broadest sense of inducing weight loss by any artificial means, including, but not limited to, use of steam room or cabinets, rubber sweat suits, weight reducing or appetite-killing drugs, and/or diuretics (water pills).

Minimum Penalty: Suspension for 1 year, to permanent suspension upon repeated offenses.

TEACHING PROHIBITED OFFENSE & DEFENSE TECHNIQUES: Teaching such techniques to players and/or encouraging or teaching players to physically hurt opponents.

Minimum Penalty: Suspension for 1 year, to permanent suspension upon repeated offenses.

FIGHTING: Fighting among same team or opponent team adults or fans.

Minimum Penalty: Suspension for 1 year, to permanent suspension upon repeated offense.

CHEATING: Cheating of any type, including, but not limited to, forging of birth certifications, falsification of roster data, etc.

Minimum Penalty: Suspension for 1 year; permanent suspension upon second offense.

THREATS: Threats of a physical nature or otherwise, against team/association or Federation authorities.

Minimum Penalty: Suspension for 1 year; permanent suspension upon second offense.

GAMBLING ON GAME OUTCOME: Self-descriptive.

Minimum Penalty: Suspension for 1 year.

LACK OF COOPERATION/OBSTRUCTION: Lack of cooperation with team/association or Federation authorities and/or obstruction of an official team or Federation investigation into and hearing of cases of a disciplinary or dispute/conflict nature.

Minimum Penalty: Suspension until compliance is achieved.

SPECIAL NOTE: For any of the above offenses, the minimum mandated penalty may be suspended and the accused placed upon probation instead. However, suspension of the minimum mandated penalty is not recommended unless there are substantial mitigating circumstances and malice was not evidenced.

VIOLATIONS OF MANDATORY PLAY RULE

If a violation of the mandatory play rule occurs, the following penalties will apply:

1. Forfeiture of the game in which the violation occurred.
2. First Offense for Head Coach, Probation
Second Offense for the head coach suspension for one game and one week of practice.
Third Offense for each coach, suspension for the remainder of the season. If the third offense is the last Game of the season, suspension for the first half of the following season's games.

Each team will supply two (2) adults age 18 or over to monitor the Mandatory Play Rule. Failure of a team to supply two (2) adults will be deemed a violation of the Mandatory Play Rule and will result in forfeiture of the game. Any person assigned as a Mandatory Play Monitor must be instructed to be respectful while on the opponent's sideline and working with the opponent's volunteer. There is to be no excessive cheering, cell phone use or coaching of any kind. If an opponent asks that the volunteer be replaced the request must be complied with right away. Failure to comply may result in game forfeiture.

Upon suspension of any penalty provided herein, an accused shall be placed on probation, among the general conditions of which shall be:

1. That the accused be and remain of good behavior and that he strictly enforce all rules and regulations of

the Federation.

2. That the accused prepare and submit to the Federation his written plan to supervise implementation of the Mandatory Play Rule (MPR).

A suspension shall last seven (7) days for the first violation of a season, and shall continue for the remainder of the season for a second violation in the same season.

A coach found guilty of a MPR violation during a playoff, championship or bowl game shall first be required to obtain concurrence of the Federation Board of Directors before his reappointment as a coach in a subsequent season by his association.

In addition, a player denied his required number of plays will start the next game and receive double the number of mandatory plays in that game. The failure of a convicted coach to comply with this provision will be deemed a second violation.

JUVENILE OFFENSES:

FIGHTING: Any act of fighting, or while down during the course of a lay, or after a play, the act of hitting, kicking, striking, or otherwise abusing opponents.

Minimum Penalty: Removal from game for first offense; one week suspension from team for second offense; and suspension from team for the balance of the season for third offense.

INTIMIDATION: Verbal or physical intimidation of opponents outside of the normal talk across the line (of a non-profane nature.)

Minimum Penalty: Removal from game for first offenses; one week suspension from team for second offense; and suspension from team for the balance of the season for third offense.

DISRESPECT FOR AUTHORITY: Any act of disrespect for team/association/Federation authorities, or game officials.

Minimum Penalty: Removal from game for first offense; one week suspension from team for second offense; and suspension from team for the balance of the season for third offense.

TEAM & ASSOCIATION OFFENSES:

FAILURE TO KEEP FAITH WITH JUVENILES & PARENTS: This charge covers any deliberate practice of a team or association which places the health, welfare and safety of juveniles in jeopardy, or exploits or treats them in such a manner that the juvenile becomes a “tool” of the team.

To file this charge, the violation must result from team or association policy, and not be an aberration of one individual. This implies that the practice is carried out by order of, or with the knowledge of, the officership, and no steps are taken to end it.

The charge can also cover failure to supervise implementation of the Mandatory Play Rule and the intentional running-up of scores.

Minimum Penalty: Probation of the organization coupled with permanent suspension of its president and all others who participated in the practice. Upon a second offense, suspension of the organization until all officers are removed.

FIGHTING/RIOTING/INCITEMENT TO RIOT: At games or scrimmages between different teams, any fight or riot between team members, as opposed to one-on-one altercations, will be deemed a team offense rather than an individual offense. An incitement to riot is defined as team heckling or “egging-on” of an opponent in a manner which may result in a fit or riot.

Minimum Penalty:

1. Game-related: Forfeiture of the game for first offense; forfeiture of the season for second offense within the same season.
2. Scrimmage-related: At the discretion of the Federation.

INELIGIBLE PLAYERS: Forfeiture of all games in which the ineligible player was a member of the team (whether or not he played in a particular game) shall be the standard penalty applied to the offending team.

Teams guilty of using an ineligible player any time during the season shall forfeit all rights to be named Federation Champion and shall be barred from participation in any playoff or championship game. Participation in bowl games may also be prohibited upon recommendation of the Federation.

G. PENALTIES FOR ADULT, JUVENILE AND TEAM OR ASSOCIATION OFFENSES:

1. Suspension of the minimum mandated penalty by the Federation Hearing Tribunal shall require a written explanation with reasons stated to the Federation Board of Directors.
2. The ruling of the Federation Hearing Tribunal shall be absolute, except in cases involving a suspension of more than ninety (90) days shall require confirmation by a majority of the Federation Board of Directors at its next regularly scheduled meeting.

H. DEFINITIONS: However, the following shall apply:

1. A Complaint requires the review and investigation by the Hearing Tribunal, but not necessarily a hearing
2. A Petition requires a hearing.
3. A Protest states a violation of a rule, regulation or written policy and involves the outcome of a game. It requires the Tribunal to review and investigate, but not necessarily a hearing.
4. Suspension: As stated in the Administrative Manual under Definitions item “p”.

III. FEDERATION PROBLEM RESOLUTION COMMITTEE:

A. **GENERAL:** Annually the President of each Association will submit to the Federation President or Executive Secretary a proposed committee member and one (1) alternate. The President will submit the names to the Federation Board of Directors for approval and when so approved will constitute the Federation Problem Resolution Committee.

B. **PURPOSE:** The Federation Problem Resolution Committee will perform the following duties:

1. Prior to the start of the playing season, said committee shall meeting monthly (January-August) to address issues related to the Flag and Tackle Football Programs including at the Federation Board of Directors meeting.
2. Review all weekly game reports and conduct necessary investigations into run-up scores, mandatory play rule violations and unsportsmanship-like actions and refer the results to the Federation Hearing Tribunal or the Association Judicial Committee for further action.
3. Review all injury reports and return to participation release, investigate if necessary and refer the results to the Federation President with a recommendation for action if necessary.
4. Meet and discuss with the AIA liaison official and medical personnel coordinator any problems or issues involving officiating and treatment of injury. Refer to the Federation President for

action if necessary.

5. Review other problems that arose during the games the preceding week involving safety issues , juvenile and adult behavior and any other matter relating to the game and refer same to the Association and/or Federation for resolution.
6. Assist the Associations in the resolution of problems at the association level.

V. BOUNDARIES

BRONCOS:

North: Pinal County lines; Pinal County lines east to Shannon ,
South: Ina Road Federation Limit (“FL”) east to Shannon
East: Shannon Road, South to Ina Road, north to FL
West: None, Federation Limit, FL south to Ina Road

CARDINALS:

North: North Tubac city (town) limits
South:
East: Federation limit
West: Federation Limit

CHARGERS:

North: Federation Limit
South: 4800 North (Snyder Road)
East: 8700 East at 4800 North (Northern extension of Camino Seco)
West: 4800 North at First Avenue north to Orange Grove and Christie, Christie north to

COWBOYS:

North: None, Federation Limit, Sabino Canyon east to FL
South: East Speedway Boulevard, Pantano Wash east to FL
East: None, Federation Limit, FL south to East Speedway Boulevard
Sabino Canyon Road/Speedway Boulevard, Pantano Wash, north to FL
West: 8700 East at 4800 North (Northern extension of Camino Seco) Sabino Canyon Road,
south to Tanque Verde, East on Speedway to FL

DOLPHINS:

North: None, Federation Limit, Shannon east to Coronado National Forest
South: Orange Grove/Shannon east to First Avenue
East: Orange Grove, First Avenue north to Christie Drive/Coronado Forest
West: Shannon/Orange Grove, north to FL

EAGLES:

North: Golf Links Road, commencing at Wilmot Road east to Pantano Wash,
South: I-10 to Pantano Wash
East: Golf Links, Pantano Wash south to I-10
West: Golf Links at Wilmot Road, Wilmot Road to I-10 excluding fenced area of Davis-
Monthan Air Force Base

FALCONS:

North: 4800 North to Sabino Canyon Road
South: East Elm Street/East Pima Street, North Tucson Blvd, east to Alvernon Way; south
East: Sabino Canyon Road, FL, Sabino Canyon Road to Speedway at Pantano Wash
West: 4800 North at First Avenue, First Avenue, south to River Road, east on River Road to

49ER's:

North: Sandario Road at Pima Mine Road, east to I-19, north to Sunnyside School District's
south boundary, east to Wilmot and I-10, south to I-10
South: Sandario Road, I-10, FL
East: Pantano Wash, I-10
West: Sandario Road, at Pima Mine Road, south to FL

JAGUARS:

North: Campbell/Kino, east on Ajo Way, to Davis-Monthan boundary
South: Los Reales & Campbell south to Sunnyside School District's south boundary
East: Davis Monthan Air Force Base boundary, south to Valencia, east to Wilmot Road/ south
West: Campbell to Los Reales, Los Reales south to Sunnyside School District's south

RAIDERS:

North: West Speedway to Tucson Mountain Park; West/East Speedway Boulevard, east to
South: 22nd at Tucson Mountain Park east; to I-10, south to Golf Links Road, Alvernon Way
East: Columbus, East Speedway Boulevard, south to Golf Links Road; Alvernon Way, Golf
West: Tucson Mountain Park, East Speedway Boulevard to Columbus, 22nd Street south to

RAMS:

North: I-19 at its interchange with I-10, east on I-10 to Campbell and Ajo Way
South: I-19, Los Reales Road east to Campbell
East: Campbell to Los Reales
West: I-19, at its interchange with I-10 to Los Reales Road

REDSKINS:

North: I-10 at West 22nd Street west to FL
South: I-19 at Pima Mine Road, west to Sandario Road, west to FL
East: I-10, West 22nd Street south to I-19, I-19, south to Pima Mine Road
West: Federation Limit, from Sandario Road/Pima Mine Road west to FL

SCORPIONS:

North: East Speedway at Columbus east to Pantano Wash
South: East Pantano Wash, Golf Links Road, east to Swan Road, to include all the fenced area
East: Pantano Wash, East Speedway Boulevard, south to Golf Links
West: Columbus and Speedway, south to Golf Links

STEELERS:

North: Ina Road east to Shannon, South to Orange Grove, FL east to First Avenue
South: West Speedway to Tucson Mountain Park, FL Speedway Boulevard,
East: Orange Grove and First Avenue, south to River Road, east to Tucson Blvd., south
West: None, Federation Limit, Orange Grove Road south to Speedway at Tucson Mountain
Park, then South to 22nd Street

VIKINGS:

North: Valencia Road at Houghton
East: FL
West: Valencia at Houghton, south on Houghton to I-10, I-10 to Wenworth
South: West of Wentworth, south to FL

WILDCATS:

North: East Speedway Boulevard, Pantano Wash east to FL
South: Houghton and Valencia
East: None, Federation Limit, East Speedway Boulevard, south to Pantano Wash
West: Pantano Wash, East Speedway Boulevard, Pantano Wash at Houghton, south on
Houghton to Valencia

Note: "FL" - Federation Limit

ASSOCIATION COLORS:

BRONCOS:	Orange with White	JAGUARS:	Teal with Black
CARDINALS:	Cardinal Red and White	RAIDERS:	White with Silver/Black
CHARGERS:	Navy with gold	RAMS:	Navy/Vegas Gold/White
COWBOYS:	Navy with gray	REDSKINS:	Gray with Maroon
DOLPHINS:	Miami Green, Orange, White	SCORPIONS:	Dark Green/Vegas Gold/White
EAGLES:	Maroon and White	STEELERS:	Black with Gold
FALCONS:	White with Red/Black	VIKINGS:	Purple/Gold
49ER'S:	Red with Gold	WILDCATS:	Red with White/Blue

POLICY AGAINST DISCRIMINATION

Tucson Youth Football & Spirit Federation, Inc. (“Federation”) is proud of its tradition of offering programs providing activities in which all individuals are treated equally. To ensure the continuation of this tradition, the Federation has established a written policy prohibiting discrimination in and guaranteeing access to all programs and activities run, offered or supported by the Federation with regard to any individual’s race, color, religion, sex, national origin or handicap.* In order to facilitate a clearer understanding of this policy, the Federation has established the following principles:

Non-Discrimination Policy

1. Neither the Federation nor any person acting on its behalf or in its name will directly or indirectly deny any individual the opportunity to participate in any program or activity run, offered or supported by the Federation because of that individual’s race, color, religion, sex, national origin or handicap.*
2. Neither the Federation nor any person acting on its behalf or in its name will directly or indirectly refuse or deny any individual any benefit, advantage, facility** or privilege involved in any program or activity run, offered or supported by the Federation because of any individual’s race, color, religion, sex, national origin or handicap.*
3. The Federation will make all readily achievable efforts to remove barriers which deny, limit or disadvantage individuals with disabilities from full participation in and enjoyment of programs run, offered or supported by the Federation.* For purposes of this provision, the term “barriers” includes communication barriers which limit the opportunities of individuals with sensory disabilities from fully participating in and enjoying the Federation’s program and activities. For purposes of this provision, the term “disability” includes any physical or mental disability which substantially limits one or more major life activities; a record of having such an impairment; or being regarded as having such an impairment.*

Responsibility for Implementing Policy

Every agent, coach or other individual with authority for supervising participants or otherwise providing services for participants in Federation activities and programs will be considered responsible for fully implementing this policy, and failure to comply with this policy will be grounds for removing such individual from any Federation programs.***

Notification Required

Any individual who believes he or she requires an accommodation or removal of a barrier because of the individual’s disability may request such accommodation or barrier removal by notifying the Federation President in writing of the need for such accommodation or barrier removal and the kind of accommodation and barrier removal required to permit the individual to fully participate in and enjoy the program, activities, facilities** or privileges of the Federation.

Complaints for Violation of Policy

Any individual who believes that he or she has been discriminated against in violation of this policy may make a complaint by contacting:

President
Tucson Youth Football & Spirit Federation, Inc.
P. O. Box 30236
Tucson, Arizona 85751
520-322-9779

or may file a complaint with the Civil Rights Division of the Arizona Attorney General’s Office by contacting the office at either of the following addresses:

Arizona Civil Rights Division
1775 West Washington
Phoenix, Arizona 85007
602-542-5236

Arizona Civil Rights Division
402 West Congress Suite 215
Tucson, Arizona 85701
520-688-6500

* Compliance is based on Tucson Youth Football & Spirit Federation, Inc. Rules and Regulations, 2003 edition, including that each participant (flag player, tackle player, spirit member, mascot and water person) have a physical examination, to be signed by a physician stating that the participant is physically fit and there are not observable conditions which contra-indicate the participant from participating in athletics (flag and tackle football, spirit, mascots and water person). Regarding the tackle football program, for safety, accident insurance and liability insurance consideration, ages and weights are carefully correlated and there are no exceptions.

** The Federation and its associations use City and County parks and public and private schools over which the Federation and its associations have no control as to access to said facilities or to the facilities themselves for people with physical handicaps.

*** As to responsibility for implementing policy (removal), this is subject to Federation/Association Hearing Tribunal and due process provisions.

TUCSON YOUTH FOOTBALL & SPIRIT POLICY ON SEXUAL HARASSMENT

Sexual harassment is a form of prohibited sex discrimination under Title IX of the Education Amendment of 1972 and is a growing source of legal concern. Therefore, under no circumstances will sexual harassment be tolerated within the Tucson Youth Football & Spirit Federation, Inc.

Two Types of Conduct Constitute Sexual Harassment

1. Quid Pro Quo Harassment: Occurs when an administrator or coach causes a student-athlete or adult to believe that he or she must submit to unwelcome sexual conduct in order to participate in the program or activity, regardless of whether the student-athlete or adult submits to the demands.
2. Hostile Environment Harassment: Occurs when the unwelcome sexual conduct is so severe, persistent or pervasive that it affects the student-athlete or adult's ability to participate in the program or activity.

WHAT CONSTITUTES SEXUAL HARASSMENT

1. Sexual advances.
2. Touching of a sexual nature.
3. Graffiti of a sexual nature.
4. Displaying or distributing sexually explicit drawings, pictures and written material.
5. Sexual gestures.
6. Sexual or dirty jokes.
7. Pressure for sexual favors.
8. Touching oneself sexually or engaging in sexual activity in front of others.
9. Spreading rumors about or rating student-athletes or adults regarding sexual activity or performance.

SEXUAL HARASSMENT CAN HAPPEN AT ALL LEVELS OF RELATIONSHIP

COACH STUDENT-ATHLETE

ADMINISTRATOR AND ATHLETES

COACHES AND ASSISTANT COACHES

ADMINISTRATORS AND COACHES

STUDENT-ATHLETE AND STUDENT-ATHLETE

HOW TO DEAL WITH SEXUAL HARASSMENT

STUDENT-ATHLETES AND ADULTS

If you believe you are being sexually harassed:

1. Tell someone - parents, league official, friend, police.
2. Keep records - keep a diary of what happened and when with the names, dates, time and what happened.
3. Say "NO" to the harasser. Tell the harasser verbally and non-verbally that his or her behavior is unwelcome and you want it to stop.
4. Take personal action - report the harassment to the Association and Federation. File a complaint with the police.

COACHES

1. Use discretion when alone with an athlete and when coaching, try to have another coach present.
2. Do not touch an athlete outside of a necessary touch to teach a skill.
3. Do not drive alone with an athlete.
4. Stay in separate sleeping quarters when traveling for athletic events.
5. Educate your athletes about sexual harassment.
6. Document any behaviors by athletes directed to you which are sexual in nature.

ADMINISTRATORS

1. Notify student-athletes, parents and coaches of sex discrimination grievance procedures, including where and to whom complaints may be addressed.
2. Conduct thorough and impartial investigations.
3. Assure your coaches, parents and athletes that sexual harassment will not be tolerated.
4. Use discretion in the investigation because peoples' lives are at stake. If necessary, contact the police sex crimes unit.
5. Conduct hearings at either the association or federation level in a prompt and impartial manner.

HOW TO FILE A COMPLAINT FOR VIOLATION OF THIS POLICY

1. CALL THE FEDERATION PRESIDENT AT 520-322-9779.
2. WRITE THE FEDERATION PRESIDENT AT THE FOLLOWING ADDRESS:

President
Tucson Youth Football & Spirit Federation, Inc.
P. O. Box 30236
Tucson, AZ 85751

3. CONTACT OR WRITE YOUR ASSOCIATION PRESIDENT.