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**Official Rules &
Regulations**

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Fort Bend Youth Football League Official Rules & Regulations

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Abbreviations used in the document:

<i>FBYFL</i>	<i>Fort Bend Youth Football League</i>
<i>BOD</i>	<i>Board of Directors</i>
<i>EX BOD</i>	<i>Executive Board of Directors</i>
<i>EXD</i>	<i>Executive Director</i>
<i>AD</i>	<i>Athletic Director</i>
<i>DFO</i>	<i>Director of Football Operations</i>
<i>DCO</i>	<i>Director of Cheer Operations</i>

MISSION STATEMENT

FBYFL's mission is to provide quality, football and cheer programs for the youth and community of Fort Bend county that teaches the "fundamentals of the sport," "good sportsmanship," and "teamwork" under adult supervision.

LEAGUE MOTTO

FBYFL's motto is: "We build CHARACTER, promote INTEGRITY and produce CHAMPIONS on and off the field."

EXECUTIVE BOARD'S RESPONSIBILITIES

- I. To coordinate for the FBYFL:
 - a. Insurance coverage
 - b. Scheduling of referees
 - c. Securing bids for trophies and awards for BOD's approval
 - d. Coordinates and run Cheer Extravaganza, and football bowl games

- II. Conduct the meetings and enforce rules for the League

- III. Make and maintain a solid financial status

- IV. Investigate complaints and concerns regarding any Franchise and make report back to the BOD for action/no-action

- V. Make recommendations to BOD for discussion of potential rules and /or actions. The Executive Board has no voting rights, unless there is a tie in which case the Executive Director will cast the deciding vote

- VI. The Executive Board consists of the following positions:
 - a. Executive Director
 - b. Athletic Director
 - c. Executive Vice President
 - d. Cheer Director
 - e. Secretary
 - f. Treasurer
 - g. Director of Football Operations (2)
 - h. Director of Cheer Operations (2)
 - i. Communications Officer
 - j. Parliamentarian

- VII. To meet with and provide guidance to the BOD of weak and troubled Franchises – this includes but not limited to financial, organizational management, operations, and recruitment of competitive teams.

COACHING – 1

- 1.1 Elected or appointed Officials may hold a head coaching position, except as noted in 1.5.
- 1.2 Background checks will be completed for sexual assault and child molestation on all individuals holding an official position in the FBYFL. When necessary, additional checks will be performed for criminal records. Each Franchise will submit an official roster and application of all volunteers/coaches to the FBYFL EX BOD by the final scheduled BOD Meeting in the month of July of each year. Only FBYFL EX BOD approval will permit an individual to perform in an official capacity in a Franchise. Returning applicants will be checked by zip codes for current violations.
- 1.3 No coach may hold more than one Head Coach's position at any Franchise level. Any coach may assist at any or all levels of the Franchise as requested by the Franchise AD and Head Coach of that respective level.
- 1.4 Coaches must agree to comply and abide by the following rules of conduct by signing a copy of this rule:
 - 1.4a Coaches must display good conduct in front of the participants at all times. Coaches must never argue among themselves or with other Officials in front of any participant or parent.
 - 1.4b No coach shall ever, unless teaching fundamental stance or play; grab, push, or hit any participant under their supervision.
 - 1.4c No coach shall use any derogatory remarks toward any participant. The use of profanity is strictly forbidden at all times.
 - 1.4d No coach shall charge, badger, ridicule, or harass any Game Official or League Official, nor shall they allow any team member or team volunteer to do so. The head coach may at any time, during or after play, request information relative to some infraction as defined in the NCAA rules. Offenders are subject to ejection from the game as defined in the NCAA rules.
 - 1.4e No coach shall purposely teach any participant unethical practices or techniques.
 - 1.4f No coach may punish a player, in any way, for inadvertently incurring a penalty.
 - 1.4g Every coach must, above all else, teach good sportsmanship and personally demonstrate good sportsmanship.
 - 1.4h Coaches shall NOT use tobacco products or drink alcoholic beverages in the football practice or game playing areas.
 - 1.4i Coaches must line all of their players on the 50 yard line after the game and have them extend their right hand to the opposing team, only saying the words, "GOOD GAME". Coaches are not to redirect the opposing teams' players during the process. Any coach found guilty of item 1.4i shall be fined \$100.00 per occurrence and suspended for a week and a game. There is no appeal for coaches found guilty of item 1.4i.
- 1.5 The League AD and Franchise Primary AD's shall be the overall authority in all-coaching matters, and shall have full authority and responsibility to conduct the athletic programs for their teams. The AD shall not be the Head Coach or an assistant coach for the team.
- 1.6 The Franchise Primary AD shall appoint a coach and coaching assistants for each team. The AD has authority to dismiss any coach from his position with the approval of his Franchise BOD. The AD shall monitor and enforce the coach's rules of conduct.
- 1.7 All coaches and trainers must be approved by the individual Franchise BOD or as specified in the Franchise By-Laws.
- 1.8 A coach, who is guilty of improper decorum and is ejected from the game, must be reported to the FBYFLs BOD by the Franchise President. This coach is also subject to fines as defined in Penalties section.
- 1.9 There is no limit to the number of coaches on a team. However, all sideline personnel should be dressed in the Franchise uniform and must be wearing a FBYFL badge. ***Only coaches approved for the level competing may be on the sidelines during a game.***

- 1.10 All coaches should seek out and attend any coaching, first aid, or rules clinics available to enhance his/her knowledge.

PLAYERS ELIGIBILITY/ TRANSFER PLAYERS - 2

- 2.1 No FBYFL player/cheerleader may participate in any other football/cheer program, which includes but not limited to, select football, competition cheer, and school programs while participating in FBYFL. Tryouts are allowed until their first FBYFL sanctioned practice and after participant's season concludes once their team has been eliminated.
- 2.1a A Violation of this regulation will be cause for the mandatory suspension of the individual from further playing in FBYFL for the remainder of the current season.
- 2.2 All participants must be enrolled in school or home schooled.
- 2.a Home school participants will be classified by age and provide notarized documentation of the next year's course level without more than one (1) class being above the 6th grade level in order to be able to participate in FBYFL activities.
- 2.2b Participants must be in the 6th grade and under, ranging in age from 5 years to 12 years old as of 11:59 p.m., September 1st of the current year.
- 2.2c A player is eligible to play Senior only one year as a sixth grader. This includes players transferring from another league.

** NOTE: Upon the player's return from sitting out a season the MUST advance to the natural playing level in which they would have been on if they had not sat out one FBYFL season.*

- 2.3 Participant's eligibility is also subject to age, weight and grade limitations defined in the section Team Structure as specified in section 4.2.
- 2.4 Participation of ineligible participants (as herein defined) in any game shall result in automatic game forfeiture. The FBYFL BOD shall impose additional penalties. Possible sanctions include expulsion or suspension of any Franchise Coach, AD, President or other responsible party.
- 2.5 Applicants who previously participated in FBYFL and who wish to make a transfer to another FBYFL Franchise may do so provided that application has not already been made to and accepted by another Franchise and that the applicant is in good financial standing with the previous Franchise. (Note: An accepted application is a FBYFL application that has been signed or initialed and dated by the respective Franchise's board member or coach. Application will be in carbon duplicate; Original – Franchise, Yellow to parents. (Copy of application goes to the League)
- 2.5a A list of outstanding or unresolved equipment or other financial obligations will be submitted to FBYFL BOD and these players will be required to resolve their outstanding debts prior to registration with any team in the League. This list must be submitted prior to the June FBYFL BOD meeting.
- 2.6 All participants who submit an application to play with any Franchise based upon misinformation shall be permitted to file a written appeal of Rule 2.4 to the FBYFL BOD.
- 2.7 Absent written agreement of the involved Franchise Presidents and League notification and approval, no transfers will be allowed after the final rosters are submitted.
- 2.8 Applications are binding documents, upon a parent signature and acceptance by the organization, no transfers are allowed. The only special circumstances that will be considered by the FBYFL BOD are players who have relocated,

REGISTRATION - 3

- 3.1 It shall be the responsibility of each Franchise President to hold registration in their area to enlist participants for the football team and cheer team.
- 3.1a All participants must be registered on the FBYFL approved application. Failure to use the league approved application will result in a \$250 fine to the offending Franchise.
- 3.1b Only acceptable modification to the application is the addition of the registering Franchise's Logo and address.
- 3.2 Applications of returning players can be REGISTERED the last day of the regular season. . New applicants may be registered January 1st of the upcoming year.
- 3.2a Franchises will not be allowed to recruit potential participants for next year during any All Star practice or game weeks.
- 3.3 All Franchises must have a Returning Player* Registration starting the day after the Super Bowl and ending prior to their Franchise open registration date. Returning player registration should be announced to all parents before or during the respective Franchise's year end banquet and posted on the Franchise and league web-site at least seven (7 days) prior to the returning player registration date and/or end dates.

** Returning Player: A returning player is all players who completed a full season of the prior football season (starting the day after the Super Bowl until the end of the last Super Bowl football game). Players who were out due to a season ending injury during that season are also considered returning players.*

- 3.4 Each Franchise shall define registration policies including returning status and legacy status in their bylaws. Registration guidelines for each Franchise shall be published on their website and FBYFL website clearly defining their registration process.
- 3.5 All registrants shall provide proof of birth date, an original Birth Certificate is required for all new participants, Passport or certified court record. For returning players this may be a copy of the previous year's Certificate form.
- 3.6 All football registrants with the exception of Flag MUST have a copy of "final Report Card from the previous year" (grades may be blacked out) showing the grade the applicant will be in August/September of current year.
- 3.7 The weigh-in will be held to ensure that all players meet the age, weight and grade requirements. Weigh-in is required for all levels with participation weight restrictions.
- 3.7a Weigh-in must be done with a balanced scale by the FBYFLs Officials at a time and location designated by the FBYFLs BOD.
- 3.7b There will be two official FBYFL weigh-ins conducted. The 1st weigh-in will be determined by the FBYFL Ex. BOD. The 2nd weigh-in will be held the week after the 2nd official game. The 2nd weigh in will be scheduled by the Ex. Board. Any participant failing to weigh-in at the 1st weigh-in date will be ineligible to play in regular season games for weeks 1&2 of the regular season. These participants must be weighed at the 2nd weigh-in. There will be no other weigh-ins during the season except for participants identified in the SPECIAL CIRCUMSTANCES below.

**SPECIAL CIRCUMSTANCES: The EX BOD has the authority to make a "special weigh-in exception" based upon acceptance and approval of a Franchise's written presentation of special circumstances sent via e-mail to the EXD, AD and Secretary indicating the circumstances limiting the participant from attending the official weigh-ins.*

- 3.7c Special Weigh-ins will be done with 2 EX BOD and 2 FBYFL BOD Members present who are NOT affiliated with participants being weighed.
- 3.7d For weigh-in purposes each Franchise will submit combined registration book and for game day purposes each Franchise will maintain a separate registration book for each level.

**NOTE: A Registration Book consists of a completed application, photo, report card (with evidence of participant being promoted), birth certificate and/or passport in both the Franchise and league books.*

- 3.7e Any Franchise whose records are not in order at the assigned date and time of weigh-in will forfeit their assigned weigh-in time and be moved to another weigh-in time. The Franchise may also be subject to forfeiture of the first game if approved by $\frac{3}{4}$ votes by the BOD.
 - 3.7f During weigh-in, if a participant requires a picture and or copy of a Birth Certificate to complete official weigh-in the Franchise will be assessed a \$3.00 fine for each participant missing required documentation and \$1.00 for each clerical omission
 - 3.7g Participants' applications will be stamped on their application, report card and picture indicating their assigned level. The EX BOD and BOD members reviewing the registration documents and witnessing the validation of the weight MUST initial and date the application for verification.
- 3.8 Any disputes regarding a player's eligibility must be provided via e-mail to the EXD, AD and Secretary who will investigate the matter and report their findings at the next BOD Meeting. If a participant meets the age, weight and grade requirements at the weigh-in, then they are eligible for the season. It is the responsibility of each Franchise to ensure that all of their players meet the FBYFLs age, weight and grade requirements. Any participant found to not meet these requirements will be suspended and the team will forfeit all games in which that participant played. The Team, Coaches, and Franchise may be subject to additional penalties and/or fines by FBYFL.
- 3.9 Late registrations may be held until the Sunday following the second regular scheduled week's game and weigh-in. All rosters will be frozen and submitted to the FBYFL at the next scheduled regular meeting.
- 3.9a No registration of new participants will be allowed after the second week of the season, unless a team has less than the minimum number of 17 players on their roster. If a team has less than 17 players they may continue to register players until the 17th player is added to the roster, at which time the roster is frozen. Once a team roster falls below 17, then the roster is re-opened to allow the Franchise to bring the roster back to the minimum number. No players shall be added to the roster after the 6th week of regular season games.
 - 3.9b A \$100 fine will be imposed on any Franchise that does not submit the final roster by the above deadline. If the roster fines are not received by the Sunday following the 2nd weigh-in, the Franchise will forfeit all games played in the previous two weeks.
 - 3.9c Copies of all incomplete registration forms shall be forwarded to the League AD before the next scheduled meeting after the second regular scheduled week to the FBYFLs President or the Presidents designee for inclusion in the FBYFLs permanent records. These records shall be updated as necessary by the various Franchises to reflect participant drops, addition, and changes.
 - 3.9d The league AD will provide to each Franchise copies of all frozen rosters including jersey number after the 3rd game of the season.
- 3.10 Participants WILL NOT be allowed to participate with incomplete registration forms.
- 3.11 Each Franchise President and AD will have the right and privilege to review any registration form(s) of any other Franchise at any time. Copies of a Franchise's registration forms shall be available at all official games. Failure of the Franchise to provide registration forms on any player in question prior to the next scheduled game will result in a \$50 fine per player that was questioned. The player will not be eligible until his registration form(s) are provided to the FBYFL BOD.
- 3.12 Prior to each playoff and/or bowl game all FBYFL participants may be required to undergo an additional weigh in. The purpose of the weigh-in is to ensure that no participant has gained significant weight since the initial weigh-in to the extent that such participant poses a safety risk to other participants. No FBYFL player shall be permitted to participate in any playoff and/or bowl game if the individual's weight exceeds over the maximum level of the level of play immediately above the level at which the player intends to participate. (i.e. if a sophomore player exceeds the maximum weight for the junior level he shall not be eligible to participate in any playoff and/or bowl game at any level. A player at the Senior level ***weighing more than 200 lbs. will not be eligible to participate in the FBYFL playoffs or bowl games.***

**NOTE: During the regular weigh-in, players are precisely at the maximum weight level for their assigned level or exceed that maximum level will be documented and added to the list of players who will submit to this additional weigh-in prior to playoffs and bowl games. In addition, if any player's weight is questioned prior or during the playoffs they will submit to this rule requirement as well. Rule 3.7c must be implemented for this weigh-in.*

- 3.13 Offseason will be defined as the Day after the Superbowl until the FIRST day of league sanctioned practice. During the offseason, Franchises may conduct football camps (see 3.13b) and off-season conditioning activities.
- 3.13a Offseason conditioning shall be defined as:
1. Session shall include only strength and conditioning instructions and exercises, such as physical education activities, calisthenics and strength and conditioning exercises.
 2. Sports specific skill instructions are prohibited.
 3. Sports specific equipment (balls, dummies, spacer dummies, sleds, contact equipment) is prohibited.
 4. Specific grouping of athletes by sport or position is prohibited, except for
 - a. League approved 7 on 7
 - b. League approved all-star teams
 - c. League approved spring league teams
 5. Off season sessions may be no more than 3 per week, not to exceed 90 minutes per day.
 6. Conditioning sessions may be Franchise specific or team specific but must be listed on the team's website.

**Note – A football camp consists of football lecturing, teaching, drills and conditioning.*

- 3.13b The sponsoring Franchise must have an open registration prior conducting the camp.
- 3.13c Football Camps are relegated to a total of:
- Two 5-day camps, not consecutive, or singular up to multiple day camps with a minimum of 5 day intervals not to exceed 10 days total. Each day not exceed 2 hours. Camps will be from March 1st to May 31st and June 1st until the Sunday before the end of the league designated “dead week”. -
 - “Dead Week” is the week when FBYFL coaches cannot have any “hands-on” football instructions, coaching or conditioning with FBYFL participants.
- 3.13d No player-to-player contact is permissible during football camps.
- 3.13e Football Camps must be approved via e-mail by the AD and DFO at least 5 days prior to the camp being held.
- 3.13f Football Camps must be open to everyone and posted on the FBYFL and Franchise Website.
- 3.13g No Try-Outs/Combine – Any team that holds a try-out will be assessed penalties.

**Definition of Tryout/Combine: 1) Try-out – A test to ascertain the qualifications of applicants as for an athletic team. 2) Combine – Timing and/or measuring athletic abilities while running, jumping or any form of simulated athletic movements.*

- 3.14 Any changes in player jersey numbers must be reported to the opposing Franchise prior to, or during the game. Any temporary or permanent number changes must be reported at the next FBYFL's meeting.

TEAM STRUCTURE - 4

- 4.1 Each FBYFL Franchise will have five football teams.
Flag (refer to Flag Football section for specific rules)
Freshman
Sophomore
Junior
Senior
- 4.1a Each team will have a minimum of 17 players. The FBYFL Board of Directors may waive this rule to booster Franchises upon their petition of the Board.

- 4.2 Players shall be assigned by grade (verified with progress report card, age, and weight). Categories defined below:
- 4.2a All ages are as of 11:59 pm, September 1st of the current year.
- 4.2b Players weighing less than the minimum weight for the FRESHMAN level MUST have parents/legal guardians “initialed” approval on the application in order to play football.
- 4.2c Weight restrictions. Minimum acceptable dress for weigh-in is: “bare foot & light weight shorts”. There is no clothing allowance at weigh-in.
 *Freshman: 7 and 8 year olds who weigh a minimum of 50 pounds and a maximum of 120 pounds.
 *Sophomore: 9 and 10 year olds who weigh a maximum 140 pounds; 8 year olds, who weigh more than 120 pounds with the maximum weight of 140 pounds.
 *Junior: 10 and 11 year olds who weigh a maximum of 160 pounds; 9 year olds who weigh more than 140 pounds with a maximum weight of 160 pounds.
 *Senior: 11 and 12 year olds who weigh a maximum of 180 pounds. ***Participants weighing over 180 pounds but less than 200 pounds may play on the senior level. They’re only be allowed to play on the offensive and defensive line as tackles, guards or the center on offense and defensive tackle or nose guard on defense. They must line up on the line of scrimmage. They cannot carry or receive the ball, except when recovering a fumble or returning an interception. They must have a FBYFL issued sticker on their helmet. Once classified as a lineman, the participant may not be reclassified, even if they fall below the weight.***
- 4.2d A FBYFL player can play 2 years at the Freshmen level, if they meet the age of 8 yrs old, grade and weight requirement that exceeds 55 lbs. After that, players must move up to the next level of play each year. Players that are new to the League will be assigned to a level based upon age, weight, and grade requirements.
- 4.2e If a player was moved up a level due to weight, the player may be evaluated the next season to determine if he is allowed to be re-classed to his correct level by the League Athletic Director.
- 4.2f No player may be reassigned to a level after final rosters are submitted.
- 4.2g To the extent not in conflict with the above, ALL 1st, 2nd, & 3rd grade players shall play at the Freshmen level; 4th graders shall play at the Sophomore level; 5th graders shall play at the Junior level; and 6th graders shall play at the Senior level. Noting that it is possible for a player to play two years as a Senior. As stated previously, no player may play 2 years as a 6 grader.
- 4.3 All players are subject to review and reassignment by the FBYFL AD throughout the year. Recommendation of reassignments by the FBYFL AD must be approved by the BOD after the next BOD Meeting.
- 4.4 A player may not be assigned to a level lower than that on which they competed the previous year.
- 4.5 All teams participating as a Franchise in the FBYFL MUST BE LOCATED WITHIN Fort Bend County with 50% of the participants either attending or zoned to a school district which is located within the Fort Bend County.

EQUIPMENT - 5

- 5.1 Player safety shall not be compromised in the purchase of equipment.
- 5.2 Equipment and uniforms shall be the property of each Franchise, and will conform to NCAA regulations.
- 5.3 Helmet will include a facemask with double bar type face mask. Single bar or tubular face guards are prohibited.
- 5.4 All football participants should wear appropriate athletic equipment.
- 5.5 Metal cleats are prohibited.

- 5.6 Mouthpieces must be worn by football participants at all times during practices and games.
- 5.7 All Franchise uniforms must be submitted to the league for approval no later than the last scheduled league meeting in May.
 - 5.7a A new Franchise admitted to FBYFL cannot duplicate an existing Franchise's name or logo. FBYFL BOD must agree to a new team that has the same colors as an existing team.
- 5.8 The standardized game ball will be the Wilson-TDJ in all Junior and Senior games. Freshman and Sophomore divisions will use the Wilson-K2 football during their games. Game balls can be leather or synthetic.
- 5.9 The home team will provide all game balls with the option of visiting team using their own balls.
- 5.10 Sponsorship advertising is permissible with approval from the FBYFLs BOD, meaning type of sponsorship and location of sponsorship on equipment. During the regular season, visiting team cannot bring sponsorship banners, tunnels or advertising trailers to home fields. Trailers should be parked away from field after items are unloaded.

PRACTICE - 6

- 6.1 A practice session is defined as any occasion when three or more players and one or more coach assemble for scrimmage, instruction, and or lecture, not including purely social activities.
- 6.2 Practice for the season may begin at the date set by the FBYFL BOD.
- 6.3 In seasons that experience a "bye week" the team affected by the "bye" will be allowed to have four practices for that week.
- 6.4 The 1st two weeks of the season there may be 5 days of practice a week. The 3rd and 4th weeks of the season there may be 4 days of practice a week. Starting the 5th week, practice will be limited to no more than 3 days a week.
- 6.5 No practice is to exceed 1½ hours on any given day. Exception: During the weeks with four or five days of practice, teams may substitute two 2.15 hour practice days in exchange for three 1.5 hour practice days.
- 6.6 In the event a scheduled practice is cancelled or suspended due to inclement weather, the Franchise A.D. or President will obtain approval from the League AD or DFO to re-schedule or continue practice for the time suspended.
- 6.7 Each Franchise will set their own rules governing player participation in games when they have missed practices.
- 6.8 The first 5 practices for all players will be for conditioning only. Only helmets may be worn for the first week of practice.
- 6.9 Pads may be worn beginning with the 6th practice.
- 6.10 Games or scrimmages of any nature with teams not chartered by the FBYFL will not be allowed, except with a majority vote of the FBYFL BOD.
- 6.11 Practice or scrimmage between a team more than one level higher than the lowest team is prohibited.
- 6.12 No scrimmages with other Franchises are allowed after the 1st scheduled game.
- 6.13 During scrimmages, no more than 3 coaches on the field per team.

- 6.14 Practice week will be defined as Sunday – Saturday except during Bowl Game Week, which will be Monday-Sunday.

MINIMUM PLAY RULE - 7

- 7.1 All players must participate in a minimum number of offensive and/or defensive downs in each game they play. For the purpose of the minimum play rule, a play is to be counted for each kick-off and point after attempt and each time the ball is hiked and a down is counted, even though a penalty may be called after the ball is hiked and the down repeated. If a penalty is called prior to the ball being hiked, no down or play is counted. **NOTE: Punts on the Freshmen and Sophomore Level DO NOT COUNT as a play for minimum play rule purposes.*
- 7.1a Freshman and Sophomore levels have a minimum number of plays set at 10.
- 7.1b Junior and Senior levels have a minimum number of plays set at 12.
- 7.2 If a player is tardy to the game, the following rules apply:
- 7.2a The coach can elect not to play the player.
- 7.2b If the coach elects to play the player then the player must play his minimum number of plays according to the minimum play rule.
- 7.3 The minimum play rule shall be defined to cover “all plays to be completed by the end of the regulation game”.
- 7.4 Minimum play rule is suspended for a player when that player becomes ill, injured, or is ejected from the game. This must be reported to the opposing teams Head Coach, Franchise AD and team Monitors and marked on monitor sheet.
- 7.5 The penalty for violation of the minimum play rule is: 1st violation - forfeiture of the game with winning team’s choice of 28-0 score or actual score and suspension of Head Coach for the next game and week’s practice. 2nd violation - same as first forfeiture and forfeiture of next winning game and/or fines and suspensions as directed by the FBYFL BOD. There is no appeal for the above penalties.
- 7.6 Monitoring shall be accomplished on the FBYFL approved monitoring forms. Monitor forms must be filled out in ascending numeric jersey order at least 15 minutes prior to the schedule start of the game.
- 7.7 Any player not playing, for any reason or injured in the game must be reported to the opposing teams Head Coach and team Monitors. Players injured during the game and players not starting may remain on the bench with shoulder pads removed. All players not playing or injured **MUST** have a written explanation on the monitor sheet.
- 7.8 All games shall be monitored regardless of the weather conditions.
- 7.9 Each Franchise will assign two monitors per game who will have the sole responsibility in recording the number of plays for each player. No game shall start without monitors in place. The 2 Monitors and 2 Franchise Board Members signatures certify that all players have completed the required number of plays. Failure to monitor or provide monitors will result in forfeiture of the game. Monitors must prepare to be on the field 5 minutes prior to the beginning of the game. Monitors must be on the field when the Officials blow the whistle for the start of the game. If there are no monitors 5 minutes after the Officials call for the game, the game will be forfeited by the team without monitors.
- 7.10 At the next FBYFL meeting, each Franchise will turn into the FBYFL President or AD, copies of all monitoring forms from the previous week’s games.
- 7.10a A Failure to submit monitoring forms at the next FBYFL meeting results in forfeiture of the teams involved with the win going to the team’s opponent. If both opponents fail to turn in monitoring forms, both teams will receive forfeits.
- 7.10b Teams that fail to submit monitor sheets at the next FBYFL meeting without good cause shall be fined \$100.

SEASON PLAY AND GAME OPERATIONS - 8

- 8.1 Scheduling the regular season play shall be the responsibility of the FBYFL EX BOD.
- 8.2 The FBYFL shall be divided into Divisions and have an 8 game regular season.
- 8.2a Divisions “line-ups” will be evaluated every two years.
- 8.2b Each team will play their division teams and their remaining opponents for the upcoming season will be from the other division to complete their 8 game schedule. **The schedule will be voted on by the FBYFL BOD.*
- 8.3 The home Franchise is responsible for having the field marked (lined), yard line markers, visible operating clock & announcing system (barring unforeseen situation), providing a press box announcer, down markers, personnel to operate the down markers, official game ball, and side line barriers for crowd control. Side line barriers must be able to separate the fans from the players on the sidelines. Acceptable sideline barriers include chains, fencing and ropes.
- 8.3a A Franchise that fails to meet the obligations without “good cause” shall be fined \$100.
- 8.4 Home teams shall make all essential (i.e. benches, water, etc.) items equally available to both teams. Home teams may utilize non-essential items unilaterally (i.e. headsets, coolers, etc.).
- 8.5 The starting times for the games are as follows:
- 8:00 A.M. Flag
 - 9:30 A.M. Freshman
 - 11:00 A.M Sophomores
 - 1:00 P.M. Junior
 - 3:00 P.M. Senior
- 8.5a When games are delayed due to the playing times of the previous game, games shall start no later than 15 minutes after the end of the proceeding game.
- 8.6 A game will not start unless each team has two monitors on the field, a chain gang is in place, and a clock operator is ready to go. Failure to have these individual in place within 5 minutes of the official call for the game will result in a forfeiture. See Rule 7.9
- 8.7 Automatic forfeiture is assessed if a team fails to take the field within 5 minutes after the Official calls for the game considering the above start times.
- 8.8 Any team forfeiting a game will have a score assessed of 28–0 or the actual score at the time of the forfeiture. The non-forfeiting team shall have the option of taking the score of 28–0 or the actual score.
- 8.9 All games will be played under the supervision of TSAO certified Officials.
- *NOTE: A Liaison of Officials and Official Scheduler will be assigned by the EX BOD annually to schedule Officials for games and manage problems/concerns with Officials as they arise with the assistance of the EX BOD.*
- 8.10 All Franchises must pay the league approved Referee fees, which shall be determined annually by the FBYFL BOD.
- 8.11 Any player who is ejected from a game by a Game Official for any reason must be recorded on the front of the monitor sheet and reported by his Franchise to the FBYFL BOD. The player will be suspended for the next scheduled game. See sect. 13 for further details.
- 8.12 Any Coach who is penalized for unsportsmanlike conduct or ejected from a game by a Game Official for any reason must be recorded on the front of the monitor sheet and reported by his Franchise to the FBYFL BOD. See section 13 for penalties associated for ejection from a game.

- 8.13 The visiting and home cheer squads will perform during half-time intermission of the game. The maximum length of each performance will be 5 minutes.
- 8.14 Scores of all games will be recorded by each club on their respective monitor forms and called into the designated League Official at the conclusion of each game.
- 8.15 The decision to suspend or cancel games due to hazardous weather, field, or other conditions shall be made in advance of the game by a FBYFL EX BOD Member. In all other circumstances the decision will be made by the senior Game Official. Rescheduling of such games will be made by the FBYFL AD.
- 8.16 The Official, Head Coach, or the Franchise President may make game protest. The basis for the protest must be in writing on the reverse of the game's Monitor form and signed by the person lodging the protest immediately following the game. The Franchise President must sign all protest. Written comments from the Game Officials should be solicited in the event of a game protest and included with the Monitor form. Intention to protest must be made before submission of the game Monitor forms to the FBYFL President. All protest shall be ruled on by the FBYFL BOD.
- 8.16a No game protest will be allowed based on an Official's call.
- 8.17 Down Markers will be operated on the home team sideline.
- 8.18 Any personnel who are on the field of play need to be 13 year of age or older except for water boys, cheerleaders and cheer coaches.
- 8.19 Personnel working the monitor sheets WILL NOT, during the course of the game, relay any information back to his side of the field by verbal comment and or signal concerning the play calling or they will be replaced. Monitors must leave the field of play upon completion of monitoring duties. Monitors and sideline personnel are not allowed to use cell phones or ear buds during the game. They are not allowed to touch the players or give instruction to the players.
- 8.20 All parental complaints regarding any aspect of the program need to be addressed IN WRITTING at the Franchise level first. If unresolved then a written complaint will be submitted to EXD for review and consideration.
- 8.21 If a game is called due to weather and one or more plays in the 4th quarter have occurred, the game shall be declared as a complete game. The team with most points will be declared the winner. In the event of a tie, the game will be recorded as such. Exception, if both teams agree to finish the game, then the League Athletic Director can agree to allow for the completion of the game. The game will be rescheduled by the League AD.
- 8.22 The home Franchise is responsible for providing the following professionals at all League sanctioned events: 1) Licensed EMT and 2) a Licensed Peace Officer. Failure to provide an EMT and /security at the League sanctioned events will result in \$250 fine per violation to the home Franchise. Fine is payable to the FBYFL. They must wear FBYFL approved attire.
- 8.23 The Freshmen and Sophomore teams may have one coach on the field for the first 3 games. The coach shall not hinder or slow play in any manner, and shall be at least 5 yards back of the last player in the formation when the ball is snapped. Between plays on the field, the coach may assist players in proper formation and may request a team time out. However, once the offense breaks the huddle, the coaches CANNOT physically adjust the players. Violations of this rule will result in a loss of downs.
- 8.24a In the event of an "unbalanced schedule", one team is eligible to have a coach on the field, and then BOTH teams will be allowed to have a coach on the field.
- 8.25 No game shall start 15 minutes before the regular schedule games without approval by both Franchise ADs or if directed by FBYFL League Athletic Director.

GAME RULES - 9

- 9.1 The playing rules for the FBYFL shall be the same as those of the National Collegiate Athletic Association (NCAA) except for the additions, deletions, or modifications specifically enumerated in this section.
- 9.2 Total playing time:
Flag: Refer to Flag Rules.
Freshmen: 32 minutes, 8-minute quarters.
Sophomores: 32 minutes, 8-minute quarters.
Juniors: 40 minutes, 10-minute quarters.
Seniors: 40 minutes, 10-minute quarters.
- 9.3 Half time intermission will be 10 minutes. Exceptions that lengthen intermission may be made by the home team Franchise President to accommodate special activities or the FBYFL League AD.
- 9.4 The Point after Touchdown (PAT) awards will be 1 point for a successful running play, 2 points for a forward pass caught in the end zone and 2 points for a successful PAT kick. Rushing is allowed on field goals and extra-point kicks.
- 9.5 Punting Rules:
9.5a Punting rules for Freshmen and Sophomore levels only. On 4th down only, a coach must declare a punt attempt; no fakes. There is no rush and no return. The ball must be snapped from the center to the kicker a minimum of 3 yards back. Then punter must remain in the tackle box. A muff in the end zone is an automatic safety. If ball is muffed outside of end zone, the ball may be picked up and kicked. Once the coach declares a punt attempt the clock stops and the punt MUST be attempted. Failure to attempt a punt will result in a 15 yard penalty and change of possession. After the kick, the ball is declared dead once controlled or if the ball is touched and moved forward, it will be considered dead at the place where the ball was touched.
9.5b Punting rules for Junior and Senior levels only. NCAA rules apply. Exception: no rushing over the snapper.
- 9.6 During injury time outs water personnel may provide players with water. Coaches are allowed to bring one player to the sideline for instructions. If a coach violates this rule the team will be charged a full time out. All players on the field must take a knee away from the injured player. **Note: Coaches should not touch or pick up child until child has been evaluated by EMT or healthcare professional.**
- 9.7 The NCAA Torn Jersey rule does not apply.
- 9.8 A continuous clock will start in the 2nd quarter when a team is ahead by 42, in the 3rd quarter when a team is ahead by 35 points and in the 4th quarter when the score difference is 28 points. During a continuous clock, the clock will only be stopped for an Official's time out.
9.8a Due to the 10/12 plays rule, no continuous clock is allowed in the 1st quarter. .
9.8b Once a continuous clock is in effect, the minimum play rule will be reduced by 3 plays for both teams if a continuous clock starts in the 2nd quarter; and by 2 plays for both teams if the continuous clock starts in the 3rd or 4th quarter for both teams and the clock remains continuous until end of regulation.
- 9.9 The ranking of teams within each level (Flag, FR, SO, JR, SR) will be as follows:
9.9a A team receiving 1 point for each win and ½ point for each tie will determine league standings. The total number of win & tie points will then be divided by the total number of games played to determine the winning percentage. Teams will then be ranked by numerically order first to last.
- 9.10 No team shall intentionally forfeit a game. Any intentional forfeit shall result is forfeiture of all remaining games and/or fines.
9.10a Intentional forfeiture does not include suspension of the game as a result of mutual agreement of Franchise Officials or suspension as a result of a reduction of eligible participants or for safety reasons. However, the intentional forfeiture shall specifically include any voluntary action on the

part of a Head Coach or Franchise Official to pull the team off of the field as a result of dissatisfaction of an Official's call or other action.

- 9.11 Rule change discussions for the next FBYFL season will start midway of current game season and be finalized the Sunday after the FBYFL Super Bowl or as proposed by the FBYFL BODs.
- 9.12 Regular season game results shall be determined by the NCAA Tie breaker rules, not to exceed two attempts per team. The first set of downs in overtime will start on the 15-yard line and the second set of downs will be on the 10-yard line. If the score is still tied at the end of two overtimes, the score will be recorded as a tie.

PLAYOFFS - 10

- 10.1 Prior to the each game of the play-offs each opposing team will check the opponent's books.
- 10.2 The official FBYFL Champion for each team level classification shall be that team who wins the FBYFL Super Bowl, after advancing in the league playoffs. FBYFL will sponsor the Lone Star Bowl for the 3rd and 4th place teams.
- 10.3 Playoff structure will be determined by the FBYFL BOD, with the following guidelines:
 - 10.3a Playoff brackets will be determined by the number of teams in the FBYFL in the event there are fewer teams than indicated; a "BYE" will be awarded to the highest seeded team(s) based on the number of teams in the league.
 - 10.3b In an "unbalanced schedule" when two teams are tied at the end of the regular season, the team playing the most games will use an "average points allowed" for tie breaker determination.
 - 10.3c If two or more teams are tied in all categories, a coin toss will be used to determine the team to advance to the playoff and/or position.
 - 10.3d Teams will be seeded from #1 –the numbers of teams in the League and placed in the playoff brackets system determined by the FBYFL BOD utilizing the tie breaking rules listed below.
 - 1) Winning Percentage
 - 2) Head to Head competition in regular season; *Note: * If 3 or more teams are tied and all teams have not played one another, the teams will be placed in seeding order by points allowed.*
 - 3) Fewest points allowed against the team in regular season
 - 4) Coin Toss
- 10.4 Playoffs system will be developed by the BOD prior to the start of each season.
- 10.5 No playoff game can end in a tie. If at the end of any playoff game, the teams are tied, the NCAA Tiebreaker Rule shall apply. For the first set of downs the ball will placed on the 15-yard line. If at the end of the first set of downs, the score is still tied, each successive set of downs will start on the 10-yard line until a winner is determined. After the 2nd over time you do not have to go for the 2-point attempt.
- 10.6 For a player to be eligible to play in any post-season game, they must have been a member of the same team throughout the current season.
- 10.7 During the Bowl competitions, the monitor sheets will be checked by League Officials for "minimum play adherence."
 - 10.7a If the "winning team" fails to meet the minimum play requirements, the team will forfeit the game and the opponent will be declared the winner.
 - 10.7b If the "losing team" fails to meet the minimum play requirements, the Franchise will be fined \$100 and the Head Coach of that level will be suspended for the next season's 1st game and practice week.
 - 10.7c If both team fails to meet the minimum play requirement, both Franchises will be fined \$100, the head coaches for that level shall be suspended for the first game of the season, and the team with the highest score will be declared the winner. If the coach is not returning to the organization, the

organization will be fined \$250.00. The coach of that team will be liable for the fine, if he is not returning to the organization and will not be allowed to coach until it has been paid.

- 10.8 All Bowl game participants will be allowed 4 days of practice the week of the bowl games. Monday – Sunday.

TROPHIES AND AWARDS - 11

- 11.1 Appropriate awards may be given to the participants by their Franchise.
- 11.2 Each participant in the FBYFL Bowl games will receive appropriate awards as determined by the FBYFL BOD.
- 11.3 Cheer awards will be distributed at an “Annual Cheer Event.”
- 11.4 The FBYFL Franchise member fees will cover the cost of these awards.

INSURANCE AND DUES - 12

- 12.1 It shall be the responsibility of the FBYFL BOD to secure an Accident Insurance Policy each year. This coverage will be adequate for the anticipated needs of the FBYFL member Franchises.
- 12.2 All participants must be enrolled in the insurance program adopted by the FBYFL.
- 12.3 No player may participate in any game or practice until such time an insurance coverage is effective for that participant.
- 12.4 First insurance payment must be paid to FBYFL prior to the first scheduled practice. Failure to make payment will result in the Franchise not being allowed to practice.
- 12.4a Final insurance payment must be paid and submitted with the final roster. Failure to make final payment will result in the Franchise not being allowed to practice or play the next scheduled game. This will apply on a week-to-week basis.
- 12.5 The FBYFL BOD will establish member Franchise fees annually and will be payable in full by the Sunday following the 1st regular season game played.
- 12.6 Failure to remit fees by the stated game will result in forfeiture of games played and possible expulsion from the FBYFL as determined by the FBYFL BOD.

PENALTIES/FINES/SUSPENSION OR DISCHARGE/ DEPORTATION - 13

- 13.1 All violations must be reported in writing to the FBYFL Executive Director and AD for investigation and ruling under FBYFL Rules and Regulations.
- 13.2 Unless otherwise set forth herein, NO action either suspending or expelling a participant, coach, Franchise Official, or member of a Franchise by the FBYFL BOD shall be had without adequate notice and opportunity for the affected individual to be heard at the next FBYFL BOD meeting. However, if a Franchise suspends or expels a parent or coach, the Franchise is responsible for allowing the affected individual due process at the Franchise level, prior to the individual being allowed at the FBYFL BOD

meeting. In the case of a mandatory suspension, which are outlined in the FBYFL Rules and Regulations, there is no appeals process.

- 13.3 The BOD for each Franchise will review any complaints lodged against any coach or fan and will have the authority to remove any coach at any time by a 2/3 vote.
- 13.4 Coaches, players, Franchise Officials, or fans found by the FBYFL rules, guilty of serious unsportsmanlike behavior or other inappropriate behavior will be sanctioned by the FBYFL BOD. Such sanctions may include, but are not limited to suspensions, fines, and expulsion.
- 13.4a The following shall constitute “serious unsportsmanlike behavior”:
Conduct Act 1 - Ejection from the game by the Officials.
Conduct Act 2 - Two or more unsportsmanlike conduct penalties in the same season.
Conduct Act 3 - Charging, threatening, fighting, using profanity, confronting, or berating an Official, participant, or coach.
- 13.4b For anyone found guilty of the above, the following penalties will be applied by the FBYFL BOD for Conduct Act 1 and/or Conduct Act 2:
1st occurrence: 1 game & week’s practice suspension shall be assessed to the offending Coach
2nd occurrence: 2 game suspension.
Conduct Act 3 offenses will be reviewed during the next scheduled FBYFL meeting for possible penalties applications. **A minimum of \$500. a maximum of 3,000 fine will be assessed along with addition sanctions as set forth by the FBYFL BOD.**
- 13.4c Participates found guilty of Conduct 1 or 2 may practice, but will be suspended for the next scheduled game.
- 13.5 Repeated unsportsmanlike conduct (ULC) within a Franchise will not be tolerated. Each Franchise is expected to encourage sportsmanlike conduct and resolve any problems in a timely manner. Franchises that receive 5 or more unsportsmanlike conduct penalties, including Coaches and Players, in a season will be brought before the FBYFL BOD. The FBYFL BOD shall be assessed a \$100 Franchise fine per occurrence in excess of 5 or in excess of 2 for coaching staff.
- 13.6 No fan, coach, or board member of a Franchise shall confront or berate an Official during or following a game. The Franchise AD or President shall address all complaints regarding referee calls or other matters at the next appropriate League meeting. **Any person found guilty of berating an Official shall be fined a minimum of \$500.00 and suspended for 1 week and 1 game.**
- *NOTE: All Franchises are responsible for having their board members sign the FBYFL and/or Franchise Code of Conduct.*
- 13.7 The Franchise President, Vice President, or AD will give fan warnings to the involved party. The Head Coach will be notified of the violation of fan conduct. The Franchise will receive a 1st warning for the infraction, upon a 2nd infraction the Franchise will be fined \$100, a 3rd infraction will be a \$250 fine and taken before the FBYFL BOD next scheduled meeting to determine if further sanctions are required. Fans are also subject to ejection from the game following NCAA rules.
- 13.8 No fan, cheerleader, or other Franchise Official shall engage in any conduct, cheer, or other verbal conduct designed or calculated to ridicule or disgrace the Officials, the opposing team, or others. Violations of this rule will be assessed a \$100.00 fine for the 1st occurrence. If reoccurrence of this type of behavior continues, the Franchise will be assessed a \$500.00 fine for each additional occurrence.
- *NOTE: All Franchises responsible for having their parents sign the FBYFL Application and Franchise Code of Conduct.*
- 13.8 If such conduct does occur the Franchise Board shall immediately ask the game Officials to stop the game and warn the fans that continued conduct will result in stoppage of the game and FORFEITURE of the game by the involved team.
- 13.9 Franchise members guilty of persistent misconduct shall be fined and/or suspended from participation in the FBYFL by the FBYFL BOD.

- 13.10 Any Franchise suspensions shall be reported to the FBYFL AD within 48 hours after such suspension.
- 13.11 If a Franchise is required to discharge any participants or their family members it must be reported to the FBYFL Ex. BOD.
- 13.12 Game Officials have the right to eject a Coach, player, or fan from the game for persistent unsportsmanlike conduct. Such ejection must be reported to the FBYFL BOD.
- 13.13 Coach who is guilty of improper field decorum to the extent his team is penalized or he is ejected from the game by a game Official must be reported to the FBYFL BOD. See Rule 13.4a
- 13.14 Franchise Officials are responsible for the deportment of their own supporters. Alcoholic beverages and profanity or abusive language in the stands or parking lots must not be tolerated. However, if Franchise Officials cannot control their supporters, Public Law Enforcement Officers will be called in.
- 13.15 There will be no smoking by anyone on the playing fields or player bench area during the game, practice, or scrimmage.
- 13.16 If a member of any Franchise violates the General Rules of the League, the member will be charged with a 1 week & 1 game suspension, and ***the Franchise will be assessed a fine of \$500.00***. Fines must be paid in full within 30 days or Franchise will be subject to further sanctions by the FBYFL BOD, as per Rule 15.3.
- 13.17 All coaches and ADs will complete an FBYFL approved coach's class no later than 14 days before practice starts
- 13.18 If a coach wants to transfer to another Franchise other than the Franchise they coached with the previous season; unless mutually agreed by both Franchises in writing, the coach must sit out one (1) complete football season and cannot hold any football operation positions, such as AD, assist. AD or DOF. Senior coaches are not affected by this rule. However, a senior coach may not be released if they have a financial obligation to their Franchises. Any special considerations must be presented to the FBYFL BOD for approval via the majority voting process.

GAME OFFICIALS - 14

- 14.1 All game Officials are expected to conduct themselves in accordance with the TASO Code of Conduct.
- 14.2 No game shall begin without the expressed consent of both head coaches when there are less than two Officials in attendance.
- 14.2a If only 1 referee shows up for a game, the two Head Coaches must agree to play the game with the one referee. If there is no agreement, then the game will be rescheduled by the League Athletic Director.

MISCELLANEOUS - 15

- 15.1 The FBYFL Rules will remain in effect for 2 years and 2 Football Seasons.
- *NOTE: Current Effective Years are from January 31, 2016 – December, 2017.*
- 15.2 The FBYFL BOD will be empowered to waive any of the FBYFL Rules & Regulations by a $\frac{3}{4}$ vote approval ONLY for health and safety reasons or addressing suspensions, fines and forfeiture of games within the best interest of the FBYFL.
- 15.3 The FBYFL BOD will have discretionary authority over any subject not specifically or generally included in the FBYFL Rules & Regulations.

- 15.4 Should any of the FBYFL Rules & Regulations conflict with any Franchise BY LAWS, the FBYFL rules shall supersede the Franchise BY-LAWS.
- 15.5 The use of alcohol, tobacco, and profanity in the presence of participants at practices or games is prohibited.
- 15.6 Firearms are prohibited at any FBYF sanctioned functions, which includes practice, games, cheer events, league meetings and league family fun day/BBQ cook-off. This is just a sample of league sanctioned functions. Firearms are prohibited on school campuses. Although the law allows firearms at public parks, FBYFL prohibits fire arms at FBYFL activities. All parents must agree and sign the Fire Arm document. If a parent fails to sign, then the child is not allowed to participate in FBYFL. Anyone found carrying a firearm at an FBYFL event will be removed from the premises immediately.
- 15.7 Any new Franchise petitioning to join FBYFL must provide a \$500 application fee with \$250 being non-refundable.
- 15.8 Votes can be conducted during Scheduled or Special BOD Meetings requiring a quorum of 2/3 of the BOD to be present. Proxy votes are not recognized as valid votes.
- 15.9 A Franchise may be accepted or expelled from the FBYFL upon a $\frac{3}{4}$ vote of the FBYFL BOD. The affected Franchise has the opportunity to present their case prior to the vote for being expelled.
- 15.10 Special meetings of the FBYFL BOD may only be requested for situations or information that was unknown to or unaware of by the FBYFL BOD at the time of any regularly scheduled meeting. Special meetings will not be called to discuss and/or vote on information or a situation that was readily known about at the time of any regularly scheduled meeting preceding the request; however, this will not apply to situations where the new information not presented in any regularly scheduled meeting.
- 15.11 **Weather Advisory Alert;** All games will be reviewed for cancellation when weather is forecasted 36 hours before scheduled games that meet the criteria of the following:
- Temperatures that exceed 101 degrees
- Temperatures lower than 31 degrees
- Tropical storms
- Snow storms
- 15.12 All Franchises need to be reviewed annually. Each Franchise needs to follow criteria set forth by the FBYFL EX BOD. Violations of criteria will be referred to 15.3. Each Franchise is subject to criteria of viability. Proof of viability needs to be turned in to the EX BOD. Meeting will be scheduled from January 1st – May 31st. with any team that may have a new board or show signs of viability issues. Appointments will be scheduled via e-mail correspondence.

***NOTE: Viability Criteria may consist of but is not limited to the following:**

- *Organization's Board of Directors Structure*
- *Organization's By-Laws*
- *Submission of the Organization's financial standings and viability*
- *Review of the Organization's Tax Exempt Status*
- *Mission and Goal of the Franchise*
- *Review, assist and discuss the upcoming season's Cheer and Football plans of improvement*
- *Submission of a list of players with outstanding liabilities to the Franchise*
- *Any other areas of concern or improvement that may require assistance as necessary*

ORDER FOR MEETING OF GENERAL ASSEMBLY

FBYFL Board of Directors and Special Meetings will be held in accordance to Robert's Rules of Order. Below is the basic explanation of how the meetings are to be handled and conducted. FBYFL Rules can only be revised or altered as per rule 15.2. Meetings will be held in accordance to Robert's Rules of Order as the fundamental rights of the FBYFL deliberative assembly requiring all questions to be thoroughly discussed before taking action. They have the final say on everything; silence means consent.

GUIDELINES

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr/Madam Chairman (ED or designee). Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking.
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair then calls for the vote.
- Before the motion is stated by the Chair (The Question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if the mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair. Motion/Resolution-Amendment-Motion to Postpone.
- The member moving the "Immediately pending question" is entitled to preference to the floor.
- No member can speak twice on the same issue until everyone else wishing to speak has spoken to it once.
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment-avoid all personalities, never allude to others by name or to motives.
- The agenda and all committee reports are merely recommendations. When presented to the assembly and the question is stated, debate begins and changes occur.

THE RULES

- **POINT OF PRIVILEGE:** Pertains to noise, personal comfort, etc. – may interrupt only if necessary.
- **PARLIAMENTARY INQUIRY:** Inquire as to the correct motion – to accomplish a desired result, or raise a point of order.
- **POINT OF INFORMATION:** Generally applies to information desired from the speaker: "I should like to ask the speaker a question"
- **ORDERS OF THE DAY(Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **POINT OF ORDER:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made.
- **MAIN MOTION:** Brings new business (the next item on the agenda) before the assembly.
- **DIVIDE THE QUESTION:** Divides a motion into two or more separate motions (must be able to stand on their own).
- **CONSIDER BY PARAGRAPH:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any preamble cannot be considered until debate on the body of the paper has ceased.
- **AMEND:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions.
- **WITHDRAW/MODIFY MOTION:** Applies only after question is stated; mover can accept an amendment without obtaining the floor.
- **COMMIT/REFER/RECOMMIT TO COMMITTEE:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **EXTEND DEBATE:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time.
- **LIMIT DEBATE:** Closing debate at a certain time, or limiting to a certain period of time.
- **POSTPONE TO A CERTAIN TIME:** State the time the motion or agenda item will be resumed.
- **OBJECT TO CONSIDERATION:** Objection must be stated before discussion or another motion is stated.
- **LAY ON THE TABLE:** Resumes consideration of item previously "laid on the table" – state the motion to take from the table.
- **RECONSIDER:** Can be made only by one on the prevailing side who has changed position or view.
- **POSTPONE INDEFINITELY:** Kills the question/resolution for this session – exception: the motion to reconsider can be made this session.
- **PREVIOUS QUESTION:** Closes debate if successful – may be moved to "Close Debate" if preferred.
- **INFORMAL CONSIDERATION:** Move that the assembly go into "Committee of the Whole" – informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **APPEAL DECISION OF THE CHAIR:** Appeal for the assembly to decide – must be made before other business is resumed; NOT debatable if relates to decorum, violation of the rules or order of business.
- **SUSPEND THE RULES:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified.