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# 2022 SPRING / SUMMER

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## Competitive Program Bylaws / Rule Book



*A copy of this book is to be kept by each team. Must be kept at all game sidelines.*

**New England Youth Tackle Football Inc.** is not a governing body that controls the day to day activities and decisions within individual organizations. Each organization is responsible for its own decisions and internal politics. Since NEYT is comprised of individual organizations the LEAGUE as a whole vote on rules and issues pertaining to the LEAGUE as a whole. Any organization not following the goals and values of the LEAGUE as a whole is subject to dismissal from the LEAGUE.

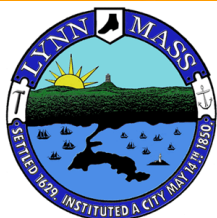




New England Youth Tackle Football Inc.  
Hard Work / Discipline / Dedication

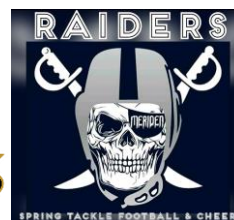
# 2022 NEYT SPONSORS

Thank You For The Support You Provide To Us.





# 2022 NEYT Teams





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## New England Youth Tackle Football Inc.

Hard Work / Discipline / Dedication

### NEYT Executive Board

**Joel Machado** – League President  
**Domingo Guillen** – Vice President  
**Casey Granese Ferrioli** – Clerk/Administrator  
**Manuel Gonzalez** – Legal Affairs  
**Neil Petrocelli Jr.** – Treasurer  
**Yolanda Yavett Parker** – Registrar  
**Mark J Gaumond** – Football Director  
**Carl Cadet** – Director Of External Partnerships  
**Alberto Correa** – Connecticut Football Coordinator  
**Brian Arrington** – Massachusetts Football Director  
**Lee Ogaldez** – Rhode Island Football Coordinator  
**Stephanie Cuevas** – Cheer Coordinator  
**Marla Pinkney** – Assistant Cheer Coordinator

### NEYT ADVISORY BOARD

1) Revere Panthers (REV)	Daniel Ocenna
2) SilverBacks	John Raye
3) A&B Tide (ABT)	Brian Dimond
4) Boston Ravens (RVN)	Lazar Franklin
5) Greater Boston Rebels (RBL)	Andrew Hughes
6) Boston Predators (PRD)	Dameain Mims
7) Jr. Lancers (JRL)	Alex Garcia
8) TopGun (TGA)	Ricardi Bloise
9) Worcester Cowboys (WCB)	Jamie Ellis
10) Quaboag (QPP)	Maurice Payne
11) Rockhoppers (RHS)	Paul Dauderis
12) Westfield Bombers (WFB)	Troy St. Pierre
13) Springfield Tigers (SFT)	Wayne Barbour
14) Bridgeport Chargers (BPC)	Emmus Crawford
15) Waterbury United (WTU)	Courtney Jones
16) New Britian Raiders (NBR)	Corey Thomas
17) Rose City Wildcats (RCW)	Derrick Smith
18) TriCity Legion (TCL)	Ollie Borroughs
19) Rockhoppers w (RHE)	Paul Dauderis
20) Tenfold Storm (TNF)	Bill Austin
21) Ocean State Steelers (WWS)	David Waldeck III
22) RI Pride (RPR)	Kevin Ferreira
23) Seahawks (SEA)	M.G. Biah
24) Meriden Raiders	Lovette Watson

### ***MISSION STATEMENT***

The New England Youth Tackle is dedicated to the athletic and mental development of our youth through football. The success of the league is measured by the fun, achievement, sportsmanship, and competition that each of us experience as a result of pulling together to develop the children of our community. We invite your support in leading the character of our youth toward responsibility, self-discipline, respect, integrity, and sportsmanship.

### **HARMFUL ACTIVITIES**

**WE PLAY HEADS-UP FOOTBALL! THE SAFETY OF THE PLAYERS IS OF PARAMOUNT IMPORTANCE! WE REQUIRE COACHES TO REVIEW, UNDERSTAND AND ABIDE BY HEADS UP STANDARDS. IF TEAMS ARE CAUGHT TARGETING OR NOT PLAYING UP TO HEADS-UP STANDAR OF PLAY YOU WILL BE DISQUALIFIED FROM ALL NEYT EVENTS FOREVER!**



## **2022 COVID-19 POLICY**

Due to challenges resulting from COVID-19 national emergency, which also constitutes a nationwide public health emergency, NEYT has approved rules changes for the 2022 season. In this regard, NEYT will continue to monitor any additional developments and make adjustments as appropriate.

Even when taking all precautions, there will still be risk of transmitting illnesses. Everyone should stay vigilant about the health of members of their teams. Lastly, the situation with COVID-19 is rapidly changing. These considerations may quickly become outdated. Please keep up with the latest from the CDC and other health officials in your area. Please know that some of the requirements and recommendations in this sport-specific document duplicate state guidance. A rule modification is a modification to a playing rule from the governing body of the sport and is a requirement to adhere to and follow.

**NOTE:** This is not an exhaustive list and there might be additional steps in each city, and state to help prevent the spread of the COVID-19 virus.

### **I. Mitigation of COVID-19 Spread**

It is important to note that COVID-19 infection related to youth sports seems to spread from outside the field play. Coaches are encouraged to remind athletes about mitigation strategies including distancing and mask wearing. Athletes are encouraged to support the active cooperation of all students within the sports community by adhering to social distancing and mask wearing.

### **II. At All Times**

- a) Comply with “**WORKPLACE SAFETY and REOPENING STANDARDS FOR BUSINESSES and OTHER ENTITIES PROVIDING YOUTH and ADULT AMATEUR SPORTS ACTIVITIES**” as released by the Secretary of the Executive Office of Energy and Environmental Affairs (EEA) pursuant **COVID-19 Order No. 43**. To include any rollbacks or amendments.
- b) Observe best practices for the given sports as highlighted by the sport’s governing body USA Football
- c) Observe best practices for youth sports as requested by the Local Health Department.

### **III. Cooperation With Health Officials**

Facility Operators and Activity Organizers, as well as coaches, participants, and others engaging in sports activities are required to cooperate with state health officials and local boards of health and their authorized agents. **Facility Operators and Activity Organizers must keep rosters of all participants with appropriate contact information and make that information available upon request by state officials, local boards of health or their authorized agents.** Should a Facility Operator or Activity Organizers fail to completely and promptly cooperate with health officials, operators and organizers risk closure or suspension of a league’s practices and/or games.

### **IV. Parents**

- a) Become familiar with NEYT’s, and Local Health Department Guidelines
- b) If traveling out of state please be cautious and on return follow appropriate local guidelines to include any testing recommendations.
- c) Bring your athlete ready to participate with their own water, mask and equipment.

### **V. Individuals**

- a) Stay home if you have:
  - o tested positive for COVID-19
  - o are waiting on test results for COVID-19
  - o are showing COVID-19 symptoms
- b) Bring your own equipment, gloves, head gear, helmets, water bottles
- c) Stay at least 6 feet from others
- d) Wear a mask that covers your nose and mouth to help protect yourself and others.
- e) Clean or sanitize your hands before and after practices, games
- f) Tell a coach or staff member if you don’t feel well.



**VI. Teams**

- a) Have a clear cancellation policy in effect that includes COVID-19 cancellations
- b) Share with parents all League policies along with local and state policies
- c) Inform parents that participation in large gatherings puts the team at risk.
- d) Inform parents that failure to test and quarantine after out of state travel puts team at risk
- e) Promote an **“arrive, play, and leave”** mentality and ensure that individuals are not congregating in common areas or parking lots before, during or following practices or games.

**VII. Covid-19 Symptoms And Cases**

- a) Educate parents on our policy and process for COVID-19
- b) Report all cases and exposures to the Local Health Department
- c) Symptoms of COVID
  - o Do not participate
  - o Get Tested, including family members
  - o Do not return until after receiving test results of negative and no Symptoms 48hrs
- d) Symptoms + Negative COVID test
  - o No participations for 48hrs after last fever
  - o Get tested again prior to returning
- e) Symptoms + Positive COVID test / Positive COVID test no symptoms
  - o No participation for 10 days from + test result and 48hrs fever free
  - o Notify all team members so that they can get tested
  - o Medical clearance to GM necessary prior to return to participation
- f) Game Postponements and Cancellations
  - o If a team member tests positive prior to a game and the case is isolated to that player and there family, and the team has not been in contact with such player, the team may play their next game.
  - o If a team member tests positive prior to a game and the case is not isolated, that age group will postpone their games and practices for at least 10 days and make it up during another week.
  - o Prior week opponent should be notified so that the team gets tested and evaluate if they can play that week.
  - o Teams with positive cases should avoid physical practices until the whole team is clear.
  - o GMs Should work with their local health department to deal with any active cases related to the teams activity.

**VIII. Covid-19 Coach/Site Supervisor:**

- a) GMs are to designate a coach/site supervisor to be responsible for responding to COVID-19 concerns and supervising adherence to established COVID-19 protocols.
- b) All, staff, officials, and families should know who this person is and how to contact them.

**IX. Game / Practice Guidelines**

- a) Do not Mix Age levels during practices.
- b) Players, coaches and officials should arrive to practices, games dressed to play
- c) No interchange of equipment.
- d) Hand sanitizing before and after Practice / Games
- e) No unnecessary gatherings prior and after practices or games



### Definitions

**Executive Board:** The governing body of (NEYT) New England Youth Tackle Football Inc. The organization is governed by its formation documents and By-laws. The executive board is divided to two bodies; Managing board of Officers and the Board of Directors. Officers are directly involved in the daily management affairs of the business of the corporation. Directors manage operating tasks and ensure the Advisory Board complies with the direction of the corporation.

**Advisory Board:** The governing body and League of a particular NEYT program during a designated season. For the purpose of this book it is the governing body of Spring/ Summer Instructional Tackle Football.

**League:** A group of franchises with teams of the same age groups (Divisions) and playing Conferences into a "league" for scheduling purposes.

**Affiliated Franchise:** A football club with a minimum of two Teams with two different Divisions of play. Such franchise is contractually bound to NEYT by the affiliate agreement and these bylaws. Affiliate Franchises are responsible for their own financial oversight, day to day operations, equipment, and structure.

**TEAM:** A group of participants organized under the direction of a coaching staff in a given franchise. Division One of 8 classifications.

- a) 6u – Little Rascals Flag
- b) 8u - Cadet (6-7-8-) / 10u - Junior Varsity (9-10)
- c) 12u - Varsity (11-12) / 14u - Graduates (13-14)
- d) 15u – Showcase (14-15)
- e) 10u - Junior Cheer (5 to 10) / 14u - Senior Cheer (11 to 14)

**ATHLETE:** Any player who participates in any practice, drills, camps of the Organization.

**COACH:** Any adult who has or shares the responsibility for instructing, teaching, schooling, training, or advising an athlete under the auspices of the Organization.

**VOLUNTEER:** Any individual providing service to the Organization, including board members, administrators, coaches, assistant coaches, trainers, and team moms.

**CONFERENCE:** Sub-grouping of Franchises within League usually based on Geographic area.

**SCHEDULES:** To be determined by the Executive board and voted on by Franchise Owners annually.

**In Season Practice:** A gathering of players where one or more of the following takes place:

- a) Wearing of Football related equipment.
- b) Running of plays. Including organized, scripted, developed, etc...
- c) Physical Contact: Including that with other players, sleds, dummies, etc...
- d) Exclusion of others (persons wanting to participate that are not or will not be a member of your Teams).
- e) One coach and more than 5 players would be considered a practice (Includes film time)

**Note:** Non-mandatory team meals which include players are not considered practice time.

**Off Season Practice:** Off Season practices shall include conditioning, drills, and video/film time. Affiliated teams conducting off season practice should know that they are not covered under NEYT insurance nor are under any NEYT umbrella. NEYT managed teams are not permitted to conduct any off-season practice.



**New England Youth Football Inc.**  
**INSTRUCTIONAL SPRING / SUMMER SEASON BY-LAWS**

**Article I – Name**

- 1.1. The name of the program shall be NEYT Instructional Spring / Summer Season
- 1.2. The program and its By-Laws nor any affiliated leagues, teams or programs By-Laws should not supersede the formation documents and By-Laws of New England Youth Tackle Football Inc.

**Article II – Purpose & Definitions**

- 2.1. The program aims at introducing youth and coaches to football in a less competitive environment, allowing for teaching of technics deemed safe by USA Football.
- 2.2. To encourage youth to learn, master and put to practice Heads Up Football techniques.
- 2.3. To provided off season football conditioning so that our youth is better prepare for the physicality of the game of football
- 2.4. To draw new participants to the game of football.
- 2.5. To encourage female participation in the game of football.
- 2.6. Promote appreciation for and long-term participation in the game of football
- 2.7. Provide a playing opportunity for every youth of appropriate age who wants to play
- 2.8. Promote the development of coaching and player skills to enhance team play and the overall football experience
- 2.9. Emphasize fun, good sportsmanship, physical fitness, respectful and healthy attitudes, and team play
- 2.10. Assist as many children as practical in learning and enjoying the sport of football.
- 2.11. Prepare Graduates players for playing high school football.
- 2.12. Instill a spirit of sportsmanship.
- 2.13. To help inspire in our youths a sense of responsibility, cooperation, self-reliance.
- 2.14. Executive Board Purpose. The “Executive Board” shall mean the Executive Board of the Corporation. The purpose of the NEYT Executive Board is to deal with “high-level” issues effecting NEYT. It is this board’s responsibility to review the content being offered by NEYT and to create a broad structure to all NEYT activities. Further responsibilities include but not limited to:
  - 2.14.1. In-depth review of NEYT financials and budgeting process.
  - 2.14.2. Review future strategic planning opportunities.
  - 2.14.3. Review current building, board, and participant insurance.
  - 2.14.4. Interview and approval of all General Managers (hereinafter “GM”) positions within each sport.
  - 2.14.5. Oversee general rules regarding league wide safety and ensure compliance and uniformity
- 2.15. Board of Advisors. The “Board of Advisors” shall mean the Advisory board charge with advising the Executive Board on the direction of a particular season/ program.
- 2.16. Affiliated Teams should mean teams that join NEYT under our Affiliated Agreement.
- 2.17. Affiliated General Manager (AGM) should mean the manager of an Affiliated Team
- 2.18. General Manager (GM) is the manager of a team created by the NEYT Executive Board

**Article III – Membership & Fees**

- 3.1. Membership is automatically conferred upon any person 18 years of age or older who is one the followings:
  - 3.1.1. A parent or guardian of a player registered to NEYT Football Inc.
  - 3.1.2 An officer or active coach of any team registered with NEYT Football Inc.
- 3.2. Membership shall automatically cease in the event that any member shall resign or fail to meet the qualifications of membership during the previous 12-month period.
- 3.3. No financial fees are required to be a member of the NEYT.
- 3.4. Any league item that requires special funding will be voted on by the NEYT Executive Board Members on an annual basis and be funded equally by all franchises within the League.
- 3.5. All other events will be the financial responsibility of the franchise gaining the revenues from such event.





**Article IV- Executive Board of Directors, Officers, Members and Purpose**

- 4.1. Executive Board:** The governing body of (NEYT) New England Youth Tackle Football Inc. The organization is governed by its formation documents and By-laws.
- 4.2. Executive Board of Directors Officers:**
  - 4.2.1.** President
  - 4.2.2.** Vice President
  - 4.2.3.** Secretary
  - 4.2.4.** Treasurer
  - 4.2.5.** Legal Director
  - 4.2.6.** Registrar
  - 4.2.7.** Director Of Operations
  - 4.2.8.** Director Of External Affairs
  - 4.2.9.** Football & Cheer Coordinators (More than one person maybe appointed)
- 4.3. Executive Board Purpose.** The purpose of the NEYT Executive Board is to deal with “high-level” issues effecting NEYT. It is this board’s responsibility to review the content being offered by NEYT and to create a broad structure to all NEYT activities. It is not the responsibility of this board to run the day-to-day operations of any franchise. That responsibility falls under the various “GM’s”. Further responsibilities include but not limited to:
  - 4.3.1.** \* In-depth review of NEYT financials and budgeting process.
  - 4.3.2.** \* Review future strategic planning opportunities.
  - 4.3.3.** \* Review current building, board, and participant insurance.
  - 4.3.4.** \* Interview and approval of all “GM” positions within each sport.
- 4.4. Responsibility of Board members:** Members of the Board have a responsibility to conduct themselves in a manner that does not compromise the ability of the Board to accomplish its mandate or undermine the public's confidence in the members' ability to properly discharge their responsibilities. Board members are expected to
  - 4.4.1.** Not gain an improper advantage through information derived from their association with the Board;
  - 4.4.2.** Act in a manner that enhances the integrity of the Board in the communities it serves;
  - 4.4.3.** Only represent the Board in their activities outside the tribunal when specifically authorized to do so; and
  - 4.4.4.** Respect the confidentiality of the Board and not provide information received through their role as members that is not available to the general public, unless prior written authorization is given for its release. Specifically, information obtained through discussions of the Board relating to Board cases is confidential and is not to be disclosed outside the Board.

**Article V- Advisory Board Officers and Members**

- 5.1. Advisory Board Purpose.** The purpose of the NEYT Advisory Board is to facilitate operations and to ensure uniformity during the NEYT program season. The board is responsible for ensuring compliance with the program’s bylaws and adapting any changes necessary to ensure that the best safety practices are being applied and the execution of the program’s current season. The Advisory Board Officers shall conduct the Business of the Program including elections and oversight of subcommittees.
- 5.2. Advisory Board Officer Positions** shall be composed of:
  - 5.2.1.** NEYT Executive Board of Directors
  - 5.2.2.** Registrar (Registration coordinator)
  - 5.2.3.** Equipment Manager
  - 5.2.4.** Fundraiser Director
  - 5.2.5.** Administrative Assistant
  - 5.2.6.** General Manager (GM)
  - 5.2.7.** Affiliated General Manager (AGM)





- 5.3.** The Executive Board Officers may appoint additional Advisory Board Members for heading up new positions to address raising needs or issues such as.
- 5.3.1.** Fund Raising & Concessions
  - 5.3.2.** Equipment
  - 5.3.3.** Publicity
  - 5.3.4.** GMs & AGMs
- 5.4. Administrative Director:** Primary objectives is to work with the Executive Board to provide consistency; continuity among the programs; and to assist in community development through contact and relationships. The Administrative director reports to Treasurer, President and Exec. Board Primary contact for daily deposits and mail handling. Works also with registrations and providing general information to inquiries.
- 5.5. Fundraiser Director:** Responsible for scheduling, purchasing and sales of items for Program fundraising. This position is responsible for creating a season-end financial statement that adheres to NEYT accounting practices.
- 5.5.1.** Assume oversight responsibility of revenue-generating functions, which includes but is not limited to Calendar Raffle, Tag Day, 50/50 lottery, Falcon Gear, and other promotional sales other than Game Day receipts and monies.
  - 5.5.2.** Coordinates other fundraising activities and the committees that handle them. This person is also a member of the Budget Committee.
  - 5.5.3.** Responsible for tracking all mandatory fundraising activity for all families.
  - 5.5.4.** Maintain a record of all fundraising flyers, advertising, etc.
  - 5.5.5.** Responsible for securing proper approval and permits for Association events regarding fundraising.
  - 5.5.6.** Collect, secure, and report, in a timely manner, all monies collected or obtained and submit to Treasurer for their action.
  - 5.5.7.** Submit to the Board, at regular meeting, updates of scheduled and past events.
  - 5.5.8.** Has the authority to create committees for fundraising events and programs with approval of the board.
  - 5.5.9.** Coordinate all Home Game announcements, sponsor banner placements, and any sponsors listed on game day flyers.
- 5.6. General Manager (GM):** The General Manager oversees the operations for Football franchises. Each franchise is to have a GM that sits at the board. The General Manager will oversee all Coaches, Assistance Coaches, Team Parent and any other personnel, equipment, field, or facility within a Franchise, on a regular basis during the season. The General Manager will have ultimate responsibility for:
- 5.6.1.** Interact with the community.
  - 5.6.2.** Recruit and/or appoint Directors and Coordinators to a franchise.
  - 5.6.3.** Registration tracking / Recruit and appoint coaches.
  - 5.6.4.** Communicate with other GMs in NEYT to develop inter-league and tournament play.
  - 5.6.5.** Serves as a point of contact to assist participants and parents with concerns and questions.
  - 5.6.6.** Coordinate and host meetings throughout the season, as necessary.
  - 5.6.7.** Handle other tasks as becomes necessary such as team photos, awards, and trophies, etc...
  - 5.6.8.** Responsible for finding, scheduling, communicating with and overseeing payment of referees.
  - 5.6.9.** Ensure player evaluations and assignments are fair and equitable.
  - 5.6.10.** Oversee uniform and equipment requirements; and communicate with Equipment Coordinator.
  - 5.6.11.** Work with Head Coaches to develop "best practices" in terms of skill development and fundamentals.
  - 5.6.12.** Help with registration, equipment and set key meetings for program.



- 5.7. Affiliated General Manager (AGM):** This is the principle operational position for Football franchises. Each franchise is to have a GM that sits at the board. This individual will oversee all Coaches, Assistance Coaches, Team Parent and any other personnel, equipment, field, or facility within a Franchise, on a regular basis during the season. This individual will have ultimate responsibility for:
- 5.7.1.** Interact with community.
  - 5.7.2.** Recruit and/or appoint Directors and Coordinators to a franchise.
  - 5.7.3.** Registration tracking / Recruit and appoint coaches.
  - 5.7.4.** Communicate with other GMs in NEYT to develop inter-league and tournament play.
  - 5.7.5.** Serves as point of contact to assist participants and parents with concerns and questions.
  - 5.7.6.** Coordinate and host meetings throughout the season, as necessary.
  - 5.7.7.** Handle other tasks as becomes necessary such as team photos, awards, and trophies, etc...
  - 5.7.8.** Responsible for locating, scheduling, communicating, and overseeing payment of referees.
  - 5.7.9.** Ensure player assignments are fair and equitable.
  - 5.7.10.** Oversee uniform and equipment requirements, communicate with Equipment Coordinator.
  - 5.7.11.** Work with Head Coaches to develop “best practices” in terms of skill development and fundamentals.
  - 5.7.12.** Help with registration, equipment and set key meetings for program.
- 5.8. Registrations Coordinator:** The Registrar is responsible for managing registration and recruitment activities for original franchises of NEYT players and participants. The registrar does not handle registrations for affiliated franchises and teams but does help them meet requirements for certification.
- 5.8.1.** Coordinates and conducts the annual signup process for all football players, and staff.
  - 5.8.2.** Coordinates with the Treasurer to verify all participants have paid for activities they have registered.
  - 5.8.3.** Maintains a complete and accurate database of participant records, including player demographic information, birth certificates, age/weight, elementary school designation, waivers and release forms, player transfer forms, coach forms, background checks.
  - 5.8.4.** Participates in annual budget planning, focusing specifically on costs related to registration.
  - 5.8.5.** Oversees all registration and recruitment activities, including marketing and recruiting communications, official event registration, registration fees and payments, and refunds.
  - 5.8.6.** Collects and retains equipment deposit checks. Assists with the return of deposit checks when equipment is returned.
  - 5.8.7.** Coordinates with the Treasurer to establish, with board approval, NEYT registration payment plans, hardship discounts, and refund policies.
  - 5.8.8.** Coordinates with the Equipment Manager to track equipment returns (and return of equipment deposit check).
  - 5.8.9.** Coordinate the assignment and placement of coaches and players to teams via Blue Sombrero.
  - 5.8.10.** Work closely with GMs and AGMs to insure program-wide goals and athlete numbers are been met.
  - 5.8.11.** Tracks personnel eligibility of Heads Up certifications, Background checks, CPR certifications.
  - 5.8.12.** Work with coaches and parents to answer questions, resolve issues and communicate policy related to payments.
  - 5.8.13.** Assist in registration, equipment needs.
  - 5.8.14.** Ensure that all volunteers have annual background checks per NEYT rules.
  - 5.8.15.** Ensure that all participants are properly rostered and all documents for certification are accurate.
  - 5.8.16.** Ensures all coaches are certified in Heads Up Football in accordance with NEYT regulations.
- 5.9. Equipment Coordinator:** This position will deal with equipment needs for all levels and franchises. Orders will be created and sent thru the V.P. The duties of the Equipment Coordinator shall be to coordinate the needs of the program and to issue, recall, and care for all equipment. It is responsible for all equipment going into and out of the storage on a daily basis. This coordinator is responsible for supervising equipment hand-out/turn-in, as well as keeping accurate records of items disbursed.
- 5.9.1.** Ensure teams, coaches, and players are working together and that resources, including coaching resources, are evenly distributed throughout the program
  - 5.9.2.** Ensures accountability of equipment at the end and beginning of the season



- 5.9.3.** Organize and inventory all existing equipment and coordinate the evaluation, documentation and ordering of replacement equipment. This includes the development of specs and bid parameters in compliance with the Purchasing Procedures.
- 5.9.4.** Responsible for the distribution and collection of all equipment.
- 5.9.5.** Conduct inventory at the end of the season or post season play and shall submit a report to the Board, no later than the February meeting concerning the condition and count of all organization materials.
- 5.9.6.** Prepare and document the budget needs for the upcoming year to maintain topflight, quality equipment
- 5.9.7.** Develop a Five-Year Plan for procurement of necessary equipment and materials to support the organization.

**5.10. All Officers**

- 5.10.1.** No officer shall accept gratuities or money for services rendered on behalf of this League, unless such gratuities are approved by the League.
- 5.10.2.** In the event of one or more Advisory Board Officers becoming unable to perform their respective duties, a special meeting shall be called for the purpose of electing successors to these officers who have become unable or disqualified to serve provided the written notice of the date, time, place and purpose of the meeting is given each member of the League by the Secretary or elected officer at least five (5) days prior to the said meeting.
- 5.10.3.** Duties and responsibilities of all Board positions are subject to change from time to time based upon the decisions of the Executive Board.

**Article VI –Ethics Committee**

- 6.1.** The ethics committee is formed the owner of each franchise and/or a representative. The purpose of the ethics committee is to review charges of misconduct by NEYT Board members, coaches, and any other staff for the purpose of determining what action should be taken if any.
- 6.2.** The process for ethics review and possible expulsion from NEYT shall be as follows:
- 6.3.** First complaint-any and all complaints about an NEYT Board member team or organization must be presented to the chairperson in writing no later than one week after said offense. The ethics committee shall investigate the complaint and if warranted issue a written warning to the member organization. The letter shall be placed into the official minutes of the next NEYT meeting along with a report from the ethics committee on the violation and investigation.
- 6.4.** Second Complaint-upon receiving a second complaint the ethics committee shall investigate and upon finding the member organization guilty may recommend suspension of the member team or organization member for up to two games depending upon the severity of the infraction. The recommendation shall be presented to all NEYT members for a vote, via a regularly scheduled meeting, a special meeting called for this purpose or by e-mail.
- 6.5.** Third Complaint-upon a third complaint if an NEYT member or organization is found guilty by the ethics committee said organization shall be brought before the entire NEYT board at either a called meeting or a special meeting for this purpose, which ever can be held sooner. During this meeting, all allegations past and present shall be presented by the ethics committee to the NEYT Board. The member organization in question shall have the right to question the committee and any that have brought complaints against them. The organization in question shall have equal time to present a defense.
- 6.6.** Debate can be ended, after the defense has been made. If at such time 2/3 of all NEYT members find the member organization guilty said organization shall forfeit all games in question, any placement in NEYT playoffs, and may be expelled from NEYT based on the recommendation of the ethics committee. Expulsion shall only be by an affirmative vote of 2/3 of all NEYT Board members.
- 6.7.** President and two head coaches. Head Coaches will be those representing teams not being reviewed.



- 6.8.** The purpose of the committee shall be to review all complaints made in regard to any Volunteer. Participant, Officer, Coach, or person within the NEYT FOOTBALL INC. After review, the committee shall present the original complaint and their findings to the full board along with a recommended action. The full board shall then debate and vote on the recommended action. If the board does not accept the recommendation of the committee then recommended actions will be accepted from the floor and voted on.
- 6.9.** Accelerated process and escalations: Given the event that a violation is grave enough or laws have been broken the issue should be immediately communicated to proper law enforcement and to the NEYT Executive Board. An emergency meeting will be called to address the matter.
- 6.10** Rules Committee:
- 6.10.1.** The Rules Committee will consist of four organization heads GM and AGM.
- 6.10.2.** The President Rules organization will serve as the Rules Committee Chair.
- 6.10.3.** Protests are to be submitted no later than the Sunday following the disputed game.
- 6.10.4.** Rules Committee to meet before midnight on the Monday following the disputed game or via conference call

### **Article VII –General**

- 7.1.** Each franchise within NEYT must be a registered corporation or LLC, unless such organization is directly formed under NEYT organization.
- 7.2.** Each franchise will be responsible for their own state and federal mandated reports i.e., taxes and non-profit reports to the Attorney General's office. The franchise must maintain good standing at all times and inform NEYT of any issues immediately.
- 7.3.** Franchises completely under the NEYT umbrella are not allowed to make any financial decisions without permission of the Executive board. All fundraising activities for such teams will be monitored and approved only by the Executive Board.

### **Article VIII – Meetings**

- 8.1.** The annual meeting of NEYT FOOTBALL INC. will be held the 2nd Monday of January at 6:00 p.m. or on a date approved by the board, unless such date shall conflict with some national obligation or national holiday.
- 8.2.** Notice of annual meeting At least 5 days prior to the date of annual meeting, written notice of the date, time, place, and purposes of such meeting shall be posted on the web site and/or mailed/e-mailed to each member of the League
- 8.3.** The order of business at the annual meeting shall be as follows.
- 8.3.1.** Readings of the notice of the meeting.
- 8.3.2.** Reading of the minutes of the preceding meeting.
- 8.3.3.** Report of the treasurer.
- 8.3.4.** Report of any committee.
- 8.3.5.** Transaction of such other business as may have been mentioned in the notice of the meeting, or as may properly come before the meeting.
- 8.3.6.** Election of Executive Board.
- 8.3.7.** Adjournment.
- 8.3.7.1.** Seating of officers will take place at the next meeting of the League.
- 8.3.7.2.** The Executive Board Officers must be members in good standing in the League.
- 8.3.7.3.** Relatives (spouses, siblings, etc) shall not be allowed to hold multiple positions on the executive board.
- 8.4.** Regular Meetings
- 8.4.1.** The league Board Members will meet on a monthly basis. Regular meetings of the League shall be held on the 2nd Monday of each month at 7:00 p.m. unless such date shall conflict with some national obligation or national holiday or agreed upon by the Executive Board Officers by majority vote.



- 8.4.2.** It shall be the responsibility of the League Coordinator or Secretary to schedule a time and location for any and all NEYT meetings.
- 8.4.3.** It is the responsibility of the hosting franchise to provide any and all required accommodations for example, tables, chairs, and refreshments.
- 8.4.4.** Failure to have a team representative at two consecutive Board meeting will result in the team forfeiting their right to vote for the remainder of the season.
- 8.4.5.** The order of business at the regular meetings shall be the same as the order of business for the annual meeting except for section 6, which are elections.
- 8.4.6.** Children and players shall not be allowed to attend NEYT FOOTBALL INC. monthly meetings unless called upon by the board or having been added to the meeting agenda.
- 8.5.** All items to be discussed or voted on at a league meeting must be listed in the agenda and posted on the NEYT web site 48 hours prior to any and all meetings. Each franchise will be required to add the minutes from any and all league meetings in their respective organizations meeting minutes.
- 8.6.** Special meetings of the League may be called by the President or by a majority of the officers at any time. Provided written notice of the date, time, place, and purpose of such meeting is given to each member in good standing at least 3 days prior to the date of the meeting.
- 8.7.** Executive Board meetings may be called by the President or by a majority of the officers at any time, provided that Executive Board members are given 3 days' notice via phone or e-mail or that such notice is waived by unanimous consent.
- 8.8.** All subcommittee meetings shall be opened to all board members. Any board member wishing to attend a subcommittee meeting of which they are not a member must request notification pertaining to the time and date of the meeting. The request must be made to the chairperson of the subcommittee.

#### **Article IX – Quorum**

- 9.1.** Presence of not less than four (4) Executive Board Officers and a total of no less than seven (7) Board members in good standing of this League shall constitute a quorum for the transaction of League business at any regularly scheduled meeting.

#### **Article X – Voting**

- 10.1.** NEYT FOOTBALL INC. Members must have attended at least 6 of the last 12 last meetings. Or at least half the of the meetings since membership was stablished.
  - 10.1.1.** Members vote on Advisory Board positions with a simple majority vote.
  - 10.1.2.** Members vote on amendments to the Bylaws per Article IX– Amendments.
- 10.2.** Only Board members can vote on league business
  - 10.2.1.** Each franchise and its members will abide by all rules and regulations adopted by a majority vote of the NEYT Board Members.
- 10.3.** The Board or their designated proxy will be the only votes counted on any item presented to the league.
- 10.4.** Each franchise has one vote per item.
- 10.5.** Addition or Deletion of teams: Annual addition or deletion at the January meeting requires a minimum 2/3 (two-thirds) majority vote of the attending previous years members.
- 10.6.** Franchises and/or Divisions may be expelled from the league at any time by a two-thirds (2/3) majority vote of the current Board Members.
- 10.7.** The addition of new member teams shall be made no later than the February meeting for that season and shall be by 3/4 vote of all board members.
- 10.8.** NEYT Executive Board reserves the right to add or drop teams at will.





- 10.9.** Each franchise owner will:
- 10.9.1.** Be a voting member of the league.
  - 10.9.2.** Be a voting member of any league committees.
  - 10.9.3.** Vote to determine which committee a president will facilitate on an annual basis.
  - 11.9.4.** Be a voting member of Annual league program bylaws.
  - 11.9.5.** Be a voting member of Rulebook, Administration, Football, etc...
  - 11.9.6.** Be a voting member of Season schedule.
  - 11.9.7.** Be a voting member of other issues that may be requested by a board member.

#### **Article XI – Nominating Committee**

- 11.1.** The nominating committee shall present to the NEYT FOOTBALL INC. a full slate of officers for the succeeding year. Their selection shall be presented to the membership at least one (1) month prior to the annual meeting; nominations from the floor will also be accepted. Executive Board nominees must be in good standing (Attendance in at least 6 of the last 12 meetings). Nominations for the Executive Board shall be made at or before the December Board meeting.

#### **Article XII – Execution of Instruments**

- 12.1.** Checks, etc. All checks, drafts, and orders for payment of money to the league shall be signed in the name of the League. Three signatures shall be accepted with the President, Treasurer and Vice-President so empowered to act, however, only two signatures will be necessary on a check.
- 12.2.** All non-“medical emergency” expenditures must be approved by the Executive Board. Notwithstanding the previous sentence, the President or Vice-President may approve expenditures less than five-hundred dollars without Executive Board approval.

#### **Article XIII – Amendments**

- 13.1.** Amendments to these by-laws shall be made by a vote of two-thirds of the membership in good standing, present and voting, provided a quorum is present at a meeting of the members duly called to consider such amendment, provided that at least five (5) days’ notice of said proposed amendment is given to each member in good standing and notice of the time and place of such meeting.
- 13.2.** These by-laws may only be amended once per year. Amendments shall be proposed in March and voted on in April. Notwithstanding the above, the bylaws may be open for amendment at other times, according to the procedures above, with a unanimous vote of the Executive Board and provided that said amendment shall be first submitted at one (1) meeting and voted upon at the next meeting.
- 13.3.** The approved changes will be signed by the Executive Board Officers indicating acceptance and date for the record.

#### **Article XIV – Dissolution**

- 14.1** No part of the funds or assets of this League shall inure to the benefit of or be distributed to the members. In case of dissolution, the funds and assets of the League shall be distributed to one or more regularly organized non-profit organizations, devoted to one or more of the objects and purposes of this League, or to the City Of Lynn for recreational purposes, or to one or more regularly organized educational, recreational or charitable organizations to be selected by the League. All decisions pertaining to dissolution of the leagues will be made by the Executive Board.

#### **Article XV – Dissolution of a Franchise.**

- 15.1.** NEYT Franchise or any Affiliate: In the event that any NEYT Franchise GM is unable to manage his franchise, resigns, becomes ineligible or is removed from the organization; NEYT Executive Board will take responsibility of such Franchise to ensure participants are well served.





## **POLICIES**

### **Financial Policies**

The following financial policy is NOT TO SUPERCEED NEYT'S FORMATION BYLAWS. The purpose of the following policy is to ensure all financial aspects, expectations and oversights are clearly stated and followed. All NEYT managed franchises must adhere strictly to this policy. Affiliated franchises must follow procedures whenever doing business with NEYT or representing NEYT directly with approval of the Advisory board.

#### **I. Operational Expenses:**

All NEYT expenses shall be paid either by check, debit card, or electronic payment through the association's checking account, or via reimbursement from the same.

- A. Checks shall only be written for the documented amount on the receipt or invoice.
- B. Cash may be withdrawn via check for a maximum of \$500.00 only with prior approval from the board. The cash must only be used for making change and must be redeposited with the other received funds.
- C. All checks will be drafted by the treasurer. In the event the treasurer is not available, the president or vice president may draft checks for the organization as approved signers for the organization.
- D. All checks over \$1,000.00 must be signed by two approved signers from the organization.
- E. The maximum number of check signers in the organization at any time shall be four.
- F. A recipient and signer of a check may never be the same individual. Likewise, a signer may never sign a check to be received by a direct family member.
- G. All capital or larger dollar expenses must be approved by the board and must require the procurement of at least three competing bids from vendors.
- H. Budgeted expenses are considered to be pre-approved and do not require explicit board approval. Un-budgeted expenditures will require majority vote by the board.
- I. All expense reimbursements must be accompanied by transaction receipts.

#### **II. Deposits**

All funds received shall be recorded in the deposited by the treasurer or other officer, if the treasurer is unavailable.

- A. All funds shall be held in a secure lock box or other secure container until they can be deposited by the treasurer
- B. For any cash received by the organization, two NEYT directors shall conduct separate cash counts prior to any single individual taking possession of the cash.
- C. The organization shall provide an invoice or receipt to any customer who requests one. These receipts must also be kept with organization records.
- D. Funds received by electronic deposit shall be categorized as such and reviewed and reconciled monthly by the association treasurer. Examples of this might be registration through an online website or PayPal account.



### **III. Check Cashing Policies**

In the event a deposited check should be returned for insufficient funds, the treasurer will contact the debtor within five (5) business days of receiving notice from the organization's bank. There will also be a \$50 fee in addition to any bank charges for all checks returned for insufficient funds.

### **IV. Reports**

The treasurer shall reconcile the monthly bank statements and provide the board budget versus actual income statements for the previous month and the current fiscal year at each regular board meeting. In addition, the treasurer shall provide to the board, in a timely manner, any financial report it requests.

### **V. Annual Budgeting and Timeline**

The NEYT board shall prepare and approve an annual budget. This budget shall be used as a guide to predict income and control expenses.

- A. The budget process shall begin after election of officers in the month of October and shall be finalized at the January meeting.
- B. The budget shall be established and maintained as determined by the board.
- C. The board shall periodically review its programs and projects, publishing both short-term and long-term goals for the organization which will be used to guide the annual budget process.
- D. The treasurer shall modify the budget as directed by the board and present these modified drafts to the board at its request.
- E. NEYT managed franchises will be budgeted for under this policy

### **VI. Fiscal Oversight**

The organization finances shall be maintained using accounting software purchased by NEYT. The board shall approve the software to be used by the organization to manage its finances.

### **VII. Document retention**

Tax returns and other financial records must be retained for a period commensurate with state and federal tax laws.

### **VIII. Fundraising**

No franchises, teams, or individuals under NEYT managed franchises should conduct any fundraising activity without the consent of the NEYT Executive Board. This policy prohibits the sale of items, raffles, fan gear, fundraisers, events, and any other revenue generating mechanism not permitted by the Executive Board.



### **Insurance Requirement**

All teams must furnish proof of General Liability and Accident Insurance. The required limits, coverages and prohibited exclusions are listed below. Additionally, **New England Youth Tackle Football Inc. 679 Western Ave. Suite 2, Lynn MA 01905** must be named as an additional insured.

All members, not covered under the NEYT endorsed insurance policy are required to deliver (mail or email) to NEYT a certificate of insurance prior to conducting ANY practice or games. **NEYT must be named as an added insured in such policy.** All Franchises must provide this documentation, no exceptions. Teams participating in NEYT venues will not be allowed to take the field or stage until acceptable proof of insurance is provided.

### **THE MINIMUM GENERAL LIABILITY AND ACCIDENT INSURANCE COVERAGE:**

- a) General Aggregate \$1,000,000 / \$2,000,000
- b) GENERAL LIABILITY
  - i) 4 tackle football teams / 103 participants
  - ii) \$1,000,000 each occurrence and \$2,000,000 aggregate
  - iii) Sexual Abuse/ Molestation -\$1,000,000 each occurrence \$2,000,000 aggregate.
- c) ACCIDENT & HEALTH – YOUTH PARTICIPANTS
  - i) 103 youth participants.
  - ii) Standard \$250K Medical with a \$250 Deductible
  - iii) Catastrophic \$1,000,000 Medical with a \$250 Deductible
  - iv) Catastrophic Accident Medical Expense \$1,000,000 max coverage
- d) CYBER LIABILITY –
  - i) \$100,000 each occurrence

**DISCLAIMER:** This policy is not an all-encompassing recommendation of all of the types of policies that should be carried or all of the critical coverages that should be included within each policy. This verification document should in no way be considered as legal, insurance, or risk management advice. A competent attorney and insurance agent should be consulted.

**CANCELLATION CLAUSE:** NOTWITHSTANDING anything contained in this Insurance to the contrary this Insurance may be cancelled by Underwriters by delivering written notice stating when, not less than 30 days thereafter, the cancellation shall be effective.

If this Insurance shall be cancelled by the Insured the Underwriters shall retain the customary short rate proportion of the premium hereon, except that if this Insurance is on an adjustable basis the Underwriters shall receive the Earned Premium hereon or the customary short rate proportion of any Minimum Premium stipulated herein whichever is the greater.



### **Adult Behavior and Code of Conduct**

In order to ensure that all participants have the benefit of a safe and fun learning environment, all parents, guardians and other adults and attendees of NEYT events must behave accordingly in a respectful, courteous, and sportsmanlike manner at all times. NEYT reserve the right to suspend and/or remove any individuals from the program or it is events in order to ensure the safety of its members and uphold its mission.

- a) Any adult who is using alcohol, tobacco or non-prescription drugs and/or appears intoxicated at a NEYT event, and/or who is flagrantly rude, attempts to intimidate, verbally abuse, heckles, taunts, ridicules, boos, throws objects and/or uses vulgarity or profane language/gestures with an official, coach, volunteer, staff member, participant or other event attendee, would receive a verbal warning or be asked to leave the event. The adult's children may also be removed from the event.
- b) Any adult who commits one of the above stated offenses a second time, will be banned from any and all NEYT events and their children may also be removed from the program(s) for that time period. Any adult who physically assaults an official, coach, volunteer, staff member or participant or threatens grave bodily harm may be banned from any and all events for one year or be permanently banned from the date of the offense, and their children may also be removed from any and all programs for that same period of time.

### **Adult Offenses & Consequences**

- EJECTION FROM GAME - Automatic one-week suspension from practice and next game
- ENDANGERMENT OF JUVENILES - Suspension for 1 year.
- TEACHING PROHIBITED OFFENSIVE & DEFENSIVE TECHNIQUES - Suspension for 1 year.
- FIGHTING - Suspension for 1 year.
- CHEATING - Suspension for 1 year.
- THREATS - Suspension for 1 year.
- GAMBLING ON GAME OUTCOME - Suspension for 1 year.
- LACK OF COOPERATION/ OBSTRUCTION - Suspension until compliance is achieved.

### **Juvenile Offenses & Consequences**

Fighting, intimidation, or disrespect for authority shall be cause for ejection from a game, practice, or competition. Any player/spirit participant ejected from any game, practice or competition for cause shall be ineligible for participation in their next NEYT event. A second ejection during the same season shall be cause for removal from the team for the balance of that season. Any participant charged with criminal activity may be removed at any time to ensure the safety of other participants.

### **Appeals Process**

All incidents must be reported to the NEYT director. Any appeals of a decision must be submitted in writing to the NEYT board of directors within thirty (30) days of the final decision.



### **Code of Conduct**

All NEYT volunteers and participants will abide by a Code of Conduct, which includes the following provisions. Failure to abide by these rules may result in a penalty including but not limited to permanent removal from the program. NEYT reserves the right to amend or change these rules as it may see fit. All Members and Participants shall:

- S1:** Smoking is not allowed on the field, this includes e-cigarette, cigarette, marijuana (prescribed and non-prescribed), tobacco and any derivatives.
- S2:** Not criticize players/spirit participants in front of spectators, but reserve constructive criticism for later, in private, or in the presence of team members if others might benefit. Such constructive criticism should not be humiliating to participant.
- S3:** Accept decisions of the game officials and judges on the field and in competitions as being fair and called to the best ability of said officials.
- S4:** Not criticize an opposing team, its players, spirit participants, coaches, or fans by word of mouth or by gesture.
- S5:** Emphasize that good athletes strive to be good students and that both are physically and mentally alert.
- S6:** Strive to make every football and spirit activity serve as a training ground for life, and a basis for good mental and physical health.
- S7:** Emphasize that winning is the result of good teamwork.
- S8:** Not engage in excessive sideline coaching and shall not leave the bench area to shout instructions from the sidelines.
- S9:** Together with team officials, be jointly responsible for the conduct and control of team fans and spectators at all times. Any fan who becomes a nuisance and out of control will be asked to leave.
- S10:** Not use abusive or profane language at any time.
- S11:** Not “pile it on;” not encourage their team to get a commanding lead and raise the score as high as it can. In these instances, every effort shall be made to let all players play.
- S12:** Not receive any payment, in cash or kind, for services as a volunteer or participant in NEYT. This includes any coach, expert, consultant or choreographer, regardless of his/ her roster status.
- S13:** Not permit or encourage “sweating down” tactics in order for a player to make the team weight.
- S14:** Not recommend or distribute any medication, controlled or over the counter, except as specifically prescribed by participant’s physician.
- S15:** Not permit an ineligible player or spirit participant to participate in a game.
- S16:** Not deliberately incite unsportsmanlike conduct.
- S17:** Not possess or drink alcoholic beverages and/or use illegal substance(s) on either the game or practice fields.
- S18:** Remove from a game or practice any participant when even slightly in doubt about his/her health, whether or not as a result of injury, until competent medical advice is available.
- S19:** Uphold all rules and regulations NEYT.
- S20:** Refrain from engaging in any action within or outside NEYT, which in sole & absolute discretion reflects negatively upon, or causes embarrassment to NEYT.



### **Discrimination & Sexual Harassment Policy**

New England Youth Tackle Football Inc. (NEYT) is committed to providing an inclusive and welcoming environment for all members of our community and to ensuring decisions are based on individuals' abilities and qualifications. NEYT also strives to provide a safe environment for its members and to protect the opportunity of its members to participate in our sports in an atmosphere that is free of harassment and abusive practices. Consistent with this principle and applicable laws, it is therefore the NEYT's policy not to discriminate its players, coaches, referees, employees or members on the basis of race, color, gender, national origin, age, religion, creed, disability, sexual orientation, gender identity or gender expression. Furthermore, NEYT will not tolerate or condone any form of harassment or abuse of any of its members including coaches, officials, directors, parents, athletes, or volunteers or any other persons while they are participating in or preparing for any NEYT activity or event conducted under the auspices of the NEYT. Such a policy ensures that only relevant factors are considered, and that equitable and consistent standards of conduct and performance are applied.

### **Harassment**

Harassment is defined in various sources such as case law, state, legislation, sports organization and professional association codes of conduct and training manuals, corporation and workplace documents, and human rights commission materials. NEYT has not adopted any specific definition of harassment, choosing instead to defer to such general sources and definitions for reference and application, depending upon the circumstances. The following, however, presents a general overview:

- a. **Behavior:** Any improper or inappropriate comment, action, or gesture directed toward a person or group that is related to race, ethnicity, national origin, religion, age, gender, sexual orientation, disability, or other personal characteristics.
- b. **Environment:** Creation of an environment through behavior or course of conduct that is insulting, intimidating, humiliating, demeaning, or offensive.

Harassment usually occurs when one person engages in abusive behavior or asserts unwarranted power or authority over another, whether intended or not. It includes, for example, name-calling, taunts, threats, belittling, unwelcome advances and requests for sexual favors, as well as, undue pressure to perform or succeed. Harassment includes child abuse. Bullying would constitute harassment whether that was done in person and/or by any social media, texting, calling or other means.

### **Hazing, Touting & Bullying**

**Hazing** is any action taken or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate.

**Bullying** is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

**Taunting** is to intentionally annoy and upset someone by making unkind remarks to them, insulting them or laughing unkindly, etc.:

### **Violations of Harassment, Hazing, Touting & Bullying & Abuse Policy**

Any person in violation of this policy statement will be subject to disciplinary action in accordance with the Zero Tolerance Policy and M.G.L. Chapter 269 – "Hazing". Any person convicted of child abuse in a court of law shall be permanently banned from running for or holding any position within the NEYT.

### **Retaliations or Threats of Reprisal**

Retaliation or threats of reprisal against an individual for filing a complaint under this policy or for participating or assisting in any procedure under the policy will be considered harassment for the purpose of this policy.





### **Whistle-blower Policy**

New England Youth Tackle Football Inc. is dedicated to conducting all of its practices ethically, morally and within a legitimate framework to the highest degree. Anyone reporting on another person to have participated in acts deemed as, unlawful, regarding incorrect financial data or violating NEYT bylaws, policies and procedures, or improper conduct will be supported, and matters will be handled with the utmost of professionalism.

### **Reporting Responsibility**

The NEYT Whistleblower Policy is intended to encourage and enable volunteers, parents, spectators, and everyone involved in the sport to bring to attention any illegal practices or serious violations with regard to NEYT policies, so that they can be addressed, and the correct conduct and action can be taken. The individuals or groups that can be reported regarding these matters include, the organization itself, its leadership or others acting on its behalf with matters relating but not limited to accounting, auditing, ethical violations, harassment, or discrimination as well as any other acts or behaviors deemed as improper conduct.

### **Anonymity**

NEYT holds the capacity for complainants to have their identity disclosed when reporting information on others and every effort will be made to ensure this. However, we would advise for those wishing to file a complaint to submit their names so that a solid case can be built and increase the likelihood of the alleged acts being taken more seriously as a more thorough investigation can be conducted.

### **Method for Reporting**

Complainants wishing to pass on information are able to do so by email us at [neytfootball@gmail.com](mailto:neytfootball@gmail.com) or by reporting it directly to the board of directors. The information will then be dealt with by our directors and addressed immediately.

### **No Retaliation**

It is contrary to the values of NEYT in the event of a report to retaliate against any staff, volunteers or member associations filing a complaint in good faith regarding a violation or suspected violation. However, NEYT also reserves the right to discipline anyone who makes an accusation under false pretenses.

### **Compliance**

In order for our goal of transparency and accountability to be achieved NEYT must ask for full compliance from all of its members. It is the responsibility of all board members, officers, employees, and volunteers to report concerns about violations of NEYT's code of ethics or suspected violations of law or regulations that govern NEYT's operations.



### **Media, Social Media Policy and Electronic Communications**

As part of the Organization's emphasis on athlete safety, all electronic communications between Organization Volunteers and an athlete must be professional in nature and for the purpose of communicating information about football activities. As with any communication, the content of any electronic communication should be readily available to share with the athlete's family. At the request of a parent or guardian, any email, electronic text, social media, or similar communication will copy or include the athlete's parents or guardians.

Social media and electronic communications can also be used to commit misconduct (e.g., emotional, sexual, bullying, harassment and hazing). Such communications by coaches, volunteers, administrators, officials, parents, or athletes will not be tolerated and are considered violations of our SafeSport Policy.

Violations of the Organization's Electronic Communications and Social Media Policy should be reported to the board or. Complaints and allegations will be addressed under the Organization's Disciplinary Rules and Procedures.

<u><b>Type of Communication</b></u>	<u><b>Appropriate</b></u>	<u><b>Inappropriate</b></u>
<b>Facebook, Twitter, Blogs and Similar Sites</b>	Organization Volunteers may create an Organization "alter ego" social media accounts (e.g., "John Doe – Organization Role").  Athlete members over age 13 and parents may friend the official Organization page and Volunteer's alter ego accounts. Coaches and Organization Volunteers may "follow" each other. Volunteers may communicate with athlete's solely through official Organization social media sites or through their Organization alter ego accounts. All posts, messages, text, or media of any kind between Organization Volunteers and athlete must be professional in nature and for the purpose of communicating information about Organization activities, for football-oriented motivational purposes or to respond appropriately to athlete's posts about football related activities.	Volunteers may not have athletes of any team join a personal social media page.  If there is a preexisting social media relationship between a Volunteer and a minor athlete, we recommend that the Volunteer terminate that social media relationship and transfer it to a social media relationship between the athlete and the Volunteer's official Organization page.  Following a minor whose parents or guardians requested that you not follow.
<b>News Paper, Local News, Any type of Press reporting</b>	Only an Authorized Spokesperson may engage in discussions about the NEYT with Third Parties. No other individual is authorized to speak on behalf of NEYT. Any other Insider who is contacted by a Third Party must refer the Third Party to an Authorized Spokesperson.	
<b>Email, Texts, Instant Messaging and Similar Electronic Communications</b>	Athletes and Volunteers may use email and texts to communicate. All email and text content between Volunteers and athlete must be professional in nature and for the purpose of communicating information about Organization activities. It is strongly encouraged that parents of minor athletes are copied on any communications.	Volunteer contacts minor athlete directly.  Subject of communications is not related to the Organization.  Volunteer does not include parents of minor(s).
<b>Digital Photos and Videos</b>	From time to time, digital photos, videos of practice or competition and other publicly obtainable images of the athlete – individually or in groups – may be taken. These photos and/or videos may be submitted to local, state, or national publications, used in marketing or promotional videos, posted on organization associated websites or offered to families seasonally in an electronic form. It is the default policy of the Organization to allow such practices as long as the athlete(s) parents have signed a release (see Appendix B), the athlete(s) are in public view and such imagery is both appropriate and in the best interest of the athlete and the Organization.	Publishing image of anyone who themselves or through their parent/guardian has requested in writing not to be photographed/videotaped.



### Medical Emergencies

The purpose of the Emergency Action Plan (EAP) is to provide information to the Coaches and Team Managers regarding the procedures to follow in the event of a medical emergency. The EAP involves the action of several individuals that need to be identified prior to the need to activate the EAP. These individuals include the Head Coach or Coach in Charge, the Messenger, the Aide(s), and the Reporter. All medical emergencies and situations are to be managed by the Head Coach or Coach in Charge.

#### **Each team should identify the following people to act in a medical emergency:**

**Messenger** – the person who will notify 911 and direct the ambulance and contact the player's parent/guardian. This person can be the Team Manager or a parent

**Aide(s)** – the person or persons who will be available to assist the Head Coach/Coach in Charge as instructed. This person can be the Team Manager or a parent

**Reporter** – the person assigned to document the incident. This person can be the Team Manager or Head/Assistant Coach

#### **The Head Coach or Coach in Charge will:**

- Calm the player and make sure that he is **never** left unattended.
- Move other players away from injured player if possible. Should another player be entangled with the injured player and you believe that moving the player will cause further harm, keep the uninjured player from moving as well as the injured player.
- Assess the injury and determine if an ambulance is needed. If the injury is minor, treat the injured player. If an ambulance is needed, Head Coach/Coach in Charge or Messenger will call for the ambulance by dialing 911. They will identify themselves, the nature of the emergency and the location. Dispatch the Messenger to direct the emergency medical personnel. **If you are unsure in any way, send for an ambulance.**
- Do not move victim if back or spinal injury, head injury, or cardiac arrest. If a player is down on the playing field, all play must be suspended until such time Emergency Medical Service arrive and take over.
- For all situations beyond above (such as ankle injury, knee injury, broken bones, heart attack), players should be placed in a non-traffic location in the most comfortable position for them. Protection of the injured part should be a priority. They must be attended until such time as the Emergency Medical Service arrives.
- Direct the Messenger to notify the parent/guardian/emergency contact(s)
- Direct the Messenger to provide the emergency medical personnel with all necessary information upon their arrival, including:
  - o Player's name, age, and Healthcare Form
  - o Information about how the injury occurred, the major complaint of the injured player, any treatment already administered to the player (e.g. ice packs, water)
- Turn over care of the injured player and will assist the Emergency Medical Service personnel as directed by them.
- In the event a participant or volunteer is transported to the hospital, an adult must accompany them to the hospital. If parents or guardians are not available a team staff member will go with them.

#### **Documentation of the Injury:**

- The Reporter will document the incident by completing an NEYT Injury Report as soon as possible following the accident.
- The Reporter must submit the incident report to the GM / NEYT Board. Report all severe accidents as soon as possible by calling the NEYT President / Vice President(781)241-3304
- The Reporter will contact the player's parents/guardian following the accident, update the report with the player's condition, and provide an updated report to NEYT within 60 hours following the accident.



### **CORI & Background Check Processing Policy**

NEYT places the highest priority on ensuring the safety of our young participants, and we consider it both an honor and a privilege to be permitted to coach our youth. We will require a criminal background check of any individual wishing to coach, assistant coach or volunteer in another role for a team. Under Chapter 6, Section 172H of Massachusetts General Laws, “any entity or organization primarily engaged in providing activities or programs to children 18 years of age or less that accepts volunteers, shall obtain all available criminal offender record information from the criminal history systems board prior to accepting any person as a volunteer.” NEYT will go one step further by running applicants’ names through a national criminal offender record database. Volunteers who have successfully completed the background check process may be issued badges that are to be displayed during all practices and games. All criminal history record information will be promptly destroyed at the end of the current NEYT season.

#### **NEYT will scan for the following:**

- a. Criminal Investigations
- b. Federal Criminal Records Search
- c. Terrorist Watch list Screening
- d. Sex & Violent Offender Report
- e. Identity Verification
- f. Statewide Search
- g. County search

In the event information surfaces via the background check, a screening committee, with members consisting of President, Vice President, and the General Manager of the individual, will review such background check information to determine coaching eligibility. Only members of the screening committee will review data obtained, which will then be processed discreetly. All information is strictly confidential and will not be made public under any circumstances. The decision of this screening committee may be appealed, for the purpose of clarifying facts or explaining extenuating circumstances, to the screening committee.

### **NEYT has determined that there will be no exceptions to this policy.**

#### **Compliance with Title VII of the Civil Rights Act of 1964:**

The Equal Employment Opportunity Commission (EEOC) has issued guidance explaining how employers can screen out applicants whose criminal records pose an unreasonable risk without engaging in discrimination. NEYT will follow the suggested guidelines. In deciding whether a particular offense should be disqualifying, NEYT will consider:

- A. the nature and gravity of the criminal offense or conduct
- B. how much time has passed since the offense or sentence,
- C. the nature of the job (including where it is performed, how much supervision and interaction with others the employee will have, and so on).

In accordance with the EEOC guidelines NEYT will give applicants with a record an opportunity to explain the circumstances and provide mitigating information showing that the volunteer should not be excluded based on the offense.



### **Disqualifying Factors**

Reasons for being declined the opportunity to coach are noted below as part of this policy. In some instances, factors of time may be considered when coaching eligibility (i.e. length of time since disposition of certain offenses). All coaches are required to notify the committee immediately following an arrest or conviction of any of the listed offenses. Any coach, who while coaching for NEYT is arrested for committing an offense as listed, will immediately forfeit his/her coaching eligibility until disposition by the courts. A conviction of an offense as listed will result in termination of coaching eligibility as stated in the policy. An applicant should be disqualified and prohibited from serving as a volunteer if the person has been found guilty based on a set of standards created by NEYT. The listing of examples of criminal convictions listed below is not exhaustive and other crimes may be considered unacceptable. The automatic disqualification period will begin from the date of conviction. For crimes not listed below, evaluations will be made on a case by case basis by NEYT CORI committee.

### **SEX OFFENSES:**

- ❖ All Sex Offenses – Regardless of the amount of time since offense.  
*Examples include*, but are not limited to child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

### **FELONIES:**

- ❖ All Felony Violence – Offenses within the past ten (10) years.  
*Examples include*:, but are not limited to murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.
- ❖ All Felony offenses– Other than violence or sex within the past 10 (ten) years.  
*Examples include*, but are not limited to drug offenses, theft, embezzlement, fraud, child endangerment, etc.

### **MISDEMEANORS:**

- ❖ All violent misdemeanor – Offenses within the past five (5) years  
*Examples include*, but are not limited to simple assault, battery, domestic violence, hit & run, etc.
- ❖ All misdemeanor drug & alcohol – Offenses within the past five (5) years.  
*Examples include*, but are not limited to driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- ❖ Any other misdemeanor – Within the past 5 years that would be considered a potential danger to children or is related to the functions of that volunteer.  
*Examples include*, but are not limited to contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.

Guilty means that a person was found guilty following a trial, has entered a guilty plea, the applicant entered a no contest plea followed with a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt.

Any applicant with a pending case that is a disqualifier or could be considered a disqualifier will not be allowed to volunteer until the official adjudication of the case.

The Criminal Background Check screening process is an ongoing process and should be subject to review and changes at any time. The Criminal Background Check for Youth Sports Volunteers policy is not intended to serve as a guarantee that incidents of abuse or inappropriate behavior by coaches or other volunteers will not occur during NEYT activities or events.





### **Responsibilities & Treatment of Youngsters**

In the event that any Organization volunteer observes inappropriate behaviors, suspected physical or sexual abuse, or misconduct, it is the personal responsibility of each administrator or volunteer to immediately report his or her observations to the Organization's board members.

This Organization is committed to creating a safe and positive environment for athletes' physical, emotional, and social development and to ensuring that it promotes an environment free of misconduct. Administrators and volunteers should not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for reporting to appropriate law enforcement authorities. Instead, it is the responsibility of each volunteer to immediately report suspicions or allegations of child physical or sexual abuse to a board member and if required, a law enforcement agency. This organization recognizes that the process for training and motivating athletes will vary with each coach and athlete, but it is nevertheless important for everyone involved in sport to support the use of motivational and training methods that avoid misconduct.

### **Supervision of Participants:**

In the league setting, the organization should strive to create two-deep leadership and minimize one-to-one interactions to create a safe training environment and to protect athletes and participants

### **Individual Meetings:**

An individual meeting may be necessary to address an athlete's concerns, training program or competition schedule. Under these circumstances, Organization Volunteers are to observe the following guidelines:

- A. Any individual meeting should occur when others are present and where interactions can be easily observed. 2. Where possible, an individual meeting should take place in a publicly visible and open area.
- B. If an individual meeting is to take place in an office, the door should remain unlocked and open.
- C. If a closed-door meeting is necessary, the Organization Volunteer must inform another Organization Volunteer and ensure the door remains unlocked.

Individual training session(s) with an athlete or participant may also be desired or necessary. Under these circumstances, written permission of a minor athlete's parents or guardians is required in advance of the individual training session(s), and the Organization encourages parents and guardians to attend the training session.

### **Prohibited One-On-One Interactions:**

Except as set forth above, minor athletes and participants will not be left unattended or unsupervised during Organization activities and Organization Volunteers are prohibited from being alone with an individual athlete or participant in any room or building.

### **Responsibility of League Officials, Managers, And Coaches:**

- 1) Be alert to the physical safety of players and spectators.
- 2) Be consistent in handling players and problems so that standards of conduct may be established.
- 3) Be willing to encourage without humiliating players in front of their teammates.
- 4) Properly condition the players to the extent that they can safely and adequately meet the physical demands of the sport. A thorough warm-up, for example, should precede each practice and game.
- 5) Be constantly alert to the opportunities which they have to help the players develop desirable habits and attitudes such as promptness, cooperation, self-discipline, and sportsmanship, and fair play.





- 6) Be conscious that they set a personal example for youth, both on and off the field.
- 7) Insist that sportsmanship be a major emphasis in the game.
- 8) Create an atmosphere of respect for authority, rules, game officials, etc.
- 9) Be dependable to the youth and the League.
- 10) Become familiar with and adhere to League rules as well as those of the game.
- 11) Not vocally interfere with or position himself so as to interfere with the playing of a game while a spectator.

**Responsibility of League & General Managers:**

- 1) Notify the insurance agent representative or other delegated officer of injuries sustained by player leader personnel within 24 hours of such accident.
- 2) Properly protect all League equipment and promptly return same when asked to teach protection of town property also.
- 3) Realize that attendance at League business meetings is as important as participating in field play.
- 4) Cooperate with and be willing to assist the League in as many of its functions as possible without injury to his personal or business life.
- 5) Speedily comply with all rulings and regulations of the League.

**Actions of players, managers and coaches:**

- 1) Do not argue or fight with any spectator, or League member.
- 2) Do not raise their voice, above normal speaking tones, to the umpire, an opposing player, manager, or coach.
- 3) Do not continue any dispute longer than three (3) minutes.
- 4) Do not heckle any opposing players, directly or indirectly.
- 5) Do not conduct themselves in any other manner which may bring discredit on the League.
- 6) Do not use profane, abusive, or vilifying language toward anyone on the premises.

**Duty to Reprimand:**

**All league officials must be above reproach and must at all times reflect credit on the league:**

- A) If any manager, coach, or other representative of the NEYT FOOTBALL INC. is ejected from a game or reported, in writing, by other members of the League or officials for behavior unfitting of a member twice during the current season, he shall be automatically suspended until said party has a hearing before the executive board. This meeting should be called within ten days from the time of suspension. The executive board shall determine the extent of the infraction and shall either;
1. Exonerate the person.
  2. Warn the person and extend provisional reinstatement.
  3. Expel the person from the League ratification.
- B) The board can suspend an individual based on any one incident if the infraction is serious.
- C) Any manager, coach, or other representative of the NEYT FOOTBALL INC. willfully striking another person during any League function shall be automatically expelled from the NEYT FOOTBALL INC.



### **Registration**

All participants and volunteers must be registered with the sponsoring franchise prior to any involvement in any League activities. Such registration must take place on the NEYT digital platform.

### **Volunteers Requirements**

1. Online registration and waiver (National Sports ID)
2. Background check
  - a. Are required for all individuals 18 (eighteen) years of age or higher including Administrators, Coaches, Coaching staff, Assistants, Team Parent, anyone who acts in a supervisory capacity with minors.
  - b. Must be completed prior to 1st day of coaching
  - c. All Background checks will be done in accordance with NEYT CORI & Background Check Processing Policy.
3. USA Football Heads Up Football Certification / YCADA Cheer Certification
4. CDC Concussion training certificate.
5. CPR / First Aid / AED Training (Optional)
6. NEYT Coaching contract

### **Participants Requirements**

1. Participant Contract & Parental consent
2. Medical clearance & Yearly physical dated within 12 months of end of season
3. Original Birth Certificate or equivalent. (National Sports ID)
4. Photocopy of Parent / Guardian ID (National Sports ID)
5. 2<sup>nd</sup> Quarter Report Card (National Sports ID)

### **Academics**

1. Participants shall be required to maintain scholastic fitness.
2. Participants must obtain a 2.0 GPA to participate. In the event a school district does not use Grade Point Average standard the equivalent will be accepted.

### **Cuts**

1. There are no safety cuts allowed effective 2018. If the child has presented a medical release that says the child can play, then they cannot be cut for safety reasons.
2. If a franchise has more applicants than roster spots, then they may make cuts down to the roster maximum for that division and no further.
3. Cuts may only be finalized by the franchise' GM

### **Roster Size**

- A. If a franchise has fewer applications than the roster maximum for a division then they will continue to accept applications until Jamboree or first season game.
- B. Minimum roster shall be 20 players
- C. Maximum roster shall be 35 players.

### **Team Requirements**

To be completed prior to the first game of the season. Each certified team must have:

- i) A minimum of 2 (two) coaches, one of which shall be designated Head Coach
- ii) Team must be certify (Green) through National Sports ID.
- iii) Team Certification binder containing:
  - A. Rules Book and Bylaws
  - B. Coaching contract for all coaches and assistants
  - C. CDC Concussion certificates
  - D. USA Football Heads Up Certificate / YCADA Cheer Certificate
  - E. Team Roster / Participant Roster From National Sports ID



### **Certification Requirements**

NEYT Board Members will be responsible for ensuring all teams and participants are verified through National Sports ID. After players are verified and rosters locked, no changes to the rosters will be accepted. Only verified rostered players will be eligible to participate in NEYT sanctioned games. If a player is found to be fraudulent then the entire team roster will be pulled for that level.

- A. Each player will be re-examined, and a certified original birth certificate provided for each player on the roster.
- B. If additional players are found to be ineligible, any games played where those players appeared on the roster will be forfeited.
- C. All found fraudulent players will be reported to National Sports ID including the name of coaches who are responsible for the oversight

### **Coaching Requirements**

Coaches are subject to decertification, suspension, or expulsion for violations of any of the following:

- 1) Coaches are considered to be in an official status whenever they are participating in football, or NEYT activities.
- 2) Badges must be worn during practices, games, and all NEYT functions.
- 3) The coaching staff is in complete charge of the team or squad whenever it is together on the practice or playing field, traveling as a group or at any team function.
- 4) The coaching staff is under the direction of the Head Coach.
- 5) Each division is limited to 1 (one) primary "Head Coach".
- 6) Each Franchise will determine its own selection criteria and placement policy.
- 7) All prospective coaches must give their consent to have a background check performed.
- 8) Coaches shall refrain from smoking, consumption of alcohol or use of illegal drugs during games and practice. This includes All Games, All Day!
- 9) When it becomes necessary to administer discipline to a participant, it shall be in accordance with the leagues' bylaws.

### **Coaches**

- 1) Head Coaches must be at least 21 (twenty-one) years of age.
- 2) Each division is limited to 4 (four) Assistant Coaches must be at least 18 (eighteen) years of age.
- 3) Each division is limited to 2 (two) Coach-Trainees/Student Instructors.
- 4) Coach-Trainees/Student Instructors must be at least 14 (fourteen) years of age.
- 5) Team Parent (Team Mom) Volunteer should meet the same requirements of coaching staff



## **Travel**

The Organization has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of misconduct. Adherence to these travel guidelines will increase athlete safety and improve the competitive experience while keeping travel a fun and enjoyable experience.

We distinguish between travel to training, practice, and local competition (“local travel”), and team travel involving overnight travel (“team travel”).

### **Local Travel**

Local travel occurs when the Organization does not sponsor, coordinate, or arrange for travel. For local travel, athletes, or their parents/guardians (for minor athletes) are responsible for making all travel arrangements. In these instances, it is the responsibility of the athlete or his/her parents/guardians (for minor athletes) to ensure the person transporting the athlete maintains all safety and legal requirements, including, but not limited to, a valid driver’s license, proper insurance, well-maintained vehicle and compliance with all state laws.

In an effort to minimize one-on-one interactions, Organization Volunteers, who are not also acting as a parent, should not drive alone with an unrelated athlete and should only drive with at least two other athletes or another adult at all times, unless otherwise agreed to in writing by the athlete’s parent or guardian in advance of travel. In any case where an Organization Volunteer is involved in the athlete’s local travel, a parental release is required in advance. Efforts must be made to ensure that Organization Volunteers are not alone with an athlete or participant, by, e.g., picking the athletes up in groups. Organization volunteers who are also an athlete’s guardian may provide shared transportation for any athlete(s). We encourage guardians to pick up their athlete(s) first and drop off their athlete(s) last in any shared or carpool travel arrangement. We also recommend completing a shared travel declaration form signed by the parents/guardians of any minor athlete who is being transported as part of such a carpool arrangement.

### **Team Travel**

Team travel is overnight travel that occurs when the organization sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally, or internationally. Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the athletes. However, no coach, staff member or volunteer will engage in team travel without the proper safety requirements in place, including valid drivers’ licenses, proper insurance, well-maintained vehicles, and compliance with all state laws.

### **Travel Notification**

Reasonable advance notice before team travel will be provided when possible. Notice will include the dates, location, and duration of competition. Travel notice will also include designated team hotels for overnight stays as well as a contact person within the organization. This individual will be the point of contact to confirm your intention to travel and to help with travel details. The organization will post specific travel itineraries when they become available. These will include a more detailed, hour-by-hour itinerary as well as contact information for team travel chaperones.

### **Mixed-Gender and Mixed-Age Travel**

Athletes will only share a room with other athletes of the same sex and age group. Athletes will also be grouped by age and sex for the purposes of assigning an appropriate chaperone. We will make every effort to provide these groups at least one chaperone of the same sex. However, we rely on parents to serve as chaperones and may be limited in providing this match.

Regardless of gender, a Volunteer shall not share a hotel room or other sleeping arrangement with an athlete (unless the individual is the parent, guardian, sibling, or spouse of that particular athlete). Where an adult is registered both as a coach and an athlete member of the organization, and is functioning primarily as a coach, he or she may share sleeping arrangements with another registered coach.



### **Emergency Action Plan (EAP)**

An Emergency Action Plan is an established process and system to address medical, environmental and security emergencies related to sporting activities. An EAP should address situations including cardiac arrest, head and neck injuries, asthma, heat and cold related issues, allergic reactions and environmental and security risks as they impact the safety of their athletes and personnel.

The goal of an Emergency Action Plan is to provide a comprehensive and practical response to an emergency as it may impact personnel, fields/venues. If a certified athletic trainer (ATC) is a part of your organization, he or she should assist leadership in EAP development.

All organizations should have a written Emergency Action Plan (EAP) in order to respond quickly and appropriately to all emergencies. All health care providers, trainers, administrators, and coaches need to be aware and knowledgeable of its contents. The EAP plan should incorporate the following elements:

- Describe the organization's emergency personnel involved and their role.
- Emergency equipment and supplies such as AEDs, first aid kit, water source, etc.
- Best way to call EMS.
- Venue directions and emergency access

### **Chain of Command**

- a) At games, the EMT or Nurse will be in charge of the emergency.
- b) During practice, if an EMT is not present, the head coach is in charge of the emergency until EMS arrives.
- c) General Managers and assistant coaches should be also available to assist.

### **When to call 9-1-1**

If it is necessary to call 911 do not move the athlete. Do not remove the helmet or shoulder pads.

- a) Person not breathing, no pulse (begin CPR)
- b) Person is Non responsive, unconscious
- c) Obvious deformity (indicating dislocation or break)
- d) Person Is vomiting repeatedly
- e) Person Has unequal pupils
- f) Person Is confused
- g) Person Has weakness on one side of the body
- h) Person Passes out or Is unable to wake up
- i) Person Has a seizure

911 operator needs the following information: Location, Nature of injury and status of athlete

### **Follow-up**

- a) Complete appropriate documentation (incident report, accident report, etc.)
- b) Replace equipment and supplies
- c) Emergency Action Plan evaluation
- d) Staff debriefing
- e) Check on condition of injured athlete



## Emergency Action Plan Template

Team Name: \_\_\_\_\_

General Manager: \_\_\_\_\_

Phone: \_\_\_\_\_

Head Coach: \_\_\_\_\_

Phone: \_\_\_\_\_

Assistant Coach: \_\_\_\_\_

Phone: \_\_\_\_\_

Team Parent: \_\_\_\_\_

Phone: \_\_\_\_\_

### EMS Protocol:

1. Scene control: Limit scene to first aid providers and move bystanders away from area.
2. When you call EMS, provide your name and title or position, current address, a telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested.

Facility Addresses Practice Facility: \_\_\_\_\_

Competition (Game) Facility: \_\_\_\_\_

Nearest Hospital/ Emergency Room Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Hospital Directions

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### 3. Emergency Task Assignments:

Assigned to Immediate care of the injured or ill participant \_\_\_\_\_

Emergency equipment retrieval \_\_\_\_\_

Call EMS \_\_\_\_\_

Unlock and open doors/gates for EMS \_\_\_\_\_

Flag down EMS and direct to scene \_\_\_\_\_





### **Adverse Weather Policy**

Adverse weather conditions include (but are not limited to) any of the following: excessive heat, excessive snow or snow accumulation, persistent rain, thunder and lightning, excessive/dangerous winds, or field closures (where the Recreation Department, town or third-party organization closes the field/facility due to adverse weather conditions). NEYT Youth Football predominately hosts outdoor programs, and therefore we are at the mercy of the weather. If for any reason, inclement weather occurs, athlete safety will be our highest priority. In the case of rain or snow without thunderstorms, even heavy rain, all activities WILL continue but may be altered to ensure athlete safety.

### **Inclimate Weather/Severe Weather**

In the event of thunderstorms, the program will be suspended until the storm passes. If lightening is within 5 miles (meaning we can see it), the game or practice should be suspended and shelter sought out. Games and / or practices may resume 30 min after the last lightning strike within 5 miles.

Lightning storms are unpredictable, so a 30/30 rule\*\* is enforced on all of our programs. 30 minutes will be counted from when the last clap of thunder was heard. If the storm passes, play will continue, however, if the storm continues the program may be cancelled and you will be required to collect your child from the program.

**\*\*Lightning 30/30 rule:** If it takes less than 30 seconds to hear thunder after seeing the flash, outdoor activities will be suspended and all players will take shelter immediately. After the storm ends there will be a waiting period of 30 minutes before resuming outdoor activities.

ALL Head and Assistant Coaches are responsible for having a head count of participants. They **MUST** know how many kids they have at ALL times. When the **FIRST** sign of lightning strikes, you seek cover. Football Players must remove helmets when first sign of lightning due to medal components. There are **NO EXCEPTIONS**. You may not be outside within 30 minutes of the last lightning strike.

For Dismissal- **MAKE SURE PARTICIPANTS LEAVE WITH THEIR PARENT**. Make sure your parents know they **MUST** stick around if severe weather is in the forecast.

### **Heat Practice modification**

Practice modification is required during periods of extreme environmental temperatures that increase the chances of heat illness. The modifications may include limiting total practice time, scheduling practice early or late in the day, decreased intensity, increased work to rest ratios, more frequent hydration and rest breaks, closer monitoring of athlete stress levels, elimination of heat retaining equipment, unlimited access to hydration, and cancellation.

- a) Under 82.0 Normal Activities - Provide at least three separate rest breaks each hour with a minimum duration of 3 minutes each during the workout.
- b) 82.0 - 86.9 Use discretion for intense or prolonged exercise; watch at-risk players carefully. Provide at least three separate rest breaks each hour with a minimum duration of 4 minutes each.
- c) 87.0 - 89.0 Maximum practice time is 2 hours. For Football: players are restricted to helmet, shoulder pads, and shorts during practice, and all protective equipment must be removed during conditioning activities.
- d) 90.0 - 95.0 Maximum practice time is 1 hour. For Football: no protective equipment may be worn during practice, and there may be no conditioning activities. For All Sports: There must be 20 minutes of rest breaks distributed throughout the hour of practice.
- e) Over 95.0 No outdoor workouts. Delay practice until a cooler level is reached.



### Practice Restrictions

- 1) No team may schedule more than 3 (three) days of practice per week prior to the first (1st) game.
- 2) Practice for regular season participation shall not begin until after first day of season.
- 3) No team may schedule more than 6 (six) hours of practice per week prior to the first (1st) game.
- 4) No team may schedule more than 2 (two) days of practice per week prior to the first (1st) game.
- 5) No team may schedule more than 4 (four) hours of practice per week after first (1st) game.
- 6) Practice sessions shall not last more than 2 (two) hours per day.
- 7) Each participant must have a minimum of 10 (ten) hours of conditioning before being allowed to participate in contact football. Clinic or Camp attendance shall NOT be counted toward this requirement.
- 8) No Teams and or individuals shall be allowed to participate in scrimmages and/or bowl games against other teams.
- 9) Any participant added at any time must meet the minimum conditioning and practice time requirements as above.
- 10) A player must participate in at least 10 football practice days before taking part in a football game.
- 11) NEYT Executive board may make changes to practice restrictions to accommodate for early spring weather and or other issues that may arise during the season.






### Camps/Clinics for Football

The NEYT shall not endorse or sponsor any camp or clinic, which does not provide as part of its services an accident insurance plan for camp participants.

- 1) NEYT teams may attend any camp/clinic provided by an outside group.
- 2) NEYT teams may attend a camp/clinic provided by its sponsoring franchise
- 3) All Camps/Clinics operated, sponsored, or endorsed by board members must be submitted for posting on the NEYT website a minimum of 30 (thirty) calendar days prior to camp.

### Contact Limitations

No full speed head-on blocking or tackling drills in which the players line up more than 3 yards apart are permitted. (You may have two linemen in stances immediately across the line of scrimmage from each other. You may have full-speed drills where the players approach each other at an angle, but not straight ahead into each other.) Intentional head-to-head contact is forbidden. B. Coaches must limit the amount of contact at each practice to a maximum of 1/3 of practice time (either 40 minutes total of each practice or 1/3 of your total weekly practice time). In this context, “contact” means any drill or scrimmage in which players go full-speed with contact –e.g. one-on-one blocking and/or tackling drills; down line vs. down line full-speed drills; and/or scrimmages.

 <p><b>AIR</b> Intensity 0</p>	 <p><b>BAGS</b> Intensity 1</p>	 <p><b>THUD</b> Intensity 3</p>	 <p><b>CONTROL</b> Intensity 2</p>	 <p><b>LIVE</b> Intensity 4</p>
Drill is run unopposed and without contact.	Drill is run against a bag or soft-contact surface	Drill is run at an assigned speed until the moment of contact with one player as the predetermined “winner.” Contact is above the waist, and players stay on their feet	Drill is run at competitive speed through the moment of contact. There is no predetermined “winner.” Contact is above the waist; players stay on their feet and a quick whistle ends the drill.	Drill is run in game-like conditions. This is the only time players are taken to the ground.



### **Equipment Care, Cleaning & Storing**

Equipment issued to participants carries a great deal of responsibility. To maintain the protective quality of the equipment, proper care & maintenance is important. This will help to ensure the safety of all participants. Please follow the guidelines below to care for your equipment. If you take care of it, it will take care of you!

#### **Jerseys & Pants:**

Uniforms should be washed immediately after each use, if at all possible. Turn garments inside out to help preserve ink printing and twill. Use only cold water for all settings of the washing machine and do not wash with other items, such as towels. OxyClean is recommended.

- DO NOT USE CHLORINE BLEACH OR FABRIC SOFTENER !
- DO NOT DRY CLEAN ATHLETIC UNIFORMS!
- DO NOT IRON AND PROTECT FROM DIRECT SUNLIGHT!

Heavily soiled garments should be pre-treated. Any of the pre-treating brands found at your grocery store will do fine as long as it does not contain bleach.

For blood stain, soak in cold water before washing. An oxygen-based laundry booster can also be used to wash garments. If possible, use a high-water level to minimize mechanical action on uniforms and do not overload washer.

Remove uniforms immediately after washing and HANG DRY all garments.

#### **Helmet:**

Outside should be cleaned with mild soap & water solution or a soft scrub cleaner. DO NOT use any harsh chemicals or cleansers (i.e.: thinners, turpentine, or abrasive cleaners). Clean the inside of the helmet using a damp cloth to remove salt (sweat) build-up from the padding. The inside of the helmet should also be sprayed with a mild disinfectant solution. Allow the helmet to air-dry in an upright position.

**Commercial cleaners and polishes may damage the helmet shell or liner (and void your warranty), so at-home cleaning should be limited to a disinfectant wipe or regular dish soap and water.**

#### **Shoulder Pads:**

Clean with a mild soap & water solution inside & out. No harsh chemicals should be used. Use disinfectant solution on all padded areas.

#### **Pads (hip, tail, thigh, knee, arm, hand, elbow, neck, collar & rib):**

Hand wash cold water with mild detergent. Air-dry. DO NOT bleach, use harsh chemicals, or use in an automatic dryer.

#### **Football Helmet Inspection List:**

Inspect your helmet prior to each use –**NEVER** wear a damaged helmet

- Foam padding should be in proper placement
- Foam padding should show **NO** signs of deterioration
- Check for cracks in vinyl or rubber covering on air/foam
- Protective system should never be altered or removed
- Check shell for cracks
- Check all rivets, screws, velcro & snaps to ensure they are properly fastened

If any of the above inspections indicate a need for repair or replacement, notify your coach. This is the participants' responsibility. Please take the time to care for your equipment. Each participant is given the use of equipment - it must be properly cared for so it will last.



## CONCUSSION PROTOCOL

### **What Is A Concussion?**

A concussion is a type of traumatic brain injury - or TBI - caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells.

### **Action Plan**

**When in doubt, sit them out!**

**When any doubt exists as to the health of the participant, the participant will sit out until clear to play.**

**What coaches should do if a concussion is suspected.**

#### **1 Remove athlete from play**

Immediate removal where concussion suspected: If a participant suspected of having suffered a concussion or head injury in practice, game or practice, immediate removal from practice, play or competition based on an evaluation and determination by the Head Coach.

#### **2 Ensure the athlete is evaluated immediately by an appropriate health care professional.**

Where no certified athletic trainer or other qualified medical professional is on site and available to render such evaluation, except where the Head Coach is the parent or guardian of the injured player, in which case final authority on removal shall rest with whomever is present and is the highest in the NEYT chain of command (the league president, association president or the top ranking assistant head coach).

#### **3 Inform the athlete's parents or guardians of the possible concussion.**

Parents should be notified immediately. If unable to contact a parent or guardian, notify the listed emergency contact. If child's condition is grave enough call 911.

#### **4 Only allow the athlete to return to participation after he or she is cleared by an appropriate health care professional and institute your program's return-to-play procedure.**

No return to play without medical evaluation and written clearance: NEYT bars the return of a player who has been removed from play due to a head injury or concussion from returning until the participant has been (a) evaluated by a currently licensed medical professional "trained in the evaluation and management of concussions" and (b) receives written clearance to return to play from a licensed practitioner.

#### **5 Report Incident to NEYT**

Please fill out a concussion reporting sheet. This report should be turned in to the NEYT Advisory Board via the teams GM and Email.

#### **6 Return to Play Progression**

After athlete obtains medical clearance, a copy of the clearance by a medical professional must be submitted to NEYT Advisory Board via GM and Email. After submission, child may begin the 6 Steps to Play Guidelines as listed below



### **6-Step Return to Play Progression**

It is important for an athlete's parent(s) and coach (es) to watch for concussion symptoms after each day's return to play progression activity. An athlete should only move to the next step if they do not have any new symptoms at the current step. If an athlete's symptoms come back or if he or she gets new symptoms, this is a sign that the athlete is pushing too hard. The athlete should stop these activities and the athlete's medical provider should be contacted. After more rest and no concussion symptoms, the athlete can start at the previous step. The process can begin after an initial period of 24-48 hours of both relative physical and cognitive rest:

**24 hours between steps:** Generally, each step should take at least 24 hours, so that, assuming the athlete does not experience a recurrence of concussion symptoms at rest or with exercise as she progresses through the exercise program, he will be able to return to sports in about a week's time after symptoms have cleared.

**Fall back if symptoms return:** If the student-athlete experiences a recurrence of concussion symptoms during any of the steps, they need to drop back to the previous level at which they were symptom-free and try to progress again after a further 24-hour period of rest has passed.

#### **Step 1: Back to regular activities (such as school)**

Athlete is back to their regular activities (such as school) and has the green light from their healthcare provider to begin the return to play process. An athlete's return to regular activities involves a stepwise process. It starts with a few days of rest (2-3 days) and is followed by light activity (such as short walks) and moderate activity (such as riding a stationary bike) that do not worsen symptoms. You can learn more about the steps to return to regular activities at:

[https://www.cdc.gov/headsup/basics/concussion\\_recovery.html](https://www.cdc.gov/headsup/basics/concussion_recovery.html).

#### **No physical activity;**

- Complete physical and cognitive rest
- Recovery and elimination of symptoms

#### **Step 2: Light aerobic activity**

Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weightlifting at this point.

#### **Light aerobic activity**

- 10-15 min of walking at home or at field, or stationary bike
- Add light aerobic activity and monitor for symptom return

#### **Step 3: Moderate activity**

Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (less time and/or less weight from their typical routine).

#### **Moderate aerobic activity Light resistance training**

- 20-30 min jogging w/helmet
- Resistance training -body weight squats and push-ups 1 set of 10 reps each
- Increase aerobic activity and monitor for symptom return

#### **Step 4: Heavy, non-contact activity**

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).



### **Non-contact football-specific drills**

- Moving in/out 3-point stance, bear crawls through tunnel, tires, step over bags (vertical and lateral), QB/center exchange, QB drop backs, passing, break downs and plant, jump cuts, backpedaling, match the hips, up/downs
- Start w/o helmet; progress to helmet and shoulder pads if symptom free
- Maximize aerobic activity
- Accelerate to full speed with change of directions (cuts)
- Introduce rotational head movements
- Monitor for symptoms

### **Step 5: Practice & full contact**

Young athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

### **Limited contact football drills**

- Stage 4 workout in full pads
- Hit/push pads then sled (focus on technique-head up, square up, stay low), step and hit, run, and hit, leverage drill, punch drill
- Maximize aerobic activity
- Add deceleration/rotational forces in controlled setting
- Monitor for symptoms

### **Step 6: Return to play**

Return to Practice

### **Full contact practice (after medical clearance)**

- Normal training activities, Normal game play
- Assess frequently, Reassess for symptoms every 30 minutes throughout the practice
- Monitor for symptoms, consider one side of the ball only, no special teams play

### **Step 7 Competition**

Young athlete may return to competition.