

# **Amended and Restated Bylaws of the Tualatin Valley Youth Football League, An Oregon Non-Profit Corporation**

## **ARTICLE 1 DEFINITIONS**

- 1.1 League.** “League” means Tualatin Valley Youth Football League, an Oregon Non-Profit Corporation principally located at 4849 SW Western Avenue, Suite 40, Beaverton, OR 97005, however this address may change from time to time.
- 1.2 Articles of Incorporation.** “Articles of Incorporation” means the Articles of Incorporation of the League registered in the State of Oregon under State Registry # 025164-90
- 1.3 Incorporation by Reference.** Except as otherwise provided herein, the terms that are defined in Article 1 of these Bylaws are used in these Bylaws as therein defined.
- 1.4 Board of Directors.** Herein referred to as “Directors,” members of the League elected by a plurality of the League membership at its Annual Meeting.

## **ARTICLE 2 PURPOSE & MEMBERSHIP**

- 2.1 Purpose.** The purpose of the league will be:
  - 2.1.1** To foster among the teams of its Members the ideals of teamwork, good sportsmanship, good citizenship and character as well as the beneficial opportunities of becoming positive examples for others.
  - 2.1.2** To foster balanced and sportsmanlike competition in tackle youth football among the teams of its members.
  - 2.1.3** To educate players, parents, coaches and the community about the game of tackle youth football and the importance of teamwork and good sportsmanship.
  - 2.1.4** To reinforce the primary importance of schoolwork in elementary school and middle school students lives.

**2.2 Membership.** Members of the League shall be non-profit corporations organized to provide youth tackle programs within the geographic boundaries of a single high school attendance area.

Provided, however, if all adjoining associations mutually agree on an annual basis to a boundary different than the geographic boundaries of the high school attendance areas, such agreed boundaries shall be submitted to the Executive Board for approval before May 1<sup>st</sup> of each year. If adjusted boundary cannot be agreed upon by the presidents of the two associations involved by May 1, the Executive Board will render a decision by July 1.

**2.3 Membership List.** The Secretary of the League will be responsible for maintaining an electronic list of Members, including certification of 501c3 status, proof of incorporation as a non-profit corporation in the State of Oregon and a contact list for the current President of each Association.

**2.4 New Members.** Any association seeking membership in the League must apply to the League and be voted on at the first meeting of general membership for the calendar year for which membership is sought or at such later date as allowed by a majority of the elected Board of Directors for a given calendar year.

**2.5 Limitation of Action.** Notwithstanding any other provision of these Bylaws, no director, officer, employee or representative of the League shall take any action or carry on any activity by or on behalf of the League not permitted to be taken or carried on by any organization exempt under the '501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they hereafter may be amended, or by any organization, contributions to which are deductible under '170(c)(2) of such Code and Regulations as they now exist or as they hereafter may be amended.

**2.6 Limitation of Benefit.** No part of the net earnings of the League shall inure to the benefit of, or be distributed to, directors, members or any other persons or entities, except that the League shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth.

**2.7 Limitation of Political Activity.** No substantial part of the activities of the League shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the League shall not participate in any political campaign for or against any candidate for public office.

**2.8 Member Expulsion.** Each Member shall be entitled to one week's prior notice of any meeting at which its expulsion for the League is to be considered. Each Member waives its right to pursue, commence or maintain any legal challenge, proceeding or action arising under or related to the action of expulsion by the General Membership. There shall be no appeal to any court, arbitrator or any other person or entity of any sanctions by the General Membership.

**ARTICLE 3**  
**ADMINISTRATION, MANAGEMENT & DUTIES**

**3.1 Number and Qualification.** A Board of Directors of no less than seven (7) and no more than thirteen (13) persons shall govern the affairs of the league. The number of board members shall be determined in the following fashion:

**3.1.2** Based on the annual membership, a number of administrative divisions equal to no less than two (2) and no more than four (4) will be created by the preceding Board of Directors. Each of these divisions will include two (2) Division Presidents as members of the Board of Directors. Each Division President will have one (1) vote each on all matters before the Board of Directors (totaling four (4) to eight (8) board votes).

**3.1.3** Post determination of the number of administrative divisions for a given period by the preceding Board of Directors, an election of Division Presidents by the Current Association Presidents at the League's Annual Meeting will occur. In addition to voting for Division Presidents, the Association Presidents will also vote for the following officer positions:

- A. Commissioner:** Voting Member of Executive Board (one (1) vote)
- B. Vice Commissioner:** Voting Member of Executive Board (one (1) vote)
- C. Director of Officials:** Voting Member of Executive Board (one (1) vote)
- D. Secretary:** Non-Voting Member of Executive Board (May be a Division President as it is a Non-Voting Role)
- E. Treasurer:** Non-Voting Member of Executive Board (May be a Division President as it is a Non-Voting Role)
- F. Director of Scheduling:** Non-Voting Member of the Executive Board (May be a Division President as it is a Non-Voting Role)

**3.2 Tenure of Office.**

**3.2.1** Each Division President shall serve a two (2) year term except those elected to one (1) year terms at the initial organization meeting in order to create alternating terms.

**3.2.2** Each Officer shall serve a two (2) year term except at the initial organization meeting where the Commissioner, Secretary and Treasurer will be elected to one (1) year terms in order to create alternating terms.

**3.2.3** All Directors and Officers shall hold office until their respective successors have been elected by the membership or appointed by the Board of Directors. Elections shall be by plurality of membership. In the event of a tie, selection shall be by re-vote or in the event of a habitual tie, by random means.

### **3.3 Vacancies.**

**3.3.1** A vacancy in the Board of Directors shall exist upon the death, resignation or removal of any director, or if the authorized number of directors is increased, or if the members fail at any annual or special meeting of members at which any Director or Directors are to be elected to elect the full authorized number of Directors to be voted for at that meeting.

**3.3.2** Vacancies in the Board of Directors (including officers) may be filled by a majority of the remaining Directors even with less than a quorum present, or by a sole remaining Director at any duly noticed meeting. Each Director so elected shall hold office for the balance of the unexpired term and until his or her successor is elected.

### **3.4 Removal of Directors or Officers.** A Director or Officer is automatically removed from their position in the event a Director or Officer is deemed by the existing Board of Directors to have committed any of the following acts:

**3.4.1** Criminal activity, including any and all indictments, convictions or accusations deemed credible or inappropriate by the Board of Directors.

**3.4.2** Chronic unexcused absence from official league meetings, defined as three or more unexcused absences during a Director or Officer's Term.

**3.4.3** All or any number of Directors or Officers may be removed, with or without cause, at a regular or special meeting of the membership. A quorum of the membership must be present and a vote "for removal" equal to 50% of the membership (excluding existing Directors or Officers) is required. Additionally, no removal shall be effective unless the matter of removal was an item on the agenda and stated in the meeting notice as provided in these Bylaws.

**3.4.4** In the event that four (4) or more Presidents in any division want to have a recall vote on one of the Co-Division Presidents, they must notify the Commissioner at which time the Commissioner will call a meeting of the Executive Board and the Division in which the recall is requested and have each Association President cast a vote for keeping or removing the Co-President. If the vote is for removal, the Co-President is immediately removed from their position and the Commissioner will act in their behalf until a replacement can be voted on.

**3.5 Powers.** The Board of Directors shall have all the powers and duties necessary for the administration of the affairs of the League, except such powers and duties as by law or by these Bylaws may not be delegated to the Board of Directors by the membership. The Board of Directors may delegate responsibilities to committees or a managing agent, but shall retain ultimate control and supervision. The powers and duties to be exercised by the Board of

Directors shall include, but not be limited to, those set forth by Oregon State Law, the League Articles of Incorporation, Bylaws and the following:

- 3.5.1 Carry out the League program for maintenance, upkeep, repair and replacement of any property required to be maintained by the Directors.
  - 3.5.2 Determine the amounts required for operation, maintenance and other affairs of the League, and the making of such expenditures.
  - 3.5.3 Prepare a budget for the League and collection plan for all membership dues.
  - 3.5.4 Employ and dismiss such personnel as may be necessary for such maintenance, upkeep and repair.
  - 3.5.5 Employ legal, accounting or other personnel for reasonable compensation to perform such services as may be required for the proper administration of the League.
  - 3.5.6 Open bank accounts on behalf of the League and designating the signatories required therefore.
  - 3.5.7 Prepare and file, or cause to be prepared and filed, required income tax returns or forms for the League.
  - 3.5.8 Obtain insurance or bonds pursuant to the provisions of these Bylaws and review such insurance coverage at least annually.
  - 3.5.9 Enforce by legal means the provisions of these Bylaws and any rules and regulations adopted hereunder.
  - 3.5.10 In the name of the League, maintain a current mailing address of the League, file annual reports with the Oregon Secretary of State, and maintain and keep current the information required to enable the League to comply with ORS Chapter 65.
- 3.6 Jamboree, Regular Season and Playoff Formats.** Except as otherwise provided by law, by the articles of incorporation or by these Bylaws the business and affairs of the League shall be governed and managed by its Executive Board. The Executive Board shall establish the game, jamboree and playoff schedules and formats for each Division.

#### **ARTICLE 4 MEETINGS & VOTING**

**4.1 Place of Meetings.** Meetings of the members of the League shall be held at such reasonable place convenient to the members as may be designated in the notice of the meeting.

**4.2 Annual Meeting.** The annual meeting of the members for the election of directors and for the transaction of such other business as may properly come before the meeting shall be held at such reasonable hour and on such reasonable day as may be established by the Board of Directors or, if the Board should fail to designate a date by the first day of November, then at 12:00PM on the third Sunday in November.

#### **4.3 Meetings.**

**4.3.1 Special Meetings:** A special meeting of the League may be called at any time by the President or by a majority of the Board of Directors. A special meeting shall be called upon receipt of a written request stating the purpose of the meeting from Association Presidents having at least thirty percent (30%) of the voting rights entitled to be cast at such meeting. Business transacted at a special meeting shall be confined to the purposes stated in the notice of meeting.

**4.3.2 Executive Board Meetings:** Meetings of the Executive Board may be called by majority of the Executive Board or the Commissioner with notice of said meetings being provided by the League Secretary. Only Executive Board Members with voting rights may vote in an Executive Board Meeting.

**4.3.3 Division Meetings:** Meetings of the Divisions may be called by majority of the Divisions Presidents or the Co-Presidents with notice of said meetings being provided by the persons calling the meeting.

**4.3.4 General Membership Meetings:** Meetings of the general membership may be called by majority of the membership, majority of the Executive Board, or the Commissioner with notice of said meetings being provided by the League Secretary.

#### **4.4 Notice of Meeting.**

**4.4.1** Written, printed or electronic notice stating the place, day and hour of all official meetings, the items on the agenda, including the general nature of any proposed amendment to the Declaration or these Bylaws, any budget changes, any proposal to remove a director or officer and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than five (5) or more than thirty (30) days before the date of the meeting. Such notice shall be given either personally, by mail, via posting on the organization's official website, email or at the direction of the President, the Secretary, or the persons calling the meeting, to each member entitled to vote at such meeting and who have requested such notice. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, with postage fully prepaid thereon, addressed to the member at his or her most recent address as it appears on the records of the League.

**4.4.2** When a meeting is adjourned for thirty (30) days or more, or when a redetermination of the persons entitled to receive notice of the adjourned meeting is required by law, notice of the adjourned meeting shall be given as for an original meeting. In all other cases, no notice of the adjournment or of the business to be transacted at the adjourned meeting need be given other than by announcement at the meeting at which such adjournment is taken.

**4.4.3** Attendance of a Director or Member at a meeting shall constitute a waiver of notice of such meeting except when a Director or Member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

#### **4.5 Open Meetings.**

**4.5.1** All meetings of the Board of Directors shall be open to all members except that, in the discretion of the Board, the following matters may be considered in executive session: (i) consultation with legal counsel concerning the rights and duties of the League regarding existing or potential litigation, or criminal matters; (ii) collection of unpaid assessments. Except in the case of an emergency, the Board of Directors shall vote in an open meeting whether to meet in executive session. If the Board of Directors votes to meet in executive session, the presiding officer shall state the general nature of the action to be considered, as precisely as possible, when and under what circumstances the deliberations can be disclosed to Owners. The statement, motion or decision to meet in the executive session shall be included in the minutes of the meeting and any action considered in executive session shall not become effective unless the Board, following the executive session, reconvenes in open meeting and votes on the contract or action, which shall be reasonably identified in the open meeting and included in the minutes.

**4.5.2** Meetings of the Board of Directors may be conducted by telephonic communication, email or by other means of communication that allows all members of the Board participating to hear each other simultaneously or otherwise to be able to communicate during the meeting. Only emergency meetings of the Board of Directors may be conducted by telephonic communication, email or such other means. The meeting and notice requirements of this Section may not be circumvented by chance or social meetings or by any other means.

**4.6 Quorum.** A quorum shall constitute a majority of the members of the Board at any Board Meeting or a majority of the membership at any Annual Meeting.

#### **4.7 Voting Rights:**

**4.7.1 Regular Meetings.** Voting rights for regular meetings of the League are reserved to members of the Board only; each member of the board shall have one vote unless otherwise specified. All decisions made at a regular meeting shall be binding and final.

**4.7.2 Annual Meeting.** At the Annual Meeting of the League, all “paid members” of the League (defined as having paid for the registration of at least one Team for league play during the calendar year) shall have the right to nominate and elect members of the Board. Each nomination shall include a “second” and carries with plurality vote of the membership present at the Annual Meeting. All decisions made at the Annual Meeting are binding and final.

**4.8 Absentee Ballots and Proxies.** The League prohibits absentee ballots and proxies.

**4.9 Majority Vote.** The vote of a majority of the voting rights entitled to be cast by the Directors present at a regular meeting or the Members at an Annual Meeting, at which a quorum is present, shall be necessary for the adoption of any matter other than election.

**4.10 Rules of Order.** Unless other rules of order are adopted by resolution of the League or the Board of Directors, all meetings of the League shall be conducted according to the latest edition of Robert’s Rules of Order, published by Robert’s Rules Association.

**4.11 Liability.** Neither a member of the Board of Directors nor an officer of the League shall be liable to the League or any third party for any damage, loss or prejudice suffered or claimed on account of any action or failure to act in the performance of his or her duties so long as the individual acted in good faith, believed that the conduct was in the best interests of the League, or at least was not opposed to its best interests, and in the case of criminal proceedings, had no reason to believe the conduct was unlawful. In the event any member of the Board of Directors of the League is made a party to any proceeding because the individual is or was a Director of the League, the League shall defend such individual against such claims and indemnify such individual against liability and expenses incurred to the maximum extent permitted by law.

## **ARTICLE 5 OFFICERS & DIRECTORS**

**5.1 Division Presidents.** Members selected as Division Presidents by their administrative division act as the voice of their assigned members in all meetings of the Board of Directors. While a Division President is responsible to his/her membership, no Division President is required to directly vote the majority opinion of his/her membership on any issue.

Division Presidents are responsible for direct contact with their assigned members and for providing assistance and mentorship on all rules and requirements of the TVYFL. Division Presidents serve as the initial point of contact for any and all disputes involving their assigned members.



Division Presidents represent a majority of the voting members of the Board of Directors and provide proportional representation of the general membership.

- 5.2 Commissioner.** The Commissioner serves at the pleasure of the membership and is a voting member of the Board of Directors. The purpose of the Commissioner is to preside over all meetings of the TVYFL and to manage the day-to-day affairs of the association. This includes the assignment of duties to Division Presidents and all other Officers of the Board of Directors. This position is classified as an Officer of the TVYFL.
- 5.3 Vice Commissioner.** The Vice Commissioner's duties include general support to the Commissioner, training of new division presidents, monitoring decisions made by division presidents in an effort to keep consistency and continuity between divisions, and to fill the commissioner position in the event the position became vacant mid-year.
- 5.4 Secretary.** The Secretary serves at the pleasure of the membership and is a voting member of the Board of Directors. The Secretary is responsible for the production, correction and distribution of all meeting minutes. The Secretary is also responsible for the annual creation of a membership contact list and all required forms as designated by the Board of Directors. This position is classified as an Officer of the TVYFL.
- 5.5 Director of Officials.** The Director of Officials serves at the pleasure of the membership and is a voting member of the Board of Directors. The Director of Officials is responsible for the annual administration of the TVYFL Officials Program, working with the Portland Football Officials Association (PFOA) and all referee training and scheduling. This position is classified as an Officer of the TVYFL.
- 5.6 Treasurer.** The Treasurer serves at the pleasure of the membership. The Treasurer is responsible for the financial administration of the TVYFL. These responsibilities include the creation of budgets, monthly financial statements, administration of assets, bank accounts, all deposits and expenses. Because the position needs to remain neutral and focused on providing transparency and clarity with regard to the finances of the TVYFL, the Treasurer has no vote on any issue before the Board of Directors or the membership of the TVYFL. This position is classified as an Officer of the TVYFL.
- 5.7 Director of Scheduling.** The Director of Scheduling serves at the pleasure of the membership. The position is responsible for the annual scheduling of all competition within the TVYFL. The Scheduler must dogmatically apply any rules adopted by the Board of Directors with regard to scheduling. Because the position needs to remain neutral and focused on providing transparency and clarity with regard to the scheduling process adopted by the TVYFL, the Director of Scheduling has no vote on any issue before the Board of Directors of the membership of the TVYFL. This position is classified as an Officer of the TVYFL.

**5.8 Committees.** Because the TVYFL is a large organization and the administration of the League is considerable, the Board of Directors will seek guidance from its membership on a regular basis. The league will include two types of committees:

**5.8.1 Appointed Committees.** A committee of members appointed annually by the Board of Directors, for a fixed period of time, to provide recommendations for a variety of issues. Examples of this type of committee would be for recommendations on officials, bylaws or rules and would be presided over by an assigned member of the Board of Directors

**5.8.2 Standing Committees.** A committee of members, elected annually at the annual meeting by the membership, dedicated to third party oversight of specific functions of the TVYFL. No member of the Board of Directors may participate in a standing committee.

**A. Budget/Audit Committee:** Tasked with the annual creation of a draft budget and audit/review for adoption by the Board of Directors and final ratification by the Membership. The committee will include three (3) to five (5) members. The Treasurer will preside over the Committee and take direction from the Committee.

**5.9 Election and Vacancy of Officers or Standing Committee Members.** If any officer position or member of a Standing Committee shall become vacant by reason of death, resignation, removal, disqualification or any other cause, the Division Presidents shall elect a successor to fill the unexpired term at any meeting of the Board of Directors.

**5.10 Removal and Resignation of Officers and Standing Committee Members.**

**5.10.1** Any Officer or member of a Standing Committee may be removed upon the affirmative vote of a majority of the directors whenever, in their judgment, the best interests of the League will be served thereby.

**5.10.2** Any officer or member of a Standing Committee may resign at any time by giving written notice to the Board of Directors, the Commissioner or the Secretary of the League. Any such resignation shall take effect upon receipt of such notice or at any later time specified therein. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective, provided, however, that the Board of Directors may reject any postdated resignation by notice in writing to the resigning officer.

**5.11 Compensation of Directors, Officers and Standing Committee Members.**

**5.11.1 Directors and Standing Committee Members.** Directors and Standing Committee Member positions are considered “policy making” positions

with limited TVYFL business functions. Therefore, these positions are strictly voluntary and may not be compensated.

**5.11.2 Officers.** Officer positions are deemed responsible for specific day-to-day functions of the TVYFL. The administrative functions of these positions may receive compensation by the TVYFL as determined on an annual basis by recommendation of the Board of Directors and ratification of the membership with the following restrictions imposed:

- A. The total compensation of the five (5) officer positions must not equal more than 10% of the total annual budget for the fiscal year.
- B. Officers not fulfilling their duties per these bylaws or other promulgated rules and regulations may have their compensation removed at any time or may be suspended from their duties with our without cause and without recourse by the Board of Directors.
- C. The positions of Vice Commissioner, while deemed an “Officer” of the Board of Directors is not eligible for compensation.

## **ARTICLE 6 RECORDS, REPORTS & COMPLIANCE**

**6.1 Records.** The League shall keep within the State of Oregon correct and complete financial records sufficiently detailed for proper accounting purposes and keep minutes of the proceedings of its members.

**6.2 Inspection of Books and Records.** The League shall make reasonably available for examination and, upon written request, available for duplication, by members, copies of the Bylaws, rules and regulations, amendments or supplements to such documents and the books, records, financial statements and current operating budget of the League. The League shall maintain a copy, suitable for purposes of duplication, of each of the following: (a) the Bylaws, the rules and regulations and any amendments or supplements to them, (b) the most recent financial statement of the League, and (c) the current operating budget of the League. The League, within ten (10) business days after receipt of a written request by a member, shall furnish copies of such documents to the requesting member. Upon written request, the League shall make such documents, information and records available to such persons for duplication during reasonable hours. The Board of Directors, by resolution, may adopt reasonable rules governing the frequency, time, location, notice and manner of examination and duplication of League records and the imposition of a reasonable fee for furnishing copies of such documents, information or records. The fee may include reasonable personnel costs for furnishing the documents, information or records.

**6.3 Payment of Vouchers.** The Treasurer or managing agent shall pay all vouchers for all budgeted items (regardless of dollar amount) and for any non-budgeted items, up to \$500 signed by the person(s) authorized by the Board of Directors.

- 6.3.1** Any voucher for non-budgeted items in excess of \$500 but less than \$1,500 shall require a majority authorization of the of the Executive Board prior to execution;
- 6.3.2** Any voucher for non-budgeted items in excess of \$1,500 will require membership approval.
- 6.3.3** Any non-budgeted item in excess of \$500 requires solicitation of three (3) bids by the TVYFL representative in charge of procuring the item
- 6.3.4** All existing and/or current contracts for goods and services will be subject to the bidding process at a minimum every three (3) years to ensure the league is still receiving a competitive price.
- 6.3.5** Authorization may be secured through an email solicitation of all members and that all members must reply within 48 business hours of the request. Any members not responding, will be considered a “non-vote” and their vote removed from the overall majority for the purpose of authorization.

**6.4 Execution of Documents.** The Board of Directors may, except as otherwise provided in the Articles of Incorporation, or these Bylaws, authorize any officer or agent to enter into any contract or execute any instrument in the name of and on behalf of the League. Such authority may be general or confined to specific instances. Unless so authorized by the Board of Directors, no officer, agent, or employee shall have any power or authority to bind the League by any contract or engagement, to pledge its credit, or to render it liable for any purpose or for any amount.

**6.5 Reports and Audits.** An annual financial statement consisting of a balance sheet and an income and expense statement for the preceding year shall be rendered by the Standing Budget/Audit Committee, with the assistance of the Treasurer and provided to the Board of Directors and membership within forty-five (45) days after the end of each fiscal year.

**6.6 Association Responsibility for Compliance.** Member Presidents are responsible to the League for their association’s compliance with these Bylaws. Member presidents shall inform their associations players, parents, guardians and coaches of the Bylaws and all other terms and conditions applicable to the Members participation in any capacity with the League at all times. The failure of a Member President to properly or timely inform their association’s players, parents, guardians or coaches shall not excuse any person or entity from full and complete compliance with the Bylaws, rules, regulations and all other terms and conditions applicable to the Members participation in any capacity with the League at any time.

## **ARTICLE 7 INSURANCE**

**7.1 League Required Insurance.** For the benefit of the League and the Members, the Board of Directors shall obtain, maintain, provide proof of continuous coverage and shall pay for out of the Operation Fund, the following insurance:

**7.1.1 Liability Insurance.**

- A. The League shall maintain comprehensive general liability insurance coverage insuring the League and the Board of Directors against liability to the public, including legal liability arising out of lawsuits related to employment contracts of the League.
- B. Limits of liability under such insurance shall not be less than One Million Dollars (\$1,000,000) on a combined single-limit basis.
- C. Such policy or policies shall be issued on a comprehensive liability basis and shall provide a cross-liability endorsement wherein the right of named insured's under the policy or policies shall not be prejudiced as respects his, her or their action against another named insured.

**7.1.2 Supplemental Health Insurance Coverage.** The League shall maintain a supplemental health insurance policy on behalf of the membership.

**7.1.3 Directors and Officers Insurance.** The League shall maintain a policy to insure the liability of all individuals serving as Directors, Officers or Standing Committee Members.

**7.1.4 Fidelity Bond.** The League shall purchase and maintain a fidelity bond covering the theft or misappropriation of funds resulting in a loss of revenue equal to at least 75% of the annual value of the adopted budget.

**7.1.5 Workers' Compensation Insurance.** The League shall maintain workers' compensation insurance to the extent necessary to comply with any applicable laws.

**7.2 Member Required Insurance.** Each member organization of the TVYFL must provide the Secretary of the league with proof of the following insurance on an annual basis:

**7.2.1 Liability Insurance**

- A. Each member organization shall maintain comprehensive general liability insurance coverage insuring their association and board of directors.
- B. Limits of liability under such insurance shall not be less than One Million Dollars (\$1,000,000) on a combined single-limit basis.

C. Such policy or policies shall be issued on a comprehensive liability basis and shall provide a cross-liability endorsement wherein the right of named insured's under the policy or policies shall not be prejudiced as respects his, her or their action against another named insured.

**7.2.2 Directors and Officers Insurance.** Each member shall maintain a policy to insure the liability of all individuals serving as Directors and Officers.

**7.2.3 Fidelity Bond.** Each member shall purchase and maintain a fidelity bond covering the theft or misappropriation of funds from their organization resulting in a loss of revenue equal to at least 50% of their annual value of the adopted budget or a minimum of \$50,000 in coverage.

## **ARTICLE 8 GENERAL PROVISIONS**

**8.1 Seal.** The Board of Directors may, by resolution, adopt a corporate seal.

**8.2 Notice.** All notices to the League or to the Board of Directors shall be sent to the principal office of the League or to such other address, electronic or otherwise, as the Board of Directors may hereafter designate from time to time. All notices to members shall be sent to the member's address or to such other address, electronic or otherwise, as may have been designated by the member from time to time in writing to the Board of Directors.

**8.3 Waiver of Notice.** Whenever any notice to any member or director is required by law or these Bylaws, a waiver of notice in writing signed at any time by the person entitled to notice shall be equivalent to the giving of the notice.

**8.4 Action Without Meeting.** Any action that the law, or these Bylaws require or permit the members or Directors to take at any meeting may be taken without a meeting if consent in writing setting forth the action so taken is signed by all of the Directors entitled to vote on the matter. The consent, which shall have the same effect as a unanimous vote of the Directors, shall be filed in the records of minutes of the League.

## **ARTICLE 9 AMENDMENTS TO BYLAWS**

**9.1 How Proposed.** Amendments to these Bylaws shall be proposed by either a majority of the Board of Directors or by members holding at least thirty percent (30%) of the voting rights entitled to be cast for such amendment at the Annual Meeting. The proposed amendment must be reduced to writing and shall be included in the notice of any meeting at which action is to be taken thereon or be attached to any request for consent to the amendment. Approval of amendment requires a seventy-five percent (75%) approval of general members in attendance at the meeting in which the amendment is considered.

**9.2 Execution and Recording.** An amendment shall be deemed “executed” upon recording in the official minutes of the meeting in which the amendment was adopted.

**TUALATIN VALLEY YOUTH FOOTBALL LEAGUE**  
**TITLE 1**  
**ADMINISTRATION OF DIVISIONS & PENALTIES**

*The members of the Tualatin Valley Youth Football League resolve that the following rules and regulations have been adopted by a majority vote of the Board of Directors and ratified by a majority vote of the TVYFL Membership:*

1. The Division Co-Presidents of each division shall have full jurisdiction over grievances, challenges, enforcement and interpretation of rules, policies and protests within their division and they will conduct such investigations, if any, as they in their sole discretion deem necessary and issue such sanctions as they in their sole discretion deem appropriate.
2. Each Member for itself and for its players, parents, guardians, and coaches, waive, release and discharge any and all rights, if any, to notice and an opportunity for a hearing as it relates to actions by the Division Co-Presidents and waive, release and discharge any and all rights, if any, to pursue, commence or maintain any legal challenge, proceeding or action arising under or related to the action of
3. Division Co-Presidents shall have the full power and authority to suspend, fine or provide whatever sanction they deem appropriate upon any officer, player, parent, guardian or coach within the following guidelines for each violation:
  - A. Forfeits and Suspensions of not more than two games and weeks;
  - B. Fines of not more than \$250;
  - C. Directions to provide communications of explanation, apology or acceptance to any person or entity;
  - D. Probations of not more than one season.
4. If the Member filing the grievance or having the grievance filed against it is that of a Division Co-President the Commissioner of League will fill that position for all purposes. To the extent the people serving in the role of Co-Presidents disagree on the outcome then the Executive Board shall make the determination on the grievance by a majority vote. A vote of the Executive Board will be taken on any issues not covered by the Tualatin Valley Youth Football League Bylaws.
5. Any sanctions beyond those granted the Division Co-Presidents hereby shall be determined by the Executive Board upon such terms and conditions and in such manner as they in their discretion shall deem appropriate. There shall be no appeal to the Executive Board or to any court, arbitrator or any other person or entity of any sanctions by the Division Co-Presidents. There shall be no appeal to any court, arbitrator or any other person or entity of any sanctions by the Executive Board. Provided, however, no Member shall be expelled from the League except upon a vote of the presidents of all of the Members of the League.



6. Teams found in violation of League Bylaws or Titles shall be subject to sanctions up to and including being required to forfeit all rights to become Division Champion and being prohibited from participating in any playoff, championship, or post-season game. Additionally, all games played wherein an ineligible player participated may be forfeited by the team involved.
7. Members shall, as determined by the Executive Board, be divided into one or more divisions. Teams from other divisions may, subject to the terms of these bylaws, engage in scrimmages against or practice with each other. No Members teams may practice, scrimmage, or play teams from other leagues or associations except during a scheduled bye week to allow for a team to have 8 games during the regular season. TVYFL is not responsible for any issues that arise from such games nor shall TVYFL make any effort to schedule or host non-league games. The Member must notify their Division President of the game and what rules it will be played under.

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**TUALATIN VALLEY YOUTH FOOTBALL LEAGUE**  
**TITLE 2**  
**GENERAL MEMBER OBLIGATIONS**

*The members of the Tualatin Valley Youth Football League resolve that the following rules and regulations have been adopted by a majority vote of the Board of Directors and ratified by a majority vote of the TVYFL Membership:*

1. Each Member shall be responsible for funding its own teams and operations.
2. Members are required to provide the TVYFL with proof of all insurance outlined in the Bylaws of the TVYFL.
  - A. No official will be eligible to take the final test if he/she is not registered by May 1st. Officials who do not take the test are not eligible to officiate.
  - B. Associations who do not qualify Officials by the final training date will not host any home games during the regular or post season.
  - C. Associations who do not pick up equipment at agreed upon dates as directed by the Director of Officials will be subject to a \$250 fine.
  - D. Associations who do not return Equipment by the Due Date set by the Director of Officials will be charged for full equipment replacement cost.
3. The fees and costs, if any, for officials, insurance, and any other expenses relative to the operation of the League, will be itemized on invoices to be given to each Member. Each Member shall be solely responsible for paying all fees and costs related to its participation in the League. Dues are set by the Executive Board before the July Meeting. Failure to comply for payment, will result in a fine of \$250, unless an agreement has been worked out with the Associations Division President.
4. Each Member shall be solely responsible for obtaining such number of officials and officials candidates as the Executive Board of the League deems appropriate.
5. Should any civil matter arise by a Player, Parent, Guardian or Coach against the League concerning League Bylaws or Titles or any sanction imposed, the Member for whom the Player participates shall to the fullest extent permitted by law defend, indemnify and hold the League and its officers, directors and other members harmless there from.
6. A representative of each Member must attend all League Meetings. A Member may be excused if notification is given to their Division President prior to the meeting taking place. Members will be fined \$250 for each non-excused meeting missed. If a Member is absent for 3 meetings in a calendar year they will be subject to further sanctions that can include teams not being scheduled for that season, forfeiture of games, prohibited from participating in or hosting playoff or championship games and up to expulsion from TVYFL.
7. As of August 1st each Member shall have paid all fees and penalties to TVYFL. If there is a balance unpaid on August 1st the Member will be subject to further sanctions determined by the Executive Board and brought before the Membership. Sanctions can

include teams not being scheduled for that season forfeiture of games, prohibited from participating in or hosting playoff or championship games and up to expulsion from TVYFL.

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**TUALATIN VALLEY YOUTH FOOTBALL LEAGUE**  
**TITLE 3**  
**TEAM FORMATION**

*The members of the Tualatin Valley Youth Football League resolve that the following rules and regulations have been adopted by a majority vote of the Board of Directors and ratified by a majority vote of the TVYFL Membership:*

1. If a Member fields more than one team in at any given level the teams shall be equitably and equally balanced.
2. No Member shall offer, provide or permit any stacked teams, any "A" or "B" teams, any competitive or developmental teams. Stacking is defined, in part, as a coach or Member continuing with, drafting, selecting or placing students (or permitting the same) with the intended purpose of dominating or continuing to dominate other teams with disregard to or at the expense of other students who participate for the Member.
3. Every effort should be made by the Members to place all students with the intent of promoting the development of the entire student population of the Member as teammates, athletes and citizens of their community. Each season, each and every one of the Member's players and coaches must and shall be available for placement on any one of the Member's teams. There shall be no core teams. There shall be no returning teams, players or coaches.
4. The president of each Member is solely responsible for balancing each and every of the Member's teams. This includes but is not limited to balancing the players and the coaching staffs.
5. If any issue, arises concerning the balancing of the Member's teams, only the Member's president may provide any explanation or analysis of their efforts. The president may not and shall not defer this responsibility or right to any other person.
6. Members may utilize a draft or other methods to assign players to teams, but the results of any draft and other team assignment method not conducted by the president shall be subject to being overridden and changed by the Member's president if the Member's president determines that the teams are not equitably and equally balanced.
7. If a draft is utilized each and every one of the Member's players must and shall be available in the draft each and every year and a team's coaching staff may not be organized prior to any draft to enable or assist the coach's children being placed on a particular team.
8. Members may, however, adopt a rule which permits a team the right to draft in that season the brother or sister of a player previously chosen in that season's draft so that brothers and sisters are on the same team. A description of each association's player draft process will be submitted to division presidents by July 1<sup>st</sup>.
9. If a Member fields more than one team at any given level, the team rosters shall be divided

as follows:

- A. As of verification day, not more than a one person difference in the grade level participants. (i.e. if a team has 15 5<sup>th</sup> graders the other team must have 14, 15 or 16 5<sup>th</sup> graders, if a JV team has six 8<sup>th</sup> graders the other JV team must have five, six or seven 8<sup>th</sup> graders)
  - B. Subject to the requirement of these bylaws, Members are encouraged to divide their teams by feeder schools.
  - C. Members may not divide teams, draft any players, or place any player on any team prior to having at least 4 hours of regular scheduled practice time that is freely open to all player participation. Provided, however, that a head coach may select up to two assistant coaches with a child/relative to play on his/her team, prior to team formation.
  - D. New players, with Division President approval, can be added to a team after book verification, but will require the book to be re-verified by the Division President and all condition and practice hours still apply to the new player.
- 10. No Member shall conduct any form of tryout related to acceptance or consideration for acceptance by the Member as a player. Only after a player is accepted by the Member as a player may tryouts be conducted to assist in the placement of players on their respective teams. No player shall be cut by the Member as a result of any tryout.
  - 11. The maximum roster number for any one team is not to exceed 30 players.
  - 12. No association will close registration for any level before 12:01am on June 16th. No association will begin a wait list for players until after 12:01am on June 16th.

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**TUALATIN VALLEY YOUTH FOOTBALL LEAGUE**  
**TITLE 4**  
**AGE LEVEL & WAIVER**

*The members of the Tualatin Valley Youth Football League resolve that the following rules and regulations have been adopted by a majority vote of the Board of Directors and ratified by a majority vote of the TVYFL Membership:*

1. If any student wishes to participate for a Member other than where the student resides the student shall be required to have a waiver. The waiver is within the sole discretion of the presidents of the two Members at issue and must be signed by the president of the Member where the student resides and the president of the Member where the student would like to participate. Inter-association waivers must be fully completed and approved. The association president seeking the waiver must notify the granting president no later than July 1<sup>st</sup>. For players signing up after July 1<sup>st</sup> the president shall have 72 hours to notify the granting president.
2. Students attending private school during the Leagues season or students who have an approved public school intra or inter-district transfer may choose the Member that provides the most convenience in consideration of travel and family arrangements. The Student may play in either the Member in which boundaries the student resides or the Member the school street address is in, without any waiver. If the student desires to play in any other Member than as specified here a waiver is required.
3. Students shall play at their grade level. Provided, however, a student may play up if:
  - A. The parent or guardian so requests in writing before August first;
  - B. The coach of the team the player would otherwise be on determines that it would be in the best interest of the player and the coach's team to approve such request and does so;
  - C. The coach of the team the player would move to determines that it would be in the best interest of the player and the coaches team to approve such request and does so;
  - D. The Member can comply with the terms of these bylaws relating to the composition of teams and determines that it would be in the best interest of the player and both teams to approve such request and does so; and
  - E. The Co-Presidents of the Division approve such waiver. No waiver is required for 8<sup>th</sup> graders to play at the JV level or 7<sup>th</sup> graders to play at the Varsity level.
4. No player may participate in the designated divisions if they are the noted age before August 1. For example someone who turns 15 on July 31 would not be permitted to participate at any level. A player, who turns 15 on August 1, could only play at the Varsity level. Waivers can be granted to allow a player to play within a player's grade level (different age level) or at their appropriate age level (different grade level), this waiver will

need Division President approval for the extenuating circumstance.

Division	Age
Varsity	15
JV	14
5/6	13
3/4	11

5. No team shall knowingly use an ineligible player in practice or a game. An Ineligible player shall be defined as:
- A. Not falling within the division of play guidelines as designated by the Bylaws.
  - B. Residing outside of legal boundaries without required waiver. Falsification of information provided to the League or to the Member. Residing outside of legal boundaries defined by the Oregon Department of Education without a required waiver. Penalties for waiver infraction will include a \$250.00 association fine, probation for 1 year, and forfeiture of all rights for post-season play.
  - C. Participation in any other football program other than the Leagues program during the same season.

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**TUALATIN VALLEY YOUTH FOOTBALL LEAGUE**  
**TITLE 5**  
**WEIGHT & BALL CARRIER LIMITATIONS**

*The members of the Tualatin Valley Youth Football League resolve that the following rules and regulations have been adopted by a majority vote of the Board of Directors and ratified by a majority vote of the TVYFL Membership:*

1. There shall be weight limitations per grade level as pertaining to the ball carrier position only
2. For the purposes of these bylaws and administration of this league, the term ball carrier shall mean: Any offensive player touching the ball behind the line of scrimmage after the snap or on the first hand-off. By definition this includes personnel in the backfield or receiving positions.
3. Blocking backs over the grade levels ball carrying weight limit is not allowed. These positions include: Quarterback, Running Back, Wide Receiver, Flanker, and any tackle eligible plays.
4. The players at both ends of the offensive line are considered ball carriers. In addition, if a defensive player makes an interception or picks up a fumble AND is over the weight restriction, the ball will be considered dead at that spot.
5. Team classification weight restrictions are as follows:
  - A. (3<sup>rd</sup>/4<sup>th</sup>) 105 Pounds
  - B. (5<sup>th</sup>/6<sup>th</sup>) 125 Pounds
  - C. (Jr. Varsity-7<sup>th</sup> /8<sup>th</sup>) 150 Pounds
  - D. (Varsity-8<sup>th</sup>) 175 Pounds
6. The exceptions to ball-carrier rule are the position of punter and place kicker. Overweight players in these positions cannot advance the ball past the line of scrimmage. If an overweight player runs with the ball or passes the ball, the play is dead at the spot.
7. Any penalty for an Overweight Player lining up in a ball carrier eligible position will be a 5 Yard penalty and a dead ball foul stopping play. This will not be considered Unsportsmanlike Conduct and will not go towards a coaches ejections.

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**TUALATIN VALLEY YOUTH FOOTBALL LEAGUE**  
**TITLE 6**  
**LEVEL BASED RULE VARIATIONS**

*The members of the Tualatin Valley Youth Football League resolve that the following rules and regulations have been adopted by a majority vote of the Board of Directors and ratified by a majority vote of the TVYFL Membership:*

1. Varsity/Junior Varsity Variations

- A. These levels shall include players from the seventh and eighth grades. Teams will be arranged to accommodate ability, experience, size and maturity of player.
- B. The Varsity level shall be the Members higher level of player talent, experience and size.
- C. The Junior Varsity shall be a level of inclusion of seventh and eighth grade. This level is by design a level to gain experience of players of similar ability.
- D. In the event of 50 or more 8<sup>th</sup> grade players within a Member it is required that two varsity teams are established within said Member.
- E. Teams with 8 or more 8<sup>th</sup> grade players on verification day is a Varsity team.
- F. Any 8<sup>th</sup> grade player over 175.0 pounds on the Members certification day which shall not be before August 15<sup>th</sup>, must play at the Varsity level.
- G. JV and Varsity teams will use the “Youth” size football. The size must be labeled on the football.

2. 5<sup>th</sup>/6<sup>th</sup> Grade Level

- A. This level may have one coach on the field for the first three (3) games of the season.
- B. The coach on the field is allowed to do anything he/she would normally be able to do from the sidelines and nothing more, ie. it's acceptable to call plays or give instructions but, it is not acceptable to physically move or place players on the field.
- C. After breaking the huddle, the coach may not physically touch or move a player in any way. The coach on the field will be 5 yards deeper than the deepest aligned player on their respective team at the snap of the ball. Any penalty for coach infraction will be a 5 Yard penalty and a dead ball foul stopping play. This will not be considered Unsportsmanlike Conduct and will not go towards a coaches ejections.

- D. At the 5/6 level there shall be no rushing on any punt, field goal or kicked extra point plays. A team shall declare if they are going to undertake such a play within a reasonable time prior to undertaking it.
- E. On any kick in which the defense is prevented from rushing by rule, the game clock will stop when the offense declares it's intent and will not start until the ball is kicked.
- F. On any play designated a punt, the receiving team must be aligned in typical punt return formation and may not drop an unusual number of players off the line of scrimmage, have less than five players on the line of scrimmage, or otherwise adjust its players in order to gain an advantage because it knows the nature of the offensive teams play. On any play designated a punt, the punter must be aligned between the offensive tackles and at least 5 yards behind the line of scrimmage and punt from that position.
- G. At the 5/6 level field goals and kicked extra points may be rushed. The coach on the field must not touch any player after breaking the huddle, and must be 5 yards behind his/her deepest player prior to the snap.
- H. 5<sup>th</sup>/6<sup>th</sup> grade teams will be the junior size football.

### 3. 3<sup>rd</sup>/4<sup>th</sup> Grade Level Variations

- A. This level may have one coach on the field during play for the entire season.
- B. The coach on the field is allowed to do anything he/she would normally be able to do from the sidelines and nothing more, ie. it's acceptable to call plays or give instructions but, it is not acceptable to physically move or place players on the field.
- C. After breaking the huddle, the coach may not physically touch or move a player in any way. The coach on the field will be 5 yards deeper than the deepest aligned player on their respective team at the snap of the ball. Any penalty for coach infraction will be a 5 Yard penalty and a dead ball foul stopping play. This will not be considered Unsportsmanlike Conduct and will not go towards a coaches ejections.
- D. At the 3/4 level there shall be no rushing on any punt, field goal or kicked extra point plays. A team shall declare if they are going to undertake such a play within a reasonable time prior to undertaking it.
- E. On any kick in which the defense is prevented from rushing by rule, the game clock will stop when the offense declares it's intent and will not start until the ball is kicked.
- F. On any play designated a punt, the receiving team must be aligned in typical punt

return formation and may not drop an unusual number of players off the line of scrimmage, have less than five players on the line of scrimmage or otherwise adjust its players in order to gain an advantage because it knows the nature of the offensive teams play. On any play designated a punt, the punter must be aligned between the offensive tackles and at least 5 yards behind the line of scrimmage and punt from that position.

- G. The coach on the field must not touch any player after breaking the huddle, and must be 5 yards behind his/her deepest player prior to the snap
- H. Football size for the 3<sup>rd</sup>/4<sup>th</sup> grade teams will be the junior size football.
- I. No more than 6 defenders are allowed on the line of scrimmage, with other defensemen at least 3 yards off line at snap, unless your opponent is inside your 10 yard line (goal line defense is allowed inside 10 yard line with no limit to number of defenders on line of scrimmage). For the purpose of counting defensive players on the line of scrimmage, the line of scrimmage extends to the sidelines, the “box” does not matter, and it does not matter what position a defensive player is playing. Each infraction of this rule will be a 5 Yard penalty and a dead ball foul stopping play. This will not be considered Unsportsmanlike Conduct and will not go towards a coaches ejections.

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**TUALATIN VALLEY YOUTH FOOTBALL LEAGUE**  
**TITLE 7**  
**PLAY & PARTICIPATION BASED RULES & REGULATIONS**

*The members of the Tualatin Valley Youth Football League resolve that the following rules and regulations have been adopted by a majority vote of the Board of Directors and ratified by a majority vote of the TVYFL Membership:*

1. Except as provided here, the League will adhere to all rules and regulations as outlined in the current, official National Federation of State High School Associations (NFHS) rule. In the event one of the listed rules in the League Bylaws or in the adopted Titles of the League is in direct conflict with the current published NFHS rules, the Titles and Bylaws of the TVYFL will have precedence.
2. Players must register with their individual Association and provide the following information for eligibility. All blanks on all forms shall be completed, except the equipment record portion of the player contract, prior to team verifications and if the response is None or Does Not Apply, the form shall so indicate by use of a word or a mark indicating that there is no response to the blank. A Straight line across any blank shall be considered a None response:
  - A. League Contract - A written agreement from either parent or legal guardian regarding the student's participation in the League.
  - B. Medical Consent - A signed Tualatin Valley Youth Football League Medical Release must be signed by anyone licensed or approved by the State of Oregon that the candidate is physically fit and there are no observable conditions which would contradict playing football. All medical releases must be dated after February 1 of the current season year.
  - C. Other - Such other documents or agreements as the Executive Board or any Member may require.
3. Minimum Play Rule: The minimum mandatory play rule for all teams within the League shall be 10 regardless of team size.
  - A. The mandatory play rule requirement may be forfeited by player due to disciplinary reasons as determined by either the individual Member or the individual coach. If a player is listed due to disciplinary reasons or injury as being ineligible to play, that player **MUST NOT PLAY IN THE GAME AT ALL**. It is recommended that the player's parents be notified before being listed as ineligible.
  - B. Plays must be from the line of scrimmage and include special teams. Provided, however, kicking extra points and field goals for 3/4 level only does not count as a mandatory play. Any play ending as a penalty does not count as a mandatory play.
  - C. All Players shall be provided their mandatory plays by participation in active plays, without the intent to minimize the action or integrity of the plays. Plays such as, but not limited to, having the center snap the ball to the quarterback and fall to the ground, while substitutes are playing the other positions, shall **NOT** be considered as active plays. Taking a knee is not an active play.
  - D. Enforcement of the Minimum Play Rule is by a team or Member filing a grievance

that during a game a team did not follow the rule. An investigation by the Division President will take place including review of the Play Count Sheet, video evidence, and parent and player accounts. If a violation is found the penalty will be forfeit of the game by the offending team and possible suspension of the Head Coach.

4. The home site (Member) is responsible for the preparation of the playing field and all required accessories for a game. All fields will be equipped and marked in accordance with high school standards. The home site Member is responsible to provide a field greeter. This person or person(s) will be required to greet officials and maintain order on the site. The chains and down marker shall be on the visitor side of the field, staffed by the visiting team, and provided by the home site.
  - A. The home site will provide a beam doctor type scale for weigh-in prior to the game. The home site will also provide a 10 lb. weight at the site of the scale and the scale will be calibrated to the 10 lb. weight prior to weighing players for each game. Should the beam doctor type scale fail, an alternate scale (that both head coaches agree to) can be used.
  - B. The bench area is reserved for players, coaches and authorized team personnel only. Sidelines are specifically for medical personnel and chain crews only. At no time should parents and/or spectators be allowed to stand directly in the area designated for the above.
  - C. Use of any electronic communication device between coaches on the sideline area and other players or coaches in other locations is prohibited. This includes hand held radios or headsets. Both teams shall have equal access to locker rooms and or covered facilities before, during and after the game. If equal facilities are not provided for both teams, the available facilities shall be shared equally or not used by either team. Warm-up areas for the home and visiting teams must be equivalent.
  - D. Each team will be allowed one official videographer and one official photographer. The Videographer will have access to the Press Box if available or any equivalent location on the either sidelines, no Videographer is allowed in the Bench area. The Photographer will be allowed on the sideline area or spectator locations. Equal access must be given to both teams. Individual associations can further restrict the location of the videographer and photographer as long as the restriction is equal.
  - E. The home site will provide a Ready Ref to the referee in charge of the game. This will be used by the referee to time the play clock for delay of game penalties. If a referee refuses to use the Ready Ref, the home site will report this to the Head of Officials for discipline.
  - F. All sites must have a game and score clock visible to both sidelines to be eligible to host games. If a clock becomes disabled during a game day, time and score will be kept on the field by the referee crew, this will be the official time. A site will not be allowed to host games until the clock is fixed or a temporary clock is brought in for use.
  - G. Stadium announcers if used need to be un-biased and fair to both teams and show sportsmanship expected by the TVYFL. Repeated complaints of an announcer will be investigated by the home team division president and possible sanctions up to season ban from announcing could be enforced.

5. The following items shall be worn by players in all divisions beginning with physical contact in practice sessions
  - A. Helmet, shoulder Pads, S.I.P. (Shoulder Injury Pad) if appropriate, Pants, Hip Pads, Tail Pad, Thigh Pads, Kneepads (which must fully cover the player’s knee), Screened Numbered Jerseys, Mouth guard (strap recommended). Only helmets bearing the NOCSAE Seal of Certification may be worn. All helmets must bear the current NOCSAE approved Warning Label in a visible position. Under no circumstances will any player be allowed to wear bandannas, scarves, or any other type head covering under the helmet at any time.
  - B. Shoes must be of the molded cleat or internally threaded shoes where no post is extending from the shoe (instead, the cleat post screws internally into the shoe). Maximum size of cleat is ½ inch (measured from tip of cleat to base of shoe). No all or primarily metal or metal tipped cleats may be worn. Metal rivets in the sole of the shoe, which are part of the original manufacturer’s design, should not be considered illegal for play.
  - C. Jewelry of any kind is strictly prohibited under any circumstances.
  - D. Glasses should preferably be athletically approved construction with non-shattering glass (safety glass) or contact lenses.
  - E. Face shields must be clear in color unless there is a doctor's prescription for a shaded shield.
  
6. All Associations and Coaches shall strictly abide by all blocking and tackling rules in accordance with the N.F.H.S rulebook. A player shall not make initial contact with an opponent below the waist except to tackle a ball carrier or player pretending to be a ball carrier. This includes all techniques which can be reasonably considered to cause initial contact below the waist such as “bear crawling” and “crab blocking”, whether deliberate or unintentional. The penalty when this is called is for unsportsmanlike conduct as this is a bylaw infraction; the first instance shall be a warning, the second carries at 15 yard penalty. A third offense for the same action will result in the coach being ejected from the game and additional sanctions may occur when the Division Presidents review these infractions and finds them to be deliberate.
  
7. Length of quarters for play, time between games and halftime in all classifications shall be 10 minutes. No association president, official, coach, or other entity will have the ability to modify the length of a quarter. Halftime or the time between games for any reason. Referees may cancel or delay a game for safety reasons as provided by the NFHS Rules but, may not modify the time for a quarter of play, halftime or game.
  
8. Free substitution of players is in effect at all times.
  
9. The scoring values for games are as follows:

Touchdown	6 points
Point after (run)	1 point (2 points for Varsity only)
Point after (kick)	2 points (1 point for Varsity only)
Safety	2 points

Field Goal                      3 points  
Forfeit (offended team wins) 1- 0

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**TUALATIN VALLEY YOUTH FOOTBALL LEAGUE**  
**TITLE 8**  
**SAFETY**

*The members of the Tualatin Valley Youth Football League resolve that the following rules and regulations have been adopted by a majority vote of the Board of Directors and ratified by a majority vote of the TVYFL Membership:*

1. It is **STRICTLY PROHIBITED** for a player or group of players to participate in any practice session or game with players from another grade level (i.e. No 5<sup>th</sup>/6<sup>th</sup> vs. JV or JV vs. Varsity).
  
2. Once a player is removed from the game due to a serious injury or any injury involving the head, neck, or spine, that player shall not re-enter the game nor shall they be allowed to practice or play in a subsequent game, scrimmage, or practice session unless specifically cleared for such activities by a licensed physician or Nurse Practitioner in writing. At no time may the player, or the player's parent or guardian, or the player's coaches (this includes all coaches even those who are licensed physicians or nurse practitioners or any other person on site) make the decision for the player to return to play without such written consent. The written consent to return will be kept on file by the player's local association for a period of three years or for a period that the law or insurance may require, whichever is greater. A copy of the written medical consent will be placed in the player's team book for the duration of that season.

In addition to first aid training all coaches on the team will be required to complete concussion specific training. Documentation of successful completion of this training will be kept in the team book for the duration of the season.

3. Injury reporting: Injury reporting will be a weekly requirement for all teams in the TVYFL. This method used for this reporting will be communicated to all associations and coaches. Reporting will be required on a weekly basis for all injury's in practice or games that meet the following criteria:
  - a. Any injuries identified as head or spinal injuries.
  - b. Any injuries identified as soft tissue and/or internal damage that requires a player to be removed for the remainder of a game or practice.
  - c. Any injury the requires a player to have normal practice modified to a, "Light duty", status due to injury.

Failure to complete weekly reporting requirement (even if no reportable injuries occur. In this case a report would be filed as, "No injuries to report"). Failure to report injuries that do occur will carry the same results:

- First offense: warning
- Second / third offense: \$100 fine to association
- Fourth / Fifth offense: \$250 fine to association
- Additional offenses will result in suspension of coach for balance of the year. Further coaching in the league may also be jeopardized by this situation.



4. Concussion Protocol requirement: Anytime a player is removed from play for suspected head injury (concussion), Concussion protocol will be administered by sideline designee. After protocol is completed, a minimum of 10 minutes (real time, not clock time), must elapse. Once the 10 minutes has elapsed, a following up protocol check will be administered. If player passes both checks, he can be released to come back in the game. Not before.
5. AED's are required to be at any field where games are played. Failure to have an AED will result in you not getting games scheduled at that facility. Field use form will be updated to reflect that you have acknowledged the requirement and are compliant. Playing a game at a field, without an operating AED will be a bylaw violation and will be treated as such.
6. All teams will be required to have a coach, identified on team roster, who is the team safety coach. This person cannot be the head coach and should not be an offensive/defensive coordinator. The role of this person will be to insure compliance on concussion protocol. (NOTE: bylaw limiting coaching staff's to 5 coaches should be amended to allow for six coaches to allow for the addition of the safety coach).
7. Baseline concussion testing is required for all Varsity level players in 2016. Testing results need to be in team book for each player. Testing must be conducted before a player is allowed to participate in any TVYFL related practice, including a no pad practice. Should be viewed the same as the, "Physical" requirement as it pertains to participation on the field. In 2017, both Varsity and JV players will be required to have this testing completed.
8. Each team book will have an Emergency Action Plan for their, "Home" game site as well as for their practice facility, if different from their home game site. This plan should mirror content of template sent out by TVYFL regarding Emergency Action Plans. Books that do not have this included will not be signed off.
9. TVYFL will support FBU (Oregon) events and participation in these events will be covered by TYVFL Insurance for equipment.

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**TUALATIN VALLEY YOUTH FOOTBALL LEAGUE**  
**TITLE 9**  
**PRE-SEASON AND PRACTICE REGULATIONS**

*The members of the Tualatin Valley Youth Football League resolve that the following rules and regulations have been adopted by a majority vote of the Board of Directors and ratified by a majority vote of the TVYFL Membership:*

1. The season officially starts on Monday, four weeks before Labor Day of each year and ends the 2<sup>nd</sup> Sunday of November. No practice may occur prior to the season starting date and no conditioning prior to the starting date shall apply to the conditioning requirements hereof.
2. The TVYFL off-season occurs between the 2<sup>nd</sup> Sunday in November and July 1<sup>st</sup> of the following calendar year.
3. The TVYFL Moratorium Period begins July 1<sup>st</sup> up to the start of the season. During the Moratorium Period no football related practice, camp or event organized by a TVYFL Association, association board member or Coach may occur and no conditioning prior to the end of the Moratorium Period shall apply to the conditioning requirements hereof.
4. Exceptions to the Moratorium Period are equipment hand-out and other administrative matters, administrative meetings, and TVYFL sanctioned events such as a 7 on 7 league or camp that is approved yearly by the Executive Board. Associations may promote and communicate camps to their members throughout the year without restrictions but they are not allowed to organize, register, or run camps during the Moratorium Period.
5. Any TVYFL coach or association board member who wishes to participate in a football camp during the Moratorium Period where there could be contact with players from his/her association needs to notify their Division President to ensure that the spirit of the Moratorium Period is not being violated. It will be up to the decision of the Division President if such a violation is taking place.
6. The first 10 hours of practice shall be devoted entirely and exclusively to conditioning. No pads will be allowed, however helmets shall be permitted. Each Member may extend this conditioning to more than 10 hours, but not less than.
7. No Player shall be permitted to participate in any practice, conditioning or other Member activity until all the necessary paperwork has been received by the Member including but not limited to: Player Contract and Medical Consent. The maximum number of actual qualifying practice hours (not including breaks) which can be practiced in any given day and which apply to the 10 hour and 6 hour per week limits as provided by this bylaws is two.
8. No team or squad may schedule more than 10 hours of practice per week prior to Labor Day. A week is defined as Sunday - Saturday. No more than 2-1/2 hours of practice per

day (including a total of 30 minutes of break time) may be scheduled.

9. Practices after Labor Day are limited to 6 hours per week. A week is defined as Sunday to Saturday. Every effort should be made to limit each daily practice to no more than 2 hours per day.
10. A mandatory 10-minute break after each hour of practice shall be required. During extreme heat, 15-minute breaks, or on demand, should be encouraged to avoid heat exhaustion or fatigue. It is highly recommended to require water vs. Soft drinks during these practices.
11. **BREAKS DO NOT COUNT AGAINST PRACTICE TIME LIMITS AS STATED ABOVE.** Any team activities, including but not limited to: team parties, watching tape/film, and all other similar activities do not count as practice. Any team activities, including but not limited to: team parties, watching tape/film, and all other similar activities can occur no more than 90 minutes per week (Sunday to Saturday). Warm-up and preparation time prior to a game on game day counts as practice time if it exceeds 1 hour. Any player training or camps organized, run, or coached by TVYFL association members after the start of the TVYFL season (4th Monday before labor day) will be counted as practice time.
12. All practices where contact takes place shall be conducted with full protective gear as covered by these bylaws.
13. After 8 hours of contact, teams are permitted to engage in joint practice sessions with other teams in what are called controlled inter-squad scrimmages. Prior to the onset of these scrimmages, both coaches **MUST** mutually agree on the guidelines to conduct these scrimmages. However, these scrimmages **ARE NOT** to be held between two different grade levels, but rather two teams within the same grade levels. Scrimmages and jamborees between associations count as a practice time. All the time warming up and preparing for a scrimmage or jamboree counts as practice time. The 1 hour warm-up exception for games does not apply for scrimmages and jamborees and does count against the weekly hour limitations.
14. Contact limitation during practice.
  - A. Contact is described as any drill or scrimmage in which the drill is run at competitive speed until the moment of contact even if the players stay on their feet, or the drill is run in game-like conditions and players are taken to the ground. (examples of contact are but not limited to: lineman vs. lineman drills, player on player tackle drills, team scrimmages, etc...)
  - B. Prior to Labor Day, there can be no more than 3.5 hours of contact per week. Excludes Jamboree games.
  - C. After Labor Day, there can be no more than 2 hours of contact per week.

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*all bylaws, rules, regulations and Titles as adopted without recourse.*

Approved 02/28/2016

**TUALATIN VALLEY YOUTH FOOTBALL LEAGUE**  
**TITLE 10**  
**GAME TIME RULES & REQUIREMENTS**

*The members of the Tualatin Valley Youth Football League resolve that the following rules and regulations have been adopted by a majority vote of the Board of Directors and ratified by a majority vote of the TVYFL Membership:*

1. All regular season games regardless of the opponent count in the standings of the division(s) that both teams are playing in. Unless, later afternoon or evening games are scheduled reasonable efforts will be made to schedule the younger grade levels first and older players later at any game site.
2. Any regular season game ending in a tie will be decided through a modified Kansas Plan commencing immediately after the game, with no break after the fourth quarter. The offense will be decided by a coin flip. Each team is allowed one time out per series of downs. Play begins at the 10 yard line and continues until the first team on offense scores, or turns the ball over on downs. The ball is then turned over to the other team until their series of downs has taken place. Each team gets one possession without a time limit. If after the modified Kansas plan the score is tied, the game remains tied.

Kansas plan for playoffs and championship games will follow NFHS High School rules (25-yard version).

In no instance, shall any game be replayed or any Kansas Plan undertaken at a later date.

3. In the event of a game between teams with uniforms of the same color, the visiting team must wear pennies for ease of team identification by officials.
4. **PLAYER IDENTIFICATION AND COACHES BOOK** - The Member will conduct a weigh-in prior to the first game of the season. Each player will be weighed with full gear except helmet. This determines their playing weight. However, a player's weight at game time weigh in determines who can carry the ball, or line up in a position defined as "ball carrier" (Backs and Ends).
  - A. Each player card will have a full face photograph of the player wearing game jersey (or reasonable facsimile thereof) with number clearly visible. If a player wears more than one game number (e.g. if a team has home and away jerseys with different numbers), the player must be photographed in each number. The league player card must have players' photo, all parent/guardian signatures and verification stamp from Tualatin Valley Youth Football Commissioner. The completed current medical release must accompany the player card in the coach's book for the player to be eligible to play. Two or more players cannot wear the same game jersey number. Game jersey numbers do not restrict the position(s) that a player plays.

- B. The team roster will be at the front of the coach's book with the book arranged by jersey number, lowest number first.
5. WEIGH - IN before the game or Jamboree event (without Coaches Book) takes place 30 minutes before game time with the visiting team weighing in first.
- A. Each team will provide a weigh master that is not a coach at the scales at the time of weigh-in. No more than 2 weigh masters from each team will be allowed at the scales during weigh-in. TVYFL executives and association board members are exempt from this unless they are coaching a team involved in the weigh-in.
  - B. A written list of ineligible players for the game must be presented and given by the weigh master to the opposing team at the time of weigh-in.
  - C. A player arriving late after the weigh-in has closed is not eligible to play unless a prior waiver has been approved by the Division President the Thursday before game day.
  - D. The helmet and mouth guard are not worn at weigh-in. Following is the minimum equipment that must be worn at weigh-in: Girdle w/ pads, pants w/ pads, game shoes, game shoulder pads, and Jersey. All of these items may not be changed after weigh-in. Further, any optional equipment that is to be worn in the game must be worn at weigh-in, including but not limited to items such as socks, arm pads, cowboy collars, gloves, undergarments, knee braces, elbow pads, kidney pads and rib protectors. Any violation will result in a fine, suspension, or expulsion. Provided, however, games shoes may be changed if the weather or field conditions reasonably so require. kick-off. The only exception to this rule shall be to allow a kicker to change into a specialty shoe for the purposes of kicking or punting. In such instance, the opposing coach shall be informed of such change prior to the opening
  - E. Weigh-in remains open for both teams until the home team's book is signed. The Home team's book shall not be signed until every player present at the field has been weighed.
  - F. A player will be allowed to weigh in only one time. There will be no exceptions.
  - G. All overweight players must have a 1 inch stripe of a contrasting color, clearly visible, placed horizontally on the front and back of their helmet. This horizontal tape stripe must be of contrasting color to helmet color, helmet stripes and decals.
  - H. The Weigh Master may inspect cleats and mouth pieces and advise both coaching staffs of the possible equipment issue. They may not refuse to weigh the player or sign their player card for that game. Any disqualification of a player for equipment issue is up to the referee of the game. A Weigh Master can be removed from the

field by the field greeter, association president or division president if they do not comply with this bylaw.

- I. If there is a discrepancy with both weigh masters, the chain of command is as follows
  - Field Greeter
  - Head Officials
  - Division Presidents
  
12. **GRIEVANCE PROCESS**-Grievances may be initiated by the Executive Board or Division Co-Presidents at any time. Grievances by a Member must be signed and submitted by Member president to the Division Co-Presidents. The president of the filing Member must contact the president of the Member having the grievance filed against them. Both of these events must take place by the 9:00 p.m. on the Monday following the game.
  
13. The President of the Member having the grievance filed against them must contact the head coach of the team affected and explain the reason the grievance was filed. A written response to the grievance must be submitted by the Co-Presidents to the Division by 9:00 p.m. on the Thursday following the game.
  
14. The Executive Board and Division Co-Presidents may undertake and consider grievances, challenges, enforcement and interpretation of rules, policies and protests at any time and in any manner they deem appropriate.
  
15. **RUNNING UP THE SCORE; BEING AHEAD BY MORE THAN 35 POINTS AT ANY TIME DURING A 3/4 OR 5/6 GAME. THERE IS NO LIMIT FOR JV OR VARSITY GAMES.** The coach may submit an explanation of the circumstances to the Division President by Monday following the game, this will not change the minimum mandatory sanctions listed below but can be used to determine if any other sanctions will be issued. The minimum mandatory sanctions for a point differential of more than 35 points are as follows: First violation: forfeiture of the game in question, \$100 fine and one week suspension for the head coach; Second violation: forfeiture of the game in question, \$200 fine, and two weeks suspension for the head coach. Third violation: forfeiture of the game in question, head coach is banned from the League, and team forfeits any right to post-season play. Sanctions above these may be issued. These are the minimum mandatory sanctions. Any Varsity team ahead by 35 points must make every effort to replace their starters with replacements and minimize the score differential. Any point differential over 45 points, at any point in the game, will require a report emailed by the winning head coach. This report will be emailed to both the winning and losing team's division president by 12:00pm PST Monday explaining the situation that caused the point differential including evidence of all efforts made to reduce the score. If the report is not turned in by 12:00pm PST Monday, the winning head coach is subsequently suspended from all practices for the week and the next scheduled game. Any excessive point differential where the winning team did not try to minimize the score (i.e. passing, starting players running the ball, etc...) can be brought before the Division President using the Grievance Procedure will be subject to review of the Co-Presidents and possible sanctions of coach suspension and fines up to

the limit provided in the Bylaws.

16. LATE SCORES AND OFFICIALS PAYROLL. All associations with home field games must report their scores and officials' payroll to the league secretary no later than Saturday at midnight. There shall be no excuse for reporting late. The first occurrence shall result in a warning; any occurrence after the warning shall result in an automatic fine of \$100 up to \$250.
17. If at any time in a JV or Varsity game, after halftime, a team is up by 45 points, the head coach of the team that is behind may elect to have a running clock. Once this has been elected it cannot be reversed.

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**TUALATIN VALLEY YOUTH FOOTBALL LEAGUE**  
**TITLE 11**  
**COACHING & CONDUCT**

*The members of the Tualatin Valley Youth Football League resolve that the following rules and regulations have been adopted by a majority vote of the Board of Directors and ratified by a majority vote of the TVYFL Membership:*

1.     **PLAYER AND COACH EJECTIONS –**

A.     **Player Ejection:**

- i) If at any time during a game, a player is ejected by an official for unsportsmanlike conduct that player will be disqualified from playing in the remainder of that game and at least one additional game. Player must remove pads but is allowed to remain on the sideline with team.
- ii) Additional game disqualifications may be assessed based on the severity of the conduct.
- iii) The DP has the discretion to further discipline the player up to and potentially including: ineligible to participate in practice, be on the sideline of the game, or a part of the coaching staff, or volunteer (chain gang, play plotter, weigh master, etc.) for the duration of the suspension.
- iv) Any player ejected during their final game of the season will be required to sit out the first game of the next season. Any 8th grader ejected from his final game will result in a fine of not more than \$250.00 to the association of which that player plays.
- v) Any player who receives more than one unsportsmanlike conduct penalty (of any type) in a single game will be ejected.

B.     **Coach Ejections:**

If at any time during a game, a coach is ejected by an official for unsportsmanlike conduct that coach will be disqualified from the remainder of that game and practice and game the following week. Upon ejection, coach must immediately leave the premises. Additional game disqualifications may be assessed based on the severity of the conduct. Disqualifications may include a ban from coaching in any association playing in Tualatin Valley Youth Football League. The head coach may also be subject to disciplinary actions due to the actions of his players, coaches or parents. The head coach is responsible for his players, his assistant coaches and the parents of his players. Any coach ejected during their final game of the season will be required to be suspended for the first game of the next season.

C.     **Unsportsmanlike Conduct:**

Any violation of the bylaws pertaining to game play and TVYFL specific rules results in an Unsportsmanlike Penalty against the coach and/or the head coach. The

infraction will cause a stoppage of play and create a deadball foul. The first instance shall be a 5 yard penalty, the second instance for the same action carries at 15 yard penalty. A third offense for the same action will result in the coach being ejected from the game and additional sanctions may occur when the Division Presidents review these infractions and finds them to be deliberate.

- D. All Personal Fouls will carry the same weight as Unsportsmanlike Conduct penalties and will result in ejection of the player/coach following the same guidelines used for Unsportsmanlike Conduct. Personal foul ejections will be for only the game they are penalized in, pending the review of DPs (who can elect to suspend for future games based on severity of actions).
2. All head coaches must be age 21 or over. Assistant coaches, reporting directly to the head coach can be age 18 or over. Coach trainees will be allowed with the consent of the individual Member President.
  3. The head coach shall be present at all practices and games unless excused by the Member president and appropriate arrangements have been made. Subject to the terms of these bylaws related to team formation, the head coach shall be allowed to select his assistants as the Member deems appropriate. The head coach shall be subject to removal as the Member deems appropriate.
  4. Each head coach and assistant coach must have completed, signed, and submitted a coaches contract to be kept in the team book.
  5. At all times every team in all associations must have at least two persons on a team's coaching staff who are First Aid and CPR certified and have completed certified concussion training on practice and game fields.
  6. Coaches do not make league policies, however they are expected to follow all rules and regulations. On the playing and practice fields, the coaching staff is in complete charge and shall not be interfered with except in cases of bylaws or rules violations and any other conduct deemed inappropriate by Member or League officers or directors.
  7. Associations will submit the names of all volunteers that might have 1:1 contact with a player to Criminal Information Services (CRIS). The TVYFL rubric for criminal offenses shall be consulted as a guideline when determining the eligibility of any volunteer with a criminal history and the eligibility of this person should be put to a vote of the association's executive board with the applicants name withheld for privacy. Any person who is required to register as a sex offender in any state shall be automatically refused from any position and should not be allowed to serve in any capacity within an association.
  8. Maximum number of coaches that can be within the coaches' box during a game is 3. Per NFHS rules, the Coaches Area is a rectangle extending from the 25-yard line to the 25-yard line, and from the side line to at least 2 yards from the side line.

9. No player, parent, guardian, or coach shall by any act or omission result in any conduct unbecoming to the League, the game of Football or the ideals of teamwork, good sportsmanship, good citizenship and character at any time. The Co-Presidents of each division shall have full jurisdiction over enforcement and interpretation of this rule of conduct within their division and they will conduct such investigations, if any, into violations as they in their sole discretion deem necessary and issue such sanctions as they in their sole discretion deem appropriate. Each Member for itself and for its players, parents, guardians, and coaches, waive, release and discharge any and all rights, if any, to notice and an opportunity for a hearing as it relates to actions by the Division Co-Presidents and waive, release and discharge any and all rights, if any, to pursue, commence or maintain any legal challenge, proceeding or action arising under or related to the action of Co-Presidents. Division co-presidents shall have the full power and authority to suspend, fine or provide whatever sanction they deem appropriate upon any officer, player, parent, guardian or coach for conduct unbecoming the league within the following guidelines for each violation:
  - A. Directions to provide communications of explanation, apology or acceptance to any person or entity; and
  - B. Probations of not more than one season.
  - C. If any Member bans a player, parent, guardian, or coach for life, the League shall up hold said ban for at least the following football season. The banned person then shall be eligible to re-apply to a different association. If the banned person is accepted by the new member, the Leagues Executive Board shall vote whether to lift the ban. Any member who bans a player, parent, guardian, or coach for life shall immediately notify his or her Co divisional President. Any member who knowingly accepts a banned player, parent, guardian, or coach shall be subject discipline under Article 8.
10. Forfeits and Suspensions of not more than two games and weeks; and

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**TUALATIN VALLEY YOUTH FOOTBALL LEAGUE**  
**TITLE 12**  
**SCHEDULING**

*The members of the Tualatin Valley Youth Football League resolve that the following rules and regulations have been adopted by a majority vote of the Board of Directors and ratified by a majority vote of the TVYFL Membership:*

1. Scheduling for TVYFL Divisions Games will utilize this section in developing the annual game schedule.
2. In order to get the season schedule out in a timely manner all team numbers, field availability and player counts for all grade levels must be turned into the Scheduler by August 1st. These will be the player count used for scheduling that season. Failure to do so will result in fines to the Member Association of \$250 and possible Association teams not being scheduled for that season. Any material changes to team counts, field availability and player counts that affect the schedule will also result in a fine to the Member Association of \$250.
3. Scheduling for 3rd-6th Grade teams and creating annual competitive divisions, the TVYFL will prioritize scheduling by the following criteria:
  - A. Teams will be assigned for divisions by OSAA Conference as much as possible to create a division, where there are not enough teams from different associations in a given OSAA Conference to fill the division teams will be brought in first based on proximity, second by scheduling necessity.
  - B. Teams will be assigned for scheduled games first by assigned division, second by out of division by proximity and third out of division by scheduling necessity.
4. When scheduling for JV and Varsity teams and creating annual competitive leagues, the TVYFL will prioritize scheduling by the following criteria:
  - A. Teams will be assigned divisions by # of players registered for each association. All 7th graders will be counted towards JV team placement; all 8th graders will be counted towards Varsity team placement.
  - B. Teams will be assigned for scheduled games first by assigned division, second out of division by scheduling necessity.
5. On an annual basis, the Bylaws Committee will consider realignment of divisions based on individual and collective requests from member associations. The Bylaws Committee will make an annual recommendation on assignment of divisions to the Board of Directors for ratification.
6. Playoffs will be conducted the first and second weeks immediately following the regular season for all 5/6, JV and Varsity Divisions using TVYFL regular season rules with the

exception of the Kansas Plan as detailed in the bylaws.

A. Playoffs for 5/6 and JV will be between 2 divisions in the same conference and take place in 2 flights: the gold (1 and 2 seeds from each division) and silver (3 and 4 seeds from each division). The pairing for the first round games in each bracket will be between the 1-2 seeds and the 3-4 seeds. The winner of those games will play in the gold or silver bracket championship the follow week.

For Varsity there will be two flights: the gold (1 and 2 seeds from each division) and silver (3 and 4 seeds from each division). The gold division will play for the overall 1st and 2nd place in the TVYFL. The Silver division will play for the overall 3rd and 4th place division. The seeding for the two flights will be determined by the executive board. There will be no re-seeding of brackets.

B. Standings for seeding are based on number of losses during the regular season. If there is tie the tiebreakers are as follows:

- Ties: The team with the lowest amount of tied games will get the higher seed
- Head to head: The winner of any head to head meeting will get the higher seed.
- Coin Flip: The Member's Presidents will flip a coin to determine who gets the higher seed. If the seed in question is only the 4th and final seed than the Coin Flip is not used and a Play In game is used to break the tie.

C. Play In Game, in case of tie for the last seed or seeds for the playoffs there will be a Play In Game, the game will be on the Wednesday after the regular season at a site determined by the Executive Board:

- If there are only 2 teams tied for the final seed, they will play a full Kansas Plan from the 25 yard line with each team granted the opportunity to possess the ball. The Kansas Plan continues until there is a winner. There is no Minimum Play Rule in effect.

-If there are 3 or more teams tied for the final seed, they will play a Round Robin where each team will play each other using a full Kansas Plan from the 25 yard line. Each Kansas Plan continues until there is a winner for that game. After the Round Robin if only one team has 2 wins, they win the final playoff seed. If all teams have 1 win after the first round then they continue to another round until there is a winner.

- If there are 2 playoff seeds at stake and there are 3 or more teams tied, then they will play a Round Robin where each team will play each other using a full Kansas Plan from the 25 yard line. Each Kansas Plan continues until there is a winner for that game. After the first Round Robin if a team has more wins than the rest they will receive the higher available seed the second place team will receive the second playoff seed and the third place team will receive the third playoff seed if available. If after the Round Robin there are still ties for playoff seeds but the number of eligible teams equal the number of playoff seeds then head to head in the Round Robin will be used

to determine the seeding. If the head to head cannot break the tie than a Coin Flip will be used to determine the seeding. A Coin Flip cannot be used to keep a team out of the playoffs, only to determine the playoff seeding.

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